

# USD 443 Board of Education

Ford County, Kansas

# AGENDA

August 22, 2022



Future Demon Basketball Camp, Men's Soccer Camp  
Lady Demon Volleyball Camp, & DCHS Football Camp



**DODGE CITY PUBLIC SCHOOLS**

*Believe – Lead – Achieve*

# DODGE CITY PUBLIC SCHOOLS ~ UNIFIED SCHOOL DISTRICT 443

The background of the entire graphic features several grey silhouettes of people in various dynamic poses, such as jumping, running, and reaching their arms up, creating a sense of movement and energy.

## ACADEMIC EXCELLENCE

- Increased Student Achievement
- Comprehensive Education Program
- Supplemental Programs and Services

## LEARNING ENVIRONMENT

- Safe and Orderly School Climate
- Alternative Education Programs and Services
- Facilities Planning and Development

## STAFF DEVELOPMENT

- Staff Recruitment and Retention
- Professional Growth Opportunities
- Competitive Compensation and Benefits

## COMMUNITY INVOLVEMENT

- Parent Involvement
- Effective Communication
- Business and Community Partnerships

## ACCOUNTABILITY

- Fiscal Responsibility and Accountability
- Resource Allocation and Management
- Advocacy for Public Education

*Believe - Lead - Achieve*

**BOARD OF EDUCATION UNIFIED SCHOOL DISTRICT NO. 443**

Ford County, Dodge City, Kansas

**Board of Education Meeting**

Monday, August 22, 2022

12:00 Noon

Beeson Elementary School

(family room – located in the office)

1700 W. Beeson Street

AI - Action Item DI - Discussion Item IO - Information Only
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1. Call to Order
2. Roll Call
3. Adoption of the Agenda (AI)
4. Public Hearing for Revenue Neutral Tax Rate (pp. 1-3)
5. Welcome to Beeson Elementary School – Erica Teran, Principal (IO)
6. Consent Agenda
  - A. Approval of Personnel, including the Supplemental Personnel Report (pp. 4-8)
  - B. Approval of Minutes for August 8, 2022 Board Meeting (pp. 9-13)
  - C. Approval of Cisco SmartNet Firewall Renewal (pp. 14-19)
  - D. Approval of English Language Arts Kindergarten Student Readers Bookshelf Collection (pp. 20-22)
  - E. Approval of FY 2023 Carl D. Perkins Grant LCNA Stipend Project: 09110 (pp. 23-25)
  - F. Approval of Donation from Starr Computer Solutions to DCHS Band (p. 26)
  - G. Approval of Donation from Re/Max Villa to DCHS Band (p. 27)
  - H. Approval of Donation from Rockin H LLC to DCHS Band (p. 28)
  - I. Approval of Donation from Vierthaller Kessen Optometry to DCHS Band (p. 29)
  - J. Approval of Donation from St. Catherine’s Hospital of Dodge City to DCHS Football (p. 30)
  - K. Approval of Donation from Bunkall Orthodontic to DCHS Band (p. 31)
  - L. Approval of Donation from DC Area Women’s Chamber to DCHS Boys & Girls Cross Country (p. 32)
  - M. Approval of Kansas Early Head Start – Home Visitation Grant Award – Bright Beginnings (p. 33-38)
  - N. Approval of Kansas Early Head Start Child Care Partnership – Bright Beginnings (pp. 39-47)
  - O. Approval of Head Start COLA & Quality Improvement Funding – Bright Beginnings (pp. 48-58)
7. Outside Agency Guideline – Dr. Scott Springston (pp. 59-65) (IO)
8. Revise Board Policy JBD – Absences and Excuses (1<sup>st</sup> Reading) – Matt Turner (pp. 66-67) (IO)
9. Approval of Artic Wolf Security Services – Todd Dewell (pp. 68-71) (AI)
10. Approval of Dell Laptop Purchase – Todd Dewell (pp. 72-74) (AI)
11. Update on 2023-2024 Academic Calendar – Kerri Baker (IO)

12. Approval of Funding for American Education Week and Similar Events – Kerri Baker **(p. 75)** (AI)
13. Approval of Elementary & Middle School Mascot Refresh – Kerri Baker **(pp. 76-77)** (AI)
14. Approval of 2022-23 Certified Evaluation Handbook & Leader Mentor Guide (2<sup>nd</sup> Reading)  
Jason Scheck **(pp. 78-104)** (AI)
15. Approval Resolution 20220822A – Revenue Neutral Tax Rate – Simeon Russell **(pp. 105-106)** (AI)
16. Superintendent’s Round-Up – Dr. Fred Dierksen **(p. 107)** (IO)
17. Adjourn (AI)

## Board of Education Dodge City Public Schools

<b>Date:</b> August 22, 2022	<b>Subject:</b> Public Hearing Revenue Neutral Tax Rate
<b>Initiated By:</b> Simeon Russell	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Notice of Hearing Revenue Neutral Rate</li> <li>• Mill Levy History</li> </ul>
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** Under SB13 and Sub for HB2104, school districts are required to hold a public hearing if exceeding the Revenue Neutral Tax Rate.

**CURRENT CONSIDERATIONS:** At the July 11, 2022 Board of Education meeting, the Board authorized keeping the total mill levy flat. The Notice of Hearing Revenue Neutral Rate was published in the Dodge City Daily Globe.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations at this time.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to hold a public hearing to receive input in consideration of exceeding the Revenue Neutral Rate. The Board's consideration and final adoption of the Resolution is scheduled later in the meeting.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

Exceeding the Revenue Neutral Tax Rate for the 2022-2023 School Year

The governing body of Unified School District 443 will meet on the 22nd day of August 2022 at 12:00 PM at 1700 W Beeson Rd, Dodge City, KS 67801 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at District Offices, 2112 First Ave, Room 205, Dodge City, KS 67801 and will be available at this hearing.

Revenue Neutral Tax Rate

	2021-2022			2022-2023	
	Actual Tax Levied	Actual Tax Rate	Neutral Tax Rate	Estimated Tax Levied	Est. Tax Rate
General	\$4,579,832	20.000	20.156	\$4,546,097	20.000
Capital Outlay	\$2,012,115	7.996	7.520	\$2,140,389	8.000
Bond and Interest #2	\$0	0.000		\$0	0.000
<b>ALL OTHER FUNDS</b>					
Supplemental General (LOB)	\$4,072,912	16.695		\$3,928,396	15.162
Adult Education	\$0	0.000		\$0	0.000
Capital Outlay	\$0	0.000		\$0	0.000
Cost of Living	\$0	0.000		\$0	0.000
Special Liability Expense Fund	\$0	0.000		\$0	0.000
Extraordinary Growth Facilities	\$0	0.000		\$0	0.000
Bond and Interest #1	\$3,011,856	12.345		\$3,594,730	13.874
No-Fund Warrant	\$0	0.000		\$0	0.000
Special Assessment	\$0	0.000		\$0	0.000
Temporary Note	\$0	0.000		\$0	0.000
Historical Museum	\$0	0.000		\$0	0.000
Public Library Board	\$0	0.000		\$0	0.000
Public Library Board Employee Benefits	\$0	0.000		\$0	0.000
<b>Sub Total - All Other Funds</b>	<b>\$7,084,768</b>	<b>29.040</b>	<b>27.339</b>	<b>\$7,523,126</b>	<b>29.036</b>



Board President



Clerk of the Board

## Mill Levy Analysis

Abstract Year	USD 443 Fiscal Year	USD 443 Valuation	Valuation for General Fund	USD 443 General Fund	USD 443 Suppl. General Fund (LOB)	USD 443 Capital Outlay	USD 443 Special Assessment	USD 443 Bond & Interest	Total USD 443 Mill Levy	Mill Levy Change from Previous Year
2022****	2022-2023	\$ 259,098,931	\$ 227,304,840	20.000	15.162	8.000	0.000	13.874	<b>57.036</b>	0.000
2021*	2021-2022	\$ 249,979,641	\$ 229,708,543	20.000	16.695	7.996	0.000	12.345	<b>57.036</b>	-0.020
2020 *	2020-2021	\$ 246,398,004	\$ 226,282,840	20.000	19.961	7.877	0.000	9.218	<b>57.056</b>	-0.103
2019 *	2019-2020	\$ 242,723,656	\$ 222,693,883	20.000	18.811	8.000	0.000	10.348	<b>57.159</b>	0.025
2018 *	2018-2019	\$ 235,419,210	\$ 215,638,796	20.000	17.141	7.991	0.000	12.002	<b>57.134</b>	-0.042
2017 *	2017-2018	\$ 225,024,142	\$ 205,360,310	20.000	22.898	5.781	0.000	8.497	<b>57.176</b>	-0.067
2016 *	2016-2017	\$ 216,777,274	\$ 199,268,741	20.000	17.403	8.000	0.000	11.840	<b>57.243</b>	0.183
2015 *	2015-2016	\$ 220,921,733	\$ 201,438,950	20.000	20.248	8.000	0.000	8.812	<b>57.060</b>	0.031
2014 *	2014-2015	\$ 208,865,837	\$ 189,088,237	20.000	16.636	8.000	0.000	12.393	<b>57.029</b>	-3.587
2013 *	2013-2014	\$ 208,847,087	\$ 190,397,298	20.000	30.446	0.350	0.000	9.820	<b>60.616</b>	0.115
2012 *	2012-2013	\$ 196,583,490	\$ 177,167,628	20.000	26.393	3.500	0.000	10.608	<b>60.501</b>	-0.235
2011 *	2011-2012	\$ 188,489,116	\$ 169,073,388	20.000	29.917	0.000	0.000	10.819	<b>60.736</b>	1.712
2010 *	2010-2011	\$ 190,051,852	\$ 170,617,784	20.000	24.987	2.908	0.330	10.799	<b>59.024</b>	1.690
2009 *	2009-2010	\$ 183,366,354	\$ 164,035,266	20.000	22.083	3.999	0.471	10.781	<b>57.334</b>	0.556
2008 *	2008-2009	\$ 179,966,575	\$ 160,786,942	20.000	19.730	3.997	0.473	12.578	<b>56.778</b>	0.867
2007 *	2007-2008	\$ 176,471,787	\$ 157,431,449	20.000	16.854	3.985	0.693	14.379	<b>55.911</b>	-0.137
2006 *	2006/2007	\$ 174,196,842	\$ 155,254,209	20.000	17.431	3.987	0.605	14.025	<b>56.048</b>	-1.309
2005 *	2005/2006	\$ 172,222,202	\$ 153,296,737	20.000	18.830	4.000	0.456	14.071	<b>57.357</b>	3.199
2004 *	2004/2005	\$ 176,805,910	\$ 158,146,328	20.000	16.274	3.964	0.629	13.291	<b>54.158</b>	2.941
2003 *	2003/2004	\$ 166,414,037	\$ 147,931,003	20.000	9.682	3.992	1.225	16.318	<b>51.217</b>	-8.369
2002 *	2002/2003	\$ 163,115,095	\$ 144,808,954	20.000	27.944	0.000	0.000	11.642	<b>59.586</b>	7.066
2001 *	2001/2002	\$ 156,732,289	\$ 138,642,792	20.000	11.350	4.000	0.822	16.348	<b>52.520</b>	-4.387
2000 *	2000/2001	\$ 150,325,045	\$ 132,563,201	20.000	12.974	3.897	0.957	19.079	<b>56.907</b>	8.976
1999 ***	1999/2000	\$ 146,417,447	\$ 129,117,326	20.000	10.625	4.000	0.113	13.193	<b>47.931</b>	
1998 ***	1998/1999	\$ 141,414,363	\$ 124,329,660	20.000	8.040	4.000	0.000	10.117	<b>42.157</b>	
1997 ***	1997/1998	\$ 138,543,041	\$ 121,642,975	27.000	4.003	4.000	0.000	4.725	<b>39.728</b>	
1996 ***	1996/1997	\$ 132,102,592		35.000	0.000	3.991	0.000	8.004	<b>46.995</b>	
1995 ***	1995/1996	\$ 125,414,263		35.000	0.000	3.998	0.000	9.538	<b>48.536</b>	

\* Per KSDE Final Reports. Includes both Ford and Hodgeman counties.

\*\*\* Abstract Year 1999-1995 data from Ford County Abstract information.

\*\*\*\* FY 2022-2023 assumes 33% LOB, FY22 audited weighting, maintain mill levy, maximize Capital Outlay; Subject to Board approval.

## A. Approval of Personnel

**Separations**

Status	Last Name	First Name	Location	Title	Assignment	End Date
Classified	Ashley	Gretchen	District Office	Title 1 Teacher at Sacred Heart		5/26/2022
Classified	Alcala Escobedo	Adriana	District Office	First Stop Sec		8/29/2022
Classified	Taylor	Monica	Bright Beginnings	Daycare Teacher		6/30/2022
Classified	Coria	Blanco	Comanche Middle School	Para		5/18/2022

**Appointments**

Status	Last Name	First Name	Location	Title	Assignment	Start Date
Classified	Reeves	Barbara	Central Elementary	Para		8/15/2022
Classified	Schawe	Heather	Central Elementary	Para - 504 for vision impaired teacher		8/15/2022
Classified	Castillo	Crystal	Soule Elem	Para		8/15/2022
Classified	Olivo	Lluvicela	Central Elementary	Para		8/16/2022
Classified	Inglad	Kristie	Central Elementary	Para		8/15/2022
Classified	Martinez	Elvira	Dodge City Middle School	Para		8/15/2022
Classified	Salinas	Anjelica	Miller Elem	Cook		8/15/2022
Classified	Enriquez	Juan	Information Technologies	Tech Support 1		8/15/2022
Classified	Tonche Perez	Evelyn	Bright Beginnings	Para		8/15/2022
Certified	McDaniel	Elaine	Northwest Elem	.50 Librarian		8/15/2022
Classified	Ochoa	Evelyn	Sunnyside Elementary	Para		8/15/2022
Classified	De La Torre	Antonio	Dodge City High School	LTS - Business Teacher		8/15/2022
Certified	Mentzer (Samuelson)	Rachel	Beeson Elem	Kindergarten Teacher		8/15/2022
Classified	Mejia	Monica	Dodge City Middle School	Athletic Sec/Bookkeeper		8/16/2022
Classified	Palmer	Emily	Dodge City Middle School	Para		8/15/2022
Classified	Banning	Kimberly	Bright Beginnings	Head Start Para		8/15/2022
Classified	Vargas	Alicia	Soule Elem	Cook		8/15/2022
Classified	Rivas	Noemi	Bright Beginnings	At Risk Para		8/15/2022
Certified	Flax	Susan	Dodge City Middle School	Art		8/18/2022
Classified	Fry	Desiree	Ross Elem	Para		8/15/2022
Classified	Finch	Rosa	Ross Elem	Para		8/15/2022

**Transfers**

Status	Last Name	First Name	From	New Assignment	New Location	Start Date
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## A. Approval of Personnel

Classified	Dechant	Lori	Float Sub	LTS - PE	Bright Beginnings	8/22/2022
Classified	Hernandez	Jeanette	ESOL/Migrant Secretary	ESOL Specialist	ESL/Migrant	8/9/2022
Classified	Morales	Margarita	Float Sub	LTS	DCHS	8/15/2022
Classified	Malpica	Isabel	Cook	Head Cashier	DCMS	8/18/2022
Classified	Meza	Saharaydee	Para	LTS	Beeson Elem	8/15/2022
Classified	Del Toro	Maria	Summer Paint Crew	Sub Custodian	Maintenance	8/15/2022
Classified	Castrejon	Olga	Cashier	Manager Trainee	DCHS	8/18/2022
Classified	Lopez	Roberta	Manager Trainee	Cook	Alt Ed	8/12/2022
Classified	Sandoval	Blanca	Para	LTS	Central Elem	8/15/2022
Classified	Batres	Perla	Para	LTS	Central Elem	8/15/2022
Classified	Katz	Kelly	Para - Sunnyside	Para - Miller	Miller Elem	8/15/2022
Classified	Galdamez	Erika	Para	LTS	Beeson Elem	8/15/2022
Classified	Larson	Mariah	Summer Paint Crew	Para	Sunnyside Elem	8/12/2022
Certified	Barry	Kimber	Teacher - Soule Elem	Teacher	Bright Beginnings	8/15/2022
Classified	Ochoa	Jennifer	Para	Student teacher	DCMS	8/8/2022
Classified	Barrientos	Stephanie	Student Teacher	LTS	Northwest Elem	8/15/2022

## Substitutes

License Type	Last Name	First Name	Location	Assignment	License Date	Ending Date
None						

## Extra Duty

Status	Last Name	First Name	Location	Assignment	Start	End
Classified	Ochoa	Evelyn	Sunnyside Elem	after school student supervision\lunch and recess duty	8/15/2022	5/26/2023
Certified	Humphreys	Katelyn	Ross Elem	AM/PM Crosswalk	8/18/2022	5/26/2023
Classified	Pennington	Michele	Ross Elem	Lunch Duty	8/18/2022	5/26/2023
Classified	Kimball	Christina	Ross Elem	Lunch Duty\AM Supervision	8/18/2022	5/26/2023
Classified	Maupin	Jessica	Sub for Jump Start	Ross Elem	8/5/2022	8/5/2022
Classified	Lopez-Gomez	Mayra	Before/After School duty	Bright Beginnings	8/11/2022	5/26/2023
Classified	Rocha	Elisa	Before/After School duty	Bright Beginnings	9/6/2022	5/26/2023
Classified	Sandoval	Blanca	Interpreter	Central Elem	7/18/2022	7/18/2022
Classified	Boggs	Stan	Vision&Hearing Screener - Nurse Aid	Dodge City High School	8/18/2022	5/26/2023
Classified	Wainscott	Harlie	Before/After School duty	Bright Beginnings	8/10/2022	5/26/2023

## A. Approval of Personnel

Personnel Report 8-17-2022

Classified	Pena	Jennifer	Summer School LTS	Beeson Elem	7/22/2022	8/9/2022
Classified	Medina	Sharik	After School Supervision	Sunnyside Elem	8/18/2022	5/26/2023
Classified	Duarte	Jessica	After School Supervision \ Lunch and recess duty	Sunnyside Elem	8/18/2022	5/26/2023
Classified	Flores	Samantha	After School Supervision \ Lunch and recess duty	Sunnyside Elem	8/18/2022	5/26/2023
Classified	Perez	Yajaira	After School Supervision \ Lunch and recess duty	Sunnyside Elem	8/18/2022	5/26/2023
Classified	Soto	Cristel	Before/After School duty	Sunnyside Elem	8/18/2022	5/26/2023
Classified	Webster	Liza	Before/After School duty	Sunnyside Elem	8/18/2022	5/26/2023
Classified	Martinez	Amelia	Before/After School duty	Sunnyside Elem	8/18/2022	5/26/2023
Classified	Medina	Sharik	Lunch and recess duty	Sunnyside Elem	8/18/2022	5/26/2023
Certified	Jones	Marianna	Sunnyside Elem	Morning Student Supervision	8/18/2022	5/26/2023
Certified	*Rankin	Steve	Dodge City High School	Teach on plan	8/16/2022	5/26/2023
Certified	Mapel	Jim	Dodge City High School	Teach on plan	8/16/2022	5/26/2023
Certified	O'Neil	Glenn	Dodge City High School	Zero Hour Weights	8/16/2022	5/26/2023
Certified	Hernandez	Saul	Dodge City High School	Zero Hour Weights\Teaching on Plan	8/18/2022	5/25/2023
Certified	Reid	Michelle	Dodge City High School	Credit Recovery Coordinator / Odysseyware Supervisor	8/18/2022	6/30/2023
Certified	Samsel	Matthew	Dodge City High School	Sub for math after school tutoring	8/18/2022	5/25/2023
Certified	Weiner	Nancy	Dodge City High School	Math after school tutoring	8/18/2022	5/25/2023
Certified	Pingsterhaus	Will	Dodge City High School	Math after school tutoring	8/18/2022	5/25/2023
Certified	Camacho	Mandy	Dodge City Middle School	Assistant Volleyball Coach	8/15/2022	10/10/2022
Certified	Malwitz	Nicole	Dodge City Middle School	Assistant Volleyball Coach	8/15/2022	10/10/2022
Certified	Jansonius	Lexus	Dodge City Middle School	Head Volleyball Coach	8/15/2022	10/10/2022
Certified	Taylor	Jashon	Dodge City Middle School	Assistant Football Coach	8/15/2022	10/14/2022
Certified	Velazquez	Omar	Dodge City Middle School	Assistant Football Coach	8/15/2022	10/14/2022
Certified	Rich	Anthony	Dodge City Middle School	Head Football Coach	8/15/2022	10/14/2022
Certified	Varner	Matthew	Dodge City Middle School	Head Football Coach	8/15/2022	10/14/2022
Certified	Linsenmeyer	Dave	Dodge City Middle School	PLC Facilitator for SPED	8/15/2022	5/26/2023
Certified	Meador	Tammy	Comanche Middle School	PLC Facilitator for Arts	8/15/2022	5/26/2023
Certified	Land	Erica	Comanche Middle School	PLC Facilitator for SS	8/15/2022	5/26/2023
Certified	Samuelson	Sarah	Comanche Middle School	PLC Facilitator for Science	8/15/2022	5/26/2023
Certified	Champion	Kenneth	Comanche Middle School	PLC Facilitator for Math	8/15/2022	5/26/2023

