

# *Labette County U.S.D. 506*



August 13, 2018 Board Meeting



# AGENDA

*Monday, August 13, 2018, 7:00 PM*

**Curran Administrative Center, Altamont, KS 67330**

*Our mission: Educating every student every day!*

*Our vision: Meeting the needs of every child!*

## **2018-2019 Budget Hearing (6:50 p.m.)**

1. Call to Order
2. Patron Comments
3. Approval of the 2018-2019 Budget (A)
4. Adjourn

## **Agenda – Regular Meeting @ 7:00 p.m.**

### **1. Call to order**

### **2. Recognition of Visitors and Public Comments**

The board president will recognize visitors at this time. The board may allow public comments during this time. Public comments will be kept to a maximum of 5-minutes unless stated by the board president.

### **3. Recognitions / Communications**

- None at this time.

### **4. Approval of Printed Agenda**

At this time Board members may (1) accept the agenda as shown below, (2) add items, or (3) request that one or more “Consent Agenda Items” be placed under “Action, information, discussion, or executive session for separate consideration.

### **5. Consent Agenda**

- 5.1 Approval of July 9, 2018 Board Meeting Minutes
- 5.2 Approval of July 20, 2018 Special Board Meeting Minutes
- 5.3 Approval of August 2018 bills, Investments, Activity Fund Report, and Petty Cash
- 5.4 Approval of Hiland Dairy Foods 2018- 2019 Milk Bid
- 5.5 Approval of Substitute Employees
- 5.6 Approval of Supplemental Assignments:
  - Rogan Bruce—Assistant Football Coach @ LCHS
  - Teresa Jones—Assistant Cheer Coach @ LCHS

5.7 Approval of Resignations:

- Michaela Cooper—Cheer Coach @ Edna Grade School
- Kristen Finney—Paraprofessional @ Meadow View Grade School
- Donna Goins—Paraprofessional @ Altamont Grade School
- Sherri Hess—Bus Driver @ USD 506
- Roxie Howard—Paraprofessional @ Mound Valley Grade School
- Mary Norris—Bus Driver @ USD 506
- Angeleah Regis—Custodian @ Altamont Grade School
- Kristi Snider—Assistant Girls Track Coach @ LCHS

5.8 Approval of Personnel:

- Pam Baker—Bus Driver @ USD 506
- Chuck Evans—Bus Driver @ USD 506
- Nikki Cramer—Paraprofessional @ Meadow View Grade School
- Chandler Edwards—Paraprofessional @ Meadow View Grade School
- Teresa Jones—Bus Driver @ USD 506
- Jacee March—Paraprofessional @ Meadow View Grade School
- Judi Penrod—Bus Driver @ USD 506
- Danny Ramirez—Bus Driver @ USD 506 (.2)
- Julie Rheault—Paraprofessional @ Meadow View Grade School

**6. Reports**

- 6.1 Superintendent
- 6.2 Administrative
- 6.3 KASB/Legislative
- 6.4 SEK Interlocal #637

**7. Discussion Items**

- 7.1 Policy and Handbook Revisions/Additions—First Reading (I/D)

**8. Action Items**

- 8.1 Capital Outlay Purchases (A)
  - A. Request Approval for Purchasing 2-Buses
- 8.2 Approval of Negotiated Agreement (A)
- 8.3 Classified Pay Increase (A)
- 8.4 Building Level Administrative Pay Increase (A)

**9. Board Member Comments**

**10. Adjournment**

- 10.1 Next Regular Meeting: September 10, 2018 at Curran Administrative Center, Altamont, Kansas 67330

*A= Action Item*

*D= Discussion Item*

*I= Information Item*

Supplemental Agenda  
Board of Education  
Monday, August 13, 2018  
Curran Admin. Center

**2018-2019 Budget Hearing (6:50 p.m.)**

1. Call to Order
2. Patron Comments
3. Approval of the 2018-2019 Budget: Page 93 (A)
4. Adjourn

**Agenda – Regular Meeting @ 7:00 p.m.**

**1. Call to Order:**

The board president will call the meeting to order for business.

**2. Recognition of Visitors and Public Comments:**

The board president will recognize visitors at this time. The board may allow public comments during this time. Public comments will be kept to a maximum of 5-minutes unless stated by the board president.

**3. Recognitions / Communications:**

- None at this time.

**4. Approval of Printed Agenda:**

At this time Board member may accept the agenda as shown below; add items to the agenda, or request that one or more “Consent Agenda Items” be place under “Action, information, discussion, or executive session for separate consideration.”

**5. Adoption of the Consent Agenda:**

The consent agenda is a method whereby the board, with one motion, may approve (by consent) items on the agenda, which are routine, informational, or the receipt of reports, which may not need discussion. This procedure assumes each board member has read and studied the agenda prior to the meeting. Furthermore, at this time the Board may request that one or more consent agenda items be placed under action, information, or discussion for separate consideration. *The motion should read- I move the board approve by consent, items in the agenda, which are identified as 5.1-5.8.*

- 5.1 Approval of July 9, 2018 Board Meeting Minutes (pages 8-11)
- 5.2 Approval of July 20, 2018 Special Board Meeting Minutes (page 12)
- 5.3 Approval of August 2018 bills, Investments, and Activity Fund Report (pages 96-112)
- 5.4 Approval of Hiland Dairy Foods 2018-2019 Milk Bid (pages13-15)
- 5.5 Approval of Substitute Employees

- 5.6 Approval of Supplemental Assignments (pages 17 and 20)
- Rogan Bruce—Assistant Football Coach @ LCHS
  - Teresa Jones—Assistant Cheer Coach @ LCHS
- 5.7 Approval of Resignations (pages 16 and 17-25)
- Michaela Cooper—Cheer Coach @ Edna Grade School
  - Kristen Finney—Paraprofessional @ Meadow View Grade School
  - Donna Goins—Paraprofessional @ Altamont Grade School
  - Sherri Hess—Bus Driver @ USD 506
  - Roxie Howard—Paraprofessional @ Mound Valley Grade School
  - Mary Norris—Bus Driver @ USD 506
  - Angeleah Regis—Custodian @ Altamont Grade School
  - Kristi Snider—Assistant Girls Track Coach @ LCHS
- 5.8 Approval of Personnel (page 17)
- Pam Baker—Bus Driver @ USD 506
  - Chuck Evans—Bus Driver @ USD 506
  - Nikki Cramer—Paraprofessional @ Meadow View Grade School
  - Chandler Edwards—Paraprofessional @ Meadow View Grade School
  - Teresa Jones—Bus Driver @ USD 506
  - Jacee March—Paraprofessional @ Meadow View Grade School
  - Judi Penrod—Bus Driver @ USD 506
  - Danny Ramirez—Bus Driver @ USD 506 (.2)
  - Julie Rheault—Paraprofessional @ Meadow View Grade School

## **6. Reports:**

- 6.1 Superintendent- Dr. Wyrick will share his report with the board at the scheduled meeting.
- 6.2 Building Administrators- See enclosed reports on pages 26-30.
- 6.3 KASB- Gail Billman will share her report with the board at the scheduled meeting.
- 6.4 SEK Interlocal #637- Mr. Kevin Cole will share his report with the board at the scheduled meeting.

## **7. Discussion Items-**

### 7.1 Policy and Handbook Revisions/Additions—First Reading:

Administration was asked to review our policies relating to social media, technology, our classified handbook and other various items during the Spring of 2017. Mr. Blackwell and Jake Knaup created committees to review the policy revisions and recommendations found within the board packet. Mr. Blackwell and Jake will walk the board through the process used to arrive at their recommendations for the board to consider. This will be considered the first reading for the revisions and additions presented. (I/D)

Pages 31-85

## **8. Action Items-**

### **8.1 Capital Outlay Purchases:**

The Board of Education established a goal to purchase a minimum of 2 busses per year on an annual basis. Our district stayed the course during FY 18 and our transportation department is asking the board to allow the Superintendent of Schools to purchase the following items at the current time:

- Purchase 2 busses for the 2018-2019 school year.

The purchases mentioned above will allow the district to continue with the plan created by the district steering committee. This report was presented to the board 3-years ago. The administration respectfully recommends that the Board of Education give final approval for the purchase of the items listed above for the 2018-19 school year. (A)  
Pages 86-92

### **8.2 Approval of Negotiated Agreement:**

Dr. Wyrick will recommend the board ratify the 2018-2019 negotiated agreement. (A)  
Pages 94-95

### **8.3 Classified Pay Increase:**

Kevin Cole, Jessie Foister and John Wyrick have met over the course of the past several weeks to discuss a variety of scenarios for classified employees and their rate of pay. Recommendations for a pay increase for classified employees will be discussed during this time.

Fulltime, 2080-hour employees, received a 0.50 cent an hour increase during the 2017-2018 school year. All other classified employees received a 0.30 cent an hour increase during the same time period. Bus drivers received a \$1.25 a day increase in their pay during the 17-18 school year. (A)

### **8.4 Building Level Administrative Pay Increase:**

Kevin Cole, Jessie Foister, and John Wyrick have met over the course of the past several weeks to discuss a variety of scenarios for our building level administrators and their rate of pay. Recommendations for a pay increase for building level administrators will be discussed during this time. (A)

## **9. Board Member Comments-**

Individual board members are encouraged to share stories of success and opportunities for growth at this time.

## **10. Adjournment-**

Motion to adjourn the meeting. Next Regular Meeting: September 10, 2018 at Curran Administrative Center in Altamont, Kansas 67330.

BOARD OF EDUCATION  
LABETTE COUNTY UNIFIED SCHOOL DISTRICT 506  
Altamont, KS 67330

Curran Administrative Center                      July 9, 2018                      7:00 p.m.

MEMBERS PRESENT:

Gail Billman  
Kevin Cole  
Rich Falkenstien  
Jessie Foister

ABSENT BOARD MEMBERS:

Justin Bebb  
Dr. Kolette Smith

OTHERS PRESENT:

John Wyrick, Superintendent  
Tony Blackwell, Asst. Superintendent  
Melissa Green, Mound Valley Principal

1. Jessie Foister called the meeting to order. Gail Billman opened with prayer.
2. There were no visitors who desired to address the board during the recognition of visitors.
3. Recognition/Communications  
None at this time
4. Gail Billman moved to approve the printed agenda with the following addition:  
9.5 approval of the adoption of new Music Curriculum. Rich Falkenstien seconded. Motion carried 4-0.
5. Election of Officers and Appointments
  - 5.1 Gail Billman made a motion to elect Jessie Foister as President of USD 506 Board of Education for the 2018-2019 school year. Rich Falkenstien seconded. Motion carried 4-0.
  - 5.2 Gail Billman made a motion to elect Kevin Cole as Vice-President of USD 506 Board of Education for the 2018-2019 school year. Rich Falkenstien seconded. Motion carried 4-0
  - 5.3 Rich Falkenstein made a motion to elect Cindy Dean as the USD 506 Board Clerk for the 2018-2019 school year. Gail Billman seconded. Motion carried 4-0.



- 5.4 Rich Falkenstien made a motion to elect Chris Kastler as the USD 506 Deputy Clerk for the 2018-2019 school year. Gail Billman seconded. Motion carried 4-0.
- 5.5 Rich Falkenstien made a motion to elect Karen McCord as the USD 506 Treasurer for the 2018-2019 school year. Gail Billman seconded. Motion carried 4-0.
6. Consent Agenda  
Kevin Cole moved to approve the consent agenda with the addition of 9.5 Adoption of Music Curriculum. Rich Falkenstien seconded. Motion carried 4-0.
7. Reports  
7.1 Superintendent Report  
Dr. Wyrick reported he registered Shane Holtzman, Misty Burke, Stacy Smith and himself to present at the KASB Annual Convention. Dr. Wyrick reported that Tony Blackwell established a new USD 506 Social Media Committee. The Social Media Committee plans on meeting soon. Dr. Wyrick reported a Coaching Evaluation Instrument and an Organizational Flow Chart are in the process and should be available soon. Dr. Wyrick stated there is a Negotiations Meeting planned for this Wednesday.
- 7.2 SEK Interlocal #637  
Kevin Cole reported the Interlocal will be in Negotiations soon. Mr. Cole stated the Interlocal is currently going in the right direction and running very smoothly.
- 7.3 KASB/Legislative  
Gail Billman reported the next KASB Meeting is scheduled in August.
8. Information/Discussion Items  
8.1 Dr. Wyrick gave a very informational overview of the Unencumbered Cash Balances that were reported July 1, 2018.
- Gail Billman made a motion to schedule a Special Board Meeting to approve the FEMA Approved Shelter Bids on July 20<sup>th</sup> at 7:00 a.m. at the District Office. Kevin Cole seconded. Motion carried 4-0.
9. Action Items.  
9.1 Gail Billman made a motion to approve the Committee Representatives for the 2018-2019 School Year. Rich Falkenstien seconded. Motion carried 4-0.  
Capital Improvement: Kevin Cole, Jessie Foister and Rich Falkenstien  
Policy: Dr. Kolette Smith and Gail Billman

Curriculum: Rich Falkenstien  
Technology: Justin Bebb and Kevin Cole  
SEK Interlocal: Kevin Cole and Gail Billman  
Negotiations: Jessie Foister and Rich Falkenstien  
Public Relations: Gail Billman and Rich Falkenstien  
Government Relations: Gail Billman and Kevin Cole  
Site Council: Gail Billman – Mound Valley and LCHS, Rich Falkenstien – Bartlett, Justin Bebb – Altamont Grade; Jessie Foister – Edna; Kevin Cole – Meadow View and LCHS.

