



# Unified School District 232

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De Soto – Shawnee – Lenexa – Olathe  
w w w . u s d 2 3 2 . o r g

**Dr. Ron Wimmer**  
Superintendent

## Six Pillars of Character

**Trustworthiness – Respect – Responsibility – Fairness – Caring – Citizenship**

### USD 232 BOARD OF EDUCATION

### REGULAR MEETING AGENDA

*Administrative Offices (35200 West 91st Street, De Soto, Kansas)*

*December 14, 2009*

**\*\*\* Please silence cell phones prior to the beginning of this meeting. \*\*\***

**6:00 P.M. I. MEETING OPENING.**

- A. Call to Order.
- B. Pledge of Allegiance.

**II. CONSENT AGENDA.**

*These items represent matters which the Board may approve without detailed discussion. Any item on the Consent Agenda may be removed for separate discussion as an Action Item upon request by the Superintendent or any board member. The Board has received supporting information on all items prior to action on the Consent Agenda.*

- A. Adopt agenda.
- B. Approve minutes of November 9 regular meeting.
- C. Approve payment of bills.
- D. Approve transfer of funds (if appropriate).
- E. Approve personnel recommendations made on December 7, 2009.
- F. Approve personnel recommendations made on December 14, 2009.
- G. Approve 2010 USD 232 Employee Benefits Package.
- H. Approve change in district Accounting, Payroll and HR software from the current Skyward System to Harris Systems software with an implementation date of July 1, 2010.
- I. Approve 2009-10 USD 232 Legislative Platform.
- J. Appoint Jack Deyoe as the USD 232 Homeless Coordinator for the 2009-10 school year.
- K. Approve Belmont Elementary mascot – Bulldogs, and school colors – Purple/Gold.
- L. Acknowledge that elementary staff did not recommend removal of scissors from student supply lists as indicated in the October 12<sup>th</sup> board minutes.
- M. Approve Change Order No. 2 on the Belmont Elementary project in the amount of \$71,340.00.
- N. Approve Change Order No. 3 on the Mill Valley High School expansion project in the amount of \$2,944.00.
- O. Accept donation of \$300.00 from the Clorox Company Foundation to Mill Valley High School.
- P. Accept donation of \$500.00 from Baker Bookkeeping & Tax Service to Mill Valley Robotics.
- Q. Accept donation of \$400.00 from Hallmark Corporate Foundation as follows - \$200.00 to Prairie Ridge Elementary School in the name of Hallmark employee Tanya Gillig and \$200.00 to Mize Elementary School in the name of Hallmark employee Lisa Moose.

- R. Accept the following donations to the USD 232 YouthFriends program:
  - \$500.00 from Farmer's Insurance Group
  - \$250.00 from AE Enterprise Corporation
  - \$750.00 from Huhtamaki – Americas
  - \$250.00 from Capitol Federal Bank
- S. Approve revised Board Policy GAJ - - Gifts – All Employees.
- T. Approve revised Board Policy GAOB - - Drug Free Schools & JDDA - - Drug-Free Schools.
- U. Approve “Race to the Top” grant project Memorandum of Understanding.

**III. DISCUSSION ITEM.**

- A. Legislator Introductions and Comments. [Jack Deyoe]

**IV. GOOD NEWS.**

- A. MentorMail Program. [Alvie Cater & Renee Hultgren]

**V. PATRON INPUT.**

**VI. ACTION ITEMS.**

- A. Audit Report. [Ken Larsen & Jim Long of Long, CPA]
- B. Legal Services. [Dr. Ron Wimmer]
- C. Academic Expectations for Extra-Curricular Participation. [Dr. Ron Wimmer]
- D. De Soto High School Expansion. [Dr. Ron Wimmer]
- E. Advanced Placement (AP) & Pre-AP Implementation. [Earl Martin & Cindy Fouraker]
- F. Weighted Grades. [Earl Martin & Cindy Fouraker]
- G. Data Center Hardware. [Jeff Mildner]

**VII. DISCUSSION ITEMS.**

- A. Budget Reductions. [Dr. Ron Wimmer & Ken Larsen]
- B. Instrument Rental Program. [Ron Wimmer & Alvie Cater]
- C. Community Focus Group Update. [Alvie Cater]
- D. Overview of No Child Left Behind. [Earl Martin]
- E. Video Surveillance. [Jeff Mildner]

**VIII. WRITTEN REPORTS.**

- A. January 2010 Board Calendar.
- B. Morgan Hunter Education Division Substitute Contract.
- C. SRO Team School Safety Suggestions.
- D. Special Education Policies, Practices & Procedures Manual.
- E. 2009 YouthFriends Report.
- F. 2010-11 Negotiations Notice.
- G. Mill Valley High School Parking Assessment.
- H. Mill Valley High School Parking Lot Repairs.
- I. Major Capitol Outlay Projects.

**IX. ADJOURNMENT.**

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USD 232 BOARD OF EDUCATION

OFFICIAL MINUTES -- REGULAR MEETING

*Administrative Office (35200 West 91<sup>st</sup> Street, De Soto, KS)*

*November 9, 2009*

The meeting was called to order at 6:00 p.m. by the Board Vice President, Mrs. Tammy Thomas. A quorum of the Board was present. Board members and administrators present were as follows:

**Board Members:** Don Clark  
Bill Fletcher  
Janine Gracy  
Randy Johnson  
Jim Thomas  
Tammy Thomas

**Absent:** Tim Blankenship

**Administrators:** Alvie Cater, Director of Community Relations  
Jack Deyoe, Director of Operations  
Mark Dodge, Principal, Riverview Elementary  
Cindy Fouraker, Coordinator of Grants and Programs  
Barbara Inman, Director of Parents As Teachers  
Denis Johnson, Director of Facilities  
Ken Larsen, Director of Budget & Finance  
Earl Martin, Director of Teaching & Learning  
Jeff Mildner, Director of Technology  
Joe Novak, Principal, Mill Valley High School  
Joan Robbins, Director of Special Services  
Mark Schmidt, Director of Human Resources  
Ron Wimmer, Interim Superintendent of Schools

Members of Boy Scout Troop 54 presented the colors and led those in attendance in reciting the Pledge of Allegiance.

Mrs. Thomas asked if there were any changes to the Agenda or Consent Agenda.

Bill Fletcher requested removal of check number 10788 from the Consent Agenda for approval separately. He also requested removal of "L. Approve Change Order No. 2 on the Mill Valley High School Expansion Project in the amount of \$34,768.00" from the Consent Agenda for discussion.

Dr. Wimmer requested removal of "F. Approve personnel recommendation made on November 9, 2009" from the Consent Agenda. He noted that there were no further personnel recommendations to be approved beyond what board members had received in their November 3<sup>rd</sup> packet.

*Motion by Mr. Don Clark and seconded by Dr. Jim Thomas to adopt the Agenda and approve the Consent Agenda as amended.*

*Carried 6/0.*

The following Consent Agenda items were approved:

1. Minutes of the October 12, 2009, regular meeting.
2. Payment of bills and issuance of checks numbered 10549 - 10749, 10756 - 10787, and 10789 - 10948.
3. Transfer of funds as follows:
  - a. \$500,000.00 from General Fund (06) to Special Education (30)
  - b. \$10,000.00 from Local Option Budget (08) to At-Risk 4 Yr Olds (11)
  - c. \$50,000.00 from Local Option Budget (08) to At-Risk K – 12 (13)
  - d. \$10,000.00 from Local Option Budget (08) to Bi-Lingual (14)
  - e. \$200,000.00 from Local Option Budget (08) to Vocational Education (34)
4. Personnel recommendations as follows:
  - Employment – Classified  
Lauri Chicoine, Paraprofessional, LTMS  
Georgia Fogle, Substitute Student Nutrition Assistant  
Kelley Walsh, Part-time Lead Teacher, CLC (*beginning January 2010*)
  - Resignations - Classified  
Jessica Maestas, Secretary, Teaching & Learning Department, AO  
Erica Williams, Paraprofessional, LTMS
  - Retirement – Classified  
Ethel Porter, Student Nutrition Manager, RE (*effective December 1, 2009*)
  - Resignation – Certified Administration  
Dr. Jan McKinley, Principal, PRE (*effective at the end of her contract, which expires June 30, 2010*)
5. Early Childhood Building Administrator job description.
6. Donation of \$159.09 from the Clorox Corporation to Mill Valley High School.
7. Donation of \$2,500.00 from Levic Plastics, Inc. to Mill Valley Robotics.
8. Donation of \$500.00 from DeVry Institute to Mill Valley Robotics.
9. Change Order No. 1 on the Belmont Elementary Project in the amount of \$14,254.00.
10. The following extended day trip requests:
  - Mill Creek Middle School Science Olympiad, Grades 6 - 8, Competition at Shawnee Mission South High School, November 14, 2009.
  - Mill Creek Middle School Science Olympiad, Grades 6 -8, Competition at Pembroke Hill, November 21, 2009.
  - Mill Creek Middle School Science Olympiad, Grades 6 - 8, Competition at Platte City Middle School, January 9, 2010.

- Mill Creek Middle School Science Olympiad, Grades 6 - 8, Competition at Johnson County Community College, February 27, 2010.
- De Soto High School Wrestling Team, Grades 9 - 12, Varsity Wrestling Tournament, Clearwater, KS, January 15 - 16, 2010.
- De Soto High School Wrestling Team, Grades 9 - 12, Varsity Wrestling Tournament, Hays, KS, January 22 - 24, 2010.

Bill Fletcher declared a conflict of interest and left the meeting at 6:03 p.m.

*Motion by Mr. Don Clark and seconded by Dr. Jim Thomas to approve payment to Kansas Land Management, LLC in the amount of \$5,320.00 with check number 10788.*

*Carried 5/0.*

Bill Fletcher returned to the meeting at 6:04 p.m.

GOOD NEWS. Alvie Cater introduced USD 232 Teachers of the Year, Rose Nemchik and Brian Rodkey. Ms. Nemchik is a special education teacher at Riverview Elementary and a finalist for 2010 Kansas Teacher of the Year. Mr. Rodkey is a science teacher at Mill Valley High School. Both teachers were presented with a Certificate of Achievement and lapel pin to honor their dedication to the profession.

Alvie Cater introduced Dr. Joe Novak, Principal of Mill Valley High School and 2009 Kansas Association for Gifted, Talented & Creative Administrator of the Year. Dr. Novak was recognized for receiving this award with a Certificate of Professional Achievement.

PATRON INPUT. There were no requests to speak to the board submitted to the Clerk. Therefore, Mrs. Thomas closed this portion of the meeting.

#### ACTION ITEMS.

**Change Order No. 2 on the Mill Valley High School Expansion Project in the amount of \$34,768.00.** Bill Fletcher asked why the temporary parking lot added for construction crews was not put in the center of the site where ground is already torn up. Denis Johnson, Director of Facilities, noted that the site was chosen because it was relatively flat and easy access from Monticello. Mr. Fletcher asked what the cost would be to restore that area after construction and expressed concern with adequate parking spaces for the student/staff population. Other board members also expressed concern with adequate parking spaces. Dr. Wimmer noted that the administration would address these questions and concerns.

*Motion by Mr. Don Clark and seconded by Mrs. Janine Gracy to approve Change Order No. 2 on the Mill Valley High School Expansion Project in the amount of \$34,768.00.*

*Carried 4/2. (Bill Fletcher and Randy Johnson dissented)*

Dr. Wimmer noted that he is in the process of modifying the process by which the district approves construction change orders. Moving forward he would like to form a committee consisting of at least two members of the board and administrators to review change orders in advance of the work being done and prior to them being submitted to the full board for approval.

**Bond Issuance.** Ken Larsen, Director of Budget & Finance, noted that the Bond Resolution presented was to pay the remainder of the Mill Valley Expansion and Belmont Elementary projects, as well as meet some of the need for additional space at De Soto High School. Mr. Larsen introduced Roger Edgar of George K. Baum. Mr. Edgar explained that in June 2009 the District issued the first \$25,000,000 in bonds to begin the expansion of Mill Valley High School and construct its seventh elementary (Belmont). He presented information on giving bidders the option to bid the second issuance of school bonds to complete those projects as either traditional tax-exempt bonds or as Build America Bonds (BAB's) which were introduced through the American Recovery and Reinvestment Act of 2009. BAB's are taxable, but the issuer receives a 35% rebate of the interest costs from the Dept. of the Treasury at the time each interest payment is made. Mr. Edgar noted that the BAB bonds are showing as much as 1 ½ - 2% in savings.

*Motion by Dr. Jim Thomas and seconded by Mrs. Tammy Thomas to approve a Resolution authorizing the public sale of General Obligation School Bonds, Series 2010-A, of Unified School District No. 232, Johnson County, Kansas (De Soto) in an amount not to exceed \$27,000,000.*

*Carried 6/0.*

**Legislative Platform.** Jack Deyoe, Director of Operations, presented board members with the results of their prioritization on legislative items included in last year's platform. He noted that the board made a statement that school finance and school funding sources are important elements for the 2010 platform as the legislature prepares to reconvene in January. In addition, Mr. Deyoe noted that other items the board considered to be of importance included maintaining the LOB, fully funding bi-lingual and special education, supporting higher salaries for professional employees, and funding current law which would allow the school district to fulfill its mission. Mr. Deyoe added that the board also ranked highly the need to support legislation to limit the authority of the state, cities and counties to forego property taxes without the input of the school districts, and the need to consider relief for patrons on fixed or low incomes. The board also showed their greatest consensus on protecting districts from the volatility of utility rate increases. In regards to board interest in making a statement on the federal mandates, Mr. Deyoe noted that a letter expressing their thoughts on this subject could be addressed directly to the district's congressman and senators rather than included in the Platform. In conclusion, Mr. Deyoe requested board approval to proceed with development of a more defined platform, based on this information, to bring back to them for approval in December.

*Motion by Mrs. Janine Gracy and seconded by Dr. Jim Thomas to give Mr. Deyoe the authority to proceed with changes to the 2009-10 Legislative Platform as discussed.*

*Carried 6/0.*

Mr. Deyoe asked the board if they would like to extend an invitation to the district's legislative representatives to attend the December board meeting for an exchange of dialogue. Board members were in agreement.

#### DISCUSSION ITEMS.

**Reconnecting Youth.** Dr. Wimmer noted that this was a program at Mill Valley to assist youth that are at-risk for dropping out. He said that he was impressed by a group of students in the program that he visited with recently and noted that they couldn't be at this meeting. This agenda item was postponed to a future meeting.

**Continuous Improvement.** Dr. Wimmer thanked the board members for their support of the Continuous Improvement process. He highlighted the fifteen items they have identified to date that have been implemented in the district, or are in the process of being implemented. They are as follows:

1. Revision of Board Meeting Agenda for efficiencies of the meeting.
2. Presentation of preliminary agenda items to Board President and Vice President the week prior to the board meeting and prior to finalization of the agenda.
3. Meeting with Board President and Vice President in advance of each meeting for in-depth discussion of agenda items.
4. Providing board members an advance summary of meeting with highlights.
5. Including personnel updates in Consent Agenda to curtail need for executive sessions at every meeting.
6. Placing board meeting agenda and supporting documentation on district website for public awareness and transparency.
7. Placing monthly Accounts Payable information on website for public awareness and transparency.
8. Approval of an online payment process for various district fees.
9. Implementing a process to review change orders for construction projects.
10. Approval of a process to webcast board meetings.
11. Revision of Multi Tiered System of Supports (MTSS) implementation.
12. Study of Advanced Placement and Weighted Grades.
13. Development and policy review on gifts and gratuities.
14. Change in professional trip and travel approval process.
15. Change in credit card distribution and use procedures.

**Student Learning – Advanced Placement & College Now Course Proposal.** Earl Martin, Director of Teaching & Learning, introduced Cindy Fouraker, Coordinator of Grants & Programs. Mrs. Fouraker presented a long-range plan to increase rigor at the secondary level by offering more Advanced Placement (AP) and College Now courses and implementing a weighted grading system. She noted that the plan would also include pre-Advanced Placement professional development opportunities for teachers of 7<sup>th</sup> through 10<sup>th</sup> grade students. In addition, she explained that the district currently only offers seven AP courses compared to the Johnson County average of 15 AP courses per district. Jeff Wieland, teacher at Mill Valley High School, explained weighted grading to the board. Tim Mispagel, teacher at De Soto High School, spoke to the board about professional development opportunities for AP teachers. Mrs. Fouraker concluded the presentation noting that administration would look for ways to offset the cost of implementing the plan. The board will revisit the AP/College Now proposal at its meeting in December.

Tammy Thomas called a five minute break at 7:38 p.m.

The board returned to open session and the meeting was called back to order at 7:43 p.m.

**Academic Eligibility.** Dr. Wimmer noted that the principals from both De Soto and Mill Valley High Schools have revised their Academic Eligibility policies to incorporate a higher standard of expectation and provide an opportunity for students to address needs for improvement with regard to their eligibility to participate in extra-curricular activities. He recited language from the new policy. Some board members expressed a desire to ensure proper balance for students when it comes to implementing the policy. Dr. Wimmer noted that the policy will be fine tuned and brought back to the board for approval in December.

**Instrument Rental Program.** Dr. Wimmer explained that concerns have been expressed by vendors, parents, and board members regarding the district's prior practice of having only one preferred vendor at the Instrument Band Rental/Purchase Night offered to 5<sup>th</sup> grade students and parents. He asked for input from the board regarding the modified approach to instrument rental/purchase that the music staff would like to implement next year (this was presented to the board in a written report last month). Board members expressed a desire to give parents the greatest degree of discretion in determining what vendor to use. Dr. Wimmer noted that the board will be asked to make a decision on this matter in December.

**Gifts & Gratuities.** Dr. Wimmer presented the board with an enhancement to existing policy on Gifts & Gratuities. He noted that an item would be added on disclosure (staff to supervisor and board member to board) and that the policy would be brought back to the board in December for approval.

**De Soto High School Expansion Report.** Dr. Wimmer shared an idea to address the most pressing needs at De Soto High School, while at the same time minimizing the impact the bond issue will have on the district's mill levy. He identified the following areas of greatest need:

- Create a secured entryway into the building
- Provide for additional teacher planning space
- Provide private telephone areas for teachers to make confidential calls to parents
- Add a flexible space in the courtyard area that can be used as three classrooms
- Add four or five fine arts classrooms.

Dr. Wimmer explained that the district could accomplish the additions mentioned above with bond issuance just approved and by utilizing savings from current construction projects at Mill Valley High School and Belmont Elementary. He shared that he felt as though the district should not move forward with the entire construction project planned for De Soto High School due to the current economic situation, but pointed out that the additions proposed are a part of the overall project planned for the school. Board members discussed the idea, noting the slower growth in student enrollment and the need to protect taxpayers as much as possible. Dr. Wimmer said he would work with the architect to develop plans to bring back to the board next month.

**Schools for Fair Funding.** Dr. Wimmer noted that he and Tim Blankenship attended a meeting with other Johnson County school district representatives to receive information on Schools for Fair Funding (SFFF), a membership organization of Kansas school districts organized in 1997 to pursue school finance litigation. Board members received detailed information on this organization in their packets. Dr. Wimmer explained that thirty-seven school districts have joined Schools for Fair Funding and that those districts represent nearly 130,000 students, which is almost a third of all students in Kansas. He stressed that he is not advo-



cating the district join SFFF or participate as a litigant, only making board members aware of the coalition due to media coverage on the topic in the near future.

Dr. Wimmer was joined by Ken Larsen, Director of Budget & Finance, in showing reductions that have already been made to USD 232 and potential additional reductions the district might face in the near future due to state revenue coming in at below projected levels. They noted that should additional reductions occur; the district will face significant difficulties in maintaining services and programs at current levels.

WRITTEN REPORTS. The following written reports were included in the board packet for this meeting: 1. December 2009 Board Calendar, 2. Bond Issue Update, and 3. Technology Update.

*Tammy Thomas adjourned the meeting at 8:36 p.m.*

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Date Approved

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Clerk, Board of Education

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President, Board of Education

**CHECK JOURNAL - 11/13/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12001	Anderson Erickson Dairy Co.	Misc Inv	240100091	Shortage on PO# 0240100075	24 E 3100 630 0000 000	1,371.86	1,371.86
12002	Antonia Hauck	10/13-10/28	330100118	Interpreter Services for Student @ KSD in Vo-Tech programs	30 E 1000 563 0000 000	1,076.40	1,076.40
12003	ASCD	1242217	310100078	Books	06 E 1000 610 0031 000	83.95	83.95
12004	ATHCO, L.L.C.	014420-IN A	150100549	Labor for installation of wall mats for special service room at MTMS	16 E 4700 450 0000 021	440.00	829.00
		014420-IN	150100421	Protective matting for wall in special educaton room for theray swing. Per Quote 10/5/2009	16 E 1000 730 0000 021	389.00	
12005	AT&T	3 144-7168 170	30100155	Internet Lines - Nov 09	08 E 1000 532 0018 002	2,150.00	2,150.00
12006	Cates Service Company	61717	150900548	1 year extension of HVAC Contract approved by BOE at 2/4/09 Meeting.	16 E 9000 000 0099 999	5,408.00	5,408.00
12007	Classroomdirect	206700869479	410100064	gifted index	06 E 1000 610 0041 200	18.90	18.90
12008	Control Service Co., Inc.	D9068-01F	150100034	Quote for the Air Handling Unit move at Mill Valley gym for remodel	40 E 4700 459 0031 000	540.00	540.00
12009	Cosentino Enterprise, Inc.	117073	330100124	Items for Communications class	30 E 1000 610 0000 003	63.47	63.47
12010	Credit World Services, Inc.	256300000006	30100166	Collection Srvcs - Sept & Oct	55 E 1000 644 0000 000	22.40	46.40
		256300000008	30100166	Collection Srvcs - Sept & Oct	55 E 1000 644 0000 000	24.00	
12011	Cross Country Education	Hulse 1770166	330100043	Conference: Creative Arts Therapies for Behaviorally Disordered Youth: Laura Hulse	30 E 1000 330 0000 001	179.00	368.00
		Shawn McWhir	400100074	Registration forAsperger's Syndrome Seminar	26 E 1000 580 0001 000	189.00	
12012	Custom Radio Communications	22505	200100045	walkie talkies	16 E 1000 730 0000 020	480.53	480.53
12013	Deffenbaugh Disposal Srv	5453943	30100156	W/S/T	06 E 2600 411 0015 001	25.07	2,928.48
		5453943	30100156	W/S/T	06 E 2600 411 0021 000	310.16	
		5453943	30100156	W/S/T	06 E 2600 411 0022 000	324.16	
		5453943	30100156	W/S/T	06 E 2600 411 0031 000	648.29	
		5453943	30100156	W/S/T	06 E 2600 411 0040 000	324.16	
		5453943	30100156	W/S/T	06 E 2600 411 0041 000	324.16	
		5453943	30100156	W/S/T	06 E 2600 411 0045 000	324.16	
		5453943	30100156	W/S/T	06 E 2600 411 0046 000	324.16	
		5453943	30100156	W/S/T	06 E 2600 411 0047 000	324.16	
12014	First Student, Inc.	10302095	110100032	Invoice # 10302095 - October 09 Transportation	06 E 1000 513 0012 020	594.16	284,436.81
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 021	583.26	

**CHECK JOURNAL - 11/13/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 022	470.08	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 030	623.41	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 040	487.18	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 041	235.04	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 043	206.44	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 045	463.98	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 046	182.08	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 1000 513 0012 047	166.84	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 2720 513 0012 000	165,791.80	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	06 E 2720 513 0012 001	13,112.78	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	11 E 1000 513 0000 000	3,001.20	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	13 E 1000 513 0001 000	1,018.00	
				09 Transportation			
		10302095	110100032	Invoice # 10302095 - October	30 E 2720 513 0000 000	97,500.56	
				09 Transportation			
12015	Flaghouse, Inc.	P03475130101	330100113	Therapy materials - PT	30 E 1000 610 0000 003	32.95	32.95
12016	Follett Library Resources	640894-6	210100049	Biographies, Scientist books, & replacements	06 E 2220 640 0021 000	148.73	148.73
12017	General Parts LLC	5194672	150100548	Invoice #5194672 Service Call	24 E 3190 431 0000 000	1,205.43	1,747.05
		1153884	150100004	Ktchn Equip Repairs	24 E 3190 431 0000 000	22.75	
		1153345	150100004	Ktchn Equip Repairs	24 E 3190 431 0000 000	67.00	
		1153312	150100004	Ktchn Equip Repairs	24 E 3190 431 0000 000	451.87	
12018	Grainger	9108069692	150100484	Maintenance Tools	16 E 2600 730 0000 154	112.61	112.61
12019	GTM Sportswear	763162	310100161	Basketball Equipment Order	06 E 1000 680 0031 040	760.00	760.00
12020	Harvest Productions, Inc.	1006035	180100045	Projector for Adm.Boardroom Av Upgrade	16 E 1000 736 0000 000	3,466.40	3,466.40
12021	Holiday Inn Express - El Dorado Soto High Sch		300100136	13 hotel rooms for state soccer in Towanda, Kansas	08 E 1000 680 0000 000	1,763.85	1,763.85
12022	Hollis & Miller Architects, Inc	00878.00 - 10	150100060	Balance of \$334,338.87 Architectural Fees for Mill	40 E 4700 342 0031 000	30,196.50	30,196.50

**CHECK JOURNAL - 11/13/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				Valley Addition plus \$5000			
				reimburables and \$5000.00			
				consultant fees for remaing			
				part of project. Contract			
				signed by the BOE 3/22/09			
12023	Houghton Mifflin Company	945217667	60100089	ESL Materials for SE and RE.	13 E 1000 610 0000 000	6,599.90	6,599.90
12024	IBC Wonder/Hostess	Misc Inv	240100086	Bread items purchased for the	24 E 3100 630 0000 000	215.32	215.32
				school lunch program.			
12025	Interstate Elec. Supply, Inc.	101203	150100008	Supplies-Maintenance	06 E 2600 610 0015 400	180.00	194.00
		101221	150100008	Supplies-Maintenance	06 E 2600 610 0015 400	14.00	
12026	Jay T Richards	9/15/09-10/20/09	30100161	MCMS Security	08 E 1000 680 0000 000	500.00	500.00
12027	Johnson Co Sheriff's Office	JCS-2125	30100154	Soccer/Football Security - DH	08 E 1000 680 0000 000	450.00	450.00
12028	Jones School Supply Company	701656	470100054	Typing Club Awards	06 E 2220 650 0047 000	42.95	42.95
12029	J.W. Pepper & Son, Inc.	9331978	300100124	"Achieved is Thy Glorious	06 E 1000 610 0030 040	92.50	92.50
				Work - Haydn, arr. Michaels -			
				Hal Leonard 08596711 - SATB -			
				10 copies @ \$1.70			
12030	J. W. Pepper And Son, Inc.	9329371	300100100	"Still wie die Nacht" - Bohm,	06 E 1000 610 0030 040	179.00	113.75
				arr. Sieving - Santa Barbara			
				Music Press SATB 40 @ \$1.70 "			
		CR 09329374	300100100	"Still wie die Nacht" - Bohm,	06 E 1000 610 0030 040	-65.25	
				arr. Sieving - Santa Barbara			
				Music Press SATB 40 @ \$1.70 "			
12031	Kansas Gas Service	0423558165534	30100157	Heat	06 E 2600 621 0040 000	117.59	117.59
12032	Kansas One-Call System, Inc.	9108484	180100116	Locate Fee/Oct '09	08 E 2900 352 0018 000	31.20	31.20
12033	Knapheide Truck Eq Center	KCJ48452	150100496	Salt Spreader	16 E 2600 730 0000 153	4,838.74	4,838.74
12034	KS State School For The Blind	0010063200909	330100121	Educational services for	30 E 1000 563 0000 000	180.00	180.00
				student			
12035	Laser Cycle/Ink Cycle	CD77318	210100058	Laser Cartridge for office	06 E 2400 890 0021 000	169.98	169.98
12036	Learning A-Z	LPC0199989	190100016	16 licenses for	92 E 1000 610 0000 000	639.20	819.05
				reading-tutors for Starside			
				21st Century program			
		LPC0190097	330100086	Science A-Z materials for	30 E 1000 610 0000 003	179.85	
				kids			
12037	Mid America Laminating, Inc.	40886	220100073	laminating film	06 E 1000 610 0022 000	136.00	136.00
12038	Milestones Academy, LLC	1090	330100120	Educational services for	30 E 1000 563 0000 000	487.50	487.50
				student			
12039	Modern School Supplies, Inc.	648803	310100172	Drafting Supplies	06 E 1000 610 0031 180	396.93	396.93
12040	Morgan Hunter Companies	19463	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	4,324.00	23,327.75
		19462	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	3,680.00	
		19461	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	833.75	
		19459	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,202.25	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		19460	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,483.50	
		19458	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,593.25	
		19457	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,415.00	
		19455	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,541.00	
		19456	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,610.00	
		19454	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,081.00	
		19453	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,564.00	
12041	Mr. Goodcents Franchise Syster	19529	50100035	YouthFriends Training Lunch 20-Oct-09	06 E 2322 610 0005 000	15.30	15.30
12042	Nasco	351676	220100071	FACS Supplies	06 E 1000 610 0022 080	58.76	58.76
12043	Nextel Communications	192403319-095	30100158	Cell Phones/AP	06 E 2600 532 0015 001	338.19	338.19
12044	Nill Bros. Sporting Goods, Inc.	000161495-00	310900360	Football Supplies-100 Navy mouth pieces	06 E 9000 000 0099 999	29.00	905.99
		000161490-00	310900292	Football Supplies, 3 footballs, 10 helmet-shoulder pad bags, 3 blocking dummies, 2 stepover dummies, 1 statbook	06 E 9000 000 0099 999	876.99	
12045	Office Depot	495810162001	300100137	supplies	06 E 1000 610 0030 000	146.02	460.57
		495810163001	300100137	supplies	06 E 1000 610 0030 000	29.14	
		495810146001	470100053	Classroom Supplies	06 E 2220 650 0047 000	59.47	
		495810106001	210100057	Misc. office supplies (labels, folders, colored paper)	06 E 1000 610 0021 080	39.24	
		494346834002	400100055	Library Supplies	06 E 1000 610 0040 000	4.13	
		494346834002	400100055	Library Supplies	06 E 2220 640 0040 000	14.73	
		494346834002	400100055	Library Supplies	06 E 2220 650 0040 000	25.47	
		495810149001	460100047	card reader for cameras	06 E 1000 610 0046 060	31.49	
		495810153001	460100048	photo paper	06 E 1000 610 0046 060	34.10	
		495810169001	220100072	8th grade supplies	06 E 1000 610 0022 181	16.68	
		495681791001	200100046	label maker refill	06 E 2400 610 0020 000	33.60	
		495681778001	310100175	Card Stock	06 E 2400 890 0031 001	15.38	
		495157145001	220100069	envelopes for office	06 E 2400 610 0022 000	11.12	
12046	OfficeMax Incorporated	790262	180100090	Plantronics NEC Adapter Cabl for TC	08 E 2900 430 0018 000	8.00	8.00
12047	Olathe Band Instrument	653114	200100047	French horn repair	16 E 1000 731 0000 020	50.00	50.00
12048	Oriental Trading Co., Inc.	634795325-01	450100059	2nd gr TEAM Oriental Trading	06 E 1000 610 0045 000	53.91	53.91
12049	PC Mall Gov	S54667360101	180100110	Dell Color Laser Printer (3130cn) for DHS & MVHS Indus.Tech	34 E 1000 730 0001 000	732.00	732.00
12050	Performance Activewear, Corp.	16609	50100047	YouthFriends t-shirts for volunteers. Note:	06 E 2322 610 0005 000	485.00	485.00

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				Participants PAID for the t-shirts. District funds NOT used.			
12051	Predator Termite & Pest	110309	150100026	Extermination Services	08 E 2600 425 0000 000	309.00	721.00
		110309A	150100556	Monthly Pest Control Srvc	08 E 2600 425 0000 000	412.00	
12052	Pro-Ed	1894071	330100114	Teaching materials - Starside	30 E 1000 610 0000 003	35.20	35.20
12053	Pur-0-Zone, Inc	480661	150100491	300 Qt. Spray Bottle 300 Qt. Sprayer 300 #16 Labels	06 E 2130 610 0011 001	300.00	1,251.78
		480661	150100491	300 Qt. Spray Bottle 300 Qt. Sprayer 300 #16 Labels	06 E 2130 610 0011 001	300.00	
		480661	150100491	300 Qt. Spray Bottle 300 Qt. Sprayer 300 #16 Labels	06 E 2130 610 0011 001	2.50	
		480873	150100013	Equip Repairs-Custodial	16 E 2600 430 0000 152	10.69	
		480515	150100013	Equip Repairs-Custodial	16 E 2600 430 0000 152	35.41	
		479530A	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	177.03	
		479530	150100013	Equip Repairs-Custodial	16 E 2600 430 0000 152	426.15	
12054	Really Good Stuff, Inc.	2851475	460100029	5th grade budget-magnetic letters	06 E 1000 610 0046 000	40.74	40.74
12055	Sax Arts & Crafts/Sw Branch	306300085781	470100041	Supplies for art room	06 E 1000 610 0047 020	265.54	265.54
12056	School Specialty Inc	208103292164	450100060	Stapler for library	06 E 1000 610 0045 000	73.97	490.27
		208103292164	450100060	Stapler for library	06 E 2220 640 0045 000	22.00	
		208103281042	400100071	Sahadeo, 2nd grade supplies	06 E 1000 610 0040 124	105.38	
		208103281041	470100034	Classroom supplies for Kindergarten class	06 E 1000 610 0047 101	226.45	
		208103292168	410100078	supplies	06 E 1000 610 0041 020	62.47	
12057	Security Bank of Kansas City	47419	180100114	November '09 Lease Payment for Ricoh Copiers at HE & MCMS	08 E 2300 449 0000 000	3,250.00	3,250.00
12058	Shawnee Copy Center, Inc.	60424	50100051	H1N1 Flu vaccine packets for Middle Schools and High Schools	06 E 2130 610 0011 001	567.20	567.20
12059	Shred-It	57251749	180100115	Monthly Service (11/4/09)	08 E 2600 500 0018 000	16.00	36.00
		57286979	330100119	Shredding services at District Office	30 E 1000 610 0000 003	20.00	
12060	Sign Language Specialists	9611	450100053	Interpreting services	08 E 1000 350 0000 000	130.00	130.00
12061	SKC Communication Products,	INV1695219	180100109	Tandberg/Codian Video for SE	16 E 1000 730 0000 043	6,831.60	6,831.60
12062	Smallwood Lock Supply	420775	150100011	Supplies-Maintenance	06 E 2600 610 0015 400	29.50	29.50
12063	Cambium Learning Inc.	627477 RI	60100088	MTSS - High School	30 E 1000 610 0000 003	270.94	408.87
		627477 RI	60100088	MTSS - High School	55 E 1000 644 0000 000	137.93	
12064	Sportime	204900773157	470100022	Equipment for P.E.	06 E 1000 610 0047 090	224.57	224.57
12065	Touchtone Communications	9135838300	30100162	Long Distance	06 E 2300 532 0000 000	495.09	495.09
12066	Tower Cleaners	4803748052	300100126	Cleaning of 12 Tux Jackets	06 E 1000 610 0030 040	66.00	66.00

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12067	Unemployment Insurance Srvcs	12700	30100165	Quarterly Service Charges 11/8/2009 to 2/7/2010	08 E 2300 520 0000 006	473.55	473.55
12068	UNUM Life Insurance Company	40118	30100163	Nov 2009 STD Payment-UNUM	06 E 2300 213 0000 000	943.94	943.94
12069	US Foodservice	3726140	240100066	For delivery on 10/22/09	24 E 3100 630 0000 000	15,228.76	15,839.96
		3798368	150100477	Gloves Medium 5 cases @ \$29.30 each Gloves Large 5 cases @ \$29.30 each Clorox Bleach 6 bottles/case 5 cases @ \$11.89 each Laundry Detergent 5 Boxes @ \$52.00 each	06 E 2600 610 0015 200	611.20	
12070	Walker Towel & Uniform	S1167269	150100550	Uniform Cleaning-Final Bill	06 E 2600 890 0015 000	820.00	820.00
12071	Water District No 1 Of Jo Co	400102237631	150100558	Water for Belmont Elementary Construction 09/25/09 - 10/23/2009	40 E 4500 457 0044 001	51.70	51.70
12072	West Music Company	SI417262	470100044	Palisano Bass Xylophone (GBKX100)	16 E 1000 730 0000 047	1,546.15	1,896.22
		SI416194	460100036	Music Budget	06 E 1000 610 0046 040	69.95	
		SI417083	460100036	Music Budget	06 E 1000 610 0046 040	35.20	
		SI419226	470100049	materials for general music classroom	06 E 1000 610 0047 040	244.92	
<b>TOTAL OF COMPUTER CHECKS:</b>							<b>414,719.50</b>

