

U.S.D. 305 BOARD AGENDA
District Offices
1511 Gypsum
Staff Education Center
https://www.usd305.com/about_us/board_of_education/livestream
September 13, 2022
5:30 p.m.

Mission Statement

The mission of Salina Public Schools is to be the best place to learn and work by embracing challenges, creating belonging, fostering pride and inspiring hope.

- Speaker
- I. Call to Order
 - II. Pledge of Allegiance to the Flag
 - III. Approval of Agenda
 - IV. **Approve 2022-2023 Local Option Budget (LOB) Resolution**
 - V. **2022-2023 Exceeding the Revenue Neutral Tax Rate Hearing**
 - a. **Approve 2022-2023 Exceeding the Revenue Neutral Tax Rate Resolution**
 - VI. **2022-2023 Budget Hearing**
 - VII. **Approve 2022-2023 Budget**
 - VIII. **Recognitions/Presentations**
 - a. You Make A Difference Linn Exline
 - b. Superintendent's Excellence Awards Jennifer Camien
 - IX. Approval of Consent Agenda Items
 - a. **Minutes of August 9, 2022 Regular Meeting**
 - b. **Personnel Report**
 - c. Financial Reports
 - 1. August Bills List
 - d. **Treasurer's Report (July)**
 - e. **Investment Report (July)**
 - f. **Journal Entries (July)**
 - g. **Approve Encumbrance Listings**
 - h. **Approve South High School Tennis Courts Construction Bid**
 - i. **Approve Gift from South High School Band Booster Club**
 - j. **Approve Gift from Emmanuel Foursquare Church to Elementary Schools**
 - X. **Public Forum**
 - XI. Action Agenda
 - a. **Appoint 2022 KASB Delegate and Alternate** Linn Exline
 - XII. Discussion Agenda
 - a. **Kansas Education Systems Accreditation (KESA) Update** Deanna Cullins
 - XIII. **School Board Reports and Upcoming Dates of Importance**
 - a. Thursday, September 22, SEF Fall Breakfast, Salina Country Club, 7:00 am
 - b. November 11-13, KASB Annual Conference, Wichita
 - XIV. **Superintendent's Report**

Speaker

- XV. **Information Agenda**
 - a. **Heartland Early Education Update**

- XVI. **Executive Session**
 - a. Personnel

- XVII. **Action Agenda II**
 - a. Approval of Any Action Deemed Necessary As A Result of Executive Session

- XVIII. **Worksession**
 - a. Policy Review

Notice of Nondiscrimination

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

IV. APPROVE 2022-2023 LOCAL OPTION BUDGET (LOB) RESOLUTION

The Kansas State Department of Education recommends an annual Local Option Budget (LOB) Resolution be adopted to authorize the LOB percentage used in the published budget.

It is recommended that you approve the 2022-2023 Local Option Budget Resolution as presented.

RESOLUTION 0322

I move the adoption of the following Resolution:

BE IT RESOLVED THAT:

The Unified School District No. 305, Saline County, Kansas Board of Education shall be authorized to make a Local Option Percentage in the amount of 33 percent for the 2022-2023 school year.

Adopted by the Board of Education of Unified School District No. 305, Saline County, Kansas, the 13th day of September, 2022.

Clerk, Board of Education
Salina Unified School District No. 305
Saline County, Kansas

V. 2022-2023 EXCEEDING THE REVENUE NEUTRAL TAX RATE HEARING

We will now open the hearing for the purpose of hearing and answering objections of taxpayers relating to exceeding the Revenue Neutral Tax Rate for the 2022-2023 school year.

**V.A. APPROVE 2022-2023 EXCEEDING THE REVENUE NEUTRAL TAX RATE
RESOLUTION**

It is recommended that you approve the 2022-2023 Exceeding the Revenue Neutral
Tax Rate Resolution as presented.

RESOLUTION 0422

A resolution expressing the property taxation policy of USD 305 Salina with respect to exceeding the Revenue Neutral Tax Rate for financing the annual budget for 2022-2023.

WHEREAS, 2022 HB 2239 amending K.S.A. 79-2988, provides that a levy of property taxes to finance the 2022-2023 budget of Unified School District No. 305, Saline County, Kansas, exceeds the Revenue Neutral Tax Rate to finance the 2022-2023 budget of Unified School District No. 305, Saline County, Kansas, be authorized by a resolution.

NOW, THEREFORE, BE IT RESOLVED by Unified School District No. 305, Saline County, Kansas that the 2022-2023 budget with a levy of property taxes exceeding the Revenue Neutral Tax Rates calculated for 2022-2023, as adjusted pursuant to 2022 HB 2239 amending K.S.A. 79-2988, is hereby adopted.

Adopted by the Board of Education of Unified School District No. 305, Saline County, Kansas, the 13th day of September, 2022.

President, Board of Education
Salina Unified School District No. 305
Saline County, Kansas

Clerk, Board of Education
Salina Unified School District No. 305
Saline County, Kansas

CERTIFICATE

	Vote Yes	Vote No	Absent
Board Member: Mark Bandré	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member: Jim Fletcher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member: Scott Gardner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member: Gabe Grant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member: Dana Kossow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member: Bonnie Schamberger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board Member: Ann Zimmerman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI. 2022-2023 BUDGET HEARING

We will now open the budget hearing for the purpose of hearing and answering objections of taxpayers relating to the proposed use of funds and the amount of tax to be levied.

VII. APPROVE 2022-2023 BUDGET

The budget process is an ongoing process throughout the year. Federal and state funding projections are managed and monitored throughout the year. A local trend of declining enrollment continues to have an impact on the district budget and has been planned for in all budget decisions.

All dollars are directed to the Salina Public Schools' vision of transforming Salina and the world. The mission is to be the best place to learn and work by embracing challenges, creating belonging, fostering pride and inspiring hope. The board considered the building needs assessments and reviewed the state assessments in the budget process. Focusing on the mission, the board has approved an average 3.1% salary increase, as well as approving a retention incentive payment for all eligible staff. Continuing our commitment to Pre-K classrooms and the Salina Virtual Innovation Academy, increasing opportunities and resources for students were also budget priorities. This information was incorporated into the 2022-2023 budget.

Under the current funding formula, the Base Aid for Student Excellence will increase to \$4,846 per student. However, special education funding will decrease and is still not funded to the level of the law. Advocacy for special education funding will continue throughout the year. Virtual funding was increased from \$5,000 to \$5,600 per full-time virtual student. The rest of the funding formula remains unchanged from the prior year.

The estimated overall mill levy will decrease by 1.678 mills, and is lower than it has been in over 20 years. State aid revenue, tax collections and assessed valuation are the driving factors in the decrease.

Administration met with KSDE to review the budget document on July 15, 2022. Next, the board held a budget worksession on August 9, 2022 to review the overall budget and mill levy projections. The publication notice of hearing was approved at the August 9, 2022 board meeting. The "Notice of Hearing" was then published in the Salina Journal, as well as on the USD 305 website.

The building needs assessment and state assessment review documentation were provided to the board, evaluated by the board and used in the budget process. It is recommended that you approve the 2022-2023 budget as published.

CERTIFICATE
TO THE CLERK of Saline County, State of Kansas
We, the undersigned, duly elected, qualified and acting officers of
Unified School District 305

certify that: (1) the hearing mentioned in the attached proof of publication was held; (2) after the Budget Hearing this budget was duly approved and adopted as the maximum expenditure for the various funds for the year 2022-2023; and (3) the Amount(s) of 2022 Tax to be Levied are within statutory limitations.

TABLE OF CONTENTS	K.S.A.	Code 01 Line	2022-2023 Adopted Budget		
			1 Expenditures	2 2022 Tax to be Levied	3 County Clerk's Use Certified Mill Rate
General ¹	72-5142	06	53,818,945	9,186,579	20.000 ²
Federal Funds	12-1663	07	17,633,231		
Supplemental General (LOB) ³	72-5147	08	17,723,492	7,861,271	
Adult Education	74-32,259	10	700,000	404,618	
Preschool-Aged At-Risk	72-5154	11	240,000		
Adult Supplemental Education	74-32,261	12	0		
At Risk (K-12)	72-5153	13	11,500,000		
Bilingual Education	72-3613	14	1,240,000		
Virtual Education	72-3715	15	540,000		
Capital Outlay	72-53, 113	16	14,285,000	4,315,920	
Driver Training	72-5163	18	54,000		
Declining Enrollment	72-5160	19	0		
Extraordinary School Program	72-3239	22	0		
Food Service	72-5164	24	5,630,325		
Professional Development	72-2552	26	560,000		
Parent Education Program	72-4165	28	141,000		
Summer School	72-3238	29	35,000		
Special Education	72-3422	30	15,824,000		
Cost of Living ⁴	72-5159	33	0	0	
Career and Postsecondary Education	72-5162	34	1,350,000		
Gifts and Grants	72-1142	35	830,442		
Special Liability Expense Fund	72-1179	42	0	0	
School Retirement	72-2661	44	0	0	
Extraordinary Growth Facility	72-5158	45	0	0	
Special Reserve Fund	72-1180	47			
KPERS Special Retirement Contribution	74-4939a	51	11,464,939		
Contingency Reserve	72-5165	53			
Textbook & Student Material Revolving	72-3355	55			
Activity Funds	72-1178	56			
DEBT SERVICE					
Bond and Interest #1	10-113	62	10,157,776	5,342,551	
Bond and Interest #2	10-113	63	0	0	
No Fund Warrant ⁵	79-2939	66	0	0	
Special Assessment	12-6a10	67	0	0	
Temporary Note	72-5457	68	0	0	

1. The amount computed on Form 150 is the limit of the 2022-2023 General Fund Expenditures.

2. The General Fund levy must be 20 mills. County clerks can't change this levy.

3. Date election was held to exceed 31% _____ authorizing _____ 0.00% expires _____
Date the Board adopted resolution _____ 12/12/2017 _____ authorizing _____ 33.00% expires _____ 9999

4. Date the Board adopted Cost of Living Resolution authorized by 72-5159 _____

5. See K.S.A. 79-2939, order # _____ dated _____ / _____ / _____.

TABLE OF CONTENTS	K.S.A.	Code 01 Line	2022-2023 Adopted Budget		
			1 Expenditures	2 2022 Tax to be Levied	3 County Clerk's Use Certified Mill Rate
COOPERATIVES					
Special Education	72-3412	78	31,200,000		
Total USD		100	194,928,150	27,110,939	
OTHER					
Historical Museum	12-1684	80	0	0	
Public Library Board	72-1420	82	0	0	
Public Library Board Emp Bnfts	12-16,102	83	0	0	
Recreation Commission	12-1927	84	0	0	
Rec Comm Emp Bnfts & Spec Liab	12-1928/75-6110	86	0	0	
Total Other		105	0	0	

Municipal Accounting Use Only	
Received _____	
Reviewed by _____	
Follow-up: Yes _____ No _____	

Assisted by:

Attest: _____, 2022

Board President

County Clerk

Clerk of the Board

FINAL VALUATION
(County Clerk's Use Only)

County	Final Assessed Valuation		Bond and Interest	
	General Fund ¹	Other Funds	#1	#2
		\$		
		\$		
		\$		
		\$		
		\$		
TOTAL	\$0	\$0	\$0	\$0

1. General Fund Assessed Valuation excludes \$40,000 of appraised value on residential property.

Computation of Delinquency

2020 Delinquent Tax Percentage	_____ 0.690 %	Rate Used in this Budget for 2022-2023	_____ 1.000 %
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VIII. RECOGNITIONS/PRESENTATIONS

A. You Make A Difference

B. Superintendent Excellence Awards

**MINUTES OF THE BOARD OF EDUCATION MEETING
UNIFIED SCHOOL DISTRICT NO. 305
SALINA, KANSAS
August 9, 2022**

Call to Order The Board of Education of Unified School District #305 met in regular session Tuesday, August 9, 2022 at 5:30 p.m., in the District Office, Staff Education Center with the following members present: Mark Bandré, Jim Fletcher, Scott Gardner, Gabe Grant, Bonnie Schamberger and Ann Zimmerman. Absent was Dana Kossow.

Others present – see page 7.

President Zimmerman called the meeting to order.

Pledge of Allegiance The Pledge of Allegiance was given.

Agenda Motion by Gabe Grant, second by Jim Fletcher to approve the agenda as presented with the addendum to the personnel report. Motion carried: 6 Yeas, 0 Nays.

Recognitions/Presentations Sarah Keck, Salina Arts and Humanities arts education coordinator, presented information on the programs and services the Salina Arts and Humanities offer the district.

Consent Agenda Motion by Mark Bandré, second by Scott Gardner to approve the following items on the consent agenda:

Minutes of the Board of Education Meetings:

July 12, 2022 Regular Meeting

Personnel Report

APPOINTMENT OF CERTIFIED CONTRACT(S) FOR 2022-2023:

Agee, Brandon 08/01/22	Certified Interventionist – Central
Ash, Pamela 08/01/22	Science – South Middle
Bellerive, Jacob 08/01/22	Roving Teacher – Oakdale
Bonnell, Kylie 08/01/22	Social Worker – South Middle
Collins, Christine 08/01/22	High Incidence SpEd – CKCIE/Chapman
Davis, Katherine 08/01/22	Literacy Coach – Schilling
Farrell, Jenifer 08/01/22	Certified Student Support – South High
Frost, Mason 08/01/22	Math – Central
Jacquart, Christina 08/01/22	High Incidence SpEd – CKCIE/Abilene
Jilka, Traci 08/01/22	Speech Language Pathologist – CKCIE
Juenemann, Ashley 08/01/22	Grade 3 – Sunset
Lueders, Lars 08/01/22	Math – Central
Lukavsky, Karla 08/01/22	Roving Teacher – Coronado
Manatrey, Marcelle 08/01/22	Grade 1 – Schilling
Martinez, Jenny 08/01/22	Grade 3 – Coronado
Mason, Kristi 08/01/22	High Incidence SpEd – CKCIE/Central Plains
Noel, Savannah 08/01/22	Grade 2 – Oakdale
Oldham, Kylee 08/01/22	Grade 3 – Oakdale
Potter, Pamela 08/01/22	High Incidence SpEd – CKCIE/SE-Saline
Rubino, Joshua 08/01/22	English Lang Arts – Central
Swenson, Kira 08/01/22	Grade 2 – Schilling
Zhu, Jeffrey 08/01/22	Virtual Teacher – Salina Virtual
Foley, Elisabeth 08/15/22	At-Risk Teacher – Oakdale
Keck, Ashton 08/05/22	High Incidence SpEd – CKCIE .5/SVIA .5

TRANSFER OF CERTIFIED CONTRACT(S) FOR 2022-2023:

Garcia, Ginger	From: Psychologist – CKCIE/CW/ Solomon To: Psychologist – CKCIE/Lakewood
Pekarek, Brian	From: Social Studies – Lakewood To: Certified Interventionist – South High
Szyndlar, Saralyn	From: Early Childhood SpEd–CKCIE/SC To: Early Childhood SpEd–CKCIE/ Abilene PK
Trower, Jasmine	From: Social Worker – South Middle To: Certified Student Support – SMS
Wallace, Joel	From: Grade 3 – Sunset To: Grade 5 – Sunset
Friedl, Dallas	From: High Incidence SpEd – CKCIE/ Hope/White City To: High Incidence SpEd – CKCIE/White City
Jeffries, Charlene	From: Roving Teacher – Sunset To: Grade 2 – Sunset
Noeth, Julie	From: High Incidence SpEd – CKCIE/ Hope To: High Incidence SpEd – CKCIE/Hope
Skidmore, Nicole	From: Virtual Teacher – Salina Virtual To: Kindergarten – Sunset

TRANSFER CLASSIFIED TO CERTIFIED CONTRACT(S) 2022-2023:

Cusick, Kirk	From: Instructional Asst II – Oakdale To: Grade 4 – Oakdale
Francis, Anna	From: Paraeducator – CKCIE/Kennedy Elem To: High Incidence SpEd – CKCIE/Ken Elem
Orr, Sara	From: Instructional Asst III – South High To: High Incidence SpEd – CKCIE/SHS

RESIGNATION OF CERTIFIED CONTRACT(S) 2021-2022:

Arnold, Jocelyn 05/20/22	Math – South High
Lamb, Nanette 07/16/22	Grade 5 – Sunset

RESIGNATION OF CERTIFIED CONTRACT(S) 2022-2023:

Glenn, Robert 07/21/22	Math – Salina Virtual
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APPOINTMENT OF SUPPLEMENTAL CONTRACT(S) 2022-2023:

Hair, Michael 08/05/22	Cross Country Asst – Central
Lueders, Lars 08/05/22	Wrestling Head – Central
Lueders, Lars 08/05/22	Football Asst – Central
Vaughn, Mark 08/05/22	Baseball Asst .5 – Central
Waldron, Alyssa 08/05/22	Head Girls Golf – Central
Whitt, Derrick 08/05/22	Boys Soccer Asst – Central
Windholz, Callie 08/05/22	Cross Country Asst – Lakewood

RESIGNATION OF SUPPLEMENTAL CONTRACT(S) 2022-2023:

DeVoe, Krista 07/06/22	English Lang Arts Dept Chair .5 – SHS
Dix, Brad 07/12/22	Baseball Asst .5 – Central
Fenn, Lexi 07/12/22	Volleyball Grade 7 Asst – Lakewood
Heckethorn, Dean 08/01/22	Track Asst – South Middle
Pekarek, Brian 08/01/22	Debate Asst – South High

CLASSIFIED APPOINTMENT(S):

Aguilar, Mayra 08/05/22	Dining Asst Foodservice – Sunset
Andrews, Fawn 07/28/22	Psychometrician I – CKCIE
Bell, Lisa 08/03/22	Paraeducator – CKCIE/Ell-Saline Elem
Denning, Rondi 08/03/22	Paraeducator – CKCIE/Central Plains Elem
Dyer, Charles 08/03/22	Paraeducator – CKCIE/White City High
Hansen, Sheyenne 08/03/22	Paraeducator – CKCIE/Cottonwood
Herman, Emily 08/03/22	Paraeducator – CKCIE/Ellsworth Elem
Jurgensmeier, Karen 08/05/22	Admin Asst I – Lakewood
Madden, Autumn 07/27/22	Admin Asst II – Central
McCoy, Kelvin 08/03/22	Paraeducator – CKCIE/Central
McCoy, Kelvin 08/11/22	Football Asst – Central
Medrano-Garcia, Mayra 08/05/22	Dining Asst Foodservice – Schilling
Meredith, Tammy 08/03/22	Paraeducator – CKCIE/Ellsworth High
Miller, Marion 08/05/22	Instructional Asst II – Central
Pilkington, Sara 08/10/22	Assistant Attendance – Central
O'Connor, Victoria 08/10/22	Health Aide – South High
Sanders, Sierra 08/10/22	Instructional Asst II – Sunset
Seiber, Kerston 08/03/22	Paraeducator – CKCIE/Lakewood
Sickler, Rosario 08/10/22	Bilingual Education – Sunset
Soldan, Rhonda 08/03/22	Paraeducator – CKCIE/Central
Soom, Kendyl 08/03/22	Paraeducator – CKCIE/Meadowlark
Wilcox, Brooke 08/02/22	COTA – CKCIE
Young, Andrew 08/05/22	Cook Foodservice – Lakewood
Zelenka, Katelynn 08/03/22	Paraeducator – CKCIE/Wilson Elem
Avalos, Rachel 08/10/22	Night Custodian – Stewart
Birdsall, Tara 08/10/22	Instructional Asst II – South Middle
Bogart, Shelly 08/10/22	Paraeducator – CKCIE/Abilene High
Gerry, Stephanie 08/05/22	Receptionist – South Middle
Gloria, Matiana 08/10/22	Bilingual Education – Central
Hinojoza Garcia, Yulissa 08/10/22	Paraeducator – CKCIE/Cottonwood
Hinklin, Angelica 08/10/22	Paraeducator – CKCIE/Cottonwood
Jurgensen, Betty 08/10/22	Paraeducator – CKCIE/Opportunity Now
Lidstrom, Emma 08/01/22	Instructional Asst IV – Coronado
Lopez, Nicolle 08/10/22	Instructional Asst II – Sunset
Nitsch, Melinda 08/17/22	Paraeducator – CKCIE/Coronado
Perez, Gloria 08/10/22	Paraeducator – CKCIE/Cottonwood
Phelps, Jill 08/10/22	Receptionist – Central
Weaver, Megan 08/10/22	Paraeducator – CKCIE/Cottonwood
Wyman, Glenda 08/10/22	Paraeducator – CKCIE/South High