9.2 Gail Billman made a motion to approve the established meeting dates. Rich Falkenstien seconded. Motion carried 4-0.

9.3 Gail Billman made a motion to approve the Board Vacancy Resolution. Kevin Cole seconded the motion. Motion carried 4-0.

9.4 Kevin Cole made a motion to approve Daryl Eagon as the auditor for USD 506 who represents the firm Dehil, Banwart and Bolton. Rich Falkenstien seconded. Motion carried 4-0.

9.5 Gail Billman made a motion to approve the adoption of the Music Curriculum from Pearson Education Inc. for the amount of \$42,000. Rich Falkenstien seconded. Motion carried 4-0.  
The board thanked Melissa Green for her time and effort making the Music Curriculum quote affordable to the district.

## 10. Board Comments

Rich Falkenstien thanked all the coaches, sponsors, teachers for spending their summer at school with our students.

Kevin Cole thanked Jessie for her strong leadership and said he is excited for a new year. Mr. Cole stated it is a pleasure working with such a great school board.

Gail Billman stated it is a pleasure working with such a great school board. Mrs. Billman said she is excited about the new school year.

Jessie Foister thanked all the board members for their time and glad she is part of a great team of board members. Mrs. Foister thanked Dr. Wyrick for his expertise.

11. Adjournment

Kevin Cole made a motion to adjourn the meeting. Rich Falkenstien seconded the motion. Motion carried 4-0. The meeting adjourned at 7:49 p.m. The next Special Board Meeting will be Friday, July 20<sup>th</sup> at 7:00 a.m. at the District Office. The next regular board meeting will be August, 13, 2018.

SPECIAL BOARD MEETING  
LABETTE COUNTY UNIFIED SCHOOL DISTRICT 506  
Altamont, KS 67330

Curran Administrative Center      July 20, 2018      7:00 a.m.

MEMBERS PRESENT:

Justin Bebb  
Gail Billman  
Kevin Cole  
Rich Falkenstien  
Jessie Foister

ABSENT BOARD MEMBERS:

Dr. Kolette Smith

1. Jessie Foister called the meeting to order.
2. Gail Billman moved to approve the agenda as presented. Rich Falkenstien seconded. Motion carried 5-0.
3. Kevin Cole made a motion to approve six FEMA Storm Shelters for USD 506 for the amount of \$2,678,640 from Protection Shelters, pending approval of the High School FEMA Shelter Application Award. Gail Billman seconded the motion. Motion carried 5-0.
4. Gail Billman made a motion to adjourn the meeting. Kevin Cole seconded. Motion carried 5-0. The meeting adjourned at 7:15 a.m. The next regular board meeting will be August 13, 2018 at 7:00 p.m. at the Curran Administrative Center.



August 3, 2018

U.S.D. #506 Labette County  
Alicia Hill  
401 South Highland St.  
Altamont, Kansas 67330

Alicia Hill,

Per your request, Hiland Dairy would like to submit the following bid for the 2018-2019 school year.

½ Pint 1%	.2704		
½ Pint FF Choc Skim	.2822	4 oz. Orange Juice	.20
½ Pint FF Strawberry or Vanilla	.2822	4 oz. Apple Juice	.18
½ Pint 1% Chocolate	.2822		

**Milk Escalator/ De-Escalator Pricing Clause (DFA Supplied)**

The pricing quoted is based on **August 2018** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers to America. The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate and re-sale products (ex. Tropicana, Sport Shake), etc.

Supporting documentation will be supplied upon request.

All price changes will become effective on the 1<sup>st</sup> day of each month following the price announcement. **THIS IS A FULL SERVICE BID.**

We look forward to hearing from you on the outcome of the bid. Please feel free to call if you have any questions, 620-244-3203.

Sincerely,

Kelly Jarboe  
HILAND DAIRY

*A Splash of Freshness!*



## CERTIFICATE OF NON-COLLUSION/INDEPENDENT PRICE DETERMINATION

The undersigned certifies that the preparation and submission of the attached bid have been conducted independently, without consultation, communication, or agreement with any other bidder or potential bidder and that there will be no consultation, communication, or agreement on the price, terms, and conditions of this bid by or on behalf of Hiland Dairy Foods Co., LLC with any other bidder or potential bidder prior to the official opening of the bid.

Date: 8-2-18

Hiland Dairy Foods Co., LLC

Ted Barlows  
General Sales Manager



P.O. Box 47 • Erie, Kansas • 66733

July 10, 2017

U.S.D. #506 Labette County  
 Alicia Hill  
 401 South Highland St.  
 Altamont, Kansas 67330

Alicia Hill,

Per your request, Hiland Dairy would like to submit the following bid for the 2017-2018 school year.

½ Pint 1%	.2675	Gallon Skim	3.6231
½ Pint FF Choc Skim	.2795		
½ Pint FF Strawberry or Vanilla	.2795		

**Milk Escalator/ De-Escalator Pricing Clause (DFA Supplied)**

The pricing quoted is based on July 2017 Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers to America. The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of \$.10 per CWT (up or down) will move the cost of a half pint \$.00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate and re-sale products (ex. Tropicana, Sport Shake), etc.

Supporting documentation will be supplied upon request.

All price changes will become effective on the 1<sup>st</sup> day of each month following the price announcement. **THIS IS A FULL SERVICE BID.**

We look forward to hearing from you on the outcome of the bid. Please feel free to call if you have any questions, 620-244-3203.

Sincerely,

*Kelly E Jarboe*

Kelly Jarboe  
 HILAND DAIRY

*A Splash of Freshness!*



"Where Excellence and  
Education Meet"

# LABETTE COUNTY

## Unified School District 506

P. O. Box 189 • 401 S. High School Street • Altamont, KS 67330  
(620) 784-5326 • Fax: (620) 784-5879

[www.usd506.org](http://www.usd506.org)

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TO: Board of Education  
FROM: John Wyrick, Superintendent  
RE: Classified/Certified/Supplemental Employment Report  
Date: August 13, 2018

### **Retirements**

None at this time

### **Resignations**

Michaela Cooper—Cheer Coach @ Edna Grade School	Effective 08.13.2018
Kristen Finney—Paraprofessional @ Meadow View Grade School	Effective 08.13.2018
Donna Goins—Paraprofessional @ Altamont Grade School	Effective 08.13.2018
Sherri Hess—Bus Driver @ USD 506	Effective 08.13.2018
Roxie Howard—Paraprofessional @ Mound Valley Grade School	Effective 08.13.2018
Mary Norris—Bus Driver @ USD 506	Effective 08.13.2018
Angeleagh Regis—Custodian @ Altamont Grade School	Effective 08.13.2018
Kristi Snider—Assistant Girls Track Coach @ LCHS	Effective 08.13.2018





"Where Excellence and  
Education Meet"

# LABETTE COUNTY

## Unified School District 506

P. O. Box 189 • 401 S. High School Street • Altamont, KS 67330  
(620) 784-5326 • Fax: (620) 784-5879

[www.usd506.org](http://www.usd506.org)

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TO: Board of Education  
FROM: John Wyrick, Superintendent  
RE: Supplemental Coaching/Activity, Certified and Classified Work Agreement  
Date: August 13, 2018

### **Supplemental Work Agreement:**

Rogan Bruce—Assistant Football Coach @ LCHS  
Teresa Jones—Assistant Cheer Coach @ LCHS

Effective 08.13.2018  
Effective 08.13.2018

### **Certified Work Agreement:**

None at this time

### **Classified Work Agreement:**

Pam Baker—Bus Driver @ USD 506  
Chuck Evans—Bus Driver @ USD 506  
Nikki Cramer—Paraprofessional @ Meadow View Grade School  
Chandler Edwards—Paraprofessional @ Meadow View Grade School  
Teresa Jones—Bus Driver @ USD 506  
Jacee March—Paraprofessional @ Meadow View Grade School  
Judi Penrod—Bus Driver @ USD 506  
Julie Rheault—Paraprofessional @ Meadow View Grade School

Effective 08.13.2018  
Effective 08.13.2018  
Effective 08.13.2018  
Effective 08.13.2018  
Effective 08.13.2018  
Effective 08.13.2018  
Effective 08.13.2018  
Effective 08.13.2018

### **Transfers:**

Danny Ramirez—Bus Driver @ USD 506 (.2)

Effective 08.13.2018

Donna Goins  
12007 State Hwy 101  
Altamont, KS 67330  
620-778-3343

August 6, 2018

To Whom It May Concern:

I am writing to announce my resignation of para educator from USD 506 effective this 2018-2019 school year.

After working 19 years for the district (17 of those at AGS), this was not an easy decision for me. What started out as a job with my daughter's school hours evolved into a heart-felt mission to work with and to help children with reading and math. My last employment in which I resigned was to care for my newborn; I am now leaving to care for my mother.

I will truly miss the camaraderie and professionalism amongst the staff at AGS; the Title teachers and grade-level teachers are the best! It is an amazing environment where all work together for the good of the students!

Thank you for the opportunity to serve our amazing students.

Sincerely,

Donna Goins

August 6, 2018

Melissa Green  
Mound Valley Grade School  
402 Walnut  
Mound Valley, KS 67354

Dear Mrs. Green,

This letter is to notify you that I am resigning from Mound Valley Grade School as a preschool para. I will not be returning for the 2018-2019 school year.

This wasn't an easy decision, because I am grateful for the rewarding employment I've had at Mound Valley Grade School. But after long hours of consideration, my decision is now final and I have accepted a position with another company.

It has been a pleasure working with the teachers and students at MVGS.

Respectfully,

Roxie Howard



Cindy Dean &lt;cindydean@usd506.org&gt;

**Fwd: 2018-2019 school year**

1 message

Tim Traxson &lt;ttraxson@usd506.org&gt;

Mon, Aug 6, 2018 at 9:27 AM

To: Cindy Dean &lt;cindydean@usd506.org&gt;, Alicia Hill &lt;ahill@usd506.org&gt;

Cindy

I received this email last Friday. So, I am looking for a Cheer Coach at Edna. Can we use this email as her letter of resignation?

Tim

Alicia

Please post a cheer coaching position for Edna.

thanks

Tim

----- Forwarded message -----

From: **Michaela Cooper** <mcooper@usd506.org>

Date: Fri, Aug 3, 2018 at 10:35 AM

Subject: 2018-2019 school year

To: Tim Traxson &lt;ttraxson@usd506.org&gt;

Hello Mr. Traxson,

I have a job opportunity with Ariat come up that I've accepted. This opportunity conflicts with my ability to remain the cheer coach for the upcoming 2018-2019 season. I am so sorry for the short notice to find a new coach. I will cherish the memories I had with everyone last year and I am forever grateful for the opportunity you have given me to grow as a person.

**Notice of Non-Discrimination**

The school district of Labette County USD 506 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

**Complaints in regard to Discrimination**

Discrimination against any student or employee on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the districts programs or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), [jwyrick@usd506.org](mailto:jwyrick@usd506.org)

--

Tim Traxson  
USD 506, Principal  
Bartlett Grade School  
Edna Elementary School  
[ttraxson@usd506.org](mailto:ttraxson@usd506.org)  
Phone - 620/423/9762  
BGS Fax - 620-226-3340  
Edna Fax - 620-922-3417



Cindy Dean &lt;cindydean@usd506.org&gt;

**Fwd:**

1 message

**Shane Holtzman** <sholtzman@usd506.org>  
To: Cindy Dean <cindydean@usd506.org>

Mon, Aug 6, 2018 at 9:40 AM

----- Forwarded message -----

From: **Brad Smith** <bsmith@usd506.org>

Date: Fri, Aug 3, 2018 at 9:10 AM

Subject: Fwd:

To: Shane Holtzman &lt;sholtzman@usd506.org&gt;, Sean Price &lt;sprice@usd506.org&gt;, John Wyrick &lt;jwyrick@usd506.org&gt;

Shane,

Here is Hilary's recommendation for her Assistant position in Cheer. Thanks Brad

----- Forwarded message -----

From: **Hilary Cook** <hcook@usd506.org>

Date: Fri, Aug 3, 2018 at 8:22 AM

Subject:

To: Brad Smith &lt;bsmith@usd506.org&gt;

Recommend Teresa Jones an assistant cheer coach for LCHS..we have already had a parent meeting.