## A. Approval of Personnel

Personnel Report 8-17-2022

Certified	Banda	Francisco	Dodge City Middle School	Assistant FB Coach	8/15/2022	10/14/2022
Certified	Burkhart	Mindy	Ross Elem	AM Supervisor	8/18/2022	5/25/2023
Certified	Hansen	Kristin	Ross Elem	AM Supervisor	8/18/2022	5/25/2023
Classified	Valdez	Joanna	Central Elem	Student Teaching Stipend	8/10/2022	12/16/2022
Classified	Ochoa	Jennifer	Northwest Elem	Student Teaching Stipend	8/10/2022	12/16/2022
Certified	Kessler	Jacob	Dodge City High School	Freshman Assistant FB Coach	8/15/2022	10/28/2022
Certified	Champion	Kenneth	Comanche Middle School	MS Head Cross Country Coach	8/15/2022	10/10/2022
Certified	Kessler	Hollyann	Comanche Middle School	New Teacher Orientation	8/11/2022	8/11/2022
Certified	Brookman	Michelle	Soule Elem	New Teacher Sign on Bonus	8/1/2022	8/1/2022
Certified	Smith	Bryan	Soule Elem	New Teacher Orientation	8/10/2022	4/4/2023
Certified	Nystrom	Casandra	Miller Elem	New Teacher Orientation	8/10/2022	4/4/2023
Certified	Miller	Lora	Miller Elem	New Teacher Orientation	8/10/2022	4/4/2023
Certified	Ho	Bach	Miller Elem	New Teacher Orientation	8/10/2022	4/4/2023
Certified	Fernandez De Castro	Reyna	Soule Elem	New Teacher Orientation	8/10/2022	4/4/2023
Certified	Ceron	Dulce	Miller Elem	New Teacher Orientation	8/10/2022	4/4/2023
Certified	Bookman	Michelle	Soule Elem	New Teacher Orientation	8/10/2022	4/4/2023
Certified	Sanchez	Carlos	Dodge City High School	Freshman Assistant Soccer Coach	8/15/2022	10/27/2022
Certified	De La Torre	Antonio	Dodge City High School	Assistant Boys Soccer Coach	8/15/2022	10/27/2022
Certified	Kiplinger	Karla	Dodge City High School	Assistant Cheer Coach	8/15/2022	3/3/2023
Classified	Whitman	Candace	Dodge City High School	Head Cheer Sponsor	8/15/2022	3/3/2023
Certified	Champion	Carrie	Comanche Middle School	MS Assistant Drill Coach	8/15/2022	3/10/2023
Certified	Lyon	Abigail	Comanche Middle School	MS Head Drill Coach	8/15/2022	3/10/2023
Certified	Lopp	Juana	Comanche Middle School	MS Assistant Cheer Coach	8/15/2022	3/10/2023
Certified	Castillo	Adam	Comanche Middle School	MS Head Volleyball Coach	8/15/2022	10/10/2022
Certified	Williamson	Camryn	Comanche Middle School	MS Assistant Volleyball Coach	8/15/2022	10/10/2022
Certified	Miller	Preston	Comanche Middle School	MS Assistant Football Coach	8/15/2022	10/14/2022
Certified	Mosher	Jared	Comanche Middle School	MS Assistant Football Coach	8/15/2022	10/14/2022
Certified	Richards	Lucas	Comanche Middle School	MS Assistant Football Coach	8/15/2022	10/14/2022
Certified	Zerger	Bailey	Dodge City High School	Counselor training	8/1/2022	8/5/2022
Certified	*Dierksen	Emily	Dodge City High School	Counselor training	8/1/2022	8/5/2022
Certified	Mendoza	Jennifer	Dodge City High School	Counselor training	8/1/2022	8/5/2022
Certified	Salmans	Tara	Dodge City High School	Counselor training	8/1/2022	8/5/2022
Certified	Schartz	Mike	Comanche Middle School	MS Head Football Coach	8/15/2022	10/14/2022
Certified	Laskowsky	Allison	Linn Elementary	Summer Teacher	7/25/2022	8/5/2022

## A. Approval of Personnel

Certified	Zerger	Bailey	Dodge City High School	Assistant Volleyball Coach	8/15/2022	10/22/2022
Certified	Yoder	Daniel	Dodge City High School	Assistant Boys Cross Country Coach	8/15/2022	10/22/2022
Certified	Voth	Daniel	Dodge City High School	Assistant head FB Coach	8/15/2022	10/28/2022
Certified	Tasset	Madison	Dodge City High School	Assistant Volleyball Coach	8/15/2022	10/22/2022
Certified	Snodgrass	Kelley	Dodge City High School	Assistant Girls Tennis Coach	8/15/2022	10/8/2022
Certified	Snodgrass	David	Dodge City High School	Head Girls Tennis Coach	8/15/2022	10/8/2022
Certified	Shillington	Jared	Dodge City High School	Assistant Girls Cross Country Coach	8/15/2022	10/22/2022
Certified	Podschun	Ashley	Dodge City High School	Head Volleyball Coach	8/15/2022	10/22/2022
Certified	O'Neil	Glenn	Dodge City High School	Head Football Coach	8/15/2022	10/28/2022
Certified	McGroarty	Mary	Dodge City High School	Assistant Girls Golf Coach	8/15/2022	10/10/2022
Certified	Lenz	Brian	Dodge City High School	Head Girls Cross Country Coach	8/15/2022	10/22/2022
Certified	Kiplinger	Kip	Dodge City High School	Assistant Football Coach	8/15/2022	10/28/2022
Certified	Hernandez	Saul	Dodge City High School	Head Boys Soccer Coach	8/15/2022	10/25/2022
Certified	Finder	Daniel	Dodge City High School	Assistant Football Coach	8/15/2022	10/28/2022
Certified	Ferguson	Dustin	Dodge City High School	Assistant Football Coach	8/15/2022	10/28/2022
Certified	*Dierksen	Susan	Dodge City High School	Assistant Volleyball Coach	8/15/2022	10/22/2022
Certified	*Dierksen	Hannah	Dodge City High School	Assistant Volleyball Coach	8/15/2022	10/22/2022
Certified	De La Torre	Raul	Dodge City High School	Assistant Head Boys Soccer Coach	8/15/2022	10/25/2022
Certified	Culwell	Kyle	Dodge City High School	Head Assistant Football Coach	8/15/2022	10/28/2022
Certified	Clark	Tyson	Dodge City High School	Head Girls Golf Coach	8/15/2022	10/17/2022
Certified	Cayetano	Francisco	Dodge City High School	Assistant Boys Soccer Coach	8/15/2022	10/25/2022
Certified	Bradshaw	Joshua	Dodge City High School	Assistant Football Coach	8/15/2022	10/28/2022
Certified	Bolmer	James	Dodge City High School	Head Boys Cross Country Coach	8/15/2022	10/22/2022
Certified	Gutierrez	Marcos	Dodge City High School	Assistant Football Coach	8/15/2022	10/28/2022
Certified	Groth	Brett	Dodge City High School	Assistant Girls Tennis Coach	8/15/2022	10/8/2022
Certified	Mawhirter	Iric	Dodge City High School	Assistant Football Coach	8/15/2022	10/28/2022
Certified	Low	Tate	Dodge City High School	Freshman Assistant Football Coach	8/15/2022	10/28/2022
Certified	Alarcon	Kim	Comanche Middle School	MS Assistant Cross Country Coach	8/15/2022	10/10/2022

## Retirements

Status	Last Name	First Name	Location	Assignment	Employment	Retirement
None						

\*USD Board of Education Policy GACCA: Nepotism

Unified School District 443  
Dodge City, Kansas

**Minutes**

Board of Education  
Unified School District 443  
Dodge City Public Schools  
Ford County, Kansas

August 8, 2022 – 6:00 PM  
Board Room  
2112 1st Avenue  
Dodge City, Kansas

<b>Agenda Item No.</b>	<b>Item</b>	<b>Person(s)</b>	<b>Motion or Activity</b>	<b>Action Taken</b>
1.	<b>Call to Order</b>	President Lisa Killion		
2.	<b>Pledge of Allegiance</b>	Dodge City High School AFJROTC		
3.	<b>Roll Call</b>	President Lisa Killion	<p><u>Members present:</u> Ryan Ausmus, Jerad Goertzen, Jeff Hiers, Lisa Killion</p> <p><u>Members joining via phone:</u> Traci Rankin</p> <p>Lost connection with Traci Rankin at 6:20 – Rejoined meeting at 6:22</p> <p><u>Members absent:</u> Jamey Lewis-Gonzales, and Tammie West</p>	
4.	<b>Adoption of the Agenda</b>	Moved – Ryan Ausmus Seconded – Jerad Goertzen	<p>Adopt the agenda, with the Supplemental Personnel Report, as presented. Administration recommended removing Item E from the Consent Agenda (Approval of FY 2023 Carl D. Perkins Grant LCNA Stipend Project: 09110 – DCHS)</p> <p>Agenda was adopted with recommended changes.</p>	Motion Passed 5-0
5.	<b>Approval of Bills</b>	Moved – Ryan Ausmus Seconded – Jerad Goertzen	The bills were reviewed by Ryan Ausmus. The Board of Education approved the bills, as presented.	Motion Passed 5-0

6.	<b>Special Presentations</b>	President Lisa Killion	Recognition of DCHS AFJROTC Cadet Pilot Scholarship Program – Hazel Carrillo, Noah Elias	None
7.	<b>Recognition of Visitors</b>	President Lisa Killion	Kent Stehlik with the Ford County Historical Society shared information regarding the Landmark Art Project.	None
8.	<b>Consent Agenda</b> A. Approval of Personnel Report B. Approval of Minutes for July 11, 2022 C. Approval of Renewal of District/Campus/Teacher Website w/Gabbart Communications D. Approval of Instructional Coaching Group Service Agreement E. <del>Approval of FY 2023 Carl D. Perkins Grant LDNA Stipend Project: 09110</del> F. Approval of Village Square Mall Lease for Dodge City Education Center (DCEC) G. Approval of Microsoft Renewal H. Approval of Frontline Recruiting & Hiring/Central Human Resources System Renewal I. Approval of Second Steps Quote Adjustment	Moved – Jeff Hiers Seconded – Ryan Ausmus	The Board of Education approved the Consent Agenda, including the Supplemental Personnel Report.	Motion Passed 4-0
9.	<b>New Business</b>			
	<b>A. Curriculum and Instruction</b>			
	1. 2021-2022 KAP, KELPA & FastBridge Student Data	Dr. Scott Springston, Tami Knedler, Matt Turner, Todd Dewell and Victor Guerrero  Deputy Superintendent of Curriculum & Instruction	The Board of Education received the 2021-2022 KAP, KELPA and FastBridge student outcome report and action plan recommendations as an information item and in compliance with the new Needs Assessment requirements.	None – Information Item Only

Unified School District 443  
Dodge City, Kansas

	2. Building Needs Assessment Summary	Assistant Superintendent for Elementary Education, Tami Knedler	The Board of Education received information on the Building Needs Assessment as completed by each building in response to recommended questions/statements in compliance with HB2567. Responses were centered on three main components; Barriers, Budget, and Timeframe for success. The Building Needs Assessment will be considered in developing the school district's budget for the 2022-2023 school year.	None – Information Item Only
	<b>B. Human Resources</b>	Executive Director of Human Resources, Jason Scheck		
	1. Approval of ESOL Specialist	Moved – Ryan Ausmus Seconded – Jeff Hiers	The Board of Education approved the movement of the ESOL Information Systems II to ESOL Specialist at Step 28 which will cost the district \$53,663.68 per year to be paid out of Bilingual Funds.	Motion Passed 5-0
	2. 2022-2023 Certified Evaluation Handbook & Leader Mentor Guide (1 <sup>st</sup> Reading)		The Board of Education reviewed the Certified Evaluation Handbook and the USD 443 District Leaders Mentoring Guide and will prepare for final approval at the meeting on August 22, 2022.	None – Information Item Only
	3. Ratify 2022-2023 Negotiated Agreement	Moved – Ryan Ausmus Seconded – Jerad Goertzen	The Board of Education ratified the 2022-2023 Negotiated Agreement as previously ratified by the certified staff of USD 443, with the estimated cost in the amount of \$553,000 (before fringe) to be budgeted and paid from the General Fund.	Motion Passed 5-0
	<b>C. Business Services</b>	Executive Director of Business Services, S. Hammer Russell		
	1. Approval of Government / Municipal / Public Funds Banking Resolution from Fidelity State Bank for Dodge City High School Activity Fund Bank Account	Moved – Jeff Hiers Seconded – Ryan Ausmus	The Board of Education approved the Government / Municipal / Public Funds Banking Resolution from Fidelity State Bank reflecting the updated authorized signers for Dodge City High School's Activity Fund bank account.	Motion Passed 5-0
	2. Approval of Bid for Audio Visual Equipment Upgrade in District Office Board Room	Executive Director of Business & Finance, Simeon Russell and Co-IT Supervisor, Victor Guerrero	The Board of Education approved the bid from Cytek Media Systems Inc. for the audio visual equipment upgrade in the district office boardroom in the amount of \$92,966.00 to be paid from Capital Outlay. The Board further authorized the Board Clerk to issue a purchase	Motion Passed 5-0

		Moved – Jerad Goertzen Seconded – Ryan Ausmus	order to Cytek Media Systems Inc. and sign a contract, subject to review by Board Counsel.	
	<b>D. Superintendent’s Office</b>	Superintendent of Schools, Dr. Fred Dierksen		
	1. Superintendent’s Round-Up		The Board of Education received information on the following topics: <ul style="list-style-type: none"> <li>• Ring of Honor, September 2<sup>nd</sup> Reception @ Civic Center</li> <li>• Hatchet Game;</li> <li>• Posters update;</li> <li>• Northwest, Soule;</li> <li>• Covid Update;</li> <li>• Lock system;</li> <li>• Staffing; facilities need</li> <li>• along with other matters possibly pertaining to the district.</li> <li>• Joint Meeting with City, County, DCCC &amp; School District on September 6<sup>th</sup>, 2022 @ 5:30</li> </ul>	
	<b>E. Board of Education Member District Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Park and Recreation Advisory Board (2) – Ryan Ausmus with Jerad Goertzen, Jay Gifford and Shawn Steiner as alternates.</li> <li>2. Bright Beginnings/Head Start Policy Council – Ryan Ausmus</li> <li>3. Special Education (1) – Jeff Hiers, and Alternate: Jerad Goertzen</li> <li>4. Legislative (1) – Jamey Lewis-Gonzales</li> <li>5. Capital Outlay (2) – Tammie West &amp; Traci Rankin</li> <li>6. Calendar Committee (1) – Jerad Goertzen</li> <li>7. Review district bills prior to <b>September 12</b> Board Meeting: <b>Tammie West</b></li> </ol>		None – Information Item Only
<b>11.</b>	<b>Announcements</b>	President Lisa Killion	<ul style="list-style-type: none"> <li>• August 11, 2022 - New Teacher Orientation / Introductions - District Office @ 1:00 PM</li> <li>• August 15, 2022 - All Staff Welcome 8:00 AM - at the Civic Center</li> <li>• August 18, 2022 - First Day of Classes for K-12 students</li> </ul>	None – Information Item Only



			<ul style="list-style-type: none"> <li>• August 22, 2022 - Board of Education luncheon meeting - Beeson Elementary - 12:00 Noon</li> <li>• August 23, 2022 - First Day of School for Preschool Students</li> </ul>	
<b>12.</b>	<b>Items for Future Board Meetings</b>		Requested – report on Instructional Coaches	
<b>14.</b>	<b>Adjourn Meeting</b>	Moved – Ryan Ausmus Seconded – Jeff Hiers	Adjourned the Board meeting at 7:51PM.	Motion Passed 5-0

These minutes were approved by the Board of Education, Unified School District 443, Ford County, Kansas, on August 8, 2022.

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Lisa Killion, President  
USD 443 Board of Education

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Simeon Russell, Clerk of the Board  
Unified School District 443

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> Cisco SmartNet Firewall Renewal
<b>Initiated By:</b> Todd Dewell, Co-IT Director	<b>Attachments:</b> Q-00278612 Dodge City Smartnet Renewal 8-10-22
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** The data network for the school district relies on protection from the Internet using Cisco firewalls. These firewalls are vital for Internet access and require Cisco SmartNet service contracts to ensure continued operation.

**CURRENT CONSIDERATIONS:** To maintain proper operation of the firewalls, the Cisco SmartNet agreement will provide phone support for software and troubleshooting for hardware. Overnight parts replacement and service is part of the SmartNet service agreement, as well. The cost to renew for 12 months is \$84,407.97.

**FINANCIAL CONSIDERATIONS:** The cost to the District to renew the Cisco SmartNet service agreement is \$84,407.97 for 12 months. Funding for this agreement will come from the FY2022-2023 Technology budget.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to approve the purchase of the Cisco SmartNet service agreement in the amount of \$84,407.97 from Sirius Computer Solutions of San Antonio, Texas. The Board is further respectfully requested to authorize the Board Clerk to issue a purchase order to Sirius Computer Solutions and have a purchase agreement signed subject to review by Board Legal Counsel.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion



## SOLUTION PROPOSAL

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**Prepared for:**

DODGE CITY UNIFIED SCHOOL DISTRICT 443  
2112 1ST AVE  
DODGE CITY, KANSAS 67801-2624  
UNITED STATES

**Client Executive:**

Leeanna Herman  
+1 (316) 285-5756  
leeanna.herman@siriuscom.com

**Proposal Number:** Q-00278612  
**Proposal Date:** 08/10/2022  
**Expires:** 09/12/2022  
**Description:** Smartnet Renewal through 8-14-23  
**Currency:** USD



Sirius Computer Solutions, LLC

Headquarters:  
10100 Reunion Place, Suite 500  
San Antonio, Texas 78216  
www.siriuscom.com  
Sirius Tax ID # 74-2836721

**Client Executive:**  
Leeanna Herman  
+1 (316) 285-5756  
leeanna.herman@siriuscom.com

**DODGE CITY UNIFIED SCHOOL DISTRICT 443**  
**2112 1ST AVE**  
**DODGE CITY, KANSAS 67801-2624**  
**UNITED STATES**

**Proposal Number:** Q-00278612  
**Proposal Date:** 08/10/2022  
**Expires:** 09/12/2022  
**Description:** Smartnet Renewal through 8-14-23  
**Attn:**

Part #	Description	Qty	Contract #	Machine	Model	Serial #	Svc Lvl	Start Date	End Date	Ext. Price
CON-SSSNT-FC2600K9	Cisco Firepower Management Center 2600 Chassis	1	203682786	FMC2600-K9	5524847781	WMP244001BS	SSSNT	11/17/2022	08/14/2023	\$6,110.67
CON-SSSNT-FPR4115N	Cisco Firepower 4115 NGFW Appliance, 1U, 2 x NetMod Bays	1	203682786	FPR4115-NGFW-K9	5611601683	JMX2539X1BR	SSSNT	09/27/2022	08/14/2023	\$10,875.07
CON-SSSNT-FPR4115N	Cisco Firepower 4115 NGFW Appliance, 1U, 2 x NetMod Bays	1	203682786	FPR4115-NGFW-K9	5611601693	JMX2539X1BQ	SSSNT	09/27/2022	08/14/2023	\$10,875.07
L-FPR4115T-TMC-1Y	Cisco FPR4115 Threat Defense Threat, Malware and URL 1Y Subs Start Date:27-Sep-2022	2								\$56,547.16
<b>Extended Subtotal:</b>										<b>\$84,407.97</b>
<b>Total Client Price:</b>										<b>\$84,407.97</b>

**Proposal Comments:**

**Terms and Conditions:**

Unless otherwise noted, price does not include shipping, handling or applicable tax which may be added at the time of invoice. All quoted shipping and handling charges or tax amounts are estimates only, and are subject to change upon invoicing. In the event DODGE CITY UNIFIED SCHOOL DISTRICT 443 ("Customer") requests expedited shipping, whether such request is made before or after acceptance of this Solution Proposal ("Proposal") by Customer, the price stated above for shipping and handling is subject to change.

This Proposal is subject to the Terms and Conditions below and/or any referenced agreements. Acceptance of this Proposal by an authorized representative of Customer will be deemed the equivalent of a Customer Purchase Order, which will authorize Sirius Computer Solutions, LLC. ("Sirius") to order the products listed in this Proposal. Until Sirius receives and accepts a Purchase Order or a signed copy of this Proposal for the solution proposed, pricing provided in this Proposal is subject to change based on manufacturer's pricing schedule. The products contained on this Proposal may be delivered to the Customer through multiple shipments based upon supplier availability, and Customer agrees to pay one or more partial payments of the total purchase price stated above for any such partial shipment of products. For purposes of clarity, services being sold under this Quote, whether Sirius' or a manufacturer's/vendor's, shall not be subject to shipping and handling and the terms related thereof.

Notwithstanding anything to the contrary in the Terms and Conditions below and/or any referenced agreements, Customer hereby agrees that the products listed on this Proposal are noncancelable, nonreturnable, and nonrefundable except with the express written permission of Sirius.

1. Purchase Price; Payment; Taxes. Customer agrees to pay the total purchase price as set forth herein, plus any applicable taxes. Payment is due within thirty (30) days from the date of the invoice. Customer agrees that any payment not received by Sirius within thirty (30) days of the invoice date may be subject to an interest charge of 1% per month, or the maximum allowed by law, whichever is less. Customer is responsible for, and shall reimburse Sirius for, all personal property, sales, use, and any other taxes of any nature whatsoever (excluding taxes based on Sirius's net income), including, but not limited to, any import duties, merchandise processing fees, and assessments, if any, that are imposed as a result of the products provided ("Products"). Any payment made by Customer shall be made without deduction or withholding for or on account of any taxes except as may be required to be deducted or withheld by applicable law. If any taxes are required to be deducted or withheld under applicable law, the amount of the payment due from Customer shall be increased to an amount which, after making any deduction for taxes, leaves an amount equal to the payment which would have been due if no such deduction or withholding had been required. Without limiting the preceding, all tax refunds are subject to the relevant taxing jurisdictions' statute of limitations.