CLASSIFIED TRANSFER(S)

Blair, Mary Gene	From: Foodservice Worker II – LMS To: Kitchen Asst Foodservice – Central
Boyer, Johnetta	From: Paraeducator – CKCIE/Oakdale To: Paraeducator – CKCIE/Meadowlark
Brown, Erica	From: Paraeducator – CKCIE/ Cottonwood To: Receptionist – Transitions
Bujanda, Monica	From: Bilingual Education – Coronado To: Admin Asst I – Central
Bunting, Amy	From: Paraeducator – CKCIE/Sunset To: Paraeducator – CKCIE/Meadowlark
Chevlan, Brenda	From: Paraeducator – CKCIE/Lakewood To: Paraeducator – CKCIE/Central
Clayton, Amanda	From: Paraeducator – CKCIE/SMS To: Behavior Asst – CKCIE

Clem, Zachary	From: Paraeducator – CKCIE/Central To: Paraeducator – CKCIE/Lakewood
Dighera, Carol	From: Paraeducator – CKCIE/Sunset To: Paraeducator – CKCIE/Meadowlark
Fancher, Sarah	From: Paraeducator – CKCIE/ Cottonwood To: Paraeducator – CKCIE/Stewart
Gray, Taylor	From: Paraeducator – CKCIE/ Meadowlark To: Paraeducator – CKCIE/Op Now
Hernandez, Lorena	From: Receptionist – South Middle To: Admin Asst I – South Middle
Ingram-Frisby, Jennifer	From: Paraeducator – CKCIE/ Cottonwood To: Paraeducator – CKCIE/Coronado
Ivey, Anna	From: Paraeducator – CKCIE/ Meadowlark To: Paraeducator – CKCIE/Op Now
Martin, Jessica	From: Bookkeeper I Foodservice – ML To: Lead Foodservice – Sunset
McClain, Angela	From: Bookkeeper I Foodservice – SU To: Lead Foodservice – Stewart
Mitchell, Angela K.	From: Instructional Asst III – Oakdale To: Paraeducator – CKCIE/Coronado
Mullen, Christina	From: Paraeducator – CKCIE/ Meadowlark To: Behavior Asst – CKCIE
Picasso-Arias, Alexandra	From: Bilingual Education – South High To: Bilingual Education – Coronado
Ranker, Sarah	From: Paraeducator – CKCIE/Wilson Elem To: Paraeducator – CKCIE/Ellsworth Elem
Scruby, Brittany	From: Paraeducator – CKCIE/St. Andrews Elem To: Paraeducator – CKCIE/McKinley Elem
Snook, Toni	From: Paraeducator – CKCIE/Ell-Saline Elem To: Paraeducator – CKCIE/Sunset
Taylor, Cindy	From: Roving Foodservice Worker–LMS To: Lead Foodservice – Lakewood
Trostle, Dora	From: Paraeducator – CKCIE/Ell-Saline Jr/Sr To: Paraeducator – CKCIE/Meadowlark
Vargas, Cindy	From: Paraeducator – CKCIE/Central To: Paraeducator – CKCIE/Transitions
Waugh-Gilstrap, Nancy	From: Bus Monitor – Heartland Abilene To: Headstart Teacher Asst II–Heartland Abilene
Williams, Melissa	From: Paraeducator – CKCIE/Heusner To: Instructional Asst II – Heusner
Anderson, Alan	From: Building Mechanic – Central To: Facility Manager II – Lakewood
Bunting, Amy	From: Paraeducator – CKCIE/ Meadowlark To: Paraeducator Apprentice – CKCIE/ Meadowlark

Carlson, Lisa

From: Paraeducator – CKCIE/Stewart

To: Instructional Asst IV – Schilling

Weis, Lisa

From: Interpreter – South Middle

To: Interpreter – South High

CLASSIFIED RESIGNATION(S):

Beckley, Megan 07/14/22	Paraeducator – CKCIE/Abilene Primary
Boyer, Kaitlyn 07/08/22	Family Consultant – Heartland
Clouston, Angela 07/24/22	Paraeducator – CKCIE/Coronado
Griffitts, Houston 07/12/22	Wrestling Asst – Lakewood
Haigh, Katelyn 07/17/22	Paraeducator – CKCIE
Hall, Kaylee 07/18/22	Paraeducator – CKCIE/SE-Saline Elem
Halpain, Mariah 07/27/22	Paraeducator – CKCIE/Cottonwood
Hulse, Abby 07/11/22	Paraeducator – CKCIE/Kanopolis Middle
Jeffery, Cortney 07/13/22	Paraeducator – CKCIE/Meadowlark
Johnson, Kyla 07/22/22	Instructional Asst II – South Middle
Kleist, Ashley 07/08/22	Paraeducator – CKCIE/Solomon Elem
Koop, Mona 07/11/22	Paraeducator – CKCIE/Rural Center Elem
Lehner, Marcellete 06/27/22	Paraeducator – CKCIE/Kennedy Elem
Mannebach, Dayna 07/04/22	Kitchen Asst – Heartland
McQuillan, Shiann 07/05/22	Headstart Teacher Asst III – Heartland Abilene
Merrill, Hailie 07/05/22	Paraeducator – CKCIE/Ellsworth High
Nekuda, Jessica 07/15/22	Debate Asst – Central
Nekuda, Jessica 07/15/22	Forensics Asst – Central
Ramirez, Alyssa 07/26/22	Paraeducator – CKCIE/Coronado
Richardson, Ashley 08/01/22	Paraeducator – CKCIE/McKinley Elem
Rittel, Gustav 07/29/22	Facilities Manager II – Lakewood
Roth, Ashton 07/26/22	Paraeducator – CKCIE/McKinley Elem
Schnell, Lynzee 07/06/22	Paraeducator – CKCIE/Meadowlark
Sholtz, Dawn 08/12/22	Family Consultant – Heartland
Snitker, Lindsay 07/28/22	Paraeducator – CKCIE/Kennedy Elem
Soukup, Alan 07/27/22	Paraeducator – CKCIE/Lakewood
Stuart, Ashtan 07/29/22	Family Consultant – Heartland
Utley, Brookie Lee 07/25/22	Asst Attendance – South High
Villalaz, Amanda 08/01/22	Paraeducator – CKCIE/SE-Saline Elem
Wallace, Brady 08/05/22	Building Mechanic – South High
Anderson, Susanne 07/25/22	Pre-Kindergarten Teacher – Heartland
Ankenman, Brandy 08/01/22	Paraeducator – CKCIE/Project Search
Campa, Victor 08/03/22	Bilingual Education – South High
Chaput, Kerry 08/02/22	Paraeducator – CKCIE/Sacred Heart
Christensen, Alison 07/18/22	Paraeducator – CKCIE/Opportunity Now
Franco, Ashley 07/31/22	Kitchen Asst Foodservice – South Middle
Gardner, Malcom 07/29/22	Paraeducator – CKCIE/Sunset
Geist, Nancee 08/05/22	Headstart Teacher Asst III – Heartland
Nekuda, Jessica 08/01/22	Paraeducator – CKCIE/Central
Nunemaker, Tannie 08/03/22	Paraeducator – CKCIE/Minneapolis High
Ranker, Sarah 08/02/22	Paraeducator – CKCIE/Ellsworth Elem
Scruby, Dawn 08/04/22	Paraeducator – CKCIE/Chapman Elem
Wilson, Alexandria 08/03/22	Paraeducator – CKCIE/Heartland

CLASSIFIED RETIREMENT(S)

Henoch, Pam 09/02/22	Admin Asst II – South High
Hoffman, June 07/31/22	Paraeducator – CKCIE/Chapman High
Myers, Cheryl 07/07/22	Admin Asst I – South Middle
Rhoden, Lori 07/18/22	Admin Asst II – Central
Bischoff, Barbie 08/01/22	Paraeducator – CKCIE/McKinley Elem

Financial Reports and Bills List for the month of July

Treasurer's Report (June)

Investment Report (June)

Approval of Encumbrance Listings (A copy is attached to the permanent minutes.)

Houghton Mifflin Harcourt	<i>Into Reading</i> Reading Materials	\$30,945.45
Accelerate Education	Online Math Support 7-12	\$30,000.00

Motion carried: 6 Yeas, 0 Nays.

Public Forum

No one from the public asked to speak.

School Board Committee Reports

- Thursday, August 11, First Day of School
- Thursday, September 22, SEF Fall Breakfast, Salina Country Club, 7:00 am
- November 11-13, KASB Annual Conference, Wichita

Mark Bandré reported on the following:

- SHESC Executive Cabinet
- Salina Education Foundation
- Back-to-School All Staff Meeting
- Belonging Presentation

Scott Gardner reported on the Back-to-School All Staff meeting.

Bonnie Schamberger reported on the following:

- Back-to-School All Staff Meeting
- Belonging Presentation

Gabe Grant reported on the following:

- Back-to-School All Staff Meeting
- Belonging Presentation

Jim Fletcher reported on the following:

- Back-to-School All Staff Meeting
- KASB Leadership for Tomorrow
- KASB Nominating Committee

Ann Zimmerman reported on the following:

- New Teacher Orientation Welcome
- Back-to-School All Staff Meeting
- KASB Constitutional Law Webinar
- Linn Exline's Interview on KINA
- Belonging Presentation

Superintendent's Report

Linn Exline updated the board on the following items:

- Thank You to BOE Members – Attendance at Events
- Building Visits August 11 and August 12
- Enrollment Update
- Thank You to Eryn Wright and Jeff Hayes – Staffing
- New Teacher Orientation and Bus Tour
- United Way

Information Agenda

a. Heartland Early Education Update

**Executive Session
Personnel**

Motion by Mark Bandré, second by Gabe Grant that the Board of Education go into executive session at 5:47 p.m. for 15 minutes for the purpose of discussing personnel matters of non-elected personnel and their contractual obligations because if this matter were discussed in open session it might invade the privacy of those discussed and that the Board of Education reconvene into open session at 6:02 p.m. in the SEC Room. Motion carried: 6 Yeas, 0 Nays.

Linn Exline and Eryn Wright, executive director of human resources/legal services, arrived at 5:47 p.m., per request.

Open Session

President Zimmerman declared the board to be in open session at 6:02 p.m.

**Worksession:
Budget**

Lisa Peters, executive director of business, reviewed the FY23 budget information. (A copy is attached to the permanent minutes.)

**Notice of Hearing for the
2022-2023 Budget**

Lisa Peters reviewed the Notice of Hearing for the 2022-2023 budget. (A copy is attached to the permanent minutes.)

Motion by Jim Fletcher, second by Gabe Grant to approve the publication of the Notice of Hearing for the 2022-2023 budget. Motion carried: 6 Yeas, 0 Nays.

**Notice of Hearing for
Exceeding the Revenue
Neutral Tax Rate for the
2022-2023 School Year**

Lisa Peters reviewed the Notice of Hearing for Exceeding the Revenue Neutral Tax Rate for the 2022-2023 school year. (A copy is attached to the permanent minutes.)

Motion by Jim Fletcher, second by Gabe Grant to approve the publication of the Notice of Hearing for Exceeding the Revenue Neutral Tax Rate for the 2022-2023 school year. Motion carried: 6 Yeas, 0 Nays.

Adjournment

Motion by Scott Gardner, second by Gabe Grant to adjourn the meeting. Motion carried: 6 Yeas, 0 Nays.

President Zimmerman declared the meeting adjourned at 7:33 p.m.

Attest:

Clerk, Board of Education
Unified School District No. 305
Saline County, State of Kansas

Approved _____

Brad Anderson, Salina Arts & Humanities
Kendrick Calfee, Salina Journal
Jennifer Camien, Public Information Director
Linn Exline, Superintendent
Jeff Hayes, Executive Director of CKCIE
Deborah Howard, Clerk
Kari Keck, South Middle School Teacher/NEA-Salina President

Sarah Keck, Salina Arts & Humanities
Lisa Peters, Executive Director of Business
Shanna Rector, Deputy Superintendent
Kris Upson, Executive Director of Operations
Eryn Wright, Executive Director of Human Resources/Legal Services

Personnel Report
September 13, 2022

APPOINTMENT OF CERTIFIED CONTRACT(S) 2022-2023

Hammond, Deborah	8/23/2022	Instructional Assistant IV	McKinley Elementary School/CKCIE
Long, Brock	8/3/2022	High Incidence SPED Teacher	Central High School
Otto, Jordan	8/5/2022	Kindergarten Teacher	Oakdale Elementary School
Rubino, Joseph	8/23/2022	Roving Teacher	Sunset Elementary School
Shaw, Britany	9/1/2022	High Incidence SPED Teacher	Central High School
Wohler, Harriet	8/8/2022	High Incidence SPED Teacher	Schilling Elementary School

APPOINTMENT OF SUPPLEMENTAL CONTRACT(S) 2022-2023

Botz, Angela	8/5/2022	Department Chair Special Education	Central High School
Brungardt, Ryan	8/5/2022	Football Assistant Middle School Grade 7	Lakewood Middle School
Crawford, Chelsey	8/5/2022	0.5 FTE Scholars Bowl	Lakewood Middle School
Dix, Brad	8/5/2022	Track Assistant	Central High School
Ellerbeck, Alexis	8/5/2022	Forensics Assistant	Central High School
Ellerbeck, Alexis	8/5/2022	Debate Assistant	Central High School
Elliott, Kennedy	8/5/2022	Track Assistant	South Middle School
Hunter, Christopher	8/5/2022	0.5 FTE Scholars Bowl	Lakewood Middle School
Mahoney, Candace	8/5/2022	0.5 FTE Quiz Bowl	South High School
Mahoney, Melissa	8/5/2022	0.5 FTE Quiz Bowl	South High School
Patrick, Kevin	8/5/2022	Volleyball Assistant	Central High School
Stalcup, Jack	8/5/2022	Track Assistant	Lakewood Middle School
Stewart, Caleb	8/5/2022	E-Sports Head Coach Fall and Spring	South High School
Vandecreek, Carielyn	8/5/2022	Unified Bowling Assistant	0.5 FTE Central High School/0.5 FTE South High School

TRANSFER OF SUPPLEMENTAL CONTRACT(S) 2022-2023

Black, Robert	8/5/2022	Cross Country Assistant/Lakewood Middle School	Head Cross Country/Lakewood Middle School
Chesney, Anthony	8/5/2022	Track Assistant/Central High School	Track Head Assistant/Central High School

RESIGNATION OF SUPPLEMENTAL CONTRACT(S) 2022-2023

Curry, Luke	8/4/2022	Assistant Baseball	Central High School
Howard, Erica	7/29/2022	Assistant Tennis Girls	Lakewood Middle School
Slothower, Anthony	8/25/2022	Assistant Track	Central High School

CLASSIFIED APPOINTMENTS

Arellano, G'Sella	8/17/2022	Instructional Assistant II	Lakewood Middle School
Augustine, Lori	8/31/2022	Instructional Assistant III	South Middle School
Bale, Matthew	9/7/2022	Night Custodian	South High School
Beardslee, Tia	8/29/2022	Paraeducator	Herington Preschool/CKCIE
Bilik, Emily	8/24/2022	Paraeducator	Meadowlark Ridge Elementary School
Blackwood, Alexis	9/1/2022	Paraeducator	Clafin High School/CKCIE
Bohrer, Steven	9/7/2022	Paraeducator	Lakewood Middle School
Bowell, Melissa	8/31/2022	Paraeducator	Grace E. Stewart Elementary School
Bowell, Samantha	8/24/2022	Paraeducator	Transitions/CKCIE
Boyer, Tatum	8/31/2022	Instructional Assistant IV	Central High School
Breeden, Sabrina	8/24/2022	Paraeducator	Rural Center Elementary School/CKCIE
Cookson, Patricia	8/24/2022	Paraeducator	Sunset Elementary School
Domreis-Byars, Katrina	8/31/2022	Paraeducator	Heusner Elementary School
Duenas-Galvan, Leslie	9/2/2022	Family Consultant	Heartland Early Education
Dussault, Brayden	8/17/2022	Paraeducator	South Middle School
Eckley, Jeannine	8/31/2022	Paraeducator	Cottonwood Elementary School
Eliassen, Mary	8/17/2022	Paraeducator	Kanapolis Middle School/CKCIE
Gibble, Felicia	8/29/2022	Paraeducator	Chapman High School/CKCIE
Gibson, Ashley	8/5/2022	Headstart Teacher Assistant II	Abilene Heartland Early Education
Glassburn, Theresa	9/6/2022	Paraeducator	Project Search/CKCIE
Goble, Janet	8/17/2022	Dining Assistant - FNS	Grace E. Stewart Elementary School
Glover, Randi	8/22/2022	Paraeducator	Enterprise Elementary School/CKCIE
Graves, Brooke	8/29/2022	Paraeducator	Kennedy Primary School/CKCIE
Hartzell, Lauren	8/29/2022	Paraeducator	North Ottawa Preschools/CKCIE
Heidorn, Deborah	8/22/2022	Paraeducator	Chapman Elementary School/CKCIE
Hoferer, Cody	8/5/2022	Headstart Teacher Assistant II	Enterprise Heartland Early Education
Holtz, Wendy	8/19/2022	Headstart Teacher Assistant III	Heartland Early Education Center
James, Shannon	8/23/2022	Paraeducator	Southeast of Saline Elementary School/CKCIE

Personnel Report
September 13, 2022

CLASSIFIED APPOINTMENTS, cont.