I'm currently on a flight to New York for vacation and won't be back til Thursday.

**Notice of Non-Discrimination**

The school district of Labette County USD 506 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

**Complaints in regard to Discrimination**

Discrimination against any student or employee on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the districts programs or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), [jwyrick@usd506.org](mailto:jwyrick@usd506.org)

**Brad Smith****Labette County High School****Co-Athletic Director****Basketball Coach****Physical Education Instructor****Driver Education Instructor****601 South High School St.****620-784-5329, Ext. 1075****Cell: 620-717-1561**



Cindy Dean &lt;cindydean@usd506.org&gt;

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**Fwd: Resignation**

1 message

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**Chris Kastler** <ckastler@usd506.org>  
To: cindydean@usd506.org

Fri, Jul 20, 2018 at 7:01 AM

Sent from my iPhone

Begin forwarded message:

**From:** Meagan Godfrey <mgodfrey@usd506.org>  
**Date:** July 17, 2018 at 9:43:28 PM CDT  
**To:** Chris Kastler <ckastler@usd506.org>  
**Subject:** Re: Resignation

She told me last night. I am SO sad. She was amazing and I'm going to miss her so much.  
Here's to another round of interviewing 😊

Meagan Godfrey  
Pre-K Teacher  
Meadow View Elementary

On Tue, Jul 17, 2018, 9:35 PM Chris Kastler <ckastler@usd506.org> wrote:

Sent from my iPhone

Begin forwarded message:

**From:** Kristen Finney <kfinney@usd506.org>  
**Date:** July 17, 2018 at 5:50:47 PM CDT  
**To:** ckastler@usd506.org  
**Subject:** Resignation

Chris,

I hate to send this email but it I am going to have to resign as a Para in the 4yr old pre-K classroom. My husband has accepted a job offer in Salem, IL and we will be enrolling the girls in school next week so they can begin the academic year at their new school. Thank you for allowing us to be part of the Meadow View family these last two years. We will truly miss all of our friends made over the years. Have a great school year.

Sincerely,  
Kristen Finney

Notice of Non-Discrimination



Cindy Dean &lt;cindydean@usd506.org&gt;

**Fwd:**

1 message

**John Wyrick** <jwyrick@usd506.org>  
 To: cindydean <cindydean@usd506.org>

Thu, Jul 26, 2018 at 8:24 AM

----- Forwarded message -----

From: **Kristi Snider** <ksnider@usd506.org>

Date: Tue, Jul 24, 2018 at 9:27 PM

Subject:

To: Brad Smith <bsmith@usd506.org>, Sean Price <sprice@usd506.org>, Shane Holtzman <sholtzman@usd506.org>, John Wyrick <jwyrick@usd506.org>

To Whom it May Concern:

I want to thank you for the opportunity to be the head girls' track coach the past few years. At this time it is best for my family that I resign from this position.

Sincerely,  
 Kristi Snider

## Notice of Non-Discrimination

The school district of Labette County USD 506 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries or complaints regarding the nondiscrimination policies, including requests for accommodations or access to District buildings and programs.

## Complaints in regard to Discrimination

Discrimination against any student or employee on the basis of race, color, national origin, sex, disability, or religion in the admission or access to or treatment in the districts programs or activities is prohibited. The Superintendent of Schools, PO Box 189, Altamont, Kansas 67330-0188, 620-784-5326, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disability Act of 1990. Superintendent of Schools, 401 S High School Street, PO Box 189, Altamont, KS 67330, 620-784-5326, 620-724-6280 (telecommunications device for the deaf), 620-328-3121 (speech impaired), [jwyrick@usd506.org](mailto:jwyrick@usd506.org)

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Diane McCartney <[dmccartney@usd506.org](mailto:dmccartney@usd506.org)>

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## Resignation letter

1 message

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**mary norris** <[madn71@yahoo.com](mailto:madn71@yahoo.com)>

Mon, Jul 30, 2018 at 2:31 PM

To: Diane McCartney <[dmccartney@usd506.org](mailto:dmccartney@usd506.org)>

To whom it may concern,

This letter is to serve as my resignation from U.S.D. 506 as a school bus driver. This is effective the first day of school, August 22, 2018.

I have enjoyed working for this district for the past 19 years.

Best Regards,

Mary Norris



I Sherri Hess am resigning as  
a route driver. I will continue to sub  
as needed!

Thank you  
Sherri Hess

Altamont Grade School  
August 2018 Board Report



**A message from Mrs. Flatt:** It has been a busy summer at Altamont Grade School. The wonderful maintenance and custodial crew have worked very hard to complete the renovations. As you can see from the pictures, everything turned out beautifully! I want to encourage you to stop by AGS and see all that was accomplished this summer. I speak for the

staff when I say, "Thank you!" to the board and Dr. Wyrick for approving these much needed updates and renovations. The teachers are smiling from ear to ear and telling me how wonderful the building smells! Thank you!



**Enrollment:**

Pre-K: 30	5 <sup>th</sup> : 28 - split class 14 each
K: 18	6 <sup>th</sup> : 15
1 <sup>st</sup> : 23	7 <sup>th</sup> : 30
2 <sup>nd</sup> : 19	8 <sup>th</sup> : 25
3 <sup>rd</sup> : 21	Low incident: 7
4 <sup>th</sup> : 21	

Total enrollment: 237

Enrollment went well and approximately 95% of our families enrolled on our two enrollment days. The process was efficient and parents were able to quickly get in and get enrolled.

**Instruction:**

Our 5th grade class will be completely split this year. Mrs. Charis Good has been hired to teach the other section of 5th grade. I feel that having this class split will prove to be very beneficial. Over the summer, AGS was granted a Community Foundation of Southeast Kansas Grant to purchase STEAM activities. The teachers will utilize a cart with the materials available for check out to use in their classrooms. We have purchased Bee Bots, ipads, Blu-bots, Makey Makes, Flybrix, Dash robots, and puzzlets.

Board Meeting Report for Bartlett and Edna  
August 13, 2018

- **Building Management**

1. Checked in with Kenyon and my custodians through the summer as they worked in the buildings.
2. Attended PD/Curriculum Meetings in preparation for district in-service days
3. Have conducted Para Interviews for Edna. I have hired a Title Para. We should have all positions filled at this point and time. Still looking for a Cheer Coach for Edna.
4. Had enrollment on Wednesday Aug. 1st and Thursday Aug. 2nd. Possibly will pick up others.

**Bartlett – Total - 127**    **Edna – Total - 181**

<u>Kind.</u>	10	<u>Pre K.</u>	28
<u>1st</u>	11	<u>Kind.</u>	15
<u>2nd</u>	15	<u>1st</u>	21
<u>3rd</u>	14	<u>2nd</u>	18
<u>4th</u>	16	<u>3rd</u>	11
<u>5th</u>	15	<u>4th</u>	20
<u>6th</u>	15	<u>5th</u>	15
<u>7th</u>	16	<u>6th</u>	22
<u>8th</u>	16	<u>7th</u>	12
		<u>8th</u>	19

- **Educational Leadership**

1. Developing schedules for upcoming school year.
2. Working on back to school in-service meeting with building staff
3. Attended our Aug. administration team meeting:
  - a) Meetings with Dr. Di (PLC)
  - b) Discussed evaluation and walk-through process
  - c) Review of Strategic Plan
  - d) Reviewed PD Schedule
  - e) Discussed Technology Updates
  - f) Review of building mission and vision statements
4. Attended Ambassador Team Meeting @ Greenbush

- **Activities**

1. VB and FB practice can begin Monday, August 13th.
2. Edna – “Back to School Night” is Thursday, August 30th @ 6:00 pm
3. Bartlett - “Back to School Night” is Tuesday, August 28th @ 6:30 pm

## Meadow View Board Report

August 13<sup>th</sup>, 2018

### **Building Management**

\*Our building is looking great, shout out to Paula, Felicia and Peggy on a great job getting our building ready.

\*Excited about the Safe room to be built at Meadow View this year.

\*Come see our new Makerspace in our Meadow View library. Mrs. Eisenbrandt has worked very hard on converting this space for our students.

### **Educational Leadership**

\*Attended the Dufour PLC conference in St. Charles Mo. this summer. This conference was very useful as we start the PLC process in our district.

\*Attended the Responsive Discipline conference in Newton Kansas this summer. Gained great knowledge about how to professionally work with difficult students.

\*We are very excited about the Striving Readers Grant that we received. I have attended the organizational meetings and webinars for this grant and look forward to the Professional Development for our staff that will come from it.

\*I am also excited about the 21<sup>st</sup> Century Grant that Meadow View received this year that I will be coordinating. We will be conducting a STEAM after school program for our 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students.

### **Noteworthy Items**

Teachers have been coming in throughout the summer to begin to prepare their rooms.

I have new staff for next year: Pre-school Jenny Stewart, 2<sup>nd</sup> grade Ronda Coltrane. I also have two staff members having babies in August, Crystal Stevens is subbing in Kindergarten for Lauren Gilpin and Dennis Nevin is subbing for Jr. High math for Morgan Wacker. Peggy Kinsch is our new evening custodian and I have several new paras in our building. I also have two student teachers Jessica LaForge in P. E. and Joe Campmier in 4<sup>th</sup> grade with Mrs. Cole.

Thanks for all your support for our schools. USD 506 is a great place to work.

**Mound Valley Grade School  
Administrative Report  
August 13, 2018**

**Building Management**

- Estimated enrollment as of 8-8-2018 is 170.
- Building tours to new students and parents
- Updated the specific information to the Crisis Manual
- Updated the Staff Handbook
- Will conduct a building walk through with the custodian
- Will complete the building master schedule

**Educational Leadership**

- Attended our school enrollment
- Ordered district consumables and textbooks
- Planned and trained new 506 staff on Kagan Cooperative Learning
- Attended Administrative meetings
- Attended the Why Kids Kill Conference at Independence, KS
- Attended PLC trainings with Diane Watkins
- Attended Counselors PLC training with Diane Watkins
- Continue to plan and schedule District Professional Development for the school year
- Trained substitute teachers
- Will attend the bus driver's meeting
- Will attend the Policy team meeting
- Worked with Labette Health for the nurse's schedule
- Attend the Greenbush PDC planning meeting
- Sorted new books for grades K-8 and 9-12
- Will conduct Para interviews
- Will attend the Ambassador training at Greenbush
- Will attend the LINKS training with the District Literacy team
- Planned staff meeting for the first day with teachers

**Activities**

- Worked with PTO officers to plan back to school activities
- Back to School night will be Aug. 29 at 6:00 pm
- Volleyball practice will begin Aug. 13
- Football practice will begin Aug. 14

Melissa Green



# Unified School District 506 Altamont, KS

## Classified Employee Handbook

For Classified Staff, Compliant with Board Policy

Revised and Updated: Effective Date ????

THIS IS A PROPOSAL

**USD 506**  
Labette County  
401 S. High School St  
Altamont, KS 67330  
(620) 784-5326

An Equal Opportunity Employer

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## **INTRODUCTION**

### **LETTER FROM THE SUPERINTENDENT Dr. John Wyrick**

As we enter this school term we are pleased to provide you with this employee handbook. The information in this handbook will provide with a quick reference in regard to human resource questions that occur throughout the school year.

You will find the handbook provides information for the following: Employment Policies, Employee Safety, Payroll Information, and Personnel Files, Code of Conduct, Specific Department Information, Benefit Information, Time Away from Work, and General Polices. The handbook provides comprehensive overview for classified staff.

Please spend time familiarizing yourself with this handbook as the information contained inside may save you a phone call or a visit to our office. We wish a safe and productive year and we are here to assist you when needed.

We will be looking forward to seeing you during the year both at work and at school events.

Yours Truly,

Dr. John Wyrick  
Superintendent

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## **INFORMATION ABOUT USD 506**

Labette County USD 506 encompasses 500 square miles of Labette County. The district serves over 1,600 students enrolled in a K-12 system, which is housed in five kindergartens through eighth grade elementary schools and one comprehensive high school serving grades nine through twelve. Administrative offices are located in the Curran Administrative Center, Altamont, KS. The district is a member of the Southeast Kansas Education Service Center and of the Southeast Kansas Interlocal #637. Communities served by the district are Altamont, Angola, Bartlett, Dennis, Edna, Valeda, Labette, Mound Valley, and a large portion of the west side of Parsons. Cities in the immediate area include Parsons, Coffeyville, and Independence. Larger cities nearby include Pittsburg, KS, Joplin, MO, and Bartlesville, OK. Agriculture and agriculture related business are primary sources of income in the district. The communities in the district are served by three area hospitals. Recreation is readily accessible through area golf courses, Big Hill Lake, and Lake Parsons.

