

**U.S.D. 305 BOARD AGENDA**  
**District Offices**  
**1511 Gypsum**  
[https://www.usd305.com/about us/board of education/livestream](https://www.usd305.com/about_us/board_of_education/livestream)  
**July 12, 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. **Reorganization of the Board for the 2022-2023 School Year**
  - a. Election of Board President
  - b. Election of Board Vice-President
- V. Approval of Consent Agenda Items
  - a. **Appointment of Board of Education Clerk**
  - b. **Appointment of Board of Education Deputy Clerk**
  - c. **Appointment of Board of Education Treasurer**
  - d. Annual Resolutions
    - 1. **To Establish Regular Meetings**
    - 2. **To Waive the Annual Requirements for Generally Accepted Accounting Principles And Fixed Asset Accounting**
    - 3. **To Rescind Policy Statements Found in Minutes**
    - 4. **To Adopt 1116 School Hours**
    - 5. **To Establish Home Rule**
  - e. **Official Depositories**
  - f. **Official Newspaper**
  - g. **Annual Appointments**
    - 1. Deputy Superintendent
    - 2. School Attendance Officers
    - 3. District Coordinator for ADA, Bloodborne Pathogens, Title VI (EEOC), Title VII (Civil Rights Act of 1964), Title IX (Gender Equity)
    - 4. District Coordinator for Section 504
    - 5. Hearing Officer
    - 6. Custodian of District Records
    - 7. Custodian of Building Records
    - 8. Custodian of Student Records
    - 9. Food Service Authorized Representative
    - 10. Food Service Hearing Officer
    - 11. Food Service Determining Officials
    - 12. Head Start Authorized Representative
    - 13. KPERS Designated Agents
    - 14. KERMP Authorized Representative
    - 15. Custodian of Activity Funds/Gate Receipts
    - 16. Title I Director
    - 17. Freedom of Information Officer
    - 18. Homeless Coordinator
    - 19. Asbestos Program Manager
    - 20. Transportation Supervisor
  - h. **Minutes of June 14, 2022 Regular Meeting**
  - i. **Minutes of June 23, 2022 Special Meeting**
  - j. **Personnel Report**
  - k. Financial Reports
    - 1. End-of-Year Bills (6-01-22 to 6-30-22)

Speaker

- l. **Treasurer’s Report** (May)
- m. **Investment Report** (May)
- n. **Journal Entries** (May)
- o. **Journal Entries** (June)
- p. **Approve June 30, 2022 Unencumbered Cash Balances**
- q. **Approve Encumbrance Listings**
- r. **Approve CKCIE Contract with Presence Learning**
- s. **Approve Durham School Services Contract**
- t. **Approve Revenue Neutral Rate**
- u. **Approve 2022-2023 Mileage Allowance**
- v. **Approve 2022-2023 Petty Cash Funds**
- w. **Approve HVAC Repair with Trane**
- x. **Approve HVAC Technical Support with Building Controls Services (BCS)**
- y. **Approve Liquidation of Excess School Equipment and Supplies**
- z. **Approve 2022-2023 Facility Use Fees**

VI. **Public Forum**

VII. **Action Agenda**

- |    |   |               |
|----|---|---------------|
| a. | <b>2022-2023 Salary and Work Conditions for Certified Staff</b>                               | Eryn Wright   |
| b. | <b>2022-2023 Salaries and Benefits for Classified, Professional/Technical and Substitutes</b> | Eryn Wright   |
| c. | <b>2022-2023 Salaries and Benefits for Administrators</b>                                     | Eryn Wright   |
| d. | <b>2022-2023 Handbook for Retired Certified Teachers (Retired Educators)</b>                  | Eryn Wright   |
| e. | <b>Board Policy</b>   | Eryn Wright   |
| f. | <b>Board Representative Appointments</b>  | Linn Exline   |
| g. | <b>2022-2023 Salina Virtual Innovation Academy Handbook</b>                                   | Shanna Rector |

VIII. **Discussion Agenda**

- |    |                         |                |
|----|-------------------------|----------------|
| a. | <b>Enrollment Study</b> | Robert Schwarz |
|----|-------------------------|----------------|

IX. **School Board Committee Reports and Upcoming Dates of Importance**

- a. Friday, August 5, District-Wide Staff Meeting, Central High, 8:00 am
- b. Thursday, August 11, First Day of School
- c. November 11-13, KASB Conference, Wichita

X. **Superintendent’s Report**

XI. **Information Agenda**

- a. **Heartland Programs Update**

**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. REORGANIZATION OF THE BOARD FOR THE 2022-2023 SCHOOL YEAR**

**A. Election of Board President**

I move that the board elect \_\_\_\_\_ to serve as president until new officer elections are held at the first regular meeting in July 2023.

**B. Election of Board Vice-President**

I move that the board elect \_\_\_\_\_ to serve as vice-president until new officer elections are held at the first regular meeting in July 2023.

July 12, 2022

**V. Consent Agenda**

**A. 2022-2023 Appointment of Board of Education Clerk**

It is recommended that you appoint Deborah Howard as Board Clerk.

**B. 2022-2023 Appointment of Board of Education Deputy Clerk**

It is recommended that you appoint Shanna Rector as Deputy Board Clerk.

**C. 2022-2023 Appointment of Board of Education Treasurer**

It is recommended that you appoint Lisa Peters as Treasurer.

**D. Annual Resolutions**

1. To Establish Regular Meetings
2. To Waive the Annual Requirements for Generally Accepted Accounting Principles and Fixed Asset Accounting
3. To Rescind Policy Statements Found in Minutes
4. To Adopt 1116 School Hours
5. To Establish Home Rule

It is recommended that you approve these annual resolutions as presented.

## RESOLUTION TO ESTABLISH REGULAR MEETING DATES

BE IT RESOLVED that pursuant to K.S.A. 72-8205, the Board of Education of Salina Unified School District No. 305, Saline County, Kansas by resolution duly adopted in regular meeting assembled this 12<sup>th</sup> day of July, 2022, establishes the following meeting schedule for regular Board of Education meetings to be held during the 2022-2023 school year:

Hour of commencing the meeting: 5:30 p.m.

Date and place of meeting:

Tuesday, July 12, 2022	District Offices - 1511 Gypsum
Tuesday, August 9, 2022	District Offices - 1511 Gypsum
Tuesday, September 13, 2022	District Offices - 1511 Gypsum
Tuesday, October 11, 2022	District Offices - 1511 Gypsum
Tuesday, November 8, 2022	District Offices - 1511 Gypsum
Tuesday, December 13, 2022	District Offices - 1511 Gypsum
Tuesday, January 10, 2023	District Offices - 1511 Gypsum
Tuesday, February 14, 2023	District Offices - 1511 Gypsum
Tuesday, March 21, 2023	District Offices - 1511 Gypsum
Tuesday, April 11, 2023	District Offices - 1511 Gypsum
Tuesday, May 9, 2023	District Offices - 1511 Gypsum
Tuesday, June 13, 2023	District Offices - 1511 Gypsum

If established meeting falls on a legal holiday or a holiday specified by the Board of Education, such regular meeting will be held on the day following, commencing at the same hour as detailed above; and

BE IT FURTHER RESOLVED, that the Board of Education may adjourn regular meeting to another time, date, and place.

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

Attest:

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

**TO WAIVE THE ANNUAL REQUIREMENTS FOR GENERALLY ACCEPTED  
ACCOUNTING PRINCIPLES AND FIXED ASSET ACCOUNTING**

WHEREAS, the Board of Education of Salina Unified School District #305, Saline County, Kansas, has determined that the financial statements and financial reports for the year ended June 30, 2022 to be prepared in conformity with the requirements of K.S.A. 75-1120a(a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education or the members of the general public of Salina Unified School District #305 and

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of the municipality which require financial statements and financial reports to be prepared in conformity with K.S.A. 75-1120a(a) for the year ended June 30, 2022.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education, Salina Unified School District #305, Saline County, Kansas, in regular meeting duly assembled this 12<sup>th</sup> day of July, 2022 that the Board of Education requests the Director of Accounts and Reports to waive the requirements of K.S.A. 75-1120a(a) as they apply to the Salina Unified School District #305 for the year ended June 30, 2023.

BE IT FURTHER RESOLVED that the Board of Education shall cause the financial statements and financial reports of the Salina Unified School District #305 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

\_\_\_\_\_  
President, Board of Education  
Salina Unified School District #305  
Saline County, Kansas

Attest:

\_\_\_\_\_  
Clerk, Board of Education  
Salina Unified School District #305  
Saline County, Kansas

## **RESOLUTION FOR RESCINDING POLICY STATEMENTS FOUND IN BOARD MINUTES**

BE IT RESOLVED that all policy statements found in the minutes of this Board of Education prior to June 30, 2022, be rescinded, and that the Board of Education adopt the policy manual (or written policies) as presented and recommended by the superintendent of schools, to govern this school district during the 2022-2023 school year, subject to periodic review, amendment, and revision by the Board of Education.

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

Attest:

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

## **RESOLUTION TO ADOPT 1116 SCHOOL HOURS**

BE IT RESOLVED that the Board of Education of Unified School District #305, Saline County, Kansas, by resolution duly adopt for the 2022-2023 school year a school term consisting of not less than 465 equivalent school hours for pupils regularly enrolled in kindergarten, not less than 1116 equivalent school hours for pupils regularly enrolled in any of grades 1 through 11, and a school term of not less than 1086 equivalent school hours for pupils enrolled in grade 12, subject to other provisions of K.S.A. 72-3115.

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

Attest:

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



## **RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION**

WHEREAS, the Board of Education of Unified School District #305, Saline County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District #305, Saline County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District #305, Saline County, Kansas, the 12<sup>th</sup> day of July 2022.

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

Attest:

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

**E. 2022-2023 Official Depositories**

American State Bank & Trust, Bank of Tescott, Bank VI, Bennington State Bank, Capitol Federal, Central National Bank, Equity Bank, Exchange Bank, First Bank Kansas, Solomon State Bank, Sunflower Bank, and UMB Bank be designated as official depositories. It is recommended that you approve these official depositories.

**F. 2022-2023 Official Newspaper**

It is recommended that you approve the Salina Journal to be the designated official newspaper.

**G. 2022-2023 Annual Appointments**

1. Deputy Superintendent	Shanna Rector, Deputy Superintendent
2. School Attendance Officers	Building Principals
3. District Coordinator for ADA, Bloodborne Pathogens, Title VI (EEOC), Title VII (Civil Rights Act of 1964), Title IX (Gender Equity)	Eryn Wright, Executive Director of Human Resources/Legal Services
4. District Coordinator for Section 504	Eryn Wright, Executive Director of Human Resources/Legal Services
5. Hearing Officer	Robert German, Attorney At Law
6. Custodian of District Records	Deborah Howard, Board Clerk
7. Custodian of Building Records	Building Principals
8. Custodian of Student Records	Eryn Wright, Executive Director of Human Resources/Legal Services
9. Food Service Authorized Representative	Laine Norris, Director of Food & Nutrition Services
10. Food Service Hearing Officer	Lisa Peters, Exec Director of Business
11. Food Service Determining Officials	Building Principals/Laine Norris
12. Head Start Authorized Representative	Linn Exline, Superintendent
13. KPERS Designated Agents	Eryn Wright, Exec Dir of HR/Legal Serv Steve Dorzweiler, Manager of HR
14. KERMP Authorized Representative	Lisa Peters, Exec Director of Business
15. Custodian of Activity Funds/Gate Receipts	Secondary Principals
16. Title I Director	Shanna Rector, Deputy Superintendent
17. Freedom of Information Officer	Jennifer Camien, Director of Public Information
18. Homeless Coordinator	Jody Craddock-Iselin, Director of Support Services
19. Asbestos Program Manager	Kris Upson, Exec Director of Operations
20. Transportation Supervisor	Kris Upson, Exec Director of Operations

It is recommended that you approve the 2022-2023 annual appointments as presented.

**MINUTES OF THE BOARD OF EDUCATION MEETING  
UNIFIED SCHOOL DISTRICT NO. 305  
SALINA, KANSAS  
June 14, 2022**

**Call to Order**

The Board of Education of Unified School District #305 met in regular session Tuesday, June 14, 2022 at 5:30 p.m., in the District Office, Staff Education Center with the following members present: Jim Fletcher, Scott Gardner, Gabe Grant, Dana Kossow, Bonnie Schamberger and Ann Zimmerman. Absent was Mark Bandré.

Others present – see page 7.

President Fletcher called the meeting to order.

**Pledge of Allegiance**

The Pledge of Allegiance was given.

**Agenda**

Motion by Gabe Grant, second by Ann Zimmerman to approve the agenda as presented. Motion carried: 6 Yeas, 0 Nays.

**Recognitions/Presentations**

Jennifer Camien announced the following “You Make A Difference” recipients:

<u>Name</u>	<u>School</u>
Cassie Chesney	Central High
Vicky Bruner	CKCIE

Jennifer Camien shared the USD 305 promotional video.

**Consent Agenda**

Motion by Ann Zimmerman, second by Dana Kossow to approve the following items on the consent agenda:

**Minutes of the Board of Education Meetings:**

May 10, 2022 Regular Meeting

**Personnel Report**

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

Bell, Casey 07/18/22	Coord of SpEd – CKCIE
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TRANSFER OF ADMIN CONTRACT(S) FOR 2022-2023:

Stuart, Ryan	From: Asst Principal – South High To: Athletic Director – South High
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TRANSFER OF CERTIFIED CONTRACT(S) TO ADMIN CONTRACT(S) FOR 2022-2023:

Craddock-Iselin, Jody	From: Literacy Coach – Schilling To: Dir of Student Services – BOE
DeVoe, Krista	From: MTTs Specialist – South High To: Asst Principal – South High

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

Alexander, Haley 08/01/22	English Lang Arts – Lakewood
Bieker, Michala 08/01/22	Grade 1 – Cottonwood
Clements, Kimberly 08/01/22	Reading – Lakewood
Cox, Lauren 08/01/22	Math Coach – Oakdale
Dawson, Daniel 08/01/22	English Lang Arts – South High
Espinoza, Destiny 08/01/22	Kindergarten – Cottonwood

Giddings, Halle 08/01/22	Art .6/Title .4 – Oakdale
Glenn, Robert 08/01/22	Virtual – Salina Virtual
Harman, Beth 08/01/22	Grade 1 – Heusner
Kirchhoff, Mei 08/01/22	Grade 5 – Stewart
Ortman, Jalee 08/01/22	Kindergarten – Cottonwood
Reitano-Nesting, Zena 08/01/22	School Nurse – Central
Snyder, Kayla 08/01/22	Grade 2 – Meadowlark
Stelter, Megan 08/01/22	Grade 2 – Cottonwood

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

Briggs, Amy	From Adapt SpEd – CKCIE/Enter/Blue Ridge To: High Incidence SpEd – CKCIE/Enter
Dechant, Anna	From: Counselor – Lakewood To: Behavior Interventionist – CW
Darling, Dawne	From: Adapt SpEd – CKCIE/McKin/St Andrews To: High Incid SpEd – CKCIE/McKinley
Eyer, Brian	From: Certified Interventionist – Oakdale To: Grade 5 – Oakdale
Guldner, Matthew	From: Grade 3 – Oakdale To: Grade 5 – Oakdale
Hite, Tanya	From: High Incid SpEd – CKCIE/Abilene To: Physical Education – Central
Johnson, Cheryl	From: Certified Interventionist – Stewart To: Grade 2 – Stewart
Krahl, Clancy	From: Grade 4 – Stewart To: Certified Interventionist – Stewart
Lindsey, Jeanne	From: High Incid SpEd – CKCIE/SE-Sal To: High Incid SpEd – CKCIE/Ell-Saline
Painter, Jessica	From: Grade 3 – Stewart To: Grade 4 – Stewart
Raasch, Calla	From: Art – Stewart To: ESL Teacher – Stewart
Soldan, Morgan	From: Kindergarten – Sunset To: Kindergarten – Stewart

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

Andres, Jennifer	From: Family Support Worker – SHS To: English Lang Arts – South High
Branch, Vicky	From: Para – CKCIE/Chapman Middle To: High Incid SpEd – CKCIE/Blue Ridge .5/Rural Center .5
Milum, Malissa	From: Para – CKCIE/Minneapolis Jr/Sr To: High Incid SpEd – CKCIE/Minn Jr/Sr
Pierce, Lindsey	From: Paraeducator – CKCIE/Sunset To: High Incid SpEd – CKCIE/MLR
Teetzen, Rachel	From: Instruct Asst III – Chapman Elem To: High Incid SpEd – CKCIE/Chapman

RESIGNATION OF CERTIFIED CONTRACT(S) AT THE END OF 2021-2022:

Cheeks, Ralita 05/31/22	Behavioral Health Liaison – BOE
Goodheart-Peterson, Jolene 05/27/22	Math Specialist – BOE
Johnson, Gloria 05/20/22	Math – Central
Kosik, Nicole 05/20/22	Math – Central
Loomis Nachbar, Robin 05/20/22	Grade 2 – Schilling

Stover, Kristy 05/20/22	Grade 5 – Oakdale
Werth, Kim 05/20/22	English Lang Arts – Central

RESIGNATION OF SUPPLEMENTAL CONTRACT(S) AT THE END OF 2021-2022:

Botz, Angela 05/20/22	Cheerleader Sponsor – Central
Bryson, Makaylee 05/20/22	Soccer Asst Girls – Central
Cairns, Lyric 05/20/22	Robotics – South High
Mahoney, Melissa 05/20/22	Soccer Asst Boys – Central
Schmidtberger, Arnold 05/20/22	Basketball Asst Boys – South High
Werth, Kim 05/20/22	National Honor Society – Central
Werth, Kim 05/20/22	Senior Class Sponsor – Central

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

Deatherage, Elizabeth 08/05/22	Volleyball Asst Grade 8 – South Middle
Hernandez, Hernan 08/05/22	Soccer Asst Boys – South High
Jenkins, Forrest 08/05/22	ESports Head Fall – Central
Jenkins, Forrest 08/05/22	ESports Head Spring – Central
Hite, Tanya 08/05/22	Volleyball Asst – Central
Park, Amanda 08/05/22	Scholar's Bowl – South Middle
Rassette, Lance 08/05/22	Basketball Asst Boys – South High
Stelter, Megan 08/05/22	Volleyball Asst – South High
Stone, Parker 08/05/22	Basketball Asst Boys Grade 7 – SMS
White, Seth 08/05/22	Football Asst Grade 8 – South Middle

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

Kilgore, Mike	From: Track Head Asst – Central
	To: Track Head – Central

CLASSIFIED APPOINTMENT(S):

Contreras, Susan 05/16/22	Foodservice Worker II – Central
Devlin, Logan 08/11/22	Volleyball Asst – Central
Miller, Martin 08/08/22	Instructional Asst II – Central
Utz, Alexis 08/11/22	Instructional Asst III – Lakewood
Wakefield, Brooke 05/23/22	Headstart Teacher Asst II – Heartland

CLASSIFIED TRANSFER(S):

Alvarez, Gilda	From: Paraeducator – CKCIE/Oakdale
	To: Student Support Worker – Oakdale
Dow, Caroline	From: Admin Asst I – Central
	To: Bookkeeper II – Central
Hellmuth, Michelle	From: Child Dev Specialist – Heartland
	To: Program Coordinator – Heartland
Rodriguez Torres, Marla	From: Lead Teacher Asst – Heartland
	To: PreK Educator – Heartland
Sommerfield, Connie	From: Paraeducator – CKCIE/Central
	To: ISS Supervisor – Central
Tiernan, Patrick	From: Night Custodian – Central
	To: Night Lead Custodian – Central

CLASSIFIED RESIGNATION(S):

Adamson, Brenda 07/31/22	Paraeducator – CKCIE/Schilling
Allen, Alma 05/25/22	Paraeducator – CKCIE/Meadowlark
Anderson, Barbara 05/19/22	Lunchroom Aide – Stewart
Barletta, Emily 05/25/22	Receptionist – Central
Bennett, Cheyenne 05/24/22	Psycometrician II – CKCIE/Abilene
Brown, Amanda 05/19/22	Paraeducator – CKCIE/Abilene PreK
Clayson, April 05/19/22	Paraeducator – CKCIE/Meadowlark

Collins, Tara 08/06/22	Paraeducator – CKCIE/Herington Elem
Cotton, Penny 07/29/22	Bookkeeper II – Central
Cruse, Cameron 05/28/22	Track Asst – South High
Farris, Sadie 05/19/22	Headstart Teacher Asst III – Heartland
Johnson, Desiree 05/19/22	Foodservice Worker II – Lakewood
Kelly, Kerrigan 06/15/22	Paraeducator – CKCIE/Minneapolis Elem
Landauer, Wesley 05/12/22	Foodservice Worker I – Central
Linden-McCullum, Montana 05/19/22	Paraeducator – CKCIE/Coronado
Lueth, Holly 05/19/22	Paraeducator – CKCIE/Coronado
Lytle, Melia 05/19/22	Paraeducator – CKCIE/Heusner
Olson, Ramona 05/23/22	Family Consultant – Heartland
Poe, Stacy 08/02/22	Behavior Specialist Asst – CKCIE
Radiel, Jo Ann 05/20/22	Foodservice Worker II – Central
Ramsey, Mark 05/17/22	Basketball Asst Boys – Central
Reyes, Jenny 05/19/22	Instructional Asst III – South Middle
Shull, Charles 05/25/22	Bus Monitor – Heartland
Schultz, Trista 06/03/22	Admin Asst II – Central
Sterrett, Brenda 05/19/22	Lunchroom Aide – Schilling
Stonebraker, Justin 05/19/22	Football Asst – South High
Tipton, Melanie 05/25/22	Paraeducator – CKCIE/Abilene High
Trianna Jones, Maria 05/28/22	Cheerleader Sponsor Asst – Central
Vogt, Kristy 05/19/22	Paraeducator – CKCIE/Herington PreK
Wilkinson, Tania 05/26/22	Paraeducator – CKCIE/Ellsworth Elem
Woods, Gloria 05/19/22	Instructional Asst II Cottonwood

#### CLASSIFIED RETIREMENT(S)

James, Richard 09/12/22	Schools Grounds Worker – Central
Nimz, Kevin 06/30/22	Construction Manager – Operations
Schmid, Carrie 08/01/22	Para – CKCIE/Central Plains/Claflin

#### CLASSIFIED TERMINATION(S):

Blair, Dannielle 05/16/22	Paraeducator – CKCIE/Minneapolis Elem
Hawley, Kristina 05/17/22	Paraeducator – CKCIE/McKinley Elem
Hutchinson, Diana 05/05/22	Paraeducator – CKCIE/Heusner
Martinez, Cruz 05/26/22	Night Custodian – Stewart
Montoya, Alba 05/19/22	ISS Supervisor – Central
Pugh, David 05/06/22	Night Custodian – Central
Willson, Janet 05/18/22	Headstart Teacher Asst II – Heartland

### **Financial Reports and Bills List for the month of May**

#### **Treasurer's Report (April)**

#### **Investment Report (April)**

#### **Journal Entries (April)**

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

Techline Sports Lighting	LED Lighting Salina Stadium	\$ 173,200.00
ABCCreative	Playground Structure ML	\$ 50,270.00
Constructive Playthings	Playground Equip Abilene	\$ 33,089.00
US Toys Company, Inc.	Heartland Location	
Johnson Controls	Entry Control Hageman	\$ 75,227.41
Dell	Chromebooks	\$ 94,592.50
CDW-G	GoGuardian Renewal	\$ 52,895.00
Great Minds	Eureka Math Workbooks K-5	\$ 74,227.75
Zearn, Inc.	Unlimited School Acct Services	\$ 20,000.00

Curriculum Associates, Inc.	I-Ready Renewal	\$ 217,897.50
Sysco Food Services	Heartland	\$ 142,000.00
Hiland Dairy Foods	Heartland	\$ 25,000.00
CDW-G	Microsoft Renewal	\$ 114,509.38
Intrado	SchoolMessenger Renewal	\$ 24,050.00
Iron Insurance Partners	Insurance Pckg Renweal	\$1,112,092.00

#### **Approval of Central High Robotics Gift Acceptance**

From Gustaf and Hannah Applequist in the amount of \$10,000.

#### **Approval of Meadowlark PTO Gift Acceptance for Playground Equipment**

In the amount of \$8,500.

#### **Approval of Mental Health Intervention Team Program Grant Request**

In the amount of \$279,000; USD 305 portion \$93,000.

#### **Approval of Safety & Security Grant Request**

In the amount of \$37,613 with a USD 305 match of 50%.

**Approval of Heartland Child Care Partnership Contracts** (A copy is attached to the permanent minutes.)

Motion carried: 6 Yeas, 0 Nays.

#### **Public Forum**

Bruce Wyatt, patron, addressed the board on student protection.

#### **2022-2023 School Site Councils**

Motion by Gabe Grant, second by Dana Kossow to approve the 2022-2023 School Site Councils' Membership and Meeting Dates as presented (a copy is attached to the permanent minutes). Motion carried: 6 Yeas, 0 Nays.

#### **Operations Department Software Programs Computerized Maintenance Management Systems**

Kris Upson, executive director of operations, presented the recommendation for the purchase of a computerized maintenance management systems (CMMS) software system to manage the district's physical assets by scheduling, organizing, tracking and optimizing maintenance.

After discussion, motion by Gabe Grant, second by Ann Zimmerman to approve the annual subscription to AkitaBox to provide a CMMS for Salina Public Schools in the amount of \$32,000 as presented. Motion carried: 6 Yeas, 0 Nays.

#### **Operations Department Software Programs Facility Use Management System**

Kris Upson presented the recommendation for the purchase of an event management system software program.

After discussion, motion by Gabe Grant, second by Bonnie Schamberger to approve the annual subscription to Brightly to provide an event management system for Salina Public Schools in the amount of \$10,201.67, and the one-time implementation cost of \$7,695.48 for a total amount of \$17,897.15 as presented. Motion carried: 6 Yeas, 0 Nays.

#### **Operations Center Drainage Easement**

Kris Upson presented the need for a drainage easement for the Operations Center campus as a result of the newly constructed warehouse facility (a copy is attached to the permanent minutes).

Motion by Ann Zimmerman, second by Scott Gardner to approve the drainage easement for the Operations Center campus as presented. Motion carried: 6 Yeas, 0 Nays.

<b>219 S. Third Property</b>	Kris Upson provided an update to the board regarding the property and deed restrictions located on 219 S. Third, where the Salina Education Center is located. The board directed administration to proceed with discussions with the City of Salina knowing that any final recommendations will be brought back to the board for consideration and/or approval.
<b>2022-2023 Virtual School Handbook</b>	<p>Shanna Rector, deputy superintendent, presented the proposed changes to the 2022-2023 Salina Virtual Innovation Academy Student Handbook. Discussion followed.</p> <p>This item will be placed on the July 12, 2022 meeting for approval.</p>
<b>2022-2023 Support Staff Handbook Changes</b>	<p>Eryn Wright, executive director of human resources/legal services, presented the recommended revisions to the 2022-2023 Support Staff Handbook.</p> <p>Motion by Gabe Grant, second by Dana Kossow to approve the 2022-2023 Support Staff Handbook as presented. Motion carried: 6 Yeas, 0 Nays.</p>
<b>Marketing Update</b>	Jennifer Camien, director of public information, presented an update on the enrollment marketing campaign.
<b>School Board Committee Reports</b>	<p>a. Thursday, June 23, SAEC Graduation, Lakewood Middle, 7:00 pm</p> <p>Bonnie Schamberger reported on the following:</p> <ul style="list-style-type: none"> <li>• High School Graduations</li> <li>• You Make A Difference</li> </ul> <p>Gabe Grant reported on the following:</p> <ul style="list-style-type: none"> <li>• High School Graduations</li> <li>• Parks &amp; Recreation Advisory Board</li> <li>• CKCIE Board of Control</li> </ul> <p>Dana Kossow reported on the high school graduations.</p> <p>Ann Zimmerman reported on the following:</p> <ul style="list-style-type: none"> <li>• High School Graduations</li> <li>• Performances at Sunset Elementary and Schilling Elementary</li> </ul> <p>Scott Gardner reported on the high school graduations.</p> <p>Jim Fletcher reported on the following:</p> <ul style="list-style-type: none"> <li>• High School Graduations</li> <li>• Negotiations</li> </ul>
<b>Superintendent's Report</b>	<p>Linn Exline updated the board on the following items:</p> <ul style="list-style-type: none"> <li>• KSDE Budget Workshop</li> <li>• Professional Development</li> <li>• Thank You to Kris Upson for Vision/Mission Graphic in SEC Room</li> <li>• Board Retreat</li> </ul>
<b>Information Agenda</b>	a. Heartland Early Education Update
<b>Executive Session Negotiations</b>	Motion by Gabe Grant, second by Ann Zimmerman that the Board of Education go into executive session at 7:03 p.m. for 20 minutes for the purpose of discussing employer/employee negotiations because if this matter were discussed in open session it might jeopardize resolution of the



negotiation issues and that the Board of Education reconvene into open session at 7:23 p.m. in the SEC Room. Motion carried: 6 Yeas, 0 Nays.

Linn Exline, Eryn Wright, and Lisa Peters, executive director of business, arrived at 7:03 p.m., per request.

**Open Session**

President Fletcher declared the board to be in open session at 7:23 p.m.

**Adjournment**

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

President Fletcher declared the meeting adjourned at 7:24 p.m.

Attest:

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

Approved\_\_\_\_\_

Jennifer Camien, Public Information Director  
Dwight Christie, Director of MIS  
Linn Exline, Superintendent  
Jeff Hayes, Executive Director of CKCIE  
Deborah Howard, Clerk  
Kari Keck, South Middle School Teacher/NEA-Salina President  
Linda Loret, Heartland Early Education  
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  
Bruce Wyatt, Patron

**MINUTES OF THE BOARD OF EDUCATION SPECIAL MEETING  
UNIFIED SCHOOL DISTRICT NO. 305  
SALINA, KANSAS  
June 23, 2022**

**Call to Order**

The Board of Education of Unified School District #305 met in special session Thursday, June 23, 2022 at 8:00 a.m. at the Rolling Hills Zoo, 625 N. Hedville Rd., with the following members present: Mark Bandré, Jim Fletcher, Dana Kossow, Bonnie Schamberger and Ann Zimmerman. Absent were Gabe Grant and Scott Gardner.