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12073,74	Amazon.Com Corporate Credit	31474422403	410100067	Amazon books, LC	06 E 1000 610 0041 000	135.09	1,075.15
		279410564965	60100086	Professional Development Books	06 E 2212 330 0006 000	90.16	
		38050090472	470100039	Amazon book order for Kelly Robinson.	26 E 2000 890 0000 047	139.93	
		259877617628	310100119	Classroom Materials	06 E 1000 610 0031 110	55.80	
		259878756188	310100119	Classroom Materials	06 E 1000 610 0031 110	22.32	
		298803874720	470100045	Book for Mark: The Three Signs of a Miserable Job A Fable for Manager (And Their Employees) (j-B Lencioni Series)	26 E 2000 890 0000 047	20.46	
		277463012892	330100102	The Weighty Word book - Valerie Mattie	30 E 1000 610 0002 000	18.92	
		98470965682	210100051	Mythbusters Season 5	06 E 1000 610 0021 000	68.97	
		232639444237	200100032	Turntable, cassette, cd recorder and radio	06 E 1000 610 0020 040	313.22	
		133002235758	330100110	Intervention Strategies book - Integration Supervisor, MVHS	30 E 1000 610 0000 000	30.59	
		3805938420	470100039	Amazon book order for Kelly Robinson.	26 E 2000 890 0000 047	48.00	
		21772533812	300100132	3 card readers	06 E 1000 610 0030 150	25.80	
		112477585687	470100030	Amazon order for Toni Munsey	06 E 1000 610 0047 010	36.00	
		234261100056	460100035	Phonemic Awareness activites	06 E 1000 610 0046 210	30.74	
		82838620669	400100053	The Energy to Teach	06 E 1000 610 0040 000	27.99	
		259873285803	310100119	Classroom Materials	06 E 1000 610 0031 110	11.16	
12075	Antonia Hauck	11/2/09-11/6/09	330100135	Interpreter Services for Student @ KSD in Vo-Tech programs	30 E 1000 563 0000 000	448.05	448.05
12076	B & H Photo Video Pro Audio	39190749	310100113	camera equipment purchase	06 E 1000 610 0031 150	1,665.65	1,946.90
		39166044	300100099	Tri-Pods, Batteries, Charger Bag	06 E 1000 610 0030 160	256.35	
		39157974	300100099	Tri-Pods, Batteries, Charger Bag	06 E 1000 610 0030 160	24.90	
12077	Bill's Floor Machine Service, Inc	54022	150100573	Invoice #54022 Cable	16 E 2600 730 0000 152	11.40	11.40
12078	Blue Bell Creameries, L P	Misc Inv	240100094	Products purchased for the school lunch program.	24 E 3100 630 0000 000	3,907.90	3,907.90
12079	BP	mmt # 49875126	30100171	District Fuel Charges 10/18/09-11/17/09	06 E 2600 626 0015 000	213.52	392.79
		Stmnt # 49875126	30100171	District Fuel Charges 10/18/09-11/17/09	06 E 2720 626 0012 000	55.53	



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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		Stmnt # 49875126	30100171	District Fuel Charges	18 E 2650 626 0000 000	123.74	
12080	Burning Tree Golf Club	51	4000100017	Mill Valley Girls' Golf: Practice fee at Burning Tree Golf Course	06 E 1000 680 0031 085	590.00	590.00
12081	Butterfly and Nature Store	910121	450100047	frogs for 4th grade	06 E 1000 610 0045 000	169.75	169.75
12082	C & C Produce Co., Inc.	Misc INv	240100107	Produce purchased for the school lunch program.	24 E 3100 630 0000 000	3,505.75	3,505.75
12083	Cartridge King Of Kansas	586226	30100169	Ink Cartridges	06 E 2300 610 0000 000	35.94	114.94
		586226	30100169	Ink Cartridges	06 E 2590 650 0003 000	79.00	
12084	Cass County Publishing Co.	214370	300100142	65% printing for October Green Pride	08 E 1000 680 0000 000	275.72	275.72
12085	Coca-Cola Btlg Of Mid-America	Misc Inv	240100095	Drinks provided for the school ala carte program.	24 E 3100 630 0000 000	4,037.97	4,037.97
12086	Coleman Equipment Inc.	PC51247	150100015	Supplies-Grounds	06 E 2600 610 0015 300	74.90	74.90
12087	Data Processing Sciences Corpo	410727 VI	180100098	IronPort S360 (New Web Content Filtering Solution)	08 E 2900 352 0018 000	9,238.00	31,218.00
		410727 VI	180100098	IronPort S360 (New Web Content Filtering Solution)	08 E 2900 653 0018 000	21,180.00	
		410727 VI	180100098	IronPort S360 (New Web Content Filtering Solution)	08 E 2900 653 0018 000	800.00	
12088	Demco, Inc.	3722097	460100058	Library Supplies	06 E 2220 640 0046 000	159.05	159.05
12089	De Soto Feed & Garden, LLC	M 126481	150100020	Supplies-Custodial	06 E 2600 610 0015 200	34.00	85.00
		W 126529	150100020	Supplies-Custodial	06 E 2600 610 0015 200	51.00	
12090	Discount School Supply	D11578220101	460100056	SPED Budget	30 E 1000 610 0000 046	149.31	149.31
12091	Donovan's Service	74016	150100568	Rear Brakes for Grounds 04 F350 Work Order # 74016 Labor \$258.00 Parts \$367.49	08 E 2740 439 0000 000	625.49	625.49
12092	Electronic Contracting Co.	KC012638	150100571	Service Call for buzzing sound in gym sound system	16 E 4700 430 0000 030	717.50	1,033.70
		KC012633	150100470	Pagers	16 E 4700 450 0000 000	316.20	
12093	Ellison Educational Equip Inc	2531918	400100075	Die Cutting Machine parts	06 E 1000 610 0040 000	78.00	78.00
12094	Lucia Blanca Miller	626503	280100015	Interpreting services	28 E 2100 330 0000 000	22.00	22.00
12095	Follett Library Resources	635909-0	200100031	Book order from Follett	06 E 2220 640 0020 000	308.92	2,708.83
		624668F-6	200100023	Books for Heartland Challenge-E-mail to follow	06 E 1000 680 0020 000	59.46	
		635909F-6	200100031	Book order from Follett	06 E 2220 640 0020 000	73.11	
		605614F-1	400100003	Follett Order for Lost Books	06 E 2220 640 0040 000	6.59	
		624668-0	200100023	Books for Heartland Challenge-E-mail to follow	06 E 1000 680 0020 000	198.68	
		637264-3	220100056	Follett Book list # 6376786 (83 books and 2 books on	06 E 2220 640 0022 000	868.79	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				CD for novel sets) List emailed to Jodie Saultz.			
		652963-4	450100063	Fall Book Order- 2009	06 E 2220 640 0045 000	1,193.28	
12096	General Parts LLC	1155359	150100004	Kitchen Equipment Repairs	24 E 3190 431 0000 000	25.75	194.50
		1154126	150100004	Kitchen Equipment Repairs	24 E 3190 431 0000 000	22.75	
		1154799	150100004	Kitchen Equipment Repairs	24 E 3190 431 0000 000	146.00	
12097	Gopher Sport	8011811	300100140	DHS PE Gopher Equipment O (11/5/09) *Shipping free per Tom	06 E 1000 610 0030 090	87.22	87.22
12098	Grainger	9118690248	150100005	Supplies-Maintenance	06 E 2600 610 0015 400	164.40	316.47
		9118690255	150100005	Supplies-Maintenance	06 E 2600 610 0015 400	49.84	
		9121028311	150100005	Supplies-Maintenance	06 E 2600 610 0015 400	15.25	
		9118480012	150100005	Supplies-Maintenance	06 E 2600 610 0015 400	53.77	
		9118690263	150100005	Supplies-Maintenance	06 E 2600 610 0015 400	33.21	
12099	Great Plains Locating Service	1009DESO	180100127	October '09 Services	08 E 2900 352 0018 000	261.00	261.00
12100	Harcourt Achieve	945252832	60100107	Assessment materials for Reading Specialist Elementary buildings	55 E 1000 644 0000 000	228.80	228.80
12101	Highsmith Inc	1014392262	200100038	Security mirros	16 E 1000 730 0000 020	61.54	61.54
12102	Hobart Service	25005443	150100007	Kitchen Equipment Repairs	24 E 3190 431 0000 000	91.28	91.28
12103	Horst, Terrill & Karst Architect	8	150100429	Balance of Architectural Fees for Elementary #7 adjusted to actual bids recieved. Approved by BOE 12/01/08	40 E 4500 342 0044 000	16,769.40	16,769.40
12104	Human Relations Media Center	3111607	310100180	DVD needed for Career & Life Planning classes	06 E 1000 610 0031 080	153.95	153.95
12105	IBC Wonder/Hostess	Misc INv	240100105	Bread purchased for the school lunch program.	24 E 3100 630 0000 000	760.60	760.60
12106	J.W. Pepper & Son, Inc.	9330730	310100150	Choral music for the next concert and festivals	06 E 1000 610 0031 040	118.50	226.00
		9330731	310100150	Choral music for the next concert and festivals	06 E 1000 610 0031 040	107.50	
12107, 08	J. W. Pepper And Son, Inc.	CR 09329578	300100094	Jazz Band Music Please Send P.O. To Daniel Freeman - he will hand deliver it to J.W. Pepper's store in Lenexa. This will give us free shipping.	06 E 1000 610 0030 050	-8.99	183.00
		9328922	300100094	Jazz Band Music Please Send P.O. To Daniel Freeman - he will hand deliver it to J.W. Pepper's store in Lenexa.	06 E 1000 610 0030 050	48.99	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				This will give us free shipping.			
		9326476	300100094	Jazz Band Music Please Send P.O. To Daniel Freeman - he will hand deliver it to J.W. Pepper's store in Lenexa.	06 E 1000 610 0030 050	143.00	
				This will give us free shipping.			
12109	Kansas Gas Service	01974611624610	30100170	Heat	06 E 2600 621 0021 000	130.96	169.44
		5101974611624610	30100170	Heat	06 E 2600 621 0031 000	38.48	
12110	Kennyco Industries, Inc.	41363	150100572	Invoice #41356, #41363 Service Call for fire alarm systems	16 E 4700 430 0000 021	310.50	1,161.50
		41356	150100572	Invoice #41356, #41363 Service Call for fire alarm systems	16 E 4700 430 0000 021	851.00	
12111	Lakeshore Learning Materials	361273	460100043	Please use my classroom budget for classroom supplies.	06 E 1000 610 0046 221	147.02	296.46
		361274	460100044	PLEASE USE MY SPED CLASS BUDGET FOR THESE SUPPLIES	30 E 1000 610 0000 046	149.44	
12112	Lathrop & Gage LLP	1333689	10100031	Legal Svcs & Expenses - General & Joe Vitt	06 E 2300 345 0000 000	826.23	2,540.23
		1333687	10100031	Legal Svcs & Expenses - General & Joe Vitt	06 E 2300 345 0000 000	1,714.00	
12113	Learning Zone/Low Fat Xpress	221503	240100016	Nutrition posters	24 E 3100 680 0000 000	224.81	224.81
12114	The Library Store, Inc.	764114	200100029	Listening Kit-technology fund	06 E 2220 650 0020 000	60.80	60.80
12115	McKee Foods Corporation	Misc Inv	240100096	Snacks provided for the school ala carte program.	24 E 3100 630 0000 000	957.52	957.52
12116	McQueeny-Lock Company	57326	150100546	Recirculating Pump	16 E 4700 430 0000 046	321.07	321.07
12117	Meyer Music	30823	200100048	flugelhorn	06 E 1000 610 0020 050	680.91	750.00
		30823	200100048	flugelhorn	16 E 1000 731 0000 020	69.09	
12118	Morgan Hunter Companies	19512	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,357.00	19,504.00
		19514	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,679.00	
		19510	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,317.25	
		19515	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,535.75	
		19518	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,656.00	
		19519	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,311.00	
		19520	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,840.00	
		19511	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,932.00	
		19517	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,966.50	
		19516	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,133.25	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		19513	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	776.25	
12119	Mr. Goodcents Franchise System	Misc Inv	240100097	Sandwiches purchased for the school ala carte program.	24 E 3100 630 0000 000	765.00	765.00
12120	Music is Elementary	118062	450100057	Blanket One Time Purchase P	06 E 1000 610 0045 040	100.00	100.00
12121	Navrat's Office Products	52546-0	430100047	Business envelopes	06 E 2400 610 0043 000	414.35	414.35
12122	Nelco	3213005 RI	30100129	2009 W-2 forms and Envelopes	06 E 2590 610 0003 000	405.00	405.00
12123	OfficeMax Incorporated	334878	180100111	2 APC Smart-Ups RM 1500VA & Serial for MTMS	08 E 2900 430 0018 000	1,080.00	1,080.00
12124, 25	Office Depot	494816460001	400100069	Hand sanitizer for classrooms	06 E 1000 610 0040 000	7.23	2,515.21
		494816460001	400100069	Hand sanitizer for classrooms	06 E 1000 610 0040 151	0.24	
		496138189001	200100052	labels	06 E 2220 640 0020 000	55.62	
		497334665001	400100080	Office Supplies	30 E 1000 610 0000 040	64.27	
		497187450001	400100079	supplies Miles	06 E 1000 610 0040 000	6.93	
		497187450001	400100079	supplies Miles	06 E 1000 610 0040 040	21.04	
		1151087597	4050100002	General Classroom Supplies	06 E 1000 610 0031 140	17.30	
		496135840001	50100050	Community Relations and YouthFriend Supplies	06 E 2322 610 0005 000	22.78	
		492131569001	800100012	Post it notes	90 E 1000 610 0000 000	4.93	
		495992911001	310100164	Office Suppliees	06 E 1000 610 0031 010	54.18	
		495992911001	310100164	Office Suppliees	06 E 2400 610 0031 000	17.19	
		496138198001	330100117	Supplies for AO & MVHS	30 E 1000 610 0000 005	45.00	
		496138198001	330100117	Supplies for AO & MVHS	30 E 2300 610 0000 000	206.85	
		497493349001	430100062	Calculators	06 E 1000 610 0043 140	199.02	
		492131563001	800100012	Post it notes	90 E 1000 610 0000 000	531.24	
		496138184001	200100051	toner	55 E 1000 610 0000 020	323.97	
		497334756001	460100057	Card Stock	06 E 2220 640 0046 000	98.36	
		492131564001	800100012	Post it notes	90 E 1000 610 0000 000	25.26	
		495681769001	310100174	Office Supplies	06 E 1000 610 0031 010	5.08	
		497169795001	150100544	2-4 Drawer Black Legal File Cabinets	16 E 2600 730 0000 150	507.89	
		497490659001	30100159	Supplies for Business Dept and Board Clerk	06 E 2300 610 0001 000	6.72	
		497490659001	30100159	Supplies for Business Dept and Board Clerk	06 E 2590 610 0003 000	30.47	
		1150103460	220100074	Camera for publications	16 E 1000 730 0000 022	199.99	
		492131565001	800100012	Post it notes	90 E 1000 610 0000 000	39.59	
		496135839001	50100050	Community Relations and YouthFriend Supplies	06 E 2322 610 0005 000	24.06	
12126	Office Machine Mart	216663	300100135	toner for Dell 5310N	06 E 1000 610 0030 060	256.00	256.00
12127	OfficeMax Incorporated	24421	180100104	120 Logitech - Desktop Microphone 600 for Elementary	06 E 1000 610 0043 000	100.50	435.50
				Fluent Reader Program			

**CHECK JOURNAL - 11/20/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		24421	180100104	120 Logitech - Desktop	16 E 1000 730 0000 040	100.50	
				Microphone 600 for Elementary			
				Fluent Reader Program			
		24421	180100104	120 Logitech - Desktop	16 E 1000 730 0000 045	100.50	
				Microphone 600 for Elementary			
				Fluent Reader Program			
		24421	180100104	120 Logitech - Desktop	16 E 1000 730 0000 047	100.50	
				Microphone 600 for Elementary			
				Fluent Reader Program			
		479507	180100104	120 Logitech - Desktop	06 E 1000 610 0043 000	8.38	
				Microphone 600 for Elementary			
				Fluent Reader Program			
		479507	180100104	120 Logitech - Desktop	16 E 1000 730 0000 040	8.38	
				Microphone 600 for Elementary			
				Fluent Reader Program			
		479507	180100104	120 Logitech - Desktop	16 E 1000 730 0000 045	8.38	
				Microphone 600 for Elementary			
				Fluent Reader Program			
		479507	180100104	120 Logitech - Desktop	16 E 1000 730 0000 047	8.36	
				Microphone 600 for Elementary			
				Fluent Reader Program			
12128	Paxton/Patterson	228897	200100041	Carbide Cutters for	06 E 1000 610 0020 060	35.00	60.00
				Technology			
		229137	200100041	Carbide Cutters for	06 E 1000 610 0020 060	25.00	
				Technology			
12129	PC Mall Gov	S54767740101	180100112	(10) 60 Watt AC Adapter for	08 E 2900 430 0018 000	378.00	378.00
				Dell Lat.D610/D610/D630			
12130	Pitsco	425819-1	200100024	Technology Supplies	06 E 1000 610 0020 060	45.35	45.35
12131	R.S.I.	Misc INv	240100098	Pizza purchased for the DHS	24 E 3100 630 0000 000	1,916.49	1,916.49
				ala carte program.			
12132	Plank Road Publishing, Inc.	10-016366	470100050	Recording for 2nd grade music	06 E 1000 610 0047 040	39.40	39.40
				program			
12133	Positive Promotions, Inc.	3601258	460100023	Silicone Awareness Bracelets	06 E 1000 610 0046 010	208.45	208.45
				- Color My World Drug Free,			
				#GN-1600E, 2 sided			
12134	Prevention Partners, Inc.	325408	200100022	200 Red Ribbon bracelets	06 E 1000 680 0020 000	67.40	67.40
12135	Professional Service Industries,	BR 00017810	150100081	Special Inspections Services	40 E 4700 344 0031 001	10,426.00	10,426.00
				for Mill Valley High School			
				Addition Approved by the BOE			
				5/18/2009			
12136	Prufrock Press Inc	278885	460100055	gifted materials	06 E 1000 610 0046 200	107.85	107.85
12137	Pur-0-Zone, Inc	481645	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	204.00	204.00

**CHECK JOURNAL - 11/20/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12138	Really Good Stuff, Inc.	2823881	460100002	Supplies for the classroom	06 E 1000 610 0046 134	35.99	35.99
12139	Reeves-Wiedeman Company	3705358-1	150100494	2-8" Sink Faucets, 2-Leonard	16 E 4700 430 0000 021	136.58	848.85
				Mixing Valves			
		3705358-1	150100494	2-8" Sink Faucets, 2-Leonard	16 E 4700 430 0000 031	712.27	
				Mixing Valves			
12140	Ricoh Americas Corporation	205250	180100130	Meter Read for Ricoh Copiers	08 E 2300 449 0000 001	1,918.83	1,918.83
				at MCMS, HE & TC (Oct.'09)			
12141	Savage Communications, Inc.	4052	180100086	Contracted Hours for Misc.	08 E 2900 430 0018 000	280.00	280.00
				Data Cabling and Parts			
				(District-Wide)			
12142	Sax Arts & Crafts/Sw Branch	206300588046	400100078	art supplies Miles	06 E 1000 610 0040 000	12.56	524.38
		306300086306	470100052	Classroom Supplies	06 E 2220 650 0047 000	104.75	
		206300583601	450100062	October Order - Art Supplies	06 E 1000 610 0045 020	407.07	
12143	HM Receivables Co LLC	945262811	60100109	Instructional manuals/Math -	55 E 1000 644 0000 000	232.80	232.80
				Teacher Grade 4 - PRE			
12144	Scholastic Magazines	M4275397	450100028	Scholastic News magazine for	06 E 1000 610 0045 000	548.65	548.65
				1st grade			
12145	School Counselor Resources	1811-45	220100062	Counselor supplies	06 E 1000 610 0022 010	87.25	87.25
12146	School Specialty Inc	308100495619	460100024	Office order	06 E 2400 890 0046 000	214.44	551.27
		208103295102	400100073	Flag	06 E 1000 610 0040 000	93.45	
		208103300391	430100059	Graham classroom supplies	06 E 1000 610 0043 141	47.40	
		208103306537	400100077	Supplies Miles	06 E 1000 610 0040 000	51.29	
		308100489740	450100041	order for Loralie Koca	06 E 1000 610 0045 142	19.94	
		208103292169	400100072	Pencil Sharpener	06 E 1000 610 0040 000	42.97	
		208103292169	400100072	Pencil Sharpener	06 E 1000 610 0040 144	28.70	
		208103292169	400100072	Pencil Sharpener	06 E 1000 610 0040 140	17.49	
		208103308470	460100052	School Supplies	06 E 1000 610 0046 134	35.59	
12147	Shawnee Copy Center, Inc.	60612	50100054	Signage for front door of	06 E 2322 550 0005 000	40.00	40.00
				central office -- holiday			
				schedule for school year.			
12148	Shawnee Mission Pub. Schools	Conference	330100108	4th Annual Kansas Innovation	30 E 2200 330 0000 000	100.00	100.00
				Conference - SPED Director,			
				T&L Directors			
12149	The Sherwin-Williams Co.	8523-0	150100358	Supplies-Maintenance	06 E 2600 610 0015 400	22.64	22.64
12150	Shred-It	57251925	330100134	Shredding services at	30 E 1000 610 0000 003	16.00	16.00
				District Office			
12151	Smallwood Lock Supply	420830	150100537	Schlage Master Pin, 2 Latches	16 E 4700 430 0000 042	248.30	456.43
		420633	150100537	Schlage Master Pin, 2 Latches	16 E 4700 430 0000 042	32.25	
		420902	150100011	Supplies-Maintenance	06 E 2600 610 0015 400	156.65	
		420479	150100011	Supplies-Maintenance	06 E 2600 610 0015 400	19.23	
12152	Soccer Master	31663	300100058	Shorts for our JV	06 E 1000 680 0030 100	47.00	363.74
		31664	300100013	scorebooks	06 E 1000 680 0030 100	16.00	

**CHECK JOURNAL - 11/20/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		31664 (2)	300100009	boys soccer game balls	06 E 1000 680 0030 100	300.74	
12153	Cambium Learning Inc.	632262 RI	60100104	MTSS Teacher materials - Hig	55 E 1000 644 0000 000	195.69	195.69
				School			
12154	Spatula Central	208132	240100106	Equipment purchased for	24 E 3100 730 0000 000	3,080.90	3,080.90
				kitchen.			
12155	Spencer Fane, Britt & Browne I	371276	10100030	Legal Svcs - CWD Eminent	06 E 2300 345 0000 000	44.00	44.00
				Domain			
12156	Sportime	204900802283	30100168	Closed out PO# 470100022	06 E 1000 610 0047 090	13.11	13.11
				before complete			
12157	Supreme Turf Products, Inc.	IN081897	150100536	Ice Melt \$6.75 Bag-49 Bags on	06 E 2600 610 0015 200	1,653.75	1,653.75
				a Pallet 5 Pallets @ \$330.75			
				a Pallet			
12158	Thyssenkrupp Elevator Corp.	990962	150100534	Yearly Elevator Contracts for	16 E 4700 430 0000 030	1,287.93	5,846.51
				DHS & MVHS			
		990962	150100534	Yearly Elevator Contracts for	16 E 4700 430 0000 031	1,456.13	
				DHS & MVHS			
		990929	150100534	Yearly Elevator Contracts for	16 E 4700 430 0000 030	1,456.14	
				DHS & MVHS			
		990929	150100534	Yearly Elevator Contracts for	16 E 4700 430 0000 031	1,646.31	
				DHS & MVHS			
12159	Tire Town, Inc	187017	150100578	Tire for 2004 F350	08 E 2740 439 0000 000	122.00	122.00
12160	Unisource Document Products	AR354980	180100121	October '09 District Copy	08 E 2300 449 0000 001	9,549.67	9,549.67
				Machine Meter Counts			
12161	US Foodservice	3871351	240100082	For delivery on 11/5/2009	24 E 3100 630 0000 000	16,873.00	30,120.84
		3798369	240100076	For delivery on 10/29/09	24 E 3100 630 0000 000	13,247.84	
12162	Virco Inc	91306789	150100498	Classroom chairs to replaced	16 E 2600 730 0000 030	665.00	665.00
				old/damaged chairs for DHS			
				Per Quote #49840			
12163	Westar Energy	6583611041	30100167	Electricity	06 E 2600 622 0043 000	970.70	970.70
12164	Western Extralite Company	S3920886.001	150100447	Supplies-Maintenance	06 E 2600 610 0015 400	953.60	1,591.97
		s3920866.001	150100557	3 Replacement exterior light	16 E 4700 430 0000 042	638.37	
				fixtures for Countryside			
12165	West Music Company	ATA WKSP/COI	450100056	Blanket - One Time Purchase	06 E 1000 610 0045 040	795.56	795.56
				PO			
12166	Winsor Corporation	10648	60100110	MTSS Materials - Elementary	55 E 1000 644 0000 000	858.00	858.00
				-SE			
12167	WKR Management, LLC	Misc Inv	240100099	Pizza purchased for Mill	24 E 3100 630 0000 000	3,062.91	3,062.91
				Valley's ala carte program.			
<b>TOTAL OF COMPUTER CHECKS:</b>							<b>181,971.63</b>

**CHECK JOURNAL - 11/24/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12174	Atmos Energy	Misc Inv	30100175	Heat	06 E 2600 621 0030 000	0.48	51.38
		Misc Inv	30100175	Heat	08 E 2600 621 0018 000	50.90	
12175	AT&T Internet Services	cct #: 82928235	30100173	Internet Services 11/05/09 -	08 E 1000 532 0018 002	3,578.00	3,578.00
				12/4/2009			
12176	Challenger Fence Company	2911	150100545	Fence Extension at PRE	16 E 4700 430 0000 040	3,135.00	3,135.00
12177	Constellation Energy	C183071	110100035	Invoice #C183017, #C181856 -	06 E 2600 621 0015 000	64.51	1,638.90
				October 2009 use bill			
		C183071	110100035	Invoice #C183017, #C181856 -	06 E 2600 621 0020 000	302.16	
				October 2009 use bill			
		C183071	110100035	Invoice #C183017, #C181856 -	06 E 2600 621 0022 000	246.09	
				October 2009 use bill			
		C183071	110100035	Invoice #C183017, #C181856 -	06 E 2600 621 0030 000	343.70	
				October 2009 use bill			
		C183071	110100035	Invoice #C183017, #C181856 -	06 E 2600 621 0042 000	252.71	
				October 2009 use bill			
		C183071	110100035	Invoice #C183017, #C181856 -	06 E 2600 621 0046 000	88.78	
				October 2009 use bill			
		C181856	110100035	Invoice #C183017, #C181856 -	06 E 2600 621 0021 000	298.84	
				October 2009 use bill			
		C181856	110100035	Invoice #C183017, #C181856 -	06 E 2600 621 0031 000	42.11	
				October 2009 use bill			
12178	Electronic Contracting Co.	23011677	150100216	Quote- New mixer/amplifier	16 E 4700 430 0000 030	1,426.03	1,426.03
				for gym			
12179	Fastenal Company	KSKCY104524	150100581	S Hooks for new safety	16 E 4700 430 0000 031	12.21	12.21
				curtains on bleachers			
12180	Kansas Sales Tax	October	30100174	Kansas Sales Tax	06 E 2590 890 0003 002	2,887.41	2,887.41
12181	Kansas Gas Service	Misc Inv	30100176	Heat	06 E 2600 621 0041 000	166.55	372.44
		Misc Inv	30100176	Heat	06 E 2600 621 0047 000	205.89	
12182	Long CPA, PA	39994	30100172	Auditing Services	06 E 2300 341 0000 000	8,975.00	8,975.00
12183	Morgan Hunter Companies	19577	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	828.00	21,666.00
		19573	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,891.75	
		19575	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,897.50	
		19579	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	4,807.00	
		19584	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,438.00	
		19583	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,460.50	
		19582	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,178.75	
		19580	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,363.25	
		19581	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,426.00	
		19578	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,041.25	
		19576	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,196.00	
		19574	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	138.00	
12184	Reeves-Wiedeman Company	3705643-1	150100503	Chicago Foot Peddle, ELKAY	16 E 4700 430 0000 040	96.90	347.86



**CHECK JOURNAL - 11/24/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL	
				Dual Water Cooler				
		3705643-1	150100503	Chicago Foot Peddle, ELKAY	16 E 4700 430 0000 045	250.96		
				Dual Water Cooler				
12185	The Sherwin-Williams Co.	4927-6	150100559	Paint for south	16 E 4700 430 0000 021	246.53	419.90	
				addition-hallways, door				
				frames, metal doors, &				
				bathroom walls				
		4931-8	150100358	Supplies-Maintenance	06 E 2600 610 0015 400	173.37		
12186	Westar Energy	6583611041	30100177	Electricity late charges	06 E 2600 622 0043 000	19.41	19.41	
<b>TOTAL OF COMPUTER CHECKS:</b>							<b>44,529.54</b>	

**CHECK JOURNAL - 12/04/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12187	A-1 Sewer & Septic Service	56459	150100601	Service Call Invoice #56459 Tried to pump gravel pit, hose kept getting clogged. Took water instead.	16 E 4700 430 0000 031	210.00	210.00
12188	Amazon.Com Corporate Credit	126944171250	60100105	Professional Development materials	06 E 2212 330 0006 000	51.90	51.90
12189	Anderson Erickson Dairy Co.	Misc Inv	240100111	Milk products purchased for the school lunch program.	24 E 3100 630 0000 000	21,833.42	21,833.42
12190	Antonia Hauck	11/9-13,11/16-23	330100145	Interpreter Services for Student @ KSD in Vo-Tech programs	30 E 1000 563 0000 000	986.25	986.25
12191	A To Z Theatrical Supply	914-097	150100551	Replacement lamps for the theatrical lighting per quote.	06 E 2600 610 0015 400	683.90	683.90
12192	AT&T	6 A37-0048 970	30100178	Telephone	06 E 2300 532 0000 000	2,835.67	3,921.10
		316 A37-0048 970	30100178	Telephone	08 E 1000 532 0018 002	940.54	
		316 A37-0048 970	30100178	Telephone	06 E 2300 532 0000 001	5.57	
		316 A37-0048 970	30100178	Telephone	40 E 4700 459 0031 000	87.11	
		913 585-1317 549	30100182	Telephone	06 E 2300 532 0000 000	52.21	
12193	Augustine Exterminators, Inc.	De Soto Usd 232	150100596	Service Agreement Renewal	08 E 2600 425 0000 000	521.60	521.60
12194	B & H Photo Video Pro Audio	39724205	300100099	Tri-Pods, Batteries, Charger Bag	06 E 1000 610 0030 160	41.40	41.40
12195	Bernie Electric Wholesale Co., I	273780-00	150100575	Combination Emergency Light Kit for Stock	16 E 4700 430 0000 020	297.00	449.18
		273780-00	150100575	Combination Emergency Light Kit for Stock	16 E 4700 430 0000 030	152.18	
12196	Blue Chip Athletic Inc.	10222	300100075	Brute Wrestling Singlets	06 E 1000 681 0030 000	1,039.20	1,039.20
12197	Bureau Of Edu & Research	4079230	190100017	Workshop acceleraing the Reading skills of Title I students for Sandell, G. Meyer, Searfin,	83 E 1000 330 0000 000	597.00	597.00
12198	C & C Produce Co., Inc.	Misc Inv	240100113	Produce purchased for the school kitchens.	24 E 3100 630 0000 000	2,031.30	2,031.30
12199	Card Services	40130	30100180	Misc Purchases-11/13/09	06 E 2300 891 0000 000	240.17	4,157.06
		40130	30100180	Misc Purchases-11/13/09	06 E 2212 330 0006 000	17.95	
		40130	30100180	Misc Purchases-11/13/09	06 E 2212 580 0006 000	32.90	
		40130	30100180	Misc Purchases-11/13/09	06 E 2130 610 0011 000	282.32	
		40130	30100180	Misc Purchases-11/13/09	06 E 2600 531 0015 000	7.39	
		40130	30100180	Misc Purchases-11/13/09	06 E 1000 610 0020 080	166.18	
		40130	30100180	Misc Purchases-11/13/09	06 E 2400 531 0020 000	125.75	
		40130	30100180	Misc Purchases-11/13/09	06 E 2400 531 0021 000	220.00	
		40130	30100180	Misc Purchases-11/13/09	06 E 1000 610 0022 080	109.55	

**CHECK JOURNAL - 12/04/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		40130	30100180	Misc Purchases-11/13/09	06 E 2400 531 0022 000	156.74	
		40130	30100180	Misc Purchases-11/13/09	06 E 2400 531 0030 000	200.00	
		40130	30100180	Misc Purchases-11/13/09	06 E 1000 610 0031 000	122.65	
		40130	30100180	Misc Purchases-11/13/09	06 E 1000 610 0040 000	11.96	
		40130	30100180	Misc Purchases-11/13/09	06 E 2400 890 0041 000	19.95	
		40130	30100180	Misc Purchases-11/13/09	06 E 1000 610 0045 000	37.18	
		40130	30100180	Misc Purchases-11/13/09	06 E 1000 610 0045 221	29.58	
		40130	30100180	Misc Purchases-11/13/09	06 E 2400 531 0046 000	9.33	
		40130	30100180	Misc Purchases-11/13/09	16 E 4700 430 0000 045	250.00	
		40130	30100180	Misc Purchases-11/13/09	28 E 2100 610 0000 000	44.73	
		40130	30100180	Misc Purchases-11/13/09	30 E 1000 610 0000 000	15.42	
		40130	30100180	Misc Purchases-11/13/09	30 E 1000 610 0000 005	63.30	
		40130	30100180	Misc Purchases-11/13/09	30 E 2300 580 0000 000	897.16	
		40130	30100180	Misc Purchases-11/13/09	30 E 2300 610 0000 000	33.41	
		40130	30100180	Misc Purchases-11/13/09	30 E 1000 580 0002 000	199.00	
		40130	30100180	Misc Purchases-11/13/09	06 E 2130 610 0011 001	150.47	
		40130	30100180	Misc Purchases-11/13/09	34 E 1000 580 0000 000	179.91	
		11/13/09 TC	180100125	Lodging-J Mildner	08 E 2900 580 0018 000	534.06	
12200	CarterEnergy Corporation	418358	110100036	Invoice #418358 - 5004 gal Clr Bld 70/30 - 8800 Penner, De Soto	06 E 2720 626 0012 000	12,808.11	12,808.11
12201	CE Distribution, Inc.	S05514	150100589	Salt for water softners	06 E 2600 610 0015 400	275.00	275.00
12202	City Of De Soto	Bill Date:11/28/0	30100183	W/S/T	06 E 2600 411 0000 000	290.96	5,190.85
		Bill Date:11/28/0	30100183	W/S/T	06 E 2600 411 0015 000	155.31	
		Bill Date:11/28/0	30100183	W/S/T	06 E 2600 411 0020 000	1,414.97	
		Bill Date:11/28/0	30100183	W/S/T	06 E 2600 411 0030 000	1,237.44	
		Bill Date:11/28/0	30100183	W/S/T	06 E 2600 411 0042 000	607.08	
		Bill Date:11/28/0	30100183	W/S/T	06 E 2600 411 0043 000	1,449.47	
		Bill Date:11/28/0	30100183	W/S/T	08 E 2600 411 0018 000	35.62	
12203	Classroomdirect	206700914475	470100059	Supplies for working with our ESL students.	06 E 1000 610 0047 240	134.90	421.99
		206700905247	450100064	classroom materials - construction paper, writing paper	06 E 1000 610 0045 000	78.10	
		206700905247	450100064	classroom materials - construction paper, writing paper	06 E 1000 610 0045 115	32.71	
		306700149781	470100059	Supplies for working with our ESL students.	06 E 1000 610 0047 240	176.28	
12204	Datamation Systems, Inc.	0138537-IN	180100124	Replacement of Outlet Power Strips for Laptop Cart at	16 E 1000 730 0000 020	229.90	229.90
12205	Harris	114657	310100105	Receipts	06 E 2400 610 0031 000	161.10	161.10

