U.S.D. 305 BOARD AGENDA
District Offices
1511 Gypsum
Staff Education Center
https://www.usd305.com/about_us/board_of_education/livestream
October 11, 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. Approval of Consent Agenda Items
- a. **Minutes of September 13, 2022 Regular Meeting**
- b. **Personnel Report**
- c. Financial Reports
  - 1. September Bills List
- d. **Approve Treasurer's Report** (August)
- e. **Approve Investment Report** (August)
- f. **Approve Journal Entries** (August)
- g. **Approve Encumbrance Listings**
- h. **Approve South High Softball Complex Phase III Restrooms Bid**
- i. **Approve Durham School Services Contract Revisions**
- j. **Approve Gift from Earl Bane Foundation**
- k. **Approve South Middle Fundraising Activity**

V. **Public Forum**

VI. Action Agenda
- a. **Receive FY22 Audit from Agler & Gaeddert** — Harold Mayes
- b. **Board Policy** — Eryn Wright

VII. Discussion Agenda
- a. **Board Policy** — Eryn Wright

VIII. **School Board Reports and Upcoming Dates of Importance**
- a. Thursday, November 10, SHESC Legislative Luncheon, 9:30 am
- b. November 11-13, KASB Annual Conference, Wichita

IX. **Superintendent's Report**

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

XI. **Executive Session**
- a. Personnel
- b. Safety and Security

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

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.

MINUTES OF THE BOARD OF EDUCATION MEETING
UNIFIED SCHOOL DISTRICT NO. 305
SALINA, KANSAS
September 13, 2022

Call to Order

The Board of Education of Unified School District #305 met in regular session Tuesday, September 13, 2022 at 5:30 p.m., in the District Office, Staff Education Center with the following members present: Mark Bandré, Jim Fletcher, Scott Gardner, Gabe Grant, Dana Kossow, Bonnie Schamberger and Ann Zimmerman.

Others present – see page 8.

President Zimmerman called the meeting to order.

Pledge of Allegiance

The Pledge of Allegiance was given.

Agenda

Motion by Mark Bandré, second by Gabe Grant to approve the agenda as presented with the addendum to IX.j. Approve Gift from Emmanuel Foursquare Church to Elementary Schools. Motion carried: 7 Yeas, 0 Nays.

Approve 2022-2023 Local Option Budget (LOB) Resolution

The annual resolution to adopt the LOB percentage used in the budget was presented. The resolution stated an authorization for 33%.

Motion by Gabe Grant, second by Mark Bandré to approve the 2022-2023 Local Option Budget Resolution as presented. Motion carried: 7 Yeas, 0 Nays.

2022-2023 Exceeding the Revenue Neutral Tax Rate Hearing

The 2022-2023 Exceeding the Revenue Neutral Tax Rate Hearing was opened at 5:33 p.m. Chad Farber, patron, addressed the board opposing exceeding the Revenue Neutral Tax Rate.

Approval of 2022-2023 Exceeding the Revenue Neutral Tax Rate Resolution

Motion by Gabe Grant, second by Scott Gardner to approve the Resolution expressing the property taxation policy of USD 305 Salina with respect to exceeding the Revenue Neutral Tax Rate for financing the annual budget for 2022-2023. Per statute, a roll call vote was taken:

	Vote Yes	Vote No	Absent
Board Member: Mark Bandré	☒	☐	☐
Board Member: Jim Fletcher	☒	☐	☐
Board Member: Scott Gardner	☒	☐	☐
Board Member: Gabe Grant	☒	☐	☐
Board Member: Dana Kossow	☒	☐	☐
Board Member: Bonnie Schamberger	☒	☐	☐
Board Member: Ann Zimmerman	☒	☐	☐

Motion carried: 7 Yeas, 0 Nays.

2022-2023 Budget Hearing

The 2022-2023 Budget Hearing was opened at 5:40 p.m. No one from the public addressed the board concerning the FY23 budget.

Approval of 2022-2023 Budget

Motion by Mark Bandré, second by Dana Kossow that the building needs assessment and state assessment review documentation were provided by the board, evaluated by the board and used in the budget process and move that we approve the 2022-2023 budget as published. Motion carried: 7 Yeas, 0 Nays.

Recognitions/Presentations Linn Exline announced the following "You Make A Difference" recipient:

Name	Building
Jennifer Camien	District Office

Jennifer Camien and Linn Exline recognized the following students who qualified for state competition in track and presented them with a "Superintendent's Excellence" award:

Central High	South High
Cooper Affholder	Grace Allen
Jack Burt	Angelica Alvarado
Mykayla Cunningham	Kylie Arnold
Elle Denning	Dylan Brice
Haley Freeman	Tamia Cheeks
Isaac French	Carter Copes
Dezmyn Gibson	Bethany Hicklin
William Griffith	Libby Kierscht
Callan Hall	Olivia Mancino-Hinde
Brady Hemmer	Aunisty McNeal
Anna Hogeland	Harley Sierminski
Kamryn Jones	
Camila Lopez-Galindo	
Ytzel McClendon	
Veronica Janae Montoya	
Jameer Moore	
Sam Payne	
Katelyn Rupe	
Alex Shea	
Zach Tibbits	
Saniya Triplett	

Jennifer Camien and Linn Exline recognized the following students from South High School who qualified for state competition in boys' golf and presented them with a "Superintendent's Excellence" award:

Jackson Perry
Maddox Xaysongkham

Jennifer Camien and Linn Exline recognized the following students who qualified for state competition in boys' tennis and presented them with a "Superintendent's Excellence" award:

Central High	South High
Collin Phelps	Isaac Harper
Connor Phelps	Andrew Schrage

Jennifer Camien and Linn Exline recognized the following students who qualified for state competition in girls' swimming/diving and presented them with a "Superintendent's Excellence" award:

Central High	South High
Zoe Burmaster	Ally Exline
Alexandra Coykendall	Rachel Sims
Amelia Coykendall	
Caroline Fields	
Azbey Peckham	
Mariah Prophet	

Consent Agenda

Motion by Scott Gardner, second by Gabe Grant to approve the following items on the consent agenda:

Minutes of the Board of Education Meetings:
August 9, 2022 Regular Meeting

Personnel Report

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

Hammond, Deborah 08/23/22	Instructional Asst IV – CKCIE/Abilene McKinley
Long, Brock 08/03/22	High Incidence SpEd – CKCIE/Central
Otto, Jordan 08/05/22	Kindergarten – Oakdale
Rubino, Joseph 08/23/22	Roving Teacher – Sunset
Shaw, Britany 09/01/22	High Incidence SpEd – CKCIE/Central
Wohler, Harriet 08/08/22	High Incidence SpEd – CKCIE/Schilling

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

Botz, Angela 08/05/22	Dept Chair SpEd – Central
Brungardt, Ryan 08/05/22	Football Asst Grade 7 – Lakewood
Crawford, Chelsey 08/05/22	Scholars Bowl .5 – Lakewood
Dix, Brad 08/05/22	Track Assistant – Central
Ellerbeck, Alexis 08/05/22	Forensics Asst – Central
Ellerbeck, Alexis 08/05/22	Debate Asst – Central
Elliott, Kennedy 08/05/22	Track Assistant – South Middle
Hunter, Christopher 08/05/22	Scholars Bowl .5 – Lakewood
Mahoney, Candace 08/05/22	Quiz Bowl .5 – South High
Mahoney, Melissa 08/05/22	Quiz Bowl .5 – South High
Patrick, Kevin 08/05/22	Volleyball Asst – Central
Stalcup, Jack 08/05/22	Track Assistant – Lakewood
Stewart, Caleb 08/05/22	ESports Head Fall & Spring – South High
Vandecreek, Carielyn 08/05/22	Unified Bowling Asst – CHS .5/SHS .5

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

Black, Robert	From: Cross Country Asst – Lakewood To: Cross Country Head – Lakewood
Chesney, Anthony	From: Track Asst – Central To: Track Head Asst – Central

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

Curry, Luke 08/04/22	Baseball Asst – Central
Howard, Erica 07/29/22	Tennis Asst Girls – Lakewood
Slothower, Anthony 08/25/22	Track Asst – Central

CLASSIFIED APPOINTMENT(S):

Arellano, G'Sella 08/17/22	Instructional Asst II – Lakewood
Augustine, Lori 08/31/22	Instructional Asst III – South Middle
Bale, Matthew 09/07/22	Night Custodian – South High
Beardslee, Tia 08/29/22	Paraeducator – CKCIE/Herington PreK
Bilik, Emily 08/24/22	Paraeducator – CKCIE/Meadowlark
Blackwood, Alexis 09/01/22	Paraeducator – CKCIE/Claflin High
Bohrer, Steven 09/07/22	Paraeducator – CKCIE/Lakewood
Bowell, Melissa 08/31/22	Paraeducator – CKCIE/Stewart
Bowell, Samantha 08/24/22	Paraeducator – CKCIE/Transitions
Boyer, Tatum 08/31/22	Instructional Asst IV – Central
Breeden, Sabrina 08/24/22	Paraeducator – CKCIE/Rural Center
Cookson, Patricia 08/24/22	Paraeducator – CKCIE/Sunset
Domreis-Byars, Katrina 08/31/22	Paraeducator – CKCIE/Heusner

Duenas-Galvan, Leslie 09/02/22	Family Consultant – Heartland
Dussault, Brayden 08/17/22	Paraeducator – CKCIE/South Middle
Eckley, Jeannine 08/31/22	Paraeducator – CKCIE/Cottonwood
Eliasen, Mary 08/17/22	Paraeducator – CKCIE/Kanopolis Middle
Gibble, Felicia 08/29/22	Paraeducator – CKCIE/Chapman High
Gibson, Ashley 08/05/22	Headstart Teacher Asst II – Heartland Abilene
Glassburn, Theresa 09/06/22	Paraeducator – CKCIE/Project Search
Goble, Janet 08/17/22	Foodservice Dining Asst – Stewart
Glover, Randi 08/22/22	Paraeducator – CKCIE/Enterprise Elem
Graves, Brooke 08/29/22	Paraeducator – CKCIE/Abilene Kennedy
Hartzell, Lauren 08/29/22	Paraeducator – CKCIE/North Ottawa PreK
Heidorn, Deborah 08/22/22	Paraeducator – CKCIE/Chapman Elem
Hoferer, Cody 08/05/22	Headstart Teacher Asst II – Heartland Enterprise
Holtz, Wendy 08/19/22	Headstart Teacher Asst III – Heartland
James, Shannon 08/23/22	Paraeducator – CKCIE/SE-Saline Elem
Jordan, Savannah 08/09/22	Headstart Teacher Asst II – Heartland
Kahre, Katie 09/07/22	Paraeducator – CKCIE/Stewart
Lewis, Marquesa 08/17/22	Headstart Teacher Asst II – Heartland
Lonberger, Taylor 08/17/22	Paraeducator – CKCIE/Minneapolis Elem
Lorenson, Annalyn 08/17/22	Paraeducator – CKCIE/Coronado
Maier, April 09/07/22	Paraeducator – CKCIE/Heusner
McCarter, Angela 08/24/22	Paraeducator – CKCIE/Wilson Elem
Marsch, Shari 08/22/22	Paraeducator – CKCIE/North Ottawa PreK
Miller, Kevin 08/25/22	Unified Bowling Head – CHS .5/SHS .5
Moses, Tori 08/25/22	Paraeducator – CKCIE/Herington Elem
O'Connor, KaiLee 08/17/22	Paraeducator – CKCIE/Meadowlark
Orellana, Karla 08/24/22	Foodservice Kitchen Asst – Lakewood
Parker, Paige 08/24/22	Paraeducator – CKCIE/South High
Parker, Paige 08/15/22	Volleyball Head Grade 7 – South Middle
Peck, John 08/17/22	Paraeducator – CKCIE/Solomon High
Perez, Miranda 08/22/22	Headstart Teacher Asst II – Headstart Enterprise
Picking, Lisa 08/22/22	Paraeducator – CKCIE/Abilene McKinley
Pinkall-Hernandez, Tayler 08/11/22	Volleyball Asst Grade 8 – Lakewood
Quezada, Alma 08/24/22	Bilingual Education – South High
Reynolds, Casey 09/07/22	Paraeducator – CKCIE/Oakdale
Richard, Makayla 09/07/22	Paraeducator – CKCIE/Coronado
Snyder, Katie 08/15/22	Soccer Asst Boys – Central
Sorenson, Abigale 08/24/22	Instructional Asst II – Cottonwood
Stewart, Carolyn 08/09/22	Bus Monitor – Heartland
Stinnett, Alicia 08/18/22	Paraeducator – CKCIE/Herington Elem
Trotter, Shai 09/06/22	Paraeducator – CKCIE/Abilene PreK
Usher, Carrie 08/18/22	Paraeducator – CKCIE/Central Plains
Vermillion, Russell 08/17/22	Maintenance Mgr – Operations
Willson, Barbara 08/29/22	Headstart Teacher Asst II – Heartland Ellsworth
Wyman, Christopher 09/07/22	Paraeducator – CKCIE/Cottonwood
Zamarripa, Rachelle 08/17/22	Paraeducator – CKCIE/Meadowlark

<u>CLASSIFIED TRANSFER(S)</u>

Acheson, Mark	From: Lead Night Custodian – Central To: School Grounds Worker – Central
Beal, Fiebe	From: Paraeducator – CKCIE/Schilling To: Paraeducator – CKCIE/South Middle

Blair, April	From: Paraeducator – CKCIE/Solomon High To: Paraeducator – CKCIE/Solomon Elem
Boyer, Jonetta	From: Paraeducator – CKCIE/ Meadowlark To: Paraeducator – CKCIE/Stewart
Breen, Karen	From: Paraeducator – CKCIE/SHS To: Attendance Asst – South High
Carlson, Lisa	From: Paraeducator – CKCIE/Stewart To: Instructional Asst IV – Schilling
Contreras, Susana	From: Foodservice Kitchen Asst – Central To: Kitchen Asst – Heartland
Deshazer, Cody	From: Overnight Custodian – South High To: Day Custodian – South High
Garman, Chrystal	From: Foodservice Kitchen Asst – Oakdale To: Paraeducator – CKCIE/Stewart
Hanchett, Amanda	From: Admin Asst I – South High To: Admin Asst II – South High
Hiebsch, SanDee	From: Paraeducator – CKCIE/Sunset To: Paraeducator – CKCIE/Minneapolis High
Jordheim, Jackie	From: Paraeducator – CKCIE/Schilling To: Paraeducator – CKCIE/Cottonwood
Laas, Mikaylee	From: Paraeducator – CKCIE/Central To: Instructional Asst III – Central
Lopez, Nicolle	From: Instructional Asst II – Sunset To: Bilingual Education – Sunset
Metzger, Cindy	From: Paraeducator – CKCIE/St Marys To: Paraeducator – CKCIE/Sacred Heart
O'Connor, Victoria	From: Health Aide .4375 – South High To: Health Aide – CHS .4375/SHS .4375
Pfannenstiel, Vincent	From: Day Custodian – South High To: Building Mechanic – South High
Shulmeister, Kendra	From: Paraeducator – CKCIE/Wilson Elem To: Instructional Asst IV – Wilson Elem
Shirk, Brady	From: Paraeducator – CKCIE/Opp Now To: Paraeducator Apprentice – CKCIE/ Opp Now
Slabach, Kendyl	From: Paraeducator – CKCIE/ Meadowlark To: Paraeducator – CKCIE/Coronado
Tribble, Cassie	From: Paraeducator – CKCIE/Coronado To: Paraeducator – CKCIE/Schilling
Trostle, Jane	From: Paraeducator – CKCIE/ Meadowlark To: Paraeducator – CKCIE/Tescott High
Vargas, Cynthia	From: Paraeducator – CKCIE/ Transitions To: Paraeducator – CKCIE/Central
Westphal, Tammy	From: Paraeducator – CKCIE/Oakdale To: Paraeducator – CKCIE/Stewart

<u>CLASSIFIED RESIGNATION(S)</u>

Aguilar, Mayra 08/19/22	Foodservice Dining Asst – Sunset

Alessi, Sarah 08/26/22	Instructional Asst II – Lakewood
Allen, Rashun 08/11/22	Paraeducator – CKCIE/South High
Chaput, Michael 08/18/22	Foodservice Delivery Driver – Kitchen II
Chun, David, 09/02/22	Paraeducator – CKCIE/Opp Now
Copple, Laura 08/30/22	Paraeducator – CKCIE/Minneapolis High
Currier, Ariel 08/08/22	Paraeducator – CKCIE/Chapman Middle
Deese, Christine 08/15/22	Paraeducator – CKCIE/Lakewood
Driscoll, Logan 08/11/22	Baseball Asst – South High
Duncan, Chelsa 08/15/22	Paraeducator – CKCIE/Abilene PreK
Eby, Rhonda 09/02/22	Foodservice Kitchen Asst – Central
Eitel, Katie 08/10/22	Paraeducator – CKCIE/Lakewood
Gans, Joyce 08/30/20	Paraeducator – CKCIE/Bennington Elem
Graves, Brooke 08/30/22	Paraeducator – CKCIE/Abilene Kennedy
Green, Lillian 08/01/22	Headstart Teacher Asst III – Heartland Enterprise
Humphrey, Carole 08/11/22	Paraeducator – CKCIE/Schilling
Jordan, Savannah 08/19/22	Teacher Asst II – Heartland
Locklear, Crystal 08/04/22	Paraeducator – CKCIE/Cottonwood
Martin, Jessica 08/05/22	Foodservice Lead – Sunset
Morris, Tabitha 08/19/22	Family Consultant – Heartland
Moses, Tori 08/29/22	Paraeducator – CKCIE/Herington Elem
Mueller, Kristi 08/31/22	Paraeducator – CKCIE/Stewart
Nowlin, Karen 09/02/22	Coordinator Asst – CKCIE
Patterson, Jessie 08/11/22	Paraeducator – CKCIE/North Ottawa PreK
Porter, Deborah 08/31/22	Headstart Teacher Asst III – Heartland
Rice, Samantha 08/28/22	Paraeducator – CKCIE/White City Elem
Utz, Alexis 08/15/22	Instructional Asst II – Lakewood

CLASSIFIED TERMINATION(S):

Cowart, Nevaeh 08/29/22	Paraeducator – CKCIE/Meadowlark
Griffin, BreeAnn 08/30/22	Paraeducator – CKCIE/Wilson Elem
Jarrell, John 08/30/22	Paraeducator – CKCIE/Bennington High
Montepeque, Jacqueline 08/22/22	Paraeducator – CKCIE/Sunset
Reed, Lauren 08/30/22	Paraeducator – CKCIE/Minneapolis Grade
Yerke, Shannon 08/26/22	Paraeducator – CKCIE/Central

Financial Reports and Bills List for the month of August

Treasurer's Report (July)

Investment Report (July)

Journal Entries (July)

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

Jones Gillam Renz	Professional Services SHS Softball	$60,250.00
New Directions	Employee Assistance Plan Renewal	$24,880.32
Village Travel	Charter Bus Services 22-23	$60,000.00
Building Controls	MEC Panel Node 16 Replacement CHS	$23,599.00
PBLWorks	PBL 101 Training Workshops	$85,800.00
Contract Paper	Copy Paper White	$80,976.00

Approval of South High School Tennis Courts Construction Bid
Bid awarded to Hutton Corporation in the amount of $1,328,000.

Approval of Gift from South High School Band Booster Club
For the purchase of new instruments in the amount of $20,000.

Approval of Gift from Emmanuel Foursquare Church to Elementary Schools
Gift of $1,000 to each elementary school, for a total of $8,000, to be used for individual student needs such as clothing, backpacks and supplies.

Motion carried: 7 Yeas, 0 Nays.

Public Forum

No one from the public asked to speak.

Appoint 2022 KASB Delegate and Alternate

Motion by Mark Bandré, second by Jim Fletcher to appoint Dana Kossow as the 2022 KASB delegate and Scott Gardner as the 2022 KASB delegate alternate. Motion carried: 7 Yeas, 0 Nays.

Kansas Education Systems Accreditation (KESA) Update

Deanna Cullins, director of accreditation and professional learning, reported that Salina Public Schools earned full accreditation and reviewed the KESA accreditation process.

School Board Committee Reports

a. Thursday, September 22, SEF Fall Breakfast, Salina Country Club, 7:00 am
b. November 11-13, KASB Annual Conference, Wichita

Mark Bandré reported on the following:

- Salina Education Foundation
- SHESC Executive Cabinet
- Student Art

Scott Gardner reported on the Heartland Policy Council.

Bonnie Schamberger reported the following:

- SPS Chat
- Kansas Association of School Boards

Gabe Grant reported on the following:

- CKCIE Board of Control
- Salina Education Foundation

Dana Kossow reported on the following:

- CKCIE Board of Control
- Equity Council
- School Marathons

Jim Fletcher reported on the following:

- Salina Education Foundation
- Kansas Association of School Boards Leadership for Tomorrow

Ann Zimmerman reported on the following:

- Meeting with Auditors
- Kansas Association of School Boards Webinars
- Linn Exline's Interview on KSAL
- SPS Chat

Superintendent's Report

Linn Exline updated the board on the following items:

- Upcoming Community Survey
- Dunbar School Alumni Celebration – November 19, 2022
- Active Assailant Training

- Chamber of Commerce Luncheon Presentation
- Salina Education Foundation Breakfast Presentation
- SPS Chat

Information Agenda

a. Heartland Early Education Update

Executive Session Personnel

Motion by Jim Fletcher, second by Gabe Grant that the Board of Education go into executive session at 6:35 p.m. for 20 minutes for the purpose of discussing the evaluation of non-elected personnel and their contractual obligations because if this matter were discussed in open session it might invade the privacy of those discussed and that the Board of Education reconvene into open session at 6:55 p.m. in the SEC Room. Motion carried: 7 Yeas, 0 Nays.

Linn Exline arrived at 6:35 p.m., per request.

Bonnie Schamberger left at 6:35 p.m.

Bonnie Schamberger returned at 6:37 p.m.

Open Session

President Zimmerman declared the board to be in open session at 6:55 p.m.

Worksession: Policy Review

Eryn Wright, executive director of human resources/legal services, and Linn Exline, superintendent, reviewed the following board policies on first reading:

1. BBE – Attorney
2. BDA – Developing, Adopting, Amending and Repealing Board Policy
3. BG – Memberships
4. CEC – Superintendent Recruitment
5. CM – Policy Implementation
6. CMA – Administrative Rules
7. DFAB – Standard of Conduct for Federally-Funded Contracts
8. DFAC – Federal Fiscal Compliance
9. DJFAB – Administrative Leeway
10. EBA – Insurance Program
11. ED – Student Transportation Management
12. EDAA – School Buses and Vehicles
13. FC – Memorials, Funerals, and Naming of District Facilities
14. GAA – Goals and Objectives
15. GACC – Recruitment and Hiring
16. GAOA – Drug Free Workplace
17. GAOB – Drug Free Schools
18. GAOD – Drug and Alcohol Testing
19. GBRJ – Substitute Teaching
20. GCIA – Evaluation of Coaches and Sponsors
21. GCRG – Leaves
22. IB – School Site Councils
23. IIBGC – Online Learning Opportunities
24. ING – Animals and Plants in the School
25. JA – Goals and Objectives
26. JCAC – Interrogations and Investigations
27. JGFF – Student Transportation
28. JHC – Student Organizations
29. KB – Public Information Programs
30. KGA – Use of District Personal Property and Equipment
31. KGE – Bullying by Parents
32. KH – Gifts and Bequests
33. KHA – Naming of Facilities

Adjournment

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

President Zimmerman declared the meeting adjourned at 8:22 p.m.