Jordan, Savannah	8/9/2022	Headstart Teacher Assistant II	Heartland Early Education
Kahre, Katie	9/7/2022	Paraeducator	Grace E. Stewart Elementary School
Lewis, Marquesa	8/17/2022	Headstart Teacher Assistant II	Heartland Early Education
Lonberger, Taylor	8/17/2022	Paraeducator	Minneapolis Grade School/CKCIE
Lorenson, Annalyn	8/17/2022	Paraeducator	Coronado Elementary School
Maier, April	9/7/2022	Paraeducator	Heusner Elementary School
McCarter, Angela	8/24/2022	Paraeducator	Wilson Elementary School/CKCIE
Marsch, Shari	8/22/2022	Paraeducator	North Ottawa Preschools/CKCIE
Miller, Kevin	8/25/2022	Unified Bowling Head	0.5 FTE Central High School/0.5 FTE South High School
Moses, Tori	8/25/2022	Paraeducator	Herington Elementary School/CKCIE
O'Connor, KaiLee	8/17/2022	Paraeducator	Meadowlark Ridge Elementary School
Orellana, Karla	8/24/2022	Kitchen Assistant - FNS	Lakewood Middle School
Parker, Paige	8/24/2022	Paraeducator	South High School
Parker, Paige	8/15/2022	Volleyball Head Middle School Grade 7	South Middle School
Peck, John	8/17/2022	Paraeducator	Solomon High School/CKCIE
Perez, Miranda	8/22/2022	Headstart Teacher Assistant II	Enterprise Headstart Early Education
Picking, Lisa	8/22/2022	Paraeducator	McKinley Elementary School/CKCIE
Pinkall-Hernandez, Tayler	8/11/2022	Volleyball Assistant Middle School Grade 8	Lakewood Middle School
Quezada, Alma	8/24/2022	Bilingual Education	South High School
Reynolds, Casey	9/7/2022	Paraeducator	Oakdale Elementary School
Richard, Makayla	9/7/2022	Paraeducator	Coronado Elementary School
Snyder, Katie	8/15/2022	Soccer Assistant Boys	Central High School
Sorenson, Abigale	8/24/2022	Instructional Assistant II	Cottonwood Elementary School
Stewart, Carolyn	8/9/2022	Bus Monitor	Heartland Early Education
Stinnett, Alicia	8/18/2022	Paraeducator	Herington Elementary School/CKCIE
Trotter, Shai	9/6/2022	Paraeducator	Abilene Preschool/CKCIE
Usher, Carrie	8/18/2022	Paraeducator	Central Plains Elementary School/CKCIE
Vermillion, Russell	8/17/2022	Maintenance Manager	Operations Center
Willson, Barbara	8/29/2022	Headstart Teacher Assistant II	Ellsworth Heartland Early Education
Wyman, Christopher	9/7/2022	Paraeducator	Cottonwood Elementary School
Zamarripa, Rachelle	8/17/2022	Paraeducator	Meadowlark Ridge Elementary School

CLASSIFIED TRANSFERS

Acheson, Mark	8/22/2022	Lead Night Custodian/Central High School	School Grounds Worker/Central High School
Beal, Fiebe	8/10/2022	Paraeducator/Schilling Elementary School	Paraeducator/South Middle School
Blair, April	8/10/2022	Paraeducator/Solomon High School/CKCIE	Paraeducator/Solomon Elementary School/CKCIE
Boyer, Jonetta	8/10/2022	Paraeducator/Meadowlark Ridge Elementary School	Paraeducator/Grace E. Stewart Elementary School
Breen, Karen	8/29/2022	Paraeducator/South High School	Assistant Attendance/South High School
Carlson, Lisa	8/3/2022	Paraeducator/Grace E. Stewart Elementary School	Instructional Assistant IV/Schilling Elementary School
Contreras, Susana	8/23/2022	Kitchen Assistant - FNS/Central High School	Kitchen Assistant/Heartland Early Education
Deshazer, Cody	8/8/2022	Overnight Custodian/South High School	Day Custodian/South High School
Garman, Chrystal	9/19/2022	Kitchen Assistant - FNS/Oakdale Elementary School	Paraeducator/Grace E. Stewart Elementary School
Hanchett, Amanda	8/25/2022	Administrative Assistant I/South High School	Administrative Assistant II/South High School
Hiebsch, SanDee	8/15/2022	Paraeducator/Sunset Elementary School	Paraeducator/Minneapolis High School/CKCIE
Jordheim, Jackie	8/11/2022	Paraeducator/Schilling Elementary School	Paraeducator/Cottonwood Elementary School
Laas, Mikaylee	8/1/2022	Paraeducator/Central High School	Instructional Assistant III/Central High School
Lopez, Nicolle	8/22/2022	Instructional Assistant II/Sunset Elementary School	Bilingual Education/Sunset Elementary School
Metzger, Cindy	8/16/2022	Paraeducator/St. Mary's Grade School/CKCIE	Paraeducator/Sacred Heart Jr./Sr. High School/CKCIE
O'Connor, Victoria	8/22/2022	0.4375 FTE Health Aide/South High School	0.4375 FTE Health Aide/South High School/0.4375 FTE Health Aide Central High School
Pfannenstiel, Vincent	8/8/2022	Day Custodian/South High School	Building Mechanic/South High School
Shulmeister, Kendra	8/8/2022	Paraeducator/Wilson Elementary School/CKCIE	Instructional Assistant IV/Wilson Elementary School/CKCIE
Shirk, Brady	8/10/2022	Paraeducator/Opportunity Now	Para Apprentice/Opportunity Now
Slabach, Kendyl	9/6/2022	Paraeducator/Meadowlark Ridge Elementary School	Paraeducator/Coronado Elementary School
Tribble, Cassie	8/11/2022	Paraeducator/Coronado Elementary School	Paraeducator/Schilling Elementary School
Trostle, Jane	9/6/2022	Paraeducator/Meadowlark Ridge Elementary School	Paraeducator/Tescott High School/CKCIE
Vargas, Cynthia	8/11/2022	Paraeducator/Transitions	Paraeducator/Central High School
Westphal, Tammy	8/11/2022	Paraeducator/Oakdale Elementary School	Paraeducator/Grace E. Stewart Elementary School

CLASSIFIED RESIGNATIONS

Aguilar, Mayra	8/19/2022	Dining Assistant - FNS	Sunset Elementary School
Alessi, Sarah	8/26/2022	Instructional Assistant II	Lakewood Middle School

Personnel Report
September 13, 2022

CLASSIFIED RESIGNATIONS, cont.

Allen, Rashun	8/11/2022	Paraeducator	South High School
Chaput, Michael	8/18/2022	Delivery Driver - FNS	Kitchen II
Chun, David	9/2/2022	Paraeducator	Opportunity Now
Copple, Laura	8/30/2022	Paraeducator	Minneapolis High School/CKCIE
Currier, Ariel	8/8/2022	Paraeducator	Chapman Middle School/CKCIE
Deese, Christine	8/15/2022	Paraeducator	Lakewood Middle School
Driscoll, Logan	8/11/2022	Assistant Baseball	South High School
Duncan, Chelsa	8/15/2022	Paraeducator	Abilene Preschool/CKCIE
Eby, Rhonda	9/2/2022	Kitchen Assistant - FNS	Central High School
Eitel, Katie	8/10/2022	Paraeducator	Lakewood Middle School
Gans, Joyce	8/30/2022	Paraeducator	Bennington Elementary School/CKCIE
Graves, Brooke	8/30/2022	Paraeducator	Kennedy Primary School/CKCIE
Green, Lillian	8/1/2022	Headstart Teacher Assistant III	Enterprise Heartland Early Education
Humphrey, Carole	8/11/2022	Paraeducator	Schilling Elementary School
Jordan, Savannah	8/19/2022	Teacher Assistant II	Heartland Early Education
Locklear, Crystal	8/4/2022	Paraeducator	Cottonwood Elementary School
Martin, Jessica	8/5/2022	Lead - FNS	Sunset Elementary School
Morris, Tabitha	8/19/2022	Family Consultant	Heartland Early Education
Moses, Tori	8/29/2022	Paraeducator	Herington Elementary School/CKCIE
Mueller, Kristi	8/31/2022	Paraeducator	Grace E. Stewart Elementary School
Nowiin, Karen	9/2/2022	Coordinator Assistant	CKCIE
Patterson, Jessie	8/11/2022	Paraeducator	North Ottawa Preschools/CKCIE
Porter, Deborah	8/31/2022	Headstart Teacher Assistant III	Heartland Early Education
Rice, Samantha	8/28/2022	Paraeducator	White City Elementary School/CKCIE
Utz, Alexis	8/15/2022	Instructional Assistant II	Lakewood Middle School

CLASSIFIED TERMINATIONS

Cowart, Nevaeh	8/29/2022	Paraeducator	Meadowlark Ridge Elementary School
Griffin, BreeAnn	8/30/2022	Paraeducator	Wilson Elementary School/CKCIE
Jarrell, John	8/30/2022	Paraeducator	Bennington High School/CKCIE
Montepeque, Jacqueline	8/22/2022	Paraeducator	Sunset Elementary School
Reed, Lauren	8/30/2022	Paraeducator	Minneapolis Grade School/CKCIE
Yerke, Shannon	8/26/2022	Paraeducator	Central High School

SALINA UNIFIED SCHOOL DISTRICT #305
TREASURERS REPORT
July 31, 2022

BUDGET YEAR FY23

FUND #	FUND NAME	BEGINNING MONTH CASH BALANCE	CURRENT MONTH REVENUES	PREVIOUS YEAR'S PO EXPENSES	CURRENT MONTH EXPENSES	ENDING MONTH CASH BALANCE
01	General Fund	527,677.99	2,348,015.75	88,537.21	1,284,538.92	1,502,617.61
02	Supplemental General Fund	524,671.22	-	-	33,160.56	491,510.66
03	Capital Outlay Fund	15,567,806.24	63,442.49	415,301.69	138,976.05	15,076,970.99
04	At-Risk K-12	500,520.62	-	500.00	156,080.72	343,939.90
05	Driver Training Fund	55,489.11	(9,180.00)	510.00	21,903.07	23,896.04
06	Food Service Fund	1,244,447.31	110,445.09	2,939.30	76,728.44	1,275,224.66
07	Special Education-305 Fund	4,229,999.79	16,994.73	-	30,657.60	4,216,336.92
08	Bond and Interest Fund	5,984,587.13	-	-	-	5,984,587.13
09	Textbooks Fund	571,483.23	82,782.06	74,797.00	50.00	579,418.29
10	Parent Education Fund	51,533.52	-	-	9,251.00	42,282.52
15	Professional Development Fund	267,554.53	-	310.00	15,816.28	251,428.25
17	Health Insurance - Employer	7,949,462.83	642,466.40	-	1,106,547.19	7,485,382.04
19	Summer School Fund	21,363.60	-	-	5,961.34	15,402.26
20	Salina Adult Education Center	479,034.91	476.25	4,241.58	45,026.22	430,243.36
26	Virtual Education	2,109.47	12,502.86	813.80	12,502.86	1,295.67
30	CKCIE	4,723,275.39	44,586.17	3,376.86	289,473.09	4,475,011.61
33	ESSER II-SPED Fund-CKCIE	(80,554.04)	21,005.00	150.00	3,018.11	(62,717.15)
41	Career and Post Secondary Education	-	14,336.74	-	7,162.37	7,174.37
52	KPERS Special Retirement	-	2,721,959.29	-	2,721,959.29	-
57	Preschool-Aged At-Risk	-	-	-	-	-
65	Bilingual Fund	-	14.50	-	14.50	-
98	Contingency	4,152,091.00	-	-	-	4,152,091.00
FEDERAL GRANTS						
11	KDHE K-12 ELC Covid Testing Grant	(4,299.57)	-	-	-	(4,299.57)
31	ESSER II Fund - Federal	(1,537,966.70)	197,583.00	-	204,455.86	(1,544,839.56)
32	Title I Carryover Funds	-	-	-	-	-
34	ESSER I Fund - Federal	(1,324.93)	-	-	2,789.99	(4,114.92)
36	ESSER III Fund - Federal	(54,508.12)	60.00	14,300.00	36,213.95	(104,962.07)
37	Title VI-B Targeted Improvement Plan	-	-	-	9,018.95	(9,018.95)
46	USD Perkins Secondary Improvement	-	-	-	28,161.13	(28,161.13)
53	Title I Part D	-	-	-	-	-
55	Title I Low Income	(12,002.46)	14,882.00	3,666.47	990.37	(1,777.30)
56	Head Start Federal	(110,881.80)	412,298.12	31,440.20	332,131.24	(62,155.12)
59	KS EHS/HS	(126,236.88)	74,842.95	-	84,122.44	(135,516.37)
60	Head Start Summer Food	1,922.49	1,444.03	-	1,605.80	1,760.72
67	Federal CARES Act Head Start	-	-	11,900.00	-	(11,900.00)
69	Head Start CACFP	47,968.76	6,260.49	-	5,117.41	49,111.84
81	Title II-A Teacher Quality	(5,363.50)	7,688.00	2,500.00	6,526.98	(6,702.48)
83	Title III English Language Acquisition	-	-	-	-	-
84	Title IV-21st Century CLC-Oakdale	-	-	-	-	-
94	Title IVA-Student Suppt & Acad Enrich	(912.13)	1,816.00	1,775.80	3,947.63	(4,819.56)
STATE AND LOCAL GRANTS						
12	Student Assistance Fund	5,776.71	-	-	-	5,776.71
16	Other Grants	6,733.08	37,613.00	-	57,156.08	(12,810.00)
21	Athletic Advertising	1,231.20	-	-	-	1,231.20
25	Social Worker-Overcoming Barriers	2,427.10	-	-	-	2,427.10
28	Stewart Library Endowment Grant	32,757.90	46.56	-	-	32,804.46
29	Opportunity Now	-	-	-	-	-
35	Teacher Leadership Academy	24,147.75	-	-	-	24,147.75
38	CKCIE Transition	4,888.01	-	-	-	4,888.01
39	Deaf-Blind Fund	-	-	-	-	-
44	Mental Health Intervention Grant	-	-	-	-	-
58	Head Start Nonfederal	18,779.45	-	-	845.63	17,933.82
70	KPP - Kansas Preschool Pilot	(28,143.22)	52,650.00	2,447.51	326.92	21,732.35
72	Meadowlark	4,305.66	-	-	-	4,305.66
73	Oakdale	3,797.49	-	-	-	3,797.49
74	Cottonwood	4,921.55	-	-	-	4,921.55
75	Sunset	4,761.57	-	-	-	4,761.57
76	Heusner	3,154.47	-	-	-	3,154.47
77	Stewart	3,525.57	-	-	-	3,525.57
78	Coronado	7,216.53	-	-	-	7,216.53
79	Schilling	3,668.96	-	-	-	3,668.96
		45,072,898.79	6,877,031.48	659,507.42	6,732,237.99	44,558,184.86

Reconciliations
July 31, 2022

Operating Account

Balance per Bank - Checking	6,505,071.46
Balance per Bank - Repo Agreement	32,239,000.00
Outstanding Vendor Checks	(1,163,321.68)
Outstanding Payroll Checks	(1,785,080.47)
Outstanding Items	(51,526.25)
Outstanding Deposits	-
	<hr/>
Adjusted Balance per Banks	<u>35,744,143.06</u>
	<hr/>
Balance per Books	35,744,143.06
	<hr/>
Other Adjustments	-
	<hr/>
Adjusted balance per books	<u>35,744,143.06</u>

Cash Balances

UMB-Operating and Repurchase Agreement	35,744,143.06	
UMB-Health Insurance Trust Fund	7,492,231.22	<i>See Investment Stmt</i>
Equity Bank-Stewart Library CD-Principal	31,470.47	
UMB-Stewart Library Savings Account-Income	1,333.99	
UMB - US T-Bill	989,268.33	
UMB - US T-Note	975,042.30	
BSB - US T-Note	1,000,000.00	
Petty Cash Accounts	6,000.00	
Food Service-Cash on Hand	-	
Cash Balance Sub-Total	<hr/> 46,239,489.37	
Total Liabilities	<hr/> (1,681,304.51)	
	<hr/>	
Cash Balance Total	<u>44,558,184.86</u>	
	<hr/>	
Cash Balance per Treasurer's Report	<u>44,558,184.86</u>	

Depository Security - Adequacy of Coverage

July 31, 2022

Non-interest Bearing Accounts	UMB Bank	Sunflower Bank	Equity Bank
District Petty Cash	1,506.90		
Operating Checking	6,505,071.46		
Salina Central High School Petty Cash	1,500.00		
Salina Head Start Petty Cash	1,480.00		
Salina South High School Petty Cash		1,500.00	
	<hr/>	<hr/>	<hr/>
Total Non-Interest Bearing Accounts	6,509,558.36	1,500.00	-
	<hr/>	<hr/>	<hr/>
Interest Bearing Accounts			
Operating-Repurchase Agreement Account	32,239,000.00		
Salina Central High School	345,371.76		
Lakewood Middle School	56,708.26		
Stewart Library CD			31,470.47
Stewart Library Savings Account	1,333.99		
Special Education Cooperative		19,742.62	
Salina South Middle School		90,057.79	
Salina High School South		293,696.65	
Heusner Elementary Student Council			2,174.81
	<hr/>	<hr/>	<hr/>
Total Interest Bearing Accounts	32,642,414.01	403,497.06	33,645.28
	<hr/>	<hr/>	<hr/>
Total All Accounts	<u>39,151,972.37</u>	<u>404,997.06</u>	<u>33,645.28</u>
	<hr/>	<hr/>	<hr/>
Less FDIC Insurance	(250,000.00)	(250,000.00)	(33,645.28)
	<hr/>	<hr/>	<hr/>
Pledging Required	38,901,972.37	154,997.06	-
	<hr/>	<hr/>	<hr/>
Market Value of Pledged Securities	49,586,826.48	184,057.75	-
	<hr/>	<hr/>	<hr/>
Over (Under) Secured Deposits	<u>10,684,854.11</u>	<u>29,060.69</u>	<u>-</u>

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MAPP2
 MONTHLY CASH BALANCE

SALINA CENTRAL H.S. ACTIVITY

BUDGET YEAR 23 DATE 081122

FUND TYPE= ALL

LEDGER DATES 070122 - 073122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. PREV. & CURR. =CASH BALANCE	-ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
001	CHEERLEADERS	2543.92	724.00	.00	2164.75	1103.17	.00	1103.17
002	GIRLS BASKETBALL	4323.89	.00	.00	.00	4323.89	.00	4323.89
004	GIRLS TENNIS	1436.55	.00	.00	.00	1436.55	.00	1436.55
005	MUSTANG V-BALL	3043.60	.00	.00	.00	3043.60	.00	3043.60
006	DEBATE	925.65	1320.00	.00	.00	2245.65	.00	2245.65
007	HOSA: FUTURE HEA	1001.37	.00	.00	.00	1001.37	.00	1001.37
008	FUTURE FARMERS	2776.46	.00	.00	.00	2776.46	.00	2776.46
009	CONDITIONING	2169.29	57.00	.00	.00	2226.29	.00	2226.29
010	S.E.L.L.S.	6829.61	.00	.00	37.04	6792.57	.00	6792.57
011	LINK (FRESHMAN O	572.68	.00	.00	.00	572.68	.00	572.68
013	STUDENT COUNCIL	10721.14	.00	.00	100.00	10621.14	.00	10621.14
014	THE HEAD LOCK CL	725.11	.00	.00	.00	725.11	.00	725.11
015	CLASS OF 2025	1382.65	.00	.00	.00	1382.65	.00	1382.65
017	VET CLUB	3378.62	455.00	.00	1410.00	2423.62	.00	2423.62
018	CLASS OF 2024	2424.18	.00	.00	.00	2424.18	.00	2424.18
019	TRI M	85.24	.00	.00	.00	85.24	.00	85.24
022	SC PRIDE WEIGHTR	13371.11	3209.86	.00	8501.59	8079.38	.00	8079.38
023	KEY CLUB	651.85	.00	.00	.00	651.85	.00	651.85
024	GAY STRAIGHT ALL	163.96	.00	.00	.00	163.96	.00	163.96
025	LITERACY FUND	.87	.00	.00	.00	.87	.00	.87
026	JOURNALISM CONVE	390.00	.00	.00	.00	390.00	.00	390.00
027	CLASS OF 2022	3769.94	.00	.00	5.36	3764.58	.00	3764.58
028	CLASS OF 2023	4053.13	.00	.00	.00	4053.13	.00	4053.13
029	COLOR GUARD	1289.02	.00	.00	.00	1289.02	.00	1289.02
030	FCCLA FAMILY,CAR	2331.92	.00	.00	.00	2331.92	.00	2331.92
032	ALUMNI POST.FUND	4650.16	.00	.00	.00	4650.16	.00	4650.16
033	LIBRARY SERVICE	1033.59	.00	.00	.00	1033.59	.00	1033.59
035	BOOK RENT	.00	100.00	.00	.00	100.00	.00	100.00
037	LOST & DAMAGED B	.00	82.94	.00	.00	82.94	.00	82.94
043	THE BOWLING FUND	1149.24	.00	.00	.00	1149.24	.00	1149.24
044	WELFARE FUND	1368.57	.00	.00	.00	1368.57	.00	1368.57
046	BEAUTIFY CENTRAL	13029.46	.00	.00	1126.14	11903.32	.00	11903.32
047	SALES TAX FUND	1018.50	900.45	.00	894.51	1024.44	.00	1024.44
048	ASSET BUILDING T	29.20	.00	.00	.00	29.20	.00	29.20
049	PHOTOS-ATHLETIC/	1522.44	.00	.00	.00	1522.44	.00	1522.44
051	LIBRARY BOOK CLU	650.54	.00	.00	.00	650.54	.00	650.54