President Fletcher called the meeting to order.

**Agenda**

Motion by Ann Zimmerman, second by Mark Bandré to approve the agenda as presented. Motion carried: 5 Yeas, 0 Nays.

Gabe Grant arrived at 8:03 a.m.

Scott Gardner arrived at 8:05 a.m.

**Board/Superintendent  
Retreat**

The board and superintendent worked on district planning.

**Adjournment**

Motion by Gabe Grant, second by Ann Zimmerman to adjourn the meeting. Motion carried: 7 Yeas, 0 Nays.

President Fletcher declared the meeting adjourned at 3:38 p.m.

Attest:

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

Approved \_\_\_\_\_

Jennifer Camien, Public Information Director  
Linn Exline, Superintendent  
Jeff Hayes, Executive Director of CKCIE  
Deborah Howard, Clerk  
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

July 12, 2022 Personnel Report

**APPOINTMENT OF CERTIFIED CONTRACT(s) FOR 2022-2023**

Jamie Bigley	8/1/2022	Speech Language Pathologist	CKCIE
Michele Coleman	8/1/2022	Kindergarten Teacher	Sunset Elementary School
Daniel Finnegan	8/1/2022	High Incidence SPED Teacher	Lakewood Middle School
Evan Firner	8/1/2022	Roving Teacher	Meadowlark Ridge Elementary School
Stephanie Holloway	7/25/2022	Social Worker	CKCIE
Ashley Hutfles	8/1/2022	Art Teacher	Grace E. Stewart Elementary School
Bethany Rich	8/1/2022	Grade 3 Teacher	Grace E. Stewart Elementary School
Megan Stein	8/1/2022	Speech Language Pathologist	St. Mary's Elementary School/Sacred Heart Jr/Sr High School/CKCIE
Man Tran	8/1/2022	Roving Teacher	Lakewood Middle School
Jessuli Waters	8/1/2022	Speech Language Pathologist	CKCIE

**TRANSFER OF CERTIFIED CONTRACT(s) FOR 2022-2023**

Dorie Falcon	8/5/2022	High Incidence SPED Teacher/Schilling Elementary School	High Incidence SPED Teacher/Southeast of Saline Elementary School/CKCIE
Mary Franco	8/5/2022	Adaptive SPED Teacher/Central High School	High Incidence SPED Teacher/Lakewood Middle School
Dean Heckethorn	7/26/2022	Counselor/South Middle School	Counselor/Lakewood Middle School

**TRANSFER CLASSIFIED TO CERTIFIED CONTRACT(s) FOR 2022-2023**

Kelsey Cole	7/26/2022	Assistant Attendance/Central High School	Counselor/Lakewood Middle School
Holly DeLaRosa Avila	8/1/2022	Instructional Assistant III/Heusner Elementary School	Roving Teacher/Heusner Elementary School
Jean Merz-Edwards	8/1/2022	Library Support Worker/Heusner Elementary School	Library Media Specialist/Heusner Elementary School
Andrea Xidis	8/1/2022	Instructional Assistant III/Heusner Elementary School	Roving Teacher/Heusner Elementary School

**RETIREMENT OF CERTIFIED CONTRACT(s) AT THE END OF 2021-2022**

Joy Fox-Jensen	6/28/2022	Grade 4 Teacher	Oakdale Elementary School
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**RESIGNATION OF CERTIFIED CONTRACT(s) AT THE END OF 2021-2022**

Vonda Bonilla	6/10/2022	Grade 3 Teacher	Coronado Elementary School
Kenny Jaramillo	6/20/2022	High Incidence SPED Teacher	Central High School
Johanna Libal	6/20/2022	Certified Interventionist	Central High School

**RESIGNATION OF SUPPLEMENTAL CONTRACT(s) FOR 2022-2023**

Kenny Jaramillo	8/1/2022	Soccer Assistant Boys	Central High School
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**CLASSIFIED APPOINTMENT(s)**

Breahna McCool	8/11/2022	Cheerleader Sponsor	Central High School
Shea Myers	8/11/2022	Cheerleader Sponsor Assistant	Central High School
Angela Ringler	6/28/2022	Child Development Specialist	Heartland Early Education
Michael Tate	7/11/2022	GED Instructor	Salina Adult Education Center

**CLASSIFIED TRANSFER(s)**

Debra Chance	8/5/2022	Roving Food Service Worker/South Middle School	Lead - FNS/South Middle School
Kimberly Dykes	8/5/2022	Bookkeeper I- Food Service/South Middle School	Lead - FNS/South High School
Mary Evans	6/24/2022	Headstart Teacher Assistant II/Heartland Early Education	Headstart Teacher Assistant III/Heartland Early Education
Frank Gargis	8/5/2022	Bookkeeper I- Food Service/Central High School	Lead - FNS/Central High School
Courtney Lobdell	8/5/2022	Food Service Worker II/Lakewood Middle School	Lead - FNS/Sunset Elementary School
Zoila Mendez	8/3/2022	Administrative Assistant I/Lakewood Middle School	Administrative Assistant I/Central High School
Cindy Taylor	8/5/2022	Roving Food Service Worker/Lakewood Middle School	Lead - FNS/Lakewood Middle School

**CLASSIFIED RESIGNATION(s)**

Laura Calzada	6/24/2022	Headstart Teacher Assistant II	Heartland Early Education
Molly Crowley	6/16/2022	Night Custodian	South High School
Monica Daniel	6/6/2022	Paraeducator	Cottonwood Elementary School
Jessica King	6/28/2022	Instructional Assistant III	Sunset Elementary School
Francie Morgan	5/19/2022	Food Service Worker II	Sunset Elementary School
Samantha Ramp-Davis	6/9/2022	Paraeducator	Enterprise Elementary School/CKCIE
Hattie Reeves	7/5/2022	Instructional Assistant II	Heusner Elementary School
Melissa Reynolds	6/30/2022	Paraeducator	Eisenhower Elementary School/CKCIE
Jared Riechers	7/5/2022	Warehouse Worker	Operations Center
Alexis Schnell	6/29/2022	Paraeducator	Coronado Elementary School
Rachel Woodcox	6/13/2022	Headstart Teacher Assistant III	Enterprise Heartland Early Education

## SALINA UNIFIED SCHOOL DISTRICT #305

## TREASURERS REPORT

May 31, 2022

## BUDGET YEAR FY22

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	4,626,302.81	2,738,059.54	129,422.64	3,415,345.30	3,819,594.41
02	Supplemental General Fund	2,724,059.10	-	-	2,531,728.31	192,330.79
03	Capital Outlay Fund	14,172,294.27	21,892.53	18,849.09	1,160,600.98	13,014,736.73
04	At-Risk K-12	783.95	996,333.01	-	995,238.43	1,878.53
05	Driver Training Fund	40,235.79	2,760.00	-	239.60	42,756.19
06	Food Service Fund	791,669.27	585,416.77	-	349,913.72	1,027,172.32
23	Summer Food Service Program	2,500.00	-	-	-	2,500.00
07	Special Education-305 Fund	574,565.11	1,497,929.09	-	187,681.96	1,884,812.24
08	Bond and Interest Fund	4,035,247.54	-	-	-	4,035,247.54
09	Textbooks Fund	894,228.92	7,258.31	-	297,159.15	604,328.08
10	Parent Education Fund	52,689.87	-	-	10,357.78	42,332.09
15	Professional Development Fund	270,164.26	-	-	24,613.76	245,550.50
17	Health Insurance - Employer	7,439,699.21	969,138.04	-	921,831.39	7,487,005.86
19	Summer School Fund	19,119.52	-	-	-	19,119.52
20	Salina Adult Education Center	409,671.65	19,202.41	-	47,626.54	381,247.52
26	Virtual Education	1,169.18	59,718.32	-	58,340.61	2,546.89
30	CKCIE	6,415,880.21	988,899.00	-	2,996,974.13	4,407,805.08
33	ESSER II-SPED Fund-CKCIE	(72,272.90)	34,677.00	-	21,013.06	(58,608.96)
41	Career and Post Secondary Education	2,588.55	93,775.50	-	95,924.05	440.00
52	KPERS Special Retirement	-	-	-	-	-
57	Preschool-Aged At-Risk	-	20,550.00	-	20,550.00	-
65	Bilingual Fund	300.00	98,346.82	-	98,646.82	-
98	Contingency	4,152,091.00	-	-	-	4,152,091.00
<b>FEDERAL GRANTS</b>						
11	KDHE K-12 ELC Covid Testing Grant	(3,255.45)	-	-	175.94	(3,431.39)
31	ESSER II Fund - Federal	(435,954.78)	205,887.00	-	197,583.15	(427,650.93)
32	Title I Carryover Funds	-	-	-	-	-
34	ESSER I Fund - Federal	0.07	-	-	-	0.07
36	ESSER III Fund - Federal	(51,060.00)	-	-	60.00	(51,120.00)
37	Title VI-B Targeted Improvement Plan	(5,663.05)	5,319.00	-	15,108.79	(15,452.84)
46	USD Perkins Secondary Improvement	(734.10)	556.00	-	15,779.06	(15,957.16)
53	Title I Part D	(39,905.00)	19,950.00	-	-	(19,955.00)
55	Title I Low Income	(139,498.94)	137,732.00	-	152,887.68	(154,654.62)
56	Head Start Federal	(91,249.16)	482,412.39	-	462,600.02	(71,436.79)
59	KS EHS/HS	(69,921.32)	17,982.25	-	76,098.45	(128,037.52)
60	Head Start Summer Food	1,922.49	-	-	-	1,922.49
67	Federal CARES Act Head Start	(8,925.00)	8,925.00	-	11,900.00	(11,900.00)
69	Head Start CACFP	38,508.97	19,683.77	-	17,709.20	40,483.54
81	Title II-A Teacher Quality	(25,934.18)	23,067.00	-	33,128.54	(35,995.72)
83	Title III English Language Acquisition	(2,479.58)	2,469.00	-	2,845.21	(2,855.79)
84	Title IV-21st Century CLC-Oakdale	(12,401.49)	12,369.00	-	13,653.56	(13,686.05)
94	Title IVA-Student Suppt & Acad Enrich	(4,128.45)	7,434.00	-	43,729.37	(40,423.82)
<b>STATE AND LOCAL GRANTS</b>						
12	Student Assistance Fund	5,963.63	-	-	186.92	5,776.71
16	Other Grants	3,150.14	5,532.61	-	5,731.77	2,950.98
21	Athletic Advertising	500.00	-	-	-	500.00
25	Social Worker-Overcoming Barriers	2,449.94	-	-	22.84	2,427.10
28	Stewart Library Endowment Grant	32,742.20	15.61	-	-	32,757.81
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	(1,600.13)	24,507.00	-	24,825.07	(1,918.20)
58	Head Start Nonfederal	19,394.31	-	-	562.82	18,831.49
70	KPP - Kansas Preschool Pilot	(17,152.27)	21,258.00	-	20,761.47	(16,655.74)
72	Meadowlark	4,305.66	-	-	-	4,305.66
73	Oakdale	4,779.74	-	-	982.25	3,797.49
74	Cottonwood	4,921.55	-	-	-	4,921.55
75	Sunset	4,822.75	6.82	-	-	4,829.57
76	Heusner	3,154.47	-	-	-	3,154.47
77	Stewart	3,525.57	-	-	-	3,525.57
78	Coronado	7,466.32	-	-	249.79	7,216.53
79	Schilling	4,380.61	6.00	-	253.05	4,133.56
		<b>45,814,148.59</b>	<b>9,129,068.79</b>	<b>148,271.73</b>	<b>14,330,620.54</b>	<b>40,464,325.11</b>

# Reconciliations

May 31, 2022

## Operating Account

Balance per Bank - Checking	6,503,356.86
Balance per Bank - Repo Agreement	27,005,000.00
Outstanding Vendor Checks	(2,894,673.81)
Outstanding Payroll Checks	(15,992.58)
Outstanding Items	-
Outstanding Deposits	-

Adjusted Balance per Banks 30,597,690.47

Balance per Books 30,597,690.47

Other Adjustments -

**Adjusted balance per books 30,597,690.47**

## Cash Balances

UMB-Operating and Repurchase Agreement	30,597,690.47	
UMB-Health Insurance Trust Fund	7,492,041.24	See Investment Stmt
UMB-Stewart Library Savings Account-Income	1,809.65	
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	550.00	
Cash Balance Sub-Total	<u>41,062,401.99</u>	
Total Liabilities	<u>(598,076.88)</u>	

**Cash Balance Total 40,464,325.11**

**Cash Balance per Treasurer's Report 40,464,325.11**

## Depository Security - Adequacy of Coverage

May 31, 2022

	UMB Bank	Sunflower Bank	Equity Bank
<b>Non-interest Bearing Accounts</b>			
District Petty Cash	1,506.90		
Operating Checking	6,503,356.86		
Salina Central High School Petty Cash	1,337.00		
Salina Head Start Petty Cash	612.53		
Salina South High School Petty Cash		1,620.00	
Total Non-Interest Bearing Accounts	6,506,813.29	1,620.00	-
<b>Interest Bearing Accounts</b>			
Operating-Repurchase Agreement Account	27,005,000.00		
Salina Central High School	331,988.43		
Lakewood Middle School	59,039.82		
Stewart Library Savings Account	1,809.65		
Special Education Cooperative		19,837.96	
Salina South Middle School		86,805.32	
Salina High School South		306,906.56	
Heusner Elementary Student Council			2,218.49
Total Interest Bearing Accounts	27,397,837.90	413,549.84	2,218.49
<b>Total All Accounts</b>	<b>33,904,651.19</b>	<b>415,169.84</b>	<b>2,218.49</b>
Less FDIC Insurance	(250,000.00)	(250,000.00)	(2,218.49)
Pledging Required	33,654,651.19	165,169.84	-
Market Value of Pledged Securities	46,816,785.78	194,411.96	-
<b>Over (Under) Secured Deposits</b>	<b>13,162,134.59</b>	<b>29,242.12</b>	<b>-</b>

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MAPP2  
MONTHLY CASH BALANCE

PAGE 1

SALINA CENTRAL H.S. ACTIVITY

BUDGET YEAR 22 DATE 060622

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

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	1922.09	2268.50	.00	3760.46	430.13	430.13
002	GIRLS BASKETBALL	6903.89	.00	.00	2580.00	4323.89	4323.89
003	INDUSTRIAL METAL	.00	200.00	.00	.00	200.00	200.00
004	GIRLS TENNIS	773.83	.00	.00	.00	773.83	773.83
005	MUSTANG V-BALL	4618.60	.00	.00	1575.00	3043.60	3043.60
006	DEBATE	775.00	.00	.00	.00	775.00	775.00
007	HOSA: FUTURE HEA	1213.77	.00	.00	212.40	1001.37	1001.37
008	FUTURE FARMERS	2776.46	.00	.00	.00	2776.46	2776.46
009	CONDITIONING	1622.29	315.00	.00	.00	1937.29	1937.29
010	S.E.L.L.S.	6829.61	.00	.00	.00	6829.61	6829.61
011	LINK (FRESHMAN O	572.68	.00	.00	.00	572.68	572.68
012	ACCT CLASS	.00	40.00	.00	.00	40.00	40.00
013	STUDENT COUNCIL	10954.11	.00	.00	232.97	10721.14	10721.14
014	THE HEAD LOCK CL	725.11	.00	.00	.00	725.11	725.11
015	CLASS OF 2025	1382.65	.00	.00	.00	1382.65	1382.65
017	VET CLUB	2060.71	.00	.00	.00	2060.71	2060.71
018	CLASS OF 2024	1098.74	.00	.00	.00	1098.74	1098.74
019	TRI M	85.24	.00	.00	.00	85.24	85.24
022	SC PRIDE WEIGHTR	4556.11	2760.00	.00	.00	7316.11	7316.11
023	KEY CLUB	651.85	.00	.00	.00	651.85	651.85
024	GAY STRAIGHT ALL	163.96	.00	.00	.00	163.96	163.96
025	LITERACY FUND	.87	.00	.00	.00	.87	.87
026	JOURNALISM CONVE	390.00	.00	.00	.00	390.00	390.00
027	CLASS OF 2022	4642.45	.00	.00	708.93	3933.52	3933.52
028	CLASS OF 2023	4053.13	.00	.00	.00	4053.13	4053.13
029	COLOR GUARD	1289.02	.00	.00	.00	1289.02	1289.02
030	FCCLA FAMILY,CAR	2331.92	.00	.00	.00	2331.92	2331.92
031	EARL BANE SCHOLA	.00	.00	.00	.00	.00	.00
032	ALUMNI POST.FUND	4650.16	.00	.00	.00	4650.16	4650.16
033	LIBRARY SERVICE	1033.59	.00	.00	.00	1033.59	1033.59
035	BOOK RENT	255.00	.00	.00	.00	255.00	255.00
036	DAMAGED PROPERTY	.00	150.00	.00	.00	150.00	150.00
038	MEAL REPLACEMENT	.00	1.00	.00	.00	1.00	1.00
040	POSTAGE	352.45	.00	.00	.00	352.45	352.45
042	CHROMEBOOK DAMAG	.00	.00	.00	.00	.00	.00
043	THE BOWLING FUND	1049.02	.00	.00	562.50	486.52	486.52
044	WELFARE FUND	1368.57	.00	.00	.00	1368.57	1368.57
046	BEAUTIFY CENTRAL	13754.46	.00	.00	.00	13754.46	13754.46
047	SALES TAX FUND	2746.63	782.25	.00	2622.62	906.26	906.26
048	ASSET BUILDING T	29.20	.00	.00	.00	29.20	29.20
049	PHOTOS-ATHLETIC/	1342.10	80.00	.00	.00	1422.10	1422.10
050	MODESS MACHINES	.00	.00	.00	.00	.00	.00
051	LIBRARY BOOK CLU	650.54	.00	.00	.00	650.54	650.54

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MAPP2  
MONTHLY CASH BALANCE

PAGE 2

SALINA CENTRAL H.S. ACTIVITY

BUDGET YEAR 22 DATE 060622

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. PREV. & CURR. =CASH BALANCE -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
052	CS FB CONC EQU.	1982.30	.00	.00	.00	1982.30 .00	1982.30
053	GENERAL FUND	4249.48	1231.89	.00	1329.34	4152.03 .00	4152.03
054	TRAIL	535.68	598.17	.00	.00	1133.85 .00	1133.85
055	WOODS FUND	1349.96	2581.05	.00	426.86	3504.15 .00	3504.15
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	2749.36	540.00	.00	1656.08	1633.28 .00	1633.28
061	PHOTOJOURNALISM	959.47	220.00	.00	.00	1179.47 .00	1179.47
063	SPANISH CLUB	254.39	.00	.00	.00	254.39 .00	254.39
064	N. F. L.	5605.18	.00	.00	.00	5605.18 .00	5605.18
065	NAT'L HONOR SOC.	2.28	.00	.00	.00	2.28 .00	2.28
067	QUIZ BOWL	174.11	.00	.00	.00	174.11 .00	174.11
068	PYLON	1587.92	.00	.00	1387.80	200.12 .00	200.12
069	S.A.D.D.	1508.23	.00	.00	.00	1508.23 .00	1508.23
070	ATHLETIC FUND	95998.16	3359.21	.00	11450.36	87907.01 .00	87907.01
071	BASKETBALL CONCE	7126.46	.00	.00	.00	7126.46 .00	7126.46
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.	279.07	.00	.00	207.62	71.45 .00	71.45
076	SPLISH-SPLASH CL	1161.53	.00	.00	.00	1161.53 .00	1161.53
077	THE BASEBALL	9463.92	50.00	.00	652.78	8861.14 .00	8861.14
078	THE SOFTBALL FUN	2367.79	.00	.00	591.41	1776.38 .00	1776.38
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	29556.19	.00	.00	.00	29556.19 .00	29556.19
085	FOOTBALL FUND	7724.20	2175.70	.00	.00	9899.90 .00	9899.90
086	GIRLS SOCCER FUN	2707.63	.00	.00	665.14	2042.49 .00	2042.49
087	MUSTANG B-BALL	8547.91	390.00	.00	4231.57	4706.34 .00	4706.34
088	MUSTANG TRACK CL	7240.05	.00	.00	2574.34	4665.71 .00	4665.71
089	DRAMATIC CLUB	1531.64	490.00	.00	2021.00	.64 .00	.64
090	FR SPIRIT SING.	753.62	.00	.00	.00	753.62 .00	753.62
091	INSTR. MUSIC	2763.03	322.63	.00	1314.50	1771.16 .00	1771.16
092	ORCHESTRA	14997.13	399.11	.00	.00	15396.24 .00	15396.24
093	VOCAL MUSIC	7661.01	.00	.00	705.93	6955.08 .00	6955.08
094	PRODUCTION FUND	2028.25	1235.70	.00	593.37	2670.58 .00	2670.58
096	CENTRAL PERK	3597.93	.00	.00	.00	3597.93 .00	3597.93
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	255.38	.00	.00	.00	255.38 .00	255.38
		337548.74	20190.21	.00	42062.98	315675.97 .00	315675.97

Reg Cox 6-6-22

Matthew Elgert 6/6/2022

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MAPP2  
MONTHLY CASH BALANCE

PAGE 1

SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 22 DATE 060222

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

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	LIBRARY	.00	13.66	.00	.00	13.66	.00	13.66
011	ADVANCED PLACEME	.00	.00	.00	.00	.00	.00	.00
013	M MACHINES	.00	.00	.00	.00	.00	.00	.00
014	REIMBURSABLE ART	570.00	875.00	.00	570.00	875.00	.00	875.00
015	REIMBURSABLE LUM	30.00	1436.30	.00	30.00	1436.30	.00	1436.30
016	TEXTBOOK RENTAL	150.00	960.00	.00	150.00	960.00	.00	960.00
017	TEXTBOOK L&D	.00	12.00	.00	.00	12.00	.00	12.00
018	ACTIVITY TICKETS	347.83	36.61	.00	.00	384.44	.00	384.44
019	ATHLETICS	95325.93	13283.73	.00	12726.70	95882.96	.00	95882.96
021	CHEERLEADERS	6378.69	761.16	.00	2481.00	4658.85	.00	4658.85
022	CHROMEBOOKS L&D	30.00	200.00	.00	30.00	200.00	.00	200.00
023	PEPPERS	455.77	249.00	.00	.00	704.77	.00	704.77
024	BASEBALL	8253.93	.00	.00	353.88	7900.05	.00	7900.05
025	BOYS BASKETBALL	2912.09	.00	.00	.00	2912.09	.00	2912.09
026	GIRLS BASKETBALL	3019.80	.00	.00	113.14	2906.66	.00	2906.66
027	TRACK	1886.56	.00	.00	146.34	1740.22	.00	1740.22
028	FOOTBALL	4949.79	2051.60	.00	.00	7001.39	.00	7001.39
029	BOYS GOLF	87.09	558.35	.00	.00	645.44	.00	645.44
030	BOYS SWIM	1713.46	.00	.00	.00	1713.46	.00	1713.46
031	GIRLS SWIM	305.80	305.72	.00	345.00	266.52	.00	266.52
032	GIRLS TENNIS	689.26	.00	.00	.00	689.26	.00	689.26
033	CROSS COUNTRY	1411.44	.00	.00	.00	1411.44	.00	1411.44
034	GIRLS SOCCER	6181.03	896.91	.00	.00	7077.94	.00	7077.94
035	VOLLEYBALL	2366.38	.00	.00	.00	2366.38	.00	2366.38
036	CONDITIONING	2312.86	342.00	.00	191.76	2463.10	.00	2463.10
037	WRESTLING	8186.59	500.00	.00	59.38	8627.21	.00	8627.21
038	INTERNATIONAL CU	302.66	.00	.00	.00	302.66	.00	302.66
039	BOWLING	1054.65	.00	.00	.00	1054.65	.00	1054.65
040	SAFE	851.39	.00	.00	.00	851.39	.00	851.39
041	ST. ASSOCIATION	14844.56	.00	.00	144.81	14699.75	.00	14699.75
042	COFFEE BAR	981.94	25.00	.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	3321.89	5496.86	.00	5093.67	3725.08	.00	3725.08
046	NHS	5276.46	145.37	.00	.00	5421.83	.00	5421.83
047	CONCESSIONS-FB	.00	.00	.00	.00	.00	.00	.00
048	PROM	5470.92	.00	.00	1958.99	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	5742.81	.00	.00	14.00	5728.81	.00	5728.81
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	2388.59	.00	.00	28.00	2360.59	.00	2360.59
055	VOCAL	7640.60	3064.17	.00	7138.96	3565.81	.00	3565.81
056	DRAMA	2590.48	493.14	.00	855.00	2228.62	.00	2228.62
057	PRODUCTIONS	7145.45	248.10	.00	1127.98	6265.57	.00	6265.57
058	CLASS OF 2022	1069.64	165.00	.00	868.89	365.75	.00	365.75



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MAPP2  
MONTHLY CASH BALANCE

PAGE 2

SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 22 DATE 060222

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

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	177.19	1500.00	.00	.00	1677.19 .00	1677.19
061	CLASS OF 2024	75.60	.00	.00	.00	75.60 .00	75.60
062	CLASS OF 2025	190.02	.00	.00	.00	190.02 .00	190.02
063	QUIZ BOWL	307.72	.00	.00	14.00	293.72 .00	293.72
064	CRIMSTOPPERS	95.52	.00	.00	.00	95.52 .00	95.52
065	SWIM TEAM DISPLA	1206.60	.00	.00	.00	1206.60 .00	1206.60
066	LIBRARY SERVICE	951.23	.00	.00	.00	951.23 .00	951.23
067	CULINARY ARTS	1801.77	14.00	.00	.00	1815.77 .00	1815.77
069	SPECIAL ED/VANDE	521.83	.00	.00	.00	521.83 .00	521.83
070	GRAPHIC DESIGN D	5344.93	240.00	.00	29.95	5554.98 .00	5554.98
071	SKILLSUSA	266.89	.00	.00	.00	266.89 .00	266.89
072	FCCLA	2771.46	18.31	.00	65.64	2724.13 .00	2724.13
074	CATERING	71.58	.00	.00	.00	71.58 .00	71.58
075	FRENCH CLUB	316.85	.00	.00	.00	316.85 .00	316.85
077	EARL BANE MICRO-	.00	.00	.00	.00	.00 .00	.00
078	PREENER	3902.72	1580.34	.00	.00	5483.06 .00	5483.06
079	TRIPODIUM	1296.53	.00	.00	10.00	1286.53 .00	1286.53
080	CONCESSIONS-BB	823.02	.00	.00	.00	823.02 .00	823.02
081	STUDENT NEEDS	5838.90	1414.62	.00	2010.07	5243.45 .00	5243.45
082	SALES TAX	2887.50	842.40	.00	2887.50	842.40 .00	842.40
083	SIT FUNDS	24478.65	.00	.00	4478.65	20000.00 .00	20000.00
085	BPA CLUB	3144.60	.00	.00	.00	3144.60 .00	3144.60
086	BOYS SOCCER	4173.47	150.00	.00	.00	4323.47 .00	4323.47
087	FLAG TEAM	208.33	.00	.00	.00	208.33 .00	208.33
088	ROBOTICS CLUB	2518.33	.00	.00	.00	2518.33 .00	2518.33
089	SOFTBALL	8024.36	.00	.00	388.74	7635.62 .00	7635.62
091	PAW MART	3170.71	788.42	.00	800.36	3158.77 .00	3158.77
092	LINK CREW	786.31	.00	.00	.00	786.31 .00	786.31
093	SCHOOL AESTHETIC	501.63	.00	.00	.00	501.63 .00	501.63
094	MULTIMEDIA	672.01	40.00	.00	.00	712.01 .00	712.01
095	GIRLS GOLF	579.91	.00	.00	.00	579.91 .00	579.91
097	JAG	2447.63	.00	.00	804.00	1643.63 .00	1643.63
200	WOODALL-FLC	557.95	.00	.00	557.95	.00 .00	.00
203	TREE HUGGERS	77.74	.00	.00	.00	77.74 .00	77.74
204	HOSA	1615.39	.00	.00	.00	1615.39 .00	1615.39
205	PBD	11.00	.00	.00	.00	11.00 .00	11.00
206	GAY-STRAIGHT ALL	1254.26	.00	.00	.00	1254.26 .00	1254.26
207	FLC	823.39	.00	.00	.00	823.39 .00	823.39
208	SUMMER SCHOOL-DR	.00	8632.50	.00	.00	8632.50 .00	8632.50
209	SUMMER SCHOOL-EN	.00	.00	.00	.00	.00 .00	.00
210	COMIC BOOK CLUB	340.27	.00	.00	.00	340.27 .00	340.27
211	BULLY PREVENTION	193.37	.00	.00	.00	193.37 .00	193.37

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MAPP2  
MONTHLY CASH BALANCE

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SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 22 DATE 060222

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

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	927.65	.00	.00	403.08	524.57 .00	524.57
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
222	FNS MEAL REPLACE	.00	.00	.00	.00	.00 .00	.00
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		300388.67	47340.27	.00	46877.44	300851.50 .00	300851.50

*Julie Work*  
*Curran*

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MAPP2  
MONTHLY CASH BALANCE