Attest:

_____

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

Approved_____

Cooper Affholder, Central High School Student
Dylan Brice, South High School Student
Steve Brown, South High School Golf
Jack Burt, Central High School Student
Kendrick Calfee, Salina Journal
Jennifer Camien, Public Information Director
Jennifer Canfield, Patron
Jody Craddock-Iselin, Director of Support Services
Deanna Cullins, Director of Accreditation and Professional Learning
Larry Cullins, Central High School Teacher
Dustin Denning, Patron
Elle Denning, Central High School Student
Heather Denning, Patron
Brad Dix, Central High School Teacher
Ally Exline, South High School Student
Curt Exline, South Middle School Assistant Principal
Linn Exline, Superintendent
Chad Farber, Patron
Caroline Fields, Central High School Student
Karyn Fields, Patron
Isaac French, Central High School Graduate
Jeff Geist, Patron
Jeff Hayes, Executive Director of CKCIE
Bethany Hicklin, South High School Student
Anna Hogeland, Central High School Student
Deborah Howard, Clerk
Stephanie Johannes, Central High School Teacher
Kamryn Jones, Central High School Student
Kari Keck, South Middle School Teacher/NEA-Salina President
Krista Linenberger, Director of Elementary Programs
Sam Payne, Central High School Student
Jackson Perry, South High School Student
Jennifer Perry, Patron
Matt Perry, Patron
Lisa Peters, Executive Director of Business

Travis Peterson, Opportunity Now Teacher
Mariah Prophet, Central High School Student
Miles Prophet, Patron
Russ Prophet, Patron
Shanna Rector, Deputy Superintendent
Nora Rindt, Schilling Elementary School Teacher
Abbey Rupe, Patron
Katelyn Rupe, Central High School Student
Dawn Sheforgen, South High School Teacher
Rachel Sims, South High School Student
Curtis Stevens, Director of Secondary Programs
Chanel Thomas, Patron
Zach Tibbets, Central High School Student
Saniya Triplett, Central High School Student
Kris Upson, Executive Director of Operations
Kyra Williams, Patron
Eryn Wright, Executive Director of Human Resources/Legal Services
Maddox Xaysongkham, South High School Student

Personnel Report
October 11, 2022

APPOINTMENT OF CERTIFIED CONTRACT(S) 2022-2023

Harvin, Sequena	9/12/2022	Social Worker	South High School

RETIREMENT OF CERTIFIED CONTRACT(S) 2022-2023

Davis-Windler, Julie	5/19/2023	High Incidence SPED Teacher	Sunset Elementary School

CLASSIFIED APPOINTMENTS

Ahrens, Kelsie	9/29/2022	Paraeducator	Herington Elementary School/CKCIE
Albers, Beverly	9/27/2022	Paraeducator	Chapman High School/CKCIE
Albrecht, Samuel	11/9/2022	Assistant Boys Basketball Coach	Central High School
Andersen, Robin	9/21/2022	Dining Assistant - FNS	Sunset Elementary School
Baccus, Bobbi	9/22/2022	Paraeducator	Minneapolis Grade School/CKCIE
Barlow, Caleb	9/19/2022	Paraeducator	Abilene Kennedy Primary/CKCIE
Bennett, Jenna	9/26/2022	Paraeducator	Ellsworth Elementary School/CKCIE
Bushell, Brianna	9/19/2022	Paraeducator	Chapman Elementary School/CKCIE
Cambo, Jessica	9/12/2022	Paraeducator	Abilene Preschool/CKCIE
Cleary, Patricia	9/13/2022	Paraeducator	Bennington High School/CKCIE
Clouston, Angela	10/1/2022	Kitchen Assistant - FNS	South Middle School
Davis, Lori	10/5/2022	Paraeducator	Coronado Elementary School
Deese, Christine	10/1/2022	Paraeducator	Opportunity Now
Elliott, Angela	9/29/2022	Family Consultant	Heartland Early Education
Falk, Connie	9/14/2022	Paraeducator	Ellsworth Elementary School/CKCIE
Franklin, Aubriawna	9/28/2022	Paraeducator	Meadowlark Ridge Elementary School
Funk, Lauren	10/5/2022	Headstart Teacher Assistant II	Heartland Early Education
Hamblet, Juliana	9/14/2022	Administrative Assistant I	South High School
Henry, Elizabeth	10/3/2022	Paraeducator	Solomon Elementary School/CKCIE
Hutson, Ann	9/9/2022	Paraeducator	Chapman Elementary School/CKCIE
Janssen, Eric	10/5/2022	Delivery Driver - FNS	Kitchen II
Kahre, Kate	9/7/2022	Paraeducator	Grace E. Stewart Elementary School
Losee, Kimberly	9/26/2022	Paraeducator	Herington High School/CKCIE
Marion, Tiana	9/28/2022	Assistant Debate	South High School
Martinez, Lizet	9/14/2022	Headstart Teacher Assistant II	Heartland Early Education
Middleton, Tresea	10/3/2022	Paraeducator	Abilene Kennedy Primary/CKCIE
Phillips, Shanikwa	9/28/2022	Dining Assistant - FNS	Cottonwood Elementary School
Snyder, Katie	9/21/2022	Paraeducator	South High School
Tuuri, Sarah	9/27/2022	Paraeducator	Herington Preschool/CKCIE
Walker, Samantha	9/21/2022	Paraeducator	Meadowlark Ridge Elementary School
Wheeler, Mary	9/21/2022	Kitchen Assistant - FNS	Central High School

CLASSIFIED TRANSFERS

Bauer, Kiersten	10/10/2022	Headstart Teacher Assistant II/Abilene Preschool	Paraeducator/Abilene McKinley Elementary School/CKCIE
Mastin, Kathy	8/5/2022	Paraeducator/Hageman	Medicaid Clerk/Hageman
Miller, Larry	8/22/2022	Grounds Maintenance Worker/Operations Center	Operations Utility Worker II/Operations Center
Velasquez-Pham, Delia	9/19/2022	Paraeducator/Lakewood Middle School	Instructional Assistant II/Lakewood Middle School

CLASSIFIED RESIGNATIONS

Blair, April	9/30/2022	Paraeducator	Solomon Elementary School/CKCIE
Challans, Roberta	8/26/2022	Paraeducator	Hope Elementary School/CKCIE
Dulohery, Cheryl	9/29/2022	Paraeducator	Abilene Kennedy Primary/CKCIE
Edmondson, Jennifer	9/30/2022	Paraeducator	Abilene Middle School/CKCIE
Evans, Mary	10/3/2022	Headstart Teacher Assistant III	Heartland Early Education
Henson, Jennifer	9/16/2022	Paraeducator	Herington Preschool/CKCIE
Hunter, Rebecca	9/30/2022	Headstart Teacher Assistant II	Enterprise Preschool/Heartland Early Education
Ingram-Frisby, Jennifer	9/29/2022	Paraeducator	Coronado Elementary School
Miramontes, Lizzeth	10/11/2022	Data/Intake Specialist	Heartland Early Education
Montoya Davila, Johana	9/15/2022	Paraeducator	Schilling Elementary School
Morrow, Thelma	9/30/2022	Paraeducator	Cottonwood Elementary School
Palacios, Liliana	9/20/2022	Kitchen Assistant - FNS	South Middle School
Perez, Miranda	8/23/2022	Headstart Teacher Assistant II	Enterprise Preschool/Heartland Early Education
Poling, LaDonna	9/28/2022	Paraeducator	White City Elementary School/CKCIE
Rick, Donnalyn	9/30/2022	Night Custodian	Oakdale Elementary School
Sanchez, Rosa	9/20/2022	Kitchen Assistant - FNS	South Middle School
Smith, Rhonda	10/7/2022	Child Development Specialist	Heartland Early Education

Personnel Report
October 11, 2022

CLASSIFIED RESIGNATIONS, cont.

Snook, Toni	10/6/2022	Paraeducator	Sunset Elementary School
Trotter, Shai	9/19/2022	Paraeducator	Abilene Preschool/CKCIE
Tuuri, Sarah	9/29/2022	Paraeducator	Herington Preschool/CKCIE
Willson, Barbara	9/7/2022	Headstart Teacher Assistant II	Ellsworth Preschool/Heartland Early Education

CLASSIFIED TERMINATIONS

Adams, Karen	9/26/2022	Bus Driver	Heartland Early Education
Carlson, Lisa	10/3/2022	Instructional Assistant IV	Schilling Elementary School
Carrazco, Christiana	9/22/2022	Headstart Teacher Assistant II	Heartland Early Education
Heidrick, Jolene	9/26/2022	Bus Monitor	Heartland Early Education
Hunter, Cameron	9/14/2022	Assistant Girls Soccer Coach	Central High School
Strecker, Anita	9/28/2022	Paraeducator	Schilling Elementary School

Personnel Report
October 11, 2022

APPOINTMENT OF CERTIFIED CONTRACT(S) 2022-2023			
Kemp, Tayvia	10/12/2022	Early Childhood Education Teacher	Schilling Elementary School
RETIREMENT OF CERTIFIED CONTRACT(S) AT THE END OF 2022-2023			
Darling, Dawne	5/25/2023	High Incidence SPED Teacher	McKinley Elementary School/CKCIE
RESIGNATION OF CERTIFIED CONTRACT(S) AT THE END OF 2022-2023			
Neuburger, Nicholas	5/25/2022	Grade 4 Teacher	Coronado Elementary School
CLASSIFIED APPOINTMENTS			
Hollenbeck, Molly	10/10/2022	Paraeducator	White City Elementary School/CKCIE
McLeland, Spencer	10/12/2022	Night Custodian	Oakdale Elementary School
Meyer, Austin	10/12/2022	Paraeducator	Opportunity Now
Mundell, Ynocencia	10/12/2022	Overnight Custodian	South High School
Rawlins, Alissa	10/6/2022	Headstart Teacher Assistant II	Heartland Early Education
CLASSIFIED TRANSFERS			
Bohrer, Steven	10/4/2022	Paraeducator/Lakewood Middle School	Paraeducator/Central High School
Nitsch, Melinda	10/7/2022	Pre-K Paraeducator/Coronado Elementary School	Paraeducator/Coronado Elementary School
Owens, Arianna	10/17/2022	Headstart Teacher Assistant II/Hearland Early Education	Paraeducator/Stewart Elementary School
Williams, Barbara	10/3/2022	Dining Assistant - FNS/Cottonwood Elementary School	Dining Assistant - FNS/Oakdale Elementary School
CLASSIFIED RESIGNATIONS			
Bohrer, Steven	10/6/2022	Paraeducator	Central High School
Escamilla, Alondra	10/11/2022	Paraeducator	Stewart Elementary School
Halpain, John	10/18/2022	Night Custodian	Meadowlark Ridge Elementary School
Sparks Beason, Keonna	10/31/2022	Pre-K Educator	Hearland Early Education

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

BUDGET YEAR FY23

FUND #	FUND NAME	BEGINNING MONTH CASH BALANCE	CURRENT MONTH REVENUES	PREVIOUS YEAR'S PO EXPENSES	CURRENT MONTH EXPENSES	ENDING MONTH CASH BALANCE
01	General Fund	1,502,617.61	2,358,327.72	26,755.88	1,501,152.96	2,333,036.49
02	Supplemental General Fund	491,510.66	-	-	21,646.97	469,863.69
03	Capital Outlay Fund	15,076,970.99	55,320.17	161,469.95	185,349.13	14,785,472.08
04	At-Risk K-12	343,939.90	-	20.50	56,164.11	287,755.29
05	Driver Training Fund	23,896.04	10,100.00	-	2,418.84	31,577.20
06	Food Service Fund	1,275,224.66	58,583.63	-	363,088.11	970,720.18
07	Special Education-305 Fund	4,216,336.92	63,701.27	-	69,557.66	4,210,480.53
08	Bond and Interest Fund	5,984,587.13	3,612,761.00	-	8,210,820.26	1,386,527.87
09	Textbooks Fund	579,418.29	33,223.59	-	28,389.40	584,252.48
10	Parent Education Fund	42,282.52	-	-	12,353.66	29,928.86
15	Professional Development Fund	251,428.25	-	530.00	135,309.77	115,588.48
17	Health Insurance - Employer	7,485,382.04	647,192.38	-	926,449.61	7,206,124.81
19	Summer School Fund	15,402.26	165.00	-	27.05	15,540.21
20	Salina Adult Education Center	430,243.36	273.75	1,118.60	36,001.91	393,396.60
26	Virtual Education	1,295.67	14,232.93	1,247.67	13,964.53	316.40
30	CKCIE	4,475,011.61	7,908.93	11,066.28	435,100.10	4,036,754.16
33	ESSER II-SPED Fund-CKCIE	(62,717.15)	59,691.00	-	36,119.63	(39,145.78)
41	Career and Post Secondary Education	7,174.37	-	-	3,377.60	3,796.77
52	KPERS Special Retirement	-	-	-	-	-
57	Preschool-Aged At-Risk	-	21,570.90	-	21,570.90	-
65	Bilingual Fund	-	2,956.28	-	2,956.28	-
98	Contingency	4,152,091.00	-	-	-	4,152,091.00
FEDERAL GRANTS						
11	KDHE K-12 ELC Covid Testing Grant	(4,299.57)	4,300.00	-	0.43	-
31	ESSER II Fund - Federal	(1,544,839.56)	1,360,383.00	-	132.09	(184,588.65)
32	Title I Carryover Funds	-	-	-	-	-
34	ESSER I Fund - Federal	(4,114.92)	1,325.00	-	1,155.08	(3,945.00)
36	ESSER III Fund - Federal	(104,962.07)	68,748.00	-	70,723.67	(106,937.74)
37	Title VI-B Targeted Improvement Plan	(9,018.95)	-	-	4,608.76	(13,627.71)
46	USD Perkins Secondary Improvement	(28,161.13)	-	-	16,546.27	(44,707.40)
53	Title I Part D	-	-	-	18,311.00	(18,311.00)
55	Title I Low Income	(1,777.30)	3,772.00	-	15,775.99	(13,781.29)
56	Head Start Federal	(62,155.12)	402,247.57	10,530.89	367,118.21	(37,556.65)
59	KS EHS/HS	(135,516.37)	88,172.88	-	83,794.34	(131,137.83)
60	Head Start Summer Food	1,760.72	36.62	-	-	1,797.34
67	Federal CARES Act Head Start	(11,900.00)	11,900.00	11,979.76	-	(11,979.76)
69	Head Start CACFP	49,111.84	6,373.06	-	14,847.56	40,637.34
81	Title II-A Teacher Quality	(6,702.48)	177.00	-	5,277.40	(11,802.88)
83	Title III English Language Acquisition	-	-	-	208.28	(208.28)
84	Title IV-21st Century CLC-Oakdale	-	-	-	-	-
94	Title IVA-Student Suppt & Acad Enrich	(4,819.56)	910.00	-	4,940.48	(8,850.04)
STATE AND LOCAL GRANTS						
12	Student Assistance Fund	5,776.71	-	-	-	5,776.71
16	Other Grants	(12,810.00)	18,981.00	-	23,007.58	(16,836.58)
21	Athletic Advertising	1,231.20	46,550.00	-	550.00	47,231.20
25	Social Worker-Overcoming Barriers	2,427.10	2,500.00	-	420.00	4,507.10
28	Stewart Library Endowment Grant	32,804.46	48.11	-	-	32,852.57
29	Opportunity Now	-	-	-	-	-
35	Teacher Leadership Academy	24,147.75	-	-	621.82	23,525.93
38	CKCIE Transition	4,888.01	2,400.00	-	-	7,288.01
39	Deaf-Blind Fund	-	-	-	-	-
44	Mental Health Intervention Grant	-	-	-	4,825.49	(4,825.49)
58	Head Start Nonfederal	17,933.82	5,500.00	-	509.16	22,924.66
70	KPP - Kansas Preschool Pilot	21,732.35	23,725.00	7,124.25	2,123.33	36,209.77
72	Meadowlark	4,305.66	1,000.00	-	-	5,305.66
73	Oakdale	3,797.49	1,000.00	-	-	4,797.49
74	Cottonwood	4,921.55	1,000.00	-	-	5,921.55
75	Sunset	4,761.57	1,500.00	-	119.92	6,141.65
76	Heusner	3,154.47	1,000.00	-	128.00	4,026.47
77	Stewart	3,525.57	1,050.00	-	-	4,575.57
78	Coronado	7,216.53	1,000.00	-	161.86	8,054.67
79	Schilling	3,668.96	1,000.00	-	-	4,668.96
		44,558,184.86	**9,002,607.79**	**231,843.78**	**12,697,725.20**	**40,631,223.67**

Reconciliations
August 31, 2022

Operating Account		
Balance per Bank - Checking	6,500,213.40	
Balance per Bank - Repo Agreement	25,246,000.00	
Outstanding Vendor Checks	(1,120,438.65)	
Outstanding Payroll Checks	(10,820.11)	
Outstanding Items	(142.00)	
Outstanding Deposits	-	
Adjusted Balance per Banks	30,614,812.64	
Balance per Books	30,614,812.64	
Other Adjustments	-	
Adjusted balance per books	**30,614,812.64**	
Cash Balances		
UMB-Operating and Repurchase Agreement	30,614,812.64	
UMB-Health Insurance Trust Fund	7,206,124.81	*See Investment Stmt*
Equity Bank-Stewart Library CD-Principal	31,470.47	
UMB-Stewart Library Savings Account-Income	1,333.99	
UMB - US T-Bill	989,268.33	
UMB - US T-Note	975,042.30	
BSB - US T-Note	1,000,000.00	
Petty Cash Accounts	6,000.00	
Food Service-Cash on Hand	2,000.00	
Cash Balance Sub-Total	40,826,052.54	
Total Liabilities	(194,828.87)	
Cash Balance Total	**40,631,223.67**	
Cash Balance per Treasurer's Report	**40,631,223.67**	

Depository Security - Adequacy of Coverage
August 31, 2022

Non-interest Bearing Accounts	**UMB Bank**	**Sunflower Bank**	**Equity Bank**
District Petty Cash	1,506.90		
Operating Checking	6,500,213.40		
Salina Central High School Petty Cash	1,500.00		
Salina Head Start Petty Cash	1,450.00		
Salina South High School Petty Cash		1,210.31	
Total Non-Interest Bearing Accounts	6,504,670.30	1,210.31	-
Interest Bearing Accounts			
Operating-Repurchase Agreement Account	25,246,000.00		
Salina Central High School	348,824.61		
Lakewood Middle School	55,257.26		
Stewart Library CD			31,470.47
Stewart Library Savings Account	1,333.99		
Special Education Cooperative		21,316.13	
Salina South Middle School		74,160.05	
Salina High School South		280,637.09	
Heusner Elementary Student Council			2,174.81
Total Interest Bearing Accounts	25,651,415.86	376,113.27	33,645.28
Total All Accounts	**32,156,086.16**	**377,323.58**	**33,645.28**
Less FDIC Insurance	(250,000.00)	(250,000.00)	(33,645.28)
Pledging Required	31,906,086.16	127,323.58	-
Market Value of Pledged Securities	47,587,224.04	173,078.09	-
Over (Under) Secured Deposits	**15,681,137.88**	**45,754.51**	**-**

SALINA CENTRAL H.S. ACTIVITY

BUDGET YEAR 23 DATE 092122 FUND TYPE= ALL LEDGER DATES 080122 - 083122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
001	CHEERLEADERS	1103.17	648.88	.00	120.00	1632.05	.00	1632.05
002	GIRLS BASKETBALL	4323.89	.00	.00	.00	4323.89	.00	4323.89
003	INDUSTRIAL METAL	.00	257.70	.00	.00	257.70	.00	257.70
004	GIRLS TENNIS	1436.55	.00	.00	.00	1436.55	.00	1436.55
005	MUSTANG V-BALL	3043.60	.00	.00	.00	3043.60	.00	3043.60
006	DEBATE	2245.65	288.20	.00	1652.00	881.85	.00	881.85
007	HOSA: FUTURE HEA	1001.37	.00	.00	.00	1001.37	.00	1001.37
008	FUTURE FARMERS	2776.46	.00	.00	528.00	2248.46	.00	2248.46
009	CONDITIONING	2226.29	35.00	.00	.00	2261.29	.00	2261.29
010	S.E.L.L.S.	6792.57	.00	.00	.00	6792.57	.00	6792.57
011	LINK (FRESHMAN O	572.68	1200.00	.00	1731.90	40.78	.00	40.78
012	ACCT CLASS	.00	.00	.00	.00	.00	.00	.00
013	STUDENT COUNCIL	10621.14	1943.13	.00	2655.45	9908.82	.00	9908.82
014	THE HEAD LOCK CL	725.11	.00	.00	.00	725.11	.00	725.11
015	CLASS OF 2025	1382.65	.00	.00	.00	1382.65	.00	1382.65
017	VET CLUB	2423.62	.00	.00	.00	2423.62	.00	2423.62
018	CLASS OF 2024	2424.18	1632.29	.00	.00	4056.47	.00	4056.47
019	TRI M	85.24	.00	.00	.00	85.24	.00	85.24
022	SC PRIDE WEIGHTR	8079.38	-2835.00	.00	.00	5244.38	.00	5244.38
023	KEY CLUB	651.85	.00	.00	.00	651.85	.00	651.85
024	GAY STRAIGHT ALL	163.96	.00	.00	.00	163.96	.00	163.96
025	LITERACY FUND	.87	.00	.00	.00	.87	.00	.87
026	JOURNALISM CONVE	390.00	.00	.00	.00	390.00	.00	390.00
027	CLASS OF 2026	3764.58	.00	.00	3264.58	500.00	.00	500.00
028	CLASS OF 2023	4053.13	1632.29	.00	.00	5685.42	.00	5685.42
029	COLOR GUARD	1289.02	109.84	.00	220.85	1178.01	.00	1178.01
030	FCCLA FAMILY,CAR	2331.92	.00	.00	.00	2331.92	.00	2331.92
032	ALUMNI POST.FUND	4650.16	.00	.00	.00	4650.16	.00	4650.16
033	LIBRARY SERVICE	1033.59	.00	.00	.00	1033.59	.00	1033.59
034	FOOD SERVICE	.00	160.00	.00	.00	160.00	.00	160.00
035	BOOK RENT	100.00	100.00	.00	100.00	100.00	.00	100.00
037	LOST & DAMAGED B	82.94	.00	.00	82.94	.00	.00	.00
042	CHROMEBOOK DAMAG	.00	50.00	.00	.00	50.00	.00	50.00
043	THE BOWLING FUND	1149.24	.00	.00	.00	1149.24	.00	1149.24
044	WELFARE FUND	1368.57	55.00	.00	.00	1423.57	.00	1423.57
046	BEAUTIFY CENTRAL	11903.32	.00	.00	.00	11903.32	.00	11903.32
047	SALES TAX FUND	1024.44	2824.62	.00	900.45	2948.61	.00	2948.61
048	ASSET BUILDING T	29.20	.00	.00	.00	29.20	.00	29.20
049	PHOTOS-ATHLETIC/	1522.44	.00	.00	.00	1522.44	.00	1522.44
051	LIBRARY BOOK CLU	650.54	.00	.00	.00	650.54	.00	650.54

9-21-2022 Caroline Doe

Matthew E Byatt

SALINA CENTRAL H.S. ACTIVITY

BUDGET YEAR 23 DATE 092122 FUND TYPE= ALL LEDGER DATES 080122 - 083122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
052	CS FB CONC EQU.	1982.30	.00	.00	.00	1982.30	.00	1982.30
053	GENERAL FUND	4715.95	445.82	.00	3710.82	1450.95	.00	1450.95
054	TRAIL	6829.40	1949.66	.00	.00	8779.06	.00	8779.06
055	WOODS FUND	129.78	124.55	.00	129.78	124.55	.00	124.55
056	D.E.C.A.	1581.73	.00	.00	.00	1581.73	.00	1581.73
057	BOYS SOCCER	1789.61	920.00	.00	.00	2709.61	.00	2709.61
058	GAME DAY SCHOLAR	22.97	1910.00	.00	500.00	1432.97	.00	1432.97
059	GIRLS GOLF	759.43	.00	.00	.00	759.43	.00	759.43
060	ART CLUBS	2303.79	150.00	.00	.00	2453.79	.00	2453.79
061	PHOTOJOURNALISM	914.72	40.00	.00	.00	954.72	.00	954.72
063	SPANISH CLUB	1579.83	.00	.00	.00	1579.83	.00	1579.83
064	N. F. L.	6355.18	.00	.00	.00	6355.18	.00	6355.18
065	NAT'L HONOR SOC.	2.28	.00	.00	.00	2.28	.00	2.28
067	QUIZ BOWL	836.83	.00	.00	50.00	786.83	.00	786.83
068	PYLON	2068.52	.00	.00	.00	2068.52	.00	2068.52
069	S.A.D.D.	1508.23	.00	.00	.00	1508.23	.00	1508.23
070	ATHLETIC FUND	85864.55	11801.22	.00	17562.91	80102.86	.00	80102.86
071	BASKETBALL CONCE	2.22	.00	.00	.00	2.22	.00	2.22
072	MUSTANG C-COUNTR	430.83	200.00	.00	.00	630.83	.00	630.83
073	MUSTANG GOLF	575.96	.00	.00	.00	575.96	.00	575.96
074	SPIRIT COUNCIL	95.70	.00	.00	.00	95.70	.00	95.70
075	RACKET, INC.	71.45	.00	.00	.00	71.45	.00	71.45
076	SPLISH-SPLASH CL	1161.53	.00	.00	.00	1161.53	.00	1161.53
077	THE BASEBALL	9693.86	.00	.00	960.89	8732.97	.00	8732.97
078	THE SOFTBALL FUN	6373.21	.00	.00	.00	6373.21	.00	6373.21
079	FOOTBALL CONCESS	.21	.00	.00	.00	.21	.00	.21
080	PREVENTION FUNDS	1652.88	.00	.00	.00	1652.88	.00	1652.88
081	COURTYARD PROJEC	4536.44	.00	.00	.00	4536.44	.00	4536.44
083	CLIMATE/PBIS	156.86	.00	.00	.00	156.86	.00	156.86
084	ROBOTICS CLUB	40218.91	.00	.00	744.00	39474.91	.00	39474.91
085	FOOTBALL FUND	8577.63	22354.50	.00	1025.18	29906.95	.00	29906.95
086	GIRLS SOCCER FUN	2565.49	.00	.00	.00	2565.49	.00	2565.49
087	MUSTANG B-BALL	4706.34	.00	.00	.00	4706.34	.00	4706.34
088	MUSTANG TRACK CL	3120.26	.00	.00	.00	3120.26	.00	3120.26
089	DRAMATIC CLUB	.00	.00	.00	.00	.00	.00	.00
090	FR SPIRIT SING.	753.62	.00	.00	.00	753.62	.00	753.62
091	INSTR. MUSIC	1286.16	2238.65	.00	1459.40	2065.41	.00	2065.41
092	ORCHESTRA	15396.24	306.40	.00	3620.00	12082.64	.00	12082.64
093	VOCAL MUSIC	6809.58	.00	.00	.00	6809.58	.00	6809.58
094	PRODUCTION FUND	3206.05	.00	.00	1669.38	1536.67	.00	1536.67
096	CENTRAL PERK	3794.73	.00	.00	.00	3794.73	.00	3794.73
097	SC BOOSTER	9217.75	.00	.00	140.00	9077.75	.00	9077.75
098	PBD	383.30	.00	.00	.00	383.30	.00	383.30
099	CHESS CLUB	586.74	.00	.00	.00	586.74	.00	586.74
		332042.37	50542.75	.00	42828.53	339756.59	.00	339756.59

SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 23 DATE 090222 FUND TYPE= ALL LEDGER DATES 080122 - 083122

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	20.00	.00	.00	20.00	.00	.00	.00
014	REIMBURSABLE ART	135.00	112.50	.00	135.00	112.50	.00	112.50
015	REIMBURSABLE LUM	3074.81	91.36	.00	3074.81	91.36	.00	91.36
016	TEXTBOOK RENTAL	40.00	190.00	.00	40.00	190.00	.00	190.00
017	TEXTBOOK L&D	120.00	.00	.00	120.00	.00	.00	.00
018	ACTIVITY TICKETS	2530.89	1283.30	.00	.00	3814.19	.00	3814.19
019	ATHLETICS	91082.64	2778.40	.00	25621.27	68239.77	.00	68239.77
021	CHEERLEADERS	3851.82	1195.69	.00	.00	5047.51	.00	5047.51
022	CHROMEBOOKS L&D	50.00	50.00	.00	50.00	50.00	.00	50.00
023	PEPPERS	813.15	1148.26	.00	1784.07	177.34	.00	177.34
024	BASEBALL	7900.05	.00	.00	.00	7900.05	.00	7900.05
025	BOYS BASKETBALL	2912.09	.00	.00	800.00	2112.09	.00	2112.09
026	GIRLS BASKETBALL	2511.69	.00	.00	.00	2511.69	.00	2511.69
027	TRACK	1740.22	235.59	.00	.00	1975.81	.00	1975.81
028	FOOTBALL	3600.12	16956.52	.00	5822.58	14734.06	.00	14734.06
029	BOYS GOLF	645.44	.00	.00	.00	645.44	.00	645.44
030	BOYS SWIM	1713.46	.00	.00	.00	1713.46	.00	1713.46
031	GIRLS SWIM	341.52	.00	.00	.00	341.52	.00	341.52
032	GIRLS TENNIS	851.20	.00	.00	22.46	828.74	.00	828.74
033	CROSS COUNTRY	1411.44	.00	.00	.00	1411.44	.00	1411.44
034	GIRLS SOCCER	5457.94	.00	.00	.00	5457.94	.00	5457.94
035	VOLLEYBALL	2366.38	338.67	.00	93.71	2611.34	.00	2611.34
036	CONDITIONING	2533.10	57.50	.00	597.86	1992.74	.00	1992.74
037	WRESTLING	8484.90	.00	.00	.00	8484.90	.00	8484.90
038	INTERNATIONAL CU	302.66	.00	.00	.00	302.66	.00	302.66
039	BOWLING	1004.65	.00	.00	.00	1004.65	.00	1004.65
040	SAFE	851.39	.00	.00	.00	851.39	.00	851.39
041	ST. ASSOCIATION	14699.75	.00	.00	122.99	14576.76	.00	14576.76
042	COFFEE BAR	1006.94	.00	.00	.00	1006.94	.00	1006.94
043	BIG BROTHERS BIG	120.44	.00	.00	.00	120.44	.00	120.44
044	POSITIVE REWARDS	2701.94	.00	.00	.00	2701.94	.00	2701.94
045	DEBATE/FORENSICS	244.00	72.60	.00	.00	316.60	.00	316.60
046	NHS	5421.83	.00	.00	.00	5421.83	.00	5421.83
048	PROM	3511.93	.00	.00	500.00	3011.93	.00	3011.93
049	SCIENCE OLYMPIAD	128.32	.00	.00	.00	128.32	.00	128.32
050	FCA	1615.62	.00	.00	.00	1615.62	.00	1615.62
051	BAND	5511.81	618.62	.00	471.79	5658.64	.00	5658.64
052	BAND UNIFORM CLE	1101.79	.00	.00	1101.79	.00	.00	.00
053	JAZZ BAND	67.75	.00	.00	.00	67.75	.00	67.75
054	ORCHESTRA	2360.59	.00	.00	.00	2360.59	.00	2360.59
055	VOCAL	3997.93	184.53	.00	398.27	3784.19	.00	3784.19
056	DRAMA	2139.62	151.80	.00	156.50	2134.92	.00	2134.92
057	PRODUCTIONS	6265.57	.00	.00	591.08	5674.49	.00	5674.49
058	CLASS OF 2026	200.00	.00	.00	.00	200.00	.00	200.00

SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 23 DATE 090222 FUND TYPE= ALL LEDGER DATES 080122 - 083122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
060	CLASS OF 2023	1677.19	.00	.00	82.87	1594.32	.00	1594.32
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	293.72	.00	.00	.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	1815.77	.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	5614.98	40.00	.00	.00	5654.98	.00	5654.98
071	SKILLSUSA	266.89	.00	.00	.00	266.89	.00	266.89
072	FCCLA	2724.13	.00	.00	.00	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
078	PREENER	13669.79	3301.60	.00	.00	16971.39	.00	16971.39
079	TRIPODIUM	1286.53	.00	.00	.00	1286.53	.00	1286.53
080	CONCESSIONS-BB	823.02	.00	.00	40.00	783.02	.00	783.02
081	STUDENT NEEDS	3659.76	35.87	.00	466.23	3229.40	.00	3229.40
082	SALES TAX	1172.83	2251.48	.00	1172.83	2251.48	.00	2251.48
083	SIT FUNDS	20000.00	50.00	.00	.00	20050.00	.00	20050.00
085	BPA CLUB	3144.60	58.63	.00	.00	3203.23	.00	3203.23
086	BOYS SOCCER	3444.18	.00	.00	.00	3444.18	.00	3444.18
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	7635.62	.00	.00	.00	7635.62	.00	7635.62
091	PAW MART	2910.95	.00	.00	159.00	2751.95	.00	2751.95
092	LINK CREW	786.31	.00	.00	275.12	511.19	.00	511.19
093	SCHOOL AESTHETIC	653.60	.00	.00	.00	653.60	.00	653.60
094	MULTIMEDIA	712.01	10.00	.00	.00	722.01	.00	722.01
095	GIRLS GOLF	579.91	.00	.00	.00	579.91	.00	579.91
097	JAG	1643.63	.00	.00	.00	1643.63	.00	1643.63
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	300.00	.00	.00	300.00	.00	.00	.00
209	SUMMER SCHOOL-EN	165.00	.00	.00	165.00	.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

SALINA HIGH SCHOOL-SOUTH

BUDGET YEAR 23 DATE 090222 FUND TYPE= ALL LEDGER DATES 080122 - 083122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
214	SUBSTANCE PREVEN	2535.94	.00	.00	.00	2535.94	.00	2535.94
215	BOYS TENNIS	779.47	.00	.00	.00	779.47	.00	779.47
218	ART FUND	39.84	.00	.00	.00	39.84	.00	39.84
221	TEEN BUILDERS	475.87	.00	.00	.00	475.87	.00	475.87
		286725.24	31212.92	.00	44185.23	273752.93	.00	273752.93

Julie Work
9-2-22

9-2-2022

MAPP2
MONTHLY CASH BALANCE

LAKEWOOD MIDDLE SCHOOL

BUDGET YEAR 23 DATE 090122 FUND TYPE= ALL LEDGER DATES 080122 - 083122

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	20.00	60.00	.00	20.00	60.00	.00	60.00
012	PRINCIPAL'S FUND	4224.94	32.75	.00	15.13	4242.56	.00	4242.56
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	10.00	13.00	.00	10.00	13.00	.00	13.00
017	CHROMEBOOK DAMAG	.00	10.00	.00	.00	10.00	.00	10.00
018	FOOD SERVICE-REV	2.00	.92	.00	2.00	.92	.00	.92
019	ACADEMIC COACHES	19.32	55.74	.00	.00	75.06	.00	75.06
022	LAKE PROJECT	748.33	.00	.00	.00	748.33	.00	748.33
027	7TH FOOTBALL FUN	18.15	367.00	.00	.00	385.15	.00	385.15
028	ATHLETIC	10775.37	1210.07	.00	1513.00	10472.44	.00	10472.44
029	FOOTBALL FUNDRAI	91.61	522.00	.00	135.00	478.61	.00	478.61
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	1174.52	.00	.00	.00	1174.52	.00	1174.52
033	VOLLEYBALL FUNDR	956.45	.00	.00	.00	956.45	.00	956.45
034	FCA	312.57	.00	.00	.00	312.57	.00	312.57
035	STUDENT PREVENTI	367.66	.00	.00	.00	367.66	.00	367.66
036	SCIENCE FIELD TR	3948.14	.00	.00	.00	3948.14	.00	3948.14
037	STUCO	2635.03	.00	.00	.00	2635.03	.00	2635.03
043	SOCIAL STUDIES F	851.03	.00	.00	.00	851.03	.00	851.03
044	ALC FUNDRAISER	166.81	.00	.00	.00	166.81	.00	166.81
045	CAREERS & LIFE F	96.55	.00	.00	.00	96.55	.00	96.55
046	BAND	6941.52	.00	.00	.00	6941.52	.00	6941.52
049	FACS DEPT	1336.02	.00	.00	.00	1336.02	.00	1336.02
050	ORCHESTRA	93.11	.00	.00	.00	93.11	.00	93.11
052	9TH HOUR	132.23	.00	.00	.00	132.23	.00	132.23
064	PE DEPT	242.90	.00	.00	.00	242.90	.00	242.90
076	STANG GANG	114.08	.00	.00	.00	114.08	.00	114.08
078	DODGEBALL TOURNA	797.94	.00	.00	.00	797.94	.00	797.94
079	ROBOTICS CLUB	5376.15	.00	.00	.00	5376.15	.00	5376.15
082	STUDENT FUNDRAIS	138.16	400.00	.00	.00	538.16	.00	538.16
083	CROSS COUNTRY FU	9.68	.00	.00	.00	9.68	.00	9.68
084	STUDENT NEEDS FU	103.67	.00	.00	27.96	75.71	.00	75.71
085	STUDENT SUPPLY	1376.86	.00	.00	192.00	1184.86	.00	1184.86
091	SALES TAX	312.84	236.81	.00	231.57	318.08	.00	318.08
092	ESL FUNDRAISER	26.87	.00	.00	26.87	.00	.00	.00
094	PUBLICATIONS	5754.27	1070.94	.00	5252.05	1573.16	.00	1573.16
097	CONCESSIONS	2993.66	222.52	.00	353.47	2862.71	.00	2862.71
098	CHEERLEADERS	3008.49	1695.00	.00	350.64	4352.85	.00	4352.85

LAKEWOOD MIDDLE SCHOOL

BUDGET YEAR 23 DATE 090122 FUND TYPE= ALL LEDGER DATES 080122 - 083122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
123	MUSIC/GUITAR	500.00	.00	.00	.00	500.00	.00	500.00
		56708.26	5896.75	.00	8129.69	54475.32	.00	54475.32

Scott A.
Christy Underwood

SALINA SOUTH MIDDLE SCHOOL

BUDGET YEAR 23 DATE 090722 FUND TYPE= ALL LEDGER DATES 080122 - 083122

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	YEARBOOK	16983.87	993.14	.00	1520.47	16456.54	.00	16456.54
011	TEXTBOOK RENTAL	20.00	210.00	.00	.00	230.00	.00	230.00
012	FS MEAL REPLACEM	4.00	20.14	.00	.00	24.14	.00	24.14
014	ATHLETICS	24949.57	434.78	.00	11067.00	14317.35	.00	14317.35
015	STUDENT FUNDRAIS	5044.99	28.43	.00	740.34	4333.08	.00	4333.08
016	MATH COUNTS	25.32	.00	.00	.00	25.32	.00	25.32
017	FLC	884.11	.00	.00	102.72	781.39	.00	781.39
018	LIBRARY BOOK FAI	38.60	12.81	.00	.00	51.41	.00	51.41
019	SMS SCHOOL IMPRO	12450.70	391.77	.00	4476.80	8365.67	.00	8365.67
020	ART CLUB	4498.15	.00	.00	.00	4498.15	.00	4498.15
021	CONCESSIONS	2628.35	.00	.00	.00	2628.35	.00	2628.35
022	VOCAL MUSIC	1487.23	.00	.00	.00	1487.23	.00	1487.23
023	BAND	18.43	.00	.00	.00	18.43	.00	18.43
024	SCHOOL SAFETY	198.35	87.84	.00	8.58	277.61	.00	277.61
025	FAMILY & CONSUME	51.58	155.24	.00	.00	206.82	.00	206.82
026	STUDENT COUNCIL	5831.38	.00	.00	14.98	5816.40	.00	5816.40
027	SALES TAX	444.64	198.54	.00	333.42	309.76	.00	309.76
028	CHEERLEADERS	590.01	.00	.00	.00	590.01	.00	590.01
029	SCIENCE CLUB	1065.79	.00	.00	27.52	1038.27	.00	1038.27
030	LOST LIBRARY BOO	19.00	12.81	.00	.00	31.81	.00	31.81
031	FOOTBALL	1591.13	.00	.00	662.50	928.63	.00	928.63
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	461.07	.00	.00	.00	461.07	.00	461.07
037	TENNIS	24.02	.00	.00	.00	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	2338.70	275.51	.00	.00	2614.21	.00	2614.21
042	LIBRARY MEMORIAL	304.06	.00	.00	.00	304.06	.00	304.06
043	PRINCIPAL'S OFFI	245.92	.00	.00	.00	245.92	.00	245.92
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	10.00	.00	.00	10.00	.00	10.00
		89379.99	2831.01	.00	18954.33	73256.67	.00	73256.67

Jamie Jackson
9-7-22

Dawn Dow
9-8-22

SE COOP ACT FUND

BUDGET YEAR 23 DATE 090622 FUND TYPE= ALL LEDGER DATES 080122 - 083122

FUND	NAME	BEG. PER. CASH BALANCE	CURRENT +REVENUES	PREV. YEAR -PO EXPENSES	CURRENT -EXPENSES	END. PER. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	UNENCUMBERED =CASH BALANCE
010	OPPORTUNITY NOW	576.58	.00	.00	.00	576.58	.00	576.58
020	EXCEPTIONAL CATE	15227.21	.51	.00	.00	15227.72	.00	15227.72
050	O.N. SEWING CLUB	80.79	.00	.00	.00	80.79	.00	80.79
060	TRANSITIONS	3080.85	1439.81	.00	175.08	4345.58	.00	4345.58
070	SHIRTS BY TRANSI	684.04	.00	.00	.00	684.04	.00	684.04
099	SALES TAX FUND	93.15	133.19	.00	.00	226.34	.00	226.34
		19742.62	1573.51	.00	175.08	21141.05	.00	21141.05

Nancy K Spicer 9/6/22

9-6-22

HEUSNER STUDENT COUNCIL				8/31/2022				General Fund			Sales tax	
Received	Paid Out	Balance		Receipt #/Ck#	Date	To/FROM Whom	For	Revenue	Expenditures		Revenue	Expenditures
Beginning		$2,174.81										
		$2,174.81										
		$2,174.81										
		$2,174.81										
		$2,174.81										
		$2,174.81										
		$2,174.81										
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		$2,174.81										
		$2,174.81										
		$2,174.81										
		$2,174.81										
		$2,174.81										
$0.00	$0.00	$2,174.81					Total Expenditures		$0.00		$0.00	$0.00
							Total Revenue	$0.00				
							Balance	$2,174.81				
Sponsors								Principal				

UMB
USD #305 HEALTH INSURANCE TRUST
PORTFOLIO APPRAISAL
as of 8/31/2022

Units	Description	Maturity Date	Total Cost	Unit Price	Market Value
150,000	United States Treasury Note/Bond .125% 30 Sep 2022	9/30/2022	$149,906.25	0.998300	$149,745.00
175,000	United States Treasury Note/Bond 2% 30 Nov 2022	11/30/2022	$176,078.95	0.997940	$174,639.50
200,000	United States Treasury Note/Bond 2.125% 31 Dec 2022	12/31/2022	$201,963.43	0.996910	$199,382.00
100,000	United States Treasury Note/Bond .125% 31 Mar 2023	3/31/2023	$99,933.59	0.982150	$98,215.00
175,000	United States Treasury Note/Bond 2.75% 30 Apr 2023	4/30/2023	$177,920.06	0.996020	$174,303.50
200,000	United States Treasury Note/Bond .125% 15 May 2023	5/15/2023	$199,734.38	0.977460	$195,492.00
100,000	United States Treasury Note/Bond 1.75% 15 May 2023	5/15/2023	$101,532.73	0.988830	$98,883.00
200,000	United States Treasury Note/Bond .125% 31 May 2023	5/31/2023	$199,671.88	0.976210	$195,242.00
200,000	United States Treasury Note/Bond .25% 15 Jun 2023	6/15/2023	$200,041.53	0.975470	$195,094.00
225,000	United States Treasury Note/Bond .125% 30 Jun 2023	6/30/2023	$224,613.28	0.973010	$218,927.25
225,000	United States Treasury Note/Bond .125% 15 Jul 2023	7/15/2023	$224,560.55	0.971210	$218,522.25
225,000	United States Treasury Note/Bond .125% 31 Jul 2023	7/31/2023	$224,525.39	0.970000	$218,250.00
325,000	United States Treasury Note/Bond 2.5% 15 Aug 2023	8/15/2023	$331,505.06	0.990630	$321,954.75
300,000	United States Treasury Note/Bond .125% 31 Aug 2023	8/31/2023	$297,169.93	0.966800	$290,040.00
325,000	United States Treasury Note/Bond .125% 15 Sep 2023	9/15/2023	$323,438.48	0.966090	$313,979.25
325,000	United States Treasury Note/Bond .25% 30 Sep 2023	9/30/2023	$324,187.50	0.966020	$313,956.50
325,000	United States Treasury Note/Bond .375% 31 Oct 2023	10/31/2023	$323,260.74	0.965080	$313,651.00
325,000	United States Treasury Note/Bond .5% 30 Nov 2023	11/30/2023	$323,832.03	0.963980	$313,293.50
175,000	United States Treasury Note/Bond .125% 15 Dec 2023	12/15/2023	$170,843.75	0.958360	$167,713.00
250,000	United States Treasury Note/Bond 2.25% 31 Jan 2024	1/31/2024	$252,326.56	0.983010	$245,752.50
300,000	United States Treasury Note/Bond 2.375% 29 Feb 2024	2/29/2024	$300,722.38	0.983910	$295,173.00
250,000	United States Treasury Note/Bond 2.25% 31 Mar 2024	3/31/2024	$247,844.73	0.980820	$245,205.00
225,000	United States Treasury Note/Bond 2.5% 30 Apr 2024	4/30/2024	$223,309.57	0.984140	$221,431.50
300,000	United States Treasury Note/Bond 2.5% 15 May 2024	5/15/2024	$300,281.24	0.984020	$295,206.00
225,000	United States Treasury Note/Bond 3% 30 Jun 2024	6/30/2024	$224,964.85	0.991330	$223,049.25
	U.S. GOVERNMENT & AGENCY BONDS		$5,824,168.84		$5,697,100.75
CASH AND EQUIVALENTS					
	Short Term Funds - Federated Hermes Gov't Obli Fund #5		$1,381,955.97		$1,381,955.97
TOTAL PORTFOLIO			**$7,206,124.81**		**$7,079,056.72**

DATE	AMOUNT	DEBIT SACCT	CREDIT SACCT	DESCRIPTION
Electronic Payments-Operating Checking				
8/2/2022	66,689.54	000AX	00101	June - E-Payables
8/5/2022	32.70	00501	00101	Aug Payroll Taxes
8/5/2022	13.51	00502	00101	Aug Payroll Taxes
8/5/2022	275.14	00503	00101	Aug Payroll Taxes
8/5/2022	275.14	00504	00101	Aug Payroll Taxes
8/5/2022	19.77	00510	00101	Aug Payroll Taxes
8/5/2022	5.00	VARIOUS	00101	Online Refunds
8/8/2022	5,998.57	21300	00101	Bank Service Charge Fees
8/12/2022	8,125.76	00501	00101	Aug Payroll Taxes
8/12/2022	4,384.25	00502	00101	Aug Payroll Taxes
8/12/2022	9,072.91	00503	00101	Aug Payroll Taxes
8/12/2022	9,072.91	00504	00101	Aug Payroll Taxes
8/12/2022	7,125.86	00510	00101	Aug Payroll Taxes
8/15/2022	22,502.94	00501	00101	Aug Payroll Taxes
8/15/2022	12,218.32	00502	00101	Aug Payroll Taxes
8/15/2022	27,958.78	00503	00101	Aug Payroll Taxes
8/15/2022	27,958.78	00504	00101	Aug Payroll Taxes
8/15/2022	22,137.66	00510	00101	Aug Payroll Taxes
8/15/2022	749.48	00521	00101	Aug Payroll Taxes
8/25/2022	97,348.94	VARIOUS	00101	Aug Employee 403(B) Contributions
8/25/2022	36,009.57	VARIOUS	00101	Aug Employee Insurance
8/25/2022	317,441.30	00501	00101	Aug Payroll Taxes
8/25/2022	152,993.04	00502	00101	Aug Payroll Taxes
8/25/2022	291,035.20	00503	00101	Aug Payroll Taxes
8/25/2022	291,035.20	00504	00101	Aug Payroll Taxes
8/25/2022	1,417.32	00506	00101	Aug Payroll Taxes
8/25/2022	233,373.49	00510	00101	Aug Payroll Taxes
8/25/2022	7,614.28	00521	00101	Aug Payroll Taxes
8/25/2022	58,853.00	00570	00101	Aug Employee Credit Union Contributions
8/25/2022	902.50	00576	00101	Aug Employee SEF Contributions
8/25/2022	57,463.22	00910	00101	Aug Employer Paid Retirement Contributions
8/26/2022	631,908.75	00117	00101	Aug-Transfer Employee and Employer Paid Contributions to Health Insurance Trust Account
8/26/2022	9,609.42	00501	00101	Aug Payroll Taxes
8/26/2022	5,243.83	00502	00101	Aug Payroll Taxes
8/26/2022	11,810.86	00503	00101	Aug Payroll Taxes
8/26/2022	11,810.86	00504	00101	Aug Payroll Taxes
8/29/2022	1,573.98	00510	00101	Aug Payroll Taxes
8/29/2022	8,981.68	00510	00101	Aug Payroll Taxes
8/29/2022	124.28	00521	00101	Aug Payroll Taxes
8/31/2022	6,125,000.00	40340	00101	Bond Principal Payment - Series 2014/2021
8/31/2022	2,085,820.26	40300	00101	Bond Interest Payment - Series 2014/2021
Electronic Payments-Health Insurance Trust Account				
8/3/2022	178,571.32	46700	00117	BCBS Health Insurance Claims 7/27 to 8/2
8/10/2022	193,648.97	46700	00117	BCBS Health Insurance Claims 8/3 to 8/9
8/24/2022	230,034.83	46700	00117	BCBS Health Insurance Claims 8/17 to 8/23
8/31/2022	168,050.19	46700	00117	BCBS Health Insurance Claims 8/24 to 8/30
8/31/2022	156,144.30	46720	00117	BCBS Health Insurance Premium Fees for September
Fund to Fund Transfers				
8/31/2022	14,232.93	26990	33200	Transfer to Virtual Education Fund
8/31/2022	2,956.28	32380	80080	Transfer to Bilingual Fund
8/31/2022	21,570.90	27200	75500	Transfer to Preschool-Aged At-Risk Fund

October 11, 2022

IV.-g. Consent Agenda

Approve Encumbrance Listings

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

Vendor	Item Description	Amount
Lankford Enterprises, Inc.	Resurface Gym Floors at Lakewood Middle	$48,640

Over the 2022 summer maintenance process, staff determined that the gym floors at Lakewood Middle School needed to be fully refinished to provide a suitable surface and extend the life of the floor. This work will restrict the use of the gymnasium for an unusually long time over the 2023 summer and therefore requires early scheduling and planning.

The project includes:
- sanding both gym floors down to bare wood,
- re-stripe both floors, and
- refinish both floors.

This service shall be provided using cooperative purchasing under the Greenbush 22.4 ESC-SPORTSFLOORING2022 Contract.

Vendor	Item Description	Amount
Frontline Technology	Implementation of Frontline Central	$19,400.76
	One-Time Setup Fee	$5,500.00
	Total	**$24,900.76**

The board approved the annual maintenance agreement renewal for Frontline services on April 12, 2022. This agreement goes through June 30, 2023. In our endeavor to be the best place to work, we are recommending the addition of Frontline Central. Frontline Central is a workflow automation system that enables the user to securely and efficiently manage employee information online, access actionable data from other Frontline solutions, and streamline processes from one central location.

With the implementation of Frontline Central, duplicate data entry and processes to manage employee information would be eliminated. The need to make and pass copies of information from one department to another and duplicate data entry in multiple departments would no longer be required.

Vendor	Item Description	Amount
Logicalis	Cisco SNT – (8x5.NBD) SmartNet Standard for Cisco Firepower Management and Hardware	$42,738.39
	Cisco SNTP – SmartNet Premium for C9500 Switch	$8,606.75
	Total	**$51,345.14**

A new Cisco FirePower firewall and Cisco C9500 switch were purchased a year ago, which included a one-year SmartNet warranty. This purchase is to extend the SmartNet warranties to match the end date with other Cisco equipment. SmartNet warranties are renewed every three years to receive substantial discounts.