SALINA CENTRAL H.S. ACTIVITY

BUDGET YEAR 23 DATE 081122

FUND TYPE= ALL

LEDGER DATES 070122 - 073122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
052	CS FB CONC EQU.	1982.30	.00	.00	.00	1982.30	.00	1982.30
053	GENERAL FUND	3880.83	835.12	.00	.00	4715.95	.00	4715.95
054	TRAIL	1534.21	.00	.00	.00	1534.21	.00	1534.21
055	WOODS FUND	.00	129.78	.00	.00	129.78	.00	129.78
056	D.E.C.A.	1581.73	.00	.00	.00	1581.73	.00	1581.73
057	BOYS SOCCER	1789.61	.00	.00	.00	1789.61	.00	1789.61
058	GAME DAY SCHOLAR	22.97	.00	.00	.00	22.97	.00	22.97
059	GIRLS GOLF	759.43	.00	.00	.00	759.43	.00	759.43
060	ART CLUBS	2140.09	284.50	.00	120.80	2303.79	.00	2303.79
061	PHOTOJOURNALISM	870.72	44.00	.00	.00	914.72	.00	914.72
063	SPANISH CLUB	1579.83	.00	.00	.00	1579.83	.00	1579.83
064	N. F. L.	6355.18	.00	.00	.00	6355.18	.00	6355.18
065	NAT'L HONOR SOC.	2.28	.00	.00	.00	2.28	.00	2.28
067	QUIZ BOWL	836.83	.00	.00	.00	836.83	.00	836.83
068	PYLON	2068.52	5295.19	.00	.00	7363.71	.00	7363.71
069	S.A.D.D.	1508.23	.00	.00	.00	1508.23	.00	1508.23
070	ATHLETIC FUND	87061.62	2005.41	.00	3202.48	85864.55	.00	85864.55
071	BASKETBALL CONCE	2.22	.00	.00	.00	2.22	.00	2.22
072	MUSTANG C-COUNTR	430.83	.00	.00	.00	430.83	.00	430.83
073	MUSTANG GOLF	575.96	.00	.00	.00	575.96	.00	575.96
074	SPIRIT COUNCIL	95.70	.00	.00	.00	95.70	.00	95.70
075	RACKET, INC.	71.45	.00	.00	.00	71.45	.00	71.45
076	SPLISH-SPLASH CL	1161.53	.00	.00	.00	1161.53	.00	1161.53
077	THE BASEBALL	9693.86	.00	.00	.00	9693.86	.00	9693.86
078	THE SOFTBALL FUN	6373.21	.00	.00	.00	6373.21	.00	6373.21
079	FOOTBALL CONCESS	.21	.00	.00	.00	.21	.00	.21
080	PREVENTION FUNDS	1652.88	.00	.00	.00	1652.88	.00	1652.88
081	COURTYARD PROJEC	4536.44	.00	.00	.00	4536.44	.00	4536.44
083	CLIMATE/PBIS	156.86	.00	.00	.00	156.86	.00	156.86
084	ROBOTICS CLUB	40218.91	.00	.00	.00	40218.91	.00	40218.91
085	FOOTBALL FUND	11897.95	.00	.00	3320.32	8577.63	.00	8577.63
086	GIRLS SOCCER FUN	2565.49	.00	.00	.00	2565.49	.00	2565.49
087	MUSTANG B-BALL	4706.34	.00	.00	.00	4706.34	.00	4706.34
088	MUSTANG TRACK CL	3120.26	.00	.00	.00	3120.26	.00	3120.26
089	DRAMATIC CLUB	.64	610.47	.00	611.11	.00	.00	.00
090	FR SPIRIT SING.	753.62	.00	.00	.00	753.62	.00	753.62
091	INSTR. MUSIC	1771.16	.00	.00	485.00	1286.16	.00	1286.16
092	ORCHESTRA	15396.24	.00	.00	.00	15396.24	.00	15396.24
093	VOCAL MUSIC	6809.58	.00	.00	.00	6809.58	.00	6809.58
094	PRODUCTION FUND	3206.05	.00	.00	.00	3206.05	.00	3206.05
096	CENTRAL PERK	3794.73	.00	.00	.00	3794.73	.00	3794.73
097	SC BOOSTER	9217.75	.00	.00	.00	9217.75	.00	9217.75
098	PBD	383.30	.00	.00	.00	383.30	.00	383.30
099	CHESS CLUB	586.74	.00	.00	.00	586.74	.00	586.74
		337967.75	16053.72	.00	21979.10	332042.37	.00	332042.37

Caroline Dew Matthew Uggala

SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 23 DATE 080222

FUND TYPE= ALL

LEDGER DATES 070122 - 073122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. PREV. & CURR. =CASH BALANCE	-ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
010	LIBRARY	.00	20.00	.00	.00	20.00	.00	20.00
014	REIMBURSABLE ART	.00	135.00	.00	.00	135.00	.00	135.00
015	REIMBURSABLE LUM	.00	3074.81	.00	.00	3074.81	.00	3074.81
016	TEXTBOOK RENTAL	.00	40.00	.00	.00	40.00	.00	40.00
017	TEXTBOOK L&D	.00	120.00	.00	.00	120.00	.00	120.00
018	ACTIVITY TICKETS	384.44	2530.89	.00	384.44	2530.89	.00	2530.89
019	ATHLETICS	91049.78	2847.41	.00	2814.55	91082.64	.00	91082.64
021	CHEERLEADERS	4168.69	.00	.00	316.87	3851.82	.00	3851.82
022	CHROMEBOOKS L&D	.00	50.00	.00	.00	50.00	.00	50.00
023	PEPPERS	704.77	108.38	.00	.00	813.15	.00	813.15
024	BASEBALL	7900.05	.00	.00	.00	7900.05	.00	7900.05
025	BOYS BASKETBALL	2912.09	.00	.00	.00	2912.09	.00	2912.09
026	GIRLS BASKETBALL	2906.66	.00	.00	394.97	2511.69	.00	2511.69
027	TRACK	1740.22	.00	.00	.00	1740.22	.00	1740.22
028	FOOTBALL	3827.62	.00	.00	227.50	3600.12	.00	3600.12
029	BOYS GOLF	645.44	.00	.00	.00	645.44	.00	645.44
030	BOYS SWIM	1713.46	.00	.00	.00	1713.46	.00	1713.46
031	GIRLS SWIM	341.52	.00	.00	.00	341.52	.00	341.52
032	GIRLS TENNIS	851.20	.00	.00	.00	851.20	.00	851.20
033	CROSS COUNTRY	1411.44	.00	.00	.00	1411.44	.00	1411.44
034	GIRLS SOCCER	7077.94	.00	.00	1620.00	5457.94	.00	5457.94
035	VOLLEYBALL	2366.38	.00	.00	.00	2366.38	.00	2366.38
036	CONDITIONING	2498.10	35.00	.00	.00	2533.10	.00	2533.10
037	WRESTLING	8627.21	.00	.00	142.31	8484.90	.00	8484.90
038	INTERNATIONAL CU	302.66	.00	.00	.00	302.66	.00	302.66
039	BOWLING	1004.65	.00	.00	.00	1004.65	.00	1004.65
040	SAFE	851.39	.00	.00	.00	851.39	.00	851.39
041	ST. ASSOCIATION	14699.75	.00	.00	.00	14699.75	.00	14699.75
042	COFFEE BAR	1006.94	.00	.00	.00	1006.94	.00	1006.94
043	BIG BROTHERS BIG	120.44	.00	.00	.00	120.44	.00	120.44
044	POSITIVE REWARDS	2701.94	.00	.00	.00	2701.94	.00	2701.94
045	DEBATE/FORENSICS	244.00	.00	.00	.00	244.00	.00	244.00
046	NHS	5421.83	.00	.00	.00	5421.83	.00	5421.83
048	PROM	3511.93	.00	.00	.00	3511.93	.00	3511.93
049	SCIENCE OLYMPIAD	128.32	.00	.00	.00	128.32	.00	128.32
050	FCA	1615.62	.00	.00	.00	1615.62	.00	1615.62
051	BAND	5511.81	.00	.00	.00	5511.81	.00	5511.81
052	BAND UNIFORM CLE	1101.79	.00	.00	.00	1101.79	.00	1101.79
053	JAZZ BAND	67.75	.00	.00	.00	67.75	.00	67.75
054	ORCHESTRA	2360.59	.00	.00	.00	2360.59	.00	2360.59
055	VOCAL	4000.92	.00	.00	2.99	3997.93	.00	3997.93
056	DRAMA	2139.62	.00	.00	.00	2139.62	.00	2139.62
057	PRODUCTIONS	6242.42	23.15	.00	.00	6265.57	.00	6265.57
058	CLASS OF 2026	200.00	.00	.00	.00	200.00	.00	200.00

SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 23 DATE 080222

FUND TYPE= ALL

LEDGER DATES 070122 - 073122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. PREV. & CURR. =CASH BALANCE -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
060	CLASS OF 2023	1677.19	.00	.00	.00	1677.19	1677.19
061	CLASS OF 2024	75.60	.00	.00	.00	75.60	75.60
062	CLASS OF 2025	190.02	.00	.00	.00	190.02	190.02
063	QUIZ BOWL	293.72	.00	.00	.00	293.72	293.72
064	CRIMSTOPPERS	95.52	.00	.00	.00	95.52	95.52
065	SWIM TEAM DISPLA	1206.60	.00	.00	.00	1206.60	1206.60
066	LIBRARY SERVICE	951.23	.00	.00	.00	951.23	951.23
067	CULINARY ARTS	1815.77	.00	.00	.00	1815.77	1815.77
069	SPECIAL ED/VANDE	521.83	.00	.00	.00	521.83	521.83
070	GRAPHIC DESIGN D	5594.98	20.00	.00	.00	5614.98	5614.98
071	SKILLSUSA	266.89	.00	.00	.00	266.89	266.89
072	FCCLA	2724.13	.00	.00	.00	2724.13	2724.13
074	CATERING	71.58	.00	.00	.00	71.58	71.58
075	FRENCH CLUB	316.85	.00	.00	.00	316.85	316.85
078	PREENER	5679.86	7989.93	.00	.00	13669.79	13669.79
079	TRIPODIUM	1286.53	.00	.00	.00	1286.53	1286.53
080	CONCESSIONS-BB	823.02	.00	.00	.00	823.02	823.02
081	STUDENT NEEDS	4598.62	1062.16	.00	2001.02	3659.76	3659.76
082	SALES TAX	234.68	1172.85	.00	234.70	1172.83	1172.83
083	SIT FUNDS	20000.00	.00	.00	.00	20000.00	20000.00
085	BPA CLUB	3144.60	.00	.00	.00	3144.60	3144.60
086	BOYS SOCCER	3444.18	.00	.00	.00	3444.18	3444.18
087	FLAG TEAM	208.33	.00	.00	.00	208.33	208.33
088	ROBOTICS CLUB	2518.33	.00	.00	.00	2518.33	2518.33
089	SOFTBALL	7635.62	.00	.00	.00	7635.62	7635.62
091	PAW MART	2910.95	.00	.00	.00	2910.95	2910.95
092	LINK CREW	786.31	.00	.00	.00	786.31	786.31
093	SCHOOL AESTHETIC	653.60	.00	.00	.00	653.60	653.60
094	MULTIMEDIA	712.01	.00	.00	.00	712.01	712.01
095	GIRLS GOLF	579.91	.00	.00	.00	579.91	579.91
097	JAG	1643.63	.00	.00	.00	1643.63	1643.63
203	TREE HUGGERS	77.74	.00	.00	.00	77.74	77.74
204	HOSA	1615.39	.00	.00	.00	1615.39	1615.39
205	PBD	11.00	.00	.00	.00	11.00	11.00
206	GAY-STRAIGHT ALL	1254.26	.00	.00	.00	1254.26	1254.26
207	FLC	823.39	.00	.00	.00	823.39	823.39
208	SUMMER SCHOOL-DR	.00	300.00	.00	.00	300.00	300.00
209	SUMMER SCHOOL-EN	.00	165.00	.00	.00	165.00	165.00
210	COMIC BOOK CLUB	340.27	.00	.00	.00	340.27	340.27
211	BULLY PREVENTION	193.37	.00	.00	.00	193.37	193.37

SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 23 DATE 080222

FUND TYPE= ALL

LEDGER DATES 070122 - 073122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. PREV. & CURR. =CASH BALANCE	-ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
214	SUBSTANCE PREVEN	2535.94	.00	.00	.00	2535.94	.00	2535.94
215	BOYS TENNIS	779.47	.00	.00	.00	779.47	.00	779.47
218	ART FUND	39.84	.00	.00	.00	39.84	.00	39.84
221	TEEN BUILDERS	475.87	.00	.00	.00	475.87	.00	475.87
		275170.01	19694.58	.00	8139.35	286725.24	.00	286725.24

Julie Work
 8-2-22

Curly
 8-2-2022

LAKWOOD MIDDLE SCHOOL

BUDGET YEAR 23 DATE 080122

FUND TYPE= ALL

LEDGER DATES 070122 - 073122

FUND	NAME	BEG. PER.	CURRENT	PREV. YEAR	CURRENT	END. PER.	PREV. & CURR.	UNENCUMBERED
		CASH BALANCE	+REVENUES	-PO EXPENSES	-EXPENSES	=CASH BALANCE	-ENCUMBRANCES	=CASH BALANCE
010	TEXTBOOK RENTAL	.00	160.00	.00	140.00	20.00	.00	20.00
012	PRINCIPAL'S FUND	4224.94	1500.00	.00	1500.00	4224.94	.00	4224.94
015	RAINBOW SPECTRUM	114.01	.00	.00	.00	114.01	.00	114.01
016	LOST LIBRARY BOO	.00	10.00	.00	.00	10.00	.00	10.00
017	CHROMEBOOK DAMAG	.00	50.00	.00	50.00	.00	.00	.00
018	FOOD SERVICE-REV	.00	838.40	.00	836.40	2.00	.00	2.00
019	ACADEMIC COACHES	19.32	.00	.00	.00	19.32	.00	19.32
022	LAKE PROJECT	748.33	.00	.00	.00	748.33	.00	748.33
027	7TH FOOTBALL FUN	18.15	.00	.00	.00	18.15	.00	18.15
028	ATHLETIC	15249.06	526.31	.00	5000.00	10775.37	.00	10775.37
029	FOOTBALL FUNDRAI	91.61	.00	.00	.00	91.61	.00	91.61
030	GIRLS BBALL FUND	912.20	.00	.00	.00	912.20	.00	912.20
031	TENNIS FUNDRAISE	5.12	.00	.00	.00	5.12	.00	5.12
032	BOYS' BBALL FUND	419.52	755.00	.00	.00	1174.52	.00	1174.52
033	VOLLEYBALL FUNDR	956.45	.00	.00	.00	956.45	.00	956.45
034	FCA	312.57	.00	.00	.00	312.57	.00	312.57
035	STUDENT PREVENTI	367.66	.00	.00	.00	367.66	.00	367.66
036	SCIENCE FIELD TR	3948.14	.00	.00	.00	3948.14	.00	3948.14
037	STUCO	2635.03	.00	.00	.00	2635.03	.00	2635.03
043	SOCIAL STUDIES F	851.03	.00	.00	.00	851.03	.00	851.03
044	ALC FUNDRAISER	166.81	.00	.00	.00	166.81	.00	166.81
045	CAREERS & LIFE F	96.55	.00	.00	.00	96.55	.00	96.55
046	BAND	6941.52	.00	.00	.00	6941.52	.00	6941.52
049	FACS DEPT	1336.02	.00	.00	.00	1336.02	.00	1336.02
050	ORCHESTRA	93.11	.00	.00	.00	93.11	.00	93.11
052	9TH HOUR	132.23	.00	.00	.00	132.23	.00	132.23
064	PE DEPT	242.90	.00	.00	.00	242.90	.00	242.90
076	STANG GANG	114.08	.00	.00	.00	114.08	.00	114.08
078	DODGEBALL TOURNA	797.94	.00	.00	.00	797.94	.00	797.94
079	ROBOTICS CLUB	5376.15	.00	.00	.00	5376.15	.00	5376.15
082	STUDENT FUNDRAIS	138.16	.00	.00	.00	138.16	.00	138.16
083	CROSS COUNTRY FU	9.68	.00	.00	.00	9.68	.00	9.68
084	STUDENT NEEDS FU	103.67	.00	.00	.00	103.67	.00	103.67
085	STUDENT SUPPLY	1376.86	.00	.00	.00	1376.86	.00	1376.86
091	SALES TAX	81.27	231.57	.00	.00	312.84	.00	312.84
092	ESL FUNDRAISER	26.87	.00	.00	.00	26.87	.00	26.87
094	PUBLICATIONS	3777.15	1977.12	.00	.00	5754.27	.00	5754.27
097	CONCESSIONS	2993.66	.00	.00	.00	2993.66	.00	2993.66
098	CHEERLEADERS	3008.49	.00	.00	.00	3008.49	.00	3008.49

LAKWOOD MIDDLE SCHOOL

BUDGET YEAR 23 DATE 080122

FUND TYPE= ALL

LEDGER DATES 070122 - 073122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
123	MUSIC/GUITAR	500.00	.00	.00	.00	500.00	.00	500.00
		-----	-----	-----	-----	-----	-----	-----
		58186.26	6048.40	.00	7526.40	56708.26	.00	56708.26

Scott A.
Christy Anderson

SALINA SOUTH MIDDLE SCHOOL

LEDGER DATES 070122 - 073122

BUDGET YEAR 23 DATE 080222

FUND TYPE= ALL

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. PREV. & CURR. =CASH BALANCE -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
010	YEARBOOK	14869.45	2114.42	.00	.00	16983.87	16983.87
011	TEXTBOOK RENTAL	.00	20.00	.00	.00	20.00	20.00
012	FS MEAL REPLACEM	.00	4.00	.00	.00	4.00	4.00
014	ATHLETICS	24377.49	572.08	.00	.00	24949.57	24949.57
015	STUDENT FUNDRAIS	5403.50	2.23	.00	360.74	5044.99	5044.99
016	MATH COUNTS	25.32	.00	.00	.00	25.32	25.32
017	FLC	884.11	.00	.00	.00	884.11	884.11
018	LIBRARY BOOK FAI	38.60	.00	.00	.00	38.60	38.60
019	SMS SCHOOL IMPRO	11532.62	918.08	.00	.00	12450.70	12450.70
020	ART CLUB	4498.15	.00	.00	.00	4498.15	4498.15
021	CONCESSIONS	2932.41	.00	.00	304.06	2628.35	2628.35
022	VOCAL MUSIC	1487.23	.00	.00	.00	1487.23	1487.23
023	BAND	18.43	.00	.00	.00	18.43	18.43
024	SCHOOL SAFETY	198.35	.00	.00	.00	198.35	198.35
025	FAMILY & CONSUME	51.58	.00	.00	.00	51.58	51.58
026	STUDENT COUNCIL	5831.38	.00	.00	.00	5831.38	5831.38
027	SALES TAX	113.76	333.42	.00	2.54	444.64	444.64
028	CHEERLEADERS	590.01	.00	.00	.00	590.01	590.01
029	SCIENCE CLUB	1065.79	.00	.00	.00	1065.79	1065.79
030	LOST LIBRARY BOO	.00	19.00	.00	.00	19.00	19.00
031	FOOTBALL	1591.13	.00	.00	.00	1591.13	1591.13
032	VOLLEYBALL	725.67	.00	.00	.00	725.67	725.67
033	WRESTLING	978.58	.00	.00	.00	978.58	978.58
034	BOYS BASKETBALL	807.33	.00	.00	.00	807.33	807.33
035	GIRLS BASKETBALL	1994.36	.00	.00	.00	1994.36	1994.36
036	TRACK	461.07	.00	.00	.00	461.07	461.07
037	TENNIS	24.02	.00	.00	.00	24.02	24.02
038	ORCHESTRA	152.25	.00	.00	.00	152.25	152.25
039	CROSS COUNTRY	698.39	.00	.00	.00	698.39	698.39
040	PHYSICAL EDUCATI	440.03	.00	.00	.00	440.03	440.03
041	GUITAR CLASS GRA	2338.70	.00	.00	.00	2338.70	2338.70
042	LIBRARY MEMORIAL	304.06	.00	.00	.00	304.06	304.06
043	PRINCIPAL'S OFFI	529.83	.00	.00	283.91	245.92	245.92
044	GIFTED PROGRAM	1066.45	.00	.00	.00	1066.45	1066.45
045	FCA	85.75	.00	.00	.00	85.75	85.75
046	TRI-M MUSIC HONO	232.21	.00	.00	.00	232.21	232.21
		86348.01	3983.23	.00	951.25	89379.99	89379.99

Jamie Jackson
 8-2-22

Dustin E Doole
 8-2-22


SE COOP ACT FUND

BUDGET YEAR 23 DATE 080222

FUND TYPE= ALL

LEDGER DATES 070122 - 073122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
010	OPPORTUNITY NOW	576.58	.00	.00	.00	576.58	.00	576.58
020	EXCEPTIONAL CATE	15226.71	.50	.00	.00	15227.21	.00	15227.21
050	O.N. SEWING CLUB	80.79	.00	.00	.00	80.79	.00	80.79
060	TRANSITIONS	3080.85	.00	.00	.00	3080.85	.00	3080.85
070	SHIRTS BY TRANSI	684.04	.00	.00	.00	684.04	.00	684.04
099	SALES TAX FUND	107.54	.00	.00	14.39	93.15	.00	93.15
		-----	-----	-----	-----	-----	-----	-----
		19756.51	.50	.00	14.39	19742.62	.00	19742.62