2. Payment by Third Party Leasing Company. If Customer enters into a lease agreement with a third party leasing company to finance this Proposal, Customer may assign the rights to receive title to the Products to such Leasing Company, provided, however, such assignment shall not release Customer from any liability or obligation under this Proposal, and if the Leasing Company defaults on any such payment obligations owed to Sirius, Customer shall fulfill such obligations.
3. Freight Costs; Delivery; Risk of Loss. Sirius will arrange for shipment and delivery of the Products listed in this Proposal to the installation site. Unless specifically stated otherwise, Customer will be responsible for shipping and delivery charges. Risk of loss to the products shall pass to Customer upon delivery at Customer's site.
4. Installation. Unless otherwise expressly provided in an applicable statement of work or this Proposal, Customer is responsible for, and shall pay all costs associated with, (i) reviewing the manufacturer's installation manual, (ii) verifying that the site is suitable for the operation of the Products purchased hereunder, (iii) preparing a suitable site for the delivery, installation and operation of the Products per the manufacturer's specifications, and (iv) installing and operating the Products.
5. Title; Security Interest; Remedy. Title to each Product (other than software) to be sold by Sirius hereunder shall pass to Customer upon delivery. Title to software is not transferred and the right to use software included in this Proposal shall be governed by a separate license agreement between Customer and the software licensor. Should Customer fail to perform any of its obligations within five (5) days after receipt of notice of default, including default in payment of any charges hereunder when due, Sirius shall be entitled to exercise all rights and remedies as may be conferred on it by law.
6. Modification; Returns. Any change or modification of this Proposal requested by Customer after acceptance by Sirius may result in an additional charge to be paid to Sirius by Customer. Customer is responsible for any additional costs derived from a change in the system configuration prior to the installation of equipment ordered from Sirius. If Sirius approves a return of the Products, a restocking charge may be assessed by Sirius to Customer. Said charge for rework, cancellation, or restocking will not exceed the actual charge assessed by the manufacturer or vendor to Sirius.
7. Limited Warranties. Sirius represents and warrants that, at the time each Product is delivered, Sirius will be the lawful owner of such Product (other than software products), or shall have the lawful right to deliver such Product (with respect to software products) to Customer, free and clear from any liens and encumbrances, and will have full right, power and authority to transfer good and valid title to, or right of possession of, the same to Customer. The products will be accompanied by the applicable manufacturer's or software licensor's representations and warranties (either directly through the manufacturer/software licensor or as transferred by Sirius) in accordance with the manufacturer's/software licensor's policies and any applicable agreements between Sirius and such manufacturer/licensor. Customer agrees (i) it is relying solely on the manufacturer's representations and warranties (except as expressly set forth above), (ii) Sirius shall have no liability or obligations with respect to any manufacturers' representations and warranties, and (iii) any claims by Customer shall be made solely against the manufacturer.
- Notwithstanding the foregoing, with respect to Products that have been used and/or refurbished and therefore do not have any manufacturer's warranty, Sirius warrants that for a period of thirty (30) days immediately following the delivery of the products, such products will qualify for the manufacturer's maintenance agreement, to the extent a maintenance agreement is available for the Products from the manufacturer, and provided that such warranty shall only apply if the Products are installed in accordance with the specifications of the manufacturer; provided also, that Customer's exclusive recourse against Sirius for a breach of this warranty shall be, at the election of Sirius, either the repair or replacement of such refurbished Products (as necessary to qualify for such maintenance agreement) or a refund of the purchase price. After such thirty (30) day period, Customer assumes all liability for such Products which are either defective or may be incomplete and Sirius will have no further liability or obligation with respect thereto. Excluding the stated warranty regarding eligibility for the relevant manufacturer's maintenance agreement, all used and/or refurbished Products are sold "as is."
- As Sirius is not the manufacturer of the Products listed on this Proposal, Customer waives and disclaims any claim against Sirius based upon (i) any infringement or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or other intellectual property rights with respect to any Products sold hereunder or any software licensed by any third party, or (ii) any indemnity claim or obligation made by another against Customer arising out of any such infringement or misappropriation, or any alleged infringement or misappropriation.
- EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, SIRIUS MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, TO CUSTOMER OR TO ANY OTHER PERSON OR ENTITY REGARDING PRODUCTS, SOFTWARE AND/OR SERVICES OR OTHER ITEMS PROVIDED BY SIRIUS UNDER THIS PROPOSAL OR THE RESULTS TO BE DERIVED FROM THE USE THEREOF, AND SIRIUS EXPRESSLY DISCLAIMS ANY REPRESENTATIONS AND WARRANTIES ARISING FROM COURSE OF DEALING, USAGE OF TRADE OR COURSE OF PERFORMANCE, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT, AND FITNESS FOR A PARTICULAR PURPOSE.
8. Limitation of Liability. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, OR ANY OTHER NON-DIRECT DAMAGES INCLUDING, WITHOUT LIMITATION, LOSS OF OR DAMAGE TO DATA, LOST PROFITS OR FUTURE REVENUES, COST OF CAPITAL, LOSS OF BUSINESS REPUTATION OR OPPORTUNITY OR ANY CLAIM OR DEMAND AGAINST CUSTOMER BY ANY THIRD PARTY, HOWEVER CAUSED, WHETHER UNDER THEORY OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. CUSTOMER SHALL BE RESPONSIBLE FOR THE BACK-UP OF ALL DATA, SOFTWARE, OPERATING SYSTEMS, SOFTWARE CONFIGURATIONS, AND NETWORKING CONFIGURATIONS IN PREPARATION FOR AND DURING THE PERFORMANCE OF SERVICES. IN NO EVENT SHALL SIRIUS BE LIABLE FOR LOSS, CORRUPTION OF, OR DAMAGE TO DATA. EACH PARTY'S LIABILITY ARISING FROM OR RELATED TO THIS PROPOSAL SHALL NOT EXCEED THE TOTAL AMOUNT PAID OR PAYABLE TO SIRIUS UNDER THIS PROPOSAL. THESE LIMITATIONS SHALL APPLY TO THE FULLEST EXTENT PROVIDED BY LAW, AND EACH PARTY AGREES TO RELEASE THE OTHER PARTY, ITS EMPLOYEES, AFFILIATES, AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY EXCEEDING THE LIMITS STATED IN THIS PROVISION, REGARDLESS OF THE REMEDY UNDER WHICH DAMAGES ARE SOUGHT. The term "Damages" shall mean any loss, liability, claim, damage, or expense (including costs of investigation and defense and reasonable attorneys' fees).
9. Applicable Law. This Proposal (including these terms) and the rights and obligations of the parties hereto shall be construed under and governed by the laws of the State of Texas, without giving effect to principles of conflict of laws.
10. Waiver of Jury Trial. EACH OF THE PARTIES TO THIS PROPOSAL WAIVES ANY RIGHT TO TRIAL BY JURY OF ANY DISPUTE OF ANY NATURE WHATSOEVER THAT MAY ARISE BETWEEN THEM, INCLUDING, BUT NOT LIMITED TO, THOSE

DISPUTES RELATING TO, OR INVOLVING IN ANY WAY, THE TRANSACTIONS BETWEEN THE PARTIES, THE CONSTRUCTION, PERFORMANCE OR BREACH OF THIS PROPOSAL OR ANY OTHER AGREEMENT BETWEEN THE PARTIES, THE PROVISIONS OF ANY FEDERAL, STATE OR LOCAL LAW, REGULATION OR ORDINANCE NOTWITHSTANDING. By execution of this Proposal, each of the parties hereto acknowledges and agrees that it has had an opportunity to consult with legal counsel and that he/she/it knowingly and voluntarily waives any right to a trial by jury of any dispute pertaining to or relating in any way to the transactions contemplated by this Proposal, the provisions of any federal, state or local law, regulation or ordinance notwithstanding.

11. Confidentiality. All of the information provided in this Proposal is considered confidential and proprietary between Sirius and Customer. Information enclosed in this Proposal may not be disclosed, disseminated, or otherwise revealed to any party outside of Customer or any party within Customer's organization who is not privileged to receive such information, unless required by law.

12. Export Compliance. Each party acknowledges that the export, re-export, or import into any other country of Products that are purchased from Sirius may be subject to the export/import control laws and regulations of the U.S., the country of origin of the Products, the country in which Customer resides, or other applicable countries. Such laws and regulations include, without limitation, the Export Administration Regulations issued by the U.S. Department of Commerce, Embargo and Sanction Regulations issued by the U.S. Department of Treasury, the International Traffic in Arms Regulations issued by the U.S. Department of State, and the like. Each party agrees and undertakes to comply with all applicable export/import control laws and regulations, and Customer agrees that such Products are purchased solely for internal and commercial use.

13. General. This Proposal (including these terms) represents the entire and integrated agreement and understanding between the parties with respect to the Product(s) listed above and supersedes all prior or contemporaneous understandings and agreements, whether written or oral. Neither party will be liable or deemed to be in default for any delay or failure to perform its obligations hereunder if such failure results directly or indirectly from any cause beyond its reasonable control. This Proposal may be executed in any number of counterparts, each of which when executed and delivered (which deliveries may be made by email or facsimile) shall be deemed to be an original, and all of which counterparts taken together shall constitute but one and the same instrument. No modification of these terms, nor waiver of any rights hereunder, shall be valid unless in writing and signed by the party against whom the modification or waiver is sought to be enforced. The waiver of any term hereof shall in no way be construed as a waiver of any other term or breach hereof. Neither this Proposal nor any of its rights or duties hereunder may be assigned or transferred by Customer, unless Sirius has consented to such assignment or transfer in writing. This Proposal does not and is not intended to confer any rights or remedies upon any person or entity other than the parties hereto. If any provision of these terms are held by a court of competent jurisdiction to be contrary to law or otherwise invalid or unenforceable, the remaining provisions hereof shall remain in full force and effect.

The provision of the maintenance services contained on this Proposal (the "Maintenance Services") will be controlled by the terms and conditions of the applicable manufacturer and/or maintenance provider (hereinafter the "Provider"). If Customer removes a covered device from productive use and requests cancellation of the Maintenance Services on that device, in accordance with the Provider's terms and conditions, Customer must notify Sirius by email at the following address: OPU@siriuscom.com. Should Customer fail to send the request to the address above, processing of the cancellation shall be delayed and any associated credit with the cancellation may be reduced.

Accepted by:

DODGE CITY UNIFIED SCHOOL DISTRICT 443

Approved by:

Sirius Computer Solutions, LLC

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Ship to Contact (Name, Phone, & Email)

\_\_\_\_\_  
Bill to Contact (Name, Phone, & Email)

\_\_\_\_\_  
Ship to Address

\_\_\_\_\_  
Bill to Address

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**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> English Language Arts Kindergarten Student Readers Bookshelf Collection
<b>Initiated By:</b> Dr. Scott Springston	<b>Attachments:</b> Quote from SAVVAS # 203657-1.
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** During the 2020-2021 school year a district K-12 committee was formed for the purposes of curriculum development and the selection of instructional resources. One task the committee had was to identify the appropriate resources by grade level and or course. At the that time the kindergarten representatives determined they did not need the decodable resources through SAVVAS but wanted time to teach the primary resources long enough to fairly judge if they needed additional supplements for decoding. It is the belief of district kindergarten teachers and elementary instructional coaches that they need the proposed decodable supplements outlined below in this consideration sheet.

**CURRENT CONSIDERATIONS:** One Kindergarten Student Readers Bookshelf Collection will be purchased for each kindergarten classroom at each Elementary School Building. There are 25 Kindergarten classrooms in the district at this time.

**FINANCIAL CONSIDERATIONS:** The cost for the purchase from SAVVAS for one Kindergarten Student Readers Bookshelf Collection for each Kindergarten classroom in the district will be \$25,649.19 to be paid from the Textbook Budget.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to approve the proposed purchase of Kindergarten Student Readers Bookshelf Collection for each Kindergarten classroom from SAVVAS in the amount of \$25,649.19. The Board of Education is further respectfully requested to authorize the clerk of the Board to issue a purchase order in the amount of \$25,649.19 to SAVVAS to be paid from the Textbook budget.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion





Ms. Barbara Norton  
 Service Secretary  
 Dodge City Unif Sch Dist 443  
 PO Box 460  
 Dodge City, KS 67801-0460  
 United States

**Quote Number:** 203657-1  
**Quote Creation Date:** 08-11-2022  
**Quote Expiration Date:** 09-30-2022  
**Quote Release:** 1

**Student Readers Bookshelf Collection - Grade K**  
**Price Quote Summary**

Solution	Base Amount	Total
ReadyGEN	\$ 23,749.25	\$ 23,749.25
<b>Solution Subtotal</b>	<b>\$ 23,749.25</b>	<b>\$ 23,749.25</b>
	<b>Shipping &amp; Handling</b>	<b>\$ 1,899.94</b>
		<b>Total \$ 25,649.19</b>

**Price Quote Detail**

ISBN	Description	Price	Charged Qty	Total Charged
<b>ReadyGEN</b>				
<b>ReadyGEN ©2016 - Grade K</b>				
9780328467266	KINDERGARTEN STUDENT READERS BOOKSHELF COLLECTION	949.97	25	\$23,749.25
	<b>ReadyGEN ©2016 - Grade K Subtotal</b>			<b>\$ 23,749.25</b>
	<b>ReadyGEN Subtotal</b>			<b>\$ 23,749.25</b>
	<b>Solution Subtotal</b>			<b>\$ 23,749.25</b>
			<b>Shipping and Handling</b>	<b>\$ 1,899.94</b>
				<b>Total \$ 25,649.19</b>

## Savvas Learning Company LLC Terms and Conditions

**To place your order** please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

**e-Form:** <http://support.savvas.com/support/s/contactsupport>

**Mail:** PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

**Platforms:** Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

**Return Policy:** If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

**Consumable Worktexts:** Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

**Annual subscriptions for iLit and Successmaker:** Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

**Technical support services** are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

**Professional Services:** All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).

# REQUEST FOR ACCEPTANCE OF GRANT AWARD

Name of Grant FY 2023 Carl D. Perkins Reserve Grant LCNA Stipend Project:09110

Form ID of the Grant Approval \_\_\_\_\_

Program and/or Person Applying Michael Martinez

Person Authorized to Approve PO's Michael Martinez

CFDA Number 84.048A

Grant Foundation or Agency Carl D. Perkins Career and Technical Education Act of 2006

Amount Requested \_\_\_\_\_

**Amount Received** \$6,000.00

Start Date 7/1/2022

End Date 8/31/2022

Match Required  Yes  No

If match is required, explain

Provide a brief description of the purpose for the grant and how the funds will benefit the district.

The FY 2023 Carl D. Perkins Reserve Grant stipend for the work Michael Martinez Dodge City High School completed in processing the Comprehensive Local Needs Assessment for USD 443 Dodge City Public Schools.

Funds need to be encumbered or expended by August 31,2022.

Title: FY 2023 Carl D. Perkins Reserve Grant

CDFA: 84.048A

Award Number: V048A220016

Information attached to this form:

Comments

Board Consideration Form  Yes  No

Grant Abstract  Yes  No

Budget Form  Yes  No

Grant Application  Yes  No

**Grant Award Notification**  Yes  No

Other \_\_\_\_\_

TO: MICHAEL MARTINEZ  
443 DODGE CITY PUBLIC SCHOOLS

FROM: Mr. Stacy Smith, Assistant Director  
Career, Standards & Assessment Services

RE: Approval Status for the FY 2023 Carl D. Perkins Reserve Grant  
LCNA STIPEND **Project Number: 09110**

DATE: JULY 18, 2022

The FY 2023 Carl D. Perkins Reserve Grant submitted from your district has been reviewed. All documentation has been found to be complete and is **fully approved**. Your FY 2023 Carl D. Perkins Reserve Grant allocation is **\$6,000**. This is intended to serve as a stipend for the work Michael Martinez completed in processing the Comprehensive Local Needs Assessment. Please note that these funds need to be encumbered or expended by **August 31, 2022**.

Funds will be available contingent upon the availability of federal monies. **\*\*Please notify administration, the board clerk & financial staff at your district immediately of your award.\*\***

Title: FY 2023 Carl D. Perkins Reserve Grant

CDFA: 84.048A

Award Number: V048A220016

Requests for reimbursement of expenditures incurred under this grant are made through Financial Form 240 through KSDE School Finance. **Funds can be requested the month following this award**, as the allocation will then appear as FY23 Perkins Reserve on the Financial Form 240. This form can be accessed through the agency's common authentication page, <https://online.ksde.org/authentication/login.aspx>.

During the course of the Perkins grant period for the State of Kansas, July 1, 2022 to June 30, 2023, no additional purchases or changes can be made without prior approval from KSDE staff. Contact the awarding KSDE Consultant or the Perkins Help Desk, [ktmercerc@ksde.org](mailto:ktmercerc@ksde.org), to obtain approval for all future purchases and changes with Perkins Reserve funds.

A copy of your original grant and approved revisions should be kept on file at the district office. All forms (Progress Reports, Final Performance Report, and Final Expenditure Report) will be available on our website, <http://www.ksde.org/Default.aspx?tabid=291>. Final Reports and Final Expenditures (Budget) should be sent to the consultant who awarded this grant by the listed due date on the Perkins Reserve grant.

Technical assistance is available upon request. To register for the Perkins Listserv, contact Kathleen Mercer, 785-296-3261 or [ktmercerc@ksde.org](mailto:ktmercerc@ksde.org). Please take advantage of the opportunities to keep updated about the Perkins legislation

GRANTEE AWARD INFORMATION			Action Number 1	Action Type: Revision
Subrecipient: USD 443 DODGE CITY PUBLIC SCHOOLS Name: MICHAEL MARTINEZ <i>(must match registered name in DUNS)</i>	Subrecipient SAM Number YVKDJAMWMH53	Federal Award Identification Number (FAIN) <sup>(iii)</sup> V048A220016	Grant Award Number <sup>(iii)</sup> 09110	
Total Amount of Federal Funds Obligated <sup>(vi,vii)</sup> Current Award Amount <b>\$6,000</b> Previous Cumulative Amount \$ Cumulative Amount \$	Project Description 11008 – Perkins Reserve	Project Code 70480	Subaward Period of Performance <sup>(v)</sup> Start Date      End Date 07/01/2022      08/31/2022	

GRANT REPORTING INFORMATION			
Federal Award Date <sup>(iv)</sup> 07/01/2022	Federal Award Project Description <sup>(ix)</sup> To develop more fully the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.		
Federal Awarding Agency <sup>(x)</sup> US Department of Education – Office of Career, Technical, and Adult Education	LOC Fund 3539-3590	School Finance Index 11008	Research and Development Grant <sup>(xii)</sup> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
CFDA Number and CFDA Name <sup>(xi)</sup> 84.048A Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV), Title I, 20 U.S.C 2321	CFDA Amount Made Available <sup>(xi)</sup> \$5,117,241.83		
Pass-Through Entity & Awarding Official <sup>(x)</sup> Kansas State Department of Education Stacy Smith, Assistant Director <a href="mailto:slsmith@ksde.org">slsmith@ksde.org</a> ; (785) 296-4639	Indirect Rate Type: <sup>(xiii)</sup> The negotiated indirect cost rate or the indirect cost allocation plan grant award notification applies to this grant award.		

Recipient Signature ➤	Date
KSDE Signature ➤ <i>Stacy Smith</i>	Date July 18, 2022

# REQUEST FOR ACCEPTANCE OF DONATION AWARD

Donated by:   
*(Name of Person, Community, or Business Donating)*

Program and/or Person Accepting Funds:

Person Authorized to Approve PO's:

Amount Received:

Dates when funds must be spent: *Start Date*  *End Date*

Provide a brief description how the funds will be used to benefit the district:

The funds will be used to support the day to day operations of the band that are not covered by the Band Budget.

To be used at the following Building or Locations:

Dodge City High School/Band

Information attached to this form

Comments

Board Consideration Form:  Yes  No

Budget Form:  Yes  No

Donation Award Notification:  Yes  No

Other:

# REQUEST FOR ACCEPTANCE OF DONATION AWARD

Donated by:   
*(Name of Person, Community, or Business Donating)*

Program and/or Person Accepting Funds:

Person Authorized to Approve PO's:

Amount Received:

Dates when funds must be spent: *Start Date*  *End Date*

Provide a brief description how the funds will be used to benefit the district:

The funds will be used to support the day to day operations of the band that are not covered by the Band Budget.

To be used at the following Building or Locations:

Information attached to this form

Comments

Board Consideration Form:  Yes  No

Budget Form:  Yes  No

Donation Award Notification:  Yes  No

Other:

# REQUEST FOR ACCEPTANCE OF DONATION AWARD

Donated by:   
*(Name of Person, Community, or Business Donating)*

Program and/or Person Accepting Funds:

Person Authorized to Approve PO's:

Amount Received:

Dates when funds must be spent: *Start Date*  *End Date*

Provide a brief description how the funds will be used to benefit the district:

The funds will be used to support the day to day operations of the band that are not covered by the Band Budget.

To be used at the following Building or Locations:

Dodge City High School/Band

Information attached to this form

Comments

Board Consideration Form:  Yes  No

Budget Form:  Yes  No

Donation Award Notification:  Yes  No

Other:



# REQUEST FOR ACCEPTANCE OF DONATION AWARD

Donated by:   
*(Name of Person, Community, or Business Donating)*

Program and/or Person Accepting Funds:

Person Authorized to Approve PO's:

Amount Received:

Dates when funds must be spent: *Start Date*  *End Date*

Provide a brief description how the funds will be used to benefit the district:

The funds will be used to support the day to day operations of the band that are not covered by the Band Budget.

To be used at the following Building or Locations:

Dodge City High School/Band

Information attached to this form

Comments

Board Consideration Form:  Yes  No

Budget Form:  Yes  No

Donation Award Notification:  Yes  No

Other:

# REQUEST FOR ACCEPTANCE OF DONATION AWARD

Donated by:   
*(Name of Person, Community, or Business Donating)*

Program and/or Person Accepting Funds:

Person Authorized to Approve PO's:

Amount Received:

Dates when funds must be spent: *Start Date*  *End Date*

Provide a brief description how the funds will be used to benefit the district:

The funds will be used to support the Dodge City High School Football Program and expenses for the team.

To be used at the following Building or Locations:

Dodge City High School/Football Program

Information attached to this form

Comments

Board Consideration Form:  Yes  No

Budget Form:  Yes  No

Donation Award Notification:  Yes  No

Other:

# REQUEST FOR ACCEPTANCE OF DONATION AWARD

Donated by:   
*(Name of Person, Community, or Business Donating)*

Program and/or Person Accepting Funds:

Person Authorized to Approve PO's:

Amount Received:

Dates when funds must be spent: *Start Date*  *End Date*

Provide a brief description how the funds will be used to benefit the district:

The funds will be used to support the day to day operations of the band that are not covered by the Band Budget.

To be used at the following Building or Locations:

Dodge City High School/Band

Information attached to this form

Comments

Board Consideration Form:  Yes  No

Budget Form:  Yes  No

Donation Award Notification:  Yes  No

Other:

# REQUEST FOR ACCEPTANCE OF DONATION AWARD

Donated by:   
*(Name of Person, Community, or Business Donating)*

Program and/or Person Accepting Funds:

Person Authorized to Approve PO's:

Amount Received:

Dates when funds must be spent: *Start Date*  *End Date*

Provide a brief description how the funds will be used to benefit the district:

To be used at the following Building or Locations:

Information attached to this form

Comments

Board Consideration Form:  Yes  No

Budget Form:  Yes  No

Donation Award Notification:  Yes  No

Other:

# REQUEST FOR ACCEPTANCE OF GRANT AWARD

Name of Grant Kansas Early Head Start - Home Visitation  
Form ID of the Grant Approval 322022\_15623P  
Program and/or Person Applying Arthur Barker  
Person Authorized to Approve PO's Arthur Barker  
CFDA Number 93.558  
Grant Foundation or Agency Kansas Department for Children & Families  
Amount Requested \$361,599.50      **Amount Received** \$361,599.50  
Start Date 7/1/2022      End Date 6/30/2023  
Match Required  Yes  No

If match is required, explain

Provide a brief description of the purpose for the grant and how the funds will benefit the district.

The Kansas Early Head Start (KEHS) program provides funding to Early Head Start programs for a home visitation component. Home Visitors offer educationally appropriate and developmentally appropriate services for families with infants and children 0-2 as well as pregnant women. Home visits are made on a weekly basis for 1.5 hours each visit as well a minimum of 22 group socializations provided. Bright Beginnings serves 55 families with this grant. This is Year 2 of this grant.

Information attached to this form:

Comments

Board Consideration Form  Yes  No

Grant Abstract  Yes  No

Budget Form  Yes  No

Grant Application  Yes  No

**Grant Award Notification**  Yes  No

Other \_\_\_\_\_

## Kansas Early Head Start – Home Visitation

### BRIGHT BEGINNINGS EARLY CHILDHOOD CENTER / USD #443

Unified School District #443/ Bright Beginnings Early Childhood Center have projected and estimated to the best of their ability the actual cost for the 2022-2023 Kansas Early Head Start Home Visitation Program. The amount requested from Kansas Early Head Start Program is: 361,599.50 in order that we might serve 55 slots of children and families with Home Visitation services. The following narrative is our budget justification.