Two quotes were received:

- Logicalis for $51,345.14
- ConvergeOne for $56,151.75

Cisco SmartNet contracts are part of state contract #AR3227 47258 and meet all state bidding and purchasing requirements.

Vendor	Item Description	Amount
JMH Cleaning	Building Cleaning 2022-2023	$36,000

JMH Cleaning will continue to augment our custodial operation to provide sanitary facilities through the end of the 2022-2023 school year. This solution addresses persistent custodial staff shortages.

Vendor	Item Description	Amount
Greenbush Educational Service Center	Specialized Learning Services FY23 Intensive Supports Membership Level 2	$27,000

Greenbush Specialized Learning Services provides a continuum of support to CKCIE member districts in the areas of social-emotional learning, crisis preparation and response, and supporting students with diverse learning needs.

<u>It is recommended that you approve the Encumbrance Listings as presented.</u>

IV.-h. Consent Agenda

Approve South High Softball Complex Phase III Restrooms Bid

Bids were requested to build a new restroom building at the South High School Softball Complex. This is phase III of the project.

The contractor will provide all labor and materials to construct a restroom and concessions building. Five alternate bids were requested:

- Alternate #1: Overhead steel canopy at press box and grandstand
- Alternate #2: Wood trellis at restroom/concession
- Alternate #3: Varsity field first base spectator shade canopy
- Alternate #4: Epoxy resin flooring system in restroom/concession
- Alternate #5: Galvanize the steel structure for alternate #1

Sealed bids were opened at 2:00 p.m. on October 4, 2022.

Vendor	Bid (including Alternate #1)
Multicon, Inc.	**$1,226,900**
Hutton Corporation	$1,401,000

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

It is recommended that you approve the bid of Multicon, Inc. in the amount of $1,226,900 as presented, which includes the base bid and alternate #1.

IV.-i. Consent Agenda

Approve Durham School Services Contract Revisions

Over the past year, the USD 305 operations department 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 adjust a few lines of pricing. The board approved these modifications at the July 12, 2022 meeting.

Subsequent to this approval and in light of the unprecedented effects of the pandemic, Durham School Services requested the addition of contract language specifically addressing market wage increases and hazard pay. The added language is as follows:

> *"**Wage Protection.** In the event both parties agree that market conditions support Contractor's employee wage increases, the parties shall enter into negotiations to determine the increase and to make necessary adjustments to the fee structure under the agreement due to those increased wages. In the event the District and the Contractor cannot come to a mutual agreement, the Contractor has the right to terminate the Agreement upon Contractor's providing District with 150 days written notice prior to termination."*
>
> *"**Hazard Pay.** The parties also agree to negotiate any adjustments for hazard pay required due to a state of emergency or other governmental action or legislative mandate. In the event the parties cannot come to a mutual agreement, the Contractor may terminate the Agreement upon providing the District with 150 days written notice prior to termination."*

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

CSC #3048
UNIFIED SCHOOL DISTRICT NO. 305
Transportation Agreement

AMENDMENT NUMBER ONE

UNIFIED SCHOOL DISTRICT NO. 305 OF SALINA, KANSAS, hereinafter referred to as **"DISTRICT"**, and **DURHAM SCHOOL SERVICES, L.P.**, hereinafter referred to as **"CONTRACTOR"**, mutually agree to amend the existing Agreement for the Transportation of Pupils, dated July 19, 2019, hereinafter referred to as the "**AGREEMENT**", as stated below:

1) The term of the Agreement shall be extended for an additional one (1) year beginning July 1, 2022 and ending June 30, 2023.

2) The 2022-2023 transportation rates as stated on the attached Exhibit A shall be increased by 3%.

3) The following section "Wage Protection", shall be added to the Agreement:

   "Wage Protection. In the event both parties agree that market conditions support Contractor's employee wage increases, the parties shall enter into negotiations to determine the increase and to make necessary adjustments to the fee structure under the agreement due to those increased wages. In the event the District and the Contractor cannot come to a mutual agreement, the Contractor has the right to terminate the Agreement upon Contractor's providing District with 150 days written notice prior to termination.

4) The following section "Hazard Pay" shall be added to the Agreement:

   "Hazard Pay. The parties also agree to negotiate any adjustments for hazard pay required due to a state of emergency or other governmental action or legislative mandate. In the event the parties cannot come to a mutual agreement, the Contractor may terminate the Agreement upon providing the District with 150 days written notice prior to termination."

5) This Amendment shall be effective July 1, 2022.

6) With the exception of items on this Amendment all other terms and conditions of the Agreement shall remain unchanged and are in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the dates written below.

DURHAM SCHOOL SERVICES, L.P.	**UNIFIED SCHOOL DISTRICT NO. 305**
By: Durham Holding II, L.L.C., Its general partner	
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A

PRICING

Salina Unified School District #305

	Base Term			Option 1	Option 2
Description of Service	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**2023-24**
Routes - Per Bus Per Day		3%	3%	3%	3%
Reg Ed Routes				$ 308.76	$ 318.02
All MV Routes				$ 297.55	$ 306.48
Sped Rotue - WC				$ 360.22	$ 371.03
Sped Rotue - No WC				$ 313.69	$ 323.10
Sped Rotue - All Day				$ 360.09	$ 370.89
Kansas City Route - Deaf and Blind Schools				$ 705.10	$ 726.25
Bus Attendant per hour (4 hr minimum)				$ 24.04	$ 24.76
Addition Route - Double tier to Triple tier				$ 52.15	$ 53.71
Deduction Route - Double tier to Single tier				$ (52.15)	$ (53.71)
Mid-Day Routes					
Reg Ed - Pre-K				$ 92.67	$ 95.45
Sped - WC Pre-K				$ 108.12	$ 111.36
Sped - No WC Pre-K				$ 94.15	$ 96.97
Bus Attendant per hour (2 hr minimum)				$ 24.04	$ 24.76
Red 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
Athletic/Activity Trips					
In Town - Base Rate (2 hours)				$ 81.97	$ 84.43
In Town - Each Additional on-duty 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
Maintenance Services					
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
Pre-K - Preschool

IV.-j. Consent Agenda

Approve Gift from Earl Bane Foundation

The Earl Bane Foundation donated $10,000 to support USD 305 students who are taking their first college class while in high school. With the board's approval of this gift, 40 SPS students would be afforded a $250 micro-scholarship. A student may only receive this scholarship one time.

It is recommended that you approve the gift from the Earl Bane Foundation in the amount of $10,000 as presented.

IV.-k. Consent Agenda

Approve South Middle Fundraising Activity

South Middle School students are selling chocolate bars as part of their annual fundraiser. Funds will be used for various student activities and projects throughout the school year. The anticipated revenue is $12,000.

There were no “door-to-door” sales regarding this activity.

It is recommended that you approve the fundraising activity for South Middle School as per Policy JHA-Fundraising Activities.

SALINA USD 305 FUNDRAISING ACTIVITY
APPLICATION FORM for 2022-23 School Year

DOOR-TO-DOOR SOLICITATION IS NOT PERMITTED. Fundraising projects require prior administrative approval and must be conducted under the direct supervision of a faculty sponsor.

- Major fundraising projects ($5,000 or more) require approval by the deputy superintendent and the Board of Education. Major fundraisers must be approved on or before September 30 of the school year in which the fundraising activity is planned.
- Out-of-state field trip fundraisers must be approved by Sept. 10 (for spring/summer trips) or by April 10 (for fall trips).
- All other fundraisers must be submitted at least two weeks prior to the beginning date of the fundraiser.
- See Board Policy JHA (Fundraising Activities) for full provisions of fundraising activity approval.

Type of Fundraising Project (Check all that apply):

☐ **On-Campus Fundraiser**
(If all fundraising is done electronically or by mail than it is considered on-campus.)

☑ **Off-Campus Fundraiser**

☐ **Major Fundraiser ($5000 or more)**

☐ **Fundraiser for Out-Of-State Field Trip**

School and Organization: Salina South Middle School

Sponsor's Name: Dustin Dooley **Amount of Money to be Raised $** 12,000.00

Purpose of Project - How funds are to be used: Funds will be placed in student activity account to purchase student items throughout the school year.

Description of Project - How funds are to be raised: Students will sell chocolate bars.

RECEIVED
SEP 20 2022

Dates of Project: 9/21/22 **Start Date** 10/12/22 **End Date**

Dustin Dooley **Sponsor Signature** 9/20/22 **Date**

Dustin Dooley 9/20/22
Bldg. Principal / Date *(required for all fundraisers)*

Deputy Superintendent / Date *(required for major and off-campus fundraisers)*

Board of Education / Date *(required for major and out-of-state field trip fundraisers)*

Updated 7/2021

COPY

V. PUBLIC FORUM

VI. ACTION AGENDA

A. Receive FY22 Audit from Agler & Gaeddert

Agler & Gaeddert Chartered will present the fiscal year 2022 audit, make comments and be available to answer questions you may have.

It is recommended that you approve the audit for fiscal year 2022 as presented.

VI. ACTION AGENDA

B. Board Policy

At the September 13, 2022 regular meeting during a worksession, the board reviewed policy revisions on first reading. After discussion, additional recommendations were made. Additional revisions noted in blue.

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

BBE	**Attorney**	**KASB Review** Change in title from "Legal Services" to "Attorney." Recommend accepting the KASB version with additional language (in red) as recommended by district personnel.
BDA	**Developing, Adopting, Amending and Repealing Board Policy**	**KASB Review** KASB proposed that policy CMA – Administrative Rules be removed. As such, some of the pertinent provisions of deleted policy CMA were added to this policy. New title and language was also updated to better reflect current district practices.
BG	**Memberships**	**KASB Review** KASB suggested removing the "shall" in the first sentence. Our current policy did not have this language. KASB also recommended adding the Kansas Association of School Boards and the National School Boards Association within the policy. We are asking no changes be made to current policy.
CEC	**Superintendent Recruitment**	**KASB Review** Title change. Language was amended for clarification and ease of use, including removing the "shall" option regarding professional search services. It also includes more flexibility if the district prefers to offer the position to an internal candidate.
CM	**Policy Implementation**	**KASB Review** Removed the cross-reference to the CMA policy.
CMA	**Administrative Rules**	**KASB Review** Removed. Pertinent parts of this policy were added to policy BDA.
DFAB	**Standard of Conduct for Federally-Funded Contracts**	**KASB Review** Policy revised to add that receipt of meals and/or accepting free product samples having a retail value of no more than $100.00 is not a violation of the policy or standard of conduct.
DFAC	**Federal Fiscal Compliance**	**KASB Review** Technical change. Removed the cross-reference to the CMA policy (which was removed).
DJFAB	**Administrative Leeway**	**KASB Review** Technical change. Removed the cross-reference to the CMA policy (which was removed).
EBA	**Insurance Program**	**KASB Review** This policy was revised to include language stating "The board may also purchase insurance covering loss resulting from student participation in a work-based learning program authorized by the district." SB 91 shifts liability for loss related

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

		Section 504. While Kansas has law regarding service animals, it is in conflict with federal law. Federal law trumps state law in this instance.
JA	**Goals and Objectives**	**KASB Review** Technical change. Removed the cross-reference to the CMA policy, which was removed.
JCAC	**Interrogations and Investigations**	**KASB Review** Some adjustments were made to reflect that district staff are legally required to meet with law enforcement on a regular basis and to bring the policy more in line with K.S.A. 38-2209(d) regarding when we should not share with parents that their child has been in contact with officials regarding a child abuse investigation. Additional revisions were made based on discussion during the worksession.
JGFF	**Student Transportation**	**KASB Review** Change in title. Language providing the superintendent must develop procedures regulating student transportation was changed to say that the superintendent may do so.
JHC	**Student Organizations**	**KASB Review** Policy was revised to specify that the adult identified to supervise a non-school-sponsored student club shall be named in the facility use request. It would not necessarily have to be a staff member.
KB	**Public Information Programs**	**KASB Review** Technical change. Removed the “shall” option so that the superintendent could delegate public communication authority to others.
KGA	**Use of District Personal Property and Equipment**	**KASB Review** Definition of “district personal property” was added for clarity. The use of “personal property” when describing district property had caused some confusion since the last update. As “personal property” and “real property” are legal terms in general use, KASB defined the term to try to clear up any misconceptions.
KGE	**Bullying by Parents**	**KASB Review** Technical change. Removed the “shall” option and provided that the district’s bullying policy and plan may be posted on the district’s website.
KH	**Gifts and Bequests**	**Internal Review** Removed the section “Memorials for Deceased Students or Staff” which is now part of FC – Memorials, Funerals and Naming of District Facilities and incorporated into procedures.
KHA	**Naming of Facilities**	**Internal Review** Removed, part of FC – Memorials, Funerals and Naming of District Facilities.

BBE Legal Services **BBE**

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

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

BBE-R Legal Services **BBE-R**

General Counsel

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

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

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

Special Counsel

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

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

BBE **Attorney** **BBE**

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

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

BDA Policy Development and Adoption BDA

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

Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Revised: August 24, 2004
Revised: March 10, 2009
Reviewed: November 23, 2010

BDA-R Policy Development and Adoption BDA-R

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

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

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

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

Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Revised: August 24, 2004
Reviewed: March 10, 2009
Revised: November 23, 2010

BDA Developing, Adopting, Amending, and Repealing Board Policy BDA
(See CM, GAA and JA)

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

Drafting Policy

The superintendent shall recommend policy changes. The superintendent may involve appropriate staff members, patrons, community members, or students when revising or drafting new policy.

Attorney Involvement

Board policies or recommended changes thereto may be submitted to legal counsel to determine their legality before they are submitted to the board.

Policy Dissemination

Changes in board policy shall be disseminated as appropriate. The superintendent shall ensure appropriate dissemination of current policy and removal of obsolete policies from the board's policy system. At least one current policy manual shall be accessible in the district office. Current board-approved policies may be posted on the district website, or other website designated by the board. Board members, district staff, patrons, and others will be encouraged to use the website to access current board policy.

Historical Policy Files

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

Action Allowed When No Policy Exists

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

Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Revised: August 24, 2004
Revised: March 10, 2009
Reviewed: November 23, 2010
Revised: _____

BG **Memberships** **BG**

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

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

CEC Recruitment CEC

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

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

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

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 24, 2009
Revised: November 23, 2010
Revised: November 10, 2015

CEC Superintendent Recruitment **CEC**

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

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

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 24, 2009
Revised: November 23, 2010
Revised: November 10, 2015
Revised: _____

CM Policy Implementation CM

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

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

CM **Policy Implementation** **CM**

(See BDA, CGK, GAA and JA)

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

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

CMA Administrative Rules CMA

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

Staff Involvement

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

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

Community Involvement

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

Student Involvement

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

Rules Adoption

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

Rules Dissemination

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

Rules Review

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

Administration in Policy Absence

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

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

No administrative rule shall be in conflict with board policy.

Rules Drafting

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

Staff Involvement

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

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

Student Involvement

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

Administration in Policy Absence

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

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

DFAB Standard of Conduct for Federally-Funded Contracts DFAB

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

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

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

Except as authorized by board policies GAG, GAJ and KH, no board member, employee, officer or agent of the district may solicit or accept gratuities, favors or anything of monetary value from vendors, contractors or parties to subcontracts. Therefore, these individuals would be prohibited from accepting offers for free personal entertainment which would otherwise cost the individual lodging, transportation, gifts or meals. However, accepting meals offered by a sponsor and consumed by such individual at school, a school-sponsored activity or a related event, and/or accepting free product samples having retail value no greater than $20.00 will not be a violation of this policy or standard of conduct.

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

Approved: June 13, 2017

DFAB Standard of Conduct for Federally-Funded Contracts DFAB

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

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

Approved: June 13, 2017
Revised: _____

DFAC Federal Fiscal Compliance **DFAC**

(See CMA, CN, DFAA, and DFAB)

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

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

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

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

Time and Effort Reporting by Employees

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

Recordkeeping

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

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

- amount of federal funds,
- how funds are used,
- total cost of each project,
- share of total cost of each project provided from other sources,
- other records to facilitate an effective audit,
- other records to show compliance with federal program requirements, and
- significant project experiences and results.

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

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

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

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

Sub-Recipient Monitoring

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

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

Compliance Violations

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

Approved: December 12, 2017

DFAC Federal Fiscal Compliance **DFAC**

(See CN, DFAA and DFAB)

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

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

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

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

Time and Effort Reporting by Employees

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

(See CN, DFAA and DFAB)

Recordkeeping

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

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

- amount of federal funds,
- how funds are used,
- total cost of each project,
- share of total cost of each project provided from other sources,
- other records to facilitate an effective audit,
- other records to show compliance with federal program requirements, and
- significant project experiences and results.

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

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

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

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

Sub-Recipient Monitoring

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

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

DFAC Federal Fiscal Compliance **DFAC-3**

(See CN, DFAA and DFAB)

Compliance Violations

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

Approved: December 12, 2017
Revised: _____

~~**DJFAB**~~ **Administrative Leeway** ~~(See CMA) **DJFAB**~~

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

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

DJFAB Administrative Leeway (See DJEG and DJEJ) **DJFAB**

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

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

EBA Insurance Program EBA

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

Liability Other Than For Vehicles

To the extent permitted by law, the board may insure all employees against legal action arising out of the performance of any authorized duties. The board may authorize the district to join a group-funded pool to provide insurance coverage for the district.

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

EBA-R Insurance Program EBA-R

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

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

EBA Insurance Program **EBA**

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

Liability Other Than For Vehicles

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

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

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

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

Use of buses by the district shall conform to current state law. At times it may be expedient to pay mileage to parents who transport their child to a specified point to meet the bus or to provide private transportation in lieu of providing bus service. Mileage payments to parents may be made only with board approval.

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

Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Revised: January 11, 2011

ED **Student Transportation Management** (See EDDA and JGG) **ED**

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

Approved: January 20, 1982
Revised: June 28, 1990
Revised: June 12, 2001
Revised: January 11, 2011
Revised: _____

District-Owned/Leased Vehicles

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

Liability

All district vehicles will be adequately insured.

Safety

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

Safety Inspection

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

Licensing of Drivers

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

Housing of District Vehicles

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

Transportation to Summer Athletic Events

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

Any staff requests for such use shall be submitted to the superintendent on or before May 1 and shall include information concerning the time, date and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors: (1) the expense of providing requested transportation; (2) the availability of funds for such purpose; (3) the availability of adequate school staff to chaperone and/or provide transportation; (4) the availability of and/or the coverage of liability insurance for this purpose; (5) priority of assignment and availability of necessary vehicles; (6) Title IX and other fairness consideration in granting use or repeated use to a particular group of student-athletes; and (7) other good cause as determined by the superintendent.

Contract Vehicles

The transportation contractor shall provide appropriate certificates of insurance.

Safety

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

Safety Inspection

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

Licensing of Drivers

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

Scheduling and Routing

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

Housing of Contracted Vehicles

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

General Regulations for District-Owned/Leased and Contracted Vehicles

Speed Limits

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

Records

Any record developed by the district or the transportation contractor for the purpose of monitoring vehicle use may include but will not be limited to the following information: miles driving each trip, gas and oil usage, purpose of the trip, destination, time departing and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of said records.

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

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

EDAA School Buses and Vehicles **EDAA**

(See ED, JBCA and JGG)

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

Liability

All school vehicles will be adequately insured.

Safety

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

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

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

Speed Limits

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

Safety Inspection

The superintendent shall be responsible for bus and other transportation inspections.

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

Scheduling and Routing

Scheduling and routing shall be the responsibility of the superintendent.

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

Records

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

Any record developed by administration for the purpose of monitoring vehicle use will include, but not limited to, the following information: miles driven each trip, gas and oil usage, purpose of the trip, destination, time of departure, and time of return. Such records will be signed by each driver at the conclusion of each trip and submitted to the person responsible for collection of these records. An annual summary report will be used in the compilation of the district's budget. A copy of the annual report may be given to the board on or before the regular meeting in June or upon request.

(See ED, JBCA and JGG)

Licensing of Drivers

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

School transportation providers shall be provided access to this policy annually.

Housing of District Vehicles

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

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

Transportation to Summer Athletic Events

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

Any staff requests for such use shall be submitted to the superintendent no fewer than 30 days prior to the activity and shall include information concerning the time, date, and duration of trip; the purpose of the transportation; the projected number of students requiring transportation for such event; the type of bus(es) or vehicle(s) requested; which district staff member(s) will be accompanying the student(s) on such trips; and whether or not additional school transportation providers would be required to provide such transport.

The superintendent may grant or deny such requests after taking into consideration the following factors: (1) the expense of providing requested transportation; (2) the availability of funds for such purpose; (3) the availability of adequate school staff to chaperone and/or provide transportation; (4) the availability of and/or the coverage of liability insurance for this purpose; (5) priority of assignment and availability of necessary vehicles; (6) Title IX and other fairness consideration in granting use or repeated use to a particular group of student-participants; and (7) other good cause as determined by the superintendent.

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

FC Memorials, Funerals, and Naming of District Facilities FC

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

Memorials

As places designed primarily to support learning, school sites should not serve as the main venue for memorials for students or staff. However, the board recognizes that the death of students and staff members has an impact on the school community and that memorials can serve an important function in the grieving and healing process. Therefore, permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students. The board recommends the establishment of a scholarship or an award through the Salina Education Foundation or contributions to the Foundation to carry on its work of providing educational opportunities for students. Any other proposed memorials will be subject to the provisions of this policy and of KHA.

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

Funerals and Memorial Services in District Facilities

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

The superintendent shall handle requests for funeral and memorial services.

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system. The superintendent shall establish and maintain procedures for evaluating naming requests prior to making a recommendation to the board. The board shall consider naming requests after they are recommended by the superintendent.

Approved: _____

GAA Goals and Objectives GAA

(Certified/Classified Staff)

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

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

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 29, 2011

GAA Goals and Objectives **GAA**

(See BDA, CM and JA)

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

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

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

Approved: January 20, 1982
Revised: August 15, 1990
Revised: June 12, 2001
Reviewed: March 29, 2011
Revised: _____

GACC Recruitment, Hiring, Background Checks & Drug Screens GACC

(Certified/Classified Staff)

Recruitment

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

Hiring

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

Background Checks

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

Drug Screens

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

Provisional Employment

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

Approved: January 20, 1982
Amended: November 19, 1986
Revised: August 15, 1990
Revised: February 23, 1999

~~(Certified/Classified Staff)~~

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

GACC Recruitment and Hiring **GACC**

Recruitment

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

Hiring

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

Hiring Sequence

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

Approved: January 20, 1982
Amended: November 19, 1986
Revised: August 15, 1990
Revised: February 23, 1999
Revised: June 12, 2001
Revised: November 25, 2003
Revised: March 29, 2011
Revised: October 14, 2014
Revised: November 12, 2019
Revised: _____

GAOA Drug Free Workplace **GAOA**

(Certified/Classified Staff)

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

Approved: August 1, 1990
Revised: June 12, 2001
Revised: March 29, 2011
Revised: November 13, 2012

GAOA-R Drug Free Workplace **GAOA-R**

(Certified/Classified Staff)

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

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

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

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

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

Approved: August 1, 1990
Revised: June 12, 2001
Revised: March 29, 2011
Revised: November 13, 2012

GAOA Drug-Free Workplace **GAOA**

(Certified/Classified Staff)

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

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

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

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

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

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

Approved: August 1, 1990
Revised: June 12, 2001
Revised: March 29, 2011
Revised: November 13, 2012
Revised: _____

GAOB Drug Free Schools (See JDDA) **GAOB**

(Certified/Classified Staff)

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

Approved: August 1, 1990
Revised: June 12, 2001
Revised: October 28, 2008
Revised: March 29, 2011
Revised: November 13, 2012

GAOB-R Drug Free Schools **GAOB-R**

(Certified/Classified Staff)

Employee Conduct

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

1. short term suspension with pay;

2. short term suspension without pay;

3. long term suspension without pay;

4. required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;

5. termination or dismissal from employment.

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

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

(Certified/Classified Staff)

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

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

~~Approved: August 1, 1990~~
~~Revised: June 12, 2001~~
~~Revised: October 28, 2008~~
~~Revised: March 29, 2011~~
~~Revised: November 13, 2012~~

GAOB Drug-Free Schools (See JDDA) **GAOB**

(Certified/Classified Staff)

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

Employee Conduct

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

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

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

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

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

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

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

(Certified/Classified Staff)

Revised: November 13, 2012
Revised: _____

GAOD Drug and Alcohol Testing **GAOD**

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

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

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

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

Approved: _____

GBRJ Substitute Teaching **GBRJ**

(Certified Staff)

Qualified substitute teachers shall be secured for the district.

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

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

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

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

Approved: January 20, 1982
Revised: August 15, 1990
Revised: March 16, 1994
Revised: June 12, 2001
Revised: March 29, 2011

GBRJ Substitute Teaching **GBRJ**

Qualified substitute teachers shall be secured for the district.

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

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

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

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

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

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

Approved: January 20, 1982
Revised: August 15, 1990
Revised: March 16, 1994
Revised: June 12, 2001
Revised: March 29, 2011
Revised: _____

GCIA Evaluation of Coaches and Sponsors GCIA

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

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

Approved: _____

~~(Classified Staff)~~

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

~~Approved: June 12, 2001~~
~~Revised: November 25, 2003~~
~~Revised: March 29, 2011~~

GCRG Leaves (See GBRH) **GCRG**

Paid Leave

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

Unpaid Leave

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

Jury Leave

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

Approved: June 12, 2001
Revised: November 25, 2003
Revised: March 29, 2011
Revised: _____

~~IB School Site Councils IB~~

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

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

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

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

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

IB **School Site Councils** (See KA) **IB**

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

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

The principal shall recommend site council members for board approval.