Nancy Spive 8/2/22
 8-2-22

UMB
USD #305 HEALTH INSURANCE TRUST
PORTFOLIO APPRAISAL
as of 7/31/2022

Units	Description	Maturity Date	Total Cost	Unit Price	Market Value
150,000	United States Treasury Note/Bond .125% 30 Sep 2022	9/30/2022	\$149,906.25	0.996580	\$149,487.00
175,000	United States Treasury Note/Bond 2% 30 Nov 2022	11/30/2022	\$176,078.95	0.997660	\$174,590.50
200,000	United States Treasury Note/Bond 2.125% 31 Dec 2022	12/31/2022	\$201,963.43	0.997190	\$199,438.00
100,000	United States Treasury Note/Bond .125% 31 Mar 2023	3/31/2023	\$99,933.59	0.981410	\$98,141.00
175,000	United States Treasury Note/Bond 2.75% 30 Apr 2023	4/30/2023	\$177,920.06	0.998200	\$174,685.00
200,000	United States Treasury Note/Bond .125% 15 May 2023	5/15/2023	\$199,734.38	0.977930	\$195,586.00
100,000	United States Treasury Note/Bond 1.75% 15 May 2023	5/15/2023	\$101,532.73	0.990470	\$99,047.00
200,000	United States Treasury Note/Bond .125% 31 May 2023	5/31/2023	\$199,671.88	0.976720	\$195,344.00
200,000	United States Treasury Note/Bond .25% 15 Jun 2023	6/15/2023	\$200,041.53	0.976680	\$195,336.00
225,000	United States Treasury Note/Bond .125% 30 Jun 2023	6/30/2023	\$224,613.28	0.974410	\$219,242.25
225,000	United States Treasury Note/Bond .125% 15 Jul 2023	7/15/2023	\$224,560.55	0.973130	\$218,954.25
225,000	United States Treasury Note/Bond .125% 31 Jul 2023	7/31/2023	\$224,525.39	0.972030	\$218,706.75
325,000	United States Treasury Note/Bond 2.5% 15 Aug 2023	8/15/2023	\$334,746.02	0.995160	\$323,427.00
300,000	United States Treasury Note/Bond .125% 31 Aug 2023	8/31/2023	\$297,169.93	0.969840	\$290,952.00
325,000	United States Treasury Note/Bond .125% 15 Sep 2023	9/15/2023	\$323,438.48	0.968830	\$314,869.75
325,000	United States Treasury Note/Bond .25% 30 Sep 2023	9/30/2023	\$324,187.50	0.969100	\$314,957.50
325,000	United States Treasury Note/Bond .375% 31 Oct 2023	10/31/2023	\$323,260.74	0.968670	\$314,817.75
325,000	United States Treasury Note/Bond .5% 30 Nov 2023	11/30/2023	\$323,832.03	0.967930	\$314,577.25
175,000	United States Treasury Note/Bond .125% 15 Dec 2023	12/15/2023	\$170,843.75	0.961880	\$168,329.00
250,000	United States Treasury Note/Bond 2.25% 31 Jan 2024	1/31/2024	\$252,998.05	0.989380	\$247,345.00
300,000	United States Treasury Note/Bond 2.375% 29 Feb 2024	2/29/2024	\$301,327.14	0.990980	\$297,294.00
250,000	United States Treasury Note/Bond 2.25% 31 Mar 2024	3/31/2024	\$247,844.73	0.988480	\$247,120.00
225,000	United States Treasury Note/Bond 2.5% 30 Apr 2024	4/30/2024	\$223,309.57	0.992310	\$223,269.75
300,000	United States Treasury Note/Bond 2.5% 15 May 2024	5/15/2024	\$300,281.24	0.992460	\$297,738.00
225,000	United States Treasury Note/Bond 3% 30 Jun 2024	6/30/2024	\$224,964.85	1.001450	\$225,326.25
U.S. GOVERNMENT & AGENCY BONDS			\$5,828,686.05		\$5,718,581.00
CASH AND EQUIVALENTS					
	Short Term Funds - Federated Hermes Gov't Obli Fund #5		\$1,663,545.17		\$1,663,545.17
TOTAL PORTFOLIO			\$7,492,231.22		\$7,382,126.17

		DEBIT	CREDIT	
DATE	AMOUNT	SACCT	SACCT	DESCRIPTION
Electronic Payments-Operating Checking				
7/1/2022	8,343.29	00501	00101	July Payroll Taxes
7/1/2022	4,699.17	00502	00101	July Payroll Taxes
7/1/2022	10,211.85	00503	00101	July Payroll Taxes
7/1/2022	10,211.85	00504	00101	July Payroll Taxes
7/1/2022	7,933.96	00510	00101	July Payroll Taxes
7/1/2022	54.83	00521	00101	July Payroll Taxes
7/5/2022	43,239.83	000AX	00101	May - E-Payables
7/5/2022	162.18	21300	00101	Bank Service Charge Fees
7/8/2022	2,366.85	00501	00101	July Payroll Taxes
7/8/2022	1,291.51	00502	00101	July Payroll Taxes
7/8/2022	8,415.47	00503	00101	July Payroll Taxes
7/8/2022	8,415.47	00504	00101	July Payroll Taxes
7/8/2022	6,360.00	00510	00101	July Payroll Taxes
7/8/2022	65.55	00521	00101	July Payroll Taxes
7/8/2022	191.03	21300	00101	Bank Service Charge Fees
7/11/2022	1,990.00	36020	00101	Driver's Ed Refunds - ELTP Grant
7/15/2022	31,693.59	00501	00101	July Payroll Taxes
7/15/2022	17,683.71	00502	00101	July Payroll Taxes
7/15/2022	40,053.51	00503	00101	July Payroll Taxes
7/15/2022	40,053.51	00504	00101	July Payroll Taxes
7/15/2022	32,035.33	00510	00101	July Payroll Taxes
7/15/2022	610.60	00521	00101	July Payroll Taxes
7/15/2022	2,721,959.29	VARIOUS	00101	KPERS State Contributions
7/25/2022	96,954.11	VARIOUS	00101	July Employee 403(B) Contributions
7/25/2022	36,307.00	VARIOUS	00101	July Employee Insurance
7/25/2022	326,375.74	00501	00101	July Payroll Taxes
7/25/2022	157,531.09	00502	00101	July Payroll Taxes
7/25/2022	292,076.80	00503	00101	July Payroll Taxes
7/25/2022	292,076.80	00504	00101	July Payroll Taxes
7/25/2022	56,125.31	00910	00101	July Employer Paid Retirement Contributions
7/25/2022	58,180.00	00570	00101	July Employee Credit Union Contributions
7/25/2022	897.45	00576	00101	July Employee SEF Contributions
7/26/2022	642,599.10	00117	00101	July-Transfer Employee and Employer Paid Contributions to Health Insurance Trust Account
7/27/2022	1,417.35	00506	00101	July Payroll Taxes
7/27/2022	236,135.12	00510	00101	July Payroll Taxes
7/27/2022	6,902.34	00521	00101	July Payroll Taxes
7/27/2022	645.00	46620	00101	Juy Retiree Health Insurance Refund
7/28/2022	2,403.34	00510	00101	July Payroll Taxes
7/28/2022	51,526.25	00800	00101	July Payroll Taxes
7/29/2022	8,680.82	00501	00101	July Payroll Taxes
7/29/2022	4,724.25	00502	00101	July Payroll Taxes
7/29/2022	9,719.15	00503	00101	July Payroll Taxes
7/29/2022	9,719.15	00504	00101	July Payroll Taxes
7/29/2022	7,177.73	00510	00101	July Payroll Taxes

		DEBIT	CREDIT	
DATE	AMOUNT	SACCT	SACCT	DESCRIPTION
Electronic Payments-Health Insurance Trust Account				
7/6/2022	248,022.07	46700	00117	BCBS Health Insurance Claims 6/29 to 7/5
7/13/2022	231,638.84	46700	00117	BCBS Health Insurance Claims 7/6 to 7/12
7/20/2022	285,693.76	46700	00117	BCBS Health Insurance Claims 7/13 to 7/19
7/20/2022	2,936.36	46720	00117	Health Insurance Trust Account Quarterly Administrative Fee
7/26/2022	158,812.40	46720	00117	BCBS Health Insurance Premium Fees for August
7/27/2022	173,239.58	46700	00117	BCBS Health Insurance Claims 7/20 to 7/26
Fund to Fund Transfers				
7/31/2022	12,502.86	26990	33200	Transfer to Virtual Education Fund
7/31/2022	14,336.74	32360	57040	Transfer to Career & Post Secondary Education Fund
7/31/2022	14.50	32380	80080	Transfer to Bilingual Fund

September 13, 2022

IX.-g. Consent Agenda

Approve Encumbrance Listings

Encumbrance Listings
Items over \$20,000 Not Requiring Formal Bid Per K.S.A. 72-1151

Vendor	Item Description	Amount
Jones Gillam Renz	Professional Services Contract for Design Development, Bidding Documents, and Construction Services	\$60,250

Phase III of the South High School Softball Complex includes site paving and a restroom facility. This will complete the major scope elements for this complex.

Vendor	Item Description & Quantity	Amount
New Directions	Employee Assistance Plan Renewal; 1,956 @ \$12.72	\$24,880.32

Salina Public Schools provides an Employee Assistance Plan (EAP) for all employees. The encumbrance above is for the annual renewal of the plan.

Vendor	Item Description	Amount
Village Travel	Projected Total Expenditures for Charter Bus Services for 2022-2023	\$60,000

As a district, we may have a need for charter bus transportation service for vocal, band, orchestra, field trips and athletic events. The service is engaged if Durham School Services does not have capacity, if the group requires large storage areas, or if the trip is farther than normal. Projected expenditures are based on the prior school year's actual expenditures.

Vendor	Item Description	Amount
Building Controls and Services, Inc.	All Parts, Labor and Licensing to Replace MEC Node 16 Panel at Central High School	\$23,599

Central High School's MEC Panel at Node 16 is over 20 years old and is showing symptoms of impending failure. This project will replace and upgrade the panel.

The Node 16 Panel will be purchased using the Greenbush Contract #20.3 ESC-HVAC2020 and meets all state bidding and purchasing requirements.

Vendor	Item Description & Quantity	Amount
PBLWorks	PBL 101 Training Workshops; 6 workshops @ \$14,300 per training	\$85,800

The Project Based Learning (PBL) trainings are part of a multi-year professional development initiative focused on the district's strategic goals to increase students' critical thinking, communication, and social-emotional skills. PBL 101 provides participants with the knowledge and skills needed to implement a rigorous, standards-based project. Facilitated by an expert national faculty from PBLWorks, PBL 101 is a balanced blend of direct instruction, video analysis, hands-on work, resource sharing, and peer collaboration and feedback. The training workshop models how students would experience the Project Based Learning process as well as modeling how teachers might facilitate PBL in their own classroom. Each training workshop has space for up to 35 participants.

Vendor	Item Description & Quantity	Amount
Contract Paper Group	White Copy Paper, 8 1/2" X 11, 20#, Brightness 92%; 1,680 Cases	\$80,976

The purchase is for two truckloads of white copy paper to stock the warehouse for orders for schools, buildings, and copy center use.

The purchase is being made through the BuyBoard Purchasing Contract #615-20 Office Copy Paper and Toner (expiration date of May 31, 2023) and meets all state bidding and purchasing requirements.

It is recommended that you approve the Encumbrance Listings as presented.

IX.-h.Consent Agenda

Approve South High School Tennis Courts Construction Bid

Bids were requested to build eight new tennis courts at South High School. This project was approved on April 12, 2022 as part of the district's Capital Improvement Plan.

The contractor will provide all labor and materials to construct the new tennis courts, site paving, fencing, a hitting wall, and a pavilion. Two alternate bids were requested; alternate #1 for constructing a concrete hitting wall and alternate #2 for constructing a shelter/pavilion.

Sealed bids were opened at 10:00 a.m. on September 7, 2022.

Vendor	Bid (including alternates #1 and #2)
Hutton Corporation	\$1,328,000.00
Vogts Construction	\$1,438,195.00
MultiSports	\$1,488,175.00
Ponton Construction Inc.	\$1,516,512.00
PCC Sports	\$1,757,425.00
Hellas Construction	\$2,126,194.83

Bids were made available through Jones Gillam Renz Architects as well as posting a bid notice in the Salina Journal.

It is recommended that you approve the bid of Hutton Corporation in the amount of \$1,328,000, which includes the base bid and alternates #1 and #2.

IX.-i.Consent Agenda

Approve Gift from South High School Band Booster Club

The Salina South Band Boosters, through the Earl Bane Grant, wishes to donate \$20,000 to the Salina South Band for the purchase of new instruments. Instruments for purchase include (1) flute, (2) clarinets, (3) trumpets, (3) French horns, (3) baritones, and (8) trombones.

It is recommended that you approve the gift from the Salina South Band Boosters to the Salina South Band for the purchase of new instruments as presented.

IX.-j.Consent Agenda

Approve Gift from Emmanuel Foursquare Church to Elementary Schools

At the beginning of the school year, the Emmanuel Foursquare Church in Salina, Kansas donated \$1,000 to each elementary school in USD 305 to be used for needs of the school. The gift, in total, was \$8,000.

It is recommended that you approve the gift from Emmanuel Foursquare Church of \$1,000 to each elementary school for a total of \$8,000 as presented.

X. PUBLIC FORUM

XI. ACTION AGENDA

A. Appoint 2022 KASB Delegate and Alternate

The 2022 Kansas Association of School Boards (KASB) Delegate Assembly is scheduled to meet on Saturday, November 12, 2022 (during the annual conference).

It is recommended that you appoint a delegate and alternate for the KASB Delegate Assembly.

XII. DISCUSSION AGENDA

A. Kansas Education Systems Accreditation (KESA) Update

A review of USD 305's progress in the KESA accreditation cycle will be presented by the educational programs department.

XIII. SCHOOL BOARD REPORTS AND UPCOMING DATES OF IMPORTANCE

A. Thursday, September 22, SEF Fall Breakfast, Salina Country Club, 7:00 am

B. November 11-13, KASB Annual Conference, Wichita

XIV. SUPERINTENDENT'S REPORT

XV. INFORMATION AGENDA

A. Heartland Early Education Update

Heartland Early Education >>> Director's Report

Lesla Larson

September 2022



1) ***Enrollment ending 7.31.2022**

Federal Early Head Start: 83/91

Kansas EHS – Home Visitation: 16/22

Kansas EHS – Child Care Partnership: 28/30

Head Start: 23/23 (summer enrollment in child care partners)

**Funded enrollment requirements are still somewhat flexible as we begin the 2022-23 school year.*

2) **Attendance Rates ending 7.31.2022**

Federal EHS Center-Based: 86%

Federal EHS Home-Based: 100%

Kansas EHS – HV: 100%

Kansas EHS – CCP: 91%

Head Start: 82%

3) **Snacks and meals served (July)**

School	Breakfast	Lunch	PM Snack	Total	Revenue Recv'd.
Abilene	<i>Summer break</i>				
Enterprise	<i>Summer break</i>				
Ellsworth	<i>Summer break</i>				
Salina Education Center	<i>Summer break</i>				
Salina Heartland EHS	830	852	720	2402	6373.06
Total CACFP Meals	830	852	720	2402	\$6373.06

4) **New Hires**

Name	Position	Effective
Savannah Jordan	Teacher Assistant II	8.9.2022
Marqesa Lewis	Teacher Assistant II	8.17.2022
Cody Hoferer	Teacher Assistant II	8.5.2022
Ashley Gibson	Teacher Assistant II	8.5.2022
Carolyn Stewart	Bus Monitor	8.8.2022
Wendy Holtz	Teacher Assistant II	8.19.2022
Miranda Perez	Teacher Assistant II	8.22.2022
Susana Contreras	Kitchen Assistant	8.23.2022
Barbara Willson	Teacher Assistant II	8.29.2022
Leslie Duenas	Family Consultant	9.2.2022

Transfers

Name	Old Position	New Position	Effective
Madison Cox	Prekindergarten Teacher	Pre K Educator	9.1.2022
Arianna Owens	Teacher Assistant II - 261 day	Teacher Assist II - 183 day	8.11.2022
Lilian Green	Teacher Assistant II	Substitute	8.1.2022
Tanya Nunemaker	Teacher Assistant II	Teacher Assistant III	8.1.2022
Kari Hood	Pre K Educator	Prekindergarten Teacher	8.8.2022

Resignations

Name	Position	Effective
Nancee Geist	Teacher Assistant III	8.5.2022
Deborah Porter	Teacher Assistant III	8.31.2022
McKinzey Goodwin	Teacher Assistant II	8.12.2022
Tabitha Morris	Family Consultant	8.19.2022
Savannah Jordan	Teacher Assistant II	8.19.2022
Miranda Perez	Teacher Assistant II	8.23.2022
Barbara Willson	Teacher Assistant II	9.7.2022

- 5) **ACF-IM-HS-22-05: Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021.** *“IM” stands for Information Memorandum; these are issued by the federal government and used for the purpose of providing additional information. All Head Start programs are required to share IM’s with Policy Councils and governing boards.* These one-time funds were provided to programs in order to meet short and long-term needs. Guidance is provided to programs to consider a) reaching more families, 2) improving facilities, and/or c) supporting Head Start/EHS employees.
- 6) **Staffing shortage equals closed classrooms.** Heartland continues to be impacted by very limited applications. We currently have 22 staff openings; 18 are classroom positions. As a result, we are unable to open three Head Start classrooms and some of our classrooms have fewer students because of limited staff. What this means is we are unable to serve 72 Head Start children. If you notice above in the ‘personnel section’, three people were hired and then left our employment less than ten days later; definitely experiencing unusual times.
- 7) We are excited to bring our monthly Policy Council meetings back to face-to-face! We met Thursday 9.1 with 14 in attendance representing Dickinson, Ellsworth and Saline counties. After introductions, I provided some basic training on what it means to be on a Head Start Policy Council and then the business meeting was conducted. Next month, we will elect officers for the 2022-23 school year.

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-05	2. Issuance Date: 08/29/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: American Rescue Plan (ARP); Appropriations; Fiscal Year (FY) 2022; COVID-19	

INFORMATION MEMORANDUM

TO: Head Start American Rescue Plan (ARP) Act Grant Recipients

SUBJECT: Office of Head Start Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2); Accompaniment to ACF-IOAS-DCL-22-01

INSTRUCTION:

The purpose of this Information Memorandum (IM) is to provide an overview and guidance on funds made available through the ARP.

President Biden signed Public Law 117-2, the American Rescue Plan Act, 2021 (ARP), into law on March 11, 2021. The \$1.9 trillion American Rescue Plan includes \$1 billion for Head Start programs.

All Head Start, Early Head Start, and Early Head Start-Child Care (EHS-CC) Partnership grant recipients are eligible to receive additional funds proportionally based on funded enrollment levels.

When combined with the \$750 million in the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the \$250 million in supplemental funds in the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, the Head Start program has received a total of \$2 billion in additional funding to support staff, children, and families during this unprecedented time.

ARP funds must be obligated by September 30, 2022, including for federal administrative expenses.

Guidance

Grant recipients have flexibility to determine which one-time investments best supports the needs of staff, children, and families, while adhering to federal, state, and local guidance. In making these determinations, grant recipients should consider how the use of the one-time funds

could meet both short- and long-term needs and determine whether purchasing, leasing, or contracting for services is more prudent.

Uses of funding include, but are not limited to, the following, as specified in [ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Programs](#):

Reach More Families

Enrollment and recruitment. Now is the time to focus on re-enrollment and enrolling new families. Programs can use funds to purchase services, materials, and technology to ramp up recruitment and enrollment efforts so that, as a program, you are able to enroll the eligible children and families in your community.

Additional weeks of Head Start or Early Head Start programming. Extending the program year or offering summer programming to increase the time children and families receive services.

Family supports. Addressing families' economic security by partnering with them on employment, education, and career goals. Investing in the development of partnerships with local community colleges, apprenticeship programs, and local employers committed to helping Head Start and Early Head Start families find meaningful employment and career tracks. Assessing families' nutritional, health, and wellness needs more frequently. Ensuring materials and resources are available in languages families understand.

Mental health support for children and families. Employing additional family service workers and mental health consultants to assist families with adverse circumstances, including families who may be experiencing homelessness.

Provision of meals and snacks not reimbursed by the U.S. Department of Agriculture, including purchasing kitchen equipment and supplies to support in-person meal service.