#### **PERSONNEL: \$264,126.00**

##### **Early Head Start Specialist for Kansas Early Head Start Program**

Early Head Start Specialist – The Early Head Start Specialist is on a full time contract with an estimated total wage of 77,299.00 for the 2022-2023 school year. The Early Head Start Specialist works a 2080 hour contract which is approximately 260 days, this also includes vacation and holiday pay as established by the USD 443 negotiated agreement. The Specialist's salary is funded through Kansas Early Head Start and Federal Early Head Start. The Early Head Start Specialist's Salary charged to this line is 25% or 19,325.00.

Of the salary charged to Kansas Early Head Start 0% is considered Administrative

<b>Early Head Start Director Program Cost</b>	<b>\$19,325.00</b>
---	--------------------

##### **Home Visitors for Kansas Early Head Start Program:**

Home Visitors for the Early Head Start Program work on a full time contract with a total of 2080 hours awarded each year, this equates to 260 working days, which include vacation and holidays as granted by the classified handbook adopted by Unified School District #443. The program will employ a full time equivalent of 5 home visitors. Each home visitor will maintain a case load of 11 EHS families. Each home visitor will document the families they serve and the allocation will be charged 100% to the Kansas Early Head Start grant as all families served will be Early Head Start families. Home Visitors will provide 48 weekly visits per grant year. Home Visitors will also plan 2 parent socializations per month for the families. Home Visitors will also help to follow up on health, dental and immunization requirements. Home Visitors will make sure that each child served will have 2 health screenings, and refer to other agencies and community support as necessary. Work time is documented through a clocking in and out system, provided for by USD #443, days off will be documented by a "Missed Punch" report, required by USD #443 payroll department.

Home Visitors are assigned to a salary schedule, based on education, and years of experience. The initial step for Home Visitors on the salary schedule of USD 443 is 22/A 19.60 + any additional enhancements. All 5 Home Visitors have additional education and training which according to the USD 443 Handbook, allow them additional enhancements on the hourly wage. Currently, the annual salary for all 5 Home Visitors is 212,680.00

<b>Home Visitors Program Cost = 212,680.00</b>
--

##### **Support Staff**

##### **Secretary for Kansas Early Head Start Program**

The Early Head Start Secretary serves only Early Head Start families. Her employment is considered full time by the classified handbook of USD #443. The secretary works 2080 hours per year which equates to 8 hours per day x 260 days. This time includes holidays and vacation

time as earned according to the USD #443 Classified Handbook. The secretary is funded thru Federal Head Start, Federal Early Head Start, Kansas Early Head Start and Parents As Teachers grant. The Secretary is exclusively responsible for maintaining all entries into the Child Plus program. The Secretary time is based on an allocation method of population and program requirements. The EHS Secretary enters all data regarding enrolled Early Head Start participants. She ensures all contact information is up to date and that any changes are appropriated out to the correct departments.

Early Head Start Secretary \$21.05 (24/B+ .25) x 2080 hours = 44,283.00 x 30% = 13,284.90 /rounded to 13,285.00

Of that time 0% is considered Administrative Cost.

**Data Clerk**

The data clerk for enters all student data into Childplus as well as the district information system. The clerk will assist in the application process as well as be responsible for entering all required program data into the appropriate data bases. The data clerk works off of a “school year” status, as defined by Unified School District #443 Human Resource office. The enrollment clerk works 8 hours/day x 200 days = 1600 hours. The enrollment clerk’s time is charged 15% to the Kansas Early Head Start Home Visitation grant.

Data Clerk 17/C 17.48 x 1600 hours = 27,968.00 x 10% = 2,796.80 rounded to 2,797.00

Of that time 0% is considered Administrative Cost.

**Enrollment Clerk**

The enrollment clerk is charged with accurately enrolling all participants into the programs. The enrollment clerk is well versed in all program requirements and she verifies documents, and ensures that proper procedures are followed for enrollment. The enrollment clerk works 8 hours per day x 260 days = 2080; she is a full time employee. This position is placed at the 17/B step of the USD 443 Salary Schedule. This employee happens to also have a \$1.00

enhancement for additional education or training. The position is 17.82 + 1.00 = 18.82 x 2080 = 39,146.00 x 15% charged to the KEHS Home Visitation Grant = 5,871.90 rounded to 5,872.00

Of that time 0% is considered Administrative Cost.

**Fiscal Specialist**

The Fiscal Specialist is a full time position which provides grant writing, grant management, procurement, employee allocation records, expenditure reconciliation and travel training request. The Fiscal Specialist is responsible for monthly expenditure reports in accordance with all grant requirements. The position is based on a full time employment position of 260 days x 8 hours per day for 2080 hours. The position is classified at 28/C= 24.44 which is 2080 x 24.44 = 50,835.20. 20% is charged to the KEHS grant for a total of 10,167.04. 50% of this position is considered Administrative = 5,083.52

**Support Staff Program Cost = 32,121.00**

<b>Fringe Benefits</b>	<b>\$ 72,118.00</b>
<b>FICA</b> 264,126.00 + 47,214.00= 311,340.00 x .0765	<b>23,818.00</b>
<b>Unemployment</b> 264,126.00 + 47,214.00= 311,340.00 x .00100	<b>311.00</b>
<b>Workman’s Comp</b> 264,126.00 + 47,214.00= 311,340.00 x .00249	<b>775.00</b>

<p><b>Health Care</b></p> <p>All employees listed are defined as full benefits by USD 443 definition. Therefore, all positions will receive the equivalent to a single policy of health insurance (7,869.00)</p>	<p><b>47,214.00</b></p> <p>5 Home Visitors X 7869.00 x 100% = 39,345.00  1 Specialist x 7869.00 x 25% = 1,967.00  1 Secretary x 7869.00 x 30% = 2,361.00  1 Clerk Positions x 7869.00 x 15% = 1,180.35  1 Clerk Position x 7869.00 x 10% = 786.90  1 Fiscal Specialist x 7869.00 x 20% = 1,573.80</p>
<p><i>USD #443 operates on a self-funded health insurance program, with a premium of 7,869.00 per employee, therefore all employees who qualify to receive health insurance are assigned a single policy, and forfeitures of the health insurance are still charged the corresponding account code.</i></p>	
<p><i>All benefits are allocated with the same formula as is used for salaries. This allocation is based on the actual time spent for each program, reflected in the monthly Time and Activity report.</i></p>	
<p><b>Supplies: \$3,136.90</b></p>	
<p>Supplies that are consumed daily by home visitor activities include, paper, paint, glue, foam paper, games, variety of art supplies, books, music, supplies necessary for cleaning games, books and additional learning tools. Occasionally items must be replaced, such as learning tools, and toys. These will be purchased thru USD #443 purchasing procedure. Printed items occasionally must be purchased, for record keeping purposes.</p> <p>Total Supplies = 3,136.90</p>	
<p><b>Training: 2,500.00</b></p>	
<p>The training dollars will be used for the monthly “Lunch &amp; Learns” sessions. Lunch &amp; Learn sessions are either specific for the Home Visitors (such as Conscious Discipline Training) or an informative meeting with community resources. The staff is asked to have a “working lunch” that day, so the program provides a lunch for the staff, while they participate in the training session.</p> <p>These funds will also be used for the renewal of CDA certificates or a new CDA (if required). CPR certifications must be kept up to date. CPR/First Aid Certifications are 75.00 per person. BBECB arranges for those with expiring certifications to take the class offered at various times throughout the year.</p> <p>Other trainings are arranged by the Early Head Start Specialist and are aligned with the curriculum.</p>	
<p><b>Other: Parent Involvement 2,500.00</b></p>	
<p>Two times a month, parents are invited to a socialization. The socializations are held at two different times to accommodate those parents that might be involved in shift work and cannot make an evening meeting. Socializations are planned with an activity and a healthy snack. Often times, a book will accompany the activity and when possible, we try to send a book home with families, to add to a child’s library. Parent meetings are held once a month. Parent meetings are designed to fulfill the request of parents. We have had in the past, safety meetings, regarding home safety and prevention. We have had meetings on weatherization. We have had infant, toddler and child CPR and First Aid presentations for parents. Fire and Safety. We have had physical encouragement meetings. At these meetings when possible we have given parents handouts, reminders or even supplies needed. For example: Our Fire and Safety meeting allowed us, with the assistance of a community benefactor to give each parent</p>	



in attendance a smoke detector and alarm. A total of 36 meetings a year (2 socializations x 12 months) and Parent Meetings (1 meeting per month).

**Indirect Cost: \$17,219.00**

Unified School District is issued an indirect cost rate by the Kansas State Department of Education. The district will charge the same rate as in the previous grant year of 5% in accordance with grant renewal instruction to not change the indirect cost rate. Therefore with direct charges of \$344,380.50 x 5% will result in 17,219.00 for the year.

<b>Administrative Cost</b>	<b>23,560.00</b>
Fiscal Specialist Services, 20% of charges are paid by KEHS, 50% of the charges paid are considered Administrative	\$ 6,341.00
Indirect Cost	\$17,219.00

**23,560.00 / 344,380.50 = 7% Administrative Cost**

**Allocation: Employee percentages are based upon estimated time spent per program. KEHS Home Visitors will spend their time supporting families and children directly enrolled as EHS participants. Clerical Staff and Supervisors will split their time between several programs. Size of program, enrollment, and grant requirements are all brought into consideration when determining program expenses.**



**RENEWAL #:** 1

*DCF Program may request a Renewal if they would like to renew a grant for an additional grant year. This form must be submitted to your DCF OGC Grant & Contract Specialist for submission through concurrence.*

Between Kansas Department for Children and Families &

**Grantee Agency:** USD 443 Bright Beginnings Early Childhood Center

<b>Street Address*</b>	200 Comanche	<b>Grant Number</b>	EES-2022-KEHSHV-01
<b>City, State, Zip*</b>	Dodge City, KS 67801-0460	<b>Grant Year (from/to)</b>	
<b>E-Mail</b>	barker.arthur@usd443.org		7/1/2022 6/30/2023
<b>Phone Number</b>	620-371-1220	<b>Fiscal Year</b>	FY23
<b>Fax Number</b>	620-227-1682	<b>CFDA # (if applicable)</b>	93.558

**\*\*A copy of any previously approved Renewal(s) and/or Amendment(s), as well as a NEW FFATA form, NEW Debarment Memorandum and NEW Tax Clearance Certificate must be included with this request\*\***

Line Item	New Budget
Personnel	262,023.05
Fringe Benefits	68,733.00
Travel	0.00
Equipment	0.00
Supplies	5,624.45
Contractual	0.00
Building	0.00
Training	4,000.00
Other (Parent Involvement)	4,000.00
Other (specify)	0.00
Other (specify)	0.00
Indirect Costs**	17,219.00
<b>Total Grant Budget:</b>	<b>\$361,599.50</b>

Speed Chart	Fund	Budget Unit	Account	New Budget Amount
25751	3323	530	555900	361,599.50
			<b>Total</b>	<b>\$361,599.50</b>

**Additional Information:**

*\*physical address required, including 9-digit zip code  
\*\*Indirect Costs may not exceed 10% of the Grant Budget.*

**This grant shall remain in effect, subject to the terms and conditions stated in the original Notification of Grant**

GRANTEE AGENCY	GRANTOR AGENCY
<b>Grantee Agency:</b> USD 443 Bright Beginnings Early Childhood Center <b>Authorizing Official:</b> <u>Arthur Barker</u> <b>Title:</b> <u>Principal / Director</u> <b>Signature:</b> <u>[Signature]</u> <b>Date:</b> <u>7-12-2022</u>	<b>Grantee Agency:</b> Kansas Department for Children and Families <b>Authorizing Official:</b> Laura Howard <b>Title:</b> Secretary <b>Signature:</b> <u>[Signature]</u> <b>Date:</b> <u>07/11/22</u>

# REQUEST FOR ACCEPTANCE OF GRANT AWARD

Name of Grant Kansas Early Head Start Child Care Partnership  
Form ID of the Grant Approval 322022\_14258P  
Program and/or Person Applying Arthur Barker  
Person Authorized to Approve PO's Arthur Barker  
CFDA Number 93.575  
Grant Foundation or Agency Kansas Department for children & Families  
Amount Requested \$797,793.00      **Amount Received** \$797,793.00  
Start Date 7/1/2022      End Date 6/30/2023  
Match Required  Yes  No

If match is required, explain

Provide a brief description of the purpose for the grant and how the funds will benefit the district.

This grant will provide quality center based child care for 57 children. This grant also generates subsidy funding in the amount of \$339,669.00 for a total funding of 1,137,462.00.

This is Year 2 of this grant

Information attached to this form:

Comments

Board Consideration Form  Yes  No

Grant Abstract  Yes  No

Budget Form  Yes  No

Grant Application  Yes  No

**Grant Award Notification**  Yes  No

Other \_\_\_\_\_



## GRANT BUDGET REQUEST

(RFP • Attachment B)

APPLICANT AGENCY:

TITLE OF RFP:

DESCRIPTION	BUDGET REQUEST	PERCENT OF TOTAL
Personnel	\$759,460.00	66.77%
Fringe Benefits	\$247,895.00	21.79%
Travel	\$0.00	0.00%
Equipment	\$0.00	0.00%
Supplies	\$22,000.00	1.93%
Contractual	\$11,500.00	1.01%
Building	\$0.00	0.00%
Training	\$6,000.00	0.53%
Other 1 <i>Background Checks</i>	\$2,442.00	0.21%
Other 2 <i>Food Costs</i>	\$30,000.00	2.64%
Other 3 <i>Parent Involvement</i>	\$4,000.00	0.35%
<u>Indirect Costs</u>	<u>\$54,165.00</u>	<u>4.76%</u>
<b>TOTAL GRANT BUDGET REQUEST</b>	<b>\$1,137,462.00</b>	<b>100.00%</b>

## Kansas Early Head Start – Child Care Partnership

### Bright Beginnings Early Childhood Center / USD #443

Unified School District #443/Bright Beginnings Early Childhood Center have projected and estimated to the best of their ability the actual cost for the 2022 – 2023 Kansas Early Head Start Child Care Partnership Program. The amount requested is a reflection of the grant of 797,793.00 plus the anticipated collection of subsidy dollars in the amount of 339,669.00. The budget justification below will reflect the total budgeted amount of **1,137,462.00**.

#### Personnel

Grant Funds: 510,000.00

Program Income Funds: 249,460.00

Total Funds Required: 759,460.00

**Family Services:** The family services position will work 8 hours per day x 260 days per year = 2080. The Family Services position is placed on the salary schedule by the Human Resources office of USD 443, based on education and qualifications required for the position. The Family Services position is listed at 23/D with a 1.00 enhancement for additional education, trainings or certificates. The total amount is  $21.94 \times 2080 = \mathbf{45,635.00}$ . 100% of her time is spent on Child Care Partnership, therefore she is paid 100% from this grant.

Of the allotted time 0% is considered administrative.

**Early Nurse:** In order to properly fulfill health requirements, conduct routine screenings, keep track of health data and enter it into the data collection system, the nurse works to ensure all health requirements are met for each child. The nurse will also conduct safety checks in all of the daycare rooms and represent the children and families as a spokesperson in the medical community. The nurse will also serve to educate parents regarding various developmental milestones. And she is present on site full time to ensure the safety of all children. The nurse is full time, she works 8 hours per day x 260 days per year = 2080 hours. The nurse is compensated at a rate set forth by the salary schedule of USD 443. The Nurse's salary is set at 40/A  $32.78 \times 2080 = \$68,182.40 \times 50\% = \mathbf{34,092.00}$  charged KEHS CCP grant. The EHS Nurse's time is not considered administrative.

**Daycare Teachers:** There are 6 KEHS daycare classrooms, requiring 6 daycare teachers. Teachers are required to submit lesson plans, evaluate students, record and document all evaluations and assessments. Daycare Teachers are compensated at the 17/A level of the USD 443 salary schedule. The amount for this level is 16.98. The paid for 247 days x 8 hours =  $1976 \times 16.98 \times 6 \text{ teachers} = \mathbf{201,318.00}$ . 100% of the teachers serve the CCP grant, 100% of their time; therefore 100% of their salary is paid from this grant.

Of the allotted time 0% is considered administrative

**Daycare Paras:** Classroom paraprofessionals are part of the daily classroom staff and contribute to the continuity of care as well as staff child ratios. Classroom paras work 8 hours per day x 247 days = 1976 hours total. The para position is placed at the 10/A rate of 13.88 x 1976 = 27,427.00 x 10 Classroom Paras = **274,268.00**

**Float Paras:** have the same job description of the classroom paras, but these paras are available to rotate between specific classrooms, helping at times, when extra personnel are required. They are also available to cover lunches, breaks or when a classroom para may be absent. This helps to reduce anxiety in parents and children, because the “substitute” is already known to the parent(s) and child(ren). We have budgeted for 5 Float Paras at the same rate of a Classroom Para. 13.88 x 1976 hours = 27,427 x 5 = **137,135.00**. All Paras are assigned to only the daycare classrooms, therefore 100% of their time is paid from this grant. Of the allotted time 0% is considered administrative

**EHS Secretary:** The Early Head Start Secretary serves only Early Head Start families. Her employment is considered full time by the classified handbook of USD #443. The secretary works 2080 hours per year which equates to 8 hours per day x 260 days. This time includes holidays and vacation time as earned according to the USD #443 Classified Handbook. The secretary is funded thru Federal Head Start, Federal Early Head Start, Kansas Early Head Start and Parents As Teachers grant. The Secretary is exclusively responsible for maintaining all entries into the Child Plus program. The Secretary time is based on an allocation method of population and program requirements. The EHS Secretary enters all data regarding enrolled Early Head Start participants. She ensures all contact information is up to date and that any changes are appropriated out to the correct departments.

24/A (20.80) + 1.00 enhancement x 2080 hrs x 30% = **13,603.00**.

Of that time 0% is considered Administrative Cost.

**Enrollment Clerk:** The enrollment clerk is a full time employee, working 8 hours per day x 260 days = 2080. The clerk is compensated at rate of 17.23+ .40 enhancement for a total of 17.63 x 2080 hrs = 36,670.40 x 10% = **3,667.00** The enrollment clerk is responsible to ensuring that all documents for enrollment in any program has been verified and is accurate. The enrollment clerk, serves all participants at BBECC. 0% of her time charged to this grant is considered administrative.

**HR Secretary:** The HR secretary is a full time employee, working 8 hours per day x 260 day=2080. She is responsible for ensuring all staff paperwork is in order and up to date. She tracks required background checks, CPR/First Aid Certifications, she monitors the time center, she is responsible for the district forms called AR4's which are entered and dictate from what funds an employee is paid and their hourly rate. The rate of pay is based on the salary schedule of USD 443. This position is compensated at a rate of 20.80 x 2080 x 20% = 8,653.00

**EHS Specialist:** The Early Head Start Specialist is on a full time contract with an estimated wage of 79,618.00 for the 2022-2023 school year. The Specialist works as an exempt employee, 2080 hours per year. The Specialist salary is paid by Federal Head Start, Kansas Early Head Start and Parents As

Teachers. 40% of the Specialist Salary is charged to this grant. We consider 0% of this salary to be Administrative.  $79,618.00 \times 50\% = 30,920.00$

**Fiscal Specialist:** The Fiscal Specialist is a full time position which provides grant writing, grant management, procurement, employee allocation records, expenditure reconciliation and travel training request. The Fiscal Specialist is responsible for monthly expenditure reports in accordance with all grant requirements. The position is based on a full time employment position of 260 days x 8 hours per day for 2080 hours. The position is classified at 28/C= 24.44 which is  $2080 \times 24.44 = 50,835.20$ . 20% is charged to the KEHS grant for a total of **10,167.00**  
50% of this position is considered Administrative = 5,084.00

### Fringe

Grant Funds: 168,186.00  
Program Income Funds: 79,709.00  
Total Funds Required: 247,895.00

**Health Care** – All employees listed are defined as full benefits by USD443 definition. Therefore, all employees will receive a single policy of health insurance (7,869.00)

Family Services x 1 @ 1.0 = 1.00  
Daycare Teacher x 6 @ 1.0 = 6.00  
Daycare Para x 15 @ 1.0 = 15.00  
EHS Secretary x 1 @ .30  
Enrollment Clerk x 1 @ .10  
HR Secretary x 1 @ .20  
Nurse x 1 @ .50  
EHS Specialist x 1 @ .40  
Fiscal Specialist x 1 @ .20  
Total Employees 23.70 x 7,869.00 = **186,495.00**

**FICA 759,460 x .0765 = 58,099.00**

Total salaries + x .0765

**Unemployment 759,460 + 186,495 x .00100 = 946.**

Total salaries + Health x .00100

**Workman's Comp 759,460 + 186,495 x .00249 = 2,355.00.**

Total salaries + Health x .00249

*USD443 operates on a self-funded health insurance program, with a premium of 7,869.00 per employee, therefore all employees who qualify to receive health insurance are assigned a single policy and forfeitures of the health insurance benefit are still charged to the corresponding account code. The healthcare premium is included as a 125, therefore FICA is not figured on the health benefit.*

**Supplies**

Grant Funds: 20,000.00

Program Income Funds: 2,000.00

Total Funds Required: 22,000.00

Supplies that are consumed daily by the daycare rooms with the required supplies, things such as diapers, diaper pail liners, changing pads, wipes, formula, baby food, finger snacks, Clorox, laundry soap, cleaning supplies, paper supplies. Some things need to be replaced periodically, like bibs, toothbrushes, baby toys, books, CD's sippy cups & bottles. For these supplies we will budget **5,000.00**

**Contractual**

Grant Funds: 9,000.00

Program Income Funds: 2,500.00

Total Funds Required: 11,500.00

The Nutritionist is a contracted position that provides a written review for each family, based on their child's information and the information provided by family. The nutritionist is sensitive to cultural and developmental differences, and offers sound advice to parents regarding healthy eating, the negative consequences on sugar-sweetened food and offers suggestions on how to prepare and select health nutritious foods. The dietitian bills at 65.00/per hour. We have budgeted **3,500.00**.

Mental Health services are made available on our campus thru a contracted professional. The Mental Health professional will meet with parents and or staff in regards to a child in need of assistance or a family in need. The therapist will only charge for observations, or on campus sessions with parent, child, classroom staff as needed. The rate of 85.00/hour is charged back to the program of the student. We have budgeted 8,000.00 for this service

**Training**

Grant Funds: 6,000.00

Program Income Funds:

Total Funds Required: 6,000.00

Cost for training include CDA's and CDA renewals. The cost for a new or initial CDA certification is 650.00. The cost for a renewal is 125.00. There will be required cost of both new and renewals. As well the cost for CPR & First Aid at 55.00/per person. Classes offered by Kansas Child Care Training Opportunities, such as Foundations for Safe & Healthy Early Care Facilities are offered in both English & Spanish and benefit our staff. These classes are about 20.00 each x 15 staff members = 300.00

The director will also schedule trainings with our current curriculum supplied through Teaching Strategies.

We have budgeted a total of **6,000.00** for training cost.

**Other: Background Checks**

Grant Funds: 2,442.00

Program Income Funds:

Total Funds Required: 2,442.00



Background checks with fingerprints are required for all employees. While the school district does perform an initial background check, per Head Start standards a more extensive background check is necessary. We have budgeted 2,442.00 for these checks.