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

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

IHBGC On-Line Learning Opportunities IHBGC

Application

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

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

Guidelines

The following guidelines shall be used by the administration:

1. Only approved courses shall be posted on student transcripts.
2. Approval of any course shall be based upon the course content and rigor, its length and scope, its method of assessing knowledge acquired by the student, the qualifications of the instructor and other appropriate factors.
3. Enrollment in an on-line course will be allowed only if an appropriately certified staff member is available and willing to supervise the student's participation in the course.

Other Regulations or Guidelines

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

Approved: November 25, 2003
Revised: December 8, 2009
Revised: April 26, 2011
Reviewed: November 13, 2012

IIBGC Online Learning Opportunities **IIBGC**

Application

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

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

Guidelines

The following guidelines shall be used by the administration:

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

Other Regulations or Guidelines

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

Approved: November 25, 2003
Revised: December 8, 2009
Revised: April 26, 2011
Reviewed: November 13, 2012
Revised: _____

ING Animals and Plants in the School ING

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

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

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

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

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

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

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

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

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

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

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

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

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

ING **Animals and Plants in the School** **ING**

With the prior approval of the principal, animals or plants may be brought to school for instructional purposes. The superintendent may establish procedures to be followed for the care and treatment of classroom animals.

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

Service Animals in the Schools

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

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

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

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

JA Goals and Objectives JA

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

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

Approved: June 12, 2001
Revised: June 14, 2011
Revised: November 8, 2016

JA **Goals and Objectives** **JA**

(See BDA, CM, GAA and JCDA)

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

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

Approved: June 12, 2001
Revised: June 14, 2011
Revised: November 8, 2016
Revised: _____

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

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

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

JCAC-R Interrogation and Investigations **JCAC-R**

Initiated by School Administrators and Conducted by Administrators

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

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

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

Disturbance of School Environment

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

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

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

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

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

In cases not involving the investigation of known or suspected child abuse or neglect, law enforcement officers shall not be permitted to initiate and conduct investigations involving the questioning of students during school hours or school activities unless the student's parent or guardian has given the school permission to allow the questioning, a valid warrant has been presented to the building administrator for such purpose, or in demonstrated emergency situations. "Demonstrated emergency" situations shall be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction of local authorities, or destruction of evidence. The principal should notify the parents and shall require proper identification of the law enforcement officials.

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

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

Taking Students Into Custody

Students shall not be voluntarily released by school officials to law enforcement authorities unless the student has been placed under arrest or taken into custody by law enforcement, school resource officers, campus police officers, or Department for Children and Families (DCF) authorities pursuant to a child abuse investigation. Reasonable effort shall be made to notify the student's parents, guardian or representative when students are removed from school for any reason by law enforcement authorities.

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

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

Coordination of Policies by Enforcement Officials

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

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

JCAC Interrogation and Investigations JCAC

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

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

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

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

Coordination with Law Enforcement

School administrators and/or school security officers shall meet at least annually with local law enforcement officials to discuss the district's policy and rules regarding law enforcement contacts with the district and reporting of potential criminal acts at school or school activities.

Notification of Investigations Conducted by Law Enforcement Officers

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

Child Abuse and Identity Investigations Conducted by Law Enforcement Officers

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

Law Enforcement Initiated Investigations at School

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

satisfied with either the identification or the reason, the request shall not be granted. The building administrator shall attempt to notify the superintendent and the officer's superiors of the reasons for the refusal.

Taking Students Into Custody

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

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

Disturbance of School Environment

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

Definition

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

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

Approved: October 16, 1991
Revised: December 9, 1997
Revised: April 27, 1999
Revised: June 12, 2001
Revised: January 25, 2005
Reviewed: November 13, 2007

JCAC Interrogation and Investigations **JCAC-3**

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

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

JGFF Use of Vehicles JGFF

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

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

Approved: June 12, 2001
Reviewed: June 28, 2011
Revised: October 8, 2013

JGFF **Student Transportation** (See JGG) **JGFF**

Use of Vehicles and Bicycles

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

Rules and procedures concerning use of vehicles and bicycles on school property may be included in the student and/or other district handbooks.

Walkers

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

Notice

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

Approved: June 12, 2001
Reviewed: June 28, 2011
Revised: October 8, 2013
Revised: _____

JHC Student Organizations JHC

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

Student Clubs

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

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

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

Student Government

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

Student Publications

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

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

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

Student Social Events

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

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

Student Clubs

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

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

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

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

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

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

JHC Student Organizations JHC

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

Student Clubs

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

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

Non-School-Sponsored Student Clubs

Non-school-sponsored clubs shall submit a request for use of school facilities and have such request granted prior to using the facilities. The non-school-sponsored club shall specify in its facility use request the adult who will provide supervision of the activity.

Student Government

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

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

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

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

Public's Right to Know (See BCBI)

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

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

Approved: September 2, 1992
Revised: June 12, 2001
Revised: November 11, 2003
Revised: November 13, 2007
Revised: July 12, 2011

KB **Public Information Programs** **KB**

(See CEE, CEF and KBA)

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

Newsletters and Other Media

The board may issue a patron newsletter. The superintendent shall be responsible for the content of the district newsletter and other district-sponsored media or publications.

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

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

Approved: September 2, 1992
Revised: June 12, 2001
Revised: November 11, 2003
Revised: November 13, 2007
Revised: July 12, 2011
Revised: _____

KGA Use of District Personal Property and Equipment KGA

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

Lost, Stolen, or Damaged Property or Equipment

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

Personal Use

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

Approved: June 12, 2001
Revised: July 23, 2008
Reviewed: July 12, 2011
Revised: November 13, 2012
Revised: April 12, 2022

KGA Use of District Personal Property and Equipment KGA

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

Lost, Stolen, or Damaged Property or Equipment

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

Personal Use

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

Definition

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

Approved: June 12, 2001
Revised: July 23, 2008
Reviewed: July 12, 2011
Revised: November 13, 2012
Revised: April 12, 2022
Revised: _____

KGE Bullying by Parents KGE

(See EBC, GAAE, JDDC, KGD)

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

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

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

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

Approved: October 8, 2013
Revised: November 8, 2016

KGE Bullying by Parents **KGE**

(See EBC, GAAE, JDDC and KGD)

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

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

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

Approved: October 8, 2013
Revised: November 8, 2016
Revised: _____

KH Gifts and Bequests (See GAJ) KH

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

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

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

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

Books, Equipment and Other Materials

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

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

Exclusions

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

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

Donor Recognition

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

Memorials for Deceased Students or Staff

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

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

KH **Gifts and Bequests** (See GAJ) **KH**

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

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

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

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

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

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

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

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

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

KHA Naming of Facilities KHA

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

Committee Procedures for Selecting Facility Names

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

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

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

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

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

No facility or portion there of shall be named without official action from the board.

Naming to Acknowledge Financial Contributions

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

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

Removal of Names from Facilities

USD 305 reserves the right to rename or remove the designated name of any USD 305 facility or portion thereof unless otherwise provided for by applicable contractual obligations or legal restrictions.
Approved: April 9, 2013

VII. DISCUSSION AGENDA

A. Board Policy

The following policy addition will be presented for first reading.

JGCBB Naloxone	**Internal Review** New policy. Naloxone (Narcan) can be administered to counteract an opioid overdose. Drug overdose is now the leading cause of injury deaths in the United States. School districts are keeping Narcan on site because Fentanyl overdoses are increasing. KASB provided guidelines if a policy were developed; however, they have not added the policy to their recommended policies. Instead, they are leaving it up to districts to decide if they will adopt the policy.

JGCBB Naloxone **JGCBB**

The board approves the use of the opioid antagonist naloxone in district schools and other facilities subject to K.S.A. 65-16,127, K.A.R. 68-7-23, and the following:

a) Naloxone will be clearly marked and stored in an accessible place at the direction of the school nurse.
b) In cases of suspected opioid overdose, the school nurse or designee shall follow the protocols outlined in the naloxone training.
c) After administration of naloxone, the school nurse, or other staff, will report appropriate information to emergency services, parents/guardians, and have the individual transported to the hospital.
d) Appropriate training on the use of naloxone for the treatment of an opioid overdose will be provided to employees as determined by the superintendent.
e) The use of naloxone as an emergency opioid antagonist may not be limited to district personnel, but may be used by any qualified person as defined by Kansas law.
f) Naloxone shall be properly maintained as required by law and used in accordance with recommended instructions.

Approved: _____

VIII. SCHOOL BOARD REPORTS AND UPCOMING DATES OF IMPORTANCE

A. Thursday, November 10, SHESC Legislative Luncheon, 9:30 am

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

IX. SUPERINTENDENT'S REPORT

X. INFORMATION AGENDA

A. Heartland Early Education Update

Heartland Early Education >>> Director's Report

Lesa Larson
October 2022

1) ***Enrollment ending 8.31.2022**
Federal Early Head Start: 82/91
Head Start: 168/256

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

2) **Attendance Rates ending 8.31.2022**
Federal EHS Center-Based: 89%
Federal EHS Home-Based: 98%
Head Start: 92%

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

School	Breakfast	Lunch	PM Snack	Total	Revenue Recv'd.
Abilene	86	85	71	242	641.89
Enterprise	82	80	71	233	611.40
Ellsworth	117	118	117	352	907.57
Salina Education Center	71	73	73	217	559.14
Salina Heartland EHS	1388	1552	1309	4249	11332.26
Total CACFP Meals	**1744**	**1908**	**1641**	**5293**	**14052.26**

4) **New Hires**

Name	Position	Effective
Lizet Martinez	Teacher Assistant II	9.14.2022
Angela Elliott	Family Consultant	9.29.2022
Pamela Ring	Substitute	10.5.2022
Lauren Funk	Teacher Assistant II	10.5.2022

Transfers

Name	Old Position	New Position	Effective
Brooke Dodd-Holliday	Para Educator	Teacher Assistant II	9.26.2022

Resignations

Name	Position	Effective
Rhonda Smith	Child Development Specialist	10.7.2022
Mary Evans	Teacher Assistant III	10.3.2022
Christiana Carrazco	Teacher Assistant II	9.22.2022
Karen Adams	Bus Driver	9.26.2022
Jolene Heidrick	Bus Monitor	9.26.2022
Rebecca Hunter	Teacher Assistant II	10.7.2022
Lizzeth Miramontes	Intake/Data Entry Specialist	10.11.2022
Keonna Sparks Beason	Pre K Educator	10.31.2022

5) **2021 Heartland Early Education <u>Annual School Board training</u>**

Each Head Start Governing Body must understand whom it represents, the roles and responsibilities of the governing body and how to best represent the interests of its constituencies.

The Head Start GOVERNING BODY also known as USD 305 Board of Education:

- Must be clear about their obligation to represent the communities they serve as well as their responsibility as a Head Start grantee to guide a quality program that effectively serves children and families.
  - *Head Start serves Dickinson, Ellsworth and Saline counties.*
  - *We are funded for 256 children, ages 3-5 and 143 children, birth to age three.*
- Must understand the organizational mandates, legal documents, and other instruments that created the organization, and the processes and practices required to conform to them.
- Must have internal systems that ensure accountability, measure the effectiveness of programs, and determine whether the activities of the organization and its programs are geared toward the people who are eligible for its services.
- Must understand the *Head Start Program Performance Standards* that clearly states the roles, functions, and responsibilities of governing bodies and policy groups in relation to Head Start and Early Head Start programs.
  - *The Early Childhood Learning and Knowledge Center (ECLKC) provides information and guidance on all Head Start/Early Head Start topics and can be found at www.eclkc.ohs.acf.hhs.gov*
- Understands their own responsibilities as well as the responsibilities of the policy group, the Head Start/Early Head Start program director, and the executive director.
  - *Lesa Larson is the Head Start/EHS (Heartland Early Education) Director*
  - *Shanna Rector is the Head Start/EHS Executive Director*
- Is responsible for the legal and fiduciary oversight of the organization. The empowered governing body exists on behalf of persons who are not seated at the governance table.
  - *Linda Lorett is the Head Start/EHS accountant*
- Must be attuned to the issues and concerns of Head Start eligible families in order to plan and oversee the delivery of quality services.
  - *USD 305 Board of Education annually appoints a liaison to serve on Policy Council to meet this obligation.*
- Must ensure that procedures for hearing and resolving community complaints are established and implemented.
  - *See School Board Policy IDAEA-R – Head Start Internal Dispute Resolution*
- Provides general and legal oversight and does not implement day-to-day operations; this is the responsibility of management and staff.

Head Start Program Performance Standards (HSPPS) clearly define how the governing body and Policy Council partner with program staff to ensure high-quality services are provided to children and families.

6) Effective September 21 2022, a federal judge has permanently blocked the mask and vaccine mandate for Head Start programs. You may remember that last December, Kansas was one of 25 “injunction” states waiting for a final rule on this matter.

7) Two Information Memorandums have been released and are included in this report:
    a. ACF-IM-HS-22-06. **Strategies to Stabilize the Head Start Workforce.** This IM encourages grant recipients to consider restructuring their programs as a sustainable mechanism for providing increase compensation and other necessary supports to staff. Heartland recently increased starting wages for teacher assistants and also pays 100% of tuition and related costs for employees who wish to further their education which in turn will provide a higher wage.
    b. ACF-IM-HS-22-07. **Reporting Child Health and Safety Incidents.** Head Start/EHS programs have always been expected to report any significant incidents to the regional office. Significant incidents may include serious child injuries, inappropriate discipline, lack of supervision, potential child abuse or maltreatment. This IM is a reminder to report.

<u>Included in this report:</u>

- ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce
- ACF-IM-HS-22-07 Reporting Child Health and Safety Incidents
- Heartland's Annual 2021-2022 Report At-a-Glance (annual requirement)
- USD 305 Preschool Quarterly Report
- Parents as Teachers Quarterly Report
- Self-Assessment (annual requirement)
- Policy Council minutes for September 2022
- Policy Council financials for August 2022

<table>
<tr><td rowspan="4">ACF
Administration for Children and Families</td><td colspan="2">U.S. DEPARTMENT OF HEALTH
AND HUMAN SERVICES</td></tr>
<tr><td>1. Log No. ACF-IM-HS-22-06</td><td>2. Issuance Date: 09/12/2022</td></tr>
<tr><td colspan="2">3. Originating Office: Office of Head Start</td></tr>
<tr><td colspan="2">4. Key Words: Head Start Workforce; Compensation; Wages; Benefits; Bonuses; Recruitment and Retention; Apprenticeship; Career Pathways; Teacher Qualifications Waiver</td></tr>
</table>

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Strategies to Stabilize the Head Start Workforce

INFORMATION:

The federal Head Start program is a nationally recognized leader in the field of early childhood education for providing innovative, high-quality services to the children and families who will most benefit from early education and comprehensive services. In this memo, "Head Start" refers to Head Start, Early Head Start, Migrant and Seasonal Head Start, and American Indian and Alaska Native Head Start programs, services, and staff, unless otherwise specified. The credentials and qualifications of Head Start staff have significantly increased over the past decade, while their compensation has been persistently low. Stagnant wages and lack of comprehensive benefits and wellness supports make it difficult to recruit and retain staff, which contributes to classroom closures and high caseloads for current staff. A well-compensated and supported workforce is essential to providing high-quality services to promote children's optimal development and family well-being. The Office of Head Start (OHS) draws upon the legacy of Head Start leadership in the early childhood field to encourage programs to appropriately compensate and support their staff.

Head Start staff are deeply committed to the mission of the program and are highly qualified professionals. OHS encourages programs to look holistically at their organizational structure and identify sustainable ways to support and compensate staff accordingly. As needed, OHS encourages grant recipients to consider restructuring their programs as a sustainable mechanism for providing increased compensation and other necessary supports to staff. This requires a balance of effectively providing high-quality, comprehensive services to the highest need children and families while improving staff compensation and supports. This may include consolidating grants, restructuring management or organizations, or requesting a reduction in the overall number of funded slots while continuing to prioritize services to the children and families who are most in need.

During this process, we encourage programs to consider equity issues in pay and benefits for staff. Research shows that, like other fields, there are ethnic and racial pay disparities in early childhood education. We understand these are difficult decisions that will take time and careful consideration of local wages, cost of living, data on current enrollment and staffing, and other relevant information.

If a program requests an enrollment reduction to increase staff compensation, the request should focus on those positions for which staffing challenges are most pressing and are impeding the program from fully serving children and families. We encourage programs to take the time needed to make such decisions through thoughtful, data-informed strategic planning, while not reducing the quality of services for children and families. All enrollment reduction requests must be submitted via the Head Start Enterprise System (HSES). Regional Offices will carefully review each request to determine whether it can be approved.

This Information Memorandum (IM) highlights strategies to support the Head Start workforce that grant recipients can begin working toward immediately.

Increase Compensation and Financial Supports for Head Start Staff

Permanently Increase Compensation

OHS strongly encourages Head Start grant recipients to permanently increase compensation, which is the most effective strategy in retaining and recruiting qualified staff. When considering an increase in staff compensation, OHS encourages programs to use findings from their wage comparability study to help support their decisions. Programs can consider elementary school settings for purposes of wage comparability, including neighboring school districts. OHS also urges programs to consider benefits that might be critical to recruit and retain a qualified, diverse workforce — such as health care, retirement, and paid leave benefits — and compete with other employers providing comparable services in their local job market. Additionally, the Financial Essential Series may help programs in restructuring existing budgets to align with program goals and support high-quality program services.

Offer Bonuses, Short-term Pay Increases, or Other Financial Incentives

As detailed in ACF-IM-HS-22-04 Competitive Bonuses for the Head Start Workforce, programs can use American Rescue Plan (ARP), other COVID-19 relief, or base grant funds to provide retention bonuses, hiring bonuses, or other financial incentives to staff to support their workforce in the short-term. OHS encourages programs to prioritize bonuses or incentives for staff who have an established tenure with the program, and to consider distributing any hiring bonuses out over time rather than in one lump sum. OHS also strongly urges programs to use their own data on the workforce to determine for which positions bonuses might be most impactful. OHS reminds programs that any bonuses or incentives for staff must be incorporated into their personnel policies and procedures approved by the governing body and Policy Council or policy committee. 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.

At their discretion, programs can decide to require a service commitment as a condition of receiving a bonus or financial incentive. However, any service requirement is solely the responsibility of the grant recipient to establish, implement, and enforce as they see fit.

Compensate Staff During Closures and Transitions

OHS reminds programs that when centers are closed or in-person home visits are temporarily suspended due to a disaster, they can continue to provide compensation for up to two weeks to those staff who are unable to engage in employment activities as described in ACF-IM-HS-19-01. Programs also may continue to pay health insurance premiums for up to 90 days for staff subject to furlough, such as during a summer break (ACF-IM-HS-21-02).

Public Service Loan Forgiveness (PSLF)

Programs can provide information to their staff about federal programs that could help make student loans easier to pay back and lead toward loan forgiveness, such as the PSLF program. The Department of Education is offering a time-limited waiver for PSLF so borrowers can count additional payments toward forgiveness. Watch this webinar for additional information. The waiver expires October 31, 2022. After that, normal PSLF rules will be in effect. Staff who wish to take advantage of the time-limited changes are encouraged to apply for PSLF as soon as possible to ensure they complete the required paperwork prior to the deadline.

Additional Supports and Flexibilities for the Head Start Workforce

Promoting a Positive and Empowering Work Environment

A healthy and supportive work environment is critical for recruiting and retaining staff, as well as providing high-quality services to children and families. Programs are encouraged to consider strategies to promote the mental health and well-being of their workforce. This may include providing staff with regularly scheduled breaks, brief unscheduled wellness breaks, reflective supervision, and access to employee assistance programs. These and other strategies are described in ACF-IM-HS-21-05 Supporting the Wellness of All Staff in the Head Start Workforce.

Additionally, programs can consider how personnel management could be improved to foster a satisfying and engaging work environment, including through:

- Effective communication and feedback with staff (e.g., two-way instead of top-down)
- Improved orientation or onboarding practices
- Clear personnel policies and procedures
- Ample professional development, coaching, and mentoring opportunities that value the work staff perform and help them improve and move forward in their careers

Recognizing Head Start staff as professionals, inviting innovative practices and ideas, and including staff input in the program's plans and operation contributes to job satisfaction and employee retention.

Supports for Educational Attainment and Career Advancement

Head Start programs have a unique opportunity to invest in their communities by supporting the career development of their staff. Programs may advertise and encourage existing staff to use educational benefits, such as tuition and fee support, and opportunities for career growth that are associated with increased educational attainment.

Apprenticeship programs are a strategy to support educational growth and provide consistent pools of staff. Apprenticeship models recruit people who have interest and talent in working in early childhood settings and support them in obtaining required credentials and employment with Head Start programs. This includes, for example, starting as paid substitutes, floaters, or bus monitors, and then moving into other positions as they obtain required degrees or credentials. Increases in compensation typically accompany increases in qualifications and responsibilities. Watch this webinar for resources on how to build and execute a successful registered apprenticeship program. Grants to support apprenticeship programs are often available from the U.S. Department of Labor.

Programs can also create partnerships with high schools, community colleges, and other higher education institutions that are available to multiple staff and designed to promote successful completion of degree or credential requirements (e.g., courses offered at times that accommodate full-time workers or taught in non-English languages). Further, creating cohorts of staff enrolled in the same education or credentialing program can facilitate shared support systems.

Costs associated with supporting educational attainment and development of career pathways for staff, such as tuition and fees for obtaining a degree or credential or costs associated with developing an apprenticeship program, can be paid for using Head Start base grant, ARP, or other COVID-19 relief funds. If a program uses funds from the Coronavirus Relief and Response Supplemental Appropriations or Coronavirus Aid, Relief, and Economic Security Acts, they must document and justify that the expense is directly supporting their response to the COVID-19 pandemic.

Qualification Waiver for Head Start Preschool Teachers

A program that has attempted unsuccessfully to recruit a qualified teacher for a Head Start preschool classroom may submit to their Regional Office a request for a waiver of up to three years for the position's qualification requirements (Sec. 648A(a)(4)(B)). To be considered for the waiver, the program must demonstrate that the Head Start preschool teacher is 1) enrolled in a program that grants a qualifying degree and such degree will be completed in a reasonable time not to exceed three years; and 2) has at least a current center-based preschool Child Development Associate® (CDA) credential or a state-awarded certificate that meets or exceeds the CDA credential.

As outlined in the Head Start Act, a qualifying degree includes an associate or bachelor's degree in early childhood education, or in a related field with coursework equivalent to an early childhood education major along with experience teaching preschool-age children. A waiver request must also adequately describe how the program's attempts to recruit qualified individuals were unsuccessful. The Regional Office will review each waiver request and determine whether to grant the waiver. Programs could consider using the waiver process to promote a strong assistant teacher to a lead teacher role, ensuring that teacher will receive the necessary degree in a reasonable timeframe as described above.

OHS will continue to work with programs as they support a strong, qualified workforce that is highly valued, healthy, and committed to the Head Start mission. Please direct any questions about the content of this IM to your OHS Regional Office.

Thank you for all you do on behalf of children and families.

Sincerely,

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-IM-HS-22-07	2. Issuance Date: 09/27/2022
	3. Originating Office: Office of Head Start	
	4. Key Words: Child Incidents; Reporting; Health and Safety	

INFORMATION MEMORANDUM

TO: All Head Start Agencies and Delegate Agencies

SUBJECT: Reporting Child Health and Safety Incidents

INFORMATION:
The Head Start Program Performance Standards (HSPPS) at 45 CFR §1302.102(d)(1)(ii) require programs to "submit reports, as appropriate, to the responsible U.S. Department of Health and Human Services (HHS) official immediately or as soon as practicable, related to any significant incidents affecting the health and safety of program participants." This includes any incident regarding staff or volunteer compliance with laws addressing child abuse and neglect.

This Information Memorandum (IM) clarifies reporting requirements of 45 CFR §1302.102(d)(1)(ii), including the responsible HHS official to whom programs must report and the reporting timeframe. It also outlines the consequences for failure to report during the given timeframe, explains the obligation to report child incidents in blended classrooms, and offers examples of incident types that must be reported. This IM applies to all Office of Head Start (OHS) programs, including Head Start, Early Head Start, Migrant and Seasonal Head Start, and American Indian and Alaska Native Head Start programs.

"Responsible HHS Official" to Whom Programs Send Reports

For reporting significant incidents regarding the health and safety of children in Head Start programs, the responsible HHS official is the program specialist assigned to your grant or the regional program manager. This is in addition to reporting to local, state, or tribal entities as required by applicable laws.

Reporting Timeframe

HSPPS 45 CFR §1302.102(d)(1)(ii) requires programs to submit reports, as appropriate, to the responsible HHS official immediately or as soon as practicable. OHS interprets "immediately or as soon as practicable" to mean without delay, but no later than seven calendar days following an incident. Head Start programs should not wait for adjudication through local or state officials. Incidents must be reported to OHS staff within seven days of the incident, regardless of investigations by relevant local, state, tribal, or federal law enforcement.

Consequences for Failure to Report Incidents "Immediately or as Soon as Practicable"

To make sure programs report significant incidents to their assigned program specialist or regional program manager, OHS reviews publicly available information and reports from the grant period to identify any child health and safety incidents. If OHS discovers a program failed to report a significant incident within seven calendar days from the time of the incident, the program will receive a monitoring finding, which may include a deficiency determination.