Transportation. Hiring bus drivers and monitors to allow more trips with fewer children per bus. Purchasing buses and other vehicles that support continuity of program service and reaching families most in need of services, including families experiencing homelessness.

Partnerships to increase the inclusion of children with disabilities. Providing more training for teachers and families and more support for families. Remodeling classrooms and playgrounds to be accessible.

Partnerships to increase the enrollment of children experiencing homelessness. Partnering with local shelters and public schools to identify and serve children and families experiencing homelessness.

Addressing unique needs within their communities, such as providing internet access to support extended learning.

Get Facilities Ready for In-person Comprehensive Services

Ventilation to reduce risk of indoor transmission and make facilities safer. Installing new heating, ventilation, and air conditioning (HVAC) systems or other improvements, such as windows that can open with safety measures to prevent falls.

Outdoor learning and play. Purchasing or enhancing outdoor learning spaces, including nature-based learning and outdoor classrooms. Creating play areas and landscape features that promote exploration and discovery in a natural environment, such as plantings, gardens, and “loose parts” (i.e., materials for construction and pretend play), rather than traditional play structures or playgrounds.

Cleaning supplies and services. Purchasing necessary supplies or contracting services to clean and disinfect facilities and vehicles.

Renovations or other space modification. Converting available space into classrooms, modifying current classroom designs with room dividers, or adding well-ventilated modular classrooms.

Additional space. Renting additional classroom space, due to physical distancing, to increase opportunities for more children to return to in-person services. Contracting for slots with child care providers in center-based or family child care settings to deliver comprehensive services.

Other locally determined facility, staff, and equipment or partnership actions that are necessary to safely resume and maintain full in-person program operations.

Support Head Start Employees

Planning sessions for staff. Preparing for a return to in-person comprehensive services starts by ensuring that everyone has the knowledge, skills, and resources necessary to operate effectively. This funding can be used to invest in planning sessions to prepare for providing services now and in the summer and fall.

Staff wellness and mental health support. Conducting employee wellness surveys or engaging in other data collection to better understand the needs of team members. Increasing access to mental health consultation and therapy services for staff, contracting with an Employee Assistance Program (EAP), and instituting a staff wellness program that includes activities such as mindfulness breaks and opportunities for self-reflection.

Additional staff. Hiring additional classroom staff to meet physical distancing requirements or reduce group size. Bringing in full-time floaters to reduce the need to bring in outside substitutes.

Professional learning and development for staff. Providing professional learning experiences on key topics such as equity, diversity, inclusion, bias, economic mobility, trauma-skilled practices, and other topics.

Other personnel costs. Offering fringe benefits and expanding sick leave.

Vaccine support. Providing transportation assistance to vaccination sites and temporary coverage to allow absence from the workplace for vaccination. Offering paid time off, sick leave, or other paid leave for the time spent receiving vaccination and if staff members experience side effects post-vaccination.

Additional Resources

- [Staff Development](#)
- [OHS COVID-19 Updates](#)
- [American Rescue Plan](#)

Relevant Resources

- [Enrollment Forward Campaign](#)
- [Prioritizing Staff Wellness](#)
- [Performance Progress Reporting](#)
- [Earned Income Tax Credits, Child Tax Credit, and Free Tax Help FAQs](#)
- [Investing in Families: The American Rescue Plan](#)
- [Emergency Rental Assistance and Housing Vouchers FAQs](#)
- [Resources to Support Families Experiencing Housing Instability](#)
- [Know Your American Rescue Plan Benefits Checklist](#)
- [Chatathon Live Series: American Rescue Plan Benefits](#)
- [Investing with Families Initiative](#)
 - [Social Media Toolkits](#)
- [The American Rescue Plan Benefits for Families Social Media Toolkit](#)
- [Partnering with Families to Access Benefits Through the American Rescue Plan](#)

Information Memoranda

- [ACF-IM-HS-22-03 Head Start Categorical Eligibility for Families Eligible for the Supplemental Nutrition Assistance Program](#)
- [ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce](#)

Program Instructions

- [ACF-PI-HS-21-04 Office of Head Start \(OHS\) Expectations for Head Start Programs in Program Year \(PY\) 2021–2022](#)
- [ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Programs](#)

Please direct any questions regarding this IM to your Regional Office.

Thank you for your work on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

EXECUTIVE SESSION
District Office
September 13, 2022

PERSONNEL

I move that the Board of Education go into executive session at _____ for _____ minutes for the purpose of discussing the evaluation of non-elected personnel and their contractual obligations because if this matter were discussed in open session it might invade the privacy of those discussed and that the Board of Education reconvene into open session at _____ in the SEC Room.

XVII. ACTION AGENDA II

- A. Approval of any Action Deemed Necessary As A Result of Executive Session**

XVIII. WORKSESSION

A. Policy Review

The following policy revisions are presented for first reading.

BBE	Attorney	KASB Review Change in title from “Legal Services” to “Attorney.” Recommend accepting the KASB version with additional language (in red) as recommended by district personnel.
BDA	Developing, Adopting, Amending and Repealing Board Policy	KASB Review KASB proposed that policy CMA – Administrative Rules be removed. As such, some of the pertinent provisions of deleted policy CMA were added to this policy. New title and language was also updated to better reflect current district practices.
BG	Memberships	KASB Review KASB suggested removing the “shall” in the first sentence. Our current policy did not have this language. KASB also recommended adding the Kansas Association of School Boards and the National School Boards Association within the policy. We are asking no changes be made to current policy.
CEC	Superintendent Recruitment	KASB Review Title change. 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.
CM	Policy Implementation	KASB Review Removed the cross-reference to the CMA policy.
CMA	Administrative Rules	KASB Review Removed. Pertinent parts of this policy were added to policy BDA.
DFAB	Standard of Conduct for Federally-Funded Contracts	KASB Review Policy 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.
DFAC	Federal Fiscal Compliance	KASB Review Technical change. Removed the cross-reference to the CMA policy (which was removed).
DJFAB	Administrative Leeway	KASB Review Technical change. Removed the cross-reference to the CMA policy (which was removed).
EBA	Insurance Program	KASB Review 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.” SB 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.

ED	Student Transportation Management	KASB Review This policy was revised to specify that all districts may provide student transportation using any of the methods as outlined by law (K.S.A. 72-6486; K.S.A. 72-6487).
EDAA	School Buses and Vehicles	KASB Review Buses were specified in the title. Policy 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. Update to language to conform more to present district practice.
FC	Memorials, Funerals and Naming of District Facilities	KASB Review The district did not have this policy; rather, the topic was covered in KHA – Naming of Facilities. It is our recommendation to adopt policy FC, combine it with a portion of our policy KHA, and delete KHA and make it a regulation.
GAA	Goals and Objectives	KASB Review Technical change. Removed the cross-reference to the CMA policy (which was removed).
GACC	Recruitment and Hiring	Internal Review Recommend adopting language from KASB.
GAOA	Drug Free Workplace	Internal Review Recommend adopting language from KASB.
GAOB	Drug Free Schools	Internal Review Recommend adopting language from KASB.
GAOD	Drug and Alcohol Testing	Internal Review KASB policy not currently in USD 305 policies; recommendation is to add policy GAOD.
GBRJ	Substitute Teaching	KASB Review Revised to address some technical changes for clarification, ease of use, and to reflect current practices. Given the staffing shortages experienced throughout the state, flexibility was built in to only provide substitutes with necessary information to performance of their duties and deemphasize requirements for advance training and handbook language.
GCIA	Evaluation of Coaches and Sponsors	KASB Review The district did not have this policy. Recommend adopting language from KASB.
GCRG	Leaves	KASB Review Change in title. Districts provide various numbers of days and types of leave, so the policy was revised to state leave shall be provided “in accordance with handbook language.”
IB	School Site Councils	KASB Review Wording was amended for clarification and ease of use.
IIBGC	Online Learning Opportunities	KASB Review 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.
ING	Animals and Plants in the School	KASB Review Revised to reflect the requirement of permitting service animals in school in accordance with federal law, including ADA and Section 504. While Kansas has law regarding service animals, it is in conflict with federal law. Federal law trumps state law in this instance.

JA	Goals and Objectives	KASB Review Technical change. Removed the cross-reference to the CMA policy, which was removed.
JCAC	Interrogations and Investigations	KASB Review Some adjustments were made 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.
JGFF	Student Transportation	KASB Review Change in title. Language providing the superintendent must develop procedures regulating student transportation was changed to say that the superintendent may do so.
JHC	Student Organizations	KASB Review 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.
KB	Public Information Programs	KASB Review Technical change. Removed the “shall” option so that the superintendent could delegate public communication authority to others.
KGA	Use of District Personal Property and Equipment	KASB Review 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, KASB defined the term to try to clear up any misconceptions.
KGE	Bullying by Parents	KASB Review Technical change. Removed the “shall” option and provided that the district’s bullying policy and plan may be posted on the district’s website.
KH	Gifts and Bequests	Internal Review Removed the section “Memorials for Deceased Students or Staff” which is now part of FC – Memorials, Funerals and Naming of District Facilities and incorporated into procedures.
KHA	Naming of Facilities	Internal Review Removed, part of FC – Memorials, Funerals and Naming of District Facilities.

~~The board may employ an attorney as general counsel to provide legal services to the board and to provide legal counsel to the superintendent and his/her staff. The board may select other special legal counsel as deemed appropriate.~~

- ~~Approved: January 20, 1982~~
- ~~Revised: June 28, 1990~~
- ~~Reviewed/Revised: June 12, 2001~~
- ~~Reviewed: March 10, 2009~~
- ~~Revised: November 23, 2010~~
- ~~Revised: October 8, 2013~~
- ~~Revised: April 10, 2018~~

General Counsel

~~The general counsel shall attend all regular meetings of the board and other meetings of the board as required. The general counsel shall be regarded as attorney for both the board and the administration unless the board determines that a conflict or potential conflict exists between the board's interest and the administration's interest. In such cases, the general counsel shall represent only the board. If the general counsel believes a personal or professional conflict exists that would make his/her representation of the board inappropriate, the board may retain or employ special legal counsel for its representation in such matters.~~

~~All decisions regarding the filing of a case, appeals, and other actions of similar importance shall be made by the board. The general counsel shall obtain decisions of lesser importance from the superintendent.~~

~~The superintendent shall be responsible for annually evaluating the performance of the general counsel. The general counsel's contract shall establish the amount of compensation and shall be reviewed annually by the board.~~

Special Counsel

~~The board may retain or employ special legal counsel by board action in regular session or by motion following an executive session. Per board directive, the board, the superintendent, board president, or a board member selected by a majority of the board shall have authority to secure the services of such special legal counsel. The general counsel shall cooperate, assist, and work with any special legal counsel as directed by the board.~~

- ~~Approved: January 20, 1982~~
- ~~Revised: June 28, 1990~~
- ~~Reviewed/Revised: June 12, 2001~~
- ~~Reviewed: March 10, 2009~~
- ~~Reviewed: November 23, 2010~~
- ~~Revised: October 8, 2013~~
- ~~Revised: April 10, 2018~~

BBE Attorney

BBE

The board shall appoint or employ an attorney to handle legal matters. Any attorneys so appointed or employed may provide legal services to the board or to the district unless and until the board or the attorney determine that a conflict or potential conflict of interest exists. In such cases, the board may select other special legal counsel as deemed appropriate.

Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Reviewed: March 10, 2009
Revised: November 23, 2010
Revised: October 8, 2013
Revised: April 10, 2018
Revised: _____

BDA Policy Development and Adoption

BDA

~~The board shall review and amend its policies and rules on a regular basis. The board will adopt new policies, revise and modify existing policies, or delete policies as the need arises. All rules and regulations stated in building handbooks for students, teachers, or other employees and supplements thereto shall be approved by the board and will be considered a part of these policies and rules by reference.~~

~~Approved: January 20, 1982~~

~~Revised: June 28, 1990~~

~~Revised: June 12, 2001~~

~~Revised: August 24, 2004~~

~~Revised: March 10, 2009~~

~~Reviewed: November 23, 2010~~

BDA-R Policy Development and Adoption

BDA-R

~~The board will use advisory review committees to study and draft recommended policy changes. The policy review committees will include representatives from employee groups that directly relate to the policies being reviewed. The representation of each committee will be presented to the board prior to implementation. In formulating new policies for board consideration, the policy review committees may involve other staff members, students, patrons, and legal counsel in the development of those policies. All proposed policies will be presented to the board for two readings prior to final approval except in an emergency situation when immediate action is required.~~

~~The policies, rules and regulations of the board may be amended at any regular, special or adjourned meeting of the board by a majority vote of the members of the board.~~

~~The superintendent shall be responsible for devising a procedure to ensure that principals and others having copies of the board handbook receive changes in board policy and the policies which have been amended or deleted are removed from the policy handbooks. Every attendance center shall have one or more current copies of the policy handbook which shall be kept in the office of the principal or director and in other appropriate locations. Copies of the board policy handbook shall also be kept in the central administrative office. Each board member shall be furnished a copy of the policy handbook for personal and immediate reference.~~

~~The clerk will keep a current set of board policies which will reflect all revisions, amendments or other such actions pertaining to every policy and rule.~~

~~Approved: January 20, 1982~~

~~Revised: June 28, 1990~~

~~Revised: June 12, 2001~~

~~Revised: August 24, 2004~~

~~Reviewed: March 10, 2009~~

~~Revised: November 23, 2010~~

BDA Developing, Adopting, Amending, and Repealing Board Policy

BDA

(See CM, GAA and JA)

The board shall adopt all policies, regulations, and handbooks, all of which are deemed to be board policy. Board policies, regulations, and handbooks may be amended or repealed at any board meeting by a majority vote of the board.

Drafting Policy

The superintendent shall recommend policy changes. 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 may be submitted to 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 ensure appropriate dissemination of current policy and removal of obsolete policies from the board's policy system. At least one current policy manual shall be accessible in the district office. Current board-approved policies 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 website to access current board policy.

Historical Policy Files

The clerk shall keep a historical set of board policies, which will reflect all revisions or other actions pertaining to every 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: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Revised: August 24, 2004
Revised: March 10, 2009
Reviewed: November 23, 2010
Revised: _____

BG **Memberships**

BG

The board may maintain memberships and participate in educational organizations according to the needs of the district.

Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Reviewed: March 10, 2009
Revised: November 23, 2010
Reviewed: _____

~~The superintendent search presents the board with an opportunity to recruit individuals who will implement the board's goals. The board shall recruit candidates who can best accomplish this objective. The board shall consider only candidates who meet both state and local qualifications and who display the ability to successfully carry out the superintendent's duties.~~

~~The board may solicit applications from qualified members of the staff and may list the vacancy with placement offices.~~

~~Applications for the superintendency shall be screened by a committee selected by the board. Finalists' districts may be visited by persons designated by the board. Selected candidates may be interviewed by a process involving staff, community and the board.~~

Approved: ~~January 20, 1982~~

Revised: ~~August 15, 1990~~

Revised: ~~June 12, 2001~~

Reviewed: ~~March 24, 2009~~

Revised: ~~November 23, 2010~~

Revised: ~~November 10, 2015~~

CEC 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 qualifications of a candidate 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 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: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 24, 2009
Revised: November 23, 2010
Revised: November 10, 2015
Revised: _____

~~Failure of any administrative employee to implement board policies may result in suspension (with or without pay), demotion, probation, non-renewal or termination of employment in accordance with procedures set forth in these policies and rules.~~

Approved: ~~January 20, 1982~~

Revised: ~~August 15, 1990~~

Revised: ~~June 12, 2001~~

Reviewed: ~~March 24, 2009~~

Reviewed: ~~November 23, 2010~~

Revised: ~~November 12, 2019~~

CM Policy Implementation

CM

(See BDA, CGK, GAA and JA)

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

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 24, 2009
Reviewed: November 23, 2010
Revised: November 12, 2019
Revised: _____

~~The board delegates to the superintendent the responsibility for developing recommendations and for designing any necessary arrangements to carry out board policy and to operate the district's schools. These rules and arrangements shall constitute the administrative regulations governing the schools and shall be considered for approval, modification or disapproval by the board.~~

Staff Involvement

~~In developing rules, regulations and arrangements for the district's operation, the superintendent shall include at the planning stage representatives of those employees who will be affected.~~

~~The superintendent shall develop procedures utilizing certified and non-certified employees for the exchange of ideas regarding the district's operation. The advice given by employees, especially that given by groups designated to represent large segments of the staff, shall be considered. The board shall be informed of such counsel when reports and recommendations are made to the board.~~

Community Involvement

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

Student Involvement

~~The superintendent is encouraged to consider students' opinions concerning the rules which affect them.~~

Rules Adoption

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

Rules Dissemination

~~Copies of administrative rules shall be given to all employees who play a role in enforcing the rules or who will be affected by any rule changes.~~

Rules Review

~~Administrative rules adopted by the board shall be subject to review by the board and the administrative staff.~~

Administration in Policy Absence

~~In an emergency when action must be taken where the board has provided no guides, the superintendent shall have the power to act, but any decision shall be subject to board review at the next meeting. The superintendent should recommend any policy needs the incident has created.~~

Approved: — January 20, 1982

Revised: — August 15, 1990

Revised: — June 12, 2001

Revised: — March 24, 2009

Revised: — November 23, 2010

No administrative rule shall be in conflict with board policy.

Rules Drafting

All proposed rules may be submitted to the board attorney or a KASB attorney before being submitted to the board for final approval.

Staff Involvement

The superintendent and principals may appoint committees for functions not being performed by existing groups or persons.

Each staff or community committee shall act in an advisory capacity to the administrative officer responsible for the committee's area.

Student Involvement

The use of student input in the formation of policies and rules shall normally be restricted to areas pertaining to attendance center issues.

Administration in Policy Absence

If the superintendent is forced to act in the absence of regular board policy or guidelines and feels that policy is needed, a proposed board policy may be drafted, together with appropriate rules, to be presented at the next board meeting.

Approved: — January 20, 1982

Revised: — August 15, 1990

Revised: — June 12, 2001

Reviewed: — March 24, 2009

Revised: — November 23, 2010

~~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/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/her immediate family; his/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.~~

~~Except as authorized by board policies GAG, GAJ and KH, 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 personal 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 retail value no greater than \$20.00 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: _____ June 13, 2017

DFAB 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/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/her immediate family; his/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.

Except as authorized by board policies GAG, GAJ and KH, 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: June 13, 2017

Revised: _____

~~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 superintendent as the federal programs coordinator and district contact for all federal programs and funding.~~

~~The superintendent 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 served.~~
- ~~● 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 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.~~

~~Record shall be retained for a minimum of three 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.~~

Sub-Recipient Monitoring

~~If the district awards sub-grants, the district shall establish procedures to~~

- ~~• assess the risk of noncompliance;~~
- ~~• monitor grant sub-recipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures; and~~
- ~~• ensure the district's records are adjusted to cure recordkeeping issues discovered through the sub-recipient's audits, on-site reviews, or other monitoring.~~

Compliance Violations

~~Employees and contractors involved in federally funded programs and sub-recipients 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: _____ December 12, 2017

DFAC Federal Fiscal Compliance

(See CN, DFAA and DFAB)

DFAC

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 superintendent as the federal programs coordinator and district contact for all federal programs and funding.

The superintendent 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 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.

DFAC Federal Fiscal Compliance

DFAC-2

(See CN, DFAA and DFAB)

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.

Record shall be retained for a minimum of three 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.

Sub-Recipient Monitoring

If the district awards sub-grants, the district shall establish procedures to

- assess the risk of noncompliance;
- monitor grant sub-recipients to ensure compliance with federal, state, and local laws and board policy, regulations, and procedures; and
- ensure the district's records are adjusted to cure recordkeeping issues discovered through the sub-recipient's audits, on-site reviews, or other monitoring.

DFAC Federal Fiscal Compliance

DFAC-3

(See CN, DFAA and DFAB)

Compliance Violations

Employees and contractors involved in federally-funded programs and sub-recipients 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: December 12, 2017

Revised: _____

~~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: ~~January 20, 1982~~

Revised: ~~June 28, 1990~~

Revised: ~~June 12, 2001~~

Reviewed: ~~December 14, 2010~~

DJFAB Administrative Leeway (See DJEG and DJEJ)

DJFAB

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: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Reviewed: December 14, 2010
Revised: _____

EBA 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 authorize the district to join a group-funded pool to provide insurance coverage for the district.