The Board of Education consists of seven members. Six of the seven members are elected from their districts, and one member is elected at large. Elections are held in April of odd-numbered years and members serve four-year, staggered terms. The Board sets policies for operating the schools and hires staff to carry out its policies. The current Board Policies on personnel guidance / issues will be reflected in this employee handbook. In addition, the Board gives approval to such matters as personnel contracts, major purchases, annual budgets, and curriculum. Furthermore, the Board acts on recommendations from the Superintendent of Schools, the chief executive officer of the district.

## **PURPOSE FOR THE EMPLOYEE HANDBOOK**

At USD 506 we have two segments of employees, **certified and classified**. This handbook is for “classified” employees. Classified employees include secretaries, bus drivers, custodians, par educators, library aides, recess and lunchroom supervisors, food service, maintenance, bus barn personnel and others. This Handbook is designed to acquaint you with USD 506 and provide you with general information about working conditions, benefits, and policies affecting your employment, and applies to all employees. It is your responsibility to read this handbook carefully and refer to it whenever questions arise.

Following the policies described in this Handbook are considered a condition of continuous employment. However, nothing in this Handbook alters an employee’s “**at-will**” status for any employee not covered by the negotiated agreement. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between USD 506 and any of its employees. The Handbook is a summary of our policies, which are presented here only as a matter of information. All items described within this handbook are approved by the Board of Education. Current federal, state, local and Board Policy will prevail in matters not addressed in this employee handbook.

The policies in this handbook are to be considered guidelines. USD 506, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. If any provision in this employee handbook

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be found to be unenforceable or invalid, it will invalidate only that portion of the book and not the entire employee handbook.

USD 506's policies, benefits, and rules as explained in this handbook may change from time to time as education, employment legislation and economic conditions dictate. You will be given updates or replacement pages if and when provisions are changed.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

This version of the employee handbook supersedes all previous manuals, handbooks, letters, memoranda, and understandings. If you have any questions or wish to receive further information about any particular guideline in this Handbook, please contact the District Office.

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## **EMPLOYMENT POLICIES**

### **DISCRIMINATION FREE WORKPLACE**

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law. ***Board Policy, GAAA.***

We are committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

Employees are expressly prohibited from involvement in any form of unlawful employee harassment based on race, color religion, gender, sexual orientation, national origin, age, genetic information, disability, veteran status, or any other protected status. Improper interference with the ability of any employee to perform his/her job duties will not be tolerated.

USD 506 believes in and practices equal opportunity. A member of the District, generally the District Superintendent, is assigned by the Board to serve as the Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our District in meeting its objectives. Any employee who feels he or she is a victim of discrimination has a responsibility to report this information to management.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure found in ***Board Policy, GAAB.***

### **AMERICANS WITH DISABILITIES POLICY**

It is USD 506's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. USD 506 will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job. An individual who can be reasonably accommodated for a job, without undue hardship to USD 506, will be given the same consideration for that position as any other applicant.

It is the policy of the District to comply with all federal and state laws concerning the employment of persons with disabilities. USD 506 management is responsible for

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implementing this policy, including resolution of reasonable accommodation, safety and undue hardship issues. **Board Policy, GAAA**

### **I-9 IMMIGRATION REFORM POLICY**

USD 506 complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents, verifying the right to work in the United States, and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, USD 506 must terminate his/her employment.

### **HARASSMENT-FREE WORKPLACE POLICY**

USD 506's policy is to provide a work environment that is free from harassment. Therefore USD 506 will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all USD 506 employees, parents, students, guests, vendors, and persons doing business with USD 506. **Board Policy, GAAC**

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to USD 506 guidelines as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and

- 
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

- If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and they must stop.
- Report the incident without delay to your immediate supervisor/principal, or USD 506 Superintendent.
- Report any additional incidents or retaliation that may occur to one of the above resources.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given USD 506's obligation to investigate and act upon reports of such harassment.

Appropriate actions will be taken by USD 506 to stop and remedy all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

## **VIOLENCE-FREE WORKPLACE**

It is USD 506's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, USD 506 will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to USD 506 employees, parents, student's guests, vendors, and persons doing business with USD 506.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, e-mail, text, or social media).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other weapon on District property, in a vehicle being used on District business, in any District owned or leased parking facility, or at a school-related function.
- Any other conduct or acts which management believes represents an imminent or potential danger to work place safety/security.

Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with a supervisor/principal or the District Superintendent. USD 506 will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including

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immediate termination of employees. Where such actions involve non-employees, USD 506 will take action appropriate for the circumstances. Where appropriate and/or necessary, USD 506 will also take whatever legal actions are available and necessary to stop the conduct and protect USD 506 employees and property.

In addition to this policy, the District has a policy in place to address student behavior concerning weapons. For information on this policy, please contact your school principal. The safe school hotline number is 1-877-626-8203.

## **WORKPLACE BULLYING POLICY**

USD 506 is committed to providing a safe and healthy work environment for all employees. As such, USD 506 prohibits bullying of any kind and will deal with complaints accordingly. This policy applies to employees while working, at work functions and while traveling on business.

Bullying is defined as unwelcome or unreasonable behavior that demeans, intimidates or humiliates an individual or a group of individuals.

Bullying can be:

- An isolated incident or persistent incidents
- Carried out by a group or an individual
- Either direct or indirect
- Verbal or physical

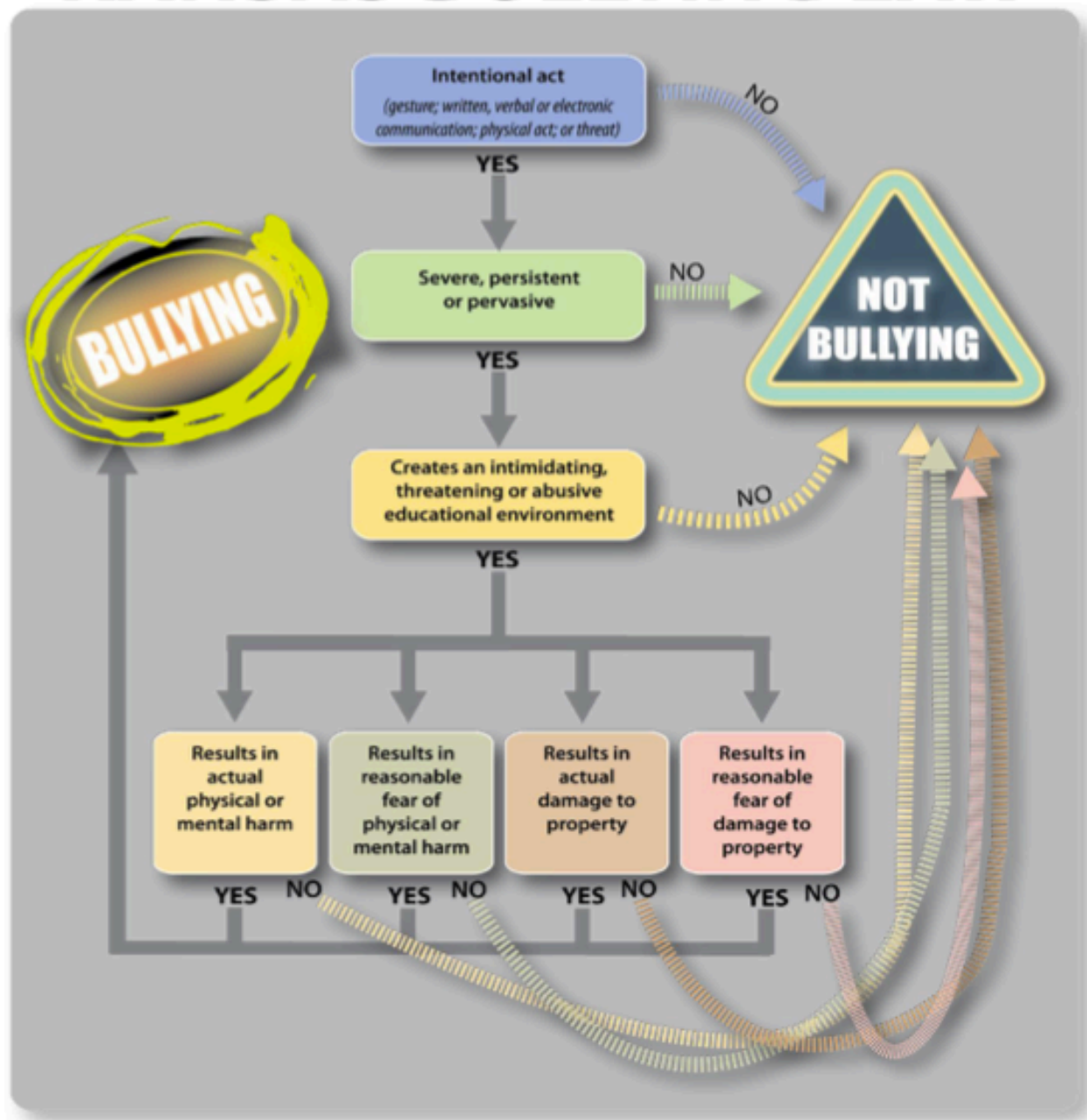
Some examples of bullying include:

- Abusive or offensive language
- Unwelcome behavior
- Unreasonable insults or criticism (especially in public)
- Teasing and/or spreading rumors
- Trivializing of work or achievements
- Exclusion or isolation

Bullying can have devastating results. If you witness bullying or suspect bullying is taking place, report it to your supervisor and/or District Office immediately. All suspected incidents of bullying will be thoroughly investigated and disciplinary measures will be taken accordingly.



# KANSAS BULLYING LAW



## COMPLAINT POLICY

USD 506 expects all employees to create an atmosphere free of discrimination and respect the rights of their co-workers.

In the event an employee experiences any job-related discrimination or harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, veteran-status, or believe they have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, promptly report the incident to a supervisor. If an employee believes it inappropriate to discuss the matter

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with their supervisor, it should be directly reported to human resources. Once made aware of your complaint, USD 506 is committed to commence an immediate, thorough investigation of the allegations. Complaints will be kept confidential to the maximum extent possible.

If, at the completion of an investigation, USD 506 determines that an employee acted in a discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

USD 506 prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, USD 506 determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

### **DRUG FREE WORKPLACE /SCHOOL POLICY: ALL STAFF**

We recognize alcohol and drug abuse to be potential health, safety and security problems. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, drugs or other intoxicating substances. Compliance with this Drug-free Workplace Policy is made as a condition of employment. **Board Policy, GAOA.**

Employees are prohibited from the following when reporting for work, while on the job, on Company or customer premises or surrounding areas or in any vehicle used for Company business:

- The unlawful use, possession, transportation, manufacture, sale, dispensation or other distribution of an illegal or controlled substance or drug paraphernalia
- The unauthorized use, possession, transportation, manufacture, sale, dispensation or other distribution of alcohol
- Being under the influence of alcohol or having a detectable amount of an illegal or controlled substance in the blood or urine ("controlled substance" means a drug or other substance as defined in applicable federal and state laws on drug abuse prevention)

Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions: **Board Policy, GAOB**

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Discipline up to and including termination.
6. Termination or nonrenewal of employment relationship.

Drug and alcohol testing will be carried out in compliance with any applicable state and federal laws and regulations. USD 506 reserves the right to request an employee or

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applicant to submit to drug and/or alcohol testing for the purpose of: **Board Policy, GAOD. (needs updated in board Policy)**

- Pre-employment testing
- Post-accident testing

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

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs. Contact the Board Clerk's office for a list of these programs.

### **DRUG AND ALCOHOL POLICY: CDL EMPLOYEES**

Under the rules for implementing the Omnibus Transportation Employee Testing Act of 1991, every local public school district is required to conduct pre-duty controlled substance testing, reasonable suspicion, random and post-accident controlled substance and alcohol testing of each employee who is required to obtain a Commercial Drivers' License (CDL). An employee covered by the rules is prohibited from refusing to take a required test.

Under the rules, school districts are also required to impose penalties on covered employees whose test results confirm prohibited alcohol concentration levels or the presence of a controlled substance; comply with extensive new reporting and record keeping requirements; adopt an employee alcohol and controlled substance misuse program; and provide for alcohol and controlled substance misuse information for employees, supervisor training and referral of employees to employee assistance programs.