PAGE 1

LAKEWOOD MIDDLE SCHOOL

BUDGET YEAR 22 DATE 060622

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

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	TEXTBOOK RENTAL	.00	50.00	.00	.00	50.00	.00	50.00
012	PRINCIPAL'S FUND	4674.33	686.06	.00	1135.45	4224.94	.00	4224.94
013	LOST/DAMAGED TEX	.00	77.00	.00	.00	77.00	.00	77.00
014	FS MEAL REPLACEM	.00	.00	.00	.00	.00	.00	.00
015	RAINBOW SPECTRUM	114.01	.00	.00	.00	114.01	.00	114.01
016	LOST LIBRARY BOO	40.00	30.00	.00	40.00	30.00	.00	30.00
017	CHROMEBOOK DAMAG	10.00	150.00	.00	10.00	150.00	.00	150.00
019	ACADEMIC COACHES	19.32	.00	.00	.00	19.32	.00	19.32
022	LAKE PROJECT	482.76	388.11	.00	122.54	748.33	.00	748.33
027	7TH FOOTBALL FUN	18.15	.00	.00	.00	18.15	.00	18.15
028	ATHLETIC	15520.63	977.73	.00	1249.30	15249.06	.00	15249.06
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	.00	.00	.00	419.52	.00	419.52
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	4031.80	.00	.00	1396.77	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	12152.02	40.00	.00	5250.50	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	194.74	.00	.00	62.51	132.23	.00	132.23
058	BOX TOPS	252.14	.00	.00	252.14	.00	.00	.00
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
077	LAKEWOOD TRI-M G	18.39	.00	.00	18.39	.00	.00	.00
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	2142.66	.00	.00	2038.99	103.67	.00	103.67
085	STUDENT SUPPLY	1376.86	.00	.00	.00	1376.86	.00	1376.86
091	SALES TAX	631.14	74.08	.00	549.86	155.36	.00	155.36
092	ESL FUNDRAISER	26.87	.00	.00	.00	26.87	.00	26.87
094	PUBLICATIONS	3392.71	384.44	.00	.00	3777.15	.00	3777.15
097	CONCESSIONS	3576.04	3.66	.00	586.04	2993.66	.00	2993.66
098	CHEERLEADERS	3008.49	.00	.00	.00	3008.49	.00	3008.49

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MAPP2  
MONTHLY CASH BALANCE

PAGE 2

LAKEWOOD MIDDLE SCHOOL

BUDGET YEAR 22 DATE 060622

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. PREV. & CURR. =CASH BALANCE -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
123	MUSIC/GUITAR	500.00	.00	.00	.00	500.00 .00	500.00
		-----	-----	-----	-----	-----	-----
		68418.76	2861.08	.00	12712.49	58567.35 .00	58567.35

*Christy Anderson*  
*Lara Peters*

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MAPP2  
MONTHLY CASH BALANCE

PAGE 1

SALINA SOUTH MIDDLE SCHOOL

BUDGET YEAR 22 DATE 060222

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

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	YEARBOOK	14254.37	659.04	.00	71.42	14841.99	.00	14841.99
011	TEXTBOOK RENTAL	20.00	80.00	.00	.00	100.00	.00	100.00
012	FS MEAL REPLACEM	.92	5.50	.00	.00	6.42	.00	6.42
013	LOST BOOKS	.00	72.00	.00	.00	72.00	.00	72.00
014	ATHLETICS	24231.30	.00	.00	939.31	23291.99	.00	23291.99
015	STUDENT FUNDRAIS	7805.96	1291.74	.00	4109.78	4987.92	.00	4987.92
016	MATH COUNTS	25.32	.00	.00	.00	25.32	.00	25.32
017	FLC	736.52	147.59	.00	.00	884.11	.00	884.11
018	LIBRARY BOOK FAI	38.60	.00	.00	.00	38.60	.00	38.60
019	SMS SCHOOL IMPRO	11545.62	.00	.00	13.00	11532.62	.00	11532.62
020	ART CLUB	4498.15	.00	.00	.00	4498.15	.00	4498.15
021	CONCESSIONS	2493.07	895.08	.00	455.74	2932.41	.00	2932.41
022	VOCAL MUSIC	1619.23	.00	.00	132.00	1487.23	.00	1487.23
023	BAND	18.43	.00	.00	.00	18.43	.00	18.43
024	SCHOOL SAFETY	124.35	74.00	.00	.00	198.35	.00	198.35
025	FAMILY & CONSUME	51.58	.00	.00	.00	51.58	.00	51.58
026	STUDENT COUNCIL	5715.65	367.05	.00	251.32	5831.38	.00	5831.38
027	SALES TAX	158.13	276.26	.00	46.91	387.48	.00	387.48
028	CHEERLEADERS	590.01	.00	.00	.00	590.01	.00	590.01
029	SCIENCE CLUB	1065.79	.00	.00	.00	1065.79	.00	1065.79
030	LOST LIBRARY BOO	.00	24.00	.00	.00	24.00	.00	24.00
031	FOOTBALL	1917.56	.00	.00	326.43	1591.13	.00	1591.13
032	VOLLEYBALL	725.67	.00	.00	.00	725.67	.00	725.67
033	WRESTLING	978.58	.00	.00	.00	978.58	.00	978.58
034	BOYS BASKETBALL	807.33	.00	.00	.00	807.33	.00	807.33
035	GIRLS BASKETBALL	1994.36	.00	.00	.00	1994.36	.00	1994.36
036	TRACK	399.74	61.33	.00	.00	461.07	.00	461.07
037	TENNIS	201.86	.00	.00	177.84	24.02	.00	24.02
038	ORCHESTRA	152.25	.00	.00	.00	152.25	.00	152.25
039	CROSS COUNTRY	698.39	.00	.00	.00	698.39	.00	698.39
040	PHYSICAL EDUCATI	440.03	.00	.00	.00	440.03	.00	440.03
041	GUITAR CLASS GRA	2331.48	139.00	.00	131.78	2338.70	.00	2338.70
042	LIBRARY MEMORIAL	304.06	.00	.00	.00	304.06	.00	304.06
043	PRINCIPAL'S OFFI	29.32	730.09	.00	229.58	529.83	.00	529.83
044	GIFTED PROGRAM	1066.45	.00	.00	.00	1066.45	.00	1066.45
045	FCA	85.75	.00	.00	.00	85.75	.00	85.75
046	TRI-M MUSIC HONO	232.21	.00	.00	.00	232.21	.00	232.21
047	CHROMEBOOK DAMAG	.00	100.00	.00	.00	100.00	.00	100.00
		87358.04	4922.68	.00	6885.11	85395.61	.00	85395.61

Janie Jackson  
6-2-22

Dan Doran  
6-2-22

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MAPP2  
MONTHLY CASH BALANCE

PAGE 1

SE COOP ACT FUND

BUDGET YEAR 22 DATE 060222

FUND TYPE= ALL

LEDGER DATES 050122 - 053122

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	1036.15	.00	.00	459.57	576.58	.00	576.58
020	EXCEPTIONAL CATE	15394.24	.51	.00	.00	15394.75	.00	15394.75
050	O.N. SEWING CLUB	80.79	.00	.00	.00	80.79	.00	80.79
060	TRANSITIONS	2791.88	112.50	.00	133.80	2770.58	.00	2770.58
070	SHIRTS BY TRANSI	568.81	132.72	.00	467.49	234.04	.00	234.04
099	SALES TAX FUND	95.26	12.28	.00	.00	107.54	.00	107.54
		19967.13	258.01	.00	1060.86	19164.28	.00	19164.28

Nancy Spivey 6-2-2022  
Sara Peters



**UMB**  
**USD #305 HEALTH INSURANCE TRUST**  
**PORTFOLIO APPRAISAL**  
**as of 5/31/2022**

Units	Description	Maturity Date	Total Cost	Unit Price	Market Value
150,000	United States Treasury Note/Bond 1.75% 15 Jun 2022	6/15/2022	\$151,174.91	1.000380	\$150,057.00
150,000	United States Treasury Note/Bond 2.125% 30 Jun 2022	6/30/2022	\$151,455.68	1.001010	\$150,151.50
150,000	United States Treasury Note/Bond 1.75% 15 Jul 2022	7/15/2022	\$151,062.11	1.000910	\$150,136.50
150,000	United States Treasury Note/Bond .125% 30 Sep 2022	9/30/2022	\$149,906.25	0.995940	\$149,391.00
100,000	United States Treasury Note/Bond 2% 30 Nov 2022	11/30/2022	\$100,941.25	1.001950	\$100,195.00
200,000	United States Treasury Note/Bond 2.125% 31 Dec 2022	12/31/2022	\$203,918.11	1.002380	\$200,476.00
100,000	United States Treasury Note/Bond .125% 31 Mar 2023	3/31/2023	\$99,933.59	0.984690	\$98,469.00
100,000	United States Treasury Note/Bond 2.75% 30 Apr 2023	4/30/2023	\$102,530.41	1.005660	\$100,566.00
200,000	United States Treasury Note/Bond .125% 15 May 2023	5/15/2023	\$199,734.38	0.981130	\$196,226.00
100,000	United States Treasury Note/Bond 1.75% 15 May 2023	5/15/2023	\$101,532.73	0.996290	\$99,629.00
200,000	United States Treasury Note/Bond .125% 31 May 2023	5/31/2023	\$199,671.88	0.980040	\$196,008.00
200,000	United States Treasury Note/Bond .25% 15 Jun 2023	6/15/2023	\$200,062.23	0.980230	\$196,046.00
225,000	United States Treasury Note/Bond .125% 30 Jun 2023	6/30/2023	\$224,613.28	0.978010	\$220,052.25
225,000	United States Treasury Note/Bond .125% 15 Jul 2023	7/15/2023	\$224,560.55	0.977270	\$219,885.75
225,000	United States Treasury Note/Bond .125% 31 Jul 2023	7/31/2023	\$224,525.39	0.976090	\$219,620.25
325,000	United States Treasury Note/Bond 2.5% 15 Aug 2023	8/15/2023	\$334,746.02	1.003090	\$326,004.25
300,000	United States Treasury Note/Bond .125% 31 Aug 2023	8/31/2023	\$297,169.93	0.974020	\$292,206.00
325,000	United States Treasury Note/Bond .125% 15 Sep 2023	9/15/2023	\$323,438.48	0.973130	\$316,267.25
325,000	United States Treasury Note/Bond .25% 30 Sep 2023	9/30/2023	\$324,187.50	0.973980	\$316,543.50
325,000	United States Treasury Note/Bond .375% 31 Oct 2023	10/31/2023	\$323,260.74	0.973280	\$316,316.00
325,000	United States Treasury Note/Bond .5% 30 Nov 2023	11/30/2023	\$323,832.03	0.972890	\$316,189.25
175,000	United States Treasury Note/Bond .125% 15 Dec 2023	12/15/2023	\$170,843.75	0.966560	\$169,148.00
250,000	United States Treasury Note/Bond 2.25% 31 Jan 2024	1/31/2024	\$252,998.05	0.997150	\$249,287.50
225,000	United States Treasury Note/Bond 2.375% 29 Feb 2024	2/29/2024	\$227,252.93	0.998950	\$224,763.75
175,000	United States Treasury Note/Bond 2.25% 31 Mar 2024	3/31/2024	\$174,063.48	0.995740	\$174,254.50
150,000	United States Treasury Note/Bond 2.5% 30 Apr 2024	4/30/2024	\$149,244.14	0.999690	\$149,953.50
300,000	United States Treasury Note/Bond 2.5% 15 May 2024	5/15/2024	\$300,281.24	0.999840	\$299,952.00
<b>U.S. GOVERNMENT &amp; AGENCY BONDS</b>			<b>\$5,686,941.04</b>		<b>\$5,597,794.75</b>
<b>CASH AND EQUIVALENTS</b>					
	Short Term Funds - Federated Hermes Gov't Obli Fund #5		<u>\$1,805,100.20</u>		<u>\$1,805,100.20</u>
<b>TOTAL PORTFOLIO</b>			<u><b>\$7,492,041.24</b></u>		<u><b>\$7,402,894.95</b></u>



DATE	AMOUNT	DEBIT SACCT	CREDIT SACCT	DESCRIPTION
<b>Electronic Payments-Operating Checking</b>				
5/3/2022	83,821.51	000AX	00101	January and March - E-Payables
5/3/2022	91.97	21300	00101	Bank Service Charge Fees
5/6/2022	10,817.30	00501	00101	May Payroll Taxes
5/6/2022	5,937.11	00502	00101	May Payroll Taxes
5/6/2022	13,962.98	00503	00101	May Payroll Taxes
5/6/2022	13,962.98	00504	00101	May Payroll Taxes
5/6/2022	10,756.30	00510	00101	May Payroll Taxes
5/6/2022	250.10	00521	00101	May Payroll Taxes
5/10/2022	435.63	21300	00101	Bank Service Charge Fees
5/13/2022	58,086.02	00501	00101	May Payroll Taxes
5/13/2022	36,414.40	00502	00101	May Payroll Taxes
5/13/2022	97,451.19	00503	00101	May Payroll Taxes
5/13/2022	97,451.19	00504	00101	May Payroll Taxes
5/13/2022	29.54	00506	00101	May Payroll Taxes
5/13/2022	80,628.37	00510	00101	May Payroll Taxes
5/13/2022	3,431.74	00521	00101	May Payroll Taxes
5/17/2022	148.00	36420	00101	Driver's Ed Permits
5/20/2022	377,673.10	00501	00101	May Payroll Taxes
5/20/2022	181,966.88	00502	00101	May Payroll Taxes
5/20/2022	338,744.30	00503	00101	May Payroll Taxes
5/20/2022	338,744.30	00504	00101	May Payroll Taxes
5/20/2022	894.66	00506	00101	May Payroll Taxes
5/20/2022	272,514.15	00510	00101	May Payroll Taxes
5/20/2022	5,072.29	00521	00101	May Payroll Taxes
5/20/2022	36,876.14	VARIOUS	00101	May Employee Insurance
5/20/2022	128,437.55	VARIOUS	00101	May Employee 403(B) Contributions
5/20/2022	66,433.97	00910	00101	May Employer Paid Retirement Contributions
5/20/2022	1,107.60	00576	00101	May Employee SEF Contributions
5/20/2022	83,070.00	00570	00101	May Employee Credit Union Contributions
5/24/2022	966,608.04	00117	00101	May-Transfer Employee and Employer Paid Contributions to Health Insurance Trust Account
5/31/2022	66.00	36420	00101	Driver's Ed Permits
<b>Electronic Payments-Health Insurance Trust Account</b>				
5/4/2022	181,892.32	46700	00117	BCBS Health Insurance Claims 4/27 to 5/3
5/11/2022	309,177.01	46700	00117	BCBS Health Insurance Claims 5/4 to 5/10
5/18/2022	8,518.81	46700	00117	BCBS Health Insurance Claims 5/11 to 5/17
5/24/2022	161,945.40	46720	00117	BCBS Health Insurance Premium Fees for June
5/25/2022	255,262.47	46700	00117	BCBS Health Insurance Claims 5/18 to 5/24
<b>Fund to Fund Transfers</b>				
5/17/2022	1,500,000.00	32400	39070	Transfer to Special Education Fund
5/31/2022	996,319.01	27180	43000	Transfer to At-Risk K-12 Fund
5/31/2022	59,718.32	26990	33200	Transfer to Virtual Education Fund
5/31/2022	20,550.00	27200	75500	Transfer to Preschool-Aged At-Risk Fund
5/31/2022	93,775.50	32360	57040	Transfer to Career & Post Secondary Education Fund
5/31/2022	98,346.82	32380	80080	Transfer to Bilingual Fund
<b>Other Allocations, Reclassifications and Adjustments(\$20,000 and above)</b>				
5/15/2022	593,263.98	43030	VARIOUS	Allocate At-Risk Certified Salaries - K-8
5/15/2022	206,736.02	43035	VARIOUS	Allocate At-Risk Certified Salaries - 9-12
5/15/2022	593,263.98	31090	VARIOUS	Allocate LOB Certified Salaries - K-8
5/15/2022	206,736.02	31095	VARIOUS	Allocate LOB Certified Salaries - 9-12

		DEBIT	CREDIT	
DATE	AMOUNT	SACCT	SACCT	DESCRIPTION
<b>Electronic Payments-Operating Checking</b>				
6/1/2022	10,116.37	00501	00101	June Payroll Taxes
6/1/2022	8,661.77	00502	00101	June Payroll Taxes
6/1/2022	47,557.04	00503	00101	June Payroll Taxes
6/1/2022	47,557.04	00504	00101	June Payroll Taxes
6/1/2022	29.54	00506	00101	June Payroll Taxes
6/1/2022	35,745.00	00510	00101	June Payroll Taxes
6/1/2022	1,699.66	00521	00101	June Payroll Taxes
6/1/2022	8.00	36420	00101	Driver's Ed Permits
6/2/2022	138,464.59	000AX	00101	April - E-Payables
6/2/2022	154.06	21300	00101	Bank Service Charge Fees
6/2/2022	6.00	36420	00101	Driver's Ed Permits
6/3/2022	13,221.95	00501	00101	June Payroll Taxes
6/3/2022	6,836.93	00502	00101	June Payroll Taxes
6/3/2022	15,284.45	00503	00101	June Payroll Taxes
6/3/2022	15,284.45	00504	00101	June Payroll Taxes
6/3/2022	11,100.06	00510	00101	June Payroll Taxes
6/3/2022	264.89	00521	00101	June Payroll Taxes
6/8/2022	739.19	21300	00101	Bank Service Charge Fees
6/15/2022	42,656.32	00501	00101	June Payroll Taxes
6/15/2022	27,984.26	00502	00101	June Payroll Taxes
6/15/2022	78,922.84	00503	00101	June Payroll Taxes
6/15/2022	78,922.84	00504	00101	June Payroll Taxes
6/15/2022	29.54	00506	00101	June Payroll Taxes
6/15/2022	65,656.29	00510	00101	June Payroll Taxes
6/15/2022	2,765.92	00521	00101	June Payroll Taxes
6/17/2022	7,658.61	00501	00101	June Payroll Taxes
6/17/2022	4,258.03	00502	00101	June Payroll Taxes
6/17/2022	9,314.04	00503	00101	June Payroll Taxes
6/17/2022	9,314.04	00504	00101	June Payroll Taxes
6/17/2022	7,320.76	00510	00101	June Payroll Taxes
6/17/2022	16.72	00521	00101	June Payroll Taxes
6/22/2022	2.00	36420	00101	Driver's Ed Permits
6/24/2022	170,449.63	VARIOUS	00101	June Employee Insurance
6/24/2022	36,508.03	VARIOUS	00101	June Employee 403(B) Contributions
6/24/2022	480,764.28	00501	00101	June Payroll Taxes
6/24/2022	225,026.12	00502	00101	June Payroll Taxes
6/24/2022	412,372.92	00503	00101	June Payroll Taxes
6/24/2022	412,372.92	00504	00101	June Payroll Taxes
6/24/2022	84,521.03	00910	00101	June Employer Paid Retirement Contributions
6/24/2022	97,009.00	00570	00101	June Employee Credit Union Contributions
6/24/2022	1,297.75	00576	00101	June Employee SEF Contributions
6/27/2022	856.57	00506	00101	June Payroll Taxes
6/27/2022	320,324.45	00510	00101	June Payroll Taxes
6/27/2022	6,622.30	00521	00101	June Payroll Taxes
6/28/2022	1,721,135.08	00117	00101	June-Transfer Employee and Employer Paid Contributions to Health Insurance Trust Account

		DEBIT	CREDIT	
DATE	AMOUNT	SACCT	SACCT	DESCRIPTION
6/30/2022	352.13	00501	00101	June Payroll Taxes
6/30/2022	193.81	00502	00101	June Payroll Taxes
6/30/2022	409.29	00503	00101	June Payroll Taxes
6/30/2022	409.29	00504	00101	June Payroll Taxes
6/30/2022	73.15	00510	00101	June Payroll Taxes
<b>Electronic Payments-Health Insurance Trust Account</b>				
6/1/2022	265,042.99	46700	00117	BCBS Health Insurance Claims 5/25 to 5/31
6/8/2022	184,017.47	46700	00117	BCBS Health Insurance Claims 6/1 to 6/7
6/15/2022	210,663.35	46700	00117	BCBS Health Insurance Claims 6/8 to 6/14
6/22/2022	239,006.67	46700	00117	BCBS Health Insurance Claims 6/15 to 6/21
6/29/2022	205,992.19	46700	00117	BCBS Health Insurance Claims 6/22 to 6/28
6/29/2022	159,828.40	46720	00117	BCBS Health Insurance Premium Fees for July
<b>Fund to Fund Transfers</b>				
6/3/2022	2,218,825.00	27100	39080	Transfer to Special Education Fund (Spec Ed State Aid)
6/24/2022	1,460,106.08	27000	34140	Transfer to Capital Outlay Fund
6/24/2022	500,000.00	27170	39090	Transfer to Textbook Fund
6/24/2022	279,421.63	32360	57040	Transfer to Career & Post Secondary Education Fund
6/24/2022	215,260.30	32380	80080	Transfer to Bilingual Fund
6/29/2022	84,640.22	26990	33200	Transfer to Virtual Education Fund
6/29/2022	71,134.00	32480	45060	Transfer to Professional Development Fund
6/29/2022	1,217,118.00	32400	39070	Transfer to Special Education Fund
6/29/2022	3,310,900.00	27180	43000	Transfer to At-Risk K-12 Fund
<b>Other Allocations, Reclassifications and Adjustments(\$20,000 and above)</b>				
6/3/2022	888,189.00	39650	51320	Payment to CKCIE (Spec Ed State Aid)
6/9/2022	37,595.00	39660	49300	Payment to ESSER II-SPED
6/21/2022	22,678.70	73310	21500	Allocate Maintenance Salary to Headstart
6/21/2022	339,039.61	18056	34740	Allocate Technology Equipment
6/24/2022	3,121,213.58	43030	VARIOUS	Allocate At-Risk Certified Salaries - K-8
6/29/2022	866,338.14	VARIOUS	43035	Allocate At-Risk Certified Salaries - 9-12
6/29/2022	851,085.65	31090	VARIOUS	Allocate LOB Certified Salaries - K-8
6/29/2022	1,222,284.89	31095	VARIOUS	Allocate LOB Certified Salaries - 9-12

**p. Approve June 30, 2022 Unencumbered Cash Balances**

All 2021-2022 transactions, payments, journal entries and transfers were completed as of June 30, 2022. The resulting unencumbered cash balances are listed below. Expenditures were under budget in areas such as substitute costs, instructional supplies, school resource officer contracted services, legal expenditures, utilities and salary expenditures (due to multiple open positions). In addition, Salina Virtual Innovation Academy virtual state-aid exceeded estimates in its first year. The capital outlay cash balance and health insurance trust fund increased accordingly.

CKCIE ended the year with a healthy balance due to multiple open positions and increased Medicaid funding, providing flexibility in future budget planning. The food service fund's ending balance was higher than normal due to the larger federal food service reimbursement rate for all meals served in the 2021-2022 school year.

Other fund balances are consistent with the prior year and are maintained for cash flow needs.

**Unencumbered Cash Balance by Fund**

<b>Fund Name</b>	<b>Fund #</b>	<b>July 1, 2021</b>	<b>July 1, 2022</b>
General *	6	\$ -	\$ -
Federal Funds	7	\$ (626,741)	\$ (2,032,258)
Supplemental General *	8	\$ 852,909	\$ 518,671
Adult Education	10	\$ 435,326	\$ 473,675
At Risk (4yr Old)	11	\$ -	\$ -
At Risk (K-12)	13	\$ 500,000	\$ 500,000
Bilingual Education	14	\$ -	\$ -
Virtual Education	15	\$ -	\$ -
Capital Outlay	16	\$ 11,762,135	\$ 13,645,802
Driver Training	18	\$ 51,788	\$ 54,979
Food Service	24	\$ 649,284	\$ 1,234,348
Professional Development	26	\$ 265,152	\$ 265,000
Parent Education Program	28	\$ 51,534	\$ 51,534
Summer School	29	\$ 28,402	\$ 21,363
Special Education	30	\$ 4,230,000	\$ 4,230,000
Career and Postsecondary Education	34	\$ -	\$ -
Gifts/Grants	35	\$ 68,534	\$ 79,443
Special Reserve-Health Ins. Trust	47	\$ 7,509,928	\$ 7,949,463
KPERS Spec. Ret. Contribution	51	\$ -	\$ -
Contingency Reserve	53	\$ 4,152,091	\$ 4,152,091
Text Book & Student Material	55	\$ 1,201,168	\$ 496,488
Bond and Interest #1	62	\$ 6,277,012	\$ 5,984,587
Special Education Coop	78	\$ 2,336,138	\$ 4,622,645
<b>USD TOTAL</b>		<b>\$ 39,744,660</b>	<b>\$ 42,247,831</b>

\*includes July deposit, required to be recorded as if received on 6/30/22 per KS Legislature (total \$2,578,950).

It is recommended that you approve the June 30, 2022 unencumbered cash balances as presented.

**q. Approve Encumbrance Listings**

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

<b>Vendor</b>	<b>Item Description</b>	<b>Amount</b>
Kansas Educational Technology Consortium	WebKIDSS IEP Software for 2022-2023	\$21,806.38

The renewal includes access to the program for CKCIE staff, ongoing support, software updates, and software enhancements.

<b>Vendor</b>	<b>Item Description</b>	<b>Amount</b>
ABCCreative	Playground Structure at Salina West Education Center for the Opportunity Now Program	\$36,469

Approved on April 12, 2022 as part of the district's Capital Improvement Plan, the project will install a new playground structure for the Opportunity Now program. This project includes all materials and labor for installation.

<b>Vendor</b>	<b>Item Description &amp; Quantity</b>	<b>Amount</b>
Eagle	Production Support Coverage Academic VMware vSphere 6 Enterprise Plus for 1 Processor; 22 @ \$899	\$19,778
	Production Support Coverage Academic VMware vCenter Server 6 Standard for vSphere 6	\$1,544
	<b>Total</b>	<b>\$21,322</b>

VMWare is the software that allows the district to create virtual servers. This is the ability to create several logical servers on one physical sever.

The Production Support Coverage Academic VMware vSphere 6 Enterprise Plus for 1 Processor is the licensing for each physical server. Currently we have 22 physical servers. The Production Support Coverage Academic VMware vCenter Server 6 Standard for vSphere 6 is for VMWare and/or Eagle support regarding VMWare installations.

The renewal of these licenses and service meet state bid requirements by purchase under contract #10932AC.

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

**r. Approve CKCIE Contract with Presence Learning**

Central Kansas Cooperative in Education (CKCIE) continues to have 4.0 FTE openings in the speech language pathology (SLP) department based on the current number of students receiving speech therapy. This spring, CKCIE was able to hire 5.8 FTE for SLPs, but had 2.6 FTE in resignations received at the end of the year.

There continues to be a tremendous shortage of certified SLPs in the state. To compound the shortage within the school setting, SLPs have the ability to work in both the educational and medical environments. Many current graduates in this area have chosen to work in the medical environment due to higher salaries paid. This has forced the administrative team at CKCIE, for an eighth year, to look for other options to serve students, one being tele-therapy. Tele-therapy occurs when a SLP with a Kansas license is located at a remote site and services are delivered by monitor/webcam. A paraeducator sits with the child during the therapy sessions.

During the last several school years, CKCIE utilized this service through Presence Learning Corporation as a stop-gap measure. The company provided services for 395 students this past school year. CKCIE is pleased with the quality of therapy provided to our students.

For the 2022-2023 school year, it is recommended that CKCIE utilize the Presence Learning Corporation to serve a minimum of 185 students. The estimated cost of contract services is approximately \$425,000 (cost per hour is \$74).

The total annual salary/benefits of the 4.0 FTE of SLPs, who CKCIE was unable to replace, is \$259,968. This contract is for one school year and will be revisited annually to see if the tele-therapy services are needed again for the following school year. Our goal is to continue to hire local speech therapists to reduce or eliminate the need for a tele-therapy contract.

It is recommended that you approve the contract with Presence Learning for the 2022-2023 school year for a minimum of 185 students as presented.