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12206	De Soto Auto Parts	11577	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	5.19	609.33
		11599	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	65.21	
		11672	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	56.32	
		11674	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	46.59	
		11689	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	45.19	
		11502	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	50.94	
		11199	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	27.15	
		11220	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	85.86	
		11273	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	94.99	
		11276	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	6.22	
		11508	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	59.30	
		11520	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	17.82	
		11532	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	5.17	
		11576	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	17.18	
		11581	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	7.30	
		11675	150100410	Vehicle Maint/Repair	08 E 2740 439 0000 000	18.90	
12207	Deaf Expression Inc.	18150	410100083	Interpreting Services	08 E 1000 350 0000 000	119.00	119.00
12208	Demco, Inc.	3724511	200100053	Demco order for book repair	06 E 2220 640 0020 000	399.23	952.78
				supplies			
		3724984	470100057	classroom supplies	06 E 2220 650 0047 000	14.44	
		3722479	410100080	Laminate	06 E 2220 640 0041 000	196.09	
		3719078	210100056	Processing and Book Repair	06 E 2220 640 0021 000	343.02	
				Materials			
12209	De Soto Chamber Of Commerce	010 Membershi	10100033	2010 Membership Dues	06 E 2300 810 0000 000	65.00	65.00
12210	De Soto Flowers & Gifts	40131	10100032	Sympathy Plant for staff	06 E 2300 610 0000 000	55.00	55.00
				member whose mother passed			
				away.			
12211	De Soto High School	Reimbursement	300100146	reimb Athletics from Girls	06 E 1000 680 0030 115	31.92	31.92
				Tennis			
12212	Dick Blick Company	8022256	210100045	art supplies 09-10	06 E 1000 610 0021 020	65.94	65.94
12213	Donovan's Service	74158	150100609	Service Call-Invoice #74158 3	16 E 2600 430 0000 152	360.21	360.21
				Batteries, 1 Gas Cap for Auto			
				Floor Scrubbers			
12214	Ecolab	841543	240100081	EcoLab	24 E 3100 610 0000 000	1,516.00	1,516.00
12215	Electronics Supply Co, Inc	1283420	310100181	Purchasing Multimeters for	35 E 1000 890 0001 100	2,345.00	2,345.00
				the Principles of Engineering			
				Class.			
12216	Fisher Science Education	554456	310100087	The furthering of science	06 E 1000 610 0031 130	74.70	168.44
				education			
		8841472	310100087	The furthering of science	06 E 1000 610 0031 130	93.74	
				education			
12217	Flinn Scientific Inc.	1328021	4080100003	Higher level learning	06 E 1000 610 0031 130	85.36	377.77

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				supplies and functional apparatii			
		1325281	4080100003	Higher level learning	06 E 1000 610 0031 130	272.73	
				supplies and functional apparatii			
		1330250	4080100003	Higher level learning	06 E 1000 610 0031 130	19.68	
				supplies and functional apparatii			
12218, 219	Follett Library Resources	CR A000735	60100095	Novel Sets for MVHS. Ordering	55 E 1000 644 0000 000	-20.00	1,639.42
				additional novels due to numbers at school.			
		CR D000789,787,7	60100095	Novel Sets for MVHS. Ordering	55 E 1000 644 0000 000	-360.00	
				additional novels due to numbers at school.			
		637264F-2	220100056	Follett Book list # 6376786 (83 books and 2 books on CD for novel sets) List emailed to Jodie Saultz.	06 E 2220 640 0022 000	410.91	
		640631F-2	60100095	Novel Sets for MVHS. Ordering	55 E 1000 644 0000 000	454.00	
				additional novels due to numbers at school.			
		651573-1	200100044	Book order for November	06 E 2220 640 0020 000	209.33	
		651573F-0	200100044	Book order for November	06 E 2220 640 0020 000	48.78	
		653847f-0	60100106	Novel Set - Mill Valley	06 E 9000 000 0099 999	540.86	
		653847f-0	60100106	Novel Set - Mill Valley	55 E 1000 644 0000 000	109.14	
		640894F-5	210100049	Biographies, Scientist books, & replacements	06 E 2220 640 0021 000	12.70	
		656757-1	210100059	replacements/ first in a series titles	06 E 2220 640 0021 000	233.70	
12220	General Parts LLC	1157448	150100611	Kitchen Equip. Repair	24 E 3190 431 0000 000	134.10	1,546.46
		1157529A	150100611	Kitchen Equip. Repair	24 E 3190 431 0000 000	998.71	
		1157529	150100004	Kitchen Equip Repair	24 E 3190 431 0000 000	413.65	
12221	GeoTechnology, Inc.	73882	150100078	Special Inspections Contract for Elementary #7 Approved by BOE 5/18/09	40 E 4500 344 0044 003	7,698.75	7,698.75
12222	GTM Sportswear	698885	310100022	Band Wind Jackets	06 E 1000 681 0031 000	24.00	1,812.00
		752178	300100074	Band Polo Shirts	06 E 1000 681 0030 000	1,788.00	
12223	Harcourt Achieve	945304241	330100130	Textbooks for students at LTMS	30 E 1000 610 0000 003	134.41	134.41
12224	Heartland Automotive Services	6967203	110100034	Invoice # 496 6967203 - Service 1998 Crown Vic	08 E 2740 439 0000 000	31.44	67.12
		6967185	150100563	Service for 2007 Ford Truck	08 E 2740 439 0000 000	35.68	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				E350 Van			
12225	Herff Jones	409817	310100154	Diploma replacement for Jennifer Goode - lost in fire	06 E 1000 680 0031 000	37.00	37.00
12226	Hunt Martin Materials LLC	8145200	150100554	AB3 Rock-back filling of a retaining wall at Mill Valley	40 E 4700 459 0031 000	46.15	46.15
12227	Interstate Elec. Supply, Inc.	101490	150100570	20 Watt Dimmable Compact Fluourescent Lights for Lexington Trails Theatre and Stock	06 E 2600 610 0015 400	943.00	943.00
12228	John Deere Landscapes / Lesco	53202982	150100018	Supplies-Grounds	06 E 2600 610 0015 300	119.38	119.38
12229	Kansas Turfgrass Foundation	40136	150100585	Registration for Kansas Turfgrass Conference for Irvin Greer, Jason Post, Greg Drum, Tony Lonard	06 E 2600 330 0015 000	360.00	360.00
12230	Kansas One-Call System, Inc.	9118484	180100134	Locate Fee for Month of Nov '09	08 E 2900 352 0018 000	30.00	30.00
12231	Kansas Assn Of School Boards	20309	110100037	Invoice #20309 - Registration fee	06 E 2300 580 0011 000	225.00	225.00
12232	KSDE	Earl Martin	60100121	Principal Induction Pilot - Earl Martin- [SREB and NYCLA] 1 time fee	06 E 2212 330 0006 000	300.00	300.00
12233	Kansas State Dept Of Education	1563115621156	60100008	State Assessment Conference Kelly, Kim, Earl	06 E 1000 670 0006 000	600.00	600.00
12234	KU Midwest Occupational Heal	00111690 -00	40100009	Strenght and Agility Testing	06 E 2300 350 0004 001	80.00	120.00
		111335	40100009	Strenght and Agility Testing	06 E 2300 350 0004 001	40.00	
12235	Lowe's	924493	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	88.84	1,128.11
		924442	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	9.98	
		924580	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	17.96	
		924929	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	348.25	
		924897	150100432	Supplies-Grounds	06 E 2600 610 0015 300	72.49	
		924395	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	82.16	
		924849	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	37.12	
		924168	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	46.05	
		925206	150100001	Supplies-Maintenance	06 E 2600 610 0015 400	199.00	
		924460	150100432	Supplies-Grounds	06 E 2600 610 0015 300	89.00	
		917783	150100432	Supplies-Grounds	06 E 2600 610 0015 300	-34.85	
		904557	150100432	Supplies-Grounds	06 E 2600 610 0015 300	14.96	
		924708	150100432	Supplies-Grounds	06 E 2600 610 0015 300	5.49	
		904017	150100432	Supplies-Grounds	06 E 2600 610 0015 300	57.96	
		913030	200100035	grinder	16 E 1000 730 0000 020	33.73	
		913579	200100055	Battery pack to go with the grinder	16 E 1000 730 0000 020	59.97	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12236	MB2 Sports	648	300100110	volleyball uniforms	06 E 1000 681 0030 000	576.00	576.00
12237	The McGraw-Hill Companies	51791714001	60100113	Passkey - Single Subject Mill Valley & DHS	06 E 1000 322 0006 000	375.00	375.00
12238	Meyer Laboratory, Inc.	0286406-IN	150100441	Hand Sanitizer	06 E 2130 610 0011 001	2,964.80	4,796.00
		0286407-IN	150100448	Hand Sanitizers 21 doz. @ \$87.20 a dozen	06 E 2130 610 0011 001	1,831.20	
12239	Morgan Hunter Companies	19638	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	764.75	20,654.00
		19637	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,001.00	
		19642	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,190.25	
		19634	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,259.75	
		19635	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	138.00	
		19636	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,656.00	
		19639	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,426.00	
		19640	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,863.00	
		19641	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,133.25	
		19643	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	2,570.25	
		19644	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	1,569.75	
		19645	40100013	Sub Teacher Pay	06 E 1000 110 0000 060	3,082.00	
12240	Mouser Electronics, Inc.	23075904	180100123	Replacement Carling Rocker Switches for Datamation Laptop Carts	08 E 2900 430 0018 000	18.70	18.70
12241	Movie Licensing USA	1386950	470100060	Annual Public performance Site License covering legal use of movies from 12-19-09 through 12-18-10 within the school facilities of Riverview Elementary School.	06 E 2400 890 0047 000	375.00	775.00
		1385309	460100066	Office Misc. Expense - Movie Licensing renewal	06 E 2400 890 0046 000	400.00	
12242	Navrat's Office Products	53778-0	30100146	Check Order	06 E 2590 610 0003 000	792.15	792.15
12243	NCS Pearson, Inc.	72673790	330100080	Test protocols for CLC: Bracken Basic Concept Scale-Receptive 3rd edition	30 E 1000 610 0000 001	61.00	61.00
12244	OfficeMax Incorporated	772824	180100119	Hand Held Imageteam 3820 barcode Scanner-Wireless-Bluetooth	08 E 2900 650 0018 000	362.00	362.00
12245	Office Depot	4971874190001	200100054	glue	06 E 2400 610 0020 000	15.84	852.48
		498372572001	460100061	counselor budget	06 E 1000 610 0046 010	17.81	
		497774829001	50100053	YouthFriends Thank You Card for volunteers who meet with students.	06 E 2322 610 0005 000	80.24	
		498372593001	400100083	Green Team Supplies	06 E 1000 610 0040 040	31.56	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
		498372593001	400100083	Green Team Supplies	06 E 1000 615 0040 000	52.38	
		498372550001	4030100002	Classroom supplies - from in-house account	06 E 2400 890 0031 001	96.77	
		498006926001	410100082	visitor badges	06 E 2400 610 0041 000	83.98	
		497779357001	400100081	In-Time Supplies	06 E 1000 680 0040 000	107.50	
		498372630001	330100137	Supplies for classrooms, SPED, Teaching & Learning	06 E 2212 610 0006 000	54.38	
		498372630001	330100137	Supplies for classrooms, SPED, Teaching & Learning	30 E 1000 610 0000 000	91.26	
		497779372001	450100067	printer cartridges	55 E 1000 610 0000 045	165.59	
		498846577001	470100058	Order for Office Staff	06 E 2400 610 0047 000	45.22	
		498372580001	460100062	mechanical pencils	06 E 1000 610 0046 060	9.95	
12246	Office Machine Mart	216699	300100143	DELL 5210N 3 BLACK CARTRIDGES	06 E 2220 650 0030 000	501.00	501.00
12247	Olathe Band Instrument	10655	300100141	Tenor Sax Repair	16 E 1000 731 0000 030	60.00	60.00
12248	Olathe Medical Center, Inc.	13331	30100179	Monthly Athletic Trainer Srvcs	08 E 1000 680 0000 001	7,249.11	7,249.11
12249	PC Mall Gov	S54280910101	180100091	Califone 3060AV - Headphones	06 E 1000 610 0041 000	6.60	6.60
12250	Pearson Education	4019085752	60100112	MTSS -Reading Material Adoption- High Schools	55 E 1000 644 0000 000	6,197.46	6,197.46
12251	NCS Pearson Assessments	72676420	330100133	PLS-4 testing protocols	30 E 1000 610 0000 001	63.00	63.00
12252	Perma-Bound	1330606-01	210100048	Battle of the Books & Biographies	06 E 2220 640 0021 000	237.82	367.93
		1323221-02	210100025	Career Books, Biographies, Graphic Novels, Scientists, & Fiction New & Replacement titles	06 E 2220 640 0021 000	130.11	
12253	Pioneer Manufacturing Compan	INV340814	150900804	Work Order-Field Paint	06 E 9000 000 0099 999	4,812.40	5,026.70
		INV341967	150100227	Invoice #341967 & #342124 Supplies	06 E 2600 610 0015 300	36.30	
		INV342124	150100227	Invoice #341967 & #342124 Supplies	06 E 2600 610 0015 300	178.00	
12254	Pitsco	429783-1	200100040	Technology order	06 E 1000 610 0020 000	120.52	120.52
12255, 256	Pur-0-Zone, Inc	482759	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	23.13	4,369.02
		482582	150100574	Work Order for Convertimatic 26	16 E 2600 430 0000 152	80.50	
		483009	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	44.39	
		483095	150100552	Equipment Repair-Custodial	16 E 2600 430 0000 152	252.00	
		CM 462755	150900716	Custodial Supplies for 2009-2010 School Year	06 E 9000 000 0099 999	-134.75	
		483490	150900716	Approved by BOE 4/20/09 Custodial Supplies for	06 E 9000 000 0099 999	3,853.50	



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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				2009-2010 School Year			
				Approved by BOE 4/20/09			
		483249	150100567	60" Wood Threaded Handles 6	06 E 2600 610 0015 200	12.00	
				\$4.30 Each 24" Multipurpose			
				Push Broom 6 @ \$12.00 Each			
		483565	150100591	Super Shine-All 1 Gallon @	06 E 2600 610 0015 200	16.00	
				\$16.00			
		483566	150100593	14" White Floor Pads-1 case @	06 E 2600 610 0015 200	17.30	
				\$17.30 XLG Gloves-1 case @			
				\$42.90			
		483566	150100593	14" White Floor Pads-1 case @	06 E 2600 610 0015 200	42.90	
				\$17.30 XLG Gloves-1 case @			
				\$42.90			
		483566	150100593	14" White Floor Pads-1 case @	06 E 2600 610 0015 200	2.50	
				\$17.30 XLG Gloves-1 case @			
				\$42.90			
		483050	150100577	Kailblooey Cleaner-1 case	06 E 2600 610 0015 200	68.75	
				@\$68.75			
		483050	150100577	Kailblooey Cleaner-1 case	06 E 2600 610 0015 200	2.50	
				@\$68.75			
		482481	150100567	60" Wood Threaded Handles 6	06 E 2600 610 0015 200	25.80	
				\$4.30 Each 24" Multipurpose			
				Push Broom 6 @ \$12.00 Each			
		482481	150100567	60" Wood Threaded Handles 6	06 E 2600 610 0015 200	60.00	
				\$4.30 Each 24" Multipurpose			
				Push Broom 6 @ \$12.00 Each			
		482481	150100567	60" Wood Threaded Handles 6	06 E 2600 610 0015 200	2.50	
				\$4.30 Each 24" Multipurpose			
				Push Broom 6 @ \$12.00 Each			
12257	Rainbow Book Company	SHR0010157	220100063	30 Books. Order # SHR0010157	06 E 2220 640 0022 000	437.80	437.80
				Order e-mailed to J Saultz.			
12258	Reeves-Wiedeman Company	3714448	150100010	Supplies-Maintenance	06 E 2600 610 0015 400	66.70	967.60
		3705643	150100503	Chicago Foot Peddle, ELKAY	16 E 4700 430 0000 040	250.96	
				Dual Water Cooler			
		3705643	150100503	Chicago Foot Peddle, ELKAY	16 E 4700 430 0000 045	649.94	
				Dual Water Cooler			
12259	All American Sports Corp.	92166143	310100163	football helmet	06 E 1000 680 0031 010	192.00	192.00
12260	Sam's Club Direct #3939	8147	430100069	21st Century snacks	92 E 1000 619 0000 000	265.20	265.20
12261, 262	Sam's Club Direct #5458	2370	330100122	Items for student at DHS & staff development at MVHS	30 E 1000 610 0000 003	81.42	1,641.44
		3044	10100029	American Education Week cakes/fruit for staff from	06 E 2300 610 0000 000	580.21	

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
				BOE & Administration			
		6497	10100029	American Education Week cakes/fruit for staff from	06 E 2300 610 0000 000	-224.35	
				BOE & Administration			
		5949	60100111	Meeting supplies - Learning Services	06 E 2212 581 0006 006	16.36	
		5949	60100111	Meeting supplies - Learning Services	06 E 2212 610 0006 000	9.47	
		9560	50100046	American Education Week supplies	06 E 2300 610 0000 000	24.28	
		9560 A	50100045	Bullying Safe USA Training	06 E 2300 581 0000 006	140.12	
		443	200100050	Sams Club	06 E 1000 680 0020 000	722.70	
		443	200100050	Sams Club	06 E 2400 610 0020 000	60.50	
		9552	210100054	Classroom supplies for 7-Trailblazers	06 E 1000 610 0021 172	192.40	
		2981	50100039	paper plates, napkins, cups for KASB Regional Meeting at Mill Creek Middle School	06 E 2300 581 0000 006	38.33	
12263	Sax Arts & Crafts/Sw Branch	306300086870	460100049	art room consumables	06 E 1000 610 0046 020	820.68	1,003.37
		306300085463	310100140	art supplies	06 E 1000 610 0031 020	182.69	
12264	Schindler Elevator Corporation	8102500968	30100184	MV - Elevator Maint.	16 E 4700 450 0000 031	745.47	745.47
12265	Scholastic Magazines	M4275397	450100074	Scholastic News magazine - REVISED	06 E 1000 610 0045 000	498.75	498.75
12266	School Nurse Supply, Inc.	0297091-IN	500100070	Health Supplies	06 E 2130 610 0011 000	452.92	452.92
12267	School Specialty Inc	208103216286	220100051	calculator for 6th science	06 E 2400 890 0022 000	89.00	526.18
		208103314785	400100082	Voyager supplies	06 E 1000 610 0040 000	11.66	
		308100497835	470100056	classroom supplies	06 E 1000 610 0047 151	117.82	
		208103308468	460100059	School Specialty Mize Budget	06 E 1000 610 0046 222	146.35	
		208103325887	430100071	Stop watch for nurses office and office	06 E 2400 890 0043 000	26.86	
		208103325885	430100063	Kansas Flag	06 E 2400 890 0043 000	49.66	
		308100498301	410100081	DR supplies	30 E 1000 610 0000 041	84.83	
12268	Security Bank of Kansas City	48034	180100135	December '09 Lease Payment for Ricoh Copiers at HE & MCMS	08 E 2300 449 0000 000	3,250.00	3,250.00
12269	Sign Here, Inc.	15058	150100597	Service Call-moved parking lot light from facilities bldg. and installed in high school parking lot	16 E 4700 430 0000 030	283.50	283.50
12270	Sign Language Specialists	9718	210100060	Interpreting Services for Choir Concert	08 E 1000 350 0000 000	134.00	134.00

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CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL
12271	Smallwood Lock Supply	283755	150100011	Supplies-Maintenance	06 E 2600 610 0015 400	10.50	10.50
12272	Soccer Master	31635	310100023	Soccer equipment	06 E 1000 680 0031 100	1,048.50	1,048.50
12273	Cambium Learning Inc.	632963 RI	330100125	Language books for Mill Valley	30 E 1000 610 0000 003	92.23	92.23
12274	Stallard Technologies, Inc.	IN-121564	180100097	120 Latitude D610 PenM Centrino 1.60Ghz, 1GB Ram, 40GB Hard Drive, GBNIC WiFi, Win XP Pro COA w/ 3Yr. Limited Warrenty	16 E 1000 736 0000 000	14,175.00	19,215.00
		IN-121683	180100097	120 Latitude D610 PenM Centrino 1.60Ghz, 1GB Ram, 40GB Hard Drive, GBNIC WiFi, Win XP Pro COA w/ 3Yr. Limited Warrenty	16 E 1000 736 0000 000	5,040.00	
12275	Study Island, LLC	INV0006829	190100018	Study Island for Grades 3-5 Math, Reading, Science and Grade 2 Math, Reading	90 E 9000 000 0099 999	3,677.28	4,327.28
		INV0006532	220100077	software	06 E 2400 890 0022 000	650.00	
12276	The Betty Mills Company, Inc	1257986013	430100057	30 20 gallon recycling bins RCP2620-73BLU at \$27.32 each (per Allison) Shipping \$96.28	35 E 1000 610 0000 011	903.56	903.56
12277	Validity Screening Solutions	43967	40100010	Employee Background Checks	06 E 2300 350 0004 000	200.00	200.00
12278	Varsity Spirit Fashions	3973582	310100043	2009-2010 New Uniforms	06 E 1000 681 0031 000	2,549.65	6,038.95
		3973775	300100076	WS0311A VSF Women's Shell 18 @ 75.95=1367.10 TTGT 3 3 Color Giant GSL BLK WHT DE SOTO 18 @ 31.00=558.00 S816 VSF 16 Pleat Flyaway 18 @ 84.95=1529.10 subtotal 3454.20 shipping 235 Total: 3689.20 Order #3973623 Sales Rep: Michelle Haas	06 E 1000 681 0030 000	3,489.30	
12279	Water District No 1 Of Jo Co	400102237631	30100185	W/S/T	40 E 4500 457 0044 001	51.70	2,628.04
		Misc Inv	30100181	W/S/T	06 E 2600 411 0015 001	53.70	
		Misc Inv	30100181	W/S/T	06 E 2600 411 0021 000	351.36	
		Misc Inv	30100181	W/S/T	06 E 2600 411 0022 000	299.14	
		Misc Inv	30100181	W/S/T	06 E 2600 411 0031 000	650.92	
		Misc Inv	30100181	W/S/T	06 E 2600 411 0040 000	261.37	
		Misc Inv	30100181	W/S/T	06 E 2600 411 0041 000	160.25	
		Misc Inv	30100181	W/S/T	06 E 2600 411 0045 000	279.10	

**CHECK JOURNAL - 12/04/09**

CHECK #	VENDOR NAME	INVOICE #	PO #	DESCRIPTION DETAIL	ACCOUNT #	CHECK DETAIL	CHECK TOTAL	
		Misc Inv	30100181	W/S/T	06 E 2600 411 0046 000	322.35		
		Misc Inv	30100181	W/S/T	06 E 2600 411 0047 000	198.15		
12280	Western Extralite Company	S3924711.002	150100447	Supplies-Maintenance	06 E 2600 610 0015 400	35.00	1,029.40	
		S3926140.001	150100583	Ballast for Parking Lots	06 E 2600 610 0015 400	994.40		
				District Wide				
12281	West Music Company	SI421653	460100036	Music Budget	06 E 1000 610 0046 040	35.20	35.20	
12282	William R. Gill & Associates	9143	190100019	Lego CD and site license	06 E 2400 890 0043 000	200.00	360.35	
		9143	190100019	Lego CD and site license	92 E 1000 610 0000 000	160.35		
12283	PNC Bank	305125	310100139	Paper products needed for	06 E 1000 610 0031 080	152.66	152.66	
				Fashion & Design classes				
<b>TOTAL OF COMPUTER CHECKS:</b>							<b>178,747.02</b>	

# VISA - 11/13/09

Transaction Date	Transaction Detail	Amount	Total
10/26/09	USPS 19248600232215212	17.60	
10/26/09	USPS 19248600232215212	1.70	
11/04/09	USPS 19248600232215212	44.00	
	<b>Debbie Legler</b>		<b>\$63.30</b>
10/15/09	USPS 19248600232215212	1.22	
10/19/09	USPS 19248600232215212	1.22	
10/27/09	USPS 19248600232215212	4.95	
	<b>Debbie Atwell</b>		<b>\$7.39</b>
11/09/09	SHAWNEE STEEL&WELDING MERRIAM KS	250.00	
	<b>Kent Rigdon</b>		<b>\$250.00</b>
11/04/09	DICK'S SPORTING GOODS OLATHE KS	99.96	
11/04/09	TARGET 00017566 OLATHE KS	140.21	
	<b>Gabriella Philbrook</b>		<b>\$240.17</b>
11/07/09	HAMPTON INN&SUITES OMAHA NE	304.86	
11/07/09	HAMPTON INN&SUITES OMAHA NE	287.44	
11/07/09	HAMPTON INN&SUITES OMAHA NE	304.86	
11/07/09	DRURY SPRINGFIELD MO	179.91	
11/07/09	DRURY SPRINGFIELD MO	118.06	
11/07/09	DRURY SPRINGFIELD MO	179.91	
11/07/09	DRURY SPRINGFIELD MO	118.06	
11/07/09	DRURY SPRINGFIELD MO	118.06	
	<b>Dena Wilkerson</b>		<b>\$1,611.16</b>
10/22/09	WM SUPERCENTER OLATHE KS	18.00	
10/22/09	WM SUPERCENTER SHAWNEE KS	52.50	
11/04/09	WAL-MART OVERLAND PARK KS	46.92	
11/06/09	USPS 19248600232215212	8.80	
11/06/09	DOLLAR-GENERAL #7565 DE SOTO KS	26.00	
11/11/09	WAL-MART #2855 SHAWNEE KS	-26.94	
	<b>Jack Deyoe</b>		<b>\$125.28</b>
10/15/09	DOLLAR-GENERAL #7565 DE SOTO KS	30.00	
10/28/09	WAL-MART #0484 LAWRENCE KS	31.60	
11/07/09	WESTLAKE HARDWARE LAWRENCE KS	3.99	
11/08/09	WM SUPERCENTER LAWRENCE KS	63.72	
11/11/09	WM SUPERCENTER LAWRENCE KS	30.00	
11/11/09	WAL-MART #0484 LAWRENCE KS	148.20	
	<b>Lorah A Smith</b>		<b>\$307.51</b>
11/12/09	THE UPS STORE #5094 SHAWNEE KS	9.33	
	<b>Sherri Poorman</b>		<b>\$9.33</b>
10/30/09	PRICE CHOPPER #249 SHAWNEE KS	11.96	
	<b>Lori Koch</b>		<b>\$11.96</b>
10/20/09	HY VEE 1560 SHAWNEE KS	19.40	
10/27/09	GHANN'S CRICKET FARM I AUGUSTA GA	86.07	
10/31/09	US TOY CO INC LEAWOOD KS	14.99	
11/03/09	GHANN'S CRICKET FARM I AUGUSTA GA	36.58	
	<b>Debra Johnson</b>		<b>\$157.04</b>
10/19/09	PITNEYBOWES POSTAGE	60.00	
11/03/09	PITNEY BOWES RENTAL	36.74	
11/03/09	PITNEYBOWES POSTAGE	60.00	
	<b>Tim Drake</b>		<b>\$156.74</b>
10/14/09	WAL-MART #0577 OLATHE KS	93.95	
11/11/09	WAL-MART #0577 OLATHE KS	15.60	
	<b>Melissa Miller</b>		<b>\$109.55</b>
11/08/09	SURVEYMONKEY.COM/HELP	19.95	
	<b>Amy Hileman</b>		<b>\$19.95</b>
10/14/09	PRICE CHOPPER #249 SHAWNEE KS	37.18	
10/28/09	EDHELPER	29.58	
	<b>Melanie Blackmore</b>		<b>\$66.76</b>
10/20/09	USPS 19836215332280885	220.00	

## VISA - 11/13/09

Transaction Date	Transaction Detail	Amount	Total
	<b>Amy K Turner</b>		<b>\$220.00</b>
11/06/09	PITNEY BOWES RENTAL	25.75	
	<b>Stephen Ludwig</b>		<b>\$25.75</b>
10/28/09	WM SUPERCENTER SHAWNEE KS	36.82	
10/29/09	PRICE CHOPPER #249 SHAWNEE KS	37.68	
11/04/09	WAL-MART #2855 SHAWNEE KS	27.12	
11/11/09	JO-ANN ETC #2070 SHAWNEE KS	64.56	
	<b>Mary Caroline Crady</b>		<b>\$166.18</b>
10/19/09	PITNEYBOWES POSTAGE	200.00	
	<b>Connie Groothuis</b>		<b>\$200.00</b>
10/26/09	WAL-MART #2855 SHAWNEE KS	107.14	
10/30/09	WAL-MART #2855 SHAWNEE KS	117.40	
11/11/09	WM SUPERCENTER SHAWNEE KS	33.42	
	<b>Molly Young</b>		<b>\$257.96</b>
11/05/09	TARGET 00017590 SHAWNEE KS	44.73	
	<b>Barbara Inman</b>		<b>\$44.73</b>
10/16/09	TLF*RUSSELL FLST&GIF	33.41	
10/26/09	NAGC	199.00	
11/05/09	TARGET 00017590 SHAWNEE KS	15.42	
	<b>Janet Hopkins</b>		<b>\$247.83</b>
10/30/09	CURTIS HOTEL DENVER CO	534.06	
	<b>Jefferson H Mildner</b>		<b>\$534.06</b>
11/05/09	PITNEYBOWES POSTAGE	100.00	
	<b>Michele J Altis</b>		<b>\$100.00</b>
10/20/09	SHORT STOP 13 10017598 EMPORIA KS	32.90	
11/09/09	ASSOC SUPERV AND CURR	17.95	
	<b>Earl Martin</b>		<b>\$50.85</b>
			<b>\$4,983.50</b>



# Unified School District 232

35200 West 91<sup>st</sup> Street  
De Soto, Kansas 66018  
Phone: 913/667-6200  
Fax: 913/667-6201  
e-mail: klarsen@usd232.org

De Soto – Shawnee – Lenexa – Olathe  
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**Mr. Ken Larsen**  
Director, Budget & Finance

Date: November 16, 2009  
To: Board of Education  
From: Ken Larsen, Director of Budget & Finance  
Re: Benefits Recommendations

On October 19, 2009 Gabby Philbrook, District Benefits Coordinator, send a memo to all staff and retiree's outlining very minor changes in the district's benefit's plans for the 2010 year. Ms. Philbrook also scheduled meetings on October 26<sup>th</sup> at Mill Valley High School and October 29<sup>th</sup> at De Soto High School to review and provide information to staff regarding the benefit plans.

## **1. GROUP HEALTH INSURANCE:**

We have secured a health insurance renewal contract with our current provider, Blue Cross Blue Shield of Kansas City, to provide health insurance benefits to district staff. The contract covers the calendar year 2010 and offers the same three plan options as last year. The plans provide two Preferred Provider Organization (PPO) plans and one Health Maintenance Organization (HMO) plan. The district provides the PPO High Deductible Health Plan (HDHP) as the district paid base plan with a buy-up for a traditional PPO plan or the HMO plan. Those choosing the HDHP will be eligible to participate in a pre-tax Health Savings Account if they so desire. All three plan options increased 9.9% making the cost of the district paid base plan \$320.62. Changes to the group health plan are as follows:

- (1) The calendar year deductible on the HDHP increases to \$2400 individual/\$4800 family, an increase of \$100/\$200. This increase is mandated by IRS.
- (2) Effective January 1, 2010, co-pays for a one month supply of medication will change to a \$10 copayment for generic drugs, a \$50 copayment for preferred drugs and a \$70 copayment for non-preferred drugs. These copayments are currently \$12/\$35/\$60.

## **2. GROUP DENTAL PLAN:**

We have secured a dental insurance renewal plan with our current provider, Delta Dental, with no change in benefits. The premium increased 5% making the cost to the district \$34.00.

## **3. GROUP LIFE INSURANCE PLAN:**

The district provides a \$50,000 life insurance benefit for full time staff.. In order to receive a 1% discount on our health insurance premiums we changed the provider of our group life insurance plan to USABLE, a subsidiary of BCBS. There is no change in benefits or cost.

## **4. GROUP SHORT TERM DISABILITY PLAN:**

No change in this benefit.

We recommend the Board approve the benefits package as outlined above.



## Unified School District 232

35200 West 91<sup>st</sup> Street  
De Soto, Kansas 66018  
Phone: 913/667-6200  
Fax: 913/667-6201  
Email: klarsen@usd232.org



De Soto – Shawnee – Lenexa – Olathe  
w w w . u s d 2 3 2 . o r g

**Mr. Ken Larsen**  
Director, Budget & Finance

Date: December 7, 2009  
To: Board of Education, USD 232  
From: Ken Larsen, Director of Budget & Finance  
Re: Recommendation regarding the district's Accounting, Payroll and HR Software

Dear Board Members:

I am requesting approval to change the district's accounting, payroll and HR software from the current Skyward System to Harris Systems software with an implementation date of July 1, 2010. I estimate the change will result in a first year savings of \$28,730 and an estimated savings thereafter of \$77,780 per year.

Please feel free to contact me with any questions you might have. Thank you for your consideration.





**De Soto USD 232**

35200 West 91st Street  
De Soto, Kansas 66018  
Phone: 913/667-6200  
FAX: 913/667-6201  
[www.usd232.org](http://www.usd232.org)

**Mr. Tim Blankenship**  
Board of Education President

**Dr. Ron Wimmer**  
Superintendent of Schools

The mission of Unified School District 232 is to inspire the creative genius in each person by: building visionary, world-class educational opportunities; fulfilling the evolving needs of citizens as life-long learners; integrating the fabric and heritage of our diverse rapidly growing community; and respecting the importance of the individual while promoting the common good.

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# DE SOTO UNIFIED SCHOOL DISTRICT 232

## 2009-10 Legislative Platform

The De Soto Unified School District No. 232 Board of Education, through its staff, students and patrons, is committed to educational excellence. In order to achieve this high level of achievement for ALL, a stable, adequate and equitable source of revenue, as a responsibility of the State, is imperative. Adequate funding with an appropriate level of local control and decision-making will provide every Kansas child with the level of educational services he/she requires in order to meet the challenges of the rapidly changing, technologically influenced world in which we now live.

The following are the legislative issues that the USD 232 Board of Education feels are imperative in order to support the educational services and programs each Kansan deserves:

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### **1. School Finance.**

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USD 232 believes the state should provide for a base budget per pupil that would:

- a. Fund current state law and provide the necessary funding which would allow the school district to fulfill its mission;
- b. Maintain the new level of Local Option Budget with state aid;
- c. Fully fund Bi-lingual programs;
- d. Fully fund Special Education Services;
- e. Support higher salaries for Professional Employees.

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### **2. State Policy/Revenue Sources/Taxes**

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- a. USD 232 supports a consistent and fair state funding mechanism;
- c. USD 232 supports legislation to limit the authority of the state, cities and counties to grant property tax abatements or TIF agreements affecting funds available to school districts. USD 232 also believes school district input should be required before tax abatements are granted to newly created valuation and that state approval should be required before the state-imposed minimum levy is abated;
- d. USD 232 recommends that due consideration be given to tax relief for citizens on fixed and/or low incomes;

- e. USD 232 believes that whenever costs are incurred by local school districts that can be attributed to actions of any agency acting under state authority, those costs should be reimbursed to the school district by the state. This includes additional facilities and/or personnel needed due to new, mandated state programs;
- f. USD 232 believes that legislation should support funds outside the General Fund/Capital Outlay sources to meet mandated federal requirements including but not limited to ADA modifications.

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### **3. Special Education.**

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USD 232 believes that necessary funding should be available to adequately provide for IDEA services, and without undue drain on the general fund budget, special-education funding should be at 100 percent of excess costs.

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### **4. Efficiency**

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- a. USD 232 believes Kansas school districts should share in the responsibility to maximize efficiency to best use available funds;
- b. USD 232 supports efforts by the state and districts to combine resources in order to gain better buying advantages when purchasing fuel, utilities, equipment and supplies;
- c. USD 232 supports efforts to combine pooling opportunities with state government and higher education to assist all state entities in providing strong and affordable health insurance benefits for employees.

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### **5. Utilities.**

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USD 232 believes as public-supported entities, Kansas school districts should be protected from the volatility of utility rate increases through carefully constructed and protected rates and tariffs, and further supports moving these expenditures out of the general fund.



# Unified School District 232



De Soto – Shawnee – Lenexa – Olathe  
www.usd232.org

**Alvie L. Cater, II**  
Director of Community Relations

December 01, 2009

**Re: Mascot and Colors for Belmont Elementary**

Dear Members of the Board of Education:

We are submitting to you a recommendation for the mascot and colors of Belmont Elementary.

We recognize the importance of children having ownership in their new school. During the month of November, students in grades K-5 at Mize Elementary had opportunity to use an online form to suggest a mascot and colors for the new school. *A majority of the students at Mize will attend Belmont in 2010.*

The computer teacher at Mize, Maureen Baker, used the online voting as an educational opportunity for students. She worked with the children to research mascots and colors to help them make their choices. Kindergarten specials teacher, Sheryl Engels, worked with the Kindergarten students to collect their ideas as well. Children were allowed to make more than one suggestion.