Testing required for CDL purposes, USD 506 reserves the right to request an employee or applicant to submit to drug and/or alcohol testing for the purpose of:

- Pre-employment testing
- Random testing
- Post-accident testing
- Reasonable suspicion testing

USD 506 will follow all Federal and State regulations concerning drug and alcohol testing.

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## **NURSING MOTHERS POLICY**

The USD 506 will accommodate the transition of mothers who are returning to work after the birth of a child for up to 1 year.

Nursing employees will be provided with reasonable break time to express breast milk during the workday. Nursing mothers returning from maternity leave should speak with their supervisor regarding their needs. Supervisors will work with nursing employees to develop a break schedule that is reasonable, accounts for needs that may vary from day to day and creates the least amount of disruption to the Company's operations.

USD 506 will provide a private area for nursing employees to express breast milk.

Breaks to express milk will not be paid. Employees may use normal break and lunch periods to accommodate additional nursing needs. However, if the breaks needed to express milk exceed the standard daily break time, then the employee must use personal time (either in the form of an unpaid break or paid time off

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## **SAFETY**

### **SAFETY RULES**

It is USD 506's policy to maintain a safe and secure working environment for all employees and clients. The District wants to ensure that our employees remain safe and injury-free when accidents are preventable. We expect our employees to refrain from horseplay, careless behavior and negligent actions.

While working, employees must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an accident, you must comply with the following procedure:

- If someone is seriously injured, obtain immediate medical assistance.
- Report the accident to a supervisor or building administrator immediately, even if you are not sure whether it is truly work-related. Even small, insignificant injuries, left untreated can result in more serious conditions.
- Follow your supervisors direction to obtain the necessary medical treatment for non-serious injury
- Immediately fill out an accident report regardless of the severity of the injury
- Employees who fail to comply with these procedures are subject to disciplinary consequences.

### **ACCIDENT REPORTING**

If an accidental injury arises out of and in the course of employment, the claim based upon such injury may be compensable. If an employee is injured on the job, the employee's direct supervisor must be contacted as soon as possible after the injury.

- The employee and supervisor are responsible for completing the appropriate forms, which must be returned immediately to the District Office, USD 506, PO Box 189, Altamont, KS 67330. Forms are available at the District Office.
- Failure to notify the supervisor immediately of the accident/injury may prohibit payment of workers' compensation benefits and may cause the employee to face disciplinary action up to and including discharge.
- The employee must maintain copies of all doctor's orders and provide a copy to the District Office.
- The employee must inform the doctor or hospital that he/she is covered by the district workers' compensation plan.

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Prior to returning to work an employee who is receiving worker's compensation shall be required to provide the District Office with a written doctor's release. In addition, should the employee be released by a doctor to return to work and fail to do so, all benefits under sick leave shall end and those benefits under workers' compensation shall be restricted as provided by current statute.

### **WORKERS' COMPENSATION**

Employees of USD 506 are covered by workers compensation insurance provided by the district. All work related injuries or illnesses will be managed through the district's workers compensation program. The district abides by all the regulations regarding the investigation and compensation for workers injured within the scope of their duties to the district. ***Board Policy, GAOE.***

- All employees should be aware that certain behaviors involved in an injury or illness may exclude the individual for benefits through the workers compensation system.
- Injuries occurring when the employee is intoxicated or under the influence of any drugs, barbiturates, or other stimulants not prescribed to the individual by a physician.
- Refusal of the injured worker to submit to a drug or alcohol test.
- Injuries resulting from recreational and social activities unless such recreational or social activities are expressly required of the employee by the District.
- Injuries resulting from horseplay

The Board of Education of USD 506 utilizes a specific provider for its occupational health needs. Please refer to the employee bulletin board in your building for the latest information on this provider. In order to be eligible for workers compensation benefits, any employee incurring a work related injury **must** utilize the district selected provider as the first medical contact. All incidents must be reported to your direct supervisor immediately and necessary forms completed.

### **HEALTH EXAMINATIONS and TB TESTS**

All classified and certified employees who come into direct contact with students must have a certificate of health form and TB test on file in the District Office prior to commencing their employment at his/her own expense. The district will accept physicals and TB test that were issued no more than 12 months prior to employment date.

### **BLOOD BORNE PATHOGENS**

Employees whose job responsibilities include "occupational exposure" to blood borne pathogens must receive training related to "universal precautions" which is an approach to infection control. According to the concept of universal precautions, all human blood and certain body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

The district will make the Hepatitis B vaccine and vaccination series available to any classified employee of the district who has occupational exposure free of charge. Employees who decline the Hepatitis B vaccine will sign a waiver form. An employee

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who initially declines the Hepatitis B vaccination may later request the vaccination. The district will then provide the vaccination to the employee.

### **FIRE AND TORNADO DRILLS**

Fire and tornado drills are scheduled throughout the year for employee and student safety. Your building principal will give instructions on the proper procedures for these drills. You are expected to participate and fully cooperate in these drills.

### **SCHOOL EMERGENCY PROCEDURES**

USD 506 has in place procedures for emergencies that may arise in the district. You will receive training and may receive a copy of the **USD 506 Building** Emergency Procedures Guide from the Crisis Plan Coordinator or the building principal. Please study the plan and be aware of the responsibilities of your position in the event of an emergency.

### **SECURITY OF DISTRICT BUILDING**

Maintaining the security of USD 506 buildings is every employee's responsibility. When you leave USD 506's premises make sure that all entrances are properly locked and secured.

### **SMOKING AND TOBACCO PRODUCTS**

The policy of USD 506 is that smoking and the use of tobacco products are prohibited on any district owned or leased building or property and in district vehicles. USD 506 will follow all federal and state laws regarding smoking. **Board Policy, GAOC.**

### **DRIVING WHILE ON DISTRICT BUSINESS**

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a USD 506 employee, but also the welfare of others who could be put in harm's way by inattentive driving. As a driver, your first responsibility is to pay attention to the road. When driving on USD 506 business the following applies:

#### **Transportation of Students**

USD 506 classified employees occasionally transport students or other district personnel. It is important that they take this role responsibly and will focus only on the task of driving to the location and not allow distractions to interfere.

#### **Electronic Devices**

Electronic devices used while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones or any electronic device while driving is prohibited. Do not accept or place calls/text/tweets (or any similar communication) unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination. It is the responsibility of the employee to know and obey the laws regarding cell phone use.

#### **Obey the Law**

USD 506 is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding your driving habits and operation/care of

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your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for USD 506 or in a USD 506 vehicle.

**Board Policy, GAOG.**

**Other Safe Driving Precautions:**

- When operating a district vehicle equipped with seat belts, the driver and all occupants must wear seat belts.
- Use conservative judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.
- Do not drive if your ability to drive safely is impaired by the influence of alcohol, illegal drugs or medications.
- Laptop computers should never be used at any time while driving.
- If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.

Employees who drive for district business in a non-commercial function must have a current, valid driver's license, issued within the United States, and are subject to the terms and conditions of the District's insurance carrier.

The following forms are to be kept in a secure place within the District vehicle: Vehicle registration, proof of valid insurance, and a District accident report form. Drivers must immediately report any vehicle accident to management, regardless of the amount of damage.

**COMMUNICABLE DISEASES**

An employee diagnosed by a physician as having a communicable disease as defined in current regulations, the employee must report the diagnosis and nature of the disease to the superintendent or Superintendent designee so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other school employees and students. **Board Policy, GAR.**



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## **PAYROLL INFORMATION AND PERSONNEL FILES**

### **DEFINITION OF CLASSIFIED POSITIONS**

- **FULL-TIME POSITION:** A full-time classified employee works eight (8) hours per day, forty (40) hours per week, and two thousand eighty (2080) hours per year. A full-time position constitutes 1 Full Time Equivalency (FTE).
- **PART-TIME POSITION:** A part-time classified employee works less than a full day but throughout the calendar year (except for vacation time). A part-time position constitutes less than 1 FTE. The FTE is calculated based on the number of hours scheduled.
- **PART-YEAR POSITION:** A part-year classified employee works primarily during the school year.
- **TEMPORARY POSITION:** A temporary classified employee works only during the summer or on short term special assignments during the school year. Such a position may be either full or part-time.

*\*It is possible for a “part-year” employee to have their pay distributed over a 12 month period by notifying the board clerk.—*

### **CHANGE IN STATUS**

Notification to the USD 506 District Office should be made within ten (10) calendar days of any change in mailing address or home telephone number, cell phone number, e-mail address, or change in family status which might alter Internal Revenue Code (IRC) section 125 fringe benefits, including marriage or divorce, birth or adoption of a child, change in employment status by the employee or spouse, or the taking of an unpaid leave of absence by the employee or spouse.

It is also important to keep any emergency contact information held by the District Office up-to-date.

### **EMPLOYEE BREAKS**

The District believes employees have the ability to balance their personal need for a break from the work day and work demands. Therefore, it sees no reason for a strict work break policy.

Work breaks are considered paid time. Break periods are not mandatory and are not guaranteed. Employees are not allowed to leave the company premises during work breaks.

Any employee who abuses the length or amount of work breaks will receive disciplinary action up to and including termination.

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## **EMPLOYMENT STATUS**

All classified employees are employed on an "**at-will**" basis regardless of their length of service and may be dismissed at any time. Either party may terminate the employment relationship at any time. A written notice two weeks in advance is expected if an employee chooses to voluntarily terminate the employment relationship.

## **EVALUATIONS & REPRIMANDS**

The district shall maintain a formal performance evaluation plan for all classified employees. Evaluation criteria shall be based on individual job descriptions.

USD 506 classified employees may be evaluated twice per year in their first year of employment. **A new employee should have their first evaluation between the 60<sup>th</sup> and 90<sup>th</sup> days of employment. Their second evaluation should occur before the anniversary of their hiring date.** Subsequent evaluations will take place once a year. A classified employee, his/her supervisor or the USD 506 Board of Education may request an evaluation of a classified employee at any time.

**Supervisors will use two types of warnings when trying to communicate and correct an employee's job performance. One type is a "verbal" warning in which the supervisor simply states to the employee what needs to change regarding the employee's performance. The second is a "written" warning, in which the employee will receive a document spelling out the deficiency and what is expected of the employee. The "written" warnings may be used for developing a "plan of improvement" for the employee or it may be a part of the termination process for the employee.**

## **JOB DESCRIPTIONS**

A comprehensive job description for all positions shall be developed by the district administration. Job descriptions are intended to be used during recruitment, evaluation and accommodation.

## **OVERTIME**

Hourly classified employees who work more than forty (40) hours per week will be compensated for overtime. The workweek is defined as Monday 12 am through Sunday 11:59 pm. All overtime hours shall have prior written approval of the supervisor and central office administration. All overtime will be paid at the rate of one and a half (1 1/2) times regular pay as required by current statute.

Overtime is calculated using only worked hours during the work week. Therefore, holiday, vacation, sick leave, and any other non-worked paid time will not be used in the calculation of overtime.

## **PAY DAY**

USD506 utilizes a direct deposit method for paying district employees to the financial institution of their choice. Pay will be direct deposited on the 15th of each month. If the 15th falls on a weekend or holiday, payroll will be deposited on the day preceding the weekend or holiday.

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Occasionally there is a banking holiday observed on a Monday that would necessitate pay being deposited into the employee's account on Tuesday. Pay information stubs will be distributed to each employee as deposits are made in your account.

### **TIME SHEETS**

Time sheets are required for all hourly positions and Rule 10 coaches for employees of USD 506. Time sheets must be signed by the employee and his/her immediate supervisor. Time sheets must be received in the District Office by 10:00 a.m. on the 2nd of each month. Timely submission is required for being paid.

### **ASSIGNMENT AND TRANSFERS**

Classified personnel assignments shall be made by the superintendent after consideration of the personnel and the position involved.

Any classified employee may be transferred at any time to a new location or position at the discretion of the superintendent.

### **VACANCIES**

When a position becomes vacant and the superintendent and board choose to fill the position, these steps are generally followed:

1. Posting of vacancy
2. Screening of applicants
3. Interviewing of selected applicants
4. Notification of candidate to be recommended to board
5. Acceptance of position by candidate
6. Recommendation of candidate to board for approval
7. Notification of other candidates

Job vacancies involving promotion within the district will be announced so that present employees may apply for the position. Any current employee who applies for a position and is qualified will be given consideration.

All current staff members who would like to be considered for vacancies or transfers shall submit a written request to the superintendent.

USD 506 does not guarantee all positions are posted prior to being filled.

### **EMPLOYMENT TERMINATION and RESIGNATION**

USD 506 and its classified employees share a working relationship defined as employment-at-will. Simply stated, employment-at-will means that in the absence of a specific written agreement, you are free to resign at any time, and USD 506 reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.

Should termination of employment become necessary, it shall be recommended by the superintendent to the board.