# PresenceLearning

## Service Order

### Customer Name and Contact Information

Name: Central Kansas Cooperative In Education (CKCIE) - KS

Address: 409 W Cloud St Salina, KS

### Customer Primary Point of Contact

Name: Jeff Hayes

Email Address: jeff.hayes@usd305.com

### Customer Secondary Point of Contact

Name: Jennifer Svaty, CKCIE SLP Dept. Head

Email Address: jennifer.svaty@usd305.com

### PresenceLearning Contact Information

Name: Kelly Marrara

Email Address: kelly.marrara@presencelearning.com

## Service Order

### 1. Services

Service	Student Quantity/Groups	Price per Service
Hourly SLP Services	185	\$74.00
Hourly SLP Supervision	0	\$89.00
Hourly OT Services	0	\$74.00
Hourly OT Supervision	0	\$89.00
Hourly BMH Services	0	\$74.00
Hourly SLP Services - Short-term Leave	0	\$97.00
Hourly SLP Services - Bilingual	0	\$89.00
Hourly BMH Services - Bilingual	0	\$89.00
Hourly BMH Services - Short-term Leave	0	\$97.00
Hourly OT Services - Short-term Leave	0	\$97.00
Hourly OT Services - Bilingual	0	\$89.00
Annual Student Administrative Fee	185	\$100.00

### 2. SLP Assessments

Service	Student Quantity/Groups	Price per Service
Screening by SLP	0	\$66.00
Bilingual Screening by SLP	0	\$120.00
Evaluation Coordination and Reporting by SLP	0	\$257.00
Evaluation Coordination and Reporting by Bilingual SLP	0	\$257.00
Review of Records by SLP	0	\$120.00
Additional Assessment Component by SLP	0	\$50.00
Articulation Standard Assessment by SLP	0	\$75.00
Auditory Processing Select Index by SLP	0	\$88.00
Classroom Observation by SLP	0	\$49.00
Early Childhood Language Assessment by SLP	0	\$107.00
Fluency Standard Assessment by SLP	0	\$120.00
Language Select Index by SLP	0	\$50.00
Language Standard Assessment by SLP	0	\$155.00
Pragmatic Language Standard Assessment by SLP	0	\$95.00
Phonological Process Analysis Select Index by SLP	0	\$45.00
Phonological Processing Assessment by SLP	0	\$80.00
Supplemental Language Screener by SLP	0	\$45.00



Service	Student Quantity/Groups	Price per Service
Spanish Language Standard Assessment by SLP	0	\$148.00
Spanish Language Select Index by SLP	0	\$60.00
Spanish Auditory Processing Select Index by SLP	0	\$90.00
Additional Bilingual Assessment Component by SLP	0	\$60.00
Spanish Articulation Measures (SAM) by SLP	0	\$49.00
Spanish Articulation Standard Assessment by SLP	0	\$65.00
Augmentative Alternative Communication (AAC) Assessment by SLP	0	\$120.00
Additional Language Subtest by SLP	0	\$50.00
Home Coordination by SLP	0	\$120.00
Language Difference vs. Disorder Analysis by SLP	0	\$89.00
Pre-referral Meeting by SLP	0	\$120.00
Bilingual Services by SLP	0	\$120.00
Unplanned Student Absence SLP	0	\$20.00

## 3. OT Assessments

Service	Student Quantity/Groups	Price per Service
Screening by OT	0	\$66.00
Evaluation Coordination and Reporting by OT	0	\$257.00
Review of Records by OT	0	\$120.00
Classroom Observation by OT	0	\$49.00
Standard School-Related-ADL Assessment by OT	0	\$80.00
Standard Sensory Processing Assessment by OT	0	\$80.00
Standard Motor Skills Assessment by OT	0	\$89.00
Standard Visual Perception Assessment by OT	0	\$80.00
Standard Preschool Assessment by OT	0	\$120.00
Additional Assessment Component by OT	0	\$50.00
Home Coordination by OT	0	\$120.00
Informal Fine Motor Assessment by OT	0	\$49.00
Pre-referral Meeting by OT	0	\$120.00
Unplanned Student Absence OT	0	\$20.00

## 4. BMH Assessments

Service	Student Quantity/Groups	Price per Service
Screening by MHP/Ed Diag	0	\$129.00
Evaluation Coordination and Reporting by MHP/ Ed Diag	0	\$290.00
Review of Records by MHP/Ed Diag	0	\$233.00
Rating Scale Assessment by MHP/Ed Diag	0	\$140.00
Classroom Observation by MHP/ Ed Diag	0	\$115.00

Service	Student Quantity/Groups	Price per Service
Additional Assessment by MHP/Ed Diag	0	\$233.00
Additional Requested Meetings by MHP/Ed Diag	0	\$60.00
Bilingual Services by MHP/Ed Diag	0	\$115.00
Home Coordination by MHP/Ed Diag	0	\$115.00
Pre-referral Meeting by MHP/Ed Diag	0	\$115.00
Additional Requested Paperwork by MHP/Ed Diag	0	\$60.00
Screening by MHP/Ed Diag	0	\$129.00
Review of Records by MHP/Ed Diag	0	\$233.00
Rating Scale Assessment by MHP/Ed Diag	0	\$140.00
Pre-referral Meeting by MHP/Ed Diag	0	\$115.00
Evaluation Coordination and Reporting by MHP/ Ed Diag	0	\$290.00
Classroom Observation by MHP/ Ed Diag	0	\$115.00
Bilingual Services by MHP/Ed Diag	0	\$115.00
Functional Behavior Assessment by MHP/Ed Diag	0	\$346.00
Intervention Data Analysis by MHP/Ed Diag	0	\$60.00
Parent Interview by MHP/Ed Diag	0	\$60.00
Student Interview by MHP/Ed Diag	0	\$60.00
Teacher Interview by MHP/Ed Diag	0	\$60.00
Unplanned Student Absence MHP/Ed Diag	0	\$30.00

## 5. Psychoeducational Assessments

Service	Student Quantity/Groups	Price per Service
Evaluation Coordination and Reporting by MHP/ Ed Diag	0	\$290.00
Review of Records by MHP/Ed Diag	0	\$233.00
Cognitive Select Index	0	\$145.00
Processing Select Index	0	\$144.00
Achievement Select Index	0	\$118.00
Rating Scale Assessment by MHP/Ed Diag	0	\$140.00
Classroom Observation by MHP/ Ed Diag	0	\$115.00
Achievement Standard Battery	0	\$233.00
Long Cognitive Battery	0	\$281.00
Additional Assessment by MHP/Ed Diag	0	\$233.00
Processing Standard Battery	0	\$281.00
Additional Requested Meetings by MHP/Ed Diag	0	\$60.00
School Psych Consultation	0	\$74.00
Bilingual Services by MHP/Ed Diag	0	\$115.00
Short Cognitive Battery	0	\$145.00
Spanish Select Index	0	\$264.00

Service	Student Quantity/Groups	Price per Service
Spanish Battery	0	\$367.00
Screening by MHP/Ed Diag	0	\$129.00
Home Coordination by MHP/Ed Diag	0	\$115.00
Pre-referral Meeting by MHP/Ed Diag	0	\$115.00
Additional Requested Paperwork by MHP/Ed Diag	0	\$60.00
Functional Behavior Assessment by MHP/ Ed Diag	0	\$346.00
Intervention Data Analysis by MHP/Ed Diag	0	\$60.00
Parent Interview by MHP/ Ed Diag	0	\$60.00
Student Interview by MHP/Ed Diag	0	\$60.00
Teacher Interview by MHP/Ed Diag	0	\$60.00
Unplanned Student Absence MHP/Ed Diag	0	\$30.00

Document Camera	\$85.00 (each)
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Service Order

Contracted Students	185
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Assessments Commitment	30
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Psychoeducational Assessment Commitment	\$0.00
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Monthly Commitment*	\$24,642.00	333 hours at \$74.00
December Commitment*	\$16,428.00	222 hours at \$74.00

\*This is the monthly minimum amount you will be invoiced during the contracted period.

Service Order Term	July 1, 2022 through June 30, 2023
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Service Order Form

Except as expressly set forth in this Service Order, the parties agree to be bound by the terms of the Master Service Agreement ("Agreement"). To the extent there is any conflict between this Service Order and the Agreement, this Service Order shall govern. The terms of this Service Order are confidential information.

The parties have executed this Service Order as of the date of the last signature ("Service Order Effective Date").

PresenceLearning, Inc.

Customer

By:  DocuSigned by:  
AFFB6B8A574F480...

 DocuSigned by:  
A6AF58EB2B55422...

By:  DocuSigned by:  
669B6D83C97A4D9...

Name: Brian Culbreth

Anthony Pane

Name: Jeff Hayes

Title: CRO

CFO

Title: CKCIE Exec Director

Date: 2022-06-23

2022-06-24

Date: 2022-06-23

## MASTER SERVICES AGREEMENT

This Master Services Agreement (“MSA”) is entered into as of the date of the last signature set forth on the signature page attached hereto (“Effective Date”), by and between PresenceLearning, Inc., a Delaware corporation with a place of business located at 530 Seventh Ave, Suite 501, New York, NY 10018 (“PresenceLearning”), and the undersigned customer (“Customer”). Each of PresenceLearning and Customer may individually be referred to as a “Party” and collectively referred to as the “Parties”.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, PresenceLearning and Customer, hereby agree as follows:

**1. Structure of the Agreement.** This MSA shall apply each time Customer engages with PresenceLearning for the provision of services and/or products (“Services”). The Services shall be described in one or more schedules (each, a “Schedule”), service orders (each, a “Service Order”), and/or exhibits (each, an “Exhibit”), each of which shall reference this MSA and, with respect to each Schedule or Service Order, shall be executed by the Parties. Each Schedule, Service Order, and Exhibit entered into or delivered hereunder (each an “Incorporated Document”, and collectively, “Incorporated Documents”) may provide additional terms and conditions related to the Services. This MSA and the Incorporated Documents are collectively referred to herein as the “Agreement”. In the event of a conflict between the terms of this MSA and the terms of any Incorporated Document, the terms of the MSA shall control; provided, however, that the Parties may in any Incorporated Document specifically (i.e., with reference to the MSA) agree to: (a) exclude or except an otherwise controlling provision of this MSA; (b) adopt a clause or provision to apply in lieu of an otherwise controlling provision of this MSA; or (c) reference a governing external code, document, or standard that will apply in lieu of any otherwise controlling provision of this MSA (or any Incorporated Document).

**2. Fee and Payment Terms.** Customer shall pay all fees (collectively, “Fees”) specified in the Schedule or Service Order for the Services being purchased. Fees are due and payable thirty (30) calendar days from date of invoice, unless specified otherwise in a Service Order. Customer may dispute an invoice no later than twenty (20) calendar days from the date of the invoice. The Parties will work together in good faith to resolve any disputes as soon as possible. Upon resolution, Customer shall remit the amount owed within ten (10) calendar days. Customer is responsible for all taxes, except for taxes on PresenceLearning’s income, unless Customer provides a state tax exemption certificate. If Customer does not submit a tax exemption certificate to PresenceLearning, Customer will be invoiced for any applicable taxes.

### **3. Term; Termination; Effects of Termination.**

3.1. Term. The term of this MSA commences on the Effective Date and continues until terminated by either party pursuant to Section 3.2 (such period, the “Term”). Each Incorporated Document shall have the term specified therein.

3.2. Termination. This MSA or any Incorporated Document may be terminated: (a) by either Party without cause upon thirty (30) calendar days prior written notice to the other Party; (b) by PresenceLearning upon any failure of Customer to pay when due any Fees (as defined in Section 2) if such Fees are not being disputed in good faith in accordance with Section 2 and such failure continues uncured for a period of thirty (30) calendar days after PresenceLearning provides written notice of the non-payment; provided, however, that in lieu of terminating the MSA or any Incorporated Document, PresenceLearning may, at its sole option, suspend Services, in whole or in part; (c) by either Party with cause upon a non-payment related material breach of the Agreement by the other Party which breach is not cured within fifteen (15) calendar days after the breaching Party receives written notice of the breach from the non-breaching Party; or (d) immediately if the other Party becomes insolvent or declares bankruptcy.

3.3. Effects of Termination. Upon the termination of the MSA or the expiration or termination of any Incorporated Document for any reason, (a) all Fees owed to PresenceLearning that accrued before such termination or expiration will be immediately due and payable, except for any such amounts being disputed in good faith by Customer in accordance with Section 2 and (b) Customer shall not be entitled to a refund for any annual Fees paid by Customer prior to the date of termination of the MSA or any Incorporated Document.

#### **4. Services; Platform; Platform Specifications.**

4.1. Services. PresenceLearning shall provide Customer with the Services and technical support set forth on each Service Order.

4.2. Platform. All Services shall be delivered via PresenceLearning's proprietary cloud-based platform (together with any components, software, or related documentation, the "Platform"). The applicable license granted by PresenceLearning to Customer with respect to Platform usage will be as set forth in the applicable Service Order.

4.3. Platform Specifications. The Platform is a cloud application. In order to access the Platform, a user must have a computer with a dual core processor and 2 GB RAM that has the ability to support a headset and microphone and a broadband internet connection with a minimum of 500 kbps (or higher) with upload and download speeds of 1mbps (or higher). PresenceLearning will provide technical support on weekdays between the hours of 8:00AM and 8:00PM (Eastern time). Customer may purchase required equipment from PresenceLearning pursuant to the terms and conditions set forth on the Equipment Schedule. Additional information regarding Platform specifications can be found at: <https://www.presencelearning.com/tech-requirements/>.

#### **4.4. Platform Restrictions.**

4.4.1. Customer shall not for itself or through a third party (and shall ensure that its authorized users and students do not): (i) translate, reverse engineer, decompile, or disassemble the Platform, or by any other method attempt to derive source code to the Platform; (ii) sublicense, rent, lease, loan, assign, transfer, share, or resell the Platform; (iii) make the Platform available to third parties; (iv) create derivative works based on the Platform, or use the Platform for any purpose other than as provided for in this Agreement (including, without limitation, altering any notices of intellectual property or other proprietary rights); or (v) make copies of documentation contained within the Platform.

4.4.2. If Customer breaches the terms of this Agreement or if Customer or any of its authorized users or students misuse the Platform or violate any laws with respect to the Platform, PresenceLearning may terminate or suspend Customer's and its authorized users' and students' access to the Platform and remove any material it deems offensive or in violation of this Section 4.4.2. Neither Customer, its authorized users, or customers may:

4.4.2.1. Circumvent any access or use restrictions put into place to prevent certain uses of the Platform or areas of the Platform or attempt to disable, impair, or destroy the Platform by, among other things, uploading, transmitting, storing, or making available any materials that contain any viruses, malicious code, malware, or any components;

4.4.2.2. Engage in behavior that violates any copyright, moral rights, trademark, trade dress, patent, trade secret, unfair competition, right of privacy, right of publicity, or any other proprietary rights of any third party;

4.4.2.3. Upload to the Platform and/or share any material that is unlawful, harmful, threatening, obscene, violent, abusive, tortious, defamatory, libelous, vulgar, lewd, profane, hateful, or otherwise objectionable, as determined in the sole discretion of PresenceLearning, or share any of materials that sexualizes minors or that is intended to, or could potentially, facilitate inappropriate interactions with minors, or other users;

4.4.2.4. Impersonate any person or entity, or falsely state or otherwise misrepresent their affiliation with a person or entity;

4.4.2.5. Disrupt, interfere with, or inhibit any other user from using the Platform (such as stalking, intimidation, harassment, or incitement or promotion of violence or self-harm);

4.4.2.6. Engage in chain letters, junk mails, pyramid schemes, phishing, spamming, fraudulent activities, send unsolicited messages, or place any advertisements of any products or services in the Platform; or

4.4.2.7. Take photos or screenshots of the Platform and/or post on social media or engage in any other behavior that violates the confidentiality of Platform.

#### **5. Parties' Proprietary Rights; Use of Customer Intellectual Property; Content Restrictions; Removal of Content; Other Rights.**

5.1. Parties' Proprietary Rights. PresenceLearning owns all right, title, and interest in and to the Platform and retains all rights and title to all proprietary content in the Platform, including therapy playlists and related documents and content, and retains all right, title and interest to any work product or other intellectual property developed and/or created by, or on behalf of, PresenceLearning (collectively, "PresenceLearning Intellectual Property"). Customer owns all right, title, and interest in and to any Customer proprietary content (collectively, "Customer Intellectual Property").

5.2. Use of Customer Intellectual Property. During the Term, Customer grants to PresenceLearning, solely in connection with PresenceLearning's performance of its obligations hereunder, a non-exclusive, royalty-free license to modify, display, combine, copy, store, transmit, and otherwise use Customer Intellectual Property that is uploaded to the Platform. Further, by uploading Customer Intellectual Property to the Platform, Customer and its authorized users of the Platform grant PresenceLearning a perpetual, non-exclusive, royalty-free license to modify, display, combine, copy, store, transmit, and otherwise use the materials.

5.3. Other Rights. Customer grants to PresenceLearning the limited right to use Customer's name, logo and/or other marks for the sole purpose of listing Customer as a customer in promotional materials. Customer may revoke this grant at any time by notifying PresenceLearning in writing and such revocation will be effective within fifteen (15) calendar days of the receipt of the notice.

## **6. Confidentiality.**

6.1. Confidential Information. All information disclosed by one Party (in such capacity, the "Disclosing Party") to the other Party (in such capacity, the "Receiving Party") during the Term that is either identified in writing at the time of disclosure as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of the disclosure, whether in oral, written, graphic or electronic form, shall be deemed to be "Confidential Information."

6.2. Exceptions. Information will not be considered Confidential Information if the information is or was: (i) publicly available through no act or omission of the Receiving Party; (ii) in the Receiving Party's lawful possession prior to disclosure by the Disclosing Party and not obtained either directly or indirectly from the Disclosing Party; (iii) lawfully disclosed to the Receiving Party by a third party without restriction on disclosure; or (iv) independently developed by the Receiving Party without use of or access to the Disclosing Party's Confidential Information.

6.3. Nondisclosure. The Parties agree, that during the Term and for a period of one year thereafter (or, as applicable, with respect to Confidential Information that is a trade secret, indefinitely) after its termination, to hold each other's Confidential Information in confidence and not to disclose such information in any form to any third party without the express written consent of the disclosing party, except to employees, subcontractors, or agents (collectively, "Representatives") who are under a written non-disclosure agreement protecting the applicable Confidential Information in a manner no less restrictive than this Agreement. Each Party shall remain responsible for any breaches of this Section 6.3 by any of such Parties' Representatives.

## **7. Clinician Conversion; Conversion Fee.**

7.1. Clinician Conversion. During the Term of this Agreement, Customer may not, directly or indirectly, solicit, induce, hire, or attempt to induce or hire any PresenceLearning clinician except in accordance with the terms set forth in this Section 7.

7.2. Conversion Fee. During any Service Order Term, and for a period of twelve months thereafter, Customer shall notify PresenceLearning of its intent to offer employment to any clinician not less than ten (10) calendar days prior to offering such employment (any clinician that accepts such offer of employment, a "Converted Clinician"). Upon the date a Converted Clinician commences employment with Customer (the "Conversion Effective Date"): (i) the Converted Clinician shall be allowed to continue to utilize the Platform (in the same manner and with the same functionality as the Converted Clinician utilized the Platform prior to the Conversion Effective Date) through the earlier of the expiration of the then-current school year or the Service Order Term pursuant to which the Converted Clinician was performing Services hereunder prior to becoming a Converted Clinician and (ii) Customer shall pay PresenceLearning a fee of \$20,000.

## **8. Customer Data; State Privacy Laws; FERPA; HIPAA.**



8.1. Customer Data. Customer retains all rights, in and to all data, files, information, provided by Customer or its authorized users to PresenceLearning.

8.2. State Privacy Laws. PresenceLearning is, and at all times has been, in material compliance with all applicable federal and state laws, rules, and regulations relating to privacy, data protection, and the collection and use of Personal Information collected, used, and held for use by PresenceLearning.

8.3. FERPA. In connection with the performance of Services, PresenceLearning may have access to education records ("FERPA Records") that are defined in and subject to the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, et seq. and related regulations ("FERPA"). To the extent that PresenceLearning has access to FERPA Records, PresenceLearning is deemed a "school official" and may use FERPA Records solely for the specific "legitimate educational purposes" as defined under FERPA. Student records that are disclosed to PresenceLearning by Customer and maintained within Platform are by definition "education records" under FERPA and not "protected health information" under the HIPAA. Because student health information in education records is protected by FERPA, the HIPAA Privacy Rule excludes such information from its coverage. See the exception paragraph (2)(i) in the definition of "protected health information" in the HIPAA Privacy Rule at 45 CFR § 160.103. See, also, Joint Guidance on the Application of the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to Student Health Records. PresenceLearning's FERPA policy may be accessed on <https://www.presencelearning.com/about/ferpa/>.

8.4. HIPAA. In connection with the performance of Services, PresenceLearning may have access to certain "protected health information" under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). PresenceLearning hereby represents that the PresenceLearning Platform complies with all applicable HIPAA.

## **9. Indemnification.**

9.1. Indemnification by Customer. Unless prohibited by law or school district regulations, Customer shall indemnify and hold PresenceLearning harmless against any and all claims, demands, damages, liabilities and costs (including reasonable attorney's fees) incurred by PresenceLearning or its Representatives which (a) result from, or arise in connection with, (i) any breach of Customer's obligations or representations under this Agreement, including, without limitation, any breach of Section 12.3 below, or (ii) a negligent act or omission or willful misconduct of Customer, its agents, or employees, pertaining to its activities and obligations under this Agreement, and/or (b) resulting from, arising out of, or relating to any third party lawsuit or proceeding brought against PresenceLearning due to (x) Customer's or its authorized users' posted and uploaded content, (y) Customer's or its authorized users' illegal behavior or conduct, or (z) Customer's or its authorized users use of the Platform or any PresenceLearning property in any manner inconsistent with or in breach of this Agreement (collectively, "PresenceLearning Indemnifiable Claims"), including reasonable costs incurred in connection with preparing to defend against any PresenceLearning Indemnifiable Claims.

9.2. Indemnification by PresenceLearning. PresenceLearning shall indemnify and hold Customer and its Representatives, harmless against any and all claims, demands, damages, liabilities and costs (including reasonable attorney's fees) incurred by Customer which, directly or indirectly, result from, or arise in connection with, any negligent act or omission or willful misconduct of PresenceLearning, its agents, or employees, pertaining to PresenceLearning's activities and obligations under this Agreement (collectively, "Customer Indemnifiable Claims"), including reasonable costs incurred in connection with preparing to defend against any Customer Indemnifiable Claims.

9.3. Conditions of Indemnification. The obligations set forth in Sections 9.1 and 9.2 are conditioned upon: (a) prompt written notice by the indemnified party to the indemnifying party of any claim, action or demand for which indemnity is claimed; (b) complete control of the defense and settlement thereof by the indemnifying party, provided that no settlement of an indemnified claim shall be made without the consent of the indemnified party, such consent not to be unreasonably withheld or delayed; and (c) reasonable cooperation by the indemnified party in the defense as the indemnifying party may request. The indemnified party shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

## **10. Limitation of Liability.**

10.1. DAMAGE DISCLAIMER. EXCEPT AS PROVIDED BELOW IN THIS SECTION 10, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS

OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE, ARISING OUT OF THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

10.2. GENERAL DAMAGE CAP. EXCEPT AS PROVIDED ELSEWHERE IN THE AGREEMENT, IN NO EVENT SHALL PRESENCELEARNING BE LIABLE IN THE AGGREGATE FOR ANY DAMAGES OR LOSSES IN EXCESS OF THE GREATER OF THAN THE AMOUNT CUSTOMER PAID FOR SERVICES DURING A THREE-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE LIABILITY. THESE LIMITATIONS APPLY TO THE MAXIMUM EXTENT PERMITTED BY LAW EVEN IF (A) A REMEDY DOES NOT FULLY COMPENSATE CUSTOMER FOR ANY LOSSES OR (B) PRESENCELEARNING KNEW OR SHOULD HAVE KNOWN ABOUT THE POSSIBILITY OF DAMAGES.

**11. Disclaimer of Warranties.** Except as otherwise set forth herein, the Services and Platform are provided “as is” without any warranty and, except as provided herein, PresenceLearning expressly disclaims any and all warranties, express, implied, or statutory, including warranties of title, non-infringement, merchantability, and fitness for a particular purpose. Further, PresenceLearning disclaims any warranty that the Platform will meet Customer’s requirements or will be constantly available, uninterrupted, timely, secure, or error-free. In addition, PresenceLearning disclaims all liability for any actions resulting from Customer’s use of the Platform. Customer understands that Customer’s use and access to the Platform is at Customer’s own discretion and risk, and Customer is solely responsible for any damage to computer systems or loss of data that results from such use. If Customer’s users post or upload materials to the Platform, PresenceLearning is not responsible for any loss, corruption, damage, deletion of the materials.

**12. Representations and Warranties.**

12.1. Power and Authority. Each Party represents that it has the full right, power, and authority to enter into this Agreement.

12.2. Platform Performance. Customer agrees and acknowledges that Customer has assessed the Platform’s necessary specifications, performance, functionality, access to, and availability, and found it suitable for Customer’s needs and requirements.

12.3. Uploaded Materials. Customer, for itself and on behalf of its authorized users, asserts that the party uploading materials to the Platform has all rights necessary to upload, share, and grant the rights set forth in this Agreement for all the materials.

12.4. Safety of Platform. PresenceLearning warrants to Customer that PresenceLearning has used commercially reasonable efforts to prevent the introduction of, and to the knowledge of PresenceLearning, the Platform does not contain any, software viruses, time or logic bombs, trojan horses, worms, timers or clocks, trap doors or other malicious computer instructions, devices, or techniques.

**13. Miscellaneous.**

13.1. Compliance with Laws. Each Party shall comply with all laws, rules and regulations, if any, applicable to it in connection with the performance of its obligations under the Agreement.

13.2. Competitors. Customer agrees, and will ensure its authorized users’ and student’s compliance, to not share or make available the Platform or PresenceLearning Property to a competitor of PresenceLearning.

13.3. Survival. Sections 2, 4.4, 5.1, 9–11, and 13 will survive expiration or termination of this Agreement.

13.4. Amendments and Modifications. Any amendment and modifications to this Agreement must be in writing, reference the Agreement, and be executed by both Parties.

13.5. Third Party Beneficiaries. This Agreement is not intended to benefit, nor shall it be deemed to give rise to, any rights to any third party.

13.6. Assignment. Customer shall not assign or otherwise transfer its rights or delegate its obligations under the Agreement, in whole or in part, without the prior written consent of PresenceLearning and any attempt to do so will be null and void. PresenceLearning may assign or transfer its rights to an affiliate or to a third party due to a merger,

consolidation, change of control, sale of all or substantially all of its securities or assets, contract, management agreement, or otherwise.

13.7. Force Majeure. Neither Party shall be liable for failing or delaying performance of its obligations (except for the payment owed for services rendered) resulting from any condition beyond its reasonable control, including but not limited to, governmental action, acts of terrorism, earthquake, fire, flood, epidemics, pandemics or other acts of God, labor conditions, power failure, and Internet disturbances. PresenceLearning will not be responsible for receiving data, queries, or requests directly from Customer's authorized users, student users, or any other third party, or for the transmission of data between Customer's authorized users or student users and the Platform.

13.8. No Waiver. The failure to require performance of any provision of this Agreement shall not affect a Party's right to require performance at any time thereafter; nor shall any waiver of a breach of any provision constitute a waiver of the provision itself.

13.9. Notices. All notices relating to this Agreement must be in writing, sent by postage prepaid first-class mail, courier service, or via email: To PresenceLearning, Inc., 530 Seventh Ave, Suite M1, New York, NY 10018, Attn: Legal Department or via email at legal@presencelearning.com. To Customer: Notices will be sent to the physical or email address provided to PresenceLearning, or by other legally acceptable means.

13.10. Independent Contractors. The Parties are and shall remain independent contractors and nothing in this Agreement shall be deemed to create any agency, partnership, or joint venture relationship between the Parties. Neither Party shall be deemed to be an employee or legal representative of the other nor shall either Party have any right or authority to create any obligation on behalf of the other Party.

13.11. Arbitration. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitration proceedings shall be confidential and conducted in the English language before a single neutral arbitrator to be selected by AAA. The place of arbitration shall be mutually agreed upon by the Parties.

13.12. Entire Agreement. This Agreement, including any Incorporated Documents, constitutes the entire agreement between the Parties with respect to the subject matter and supersedes all other prior agreements and understandings, both written and oral, between the Parties.

13.13. Governing Law. This Agreement and all disputes or controversies arising out of or relating to this Agreement are governed by the law of the state the Customer is located.

13.14. Counterparts; Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Party. A facsimile, PDF, or other electronic signature of this Agreement shall be valid and have the same force and effect as a manually signed original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

<p><b>PRESENCELEARNING, INC.</b></p> <p>DocuSigned by: <u>Brian Culbreth</u> DocuSigned by: <u>Anthony Pane</u></p> <p>By: <u>Brian Culbreth</u> <u>Anthony Pane</u></p> <p>Name: <u>Brian Culbreth</u> <u>Anthony Pane</u></p> <p>Title: <u>CRO</u> <u>CFO</u></p> <p>Date: <u>2022-06-23</u> <u>2022-06-24</u></p>	<p><b>CUSTOMER:</b></p> <p>DocuSigned by: <u>Jeff Hayes</u></p> <p>By: <u>Jeff Hayes</u></p> <p>Name: <u>Jeff Hayes</u></p> <p>Title: <u>CKCIE Exec Director</u></p> <p>Date: <u>2022-06-23</u></p>
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## EQUIPMENT PURCHASE SCHEDULE

This Equipment Purchase Schedule (the “Equipment Purchase Schedule”) is incorporated and made part of the Master Services Agreement (the “MSA”) between PresenceLearning and Customer and lists the terms and conditions upon which Customer may purchase hardware, Test Kits, OT Kits and materials (collectively “Equipment”) from PresenceLearning. Unless otherwise defined herein, capitalized terms shall have the definition set forth in the Agreement.

1. **Hardware Available for Purchase.** Customer may, at Customer’s option, purchase the hardware set forth below at the purchase prices set forth opposite each hardware type (note that the listed prices do not include any applicable tax or shipping costs):

Equipment Type	Price per unit
Standard webcam with tripod	\$49.00
ANDREA Over Ear USB headset	\$29.00
ANDREA 455 Stereo headset	\$25.00
ANDREA Y-100B Splitter	\$5.00
ANDREA USB Sound Card Adapter	\$14.00
Document Camera	\$90.00

Customer is not restricted from purchasing hardware from any other vendor or any third-party. A list of the recommended hardware providers and specifications is provided in Section 8 hereof.

2. **WISC-V and WAIS-IV Kits.**

- 2.1 Purchase of WISC-V Kits and/or WAIS -IV Kits. If Customer may access WISC-V and/or WAIS-IV assessments, Customer may purchase WISC-V and/or WAIS-IV test kits (each, a “Test Kit”) from PresenceLearning. Test Kits are not included in the price of the assessments. Each Test Kit comes with one (1) set of Block Design Blocks and one (1) Block Design Stimulus Book for use in connection with the WISC-V and/or WAIS-IV assessments. Prices of the Test Kits will be reflected in the Service Order entered into at the time the Test Kits are to be purchased.

WISC-V / WAIS -IV	Price per unit
<b>Block Design only</b> Stimulus Book	\$11.00
Block Design Blocks	\$46.00

- 2.2 Tracking and Return of Kits. Customer understands and acknowledges that the Test Kits are considered trade secrets by their respective publishers and will make commercially reasonable efforts to retrieve the Test Kit from each student who received one. After a Test Kit has been used by a student, Customer must arrange for the return of the Test Kit directly to Customer. On a quarterly basis, Customer will acknowledge and confirm to PresenceLearning that the Test Kits are in Customer’s possession (in a mutually agreed upon manner). At no time will a Test Kit remain in the possession of a Customer’s student once it has been used.

3. **OT Kits.** Customer may purchase Occupational Therapy Kits (each, an “OT Kit”) for a fee of \$85.00 per OT Kit. Each OT Kit includes materials that may be utilized in occupational therapy sessions.

4. **Delivery and Delivery Address; Title; Risk of Loss.**

- 4.1 Delivery and Delivery Address. PresenceLearning will ship Equipment to the addresses provided by Customer. Customer is solely responsible for providing the correct shipping address for each addressee

that is to receive the Equipment. If Customer provides an incorrect address, then Customer will purchase replacement Equipment that will be delivered to the correct address. If Equipment is misdelivered due to PresenceLearning's error, PresenceLearning will promptly ship replacement Equipment to the correct address at no cost to Customer.

4.2 **FOB.** PresenceLearning shall ship and deliver the Equipment FOB destination, and the title to and risk of loss of the Equipment will pass to Customer upon delivery.

4.3 **Delivery Dates.** All delivery dates are approximate. PresenceLearning shall not be liable for any losses, damage, penalties or expenses for failure to meet any expected delivery date.

4.4 **Received and Accepted.** Equipment is deemed received and accepted upon delivery to the address provided by Customer.