It is important to report all incidents involving Head Start staff that affect the health and safety of young children in early childhood settings, including those not funded by Head Start dollars. These actions have broader implications for all children served in the program. For this reason, the requirement to report applies to incidents involving Head Start staff, contractors, and volunteers in all settings, including blended classrooms.

Types of Reportable Incidents

A program must report all significant incidents affecting the health and safety of children. OHS considers a "significant incident" to be any incident that results in serious injury or harm to a child, violates Head Start standards of conduct at 45 CFR §1302.90(c), or results in a child being left alone, unsupervised, or released to an unauthorized adult.

It is not possible to provide an exhaustive list of incidents that threaten children's health and safety. However, OHS is providing a thorough list of the types of incidents that should be reported. Some examples of significant incidents include, but are not limited to:

- **Child injuries that require either hospitalization or emergency room medical treatment**, such as a broken bone; a severe sprain; chipped or cracked teeth; head trauma; deep cuts; contusions or lacerations; or animal bites.

- **Inappropriate discipline**, which is any type of conduct used to instill fear or humiliate rather than to educate a child, such as poking or pinching a child; making fun of or laughing about a child; using/withholding food or an activity as a punishment or reward; or isolating a child.

- **Potential child abuse and maltreatment**, such as grabbing, shoving, shaking, swatting, or dragging a child; spanking or any other type of corporal or physical punishment; binding, tying, or taping a child; terrorizing a child with threats or menacing acts; or any form of sexual contact.

- **Lack of supervision** while in the care or under the supervision of program staff, which includes leaving a child alone anywhere on the grounds of a Head Start facility (e.g., in a classroom, bathroom, on a playground), as well as outside the facility in a parking lot, on a nearby street, or on a bus or another program-approved transportation or excursion.

- **Unauthorized release** where a child is released from a Head Start facility, bus, or other

approved program transportation to a person without the permission or authorization of a parent or legal guardian and whose identity had not been verified by photo identification.

Next Steps

OHS places the utmost priority on child health and safety. Research shows the impact of child abuse and child maltreatment is associated with adverse health and mental health outcomes in children and families, and those negative effects can last a lifetime. Preventing significant incidents that affect children's health and safety in Head Start programs is everyone's responsibility. We encourage program staff to complete the iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.

OHS is committed to continuous quality improvement and will continue to provide support and guidance in preventing incidents that jeopardize children's safety. If you have any questions regarding this IM, please contact your Regional Office.

By working together to swiftly identify, report, and correct health and safety incidents, we can better support child health and well-being in Head Start programs. Thank you for your work on behalf of children and families.

/ Katie Hamm /

Katie Hamm
Acting Director
Office of Head Start

HEARTLAND EARLY EDUCATION

ANNUAL REPORT 2022

SALINA Public Schools
SALINA – 700 JUPITER AVENUE
(785) 309-5000
WWW.305HEARTLAND.COM

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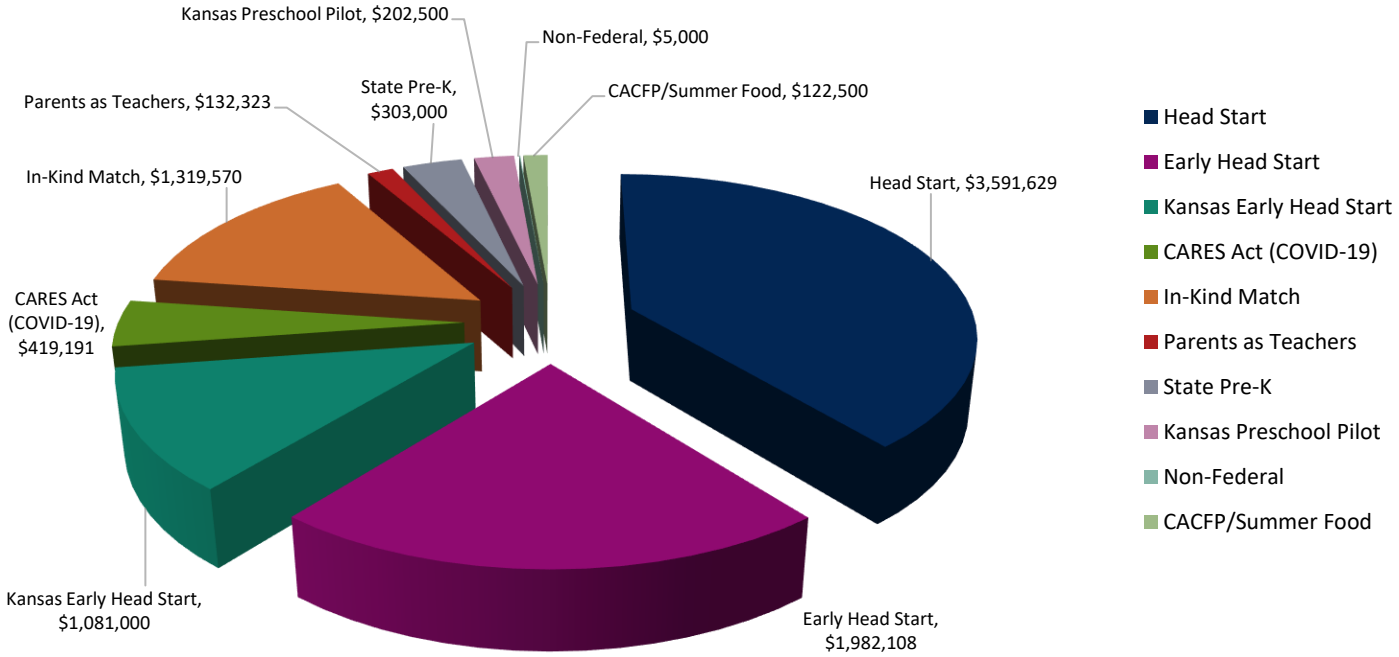
Overview of Program

Heartland Early Education manages the Head Start, Early Head Start, Kansas Early Head Start (KEHS), Kansas At-Risk Preschool, and Parents as Teachers (PAT) grants. We have strong collaboration with USD 305, Central Kansas Cooperative in Education (CKCIE), Central Kansas Mental Health Center (CKMHC), and local child care providers. The service area includes Saline, Dickinson, and Ellsworth Counties.

FUNDING SOURCES

Funding comes from the Office of Head Start (OHS), Kansas Department for Children and Families (DCF), Kansas State Department of Education (KSDE), and local in-kind donations and services. USD305 provides facilities, maintenance, accounting and program oversight.



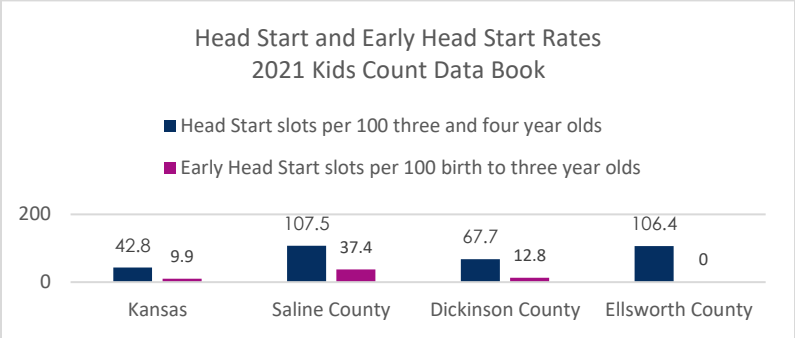
TARGET POPULATION BY COUNTY

SALINE COUNTY:

Saline County has an estimated population of 54,303. According to the 2020 Kansas Statistical Abstract, the Saline County median household income was $56,741 in 2019 and 16.9% of children in Saline County were from families with incomes that meet the federal poverty level. According to the 2021 Kids Count Data Center, Saline County has 107.5 Head Start slots available per 100 children 3-4 years of age living below the U.S. poverty threshold. This correlates with

census data and suggests that Saline County is over-saturated with Head Start slots. Kids Count Data also reported that Saline County has 37.4 Early Head Start slots available per 100 children birth to three years

USD 305 Salina school district has expanded its four year old at-risk preschool program from 60 students to a minimum of 96.



DICKINSON COUNTY:

Dickinson County has an estimated population of 18,402. According to the 2020 Kansas Statistical Abstract, the Dickinson County median household income was $58,066 in 2019 and 13.7% of children in Dickinson County were from families with incomes that met the federal poverty level. According to the 2021 Kids Count Data Center, Dickinson County has 67.7 Head Start slots available per 100 children 3-4 years of age and 12.8 slots available per 100 children birth to three years living below the U.S. poverty threshold. USD 435 Abilene opened two state-funded preschool classrooms within the Kennedy elementary building.

ELLSWORTH COUNTY:

Ellsworth County has 6,376 residents and is basically a rural county of farm communities. According to the 2020 Kansas Statistical Abstract, the Ellsworth County median household income was $56,988 in 2019 and 12.1% of children in Ellsworth County were from families with incomes that met the federal poverty level. According to the 2021 Kids Count Data Center, Ellsworth County has 106.4 Head Start slots available per 100 children 3-4 years and 0 slots available per 100 children birth to three years living below the U.S. poverty threshold. Census data actually indicates a greater surplus of Head Start slots.

ELIGIBLE CHILDREN AGES 0-4 SERVED BY HEAD START/EARLY HEAD START

County	Estimated % children < 18 in poverty	Estimated # children ages 0-4	Estimated # eligible children
Saline	16.9%	3418	577
Dickinson	13.7%	1020	140
Ellsworth	12.1%	272	33
		4710	750

EARLY HEAD START

County	Estimated # Eligible Children	Total Enrolled	% Served
Saline	346	195	56%
Dickinson	84	19	23%
Ellsworth	20	--	0%
	450	214	48%

HEAD START

County	Estimated # Eligible Children	Total Enrolled	% Served
Saline	231	190	82%
Dickinson	56	39	70%
Ellsworth	13	14	108%
	300	243	81%

2021-22 PARTICIPANTS

The effects of COVID-19 continue to suppress enrollment numbers. In Salina, two Head Start and two Early Head Start classrooms were closed throughout the year due to staffing issues. This represented the loss of 68 Head Start and 16 Early Head Start slots.

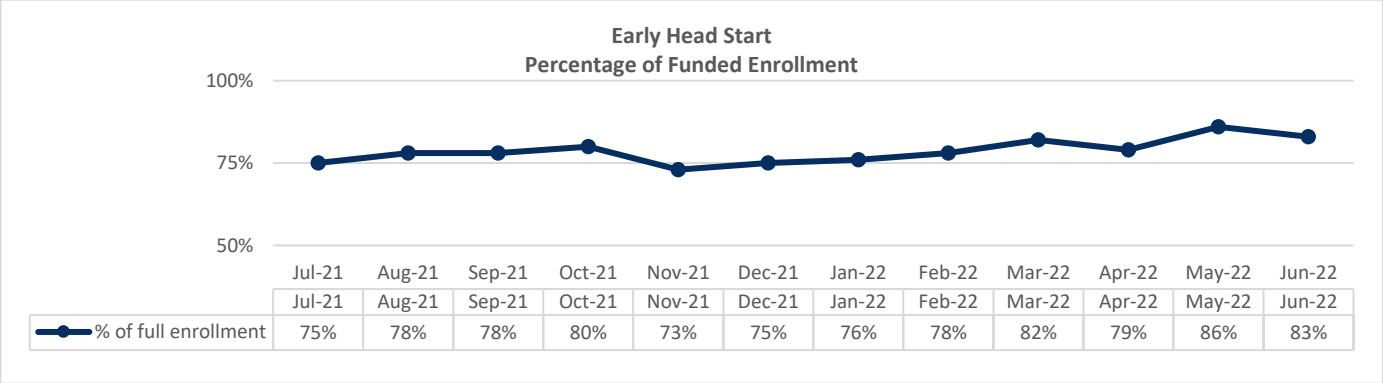
	Early Head Start	Head Start
Enrolled Children	214	243
Enrolled Families	186	227
Enrolled Prenatally	22	----

The recruitment committee continues to implement strategies to increase the program's visibility in the community and to strengthen collaborations with community agencies to increase their understanding of available services.

END OF MONTH (EOM) ENROLLMENT REPORTS

EARLY HEAD START

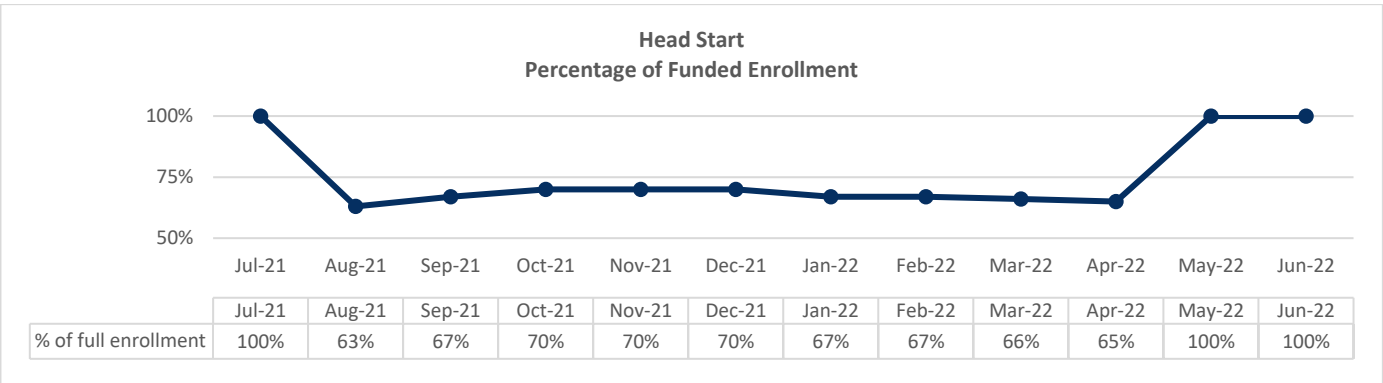
The Early Head Start program averaged 78.5% of full enrollment throughout the year.



	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
% of full enrollment	75%	78%	78%	80%	73%	75%	76%	78%	82%	79%	86%	83%

HEAD START

The Head Start program only averaged 75% of full enrollment throughout the year and only 67% during the nine month school year.



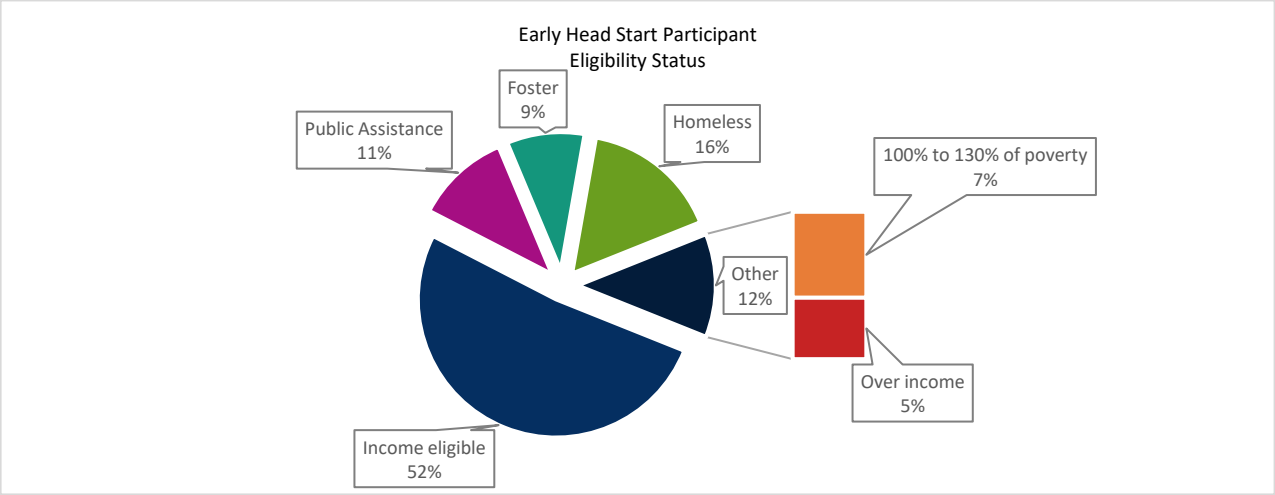
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
% of full enrollment	100%	63%	67%	70%	70%	70%	67%	67%	66%	65%	100%	100%

2021-22 Program Information Report (PIR) Summaries

EARLY HEAD START

***Due to COVID-19, the 2019-20 PIR was waived. Therefore, charts in this section will not include data for that year.*

Population Served: 214 children and 22 pregnant women



Ethnicity: 29% Hispanic, 71% Non-Hispanic

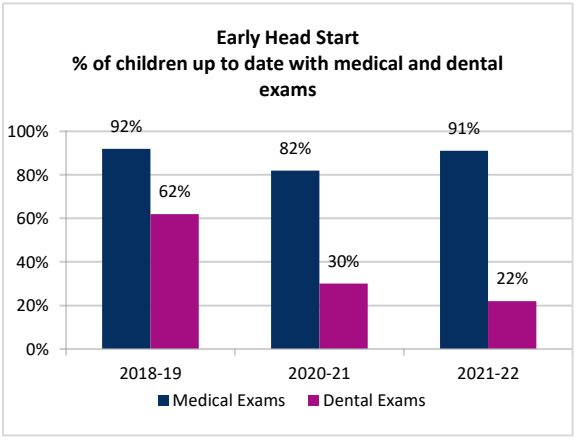
Race: 78% White; 18% Multi-Racial ; 4% Black; <1% Asian

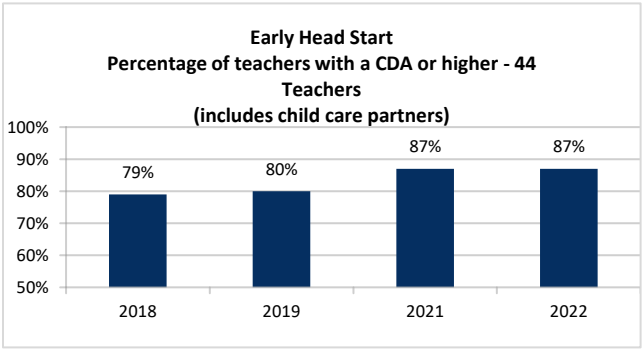
Language: 86% English; 13% Spanish; <1% French

Health: 91% up to date on well child checks; 94% up to date on immunizations; 97% with health insurance; 94% with a medical home.

Dental: 47% have a dental home; 22% of children are up to date on dental exams.

Mental Health: Mental health staff provide assistance to all classroom staff and home visitors through observation and consultation.





Disabilities: 27% of enrolled Early Head Start children had a diagnosed disability.

Homelessness: 7.5% (14) of families experienced homelessness during the year. Of these, only 36% (5) were able to find permanent housing before the end of enrollment.

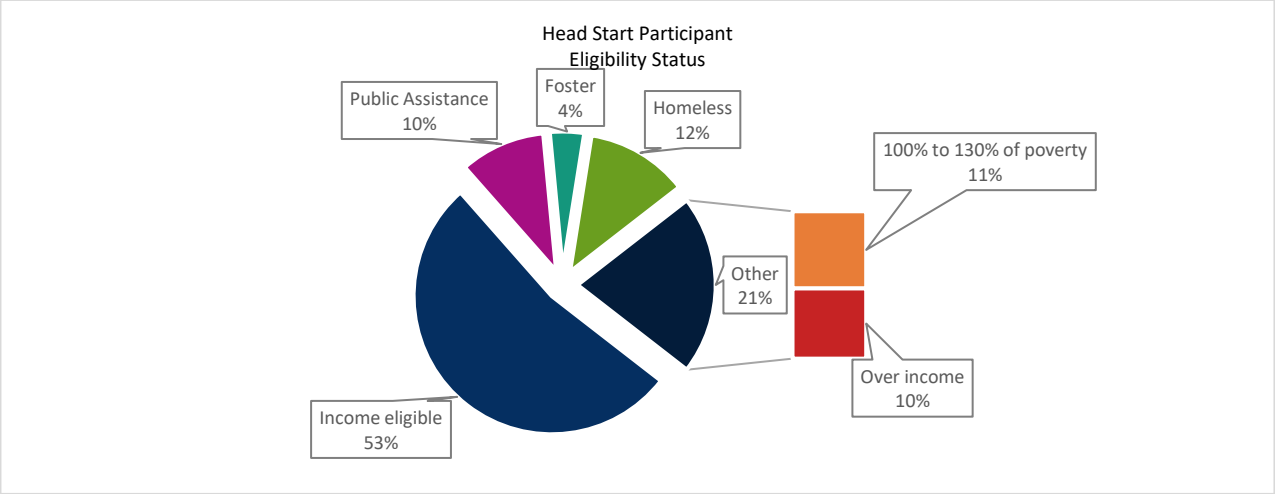
Teacher qualifications: Although it is still not possible to find EHS teachers with a CDA at hire, the percentage of teachers with at least a CDA by the end of the school year has trended upward.

HEAD START

***Due to COVID-19, the 2019-20 PIR was waived. Therefore, charts in this section will not include data for that year.*

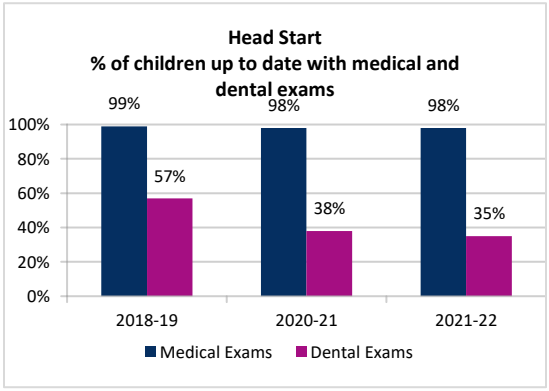
Population Served: 243 children

Ethnicity: 30% Hispanic, 70% Non-Hispanic



Race: 79% White; 15% Multi-Racial; 5% Black; 1% Asian

Language: 88% English; 12% Spanish



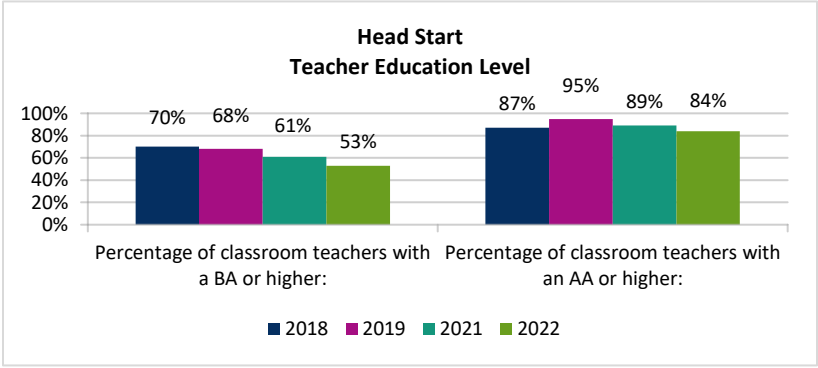
Health: 98% up to date on well child checks; 96% up to date on immunizations; 96% with health insurance; 96% with a medical home.

Dental: The number of Head Start children with a dental home decreased from 90% in 2018-19 to 67% in 2021-22. Only 35% of Head Start children received a dental exam in 2021-22.

Mental Health: Mental health staff provide assistance to all classroom teachers through observation and consultation.

Disabilities: 27% of enrolled Head Start participants had a diagnosed disability.

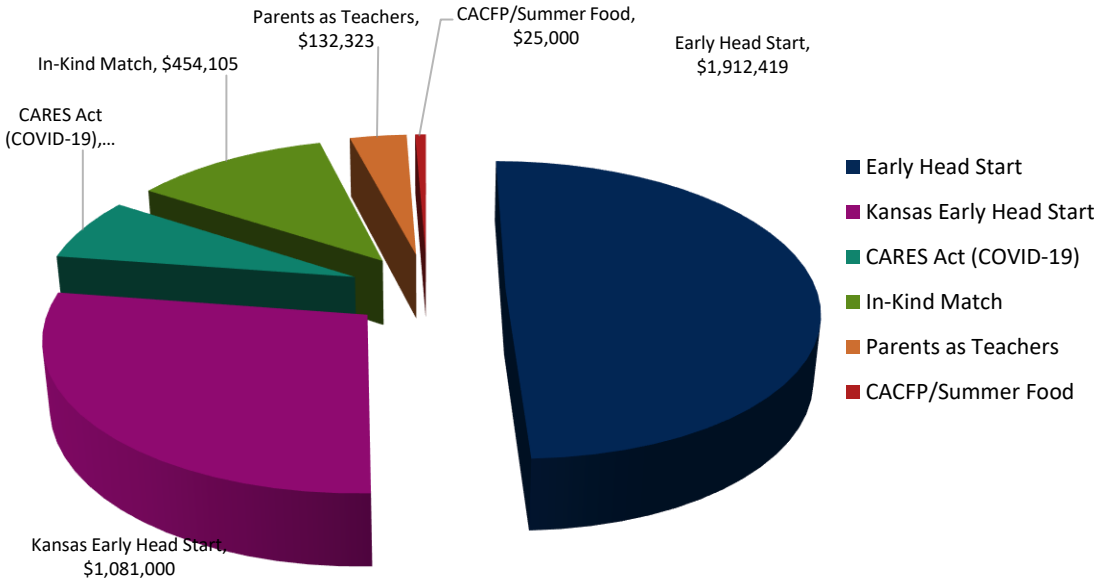
Homelessness: 5% (11) of families experienced homelessness during the year. Of these, 36% (4) were able to find permanent housing before the end of enrollment.