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Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment departure by a classified employee.
- Termination – involuntary employment departure initiated by USD 506.
- Layoff – involuntary employment departure initiated by USD 506 for non-disciplinary reasons.

Classified employees who resign employment should give two weeks advance written notice of intended termination including anticipated date of departure. On or before their final working day, employees must return to their supervisor all district property.

In the event of termination, all unused accrued Vacation Time will be paid. Unused sick time is not paid upon termination unless the classified employee has been employed with the District for 10 or more years.

Any outstanding financial obligations owed to USD 506 will also be deducted from your final check given your prior written permission.

When necessary, a meeting between you and your immediate supervisor will take place prior to your last day of work. District possessions must be returned at this time. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees.

USD 506 follows federal and state regulations when issuing a final paycheck. Please notify the District Office of any final paycheck instruction requests. It is your responsibility to notify the District of any change of address for your W-2.

If you leave USD 506 in good standing, you may be considered for re-employment.

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## **CODE OF CONDUCT**

### **CHILD ABUSE**

The Kansas Child Protection Act (K.S.A. 38-716-724) requires any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological or sexual abuse will immediately report this suspicion to the Social and Rehabilitation Services (Child Abuse Hotline 1-888-369-4777) or to the local law enforcement agency. It is also recommended that the building principal be notified after the report is submitted.

District employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the employee to prove that the child has been abused or neglected.

### **CONFIDENTIALITY**

All student/personnel information and materials are to be handled in a confidential manner and shall not be discussed with anyone other than the appropriate district personnel. If questioned about district policies or practices, employees shall refer a member of the public to the appropriate district personnel. Documented violations of this procedure could result in disciplinary action being taken against the employee, including termination.

### **CONFLICT OF INTEREST**

All employees have a duty to further the aims and goals of USD 506, and to work on behalf of its best interest. Employees should not place themselves in a position where the employee's actions or personal interests may be in conflict with those of USD 506.

### **DRESS CODE**

The board encourages appropriate dress for all district employees. Specific uniforms may be required to be worn in a certain department. For the safety of the employee, footwear shall be appropriate for the responsibilities of the position. Supervisors shall have the authority to establish guidelines for what is permissible for specific job functions.

If an employee is unsure about the dress and appearance guidelines, they are encouraged to consult with their supervisor. If an employee reports to work in questionable attire or appearance, a notification and/or discussion will occur with the employee to advise and counsel them regarding the inappropriateness of the attire. Depending upon the circumstance the employee may also be sent home and directed to return to work in proper attire. Any work time lost will be unpaid. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed may be disciplined up to and including termination.

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## **GIFTS**

Classified employees are prohibited from receiving gifts of value from vendors, salespersons or other such representatives. Token gifts, such as coffee mug, occasional meal, pens, etc. are normally less than \$25 in value, are acceptable.

## **PERSONAL CONDUCT AND DISCIPLINARY ACTION POLICY**

The work rules and standards of conduct for USD 506 are important, and the District takes them seriously. All employees are urged to become familiar with these rules and standards and are expected to follow the rules and standards faithfully in doing their own jobs and conducting USD 506's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including immediate termination of employment. Certified employees may have additional rights provided by the negotiated contract.

Disciplinary actions may entail **verbal, written, final warnings, suspension, or termination**. All of these actions may not be followed in some instances. USD 506 reserves the right to exercise discretion in discipline and to take disciplinary action it considers appropriate, including termination at any time. Prior warning is not a requirement for termination. If you are disciplined, copies of your warnings are placed in your personnel file. The following are examples, not intended to be all inclusive, of violations that may result in disciplinary action:

- Absenteeism and/or tardiness
- Unsafe work practices
- Discourtesy to a student, parent, co-worker, volunteer, or the general public.
- Using abusive or profane language
- Poor job performance

In addition to those situations discussed elsewhere in this handbook, listed below are some other examples where immediate termination could result:

- Refusal or failure to follow directives from a supervisor or District Superintendent.
- Breach of confidentiality relating to the district, employee, or student information.
- Any act of harassment
- Altering, damaging, or destroying District property or records, or another employee's or student's property.
- Dishonesty, stealing or attempting to steal District, co-worker, student, or vendor property.
- Providing false or misleading information to any USD 506 representative or on any USD 506 records including the employment application, benefit forms, time cards, expense reimbursement forms, etc.
- Fighting or threatening a co-worker, student or vendor.
- Possession of firearms or weapons on District property.
- Failure of a drug or alcohol test.
- Failure to call in or report to work for three or more consecutive days, or failure to return to work after an authorized leave

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This list is general in nature and is not intended to be all-inclusive.

USD 506 reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this Handbook or any other USD 506 document is intended to modify “at-will” employment, promise progressive discipline or disciplinary counseling, or promise notice in circumstances where USD 506 considers immediate termination or discipline to be appropriate.

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## **SPECIFIC DEPARTMENT INFORMATION**

### **FOOD SERVICE**

As representatives of USD 506 Food Service Staff, we strive to give students nutritious meals at a reasonable cost, while meeting state and federal regulations. We also strive to make a good impression on our students and community by working cooperatively and maintaining a good attitude.

New employees are required to attend a Food Safety Basics class within 6 months of employment. All Food Service employees must attend Food Safety Basics every 5 years.

Good grooming, personal hygiene, safety and sanitation practices are required. Food Service staff is expected to wear hairnets or hair restraints approved by the Health Department & KSDE. No jewelry or nail polish is allowed. Fingernails must be clean and short. Closed toe, non-skid shoes are required.

The dress code for USD 506 is general in nature and is listed in another section of this handbook. If you have any questions concerning appropriate behavior and appearance, please contact your supervisor.

Lunch breaks for Food Service employees has to be organized a little differently from other employees because providing the students lunch is a very busy time. The Food Service supervisor is responsible for scheduling appropriate breaks so as all employees have an opportunity to each lunch. The lunch served to the students is available to all Food Service employees at no charge. If this lunch breaks lands during the work shift and is less than 30 minutes long it is paid time. If the meal is provided after the employee's shift is finished it is unpaid time.

### **BUS DRIVERS**

School buses owned by USD #506 Labette County shall be used only for activities of the public schools for transportation to and from school and for authorized school activity trips.

Employment will be subject to state guidelines.

Every year, bus drivers must present to the Board of Education a completed physical examination form signed by the licensed physician chosen by USD #506 to complete driver physicals. The Board of Education will pay for this examination.

All bus drivers will be expected to attend the annual safety meeting, regularly scheduled safety meetings, or called meetings by the Transportation Director. Those drivers unable to attend the regularly scheduled meeting will be required to review the material shared in the meeting said meeting and complete a series of questions pertaining to the safety information shared at that meeting.



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Bus drivers will adhere to all safety measures outlined by the Kansas Division of Motor Vehicles. Driver handbooks can be downloaded at [www.ksrevenue.org/pdf/dlhb.pdf](http://www.ksrevenue.org/pdf/dlhb.pdf) or are available in the transportation office.

Bus drivers on regular routes and activity trips shall stop at all railroad crossings.

The following credentials are required in order to drive a school bus:

1. Must hold a valid Kansas CDL with S and P endorsements.
2. Must never have had any driver's license revoked.
3. Must have at least 12 hours of training with a qualified driver trainer. Training will be paid at minimum wage.
4. Must have 20 hours driving experience with students while under the supervision of an approved driver trainer. Training will be paid at minimum wage.
5. Must have yearly First Aid and CPR training.
6. Must have current Defensive Driver training.
7. Must attend monthly safety meetings (a minimum of 10 annually).
8. Must complete all forms and produce all information necessary for payroll purposes.
9. Must complete all reports neatly and on time.
10. Must perform pre and post trip inspections.
11. Employment is governed by state regulations regarding criminal or legal issues.

While working, the law says you must not:

1. Go on duty when under the influence of any narcotic, illegal drug, alcoholic beverage or liquor, regardless of the latter's alcoholic content, not shall any driver consume any narcotic, illegal drug, alcoholic beverage or liquor while on duty.
2. Have in your possession any narcotic, illegal drug or alcoholic beverage or liquor.
3. Drive any school bus more than ten (10) consecutive hours or more than an aggregate of ten (10) hours spread over a period of sixteen (16) consecutive hours.
4. Drive without your seatbelt locked.
5. Permit a bus, when traveling, to coast with the transmission in neutral or the clutch disengaged. The doors of the bus shall be closed before such bus is put into motion and shall remain closed when traveling, except that the service door may be opened upon the approach and passing over of railroad tracks.
6. Fill a fuel tank while the engine is running or when students are inside the bus. Fuel shall not be carried or transported except in the regularly provided fuel tank of the bus.
7. Put a bus in motion until all students are seated. When unloading students, the bus driver shall not allow students to leave their seats until the bus comes to a complete stop.
8. Allow anyone, other than school personnel and students regularly assigned thereto, to ride the bus unless the director or his authorized representative has issued a permit of a type and form approved by the Director of Transportation.
9. Require any student to leave the bus before each student has reached his or her destination.

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10. Leave the bus while the engine is running.
  11. Make any repairs, except as may be necessary while on the road, unless he/she is the mechanic charged with the care and maintenance of the bus.
  12. Forget that the school bus shall be inspected by the driver daily, before use, to ascertain this it is in safe condition, equipped as required by all provisions of law, and that all equipment is in good working order. The driver shall test for the proper operation of the parking, service, and emergency braking systems, and shall open and close all doors. No student shall be transported until any defects discovered have been corrected.

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## **BENEFIT INFORMATION**

### **FRINGE BENEFITS/AND OPTIONS**

USD 506 Labette County provides a wide range of benefits for you and your dependents at the lowest possible cost. We want you to be aware that we, too, are consumers of the benefits offered and that our interest in the performance of our benefits plan is a professional one as well as a personal one.

If you are an employee classified as at least 0.4 FTE, then you are eligible for the following benefits. Unless otherwise noted, your insurance benefits will be effective the first of the month following date of hire.

**Major Medical and Prescription** – Our major medical and prescription plan is designed using a preferred provider network with co-pays, co-insurance, and deductibles. The cost to participate in the major medical and prescription plan is dependent on the amount of hours the individual is scheduled to work. Multiple plan options may be available. USD 506 currently covers a large portion of the employee's individual coverage for full time employees.

**Voluntary Dental** – Our dental plan is a voluntary plan paid for by the employees who chose to participate in the plan. Multiple plan options may be available to help you provide for your specific dental needs.

**Voluntary Vision** – Our vision plan is a voluntary plan paid for by the employees who chose to participate in the plan. The plan is intended to cover exams and basic eye care needs.

**Group Voluntary Term Life Insurance** – Our group term life plan allows you to secure term life insurance for yourself and family members at low group rates. The rates are age based and guarantee issue may be available.

**Group Voluntary Disability Insurance** – Our group disability insurance plan offers a variety of options allowing each employee to determine the plan that is right for their needs. The rate is dependent on the option chosen. Our plan is voluntary and paid for by the employees who chose to participate

In addition to the items listed above, USD 506 may offer other voluntary benefits.

The design of the insurance benefit programs may change from year to year. USD 506 will continue to look for cost effective insurance benefits to offer each year. For a full description of the insurance benefits offered by USD 506 please refer to the Benefit Guide.

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Section 125 - To assist employees with cost savings programs, USD 506 offers the insurance programs through a Section 125 Plan. This plan allows employee to pay their insurance premiums with pre-tax dollars. Along with the tax savings there are rules and restrictions. Please refer to the Benefit Guide for a description of these rules and restrictions.

Flexible Medical Spending and Dependent Daycare – In addition to the tax saving on insurance premiums through the Section 125 Plan, USD 506 offers employees the ability to save tax dollars on out of pocket medical spending and on dependent daycare expenses.

***Please refer to the Benefit Guide for a description of these plans.***

### **KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS):**

Each employee who works at least six hundred thirty (630) hours per year or an equivalent of three and one half (3 1/2) hours per day must become a member of KPERS. An employee contribution of 4% of the gross pay as determined by current statute will be made each payroll period, if hired prior to July 1, 2009 and 6% if hired after July 1, 2009. Please refer to the KPERS information that is provided to you for complete information including contact phone numbers.

### **RETIREMENT HEALTH BENEFITS**

Upon retirement from USD 506, employees and their dependents may continue to participate in the district provided group health care benefits upon written application filed with the district clerk within 30 days following retirement. To qualify for such coverage extension, the individual must have been employed by the district for no less than 10 years. The coverage may cease to be made available upon:

- The retired employee attaining age 65
- The retired employee failing to make required premium payments on a timely basis, or
- The retired employee becoming covered or eligible to be covered under a plan of another employer.

The retired employee is responsible for the cost of the continued health care benefits.