5. **Inspection of Goods.** Customer has the right to examine the Equipment upon receipt and has 3 days in which to notify PresenceLearning of any claim for damages based on the condition of the Equipment. Such notice must specify in detail the particulars of the claim. Failure to provide such notice within the requisite time period constitutes irrevocable acceptance of the equipment. Defective Equipment must be returned to PresenceLearning in accordance with accepted trade practices.
6. **Fees; Payment.** Customer agrees to pay for the Equipment according to the terms set forth in the applicable Service Order. Customer is responsible for all taxes and shipping, which fees may vary based on shipment destination.
7. **Disclaimer of Warranty.** PresenceLearning is not the manufacturer of the Equipment and the Equipment is being sold "as is," and PresenceLearning disclaims all warranties of quality, whether express or implied, including the warranties of merchantability and fitness for particular purpose.
8. **Delay or Failure to Perform.** PresenceLearning will not be liable to Customer for any delay, non-delivery or default due to labor disputes, transportation shortage, Acts of God, or any other causes outside of PresenceLearning's control. PresenceLearning shall notify Customer immediately upon realization that it will not be able to deliver the Equipment as promised.
9. **Suggested Hardware Specification.** The following is a list of suggested hardware and specifications for use in clinical services:

Hardware Type	Requirements	Suggested Brand	Suggested Model
Webcam with tripod	<ul style="list-style-type: none"> <li>• Attachable tripod</li> <li>• Video resolution 1920X1080</li> <li>• Auto focus</li> <li>• Field of View = 65°</li> </ul>	N/A	N/A
Headset	<ul style="list-style-type: none"> <li>• Noise-canceling microphone</li> <li>• 40mm stereo speakers with deep bass sound deliver crystal clear audio</li> </ul>	ANDREA	EDU-455 STEREO HEADSET
Headset USB	<ul style="list-style-type: none"> <li>• Noise-canceling microphone</li> <li>• 40mm stereo speakers with deep bass sound deliver crystal clear audio</li> </ul>	ANDREA	OVER EAR USB NC-455VM
Splitter	<ul style="list-style-type: none"> <li>• Splitter cable allows you to connect 2 headphones simultaneously to your computer so parents and</li> </ul>	ANDREA	Y-100B

	providers can monitor and listen to what the student is hearing		
Sound card	<ul style="list-style-type: none"><li>• External USB headset adapter with CD quality digital sample rates</li><li>• Bypasses a computer's sound system, creating superior low-noise audio</li></ul>	ANDREA	EDU-USB PL-CS-PRESENCE
Document camera	<ul style="list-style-type: none"><li>• Capture images of A4 and US letter pages</li><li>• Built-in LED lights</li></ul>	HUE	HD Pro Camera

## CLINICAL SERVICE SCHEDULE

This Clinical Service Schedule (“Clinical Service Schedule”) is incorporated and made part of the Master Services Agreement (“MSA”) between PresenceLearning and Customer and lists the terms and conditions for Clinical Services. Capitalized terms not defined in this Clinical Service Schedule shall have the meaning set forth in the MSA. In the event of a conflict between this Clinical Service Schedule and the MSA, unless specifically referenced herein, the MSA shall govern.

1. **Clinical Services.** This Clinical Service Schedule lists the clinical discipline of the services Customer may purchase, referenced by discipline type, which services may be purchased on an hourly or annual basis (other fees may apply), and include direct clinical therapy, indirect clinical services, IEP development, and attendance to meetings via the Platform (collectively, “Clinical Services”).
2. **Fee and Payment Terms.** Customer shall pay all Fees specified in the applicable Service Order for Clinical Services. Fees are due and payable net thirty (30) days from date of invoice. Fees for Clinical Services include the use of Platform for Customer’s student users and staff (collectively, “Authorized Users”).
  - 2.1. Hourly Service Fee. If applicable, the Service Order may specify an Hourly Service Fee for a particular discipline (as may be specified), which is based on a per hour, per Clinician pricing.
  - 2.2. Annual Service Fee. If applicable, the Service Order may specify an Annual Service Fee for a particular discipline (as may be specified), which is based on the student group size and therapy hours (the assumptions will be listed in the Service Order). If Customer makes any changes to the student group size or therapy hours, PresenceLearning may make a pricing adjustment to the Annual Service Fee.
  - 2.3. Student Administrative Fee. If applicable, the Service Order may specify a Student Administrative Fee that will be billed annually on a per student, per service basis. At any time during the Service Order Term, if students are added to receive a Service, Customer will be billed a Student Administrative Fee for those students during the month the services start. The Student Administrative Fee includes student platform setup, account implementation and ongoing maintenance, and technical support. The Student Administrative Fee is charged only for the hourly pricing options and does not apply to assessments.
  - 2.4. Service Coordination Fee. If applicable, the monthly invoice for Services may include a Service Coordination Fee, which will be billed per hour, and will include case management, supervision, consultations, IEP meeting preparation and attendance, collaboration with staff and parents, therapy preparation, daily documentation, scheduling and other related tasks not included in Clinical Services.
  - 2.5. Monthly Commitment. If applicable, Customer will be responsible for a minimum dollar payment each month during the Service Order Term regardless of caseloads or absences (“Monthly Commitment”). A Monthly Commitment will not be charged for (i) the month in which Services begin, or (ii) the last month of Services. If Customer’s fees are less than the Monthly Commitment, Customer will be billed the difference on a quarterly basis. For the month(s) exempt from a Monthly Commitment, Customer shall pay the total Fees incurred for the month.
  - 2.6. Assessment Commitment. Except with respect to Psychoeducational Assessments, if applicable, the Service Order may specify the minimum number of assessments for which payment is due at the end of the Service Order Term. Screenings, review of records, and evaluations may count towards this Assessment Commitment. At the end of the Service Order Term, PresenceLearning will reconcile the Assessment Commitment with actual Assessments given, and Customer will be invoiced an amount equal to price of an ECAR (evaluation, coordination and reporting) as specified in the Service Order multiplied by the number of assessments that were not conducted.
  - 2.7. Psychoeducational Assessments Commitment. If applicable, the Service Order may specify a minimum fee for psychoeducational assessments for which payment is due at the end of the Service Order Term. At the end of the Service Order Term, PresenceLearning will reconcile the Psychoeducational Assessment Commitment fee with actual Psychoeducational Assessment fees billed, and Customer will be invoiced for the difference between the Psychoeducational Assessment Commitment fee and the actual Psychoeducational Assessment fees billed.

- 2.8. Unplanned Student Absence Fee. If Customer cancels a session with less than 24 hours advance notice, a session does not occur due to a student absence, or if a student fails to attend a session (each such instance, an “Unplanned Student Absence”), Customer agrees to pay Contractor (i) if the Unplanned Student Absence is from a therapy session, the applicable rate for the duration of such therapy session or (ii) if the Unplanned Student Absence is from an assessment, the applicable fee shall be \$20.00 for an SLP assessment, \$20.00 for an OT assessment, or \$30.00 for a BMH or Psychoeducational assessment. If Customer has agreed to be billed for a minimum number of hours in a period, e.g., one week, the duration of the session shall be applied toward such minimum for the period in which the session was scheduled to occur.
  - 2.9. Contracted Students. If applicable, the Service Order may specify the number of students for whom Customer has purchased Services.
3. **Platform Access and Use**. The Clinical Services are provided and delivered through the Platform. The Platform enables engagement between Authorized Users, Customer’s support staff and administrators overseeing the Services (collectively, “Staff”), and PresenceLearning’s clinical providers (each, a “Clinician”, and, collectively, “Clinicians”). During the Service Order Term, PresenceLearning grants Customer, its Authorized Users, and Staff a limited, non-exclusive, revocable, non-sublicensable, non-transferable, royalty-free, right and license to use and display the Platform.
4. **Clinicians**.
  - 4.1. Credentials and Clearances. For each Clinician assigned to Customer, PresenceLearning has verified clinicians’ qualifications to provide SLP, OT, or BMH services, as applicable, within the Customer’s state. If Customer requires additional verifications or credentials (such as district fingerprinting or Board of Education certifications) Customer must inform PresenceLearning and provide all necessary information or instructions with respect to such additional verifications or certifications to PresenceLearning in a timely manner.
  - 4.2. Background Checks. PresenceLearning conducts yearly background checks, which include criminal background checks and U.S. Registered Sex Offender registry checks, on all its employees and Clinicians. If Customer requires additional clearances such as FBI Fingerprinting, then Customer will provide all necessary information or instructions with respect to such additional clearances to PresenceLearning in a timely manner.



## **PLATFORM LICENSE SCHEDULE**

This Platform License Schedule (“Platform License Schedule”) is incorporated and made part of the Master Services Agreement (“MSA”) between PresenceLearning and Customer and lists the terms and conditions for the Platform License. Capitalized terms not defined in this Platform License Schedule shall have the meaning set forth in the MSA. In the event of a conflict between this Platform License Schedule and the MSA, unless specifically referenced herein, the MSA shall govern.

1. **DEFINITIONS.** With respect to all Services provided pursuant to this Platform License Schedule, the following terms shall have the meanings set forth below:

“Authorized Users” or “Authorized User” means Customer’s teachers or staff who are recruited, managed, and employed or contracted by Customer, and for whom a license is purchased.

“Clinical Workshops” means access to the following workshops as shall be set forth in the Service Order:

- Clinical Workshops for Speech-Language Pathologists;
- Clinical Workshops for Occupational Therapists;
- Clinical Workshops for School Psychologists and Behavioral & Mental Health Professionals; and
- Clinical Workshops for Educators and Support Personnel.

“Improvement” means any invention, modification, addition, derivative work, enhancement, revision, translation, abridgment or expansion to or arising from a work, or any other form in which a work or any part thereof, may be recast, transformed, or adapted.

“Personal Information” and/or “PI” means information that can identify a specific individual.

“Student Data” means any PI belonging to a Student User.

“Student User” or “Student Users” means the Customer’s students currently enrolled at Customer’s organization.

“Telehealth Institute” means proprietary self-guided training modules.

“Therapy Room” means a clinician-specific web-based online room on the platform only accessible by specific link controlled by the clinician to whom a virtual therapy room is assigned.

2. **LICENSE.**

- 2.1 License Grant. During the Service Order Term (as such term is defined in the Service Order), PresenceLearning grants to Customer a limited, non-exclusive, revocable, non-sublicensable, royalty-free, license for each Authorized User to use and display the Platform (the “License”).
- 2.2 Business Use. Customer agrees that it will inform and instruct its Authorized Users that the Platform and PresenceLearning Intellectual Property are solely and exclusively to be used for the benefit of the Customer and Customer’s Student Users (“Business Use”). Authorized Users may not use the Platform or any PresenceLearning Intellectual Property for personal or independent business purposes. The use of the Platform and/or PresenceLearning Intellectual Property for any purpose other than Business Use will constitute cause for immediate termination of this Platform License.
- 2.3 Disclosure of Improvements and Developments. Unless otherwise provided herein, PresenceLearning will have no obligation to disclose to Customer any Platform Improvements.
- 2.4 Acknowledgements. Customer acknowledges and agrees that PresenceLearning is in the business of commercially licensing the Platform and providing services relating to the Platform to third parties and that the Platform may contain errors. PRESENCELEARNING SHALL NOT HAVE ANY DUTIES OR RESPONSIBILITIES OTHER THAN THOSE SPECIFICALLY SET FORTH IN THE INCORPORATED DOCUMENTS AND NO IMPLIED OBLIGATIONS SHALL BE READ INTO THE INCORPORATED DOCUMENTS.

3. **PLATFORM FEES.** The Annual Fee for use of the License shall be set forth in the Service Order and is nonrefundable and payable within thirty (30) days of the signing of the Platform License Schedule.

#### 4. SERVICE OPTIONS:

Service Option	Description
Therapy Essentials - Starter	<ul style="list-style-type: none"> <li>● Limited monthly access to private therapy room, activities, and games.</li> <li>● Organizational and documentation tools and features.</li> <li>● Administrator Dashboard that enables one administrator to track usage of the account.</li> </ul>
Therapy Essentials - Premier	<ul style="list-style-type: none"> <li>● Unlimited access to private therapy room, activities, and games.</li> <li>● Organizational and documentation tools and features.</li> <li>● Administrator Dashboard that enables one administrator to track usage of the account.</li> </ul>
Therapy Essentials - Pro	All the benefits of the Therapy Essentials - Premier plus the ability for each Authorized User to administer up to 50 components/batteries of assessments per year. The selection of available assessments will be based on the administering Clinician's discipline.
Therapy Essentials - Elite	All the benefits of the Therapy Essentials Premier plus each Clinician will have unlimited access to all assessments within the Clinician's discipline, including, as applicable, all speech, cognitive ability, and academic assessments.
Therapy Essentials - Premier Academic Achievement (For SPED Ed and Gen Ed teachers who only need access to assessments)	<p>Access to private therapy room and unlimited access to academic achievement assessments.</p> <p>Administrator Dashboard that enables one administrator to track usage of the account.</p>

Customer may designate alternate Authorized Users for Therapy Essentials – Premier, Therapy Essentials – Pro, Therapy Essentials – Elite, and Therapy Essentials – Premiere Academic Achievement and, if applicable, all such Authorized Users will have access to assessments specific to their disciplines.

## **EXHIBIT 1 TO PLATFORM LICENSE SCHEDULE**

### **SPEECH-LANGUAGE ASSESSMENTS**

Clinical Evaluation of Language Fundamentals-5 Screener (CELF-5 Screener)  
 Clinical Evaluation of Language Fundamentals-5 (CELF-5)  
 Clinical Evaluation of Language Fundamentals-5 Metalinguistics (CELF-5 Meta)  
 Clinical Evaluation of Language Fundamentals - Preschool-3 (CELF-P-3)  
 Clinical Evaluation of Language Fundamentals Preschool - 2 (CELF-P-2)  
 Clinical Evaluation of Language Fundamentals - Preschool-2 Spanish (CELF-P-2 Spanish)  
 Comprehensive Assessment of Spoken Language, 2nd Ed. (CASL-2)  
 Goldman-Fristoe Test of Articulation-3 (GFTA-3)  
 Arizona Articulation Phonology Scale, 4th Ed. (Arizona-4)  
 Peabody Picture Vocabulary Test, 5th Ed. (PPVT-5)  
 Expressive Vocabulary Test, 3rd Ed. (EVT-3)  
 Comprehensive Test of Phonological Processing, 2nd Ed. (CTOPP-2)  
 Gray Oral Reading Test-5 (GORT-5)  
 Test of Auditory Processing Skills – Fourth Edition (TAPS-4)  
 Test of Auditory Processing Skills - Third Edition - Spanish (TAPS-3 Spanish)  
 Oral and Written Language Scales-2 (OWLS-2)  
 Clinical Evaluation of Language Fundamentals, 4th Ed., Spanish (CELF-4-Spanish)  
 Expressive One-Word Picture Vocabulary Test-4: Spanish-Bilingual Edition (EOWPVT-4-Spanish)  
 Receptive One-Word Picture Vocabulary Test-4: Spanish-Bilingual Edition (ROWPVT-4-Spanish)  
 Expressive One-Word Picture Vocabulary Test-4 (EOWPVT-4)  
 Receptive One-Word Picture Vocabulary Test-4 (ROWPVT-4)  
 Goldman-Fristoe Test of Articulation, 3rd Ed., Spanish (GFTA-3-Spanish)  
 Test of Language Development-Primary-5 (TOLD-P-5)  
 Test of Language Development-Intermediate-5 (TOLD-I-5)  
 Test of Pragmatic Language - 2nd Edition (TOPL-2)  
 Receptive-Expressive Emergent Language Test - Fourth Edition (REEL-4)  
 Oral Passage Understanding Scale (OPUS)  
 Autism Diagnostic Observation Schedule - 2nd Edition (ADOS-2) \*PL clinicians can only be observers - there has to be a trained facilitator with the child\*  
 Children's Communication Checklist-2nd Edition (CCC-2)  
 Khan-Lewis Phonological Analysis 3rd Edition (KLPA-3)  
 Phonological and Print Awareness Scale (PPA)  
 School Function Assessment (SFA)  
 Stuttering Severity Instrument 4th Edition (SSI-4)

### **PSYCHOEDUCATIONAL ASSESSMENTS**

#### **Cognitive Assessments**

Wechsler Intelligence Scale for Children-Fifth Edition (WISC-V)  
 Woodcock-Johnson IV Test of Cognitive Abilities (WJ IV COG)  
 Bateria IV Cognitive Battery  
 Woodcock-Johnson IV Early Cognitive and Academic Development (ECAD)  
 Comprehensive Test of Nonverbal Intelligence – Second Edition (CTONI-2)  
 Test of Nonverbal Intelligence – Fourth Edition (TONI-4)  
 Preschool Test of Nonverbal Intelligence (PTONI)  
 Kaufman Brief Intelligence Test – Second Edition (KBIT-2)  
 Wechsler Adult Intelligence Scale – Fourth Edition (WAIS-IV)  
 Wechsler Intelligence Scale for Children – Fifth Edition Spanish (WISC-5 Spanish)  
 Cognitive Assessment System - 2nd edition (CAS-2)  
 Cognitive Assessment System - 2nd Edition: BRIEF (CAS-2: BRIEF)  
 Developmental Assessment for Individuals with Severe Disabilities Third Edition (DASH-3)  
 Developmental Assessment for Young Children - Second Edition (DAYC-2)

## **Processing Assessments**

Wechsler Memory Scale – Fourth Edition (WMS-IV)  
 Woodcock-Johnson IV Oral Language (WJIV-OL)  
 Birth to Three Assessment and Intervention System-Second Edition (BTAIS-2)  
 Test of Memory and Learning - Second Edition (TOMAL-2)  
 Executive Functions Test-Elementary Normative Update (EFT-E:NU)  
 Rapid Automatized Naming and Rapid Alternating Stimulus Tests (RAN/RAS)  
 Test of Auditory Processing Skills – Fourth Edition (TAPS-4)  
 Test of Auditory Processing Skills - Third Edition - Spanish (TAPS-3 Spanish)  
 Preschool Early Numeracy Screener (PENS)  
 Comprehensive Test of Phonological Processing – Second Edition (CTOPP-2)  
 Autism Diagnostic Observation Schedule - 2nd Edition (ADOS-2) \*PL clinicians can only be observers - there has to be a trained facilitator with the child\*  
 Beery Visual Motor Integration Test (Beery VMI)  
 School Function Assessment (SFA)

## **Academic/Achievement Assessments**

Woodcock-Johnson IV Tests of Achievement (WJ IV ACH)  
 Bateria IV Achievement Battery  
 KeyMath – 3 Diagnostic Assessment  
 Gray Oral Reading Tests – Fifth Edition (GORT-5)  
 Gray Silent Reading Test (GSRT)  
 Kaufman Test of Educational Achievement – 3rd Edition (KTEA-3)  
 Kaufman Test of Educational Achievement Brief Form – 3rd Edition (KTEA-3 Brief)  
 Wechsler Individual Achievement Test – Fourth Edition (WIAT-4)  
 Oral and Written Language Scales-2 (OWLS-2)  
 Oral Passage Understanding Scale (OPUS)  
 Preschool Early Numeracy Screener (PENS)  
 Jordan Dyslexia Assessment/Reading Program - Second Edition  
 School Function Assessment (SFA)

## **OCCUPATIONAL THERAPY ASSESSMENTS**

Motor-Free Visual Perception Test – Fourth Edition (MVPT-4)  
 Developmental Test of Visual Perception - Third Edition (DTVP-3)  
 Beery Visual Motor Integration Test (Beery VMI)  
 School Function Assessment (SFA)  
 Sensory Profile 2nd Edition (SP-2)  
 Sensory Processing Measure - Preschool (SPM-P)  
 Sensory Processing Measure (SPM)

Please note the following:

- The listed assessments will only be made available to Authorized Users with the verified clinical credentials necessary to administer the assessments;
- Psychoeducational Assessments will only be accessible to Authorized Users who purchase Therapy Essentials Pro or Therapy Essentials Elite;
- The Platform includes electronic versions of the applicable test stimuli and test manuals for each assessment. Customer is responsible for obtaining test protocols, response booklets, equipment, or any test manipulatives that may be required to administer the assessment; and
- PresenceLearning is continuously updating its assessment offerings; therefore, the above list is subject to change.

**s. Approve Durham School Services Contract**

Over the past year, USD 305 has been negotiating with Durham School Services to modify the pricing matrix for the coming school year. The purpose of these modifications was to adjust naming conventions, provide more accurate descriptions of provided services, and to adjust a few lines of pricing. We are entering into the first of two option years in the current contract.

Changes to Exhibit A-Pricing, to the contract:

- Added line items for school-to-school shuttle trips;
- Changed naming conventions for Pre-K services;
- Removed unused naming conventions;
- Divided the matrix into Routes, Trips, and Activities categories;
- Increased pricing for Pre-K trips, school-to-school shuttles, and the hourly rates for activity trips; and
- Added 2-hour minimum for bus attendants for mid-day trips.

It is anticipated that there will be an overall cost increase of approximately 1% as a direct result of these changes.

It is recommended that you approve the contract revisions with Durham School Services as presented.

**EXHIBIT A (Supplemental)**  
**PRICING**  
Salina Unified School District #305

Description of Service	Base Term			Option 1	Option 2
	2019-2020	2020-2021	2021-22	2022-23	2023-24
<b>Price Adjustment</b>				<b>+3%</b>	<b>+3%</b>
<b>Routes - Per Bus Per Day</b>					
Reg Ed Routes				\$ 308.76	\$ 318.02
All MV Routes				\$ 297.55	\$ 306.48
SPED Routes - WC				\$ 360.22	\$ 371.03
SPED Routes - No WC				\$ 313.69	\$ 323.10
SPED ROUte - All Day				\$ 360.09	\$ 370.89
Kansas City Routes - Deaf and Blind Schools				\$ 705.10	\$ 726.25
Bus Attendant per hour (4 hour minimum)				\$ 24.04	\$ 24.76
Additional Route - Double tier to triple tier				\$ 52.15	\$ 53.71
Deduct Route - Double tier to single tier				\$ (52.15)	\$ (53.71)
<b>Mid-Day Trips</b>					
Reg Ed - PreK				\$ 92.67	\$ 95.45
SPED - PreK WC				\$ 108.12	\$ 111.36
SPED - PreK No WC				\$ 94.15	\$ 96.97
Bus Attendant per hour (2 hour minimum)				\$ 24.04	\$ 24.76
Reg Ed - School to School Shuttle				\$ 82.00	\$ 84.46
SPED - School to School Shuttle				\$ 82.00	\$ 84.46
Gifted - School to School Shuttle				\$ 82.00	\$ 84.46
<b>Athletics/Activity Trips</b>					
In Town - Base Rate (2 hours)				\$ 81.97	\$ 84.43
In Town - Each Additional hour after base				\$ 32.09	\$ 33.05
Out of Town - per hour				\$ 24.18	\$ 24.91
Out of Town - per mile				\$ 1.44	\$ 1.48
<b>Maintenance Services</b>					
Maintenance of District Vehicles (per hour)				\$ 61.19	\$ 63.03
Parts (Cost plus 10%)					

SPED - Special Education  
WC - Wheel Chair Accessible  
MV - Motor Vehicle (Suburban or equal)  
MD - Mid Day  
Reg Ed - General Education  
PreK - Preschool

**t. Approve Revenue Neutral Rate**

During the 2021 legislative session, the tax lid was removed and the legislature enacted SB 13 and Senate Sub for HB 2104. This legislation established new notice and public hearing requirements if the proposed budget will exceed the property tax levy's revenue neutral rate.

**What is a Revenue Neutral Rate (RNR)?**

The tax rate in mills that would generate the same property tax revenue in dollars as levied the previous tax year using the current tax year's total assessed valuation is the RNR.

We are required to notify the County Clerk by July 20 the intent to exceed the RNR.

All districts will likely exceed the RNR as the assessed valuation usually increases each and every year. We have set levies for general fund (20 mills), capital outlay (8 mills), and SAEC (.75 mills). With the estimated assessed valuation, provided to us by the County Clerk, we will exceed the RNR in these funds. For Bond & Interest and LOB funds, we will need to prepare calculations using KSDE budget software to determine what levy is needed to fund the budget authority for those two funds. New legislation was passed that says school districts are deemed to have not exceeded their RNR in the event the excess was solely attributable to increased revenue from the 20 mill statewide school finance levy.

We will need time to close out Fiscal Year 2022 and prepare the calculations for RNR. Due to time constraints, the projected rates are not yet available. The final rates will be shared with the board at the budget worksession on August 9. After the worksession, the board will be asked to approve the notice of hearing for both the budget hearing and the RNR hearing. The hearings will be held at the regular board meeting on September 13, 2022.

It is recommended that you authorize administration to prepare the RNR calculations and, if applicable, notify the County Clerk by July 20, 2022 that USD 305 will exceed the Revenue Neutral Rate for the applicable levying funds.

**u. Approve 2022-2023 Mileage Allowance**

The reimbursement rate for use of personal cars on school business is set by the board at the beginning of each fiscal year. The board set the 2021-2022 mileage allowance equal to the federal mileage reimbursement rate. As of July 1, 2022, the 2022 federal mileage reimbursement rate is 62.5 cents per mile. If the federal government adjusts the rate during the fiscal year, the board will be notified of the change.

It is recommended that the board establish the district mileage reimbursement rate at the federal mileage reimbursement rate for 2022-2023.



**v. Approve 2022-2023 Petty Cash Funds**

K.S.A. 72-1177 authorizes the establishment of petty cash funds for expenditures for school district purposes for emergencies. Petty cash funds are also used for refunding of student fees and other one-time payments. An employee of the school district to administer petty cash funds and the amount of each fund (not to exceed \$1,500 per fund) is to be designated. In past years, we have maintained petty cash funds in the high schools, Heartland Early Education and the district office. Monthly reports are submitted by each entity to the business office. All transactions require proper accounting procedures including receipts, approval, reconciliations and monthly reports and are included in the annual audit.

It is recommended that you authorize petty cash funds for Central High School, South High School, Heartland Early Education and the district office at \$1,500 per fund and designate Lisa Peters as the employee to administer said funds.

**w. Approve HVAC Repair with Trane**

Maintenance of district-wide heating, air conditioning and ventilation (HVAC) systems is an ongoing cost. Due to the size and complexity of the various HVAC systems currently in use in the district's buildings, much of the major maintenance service must be outsourced. Additionally, service and repairs are frequently urgent in nature and writing individual purchase orders for each occurrence would be inefficient.

Trane is the preferred company for this type of service.

It is recommended that you authorize an open purchase order to Trane in the amount of \$40,000. This open purchase order will be used to debit ongoing FY23 repair charges.

**x. Approve HVAC Technical Support with Building Controls Services (BCS)**

Maintenance of district-wide heating, air conditioning and ventilation (HVAC) systems is an ongoing cost. Due to the size and complexity of the various HVAC systems currently in use in the district's buildings, much of the major maintenance service must be outsourced. Additionally, service and repairs are frequently urgent in nature and writing individual purchase orders for each occurrence would be inefficient.

Our digital control system is proprietary to BCS; they are therefore the preferred company for this type of required service.

It is recommended that you authorize an open purchase order to Building Controls Services in the amount of \$75,000. This open purchase order will be used to debit ongoing FY23 repair charges.

**y. Approve Liquidation of Excess School Equipment and Supplies**

Excess equipment and supplies no longer needed in the district must be liquidated. This is an ongoing process in USD 305. Equipment becomes excess for several reasons including, but not limited to, condition, educational relevance and normal replacement cycles. There is an ongoing need to properly liquidate such supplies and equipment.

In the past, the district has used internet sales, local consignment auctions, public auctions, sale to vendors through bid or quote processes and recycling and trade-ins as various means to liquidate surplus equipment and supplies. There is no single method preferred. Each type of item or supply takes evaluation to determine the best and most beneficial method to use for liquidation.

K.S.A. 72-3216 grants the board of education authority to dispose of property “in such a manner and on such terms and conditions as the board deems to be in the best interest of the school system.” Board policies DFM – Equipment and Supplies Sales and KK - Public Sales on School Property govern the liquidation of property. Both policies give the board authority to dispose or liquidate at the board’s discretion. A copy of K.S.A. 72-3216 and policies DFM and KK are included as part of this summary.

It is requested that the board of education grant the operations department authority to dispose of excess and unused equipment in any manner that reasonably can be considered to be in the best interest of the district. The action will allow the operations department the option to disperse or recycle any and all excess equipment and supplies that are no longer needed by the district. This specific authority of the board shall remain in effect until June 30, 2023 or until the board officially rescinds such authority, whichever occurs first.

It is recommended that you approve the liquidation of excess school equipment and supplies as presented.

**72-3216. Kindergarten, grade and unit of instruction requirements; alternative provision; general powers of boards; attendance subdistricts; disposition of unneeded property; acquisition of property.** (a) (1) Subject to provision (2) of this subsection, every unified school district shall maintain, offer and teach kindergarten and grades one through 12 and shall offer and teach at least 30 units of instruction for pupils enrolled in grades nine through 12 in each high school operated by the board of education. The units of instruction, to qualify for the purpose of this section, shall have the prior approval of the state board of education.

(2) Any unified school district which has discontinued kindergarten, any grade or unit of instruction under authority of K.S.A. [72-13,101](#), and amendments thereto, and has entered into an agreement with another unified school district for the provision of kindergarten or any such grade or unit of instruction has complied with the kindergarten, grade and unit of instruction requirements of this section.

(b) The board of education shall adopt all necessary rules and regulations for the government and conduct of its schools, consistent with the laws of the state.

(c) The board of education may divide the district into subdistricts for purposes of attendance by pupils.

(d) The board of education shall have the title to and the care and keeping of all school buildings and other school property belonging to the district. The board may open any or all school buildings for community purposes and may adopt rules and regulations governing use of school buildings for those purposes. School buildings and other school properties no longer needed by the school district may be disposed of by the board upon the affirmative recorded vote of not less than a majority of the members of the board at a regular meeting. The board may dispose of the property in such manner and upon such terms and conditions as the board deems to be in the best interest of the school district. Conveyances of school buildings and other school properties shall be executed by the president of the board and attested by the clerk.