Teacher Qualifications: At least 50% of the Head Start teachers across the nation must have at least a Bachelor's degree in Early Childhood or a related degree. Heartland has seen a dramatic decrease in the number of teacher applicants with Bachelor (or Associate) degrees in Early Childhood Education. If the current trend continues through 2022-23, Heartland will fall short of the 50% benchmark.

Program Options and Descriptions

PROGRAMS FOR PREGNANT WOMEN, INFANTS, AND TODDLERS



EARLY HEAD START – SALINE & DICKINSON COUNTIES

HOME-BASED EARLY HEAD START

Families in this voluntary program receive weekly 90 minute home visits with a family consultant (FC) trained in child development and social services. The FC shares information and resources with families to maximize their child's learning experiences. FCs are equipped with knowledge of community resources to help parents learn about budgeting, health, nutrition, mental health, job skills, and how to find other needed community services. During the 2021-22 school year, Saline County served 101 children and 22 pregnant women. Eleven of the 22 prenatal mothers served were teenagers. Dickinson County served seven children and Ellsworth County had four.

Home-based families are required to be active participants in the program. They must have regular attendance for home visits and are strongly encouraged to attend monthly playgroups. Playgroups give parents the opportunity to interact with one another and create bonds with their children through organized, developmentally appropriate activities. Play groups also give families the chance to meet other families and build support systems.

Children are screened and assessed during the year by the family consultant and/or registered nurses. The ASQ-3 and ASQ-SE developmental screens are provided to help detect potential problem areas early in the child's life so appropriate referrals may be made for further evaluation. Hearing and vision screens are also conducted and referrals are made as needed.

EARLY HEAD START FULL DAY/FULL YEAR (FDFY)

Early Head Start FDFY services are offered in Salina and Abilene. The Salina site had planned to operate eight classrooms, but was limited to six for the majority of the year. The decision to eliminate all but one child care partner also limited the number of slots available. In Abilene, the FDFY services are provided by one child care center partnership. The FDFY program helps reduce the cost of child care for income eligible families while parents are working or attending school at least 30 hours per week. Parents pay a portion of the cost. This program served 98 Early Head Start children in Salina and 12 in Abilene during the 2021-22 school year.

Child care partners are required to meet Head Start Performance Standards and Kansas Child Care Licensing regulations. Heartland Early Education Specialists make both announced and unannounced visits several times each month to mentor teachers and ensure standards are maintained. Due to the inability for child care partners to consistently meet all performance standards, all but two partners were eliminated and only the Abilene partner provides services for infants and toddlers.

PARENTS AS TEACHERS (PAT)

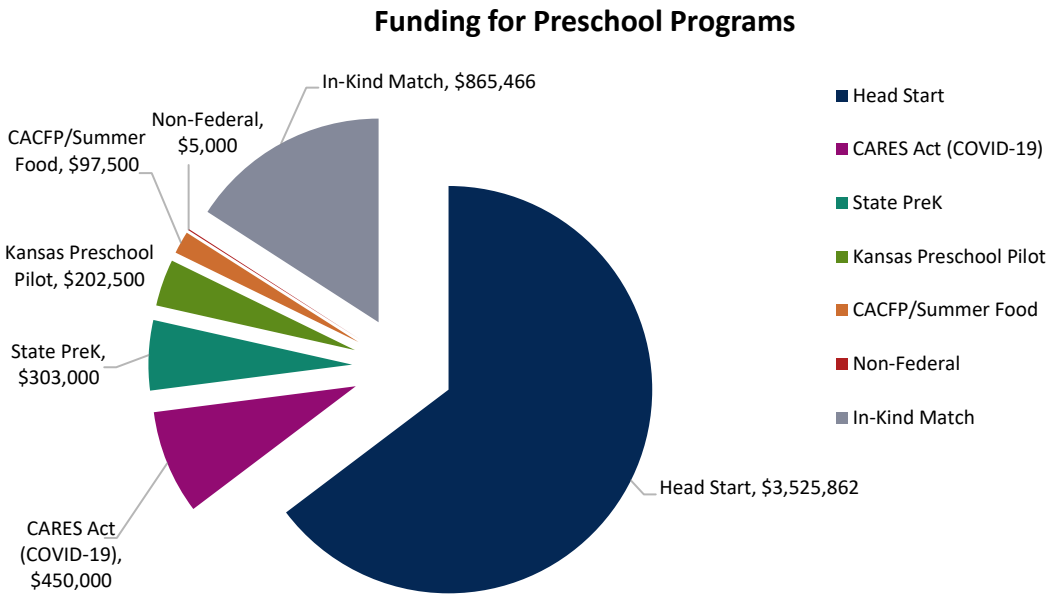
The PAT evidence-based affiliate model provides parents with the skills and knowledge they need to help make informed decisions regarding their child's education. The program includes personal visits, group connections, health, vision, hearing and developmental screenings, and supports family connections with other community services. Home visits are provided by certified PAT Parent Educators and last approximately one hour. Some families may qualify to have visits more frequently.

KSDE serves as the Parents as Teachers State Office and supports our program with implementing the PAT affiliate model. The PAT program is available to any parent, including fathers, relatives as caregivers, and foster and adoptive parents, who are pregnant or have a child under the age of kindergarten entry living within the USD 305 school district. Families can opt to remain enrolled until their child transitions to preschool or Kindergarten.

Evidenced based home visiting programs are proven to: support healthy and thriving children, increase parenting knowledge and confidence, strengthen the bond between a parent and a child, and help increase school readiness and success.

The Salina PAT program served 71 families and 94 children during the 2021-2022 school year. The program met all Essential Requirements, moving from a provisional status to a compliance status. The primary goal for the 2021-2022 program year was to increase the visit frequency for families with two or more stressors. The strategies included monthly monitoring of home visit frequency, addressing each family's situation during reflective supervision, and creating strategies to complete the required number of visits over the entire year vs just focusing on month at a time. The improvement has occurred with support from the national PAT team. They provided monthly virtual support meetings, which helped narrow goals and implement strategies.

PRESCHOOL PROGRAMS



HEAD START

Head Start is funded through a federal grant and serves Saline, Dickinson, and Ellsworth Counties. Head Start served 243 children during the 2021-22 school year.

Head Start serves income eligible children/families and is available for children ages three to five who meet income guidelines. FCs provide monthly home visits and are equipped with knowledge of community resources so they are able to help parents learn about budgeting, health, nutrition, mental health, job skills, and to find other needed services. FCs and teachers meet with parents during the year to discuss each child's progress and set goals for further development.

Heartland provided Head Start services through three program options; Part Day School Year (PDSY), School Day School Year (SDSY), and Full Day Full Year (FDFY). All programs encourage parents to be active participants by volunteering in the classroom, attending home visits and parent/teacher conferences, and attending parent meetings.

HEAD START PART DAY SCHOOL YEAR (PDSY)

PDSY classrooms provide less than 1020 hours of service through single or double session classrooms. Heartland operated PDSY Head Start classrooms in Salina and Ellsworth. Classes operate differently in each community to meet individual needs.

ELLSWORTH: Ellsworth served 14 children in a single-session classroom Monday-Thursday during the school year. Hours of operation were 8 a.m. to 3 p.m. Children were served breakfast, lunch and an afternoon snack and transportation was available.

SALINA: Salina served 85 children Monday-Thursday during the school year with two double session classrooms and a single session located in the Oakdale Elementary building. Morning session held 8 a.m. to 11:30 a.m. and afternoon session from 12:15 p.m. to 3:45 p.m. Children were served two meals and transportation was available. The single session classroom operated from 8:15 a.m. to 3:00 pm. Children were served three meals. Transportation was available.

HEAD START SCHOOL DAY SCHOOL YEAR (SDSY)

SDSY classrooms provide at least 1020 hours of class time throughout the school year. The SDSY option was offered in Abilene, Enterprise, and Salina.

ABILENE: Abilene served 19 children in a single-session classroom Monday-Friday during the school year. Hours of operation were 8 a.m. to 2:30 p.m. Children were served breakfast, lunch and an afternoon snack and transportation was available.

ENTERPRISE: Enterprise served 13 children Monday-Friday during the school year. Hours of operation were 8 a.m. to 3 p.m. during the school year. Children were served breakfast, lunch and an afternoon snack. Transportation was available.

SALINA: Salina served 52 children Monday-Friday during the school year with three classrooms in the Salina building and one within the Salina Education Center (SEC). Hours of operation were 8 a.m. to 2:30 p.m. Children were served breakfast, lunch and an afternoon snack. Transportation was not available for this program option.

At the beginning of January, due to staffing issues and increased behavior and mental health needs within the classrooms, the SDSY classrooms were modified to a PDSY schedule Monday-Thursday. This allowed for smaller class ratios and improvement of classroom management.

K-PREP (THERAPEUTIC PRESCHOOL)

This specialized classroom targets at-risk four year olds who have been excluded from a regular preschool or child care setting because of emotional or behavioral problems. Services provided include case management, monthly family nights, and family therapy. Eight children were served in this classroom throughout 2021-22.

HEAD START EXTENDED DAY FULL YEAR (EDFY)

Head Start EDFY services were offered in one Salina classroom. Hours of operation were 7:30 a.m. to 4:30 p.m. Monday-Friday. Children received breakfast, lunch, and snack. This classroom served 17 children. Due to staffing issues, the EDFY classroom closed at the end of the school year and will reopen in 2022-23 as School Day School Year.

HEAD START FULL DAY FULL YEAR (FDFY)

Head Start FDFY services are offered in Salina and Abilene through child care partnerships. In Salina, Heartland partners with Sharing and Caring Child Care and in Abilene, the FDFY services are provided by Abilene Child Care Learning Center.

FDFY services help reduce the cost of child care for income eligible families while parents are working or attending school at least 30 hours per week. Parents pay a portion of the cost. This program served 21 children in Salina and 15 in Abilene during the 2020-21 school year.

Child care partners are required to meet Head Start Performance Standards and Kansas Child Care Licensing regulations. Heartland Early Education Specialists make both announced and unannounced visits several times each month to mentor teachers and ensure standards are being maintained. Head Start teachers must have at least an associate degree in early childhood education or related field.

USD 305 PRESCHOOL

USD 305 offered preschool at all eight Salina elementary schools through KSDE funding. These classrooms are operating through a collaboration between USD 305, Heartland Early Education, and Central Kansas Cooperative in Education (CKCIE) to offer double-session preschool.

USD 305 Preschool is funded through two KSDE grants, Preschool-Aged At-Risk (At-Risk) and Kansas Preschool Pilot (KPP). Children enrolled through Preschool-Aged At-Risk (At Risk) must be three or four years old by August 31st and meet at least one at-risk eligibility factor. Factors include: qualify for free lunch, parent lacks high school diploma or GED, parent was a teen at the time of the child's birth, single parent, lower than expected developmental progress, or a written referral from Department of Children and Families (DCF). A total of 191 "at-risk" children were served during the 2021-22 school year.

The KPP grant provided funding for 314 "at-risk" and special education children within USD 305 Preschool and Head Start classrooms.

	Kansas Preschool Pilot (KPP)	Preschool-Aged At-Risk
Children with IEPs	99	----
Children qualify as at-risk	99	99
Head Start three and four year olds	116	92
TOTAL	**314**	**191**

School Readiness

SCHOOL READINESS PROGRAM GOAL

Heartland Early Education utilizes Galileo as its child assessment system for infants, toddlers, and preschool. Heartland prepares children for school through the development of individualized goals based on ongoing assessment data, collected quarterly.

In addition to Galileo, a variety of supplemental screens and assessments are utilized, including:

- Ages and Stages Questionnaire (ASQ3)
- Ages and Stages Questionnaire – Social-Emotional (ASQ-SE)
- Spot® vision screen
- Otoacoustic Emissions (OAE) hearing screen
- Classroom Assessment Scoring System (CLASS)

Galileo shows the growth of all children (birth – five years). Baseline data in the fall is used during parent/teacher conferences to inform parents and get their input in developing individual goals for each child. On-going assessments are used to guide teachers to group children according to their skill level, ensuring that teaching is designed for each child's individual needs. In addition, teacher observations provide daily guidance to teachers in planning for individual learning.

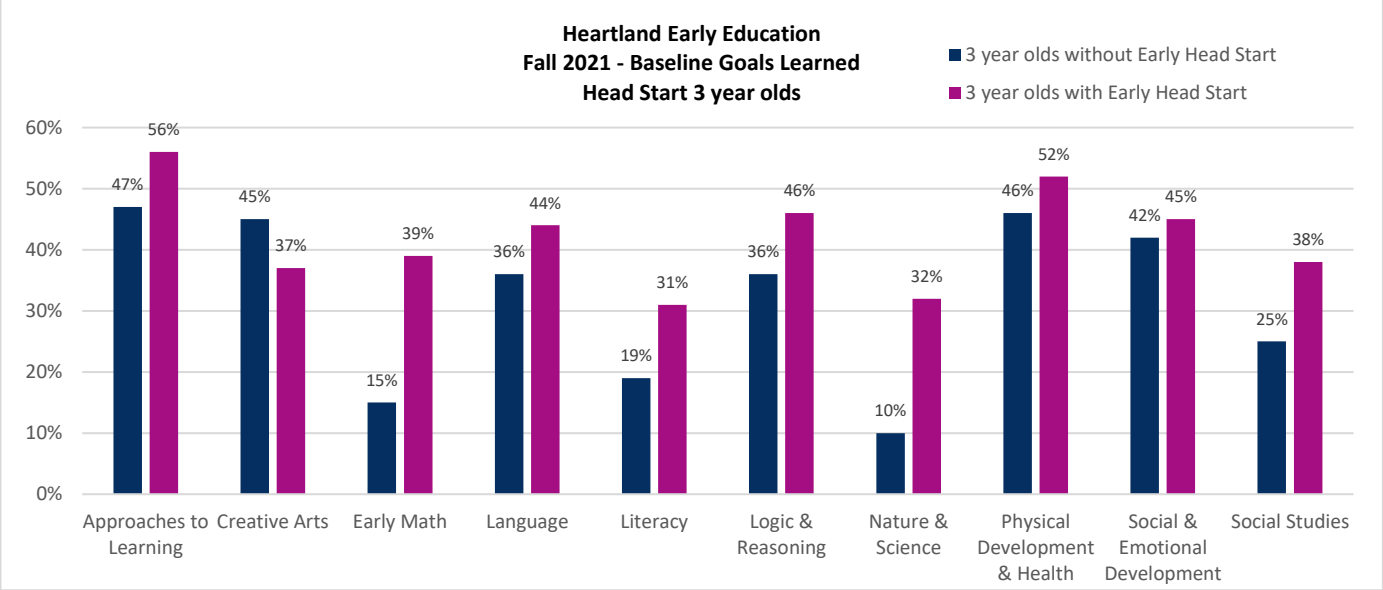
Intentional school readiness goals include a progressive degree of self-regulation, the ability to listen and attend, and the development of physical skills, social-emotional relationships, and language development. Ongoing assessment data, along with parent input, drives planning and goal setting for each individual child.

INFANT AND TODDLER ON-GOING ASSESSMENT

When concerns and possible delays are found in children under age three, families are referred to their medical homes and/or the Part C provider for further evaluation. With parental consent, results of pertinent Heartland screenings are shared with the medical provider. Heartland Early Education works very closely with both Part C programs in the service area. Infant Child Development (ICD) and Infant Toddler Services (ITS) work in collaboration with Heartland staff to provide joint home visits and to write joint family goals.

Just as Head Start prepares children for their next educational setting into Kindergarten, Early Head Start prepares children to transition into Head Start. The following chart categorizes three year old children who started Head Start in the Fall of 2021 and compares their child assessment data taken as baseline upon their initial enrollment into the classroom. The children were categorized into two groups, 1) children with no prior enrollment in EHS; 2) children with EHS (center-based) experience.

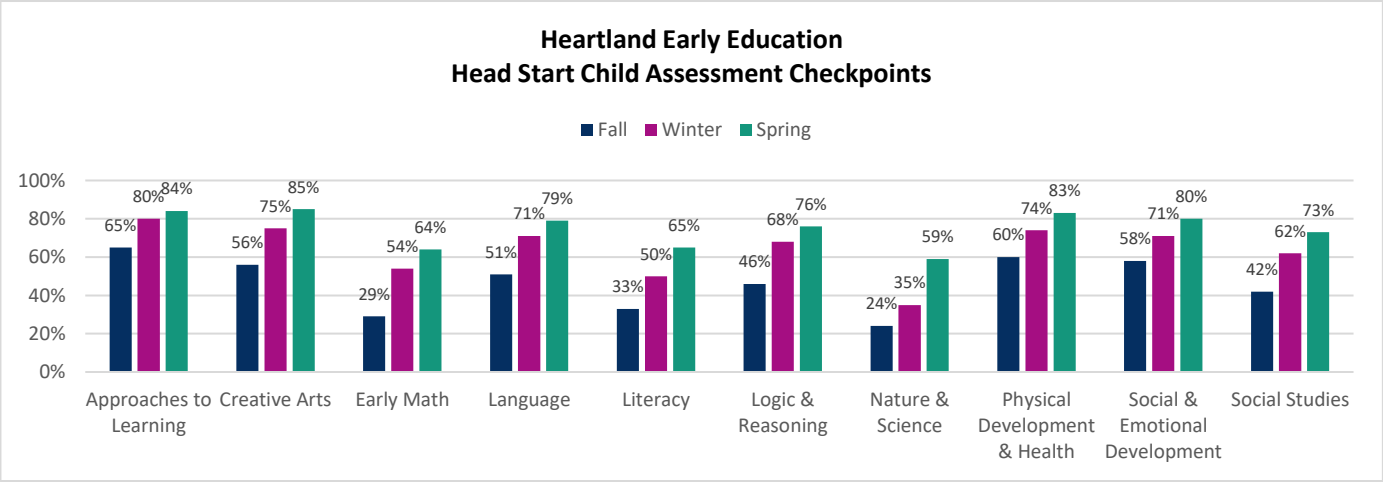
The following chart shows children who transitioned to Head Start from EHS scored higher in every domain than the children without EHS experience.



As infants and toddlers move through the natural sequence of developmental milestones, Heartland believes the role of Early Head Start staff is to support families through the process. This support comes in the form of many different services; home visits, parent/teacher conferences, referrals, screening, assessment, etc. These services are in place to support children as they develop the skills they will use for the rest of their lives.

PRESCHOOL ON-GOING ASSESSMENT

Children's progress is assessed on an ongoing basis; this information is used for lesson planning for groups of children and to individualize activities for each child. Data is used to track child growth and development and guide lessons so children are prepared for kindergarten. Data is aggregated and analyzed multiple times throughout the year at individual, classroom, site, and program levels; this information is used to adapt strategies to increase student learning. The chart shows growth of three and four year olds over the three checkpoints during 2021-22.



When concerns and possible delays are found in children ages three to five, families are referred to the Central Kansas Cooperative in Education (CKCIE), Part B, for further evaluation.

Special Program Initiatives

FOOD INSECURITIES

In the fall of 2018, a Heartland committee convened and developed a referral form for staff to use to identify children who were experiencing food insecurity indicators such as behavior, physical appearance, school performance, and home environment factors. A parent consent form was also developed. Weekend Food Support started going out to identified families in November 2018. The average cost per bag is $5.00. The weekly food bags contain 12 items and provides 1500 calories and 45 grams of protein.

The table and chart below indicates the number of children, families, and total food bags distributed for the last four years.

	Saline County	Dickinson County	Ellsworth County	TOTALS
2018-19	42 children / 35 families	11 children / 9 families	0 children / families	**53 children / 44 families**
	986 food bags	321 food bags	0 food bags	**1307 food bags**
2019-20	52 children / 35 families	11 children / 9 families	1 child / 1 family	**64 children / 45 families**
	1103 food bags	291 food bags	14 food bags	**1408 food bags**
2020-21	58 children / 35 families	7 children / 7 families	0 children / families	**65 children / 42 families**
	1809 food bags	228 food bags	0 food bags	**2037 food bags**
2021-22	54 children / 36 families	11 children / 9 families	2 children / 2 families	**67 children / 47 families**
	1642 food bags	276 food bags	49 food bags	**1967 food bags**

STAFF DEVELOPMENT

CONTINUING EDUCATION ASSISTANCE

As funds are available, Heartland Early Education will provide tuition assistance for an Early Childhood Associates and/or Bachelor's Degrees through an accredited Early Childhood Education Program for interested classroom staff and partnering staff up to the degree required for the position. For example, Head Start classroom staff may obtain a Bachelor's Degree. Early Head Start classroom staff may obtain an Associate's Degree. Barton County Community College and Hutchinson Community College have been selected for Associates Degrees and Fort Hays State University and Wichita State University for Bachelor's Degrees as these colleges are approved vendors through USD#305.

Heartland will provide tuition assistance up to 60 hours towards an Associate's Degree in ECE and 60 hours towards a Bachelor's Degree in ECE per staff person.

During the 2021-22 school year, 10 Heartland staff benefited from Heartland's continuing education tuition assistance program. A total of 56 classes earning 141 hours in college credit were completed.

Family Engagement

COVID-19 IMPACT ON FAMILY ENGAGEMENT

In-person socializations were resumed in May of 2021 and were held outdoors through the summer and fall of 2021 to promote distancing, limit exposure to attendees and also to allow families to explore outdoor activities and community locations.

During those same time periods “drive through” socializations and parent meetings were provided. Families drove through the parking lot and were given materials and instructions on what to do at home. The FC followed up with each family that participated about how they could work on school readiness goals while doing the activities. Additional outdoor activities such as a Petting Zoo, Bubble Party, Pumpkin Painting, Art Walk, Egg Painting, Muffins with Moms and a Car Wash were also offered throughout the year.

Parent/teacher conferences and teacher home visits were conducted virtually in August of 2021 and in-person at the classroom or center in the winter and spring of 2022 to allow for physical distancing and prevent potential exposure to families.

FAMILY ENGAGEMENT OPPORTUNITIES

Home Visits

- **EARLY HEAD START HOME-BASED:** Weekly 90 minute home visits are provided by staff trained in child development and social services.
- **HEAD START/EARLY HEAD START CENTER-BASED:** Monthly home visits are provided by staff trained in child development and social services.
- **PARENTS AS TEACHERS:** Monthly home visits are provided by staff trained in child development and social services.

Socializations/Playgroups

Opportunities are provided at least twice a month for home-based EHS and PAT parents and children to interact with one another and to create bonds.

Parent teacher conferences

The families of all children attending EHS or Head Start classrooms are offered at least two parent teacher conference opportunities per year.

Parent Meetings

Regularly scheduled meetings are planned in order to share information about the program and learn about appropriate child development.

Hiring Process

Parents are invited to participate in the interview of new staff. Parent interviewers are full partners in hiring decisions.

Mom’s Group

This group ensures all moms of enrolled children have opportunities to interact with their children and network with other moms.

Policy Council

Policy Council meets monthly to allow parents to participate in policy making and other decisions about the program. At least 51% of the members are current parents.

Satisfaction Surveys

Parent satisfaction surveys are conducted annually. Information is compiled and used within the Self-Assessment and Strategic Plan for on-going monitoring and improvement.

Five Year Grant Award, Goals, and Objectives

FIVE YEAR GOALS: 2020-2025

GOAL 1: **Heartland is committed to attracting and cultivating staff who will inspire and empower children and families.**	
Expected Outcome: **Qualified and trained staff will be knowledgeable and effective in their specific roles.**	
	Objective A: Heartland will successfully recruit qualified staff.
	Objective B: All employed staff (new and current) are effectively trained.
	Objective C: Build the coaching system to support effective implementation of service delivery
GOAL 2: **Heartland will intentionally integrate communication practices to strengthen relationships.**	
Expected Outcome: **Communication will flow and staff will be more knowledgeable in all areas of the program.**	
	Objective A: Assess and initiate transition practices
	Objective B: Build staff and parent communication and engagement
GOAL 3: **Heartland is responsive to the needs of children, families, staff, and community.**	
Expected Outcome: **Heartland will provide quality services based on a strong understanding of the impact of trauma and align with the district in terms of early childhood needs and opportunities.**	
	Objective A: Strengthen systems to support trauma informed practices for staff, children, and families
	Objective B: Explore opportunities for facilities and partnerships to support quality services

Fiscal Summary

BUDGET NARRATIVE

1. **PERSONNEL** – All Head Start salaries meet the CAP limitations. Heartland Early Education uses the same salary schedule as the Salina School District and wages are comparable for similar work in the community.
2. **FRINGE BENEFITS** – Includes social security, workers compensation, unemployment insurance, health insurance and retirement.
3. **CONTRACTUAL** – Contracts for services to include technical support from the Salina School district, transportation services for Enterprise Head Start students, and grant support from WIPFLI.
4. **CHILD CARE CONTRACTUAL** – Partnership with five child care centers in Saline and Dickinson counties to provide full day, full year Head Start and Early Start services to families.
5. **SUPPLIES** – Includes office and computer equipment; and office, classroom, educational, literacy, and building supplies.
6. **OTHER/CHILD SERVICES** – medical and dental care for children, mental health assessment and care, parent meeting child care, and classroom substitutes.
7. **OTHER/PARENT SERVICES** – Policy Council meetings, parent meetings, Fatherhood Support group meetings.
8. **OTHER/OCCUPANCY** – Telephone, internet, utilities, subscriptions, recruitment, Human Resource testing fees, transportation expenses, audit fees, building maintenance and repairs.
9. **TRAINING** – the amount of the training budget is required by the grant and provides training for staff, child care partners, and Policy Council members.
10. **EQUIPMENT** – vehicle replacement

Heartland Early Education Head Start/Early Head Start Annual Budget 2021-22

Fund 56 – Head Start / Early Head Start		
	Categories	**Budget**
1.	Personnel	4,035,035
2.	Fringe Benefits	760,626
3.	Contractual	34,000
4.	Child Care Contractual	215,755
5.	Supplies	155,150
6.	Other Child Services	31,200
7.	Other Parent Services	13,210
8.	Other/Occupancy	201,840
9.	Training	76,921
10.	Equipment	50,000
	Total Grant	$5,573,737

Fund 59 – Kansas Early Head Start		
	Categories	**Budget**
1.	Personnel	790,158
2.	Fringe Benefits	155,922
4.	Child care Contractual	138,920
8.	Other/Occupancy	14,000
	Total Kansas Grant	$1,099,000
Other Grants		
Fund 10 – Parents as Teachers		132,171
Fund 57 – State Pre-Kindergarten		209,500
Fund 58 – Non Federal Funds		25,737
Fund 60 – Summer Food Program		6,000
Fund 67 – CARES Act		714,293
Fund 69 – Child Food Program (CACFP)		224,000
Fund 70 – Kansas Preschool Pilot		170,070
	Total Other Grants	$1,481,771

Overall Grand Total $8,154,508

FINANCIAL AUDIT

In October 2021 the Salina Unified School District 305 received the Independent Auditors Report of the expenditures, revenues, and unencumbered cash balances for the year ending June 30, 2020 from Varney & Associates, LLC. It was the opinion of Varney & Associates that the financial statement presents fairly, in all material respects, the aggregate cash and unencumbered cash balances of the district as of June 30, 2021.