The anniversary date of the district's health insurance group plan is September 1 of each year, and the annual rate is set at this time. To participate in the retiree health insurance group, the retiree shall present to the clerk of the board, payment in the amount of the monthly premium for the coverage by the 10<sup>th</sup> of each month. Personal checks shall be made out to USD 506. The District will forward payment to the insurer. It is the responsibility of the individual to ensure that all payments are made to the district timely. If you have any questions concerning this benefit, please contact the district clerk.

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## **TIME AWAY FROM WORK**

### **ATTENDANCE**

You are expected to be at your workstation and ready at the beginning of your assigned daily work hours. When your work takes you away from your workstation, please let your supervisor know where you are going and how long you expect to be gone.

All classified employees must notify their immediate supervisor of the reason for an absence from work. Failure to report to work for more than three consecutive scheduled workdays, without notification of the immediate supervisor of the reason for such absence, may be deemed to be voluntary resignation from employment with the district. Excess unexcused absences may result in disciplinary action up to and including discharge. **Board Policy, GBR.**

Classified employees are to record any absences from work on their time card.

### **HOLIDAYS**

Classified employees shall receive paid holidays in accordance to the following:

Paid holidays for full-year employees are:

Labor Day	Thanksgiving Day	Christmas Eve
Christmas Day	New Year's Day	Memorial Day
	Independence Day	

Paid holidays for partial year employees are:

Labor Day	Thanksgiving Day	Christmas Day
New Year's Day	Memorial Day**	

\*\*Memorial Day is only included as a paid holiday if it is in the scheduled work session.

The following do not qualify for Holiday Pay; Cooks, Bus Drivers, Para-professionals and anyone on an unpaid leave of absence do not qualify to receive holiday pay.

Employees will receive holiday pay based on their FTE status. Employees who have a 1.0 FTE status will receive 8 hours of holiday pay calculated on their base pay rate. Employees who are scheduled between 0.4 FTE and 1.0 FTE will receive a prorated portion of 8 hours. Employees with less than 0.4 FTE do not qualify to receive holiday pay.

In the event that a holiday lands on a weekend, each building in the District will post the day scheduled for the holiday.

Holiday pay is not considered work hours for the purpose of calculating overtime.

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## **JURY DUTY**

Classified employees shall be excused for jury duty with no jeopardy to their employment. Employees shall be reimbursed at their regular pay minus payment received for serving on the jury with mileage and other expenses to be retained by the employee. This benefit is limited to two weeks per year. Days taken for this jury duty leave benefit shall not be deducted from any employee's accumulated leave. Days taken beyond the paid benefit shall either be deducted from available paid leave benefits, or will be unpaid. **Board Policy, GBRI-R.**

Notice of jury duty shall be given to the employee's supervisor immediately upon receipt of the jury duty notification by the employee.

## **TIME OFF TO VOTE**

USD 506 encourages all employees to vote. **However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours. If it should be necessary, you may take up to two hours leave from work to vote in a governmental election or referendum. You will be expected to notify your supervisor at least one week in advance. You will not be paid for such time.**

If state law requires a different arrangement, USD 506 will comply with state law.

## **SICK LEAVE: CLASSIFIED EMPLOYEES**

USD 506 recognizes that employees occasionally have the need to be away from work due to illness or injury. Therefore the district provides classified employees with the following sick leave benefit.

Beginning on the first of the month following 30 days of continuous employment with USD 506, all classified employees are eligible to accrue sick time. This sick time accrues at the rate of one day per calendar month through June 30. Beginning July 1 of the first full year of full-time employment, you are allowed sick time to a maximum of 12 days per calendar year. These days are accrued pro-rata based on the actual percentage of the calendar year you work (example: 9 month employees may only accrue a max of 9 days a year). If you are away from work for less than half of a day, the option of a half sick day may be used.

Each non-certified employee of U.S.D. 506 who is employed 12 months annually may accrue twelve (12) days sick leave per year.

Each non-certified employee of U.S.D. 506 who is employed less than 12 months annually may accrue their FTE portion of 12 days sick leave per year. Example: 9 month employees may accrue 9 days).

**\*Classified employees that were already employed prior to (the approval of this handbook's date) are allowed to keep the amount of accumulated sick leave they have.**

Unused portions of sick leave may accumulate (carryover) such that the maximum number of days available for a single year does not exceed seventeen (17) days.

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Sick leave shall be defined as illness of the employee, sickness or death in the immediate family. Immediate family shall constitute husband, wife, son, daughter, brothers, sisters, father, mother, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

In the event that an individual separates from USD 506 voluntarily or involuntarily and has a minimum of 10-years of service in USD 506 unused sick leave will be paid at a rate of \$50 per day. Employees that were employed prior to (the approval of this handbooks date) are allowed to the amount of sick leave they accrued (Maximum of 70-days).

Employees that were employed after (the approval of this handbook date) are allowed to accumulate a maximum of 17 sick days. These employees are also eligible, after 10-years of service in USD 506 and upon their separation with the district, for reimbursement at the rate of \$50 per day of their accumulated sick days to the maximum of 17 days.

USD 506 makes available a voluntary short-term disability benefit for employees to take advantage of in case they are unable to work. Please refer to the benefit guide for more information.

### **SICK LEAVE POOL**

A sick leave pool provides employees who have used up all their accumulated sick leave an opportunity to request additional days of paid leave when they are faced with major illness or injury. The pool is not intended for brief absences after sick leave is used up. Sick leave pool procedures follow:

Each employee shall indicate on a form provided by the district and due by August 1, except in the case of new hire, whether or not s/he intends to participate in the sick leave pool. For new hires, the form shall be due within ten (10) days after the first day of duty. The decision of the employee shall stay in effect until reversed in writing. The board clerk shall maintain a roster of those persons participating in the pool.

Employees who participate in the sick leave pool will contribute one (1) day to the pool each year. Days contributed by a member become a permanent part of the pool and will not be refunded to the employee.

Only those employees participating in the pool will be eligible to apply for days from the pool.

Before using pool days, the employee must exhaust their accumulated sick leave, vacation, and personal days.

Sick leave pool days may be used for the employee or his/her immediate family as defined in this policy.

An employee is only eligible to collect as many days as s/he has accumulated in sick leave as of August 1. (No one would be able to use more than 17 days)

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Any eligible person who desires days from the pool must make written application to a sick leave committee, which shall consist of the superintendent, a building principal, and the director of transportation and maintenance. The application must include a written statement from the attending physician.

A tie vote shall be considered an approval of the employee's request.

The sick leave pool may not be used to cover participants who are receiving pay from workers compensation.

If on August 1, the total accumulated days in the sick leave pool is more than 200 days; the requirement to contribute an additional day shall be waived for all members who have participated for at least three (3) consecutive years. The requirement to contribute will be reinstated when the total accumulation falls below 200 days on August 1.

If the pool is completely depleted, members may voluntarily contribute additional days to replenish the pool.

### **BEREAVEMENT**

Employees desiring bereavement leave shall contact their immediate supervisor. The leave shall be granted when the deceased was related to the employee as a spouse, grandparent, parent, child, brother, sister or grandchild. Bereavement leave may also be granted when the deceased was residing with the employee at the time of death. Other bereavement leave may be granted at the discretion of the superintendent, but no leave shall exceed three consecutive school days. The leave shall be granted with pay **from the employee's accumulated sick leave.**

### **UNPAID LEAVE OF ABSENCE**

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

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.

### **FAMILY AND MEDICAL LEAVE**

Eligible employees of USD 506 are allowed to take unpaid Family and/or Medical Leave under federal law, the Family and Medical Leave Act (FMLA).

**Eligibility.** To be eligible for leave, you must be employed by the District for at least 12 months. In addition, in the 12 months immediately preceding the beginning of the leave, you must have worked at least 1,250 hours to qualify for federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

**Amount of Leave Available.** As stated above, eligible employees are generally eligible for *up to* a total of 12 weeks of protected leave, within a rolling twelve-month



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period, measured backward from the date an employee uses any Federal leave for any combination of reasons listed below. Where leave is taken to care for a covered servicemember who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness, a spouse, son, daughter, parent or next of kin may take up to 26 weeks of unpaid leave during a single 12-month period.

Sick leave, vacation leave and or personal leave will be used concurrently with FMLA leave. Unless, an employee is on FMLA leave because of a work related injury.

Please contact the District Clerk for leave details if you and your spouse are both employees of USD 506

### **Types of Leave Available**

**Birth or Placement for Adoption or Foster Care:** Family leave is available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Federal leave must be completed within 12 months of the birth or placement. Federal leave may not be taken intermittently. The need for leave must be documented by your treating healthcare provider through our medical certification process (see below) or documented proof of placement of a child.

**Serious Health Condition of Employee:** If, as an eligible employee, you experience a *serious health condition* as defined by federal law, you may take medical leave under this policy. A serious health condition generally occurs when you:

- Receive inpatient care in a hospital, hospice or nursing home;
- Suffer a period of incapacity accompanied by continuing outpatient treatment/care by a healthcare provider; or
- Have a history of a chronic condition that may cause episodes of incapacity.

Medical leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by your treating healthcare provider through our medical certification process. A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in the return to work.

**Serious Health Condition of Immediate Family Member:** If, as an eligible employee, you need family leave in order to care for your son, daughter, spouse or parent who experiences a serious health condition as defined by federal law, you may take medical leave under this policy. Medical leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by the family member's treating healthcare provider through our medical certification process.

**Active Duty Because of Any Qualifying Exigency:** If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty, or has been notified that they will be

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called or ordered to active duty in the Armed Forces in support of a contingency operation, you may take family leave under this policy. Family leave for any qualifying exigency arising out of the active duty of a family member may be taken all at once or intermittently. The need for leave must be documented by a certification in a form and in such manner as the US Department of Labor and the Secretary of Defense prescribe.

**Servicemember Family Leave:** If, as an eligible employee, you need family leave to care for a covered servicemember who is your spouse, son, daughter, parent or next of kin and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. Servicemember family leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by the family member's treating healthcare provider through our medical certification process.

### **Notifying USD 506**

Generally, an application for leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be requested from the District Office, as soon as practicable, in advance of the need. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practicable. Failure to provide adequate notice may, in the case of foreseeable leave, may result in a delay or denial of the leave. It is your responsibility to notify your principal/supervisor and the District Clerk of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for the District to know that protection may exist under this policy. Failure to provide this information will result in delay and/or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance, etc.

### **Medical Certification Process**

In addition to an application for leave, you will be required to complete a medical certification form where leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. The short-term disability certification may be sufficient where the information required is duplicative. These forms are available from the District Office. Second or third certifications from health care providers and periodic re-certification at USD 506's and/or your expense may be required under certain circumstances. We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

### **Certification for Active Duty Because of Any Qualifying Exigency**

In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency for Military Family Leave form and to furnish to the District in a

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timely manner any certification that your family member is issued regarding their active duty or call to active duty in the Armed Forces.

### **Non-Continuos Leave**

Intermittent and/or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency/call to active duty as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee or family member has control, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, for your own serious health condition, or for servicemember family leave, you may be required to transfer temporarily to an available alternative position offered by the District for which you are qualified and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits, but will not necessarily be assigned the same duties in the alternative position.

### **Benefit Continuation During Leave**

USD 506 will maintain group health insurance coverage and other employment benefits (such as group life insurance, AD&D, health and dependent flexible spending accounts, etc.) for you while on FMLA leave whenever such insurance was provided to you before the leave was taken and on the same terms as if you had continued to work. You will be required to pay your regular portion of insurance premiums – contact the District Office for an explanation of your options.

Benefits that are accumulated based upon hours worked shall not accumulate during the period of FMLA leave. In some instances, USD 506 may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

### **Returning to Work**

If the reason for FMLA leave is for your own serious health condition, you will be required to present a Fitness-For-Duty certification immediately upon return to work. If you wish to return to work before the scheduled expiration of an FMLA leave, you must notify USD 506 of the changing circumstances as soon as possible. An employee who fails to return to work immediately after the expiration of the leave period will be considered to have voluntarily terminated his/her employment.

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## **Rights Upon Return From Leave**

Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment. If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other District policies.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

## **VACATIONS**

New employees on a “full-time” (2080 hrs.) contract are eligible to accumulate vacation days but not until after their first 90 days of employment.

\*One (1) day after the first 90 days of employment and then one (1) day per month for each month thereafter for the first year.

### **Vacation Time for Year 1 of employment**

1 Month	0 Days	7 Months	5 Days
2 Months	0 Days	8 Months	6 Days
3 Months	1 Day	9 Months	7 Days
4 Months	2 Days	10 Months	8 Days
5 Months	3 Days	11 Months	9 Days
6 Months	4 Days	12 Months	10 Days (2 Weeks)

For each fiscal year (July 1 through June 30) of continuous service, full-time (2080 hr.) classified employees shall receive vacation as follows:

### **Vacation Time for Years 2 – 5     10 Days (2 Weeks)**

### **Vacation Time for Years 6 – 15**

One day of additional vacation is earned for each year worked is granted upon the employee’s anniversary of employment.