On Monday, November 30, we closed the online form and exported the student responses. We received 1,112 suggestions for mascots and colors. We took the results to the Mize Elementary Site Council on the afternoon of November 30 and reached a consensus on the following recommendation. The members of the site council who participated were **Robyn Harmon, Cary Smith, Jennifer Mead, Sue Andrews, Lori Bradley, and Pam Hargrove.**

The *overwhelming* student choice for a mascot is **Bulldogs**. We recommend approving the student choice.

Suggestions for school colors yielded hundreds of color combinations with no clear choice.

The site council reviewed the various colors and reached a unanimous decision to recommend the colors of **purple and gold**. The reason for this choice is to pay tribute to Woodsonia Elementary, formerly located on the southeast corner of Johnson Drive and K-7. Woodsonia's colors were purple and gold and we believe this would be an appropriate honor to the school. No other schools within the district have the purple/gold color combination.

(( -- continued -- ))

**Current School Mascots within the District**

Clear Creek Elementary - Eagles

Countryside Learning Center - Cubs (bear)

De Soto High School - Wildcats

Horizon Elementary - Tigers

Lexington Trails Middle School - Panthers

Mill Creek Middle School - Mustangs

Mill Valley High School - Jaguars

Mize Elementary - Hawks

Monticello Trails Middle School - Timberwolves

Prairie Ridge Elementary - Cougars

Riverview Elementary - Falcons

Starside Elementary - Comets

**Recommendation**

Belmont Elementary - Bulldogs

Colors - Purple & Gold

Respectfully submitted,

Alvie Cater



# Unified School District 232

De Soto - Shawnee - Lenexa - Olathe  
www.usd232.org

35200 W. 91st Street  
De Soto, Kansas 66018  
Voice: 913-667-6220  
Fax: 913-667-6221  
E-mail: denisj@usd232.org

**Denis Johnson**  
Director of Facilities

## Change Order Request Form

Date: December 4, 2009

To: Ron Wimmer & Ken Larsen

RE: Belmont Elementary Change Order #2

From: Denis Johnson, Director of Facilities

Project:  
Belmont Elementary Construction Project

Vendor/Contractor/Other Payment To: See attached Potential Change Items (PCI) description

Change Order Description:  
The change order includes PCI's 4,5,6,12,14,15,16,17,18,19,20,22,24,26,28

Location:  
See attached PCI description document

Amount: Total Change order Amount \$71,340.00; Total Contractor Amount \$68,717.00; Total Construction Manager Fee (2.6%) \$1,984.00; Total increase in C.M. General Liability Insurance (0.85%) \$639.00; Increase to construction hard cost per C.O. # 2 - 0.7%

Funding Source: Bond Funds

## Approval/Denial

Ken Larsen, Director of Budget & Finance: Approve  Deny

Reason for Denial:

Signature: Ken Larsen  
Digitally signed by Ken Larsen  
DN: cn=Ken Larsen, o=USD 232,  
ou=Budget and Finance,  
email=klarsen@usd232.org, c=US  
Date: 2009.12.07 13:46:07 -0600

Date: Monday, December 7, 2009

Ron Wimmer, Superintendent of Schools: Approve  Deny

Reason for Denial:

Signature: Ron Wimmer  
Digitally signed by Ron Wimmer  
DN: cn=Ron Wimmer, o=USD232,  
ou=Superintendent,  
email=RWimmer@usd232.org, c=US  
Date: 2009.12.07 15:11:31 -0600

Date: Monday, December 7, 2009

## Potential Change Items List {PCI} 10/20/09 to become Belmont Elementary Change Order Two Total proposed CO #2 - \$71,340.00

The Changes shown to the various Contracts have been completed. Items were reviewed and approval by the District Change Order Review Committee, per the Change Order Policy approved by the Board of Education. All items shown are reviewed by members of the Project Team to ensure that the items requested are outside their contractors contractual scope of work and that the quantities and pricing are in line with industry standards for this area. The following is a summary of those items.

**PCI - #004 - \$1,667.00** – City/Public Utility Required – Initiated by Sosaya and Sons Construction – Responded to by Henderson Engineers – Extending of conduit and location of existing waterlines and valves.

Upon final reviews by the city it was required that the street lighting conduits be extended past the schools south entrance drive, as shown on the drawings, to the south end of the district property line.

**PCI - #005 - \$2,051.00** – City/Public Utility Required - Initiated by Westhues Electrical – Responded to by Henderson Engineers – Revisions to site electrical junction boxes.

Junction boxes for public utilities were indicated on the drawings but sizes were not know until final reviews by utility companies, which required larger boxes in some instances.

**PCI – #006 - \$382.00** – Project Coordination – Initiated by Westhues Electrical – Responded to by Henderson Engineers – Add projector screen switch and extend power to location.

Final shop submittals from the vendor required an external switch and power to the switch.

**PCI – 012 – \$2,690.00** – City/Public Utility Required – Initiated by BRW Construction – Responded to by Walter P. Moore Engineers – Revise storm boxes between L & M.

During installation of the storm lines the existing utility line locations required a lowering of the storm line and box's L and M.

**PCI – 014 – \$360.00** – Project Coordination – Initiated by Westhues Electrical – Responded to by Henderson Engineers – Power modifications at the scoreboard.

Final shop submittals from the vendor required a relocation of the power supply to adapt to their unit.

**PCI – 015 – \$24,177.00** – Project Coordination – Initiated by Seal-O-Matic – Responded to by Geo Technology Engineers – Fly ash soil stabilization at the bus loop and south parking lot.

Soil tests required supplementing the soil with fly ash to stabilize the sub-grade before paving.

**PCI – 016 – \$13,544.00** – City/Public Utility Required – Initiated by Max Rickie and Sons – Responded to by Geo Technology Engineers – Fly ash soil stabilization on Belmont Street.

Soil test required supplementing the soil with fly ash to stabilize the sub-grade before paving.

**PCI – 017 – \$1,319.00** – Project Coordination – Initiated by Altmar Construction – Responded to by HTK Architects – Add blocking and air shield.

A site review of the window construction methods at the gym windows noted that additional blocking under the window was needed to strengthen the assembly.

**PCI – 018 – (\$6,480.00)** – Project Coordination – Initiated by BRW Construction – Responded to by Walter P. Moore Engineers – Deleted irrigation line.

Per contractor recommendation irrigation lines were modified to make more efficient use of the supply line and valves.

**PCI – 019 – \$4,346.00** – City/Public Utility Required – Initiated by BRW Construction – Responded to by Walter P Moore Engineers – Addition of a fire department hose connection.

A site review by the fire department required the addition of a hose connection between the building and the curb.

**PCI – 020 – \$2,574.00** – City/Public Utility Required – Initiated by BRW Construction – Responded to by Walter P Moore Engineers – Revisions to storm line and structure L.

A site review of the conditions where site water drained from the school property to the neighborhood to the east required the change of a storm junction box to a storm inlet box.

**PCI – 022 – \$4,067.00** – Project Coordination – Initiated by Max Rieke Construction – Responded to by Geo Technology Engineers – Repair of the building pad due to excessive rain conditions.

Excessive rains created a need to reconstruct a portion of the site pad.

**PCI – 024 – \$3,932.00** – Project Coordination – Initiated by BRW Construction – Responded to by HTK Architects – Lower fire line and domestic waterline.

A site review of the mechanical pad indicated additional slope was needed to have adequate slope from the building which required the lowering of the water and fire lines that run under the area.

**PCI – 026 – \$2,587.00** – Project Coordination – Initiated by Altmar Construction – Responded to by HTK Architects – Installation of owner supplied roof hatch.

Cost for the installation of the district purchased mechanical room hatch.

**PCI – 028 – \$14,124.00** – City/Public Utility Required – Initiated by BRW Construction – Responded to by Walter P Moore – Revision to site utilities per final city review

The final city review that was completed after the project had been bid required changes to storm lines in different locations across the site.

Denis D. Johnson  
Director of Facilities, USD 232



# CHANGE ORDER SUMMARY

Distribution to  
OWNER  
ARCHITECT  
CONSTRUCTION MANAGER

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<b>PROJECT:</b>	DeSoto Elementary No. 7 DeSoto, KS	<b>CHANGE ORDER NO.:</b>	2
		<b>DATE:</b>	11/19/2009
		<b>ARCHITECT'S PROJECT NO.:</b>	
<b>CONSTRUCTION MANAGER:</b>	J.E. Dunn Construction Co. 1001 Locust Kansas City, MO 64106	<b>CONSTRUCTION MANAGER'S PROJECT NO.:</b>	10367

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This Change Order authorizes work as described in Attachment No. 1. Attachment No. 2 is a summary of the new Contract Sums for all Prime Contracts up to and including this Change Order.

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The total of all original Contract Sums was	\$13,714,029.00
Net change by previously authorized Change Order Summaries	\$14,254.00
The total of all Contract Sums prior to this Change Order was	\$13,728,283.00
The Contract Sum will be increased by this Change Order in the amount of	\$71,340.00
The total of all Contract Sums, including this Change Order	\$13,799,623.00
The Contract Time will be <del>increased-decreased</del> unchanged by Zero (0) days.	
The date of Substantial Completion as of the date of this Change Order therefore is 7/31/2010.	

---

## RECOMMENDED:

J.E. Dunn Construction Company  
Construction Manager  
1001 Locust, Kansas City, MO 64106

## APPROVED:

HTK Architects  
Architect  
9300 West 110th Street, Suite 150, Overland Park, KS 66210

---

BY \_\_\_\_\_ DATE \_\_\_\_\_

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BY \_\_\_\_\_ DATE \_\_\_\_\_

## AUTHORIZED:

DeSoto Unified School District #232  
Owner  
8355 Peoria Street, DeSoto, KS 66018-0449

---

BY \_\_\_\_\_ DATE \_\_\_\_\_

## ATTACHMENT 1

DeSoto Elementary No. 7  
JE Dunn Project No. 10367  
Change Order Summary No. 2  
November 19, 2009

<b>PCI</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
4	Site Lighting Revisions	\$1,611
5	Site Junction Boxes	\$1,982
6	Projector Screen Power	\$369
12	Revise storm sewer between L & M	\$2,600
14	Modify Power at Scoreboards	\$348
15	Fly Ash Stabilization on Private Paving	\$23,365
16	Fly Ash Stabilization on Belmont	\$13,090
17	Additional Blocking	\$1,275
18	Delete Irrigation Line	-\$6,480
19	Fire Department Connection	\$4,200
20	Storm Line and structure L	\$2,488
22	Repair Building Pad	\$3,919
24	Lower fire line and domestic waterline	\$3,800
26	Install Owner Supplied Roof Hatch	\$2,500
28	City Site Utility Changes	\$13,650
CM	General Requirements	\$639
CM	Fee	\$1,984
	<b>Change Order Total</b>	<b>\$71,340</b>

## Attachment 2 - Revised

DeSoto Elementary No. 7  
 Contact Summary  
 Change Order No. 2  
 November 19, 2009  
 Job No. 10367

Contractor	Bid Package	Scope of Work	Original Contract Sum	Previous Change Order	Contract Sum Prior To This Change	Current Change Order Amount	Current Contract Sum
J.E. Dunn	01000	General Requirements	986,361	118	986,479	639	987,118
Max Rieke & Brothers Inc	02330	Site Clearing & Earthwork	428,900	-	428,900	17,009	445,909
Seal-O-Matic Paving Company	02740	Asphalt Paving	420,546	-	420,546	23,365	443,911
Shawnee Mission dba Arbor Master	02900	Irrigations, Lawns & Grasses	330,000	-	330,000	-	330,000
McPherson Contractors	03330	Concrete	1,361,170	-	1,361,170	-	1,361,170
McPherson Contractors	03410	Precast Concrete	130,788	-	130,788	-	130,788
McPherson Contractors	04210	Masonry	972,659	6,307	978,966	-	978,966
McPherson Contractors	05099	Structural Steel	733,383	-	733,383	-	733,383
Altmar Inc	06100	Carpentry	393,300	-	393,300	3,775	397,075
Western Waterproofing Company	07199	Insulation Air Barrier	198,860	-	198,860	-	198,860
Delta Innovative Services	07500	Roofing	890,999	-	890,999	-	890,999
Shawhan Sheet Metal LLC	07600	Arch Sheet Metal	462,777	-	462,777	-	462,777
Firetek Inc.	07840	Fire Sealants	24,900	-	24,900	-	24,900
Jabral Inc.	07900	Joint Sealants	94,600	-	94,600	-	94,600
DH Pace	08110	Doors & Hardware	290,200	446	290,646	-	290,646
Jim Plunkett Inc	08400	Glass & Glazing	215,855	-	215,855	-	215,855
Enterprise Interiors Inc.	09250	Drywall	424,980	-	424,980	-	424,980
Enterprise Interiors Inc.	09510	Acoustical Ceiling	195,700	-	195,700	-	195,700
Desco Coatings Inc.	09620	Resinous Flooring	133,793	-	133,793	-	133,793
Artistic Floorcovering Inc	09680	Flooring	269,490	-	269,490	-	269,490
Advanced Protective Coating	09900	Painting	107,437	-	107,437	-	107,437
ABC School Equip dba Platinum	10100	Visual Display Board	13,825	-	13,825	-	13,825
KC Bin & Equipment	10500	Lockers	57,670	-	57,670	-	57,670
Abbey-Simons Co	10650	Operable Partitions	17,988	-	17,988	-	17,988
Sysco Foods of KC Inc.	11400	Food Service Equipment	229,285	-	229,285	-	229,285
Athco LLC	11490	Athletic Equipment	30,570	-	30,570	-	30,570
Creative Associates	12300	Casework	85,577	-	85,577	-	85,577
Mid States School Equipment	12760	Telescoping Stands	14,286	-	14,286	-	14,286
Jayhawk Fire Sprinkler	15300	Fire Protection	121,460	-	121,460	-	121,460
Western Enterprise Inc.	15400	Plumbing	524,515	7,022	531,537	-	531,537
Rand Construction Company	15500	HVAC	1,891,304	-	1,891,304	-	1,891,304
BRW Construction LLC	02500	Site Utilities	259,522	-	259,522	20,258	279,780
Westhues Electric Inc	16000	Electrical	1,032,000	-	1,032,000	2,699	1,034,699
Sosaya and Sons Constructino	16520	Public Street Lighting	21,800	-	21,800	1,611	23,411
Fee	50000	N/A	347,529	361	347,890	1,984	349,874
		<b>Total:</b>	<b>\$ 13,714,029</b>	<b>\$ 14,254</b>	<b>\$ 13,728,283</b>	<b>\$ 71,340</b>	<b>\$ 13,799,623</b>



# Unified School District 232

De Soto - Shawnee - Lenexa - Olathe  
www.usd232.org

35200 W. 91st Street  
De Soto, Kansas 66018  
Voice: 913-667-6220  
Fax: 913-667-6221  
E-mail: denisj@usd232.org

**Denis Johnson**  
Director of Facilities

## Change Order Request Form

Date: December 7, 2009

To: Ron Wimmer & Ken Larsen

RE: Change Order #3 - Mill Valley High School Addition/Renovation Project

From: Denis Johnson, Director of Facilities

Project:  
Mill Valley High School Addition/Renovation Project

Vendor/Contractor/Other Payment To: See attached Potential Change Items (PCI) description

Change Order Description:  
The change order includes PCI's 14,17,18,21,22,23,24,25,26,27,28,29,30,31

Location:  
See attached PCI description document

Amount: Total Change order amount \$2,944.00; Total Contractor Amount \$2101.00; Total Construction Manager Fee (2.6%) \$636.00; Total increase in C.M. General Liability Insurance (0.85%) \$207.00; Increase to construction hard cost per C.O. #3 = 0.22%.

Funding Source: Rond Funds +

### Approval/Denial

Ken Larsen, Director of Budget & Finance: Approve  Deny

Reason for Denial:

Signature: Ken Larsen Digitally signed by Ken Larsen  
DN: cn=Ken Larsen, o=USD 232,  
ou=Budget and Finance,  
email=klarsen@usd232.org, c=US  
Date: 2009.12.07 13:49:17 -0600 Date: Monday, December 7, 2009

Ron Wimmer, Superintendent of Schools: Approve  Deny

Reason for Denial:

Signature: Ron Wimmer Digitally signed by Ron Wimmer  
DN: cn=Ron Wimmer, o=USD232,  
ou=Superintendent,  
email=RWimmer@usd232.org, c=US  
Date: 2009.12.07 15:09:39 -0600 Date: Monday, December 7, 2009

## Potential Change Items List {PCI} #14,17,18,21,22,23,24,25,26,27,28,29,30,31, - 12/05/09 to become Mill Valley High School Change Order Three - Total proposed CO #3 – \$2,944.00

The Changes shown to the various Contracts have been completed. Items were reviewed and approval by the District Change Order Review Committee, per the Change Order Policy approved by the Board of Education. All items shown are reviewed by members of the Project Team to ensure that the items requested are outside their contractors contractual scope of work and that the quantities and pricing are in line with industry standards for this area. The following is a summary of those items.

**PCI - #014 – (\$265.00)** – City/Public Utility Required – Initiated by EMI Mechanical – Responded to by Henderson Engineers – Elimination of fire dampers.

Upon final reviews by the city/fire department it was determined that two fire dampers were shown in a non rated wall and were not required.

**PCI - #017 – (\$2,601.00)** – Owner Requested - Initiated by Skyline Construction and AT Abatement – Responded to by Hollis and Miller Architect – Existing doors to receiving area to be left in place.

Due to changes made to the ramps leading to the existing receiving doors it was determined that the existing doors would adequately serve the districts needs.

**PCI – #018 - \$1,982.00** – Project Coordination – Initiated by Pro Circuit Electrical – Responded to by Henderson Engineers – Changes to the electrical distribution to kitchen equipment.

Final shop submittals from the vendor required increasing the size of the electrical distribution for some kitchen equipment.

**PCI – 021 – \$6,798.00** – City/Public Utility Required – Initiated by Midwest Glass and Skyline Construction – Responded to Hollis and Miller Architects – Provide tempered glazing at stair tower and a coiling door at room C144.

Final drawing reviews by the city required installation of tempered glass for glazing at the north stairwell and a coiling door at room C144 at the sliding window location.

**PCI – 022 – \$10,960.00** – Project Coordination – Initiated by Altmar – Responded to by Henderson Engineers – Changes in kitchen floor drains.

Final vendor shop submittals for the kitchen equipment required relocation of three floor drains in the kitchen scramble area.

**PCI – 023 – \$1,142.00** – Project Coordination – Initiated by Leavcon – Responded to by Hollis and Miller Architects – Changes in exit ramp retaining wall footings.

Footings for the ramp retaining wall were not indicated on the construction drawings and were added to the scope of work.

**PCI – 024 – (\$13,760.00)** – Owner Requested – Initiated by Altmar – Responded to by Hollis and Miller Architects– Removal of under-slab drain system.

Field conditions during construction indicated that under-slab drains were not necessary and were deleted from the scope of work.

**PCI – 025 – (\$475.00)** – City/Public Utility Required – Initiated by EMI Mechanical – Responded to by Henderson Engineers – Elimination of fire damper.

Upon final reviews by the city/fire department it was determined that a fire dampers shown in Toilet B135a and were not required.

**PCI – 026 – \$1,710.00** – Project Coordination – Initiated by Leavcon – Responded to by Hollis and Miller Architects - Changes in footing/foundation conditions

Changes were made in the footing and foundation connection in area to avoid work on existing exterior walls while school is in secession and to accelerate schedule.

**PCI – 027 – \$2,171.00** – City/Public Utility Required – Initiated by Kincaid Construction – Responded to by Henderson Engineers – Cost to remobilize and excavate the water main for the fire line tap to the building.

Final drawing reviews by Water District One required the building backflow preventer to be installed before the final tap to the main could be made, which required the phase one contractor to return to the site after their scheduled phase of work was completed to make the connection and provide additional fittings.

**PCI – 028 – (\$988.00)** – Project Coordination – Initiated by Altmar – Responded to by Henderson Engineers – Removal of kitchen floor drain.

After review of final vendor shop submittal, it was determined that a floor drain for the freezer unit could be eliminated and a condensate line could be run to an adjacent floor drain.

**PCI – 029 – (\$4,190.00)** – Project Coordination – Initiated by Altmar – Responded to by Henderson Engineers – Provide adjustable drain guard at overflow pipe in lieu of roof drain with overflow ring.

A field review of the drawings provided a more cost effective solution by providing an adjustable overflow drain guard in lieu of the roof drain with overflow ring as indicated on the construction documents.

**PCI – 030 – \$505.00** – Owner Requested – Initiated by Summit Masonry and Midwest Glass – Responded to by Hollis and Miller Architects – Additional flashing material at aluminum storefront windows.

Field review of building mock up wall indicated that an extended flashing height at the aluminum storefront windows units would provide an improved weather-tight construction.

**PCI – 031 – (\$45.00)** – Unforeseen Conditions – Initiated by Leavcon and Doherty Steel – Responded to by Hollis and Miller Architects – Change to epoxy in place anchor bolts at several locations.

At several locations the existing footing protruded into the new footings and epoxy anchors were used in lieu of poured in place anchors.

Denis D. Johnson  
Director of Facilities, USD 232

# CHANGE ORDER SUMMARY

Distribution to  
OWNER  
ARCHITECT  
CONSTRUCTION MANAGER

---

<b>PROJECT:</b>	Mill Valley High School Shawnee, KS	<b>CHANGE ORDER NO.:</b>	3
		<b>DATE:</b>	12/7/2009
		<b>ARCHITECT'S PROJECT NO.:</b>	
<b>CONSTRUCTION MANAGER:</b>	J.E. Dunn Construction Co. 1001 Locust Kansas City, MO 64106	<b>CONSTRUCTION MANAGER'S PROJECT NO.:</b>	10370

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This Change Order authorizes work as described in Attachment No. 1. Attachment No. 2 is a summary of the new Contract Sums for all Prime Contracts up to and including this Change Order.

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The total of all original Contract Sums was	\$15,343,486.00
Net change by previously authorized Change Order Summaries	\$68,001.00
The total of all Contract Sums prior to this Change Order was	\$15,411,487.00
The Contract Sum will be increased by this Change Order in the amount of	\$2,944.00
The total of all Contract Sums, including this Change Order	\$15,414,431.00
The Contract Time will be <del>increased-decreased</del> unchanged by Zero (0) days.	
The date of Substantial Completion as of the date of this Change Order therefore is 7/31/2010.	

---

**RECOMMENDED:**  
  
J.E. Dunn Construction Company  
Construction Manager  
1001 Locust, Kansas City, MO 64106

**APPROVED:**  
  
Hollis & Miller  
Architect  
8205 W. 108th Terr., Suite 100, Overland Park, KS 66210

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BY \_\_\_\_\_ DATE \_\_\_\_\_

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BY \_\_\_\_\_ DATE \_\_\_\_\_

**AUTHORIZED:**  
  
DeSoto Unified School District #232  
Owner  
8355 Peoria Street, DeSoto, KS 66018-0449

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BY \_\_\_\_\_ DATE \_\_\_\_\_

# ATTACHMENT 1

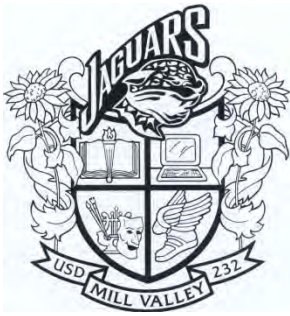
Mill Valley High School  
JE Dunn Project No. 10370  
Change Order Summary No. 3  
December 7, 2009

PCI	DESCRIPTION	AMOUNT
14	Adding fire dampers and revise routing of duct work in area E and Gas indicated in ASI 10	(\$265)
17	Eliminating new overhead door and man door in D125 West wall as indicated in ASI 22	(\$2,601)
18	Adding additional electrical to D129 and D130 Scramble as indicated in ASI 23.	\$1,916
21	ASI 016 - Glazing Modifications & City Clarifications	\$6,571
22	ASI 024 - Kitchen Equipment Plumbing Modifications	\$10,595
23	ASI 27 - Reinforcing detail for ramp retaining wall	\$1,104
24	Eliminate the foundation drainage system.	(\$13,760)
25	ASI 42 - Eliminate Fire Dampers	(\$475)
26	ASI 43 - Area C Foundations	\$1,653
27	RFI 4 - Fire main tap after buildig is enclosed remobilization charge	\$2,098
28	ASI 46 - deleting the floor drain and associated piping and replacing with a condensate drain line routed from the freezer into the mechanical room and to the nearest floor drain	(\$988)
29	ASI 47 - replacing the roof drain and overflow ring with an aluminum adjustable drain guard at the overflow pipe	(\$4,190)
30	Install all masonry flashing in a uniform fashion around the perimeter of the building per ASI 36.	\$488
31	Epoxy anchoring anchor bolts in footing in lieu of casting in place	(\$45)
CM	General Liability	\$207
CM	Fee	\$636
	<b>Change Order Total</b>	<b>\$2,944</b>



Mill Valley High School  
 Contact Summary  
 Change Order No. 3  
 December 7, 2009  
 Job No. 10370

Contractor	Bid Package	Scope of Work	Original	Previous	Contract Sum	Current Change	Current
			Contract Sum	Change Order	Prior To This Change	Order Amount	Contract Sum
J.E. Dunn	01000	General Requirements	1,107,460	(382)	1,107,078	\$207	1,107,285
A T Abatement Services	02120	Demolition	195,320	-	195,320	(\$539)	194,781
Blue Moon Hauling	02330	Earthwork	170,000	18,560	188,560	\$0	188,560
Foundation Service	02465	Aggregate Piers	103,450	-	103,450	\$0	103,450
O'Donnell Way Construction	02740	Asphalt	149,216	13,110	162,326	\$0	162,326
Hermes Landscaping	02900	Landscape	70,785	-	70,785	\$0	70,785
Leavcon II Inc.	03330	Concrete	115,075	2,793	117,868	\$0	117,868
Leavcon II Inc.	031010	Concrete (2nd Phase)	794,500	-	794,500	\$559	795,059
Stress Cast	03410	Precast Concrete	49,525	-	49,525	\$0	49,525
Summit Masonry	04210	Masonry	148,715	-	148,715	\$0	148,715
Summit Masonry	042100	Masonry (2nd Phase)	1,881,300	-	1,881,300	\$669	1,881,969
Builders Steel Company	05100	Structural Steel	104,724	4,465	109,189	\$0	109,189
Doherty Steel	051000	Structural Steel	1,066,426	-	1,066,426	\$2,153	1,068,579
Zimmerman	06199	Carpentry	367,100	-	367,100	\$0	367,100
DH Restoration	07210	Fluid Applied Air Barrier	84,748	-	84,748	\$0	84,748
Delta	07410	Sheet Metal & Roofing	906,600	-	906,600	\$0	906,600
S & W Waterproofing Inc.	07900	Joint Sealants	6,687	-	6,687	\$0	6,687
DH Restoration	079000	Joint Sealants	62,028	-	62,028	\$0	62,028
Skyline Construction	08101	Doors & Hardware	318,904	-	318,904	\$1,733	320,637
Midwest Glass & Glazing	08400	Glass & Glazing	182,709	-	182,709	\$2,595	185,304
Enterprise Interiors Inc.	09250	Metal Studs, Drywall, Carpentry	95,800	2,234	98,034	\$0	98,034
E&K of Kansas City	092500	Metal Studs & Drywall	524,267	-	524,267	\$0	524,267
E&K of Kansas City	09510	Acoustical Ceiling & Wall Panels	185,618	-	185,618	\$0	185,618
Acme Floor Company Inc.	09640	Wood Flooring	37,320	-	37,320	\$0	37,320
Acme Floor Company Inc.	096400	Wood Flooring (2nd Phase)	63,414	-	63,414	\$0	63,414
Desco Coatings	09670	Resinous Flooring	384,796	-	384,796	\$0	384,796
Artistic Floorcovering	09680	Flooring	204,788	-	204,788	\$0	204,788
Switzer & Associates Inc.	09900	Painting	18,500	-	18,500	\$0	18,500
Switzer & Associates Inc.	099000	Painting (2nd Phase)	183,462	-	183,462	\$0	183,462
Abbey Simons	10100	Visual Display Board	20,649	-	20,649	\$0	20,649
Abbey Simons	10650	Operable Partitions	6,116	-	6,116	\$0	6,116
Fellers Fixtures	11400	Food Service Equipment	116,195	-	116,195	\$0	116,195
Athco LLC	11490	Athletic Equipment	57,720	-	57,720	\$0	57,720
Carroll Seating	114900	Athletic Equipment	69,750	-	69,750	\$0	69,750
Carroll Seating	12300	Casework	253,027	-	253,027	\$0	253,027
Heartland Seating Inc.	12760	Telescoping Bleachers	248,000	-	248,000	\$0	248,000
Carroll Seating	127600	Telescoping Bleachers	40,980	-	40,980	\$0	40,980
Alliance Fire Protection	15300	Fire Protection	240,590	-	240,590	\$0	240,590
Allstar Plumbing	15400	Plumbing	727,268	11,210	738,478	(\$8,343)	730,135
Edwards McDowell	15500	HVAC	2,464,400	-	2,464,400	(\$740)	2,463,660
Kincaid Construction Inc.	02500	Site Utilities	193,451	12,372	205,823	\$2,098	207,921
MC Electric Inc.	16000	Electrical	62,950	-	62,950	\$0	62,950
Pro Circuit	160000	Electrical	870,332	1,929	872,261	\$1,916	874,177
Fee	50000	N/A	388,821	1,710	390,531	\$636	391,167
		<b>Total:</b>	<b>\$ 15,343,486</b>	<b>\$ 68,001</b>	<b>\$ 15,411,487</b>	<b>\$ 2,944</b>	<b>\$ 15,414,431</b>



**De Soto Unified School District 232**  
**Mill Valley High School**  
**5900 Monticello Road**  
**Shawnee, KS 66226**

**Phone: (913)422-4351**  
**Fax: (913)422-4039**



**We ARE Mill Valley!**  
**Responsibility**

*Principal*  
Dr. Joe Novak  
*Associate Principals*  
Matthew Bohm  
Marilyn Chrisler  
Jennifer Smith  
*Counselors*  
Randy Burwell  
Trish Chandler  
Erin Hayes  
*Learning Coach*  
Tyler Euthon

**Achievement**

**Responsibility**

**Empowerment**

---

November 20, 2009

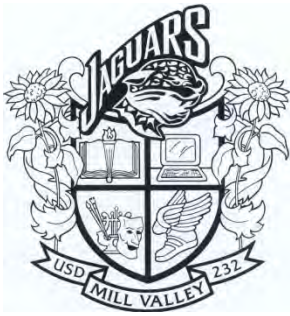
Memorandum:

TO: USD 232 Board of Education  
FM: Joe Novak  
RE: School Contribution

I seek our Board of Education's approval to accept a contribution to Mill Valley from the Clorox Company Foundation in the amount of \$300.00. The amount will be deposited into our building Student Council account and will be used for student leadership opportunities..

Thank you,

*Joe Novak*



**De Soto Unified School District 232**  
**Mill Valley High School**  
**5900 Monticello Road**  
**Shawnee, KS 66226**

**Phone: (913)422-4351**  
**Fax: (913)422-4039**



**We ARE Mill Valley!**  
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*Principal*  
Dr. Joe Novak  
*Associate Principals*  
Matthew Bohm  
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*Counselors*  
Randy Burwell  
Trish Chandler  
Erin Hayes  
*Learning Coach*  
Tyler Euthon

**Achievement**

**Responsibility**

**Empowerment**

---

November 20, 2009

Memorandum:

TO: USD 232 Board of Education  
FM: Joe Novak  
RE: School Contribution

I seek our Board of Education's approval to accept a contribution to Mill Valley Robotics from the Baker Bookkeeping and Tax Service in the amount of \$500.00. The amount will be deposited into our building Robotics account and will be used for Robotics Club activities and entry fees.

Thank you,

*Joe Novak*



## Unified School District 232

De Soto – Shawnee – Lenexa – Olathe  
w w w . u s d 2 3 2 . o r g

35200 West 91<sup>st</sup> Street  
De Soto, Kansas 66018  
Phone: 913/667-6200  
Fax: 913/667-6201  
e-mail: klarsen@usd232.org

**Mr. Ken Larsen**  
Director, Budget & Finance

Date: November 24, 2009  
To: Board of Education, USD 232  
From: Ken Larsen, Director of Budget & Finance  
Re: Recommendation to accept donation

I recommend the Board of Education accept the following donation:

1. A \$400.00 donation from the Hallmark Corporation Foundation to be distributed as follows: \$200.00 to Prairie Ridge Elementary School in the name of Hallmark employee Tanya Gillig; \$200.00 to Mize Elementary School in the name of Hallmark employee Lisa Moose.

The purpose of this program is to recognize active Hallmark employees who have volunteered a minimum of 25 hours of service to a non-profit organization within the past six months.



# Unified School District 232

De Soto – Shawnee – Lenexa – Olathe  
w w w . u s d 2 3 2 . o r g



**YouthFriends®**

Mentors Make Great People Possible

Date: December 14, 2009  
To: Board of Education, USD 232  
From: Renee Hultgren, YouthFriends Coordinator  
Re: Recommendation to accept donation

On behalf of the YouthFriends Program, I am asking that you approve the acceptance of the following donations to the USD #232 YouthFriends program.

Farmer's Insurance Group	\$500.00
AE Enterprise Corporation	\$250.00
Huhtamaki – Americas	\$750.00
Capitol Federal Bank	\$250.00

The purpose of these donations is to fund the YouthFriends program and the YouthFriends Year-End Appreciation Luncheon held on June 2, 2010. These businesses all have employees participating in the USD #232 YouthFriends Mentoring program.

The donation will be recorded in Account # 35R1900 000 0500 001.

Summary Report  
Board Agenda Item  
December 14, 2009

Item: Gifts and Gratuities

The Board received written information for the October and November, 2009 meetings on policies in USD232, Olathe, Lawrence, and Blue Valley school districts. In general, the policies are similar in relation to receipt of gifts by employees, The Olathe and Blue Valley policies reflect a \$100 limit on gifts without written approval of a supervisor. Lawrence and De Soto do not establish a limit on gifts. KASB does not recommend establishment of a limit leaving discretion and interpretation of what might be “substantial”.

The De Soto policy could be enhanced by including statements similar to or as stated in the Blue Valley and Olathe policy regarding acceptance of gifts or gratuities from companies or individuals who have a business relationship or potential relationship with the district.

Some board members indicated a desire to extend this policy to apply to the Board of Education by inserting in the appropriate section of district policies.

Recommendation: Add the following to district policy GAJ – Gifts All Employees

**No employee shall solicit or accept gifts or gratuities from companies or individuals who have 1) indicated to the District or the employee a likelihood of submitting a proposal on a District or school contract; 2) an outstanding RFP or bid with the District or school, or; 3) negotiations for a contract with the District or school.**

**Before accepting a gift or promotional item from any source and/or any gift or gratuity from an entity with an existing contract with the district where the receipt does not represent a conflict of interest, the employee shall obtain written approval from his/her supervisor.**

**All gifts or gratuities accepted by an employee shall be disclosed to the immediate supervisor prior to acceptance of the gift or gratuities as outlined in this policy.**

# Summary Report

Board Agenda Item

November, 2009

Topic: Drug Free Schools

Due to presence of legal manufactured synthetic substances being sold and purchased under the term “K2” and the banning of the substances in countries throughout the world, it is recommended school districts update existing policies to prohibit “mood altering substances”.

Current Employee Policy: GAOB Drug Free Schools

Current Student Policy: JDDA Drug Free Schools

(Note: Statement below extracted from existing policies with only **bold print** changes to the existing policies)

Employees/Students shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, **manufactured non-medical or non-prescribed mood altering substances**, or alcoholic beverages on district property or at any school activity.

Addition to existing policy:

**manufactured non-medical or non-prescribed mood altering substances**

# Summary Report

Board Agenda Item

December, 2009

Topic: Race to the Top

**School districts wanting to participate in the core reform areas and receive funding for such will be required to sign a Memorandum of Understanding (MOU).**

As you can see, the MOU requires the signatures of the superintendent, the local school board president and the local teachers' association president. **Pages 3 & 4 of the MOU need to be completed and faxed to KSDE at: (785) 291-3791 no later than December 31, 2009.**

**Please keep in mind that districts must sign the MOU in order to be eligible for any RTTT funding. Districts will have the opportunity to withdraw their support for the plan prior to any funding being distributed. Districts that do not sign will not receive any RTTT funding.**

Kansas will apply for a portion of the \$4.35 billion Race To The Top (RTTT) grant in the near future. RTTT is the largest federal competitive investment in school reform to date. It will reward states for creating conditions for educational change and provide incentives for large-scale, system-changing reforms.