#### **Other: Food Cost**

Grant Funds: 25,000.00

Program Income Funds: 5,000.00

Total Funds Required: 30,000.00

Other: Food Cost

Meals are provided for the toddler rooms, by the USD 443 Nutrition department. Teachers and Paras are provided a meal, so that they may model as they eat family style with the children sitting all together at a table. An adult breakfast is 1.20 for milk, 2.80 for breakfast and 4.50 for lunch. Therefore we can anticipate 5 classrooms (3 adults in each classroom) = 15 adults x 247 days x 8.50 meal cost = 31,493.00. We have budgeted 30,000.00

#### **Other: Parent Involvement**

Grant Funds: 3,000.00

Program Income Funds: 1,000.00

Total Funds Required: 4,000.00

Parent Involvement is probably our strongest component. We have terrific parent meetings and outstanding attendance. Our parents look forward to our activities and always show eager to participate. A better definition would perhaps be Parent Engagement. All of our activities and meeting provide an opportunity for parents and children to engage together, thereby strengthening the bond of teaching and learning between parent and child. We offer beneficial programs and usually a healthy snack and sometimes a book for the child's library as a "door prize" The involvement is prorated out based on the approved allocation method. These funds will be used for either private Daycare parent meetings as a part of the shared cost. The total budgeted is **4,000.00**

#### **Indirect Cost**

Grant Funds: 54,165.00

Program Income Funds:

Total Funds Required: 54,165.00

Unified School District 443, is issued an indirect cost rate by the Kansas State Department of Education. For the upcoming grant year, the indirect cost rate issued by KDSE was 8.95%, because that amount would have had a considerable negative impact on the program, USD 443 Board of Education agreed to a 5% rate. This rate was applied to all direct charges which totals 1,083,297.00. We consider that 100% of these funds are administrative.

**Anticipated Subsidy Funds:**

11 months & less = 3.69 x 18 infants = 3.69 x 9 hours/day x 18 children x 247 = 147,651.66

12 – 35 months = 3.74 x 30 children = 3.74 x 9 hours/day x 30 children x 247 = 249,420.60

36 – 59 months = 2.79 x 9 children = 2.79 x 9 hours/day x 9 children x 247 = 55,819.53

Total = 452,891.79 x 75% anticipated collection = 339,668.84 or **339,669.00**



**RENEWAL #:** 1

*DCF Program may request a Renewal if they would like to renew a grant for an additional grant year. This form must be submitted to your DCF OGC Grant & Contract Specialist for submission through concurrence.*

Between Kansas Department for Children and Families &

**Grantee Agency:** USD 443 Bright Beginnings Child Care Center

<b>Street Address*</b>	200 W Comanche St., Suite A	<b>Grant Number</b>	EES-2022-KEHSCCP-01
<b>City, State, Zip*</b>	Dodge City, KS 67801-0460	<b>Grant Year (from/to)</b>	
<b>E-Mail</b>	<a href="mailto:barker.authur@usd443.org">barker.authur@usd443.org</a>		7/1/2022 6/30/2023
<b>Phone Number</b>	(620) 371-1220	<b>Fiscal Year</b>	FY23
<b>Fax Number</b>	(620) 227-1682	<b>CFDA # (if applicable)</b>	93.575

**\*\*A copy of any previously approved Renewal(s) and/or Amendment(s), as well as a NEW FFATA form, NEW Debarment Memorandum and NEW Tax Clearance Certificate must be included with this request\*\***

Line Item	New Budget
Personnel	510,001.00
Fringe Benefits	168,186.00
Travel	0.00
Equipment	0.00
Supplies	20,000.00
Contractual	9,000.00
Building	0.00
Training	6,000.00
Other (Food cost)	25,000.00
Other (Parent Involvement)	3,000.00
Other (Background Checks)	2,442.00
Indirect Costs**	54,164.00
<b>Total Grant Budget:</b>	<b>\$797,793.00</b>

Speed Chart	Fund	Budget Unit	Account	New Budget Amount
ISD25752	3028	0522	555900	797,793.00
<b>Total</b>				<b>\$797,793.00</b>

**Additional Information:**

*\*physical address required, including 9-digit zip code  
\*\*Indirect Costs may not exceed 10% of the Grant Budget.*

**This grant shall remain in effect, subject to the terms and conditions stated in the original Notification of Grant**

GRANTEE AGENCY	GRANTOR AGENCY
<b>Grantee Agency:</b> USD 443 Bright Beginnings Child Care Center <b>Authorizing Official:</b> <u>AMC, DL Arthur Barker</u> <b>Title:</b> <u>Principal / Director</u> <b>Signature:</b> <u>AMC DL</u> <b>Date:</b> <u>7-12-2022</u>	<b>Kansas Department for Children and Families</b> Laura Howard Secretary <b>Signature:</b> <u>Laura Howard</u> <b>Date:</b> <u>07/11/22</u>

# REQUEST FOR ACCEPTANCE OF GRANT AWARD

Name of Grant Head Start COLA & Quality Improvement Funding

Form ID of the Grant Approval 522022\_63824A

Program and/or Person Applying Arthur Barker

Person Authorized to Approve PO's Arthur Barker

CFDA Number 93.600

Grant Foundation or Agency Office of Head Start

Amount Requested \$68,247.00      **Amount Received** \$68,247.00

Start Date 7/1/2022      End Date 6/30/2023

Match Required  Yes  No

If match is required, explain A Cash Match of 20% is required. This will be met thru parent involvement activities, specifically parent/child activities at home.

Provide a brief description of the purpose for the grant and how the funds will benefit the district.

The grant is to be used for cost of living adjustments and quality improvement. The 3-5 Head Start program will utilize 46,243.00 to offset the cost of salary increases and raises. The 0-3 Early Head Start program will apply the 4,056.00 allocated for salary increases and raises. Any remaining funds will be applied to offset the increased cost of operations such as increased cost of shipping, transportation and food service cost. The Quality improvement funds will be used for mental health services, additional or extended education time for students and staff training.

Information attached to this form:	Comments
Board Consideration Form <input type="radio"/> Yes <input checked="" type="radio"/> No	_____
Grant Abstract <input checked="" type="radio"/> Yes <input type="radio"/> No	_____
Budget Form <input type="radio"/> Yes <input type="radio"/> No	_____
Grant Application <input type="radio"/> Yes <input checked="" type="radio"/> No	_____
<b>Grant Award Notification</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	_____
Other _____	_____



# Bright Beginnings Early Childhood Center

200 W Comanche St / Ste A Dodge City, KS 67801 (620) 371-1220 TEL / (620) 227-1682 FACSIMILE  
EARLY HEAD START – 200 W COMANCHE (620) 371-1250 TEL / (620) 227-1793

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May 17, 2022

Office of Head Start  
601 East 12<sup>th</sup> Street  
Kansas City, MO 64106

To Whom It May Concern

Bright Beginnings Policy Council met on this date to discuss and review plans for the Cost of Living adjustment as well as the Quality Improvement increases. The applications were approved as prepared and presented.

The minutes of the Policy Council meeting will reflect our support and approval of this application.

Thank You.

Sincerely,

Alyssa Edwards  
Policy Council Chairperson  
2021 - 2022

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**A.C. Barker**, Principal/Director – [barker.arthur@usd443.org](mailto:barker.arthur@usd443.org)

**Dodge City Public Schools** - Unified School District 443 - Dodge City, Ford County, Kansas



USD 443 does not discriminate on the basis of race, color, national origin, sex, age, religion, military status, primary language, and/or disability. This non-discrimination policy applies to admission, employment, programs, activities, and providing equal access to Boy Scouts and other designated youth groups. A lack of English language skills will not be a barrier to admission and participation in the Career and Technical (vocational) and/or other educational programs of the school.

## View Grant Correspondence

Grant Correspondence	
<b>Subject</b>	OHS COLA & Quality Improvement Funding Guidance - 07CH011618
<b>Sent</b>	04/20/2022 08:10 AM, EDT
<b>To:</b>	<b>Authorizing Official/Board Chair</b> - Lisa Killion <killion.lisa@usd443.org> <b>Chief Financial Officer</b> - Simeon Russell <russell.simeon@usd443.org> <b>CEO/Executive Director</b> - Tami Knedler <knedler.tami@usd443.org> <b>Head Start Director</b> - Arthur Barker <barker.arthur@usd443.org>
<b>Cc:</b>	<b>Program Specialist</b> - Tina Youngers <Tina.Youngers@acf.hhs.gov> <b>Grants Specialist</b> - Tina Collier <tina.collier@acf.hhs.gov> <b>RPM</b> - Clarence Small <clarence.small@acf.hhs.gov>
<b>Status</b>	Sent

April 20, 2022

**Grant No. 07CH011618**

### Dear Head Start Grant Recipient:

The Consolidated Appropriations Act, 2022, contains an increase for Head Start of approximately \$289 million over the Fiscal Year (FY) 2021 level. This includes a cost-of-living adjustment (COLA) of \$234 million and a \$52 million Quality Improvement investment. The COLA supports a 2.28 percent adjustment above FY 2021 funding levels to increase the pay scales of Head Start and Early Head Start staff, including vacant positions, fringe benefits, and to offset higher operating costs. Quality Improvement funds are allocated proportionately based on federal funded enrollment levels, with additional adjustments given to smaller grant recipients to allow for a meaningful investment, as permitted by the Act.

The following table reflects the COLA and Quality Improvement increases available for FY 2022.

Funding Type	Head Start	Early Head Start
Cost-of-Living Adjustment (COLA)	\$46,243	\$4,056
Quality Improvement (QI)	\$11,189	\$6,759
<b>Total Funding</b>		<b>\$68,247</b>

Please note, these permanent increases are effective at the start of the FY 2022 budget period and are retroactive if this period has already commenced. Allocations are subject to adjustment if changes are made to annual funding/enrollment levels. Applicable to recipients operating both a Head Start and Early Head Start program, allocations for each funding type by program must be budgeted accordingly in application submissions.

### **Application Submission Requirements**

The supplemental application is due **June 1, 2022** and must be submitted in the [Head Start Enterprise System \(HSES\)](#). To apply, please select the **Financials** tab, **Grant Application** tab, **Fiscal Year 2022**, and add the '**Supplement – COLA and Quality Improvement**' amendment type. No other application type for these funds will be

### Grant Correspondence

accepted. For additional information on the allowable uses of COLA and Quality Improvement funding, refer to Program Instruction ACF-PI-HS-22-02.

### **Content of ‘Supplement – COLA and Quality Improvement’ Application**

Applications must include separate project narratives and detailed budget justifications for each funding type, COLA and Quality Improvement, and by program, Head Start and/or Early Head Start. Each narrative must use 12-point font, and not exceed 10 pages. All narratives, budget justifications, and other supporting documentation must be uploaded into respective folders within the **Documents** tab of the application.

For COLA, the following must be demonstrated:

- A permanent increase of no less than the required 2.28 percent adjustment to the pay scale for each Head Start/Early Head Start position, including current employees and unfilled vacancies subject to the provisions of Sections 653 and 640(j) of the Head Start Act;
- A rationale and supporting documentation detailing agency policies and procedures if a position is receiving less than the required COLA percentage or differential COLA increases;
- The provision of a no less than 2.28 percent increase to all delegate agencies and partners or justification if less than the required percentage or differential increases are provided to delegate agencies and partners;
- Written confirmation that increases will be applied retroactively to the start of the FY 2022 budget period with a description of how funds will be distributed to affected employees, if applicable;
- The planned uses for any portion of the COLA funds to offset higher operating costs, once the 2.28 percent increase is provided to all staff, delegates and partners.

For Quality Improvement, the following must be demonstrated:

- Investments are consistent with Sec. 640(a)(5) of the Act (except programs are not bound by the requirements that at least 50 percent of the funds be used for staff compensation or that no more than 10 percent of funds be used on transportation. For more information on allowable activities as outlined in the Act, please see Attachment A);
- Investments made in Quality Improvement should be ongoing; description and written confirmation that funds will be used for ongoing purposes consistent with Section 640(a)(5) of the Act;
- If funds are used for staff wages, written confirmation that increases will be applied retroactively to the start of the FY 2022 budget period with a description of how funds will be distributed to all affected employees.
- If funds are used for one-time activities in the FY 2022 budget period, describe plans for how the funds will be allocated in the subsequent budget period.

Recipients are strongly encouraged to commit to sustained quality improvement investments, such as further increasing wages of Head Start/Early Head Start educational staff. However, grant recipients have the flexibility to use these funds to support the greatest local needs, consistent with Section 640(a)(5) of the Act.

### **Application's Budget Tab Requirements**

### Grant Correspondence

The data entered on the Budget tab within the application populates the SF-424A. Grantees are required to include funds for both COLA and Quality Improvement, and within the appropriate program, Head Start or Early Head Start.

### Non-Federal Match

The budget and detailed budget justification must include each source of non-federal match, including estimated amount per source and the valuation methodology. Flexibilities continue for waiver requests of the non-federal match requirement through the public health emergency due to the COVID-19 pandemic. If a non-federal match waiver is being request, a value of \$0 must be entered in Section C of the SF-424A of the application. No additional justification is required, and the issuance of a notice of award constitutes approval of the request.

### Supporting Documents

Signed statements of the Governing Body and Policy Council Chairs along with Governing Body and Policy Council minutes documenting each group's participation in the development and approval of the application must be provided. Through the public health emergency, at a minimum a statement confirming approval by Governing Body and Policy Council members available for contact will be accepted.

The application must be submitted on behalf of the Authorizing Official registered in the HSES. **Incomplete applications will not be processed.**

Please ensure the application contains all of the required information. If you have any questions or need assistance, please contact Tina Youngers, Head Start Program Specialist, at 816-426-2274 or Tina.Youngers@acf.hhs.gov or Tina Collier, Grants Management Specialist, at 816-426-2281 or tina.collier@acf.hhs.gov.

### Program Improvement (One-Time) Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budget are invited to apply for one-time funding. This funding must be applied for separately through the appropriate amendment in HSES. Program Improvement requests are prioritized and subject to funding availability. For questions regarding program improvement needs and requests, please contact the regional office.

For technical assistance in preparing the application, please contact the HSES Help Desk at [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Sincerely,  
The Office of Head Start

### Attachment A

#### Allowable Uses of Quality Improvement Funds as Specified in the Head Start Act

1. To improve the compensation (including benefits) of educational personnel, family service workers, and child counselors, as described in Sections [644\(a\)](#) and [653](#) of the Head Start Act, in the manner determined by the Head Start agencies (including Early Head Start agencies) involved, to support the following —



## Grant Correspondence

- ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality;
  - improve staff qualifications and assist with the implementation of career development programs for staff that support ongoing improvement of their skills and expertise; and
  - provide education and professional development to enable teachers to be fully competent to meet the professional standards established under [Sec. 648A\(a\)\(1\)](#) of the Act, including the following —
    - providing assistance to complete postsecondary course work;
    - improving the qualifications and skills of educational personnel to become certified and licensed as bilingual education teachers, or as teachers of English as a second language; and
    - improving the qualifications and skills of educational personnel to teach and provide services to children with disabilities
2. To support staff training, child counseling, and other services necessary to address the challenges of children from immigrant, refugee, and asylee families; homeless children; children in foster care; children with limited English proficiency; children of migrant or seasonal farmworker families; children from families in crisis; children referred to Head Start programs (including Early Head Start programs) by child welfare agencies; and children who are exposed to chronic violence or substance abuse.
  3. To ensure that the physical environments of Head Start programs are conducive to providing effective program services to children and families, and are accessible to children with disabilities and other individuals with disabilities.
  4. To employ additional qualified classroom staff to reduce the child-to-teacher ratio in the classroom and additional qualified family service workers to reduce the family-to-staff ratio for those workers.
  5. To ensure that Head Start programs have qualified staff that promote the language skills and literacy growth of children and that provide children with a variety of skills that have been identified, through scientifically based reading research, as predictive of later reading achievement.
  6. To increase hours of program operation, including the following —
    - converting of part-day programs to full-working day programs; and
    - increasing the number of weeks of operation in a calendar year.
  7. To improve community wide strategic planning and needs assessments for Head Start programs and collaboration efforts for such programs, including outreach to children described in no. 2 above.
  8. To transport children in Head Start programs safely.
  9. To improve the compensation and benefits of staff of Head Start agencies, in order to improve the quality of Head Start programs.



Award# 07CH011618-03-01

FAIN# 07CH011618

Federal Award Date: 08/16/2022

**Recipient Information**

**1. Recipient Name**

Dodge City Unified School District 443  
1000 N 2nd Ave  
Dodge City, KS 67801-4415  
(620) 227-1614

**2. Congressional District of Recipient**

01

**3. Payment System Identifier (ID)**

1480697984A1

**4. Employer Identification Number (EIN)**

480697984

**5. Data Universal Numbering System (DUNS)**

073329245

**6. Recipient's Unique Entity Identifier (UEI)**

JYCVRKA7XLC5

**7. Project Director or Principal Investigator**

Mr. Arthur Barker  
Head Start Director  
barker.arthur@usd443.org  
(620) 371-1220

**8. Authorized Official**

Mrs. Lisa Killion-1  
killion.lisa@usd443.org  
620-371-1070

**Federal Agency Information**

ACF/OHS Region VII Grants Office

**9. Awarding Agency Contact Information**

Ms. Jennifer M Curtiss  
Grants Management Officer  
jennifer.curtiss@acf.hhs.gov  
816-426-2991

**10. Program Official Contact Information**

Mr. Clarence L Small  
Program Manager  
clarence.small@acf.hhs.gov  
816-426-2290

**Federal Award Information**

**11. Award Number**

07CH011618-03-01

**12. Unique Federal Award Identification Number (FAIN)**

07CH011618

**13. Statutory Authority**

42 USC 9801 ET SEQ

**14. Federal Award Project Title**

Head Start and Early Head Start

**15. Assistance Listing Number**

93.600

**16. Assistance Listing Program Title**

Head Start

**17. Award Action Type**

Supplement

**18. Is the Award R&D?**

No

**Summary Federal Award Financial Information**

**19. Budget Period Start Date** 07/01/2022 - **End Date** 06/30/2023

**20. Total Amount of Federal Funds Obligated by this Action** COLA \$68,247.00

20a. Direct Cost Amount \$68,247.00

20b. Indirect Cost Amount \$0.00

**21. Authorized Carryover** \$0.00

**22. Offset** \$0.00

**23. Total Amount of Federal Funds Obligated this budget period** \$2,234,030.00

**24. Total Approved Cost Sharing or Matching, where applicable** \$558,508.00

**25. Total Federal and Non-Federal Approved this Budget Period** \$2,860,785.00

**26. Period of Performance Start Date** 07/01/2020 - **End Date** 06/30/2025

**27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance** \$8,637,293.00

**28. Authorized Treatment of Program Income**

ADDITIONAL COSTS

**29. Grants Management Officer – Signature**

Ms. Jennifer M Curtiss  
Grants Management Officer

**30. Remarks**



Award# 07CH011618-03-01  
FAIN# 07CH011618  
Federal Award Date: 08/16/2022

<b>Recipient Information</b>
<b>Recipient Name</b> Dodge City Unified School District 443 1000 N 2nd Ave Dodge City, KS 67801-4415 (620) 227-1614
<b>Congressional District of Recipient</b> 01
<b>Payment Account Number and Type</b> 1480697984A1
<b>Employer Identification Number (EIN) Data</b> 480697984
<b>Universal Numbering System (DUNS)</b> 073329245
<b>Recipient's Unique Entity Identifier (UEI)</b> JYCVRKA7XLCS
<b>31. Assistance Type</b> Project Grant
<b>32. Type of Award</b> Service

<b>33. Approved Budget</b> (Excludes Direct Assistance)	
I. Financial Assistance from the Federal Awarding Agency Only	
II. Total project costs including grant funds and all other financial participation	
<b>a. Salaries and Wages</b>	\$1,533,289.00
<b>b. Fringe Benefits</b>	\$419,475.00
<b>c. Total Personnel Costs</b>	\$1,952,764.00
<b>d. Equipment</b>	\$0.00
<b>e. Supplies</b>	\$51,067.00
<b>f. Travel</b>	\$5,972.00
<b>g. Construction</b>	\$0.00
<b>h. Other</b>	\$199,972.00
<b>i. Contractual</b>	\$27,000.00
<b>j. TOTAL DIRECT COSTS</b>	<b>\$2,236,775.00</b>
<b>k. INDIRECT COSTS</b>	<b>\$65,502.00</b>
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$2,302,277.00</b>
<b>m. Federal Share</b>	<b>\$2,302,277.00</b>
<b>n. Non-Federal Share</b>	<b>\$558,508.00</b>

<b>34. Accounting Classification Codes</b>						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
2-G074122	07CH01161803	ACFOHS	41.51	93.600	\$68,247.00	75-22-1536



**35. Terms And Conditions**

**STANDARD TERMS**

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html> of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:  
The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND  
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: [MandatoryGranteeDisclosures@oig.hhs.gov](mailto:MandatoryGranteeDisclosures@oig.hhs.gov)  
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

Recipients must act in compliance with the requirements of this grant and applicable Federal statutes, regulations, and policies as included in the Compendium of Program Instructions (<https://eclkc.ohs.acf.hhs.gov/policy/pi>) and Information Memoranda (<https://eclkc.ohs.acf.hhs.gov/policy/im>).

**AWARD ATTACHMENTS**

Dodge City Unified School District 443

07CH011618-03-01

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1. Remarks

**30. REMARKS (Continued from previous page)**

This action awards funds for the cost-of-living adjustment (COLA) and Quality Improvement increases for program operations.

If applicable, this action also approves a waiver of the required non-federal match. The non-federal match identified on Line 24 of this Notice of Award must be met.

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> Outside Agency Guidelines
<b>Initiated By:</b> Dr. Dierksen, Dr. Springston and Clayton Kerbs	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Outside Agency Guidelines</li> <li>• Kansas Mandated Truancy Reporting</li> <li>• Hills and Dales Child Dev. Center v. Iowa Dept of Ed</li> </ul>
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** USD 443 does not currently, nor has ever had, clear district guidelines for the oversight of outside agencies who work directly with students during the academic school day. There are multiple local and regional agencies who have interacted with the school district in the past and are requesting to do so currently. USD 443 has specific legal requirements and safeguards that we must follow such as compulsory attendance laws, Family Education Privacy Rights Act (FERPA), Individuals with Disabilities in Education Act (IDEA) and parental rights. Overarching to all of these would be the role and responsibilities of educating all of our students in a safe environment. It is in the school district's best interests to develop consistent guidelines that all building administrators, parents and outside agencies know and are provided to not only provide clarity but also to protect the district's interests.

**CURRENT CONSIDERATIONS:** Since April 2022 district staff, 613 personnel, district legal counsel, KSDE and KASB staff have been involved in conversations regarding the need to develop legally and ethically appropriate guidelines for any district approved partnership or permission granted to outside agencies. In this particular situation these guidelines pertain to outside agencies who act on the behalf USD 443 students, per parent consent, and request involvement during the academic school day.