(e) The board shall have the power to acquire personal and real property by purchase, gift or the exercise of the power of eminent domain in accordance with K.S.A. [72-1144](#), and amendments thereto.

**History:** L. 1963, ch. 393, § 22; L. 1965, ch. 410, § 16; L. 1969, ch. 310, §54; L. 1982, ch. 301, § 2; L. 1983, ch. 242, § 1; L. 1984, ch. 261, § 14; L. 1984, ch. 262, § 4; L. 1989, ch. 220, § 1; L. 1991, ch. 220, § 4; July 1.

**Source or Prior Law:**

[72-8212](#).

**DFM Equipment and Supplies Sales**

**DFM**

Excess or unusable district-owned equipment and supplies will be disposed of at the discretion of the board.

Whenever excess property of the district is to be sold at auction, such sales shall be to the highest bidder. No credit shall be extended.

Approved:	December 3, 1986
Revised:	June 28, 1990
Reviewed/Revised:	June 12, 2001
Reviewed:	December 14, 2010

**KK    Public Sales on School Property**

**KK**

School property will not be used for any public sales without prior approval of the board other than those sponsored by the district to dispose of excess school property and equipment as approved by the board.

Approved:                      September 2, 1992

Reviewed/Revised:        June 12, 2001

Reviewed:                    July 12, 2011

**z. Approve 2022-2023 Facility Use Fees**

The 2022-2023 proposed rates for use of the USD 305 facilities is presented.

Over the coming year, USD 305 will be migrating to a web-based reservation system called Events Manager. The process for requesting use of our facilities will change accordingly.

It is recommended that you approve the 2022-2023 Facility Use Fees as presented.



## **FACILITY USE PROCEDURES & FEES FOR 22-23**

### **SCHEDULING**

**School Year/Scheduling:** Reservations for facilities must be submitted fourteen (14) days in advance. Reservations shall be reviewed and approved by both the designated building administrator and building operator prior to Executive Director of Operations approval.

Facility requests for long-term reservations turned in prior to August 15 will be considered on or about August 15. Requests for conflicting times will be selected by random selection process. Facility requests submitted after August 15 will be scheduled on a space available basis.

**Summer Scheduling:** Requests are received and held until April 15. At that time, all requests received are scheduled by the operations department. Conflicts are resolved by random selection. Requests received after April 15 will be scheduled on a space-available basis.

**Duration or Time for Reservation:** Requests for practice type use of facilities will be limited to 1 hour 15 minutes. This is primarily applicable to the elementary schools so that two practices can be accommodated each evening in the multi-purpose rooms. This time limit for use will be applicable only when there are multiple requests for the same facility at a similar time. When there are no competing requests, time of use may be lengthened.

**Priority Scheduling:** Following are the general guidelines for priority of scheduling:

School Use  
PTA-PTO for school related activities  
City of Salina & City Recreation Dept.  
YMCA  
Chamber of Commerce

Following in priority order School Use, PTO/PTA, Booster Club, etc. school-related activity use. After School Use, these exceptions shall apply:

- South High Wrestling Area – The Salina Wrestling Club shall have priority
- Salina Stadium – Central Kansas Football League shall have priority
- South High Softball Fields – Kansas Wesleyan University followed by The Knights of Columbus baseball program shall have priority
- Central High Tennis Complex – The Salina youth tennis programs shall have priority

### **USE**

**Use of Building Keys:** Keys/proxy cards will not be loaned by building employees. On rare occasions that keys are needed, they will be checked out only by the operations department.

**Science and Culinary Labs and Equipment:** Labs and equipment assigned to a program or teacher shall not be used without building administrator approval.

**Power Tools and Related Areas/Shops:** Equipment and related areas will not be checked out for public use.

**Kitchen Areas:** Use of these areas is strictly controlled and use is allowable only with the employment of a school food service employee on site.

**Gymnasium Shower Facilities:** Use of these areas is allowed only with express permission of the operations department after consultation with the building administrator.

**Outdoor Sports Practice Inside:** Outside groups may not use indoor facilities for outdoor type sports practices. School groups under the direction of their coach/sponsor and with school administrator approval may use indoor areas which are properly equipped to be used for such activities.

**Other Excluded Uses:** Because of potential for building damage, gymnastics (requiring large apparatus set-up), weight competition and indoor soccer are not permitted uses in district facilities.

## **CHARGES**

**Fees for Use of Facilities:** Fees are applied for use of school facilities. These charges are reflected on the fee schedule approved by the board of education.

**Custodial Overtime Charges:** Charges for off duty custodial support shall be \$30.00 overtime rate. Compensated time shall include 30 minutes prior to the event and one hour following.

**Maximum Fee for the Use of a Facility (Excluding Salina Stadium):** The district has established a maximum fee of \$400/day for non-profit groups and \$550/day for profit groups. This assumes the use of a reasonable number of rooms. Hourly facility rental rates will be applicable until the maximum fee is reached.

Custodial supervision rates will be applicable for all hours. In addition to the maximum use fees, off-duty custodial time will be assessed as outlined under “custodial overtime charges.”

**Group Categories to Apply Charges:** There are three types of charges: no fees, reduced fees and full fees. Various groups and the level of charges are reflected on the Group Rate Schedule.

Reduced fee groups shall be those who are normally considered non-profit by virtue of federal tax code 501(c)(3).

Profit groups shall be assessed full fees per schedule.

School groups seeking use of facilities for fundraising activities shall file the proper application with their building administrator, and relevant facility use fees will be calculated.

The Local Aquatics Club shall be assessed \$1,200 per fiscal year for the use of the South High School Pool.

The Knights of Columbus shall be assessed \$1,300 per summer for the use of the South High School softball fields.

Central Kansas Football League shall be charged an annual fee of \$1,300 per season for the use of Salina Stadium for their youth football program.

Fees for the use of the tennis complex may be adjusted by the Executive Director of Operations.

The NJCAA tournament teams attending the annual Chamber of Commerce-sponsored tournament will be allowed to use USD 305 practice facilities free of charge. Request forms for such use shall be submitted 14 days in advance.

## **SUPERVISION**

At-Site: A designated employee of the district as approved by the Executive Director of Operations will be on duty when indoor areas and posted playing fields are used. The designated employee will typically be required to be a staff member of the building used. Exceptions shall have the approval of the Executive Director of Operations.

## **SWIMMING POOL GUIDELINES**

### School Use:

- Only physical education classes under the direct supervision of an instructor are allowed to use the pool for scheduled units of instruction during the school day. A certified lifeguard must be on duty at all times.
- Other school non-PE classes are not allowed to use the pool.
- The pool may be used by athletic teams for rehabilitation purposes, but two adults must be present any time an athlete is in the pool. A certified lifeguard must be on duty at all times.
- Swimming coaches may use the pool as needed for scheduled practices; the coach must be present in the pool area at all times.
- On a very limited basis, special school activities such as gifted program cardboard canoe race may schedule to use the pool, but there must be a certified teacher sponsor and a certified lifeguard on duty.

### Outside Groups:

- All outside groups must fill out a formal request form for the use of the pools.
- A certified staff member from the school or a district office approved employee must be present during use.
- A certified lifeguard must be on duty at all times.
- All lifeguards to be on duty must have on file with the district office a copy of their lifeguard certificates.
- A certificate of liability insurance must be filed with the district office in the amount of \$1,000,000 with USD 305 named as an additional insured.
- There is a \$40 per hour charge for pool use with a \$90 minimum plus the hourly cost of the district employee.

### Local Aquatics Club

- This group shall have priority use of the pool for after-school programs.
- In exchange for use, they shall help sponsor the district's swim meets.
- Except as stated in this section, all requirements are those for Outside Groups.
- The Local Aquatics Club shall be assessed \$1,200 per fiscal year for the use of the South High School Pool.

Extended Facility Use

District facility use is not intended for an extended term by groups or organizations. The district retains the option to cancel the use of any facility at any time. The district will make reasonable efforts to provide advance notice of such discontinuation.

## FEE SCHEDULE

Rates are hourly. Additional charges for air conditioning and staffing may apply in addition to charges listed.  
Off duty custodial rate will be assessed at \$30.00 per hour with 30 minutes prior to and 1 hour after the event.

### A. SALINA HIGH SCHOOLS - CENTRAL AND SOUTH

	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>	
Auditorium	-	\$35	\$50	
Stage Rehearsals	-	\$25	\$30	
Large Gym	-	\$35	\$50	
Small Gym/Wrestling Rooms	-	\$25	\$40	
Little Theater (CHS ONLY)	-	\$20	\$30	
Cafeteria	-	\$25	\$40	
Cafeteria-Commons (South High)	-	\$25	\$40	
Classroom	-	\$20	\$25	
Swimming Pool (South High)	-	\$35	\$40	\$90/minimum
Computer Room	-	\$25	\$35	
Softball Fields (South High)	-	\$20/field	\$30/field	
Tennis Courts (Central High)	-	\$25	\$35	

The district shall be reimbursed for all use of paper, printer cartridges and other consumable supplies used by groups leasing the computer labs.

### B. MIDDLE SCHOOLS - SOUTH AND LAKEWOOD

	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
Large Gym	-	\$35	\$50
Small Gym	-	\$25	\$35
Cafetorium	-	\$30	\$40
Classroom	-	\$20	\$25

### C. ELEMENTARY SCHOOLS

	<u>Category A</u>	<u>Category B</u>	<u>Category C</u>
Multipurpose Room	-	\$25	\$35
Classroom	-	\$20	\$25

### D. SALINA STADIUM

The rate for the use of the Salina Stadium will be determined by the Director of Operations. Event staff and clean-up crews will vary depending on event.

<u>Category B</u>	<u>Category C</u>
\$60/hour	\$120/hour
\$200/minimum	\$400/minimum

### E. OTHER

Kitchen use is discouraged. In rare instances, use may be granted at normal lab rate with \$18.00/hr paid to cover kitchen employee required to be present.

### F. GENERAL CONDITIONS

- A reduced rate may be set by the director of operations for clinics for coaches of USD 305 teams.
- All facility requests should be in writing with specific details. They must be submitted 14 days prior to event.
- Proof of insurance and a signed contract may be required.
- Fees for groups not specifically listed on the "group rate schedule" will be determined by the director of operations.

### G. KANSAS WESLEYAN UNIVERSITY USE OF SALINA STADIUM

- Football
 

2022-23	\$1,500 per game
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- Soccer
 

2022-23	\$424 per two game event (two games normal)
	\$212 for one game event
- All Practices
 

	\$75 per hour with a minimum of \$150 (2 hrs) per practice event
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**GROUP RATE SCHEDULE**

USES	Charge Category			
4-H Club Meetings	Cat A			
American Cancer Society - Stadium	Cat A			
Art Center Classes in conjunction with Salina Parks and Rec	Cat A			
Band Instructors - Private Lessons for their students	Cat A			
Basketball Teams - Traveling - Practices	Cat A			
Booster Club	Cat A			
Central Kansas Extension 4-H	Cat A			
Church Use - Local student recreation or fellowship	Cat A			
Class Reunions and related tours of buildings	Cat A			
DELTA KAPPA GAMMA	Cat A			
Ed. Group - USA, KASB, KSHSAA, KSPA	Cat A			
FFA	Cat A			
Football camps - 305 players	Cat A			
Girl & Boy Scouts	Cat A			
KASEAA (Ks. Assoc. of Financial Aid)	Cat A			
KSHSAA Approved Summer Camps for USD 305 Students	Cat A			
Military deployment or return	Cat A			
Music Teachers - Private lessons for their students	Cat A			
National Federation for the Blind of Kansas	Cat A			
NEA - Salina	Cat A			
Polling Locations - Voting - Saline County	Cat A			
Retired Teachers Assoc.	Cat A			
Retirement Parties for Staff Members	Cat A			
Salina County Teachers Credit Union	Cat A			
Salina Parks & Rec.	Cat A			
Salina Public Library Community Learning	Cat A			
Salina Soccer Club - Student Activities - Practices	Cat A			
School fundraisers	Cat A			
Special Olympics activities	Cat A			
Staff for child's graduation parties	Cat A			
State Organization for district or staff benefit	Cat A			
Volleyball Teams- Traveling - Salina Jrs. - Practices	Cat A			
YMCA for youth practices and teams	Cat A			
Adult Basketball practice or games	Cat B			
Catholic Organization - CYO State and Reg. Events	Cat B			
Chamber of Commerce - General use	Cat B			
Chamber of Commerce - Salina Stadium	Cat B	Plus custodial or supervisor		
Churches - Adult Recreation Activities	Cat B			
Churches - Religious Services	Cat B			
Churches - Youth State and Reg. Events	Cat B			
Jehovah's Witnesses - Regional Meetings	Cat B			
Kansas Wesleyan University - Salina Stadium	Cat B & Fee Schedule	Plus custodial or supervisor		
Kansas Wesleyan University - Salina South Softball Fields	50% of Cat C	Separate Use Agreement		
Ottawa University, Pittsburg State and other college class use	Cat B			
Political Organizations	Cat B			
Sacred Heart - Salina Stadium	Cat B	Plus custodial or supervisor		
Salina Community Theater	Cat B			
Salina Soccer Club - Student Activities	Cat B			
Staff for weddings, showers, & family reunions	Cat B			
Sunflower Bank - softball recognition night	Cat B			
Any group which individually profits from commercial sales	Cat C			
Creative Memories (Scrap-booking)	Cat C			
Dance Elite	Cat C			
Heart of America BB Camp	Cat C			
Kansas Cagers BB	Cat C			
MAYB and Other Traveling Team Tournaments	Cat C			
Peggy Simms School of Dance	Cat C			
Private Lessons - Offered by staff for adults - Revenue kept by staff	Cat C			
Regional band camps - private sponsored	Cat C			
Regional football camps - private sponsored	Cat C			
SHS Softball Fields for profit events	Cat C			
Salina Children's Choir	Cat C			
Shannon's Stars National Twirling	Cat C			
The Dance Academy	Cat C			
Traveling athletic teams tournaments - volleyball, softball, basketball	Cat C			
Vivette's Dance Studio	Cat C			
World Class Sports BB	Cat C			
Salina Wrestling Club		\$950/year		
Central Kansas Football League- Salina Stadium		\$1,300/year		
Aquatics Club - South High Pool		\$1,200/yr w/ certified lifeguards		
Knights of Columbus - SHS Softball Fields in Summer		\$1,300/yr		
Chamber of Commerce NJCAA Practice Gyms		No charge		
Y-Kids - Elementary Schools		\$100/yr/school		
Cat A - No Charge (off duty custodial time will be assessed) Cat B - Reduced Charge (plus off duty custodial time) Cat C - Full Fees (plus off duty custodial time)	All use requires either a teacher/administrator/ or a custodian from the building to be present. Custodial charge for off duty time is \$30/hr.  Facilities shall not be used for any sport or activity which is normally considered an outdoor sport. Supervision other than a school employee from the building requires Director of Operations approval.			

## **VI. PUBLIC FORUM**

## **VII. ACTION AGENDA**

### **A. 2022-2023 Salary and Work Conditions for Certified Staff**

The following changes to certified salary and work conditions are being recommended for the 2022-2023 school year:

#### Appendix D: Certified Salary Schedule

- The addition of \$700 to the base of the certified salary schedule (now \$42,000); and
- Step and Movement on the salary schedule.

#### Appendix E: Supplemental Salary Schedule

- Added coaching position for ESports; and
- Added coaching and assistant coaching positions for Unified Bowling.

#### Definitions

- Changed “Teacher” to “Professional Employee” throughout the agreement when referring to the entire bargaining unit membership.

#### Article I, A: Contract Year

- Added a provision for the 2022-2023 school year providing that on-site attendance will not be required of certified staff on days designated as workdays, other than for scheduled meetings.

#### Article II, C: Blackout Days

- Added an exception to the blackout day rule for the use of PTO when the employee’s child is participating in an event/activity as a USD 305 student or as a student of the district where the USD 305 employee is assigned to work.

#### Article III, D: Special Salary Provisions

- Increased special salary for school psychologists from \$2,000 to \$3,000.

#### Article IX, B: Liquidated Damages

- Increased the liquidated damages amount assessed for resignations received between June 5<sup>th</sup> – 30<sup>th</sup> from \$1,000 to \$3,000; and
- Added a provision authorizing the reduction of any owed liquidated damages amount from the employee’s final paycheck.

#### Article IX, G: Transfers

- Clarified that it is the hiring principal who makes the ultimate determination on whether to interview a current employee for an employee-initiated transfer.

#### Article IX, H: Safe Schools

- Added a provision regarding employee possession of firearms.

It is recommended that you approve the changes to the 2022-2023 Salary and Work Conditions for Certified Staff as presented, pending NEA-Salina ratification of the agreement.



Language changes:

**DEFINITIONS**  
**IN**  
**ALPHABETICAL ORDER**

The following terms as used in this agreement shall mean:

~~TEACHER~~ **PROFESSIONAL EMPLOYEE** Any professional, certified employee that is under contract with USD 305, subject to the negotiated agreement, and who is required to hold a certificate/license to work in any school district. “~~Teacher~~ **Professional Employee**” is used interchangeably with “~~professional employee~~” or “employee” in this document. ~~Teacher~~ **Professional Employee** does not include any supervisors under the authority of KSA 72-8202b.

**ARTICLE I**  
**HOURS AND AMOUNTS OF WORK**

A. Contract Year

Base contracts for ~~teacher~~ **professional employees** will be 188 days. A ~~teacher~~ **professional employee** in the first year of employment in USD #305 may be required to attend up to two additional days prior to the first student contact day and will be compensated at his or her daily rate of pay for each additional day.

Contract days shall be utilized as follows:

1. 178 student contact days;
2. Five (5) work days:
  - a. **The equivalent of** 2 days scheduled prior to the first student contact day;
  - b. 1 full day at the end of each semester;
  - c. 1 half-day at the end of the first and third quarters;
  - d. No more than one hour of a full workday may be scheduled for meetings, i.e. IEPs, parent conferences, department meetings, and faculty meetings. No meetings will be scheduled on half-days;
  - e. Hours of attendance will not exceed 7 ¾ hours;
  - f. **For the 2022-2023 school year, other than scheduled meetings, on-site attendance will not be required of professional employees on workdays provided all work expectations and deadlines are met.**
3. Five (5) staff development days:
  - a. **The equivalent of** 2 days scheduled prior to the first student contact day;
  - b. 3 days scheduled during the district calendar setting process;
  - c. Hours of attendance will not exceed 7 ¾ hours;

**ARTICLE II  
LEAVES  
LEAVE USE WITH NO LOSS OF PAY UP TO  
ACCUMULATED LEAVE BALANCE\***

A. Blackout Days

1. ~~Teacher~~ **Professional employees** shall not use PTO on:
  - a. A student contact day before or following a regularly scheduled vacation.
  - b. Parent teacher conference days.
  - c. The day(s) of a scheduled district/building in-service day.
2. **Notwithstanding the above, professional employees may use PTO leave otherwise subject to the blackout rule to attend events/activities involving their own child as defined under the FMLA if the child is participating as a USD 305 student. This rule extends to USD 305 professional employees working in CKCIE districts outside of USD 305 if that employee's child is participating as a student of that same district or as a USD 305 student.**
3. No more than 5 PTO days may be used consecutively without prior approval of the principal.

**ARTICLE III  
SALARY AND ADDITIONAL COMPENSATION**

D. Special Salary Provisions

Certain positions will receive pay in addition to the base and/or extended contract for duties that are a part of the base contract. These positions and amounts are

- |                                 |                                 |
|---------------------------------|---------------------------------|
| 1. School Psychologists         | <del>\$2000</del> <b>\$3000</b> |
| 2. Social Workers               | \$2000                          |
| 3. Speech Language Pathologists | \$3000                          |

**ARTICLE IX  
OTHER**

B. Liquidated Damages

1. ~~Teachers~~ **Professional employees** who resign after June 5 will be liable for **\$3000 in** damages, ~~according to the following schedule:~~

<del>June 6 – June 30</del>	<del>\$1000</del>
<del>July 1 through the 3rd Friday of the following May</del>	<del>\$3000</del>

2. **If the district owes the professional employee any remaining salary, the district will deduct liquidated damages from that payment. If not, ~~the teacher~~ professional employee shall remit payment to USD #305 within 15 days after Board approval of the resignation.**
3. The BOE may waive application of this damage clause under extreme or emergency circumstances.

## G. Transfers

### 3. Professional Employee ~~Teacher~~-Initiated Transfers

b. When a ~~certified staff member~~ professional employee applies for a posted vacancy as in the preceding section, the hiring principal may 1) accept an in-district transfer request, 2) request that a transfer applicant interview along with other applicants, or 3) deny, in writing, the transfer request.

## H. Safe Schools

1. If a ~~teacher~~ professional employee is hospitalized or at home under doctor's orders due to an assault arising out of and in the course of his/her employment, no loss of pay or accumulated leave time will occur.
2. Professional employees shall not possess, carry, or operate firearms of any type while carrying out their professional duties. Nothing in this section shall prohibit any professional employee from taking possession of a firearm discovered on school property, for the sole purpose of notifying and turning over the discovered firearm to building administration.

## VII. ACTION AGENDA

### B. 2022-2023 Salaries and Benefits for Classified, Professional/Technical and Substitutes

The following considerations are being recommended for the 2022-2023 school year:

#### Classified Employees including Administrative Office Personnel, Education Office Personnel, Instructional Support Staff, Maintenance and Operations, and Food Service

- 1.7% added to the base of the Classified Salary Schedule (\$12.14 to \$12.35); and
- Allow for single step movement.

#### Professional/Technical Employees

- 1.7% added to the base of the Professional/Technical Salary Schedule (\$38,137 to \$38,785); and
- Allow for single step movement.

#### Head Start Teachers

- 1.7% added to the base pay (\$41,300 to \$42,000); and
- Allow for single step movement.

#### Substitutes

- 1.7% increase.
  - Classified \$11.40
  - Food Service \$12.09
  - Bus Drivers \$13.22
  - Maintenance \$13.22
  - Bilingual Education Support \$13.62
  - Emergency \$14.43
  - Standard \$17.71
  - Long-Term \$19.69

It is recommended for the 2022-2023 school year that you approve wage increases for Classified, Professional/Technical and Substitutes as stated above and allow for single step movement on salary schedules as presented.

## **VII. ACTION AGENDA**

### **C. 2022-2023 Salaries and Benefits for Administrators**

The following considerations are being recommended for the 2022-2023 school year:

- 1.7% added to the base pay; and
- Allow for single step movement.

It is recommended for the 2022-2023 school year that you approve the salary changes for administrators, including the superintendent, as stated above.

## **VII. ACTION AGENDA**

### **D. 2022-2023 Handbook for Retired Certified Teachers (Retired Educators)**

The following changes to the Retired Certified Teachers Handbook are being recommended for the 2022-2023 school year.

#### Definitions

- Changed “Teacher” to “Professional Employee” throughout the agreement when referring to the entire bargaining unit membership.

#### Article I, A: Contract Year

- Added a provision for the 2022-2023 school year providing that on-site attendance will not be required of certified staff on days designated as workdays, other than for scheduled meetings.

#### Article II, C: Blackout Days

- Added an exception to blackout day rule for the use of PTO when the employee’s child is participating in an event/activity as a USD 305 student or as a student of the district where the USD 305 employee is assigned to work.

#### Article IX, B: Liquidated Damages

- Increased the liquidated damages amount assessed for resignations received between June 5<sup>th</sup> – 30<sup>th</sup> from \$1,000 to \$3,000; and
- Added a provision authorizing the reduction of any owed liquidated damages amount from the employee’s final paycheck.

#### Article IX, G: Transfers

- Clarified that it is the hiring principal who makes the ultimate determination on whether to interview a current employee for an employee-initiated transfer.

#### Article IX, H: Safe Schools

- Added a provision regarding employee possession of firearms.

It is recommended that you approve the changes to the 2022-2023 Retired Certified Teachers Handbook as presented.

Language changes:

**DEFINITIONS**  
**IN**  
**ALPHABETICAL ORDER**

The following terms as used in this agreement shall mean:

~~TEACHER~~ **PROFESSIONAL EMPLOYEE** Any professional, certified employee that is under contract with USD 305, subject to the negotiated agreement, and who is required to hold a certificate/license to work in any school district. “~~Teacher~~ **Professional Employee**” is used interchangeably with “~~professional employee~~” or “employee” in this document. ~~Teacher~~ **Professional Employee** does not include any supervisors under the authority of KSA 72-8202b.

**ARTICLE I**  
**HOURS AND AMOUNTS OF WORK**

**B. Contract Year**

Base contracts for ~~teacher~~ **professional employees** will be 188 days. A ~~teacher~~ **professional employee** in the first year of employment in USD #305 may be required to attend up to two additional days prior to the first student contact day and will be compensated at his or her daily rate of pay for each additional day.

Contract days shall be utilized as follows:

1. 178 student contact days for secondary teachers and teachers who teach in another district and 176 contact days for elementary schools within USD 305;
2. Five (5) work days:
  - a. **The equivalent of** 2 days scheduled prior to the first student contact day;
  - b. 1 full day at the end of each semester;
  - c. 1 half-day at the end of the first and third quarters;
  - d. No more than one hour of a full workday may be scheduled for meetings, i.e. IEPs, parent conferences, department meetings, and faculty meetings. No meetings will be scheduled on half-days;
  - e. Hours of attendance will not exceed 7 ¾ hours;
  - f. **For the 2022-2023 school year, other than scheduled meetings, on-site attendance will not be required of professional employees on workdays provided all work expectations and deadlines are met.**
3. Five (5) staff development days:
  - a. **The equivalent of** 2 days scheduled prior to the first student contact day;
  - b. 3 days scheduled during the district calendar setting process;

**ARTICLE II  
LEAVES  
LEAVE USE WITH NO LOSS OF PAY UP TO  
ACCUMULATED LEAVE BALANCE\***

**B. Blackout Days**

1. ~~Teacher~~ **Professional employees** shall not use PTO on:
  - a. A student contact day before or following a regularly scheduled vacation.
  - b. Parent teacher conference days.
  - c. The day(s) of a scheduled district/building in-service day.
2. Notwithstanding the above, professional employees may use PTO leave otherwise subject to the blackout rule to attend events/activities involving their own child as defined under the FMLA if the child is participating as a USD 305 student. This rule extends to USD 305 professional employees working in CKCIE districts outside of USD 305 if that employee's child is participating as a student of that same district or as a USD 305 student.

**ARTICLE IX  
OTHER**

**A. Liquidated Damages**

1. ~~Because teachers have a continuing contract in Kansas, teachers who resign after May 15 shall~~ **Professional employees who resign after June 5** will be liable for **\$3000 in** damages, ~~according to the following schedule:~~

<del>June 6 – June 30</del>	<del>\$1000</del>
<del>July 1 through the 3rd Friday of the following May</del>	<del>\$3000</del>

2. ~~The teacher~~ **If the district owes the professional employee any remaining salary, the district will deduct liquidated damages from that payment. If not, T**~~he teacher~~ **professional employee** shall remit payment to USD #305 within 15 days after Board approval of the resignation.

**D. Transfers**

3. **Professional Employee** ~~Teacher~~-Initiated Transfers
  - b. When a ~~certified staff member~~ **professional employee** applies for a posted vacancy as in the preceding section, the **hiring** principal may 1) accept an in-district transfer request, 2) request that a transfer applicant interview along with other applicants, or 3) deny, in writing, the transfer request.

**E. Safe Schools**

3. If a ~~teacher~~ **professional employee** is hospitalized or at home under doctor's orders due to an assault arising out of and in the course of his/her employment, no loss of pay or accumulated leave time will occur.
4. Professional employees shall not possess, carry, or operate firearms of any type while carrying out their professional duties. Nothing in this section shall prohibit any professional employee from taking possession of a firearm discovered on school property, for the sole purpose of notifying and turning over the discovered firearm to building administration.



## VII. ACTION AGENDA

### E. Board Policy

At the June 23, 2022 retreat, the board reviewed policy revisions on first reading.

It is recommended that you approve the policy revisions as presented.

<b>DB</b>	<b>Budget Planning</b>	<b>KASB Review – State Law</b> This policy was revised to specify that districts shall conduct an assessment of educational needs to be used when approving the budget. This change is necessitated by the passage of Senate Substitute for HB 2567.
<b>DC</b>	<b>Annual Operating Budget</b>	<b>KASB Review – State Law</b> Language was added to this policy to include additional requirements for the budgeting process that must be met in accordance with Senate Substitute for HB 2567.
<b>DJFA</b>	<b>Purchasing Authority</b>	<b>Internal Review</b> It is recommended that the summary listing provided to the board monthly of all purchases that fall between \$10,000 and \$20,000 be removed.
<b>IDAF</b>	<b>Student Privacy Policy</b>	<b>KASB Review – State Law</b> This policy was revised to reflect changes in the Kansas Student Data Privacy Act brought about by Senate Substitute for HB 2567, specifically its Section 27. The ability of districts to survey students has become substantially more limited, and there are requirements for advance notice and access to the surveys. Parents must opt-in in most cases, and students may opt-out. This policy specifies how advanced notification shall be handled and how written consent shall be accepted.
<b>IF</b>	<b>Textbooks &amp; Instructional Materials and Media Centers</b>	<b>KASB Review &amp; Internal Review</b> KASB proposed revisions. We incorporated some of our current procedures/practices into KASB's proposed revisions. As a result of discussion during first reading, revisions were made to the "Impact of Simultaneous Requests" section.
<b>IIA</b>	<b>Performance-Based Credit</b>	<b>KASB Review – State Law</b> This policy was revised to add alternative educational opportunities language to policy in order to help districts comply with Section 7 of Senate Substitute for House Bill 2567 regarding partnerships with sponsoring entities. The language added explains the provisions of law applicable, eligibility requirements, the process, the criteria, state reporting, and determining the course credits if a district wishes to partner with sponsoring entities to provide these opportunities.
<b>JBC</b>	<b>Enrollment</b>	<b>KASB Review – State Law</b> This policy was revised by adding language allowing certain part-time students to attend the district in accordance with Senate Substitute for HB 2567.