If the application is approved, Kansas could receive up to \$175 million. Fifty percent of the funds will be distributed to local school districts based on their work in meeting the core reform areas. The funds will be available for four years, or through the 2013-2014 school year.



## **Participating Local Education Agency (LEA) Memorandum of Understanding**

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This Memorandum of Understanding ("MOU") is entered into by and between The Kansas State Department of Education ("State") and Unified School District 232 ("Participating LEA"). The purpose of this agreement is to establish a framework of collaboration, as well as articulate specific roles and responsibilities in support of the State in its implementation of an approved Race to the Top grant project.

### **I. SCOPE OF WORK**

Exhibit I, the Preliminary Scope of Work, indicates which portions of the State's proposed reform plans ("State Plan") the Participating LEA is agreeing to implement. (Note that, in order to participate, the LEA must agree to implement all or significant portions of the State Plan.)

### **II. PROJECT ADMINISTRATION**

#### **A. PARTICIPATING LEA RESPONSIBILITIES**

In assisting the State in implementing the tasks and activities described in the State's Race to the Top application, the Participating LEA subgrantee will:

- 1) Implement the LEA plan as identified in Exhibits I and II\* of this agreement;
- 2) Actively participate in all relevant convenings, communities of practice, or other practice-sharing events that are organized or sponsored by the State or by the U.S. Department of Education ("ED");
- 3) Post to any website specified by the State or ED, in a timely manner, all non-proprietary products and lessons learned developed using funds associated with the Race to the Top grant;
- 4) Participate, as requested, in any evaluations of this grant conducted by the State or ED;
- 5) Be responsive to State or ED requests for information including on the status of the project, project implementation, outcomes, and any problems anticipated or encountered;
- 6) Participate in meetings and telephone conferences with the State to discuss
  - (a) progress of the project,
  - (b) potential dissemination of resulting non-proprietary products and lessons learned,
  - (c) plans for subsequent years of the Race to the Top grant period, and
  - (d) other matters related to the Race to the Top grant and associated plans.

#### **B. STATE RESPONSIBILITIES**

In assisting Participating LEAs in implementing their tasks and activities described in the State's Race to the Top application, the State grantee will:

- 1) Work collaboratively with, and support the Participating LEA in carrying out the LEA Plan as identified in Exhibits I and II\* of this agreement;
- 2) Timely distribute the LEA's portion of Race to the Top grant funds during the course of the project period and in accordance with the LEA Plan identified in Exhibit II\*;
- 3) Provide feedback on the LEA's status updates, annual reports, any interim reports, and project plans and products; and
- 4) Identify sources of technical assistance for the project.

#### **C. JOINT RESPONSIBILITIES**

- 1) The State and the Participating LEA will each appoint a key contact person for the Race to the Top grant.

- 2) These key contacts from the State and the Participating LEA will maintain frequent communication to facilitate cooperation under this MOU.
- 3) State and Participating LEA grant personnel will work together to determine appropriate timelines for project updates and status reports throughout the whole grant period.
- 4) State and Participating LEA grant personnel will negotiate in good faith to continue to achieve the overall goals of the State's Race to the Top grant, even when the State Plan requires modifications that affect the Participating LEA, or when the LEA Plan requires modifications.

#### **D. STATE RECOURSE FOR LEA NON-PERFORMANCE**

If the State determines that the LEA is not meeting its goals, timelines, budget, or annual targets or is not fulfilling other applicable requirements, the State grantee will take appropriate enforcement action, which could include a collaborative process between the State and the LEA, or any of the enforcement measures that are detailed in 34 CFR section 80.43 including putting the LEA on reimbursement payment status, temporarily withholding funds, or disallowing costs.

#### **III. ASSURANCES**

The Participating LEA hereby certifies and represents that it:

- 1) Has all requisite power and authority to execute this MOU;
- 2) Is familiar with the State's Race to the Top grant application and is supportive of and committed to working on all or significant portions of the State Plan;
- 3) Agrees to be a Participating LEA and will implement those portions of the State Plan indicated in Exhibit I, if the State application is funded,
- 4) Will provide a Final Scope of Work to be attached to this MOU as Exhibit II\* only if the State's application is funded; will do so in a timely fashion but no later than 90 days after a grant is awarded; and will describe in Exhibit II\* the LEA's specific goals, activities, timelines, budgets, key personnel, and annual targets for key performance measures ("LEA Plan ") in a manner that is consistent with the Preliminary Scope of Work (Exhibit I) and with the State Plan; and
- 5) Will comply with all of the terms of the Grant, the State's subgrant, and all applicable Federal and State laws and regulations, including laws and regulations applicable to the Program, and the applicable provisions of EDGAR (34 CFR Parts 75, 77, 79, 80, 82, 84, 85, 86, 97, 98 and 99).

#### **IV. MODIFICATIONS**

This Memorandum of Understanding may be amended only by written agreement signed by each of the parties involved, and in consultation with ED.

#### **V. DURATION/TERMINATION**

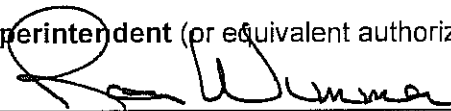
This Memorandum of Understanding shall be effective, beginning with the date of the last signature hereon and, if a grant is received, ending upon the expiration of the grant project period, or upon mutual agreement of the parties, whichever occurs first.

The Local Teachers' Association official shall have 30 days following receipt of Exhibit II\* to review its contents and reserves to him/herself the unilateral right to terminate the MOU if the terms of Exhibit II\* are unacceptable.

\*Exhibit II is the LEA's plan to be completed prior to distribution of funds.

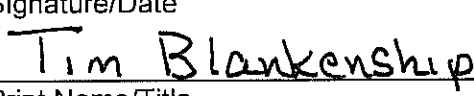
**VI. SIGNATURES**

**LEA Superintendent** (or equivalent authorized signatory) - required:

 12/14/2009  
Signature/Date

Ron Wimmer Superintendent  
Print Name/Title

**President of Local School Board** (or equivalent, if applicable):

 President  
Signature/Date  
Tim Blankenship President  
Print Name/Title

**Local Teachers' Association President** (if applicable):

\_\_\_\_\_  
Signature/Date  
\_\_\_\_\_  
Print Name/Title

**Authorized State Official** - required:

By its signature below, the State hereby accepts the LEA as a Participating LEA.

\_\_\_\_\_  
Signature/Date  
\_\_\_\_\_  
Print Name/Title

**USD #:** \_\_\_\_\_ (Participating LEA)

**Please complete and fax to: (785) 291-3791 no later than December 31, 2009.**

**EXHIBIT I – PRELIMINARY SCOPE OF WORK**

LEA hereby agrees to participate in implementing the State Plan in each of the areas identified below.

Elements of State Reform Plans	LEA Participation (Y/N)	Comments from LEA (optional)
<b>B. Standards and Assessments</b>		
(B)(3) Supporting the transition to enhanced standards and high-quality assessments	Y	
<b>C. Data Systems to Support Instruction</b>		
(C)(3) Using data to improve instruction:		
(i) Use of local instructional improvement systems	Y	
(ii) Professional development on use of data	Y	
(iii) Availability and accessibility of data to researchers	Y	
<b>D. Great Teachers and Leaders</b>		
(D)(2) Improving teacher and principal effectiveness based on performance:		
(i) Measure student growth	Y	
(ii) Design and implement evaluation systems	Y	
(iii) Conduct annual evaluations	Y	
(iv)(a) Use evaluations to inform professional development	Y	
(iv)(b) Use evaluations to inform compensation, promotion, and retention	Y	
(iv)(c) Use evaluations to inform tenure and/or full certification	Y	
(iv)(d) Use evaluations to inform removal	Y	
(D)(3) Ensuring equitable distribution of effective teachers and principals:		
(i) High-poverty and/or high-minority schools	Y	
(ii) Hard-to-staff subjects and specialty areas	Y	
(D)(5) Providing effective support to teachers and principals:		
(i) Quality professional development	Y	
(ii) Measure effectiveness of professional development	Y	
<b>E. Turning Around the Lowest-Achieving Schools</b>		
(E)(2) Turning around the lowest-achieving schools	Y	

**For the Participating LEA**

**For the State**

\_\_\_\_\_  
**Authorized LEA Signature/Date**

\_\_\_\_\_  
**Authorized State Signature/Date**

\_\_\_\_\_  
**Print Name/Title**

\_\_\_\_\_  
**Print Name/Title**

\_\_\_\_\_  
**USD #**

**Please complete and fax to: (785) 291-3791 no later than December 31, 2009.**

# **BOARD OF EDUCATION MEETING**

## **SUMMARY REPORT**

**DATE:** December 14, 2009

**FROM:** Ron Wimmer

**SUBJECT:** Legal Services

**Following board action to accept Requests for Proposals for legal services, a committee composed of board members and staff participated in a process to consider responses to the call for proposals. Six firms responded with proposals to the district. One firm withdrew from the process and five firms participated in the screening and selection process.**

**One hour Interviews were scheduled with five firms in November. Members of the interview team included representatives of the Board and Staff. Board members included: Tammy Thomas, Bill Fletcher, and Jim Thomas. Staff members included: Ron Wimmer, Wendy Denham, Mark Schmidt, Ken Larsen, and Joan Robbins.**

**Additional interviews were scheduled with three firms in December. The additional interviews included other representatives of the board including Janine Gracy and Tim Blankenship. Tammy Thomas participated in the second interviews to coordinate understanding from the first interviews. Through the two interview sessions five board members participated in the selection process.**

**Following interviews in December, staff conducted reference checks for the finalists. The reference checks included members of other boards of education and superintendents of other school districts.**

**Based on the interviews, evaluation discussions from the members participating in the process, and reference information, the Board is now prepared to consider selection of a legal firm to serve as General Counsel for the school district.**

# Summary Report

Board Agenda Item

December, 2009

Topic: Academic Expectations for Extra-Curricular Participation

Prior to an inquiry into district policy on academic expectations, time Mill Valley and De Soto High School had different practices regarding academic eligibility to participate in extra-curricular activities. The Board identified for improvement a procedure applicable for both high schools.

Through the development of a unified procedure, we discovered the Board of Education approved guidelines for publication in the 2009-10 Student and Family Handbook. The procedure closely reflects the suggestions of high school principals and athletic directors for consideration at both high schools.

The principals recommend a slight change for improvement of the previously approved procedure with the following revision:

In addition to these requirements, USD 232 requires students to have a "C" average in all current classes with no F's in order to compete or perform. Students grades will be checked every two weeks by the athletic director. **If a student does not meet academic guidelines, the athletic director will give the student a one (1) week warning of pending academic probation. If the student fails to improve grades to meet the academic standards within one (1) week of the warning, the student will be put on academic probation. During this academic probation the student will not be allowed to compete, but will be required to attend practices/rehearsals.**

The new procedure reflects a high standard of expectation for both high schools and provides an opportunity for students to make improvement when necessary.

We recommend the board approve the revision reflected above for implementation as outlined in the previously adopted procedure.

Students who violate this policy will be temporarily suspended from the team until a conference is held to determine if the player is to be reinstated to the team, placed on continued suspension or dismissed from the team.

For additional information, please refer to the district drug policy by going to the district homepage at [www.usd232.org](http://www.usd232.org) and following the link to Mill Valley / De Soto High School. The document is titled Tobacco, Alcohol and Drug Policy.

### ***Spectators - Behavioral Expectations for Extra-Curricular Activities***

Students are encouraged to attend all after school events to show support for the school and peers. Attending after school events is a positive and effective ways for students to become involved in their school.

Students are expected to comply with the guidelines and procedures established at their building to ensure a safe and orderly environment. These include, but are not limited to:

- Where to report between the time school dismisses and the activity begins.
- Possession NO inappropriate items.
- Remaining in the designated locations during the entire course of the activity.
- Providing family arrangements for post-game transportation.

### ***Academic Expectations for Participation in Extra-Curricular Activities***

Starting with the incoming Freshman in August, 2009 and extending to all current 10<sup>th</sup>-12<sup>th</sup> graders in January, 2010, USD 232 requires that all students must pass six (6) core subjects (based upon a cumulative weekly basis) in the previous semester to be eligible for participation in activities and athletics.

In addition to these requirements, USD 232 requires students to have a "C" average in all current classes with no F's in order to compete or perform. Students' grades will be checked every two weeks by the athletic director. If a student does not meet academic guidelines the student will be put on academic probation for one week. During this time the student will not be allowed to compete, but will be required to attend practices/rehearsals.

At the end of the week the student's probationary status will be reviewed and the student will either be taken off probation or remain on probation for another week. If after two weeks the student shows no signs of improvement, the coach/sponsor, student and administrator will decide the next step. A student may be released from a team, group or club if adequate effort is not seen in deficit academic areas.

Students' grades are posted in Skyward Family Access for students, parents and coaches to review. ***It is the collective responsibility of the student, parent and coach to make decisions regarding the student's participant.***

### ***Athletics / Sports Offered***

**Fall:** Football, Boys' Soccer, Cross-Country, Girls' Tennis, Volleyball, and Girls' Golf

**Winter:** Boys' Basketball, Girls' Basketball and Wrestling

**Spring:** Softball, Girls' Soccer, Track, Baseball, Boys' Tennis and Golf

### ***Catastrophic Athletic Insurance***

In addition to the accident insurance available through the district, all students participating in Interscholastic (7<sup>th</sup>-12<sup>th</sup>) Athletics, Dance, and Cheer, are required to pay a fee for Catastrophic Insurance at enrollment or prior to the first day of practice. *Please note that the Catastrophic Insurance has a substantial deductible that is the responsibility of the parent's private insurance. Please check your private insurance protection to ensure you have adequate coverage.* (See Accidents, Injuries and Insurance)

### ***Physical Examination and Student / Parent Acknowledgement of Risk***

As a member of KSHSAA, the district conforms to all rules of that organization.

In order to participate in a Kansas State High School Activities Association (KSHAA) activity, no student is eligible to represent his or her school in interscholastic athletics until a physical is on file with the principal. The physical must consist of a signed statement by a practicing physician certifying that the student has passed an adequate physical examination and is physically fit to participate in interscholastic athletics. The student and parent must also sign and submit the ***Acknowledgement of Warning*** statement.

The physical examination, KSHSAA form and ***Acknowledgement of Warning*** form must be on file prior to the first practice.

District Middle Schools are members of the Kaw Valley League and conforms to all rules of that League. Seventh and eighth grade students are eligible to compete in inter-school sports as long as they meet the standards of good sportsmanship, citizenship, have a satisfactory grade average and meet the requirements of the Kansas State High School Activities Association.

### ***Athletic Team Cut Rule***

Factors that determine the need for an athletic team cut include, but are not limited to: maintaining a manageable number of student's for coaches/sponsors, maintaining safety (related to instruction, competition and supervision), limitation of actual "playing time", limitation

**BOARD OF EDUCATION MEETING**  
**SUMMARY REPORT**

**DATE:** December 14, 2009

**FROM:** Ron Wimmer

**SUBJECT:** De Soto High School Expansion

**Please find attached information related to the expansion of De Soto High School. The information provides the full scope of the proposed expansion with cost estimates for each element of the project.**

**In addition to the expansion footprints, the information provides cost estimates for those specific improvements provided to the Board in November as Phase 1 projects. The Phase 1 projects could be implemented with proceeds from bonds scheduled to be sold in January.**

**Specifically, the Phase 1 projects include:**

- 1. Corridor 400 Link & Flex Classrooms Addition (Courtyard Area)**
- 2. Main Entry Vestibule Security Renovation (staff planning area)**
- 3. Fine Arts Addition (5 classroom/storage/restrooms/mechanical room)**
- 4. South Parking Lot Expansion (30-40 parking stalls)**

**Estimated cost of these projects: \$3,007,000 - \$3,620,000**

**Other cost: Design and Mechanical Fees: \$265,000**

**The bond proceeds scheduled for January, 2010 include \$5,000,000 for these projects in addition to parking lot expansion/repairs at Mill Valley High School and other capital improvement bond related projects.**

**Should the Board wish to proceed with improvements at De Soto High School with projects substantially completed for the 2010-11 school year, staff recommends approval to proceed at this time.**





December 3, 2009

Mr. Denis Johnson  
 De Soto USD 232  
 District Service Center  
 8355 Peoria  
 De Soto, KS 66018

**Re: Phase 1 Fees  
 De Soto High School Additions & Renovations - 2010**

Dear Denis:

We have worked with the District over the last month to provide options in reducing the scope of construction work on the above referenced project to as directed by the Board of Education. We understand the options we developed will provide the Board with flexibility in their fiscal management of the district during this year. This letter addresses our fees for the stopping of the overall project work effort and what the fees would be for the reduced scopes of work.

We are calling the first set of projects in the phased work plan "Phase 1" and will include the Flex Classrooms & Corridor Link Addition, the Arts Classroom Wing Addition, Secure Entrance Renovation, and an alternate for Parking. The recapitulation of fees is as follows:

Original A/E Design Contract Fee Amount (\$19,600,000 x 5.84%) .....	\$1,144,640
HTK Architects.....	\$647,340
BDC Structural Engineer.....	\$125,000
HEI MEPT Engineer .....	\$287,700
MKEC Survey, Civil & Landscape.....	\$82,600
Fellers Food Service.....	\$2,000
A/E Fee completed to date of Original Contract.....	\$473,904
Stopping all work at November 13, 2009 equals 41% Complete [100% SD (15%) + 100% DD (20%) + 15% CD (40%)], or what you have spent in A/E Fees to date.	
HTK Architects.....	\$265,409
BDC Structural Engineer .....	\$51,250
HEI MEPT Engineer .....	\$117,957
MKEC Civil & Landscape @41%+ \$7,800 Survey.....	\$38,468
Fellers Food Service.....	\$820

If the Board were to postpone all work efforts at this time and restart those at a later date the district will have paid the above fee for design work completed to date, plus the following fee to complete the remaining design work at a later time:

A/E Design Fee to restart and complete the original project.....	\$932,190
HTK Architects.....	\$515,600
BDC Structural Engineer.....	\$104,000
HEI MEPT Engineer .....	\$255,745
MKEC Civil & Landscape.....	\$55,165
Fellers Food Service.....	\$1,680

The time to complete the remaining work would be 4.5 months as giving us the notice to proceed. The above fees are good through January 1, 2011.

The premium cost to the District for stopping work and then restarting the work at a later date would be \$473,904(work stopped) + \$932,190(to finish) = \$1,406,094 - \$1,144,640(original fee) = \$261,454.

If the District decides to go ahead with phasing the work and desires to start Phase 1 design services at this time, plan on the following design fees for this portion of the work:

A/E Design Fee for "Phase 1" Projects.....	\$265,125
HTK Architects.....	\$134,525
BDC Structural Engineer.....	\$24,000
HEI MEPTF Engineer.....	\$57,500
MKEC Civil & Landscape.....	\$49,100

The time to complete the Phase 1 project design will take 2.5 months and be ready to bid after February 15, 2010. Above fees are good through January 1, 2011.

Please let me know if you have any questions regarding this proposal. We are available to change directions immediately so just let us know what scope of work is chosen by the Board of Education.

Sincerely,



Mark E. Franzen, AIA  
President

Pc: Lisa Montgomery  
Travis Palangi



# De Soto High School Additions & Renovations

USD 232

November 4, 2009

## OPTIONS LIST – DE SOTO HIGH SCHOOL

**1. Corridor 400 Link & Flex Classrooms Addition (4,350 sf).....\$850,000 – 1,050,000**

Description: Corridor link between the Commons and the 400 Classrooms with an associated Entry Vestibule and Student Store.

Sequence: Addition can be constructed at any time with Rooftop Mechanical Unit above the proposed addition.

**2. Main Entry Vestibule Security Renovation (465 sf).....\$32,000 - \$35,000**

Description: Double door to be installed in existing main entrance vestibule into Administration Suite for building security. An existing AP Office will be relocated to the existing Teacher Planning Area to allow entrance into the Admin Suite from the Vestibule. An addition Planning Area space will be created in the Media Center due to the AP Office Relocation

Sequence: Renovation work can be constructed at any time.

**3. Arts Addition (10,219 sf).....\$2,050,000 – \$2,450,000**

Description: Classroom addition consisting of 3D Arts, 2D Arts, Computer Lab, Print Media, Speech, storage and restrooms. Mechanical addition consisting of an egress corridor and mechanical room for Arts Addition.

Sequence: Addition can be constructed at any time with Rooftop Mechanical Unit above the proposed addition and additional mechanical & electrical components in the Mechanical addition.

**4. Media Center Addition (21,727 sf) .....\$4,300,000 - \$4,900,000**

Description: A 2 story addition with the Media Center located on the Lower Level and (4) four associated classroom spaces on the Main Level. In addition a Locker Commons will be built to alleviate the congestion of student at their current locker locations in the main corridor and the corridor into the 400 classrooms. The existing Main Corridor must also be extended to accommodate this addition.

Sequence: Addition can be constructed if the Student Service Suite renovation is constructed and careful planning is made for the future 2-story General Classroom addition connecting to the Media Center addition to the South.

**5. Student Service Suite Renovation (5,614 sf) .....\$780,000 – \$820,000**

Description: Planned where the existing Media Center is currently located, this renovation will accommodate all of the Student Services of the High School including a Nurse Suite, At-Risk Classroom, Flex Classroom & Inspiration Classroom.

Sequence: Renovation can only be completed if the Media Center Addition is built.

**6. Administration Suite Renovation (3,852 sf).....\$530,000 - \$560,000**

Description: Planned where the existing Administration Suite is currently located, this renovation will provide better circulation throughout the suite, security for the building & bring the Suite up to current district standards.

Sequence: Renovation must be completed during Summer break.

**7. Existing Gymnasium Renovation (17,156 sf) .....\$1,000,000 – \$1,200,000**

Description: Renovation will consist of relocating the existing Auxiliary Gymnasium thus creating a larger Gymnasium & building 2 storage rooms at the North and South ends of the Gymnasium.

Sequence: Renovation cannot be constructed unless the Auxiliary Gymnasium addition is built. The school will lose 2 practice courts if the Auxiliary Gymnasium addition is not built.

**8. Auxiliary Gymnasium Addition (20,679 sf) .....\$4,100,000 – 4,600,000**

Description: The Auxiliary Gymnasium Addition will consist of a Gymnasium, Wrestling Room, Health Classroom, Coaches Office, Storage Room, Restrooms & Main Corridor Extension.

Sequence: Addition must be constructed in conjunction with the Existing Gymnasium Renovation, Existing Wrestling Renovation & Locker Room Renovation. (#7, 9 & 10)

**9. Existing Wrestling Room Renovation (3,094 sf) .....\$210,000 – \$230,000**

Description: The existing Wrestling Room will be renovated to accommodate the Weight Lifting/ Cardio Room.

Sequence: Renovation must be constructed in conjunction with the Existing Gymnasium Renovation, Auxiliary Gymnasium Addition & the existing Locker Room Renovation. (#7, 8 & 10)

**10. Existing Locker Room Renovation (2,000 sf) .....\$140,000 - \$160,000**

Description: The existing Weight lifting Room will be relocated to the existing Wrestling room to accommodate an expansion of the existing locker room. This renovation will also include an expansion of the Trainers Suite and increasing the size of the Officials Room.

Sequence: Renovation must be constructed in conjunction with the Existing Gymnasium Renovation, Auxiliary Gymnasium Addition & the existing Wrestling Room Renovation. (#7, 8 & 9)

**11. Gymnasium Entry/ Lobby Addition (2,162 sf) .....\$430,000 - \$490,000**

Description: A one-story addition will be constructed at the North end of the existing Gymnasium to allow event patrons to enter the building from an alternative space in lieu of entering the main building. The addition will also have a ticket booth, restrooms, display areas & a main lobby space

Sequence: Addition can be constructed if the existing Gymnasium Renovation & Auxiliary Gymnasium Addition is built. Mechanical system for this addition will need to come from the Auxiliary Gymnasium addition.

**12. PLTW Renovation (1,907 sf).....\$130,000 - \$140,000**

Description: Renovation of the current PLTW classroom to allow room to be utilized for more than one program classroom space for the PLTW curriculum.

Sequence: Renovation can be constructed at this time but special considerations must be made to the current electrical components of the space to accommodate the new renovation.

**13. Kitchen Renovation (496 sf).....\$32,000 - \$35,000**

Description: Renovation of the Kitchen area is planned to alleviate a-la-cart items which are currently placed in the commons during lunch. The existing building manager office will be relocated. This space will be modified to allow the a-la-cart items to be stored and purchased from this new room.

Sequence: Renovation can be constructed if the existing Gymnasium Renovation & Auxiliary Gymnasium Addition is built. Space for the building manager office relocation is currently in a location where doors exiting the gymnasium are located.

**14. General Classroom Addition (26,082 sf).....\$5,216,000 – \$5,900,000**















Description: A two-story addition will be built to accommodate 14 general classrooms, 2 science classrooms, one FACS classroom, Restrooms, storage rooms & lockers commons on both levels.

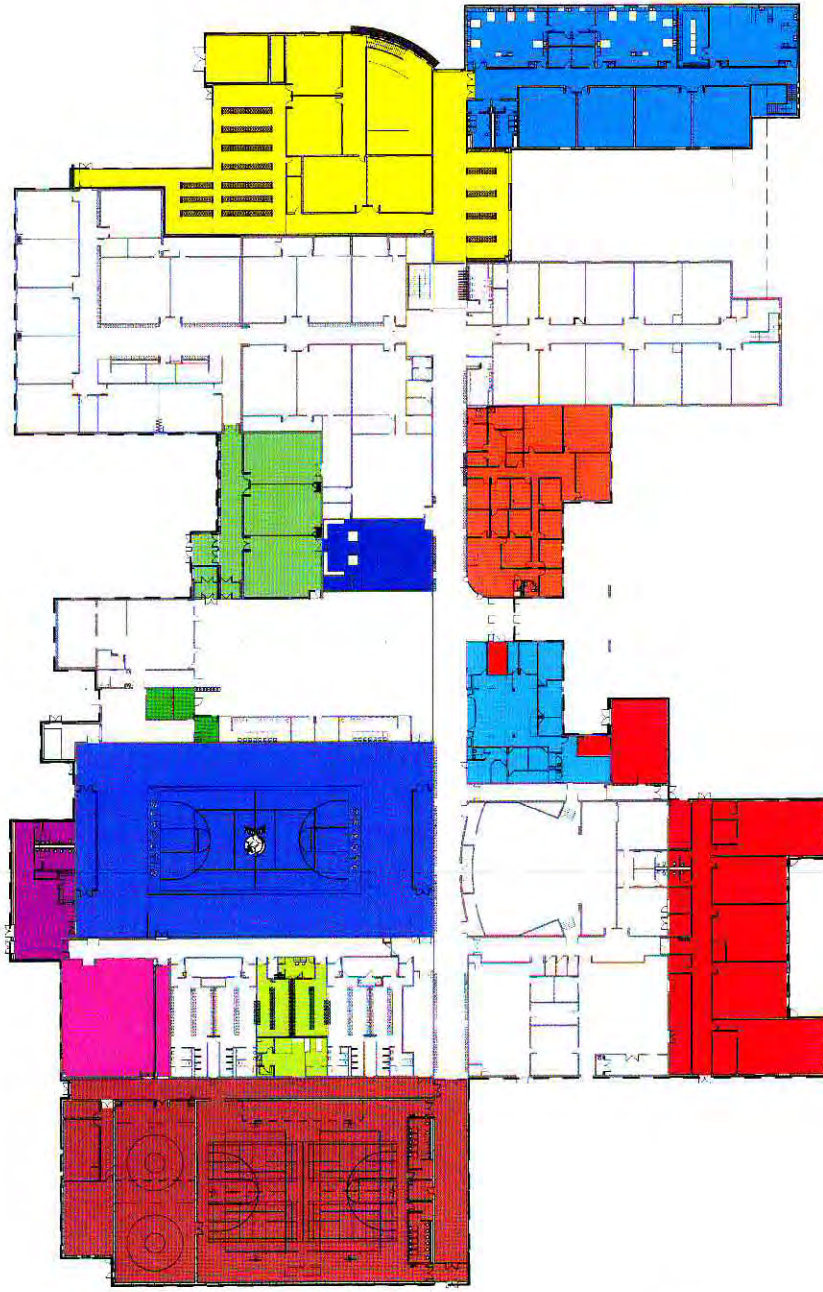
Sequence: Addition must be constructed in conjunction with Media Center addition due to Mechanical and Electrical components being located in the Media Center addition. Also, the main corridor extension must be included in this addition for student circulation at the East end of the building.

**15. South Parking Lot extension (10,454 sf).....\$75,000 - \$85,000**















Description: A 30-40 parking stall extension of the south lot would be created to allivate the parking congestion at the south end of the site.

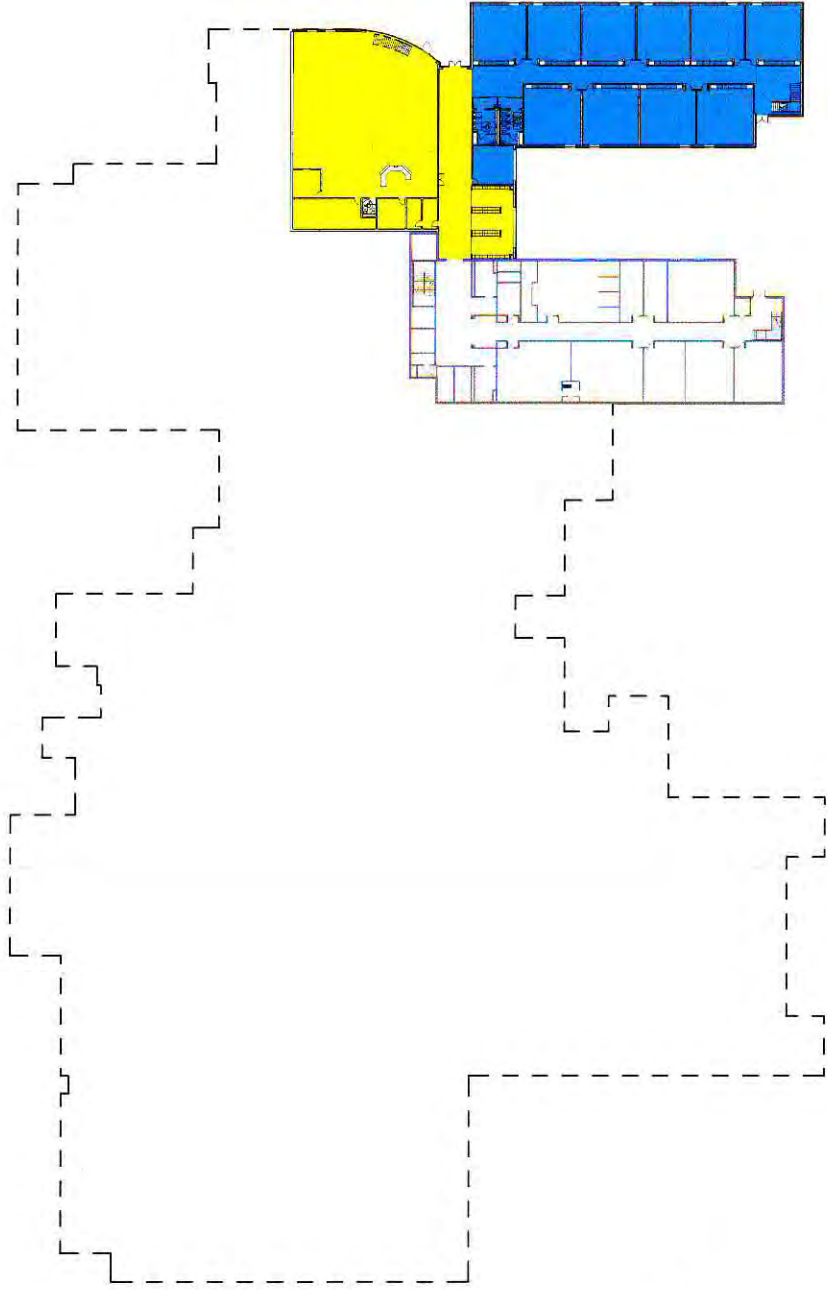
Sequence: Extension can be built at any time but will affect the overall impervious surface calculation on the overall site and may impact the site storm water retention area being created for the overall building addition project.

-  Corridor 400 Link & Flex Classrooms Addition -(Phase 1)
-  Main Entry Vestibule Security Renovation -(Phase 1)
-  Arts Addition -(Phase 1)
-  Media Center Addition
-  Student Service Suite Renovation
-  Administration Suite Renovation
-  Existing Gymnasium Renovation
-  Auxiliary Gymnasium Addition
-  Existing Wrestling Room Renovations
-  Existing Locker Room Renovation
-  Gymnasium Entry / Lobby Addition
-  PLTW Renovation
-  Kitchen Renovation
-  General Classroom Addition

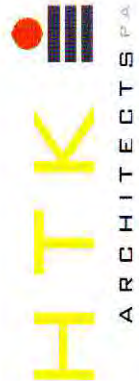


1 OVERALL FLOOR PLAN - MAIN LEVEL  
 1" = 66'-0"  
 PROJECT NORTH

-  Corridor 400 Link & Flex Classrooms Addition -(Phase 1)
-  Main Entry Vestibule Security Renovation -(Phase 1)
-  Arts Addition -(Phase 1)
-  Media Center Addition
-  Student Service Suite Renovation
-  Administration Suite Renovation
-  Existing Gymnasium Renovation
-  Auxiliary Gymnasium Addition
-  Existing Wrestling Room Renovations
-  Existing Locker Room Renovation
-  Gymnasium Entry / Lobby Addition
-  PLTW Renovation
-  Kitchen Renovation
-  General Classroom Addition

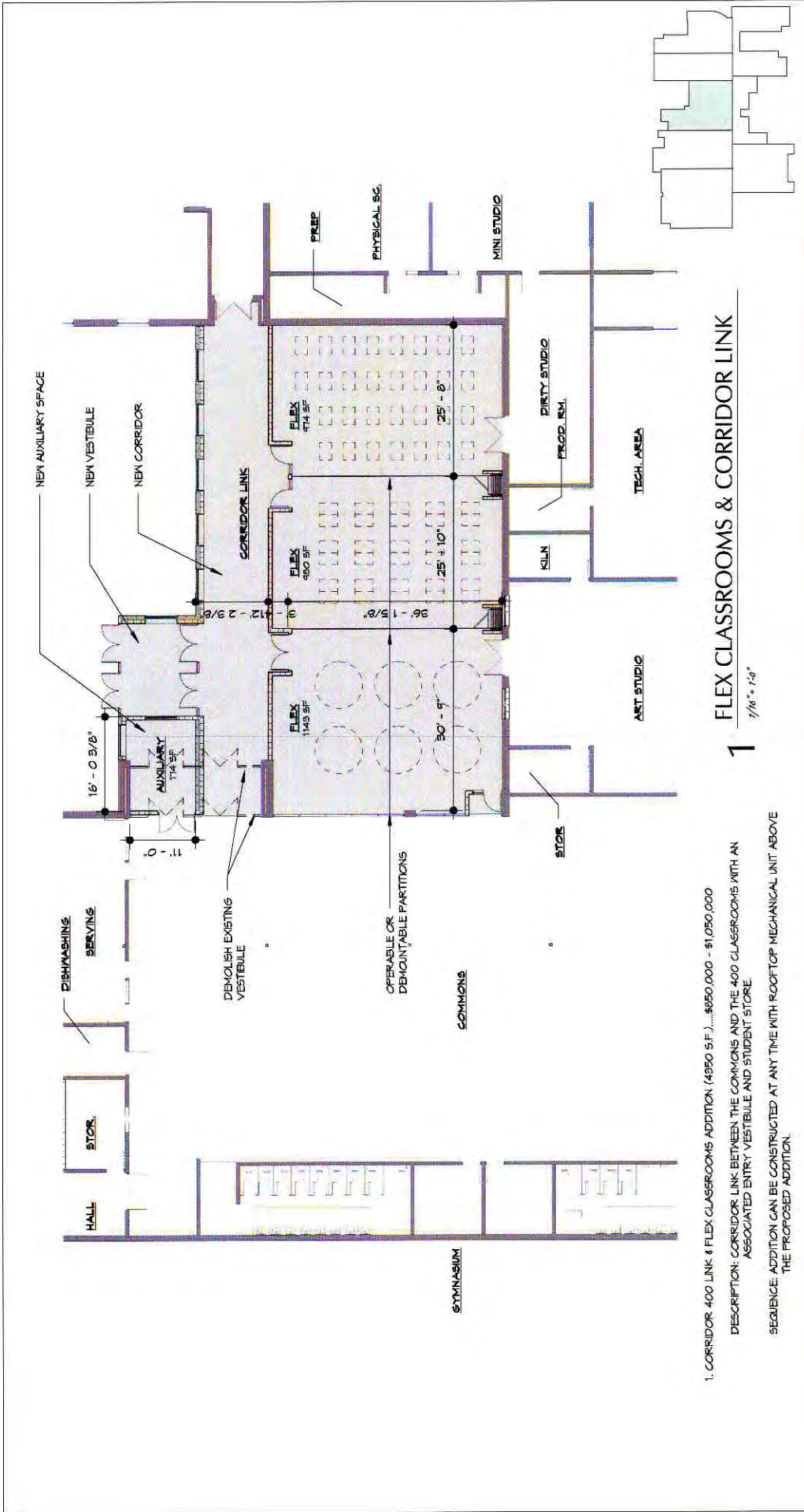


1 OVERALL FLOOR PLAN - LOWER LEVEL  
1" = 60'-0"



**DE SOTO HIGH SCHOOL: ADDITIONS & RENOVATIONS**  
 35000 W. 91ST DE SOTO KANSAS, 66018  
 UNIFIED SCHOOL DISTRICT NO. 232 DECEMBER 2, 2009





1. CORRIDOR 400 LINK 4 FLEX CLASSROOMS ADDITION (4950 SF),.....\$950,000 - \$1,050,000  
 DESCRIPTION: CORRIDOR LINK BETWEEN THE COMMONS AND THE 400 CLASSROOMS WITH AN ASSOCIATED ENTRY VESTIBULE AND STUDENT STORE.  
 SEQUENCE: ADDITION CAN BE CONSTRUCTED AT ANY TIME WITH ROOFTOP MECHANICAL UNIT ABOVE THE PROPOSED ADDITION.