USD 305 Preschool

Funded by the Kansas Department of Education
Advisory Committee Quarterly Report

October 2022

Program Updates

2022-2023 marks Year Two of a preschool presence in each elementary building.

Preschool Enrollment (*as of 10.3, enrollment is 192)*

Coronado
Teacher: Allyne Purdy
15 State Pre-K /9 SPED

Cottonwood
Teacher: Amanda McKee
10 State Pre-K /14 SPED

Heusner
Teacher: Jordan Vignery
9 State Pre-K /15 SPED

Meadowlark
Teacher: Joslyn Wilcox
18 State Pre-K /6 SPED

Oakdale
Teacher: Richelle Ross
13 State Pre-K /11 SPED

Schilling
Teacher: Open
9 State Pre-K /15 SPED

Stewart
Teacher: Peggy Aschenbrenner
19 State Pre-K /5 SPED

Sunset
Teacher: Shannon Jones
13 State Pre-K /11 SPED

These classrooms follow a Monday – Thursday schedule.

Classrooms are settling in and establishing routines and structures for the year.

Community and Family Engagement

Parents of preschoolers completed the online versions of ASQ and ASQ-SE at the beginning of this school year.

USD 305 Parents as Teachers

Advisory Committee Quarterly Report

October 2022

Enrollment

Current- 55 families and 67 children

Waitlist- 6 families

Operations

- Family Consultant, Tabitha Morris, resigned from her position effective August 19.
- Angela Elliott has been hired for the Family Consultant position and her start date is September 29.

Program Quality

- Ten new family have enrolled since July 1, 2022. 100% of newly enrolled families had an initial, comprehensive family-centered assessment completed and documented within 120 days of enrollment
- Currently 84% of families have at least one document goal.
- The essential requirement for visit frequency is 60% of families with one or fewer stressors to receive at least 75% of the required number of visits per month.
    - As of September 28, 49% of families with 0 or one stressors have received at least 75% of the required number of visits.
- The essential requirement for visit frequency is 60% of families with two or more stressors receive at least 75% of the required number of visits per month.
    - As of September 28, 29% of families with two or more stressors have received at least 75% of the required number of visits. These low percentages are due to the absence of a family consultant in the position.

Progress toward Priority Goals and Community Collaborations

- Utilize the National Family Support Competency Framework to assess needs of parent educators and direct training to areas in need of strengthening.
    - Parent educators, Heather Livingston and Tabitha Morris completed the competency framework by September 30.
    - Next step will be to discuss the results with Heather, and to have the new educator, Angela Elliott, complete the assessment later in the year.

- Offer a minimum of three Heartland/Salina Community events as well as new group connection activities for the 2022-2023 program year without replicating those done in the past two years.
    - We evaluated the needs of the community and offered OAE hearing screens at the Salina Public Library. We enrolled four new families to the PAT program from providing those services.
    - We held a joint socialization with the area PAT programs at the Kids Creative Corner. Over 20 area families participated in the event.
    - Lanell Keeler from USD 306 submitted a grant request to the Greater Salina Community Foundation for the Area PAT programs in Saline and Ottawa County. The programs received $2000 to provide events at the Rolling Hills Zoo, Tumbling at Revolution School of Dance, the event at Kid's Creative Corner, and the Sunnyside Pumpkin Patch. The funding will help pay for family and child admissions and snacks.
    - Heartland Early Education Program is coordinating the Saline County Community Baby Shower, scheduled for October 4. The event is a safe sleep event, which directs efforts toward decreasing infant mortality rate in the county, increasing knowledge around safe sleep measures, breastfeeding information, smoking cessation and pre and post-natal mental health. Numerous community agencies will be providing additional resource information at the event.

2022-23 SELF-ASSESSMENT

HEARTLAND EARLY EDUCATION

AREAS TO STRENGTHEN

1. **Improve connections with community**

   Plan of Action:

   A. Conduct a Community Feedback Survey
      i. Email a survey to all pertinent community agencies and partners (to include all three counties)
      ii. Results will be shared with staff and Policy Council
      iii. Any concerns will be addressed

   B. Plan and provide a flu clinic with Salina Family Health Care for staff, families and the surrounding neighborhood
      i. Create flyers and yard signs to advertise the event

   C. Build and expand relationship with Crosspoint Church
      i. Develop a calendar of volunteer activities and events
      ii. Send Thank You notes
      iii. Find out how Heartland can reciprocate

2. **Strengthen our School Family**

   Plan of Action:

   A. Develop a "Heartland Shares" modeled after "Jordan's Helping Hands"
      i. Members of the Leadership team will be responsible to facilitate

   B. Plan monthly group activities to help introduce and connect staff to one another
      i. Heartwarmers and the Director will take the lead

   C. Review "Administrator's Self-Evaluation Guide" for Conscious Discipline (CD) implementation

3. **Strengthen the foundation of adult Conscious Discipline (CD)**

   Plan of Action:

   A. Short training opportunities will be made available for all staff covering the basics of CD

   B. Review the CD Implementation Framework and other CD resources
      i. Create a plan to further the implementation of CD within all Heartland staff and departments

Approved by Policy Council

Policy Council Minutes
09.01.2022

VOTING MEMBERS PRESENT: Nell Farmer, Dawne Letorneau, Jenny Reyes, Sarah Crowley, Keri Kavouras, Kelly Mobray, Sateeva Baete, Adrianna Nondorf, Tessa Boese, Breanna Reynolds

NON-VOTING MEMBERS PRESENT: Lesa Larson, Alaina Ryan, Linda Lorett, Shanna Rector, Casy Ziegler

CALL TO ORDER: Lesa Larson called the meeting to order at 5:01 p.m.

CHANGES AND ADDITIONS TO THE AGENDA: Sarah Crowley motioned to approve the agenda as presented. Keri Kavouras seconded the motion and the motion carried.

APPROVAL OF CONSENT AGENDA ITEMS: Tessa Boese motioned to approve the Consent Agenda Items as presented. Sarah Crowley seconded the motion and the motion carried.

TRAINING: Policy Council Overview

Lesa Larson reviewed portions of the Annual Policy Council Training booklet including *What Is Policy Council?*, *Why Do Head Start and Early Head Start Programs have a Policy Council?*, and *Parent Leaders as Partners in Promoting Family Engagement*.

Lesa reviewed Head Start Performance Standards 1301.2, 1301.3, 1301.4, 1301.5 and 1301.6 regarding Policy Council and program governance. Lesa reviewed the *Role of Parents in Head Start Programming* and challenged each parent to work toward becoming a parent leader. Lesa explained the Head Start Governing Structure and shared decision-making.

Lesa reviewed Parliamentary Procedures and the expectations of Policy Council members. The Policy Council reviewed and signed the Heartland Code of Conduct.

Lesa shared guidelines for parent and community reports during the Policy Council meeting and explained the role of Policy Council Officers. Each year, the Policy Council will elect a Chairperson to lead the meetings and a Vice-Chairperson who will fill in if the Chairperson is absent. The secretary will take notes during the meeting and work with the Administrative Assistant to complete meeting minutes. The KHSA Representative will attend three KHSA meetings held in Salina and will report back to the Policy Council during the next meeting. Elections will take place during the October meeting. Parents are encouraged to nominate themselves or ask another parent to nominate them if they wish to serve as an officer. Officers make up the Executive Team and meet with the director a week before each Policy Council to discuss items on the upcoming agenda.

COVID EXPENDITURES:

ACF-IM-HS-22-05 OHS Guidance for Use of Funds Appropriated in the American Rescue Plan Act of 2021

The guidance provides flexibility to use COVID funds according to the needs of each individual program. We will be using our funds for kitchen expansion and to add restrooms to classrooms. We have submitted our application. Additional information was requested and submitted for approval. We anticipate approval by Christmas and hope to have the kitchen renovation completed over the summer. We have three different funding streams for COVID, totaling approximately $1 Million.

DIRECTOR UPDATE:

Lesa Larson reported USD 305 approved our request to increase wages for our teacher assistants this school year. We were able to raise the rate for Heartland TA's by $1.50 an hour. Our starting rate is $13.50 for teacher assistants. We are hoping the increased wage will help us fill staff vacancies.

We continue to provide weekend food bags for students. We have received grants from community agencies to fund our weekend food bag program. Teachers submit referrals for children in their classroom who they feel could benefit from the program. We receive approval from the family of each child before enrolling them in the program. Because we are not K-12, we do not qualify for the Backpacks-4-Kids Program. This is our version of the program. We have given out close to 7000 food bags to children who need extra food on the weekend over the last four years.

OLD BUSINESS: None

NEW BUSINESS:

PIR Report Summary Report

Casy Ziegler presented the 2021-22 Program Information Report (PIR) Summary. This report is submitted to the Federal Government in August of each year. It is a summary of all data we tracked for children and families the previous year. It includes demographics of families and children enrolled, including health, mental health, disabilities, language, ethnicity, race, homelessness, and teacher qualifications for Early Head Start and Head Start programs.

In Early Head Start, Immunizations and well check completion rates have begun to rise. They declined during COVID. We are seeing a decreased percentage of dental exam completion. Salina Family Healthcare is the only dental clinic in Salina taking medical cards. We are working to help families get these completed.

The percentage of teachers with a Bachelor's Degree in Head Start has declined. We work on growing our teachers and help them get their degree. Current TA's and teachers who qualify are able to enroll in online classes while they are employed and Heartland will pay tuition and fees. Early Head Start classroom staff can earn up to an Associate's Degree in Early Childhood Education and Head Start classroom staff can earn up to a Bachelor's Degree in Early Education with Heartland's Continuing Education Assistance Program.

Five Year Goals

Heartland's Five Year Goals were provided to the Policy Council. Goals were approved by Policy Council in April of 2020. Heartland brought many different groups of people together to create these goals, including parents, staff and community members. Lesa discussed ways Heartland is working to meet each goal.

Goal 1: Heartland Early Education is committed to attracting and cultivating staff who will inspire and empower children and families.

- Objective A: Successfully recruit qualified staff.
- Objective B: Effectively train all employed staff (new and current).
- Objective C: Build the coaching system to support effective implementation of service delivery.

Goal 2: Heartland Early Education will intentionally integrate communication practices to strengthen relationships.

- Objective A: Assess and initiate transition practices.
- Objective B: Build staff and parent communication and engagement.

Goal 3: Heartland Early Education is responsive to the needs of children, families, staff and the community.

Objective A: Strengthen systems to support trauma informed practices for staff, children and families.
Objective B: Explore opportunities for facilities and partnerships to support quality services.

In accordance with Goal 3: Objective B, Heartland has created a partnership with the Transitions program at Salina Education Center. A Head Start classroom is currently housed in the SEC building where adults (18-25) with disabilities learn new skills as they transition from school to work.

Parent Committee Discussion
Lesa discussed opportunities to be part of the decision-making processes at Heartland by joining a committee. Serving on parent committees is a wonderful way for parents to contribute to the process.

Committees are:
GOAL 1 (Heartland will successfully recruit qualified staff): This committee will meet with the HR Specialist to discuss topics related to filling positions with qualified staff and may also participate on the interview team.

GOAL 2 (Heartland will intentionally integrate communication practices to strengthen relationships): This committee will meet once or twice per year to discuss engaging parents in all aspects of their child's learning and ways to strengthen transition practices.

GOAL 3 (Heartland is responsive to the needs of children, families, staff and community): This committee meets once or twice per year to discuss social and emotional needs of our program and as needed, we will explore opportunities for new partnerships.

GRANT AND BUDGET: The Executive Committee serves on this committee, as well as other interested members and reviews and discusses draft budgets, Head Start grants, basic fiscal procedures, and meets one or two times with our accountant and director.

HEALTH SERVICES ADVISORY: HSAC meets twice a year to review health concerns, policies, and services provided by Heartland Early Education. The committee membership consists of health professionals and Policy Council members. The first meeting will be in October.

SCHOOL READINESS: This committee meets in November and March to review curriculum and assessment tools and/or practices, outcomes, School Readiness goals and our process for 4-year old transitions to Kindergarten.

Full-Enrollment Initiative & Heartland Enrollment Status
We have received a pause the last two years due to the effect the Pandemic had on enrollment. We expected to be fully enrolled this year, but we are not fully enrolled. We have plenty of children, but we have three unopen classrooms due to a staff shortage. We have three classrooms that are not fully-staffed and are serving a reduced number of children. We are funded for 256 children in Head Start. At this time, we can only enroll 184. We had 161 kids enrolled today. We have nine children who are accepted and completing paperwork and will be starting soon. We have 33 children who are waitlisted and have another 72 applications in process. In Early Head Start we are funded for 143 children. We have one classroom working at half capacity. We lost a home-visitor for a home-based program and have a new person hired. She will be taking on new families. Today we had 114 in the seat, 5 accepted, 35 waitlisted and applications are in process.

Last year was the first year USD 305 preschool classrooms were available in every USD 305 elementary school. We were able to put at least 15 of the children who would have been in Head Start classrooms in

the USD 305 preschool classrooms. We are excited to fill our classrooms with staff and fill the preschool needs of our community.

Staffing Status
Lesa asked Policy Council members to help us with ideas for staff recruitment. We have fourteen TA positions open. We have two Infant/Toddler TA and four Family Consultants positions open; one is PAT, and one is Dickinson County. The Preschool TA position has been posted for 120 days. We have received 53 applications in recent months, two were qualified. Individuals don't have to be fully-qualified, we will train them, but they must pass a background check. We've hired several staff who started and decided working in the classroom was not a good fit. We have hired one family consultant and have qualified applicants who are in the process of interviewing for the two positions available. We are willing and want to open classrooms when staff are hired. Lesa asked Policy Council to share this information and contact us if you know anyone who would be interested in becoming a teacher assistant.

We have a mental health department providing support for staff. Our Early Education Specialists are working in classrooms with teachers to offer extra support.

Kelly Mobray asked if we are partnering with local colleges to recruit teachers? Lesa reported she is working with Salina Tech. They are the only local college offering an Early Childhood Education certificate. Salina Tech reports that they had 19 students at the beginning of the year and now they have two.

We have had discussions with USD 305 about having a CDA program for students in our high schools. This would allow students to begin work in early childhood education directly out of high school.

Kari Kavouras reported Salina Pediatric has begun a clinical program with Salina Tech to help train students and give them an idea of what Salina Pediatric does. They are short staffed and use this as a way to recruit nursing students.

Child Care Workforce Bonus
Child Care Aware of Kansas, in partnership with the Department for Children and Families (DCF) and Kansas Department of Health and Environment (KDHE), is providing bonuses to childcare providers to recognize and celebrate their commitment as professionals in the field of early childhood care and education.

The Child Care Workforce Appreciation Bonus Program is made possible with funds from the American Rescue Plan (ARP) Act of 2021. This law provides supplemental funds to help State, Territory, and Tribal Lead Agencies address the impacts of COVID-19. The funds were awarded to (DCF) and funds will be administered by KDHE.

Each individual must apply for the bonus but Heartland had three staff who worked closely with employees to make sure they were able to apply. The program provides $2500 or $2000 one-time bonuses to staff who have worked at least 6 months in the child care industry.

Tessa Boese_motioned to adjourn the meeting at 6:14 PM. Sateeva Baete seconded the motion. The motion carried.

Respectfully submitted by Alaina Ryan, Administrative Assistant

Heartland Early Education Financial Summary

for Fiscal Year 7/01/22 through 6/30/23

as of August 31, 2022

Categories	Budget	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Balance	% Spent
Fund 56 - Federal Head Start / Early Head Start																
1. Personnel	4,234,022	254,796	272,355											527,150.72	(3,706,871.28)	12.45%
2. Fringe Benefits	809,045	45,112	48,995											94,106.94	(714,938.06)	11.63%
3. Facility Renovations														-	-	
4. Contractual	25,400	1,394	6,076											7,470.26	(17,929.74)	29.41%
5. Child Care Contractual	135,100	-	9,414											9,414.19	(125,685.81)	6.97%
6. Supplies	108,150	5,013	9,001											14,014.54	(94,135.46)	12.96%
7. Other Child Services	30,480	806	634											1,440.21	(29,039.79)	4.73%
8. Other Parent Services	16,410	207	123											330.12	(16,079.88)	2.01%
9. Other/Occupancy	229,110	12,560	15,544											28,104.59	(201,005.41)	12.27%
10. Training	76,921	12,263	5,495											17,757.88	(59,163.12)	23.09%
11. Equipment > $5000	26,000													-	(26,000.00)	0.00%
Carryover to 2022-2023														-	-	
Total Federal Grant	**5,690,638**	**332,151**	**367,638**	-	-	-	-	-	-	-	-	-	-	**699,789.45**	**(4,990,848.55)**	**12.30%**
	Budget	**Received**													**Variance**	
Additional Revenues/Reimbursements	200,000	14,838	18,181											33,019.65	(166,980.35)	16.51%
Fund 59 - Kansas Early Head Start Child Care Partnerships																
1. Personnel	616,606	51,503	53,199											104,701.75	(511,904.25)	16.98%
DCF Child Care Revenues	(172,800)	(16,727)	(20,052)											(36,778.95)	136,021.05	21.28%
2. Fringe Benefits	127,044	10,433	10,580											21,013.24	(106,030.76)	16.54%
5. Child Care Contractual	56,650	1,282	1,164											2,445.35	(54,204.65)	4.32%
9. Other / Occupancy	15,000	1,240	1,320											2,560.32	(12,439.68)	17.07%
Total Kansas Grant HCCP	**642,500**	**47,731**	**46,211**	-	-	-	-	-	-	-	-	-	-	**93,941.71**	**(548,558.29)**	**14.62%**
Fund 59 - Kansas Early Head Start Home Visitation																
1. Personnel	171,304	16,513	14,879											31,391.99	(139,912.01)	18.33%
2. Fringe Benefits	28,556	2,628	2,494											5,122.25	(23,433.75)	17.94%
9. Other / Occupancy	4,140	523	159											681.88	(3,458.12)	16.47%
Total Kansas Grant HV	**204,000**	**19,665**	**17,531**	-	-	-	-	-	-	-	-	-	-	**37,196.12**	**(166,803.88)**	**18.23%**
Other Heartland Grants																
Fund 10 - Parents as Teachers	132,171	9,251	12,354											21,604.66	(110,566.34)	16.35%
Fund 57 - State Pre-K	227,709	-	21,571											21,570.90	(206,138.10)	9.47%
Fund 70 - KS Preschool Pilot (KPP)	189,800	425	2,034											2,459.22	(187,340.78)	1.30%
Fund 67 - CRRSA and ARP (COVID)	654,793	-	-											-	(654,793.00)	0.00%
Fund 58 - Non Federal Funds	18,779	846	509											1,354.79	(17,424.66)	7.21%
Fund 60 - Summer Food Program	4,500	1,606												1,605.80	(2,894.20)	35.68%
Fund 69 - Child Food Program	208,000	5,117	14,848											19,964.97	(188,035.03)	9.60%
Total Other Grants	**1,435,752**	**17,245**	**51,316**	-	-	-	-	-	-	-	-	-	-	**68,560.34**	**(1,367,192.11)**	**4.8%**
															-	
TOTAL ALL GRANTS	**7,972,890**	**416,792**	**482,696**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**899,488**	**(7,073,403)**	**11.28%**
										Percent of Year Completed				**2 months out of 12 months (Jul-Aug)**		**16.67%**

USD 305 Heartland Early Education

CACFP MEALS CLAIMED - AUGUST 2022

	# of Meals	Breakfast	Lunch	PM snack	Total Meals	Revenue Recv'd
	Abilene	86	85	71	242	641.89
	Enterprise	82	80	71	233	611.40
	Ellsworth	117	118	117	352	907.57
	Salina Education Center	71	73	73	217	559.14
	Salina Heartland	1,388	1,552	1,309	4,249	11,332.26
	Total CACFP Meals	1,744	1,908	1,641	5,293	$ 14,052.26

CREDIT CARD CHARGES - AUGUST 2022

	Vendor name	**Wright Express**	**Walmart**	**Dillon's**	**Gene's IGA**	**West C Mart**
	Date Paid	8/12/2022	8/26/2022	8/19/2022	8/31/2022	8/31/2022
	Vendor #	vendor # 801	vendor # 7517	vendor # 1152	vendor # 3060	vendor # 905
Account #	DESCRIPTION					
73460	HS classroom supplies - room 101		76.94			
73500	HS classroom supplies - room 104		43.92			
73530	HS classroom supplies - room 106		193.15			
73540	HS classroom supplies - room 108		59.21			
73580	HS classroom supplies - room 111		182.39			
73585	HS classroom supplies - room 112		3.88			
73600	HS classroom supplies - Abilene		111.88			
73640	HS classroom supplies - Enterprise		63.58			
73660	HS classroom supplies - Ellsworth				3.25	
73680	HS classroom supplies - SA Educ Center		126.94			
73720	EHS classroom supplies - room 904		2.92			
73730	EHS classroom supplies - room 808					
73731	EHS classroom supplies - room 810		10.43			
73930	diapers / supplies		23.44			
73480	Playground Supplies		57.38			
73780	EHS Home Visit Supplies					
74440	Parent Meetings - HS					
74480	Parent Meetings - EHS socializations					
74485	Parent Meetings - EHS home based					
74720	Training Supplies - Staff		39.81	46.43		
73440	Office Supplies		68.94			
74520	Other Activities					
74630	Staff Heartwarmer Supplies					
73950	Building Supplies		76.77	3.79		
74670	Transportation Supplies					
74680	vehicle fuel	1,022.28				
74685	bus fuel					
77510	Diaper Supplies - child care partners					10.84
75759	State PreK / KPP classroom supplies		263.26			
81860	CACFP - non food supplies		59.92		15.50	
81880	CACFP - Food Expenses		541.96	252.25	478.86	
		1,022.28	**2,006.72**	**302.47**	**497.61**	**10.84**

VISA Credit Card Statement

8/18/2022

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	125.09
73540	Classroom Supplies - room 108 Tonya			Lorett, Linda	1,141.92
73680	Classroom Supplies - SEC Sharon C	30.27		Ryan, Alaina	
73585	Classroom Supplies - room 112 Shelbee			Wagoner, Megan	
73700	Misc. Expense			Ziegler, Casy	
73780	EHS Home Visitor Supplies				
73790	Literacy Supplies - Classroom			Abilene #2	190.42
73840	Medical/Dental Supplies			Abilene #3	1,347.59
73890	Nutrition Prop Box Supplies				
74280	Licensing			Salina #1	425.00
74424	Parent Meetings - Enterprise			Salina #2	30.27
74430	Parent Meetings - Ellsworth			Salina #3	
74440	Parent Meeting - Saline County				
74470	Parent Meeting - High School				
74480	Socializations - EHS HB				
74485	Parent Meetings - EHS HB				
74490	Fatherhood/Motherhood Support Group				
74520	Other Activities				
74580	Subscriptions	372.00			
74630	Heartwarmers Supplies				
74670	Transportation Vehicle Expense				
74700	Training - Leadership	769.92			
74710	Training - Mid Manager				
74720	Training - Staff	31.98			
74732	Training - Megan				
74740	Training - Conscious Discipline	1,506.03			
74760	Training - Child Care Partners				
74820	Training - Health / Mental Health				
74830	Training - Parents				
74870	Training - Policy Council				
74890	Training - Education / CDA	425.00			
75320	Fund 58 - Emergency Funds				
75754	Classroom Supplies - KPP Grant				
75798	Training KPP	125.09			
	TOTAL	3,260.29		11 Visa Cards	3,260.29

EXECUTIVE SESSION
District Office
October 11, 2022

PERSONNEL

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

SAFETY AND SECURITY

I move that the Board of Education go into executive session at _____ for ____ minutes for the purpose of discussing matters relating to the security of the board or the school; to ensure that security of the school, school buildings or facilities and /or the information system of the school is not jeopardized and that the Board of Education reconvene into open session at _____ in the SEC Room.

XII. ACTION AGENDA II

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