<b>JBE</b>	<b>Truancy</b>	<b>KASB Review – State Law</b> This policy was revised by adding language to help enforce Senate Substitute for HB 2567, Section 14. The change builds in more flexibility to exempt students from truancy requirements if they have a high school equivalency credential; are attending a private, denominational, or parochial school; or have a court order providing they should be exempt.
<b>JDDC</b>	<b>Bullying</b>	<b>Internal Review</b> Board policy GAAE – Bullying was an internal update that was presented to the BOE and approved in April 2022. The word ‘dignity’ was added.  During this time, it was discovered that the corresponding policy JDDC – Bullying had not been updated.
<b>JGCD</b>	<b>Health Screenings</b>	<b>KASB Review – State Law</b> USD 305 did not have this policy. It is our recommendation to adopt KASB’s version.
<b>JGG</b>	<b>Transportation</b>	<b>KASB Review – State Law</b> The word ‘bus’ was removed from this policy to ensure the policy encompassed different transportation services utilized by districts. This is brought about, in part, by legislation authorizing the use of private transportation providers to transport students.
<b>KBA</b>	<b>District or School Websites</b>	<b>KASB Review – State Law</b> The changes to this policy simplified the process of identifying the individual within the district responsible for maintaining and updating the district and school websites. It also incorporated some legislative changes requiring posting of items on district websites.

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

Approved: \_\_\_\_\_ January 20, 1982  
Amended: \_\_\_\_\_ December 3, 1986  
Revised: \_\_\_\_\_ June 28, 1990  
Reviewed/Revised: \_\_\_\_\_ June 12, 2001  
Reviewed: \_\_\_\_\_ December 14, 2010

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

In planning the budget, sufficient moneys shall be allocated in a manner reasonably calculated such that all students may achieve the capacities set forth in K.S.A. 72-327(c).

Needs Assessment

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

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

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

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

Approved:     January 20, 1982  
Amended:     December 3, 1986  
Revised:     June 28, 1990  
Revised:     June 12, 2001  
Reviewed:     December 14, 2010  
Revised:     \_\_\_\_\_

**DC Annual Operating Budget (See KBA) DC**

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

~~The superintendent shall follow the adopted budget.~~

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

**Budget Forms**

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

**Priorities**

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

**Deadlines and Schedules**

~~Deadlines and time schedules shall be established by the board.~~

**Encumbrances**

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

**Recommendations**

~~Recommendations of the superintendent and professional staff concerning the district's budget allocations will be presented to the board prior to submission of the tentative draft budget.~~

**Preliminary Adoption Procedures**

~~The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent within a timeframe that allows the district to comply with all statutory deadlines.~~

**Hearings and Reviews**

~~The board shall conduct budget hearings according to state law.~~

**Budget Transparency**

~~The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board~~

~~of Education thereunder in maintaining, reporting, publishing on the district's website, and making available to the public specified budgetary records, forms and information.~~

Management of District Assets/Accounts

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

Approved: February 3, 1988

Revised: June 28, 1990

Revised: June 12, 2001

Revised: November 11, 2003

Revised: July 12, 2005

Revised: November 13, 2007

Revised: December 8, 2009

Revised: December 14, 2010

Revised: November 10, 2015

Revised: October 9, 2018

Revised: August 10, 2021

**DC     Annual Operating Budget (See DB, KBA)**

**DC**

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

The superintendent shall follow the adopted budget.

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

**Budget Forms**

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

**Priorities**

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

**Deadlines and Schedules**

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

**Encumbrances**

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

**Recommendations**

Recommendations of the superintendent and professional staff concerning the district's budget allocations will be presented to the board prior to submission of the tentative draft budget.

**Preliminary Adoption Procedures**

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals and objectives of the district and a list of budget priorities. An explanation of line-item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent within a timeframe that allows the district to comply with all statutory deadlines.

**Hearings and Reviews**

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

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

Budget Transparency

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

Management of District Assets/Accounts

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

Approved: February 3, 1988

Revised: June 28, 1990

Revised: June 12, 2001

Revised: November 11, 2003

Revised: July 12, 2005

Revised: November 13, 2007

Revised: December 8, 2009

Revised: December 14, 2010

Revised: November 10, 2015

Revised: October 9, 2018

Revised: August 10, 2021

Revised: \_\_\_\_\_



~~The superintendent is authorized to execute contracts on behalf of the district for the purchase of goods and services if the amount is less than \$20,000. A summary listing shall be provided to the board of education each month reflecting any expenditures that fall between \$10,000 and \$20,000.~~

~~Approved: November 11, 2003~~

~~Reviewed: October 24, 2006~~

~~Reviewed: December 14, 2010~~

~~Revised: September 27, 2011~~

**DJFA Purchasing Authority**

**DJFA**

The superintendent is authorized to execute contracts on behalf of the district for the purchase of goods and services if the amount is less than \$20,000.

Approved: November 11, 2003

Reviewed: October 24, 2006

Reviewed: December 14, 2010

Revised: September 27, 2011

Revised: \_\_\_\_\_

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

### Student Data Restrictions

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

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

- ~~• the student and the parent or legal guardian of the student, provided the data pertains solely to the student,~~
- ~~• the authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties,~~
- ~~• the authorized personnel of any state agency or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider that includes the following provisions:~~
  - ~~○ purpose, scope and duration of the data-sharing agreement;~~
  - ~~○ that the recipient of the student data uses such information solely for the purposes specified in agreement;~~
  - ~~○ that the recipient must comply with data access, use and security restrictions specifically described in agreement; and~~
  - ~~○ that the student data shall be destroyed when no longer necessary for the purpose of the data-sharing agreement or upon expiration of the agreement, whichever comes first. However, a service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.~~

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

The district may disclose

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

#### **Student Data Security Breach**

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

#### **Biometric Data**

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

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

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

#### **Select Student Surveys**

No test, questionnaire, survey or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality or religion shall be administered to any student unless

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives or virtual services not owned by the district is prohibited.

Students may be questioned

- to provide psychological services;
- to conduct student threat assessments;
- to complete student disciplinary investigations or hearings; or
- to conduct child abuse investigations.

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

Approved: November 25, 2003

Revised: April 26, 2011

Revised: October 14, 2014

Revised: November 8, 2016

## **IDAF Student Privacy Policy**

**IDAF**

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

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

### Student Data Restrictions

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

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

Student data may be disclosed to:

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

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

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement;
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first; and
- a service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

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

The district may disclose

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

Student Data Security Breach

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

Biometric Data

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

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

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

Select Student Surveys

No nonacademic test, questionnaire, survey, or examination containing any questions about the personal and private attitudes, values, beliefs, or practices of the student or the student's parents, guardians, family members, associates, friends, or peers that is administered during the school day shall be administered to any kindergarten through 12<sup>th</sup> grade student unless

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

Advance notification to a parent or guardian must include:

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

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

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

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

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

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

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



assessment or screening tool and provide to the parent or guardian all information obtained from the risk assessment or screening tool administered to the student.

Approved: November 25, 2003

Revised: April 26, 2011

Revised: October 14, 2014

Revised: November 8, 2016

Revised: \_\_\_\_\_

**~~IF~~ Textbooks and Instructional Materials ~~IF~~**

~~All textbooks and instructional materials used in the district shall be subject to board approval.~~

~~Textbooks and instructional materials shall support the district's instructional goals and learning objectives. Textbook selection criteria shall be established by the board.~~

~~Challenges to textbooks and instructional materials shall be considered in a manner prescribed by board policy.~~

~~Approved: January 20, 1982~~

~~Revised: May 15, 1991~~

~~Revised: March 16, 1994~~

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

~~Reviewed: April 26, 2011~~

**~~IF-R~~ Textbooks and Instructional Materials ~~IF-R~~**

~~Selection Criteria: Textbooks and instructional materials shall provide~~

- ~~• an effective education for all students;~~
- ~~• factual knowledge, literary appreciation, aesthetic values and ethical standards;~~
- ~~• practice for students to develop abilities in critical thinking and communication;~~
- ~~• information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and~~
- ~~• sufficient flexibility for meeting the special needs of individuals and groups.~~

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

~~Challenges of Materials (See IKD, KN)~~

~~Any citizen or parent of any students in the district having a complaint about textbooks or other instructional materials shall first notify the teacher in writing, identifying the part or parts of the material deemed objectionable, and meet with the teacher and building principal.~~

~~The challenged materials shall not be removed from the classroom/media center as a result of the initial meeting.~~

~~Review Committees~~

~~If the complaint is not resolved and the complainant wishes to pursue the objection, the complainant must file a "Request for Reconsideration" form with the building principal. Within five school days of the filing, a building level review committee will be appointed by the building principal to review the material in question. The review committee shall consist of the principal, the library media specialist, two teachers, and two citizens. The principal will act as chairperson. The challenged materials shall not be removed from the classroom or media center by the review committee during the evaluation period, but, upon formal request from the parents of that student, the student will be supplied with substitute material for completing the course requirements.~~

The following guidelines shall apply to the evaluation process

- examine and evaluate the materials as a whole, not on the basis of passages pulled out of context;
- consider the district's policy, procedure and philosophy for selection of textbooks and instructional materials;
- weigh strengths and weaknesses and form opinions based upon the selection criteria, the appropriateness of the materials to the reading ability and maturity level of the student, relevance to the curriculum and educational goals of the school; and
- meet to discuss the material and prepare a written report of the decision to be completed within 15 school days of the committee's appointment.

The written report shall be given to the complainant and copies directed to the executive director of school improvement and the coordinator of media services. If the decision is to withdraw or discontinue use of materials, the executive director of school improvement or coordinator of media services will consider the report in deciding on appropriateness in other schools within the district. This constitutes the first level of appeal.

If the complainant is dissatisfied with the decision, a second appeal may be filed with the executive director of school improvement within 10 school days of the complainant's receipt of the written decision. A district-wide appeal committee consisting of one principal, the executive director of school improvement, the coordinator of media services, two teachers, three certified staff members that include teachers and media specialists, and three citizens shall be appointed by the executive director of school improvement within five school days of the receipt of the second appeal to review the material in question. The building principal will act as chairperson. None of the members of the second-level appeal committee shall have served on the first-level review committee, and the staff members shall be appointed from the appropriate educational level, elementary or secondary, depending upon where the challenge has originated.

Within 15 school days of the committee's appointment, the committee chairperson shall present a written report containing the decision to the complainant with a copy given to the superintendent. Within 10 school days of receipt, the complainant has the right to appeal this decision to the board of education by filing a written notice of appeal with the superintendent.

Within 45 days of receipt of the notice of appeal, the board of education will review the reports from the appeal committees and provide a hearing for the complainant. This level shall constitute the third and final level of appeal within the school district. The decision of the board of education shall be final.

Decisions may resolve complaints at any one of the levels as outlined in the preceding policy. Nothing in this rule shall be construed as denying a student's rights as specified in Kansas statutes and administrative regulations to opt out of certain parts of the curriculum.

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**IF      Textbooks and Instructional Materials and Media Centers**  
(See IKD and KN)

**IF**

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

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

Selection Criteria: Textbooks and Instructional Materials

Textbooks and instructional materials shall provide:

- an effective education for all students;
- factual knowledge, literary appreciation, aesthetic values and ethical standards;
- practice for students to develop abilities in critical thinking, communication, mathematics, and science skills;
- information which helps students develop an appreciation of American cultural, ethnic and racial diversity, and balanced views concerning international, national, state, and local issues and problems; and
- sufficient flexibility for meeting the special needs of individuals and groups.

The superintendent shall develop selection procedures, which shall include a review of available material by instructional staff members.

Selection Criteria: Media Center Materials

- Materials shall be chosen for accuracy, artistic quality, format, and authoritativeness.
- Materials shall be chosen on various reading levels presenting different points of view, including current issues.
- Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.
- The media center(s) shall obtain, process, and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall work toward providing resources so that students have an opportunity to achieve high levels of performance.

Collection Development

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

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

Challenges of Materials

Any student, parent, or legal guardian of a student currently enrolled in the district having a complaint about textbooks, media center, or other instructional materials **may initiate a challenge. Only challenges involving materials assigned to or made available to the qualifying student's grade level shall be considered.**

To initiate a challenge, the student, parent, or legal guardian of the student shall first notify the teacher, media specialist, or principal in writing, identifying the part or parts of the material deemed objectionable, and meet with the teacher, media specialist, or principal.

#### Building-Level Review Committee

If the complaint is not resolved after the initial meeting and the complainant wishes to pursue the objection, the complainant must file a “Request for Reconsideration” form with the building principal. Within five school days of the filing, a building-level review committee will be appointed by the building principal to review the material in question. The review committee shall consist of the principal, the library media specialist, two teachers, and two citizens. The principal will act as the chairperson. If reasonable attempts to appoint a citizen member to the committee have failed, the principal should appoint a classified staff member as a replacement.

The following guidelines shall apply to the committee’s evaluation process:

- examine and evaluate the materials as a whole, not on the basis of passages pulled out of context;
- consider the district’s policy, procedure and philosophy for selection of textbooks and instructional materials;
- weigh strengths and weaknesses and form opinions based upon the selection criteria, the appropriateness of the materials to the reading ability and maturity level of the student, relevance to the curriculum and educational goals of the school; and
- meet to discuss the material and prepare a written report of the decision to be completed within 30 days of the committee’s appointment.

The written report shall be given to the complainant and copies directed to the executive director of educational programs and the coordinator of media services. If the decision is to withdraw or discontinue use of materials, the executive director of educational programs or coordinator of media services will consider the report in deciding on appropriateness in other schools within the district. This constitutes the first level of appeal.

#### District-Level Review Committee

If the complainant is dissatisfied with the building-level committee’s decision, a second appeal may be filed with the executive director of educational programs within 10 school days of the complainant's receipt of the written decision. A district-wide appeal committee consisting of one principal, the executive director of educational programs, the coordinator of media services, two teachers, three certified staff members that include teachers and media specialists, and three citizens shall be appointed by the executive director of educational programs within five school days of the receipt of the second appeal to review the material in question. The building principal will act as chairperson. None of the members of the second-level appeal committee shall have served on the first-level review committee, and the staff members shall be appointed from the appropriate educational level, elementary or secondary, depending upon where the challenge has originated. If reasonable attempts to appoint a citizen member to the committee have failed, the executive director of educational programs should appoint a classified staff member as a replacement. The committee shall review the materials following the committee’s evaluation process outlined above.

Within 30 school days of the committee's appointment, the committee chairperson shall present a written report containing the decision to the complainant with a copy given to the superintendent. Within 10 school days of receipt, the complainant has the right to appeal this decision to the board of education by filing a written notice of appeal with the superintendent.

#### Board-Level Review

Within 45 days of receipt of the notice of appeal, the board of education will review the reports from the appeal committees and provide a hearing for the complainant. This level shall constitute the third and final level of appeal within the school district. The decision of the board of education shall be final. Any materials that have been retained after being the subject of the above procedures may not be challenged again.

Challenged materials shall not be removed from the classroom or media center while a challenge is pending. Upon formal request from the parents/guardians of that student, the student will be supplied with substitute material for completing the course requirement.

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

If circumstances render the 30-day timeline impracticable, the board may extend the committee's deadline to complete its review.

Decisions may resolve complaints at any one of the levels as outlined in the preceding policy. Nothing in this rule shall be construed as denying a student's rights as specified in Kansas statutes and administrative regulations to opt out of certain parts of the curriculum.

#### Impact of Simultaneous Requests

If more than one request for review is received simultaneously, or if one or more requests for review are received while another review is pending, timelines established in this policy may be extended by the superintendent or the board to allow the requests to be processed in turn.

When more than one request for review is received on the same book or materials, such requests may be consolidated. Once a material or book is in the review process, the superintendent or the board may consolidate or reject the additional challenge based on the pending challenge.

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~~A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes and objectives through a performance assessment provided such an assessment has been constructed or approved by the district. The standards for passing the performance assessment shall be a demonstration of mastery (80%) of at least 80% of the essential objectives.~~

~~A written request to demonstrate mastery of a class must be submitted by January 20 for a first semester class and by September 20 for a second semester class. A student may not request a performance assessment for credit of a class in which he or she is currently enrolled or has been enrolled.~~

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

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

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

~~Credit for such classes shall be awarded the appropriate letter grade based on the district grading scale. Students will be allowed only one opportunity to demonstrate mastery through the performance assessment for credit of any particular class. It will not be the responsibility of the school or the instructor to provide instructional and/or review time for the student. However, the course outcomes and objectives, as noted in the district curriculum guide, will be made available.~~

Approved: — November 25, 2003

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Revised: — April 12, 2022

## **IIA     Performance-Based Credits**

**IIA**

A student may earn credits towards high school graduation by demonstrating mastery of the course outcomes through a performance instrument. The standards for designing and passing the performance instrument shall be **demonstration of mastery (80%) of at least 80% of the standards.**

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

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

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

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

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

### Graduation Credit Through Integrated Coursework

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

### Credit Through Alternative Educational Opportunities

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

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



## **IIA     Performance-Based Credits**

## **IIA-2**

### Eligibility Requirements for Sponsoring Entities

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

### Requirements for the Provision of Alternative Educational Opportunities

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

### Process for Submitting a Proposal for an Additional Educational Opportunity

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

### Criteria for Evaluation Such Proposals

Prior to making a recommendation to the board on whether the district should partner with or continue to partner with a sponsoring entity, the superintendent shall review the proposed alternative educational opportunity in comparison with the board-approved curriculum and goals, consulting other staff members, as necessary, in that process. Before recommending action to continue such partnership from year-to-year, the superintendent may seek and shall review any available reports on the opportunity provided by the principal in accordance with this policy.

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

Additional considerations weighing into the decision to partner with a sponsoring entity may include, but may not be limited to: 1) whether the learning experience meets the curricular, rigor, and relevance needs of the student and/or the district; 2) qualifications, experience, reputation, and responsibility of the sponsoring entity and/or individuals that would be working directly with students; 3) related costs for the district regarding the provision of transportation, equipment, human resources to monitor experience, etc.; 4) space and time constraints if the experience will be provided in district

## IIA Performance-Based Credits

## IIA-3

facilities; 5) student and staff safety; 6) the need for and/or availability of insurance coverage, as applicable; 7) effect on other district course offerings and activities; and 8) student interest. As the welfare of students is a paramount importance to the board, the district reserves the right to complete background checks on any individuals working directly with students on behalf of the sponsoring entity and to base decisions on entering or exiting such a partnership, in whole or in part, on the results thereof.

### Determining the Course Credit That May Be Earned Through These Opportunities

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

### State Reporting Requirements

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

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**Full Time Enrollment Required**

~~Only full time students shall be accepted for enrollment. Exceptions may include~~

- ~~a) a student who enrolls mid way or later in the semester with fewer than three (3) classes that “match-up,” and~~
- ~~b) a student for whom administrators/counselors are unable to find enough electives to fill a full time schedule, and~~
- ~~c) a student for whom modification to the curriculum cannot be made in the time left in the semester,~~
- ~~d) seniors participating in flex scheduling, or~~
- ~~e) a student with medical hardships.~~

~~Each case will be reviewed on an individual basis. When a building administrator/ counselor deems a waiver is necessary, he/she will petition the executive director of educational programs who will make a decision based on the individual student’s circumstance.~~

~~Exemptions for medical reasons or other hardships may be considered by the board. Resident students currently under suspension or expulsion from a public, private or parochial school for reasons including, but not limited to~~

- ~~a) conduct which substantially disrupts, impedes or interferes with the operation of any public school;~~
  - ~~b) conduct which substantially impinges upon or invades the right of others;~~
  - ~~c) conduct which has resulted in conviction of the student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States;~~
  - ~~d) disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the right of others;~~
- ~~may be refused admission until such time as the period of suspension or expulsion would have expired at the school previously attended.~~

**Flexible Schedule**

~~Juniors who can complete graduation requirements by taking less than a full class load during the second semester of their senior year can apply for a flexible schedule. Application must be made by March 15 of their junior year unless the principal grants a waiver. All completed applications with student and parental signatures shall be submitted to the counselor and will be reviewed by the administration and the counselor. A meeting shall be held which shall include parents/guardians, the principal or designee, and the student. If approved, the application shall be signed by all involved parties and filed in the student’s permanent file.~~

~~Seniors who are enrolled in a flexible schedule are to be in the building only during class, a meeting with a teacher or administrator, or lunch block. Seniors attending part-time during second semester shall be allowed to participate in senior class activities and must be passing at least five new subjects of unit weight or they will not be eligible for KSHSAA activities.~~

**Resident Students**

A student is considered a resident student if he/she resides in the district and

- a) the student lives with an adult resident of the district and such adult is the lawful custodian of the student; or
- b) the student lives with a person other than the parents caused by the separation of the parents or death of either or both parents; or
- c) the student lives with a person who has actual care and control of the child and provides a major portion of support; or
- d) the student lives with a person who has actual care and control of the child with written consent of a person who has legal custody of the child; or
- e) the student is 18 years of age or older and is self-supportive.

Children who are homeless or in foster care located in the district will be admitted as resident students and shall have access to all district programs. If required by law such students may be educated in their "school of origin" instead of the building corresponding to the assigned attendance area. For the purposes of this policy, "school of origin" is the school in which a student is enrolled at the time of placement in foster care, a change in placement, or when the student lost permanent housing.

The superintendent shall ascertain that all students who apply for admission to the schools are residents of the district.

**Non-Resident Students**

Non-resident students are those who do not meet the definition of a resident student. Although the district is not required to admit them, non-resident students may be admitted to the extent that staff, facilities, equipment and supplies are available. If admitted, non-resident students must enroll in the district prior to the first day of school in the academic year that the non-resident student desires to attend. Tuition may be charged to non-resident students at a rate established by the board. Non-resident students will not be admitted to the district if they have voluntarily withdrawn from a school due to poor academic performance, for disciplinary reasons, or while under suspension or expulsion from another school.

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

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student's ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than June 1.

Applications for admission shall be submitted to the executive director of educational programs for approval.

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Revised: May 12, 1998  
Revised: June 8, 1999  
Revised: June 12, 2001  
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Reviewed: October 8, 2013  
Revised: November 10, 2015  
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Revised: November 12, 2019  
Revised: October 13, 2020

The board's procedures for admission of students will be given to the news media well in advance of each school term so that all parents will have complete information about the requirements for enrollment.

— The board expects that the administrative procedures for the admission of students will be designed in such a fashion that enrollment is handled expeditiously and with the least possible inconvenience to both parents and students. The enrolling school administrator shall enter on the student's permanent record card the student's legal name and the name, address and telephone number of his/her lawful custodian(s) as required in board policy JBH Release of a Student During the School Day. Any unusual custody circumstances shall be explained and updated insofar as possible. The entrance age for school admission shall be according to state law. Students who have continuously attended high school in pursuit of a high school diploma may continue in the regular program until they complete the year in which they turn 21.

#### Dropout Recovery

— High school students who have dropped out of school may, with the recommendation of their principal, enroll in a dropout recovery program provided by U.S.D. #305. Also, students who have not received a high school diploma and whose class has graduated, but wish to return for further study to receive a high school diploma may enroll in a dropout recovery program provided by U.S.D. #305.

Assignment To Schools

~~Attendance areas may be established for each attendance center in the district. (See AD)  
The board shall review school attendance areas each year and make such changes therein as the situation warrants.~~

Assignment To Classes

~~The building principal shall be responsible for assigning students to classes. In the elementary schools the principal, in determining the grade level for any student, may take into consideration the previous schooling of the student but may assign the student to a lower grade level or higher grade level if in his/her judgment the best interests of the student would be served thereby. In the secondary schools, to the extent possible, the principal will make class assignments in such a way as to give each student the greatest freedom of choice consistent with the student's interests and abilities.~~

~~In the middle school and in the high school, credit shall be given to units earned in other accredited schools at the time the student enrolls in the district, unless the principal shall determine that there is valid reason for not doing so. For online credit approval procedures after enrollment, see board policy IIBGC.~~

~~The superintendent, in cooperation with the principals, shall establish an advance enrollment date for all students. Enrollment procedures will be communicated to the news media, and every attempt will be made to enlist the cooperation of the media in informing the public of the enrollment procedures to be followed.~~

First Time Enrollments

~~The proof of identity for students enrolling for the first time in the district may include, but may not be limited to, such items as the student's birth certificate, a copy of a court order placing the student in the custody of the Kansas Department for Children and Families, a certified transcript of the student, a baptismal certificate, or other documentary evidence that the board considers satisfactory.~~

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

~~If the identity of the student is not proven by satisfactory documentary evidence within 30 days, the superintendent shall notify the local law enforcement agency as required by law. School personnel shall provide law enforcement personnel with access to school premises when such persons are conducting an investigation in order to determine the identity of a student. No person or persons claiming custody of the child shall be informed of the investigation while it is being conducted. Information acquired about a student during any investigation regarding the identity of that student cannot be used for any purpose other than establishing the student's identity or to support any criminal prosecution emanating from the investigation.~~

~~School personnel shall be present at all times during an investigation unless such school personnel and the law enforcement agency personnel agree that their joint presence is not in the best interests of the student. All school personnel shall observe the strict confidentiality requirements of the revised Kansas code for care of children regarding the investigation.~~

Transfers from Non-Accredited Schools

~~Students transferring from non-accredited schools may be tested to determine grade level placement. Placement will be made by the principal after consultation with the parent or guardian and guidance personnel. Criteria for final placement shall include past educational experience, age, and successful performance and/or examination at the level of initial assignment.~~

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Revised: October 8, 2013  
Revised: November 10, 2015  
Reviewed: November 8, 2016  
Revised: June 13, 2017  
Reviewed: November 12, 2019  
Reviewed: October 13, 2020

**Resident Students**

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

**Non-Resident Students**

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

**Non-Resident Student Continued Enrollment**

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

Students may be readmitted or denied admission for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Parents shall be informed of any administrative decision on non-resident student applications no later than June 1.

**Enrollment Restriction**

No student, regardless of residency, who has been suspended or expelled from another school district will be admitted to the district until the period of such suspension or expulsion has expired.

**Enrollment Procedures**

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



**Part-Time Student Enrollment**

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

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

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

Part-time students, other than those specified previously in this policy, may enroll with the administrator's permission if they complete all paperwork in a timely fashion. Such part-time students may be admitted only to the extent that staff, facilities, equipment, and supplies are available, and the students follow the district's student conduct policies and rules.

**Flexible Schedule**

Juniors who can complete graduation requirements by taking less than a full class load during the second semester of their senior year can apply for a flexible schedule. Application must be made by March 15 of their junior year unless the principal grants a waiver. All completed applications with student and parental signatures shall be submitted to the counselor and will be reviewed by the administration and the counselor. A meeting shall be held which shall include parents/guardians, the principal or designee, and the student. If approved, the application shall be signed by all involved parties and filed in the student's permanent file.

Seniors who are enrolled in a flexible schedule are to be in the building only during class, a meeting with a teacher or administrator, or lunch block. Seniors attending part-time during second semester shall be allowed to participate in senior class activities and must be passing at least five new subjects of unit weight or they will not be eligible for KSHSAA activities.

**Identification of Students**

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

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

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

#### Enrollment Information

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

#### Assignment To School Building, Grade Level, or Classes

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

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

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

#### Transferring Credit

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

#### Transfers from Non-Accredited Schools

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

Approved:     January 20, 1982  
Revised:       July 16, 1986  
Revised:       August 1, 1990  
Revised:       September 4, 1991  
Revised:       December 1, 1993  
Revised:       April 6, 1994  
Revised:       May 28, 1996  
Revised:       November 12, 1996  
Revised:       February 4, 1997

**JBC   Enrollment**

(See IIBGB, JBCA, JBCB, &amp; JQKA)

**JBC-4**

Revised:      May 12, 1998  
Revised:      June 8, 1999  
Revised:      June 12, 2001  
Revised:      December 9, 2003  
Revised:      October 12, 2004  
Revised:      June 14, 2011  
Reviewed:     October 8, 2013  
Revised       November 10, 2015  
Reviewed:     November 8, 2016  
Revised:      June 13, 2017  
Revised:      November 12, 2019  
Revised:      October 13, 2020  
Revised:      \_\_\_\_\_

~~Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, the superintendent shall report students who are excessively absent from school.~~

~~Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester, or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Parents will be notified annually of the attendance requirements for summer school/extended school year. Students who are absent without excuse for a significant part of any school day shall be considered truant. A significant part of the day is defined as one hour, one period, one block or one lunch period. Prior to reporting to either DCF (if the student is under 13) or the county or district attorney (if the student is 13 and over), a letter shall be sent to the student's parent or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.~~

#### Waiver of Compulsory Attendance Requirements

~~Students 16 or 17 years of age may be exempted from compulsory attendance regulations if the parent/guardian attends the counseling session required by law and signs the appropriate consent and waiver form, if the student earns a GED, or if the student is exempted from compulsory attendance requirements pursuant to a court order.~~

#### Involvement of Law Enforcement

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

#### Reporting to Parents

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

Approved: \_\_\_\_\_ June 12, 2001

Revised: \_\_\_\_\_ May 27, 2003

Revised: \_\_\_\_\_ January 25, 2005

Revised: \_\_\_\_\_ October 24, 2006

Revised: \_\_\_\_\_ June 14, 2011

Revised: \_\_\_\_\_ November 13, 2012

Revised: \_\_\_\_\_ November 8, 2016

(See AEB, IDCE, JBD, & JQ)

Unless reporting would violate the terms of any memorandum of understanding between the district and the authority to which reports would be made, the superintendent shall report students who are inexcusably absent from school to the appropriate authority.

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

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

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

#### Waiver of Compulsory Attendance Requirements

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

- the student is regularly enrolled in and attending a program recognized by the board as an approved alternative educational program;
- the parent(s) or person acting as parent provides written consent to allow the student to be exempt from the compulsory attendance requirement and the student and the student's parent or person acting as parent attend the counseling session required by law and signs the appropriate consent and waiver form;
- the student is not subject to truancy law in accordance with law or this policy;
- the child is regularly enrolled and continuously attending school as required by law and is concurrently enrolled in a postsecondary educational institution; or
- the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

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

Reporting to Parents

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

Dual Enrollment Students

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

Approved:     June 12, 2001

Revised:       May 27, 2003

Revised:       January 25, 2005

Revised:       October 24, 2006

Revised:       June 14, 2011

Revised:       November 13, 2012

Revised:       November 8, 2016

Revised:       \_\_\_\_\_

The board prohibits acts of bullying in any form, including cyberbullying, on or with district property, in district vehicles or at district-sponsored activities or events. The board believes that a safe, healthy and supportive environment during all school-related functions is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that interferes with both a student's ability to learn and the district's ability to educate students. All Salina USD 305 staff members, students, parents and volunteers are expected to treat others with **dignity**, civility and respect and to refuse to tolerate bullying in order to provide positive examples for acceptable student behavior.