**1 FLEX CLASSROOMS & CORRIDOR LINK**  
 1/16" = 1'-0"

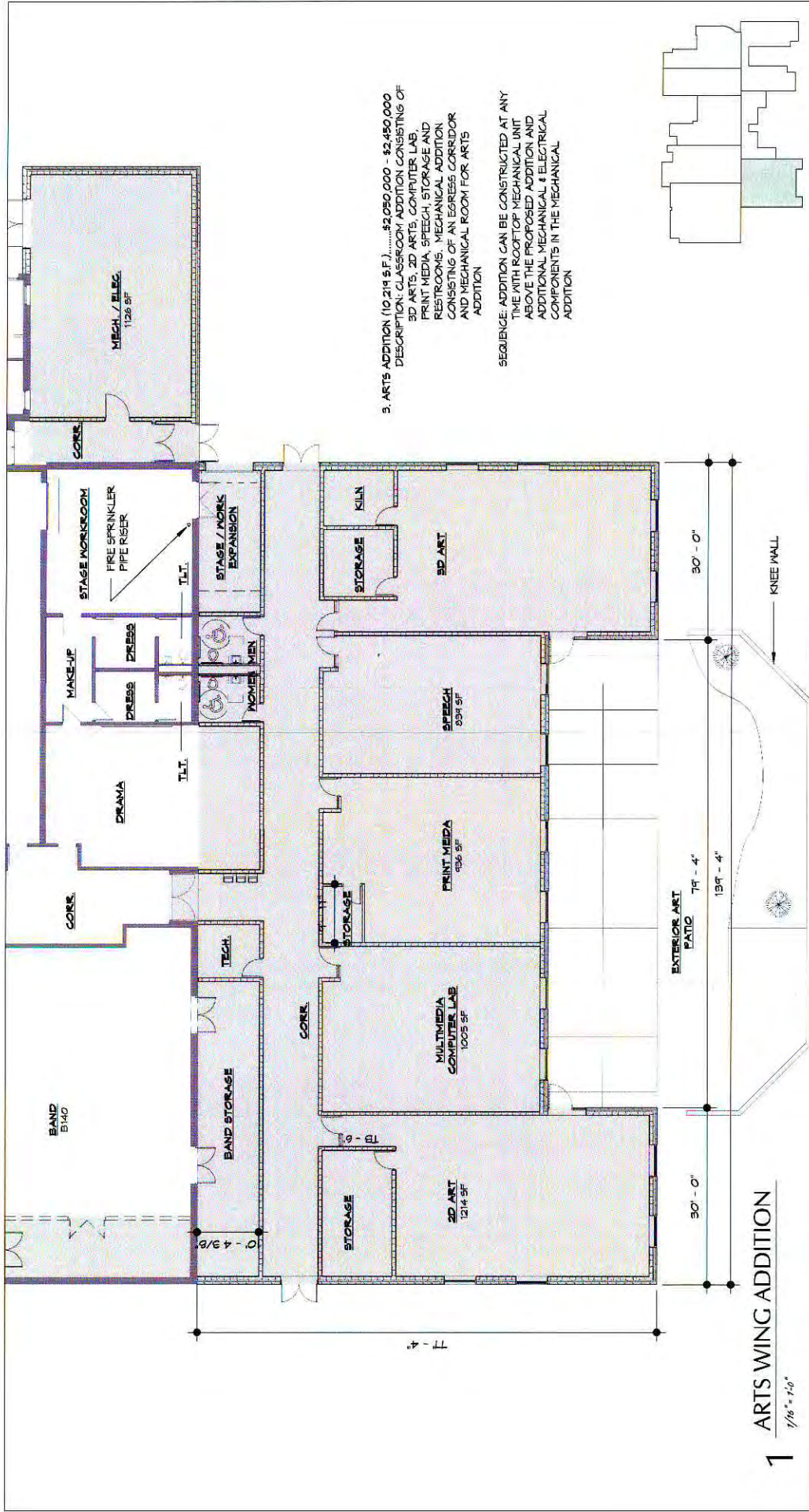


**DE SOTO HIGH SCHOOL: ADDITIONS & RENOVATIONS**

35000 W. 91ST DE SOTO KANSAS, 66018  
 UNIFIED SCHOOL DISTRICT NO. 232 DECEMBER 2, 2009

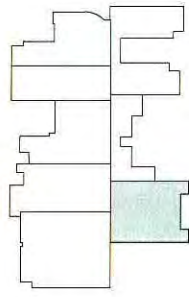






3. ARTS ADDITION (10,219 SF),.....\$2,050,000 - \$2,450,000  
 DESCRIPTION: CLASSROOM ADDITION CONSISTING OF  
 3D ARTS, 3D ARTS, COMPUTER LAB,  
 PRINT MEDIA, SPEECH, STORAGE AND  
 RESTROOMS, MECHANICAL ADDITION  
 CONSISTING OF AN EGRESS CORRIDOR  
 AND MECHANICAL ROOM FOR ARTS  
 ADDITION

SEQUENCE: ADDITION CAN BE CONSTRUCTED AT ANY  
 TIME WITH ROOFTOP MECHANICAL UNIT  
 ABOVE THE PROPOSED ADDITION AND  
 ADDITIONAL MECHANICAL & ELECTRICAL  
 COMPONENTS IN THE MECHANICAL  
 ADDITION

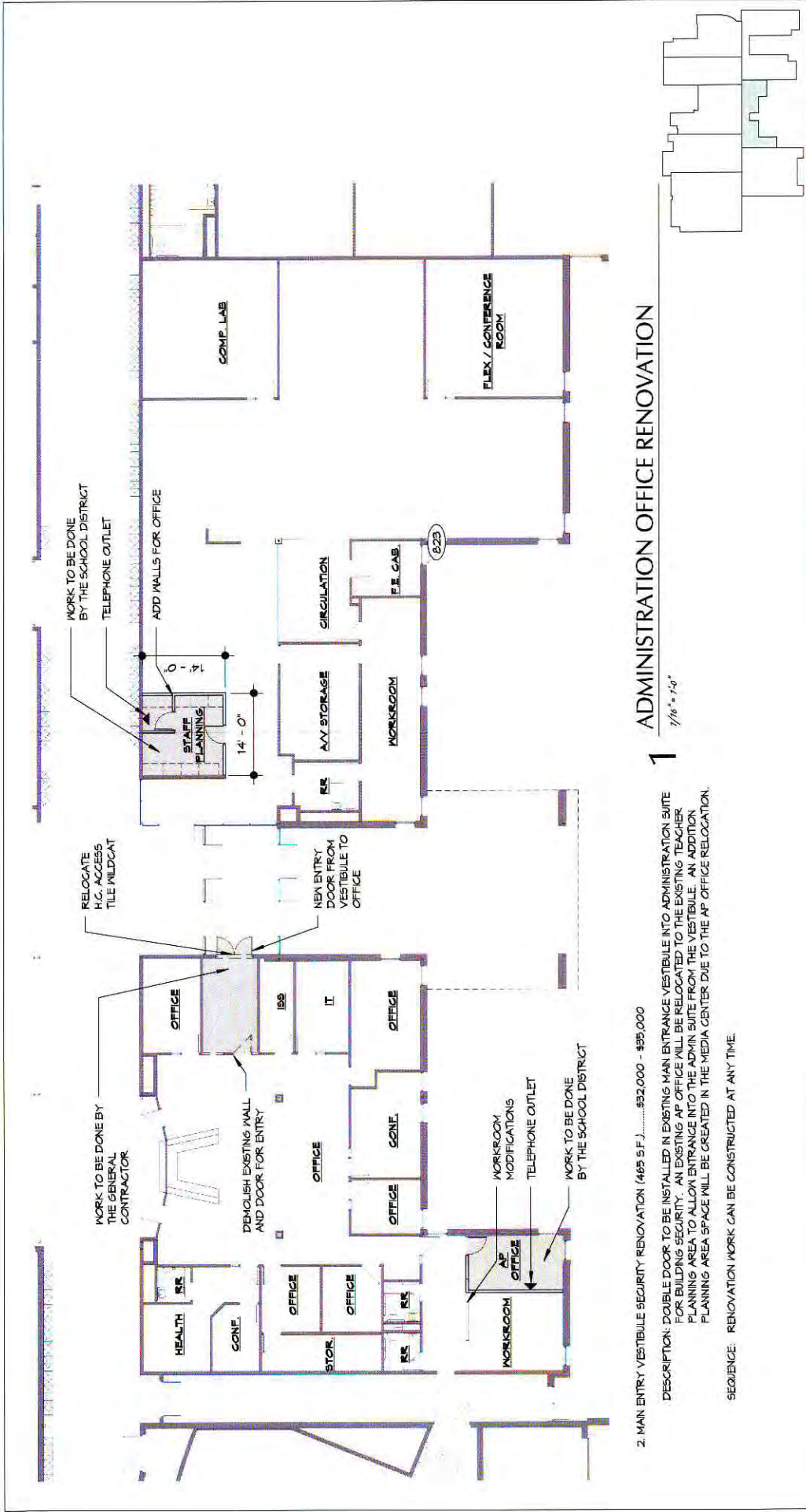


1 ARTS WING ADDITION  
 1/16" = 1'-0"



**DE SOTO HIGH SCHOOL: ADDITIONS & RENOVATIONS**  
 35000 W. 91ST DE SOTO KANSAS, 66018  
 UNIFIED SCHOOL DISTRICT NO. 232 DECEMBER 2, 2009





1 ADMINISTRATION OFFICE RENOVATION

1/16" = 1'-0"

2. MAIN ENTRY VESTIBULE SECURITY RENOVATION (465 S.F.) ..... \$32,000 - \$35,000

DESCRIPTION: DOUBLE DOOR TO BE INSTALLED IN EXISTING MAIN ENTRANCE VESTIBULE INTO ADMINISTRATION SUITE FOR BUILDING SECURITY. AN EXISTING AP OFFICE WILL BE RELOCATED TO THE EXISTING TEACHER PLANNING AREA TO ALLOW ENTRANCE INTO THE ADMIN SUITE FROM THE VESTIBULE. IN ADDITION, PLANNING AREA SPACE WILL BE CREATED IN THE MEDIA CENTER DUE TO THE AP OFFICE RELOCATION.

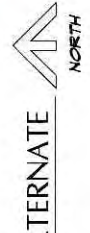
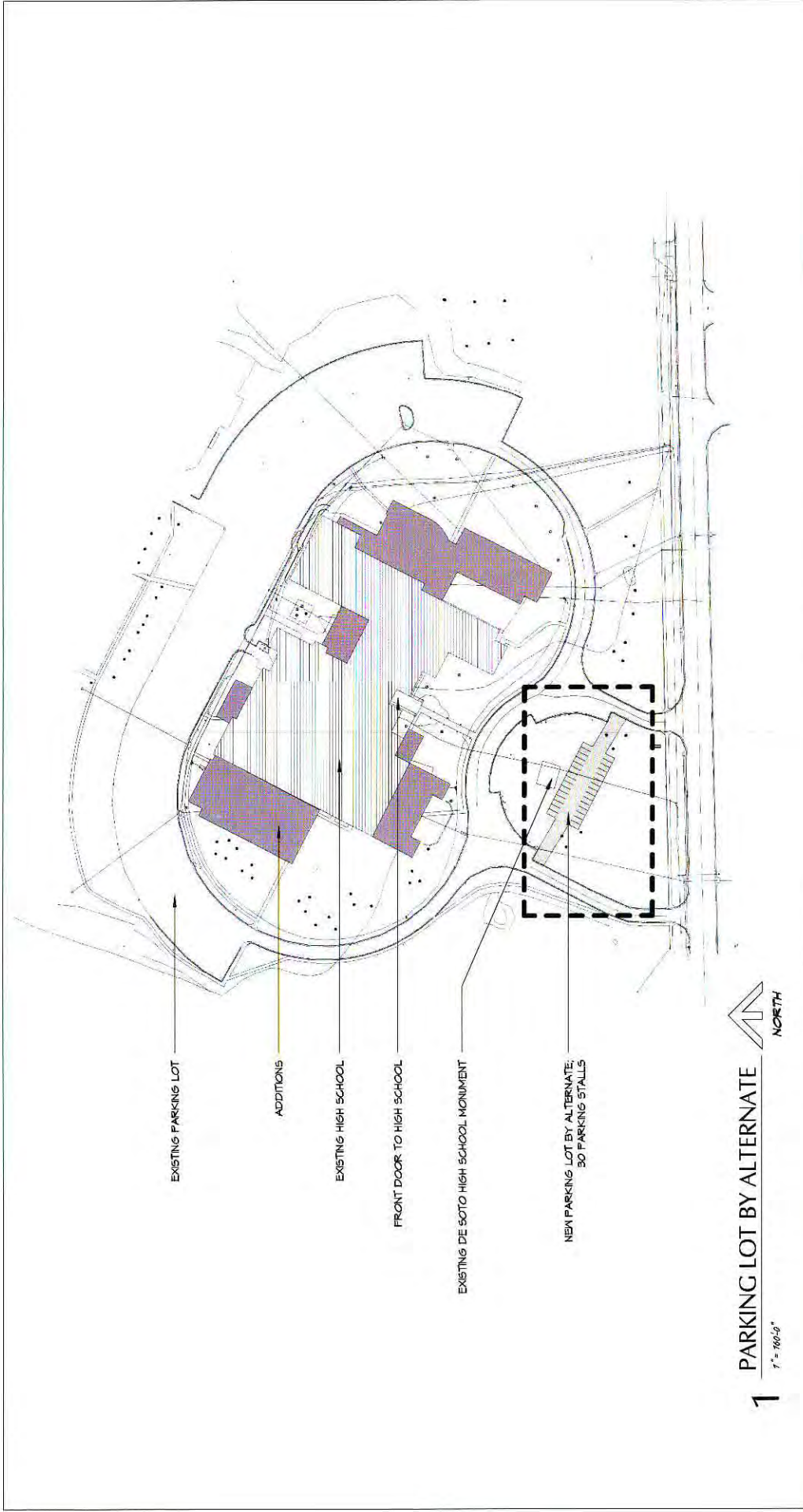
SEQUENCE: RENOVATION WORK CAN BE CONSTRUCTED AT ANY TIME.



DE SOTO HIGH SCHOOL: ADDITIONS & RENOVATIONS

35000 W. 91ST DE SOTO KANSAS, 66018  
 UNIFIED SCHOOL DISTRICT NO. 232 DECEMBER 2, 2009





1 PARKING LOT BY ALTERNATE  
1" = 300'-0"



# DE SOTO HIGH SCHOOL: ADDITIONS & RENOVATIONS

35000 W. 91ST      DE SOTO      KANSAS, 66018  
 UNIFIED SCHOOL DISTRICT NO. 232      DECEMBER 2, 2009





# Unified School District 232

De Soto – Shawnee – Lenexa – Olathe  
www.usd232.org

35200 West 91<sup>st</sup> Street  
De Soto, Kansas 66018  
Phone: 913/583-667-6200  
FAX: 913/667-6202  
e-mail: cfouraker@usd232.org

**Cindy Fouraker**  
Coordinator of Grants and Programs

**Date:** December 14, 2009  
**To:** Board of Education  
**From:** Cindy Fouraker Coordinator of Grants and Programs and Earl Martin, Director of Teaching & Learning  
**Re:** Advanced Placement and Pre-Advanced Placement Implementation Approval

### Approval Requested

The purpose of this written report is to request approval from the USD 232 Board of Education for the implementation of the previously proposed Advanced Placement and Pre-Advanced Placement plan. This plan will provide the means for reaching our goal of increasing academic rigor at the secondary level by increasing the opportunities for students to be instructed in Pre-Advanced Placement strategies and enroll in College Prep and Advanced Placement/College Now course work.

### Phase-In Timeline and Expenditures

	FALL 2010	FALL 2011	FALL 2012	FALL 2013
<b>De Soto High</b>	AP Lang. & Comp	AP Chemistry	AP Physics	Determine need for additional AP courses
	AP Lit. & Comp	AP Psychology	AP Calculus AB	
	AP Music Theory			
	AP Statistics			
	Pre-AP Topics: Interdisciplinary Strategies for English & Social Studies	Pre-AP Topics: Vertical Teams in Science.	Pre-AP Topics: Vertical Teams in Math.	Determine need for additional Pre-AP strategies training.
<b>Mill Valley High</b>	AP Lang. & Comp	AP Chemistry	AP Physics	Determine need for additional AP courses
	AP Lit. & Comp	AP Psychology	AP Calculus AB	
	AP Music Theory	AP Biology		
	AP Statistics			
	AP Studio Art			
	Pre-AP Topics: Interdisciplinary Strategies for English & Social Studies	Pre-AP Topics: Vertical Teams in Science.	Pre-AP Topics: Vertical Teams in Math.	Determine need for additional Pre-AP strategies training.
<b>MTMS, LTMS, MCMS</b>	Pre-AP Topics: Interdisciplinary Strategies for English & Social Studies	Pre-AP Topics: Vertical Teams in Science.	Pre-AP Topics: Vertical Teams in Math.	Determine need for additional Pre-AP strategies training.
<b>Expenditures</b>	\$61,550	\$32,102	\$31,264	To be determined





# Unified School District 232

De Soto – Shawnee – Lenexa – Olathe  
w w w . u s d 2 3 2 . o r g

35200 West 91<sup>st</sup> Street  
De Soto, Kansas 66018  
Phone: 913/583-667-6200  
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**Cindy Fouraker**  
Coordinator of Grants and Programs

**Date:** December 14, 2009  
**To:** Board of Education  
**From:** Cindy Fouraker Coordinator of Grants and Programs and Earl Martin, Director of Teaching & Learning  
**Re:** Weighted Grades

## **Purpose**

The purpose of this written report is to propose policy to the Board of Education for implementing a Weighted Grading system at the high school level in USD 232.

Research indicates that the majority of high schools in the nation modify or “weight” their calculation of high school grade point average, in order to provide an incentive for students to take more rigorous courses. Research further indicates that there is a significant difference between AP and honors courses in their predicted impact on college readiness, with honors courses valued at about half the level of AP courses. Thus there is lack of support for honors courses to be weighted.

## **Process**

The Department of Teaching & Learning met with teacher representatives, counselors and administration from DHS and MVHS to develop a policy for weighted grades. Other Johnson County policies were reviewed. The proposed policy reflects the advantages of a weighted grading system for rigorous course work.

1. Ensures top ranking in class for advanced students.
2. Encourages students to take rigorous classes.
3. Helps students to be more competitive during the college admission process.
4. Increases students' chances for success in obtaining scholarships.
5. Highlights academic achievement.

## **Weighted Grades**

This is the proposed wording for the policy which would be published in the high school course description guide. It is proposed this policy would take effect for the 2010-2011 school year.

### **De Soto Schools Weighted Grades Policy**

To encourage and reward students who complete more rigorous courses, USD 232 will award an additional grade point earned for Advanced Placement or College Now courses completed on De Soto school campuses. The formula for USD 232 weighted Grade Points Per Course = Standard grade points + 1 point, for grades A, B or C. Weighted Grade credit is awarded only for course completion.

Students transferring into the USD 232 will receive weighted grade credit only for courses designated as weighted courses by USD 232.

The weighted grading system will be used to determine De Soto student honors and distinctions, including class rank. Universities will be informed of the dual grading system when they receive the student's USD 232 transcript.

## **Implementation**

The Weighted Grade policy will be implemented during the 2010 – 2011 school year beginning with the graduating class of 2012. It is proposed that when implemented the policy would apply to students who are Juniors in the 2010-2011 school year. This provides equal opportunity for students enrolling in AP or College Now courses to receive the weighted credit.





# Unified School District 232

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De Soto – Shawnee – Lenexa – Olathe  
[www.usd232.org](http://www.usd232.org)

**Jeff Mildner**  
Director of Technology

Date: December 14, 2009  
To: Board of Education, USD 232  
From: Jeff Mildner  
Re: Request Action for Purchase of New Data Center Hardware and Related Services  
Funding Source: Remaining 2002 Bond Dollars and Technology Capital Outlay

USD 232 is on its final year of support on HP hardware in the data center. The technology department has assessed hardware and support from HP, IBM, Cisco and Dell and recommends moving forward with Dell. It is the goal of the technology department to move forward with server consolidation and virtualization. The aspects of this plan compared to our current data center setup are as follows:

1. Our current hardware will no longer be supported after June 30, 2010
  2. 280 current servers will be consolidated down to 64 servers in a virtual environment
  3. Through consolidation and virtualization the district will realize tremendous electrical savings
    - a. Fewer physical servers using power
    - b. Significant reduction in heating/cooling as fewer servers create less heat
    - c. Servers can be powered down nightly further reducing costs
  4. Expand data storage for students and staff, especially their H: Drive
    - a. K-5 to 500MB which is nearly double current allocation
    - b. 6-8 to 1GB which is more than triple current allocation
    - c. 9-12 to 2GB which is more than six times current allocation
    - d. Staff to 2GB which is four times current allocation
- \*Easily expandable for future growth
5. Creation of a true off-site back-up model for disaster recovery
  6. Dell Tier 2 reimbursement

Direct cost comparison:

1. Initial hardware purchase
  - a. HP with 3yr warranty \$2,032,478.90 (Additional \$340,000.00 support last 3yrs)
  - b. Dell with 5yr warranty \$820,569.00
2. Services related to hardware installation and configuration
  - a. Original data center setup was \$147,600.00
  - b. Related Dell/Citrix XenServer setup will be \$105,000.00
3. Total cost
  - a. Original data center hardware build and configuration \$2,180,078.90
  - b. Dell hardware build and configuration \$926,569.00

Purchase options:

1. Full purchase (see attached quote)
2. 3, 4, or 5 year lease to purchase options



# DeSoto School District Consolidation Project



Quantity	Description	Unit Price	Extension	Quote #
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## Blade Chassis1

4	M1000e	\$16,188.00	\$64,752.00	514751293
	Redundant Power	<i>included</i>		
	Flex Addressing	<i>included</i>		
	Redundant Chassis Management Controllers	<i>included</i>		
	Intergrated KVM/Intergrated Dell Remote Access Cards	<i>included</i>		
	Power cables and PDUs/208v single phase	<i>included</i>		
	Stacking modules and cables	<i>included</i>		
	OpenManage Tools	<i>included</i>		
	Altiris Deployment Solution for up to 16 servers	<i>included</i>		
	Rapid Rails	<i>included</i>		
	5 years 4-hour mission critical support	<i>included</i>		

## Xen Servers 48GB

64	PowerEdge M610	\$7,508.87	\$480,567.68	514751293
	qty 2 5570 Procs	<i>included</i>		
	48GB RAM 1333MHz (12x4GB)	<i>included</i>		
	2x73GB 15K Drives	<i>included</i>		
	8 1GB Interfaces	<i>included</i>		
	5 years 4-hour Mission Critical Support	<i>included</i>		

## Blade Switching

8	PowerConnect M6348 Switches with	\$5,054.40	\$40,435.20	515731260
2	3m stacking cable	\$112.49	\$224.98	
	5 years 4-hour mission critical support	<i>included</i>		
16	PowerConnect M6220 with Stacking	\$5,136.99	\$82,191.84	511117210
4	3m stacking cable	\$99.99	\$399.96	
	5 years 4-hour mission critical support	<i>included</i>		

## Equallogic Storage (RAID 50 - 6.2TB usable/array)

2	PS6000XV, 15K Drives, 9.6TB Raw	\$57,889.08	\$115,778.16	514746920
	Onsite Installation and configuration	<i>included</i>		
	5 years Onsite support, 7x24 support	<i>included</i>		

## Equallogic Storage (RAID 50 - 10.4TB usable/array)

2	PS6000e, 7.2K Drives, 16TB Raw	\$48,789.23	\$97,578.46	514746636
	Onsite Installation and configuration	<i>included</i>		
	5 years Onsite support, 7x24 support	<i>included</i>		

## SAN Switching

2	PowerConnect 6248	\$3,090.54	\$6,181.08	513418507
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1	3m stacking cable	\$99.99	\$99.99	
	5 years Onsite support, 7x24 support	<i>included</i>		

### Top of Rack Switching

2	PowerConnect 6248	\$3,090.54	\$6,181.08	513418507
1	3m stacking cable	\$99.99	\$99.99	
	5 years Onsite support, 7x24 support	<i>included</i>		

### Training

1	Advanced EQL Management - Onsite	\$9,995.00	\$9,995.00	516511278
1	Blade - Onsite	\$13,995.00	\$13,995.00	516511511

### XenServer/PVS Services

1	XenServer/PVS Services	\$125,000.00	\$125,000.00	
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### Racks

2	PE5410	\$1,039.20	\$2,078.40	513409046

### Solution Discounts

1	Include Onsite EQL training	(\$9,995.00)	(\$9,995.00)	
1	Include Onsite Blade Training	(\$13,995.00)	(\$13,995.00)	
1	Bundled Discount	(\$75,000.00)	(\$75,000.00)	
1	Intel Jumpstart Funding	(\$20,000.00)	(\$20,000.00)	

**Solution Total            \$926,569**

Summary Report  
Board Agenda Item  
December, 2009

Item: Instrument Rental Program

This agenda item was first reported to the Board at the October, 2009 meeting as a Written Report and a Discussion Report at the November, 2009 meeting.

Concerns were expressed by vendors, parents, and board members regarding the district's prior practice of having only one preferred vendor at the Rental/Purchase Night for parents. As outlined in the Written Report, the instrumental teaching staff felt the preferred vendor provides the highest quality option for parents/students.

At the November meeting, comments were made supporting discontinuation of the Rental/Purchase Night where parents could rent an instrument from only one vendor. The Board appeared to support a process by which parents would rent an instrument from a vendor of their choice at a time other than a night sponsored by the school district.

After meeting with instrumental band staff to discuss implementation options it became apparent staff needs additional time to develop alternative solutions as recommendation to the Board of Education. Staff would like to develop a process to obtain input from vendors and parents on this matter as well as a process to listen to concerns from others. Following this process, staff should be able to provide the Board options to improve current practices.



# Unified School District 232



De Soto – Shawnee – Lenexa – Olathe  
[www.usd232.org](http://www.usd232.org)

**Alvie L. Cater, II**  
Director of Community Relations

December 8, 2009

Re: Community Focus Group Meeting

Members of the Board of Education:

We will update you at the board meeting on our plans to host a small community focus group in January. The meeting is part of our continuous improvement process and will help us actively listen to members of our school community.

We will see you December 14<sup>th</sup>.

Sincerely,

Alvie Cater



# Unified School District 232

35200 West 91<sup>st</sup> Street  
De Soto, Kansas 66018  
Phone: 913-667-6208  
FAX: 913-6676202

De Soto – Shawnee – Lenexa – Olathe  
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Date: December 14, 2009  
To: Board of Education  
From: Earl Martin, Director of Teaching & Learning  
Re: Overview of No Child Left Behind

## Purpose

The purpose of this report is to provide an overview of No Child Left Behind, concerns about NCLB, and potential changes as NCLB is reauthorized. There will be a short presentation providing this information.

## What is NCLB?

- NCLB is the **federal act** of the US Congress aimed at closing the academic “achievement gap with accountability, flexibility, and choice so that no child is left behind” *Public Law 107-110, January 8, 2002*
- NCLB is the **reauthorization of the Elementary and Secondary Education Act** (ESEA).

## Key Premises of NCLB:

- **All children** can achieve to **high standards**.
- All schools are **accountable** for all students.
- A **unitary accountability system** must apply to all schools.
- All **teachers** must be **highly qualified**.

## Positive results of NCLB:

- NCLB has served as a catalyst for some **educational reform** and **school improvement**.
- NCLB has **increased focus** on standards-based teaching and learning.
- NCLB has focused more energy on **meeting the needs of challenged learners**.

## Adequate Yearly Progress.

NCLB increased accountability through establishing AYP = % of students “proficient” or above on state assessments and other accountability measures. Each state established their own formula for AUYP and definition of “proficient.” All students must be proficient or above by 2014.

## Concerns About NCLB:

- **ALL** children **judged on same standards**, regardless of learning rates/ability.
- Focus on **one testing measure**
- **Lack of equity** across states, in regards to: definitions of “proficient,” assessment standards, and subgroup numbers.

**Potential Changes to NCLB in Reauthorization, According to Arne Duncan, Secretary of Education:**

- “Race to the Top” Grant Awards for results-based innovation
- Include a measure of individual student growth
- Additional measures on state results – e.g. National Assessment of Educational Progress (NAEP)
- Restructuring of lowest-achieving schools
- Data systems that tie student progress to individual teachers
- Push for more Charter Schools
- Data measure for how well high schools keep ninth graders on track.



# Unified School District 232

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**Jeff Mildner**  
Director of Technology

Date: December 14, 2009  
To: Board of Education, USD 232  
From: Jeff Mildner  
Re: Discussion for Direction on Video Surveillance Systems  
Funding Source: NA

The USD 232 technology department is requesting direction from the board of education as it pertains to video surveillance solutions. For the past two and a half years numerous solutions have been evaluated and proposals have been created for board approval. A number of factors have prevented solutions from being presented to the board until June 6, 2009 when two viable solutions were presented. It was at that board meeting solutions from OnSSI and Cisco were presented and the board asked that other information be collected. In the five months since that board meeting information has been collected but the solutions have changed in features and cost. The items to report back and needed information for moving forward are detailed below.



Requested items from the board of education:

1. What other districts in this area are using OnSSI or Cisco?
  - a. No districts are using OnSSI but several are interested in it.
  - b. Kansas City, Kansas has moved forward with Cisco to unify the varying solutions they had across the district.
2. What are other districts using?
  - a. Cisco
  - b. Milestone
  - c. Bosch-not enterprise wide software solution
3. What are the financials for OnSSI?
  - a. OnSSI is a privately held company and they would not release that information to USD 232
4. What does law enforcement recommend?
  - a. We have not found a clear answer on this issue
  - b. Most districts have gone with camera setting standards based on frames per second(fps) settings
    - i. Recording on cameras are usually set between 6-15fps
    - ii. For specific locations, times, event driven cameras are set at 15fps or higher

Direction from the board of education:

1. What is the priority for video surveillance moving forward?
2. If it is a high priority, what future board meeting should the technology department return with viable solutions and pricing?
3. What other information will you need to make a decision?

# JANUARY 2010 BOE CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
<p><b>A LOOK INTO THE FUTURE . . . . .</b>            2/8- BOE meeting, 6 p.m., Boardroom            2/10 - Kindergarten Conferences (NO SCHOOL FOR KDG ONLY)            2/11 - NO SCHOOL - K-12 Conferences            2/12 - NO SCHOOL - K-5 Conferences / 6-12 Prof. Day            2/15 - NO SCHOOL for Students &amp; Staff - President's Day            3/12 - NO SCHOOL - 1/2 Professional Day / 1/2 Work Day            3/15-19 - NO SCHOOL - SPRING BREAK!</p>					 <b>NEW YEARS HOLIDAY</b>		
<p><b>3</b> NO SCHOOL IN-SERVICE DAY</p>	<p><b>4</b> CLASSES RESUME!!</p>	<p><b>5</b></p>	<p><b>6</b>  BOE PACKET MAILING</p>	<p><b>7</b></p>	<p><b>8</b></p>	<p><b>9</b></p>	
<p><b>10</b></p>	<p><b>11</b>  6p BOE meeting</p>	<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b></p>	<p><b>15</b></p>	<p><b>16</b>  6:00 p De Soto Chamber Annual Membership Dinner VFW Hall</p>	
<p><b>17</b></p>	<p><b>18</b>  NO SCHOOL FOR STUDENTS AND STAFF MLK B'day Holiday</p>	<p><b>19</b></p>	<p><b>20</b></p>	<p><b>21</b></p>	<p><b>22</b>  6:30 p Lenexa Chamber Annual Awards Dinner Overland Park Marriott</p>	<p><b>23</b></p>	
<p><b>24</b></p>	<p><b>25</b></p>	<p><b>26</b></p>	<p><b>27</b></p>	<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b>  5:30 p Shawnee Chamber Annual Dinner Overland Park Sheraton</p>	
<p><b>31</b></p>							





# Unified School District 232

35200 West 91<sup>st</sup> Street  
De Soto, Kansas 66018  
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FAX: 913-583-8303  
mschmidt@usd232.org

De Soto – Shawnee – Lenexa – Olathe  
w w w . u s d 2 3 2 . o r g

**Dr. Mark Schmidt**  
Director Human Resources

**Date: December 14, 2010**  
**To: The Board of Education**  
**From: Dr. Mark Schmidt - Director of Human Resources**  
**Re: Written Report—Morgan Hunter Education Division Substitute Contract**

In August 2007, the De Soto Unified School District entered an agreement with Morgan Hunter Educational Division (MHED) to provide short-term substitutes for our certified staff. All long-term substitutes (11 days or more) are selected and hired by the principals along with the support of Human Resources. Substitutes for paraprofessionals are coordinated by the Special Services Department.

Currently MHED provides the following services and staff in exchange for \$138 paid for each substitute day.

- A full-time substitute specialist that is available starting at 5:30 am to fill last minute substitute requests
- Secretarial and payroll department to meet needs of substitutes, principals, teachers, and substitutes
- Advertisement (as needed) to maintain a quality substitute pool
- Face to face interview with all substitute candidates
- Reference checks for all substitute candidates
- Annual background check through Validity for all active substitute teachers
- Short-term substitutes (paid \$100 per day)
- Workman Comp insurance
- Unemployment insurance
- SubFinder – Automated 24/7 Substitute Management Program
- Ability for teachers to identify favorite and restricted substitutes for their classrooms
- Ability for principals to identify favorite and restricted substitutes for their buildings
- Substitute Training (monthly)
- Opportunity for teachers to provide feedback/evaluation on substitute performance. The MHED Substitute specialist coaches substitutes for improvement when suggestions are made
- Reporting includes quarterly reports to HR and daily reports to secretaries and principals on who is substituting in the building

When the District entered the agreement with MHED, we were interested in improving the fill rate of open positions, expanding the number of substitutes available in the system, providing training for substitutes, creating substitute evaluation, creating a system to track the reasons for substitutes, and developing a process to deliver systematic feedback to our substitutes. Listed below is a summary of performance in each of these areas:

- **Improve “Fill Rate”:** The fill rate has continued to improve since the district began working with MHED in 2007. During the 2007-08 school year, the fill rate was 99.6%. In 2008-09, the fill rate was 99.74%. Through November 20<sup>th</sup>, 2009, the fill rate has been 100% (see attachment for details).
- **Expand the number of available substitutes:** The available number of substitutes has increased from 120 in 2007 to over 240 as of November 20<sup>th</sup>, 2009. MHED has a waiting list of licensed staff members who would like to substitute in USD 232. Currently only fully licensed teachers who complete student teaching in USD 232 and/or are recommended by the Human Resource Director (high need areas) are added to the 240 active list.
- **Provide training for substitutes:** Professional development training opportunities have increased from once quarterly in 2007 to the current monthly training. Staff development topics have included: classroom management, dealing with difficult behaviors, safety procedures established by the district, and teaching within a Special Education classroom.