District administrative staff, over the past few months, has consulted with a representative from an outside agency, Clayton Kerbs, counsel with KASB, KSDE staff, 613 staff and reviewed other school district practices. Through this deliberative and comprehensive process the attached guidelines were developed and are recommended to go into effect immediately upon presentation to the Board of Education.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations with this report.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to receive the USD 443 Outside Agency Guidelines report and recommendations as an information item.

**RECOMMENDED ACTION:**

- Approval  
 Information  
 Discussion

USD 443 Dodge City  
Guidelines for Outside Agencies  
2022-23

**Note: outside agency guidelines below are for all entities except law enforcement, DFS or any court appointed agency with legal jurisdiction:**

1. USD 443 Board of Education established the “school day” for ALL K-12 students is a “full day”.
2. Compulsory Attendance Laws are set and our reporting guidelines are clear and are to be followed consistently district wide. It is not 443 staff’s purview to inject judgement in rationale for reporting or not.
3. Communication with parents should occur early in the year regarding compulsory Attendance Laws and our mandated reporting requirements. Buildings should communicate this at the start of the year to be transparent and open with our parents.
4. 613 Admin has determined and communicated with their staff that IEP teams are not to write in the IEP release from full day to attend outside agency support.
5. 613 Admin has determined and communicated with their staff that IEP teams are not to write in the IEP supports provided by outside agencies unless necessary to provide FAPE.
6. Legal Counsel has determined that parental rights to pull students from the school day do not supersede the district’s compulsory attendance reporting. In other words, parents can pull their kids but admin needs to advise them (in writing) that state law for compulsory attendance is required of school districts to report.
7. If an outside agency shows up during the school day stating they have been asked to attend a meeting or observe a student there must be a verified parent consent on file that states who, what, when and why AND the outside agency must complete the FERPA awareness and acknowledgement form prior to being approved to observe or attend a meeting. We have these forms and they will be sent out next week.
8. If an outside agency shows up during the school day stating they have been asked to pull a student from school by the parent, do not release the student until you make verbal contact with the parent to confirm and then advise them that the leave would violate compulsory attendance and should the parent still desire for the student to be released comply with the request but make the appropriate note in the attendance system. It is suggested you then follow up with the parent and explain the items above relating to compulsory attendance and the importance of being at school.
9. The most important thing that all building admin can and must do when these situations occur is to reach out to the parent/guardian, set up a time to meet in person and begin to build a relationship with the parents. In addition, share the district tiered supports for general education support AND bring in 613 staff to do the same if the student in question has an IEP.
10. Doctor’s Recommendation Guidance: Medical services that must be performed by a physician are different than related services that are provided by service providers. Related services are those services that may be required to assist a child with a disability to benefit from special education. Related services are outlined in an I.E.P. and are provided by 613 staff or providers that are contracted by 613. If related services are listed in an I.E.P., 613 must pay for those services because those related services have been determined to be necessary for FAPE. USD 443 and 613, through the I.E.P. process, are who determine whether a child can miss school to attend a related service.



**MANDATORY TRUANCY REPORTING  
KANSAS STATUTES REQUIRING REPORTING TO LAW**

**A. Mandatory Truancy Reporting K.S.A. 72-1113**

1. K.S.A. 72-1113(a) requires school districts to report students who are not attending school as required by law (i.e., the child is inexcusably absent from school on either 3 consecutive school days, 5 school days in a semester or 7 school days in a school year) to the Department for Children and Families (DCF) if the student is less than 13 years of age or to the county or district attorney if the student is 13 years old and less than 18 years old.

2. Before reporting the student as truant the school district must personally deliver or mail the parent a written notice that if the student does not return to school within the school day after the notice is personally delivered or 3 school days after the notice is mailed then the district has to report the student as truant to DCF or the county or district attorney.

**SUSPENSION OF COMPULSORY SCHOOL ATTENDANCE LAW**

The provision of K.S.A. 1969 Supp. 72-1111 shall not apply to any pupil while subject to suspension or expulsion pursuant to the provision of this act.

**72-1111. Compulsory school attendance; exemptions.** (a) Subject to the other provisions of this section, every parent or person acting as parent in the state of Kansas, who has control over or charge of any child who has reached the age of seven years and is under the age of 18 years and has not attained a high school diploma or a general educational development (GED) credential, shall require such child to be regularly enrolled in and attend continuously each school year (1) a public school for the duration of the school term provided for in K.S.A. 72-1106, and amendments thereto; or (2) a private, denominational or parochial school taught by a competent instructor for a period of time which is substantially equivalent to the period of time public school is maintained in the school district in which the private, denominational or parochial school is located. If the child is 16 or 17 years of age, the parent or person acting as parent, by written consent, or the court, pursuant to a court order, may allow the child to be exempt from the compulsory attendance requirements of this section.

(b) If the child is 16 or 17 years of age, the child shall be exempt from the compulsory attendance requirements of this section if: (1) The child is regularly enrolled in and attending a program recognized by the local board of education as an approved alternative educational program; (2) the child and the parent or person acting as parent attend a final counseling session conducted by the school during which a disclaimer to encourage the child to remain in school or to pursue educational alternatives is presented to and signed by the child and the parent or person acting as parent. The disclaimer shall include information regarding the academic skills that the child has not yet achieved, the difference in future earning power between a high school graduate and a high school drop out, and a listing of educational alternatives that are available for the child; or (3) the child is regularly enrolled in a school as required by subsection (a) and is concurrently enrolled in a postsecondary educational institution, as defined by K.S.A. 74-3201b, and amendments thereto. The provisions of this clause (3) shall be applicable to children from and after July 1, 1997, and shall relate back to such date.

(c) Any child who is under the age of seven years, but who is enrolled in school, is subject to the compulsory attendance requirements of this section. Any such child may be withdrawn from enrollment in school at any time by a parent or person acting as parent of the child and thereupon the child shall be exempt from the compulsory attendance requirements of this section until the child reaches the age of seven years or is re-enrolled in school.

(d) Any child who is determined to be an exceptional child, except for an exceptional child who is determined to be a gifted child, under the provisions of the special education for exceptional children act is subject to the compulsory attendance requirements of such act and is exempt from the compulsory attendance requirements of this section.

(e) Any child who has been admitted to, and is attending, the Kansas academy of mathematics and science, as provided in K.S.A. 72-9711 et seq., and amendments thereto, is exempt from the compulsory attendance requirements of this section.

(f) No child attending public school in this state shall be required to participate in any activity which is contrary to the religious teachings of the child if a written statement signed by one of the parents or a person acting as parent of the child is filed with the proper authorities of the school attended requesting that the child not be required to participate in such activities and stating the reason for the request.

(g) When a recognized church or religious denomination that objects to a regular public high school education provides, offers and teaches, either individually or in cooperation with another recognized church or religious denomination, a regularly supervised program of instruction, which is approved by the state board of education, for children of compulsory school attendance age who have successfully completed the eighth grade, participation in such a program of instruction by any such children whose parents or persons acting as parents are members of the sponsoring church or religious denomination shall be regarded as acceptable school attendance within the meaning of this act. Approval of such programs shall be granted by the state board of education, for two-year periods, upon application from recognized churches and religious denominations, under the following conditions:

(1) Each participating child shall be engaged, during each day on which attendance is legally required in the public schools in the school district in which the child resides, in at least five hours of learning activities appropriate to the adult occupation that the child is likely to assume in later years;

(2) acceptable learning activities, for the purposes of this subsection, shall include parent (or person acting as parent) supervised projects in agriculture and homemaking, work-study programs in cooperation with local business and industry, and correspondence courses from schools accredited by the national home study council, recognized by the United States office of education as the competent accrediting agency for private home study schools;

(3) at least 15 hours per week of classroom work under the supervision of an instructor shall be provided, at which time students shall be required to file written reports of the learning activities they have pursued since the time of the last class meeting, indicating the length of time spent on each one, and the instructor shall examine and evaluate such reports, approve plans for further learning activities, and provide necessary assignments and instruction;

(4) regular attendance reports shall be filed as required by law, and students shall be reported as absent for each school day on which they have not completed the prescribed minimum of five hours of learning activities;

(5) the instructor shall keep complete records concerning instruction provided, assignments made, and work pursued by the students, and these records shall be filed on the first day of each month with the state board of education and the board of education of the school district in which the child resides;

(6) the instructor shall be capable of performing competently the functions entrusted thereto; and

(7) in applying for approval under this subsection a recognized church or religious denomination shall certify its objection to a regular public high school education and shall specify, in such detail as the state board of education may reasonably require, the program of instruction that it intends to provide and no such program shall be approved unless it fully complies with standards therefor which shall be specified by the state board of education.

If the sponsors of an instructional program approved under this subsection fail to comply at any time with the provisions of this subsection, the state board of education shall rescind, after a written warning has been served and a period of three weeks allowed for compliance, approval of the programs, even though the two-year approval period has not elapsed, and thereupon children attending such program shall be admitted to a high school of the school district.

(h) As used in this section:

(1) "Educational alternatives" means an alternative learning plan for the student that identifies educational programs that are located in the area where the student resides, and are designed to aid the student in obtaining a high school diploma, general educational development credential or other certification of completion, such as a career technical education industry certification. Such alternative learning plans may include extended learning opportunities such as

independent study, private instruction, performing groups, internships, community service, apprenticeships and online coursework.

(2) "Parent" and "person acting as parent" have the meanings respectively ascribed thereto in K.S.A. 72-1046, and amendments thereto.

(3) "Regularly enrolled" means enrolled in five or more hours of instruction each school day. For the purposes of subsection (b)(3), hours of instruction received at a postsecondary educational institution shall be counted.

**History:** L. 1874, ch. 123, § 1; L. 1903, ch. 423, § 1; L. 1919, ch. 272, § 1; L. 1923, ch. 182, § 1; R.S. 1923, 72-4801; L. 1965, ch. 409, § 1; L. 1968, ch. 356, § 1; L. 1969, ch. 316, § 1; L. 1976, ch. 310, § 1; L. 1980, ch. 217, § 3; L. 1984, ch. 263, § 1; L. 1996, ch. 229, § 121; L. 1997, ch. 157, § 1; Revived and Amend., L. 2004, ch. 185, § 1; L. 2008, ch. 118, § 1; L. 2012, ch. 76, § 1; July 1.

**Revisor's Note:**

Section was also amended by L. 2004, ch. 167, § 1, but that version was repealed by L. 2004, ch. 185, § 51.

← Hills and Dales Child Development Center v. Iowa Department of Education, No. 21-0095 (Iowa Supreme Court 2021)

In this case, Hills and Dales Child Development Center asked the State Department of Education in Iowa (ISDE) to answer questions regarding whether a school district could refuse to excuse an absence of a student whose parent wished to remove the student from part of the school day to receive physician ordered ABA services. The **Hills and Dales Child Development Center provided ABA services and physicians ordering the ABA services were sometimes associated with Hills and Dales**. The ISDE answered the questions, stating that the **Iowa compulsory attendance statute gave school officials the authority to make the decision as to whether such absences would be excused**. The ISDE said, and the court agreed, that a physician's recommendation is entitled to "great weight" but is not determinative on the legal question of who is responsible for decision-making. The court agreed.

And, the Iowa State Department of Education agreed in its declaratory order and the court affirmed "that **any request for private ABA therapy, and the ability to miss school for it, must be decided by the public agencies after assessing the totality of an individual's circumstances, through the IEP process** (p. 19)."

Actually, for the reason given below, the decision as to whether to permit a student to be absent in order to receive physician ordered services **should generally not be made by an IEP team. Both the Iowa and the Kansas statute gives school officials that authority**.

That brings up the one troubling part of this decision, on page 18, where the court says:

A student, of course, may seek to have ABA therapy on school time included in the IEP as part of the student's FAPE. In such a case, an IEP team— with input from parents, teachers, and experts—should decide whether such therapy should be a part of a FAPE. It is worth noting that the Department acknowledges that a physician's recommendation "is entitled to great weight" in deciding whether school absence to receive ABA therapy should be part of the IEP. In any event, it is the school and the public agency that makes the decision; a physician's assessment alone would not be sufficient. A parent that disagrees with an IEP team's assessment may appeal the decision under the IDEA. 20 U.S.C. § 1415. Indeed, the Department's declaratory order did

not reject the possibility of including ABA therapy as a FAPE; quite the contrary, it encouraged it.

A careful reading of this case indicates that the ISDE did not encourage including private ABA therapy as part of a FAPE. If private ABA therapy goes into an IEP, it becomes part of a child's Free Appropriate Public Education (FAPE) and the school district then must provide it at no cost to the parent. That option should be open to discussion by the team, of course, but a team should only put it in the IEP when the team determines that the child needs that private therapy in order to make appropriate progress. When a team declines to add private therapies to an IEP, it is a completely different question as to whether school officials excuse the absence by permitting the parent to remove the student from school to get those private services. That is the question this court addressed. The court said that the decision should be made, by school officials, with a "reasonable" analysis of the student's circumstances.

Another important part of this decision is that the court agreed with the ISDE that **"if a student misses school time to an extent that it prevents the student from receiving the educational benefits outlined in the student's IEP, a public agency could be held liable under the IDEA."** One way to handle this might be to participate in mediation and enter into a court enforceable agreement, as authorized by the IDEA. The **"legally binding" agreement** could specify that in exchange for agreeing to the parent's request to permit the student to attend private services during the school day, **the parent agrees to not bring any action of any kind against the district that has any relationship to the time the student missed school to attend the private services.** \*Courts have held that agreements can include provisions that are inconsistent with the IDEA. For example, in Ballard v. Philadelphia School District, 50 IDELR 32 (3<sup>rd</sup> Cir. 2008), the court said:

A parent can waive her child's right to a FAPE. See *Fitzgerald v. Camdenton R-III School Dist.*, 439 F.3d 773, 775 (8th Cir. 2006). The fact that Ms. Ballard entered into a settlement agreement, which she now contends falls short of providing her daughter with a FAPE, does not inherently violate law or public policy. Parties routinely enter into agreements to resolve litigation. **An agreement is not void because a party settled for less than s/he later believes the law provides.**

So, it appears that there is a way these parties may proceed in order to (1) benefit the child; and (2) protect the district. **\*This is not a recommendation by KSDE. A district considering this kind of agreement should consult an attorney.**

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> Revise Board Policy JBD – Absences and Excuses
<b>Initiated By:</b> Matt Turner	<b>Attachments:</b> Board Policy JBD – Absences and Excuses with updated information shown in red
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** Current *Board Policy JBD – Absences and Excuses* defines the district guidelines for determining whether an absence is excused or unexcused; the time permitted to make-up assignments following an absence; and if the time absent from school represents a significant part of the day. The updates to this policy deal with the time periods that currently define a significant part of the school day.

**CURRENT CONSIDERATIONS:** The proposed policy change will update the language used to reflect the current practice regarding how attendance is calculated and recorded in Skyward.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations associated with this item.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to review the recommended update to *Board Policy JBD – Absences and Excuses* reflecting the changes in the current practice regarding how attendance is calculated and recorded in Skyward. Final approval of Board Policy JBD is scheduled for the September 12, 2022 Board of Education meeting.

**RECOMMENDED ACTION:**

- Approval (Second Reading – September 12, 2022)
- Information (First Reading – August 22, 2022)
- Discussion

**JBD****Absences and Excuses**

When a student is absent from school, an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Procedures for notifying parents on the day of a student's absence shall be published in the student handbook.

Excused/Unexcused Absences

The definition of "excused absence" includes the following:

- Personal illness;
- Health-related treatment, examination, or recuperation;
- Serious illness or death of a member of the family;
- Obligatory religious observances;
- Participation in a district-approved or school sponsored activity or course;
- Absences prearranged by parents and approved by the principal; and
- Students of active duty military personnel may have additional excused absences at the discretion of the principal for visitations to a relative preparing to leave or returning from deployment.

All absences which do not fit into one of the above categories would be considered an unexcused absence. A student serving a period of suspension or expulsion from the district shall not be considered inexcusably absent.

Significant Part of a School Day

~~An absence shall be considered a significant part of the school day if such absence exceeds one scheduled class period for students in Grades 9-12, two or more scheduled class periods for students in Grades 6-8, and two hours for students in prekindergarten through fifth grade.~~

**Significant Part of a School Day**

**For grades K-5, one-half day will be considered a significant part of a school day; for grades 6-8, five or more of the student's scheduled classes and 9-12 three or more of the student's blocks will be considered a significant part of the school day.**

Make-Up Work

It is the student's responsibility to obtain make-up assignments from teachers following an excused or unexcused absence. One day to make up assignments will be permitted for each day's absence, plus one (total) additional day.

**Policy References:** [AEB](#), [IHEA](#), [JBE](#), & [JDD](#)

Adoption Date: 06/15/1992, Revised: 02/09/1998; 06/08/2009; 04/13/2015; 08/10/2015

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> Artic Wolf Security Services
<b>Initiated By:</b> Todd Dewell, Co-IT Director	<b>Attachments:</b> Quote21197AWMDRandMR Arctic Wolf Data.pdf
<b>Reviewed By:</b>	

**BACKGROUND INFORMATION:** The data network for USD443 is accessible internally and externally 24 hours a day, 7 days a week. Cybercriminals work around the clock, but USD443 does not currently monitor cyber threats on a continuous basis. Doing so would require several additional cybersecurity professionals working in shifts. After completing a cybersecurity assessment, it has been recommended that USD443 employ the services of a 24 X 7 Security Operations Center (SOC), Managed Detection and Response (MDR), and Managed Cybersecurity Awareness Training. These services will provide constant monitoring, detection, and remediation of active cyber threats and vulnerabilities as well as cyber safety training for staff. These types of services have been recommended by other cyber security experts through conferences and professional articles.

**CURRENT CONSIDERATIONS:** After consulting with two of our primary vendors (ProActive Solutions and Sirius Computer Solutions), Artic Wolf was recommended and selected as the preferred security provider and had the lowest of two bids. Also, Artic Wolf has a state contract (NCPA01-96) to satisfy state contract requirements.

**FINANCIAL CONSIDERATIONS:** The cost for the first year of service from Artic Wolf is \$162,030.00. Funds are available from the 2022-2023 Technology budget.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to approve the contract with Artic Wolf in the amount of \$162,030.00 from ProActive Solutions of Mission, Ks; to be paid from the FY 2022-2023 Technology Budget. The Board is further respectfully requested to authorize the Board Clerk to issue a purchase order to ProActive Solutions and have an associated agreement signed subject to review by legal counsel.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion





**Dodge City School District USD443, 300 W Comanche  
 Dodge City - MDR and MR  
 08/10/22**

This bid uses NCPA schedule # NCPA01-96

<b>Bill To (Unless noted below)</b>
<b>Dodge City School District USD443</b> 300 W Comanche Lower Level Dodge City, KS 67801 Contact - Todd Dewell Phone 630-371-1001

<b>Ship To (Unless noted below)</b>
<b>Dodge City School District USD443</b> 300 W Comanche Lower Level Dodge City, KS 67801 Contact - Todd Dewell Phone 630-371-1001

Part #/Feature Code	Description	Quantity	Extended List	Extended Price
<b>Annual Costs</b>				
AW-MDR-USER	Arctic Wolf MDR user license	825	\$165,000	\$64,350
AW-MDR-SE	Arctic Wolf MDR server license	35	\$7,000	\$2,730
AW-MDR-STUDENT	Arctic Wolf MDR limited user student license	3600	\$72,000	\$28,800
AW-MDR-90DAY	Arctic Wolf MDR Log Retention - 90 days	860	\$8.60	
AW-MDR-10XX-S-10GF	Arctic Wolf 1000 Series Sensor - 4 x 10GT	2	\$24,000	\$9,346
AW-PLATFORM-BASE	Arctic Wolf Platform Base	1	\$15,000	\$3,540
AW-PLATFORM	Arctic Wolf Platform	860	\$12,900	\$3,440
AW-MR-USER	Arctic Wolf Managed Risk user license	825	\$82,500	\$32,175
AW-MR-SE	Arctic Wolf Manager Risk server license	35	\$3,500	\$1,365
AW-MSAT-MAP	Arctic Wolf Managed Security Awareness Plus	825	\$34,650	\$14,025
<b>Annual Costs Totals</b>			<b>\$416,558.60</b>	<b>\$159,771</b>
<b>One Time Costs</b>				
AW-MDR-OB	Arctic Wolf MDR Onboarding	1	\$12,667.41	\$1,495
AW-SHP	Arctic Wolf Sensor/Scanning Shipping	2	\$240	\$284
AW-MR-OB	Arctic Wolf Managed Risk Onboarding	1	\$4,066.08	\$480

Part #/Feature Code	Description	Quantity	Extended List	Extended Price
<b>One Time Costs Total</b>			<b>\$16,973.49</b>	<b>\$2,259</b>

**Remit To:** ProActive Solutions, Inc.  
Accounts Receivable  
5625 Foxridge Drive  
Mission, KS 66202

<b>Grand Total</b>	<b>\$162,030.00</b>
--------------------	---------------------

Pricing contained in this quote is valid from 08/08/2022 until 08/31/2022.

The following information applies to the terms and conditions below:

**Acceptance of Quote - Dodge City School District USD443, 300 W Comanche**

Quote Number 21197/1 dated 08/10/2022

ProActive Solutions agrees to sell and PURCHASER agrees to buy the product(s) listed above in accordance with the terms and conditions set forth herein.

**Accepted by:**

ProActive Solutions, Inc

By: \_\_\_\_\_

Accepted by Purchaser: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Purchase Price; Payment; Taxes**

PURCHASER agrees to pay the purchase price of each item listed above according to the terms stated on the quote, plus applicable sales/usage taxes, less any security deposit paid in advance. Any sales or personal property taxes assessable on the item(s) on or after the delivery and not invoiced by ProActive Solutions will be the responsibility of the PURCHASER. PURCHASER agrees that any payment not received by ProActive Solutions within the terms defined in this Agreement plus a 10 day grace period to account for processing shall be assessed a 1% late fee and the past due amounts in the account will be subject to an annual interest charge of the lower of 18% or the maximum allowed by law. This charge will be applied to the unpaid balance for each 30 day period, or any portion thereof, that payment is not received. PURCHASER agrees to pay for any partial shipment of item(s) under the same terms listed above. Payment for the partial shipments shall equal the portion of the total amount that the partial shipment represents.

**Freight Costs; Delivery; Risk of Loss**

ProActive Solutions or ProActive Solutions agent will arrange for packing, insurance, shipment and delivery of the equipment to PURCHASER'S installation site. PURCHASER agrees to reimburse ProActive Solutions for all such costs, unless the cost of freight is included at no charge as agreed upon by ProActive Solutions and PURCHASER prior to the sale. Risk of loss shall pass to PURCHASER upon delivery at PURCHASER'S installation site.

**Installation**

PURCHASER agrees to pay all installation charges and to provide a suitable place for installation with proper power and general environmental conditions as defined in the item's installation manual.