Approved: January 20, 1982

Revised: June 28, 1990

Revised: October 20, 1993

Revised: June 12, 2001

Reviewed: January 11, 2011

EBA-R Insurance Program

EBA-R

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: January 20, 1982

Revised: June 28, 1990

Revised: October 20, 1993

Revised: June 12, 2001

Reviewed: January 11, 2011

EBA 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: January 20, 1982
Revised: June 28, 1990
Revised: October 20, 1993
Revised: June 12, 2001
Reviewed: January 11, 2011
Revised: _____

ED — **Student Transportation Management** (See JGG) — **ED**

~~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.~~

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

Approved: — January 20, 1982

Revised: — June 28, 1990

Revised: — June 12, 2001

Revised: — January 11, 2011

ED Student Transportation Management (See EDDA and JGG)

ED

The district will provide transportation to students as required by law. Student transportation can be provided through any of the methods outlined by law.

Approved: January 20, 1982

Revised: June 28, 1990

Revised: June 12, 2001

Revised: January 11, 2011

Revised: _____

District Owned/Leased Vehicles

~~District vehicles will not be lent, sub-leased or subcontracted to any person, groups of persons or organizations except as allowed by law subject to board approval. (See EDDA)~~

Liability

~~All district vehicles will be adequately insured.~~

Safety

~~Every driver shall have authority and responsibility for the passengers riding in district vehicles. Students shall be required to conform to all regulations concerning discipline, safety, and behavior while riding district vehicles. Violations of said rules by students or others may result in disciplinary action by school officials.~~

Safety Inspection

~~The superintendent shall be responsible for inspection of district vehicles. Any defect in a district vehicle shall be repaired as soon as possible.~~

Licensing of Drivers

~~It shall be the responsibility of all drivers of district transportation to register with the superintendent annually the validity of license certification by the Kansas Department of Revenue. If a driver's license is suspended, expired or revoked at any time, such suspension or revocation shall be reported to the superintendent, and the driver shall cease driving a district vehicle until the license is restored. Drivers of district vehicles shall receive annually a copy of this policy on registering their driving certification with the superintendent.~~

Housing of District Vehicles

~~All district vehicles shall be housed in areas designated by the superintendent. District vehicles may be assigned to a designated employee who shall then be responsible for the proper care and housing of the vehicle either at a district site or at the employee's private residence.~~

Transportation to Summer Athletic Events

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

~~Any staff requests for such use shall be submitted to the superintendent on or before May 1 and shall include information concerning the time, date and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of 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: (1) the expense of providing requested transportation; (2) the availability of funds for such purpose; (3) the availability of adequate school staff to chaperone and/or provide transportation; (4) the availability of and/or the coverage of liability insurance for this purpose; (5) priority of assignment and availability of necessary vehicles; (6) Title IX and other fairness consideration in granting use or repeated use to a particular group of student athletes; and (7) other good cause as determined by the superintendent.

Contract Vehicles

The transportation contractor shall provide appropriate certificates of insurance.

Safety

Every driver shall have authority and responsibility for the passengers riding in school vehicles. The district and the transportation contractor shall agree on rules governing student behavior in vehicles. Any student or other person riding in contracted vehicles who violates the rules of the district and/or the transportation contractor in regard to such passengers will be reported to the proper administrative official. Violations of rules by students or others may result in disciplinary action by school officials.

Safety Inspection

Any defect found in a vehicle contracted for the district's use shall be repaired as soon as possible. The transportation contractor shall be responsible for keeping contracted vehicles in good operating condition.

Licensing of Drivers

It shall be the responsibility of all drivers of contracted transportation to register annually with the contractor a valid driver's license from the Kansas Department of Revenue. If said license is suspended, expired, or revoked at any time, such suspension, revocation or expiration shall be reported to the transportation contractor, and the driver shall cease driving a contracted vehicle until the license is restored. Drivers shall receive annually a copy of this policy on registering their driving certification with the transportation contractor.

Scheduling and Routing

Vehicles and transportation schedules and routing maps will be updated annually prior to the opening of school. Schedules and routing maps shall be on file at both the district office and the transportation contractor's office.

Housing of Contracted Vehicles

Contracted vehicles may be housed in the district's central storage or assigned to a designated driver who may then house the vehicle as directed.

General Regulations for District Owned/Leased and Contracted Vehicles

Speed Limits

The board may set lower speed limits for vehicles than state allowed maximum speed limits.

Records

~~Any record developed by the district or the transportation contractor for the purpose of monitoring vehicle use may include but will not be limited to the following information: miles driving each trip, gas and oil usage, purpose of the trip, destination, time departing 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 said records.~~

~~An annual report tabulating such data in the record will be used in the compilation of the district's budget. A copy of said annual report may be given to the board on or before the regular board meeting in June or upon request.~~

~~Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Revised: November 11, 2003
Revised: January 11, 2011
Revised: November 10, 2015~~

EDAA School Buses and Vehicles

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. 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 shall be responsible for bus and other transportation inspections.

Defects found in school vehicles shall be repaired as soon as possible. The **superintendent** shall be responsible for keeping contracted vehicles in good operating condition.

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent.

Bus 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.

Any record developed by administration for the purpose of monitoring vehicle use will include, but not limited to, the following information: miles driven each trip, gas and oil usage, 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 meeting in June or upon request.

EDAA School Buses and Vehicles

EDAA-2

(See ED, JBCA and JGG)

Licensing of Drivers

It shall be the responsibility of all school transportation providers to provide proof of a valid driver's license appropriate for the vehicle(s) to be driven for the district to the superintendent at the beginning of each school year. 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 this policy annually.

Housing of District 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 the designated driver who may then house the bus as directed.

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

Transportation to Summer Athletic Events

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 and summer league games.

Any staff requests for such use shall be submitted to the superintendent **no fewer than 30 days prior to the activity** and shall include information concerning the time, date, and duration of trip; the purpose of the 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: (1) the expense of providing requested transportation; (2) the availability of funds for such purpose; (3) the availability of adequate school staff to chaperone and/or provide transportation; (4) the availability of and/or the coverage of liability insurance for this purpose; (5) priority of assignment and availability of necessary vehicles; (6) Title IX and other fairness consideration in granting use or repeated use to a particular group of student-participants; and (7) other good cause as determined by the superintendent.

- Approved: January 20, 1982
- Revised: June 28, 1990
- Revised: June 12, 2001
- Revised: November 11, 2003
- Revised: January 11, 2011
- Revised: November 10, 2015
- Revised: _____

FC Memorials, Funerals, and Naming of District Facilities

FC

Requests to use district buildings and/or facilities for displaying 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 memorials for students or staff. **However, the board recognizes that the death of students and staff members has an impact on the school community and that memorials can serve an important function in the grieving and healing process. Therefore,** permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students. **The board recommends the establishment of a scholarship or an award through the Salina Education Foundation or contributions to the Foundation to carry on its work of providing educational opportunities for students. Any other proposed memorials will be subject to the provisions of this policy and of KHA.**

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.

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or 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. **The superintendent shall establish and maintain procedures for evaluating naming requests prior to making a recommendation to the board.** The board shall consider naming requests after they are recommended by the superintendent.

Approved: _____

~~(Certified/Classified Staff)~~

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

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

~~Approved: January 20, 1982~~

~~Revised: August 15, 1990~~

~~Revised: June 12, 2001~~

~~Reviewed: March 29, 2011~~

GAA Goals and Objectives

(See BDA, CM and JA)

GAA

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: January 20, 1982

Revised: August 15, 1990

Revised: June 12, 2001

Reviewed: March 29, 2011

Revised: _____

~~GACC Recruitment, Hiring, Background Checks & Drug Screens GACC~~
(Certified/Classified Staff)

Recruitment

~~The board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent may involve administrators and other employees.~~

Hiring

~~The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.~~

Background Checks

~~As a condition of initial employment, all employees hired after February 24, 1999, shall be subjected to a statewide criminal history records check by the Kansas Bureau of Investigation (KBI). Further, any applicant who cannot certify he/she has continuously resided in Kansas for the past ten years shall be subject to a nationwide criminal history records check by the Kansas Bureau of Investigation (KBI) and Federal Bureau of Investigation (FBI). The check(s) shall conform to all applicable federal standards and may include the taking of the applicant's fingerprints. The board of education shall pay the costs of the background check for all personnel who have not been screened by the Kansas State Department of Education (KSDE). The district also may check or re-check the background of employees who have been on leave from the district or who otherwise return to employment.~~

Drug Screens

~~As a condition of initial employment, all employees will be required to pass a routine drug screen. In addition, the board of education reserves the right to require drug testing or retesting of any employee should there be probable cause or sufficient reason to believe that the employee is in a chemically impaired state while on duty. A positive drug screen is grounds for immediate termination of any employee. (cf. GAOA)~~

Provisional Employment

~~The board may offer provisional employment to an applicant pending receipt of the results of the criminal history records check required by U.S.D. #305 Board of Education Policy and/or law. Any agreement for provisional employment shall specify that the employment is subject to termination by the board, without further proceedings and without reference to any other law or contractual agreement, if the results of the criminal history records check reveal that the applicant has been convicted of any offenses specified in law. Further, the board may offer provisional employment to an applicant pending receipt of the results of the drug screen required by U.S.D. #305 Board of Education policy. Any agreement for provisional employment shall specify that the employment is subject to termination by the board, without further proceedings and without reference to any other law or contractual agreement, if the results of the drug screen are positive.~~

Approved: — January 20, 1982

Amended: — November 19, 1986

Revised: — August 15, 1990

Revised: — February 23, 1999

GACC Recruitment, Hiring, Background Checks & Drug Screens ————— GACC-2
(Certified/Classified Staff)

Revised: ————— June 12, 2001
Revised: ————— November 25, 2003
Revised: ————— March 29, 2011
Revised: ————— October 14, 2014
Revised: ————— November 12, 2019

GACC Recruitment and Hiring

GACC

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring Sequence

- Conditional offer of employment is extended to the candidate in writing subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Written acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Approved: January 20, 1982

Amended: November 19, 1986

Revised: August 15, 1990

Revised: February 23, 1999

Revised: June 12, 2001

Revised: November 25, 2003

Revised: March 29, 2011

Revised: October 14, 2014

Revised: November 12, 2019

Revised: _____

(Certified/Classified Staff)

~~Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The manufacture, distribution, sale, dispensing, possession or use of illicit drugs, alcohol, any controlled substances or facsimiles thereof is prohibited in the district. The use or possession of any substance that has a mind-altering effect is prohibited, excluding a prescription only medication prescribed by a physician or over the counter medications which are being taken according to label directions for a legitimate ailment.~~

Approved: ~~August 1, 1990~~

Revised: ~~June 12, 2001~~

Revised: ~~March 29, 2011~~

Revised: ~~November 13, 2012~~

(Certified/Classified Staff)

~~As a condition of employment in the district, employees shall abide by the terms of this policy.~~

~~Employees shall not manufacture, distribute, dispense, possess or use illicit drugs, alcohol, any controlled substances or facsimiles thereof in the workplace.~~

~~Any employee who is convicted under a criminal drug statute for a violation must notify the superintendent of the conviction within five days after the conviction.~~

~~Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.~~

~~This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.~~

Approved: ~~August 1, 1990~~

Revised: ~~June 12, 2001~~

Revised: ~~March 29, 2011~~

Revised: ~~November 13, 2012~~

GAOA Drug-Free Workplace

GAOA

(Certified/Classified Staff)

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The manufacture, distribution, sale, dispensing, possession, or use of illicit drugs, alcohol, any controlled substances or facsimiles thereof is prohibited at school, on or in school district property; and at school-sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not manufacture, distribute, dispense, possess, or use illicit drugs, alcohol, any controlled substances or facsimiles thereof in the workplace.

Any employee who is convicted under a criminal drug statute for a violation must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Approved: August 1, 1990

Revised: June 12, 2001

Revised: March 29, 2011

Revised: November 13, 2012

Revised: _____

~~(Certified/Classified Staff)~~

~~The possession, use, sale or distribution of illicit drugs, alcohol, controlled substances or any facsimiles thereof by school employees on, in, or while using district property, or at any district activity is prohibited. The use or possession of any substance that has a mind-altering effect is prohibited, excluding a prescription-only medication prescribed by a physician or over-the-counter medications which are being taken according to label directions for a legitimate ailment. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.~~

~~Approved: August 1, 1990~~

~~Revised: June 12, 2001~~

~~Revised: October 28, 2008~~

~~Revised: March 29, 2011~~

~~Revised: November 13, 2012~~

~~(Certified/Classified Staff)~~

Employee Conduct

~~As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess or use illicit drugs, alcohol, controlled substances or facsimiles thereof on, in, or while using district property or at any district activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy may be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions~~

- ~~1. short term suspension with pay;~~
- ~~2. short term suspension without pay;~~
- ~~3. long term suspension without pay;~~
- ~~4. required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;~~
- ~~5. termination or dismissal from employment.~~

~~Prior to application of sanctions under this policy, employees will be afforded due process rights to which they are entitled under the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.~~

~~If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee and documentation provided upon completion. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the superintendent.~~

(Certified/Classified Staff)

~~Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, for enrollment in the program and for providing documentation of successful completion of the program.~~

~~A copy of this policy shall be provided to all employees.~~

Approved: ~~August 1, 1990~~

Revised: ~~June 12, 2001~~

Revised: ~~October 28, 2008~~

Revised: ~~March 29, 2011~~

Revised: ~~November 13, 2012~~

The possession, use, sale, or distribution of illicit drugs, alcohol, controlled substances, or any facsimiles thereof by school employees on, in, or while at school, on or in school district property, and at school-sponsored activities, programs, and events is prohibited. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label direction. This policy is required by the 1989 amendments to the Drug-Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess, or use illicit drugs, alcohol, controlled substances or facsimiles thereof on, in, or while using district property or at any district activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy may be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to any of the following sanctions:

1. short-term suspension with pay;
2. short-term suspension without pay;
3. long-term suspension without pay;
4. required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; or
5. termination or dismissal from employment.

Prior to application of sanctions under this policy, employees will be afforded due process rights to which they are entitled under the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty, or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee and documentation provided upon completion. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the superintendent.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, for enrollment in the program, and for providing documentation of successful completion of the program.

A copy of this policy shall be provided to all employees.

Approved: August 1, 1990
Revised: June 12, 2001
Revised: October 28, 2008
Revised: March 29, 2011

GAOB Drug Free Schools

(Certified/Classified Staff)

GAOB-2

Revised: November 13, 2012

Revised: _____

GAOD Drug and Alcohol Testing

GAOD

All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs **as a condition of initial employment, and thereafter**, as required by current federal law. Board-approved rules and regulations necessary to implement the testing program shall be on file with the clerk **of the board**.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate district regulations.

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district. All employees shall be informed of this policy on an annual basis.

In addition, the board reserves the right to require drug testing or retesting of any employee should there be reasonable suspicion to believe that the employee is in an impaired state while on duty. A positive drug or alcohol screen is grounds for immediate termination of any employee. (See GAOA)

Approved: _____

(Certified Staff)

~~Qualified substitute teachers shall be secured for the district.~~

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

~~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.~~

~~The board shall establish the rate of pay for substitute teachers annually.~~

Approved: ~~January 20, 1982~~

Revised: ~~August 15, 1990~~

Revised: ~~March 16, 1994~~

Revised: ~~June 12, 2001~~

Revised: ~~March 29, 2011~~

GBRJ Substitute Teaching

GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent may meet with potential substitutes before the start of each school year.

The **human resources department** shall compile a list of available substitute teachers, and each principal shall have a current list.

Principals shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The board shall establish the rate of pay for substitute teachers annually.

Candidates will be given information regarding expectations in performance of their job duties.

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.

Approved: January 20, 1982

Revised: August 15, 1990

Revised: March 16, 1994

Revised: June 12, 2001

Revised: March 29, 2011

Revised: _____

GCIA Evaluation of Coaches and Sponsors

GCIA

All employees contracted to coach or sponsor an activity shall be evaluated. Evaluation documents will be on file with the [human resources department](#).

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: _____

Leaves with or without pay shall be granted according to the support staff handbook.

Approved: ~~June 12, 2001~~

Revised: ~~November 25, 2003~~

Revised: ~~March 29, 2011~~

GCRG Leaves

(See GBRH)

GCRG

Paid Leave

Full-time employees will be credited with paid leave in accordance with handbook language provided by the board.

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: June 12, 2001

Revised: November 25, 2003

Revised: March 29, 2011

Revised: _____

~~A site council shall be established in each building in the district.~~

~~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 which 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.~~

~~Each principal shall submit to the board names of individuals to be considered for appointment to the site council. The membership of each council shall include, at a minimum, the building principal, representatives of teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders. The board shall appoint site council members.~~

~~Each site council shall establish a schedule with a minimum of six meetings a year which shall be subject to board approval. Each council shall report annually to the superintendent.~~

Approved: — January 6, 1993

Revised: — June 12, 2001

Revised: — July 12, 2005

Revised: — April 26, 2011

Reviewed: — October 14, 2014

IB **School Site Councils**

(See KA)

IB

A site council shall be established in each building in the district. 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 which 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.

The principal shall recommend site council members for board approval.

Each site council shall establish meeting schedules. Each council shall report to the **superintendent** at least annually.

Approved: January 6, 1993
Revised: June 12, 2001
Revised: July 12, 2005
Revised: April 26, 2011
Reviewed: October 14, 2014
Revised: _____

Application

~~Students may apply for permission to enroll in an on line 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 administrator's decision in writing no later than June 1.~~

~~Student may not enroll in an on line course as an alternative to any course offered by the high school except 1) as an attempt to earn credit for a class already attempted but failed or 2) as an attempt to complete a course of study during a suspension or expulsion.~~

Guidelines

~~The following guidelines shall be used by the administration:~~

- ~~1. Only 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 on line course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.~~

Other Regulations or Guidelines

~~Approval by the administration shall also be based on Kansas State Department of Education regulations and/or guidelines in effect at the time the student request is made.~~

~~Approved: November 25, 2003~~

~~Revised: December 8, 2009~~

~~Revised: April 26, 2011~~

~~Reviewed: November 13, 2012~~

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 **or guardians** shall be informed of the administrator's decision in writing no later than June 1.

Students 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.

Guidelines

The following guidelines shall be used by the administration:

1. Only 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 coursework.

Other Regulations or Guidelines

Approval of online coursework shall be based on the requirements of Kanas 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: November 25, 2003
Revised: December 8, 2009
Revised: April 26, 2011
Reviewed: November 13, 2012
Revised: _____

~~ING 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.~~

~~Approved: January 20, 1982~~

~~Revised: May 15, 1991~~

~~Reviewed/Revised: June 12, 2001~~

~~Reviewed: April 26, 2011~~

~~ING-R Animals and Plants in the School~~

~~ING-R~~

~~To promote safety for students and instructors, staff shall adhere to standards published by the Kansas Department of Health and Environment in the document "Animals in Kansas Schools: Guidelines for Visiting and Resident Pets."~~

~~Under no circumstances are animals to be transported on school buses.~~

~~Domesticated animals must be inoculated against rabies at the owner's expense before the student may bring such animal to school. Animals must be adequately housed and cared for in screened cages. Students' handling of animals and plants must be under the direct supervision of the teacher. Only the teacher or students designated by the teacher are to handle the animals.~~

~~Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom.~~

~~Teachers must be aware of federal and state laws regulating the handling of animals. (See KSA 21-4310)~~

~~If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety.~~

~~Any experiments using live animals shall have prior approval of the principal and shall conform to the humane standards recommended in the ASPCA Resource Guide for Teachers "Guidelines for Student Experiments Involving Animals."~~

~~If a staff member or student has been bitten or injured by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Principals will notify the parents.~~

~~Approved: January 20, 1982~~

~~Revised: May 15, 1991~~

~~Revised: June 12, 2001~~

~~Revised: April 26, 2011~~

ING 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. **The superintendent may establish procedures to be followed for the care and treatment of classroom animals.**

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 are permitted in the schools and on school property in accordance with 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 policy, "service animals" is not deemed to include animals provided by the school for instructional purposes or for therapy or comfort animals.