Bullying is defined as any intentional gesture or any intentional written, verbal or physical act or threat by any student, staff member or parent towards a student or towards a staff member which is sufficiently severe, persistent or pervasive to create an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of

- harming a student or staff member, whether physically or mentally,
- damaging a student's or staff member's property,
- placing a student or staff member in reasonable fear of harm to the student or staff member, or
- placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

"Cyberbullying" is defined as bullying by use of any electronic communication device through means, including, but not limited to, email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

"District vehicle" means any school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event.

The board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff and volunteers.

The board believes the standards for appropriate student behavior must be established cooperatively with input from students, parents/guardians, staff and the community. These standards must encourage the development of student self-discipline in an atmosphere of respect for self and others and respect for district and community property.

The board believes that the best discipline is acceptance of personal responsibility and is self-imposed. It is the responsibility of staff to use disciplinary situations as opportunities for helping students learn to assume responsibility and to learn from the consequences of their behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline.

The district prohibits both active and passive bystander support for acts of bullying. The staff should encourage students to support students who walk away from these acts when this would defuse the situation, constructively attempt to stop them, or report them to the designated authority.

The board requires school administrators to develop and implement procedures ensuring that individualized attention be given to both perpetrators and victims of bullying, when incidents occur. It is important not to target either bully or victim for criticism, but rather to make sure that all the factors contributing to the bullying are recognized and understood.

#### Complaint Procedures

It is the responsibility of all students, staff members and volunteers to report acts of bullying. All reports of bullying will be taken seriously. Staff members receiving the reports will record the details as reported. The school staff or administrator will support students, coworkers and volunteers making such reports and protect against any potential retaliation. An investigation to determine the facts will take place immediately or as soon as practicable in order to verify the validity and seriousness of the report.

Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades, employment or volunteer status with the district. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

The board specifically prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a *student* found to have falsely accused another as a means of bullying may range from positive behavioral interventions up to and including suspension or expulsion. A *school employee* found to have falsely accused another as a means of bullying shall be disciplined in accordance with district policies, procedures, and agreements.

The board prohibits reprisal or retaliation against any person who reports an act of bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Approved: January 22, 2008  
Revised: October 28, 2008  
Revised: June 14, 2011  
Revised: October 8, 2013  
Revised: November 8, 2016



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

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

#### Vision Screenings

Basic vision screenings shall be provided to students without charge according to the following schedule:

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

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

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

#### Hearing Screenings

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

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

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

Dental Screenings

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

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

Selected Screenings

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

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

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

Approved: \_\_\_\_\_

**JGG Transportation (See JCDA) JGG**

~~Bus transportation will be provided to and from school for those students who qualify.~~

~~The district will provide and/or approve transportation used by students and sponsors to school activities that take place in or out of the district.~~

~~Students must observe the rules and regulations adopted by the board governing student transportation. Students will also be subject to the school's behavior code while riding school buses. The superintendent may suspend or revoke the transportation privilege or entitlement of a student who violates any rules or regulations adopted by the board.~~

Approved: \_\_\_\_\_ November 19, 1986

Revised: \_\_\_\_\_ February 3, 1988

Revised: \_\_\_\_\_ May 20, 1982

Revised: \_\_\_\_\_ May 25, 1999

Reviewed/Revised: \_\_\_\_\_ June 12, 2001

Reviewed: \_\_\_\_\_ October 28, 2008

Revised: \_\_\_\_\_ June 28, 2011

Reviewed: \_\_\_\_\_ November 8, 2016

**JGG-R Transportation JGG-R**

Transportation To/From School

~~Students residing outside the city limits of Salina who are eligible for transportation to and from school and who accept district provided transportation to and from school will be transported to the designated school located within their attendance area.~~

~~In those cases where a student qualifies for transportation and where it is impractical to reach the student's residence by the prescribed bus route, the district shall have the option of reimbursing the student or the student's parents for each mile traveled in connection with transporting the student from the residence to and from school. Such reimbursement shall be at a rate not to exceed the per mile rate specified in KSA 75-3203 and shall be limited to two round trips per day on a route prescribed by the director of operations.~~

~~In those cases where more than one student is transported in the same vehicle, mileage shall be paid for only one vehicle.~~

Transportation To/From Bus Stop

~~Where a student's residence is more than one mile by road from the prescribed bus route and bus route stop, the district shall contract for the transportation of such student from his or her residence to the prescribed bus route stop.~~

~~Such contracting shall provide for reimbursement at a rate not to exceed the per mile rate specified in KSA 75-3203.~~

Such reimbursement shall be limited to two round trips per day to the prescribed bus route stop by a route approved by the director of operations.

In those cases where more than one student is transported in the same vehicle, mileage shall be paid for only one vehicle.

#### Special Education Transportation

Transportation to and from school will be provided to students enrolled in Central Kansas Cooperative in Education special education class as deemed appropriate and specified on the student's individual education plan (IEP).

#### Transportation to School-Related Trips and Extra-Curricular Activities

The district will provide transportation to school-related trips and extra-curricular activities when attendance is required and the trip has been approved by the principal prior to the activity. The principal shall make the appropriate arrangements for such trip transportation.

If district provided transportation to the school-related trip or extra-curricular activity is not appropriate, the principal shall have the authority to approve such other means of transportation as deemed reasonable and prudent for the activity trip.

Students are required to go and return by the transportation authorized and/or provided by the school to out-of-town events. A student may be released to his/her parents with a written statement in advance to the principal. Exceptions to this must be approved by a building administrator. Transportation to and from in-town events is generally the responsibility of the student/parents. However, if a student is in need of transportation, the district will make arrangements upon request. Transportation to and from practices is the parents' responsibility. District transportation will not be provided.

#### Trips Sponsored by Parent Groups and Organizations

Parent groups, outside organizations or individuals who make arrangements to transport students to and from any school-approved activity must assume full responsibility and liability for transportation.

#### Rules and Procedures Concerning Bus Conduct

District-developed bus rules and procedures covering this policy are available from the operations department.

Approved: \_\_\_\_\_ November 19, 1986

Revised: \_\_\_\_\_ February 3, 1988

Revised: \_\_\_\_\_ May 20, 1982

Revised: \_\_\_\_\_ May 25, 1999

Reviewed/Revised: \_\_\_\_\_ June 12, 2001

Revised: \_\_\_\_\_ October 28, 2008

Revised: \_\_\_\_\_ June 28, 2011

Revised: \_\_\_\_\_ November 8, 2016

School-provided transportation shall be available to and from school for those students who qualify. Transportation may be provided by the district for all school activities. Transportation may be denied to students who are detained after school for disciplinary reasons.

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

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

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

All rules shall be published in the student handbook.

Approved:     November 19, 1986

Revised:       February 3, 1988

Revised:       May 20, 1982

Revised:       May 25, 1999

Revised:       June 12, 2001

Revised:       October 28, 2008

Revised:       June 28, 2011

Revised:       November 8, 2016

Revised:       \_\_\_\_\_

**KBA District or School Websites (See DC, ECH, IIBG & IIBGA) KBA**

~~The board may establish a district website and may allow creation of websites for individual schools. A district website shall be under the control of the director of public information and school websites shall be supervised by the principal.~~

~~The district and school websites are maintained to support the public information and educational programs of the district and/or schools. The board and administration will determine appropriate website content and monitor use by employees and students. Websites may be modified or terminated at any time by the board or administrative action.~~

Website/Internet Use Rules

~~Detailed rules and guidelines relating to websites are found in the district internet publishing guidelines and in the electronic mail and internet permission form approved by the board and filed with the clerk and/or principals.~~

~~School rules shall include data privacy and Family Education Rights and Privacy Act (FERPA) regulations (see JRB). Identifiable student images and/or student names may be posted on the district or school websites; however, a parent (or the student if age 18 or over) shall have the opportunity to opt out in writing. The mailing address, telephone number or other personally identifiable information about any student shall not be posted on the district or school websites.~~

~~Students and employees will adhere to all copyright regulations (see ECH) regarding use of materials on district and building websites. Computer materials produced on school time or undertaken as part of any assigned district responsibility shall be the property of the district (see IIBG).~~

Approved: \_\_\_\_\_ February 8, 2000  
Reviewed/Revised: \_\_\_\_\_ June 12, 2001  
Revised: \_\_\_\_\_ December 9, 2003  
Revised: \_\_\_\_\_ July 12, 2011  
Revised: \_\_\_\_\_ November 10, 2015

## **KBA District or School Websites**

**KBA**

(See DB, DC, ECH, IDEA, II, IIBG, JBC, JR. et. seq. & KB)

The board may establish a district website and may allow creation of websites for individual schools. The district **and school** websites shall be maintained and updated as directed by the superintendent.

### Website Rules

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

Website rules shall include the following areas:

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

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

Approved: February 8, 2000  
Revised: June 12, 2001  
Revised: December 9, 2003  
Revised: July 12, 2011  
Revised: November 10, 2015  
Revised: \_\_\_\_\_

## **VII. ACTION AGENDA**

### **F. Board Representative Appointments**

- |     |                                     |                                     |
|-----|-------------------------------------|-------------------------------------|
| 1.  | C.K.C.I.E. Board of Control         | Gabe Grant<br>Dana Kossow (alt)     |
| 2.  | Parks & Recreation Advisory Board   | Bonnie Schamberger<br>Ann Zimmerman |
| 3.  | Smoky Hill Education Service Center | Mark Bandré<br>Scott Gardner (alt)  |
| 4.  | Head Start Policy Council           | Scott Gardner                       |
| 5.  | Equity Council                      | Dana Kossow                         |
| 6.  | Salina Education Foundation         | Jim Fletcher<br>Gabe Grant          |
| 7.  | Chamber of Commerce Board           | Board President                     |
| 8.  | Salina Adult Education Center       | Jim Fletcher<br>Bonnie Schamberger  |
| 9.  | NEA-Salina Executive Board          | Board Vice-President                |
| 10. | District Health Council             | Mark Bandré                         |
| 11. | Truancy Board                       | Ann Zimmerman                       |

It is recommended that you approve the 2022-2023 Board Representative Appointments as presented.



## **VII. ACTION AGENDA**

### **G. 2022-2023 Salina Virtual Innovation Academy Handbook**

The proposed changes to the 2022-2023 Salina Virtual Innovation Academy Handbook were presented at the June 14, 2022 meeting. As in the past, yearly date and personnel changes are not included.

It is recommended that you approve the 2022-2023 Salina Virtual Innovation Academy Handbook as presented.

## Roles and Responsibilities

**Learning Coach:** Parent or other non-school adult directly responsible for supervision of at-home learning

- Provide reliable, high-speed internet access for student use
- Complete the Learning Coach Training Course online prior to your student's first day of class
- Establish a daily virtual school routine and monitor for success
- Ensure student participation in state testing and arrange transportation
- ~~Alert school of student absences~~
- Maintain contact with teachers and school support staff to ensure student success
  - Keep on-file contact information current
  - Check email daily
  - Respond to school staff correspondence in a timely manner (within 24 hours)
- Establish a 'work zone' in a communal area of the home for students to work
  - Consist of a work table or desk and chair
  - Visible to learning coach at all times (K-5)
- Actively participate in student's learning to assist school with ensuring student participation and completion of courses.
  - K-5
    - Hands-on work with student while learning
    - Assist with instruction to ensure student comprehension
    - Partner with teacher to provide opportunities for exploratory play
    - Monitor grades and progress using the parent portal
  - 6-8
    - Closely monitor student work
    - Assist with instruction to ensure student comprehension
    - Partner with the student and teacher to promote exploration of student passions
    - Monitor grades and progress using the parent portal
  - 9-12
    - Monitor grades and progress using the parent portal
    - Discuss learning with students
    - Communicate regularly with the student's teacher to receive other progress and performance updates
    - Provide support for student-driven purpose projects

## Attendance and Truancy

Virtual students under 18 are subject to the requirements of compulsory attendance (K.S.A. 72-1111) and truancy (K.S.A. 72-1113).

Attendance will be documented through a combination of measures

- Online time monitored through ~~log-in~~ learning management system
- Adequate program progress (maintaining set pace)
- Offline time using academic activity log
- ~~On-site activities~~

Making sure your student engages in school every day is one of the most important things you can do to help your student succeed in Salina Virtual Innovation Academy. **Parents/guardians are responsible for ensuring their student is fully participating in school while at home.**

## Absence Reporting Procedure

If your student is not making academic progress engaged assigned academic work and/or there is no evidence of participation in school requirements, due to non-participation in the virtual learning environment, the student will be considered absent from school. Interventions determined by the school and parents will be attempted to re-engage the student. Failure to re-engage the student may result in The school principal will communicate with parent/guardian about attendance concerns to develop a plan prior to recording unexcused absences or proceeding with any truancy filings. Virtual schooling has flexibility in when school work can be completed, but the expectation is students will be fully engaged in the learning process.

If your student is not making academic progress, as a result of non-participation in the virtual learning environment, the student will be considered absent from school.

## Truancy Reports

According to Kansas Compulsory Attendance Law, when a student has unexcused absences on three consecutive school days, five school days in a semester or seven school days in a school year, whichever occurs first, a report of truancy will be made to the county attorney for legal action.

## Required Instructional Hours

Attendance is based on students logging in to our student information systems and our learning management system, as well as the regular submission of coursework.

Regardless of the amount of time a student misses due to absences, the student is required to complete all coursework included in the course gradebook and assessment list. Excessive absences may lead to a student being considered truant. Health related absences of three or more consecutive school days may also require a doctor's note.

## On Academic Notice

A student is placed on academic notice if they do not meet the requirements of a student in good standing for two weeks. The teacher is then required to collaborate with the student to outline a plan by which the student can return to good standing. Failing that, the student is placed on academic warning and a stricter plan is outlined by the teacher, the student, parent, and principal. If the plan is unsuccessful still, the student is placed on academic probation and a another meeting is called with parent, student, principal and teacher to outline lengthier terms to remain enrolled in the school. If the student remains uncommitted to the work and unable to achieve success in the virtual environment, the student will be placed on academic probation for the rest of the semester and then truancy measures may will be taken.

## Academic Honesty

Salina Public Schools has established a high expectation for academic integrity. Academic dishonesty in any form will not be tolerated. Students who violate this standard will be subject to disciplinary procedures.

Communication of this policy through this handbook is considered a warning. Students found to have participated in academic dishonesty will receive disciplinary consequences as listed on the discipline chart.

Examples of academic dishonesty include but are not limited to the following:

- Verbally or in writing giving another student answers on assignments, papers, quizzes, tests, or other academic activities
- Using the Internet, books, other student's notes, or other sources to obtain information and answers while taking a quiz, test, or exam
- Logging into someone else's Edgenuity, Google, or other accounts
- Copying, paraphrasing or summarizing another person's work without citing that source.
- Copying and pasting items from anywhere and using it as your answer
- Using material, including photographs, from the internet or any other source and representing them as your own, even if you have changed some of the words.
- Any manner of falsifying progress with the online curriculum

## **VIII. DISCUSSION AGENDA**

### **A. Enrollment Study**

Robert Schwarz, RSP & Associates owner and CEO, will share the results of their USD 305 enrollment analysis.

**IX. SCHOOL BOARD COMMITTEE REPORTS AND UPCOMING DATES OF IMPORTANCE**

- A. Friday, August 5, District-Wide Staff Meeting, Central High, 8:00 am**
- B. Thursday, August 11, First Day of School**
- C. November 11-13. KASB Conference, Wichita**

**X. SUPERINTENDENT'S REPORT**

**XI. INFORMATION AGENDA**

**A. Heartland Programs Update**



## Heartland Early Education >>> Director's Report

**Lesa Larson**

**July 2022**

*\*Funded enrollment requirements are flexible during the 2021-2022 grant year.*



1) **\*Enrollment ending 5.31.2022**

Early Head Start: 143/166

Head Start: 22/22 (summer enrollment in child care partners)

2) **Attendance Rates ending 5.31.2022**

EHS Center-Based: 92%

EHS Home-Based: 100%

Head Start: 91%

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

School	Breakfast	Lunch	PM Snack	Total	Revenue Recv'd.
Abilene	66	138	77	281	747.98
Enterprise	118	119	110	347	808.94
Ellsworth	216	216	214	646	1486.24
Salina Education Center	197	198	194	589	1358.25
Salina Heartland (HS/EHS)	1567	2055	1452	5074	12594.59
<b>Total CACFP Meals</b>	<b>2164</b>	<b>2726</b>	<b>2047</b>	<b>6937</b>	<b>16996.00</b>

4) **New Hires**

Name	Position	Effective
Joyce Adams	Substitute	6.28.2022
McKinzy Goodwin	Substitute	6.28.2022
Angela Ringler	Child Development Specialist	6.28.2022

**Transfers**

Name	Old Position	New Position	Effective
Haley Simon	Teacher Assistant II	Teacher Assistant III	6.14.2022
Mary Evans	Teacher Assistant II	Teacher Assistant III	6.24.2022

**Resignations**

Name	Position	Effective
Rachel Woodcox	Teacher Assistant III	6.13.2022
Laura Calzada	Teacher Assistant II	6.24.2022

5) **Changes to Heartland's Leadership and Administrative teams**

- Michelle Hellmuth has been selected as the Education Program Coordinator (replacing Julie Leiker). Michelle served as a mid-manager for 13 years and will be utilizing her knowledge and skills in early childhood education as a member of our leadership team.

- b. Lacy Krebs is also joining the leadership team and is head of our Mental Health department. She will provide valuable insight as mental health and healthy social-emotional development becomes a primary focus for our program. Lacy is completing her 18<sup>th</sup> year at Heartland.
  - c. Angie Ringler has joined Heartland as the newest member of the Early Education Specialist team. Angie has taught preschool for more than 20 years that includes Head Start experience. Her ambition is to work with parents, other professionals, and the community to make a difference in the lives of young children and their families.
- 6) Michelle Hellmuth and I attended Conscious Discipline Leadership training in Nashville last month. It was fantastic and focused heavily on the adult component. Jill Molli, master instructor, stated, *“Conscious Discipline is an adult-first transformational trauma-responsive approach to self-regulation”*. And those of you who know about Conscious Discipline know that it’s about trust. Jill also stated that *“without trust, we don’t collaborate, we merely coordinate or cooperate. It is trust that transforms a group of people into a team.”*
- 7) Competitive Bonuses for the Head Start Workforce – ACF-IM-HS-22-04. This Information Memorandum describes providing competitive financial incentives with existing grant funds as a short-term strategy to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions.

Included in this report:

- Competitive Bonuses for the Head Start Workforce – ACF-IM-HS-22-04
- Policy Council Financials June 2022

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-04	2. Issuance Date: 06/21/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Financial Incentives; Recruitment and Retention; Bonuses	

## INFORMATION MEMORANDUM

**TO:** All Head Start and Early Head Start Grant Recipients

**SUBJECT:** Competitive Bonuses for the Head Start Workforce

### INFORMATION:

Head Start staff are the backbone of our programs. Every day, staff work tirelessly to provide high-quality Head Start services to children and families. During very challenging times, Head Start staff have continued to ensure children and families have the support they need to thrive.

Adult wellness is vital in any workforce; particularly in Head Start programs where children and families in the most vulnerable circumstances are served. Providing comprehensive services through a whole family approach requires staff to be well-versed in the tenets of early childhood education and development. It also requires a level of clear-headedness and physical stamina that must be supported with a systemic approach. This approach should, at its core, value the important role of everyone in the Head Start workforce and recognize that they deserve appropriate compensation (i.e., wages and benefits) to fulfill their important charge. Indeed, a stable, qualified workforce is critical for programs to keep their classrooms open and maintain their funded enrollment. This cannot be accomplished if the workforce continues to be undervalued and undercompensated.

The Office of Head Start (OHS) recognizes that the dedication of Head Start staff is especially commendable given persistently low wages and lack of comprehensive benefits, particularly for education and family services staff. Permanent, sustainable wage increases require additional funding. This is often done by freeing up funds within existing budgets — a long-term program planning activity that often involves making difficult decisions — or through additional appropriations from Congress. In the meantime, OHS recognizes programs are seeking strategies to provide immediate relief to current staff, as well as ways to fill vacant positions as they begin to plan for the next program year.

This Information Memorandum (IM) describes providing competitive financial incentives with existing grant funds as a short-term strategy ([45 CFR §75.430\(f\)](#)) to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. OHS strongly encourages all Head Start programs to use American Rescue Plan (ARP) funds, base grant operations funds, and other COVID-19 relief funds to offer competitive financial incentives to staff, such as retention and hiring bonuses, to help stabilize and support

their workforce in the near term.<sup>1</sup> Please be mindful of any applicable grant requirements that must be met, including period of availability for different funding sources (e.g., March 31, 2023, for ARP funds).

OHS encourages programs, including those who have already offered such incentives, to reevaluate the monetary size of incentives that are necessary and reasonable to retain and recruit staff. These may be larger than previously considered. Below are strategies programs can use when determining and justifying the necessity and reasonableness for larger incentives. Programs are encouraged to apply these strategies for staff positions in their program that are impacted by the workforce shortage.

### **Competitive Financial Incentives**

Challenges to maintaining a qualified workforce are not unique to Head Start programs. Employers in many industries are currently struggling to retain and hire staff. Financial incentives can be a powerful tool to promote retention and recruitment, particularly for positions that are difficult to fill or experiencing high turnover. Many employers are appealing to workers by offering financial incentives, such as retention and hiring bonuses. These [incentives vary widely](#) both in size and distribution schedule.

Head Start programs are competing with other employers, such as public schools, for qualified staff. OHS strongly encourages programs to offer financial incentives that are substantial enough to compete with incentives and overall compensation rates offered by competitor employers in their local job market, including elementary schools, while understanding that such financial incentives are not permanent wage increases. Programs may match or reasonably exceed offers made by competing employers, including elementary schools. The amount of such financial incentives may be larger than programs have offered in the past. As outlined in [ACF-IM-HS-21-01](#), what is a reasonable cost during the ongoing COVID-19 pandemic and the heightened workforce needs likely looks different than what was reasonable during pre-pandemic times.

### **Justification for Financial Incentives: Determining Necessity and Reasonableness**

When making data-informed programmatic decisions on financial incentives and determining necessity and reasonableness, programs can consider the following.

#### **1. Competing employers can include public school settings.**

- A program may consider bonuses and overall compensation rates being offered by local elementary school settings for positions that are comparable to the Head Start position for which the incentive is being provided (e.g., a Head Start preschool teacher provides comparable services to a kindergarten or first grade teacher).
- Programs may consider bonuses and compensation rates being offered in neighboring counties or school districts.

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<sup>1</sup> Since monetary bonuses likely count as income, grant recipients should understand income requirements for public benefits to determine how such bonuses may impact staff members' access to these benefits.

- These data points can be integrated into a program's [wage comparability study](#) as one key approach to using data to document workforce strengths and needs.
2. **OHS strongly encourages programs to structure incentives in a way that rewards retention of existing staff.**
    - Think about scaling incentives based on employee tenure with the program.
    - Consider the implications of different incentive payment structures or schedules. For instance:
      - A single lump sum payment may be particularly impactful for Head Start staff who have an established tenure with the program.
      - OHS suggests programs stagger any hiring bonuses for new and prospective staff over time to promote retention, rather than providing one lump sum upon hire. For example, a hiring bonus may be advertised for a position posting as one large amount, with part of the bonus paid upon beginning employment with the program and subsequent portions dispersed in one or more increments at future points in time as the new employee remains in their position (e.g., six months after hire; one year after hire; etc.).
  3. **Programs should use data on the extent of their workforce shortage and program needs to demonstrate the necessity and reasonableness for competitive incentives.**
    - Relevant data can include the number of vacancies by type of position, how often vacancies occur, how long posted vacancies remain unfilled, the number of applicants, the number of applicants who are offered or attend interviews, the number of candidates accepting new positions, the length of time new hires remain employed in the program, and data from exit and stay surveys.
    - Programs can highlight how a staffing shortage prohibits them from reaching full in-person enrollment as a demonstration of necessity.
    - If a program already offers financial incentives and continues to struggle to maintain their workforce, this may be an indicator to increase incentive amounts to make them more competitive.
  4. **Any incentives for staff are subject to an established written policy of the grant recipient for allowability** ([45 CFR §75.430\(f\)](#); [45 CFR §75.431](#); [45 CFR §1302.90\(a\)](#)). OHS reminds programs to update their written policies and procedures with governing board approval to reflect more competitive staff incentives prior to implementation.
  5. **Financial incentives may complement, but should not replace, intentional workforce planning practices.** Financial incentives, particularly those that use ARP funds, are a short-term strategy to recruit and retain staff. Programs should continue to use [intentional workforce planning practices](#) to build and sustain a stable workforce.

OHS recognizes that the availability and size of any financial incentives will depend on many local factors, including cost of living and the local job market. Programs should contact their Regional Office with any questions about this IM and providing financial incentives.

Thank you for the work you do on behalf of children and families.

/ Katie Hamm /

Katie Hamm  
Acting Director, Office of Head Start  
Deputy Assistant Secretary for Early Childhood Development

# USD 305 Heartland Early Education



## CACFP MEALS CLAIMED - MAY 2022

	# of Meals	Breakfast	Lunch	PM snack	Total Meals	Revenue Recv'd
	Abilene	66	138	77	281	747.98
	Enterprise	118	119	110	347	808.94
	Ellsworth	216	216	214	646	1,486.24
	Salina Education Center	197	198	194	589	1,358.25
	Salina Heartland	1,567	2,055	1,452	5,074	12,594.59
	Total CACFP Meals	2,164	2,726	2,047	6,937	\$ 16,996.00

## CREDIT CARD CHARGES - MAY 2022

	Vendor name	Wright Express	Walmart	Dillon's	Gene's IGA	West C Mart
	Date Paid	5/13/2022	5/27/2022	5/27/2022	5/31/2022	5/13, 5/31
	Vendor #	vendor # 801	vendor # 7517	vendor # 1152	vendor # 3060	vendor # 905
Account #	DESCRIPTION					
73740	HS classroom supplies - room 103					
73490	HS classroom supplies - general					
73530	HS classroom supplies - room 106		88.15			
73540	HS classroom supplies - room 108		136.54			
72585	HS classroom supplies - room 112		13.80			
73600	HS classroom supplies - Abilene					10.64
73640	HS classroom supplies - Enterprise					
73660	HS classroom supplies - Ellsworth					
73720	EHS classroom supplies - room 904		0.98			
73730	EHS classroom supplies - room 808		4.64			
73731	EHS classroom supplies - room 810		7.40			
73732	EHS classroom supplies - room 812		7.10			
73735	EHS classroom supplies - room 712					
73930	diapers / supplies		72.68	65.97		
73480	Playground Supplies		144.64			
73780	EHS Home Visit Supplies		8.72			
74430	Parent Meetings - Ellsworth				18.12	
74440	Parent Meetings - HS		54.11	12.49		
74480	Parent Meetings - EHS socializations		53.01			
74485	Parent Meetings - EHS home based					
73840	Medical / Dental Supplies		6.51			
73440	Office Supplies		31.16			
74520	Other Activities			118.30		
74720	Training Supplies - Staff					
74740	Training Supplies - Conscious Discipline			18.98		
74600	Advertising - Program					
74630	Staff Heartwarmer Supplies			108.90		
73950	Building Supplies		123.30			3.89
74670	Transportation Supplies					
74680	vehicle fuel	931.10				
74685	bus fuel	1,441.08				
77510	Diaper Supplies - child care partners					
3 rooms	State PreK / KPP classroom supplies		269.39			
81860	CACFP - non food supplies				14.85	
81880	CACFP - Food Expenses		252.21	265.31	363.20	
		2,372.18	1,274.34	589.95	396.17	14.53







## VISA Credit Card Statement

5/19/2022

ACCOUNT	DESCRIPTION	AMOUNT	CREDIT CARD NAME	AMOUNT
73420	Office Equipment			
73440	Office Supplies			
73520	Classroom Supplies - room 111 Madison		Holecek, Cindy	
73530	Classroom Supplies - room 106 Libby		Larson, Lesa	87.98
73540	Classroom Supplies - room 108 Tonya		Lorett, Linda	4,619.88
73620	Classroom Supplies - Oakdale Nicole		Ryan, Alaina	1,727.30
73585	Classroom Supplies - room 112 Shelbee		Wagoner, Megan	442.18
73700	Misc. Expense		Ziegler, Casy	245.00
73780	EHS Home Visitor Supplies			
73790	Literacy Supplies - Classroom		Abilene #2	
73840	Medical/Dental Supplies		Abilene #3	
73890	Nutrition Prop Box Supplies			
74280	Licensing		Salina #1	2,357.62
74400	Volunteer Appreciation	1,353.00	Salina #2	597.84
74430	Parent Meetings - Ellsworth		Salina #3	2,968.84
74440	Parent Meeting - Saline County			
74470	Parent Meeting - High School			
74480	Socializations - EHS HB	1.78		
74485	Parent Meetings - EHS HB			
74490	Fatherhood/Motherhood Support Group	839.50		
74520	Other Activities	97.50		
74630	Heartwarmers Supplies	57.46		
74670	Transportation Vehicle Expense	1,200.00		
74700	Training - Leadership	1,656.12		
74710	Training - Mid Manager	625.00		
74720	Training - Staff	51.22		
74732	Training - Megan			
74740	Training - Conscious Discipline	5,871.27		
74760	Training - Child Care Partners			
74820	Training - Health / Mental Health	245.00		
74830	Training - Parents	197.46		
74870	Training - Policy Council	301.33		
74890	Training - Education / CDA	550.00		
75320	Fund 58 - Emergency Funds			
75754	Classroom Supplies - KPP Grant			
75798	Training KPP			
	TOTAL	13,046.64	11 Visa Cards	13,046.64