**Maintenance; Warranties; Disclaimers**

All new items listed in this Agreement will be accompanied by all eligible manufacturers' warranties, unless otherwise stated in item description. For thirty (30) days after shipment to PURCHASER, ProActive Solutions warrants that item(s) which do not have any manufacturer's warranty remaining, will qualify for the manufacturer's maintenance agreement, if the items are both installed by the manufacturer and placed under the manufacturer's maintenance agreement prior to such installation. After this thirty (30) day period, PURCHASER assumes all liability for such item(s) which are either defective or may have missing ship group items.

o **General**

- o Cancellation of this Agreement prior to shipment will result in a cancellation fee of 15% of the total purchase price to be paid to ProActive Solutions by PURCHASER, unless otherwise negotiated.
- o No item may be returned to ProActive Solutions by PURCHASER after shipment, without prior written approval from ProActive Solutions, (typically in the form of an RMA -Return Material Authorization) A restocking charge may be assessed by ProActive Solutions upon such approval.
- o Acceptance of this Agreement is contingent upon PURCHASER'S credit approval and acceptance by ProActive Solutions.
- o Each party agrees that when electronic communications are used, they are the equivalent of written and signed documents.
- o PURCHASER agrees to pay rework charges incurred when associated with PURCHASER'S requested changes to the contract, after the order has been placed with the supplier.
- o This Agreement shall be governed by and construed in accordance with the laws of the State of Kansas.
- o The parties agree that jurisdiction for the purpose of all issues of law, fact or equity arising out of this Agreement, or any additions, amendments, or supplements thereto, shall be in the state or federal courts located in the State of Kansas only and venue for the purpose of such proceedings shall be Johnson County, Kansas.

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> Dell Laptop Purchase
<b>Initiated By:</b> Todd Dewell, Co-IT Director	<b>Attachments:</b> Dell 3330 Laptop quote - Q-00469053
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** Dodge City Public Schools provides students in 3<sup>rd</sup> through 12<sup>th</sup> grade with Windows based laptops. Elementary classrooms utilize laptop carts with 25 laptops each. Comanche Middle School keeps enough laptops in each room to accommodate the largest class size for that room. Dodge City Middle School and Dodge City High School assign a laptop to each student. The Technology Department had a reserved amount of student laptops to account for increases in enrollment. Enrollment for the 2022 – 2023 school year exceeded expectations. The reserved number of laptops have been deployed and spare laptops in elementary classrooms are being collected to accommodate student growth in the middle and high schools. With anticipated economic and family growth in Dodge City, an additional 100 laptops will be needed to replenish elementary classrooms and maintain a reserve for additional students.

**CURRENT CONSIDERATIONS:** The purchase of 100 additional laptops is needed to maintain a reserve for additional student enrollment. A quote for 100 Dell Latitude 3330 laptops in the amount of \$89,923.00 has been received from Sterling, who has a state contract.

**FINANCIAL CONSIDERATIONS:** The cost to purchase 100 Dell Latitude 3330 laptops for students is \$89,923.00. Funds for this purchase are available from the 2022 – 2023 Technology Computer budget.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to approve the purchase of 100 Dell laptops from Sterling in the amount of \$89,923.00. The Board is further respectfully requested to authorize the Board Clerk to issue a purchase order to Sterling and have a purchase agreement signed subject to legal counsel.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion



## SALES QUOTATION

**Quote No.** Q-00469053  
**Ref. No.** Dodge City - 3330 2in1(100)

**Date** 6/7/2022  
**Exp. Date** 8/30/2022

**Sterling Account Manager**

Alex De La O  
 303 Centennial Dr  
 North Sioux City, SD 57049  
 P: (605) 242-4008  
 F: (605) 242-4001  
 alex.delao@sterlingcomputers.com

**Customer Information**

Dodge City USD 443  
 Todd Dewell  
 Po Box 460  
 Dodge City, KS 67801-0460  
 P: (620) 371-1080  
 dewell.todd@usd443.org

Terms	FOB	Contract	Lead Time
Net 30	Destination	NASPO KS DELL MNWNC-108   40400   WN13AGW C000000005630	15 Days ARO Estimated

Group	Line No.	QTY	Part Number	Description	Unit Price	Extension
3330 2in1 3yr Basic Wnty	1	100	210-BDPK	Dell Latitude 3330	\$899.23	\$89,923.00
			379-BEUI	11th Generation Intel Core™ i5-1155G7 (4 Core, 8M cache, base 2.5GHz, up to 4.5GHz)		
			619-AQMP	Windows 10 Pro (Includes Windows 11 Pro License) English, French, Spanish		
			658-BCSB	No Microsoft Office License Included 30 day Trial Offer Only		
			338-CDOT	Intel(R) Iris(R) X(R) Graphics for i5-1155G7 processor with 8G memory for clamshell		
			321-BHKS	Latitude 3330 Bottom Door		
			631-ADKN	Intel ME disabled		
			370-AHDJ	8GB 4266MHz LPDDR4x Memory		
			400-BNLN	M.2 256GB PCIe NVMe Class 35 Solid State Drive		
			391-BGNN	13.3" FHD (1920x1080) AG, Non-touch, 250 nits, WVA, HD Camera & Microphone		
			580-AJMI	Single Pointing Non-Backlit Keyboard, English US		
			555-BHJT	Intel(R) Wi-Fi Bluetooth Driver		
			555-BGGT	Intel Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.2		
			451-BCUB	4 Cell 54Whr ExpressCharge™ Capable Battery		
			492-BDBO	65W AC Adapter, 4.5mm Barrel		
			346-BHSG	No Fingerprint Reader		
			537-BBBL	E4 Power Cord 1M for US		
			340-CYGR	Quick Start Guide for 3330		
			387-BBLW	ENERGY STAR Qualified		

998-FLMJ	Fixed Hardware Configuration
525-BBCL	SupportAssist
640-BBLW	Dell(TM) Digital Delivery Cirrus Client
658-BBMR	Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)
658-BBRB	Waves Maxx Audio
658-BDVK	Dell Power Manager
658-BEOK	Dell SupportAssist OS Recovery Tool
658-BEQP	Dell Optimizer
658-BFDQ	Windows PKID Label
340-CZGG	System Shipment, Latitude 3330
389-EFCN	POD Label, 100% tie to L10 BTS & BTP
379-BDTO	EPEAT 2018 Registered (Silver)
319-BBID	HD Camera, Temporal Noise Reduction, Camera Shutter, Mic
975-3461	Dell Limited Hardware Warranty Extended Year(s)
997-6727	Dell Limited Hardware Warranty
997-6735	Onsite/In-Home Service After Remote Diagnosis, 1 Year
997-6737	Onsite/In-Home Service After Remote Diagnosis, 2 Year Extended
<b>TOTAL</b>	
<b>\$89,923.00</b>	

<b>Optional Warranty Upgrades from 3yr Basic</b>	2	100	997-6673	ProSupport: 7x24 Technical Support, 3 Years	\$35.00	\$3,500.00
	3	100	973-9184	3 Years Accidental Damage Service	\$55.00	\$5,500.00
	4	100	997-6773	ProSupport Plus: 7x24 Technical Support, 3 Years	\$67.00	\$6,700.00
<b>Optional Upgrade Items</b>	5	100	492-BCBK	Dell USB-C 90W Power Adapter with 3ft cord - United States	\$44.99	\$4,499.00
	6	100	750-ADQK	Dell Active Pen PN5122W	\$37.24	\$3,724.00
	7	100	210-AZBG	Dell Dock WD19S 90W Power Delivery 130w AC	\$254.48	\$25,448.00
			824-3984	Advanced Exchange Service, 3 Years		
			824-3993	Dell Limited Hardware Warranty		

### Quotation Comments

Contract #: C000000005630

*Ask your Sterling Account Manager about our Complete Ship Services: An efficient, convenient, and secure way to receive your order.*

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> Funding for American Education Week and Similar Events.
<b>Initiated By:</b> Kerri Baker	<b>Attachments:</b> None
<b>Reviewed By:</b> Jason Scheck, Simeon Russell, and Dr. Dierksen	

**BACKGROUND INFORMATION:** Each year we have events and activities that are promotional in nature but fall outside of the general budget guidelines. We are proposing that each year, Public Information Department will make one request to the Board of Education to fund these promotions through Gifts and Grants.

**CURRENT CONSIDERATIONS:** Activities or Promotions that fall in this category are:

American Education Week - \$12,500.00

Pineapple Patrol Participation Incentives - \$3,000.00 (\$15 Gift Cards and Team prizes such as box of donuts, breakfast burritos, pizza)

Incentives for prospective recruits at recruitment events \$1500.00 (\$50 Gift Cards / 10 events, lunches)

**FINANCIAL CONSIDERATIONS:** Estimated amount to fund promotional events is \$16,500.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to approve the estimated total of \$16,500 to be paid from FY 2022-2023 Gifts and Grants funds. The Board of Education is further respectfully requested to authorize the Board Clerk to issue purchase order for promotional events listed or of similar nature, but not to exceed amount approved.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	Subject: Elementary & Middle School Mascot Refresh
<b>Initiated By:</b> Kerri Baker	Attachments: Invoice New Boston Creative Group
<b>Reviewed By:</b> Simeon Russell, Fred Dierksen	

**BACKGROUND INFORMATION:** The overall signage project at each building and the proposed cosmetic updates to the Civic Center, highlighted the need for a mascot refresh for the elementary and middle schools for a unified and updated look across the district. Because of anticipated expense, several agencies were contacted, including the local vendor DC Legends Printing for creative assistance with the project. The request specifically included these considerations:

- Cohesive look
- Specified color palette with color codes
- Specified formats for use across all mediums
- Guaranteed copyright and royalty free

**CURRENT CONSIDERATIONS:** New Boston Creative was the one agency the school district found willing to take on the project to re-work our school mascots and deliver final product before January 2023. They are based in Manhattan, KS and hold the State Contract for Marketing/Advertising.

**FINANCIAL CONSIDERATIONS:** Total project at \$15,000 to be paid from Gifts and Grants in two installments of \$7,500 at time when first draft is received and is acceptable with final payment of \$7,500 to be issued when product is approved and delivered in the requested formats.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to approve the elementary & middle schools mascot refresh project from New Boston Creative for an estimated total of \$15,000 to be paid from Gifts and Grants. The Board of Education is further respectfully requested to authorize the Board Clerk to issue purchase order to New Boston Creative for the two payments listed or of similar nature, but not to exceed amount approved.

**RECOMMENDED ACTION:**

- Approval  
 Information  
 Discussion





New Boston Creative Group  
 315 Houston Street, Suite E  
 Manhattan, KS 66502

77  
 Invoice

Bill To
Kerry Baker USD 443 - Dodge City Public Schools 2112 1st Ave Dodge City, KS 67801

Date	Invoice No.	Due Date	Terms	Project
07/20/22	1749	08/19/22	Net 30	

Item	Description	Quantity	Rate	Amount
Billed Service Fees	Labor to date for logo project.	1	7,500.00	7,500.00

We appreciate your business!			Subtotal	\$7,500.00
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Total	\$7,500.00
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**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> 2022-2023 Certified Evaluation Handbook and Leader Mentor Guidebook
<b>Initiated By:</b> Jason Scheck and Tami Knedler	<b>Attachments:</b> <ul style="list-style-type: none"> <li>• Certified Evaluation Handbook</li> <li>• USD 443 District Leaders Mentoring Guide</li> </ul>
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** The district’s handbooks serve as guides for implementing the operational procedures set by and expected by the board of education.

**CURRENT CONSIDERATIONS:** The attached handbooks show the recommended changes for each. Most changes in the Certified Evaluation Handbook are to include KEEP2 which is a state sponsored evaluation tool that the district is transitioning to for certain classification of certified staff this year. The district leaders mentoring guidebook was updated to show changes to the evaluation tool, as well as to show changes in leadership standards.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations included in approving the district’s handbooks.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to approve the Certified Evaluation Handbook and the USD 443 District Leaders Mentoring Guide for 2022-2023.

**RECOMMENDED ACTION:**

- Approval (Second Reading – August 22, 2022)
- Information (First Reading – August 8, 2022)
- Discussion



*4 Elements of an Effective Educator's Evaluation Tool*

# Certified Evaluation Handbook

Dodge City Unified School District 443



**Dodge City  
Public Schools**  
UNIFIED SCHOOL DISTRICT 443

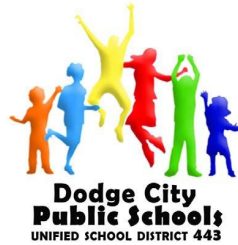
2022-2023



*4 Elements of an Effective Educator's Evaluation Tool*

**Certified Evaluation Handbook**

Dodge City Unified School District 443



The certified evaluation procedures included in this handbook have been mutually agreed upon by Dodge City National Education Association and the Unified School District 443 Board of Education.

\_\_\_\_\_  
Hollyann Kessler, President, Dodge City NEA

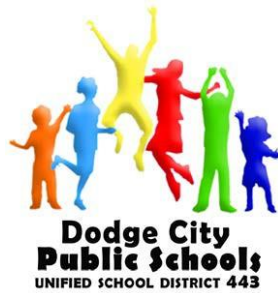
\_\_\_\_\_  
Date

\_\_\_\_\_  
Lisa Killion, President, USD 443 Board of Education

\_\_\_\_\_  
Date

# Evaluation Handbook

Dodge City Unified School District 443



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Commented [TK1]: Will need to add KEEP2

## The e4E Philosophy - Elements of an Effective Educator's Evaluation

(Educator= Certified Staff Member)

The e4E tool reflects a shared commitment and responsibility by Educators and Administrators to evaluate classroom practices and instruction. In PK-12 education, Educator evaluation is used to assess performance and facilitate professional growth needed for increased student achievement and learning.

The e4E evaluation tool reflects research-based evidence, and incorporates a systematic and continuous approach to improved Educator practice by examining the Educator's understanding of learners, mastery of content, effective use of pedagogy, and engagement in professional activities.

Research demonstrates that effective Educators constantly reflect on their practice while striving to find effective pedagogical methods and techniques to use in their classrooms to improve students' learning. In recognition of the dynamic nature of modern classrooms, the e4E tool uses multiple measures of data to determine the effectiveness of the Educator.

## KEEP2 – Constructs of an Effective Educator's Evaluation

Librarians, Instructional Coaches and Counselors/Social Worker/Student Support will be evaluated using the KEEP2 evaluation.

There are four key Domain areas in the evaluation.

1. Planning and Preparation
2. The Environment
3. Delivery of Service
4. Professional responsibilities

## Glossary

**Observation:** Observing during a learning opportunity. Observations can be formal or ongoing informal observations.

**Formal Observation:** Scheduled observation where educator provides lesson plans, supporting documentation etc prior to observation. Observation is a minimum of 30 consecutive minutes.

**Ongoing Informal Observation:** 5 to 30 minute unscheduled observations based on the e4E educator rubric. The informal observation may take place in a variety of locations. Possible examples, but not limited to: classroom, maker space, concert/programs, outdoor classrooms, pod areas... (Not an eWalkthrough)

**Formal Summative Evaluation:** A summary of two or more observations

**Probationary:** Educator working for the district for 3 or less years.

**Non-Probationary:** Educator working for the district 4 years and beyond.

## Evaluation Procedures – Dodge City USD 443

Evaluation will be made in writing of every licensed employee in accordance with the minimum requirements of K.S.A. 72-2408 et. seq. Evaluations beyond those required by law may be requested by the evaluating administrator or the educator.

- The building principal or evaluating administrator will discuss certified evaluation objectives and procedures with the staff within the first 10 days of the school year. All educators shall be informed of approximate dates, places, and frequency of -observation during the school year.
- Educator and evaluating administrator observations and conferences shall be arranged according to the following schedules:

Required Steps	Educators in their 1 <sup>st</sup> or 2 <sup>nd</sup> consecutive year in the district	Educators in their 3 <sup>rd</sup> or 4 <sup>th</sup> year in the district	Educators in their 5 <sup>th</sup> year and beyond in the district
Evaluation Frequency Requirements	Each semester	Each year	At least 1 time every three years
Formal observation	Educator and Evaluator determine formal observation date and time. Educator provides evaluator with lesson plans, supporting documentation, agenda, etc. The formal observations are at minimum 30 consecutive minutes.		
Ongoing informal observations.	Ongoing informal observations must align with the e4E educator rubrics. The ongoing informal observations are 5-30 minutes in length.		
	Observations evaluation shall not occur on Halloween, Valentine's Day, or the day before the following designated school holidays/vacations: Thanksgiving, Christmas and Spring Break.		

- The evaluating administrator shall use the USD 443 *e4E - The Four Elements of an Effective Educator's Evaluation* tool or the **KEEP2 (for designated positions)**. Building or district letterhead may be used as a memo form for other information directly related to summative evaluation topics, and must include a place for signatures of both the educator and the evaluating administrator, including explanatory notes, as per the *e4E Educator Observation* form. This does not preclude the use of complimentary or congratulatory notes.

4.			
Required Steps	Educators in their 1 <sup>st</sup> or 2 <sup>nd</sup> consecutive year in the district	Educators in their 3 <sup>rd</sup> or 4 <sup>th</sup> year in the district	Educators in their 5 <sup>th</sup> year and beyond in the district
Evaluation Frequency Requirements	Each semester	Each year	At least 1 time every three years
Formal Summative Evaluation	Minimum of 2 observations (at least 1 formal observation)	Minimum of 3 observations (at least 1 formal observation)	Minimum of 3 observations (at least 1 formal observation)



	Ongoing informal observations, artifacts and data collection are continual. Educators will be collecting data and artifacts on an ongoing basis to be prepared for the Summative Evaluation.		

- A. An *e4E* or *KEEP2* *Pre-Observation Goal-Setting* form may be completed collaboratively between the evaluating administrator and the educator prior to an observation.
- B. A post-observation conference, as requested by the educator or the evaluating administrator, will be conducted within five (5) working days following any observation. Either party may request additional observations beyond the minimum and/or request another observer. An *e4E Conference* form may be

**Commented [TK2]:** For this year- this will stay the same. KEEP does not have a conference form, but the e4E form is very general.

completed following any post-observation conference, and will be signed by both parties. A signed copy of the *e4E Conference* form will be provided to the educator.

- C. In the case of multiple building assignments, the respective administrators will mutually agree to share responsibility in conducting observations, providing feedback and writing the required evaluation.
5. An educator –will submit an *e4E or KEEP2 Self-Evaluation* form to the evaluating administrator prior or subsequent to a summative evaluation.

Required Steps	Educators in their 1 <sup>st</sup> or 2 <sup>nd</sup> consecutive year in the district	Educators in their 3 <sup>rd</sup> or 4 <sup>th</sup> year in the district	Educators in their 5 <sup>th</sup> year and beyond in the district
	Beginning of each semester. Specific date determined by the evaluator.	Beginning of each year. Specific date determined by the evaluator.	Beginning of each year. Specific date determined by the evaluator.

6. The *e4E Summative Evaluation or KEEP2* form will be completed based on documentation from the *e4E Educator or KEEP2 Observation* form(s), the *e4E or KEEP2 Goal-Setting* form(s), and the *e4E Conference* form(s). If requested by the educator, the *e4E Summative Evaluation* form will be given to the educator prior to a summative evaluation conference with the evaluating administrator.
7. If, in the judgment of the educator, the observation is inaccurate, unfair or incomplete, a written response may be provided to the evaluating administrator within ten (10) working days, and will be attached to all copies of the *e4E or KEEP2 Summative Evaluation* form.
8. If, in the judgment of the educator, the formal summative evaluation is inaccurate, unfair or incomplete, the educator may request a review of the evaluation by the Superintendent of Schools. Such a request for a review shall be made in writing, with a copy sent to the evaluating administrator for his/her information. The Superintendent, or the designated representative, shall review all aspects of the evaluation within five (5) working days and render a written judgment to attempt to resolve the issue.
9. Copies of the *e4E or KEEP2 Summative Evaluation* form, signed by both parties, shall be made for the evaluating administrator and the educator.

### Access to Evaluation

All official evaluations shall be made in writing. The formative evaluation documents and responses thereto shall be maintained in a confidential file in the office of the administrative supervisor. An original copy of the summative evaluation will be maintained in the district personnel file.

Nothing shall be added to the district personnel file so far as such pertains to an evaluation without the knowledge of the educator. Any employee may include a written response as stated in #7 of the Evaluation Procedure.

Except by order of a court of competent jurisdiction, evaluation documents and responses thereto shall be available only to the evaluated employee, the appropriate administrative staff members designated by the board, the school board attorney upon request of the board, the state board of education as provided in K.S. 72-258, the board and the administrative staff of any school to which such employee applies for employment, and other persons specified by the employee in writing to his/her board. (K.S.A. 72-2411)

A educator shall be allowed access to his/her evaluation file at any time during regular business hours. All requests for access to the evaluation documents shall be made through the educator's immediate supervisor or through the Human Resources Office.

## PLAN OF ASSISTANCE PROCEDURES

For a probationary educator, at least one formal summative evaluation must have been completed before the educator, in conference with the evaluating administrator, shall be given written notice that a Plan of Assistance will be developed.

For a non-probationary educator, at least two formal summative evaluations must have been completed before the educator, in conference with the evaluating administrator, shall be given written notice that a Plan of Assistance will be developed. The Plan of Assistance will be implemented if the educator has been previously informed of the performance deficiency in writing and informal/non-disciplinary attempts have not resolved the concern.

The Plan of Assistance shall include the elements listed on the USD 443 Plan of Assistance format.

The Plan of Assistance shall be in effect for no longer than 12 months and no less than one semester or 5 months except by mutual agreement.

## PLAN OF ASSISTANCE FOR IMPROVING EDUCATOR PERFORMANCE

### **Background Information**

Educator's Name:

School and/or Department:

Teaching Experience:

### **Statement of Deficiency**

This section should include the areas of needed improvement, as referenced in recent evaluation(s).

### **General Statement for Plan of Assistance**

This section should include:

1. The purpose of the plan
2. The role of the administrator
3. The directive that the Plan of Assistance is to be followed
4. What action may occur if desired improvements are not achieved

### **Program to be Followed**

This section should include:

1. A specific statement as to what is expected of the educator, tied to each area of improvement identified on the recent evaluation instruments.
2. Specific indicator(s) of the successful achievement of these goals.
3. A series of reasonable activities and timelines for each.
4. What assistance will be offered by the administrator and other resources. These resources may include, but are not limited to:
  - The assignment of a peer mentor,
  - Professional development, in addition to the staff development already offered to educators,
  - District-paid coursework, not including the cost for college credit, and/or
  - Release time to observe other educators in the district who have been identified as proficient in the areas identified for improvement.

### **Monitoring System**

This section should include:

1. The schedule of conferences and observations, with at least one observation scheduled each month, to determine progress. Each conference and observation must be followed by written report or summary, with a copy to be provided to the educator.

2. Observations will focus primarily on the specific areas indicated as needing improvement.
3. At the conclusion of the Plan of Assistance, the evaluating administrator will meet with the educator, and will provide a final written evaluation of the educator's progress towards meeting the goals of the Plan of Assistance.