Approved: January 20, 1982
Revised: May 15, 1991
Revised: June 12, 2001
Revised: April 26, 2011
Revised: _____

~~These student policies are designed to prevent misunderstanding by students and parents/guardians 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. (See BDA)~~

Approved: — June 12, 2001

Revised: — June 14, 2011

Revised: — November 8, 2016

JA Goals and Objectives

JA

(See BDA, CM, GAA and JCDA)

These student policies are designed to prevent misunderstanding by students **and parents/guardians** 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: June 12, 2001

Revised: June 14, 2011

Revised: November 8, 2016

Revised: _____

JCAC Interrogation and Investigations (See EBC and GAAD) ————— JCAC

~~A reasonable cooperative effort shall be maintained between the school administration and law enforcement agencies. Law enforcement officials and/or School Resource Officers (SRO's) may be summoned in order to conduct an investigation of alleged criminal conduct on the school premises or during a school sponsored activity. They may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers and/or SRO's is necessary with their respective jurisdictions. The district's administrators shall at all times act in manner which protects and guarantees the rights of students and parents and shall cooperate with law enforcement officials.~~

Approved: — October 16, 1991
Revised: — December 9, 1997
Revised: — April 27, 1999
Revised: — June 12, 2001
Revised: — January 25, 2005
Reviewed: — November 13, 2007
Reviewed: — June 14, 2011
Reviewed: — October 9, 2018
Reviewed: — February 26, 2019

JCAC-R Interrogation and Investigations ————— JCAC-R

Initiated by School Administrators and Conducted by Administrators

~~Principals and SRO's shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Any investigation shall be conducted in a manner which minimizes interference during school hours or school activities.~~

~~When school rules have allegedly been violated and when suspension may be a consideration, the suspected student shall be advised orally or in writing of the nature of the alleged misconduct and the reason to believe that he/she was a witness or participant. The principal or SRO's may have another adult present during questioning of students.~~

Initiated by School Administrators and Conducted by Law Enforcement Officers Other than SRO's

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.~~

~~The principal may request that law enforcement officers other than SRO's conduct an investigation and question students during school hours when they are potential suspects and witnesses of such alleged criminal behavior.~~

~~A reasonable attempt shall be made to contact the student's parents prior to questioning by law enforcement officers. Reasonable requests of the parents shall be observed. Such notifications or attempted notifications to parents shall be documented by the administrator involved. In the absence of a student's parents, the principal or a designated, certified school staff person shall be present during any questioning of such students. School officials shall request that law enforcement officers advise a student of his/her rights in their presence. Students who have attained the age of 18 may choose to speak in their own behalf without the agreement of parents.~~

~~Information of criminal conduct not related to the schools shall be turned over to law enforcement officials without additional investigation by school officials.~~

~~Initiated and Conducted by Law Enforcement Officers Other Than SRO's~~

~~In cases not involving the investigation of known or suspected child abuse or neglect, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours or school activities 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. "Demonstrated emergency" situations shall be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction of local authorities, or destruction of evidence. The principal should notify the parents and shall require proper identification of the law enforcement officials.~~

~~In the absence of parental consent, a warrant or court order, or a demonstrated emergency, the principal shall not grant the request of the law enforcement official and shall attempt to so notify the superintendent and the officer's superior, documenting such action.~~

~~The law enforcement officers shall be required to obtain prior approval of the principal before beginning such an interrogation or investigation on school premises. Also, law enforcement officers shall advise a student of his/her rights in the presence of an administrator. The administrator shall document the circumstances of such investigations as soon as practicable.~~

~~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. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.~~

~~If a student is taken into custody by a School Resource Officer, school administrators shall also make a good faith effort to contact parents. Notification efforts shall be documented. Parents shall not be notified by school officials when their child is taken into custody by DCF, school resource officers, and/or law enforcement as a result of allegations of abuse or neglect.~~

~~When a student has been taken into custody or arrested on school premises without prior notification to the building principal, the school staff present shall ask the law enforcement officer to notify the principal of the circumstances as quickly as possible.~~

Coordination of Policies by Enforcement Officials

~~School administrators shall meet with local law enforcement officials to discuss the district's policy and rules regarding law enforcement contacts with the district. Law enforcement officials will be asked to instruct their respective staffs as to the terms of the school's policies and rules.~~

Approved: ~~October 16, 1991~~

Revised: ~~December 9, 1997~~

Revised: ~~April 27, 1999~~

Revised: ~~June 12, 2001~~

Revised: ~~January 25, 2005~~

Reviewed: ~~November 13, 2007~~

Revised: ~~June 14, 2011~~

Revised: ~~October 9, 2018~~

Revised: ~~February 26, 2019~~

JCAC 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 a reason to believe a violation of a criminal law has been committed, the building administrator, the superintendent, and/or school security officer, with authorization of the superintendent, 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 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 meet at least annually with local law enforcement officials to discuss the district's policy 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 investigation concerning known or suspected child abuse or neglect, school staff shall follow the procedures outlined in board policy GAAD instead of the requirements in 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

JCAC Interrogation and Investigations

JCAC-2

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

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 parents, 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 specified in a court order or arrest warrant, if a student is taken into custody by a law enforcement officer, school resource officer, or campus police officer, building administrators shall make a good-faith effort to contact the student's parent or guardian. Notification efforts shall be documented.

When a student has been taken into custody or arrested on school premises without prior notification to the building administrator, the school staff present shall ask the law enforcement officer to notify the building administrator of the circumstances as quickly as possible and shall themselves contact the building administrator with any information they have regarding the child being taken into custody. School resource officers and campus police officers are expected to contact the building administrator as soon as practicable after taking a student into custody.

Disturbance of School Environment

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

Definition

For the purposes of this policy, "campus police officer" is a school security officer employed by and designated by the board to aid and supplement law enforcement agencies of the state, city, and/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: October 16, 1991
Revised: December 9, 1997
Revised: April 27, 1999
Revised: June 12, 2001
Revised: January 25, 2005
Reviewed: November 13, 2007

JCAC Interrogation and Investigations

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

JCAC-3

Revised: June 14, 2011
Revised: October 9, 2018
Revised: February 26, 2019
Revised: _____

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

~~Rules and regulations concerning use of vehicles on school property shall be approved by the board and included in the student handbook.~~

~~Approved: June 12, 2001~~

~~Reviewed: June 28, 2011~~

~~Revised: October 8, 2013~~

Use of Vehicles and Bicycles

The superintendent 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 rules and/or procedures may result in disciplinary action.

Rules and procedures concerning use of vehicles and bicycles on school property 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, the district staff will provide students with appropriate notice of the rules and procedures relevant to their use of transportation to school and school-related activities.

Approved: June 12, 2001

Reviewed: June 28, 2011

Revised: October 8, 2013

Revised: _____

~~The district has two primary goals regarding student organizations. The first goal is to encourage students to broaden their knowledge and citizenship by joining groups which promote or pursue normal school activities or specialized activities outside the regular classroom environment provided membership is open to all interested and eligible students in those grades. The second goal is to comply with the Equal Access Act, 20 U.S.C. Sec. 4072-4071, and the Establishment Clause of the First Amendment to the Constitution which prohibits the district's endorsement of religion. Student organizations shall be divided into two groups: (1) those that are school sponsored and (2) those that are non-school sponsored.~~

Student Clubs

~~School-sponsored clubs are those which directly support the curriculum and/or activity program and are directly under the control of school personnel. A designated building staff member shall attend all meetings and activities on school property or otherwise. The building staff member shall attend as the official sponsor and advisor. These clubs and their building staff members are eligible to receive district funding. These clubs may or may not be student-initiated.~~

~~Non-school-sponsored clubs are those outside the direct control of school personnel. The school does not endorse or support the club or its philosophy, but merely permits the club access to school property under the Equal Access Act. These clubs may not conduct any activities on school property without prior permission from the principal. A building staff member shall attend all the meetings and activities held on school property. The building staff member is merely a school representative, not a sponsor or advisor. He/she shall be present only in a non-participatory capacity. These clubs and their building staff members are ineligible to receive district funding. These clubs shall be student-initiated.~~

~~All clubs which desire to conduct any activities on school property, whether school-sponsored or not, must meet certain requirements. These are set out in JHC R.~~

Student Government

~~Student councils are school-sponsored clubs and therefore subject to the criteria established for such clubs. Additionally, student councils shall exercise only the authority delegated to them by the building principal.~~

Student Publications

~~Student publications may be school-sponsored or non-school-sponsored. They are therefore subject to the criteria established for student clubs. In addition, school-sponsored student publications shall be under the control and supervision of the building principal or the building staff member. All material published in school-sponsored publications must have prior approval of the building staff member; however, approval will not be denied solely because the material involves political or controversial subject matter.~~

~~Students who have facts and opinions should be allowed to express them in print as well as through oral communications. However, all student editors and writers, in school sponsored and non-school sponsored publications, must observe the same legal responsibilities as those imposed upon conventional newspapers and communication media. Thus, no student shall distribute any student publication which~~

- ~~• is a matter that commands, requests, induces, encourages, commends, or promotes conduct that is defined by law as a crime or constitutes grounds for suspension or expulsion from the school,~~
- ~~• is obscene according to current legal definitions,~~
- ~~• is slanderous according to current legal definitions,~~
- ~~• is libelous according to current legal definitions, or~~
- ~~• creates a material or substantial disruption of normal school activity or appropriate discipline in the operation of the school.~~

Student Social Events

~~Student social events, such as dances and parties, contribute an important element in the development of the individual. All such events must have the prior approval of the building principal and the building staff member of the club or class hosting the event.~~

Approved: — November 21, 1990

Revised: — June 3, 1992

Revised: — May 9, 1995

Revised: — June 12, 2001

Revised: — June 28, 2011

Reviewed: — November 8, 2016

Student Clubs

~~All clubs, both school-sponsored and non-school-sponsored, which desire to conduct and activities on school property must meet certain criteria. They are~~

- ~~• a constitution approved by the principal which is on file in the school office,~~
- ~~• a building staff member who shall agree to serve and who must be present at all meetings and activities, except those conducted off school property by the non-school-sponsored clubs,~~
- ~~• the advance approval by the building staff member and the building principal of all times and places of the club meetings, except those conducted off school property by the non-school-sponsored clubs, and~~
- ~~• such other requirements established by the school principal and approved by the superintendent.~~

~~Non-school-sponsored clubs shall not meet during the regular school day and shall apply for recognition annually. Additionally, non-school persons shall not direct, control, or regularly attend meetings and activities on school property of non-school-sponsored clubs.~~

~~The board retains the rights inherent in a school board's power to operate an orderly educational system and the rights articulated in the Equal Access Act. The Equal Access Act rights specifically include maintaining order and discipline on school premises, protecting the well being of students and faculty, assuring that attendance of students at meetings is voluntary, and prohibiting meetings which would materially and substantially interfere with the orderly conduct of the educational activities of the school.~~

~~The board also acknowledges the restrictions imposed by the Establishment Clause of the First Amendment to the Constitution which prohibits the district's endorsement of religion. Procedural guidelines for implementing the board's policy on student organizations shall be established by the building principal and approved by the superintendent with these rights and restrictions in mind.~~

Approved: ~~November 21, 1990~~

Revised: ~~June 3, 1992~~

Revised: ~~May 9, 1995~~

Revised: ~~June 12, 2001~~

Revised: ~~June 28, 2011~~

Reviewed: ~~November 8, 2016~~

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. 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: November 21, 1990
Revised: June 3, 1992
Revised: May 9, 1995
Revised: June 12, 2001
Revised: June 28, 2011
Reviewed: November 8, 2016
Revised: _____

KB ~~Public Information Program~~ (See KBA & KC) ~~KB~~

~~The board accepts responsibility for keeping the general public informed about the function and operation of the school system.~~

Public's Right to Know (See BCBI)

~~All decisions of the board will be made in public. Executive sessions will be held only for specific reasons as provided by law.~~

~~A public information program will be utilized to inform patrons of the district about the operation and activities of the schools.~~

Approved: ~~September 2, 1992~~

Revised: ~~June 12, 2001~~

Revised: ~~November 11, 2003~~

Revised: ~~November 13, 2007~~

Revised: ~~July 12, 2011~~

KB **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 issue a patron newsletter. The superintendent 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: September 2, 1992
Revised: June 12, 2001
Revised: November 11, 2003
Revised: November 13, 2007
Revised: July 12, 2011
Revised: _____

Requests for use of the district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent. 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 personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the operations department and will be refunded when the equipment is returned in working order.

Lost, Stolen, or Damaged Property or Equipment

No request for use of school 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 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 equipment. If school personal property or equipment is returned damaged beyond normal wear and tear 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. 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.

Approved: June 12, 2001

Revised: July 23, 2008

Reviewed: July 12, 2011

Revised: November 13, 2012

Revised: April 12, 2022

KGA Use of District Personal Property and Equipment

KGA

Requests for use of the district personal property or equipment by outside tax-exempt organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using personal property or equipment approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of district personal property or equipment before it is removed from the school grounds or other district property. The deposit will be paid to the operations department 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 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 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. 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.

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: June 12, 2001

Revised: July 23, 2008

Reviewed: July 12, 2011

Revised: November 13, 2012

Revised: April 12, 2022

Revised: _____

~~(See EBC, GAAE, JDDC, KGD)~~

~~The board, 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, including cyberbullying, by any student, staff member, or parent towards a student or a staff member, or parent towards a staff member on or while using district property, in a district vehicle, or at a district-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; district 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 be posted on the district website and copies of such documents shall be made available to parents of current students upon request.~~

~~Approved: — October 8, 2013~~

~~Revised: — November 8, 2016~~

KGE Bullying by Parents

KGE

(See EBC, GAAE, JDDC and KGD)

The board, 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, including cyberbullying, 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 may be posted on the district website, and copies of such documents shall be made available to parents of current students upon request.

Approved: October 8, 2013

Revised: November 8, 2016

Revised: _____

~~All gifts and bequests given to the schools shall become the property of the district. A gift is defined as any financial donation or donation of property, personal service, structures, equipment or furnishing. Donors may be individuals, groups, organizations, or businesses. Prospective donors shall contact the facility principal and superintendent before publicly announcing a gift to a school or to the school district in order for the administration to consider the appropriateness of the gift.~~

~~To be acceptable, a gift must have a purpose consistent with that of the district, place no restrictions on the board, not be inappropriate or harmful to the best education of students, and not be in conflict with any provision of the district policy or public law.~~

~~The board authorizes the superintendent to accept gifts which do not require any expense for installation, special operations or maintenance if the value of the gift is \$5000 or less.~~

~~Gifts which exceed \$5000, those involving installation costs to the board or those that would cause additional operating costs shall be referred to the board with a recommendation from a screening committee appointed by the superintendent. The screening committee's report will recommend acceptance or rejection with accompanying reasons for the recommendation. Gifts that require alteration of school facilities must have approval of the board.~~

Books, Equipment and Other Materials

~~Gifts of books and instructional materials will be accepted if the books and materials meet the same standards of selection as those applied to selection of instructional materials and library books and if the gift will not influence the purchasing of similar books or materials from the donor.~~

~~Donated equipment must be reviewed by the superintendent to determine acceptability in regard to safety, compatibility with existing equipment, programs and/or materials, installation and maintenance costs, and general impact upon the curriculum.~~

Exclusions

~~The board will not accept gifts to fund salary costs of new and ongoing programs. No donation will be accepted that requires students to advertise a product, service, company, or industry. This prohibition on student advertising includes athletic uniforms and equipment with the exception of the name or logo of the manufacturer or supplier.~~

~~Under no circumstances shall gifts or bequests to the district or to a particular school be given or left with school officials without the approval of the superintendent. Once a gift has been accepted, it becomes the property of the district. Schools may dispose of gifts when their usefulness has been depleted, when they are out of date, or when they are in poor physical condition. (See IFBC)~~

Donor Recognition

~~Contributors of gifts \$75,000 and above will be recognized at a board meeting and the name of the donor or donors included on a plaque at the facility for which the contribution was made. Per the approval of the superintendent, additional forms of recognition for gifts and bequests may be on school/district websites, social media sites, temporary displays, school marquees, signs, banners or in school/district newsletters (print or electronic) or event programs, as appropriate.~~

Memorials for Deceased Students or Staff

The board recognizes that the death of students and staff members has an impact on the school community and that memorials can serve an important function in the grieving and healing process. However, district property will not be the venue for permanent memorials. Therefore, the board recommends the establishment of a scholarship or an award through the Salina Education Foundation or contributions to the Foundation to carry on its work of providing educational opportunities for students. Any other proposed memorials will be subject to the provisions of this policy and of KHA.

Approved: — December 18, 1991

Revised: — September 2, 1992

Revised: — May 13, 1997

Revised: — June 12, 2001

Revised: — July 12, 2011

Revised: — April 9, 2013

All gifts and bequests given to the schools shall become the property of the district. A gift is defined as any financial donation or donation of property, personal service, structures, equipment, or furnishing. Donors may be individuals, groups, organizations, or businesses. Prospective donors shall contact the facility principal and superintendent before publicly announcing a gift to a school or to the school district in order for the administration to consider the appropriateness of the gift.

To be acceptable, a gift must have a purpose consistent with that of the district, place no restrictions on the board, not be inappropriate or harmful to the best education of students, and not be in conflict with any provision of the district policy or public law.

The board authorizes the superintendent to accept gifts which do not require any expense for installation, special operations, or maintenance if the value of the gift is \$5,000 or less.

Gifts which exceed \$5,000, those involving installation costs to the board, or those that would cause additional operating costs shall be referred to the board with a recommendation from a screening committee appointed by the superintendent. The screening committee's report will recommend acceptance or rejection with accompanying reasons for the recommendation. Gifts that require alteration of school facilities must have approval of the board.

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Under no circumstances shall gifts or bequests to the district or to a particular school be given or left with school officials without the approval of the superintendent. Once a gift has been accepted, it becomes the property of the district. Schools may dispose of gifts when their usefulness has been depleted, when they are out-of-date, or when they are in poor physical condition. (See IFBC)

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KH Gifts and Bequests

(See GAJ)

KH-2

Approved: December 18, 1991
Revised: September 2, 1992
Revised: May 13, 1997
Revised: June 12, 2001
Revised: July 12, 2011
Revised: April 9, 2013
Revised: _____

~~The official name selected for a facility or a portion thereof is a vital factor in the public image of the school district. The honor and integrity of the name selected reflects upon the facility and the district. Any proposed name that is incompatible with the best interests of the district—its educational mission, values or public image—may be rejected by the board.~~

~~Committee Procedures for Selecting Facility Names~~

~~Facilities under the directions of the board will be named by the following procedures:~~

~~The board will appoint a committee whose function will be to review potential names and to make recommendations to the board. The committee will have representatives from the board, community, administration, and teaching staff. The public and members of the staff will be invited to suggest names to the committee along with documentation to support the nomination.~~

~~The committee shall consider names of persons who have achieved national, regional, state, or local prominence in education; arts and sciences; the humanities; government, political or military leadership; the judiciary; civic leadership; humanitarian or philanthropic causes; names related to the history, general location, or features of the area; or the educational terms, practices, or concepts of the facility or district.~~

~~Facilities will not be named for persons currently employed by the district or active in its operation or who currently hold any public office. The name of a past staff or board member shall not be considered unless at least five years has passed since the end of the employment or service.~~

~~The committee shall recommend three names to the board. Such recommendation shall be in writing with reasons for its recommendations, including preference. The board is ultimately responsible for naming facilities and may reject any or all recommendations.~~

~~No facility or portion thereof shall be named without official action from the board.~~

~~Naming to Acknowledge Financial Contributions~~

~~Financial contributions shall not give rise to any right, belief or expectation that a facility or a portion thereof will be named for the person(s), organization, association or business making the contribution. Portions of school facilities may, at the discretion of the board, be named for a person(s), organization or business that has made significant financial contributions for the construction, maintenance or furnishing of the facility, with the board considering the following criteria:~~

- ~~1) “Significant contributions” shall be defined as those in excess of \$250,000.~~
- ~~2) Preference will be given to the name of a person or family.~~
- ~~3) The name of a business or organization may be used, but logos, trade names, brand names, labels or trademarks are not allowed on school facilities.~~
- ~~4) Any signage must meet standards established by the superintendent and must have approval from the board.~~

~~Removal of Names from Facilities~~

~~USD 305 reserves the right to rename or remove the designated name of any USD 305 facility or portion thereof unless otherwise provided for by applicable contractual obligations or legal restrictions.~~

~~Approved: —April 9, 2013~~