- **Substitute evaluation instrument:** MHED has developed and trained district staff on the use of a quick, one minute survey based on the performance of their substitute. Teachers have the opportunity to complete this survey every time they have a substitute in their classroom.
- **System for tracking the reason for substitutes:** SubFinder produces detailed reports that are used by principals and Human Resources staff to track the reasons for substitutes. Data from these reports are attached.
- **Systematic feedback for substitutes:** Teachers and substitutes have access to an on-line substitute scheduler that matches the short-term teaching assignment with the substitute's licensed subject areas, building, and date preferences. MHED has provided teachers with a list of areas in which substitutes are licensed. To further secure good matches between substitutes and classrooms, each teacher may submit a list of "preferred" and "restricted" substitutes. This feature has allowed teachers to screen out substitutes who do not operate well in their classroom and avoid potential problems. When there is a concern about a substitute's behavior, MHED has been quick to address the issue before allowing a substitute to return to the classroom. Based on feedback on the recent evaluation, MHED distributed a summary sheet reminding teachers how to modify their individual "preferred" and "restricted" lists.

In November 2009, the Human Resource Department sought input from staff members regarding their experiences with MHED. A comprehensive survey was created and distributed to all certified staff members. Combining the scores of seven questions directly related to MHED's performance, 94.4% of staff indicated they were as either "Very Satisfied" (51.5%) or "Satisfied" (42.9%) with their experiences. Please find a copy of all survey results attached.

With the contracted automatic renewal clause, the District has a valid contract with MHED to provide short-term substitutes at the current fee of \$138 per day for the 2009-10 school year. If the Board would like to reopen negotiations of contract terms with MHED, or if the Board would like to cancel our contract for the 2010-11 school year, written notice must be provided to MHED prior to April 1, 2010. To meet this deadline, the Human Resources Department will add the MHED Contract for discussion during the January Board Meeting and ask for Board action at the February Meeting.

Please contact me at [mschmidt@usd232.org](mailto:mschmidt@usd232.org) or (913) 667-6205 if you would like any additional information that would be helpful in deciding how we will provide for the District substitute needs during the 2010-11 school year.

Respectfully submitted by:

Dr. Mark Schmidt  
Director of Human Resources

Encl: Performance Data, Staff Survey Data, Staff Feedback and MHED Responses, MHED Contract

## Morgan Hunter Performance Data

	<u>2007-2008</u>	<u>2008 - 2009</u>	<u>Aug. 11, 2009 – Dec. 3, 2009</u>
<b>Number of Short-Term Substitute Requests:</b>	4392	4926	1947
<b>Actual Fill Rate of Requests:</b>	99.46%	99.72%	100%
<b>Daily Cost to the District:</b>	\$138	\$138	\$138
<b>Daily Paid to Substitute:</b>	\$100	\$100	\$100
<b>Percentage of Days (Professional Leave)</b>	34.5%	33.1%	23.1%
<b>Percentage of Days (Sick Leave)</b>	49%	50.6%	56.2%
<b>Percentage of Days (Discretionary)</b>	15.6%	14.5%	20.1%
<b>Percentage of Days (Maternity/Paternity Leave – When a long-term sub needs a sub)</b>	1.0%	1.8%	0.7%
<b>Day of the Week Absences:</b>	Monday 18.6% Tuesday 17.3% Wednesday 19.9% Thursday 18.6% Friday 24.9%	Monday 20.0% Tuesday 19.3% Wednesday 18.0% Thursday 19.6% Friday 23.1%	Monday 18.9% Tuesday 18.3% Wednesday 17.1% Thursday 20.0% Friday 25.6%
<b>Number of Substitutes Available for USD 232:</b>	120	190	240
<b>Substitute Professional Development:</b>	Quarterly	Monthly	Monthly

## Morgan Hunter Survey Summary

Home Building	# of Respondents
ADC	7
TC	0
DSC	0
CLC	2
CCE	34
HE	26
ME	26
PRE	34
RE	22
SE	23
LTMS	25
MCMS	31
MTMS	25
DHS	33
MVHS	45

Position in the District	Percent of Respondents
Teacher	85.9%
Administrator/Principal	4.8%
Secretary	3.9%
Central Office Staff	1.8%
Other	3.6%

## Morgan Hunter Survey Summary (Cont.)

Question	Rating			
	Very Important/ Satisfied	3	2	Not Important/ Satisfied
-				
How satisfied are you with the overall quality of substitutes recruited, hired, and placed by Morgan Hunter Education Division?	42.8%	54.2%	2.8%	.3%
How important is it that all substitutes have an annual background screening?	75.3%	19.4%	4.6%	.6%
How important is it that all newly hired substitutes have a face-to-face interview and verbal reference check before placement in the schools?	81.9%	14.7%	2.8%	.6%
How important is it to hire only fully licensed teachers for new substitutes (exclude emergency licensed staff when possible)?	23.6%	48.8%	21.2%	6.4%
How important is it to provide monthly training opportunities to our substitutes?	24.3%	43.1%	25.8%	6.8%
How important is it to provide all substitutes with training that includes information about policies and procedures outlined in the De Soto Employee Manual and USD 232 Crisis Manual?	66.1%	27.2%	5.8%	.9%
How important is it to provide USD 232 teachers with an automated system that provides 24-hour access to teachers and administrators to review absences and learn which substitute are filling the jobs?	78.8%	17.4%	2.8%	.9%
How satisfied are you with SubFinder as the automated system?	67.7%	28.2%	4.1%	0.0%
How important is it to allow buildings and individual teachers to control which substitutes see open jobs with both “favorite” and “blocked” lists?	60.3%	32.3%	6.8%	.6%
How satisfied are you with Morgan Hunter’s ability to place substitutes with late notice?	52.0%	42.4%	3.7%	1.8%
How important is it that first-time subs and random “experienced” subs are evaluated by teachers?	39.4%	51.2%	9.0%	.3%
How important is it for teachers to have the option of submitting an evaluation following any substitute?	50.6%	41.9%	7.1%	.3%
When a concern exists, how satisfied have you been with MHED’s handling of the situation?	49.6%	41.9%	6.0%	2.6%

## Morgan Hunter Survey Summary (Cont.)

Question	Rating			
	Very Important/ Satisfied	3	2	Not Important/ Satisfied
-				
How satisfied are you with the friendliness of service when dealing directly with Morgan Hunter?	63.6%	33.2%	2.8%	.5%
How satisfied are you with the quality of feedback provided by substitutes when you return (were the notes helpful and/or detailed enough)?	44.7%	47.8%	6.2%	1.4%
How satisfied are you with how effectively the substitutes followed lesson plans?	40.4%	52.7%	5.5%	1.4%
How important is it to track Absence Reasons and Budget Codes for analysis?	28.4%	33.7%	16.8%	21.1%
How important is it for Principals and lead secretaries to receive daily report of absences?	70.1%	22.4%	5.6%	1.9%
How important is it to receive quarterly absence reporting to identify trends?	29.7%	37.4%	20.9%	12.1%
Are reports from Morgan Hunter useful for your needs?	40.5%	25.7%	24.3%	9.5%
<b>When Morgan Hunter substitutes are at your building:</b>				
	<b>Always</b>	<b>3</b>	<b>2</b>	<b>Never</b>
Are substitutes on time?	60.3%	36.3%	3.1%	0.0%
Are substitutes dressed appropriately?	63.9%	33.1%	3.0%	0.0%
Do substitutes know their assignment upon arrival?	65.6%	31.7%	2.7%	0.0%
Do substitutes interact positively with staff?	51.1%	45.2%	3.6%	0.0%

# Comments from Staff and Morgan Hunter's Response

\*Notes: 1) Grammatical errors may exist as data was downloaded directly from Survey Monkey.

2) Per our request, MHED has responded to some of the areas of concern. Their comments are noted below in bold.

- I have been extremely pleased with the substitutes I've interacted with in our building. The overall quality of substitutes that come to Horizon is excellent.
- I really find it valuable to be able to go in and request our favorite subs or subs that are familiar with the building. It gives teachers a sigh of relief knowing who will be with their class. :)
- The only problem we consistently have is bad directions to our building.
- We have great subs and I always feel comfortable having MH get a sub for me.
- Overall, I have had a positive experience. On a rare occasion I have had a substitute not follow the lesson plans.
- I understand and agree with the idea of hiring only certified teachers for substitutes in theory. This can be done somewhat easily right now due to the number of certified teachers looking for work, but I am concerned about how that will work long term. I don't want to undermine the value of many substitutes that are not certified, but have been in our buildings for years. Their knowledge and experiences are just as valuable as certification in many cases. Some of my favorite subs are not certified, but have been in the building for years - they know me and understand how I run my classroom and they know my students. In most cases I would rather have them in my room than a newly certified teacher who lacks that knowledge. Responsible teachers will leave their substitute detailed lesson plans to carry out. In my opinion this often takes over the need for certification. Knowledge of buildings, staff, and students by many of our long term non-certified subs takes care of the classroom management issue that can easily cause trouble for subs.

***MH: "We agree and want to keep experienced subs, certified or emergency, on board and happy! One idea we have is to provide training for "building substitutes" at the start of every school year. Most schools have approximately 5 - 10 subs on their site preference list. We are hopeful these substitutes could receive extra training at the start of each school year pertinent to specific buildings. We believe this would be particularly helpful with special education classrooms and maintaining consistency."***

- MH has worked very well with our building's needs and details that make all the difference. Ken Belko and Jim Peters are amazing! We love the fact that we can block subs from coming back that have caused a disturbance or been ineffective. Several of us also love the idea of choosing subs for awards based on teacher evaluations. Great Job MH!
- I have worked on both sides, sub and teacher using Morgan Hunter. I must say, in all of my experience with them, I cannot give them enough praise. They are top notch through and through.
- While Morgan Hunter provides a great service...there are times when a person would be better for the situation. For example, when a sub is needed to be switched from a half time position to a full time position somewhere else, or when extraneous circumstances occur that would require one sub to be moved to a classroom that will cover more days than just a job to job position (and where the sub has been requested for a day or so of that time).
- I would like for substitutes to not be placed within their child's classroom or maybe even grade level. In the past it has been a negative experience regarding privacy and favoritism. We seem to have a lot of parents subbing at our school and at times the professional and personal areas tend to collide.
- It would be nice to know which subs are currently actively seeking placement. Sometimes when searching by a specialty (such as art) the most recent sub additions were over a year old. I have no idea which of those subs are still available and which have subbed in our district. I would like more feedback on which subs are new and which have been used before or never used.
- It is nice to be able to have the 24 hr access when you are a teacher with children who tend to get sick at all of hours of the night. Also, it has been nice to be able to request a sub that has worked well for your team or for yourself and to be able to keep ineffective subs from being chosen first.
- I really enjoy the service provided by MH and feel that they are doing a fabulous job of finding and keeping quality substitutes.

## Comments and Responses (Cont.)

- We have had district parents with no teaching experience be placed to sub in the classroom of their own child or the grade level of their child. This has been awkward as they have sometimes favored their child (e.g. had only the girls eat lunch in the classroom with them because their daughter was in the room and no other reason for excluding the boys). I also feel that they are violating privacy issues, by having access to private or academic information about students that their child interacts with on a social level. I see more and more unlicensed parents coming in as substitutes. I get the feeling that many of them just want to collect gossip. I think it would be more appropriate for them to only sub in the grade levels and/or schools that their child is not in.
- Allowing any person to come into the classroom to be a substitute regardless of their hands on educational experience is disappointing. We have had several substitutes who do not have education degrees and should not have been in charge of children's well being or education.
- The MH SubFinder System and the office staff of MH are extremely helpful. I believe the system saves a lot of time due to the fact it's automated. I can only recall a few times that a job went unfilled. I remember the days before MH that I spent a lot of wasted time trying to find substitutes on my own when I was not able to contact the "sub coordinator". I believe the MH SubFinder system to be very reliable. I use a lot of the online reports available to me on the MH website.
- I think it's a great service for any school district!
- We would like to see more subs with access to the computers. We need a list of subs that have been offered and taken the time to go get their passwords and logins. This may be a district issue? I'm not sure where or how to update my preferred sub list each year. Would MH mind sending out directions each year? Thanks!
- This isn't necessarily directed towards Morgan Hunter, but our building has a substitute that is used on almost a daily basis that is not a certified teacher, but goes above and beyond the call of duty, is very adaptable, and is very flexible. This person knows our students and communicates with them effectively and efficiently. I would trust this person over any unknown certified teacher any day of the week. I would strongly discourage our district moving towards a system that only allows certified substitutes in our buildings.  
***MH: "We agree. All substitutes employed by MHED are licensed by the state of Kansas to be an emergency substitute, regularly licensed substitute, or fully licensed teacher. At this time, MHED has not been asked to refrain from using the proven emergency licensed substitutes in De Soto schools."***
- No problems...ever. thank you
- MH has been extremely helpful in finding subs for us in "emergency" type situations.
- I feel that it is truly important that all substitutes have training and for educators to have access to giving feedback easily for ALL substitutes.
- Only had good experiences.
- There are many great subs, and we have a long preferred list for the DR. There are also some people I don't think should ever be subbing and I wonder how they "get past" screening.  
***MH: "We will continue to encourage teachers to provide feedback through the use of the evaluation tool . This also allows us to address teacher concerns immediately."***
- The only issue I have had is that one sub's name will be listed as my sub, and then another person comes. ??? This has happened almost every time I have had a sub.
- I feel if a candidate has experience in a school setting dealing with students academically, this person should be able to substitute even without a teaching license.
- I request subs to rove to different classrooms while teachers attend IEP meetings. We have been very pleased with our service from Morgan Hunter and with the subs sent. On the few occasions we have had someone that didn't fit what we needed; Morgan Hunter was extremely helpful in dealing with these situations.
- I am concerned that we have experienced subs that have done an excellent job that might not be invited back due to a decision to hire only fully licensed teachers. That shows a lack of appreciation for the great job they have done and would be shooting ourselves in the foot for future needs.



## Comments and Responses (Cont.)

- I would like to be able to provide a list of preferred substitutes that are asked to sub for me first. It is frustrating that I can only provide one sub request and if that person can't do it, someone else is randomly placed. Other than that, I am happy with Morgan Hunter. It's very simple and easy to request a sub. Thanks!  
*MH: "The current system allows for teachers to set up a preference list for the order in which substitutes are called. We will provide written directions and training upon request so teachers may maximize this feature in SubFinder." Please see directions for setting up "favorites" below.*
- It would be helpful to be able to view available subs from our favorite lists when submitting a request. It would also be helpful to know which subs prefer which areas. Not everyone is "suited" for working with the population of kids I work with, and it would be helpful to know which subs would prefer not to work in my position.
- I wish there was a way for the teacher to have the opportunity to reselect a sub if the sub who had accepted the job has to cancel for a personal reason. With the current system, if that happens, a random sub is contacted, and most often times not from our "preferred list" provided. This is really challenging especially for resource/sped teachers as we have a very specific set of subs who work best with some of the challenges our students face each day.
- I have been very pleased with this system.
- I LOVE Morgan Hunter. They have been nothing but helpful to our building. In crisis they come thru for us. If we have an issue with a sub they are very helpful (although this rarely happens). We have had almost zero "mess ups" on Morgan Hunters part. I would give them an A+ for a job well done.
- I would like an evaluation sent to me electronically by MH the day after I have had a substitute in my classroom. It will be my choice to fill it out or not, but I would like to be given the opportunity to evaluate the substitute right away. It would also be helpful to see the credentials of the sub when requesting them. Perhaps next to each sub's name could be their qualifications (any specific areas they are certified in, as well as if they are K-12 certified).
- Please allow student teachers from our building to be hired as substitutes even if you are on a hiring freeze. They are already familiar with the students, teachers and procedures of the school.
- My only concern is that when a requested sub cannot fill the job, it does not inform you so that you can select a new "requested sub." This has been an issue in my position where there is a great deal of confidentiality and mobility around the building. I like the service, but wish this could be addressed.
- I have really enjoyed using the Morgan Hunter system and feel it is very effective. However, the one thing I would like to see changed is the system just randomly choosing a sub if the one you requested declines the job for whatever reason. I wish there was a way to select back up subs so a random person is not immediately assigned. I noticed the question regarding the fully licensed subs. In theory, that sounds amazing, but I am concerned that 1. there would not be enough subs to accommodate needs and 2. That would eliminate the subs who are in fact outstanding at what they do, because they are not certified. I know of 4 absolutely, amazing subs who are not licensed/certified and we would be doing all an injustice by letting them go. We are truly lucky to have them. Thank you for hearing our concerns and taking the time to get our input.
- It would be nice if Morgan Hunter had a separate "certified" teacher sub list that we could refer to when looking for a long-term sub. Instead we have to submit names of subs, they look them up, and then they tell us whether they are or are not a certified sub.
- I have been very satisfied with Morgan Hunter. I like having the option to request a specific sub and being able to do this 24 hours a day. It is very convenient and easy to do. The only change I would like to see is that when I request a sub and she isn't available, I would like to be notified so that I can choose someone else familiar with my special education students. Currently, if the sub you requested doesn't accept the job, you get whomever they send.
- I really appreciate that we are provided with Requested sub!
- Could those substitutes with teaching licenses and experience be placed first before those without true teaching credentials?
- In the past we had to call a district employee that was in charge of this process, it was stressful because you never knew if your request for a sub was filled. There was no feedback with the old way. Using Morgan Hunter is an effective communication tool for finding subs and receiving feedback.

## Comments and Responses (Cont.)

- Carol Green exhibits every positive part of this survey. If substitutes are taught to go above and beyond and seek out things to do during recess breaks/plan time it helps tremendously. We have had subs who just sit and read a novel or play on their phone when they could be helping out other grade level teachers with copies, filing, etc. We love when subs want to reach out and help with whatever they can.
- I can't answer #4 since I am not in the building, and usually never meet my sub. My only concern is the ease in making contact after 6:30am after the internet is closed and before our building phones are open.
- I greatly appreciate being able to request a substitute online at any hour of the day.
- I would like to be able to request more than one sub in the event the first requested sub turns down the job. If they turn down a job, it opens up to everyone, and I don't always get someone who knows math!
- The majority of the subs at Morgan Hunter are very good. Occasionally, subs have behaved inappropriately, but MH handles it well.
- Since establishing the working relationship with Morgan Hunter, we have had virtually every absence covered without delay no matter what time of the day we have needed to request a substitute. In previous years we would have 2-3 occasions each year without substitute coverage which placed routine instructional procedures in a disrupted state. Morgan Hunter substitutes have been prompt, enthusiastic about their job, and highly professional in their demeanor.
- It would be helpful to know areas of specialized training not just sub numbers...i.e.: who can teach math or computers
- I usually use subs I know, and my answers reflect that. I have rarely had a sub come that was not someone I selected (I'm not gone often and plan ahead with someone I trust).
- I like the service. I teach music and it would be great to create a list of subs that have ability in this area so I could choose someone with experience.
- As with any job, some substitutes are exceptional and some are not. I evaluated one of the latter and never got any feedback. When a teacher goes through the effort of detailed sub plans it is expected that the sub will follow these or at least try. If issues arise they should let you know what they weren't able to cover or how they strayed and why.
- Overall, I am happy with the service. I do feel a lack of connection. Sometimes I am sick and don't want to/can't get to a computer. Also, I would like the website to be a little more user friendly. I would like to be able to see who my sub will be and review/change my list of favorites/dislikes. And if this survey is just for the district, the subs I get from Morgan Hunter and the same subs I had when Mrs. Brown was in charge.
- I have been very fortunate to know ahead of time the dates I will be absent, so I have 1-2 subs that I rely on each time. They know my routines, students, and expectations. Robin Palmer is the main one and she does an amazing job! It would be helpful to have a building list of recommended subs, along with their number so that I could request one of them in case Robin is not available.

***MH: "We will provide a list of requested substitutes to each building secretary for their use. Thank you for the suggestion."***

- It is extremely frustrating that we are not able to request more than one person. If our first choice is not available we don't know and sometimes receive someone we really would rather not have if we'd had the chance to choose a second or third choice.
- When a sub has been requested and they accept, it would be nice to know if they have to cancel so a different request might be made instead of going "pot luck"
- I have worked with Wendy and Anna at MH, and I have always been extremely pleased with their friendliness, promptness to returning emails, helpfulness, and overall professionalism. If MH hires people like these 2 ladies, then MH will always be doing the right thing. Thank you for having such a quality program.
- My responses are based on requested subs only. They are great!
- The subs I almost always request do not have a teacher certification, however they are wonderful with the students and I would request them over some of the certified subs I have had in the past.
- I would like to have my subs called in order of preference. For instance, if Mrs. Green is not available when I request her it would automatically call my 2nd, 3rd and so on choices rather than just randomly calling and not know who I get.

## Comments and Responses (Cont.)

- I have been very pleased with the substitutes that we use regularly in the discovery room at Prairie Ridge Elementary. They are extremely flexible and work well with students in a variety of environmental settings.
- Should not be parents of students in the building. Should be told they need to follow the lesson plans and not deviate from them.
- Is there a way we could get the area the teachers are licensed in to better help teachers make selections for substitutes?
- It has been very nice working with Morgan Hunter as when we did not we frequently received emails that there were no subs or few subs available on days. This was a stressful situation when teachers were sick and needing a sub. MH has reduced this concern.
- Overall happy
- It would be so helpful if teachers could request more than 1 sub, so that if the Morgan Hunter system calls our first choice and they are unavailable, the automated system would move on to our 2nd choice instead of putting in a random sub.
- I feel as though our "back-up" or "favorites" list is not being used appropriately when we are unable to get the sub we requested. It does not go to our list but out to all subs in the Morgan Hunter database. I would like to see this problem fixed so that we may get the subs that we know better. Thanks.
- It would be nice to be able to submit a second or even third choice when you request a sub. It is too bad when you request one, they decline it and then you get whoever can take the job. I also think it is important to find a balance between quality and quantity. I am afraid that if we require all subs to be fully licensed, there will be major shortages and we would lose good subs that are parents of district students or are out of another work force and doing a great job working as a sub.
- Since I teach a computer class it is important that I find a sub who can log into our computer system. It would be helpful to know who has computer access. Also who is knowledgeable about Microsoft products so they can carry out my lesson plans.
- I think substitutes need training on the ethical policies of being in a classroom. Making sure they understand they are not to talk about the children they work with in the classroom to others. I also think that parents should NOT substitute in their child's classroom or grade level - even in an emergency situation. It puts the parent and the other children in a compromising position because it is often hard for a parent to take off the "parent hat" and put on the "substitute hat" when in a classroom.
- It is a good program for the district to use. Substitutes are of high quality and come back to our building many times so we are comfortable with who subs for us (the majority of time).
- I haven't used the service that often, but have been very pleased when I have used it. My only suggestion would be for Morgan Hunter to send an e-mail directly to the requesting teacher confirming that a sub has indeed been placed and the name of that individual. Including contact info for the sub is asking a lot, but would be great if possible.  
***MH: "As we move forward, we will discuss the possibility of 'confirmation' emails. However, we want to be sensitive to not overload email inboxes as substitutes accept jobs and then make changes to their schedules."***
- I have been very pleased with the service of the MH staff - specifically we asked about subs with science certification for a long-term sub need and we got a list of 6 within about 2 hours.
- We love having Julie Koehn and Sara Gehrt in our building. You can ask anyone.
- It would be helpful to be able to have a "second choice" of substitute if my first choice is not available.
- Can I make a list of multiple favorites? How do I do that? How do I activate it to be used every time?  
***MH: "Yes. As noted above, we will provide written instructions and training upon request." Please see below for a summary of information provided to teachers regarding "favorites."***
- There definitely needs to be an evaluation around 1st time or newly experienced subs. Some are simply not cut out for being a sub.

## Comments and Responses (Cont.)

- The only frustration I see is the cost and compensation to substitutes- are we still competitive with neighboring Johnson County School Districts?  
*MH: "Currently the dollars paid to substitutes are lower than surrounding Johnson County school districts. However, we have increased the number of available substitutes and have been able to fill 100% of the requests this school year. This has been done without passing on any additional costs to the district. We will continue to monitor our competitiveness and communicate with district administration."*
- I have had some Great subs and then some that are friendly but with NO education background and therefore have a hard time with lesson plans.
- I have had the pleasure to have outstanding substitutes for the last couple of years. I appreciate their hard work.
- It would be VERY helpful if Morgan Hunter would use our "preferred" list if our requested sub cannot take the job. Instead, the job is open for anyone to take. In my classroom, I have children on IEP's, 504's and students' with special situations. I need to be able to trust each sub that enters my classroom.
- When I am able to get my requested subs, I am usually happy with the results. When I can't get my request, I have not been happy with the results of random subs. Luke Hosler always does an exceptional job with students AND following lesson plans. It amazes me how many subs do NOT follow the plans!  
*MH: "We will continue to encourage teachers to complete the on-line evaluation for substitutes who exceed or might not meet expectations."*
- I am very pleased with Amy Bauer. She is a great substitute.



**De Soto Unified School District - SubFinder Process**

Call Processor will call substitutes for:

Same day absences – 5:30 a.m. to 2:00 p.m.

Future absences – 4:30 p.m. to 10:00 p.m.

• **Absence Reporting Definitions:**

- **Requested Substitute** – Allows the teacher to select one specific substitute that can exclusively see that job assignment online or via the phone up until 12 hours before the start time.
- **Substitute Required** – Opens up the job assignment to sub pool, except those on that teacher's personal Exclusion List or Site Exclusion List.

• **How the SubFinder Call Processor Works:**

- A teacher enters an absence and requests a specific substitute. If a substitute is not available to take a call for a requested job the call processor will hold the job for them until they can accept or reject it. Once it gets to 12 hours before start time, it changes the status to substitute required rather than substitute requested.
- If the requested substitute is unavailable the call processor then calls the remaining substitutes on that classroom teacher's personal preference list. Obviously the more substitutes on a teacher's preference list the better the chances are of getting someone in the classroom that they know and are more comfortable with.
- If everyone on a teacher's personal preference list is unavailable the call processor then starts calling the substitute teachers on the school's preference list. In some cases these lists are very similar but it will call anyone that hasn't been called from that teacher's personal preference list yet.
- After calling all the subs on a teacher's personal preference list and then on the school's preference list, the call processor will begin calling out to the general substitute pool. The substitutes have their own preference lists as well so it will only call the subs that named a specific grade/subject as a preference. This helps to eliminate the call processor calling subs that are not comfortable with that specific subject/grade.
- The call processor will NEVER call anyone on a teacher's personal exclusion list or anyone on the teacher's school exclusion list. Jobs are also NEVER visible online to a substitute that is on an exclusion list. Hence the importance of an exclusion list.

• **Preference and Exclusion Lists:**

- **Preference Lists** - You can submit a list of substitutes that you prefer to MHED. This does not guarantee that you will secure a sub on the list for your absence; it simply means that when the SubFinder call processor starts calling out for your absence, it will call the substitutes on your preference list first. Keep in mind that the sooner you report an absence the more likely you are going to get the substitute you want. Great subs are rarely available for last minute calls because they are requested in advance.
- **Exclusion Lists** - The SubFinder call processor will NEVER call anyone on your personal exclusion list!! If you are not satisfied with a substitute teacher, you may call or email MHED and we will place that substitute on your personal exclusion list. MHED can coach substitutes. If you were unhappy with a substitute but feel that the action can be corrected, please call us or complete an evaluation and let us know. We are happy to remedy the situation. We are committed to providing the most qualified substitute teachers possible for your classroom. Keep in mind if you add substitutes to your exclusion list for minor issues, this will decrease the number of substitutes available to you.



# Unified School District 232

35200 West 91<sup>st</sup> Street  
De Soto, Kansas 66018  
Phone: 913/583-8300  
FAX: 913/583-8303

De Soto – Shawnee – Lenexa – Olathe  
www.usd232.org

Date: December 7, 2009  
To: Members of the USD 232 Board of Education  
From: Jack Deyoe, Director of Operations  
Re: SRO Team School Safety Suggestions

Undoubtedly one of the most successful cooperative programs between school districts and municipalities has been the School Resource Officer (SRO) program. USD 232 contracted with the Johnson County Sheriff's Office for its first SRO when De Soto High School was still at the 8800 Penner (now LTMS) location in the early 1990's. Currently four officers serve as SRO's in the District. Sheriff's officer Eddie Blake is housed at DHS and serves the De Soto schools, Lenexa officer Jay Richards serves both Mill Creek Middle School and a Shawnee Mission middle school, while Shawnee officers John Midiros and Dusty Wilson serve the Shawnee schools. Officer Midiros is housed at Mill Valley High School, and Officer Wilson works from Monticello Trails Middle School and another of the Shawnee Mission schools.

While these officers have been helping our school administrators, students and parents for years, they have served somewhat in anonymity. Through associations such as NASRO and KASRO (National Association of School Resource Officers and Kansas Association of School Resource Officers), the SRO's are continually advancing their knowledge and training, and they are being encouraged to share that information and experience with school boards and districts as school safety becomes a greater emphasis across the nation.

A recent example of this leadership was the subject of an article in the *De Soto Explorer* and *Shawnee Dispatch* written by Ashlee Kieler which explained the local tips hotlines implemented by Officers Midiros and Blake first at Mill Valley High School and then later at De Soto High School. This system is now available also to students and parents at the District's three middle schools, and has been received positively by the secondary school administrators and District's students and parents.

While the SRO's represent three different law enforcement entities they communicate and meet together to share information in order to make the entire District safer. This past year, Officers Midiros and Richards each went through training for a new school safety program with the acronym A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) and have shared points of that training with the other officers during an October professional development day. From that meeting, the SRO's observed that while the District has a crisis program in place, its individual schools each have different procedures, and a more uniform district approach may improve the entire process.

Over the past year, the Alert or "A" phase of A.L.I.C.E. was addressed district wide so that schools no longer use individual codes or jargon unintelligible to visitors or substitutes within the buildings. Alerts are now made with the announcements "We have an internal lockdown situation," or "We are implementing an external lockdown" and the staffs and students

practice the procedures numerous times per year in their respective buildings similar to fire and tornado drills. The next step the SRO's are suggesting be made district wide would be the Lockdown or "L" phase.

As emphasis has been placed on school safety from intruders, it has been realized that one of the aspects that has the least uniformity is policy regarding the locking of doors. While teachers have keys to their doors, and it has been prescribed that substitutes be issued keys with their substitute badges, only one of our District schools, MCMS, requires that the teachers teach with their doors locked. Since Virginia Tech, getting the doors locked during a crisis has been a topic of emphasis. In many cases, to lock an unlocked door, the teacher is required to go into the hall and to attempt to lock a door under duress. In a time of crisis manual dexterity decreases and being exposed in a hall with an intruder present creates additional dangers. It is an inconvenience to teachers to work with the doors locked, but it would be a proactive move in the event an actual crisis event would occur. It may require additional study by the SRO's, administrators and teachers, but the SRO's suggest a standard district wide procedure would enhance safety.

The officers have also suggested that a uniform practice for building visitors would also be a valuable tool. All of the District's buildings have visitor sign in and stickers or badges for the visitor to wear, however, the sticker/badges and the follow up on visitor sign out are still handled differently at each building. While it's important to recognize a visitor to the building, which the badges do, it's also important for emergency responders to know who is in the building in the event of a crisis. Diligent check-in and sign-out procedure makes for a safer situation for all involved when first responders can identify who is in the building. In some districts across the nation, procedures require a visitor leave a drivers license or some other form of identity at the office when getting a visitors badge, and then the visitor has it returned when he/she signs out.

While to some these measures might seem extreme, before Columbine, Virginia Tech, and Frankfort, Kentucky, many of the things we do today to insure student and staff safety were unheard of in schools. This also would include building special entrances into the schools that funnel visitors past office personnel. If BOE members would like to discuss these measures, or would like to receive additional information on these safety initiatives, the District's SRO's are willing to respond to questions and/or meet at the Board's request.



# Unified School District 232

De Soto – Shawnee – Lenexa – Olathe  
www.usd232.org

Joan E. Robbins  
Director of Special Services

December 7, 2009

To: The Board of Education  
From: Joan Robbins

Re: Policies, Practices, and Procedures Manual

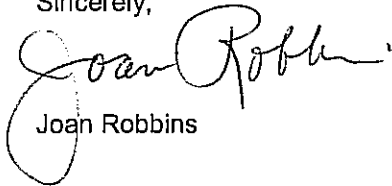
**Background:**

The Special Education Department of each school district is now required to develop a Policies, Practices, and Procedures Manual. This manual ensures that the requirements of the Individuals with Disabilities Education Act (IDEA) are implemented by local districts and meet compliance guidelines. Written policies, practices, and procedures require board approval when adopted. KSDE will be reviewing a random sample of these manuals across the state in spring 2010.

**Timeline:**

This manual is being submitted as a written report in December and will be an action item for January board meeting.

Sincerely,

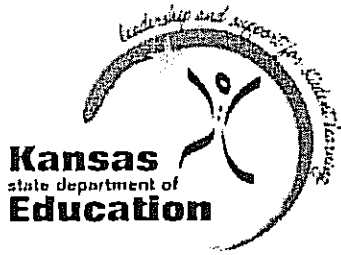


Joan Robbins

**Attachments:**

- FAQ: Policies, Practices, and Procedures (from KSDE)
- USD #232 Policies, Practices, and Procedure Manual





## Special Education Services

785-291-3097 or 1-800-203-9462  
785-296-6715 (fax)

120 SE 10th Avenue • Topeka, KS 66612-1182 • 785-296-6338 (TTY) • www.ksde.org

April 20, 2009

### FAQ: Policies, Practices, and Procedures:

#### Questions and Answers:

**1. *Is there a requirement for Boards to adopt policies, practices, and procedures annually?***

No, only *assurances* within the LEA Application must be adopted by the local board annually.

Written policies, practices, and procedures require board approval when adopted and when revised.

For cooperatives and interlocals, there is no need to go back to every district and seek approval, unless specified within the cooperative or interlocal agreement. However, KSDE recommends each district within a cooperative or interlocal be provided the opportunity for input into the development of local policies, practices, and procedures. §§ 300.201 through 300.213. (Authority: 20 U.S.C. 1413(a))

**2. *When will KSDE review these policies, practices, and procedures?***

During the FY10 school year, KSDE will select a random sample from across the state to verify compliance. LEAs are not required to send local policies, practices, and procedures to KSDE unless requested.

**3. *Should the LEA ensure the adoption of local policies, practices, and procedures are documented in the board meeting notes? Will this documentation be reviewed when the verification occurs?***

Yes. It is possible KSDE may request to see such documentation when the verification process takes place. LEAs should be able to provide documentation of board adoption such as meeting minutes, etc.

**4. *Does the policies, practices, and procedures manual need to be submitted electronically?***

No. While KSDE prefers documentation be submitted electronically, there is no requirement that it be submitted in this manner.

**5. Should LEAs include all forms within the local policies, practices, and procedures manual?**

No. LEAs are not required to include all forms within the local policies, practices, and procedures manual. However, this is a local decision and agencies may choose to do so to aid in training staff.

**6. What is the difference between the Policies, Practices, and Procedures Template and the Self Evaluation Tool for Indicators 9 and 10 (Disproportionate Representation)?**

The Policies, Practices and Procedures Template ensures the necessary IDEA requirements are included within the local policies, practices, and procedures manual. It is required by all LEAs. The Self Evaluation Tool is required only when a district has been identified through the Disproportionate Representation process for Indicators 9 and 10 of the State Performance Plan.

**7. Will KSDE provide guidance such as examples and checklists for LEAs to use to ensure all required information is included?**

Yes, KSDE has developed an example template and will provide further clarification to LEAs on this process to simplify and facilitate documenting policies, practices and procedures appropriately.

**Policies, Practices and Procedures**  
**Child Find, General Education Interventions and Evaluation/Eligibility**  
**U.S.D. 232 De Soto School District**

**SECTION 1: CHILD FIND**

**K.A.R. 91-40-7(d)**

**K.A.R. 91-40-7(a)**

De Soto policies, procedures and practices related to student identification are based on guidelines found in the state of Kansas Special Education Process Handbook. The provision of special education and related services is supported in school board policy.

De Soto informs the public of special education services for exceptional children, including when and how Child Find activities are conducted. The ways in which the public is informed include:

- De Soto School District Website
- Information available through Parents as Teachers
- Early Childhood brochure
- Multi-Tiered System of Supports (MTSS) brochure
- Multi-Service Center collaboration
- Special Education Parent Advisory Council (SEPAC: forming 2/2010)

**Private School Students:**

Students attending a private school in the De Soto school district who are not making adequate progress may be referred to De Soto by the private school administrator. Occasionally parents call De Soto to express their concern about their student. Parents are encouraged to work with their private school through a problem solving process and/or Student Improvement Team (SIT).