**Recommendation**

This section should include:

The evaluating administrator's recommendation regarding the future status of the educator to be forwarded to the Personnel Office.

**Signature Section**

This section should include the following statement:

"Signature below signifies only receipt and delivery of this memorandum."

\_\_\_\_\_  
Educator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluating Administrator's Signature

\_\_\_\_\_  
Date

**Copy Distribution**

Employee Personnel File  
Any resource personnel mentioned in plan

USD 443  
District Leaders  
Mentoring Guide

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## Building and District Leaders

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### **BUILDING/DISTRICT LEADER MENTORING PROGRAM**

The Kansas State Board of Education through K.A.R. 91-2-203 (b)(1)(A), (b)(2)(A), (b)(3)(A), and (b)(5) requires a peer mentoring process in which all new building/district leaders participate. This includes establishment of professional development programs specifically designed for new building/district leader who have either no prior leadership experience or are new to the school district. By offering collegial support and practical assistance, these programs should help new building/district leaders transition to Dodge City Public Schools.

#### **Mission**

The mission of the USD 443 Mentor Program is to offer professional support, mentoring and continuous assistance for all new district and building level leaders to the profession as well as new district and building level leaders to the district.

#### **Purpose**

The USD 443 mentoring program provides practical application of practices that outline new administrators professional learning needs related to: capacity building, management and operations, instructional program and the professional leader, as found in the e4E and or the KEEP. ~~The ISLLC and~~ Kansas Professional Educational Standards will be addressed related to: Vision and Mission, Instructional Capacity, Instruction, Curriculum and Assessment, Community of Care for Students, Professional Culture, Communities of Engagement, Operations and Management, Ethical Principles and Professional Norms, Equity and Cultural Responsiveness, Continuous School Improvement.

#### **Goals**

- Support building/district leaders new to Dodge City Public Schools by providing a mentor for professional growth and development.
- Collaborate with building/district leaders providing opportunities for personal growth for mentors.
- Retain new building/district leaders by providing personal growth support.
- Improve student achievement by promoting the personal and professional well-being of building/district leaders.
- Introduce, review and improve/sustain the district and building's culture and philosophy through mentoring support.
- Establish and maintain personal and professional relationships.

## BUILDING AND DISTRICT MENTOR AND INDUCTION PROGRAM GUIDE

### From KSDE

#### Why Mentor New Building and District Leaders?

- Having a first-rate school without a first-rate principal is impossible. (NAESP, 2001)
- [Benefits to new leaders]: increased confidence about their professional competence; ability to see theory translated into practice; creation of a collegial support system; sense of belonging (Daresh, 2001).
- [New leaders] learn more about their professional lives and gain more insight into their personal needs, visions, and values than through any other kind of learning experience (Daresh, 2001).
- “The primary goal of mentoring should be clear and unambiguous: to provide new principals with the knowledge, skills and courage to become leaders of change who put teaching and learning first in their schools” (The Wallace Foundation, 2007, p. 4).
- “Mentors report greater overall job satisfaction, increased recognition from their peers, greater opportunities for career advancement, and renewed enthusiasm for the profession” (Daresh, 2001, as cited in The Education Alliance at Brown University and National Association of Elementary School Principals, 2003, p. 11).
- “Districts report higher motivation levels and job satisfaction among staff members, increased productivity, and an attitude of lifelong learning” (Daresh, 2001, as cited in The Education Alliance at Brown University and National Association of Elementary School Principals, 2003, p. 11).

## BUILDING AND DISTRICT LEADERS GUIDELINES:

### Guideline 1

#### ~~ISLLC and~~ Kansas Professional Standards

*Program provides practical application of the ISLLC and Kansas Professional Standards.*

#### ~~ISLLC~~ Standards-Building and District Leader:

The ~~ISLLC~~ Building Leadership standards will be content topics for ongoing support for Building Leaders. Practical Application of the

~~ISLLC~~ The Building Leadership Standards will be as follows (minimum of 40 contact hours, including at least ~~three-~~ten face-to-face meetings

- ~~Shared School Vision of Learning~~ Standard 1: Mission, Vision and Improvement-The building leader (mentee) will collaborate in a bi-monthly face-to-face meetings focusing on the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to collaboratively lead, design, and implement a school mission, vision, and process for continuous improvement that reflects a core set of values and priorities that include change process, data

~~use, technology, equity, diversity, digital citizenship, and community. shared vision and promoting the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision for high expectations of learning that is shared and supported by all stakeholders with their mentor.~~

- ~~School Learning Culture~~ **Standard 2: Ethics and Professional Norms**-The building leader (mentee) will collaborate bi-monthly in face-to-face meetings where discussions will be held on

~~understand and demonstrate the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to understand and demonstrate the capacity to advocate for ethical decisions and cultivate and enact professional norms~~

~~knowledge that promotes the success of every student by advocating a school culture and instructional program conducive to student learning with their mentor.~~

- ~~Management~~**Standard 3: Equity, Inclusiveness, and Cultural Responsiveness:** -The building leader (mentee) will collaborate in bi-monthly face-to-face meetings to apply

understand and demonstrate the capacity to promote and advocate for the social emotional well-being of each student and adult, and promote the current and future success of each student and adult, by applying the knowledge, skills, and commitments necessary to develop and maintain a supportive, equitable, culturally responsive, and inclusive school culture.

~~knowledge that promotes the success of every student by ensuring management of the organization operation and resources for a safe, efficient, and effective learning environment with their mentor.~~

- ~~Collaboration~~**Standard 4: Learning and Instruction:** -The building leader (mentee) will attend principal inservices conducted by Southwest Plains Regional Service Center to collaborate with other area principals, meetings, council meetings and other administrative professional development opportunities. The leader will collaborate bi-monthly to apply knowledge that build

the capacity to promote the current and future success and well-being of each student and adult by adapting and applying emerging knowledge, skills, and commitments necessary to evaluate, develop, and implement coherent instructional leadership, including: leading change; curriculum; instruction; assessments; support systems; technology integration; and data systems.

~~promotes the success of every student including faculty and school, home and community members, responding to diverse stakeholder interests and needs, and mobilizing external resources with their mentor.~~

- ~~Professional Ethics~~**Standard 5: Community and External Leadership:** The building leader (mentee) will collaborate in bi-monthly face-to-face meetings to apply knowledge that promotes

the capacity to promote the current and future success and well-being of each student and adult by applying the knowledge, skills, and commitments necessary to engage, communicate, and intentionally collaborate with families, community members, business leaders, and school personnel in order to strengthen student learning, support school improvement, and advocate for the needs of their school and community.

~~the success of every student by acting with integrity, fairness, and in an ethical manner with their mentor.~~

- ~~Advocacy~~**Standard 6: Operations and Management:** The building leader (mentee) will collaborate bi-monthly in face-to-face meetings to apply knowledge that promotes the

capacity to promote the current and future success and well-being of each student and adult by adapting and applying the knowledge, skills, and commitments necessary to lead change, improve management, communication, technology, school-level governance, and operation systems to develop and improve data-informed and equitable school resource plans and to apply laws, policies, and regulations.

~~success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context with their mentor.~~

**Standard 7: Building Professional Capacity:** The building leader (mentee) will collaborate in a monthly face-to-face meeting to apply knowledge that promotes the capacity to promote the current and future success and well-being of each student and adult by adapting and applying the knowledge, skills, and commitments necessary to build the school's professional capacity, engage staff in the development of a transformational collaborative professional culture, and improve systems of staff supervision, evaluation, support, and professional learning.

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**ISLLC Standards-District Leader:**

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The ISLLC standards will be content topics for ongoing support for District Leaders. Practical Application of the ISLLC Standards will be as follows (minimum of 40 contact hours, including at least three face to face meetings):

- **Shared District Vision of Learning** The district leader (mentee) will collaborate with Superintendent or designee to apply knowledge that promotes the success of every student by guiding shared commitment for the development, articulation, implementation, and stewardship of a vision of high expectations for learning that is supported by all stakeholders.
- **District Learning Culture** The district leader (mentee) will collaborate with Superintendent or designee to discuss knowledge that promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth. The district leader will also collaborate with district leaders from other districts.
- **Management** The district leader (mentee) will collaborate with Superintendent or designee to apply knowledge that promotes the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.
- **Collaboration** The district leader (mentee) will collaborate with other superintendents by attending the Southwest Plains Regional Service Center superintendents meetings. District leaders will continue with bi-monthly face to face meetings to apply knowledge that promotes the success of every student including faculty and school, home and community members. The district leader will collaborate with all stakeholder groups by responding to diverse interests and needs, and mobilizing external resources.
- **Professional Ethics** The district leader (mentee) will collaborate with Superintendent or designee to apply knowledge that promotes the success of every student by acting with integrity, fairness, and in an ethical manner.
- **Advocacy** The district leader (mentee) will collaborate with Superintendent or designee to apply knowledge that promotes the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.

#### **(e4E) 4 Elements of an Effective Building Leader's Evaluation Tool** **KEEP Building Leader Instructional Practices Protocol**

USD 443 will use the *4 Elements of an Effective Building Leader's Evaluation Tool (e4E) KEEP Building Leader Instructional Practices Protocol*. Regardless of the different evaluation instruments being used by districts for building and district leadership positions, alignment with and knowledge of the leadership standards being used in Kansas is necessary. A critical piece of the support needed by new building and district leaders is to set them up for success in their new positions. Mentors, new leaders, and evaluators must have a common understanding of performance expectations to ensure that success.

#### **KEEP Building Leader**

##### **1. Setting Direction**

- **1.1 The building leader will lead stakeholder team in developing vision, mission, and goals.**
- **1.2 The building leader will lead the development of a plan to implement the school vision with stakeholders.**

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- 1.3 The building leader will lead the implementation of a school improvement plan.

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**2. Developing the Learner**

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- 2.1 The building leader will monitor the instructional program and provide supports based on student data.
- 2.2 The building leader will share student learning results.
- 2.3 The building leader will implement a variety of student activities.
- 2.4 The building leader will provide student support services.

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**3. Developing Staff**

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- 3.1 The building leader will conduct staff evaluations.
- 3.2 The building leader will guide professional learning (courses, coaching, mentoring, evaluation) and promote a culture of learning and collaboration.
- 3.3 The building leader will develop and promote shared instructional and leadership opportunities for staff.

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**4. Making the Organization Work**

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- 4.1 The building leader will create a positive culture for learning and teaching.
- 4.2 The building leader will direct and manage resources and facilities.
- 4.3 The building leader establishes and sustains a culture of collaboration with staff and community members to achieve school and district goals.

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**(e4E) Building Leaders:**

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**Element 1 - Capacity Building:**

- Supporting Students
- Supporting Staff

**Element 2 - Management and Operations:**

- Physical Plant Operations
- Personnel Management

**Element 3 - The Instructional Program:**

- School Culture
- Instructional Programs
- Assessment

**Element 4 - The Professional Leader:**

- Professionalism and Professional Learning
- Engagement

**(e4E) District Leaders:**

Commented [TK1]: As of now- we have not changed the district evaluation- something to talk about though

**Element 1 - Capacity Building:**

- Supporting students
- Supporting Staff
- Supporting the Board of Education

**Element 2 - Management and Operations:**

- Operations
- Personnel Management

**Element 3 - The Instructional Program:**

- District vision
- Strategic Plan
- Curriculum, Instruction and Assessment

**Element 4 - The Professional Leader:**

- Professionalism and Professional Learning

## Guideline 2

### District/Building Structured, Intensive Support

*Program provides one year of structured, intensive support for the new leader. The Dodge City program includes:*

- *A designated structured contact schedule reflecting, at a minimum, 40 contact hours, including at least ~~three-ten~~ (103) face-to-face.*
- *Professional interaction with colleagues from the greater educational community.*
- *An additional year of support duplicating the first year plan will be completed if needed. (beyond the first year)*

## Guideline 3

### Evaluate Mentoring Program

*Program must include a mechanism in place to evaluate the mentoring program.*

- Criteria to determine successful program. (see survey at end of document) Survey ranks each criterion 1-4 with 4 being the highest. A survey with criteria of 3 or higher will be considered a successful program.
- Superintendent or designee collects the participant perception and evaluates the effectiveness of the building/district leader mentor program through an end-of-program survey ~~found in iTunesU/Google Docs~~ to assess the mentor program's effectiveness by the second week of May. The survey will assess the following: observations, ~~bi~~-monthly meetings, ~~and~~ professional development ~~opportunities, and participation in Southwest Plains Regional Service Center activities~~. Reflections on the programs will include the strengths/challenges of the program.
- By July 1, the results of the survey will be analyzed for changes needed for the program.

## Guideline 4

### USD 443 Selection and Training Criteria

*Program must include mentor selection criteria and training:*

#### *A. Selection Criteria*

- i. Mentor must hold a professional license in the mentoring area.*
- ii. Mentor must have a minimum of three years of experience in the area of mentoring.*

#### *B. Training Criteria*

- i. Address roles and processes of mentoring*
- ii. Coaching Skills*



### *Expectations of Building/District Mentor*

- The mentor administrator must hold a professional license in building and/or district leadership.
- The mentor leader must have a minimum of three year of experience in the area of building and/or district leadership.
- The mentor must have training addressing roles and processes of mentoring and coaching skills.
- The mentor develops a positive, supportive respect and trust.
- The mentor provides professional interaction with colleagues and community organizations.
- The mentor maintains confidentiality.
- The mentor discusses policies, rules, and cultural norms.
- The mentor is available to support the building/district leader to engage new leader in reflective dialogue and problem solving strategies..
- The mentor explains the ~~e4E evaluation process~~ and provides constructive feedback, ~~following the e4E guidelines.~~
- The mentor develops a schedule with the leader providing a minimum of 40 contact hours, including no less than ~~ten~~ <sup>three</sup> face-to-face meetings.
- The mentor provides a link to the ~~ISLLC Standards and~~ Kansas Educational Leadership Standards.
- The mentor must complete the Mentor-Mentee Survey to measure program effectiveness, to be reviewed by district administration on a yearly basis.
- Superintendent or designee will monitor and assess program effectiveness from perspectives of:
  - Participant feedback
  - Training
  - Materials
  - Support
  - Guidelines
  - Problem solve concerns with mentor and /or new administrator
- Program Effectiveness Survey. Criteria to determine successful program. (See survey at end of document) Survey ranks each criterion 1-4 with 4 being the highest. A survey with criteria of 3 or higher will be considered a successful program.
- Superintendent or designee will recruit, select, match, and reassign, if needed, mentor administrators with new administrators in the school (the selection and matching process will include, but not be limited to, curricular and/or instructional role similarities, experience, assignment and proximity).

### *Expectations of New Building Leader:*

The building leader new to the leadership position will participate in a mentoring program for two years. Building leaders with three or more years of leadership experience new to the district will participate in the mentoring program for one year.

- Attends/Participates in the new induction in August.
- Understands the ~~ISLLC Standards &~~ Kansas Professional Educational Standards.
- Completes the Mentor-Mentee Survey by the second week in May ~~in iTunesU.~~
- Follows guidelines in Administrative Handbook to complete the e4E ~~or KEEP~~ document.

- Participates in professional development principal activities through Principal meetings, Council meetings or other professional development opportunities. ~~through Southwest Plains Regional Service Center~~
- Seeks support and assistance when needed

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**Expectations of New District Leader:**

The District Leader new to the leadership position will participate in a mentoring program for two years. District leaders with three or more years of leadership experience new to the district will participate in the mentoring program for one year.

- Attends/Participates in the new induction in August
- Understands the ~~ISLLC Standards &~~ Kansas Professional Educational Standards.
- Completes the Mentor-Mentee Survey by the second week in May in ~~iTunesU~~.
- Follows guidelines in Administrative Handbook to complete the e4E document.
- ~~Participates in professional development superintendent activities through Southwest Plains Regional Service Center~~
- Seeks support and assistance when needed

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**Mentor Training Criteria:**

- Initial training of mentor must occur by October 1. (High-quality training for mentors does not simply provide a new principal or superintendent with “war stories” or “right answers.” Instead, it aims to move the new leader from dependence to independence (The Wallace Foundation, 2007, p. 7)
- Initial training is paired with ongoing professional learning for the mentor that:
  - Addresses the mentor’s role.
  - Development of skills for observation of new educational leaders’ practice, assessment of needs of new educational leader, strategies to address those needs.
  - Coaching language and practice.
  - Strategies for guiding new educational leader’s to use reflection in their practice.
  - Skills for guiding new educational leader in using various types of formative assessment to focus instruction and differentiate for student needs.
  - Guiding new administrators in collecting and analyzing various types of student data to show evidence of learning.
  - Guiding new administrators in their use of content standard.
  - Skills in using the professional education standards as a measure of assessing practice.
  - Current mentors need to be trained once every three years.

**STIPENDS FOR BUILDING/DISTRICT LEVEL MENTORS**

The Mentor administrator shall be paid a stipend for working closely with the Mentee administrator during their first year of service in USD 443. The Mentor for a new administrator in the district shall receive \$800.00 as an Administrator Mentor (see Administrator Handbook-Dodge City Public Schools Administrator Salary Worksheet). In order to receive the stipend the Mentor has to complete the requirements of the Mentor/Mentee Program listed under Mentor Responsibilities and Expectations of the Program.

Dodge City Public Schools

Unified School District 443

Name \_\_\_\_\_

Pre K-1 \_\_\_\_\_

2-3 \_\_\_\_\_

4-5 \_\_\_\_\_

**Mentoring Survey**

**Building/District Leader Mentor**

Please record the degree of your agreement to each of the following statements.

1 Strongly Disagree

2 Disagree

3 Agree

4 Strongly Agree

Having a mentor was a positive experience for me. 1 2 3 4

I have grown professionally as I interacted with my mentor and completed the recommended activities. 1 2 3 4

I met regularly and frequently with my mentor. 1 2 3 4

My mentor established a personal and professional relationship with me. 1 2 3 4

I have observed my mentor applying best practices as a model for my leadership. 1 2 3 4

I received the assistance and support I needed to become an effective leader. 1 2 3 4

My mentor suggested resources that helped in my leadership. 1 2 3 4

My questions were answered as I participated in the mentoring program this year. 1 2 3 4

Adequate time was provided to complete suggested mentoring activities. 1 2 3 4

Mentoring activities effectively addressed the problems we encountered this year. 1 2 3 4

My evaluation, completed by my supervising administrator was not linked in any way to the 1 2 3 4

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> Approve Resolution No. 20220822A - Revenue Neutral Tax Rate
<b>Initiated By:</b> Simeon Russell	<b>Attachment:</b> Resolution 20220822A
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** Under SB13 and Sub for HB2104, school districts are required to hold a public hearing, and pass a resolution if exceeding the Revenue Neutral Tax Rate.

**CURRENT CONSIDERATIONS:** In the published budget, the General Fund mill levy is 20 mills, pursuant to state statute. The Supplemental General Fund mill levy is projected at 15.162. The Capital Outlay mill levy is 8. The Bond and Interest mill levy is projected to be 13.874. The school district's total mill levy is projected to be 57.036 mills, the same as in FY 2021-2022.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations at this time.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to approve Resolution No. 20220822A, "A resolution expressing the property taxation policy of USD 443 with respect to exceeding the Revenue Neutral Tax Rate for financing the annual budget for 2022-2023". The Board of Education is further respectfully requested to authorize the Board Clerk and Board President to sign the resolution and file with the Ford County Clerk.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

# REVENUE NEUTRAL RATE



K.S.A. 79-2988 as amended by 2022 SS for HB2239

The local board of education must approve by resolution to exceed the Revenue Neutral Tax Rate.

RESOLUTION NO. 443

*A resolution expressing the property taxation policy of USD 443, Dodge City Public Schools with respect to exceeding the Revenue Neutral Tax Rate for financing the annual budget for 2022-2023.*

Whereas, 2022 HB 2239 amending K.S.A 79-2988, provides that a levy of property taxes to finance the 2022-2023 budget of USD 443 exceeds the Revenue Neutral Tax Rate to finance the 2022-2023 budget of USD 443, be authorized by a resolution.

NOW, THEREFORE, BE IT RESOLVED by USD 443 that the 2022-2023 budget with a levy of property taxes exceeding the Revenue Neutral Tax Rates calculated for 2022-2023, as adjusted pursuant to 2022 HB 2239 amending K.S.A 79-2988 is hereby adopted.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by USD 443, Dodge City Public Schools in Ford County, Kansas.

Board Clerk Signature

Board President Signature

\_\_\_\_\_

\_\_\_\_\_

Board Member Name	Vote	
	Yes	No
1.		
2.		
3.		
4.		

Board Member Name	Vote	
	Yes	No
5.		
6.		
7.		

**Board of Education  
Dodge City Public Schools**

<b>Date:</b> August 22, 2022	<b>Subject:</b> Superintendent's Round-Up
<b>Initiated By:</b> Dr. Fred Dierksen	<b>Attachments:</b> None
<b>Reviewed By:</b> Administrative Cabinet	

**BACKGROUND INFORMATION:** Some new and a couple of follow-up items need to be shared from our last meeting with the Board of Education to keep you in the know of current information as well as changes, topics of direct interest and other happenings within the state and locally that the district needs to consider. Possibly not as many items this time but still with the same goal to cover matters possibly pertaining to the district.

**CURRENT CONSIDERATIONS:** To take part in the conversation being presented.

**FINANCIAL CONSIDERATIONS:** There are no financial considerations at this time.

**STAFF RECOMMENDATION:** The Board of Education is respectfully requested to receive the information provided for consideration with possible future implications.

**RECOMMENDED ACTION:**

- Approval
- Information
- Discussion

# KANSAS OPEN MEETINGS LAW

## Sample Motions for Executive Session

Madam President, I move we go into executive session to [fill in subject(s)] pursuant to [fill in justification], and the open meeting will resume in the board room at [fill in time].

<b>EXAMPLES OF SUBJECTS TO BE DISCUSSED</b> (Provide a brief description of what subject will be discussed while still protecting important privacy interest)	<b>JUSTIFICATION</b>
To discuss an individual employee’s performance; or To discuss an individual employee’s contract; or To discuss evaluation of an employee	The non-elected personnel exception under KOMA
To discuss a student issue; or To hold an appeal hearing for a student	The exception relating to actions affecting a student under KOMA
To discuss coding mechanisms Powerschool uses to secure student data with Powerschool representatives	The exception for data relating to the financial affairs or trade secrets of a business under KOMA
To discuss potential litigation with our legal counsel	The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA
To discuss the latest proposal for increasing the base pay from the teachers; or To discuss items noticed or to be noticed negotiation; or To discuss the board’s position on teacher benefits	The exception for employer-employee negotiations under KOMA
To discuss potential properties for a new middle school	The KOMA exception for preliminary discussion of the acquisition of real property
To discuss the high school crisis plan; To discuss exact placement of security cameras and alarms in the school buildings	The KOMA exception for discussion of security measures

**Our Mission...To prepare our students to be capable, contributing participants in a changing world.**