De Soto works closely with the private schools located within our district. The district conducts Child Find activities and serves students who are eligible for special education and related services. When students are determined to be eligible, De Soto provides IEPs to De Soto students who are residents and Service Plans to non-resident students. Initial consultation with the private schools is offered and/or provided by De Soto through individual meetings held annually. The purpose of this meeting is to explain the problem solving and eligibility determination process. Private schools are asked to include parents in this meeting. A representative from each private school verifies that they received the information they were presented in writing. In addition, the De Soto private school representative provides ongoing consultation with private schools regarding students as needed and keeps a log of these consultations.

**Homeless students:**

De Soto follows Federal Guidelines regarding the definition of “Homeless Students” and provides all services as outlined in the law. Students who are homeless receive free lunch and are not assessed any school fees. Students who receive special education services continue those services uninterrupted when relocating due to a loss of housing. When a De Soto student becomes homeless, the Homeless Coordinator works with the family and a community agency, if appropriate, to ensure that all educational services including special education continue as seamlessly as possible. The Homeless Coordinator generally receives the information that a student has become homeless from one of the many community agencies that work with homeless families or from school staff. The student may be served in the original school or in a school in closer proximity to the current residence of the student. The location in which the student receives special education and other educational services is determined by the family. The Homeless Coordinator confirms that the building principal is aware that a student from the school has become homeless and of the location in which the student will continue to receive services. The Homeless Coordinator arranges transportation from wherever the student is living to the original school or initiates a transfer of records to a new school if necessary.

**Highly mobile students:**

Students who are highly mobile are served similarly to students who move into the district. De Soto initiates a records request and implements IEPs from other districts by initiating comparable services immediately. The Multi-Service Center (MSC) in our district tracks highly mobile families who receive services. District personnel provide the MSC director with information concerning Child Find.

**Migrant students:**

When a migrant student enrolls in De Soto, the student would receive the same services as other highly mobile and/or move-in students.

**Students progressing from grade to grade:**

Individual student state assessment and all district-wide assessment scores are reviewed to ensure students are making progress towards proficiency. Students who do not demonstrate expected growth will enter the MTSS process.

Students who are suspected of having a disability are identified through systematic screening and the Multi-Tiered System of Support (MTSS) process. Students who appear to be at-risk are referred to the problem solving team by their general education teacher, the principal, counselor or the parent. The team meets to discuss current functioning of the at-risk student and determine interventions and data collection strategies to assist the student in catching up to peers. Students may be brought to the attention of the team anytime throughout the year. Referrals are not directly tied to class failure or lack of progression from grade to grade in De Soto. Students are referred when they are not

meeting grade level standards and/or have behavior that interferes with their own learning or the learning of others.

### **De Soto Sources**

- *De Soto District Website*  
<http://www.usd232.org/education/dept/dept.php?sectionid=120&>
  - *Child find and description of services for students with exceptionalities; reviewed and updated annually by the Director of Special Education*
  - *Parents' Rights Handbook*
- *Board of Education Policies*
  - *IDAC, IQ, JQA– Special Education (services for students with exceptionalities/disabilities)*
- *Brochures (available from the Special Education Department at the District Office)*
  - *Early Childhood Brochures*
  - *A Family Guide to Multi-Tier System of Supports(MTSS)*
- *Kansas Process Handbook Chapter 3: Initial Evaluation and Eligibility: Flow chart for Initial Evaluation; p. 3-2*
- *Private School Team Consultation Documentation such as phone logs, meeting minutes, sample agreements, letters/correspondence*
- *De Soto Homeless Coordinator – Joe Kordalski 913-667-6259 (De Soto High School)*
- *Least Restrictive Environment (LRE) Procedures*
- *Student Improvement Team (SIT) Procedures*

## **SECTION 2: SCREENING**

### **K.A.R. 91-40-7(b)**

#### **Children ages 3 through 5**

The district publishes a brochure that describes Early Childhood Special Education programs and encourages parents to call to arrange an appointment for a screening if they have a concern about their child. These brochures are available upon request from the special education or early childhood office. Information regarding early childhood special education screening and services may also be found online at:

<http://www.usd232.org/education/school/school.php?sectionid=88>

Monthly screenings are held during the school year for children ages 3 through 5. Screening dates are advertised in the newspaper and publicized at area daycares and preschools. The information is also on the district website at:

<http://www.usd232.org/education/components/calendar/calendar.php?sectiondetailid=29389&>

In Early Childhood, the screening process is multidisciplinary. The screening procedure includes age-appropriate instruments, assessment techniques, and measures specifically designed for screening in the following areas: hearing, vision, developmental communication, gross and fine motor, cognitive, social and emotional adjustment, self-

help and adaptive skills. Children are normally seen within 30 days of a request for screening. The Ages and Stages Questionnaire (ASQ) is sent home for families to complete prior to attending the screening appointment. During screening, we conduct a parent interview and an Early Childhood Special Education teacher and a Speech Language Pathologist elicit and assess cognitive, adaptive, and speech/language skills.

Parents are notified of screening results by mail or by phone. The notification includes information about each domain and whether or not the child demonstrated age appropriate skills. Children who demonstrate delays are referred for an initial eligibility evaluation. De Soto collaborates with Parents as Teachers and Johnson County Infant-Toddler Services and ensures that outside agencies know our process and how to refer families with young children to the district.

### **School aged students, ages 5 through 21:**

Children five through twenty-one are identified through Child Find general education interventions conducted through SIT and/or MTSS. Additional screenings (speech, occupational therapy, physical therapy, etc.) may be conducted as needed. Parents may opt out of screening or may request to have a comprehensive evaluation without participating in the screening process.

De Soto conducts screening activities for all students using the instruments and/or procedures listed below. Each of the screening tools is scheduled periodically throughout the year.

- DIBELS (3 times per year)
  - Grades K-2
- Rigby READS (2 times per year)
  - Grades K-5
- MAP Assessment (2 to 3 times per year)
  - Grades 2 - 12
- State Assessments (1 time per year per subject area)
  - Grades 3 - 11
- Teacher/parent referral to the Student Improvement Team (SIT) based on classroom performance (on-going throughout the year based on student performance)
  - Grades K – 12
- Vision and Hearing Screening (1 time per year at specified grade levels)
  - Grades K – 12

Students who fall below pre-established standards are referred to SIT for consideration for supplemental interventions through MTSS.

The effectiveness of the interventions is monitored and interventions are adjusted as to frequency and intensity as needed. Students who need intense, frequent and individualized interventions may be referred for a special education eligibility evaluation.

## De Soto Sources

- *Preschool children ages five and younger*
  - *Schedule of preschool screenings for the year*
  - *ASQ Questionnaire*
  - *Vision and Hearing Guidelines*
  - *Web page that shows screening dates*
  - *EC Brochures*
- *Screening documents for children kindergarten through age 21*
  - *SIT procedures*
  - *DIBELS Norms*
  - *MAP Norms*

### SECTION 3: GENERAL EDUCATION INTERVENTIONS (GEI/REFERRAL)

**K.A.R. 91-40-7(c)**

**K.A.R. 91-40-26(d) (1)**

#### **MTSS Model:**

Referrals for initial evaluations are made through the problem solving process using the Multi-Tiered System of Support (MTSS) model. Each school designates the staff members who serve on the problem solving SIT team. General education staff, problem solving team members and/or parents may make referrals to the team for consideration of supplemental interventions. General education interventions are planned by the problem solving SIT team. Parents are informed of interventions that are planned and subsequently implemented. Referrals are documented on the De Soto problem solving forms. When a general education intervention is implemented based on a student's baseline performance in the area of concern, the team documents progress or lack of progress over a previously determined period of time. The teachers and staff monitor progress on a regular basis during the MTSS intervention period. Parents are presented with data documenting the effectiveness or lack of effectiveness of the MTSS supplemental interventions.

If results of general education interventions and strategies are inadequate and do not reach criteria set by the team, the team refers the student to the next level in the MTSS process. The student is considered for a special education eligibility evaluation if progress continues to be insufficient after moving through the MTSS levels, at any other time the team believes evaluation may be appropriate, or upon parent request. When the team determines that the student should be evaluated for special education, the school psychologist seeks written consent for evaluation from the parents. In some cases, parents may not consent to the evaluation. In that event, contact the De Soto Special Education Director to discuss if the team should utilize mediation or due process procedures to pursue the evaluation.

The district employs teachers who are highly qualified in their curricular areas. General education interventions are carried out through a school-wide approach of providing a multi-tiered system of scientific, research-based interventions for all children, including providing supports for children who need additional assistance in order to be successful in the general education curriculum and environment. When a student is going through the problem solving process, the emphasis is on providing the intensity of instructional support needed in proportion to the presenting need of the student, by analyzing data, implementing scientific research-based interventions, and monitoring the student's progress on a regular basis. The method and frequency of progress monitoring is determined by the SIT team. Teachers document data from the interventions and strategies that have been tried. Students that require the more intensive supports of Tier 2 and Tier 3 are monitored under the direction of the SIT team. Parents are provided information related to their student's progress regularly. As students move from Tier 2 to Tier 3, the student receives more intensive individualized support and frequent monitoring of his progress thus documenting his response to interventions.

Additionally, the team reviews instructional practices to assess whether effective instructional interventions were implemented throughout the MTSS process. The following variables are reviewed:

- Duration of intervention
- Frequency of intervention
- Group size participating in the intervention
- Fidelity of the implementation of the intervention

Interventions may need to be adjusted based on the review of the variables listed above to increase the effectiveness of the interventions as the student moves through the process. The decision to move to an eligibility evaluation may be based on the results of the problem solving process and the decision of the SIT team.

#### **Parental Request for Evaluation:**

Parents may request an evaluation by notifying the principal, school psychologist or any other staff member of the student's school of their request at any time. This request is preferred to be made in writing but may be received by email. If a verbal request is made, either an email or written letter to the parent should be sent by the school team that restates the verbal request. This action provides written documentation of the request. Teams must take these requests, even verbal requests, as official evaluation requests. The team must prepare a written response to the request within 15 school days.

When a parent requests an evaluation for his or her child, the SIT team at the respective school convenes to determine if the parent's request for an evaluation is appropriate. This team is comprised of general education and special education staff who come together to review and collect data that will be used to determine special education eligibility. This team considers the following:

- History of and student's response to general education interventions (MTSS)



- Student's current functioning at school
- Available records of diagnoses from outside sources
- Independent evaluations provided by the student's family

When the SIT team decides that an initial evaluation is **not** needed, the team sends a letter and a Prior Written Notice for Consent to the parent(s) stating the team's decision and the rationale for that decision and an offer to convene a team meeting to discuss the decision.

If the SIT team determines that an evaluation is appropriate, parental consent for an initial evaluation is sought using the Prior Written Notice for Consent form. When consent is obtained, the evaluation is conducted and completed within the 60 school day timeline.

### **De Soto Sources**

- *De Soto School District SIT forms*
- *De Soto Prior Written Notice and Consent to Evaluate/Reevaluate*
- *Parent handbook*
- *De Soto Website*
- *DIBELS*
- *MAP Scores*
- *Observational data*
- *Work samples*
- *End of year assessments*
- *Screening assessment results (DIBELS, MAP)*
- *Progress monitoring assessment results, if applicable*
- *Current grades/classroom performance according to teacher and observation records*
- *Record review of comprehensive school file*
- *Review of parent-provided private records*
- *Parent/school communication logs*
- *De Soto MTSS manual*

### **SECTION 4: EVALUATION**

**K.S.A. 72-986(b)**

**K.S.A. 72-986(c)(1)**

**K.S.A. 72-986(c)(3)**

**K.S.A. 72-986(c)(4)**

**K.A.R. 91-40-9(b)(1)**

**K.A.R. 91-40-9(c)**

**K.A.R. 91-40-8(c)**

Job embedded training is provided to school psychologists about best practices regarding compliance and assessment procedures. It is expected that school psychologists will work to assure that staff is using current and best practices during the evaluation process.

**Parental Consent Required and Timeline:**

Parental consent is required to conduct an initial or re-evaluation for special education eligibility. When obtaining consent for evaluation from parents, areas of a suspected exceptionality are included on De Soto Prior Written Notice for Consent form. The 60 school day timeline for the completion of the evaluation commences upon the receipt of parental consent on the Prior Written Notice form. All written communication providing consent or refusal is maintained in the Special Education file by the school psychologist and/or case manager.

The school psychologist maintains records related to the eligibility determination process. Once parents have signed the consent for evaluation, the school psychologist notifies all evaluation team members of the date the evaluation must be completed. The team plans evaluation activities working backward from the 60 school day deadline. The school psychologist monitors the timeline and sets interim deadlines that guide the process in a timely fashion. De Soto makes every effort to complete eligibility determination evaluations well within the 60 school day window

The contents of the comprehensive evaluation are determined by the evaluation team with parental input. All concerns that are identified by the team members are addressed during the comprehensive evaluation.

**The Multi-Disciplinary Team:**

The multi-disciplinary evaluation team is responsible for the evaluation report. This evaluation team includes but is not limited to the special education teacher, general education teacher(s), related service providers, school psychologist and/or counselor.

Each of the professionals gathering data regarding the student's current academic and functioning levels provide written input into the evaluation report. The evaluation team considers a variety of informational sources when assessing previous instruction. The team reviews previous educational records to investigate whether academic and/or functional delays have developed due to instructional or other factors.

The evaluation is multidisciplinary and includes information from a variety of team members. The report is multisource (not only one measure). Criteria as determined through IDEA-04 serve as the guide for the determination of one or more exceptionalities.

**Assessment Materials:**

De Soto uses a variety of assessment materials, practices, and data sources to determine eligibility. The following specific assessment tools and strategies are examples of those that may be used to gather evaluation data. Additional assessment tools may be used by related services personnel.

Functional Information:

- Teacher interviews
- Vineland
- ABAS
- Parent Interviews
- BASC Adaptive Skill scales
- Underlying Characteristics Checklist – The Ziggurat Model

Developmental information:

- Parent Interview/ Questionnaire
- BASC Structured developmental History

Academic information:

- Test of Early Written Language
- Rigby READS Assessment
- Rigby Benchmarking Results
- Brigance (Computational Skills Test, Math Problem solving Test)
- Informal Reading Inventories
- CBM's (Reading Fluency, Math Probes)
- Capitalization & Punctuation Assessments
- Student Learning Preferences Survey
- Words Their Way Primary or Elementary Spelling Inventory
- Language Placement Tests (or other Tier II/Tier III assessments – e.g. Sonday, Horizons, SOAR, etc.)
- DIBELS
- Classroom observations
- Teacher interviews
- Common Assessments
- MAP scores
- State Assessment
- Diagnostic Assessment of Reading (DAR)
- Tier II and 3 information
- Qualitative Reading Inventory – 4
- Jerry Johns Basic Reading Inventory
- Woodcock Johnson-II
- WIAT
- KeyMath

Parent Information:

- Evaluation/ Re-evaluation questionnaires
- BASC parent report scale
- Parent interviews

**Classroom-based information and observation:**

- Teacher interviews
- Classroom observations (time on-task, narrative notes)
- Common Assessments
- Grades
- Teacher questionnaires
- SIT intervention data

**Behavior**

- BASC
- Conner's
- Functional Behavior Assessment (FBA)
- Observations

De Soto has greatly reduced the frequency of the use of standardized assessment and uses curriculum-based and function-based assessments. Authentic assessment that measures the student in relationship to the curriculum and functioning level as compared to same age peers is included in the report. Data gleaned from authentic assessment leads to better educational decisions and more appropriate programming.

**Reliability and Validity of Assessment Materials:**

All assessment instruments are examined and reviewed by a committee of school psychologists to determine validity, reliability, and freedom from racial or cultural bias. Test construct data that is provided by the test publisher is reviewed to determine the appropriate use of the instrument in De Soto and with specific students. Assessment reviews by independent sources are also examined to determine whether any concerns exist with the instrument especially related to cultural and/or racial bias.

School Psychologists have received training and research to use as a guideline for when to test in the native language, when to use non-verbal assessments, when to test in English, and how to interpret result with culturally and linguistically diverse students.

When new instruments are purchased, training is provided by outside consultants or peers to assure standardized utilization. When new school psychologists are hired, they are assigned a mentor to orient them to testing practices and materials that are used in De Soto.

**Evaluation Process:**

When a team is conducting an evaluation, the team determines what information needs to be gathered that is not currently available. Specific instruments and/or other sources of data are selected to be included in the evaluations that provide the information needed by the team to make an informed eligibility decision.

Evaluations are conducted based upon a multi-disciplinary approach. During an evaluation, assessments are administered by those individuals who have experience and expertise in the related areas of concern. Prior to administering an assessment tool, individuals who are involved in the assessment have received training and have practiced test administration to gain knowledge of standardization procedures, scoring, and interpretation through pre-service training or professional development activities. Formal and informal training is provided to staff within the district or the community. Additional training is provided through staff consultation and mentoring by knowledgeable personnel.

The school psychologist oversees the evaluation team to ensure formal evaluations are conducted according to assessment guidelines and standardization procedures.

#### **Availability of Interpreters and Native Language Materials:**

Interpreters are available to participate in both the problem solving and assessment processes as well as during IEP meetings as needed for both parents and students. Translators produce documents in native language as needed. Native language assessment instruments are used when available and when appropriate. ESOL teachers provide input based on language assessments to help determine whether or not the native language should be used with students during the assessment to assure valid assessment results.

#### **Evaluation Report:**

The data gathered through screening and general education interventions are reviewed within the SIT team and is included in the team evaluation report in the general education intervention section of the report.

Existing data that is reviewed by the evaluation team and may include:

- Student work products
- Progress monitoring data
- Teacher evaluation data
- Student's cumulative file
- Student's special education records
- Past and current IEP information
- Evaluation information from outside agencies
- Parent report
- Discipline data
- Attendance data

Included in the report are data related to all areas related to the suspected disability, including, if appropriate,

- Health
- Vision

- Hearing
- Social/emotional status
- General cognitive status
- Academic performance
- Communication
- Motor abilities
- Educationally relevant medical information
- Other information as needed

The Multidisciplinary Team Report template contains all of the areas that must be addressed in an evaluation or reevaluation. Included in the report are:

- General education interventions/screening
- Review of records
- Interviews with parents, staff, and the student, if appropriate
- Observations
- Summary of tests results

The school psychologist finalizes the report to assure that all of the components have been addressed. Eligibility is determined at the eligibility meeting.

#### **De Soto Sources**

- *De Soto uses a variety of assessment materials, practices, and data sources to determine eligibility.*
- *All assessment tools utilized are reported and summarized within the multidisciplinary team report.*

#### **SECTION 5: ELIGIBILITY**

**K.A.R. 91-40-10(d)**

**K.S.A. 72-986(e)**

**K.A.R. 91-40-8(f)**

**K.A.R. 91-40-10(a)**

**K.A.R. 91-40-10(e)**

**K.A.R. 91-40-10(f)**

**K.S.A. 72-986(f)**

A school multi-disciplinary team (including the parents) reviews and carefully considers the data that result from the evaluation, as well as the exceptionality categories defined in regulations to determine if a student meets the criteria for one or more of the exceptionality categories.

#### **Eligibility Considerations:**

This information gathered through the implementation of the MTSS as well as any other information collected through the evaluation process is used to determine eligibility by providing the data to answer the four questions on the evaluation report. The team needs

to show evidence that convergent data was used from multiple sources to answer the following questions:

**QUESTION 1:** Does the student's response to general education interventions (or for pre-school children, results of screening and evaluation) indicate the need for intense or sustained resources?

**QUESTION 2:** Are the resources needed to support the student to participate and progress in the general education curriculum (or for preschool children, to participate in activities appropriate for children of the same age) beyond those available through general education and other resources?

**QUESTION 3:** Is there evidence (a) of a pattern of strengths and weaknesses in performance, or (b) insufficient progress when compared to (i) ability, (ii) peers, or (iii) state-approved grade-level standards in the area(s) of concern?

**QUESTION 4:** Is the presence of an exceptionality substantiated by data from multiple sources?

Additionally, exclusionary factors must be examined before it is determined that a child meets the criteria for one of the exceptionality categories. A child can NOT be determined to be a child with an exceptionality if a child does not otherwise meet the eligibility criteria as a child with an exceptionality or the determinant factor is:

- Lack of appropriate instruction in reading, including the essential components of reading instruction (defined in section 1208(3) of the ESEA(NCLB) as phonemic awareness, phonics, vocabulary development, reading fluency including oral reading skills, and reading comprehension strategies);
- Lack of appropriate instruction in math; or
- Limited English proficiency

If the evaluation data indicate there is a match with a one or more of the categories of exceptionality and the team rules out the presence of any exclusionary factors, the team may determine that the child meets one of the requirements of eligibility as a child with an exceptionality (Prong 1 of the test of eligibility). If there is not a match or exclusionary factors are present, the team must determine that the child does not meet the eligibility of a child with an exceptionality.

With regard to determining whether a child has a specific learning disability there are unique issues that must be examined by the team. In order for a child to be eligible as a child with a specific learning disability, the evaluation and eligibility report must document that the child meets both of the following conditions (a. and b.):

- a. The child does not achieve adequately for the child's age or to meet State-approved grade-level standards when provided with learning experiences and instruction appropriate for the child's age or State-approved grade-level standards,

AND

(i) The child does not make sufficient progress to meet age or State-approved grade-level standards when using a process based on the child's response to scientific, research-based intervention;

OR

(ii) The child exhibits a pattern of strengths and weaknesses in performance, achievement, or both, relative to age, State-approved grade-level standards, or intellectual development.

b. The determinate factor for why the child does not achieve adequately for the child's age or does not make sufficient progress to meet age or State-approved grade-level standards, or exhibits a pattern of strengths and weaknesses, is not primarily the result of:

- A visual, hearing or motor disability;
- Mental retardation;
- Emotional disturbance;
- Cultural factors;
- Environmental or economic disadvantage; or
- Limited English proficiency

Parent input is ensured through a parent interview as part of the evaluation process and through parent attendance at the eligibility determination meeting.

### **Eligibility Report:**

De Soto provides the eligibility report to parents as follows:

- Prior to the eligibility meeting, if possible and appropriate, a draft report is sent home for parents to review,
- During the meeting, a draft report is provided to all those present to review to determine eligibility status.
- A finalized signed copy of the eligibility report is either provided to the parents at the conclusion of the meeting or sent home by mail.

Eligibility is determined at a meeting that includes the multi-disciplinary team and the parents. If the student is determined eligible the IEP Team prepares and proposes an IEP for consideration. The IEP must be completed within 30 calendar days once eligibility has been determined.

### **De Soto Sources**

- *De Soto Multidisciplinary Team Report*



## **SECTION 6: THE IEP AND PARENT CONSENT ISSUES**

### **Initial IEP:**

When the student is determined eligible for special education and related services, information gathered through the evaluation process, including curriculum and functionality data, serves as the baseline for the design of goals and services outlined in the initial IEP. Parental consent is required before the initial IEP is implemented.

### **Material and/or Substantial Change:**

Once an IEP has been implemented, parent consent is needed when material or substantial special education actions are proposed. The school psychologist initiates the Prior Written Notice that describes material and/or substantial change. All state and federally required components are present on the Prior Written Notice forms. The district requests that parents consent or refuse consent for the special education action within 15 school days. When a parent does not provide written consent or refusal within a 15 day period, De Soto staff should attempt a phone contact with the parents to determine their intention to refuse or consent to the proposed action. Documentation of that phone call should be maintained. If verbal consent or refusal is obtained, this needs to be documented on the Prior Written Notice form. A letter documenting the conversation and the parent decision should be sent home along with a copy of the Prior Written Notice. If parents cannot be reached or the parent does not provide verbal refusal or consent, a letter is sent home informing the parents that the special education action will begin after a reasonable specified time period that is stated in the letter (not less than 10 school days). Parents have the opportunity to refuse or consent to the action at this juncture or to request an IEP meeting. If parents do not respond, the special education action is implemented by the school district.

### **Parent Revocation:**

Parents may revoke consent for all special education services at any time. Revocation should be made in writing by the parents. The school district may request an IEP meeting to discuss the ramifications of the parents' decision, but termination of special education services cannot be delayed if parents do not attend an IEP meeting. The school district cannot take any legal action regarding this revocation. A sample letter that the school team needs to send to the parent to confirm the revocation and termination of service is available from the De Soto Special Education office. This letter outlines the consequences of the revocation and termination of services. The district also needs to include a Prior Written Notice form with the letter. Once the Prior Written Notice is sent, the services must terminate.

Students who no longer receive services based on parent revocation are no longer entitled to any of the protections available to a student with an IEP including discipline protections. If students are subsequently referred for evaluation for special education services, the evaluation is considered an initial evaluation.

Parents, in Kansas, may revoke consent for a portion of Special Education services. Teams have to option to consider the effect of this revocation of partial services and ask for mediation or due process if they determine that without the service FAPE cannot be provided.

### **De Soto Sources**

- *De Soto School District Prior Written Notice*
- *Net IEP system*

## MEMORANDUM

**TO: Unified School District #232 Board Members**  
**FROM: Renee Hultgren, USD #232 YouthFriends Coordinator**  
**RE: 2009 YouthFriends Report**  
**DATE: December 14, 2009**



**YouthFriends** are caring adult role models from the community who volunteer to mentor students in our schools. The goal is to help students achieve success, both academically and socially. Another goal of the YouthFriends program is to engage our community by connecting mentors with as many of our students as possible. This program attracts businesses and organizations to our schools and creates a direct link between the district and the community.

YouthFriends is open to every student (K-12) in USD #232. Students may request a YouthFriends volunteer or be recommended or referred by a school staff member or a parent. YouthFriends volunteers range from high school students to senior citizens. The program is designed for the safety and security of our students, so all YouthFriends volunteers are carefully screened and trained and all YouthFriends activities occur on school grounds during school hours.

**YouthFriend Mentors** meet with students in all 11 of our schools. Mentors help with social interaction, academics and confidence building. YouthFriends participate with students by listening and talking, playing games, reading, tutoring, teaching new skills, eating lunch with them and serving as role models.

New to USD #232 this school year is the **MentorMail Program**. This is a pilot program designed to help students in a project based program. USD #232's program is headed by Rachel Wilbanks, Mill Creek Middle School 8<sup>th</sup> Grade Social Studies Teacher and Renee Hultgren, YouthFriends Coordinator. Students are matched with business professionals in the community. Each mentor meets with the student at the start and end of the program and emails the student on a weekly basis to explain their career, education, training and experiences. The students reply to these emails with additional questions and comments. There are currently 45 E-mentors communicating with 47 students and we continue to add more mentors to this program on a weekly basis.

**YouthFriends Corps** provides an opportunity for high school students to mentor to younger students. More than 75 USD #232 High School students are participating in this program through their community service class or on a volunteer basis. YouthFriends Corps promotes community service among youth in the hope of making volunteerism a lifelong commitment.

### STATISTICS

- 253 active YouthFriend mentors in 11 schools
- 76 active YouthCorp student mentors (USD #232 High School students)
- 390 total YouthFriend volunteers in 2 ½ years time period
- 536 students served in 2 ½ year period
- 5877 volunteer hours in 2 ½ year period
- The following 38 community businesses and organizations participate in the YouthFriends program;

AE Enterprises Corporation	First Student	Process Triage Consulting LLC
Bio-Microbics	First National Bank	Reece and Nichols
Blacktop Paving	Huhtamaki	Renshouse Electric Supply
Brotherhood Bank	Johnson County Community College	Shawnee Chamber of Commerce
Capitol Federal Bank-Shawnee	Johnson County Fire Department	SKC Communication Products
City of De Soto	Kansas University Spanish Department	State Farm Insurance
City of Lenexa	KU Medical Center	Team Bank
Commerce Bank	Lenexa Police Department	Timbers BBQ
Country Club Bank	MidAmerica Nazarene University	US Army Recruiting Center
De Soto Baptist Church	Olson Manufacturing	USD #232
De Soto Youth Ministries	Overland Consulting	University of Kansas Med Center
Farmer's Insurance	Park University	Westside Family Church
First Community Bank	Perceptive Software	

### MAKING A DIFFERENCE

The YouthFriends program is generating positive effect on students in the following areas;

- Academics
- Behavior
- Attitude
- Interaction with adults
- Interaction with peers
- Attendance
- Overall happiness
- Overall wellness

Additional research and evaluations are being conducted to provide accurate measurements of the USD #232 YouthFriends Program. If you have any questions or would like more information, please contact Renee Hultgren at 913-667-6200 or [rhultgren@usd232.org](mailto:rhultgren@usd232.org). Additional information can also be found at [www.usd232.org/youthfriends](http://www.usd232.org/youthfriends).



# Unified School District 232

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Phone: 913/583-8300  
FAX: 913/583-8303

De Soto – Shawnee – Lenexa – Olathe  
w w w . u s d 2 3 2 . o r g

Date: December 2, 2009  
To: Members of the USD 232 Board of Education  
From: Jack Deyoe, Director of Operations  
Re: 2010-11 negotiations notice

It is hard to grasp, but we are nearing some Department of Labor deadlines for beginning contract negotiations for the 2010-11 school term. Regulations require that the Board of Education through its negotiating team give notice of those negotiable items it would like to discuss with the De Soto Teachers Association by February 1, 2010. The reason I am sending this memo now is that the BOE's list will have to be finalized at the January 11<sup>th</sup> regular meeting. By giving you notice now, it allows for your input and questions as we prepare.

I attended a KASB-sponsored conference before Thanksgiving and before Governor Parkinson's announcement of the latest round of cuts on November 23<sup>rd</sup>, to prepare districts for the upcoming negotiations session. KASB suggested that districts prepare themselves for negotiations without much or any ability to increase salaries. Dr. Schmidt and the BOE were wise that we noticed and negotiated RIF (reduction in force), and transfer policy this past spring to better define those processes as budgets get tighter. Those issues were ratified in the 2009-10 Professional Negotiated Agreement (PNA). For this year, USD 232 made and the DTA accepted a 1.25% increase of new money that was added to the teachers' salary schedule. KASB data shows that the state median was a 1.17% increase. As of the end of November, 27 school districts had still not reached an agreement on a 2009-10 contract and are still operating from their 2008-09 contract, or are under a unilateral agreement after impasse and fact-finding.

While salary increases will still be requested, KASB tells board negotiating teams to be prepared or give forethought to requests from their teachers' associations for additional leave, a shorter school calendar, and/or additional work days (days without professional development or students) and planning time in lieu of additional dollars. KASB encourages the Districts to do what they can to eliminate future funding liabilities from Early Retirement Incentive Programs that were implemented in the 90's. KASB also encourages districts to create a more defined professional employee discipline plan as litigation has made a well-defined and strong policy imperative when it comes to disciplining or dismissing district certified employees.

Please feel free to ask questions or to give your input as we prepare the 2010-11 notice letter. You will be able to review and make corrections or amendments to the draft letter in executive session on January 11.



# Unified School District 232

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**Denis Johnson**  
**Director of Facilities**

Date: December 1, 2009  
To: Board of Education, USD 232  
From: Denis D. Johnson  
Director of Facilities, USD 232  
RE: Mill Valley High School Parking Assessment

At the November 9, 2009, Board of Education meeting questions were raised pertaining to the parking needs for Mill Valley High School (MVHS). The following narrative will explain the planning and decision process for proceeding without additional parking at this time and what alternatives have been researched.

- The design team worked closely with the City of Shawnee, MVHS Staff and District Staff, to project the needs for expanding the high school from 1000 to 1500 student capacity. The April 6, 2009, Planning Staff comments to the Planning Commission contained the following comments:
  - ❖ The City of Shawnee code requires 313 on-site parking spaces
  - ❖ Mill Valley parking lot contains 583 parking spaces and at the time the counts were taken approximately 505 were used on a daily basis
  - ❖ Also, 100 spaces are available each day at Monticello Trails Middle School
  - ❖ 178 spaces were available on average in the spring of 2009, prior to the start of construction
  - ❖ The City of Shawnee was provided with a conceptual parking lot layout on the band lawn – that plan reflects 121 additional spaces
- The master plan developed when MVHS was constructed showed the lawn area to the north of the building aligning Monticello Trails Parkway to be future parking
- The April 7, 2009, letter approving the project by the Planning Department states: “No additional parking stalls are proposed with the expansion project. If off-site parking becomes a problem [parking in adjacent neighborhoods] in the future as enrollment increases, the school district shall [be] required [to] construct additional on-site parking to remedy the problem
- With input from the MVHS staff and the City of Shawnee, the primary reasons for delaying the construction of the parking at the time of expansion were as follows:
  - ❖ The lack of green space on the site for practice fields. The area to the north of the building is used for a band practice field, some physical education activities, and both youth soccer and football leagues
  - ❖ Current parking counts indicate not more than 60% of the students drive on most days. The current parking with the use of MTMS for staff parking and projected enrollment figures would allow sufficient space for the next five years.
  - ❖ Possible changes in state law may raise the age for issuing of permits and licenses, reducing the number of drivers/vehicles
  - ❖ Budget concerns as scope needs for the building increased during design

Construction cost estimates have been prepared for the construction of an additional 120 parking spaces in the green space north of the building by J. E. Dunn, indicating a budget range of \$275,000.00 - \$300,000.00 would be needed for the project.

In closing it was determined the need for and the use of the green space at this time and for the next five years was more critical than the need for additional parking.



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**Denis Johnson**  
Director of Facilities

Date: December 4, 2009  
To: Board of Education, USD 232  
From: Denis D. Johnson  
Director of Facilities, USD 232  
Re: Mill Valley High School Parking Lot Repairs

An evaluation of the condition of the Mill Valley High School (MVHS) parking lot was done to determine a budget for repairs that will be necessary prior to the start of the 2010/11 school year. Areas of deterioration from both construction traffic and normal wear of the parking surface were measured. Roughly about 60% of the repairs are due to the construction activities and 40% to due normal use and wear. The following is a summary of the condition and budget estimates for repairs:

Area to be removed and replaced with 6" depth asphalt (parking areas and parking drive lanes) - **2,900 square yards**

Cost per square yard for removal and replacement with 6" depth asphalt - **\$32.53**

Estimated total cost for removal and replacement with 6" depth asphalt – **\$84,337.00**

Area to be removed and replaced with 8" depth asphalt (primary pick up and drop off drive lanes) – **1,600 square yards**

Cost per square yard for removal and replacement of 8" depth asphalt - **\$43.59**

Estimated total cost for removal and replacement with 8" depth asphalt - **\$69,744.00**

Estimated cost for seal coat, crack fill and painting of both MVHS and MTMS parking lots and drives – **\$50,000.00**

Total estimated cost for asphalt replacement, seal coat, crack fill and painting of MVHS and MTMS parking areas - **\$204,081.00**



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**Denis Johnson**  
**Director of Facilities**

Date: December 4, 2009  
To: Board of Education, USD 232  
From: Denis D. Johnson  
Director of Facilities, USD 232  
Re: Major Capital Outlay Projects

As the Board of Education considers the remaining bond dollars allocation Dr. Wimmer has asked that I provide a list of possible major capital outlay expenses (\$500,000.00 or more) that have been discussed by the Board of Education or have been requested by district staff as additional needs or enhancements to existing programs. I have provided a short narrative and a conservative budget estimate for the improvements.

I will be presenting a full district capital outlay plan to the Board at their January 11, 2010, meeting for their consideration.

- **Classroom Addition to Riverview Elementary - \$1,200,000.00** – A four classroom addition similar to the addition done at Clear Creek Elementary, providing a total of 28 typical classroom spaces.
- **Band Room Addition to Monticello Trails Middle School – \$1,500,000.00** - Construction of a 1500 square foot band room addition and renovation of existing choir and band room.
- **Mill Valley High School Synthetic Turf Field – \$800, 000.00** - Replacement of the existing turf football field with a synthetic turf system.
- **De Soto High School Synthetic Turf Field - \$800,000.00** – Replacement of the existing turf football field with a synthetic turf system.
- **De Soto High School Track Replacement - \$500,000.00** – Replacement of the existing six lane track with an eight lane track, and reconfiguration of the visitor bleachers to accommodate the expansion.
- **De Soto High School Stadium Reconfiguration - \$300,000.00** – Changing the location of the main grandstands to the west side of the field and moving the visitor bleachers to the east side and increasing the seating of the visitor bleachers.
- **Synthetic Turf for the infields USD 232 baseball infields at the 3&2 complex - \$550,000.00** – Replacement of the turf baseball infields used by USD 232 at the 3&2 complex with a synthetic turf system
- **Stadium Bleachers for the four USD 232 fields at the 3&2 Complex - \$1,200,000.00** – Installation of stadium style bleachers for the four fields at the 3&2 complex to accommodate 500 per set of fields.