6 Years	11 Days	11 Years	16 Days
7 Years	12 Days	12 Years	17 Days
8 Years	13 Days	13 Years	18 Days

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9 Years	14 Days	14 Years	19 Days
10 Years	15 Days (3 Weeks)	15 Years	20 Days (4 Weeks)

All employees with vacation hours must use all their allotted vacation time by June 30 of each school year. There will be no carry over or pay out of said vacation time.

### **RELIGIOUS OBSERVANCES**

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. USD 506 respects your religious beliefs and will consider unpaid leave to employees who, for religious reasons, must be away from the office on days of normal operation.

Beyond this, we must reconcile employees' religious obligations with the requirements of running a school district and serving students. Supervisors will authorize schedule changes and/or additional use of vacation leave or unpaid leave, only where the requested arrangement, in the supervisor's judgment, neither prevents the requesting employee from meeting the requirements of the job nor unfairly burdens other employees.

Employees who need time off for religious observance should request leave from their supervisors at least two weeks in advance. Time off is granted only with prior approval, but will not be unreasonably withheld.

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## **GENERAL POLICIES**

### **ELECTRONIC IMAGES AND PHOTOGRAPHS**

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, depictions of nudity – themselves or others – lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

### **MEMORIALS**

The board may contribute district funds to a school library designated by the board to honor the passing of an employee or an employee's relative. Books purchased with these funds shall be labeled to indicate the person whose memory they honor. If the person being honored is not a former USD 506 staff member, memorials may be made for the following: father, mother, spouse, son, daughter of any current USD 506 employee.

### **PERSONAL PROPERTY**

The district does not assume any liability for or provide any insurance on employees' personal property.

### **PERSONAL COMMUNICATION DEVICES**

Staff possession or use of personal communication devices on district property, in district facilities during the work day and while the staff is on duty may be permitted subject to the limitations set forth in this language and consistent with any additional school rules. At no time will a personal communication device be used in a manner that interferes with staff duties and the responsibility for the supervision of students.

A personal communication device is a device, not issued by the district, emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie talkies, either long or short-range portable radios, portable scanning devices, cell phones, pagers, personal digital assistants (PDAs), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, iPads, radios and TVs.

Personal cell phones/pagers and other digital audio and video devices shall be silenced during instructional (or class) time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Cell phones which have the capability to take photographs or

video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members will utilize social network sites (e.g., Facebook, MySpace and Twitter) judiciously by not posting confidential information about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices or through social media will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail using mailing lists to a group of students rather than individual students. Refer to Social Media Policy below for more instructions regarding social media.

Texting students is discouraged unless it is for school related business.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent approval.

Staff members are subject to disciplinary action up to and including dismissal for using a personal communication device or social media in any manner that is illegal or violates the terms of this policy. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

## **PURCHASING PROCEDURES**

All purchases will be made using the district Purchase Order which is printed in the Business Office. Submit a completed requisition form to your building principal or supervisor. Upon approval, the business office will submit a purchase order to the appropriate vendor. When the item is delivered to the receiving department, the packing list is checked against the purchase order and the item is delivered to the appropriate school. A vendor invoice will only be paid when the appropriate receiving documentation matches the purchase order.

In the event of an emergency, an employee can “walk” the paperwork through the system for approval, and return to the business office with an invoice for payment. The Business Office will determine what is considered an emergency.

Any person making a purchase without prior approval will be liable for that bill. The district assumes no responsibility for paying for purchases made prior to the approval of the Purchase Order.

## **Expense Reimbursement**

Occasionally employees must pay for expenses while on district business. To be reimbursed for any expense, the appropriate Expense Claim and Transfer of Funds form must be completed and submitted to your supervisor or school principal for approval. Any expense that is deemed unnecessary, excessive, or not in the interest of the district will be rejected. If an employee is concerned about reimbursement of an expense, they should seek approval prior to making the purchase. It is important that any expenses are submitted for reimbursement quickly after the expense has occurred. Reimbursement vouchers for expenses that are considered out of date may be rejected.

## **SOCIAL MEDIA**

Our District is committed to maintaining a good relationship with employees and with the outside world. It directly benefits the District as a whole as well as the employees and the community if USD 506 maintains a positive reputation and excellent image in the public eye. The way the public views USD 506 is vital to promoting our schools, gaining new students, retaining first-class employees and recruiting new employees.

USD 506 recognizes that many employees have their own individual social networking accounts and use them on their own time. We ask those individuals keep in mind that some actions on a personal site are visible for the entire social networking community and are no longer private matters. While USD 506 will not be continuously monitoring employees' personal conduct on social networking sites, it might be a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by other employees at the district.

It is important that employees use their time while at work to conduct district business. It is not appropriate for employees to:

- Use social networking sites to conduct personal or non-district business, browsing social networking sites for non-district business, updating personal information, or reading e-mail alerts regarding personal social networking activity during working hours
- Micro-blog for a non-business purpose on social network sites during your work shift, whether on a district provided computer or a personal device, during working hours
- Use micro-blogging features to talk about district business on a personal account, even on non-working time.
- Post anything he/she would not want a manager/supervisor to see.
- Post any pictures or comments involving the district or other USD 506 employees, or students that could be construed as inappropriate.
- Allow others to post inappropriate or sensitive information regarding USD 506 anywhere on your profile

While USD 506 has no intentions of controlling employees' actions outside of work, it is important that employees use discretion when posting content on the Internet, and especially on social networking sites that could affect USD 506's operations or reputation.



This policy serves as a notice on the practice of social networking for all employees to read and understand. You have a responsibility to the district and your co-workers. Disregard of this policy, with or without intent may result in disciplinary action up to and including termination.

## **SOLICITATIONS**

Solicitations of staff members by any vendor, student, other school district employee or patron of items relating directly to the expenditure of school district funds during work time are prohibited unless permission is granted by the employee's immediate supervisor. The manner of solicitation may be restricted by the immediate supervisor.

## **TECHNOLOGY: USD 506 ACCEPTABLE USE POLICY**

The purpose of the Labette County USD 506 computer network is to promote the exchange of information to further education and is consistent with the mission of USD 506. It is the policy of the Labette County USD 506 school board to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee or student to engage in any activity that does not conform to the established purpose and general rules and policies of Labette County USD 506.

The use of the USD 506 computer network is a privilege, not a right, and inappropriate use may result in cancellation of that privilege and school disciplinary action and/or appropriate legal action shall/may be taken.

### **Acceptable/Unacceptable Use**

#### **Network/Internet/Intranet/Email**

1. The Labette County USD 506 computer network is in support of education practices and research consistent with the purposes of Labette County USD 506 and is not for private or commercial business use, political or religious purposes.
2. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. All network activity is subject to the district's review at any time, there is no right of privacy in e-mail/internet/network use by any student or staff member.
3. All internet connections will be filtered using the filtering solution established by USD 506 per CIPA requirements. Attempts by students or staff to circumvent the filtering system may result in loss of network/internet/intranet privileges. Any use of the network for illegal activity is prohibited.
4. Use of the network to access obscene, pornographic, or dangerous material or any material not congruent with the mission of USD 506 is prohibited.
5. Sending material likely to be offensive or objectionable to recipients is prohibited.
6. Using programs that harass other network users or infiltrate a computing system and/or damage the software is prohibited.
7. Users will make efficient use of network resources to minimize interference with others. All network connections must have prior approval of the Technology Facilitator before being established. All network connections are subject to being

disconnected or removed if used inappropriately or if it is causing a disruption of network services.

8. Any use of the network that accesses outside resources must conform to the USD 506 "AUP".
9. Subscriptions or access to Lists, bulletin boards, chat rooms, and on-line services must be pre-approved by the district and conform to the USD 506 "AUP".

### **Security**

10. Users will respect the rights and property of others and will not improperly access, misappropriate or misuse the files, data, or information of others.
11. Users may not share their account with anyone or leave the account open or unattended.
12. Users will keep all accounts and passwords confidential and not accessible to others.
13. Users are responsible for making back-up copies of critical documents.
14. When using the internet/email extreme caution must always be taken in revealing any information of a personal nature. Information about students will not be provided without the written permission from parent/guardian and requires teacher supervision. *Exception would be use of an individual picture or group picture using first name only and/or using first name only for reference on school web pages.*

### **Software/Hardware**

15. The district technology specialists are to install or approve the installation of any/all software/hardware on district computers and approve all purchases of software/hardware related to the USD 506 computer network. Students and staff are not to install games, applications, or other software on district computers without prior approval of a technology specialist. *Exceptions are the following web browser plugins or applications updates: Adobe Acrobat Reader, QuickTime, RealPlayer, Shockwave, Flash, and updates to already installed software via the "Software Update" control panel.*
16. The illegal installation of copyrighted software or files for use on district computers is prohibited. Staff and students are responsible for meeting copyright laws and responsible for addressing issues concerning plagiarism.
17. Users are responsible for taking precautions to prevent viruses on their own equipment and Labette County USD 506's equipment. Users must notify district technology staff if they have a virus on their computers or suspect they have a virus, users may not disable virus installed software used to prevent viruses or install virus related software.

### **Staff E-Mail**

18. E-mail is provided for the purpose of exchanging information consistent with the mission of Labette County USD 506. All e-mail must conform to the USD 506 "AUP".

19. E-mail messages are subject to the district's review at any time, there is no right of privacy in e-mail use by any student or staff member.
20. Unnecessary email should be deleted regularly from your e-mail directory to conserve file space on the email server.

**Policy Administration:** Interpretation, application, and modification of this Acceptable Use Policy are within the sole discretion of Labette County USD 506. Any questions or issues regarding this policy should be directed to Labette County USD 506 administration. USD 506 may immediately implement any policy deemed necessary by the administration in regards to the USD 506 AUP.

**Property Rights:** The computers, computer network, and all the files contained therein are the property of USD 506. The district has the right to specify who uses its equipment and the information contained therein, under what circumstances, and to what purpose. Equipment purchased by the district belongs solely to the district and neither employees, volunteers, nor students in the district have ownership rights to any equipment loaned to them by the district.

**Data Security:** The district assumes no responsibility or liability if documents stored on district equipment are misused, inappropriate, damaged, or lost.

**False Entry/Alteration:** No student, volunteer, or district employee shall make any false entry or alteration of any document, either paper or electronic, used in connection with the operation of any school within the district nor shall any student open or alter official school documents or private documents, either paper or electronic.

**Cyberbullying:** Cyberbullying will also not be tolerated. Cyberbullying is when children or teens bully each other using the internet, cell phones, or other technology. This can include but is not limited to: sending mean text, e-mail, or instant messages; posting inappropriate pictures or messages about others in blogs or on web sites; using someone else's user name to spread rumors or lies about someone via the internet or school network.

**Enforcement:** The district shall uphold laws pertaining to the use of technological equipment and the information contained on them and/or generated by its use. Anyone found to be violating such laws shall/may be subject to suit for civil damages as well as prosecuted by the district to the full extent of the law.

**Supervision:** All computer/internet access by students will be monitored/supervised by USD 506 teachers and staff. *Unsupervised computer/internet access by students is not allowed.*

**Consequences of Violation of Technology Policies:** All of the policies and procedures for acceptable use of computers and networks are intended to make educational technology more useful to students and teachers. Our intention is to minimize unacceptable use and maximize the successful use of technology in education. Use of technology for internet access, e-mail, and other network uses is a privilege, not a right. Violations of the policies and procedures of USD 506 concerning use of technology in our schools will result in disciplinary action.

Three levels of punishment may be enforced by the administration. While the levels may be implemented in order, USD 506 reserves the right to select any step depending on the facts and the severity of the violation.

**Level 1: Warning:**

Student who abuses the Acceptable Use Policy would lose computer privilege/internet access until a parent conference is held. Any additional loss of privileges or punishments will be determined by the administration.

**Level 2: Pattern of abuse, repeated abuse, or flagrant violations:**

Student who engages in serious or persistent misbehavior by violating the district's Acceptable Use Policy may be removed from any computer/internet privileges for the remainder of the semester, school year, remaining school years, and may be recommended for suspension. Any additional loss of privileges or punishments will be determined by the administration.

**Level 3: Suspendable/Expellable offense:**

Student could be suspended/expelled from school if he/she engages in conduct on the computer/internet that is a serious violation of the Acceptable Use Policy. Any student suspended/expelled for misuse of technology may also lose computer/internet privileges for the remaining school year or school years. Any additional loss of privileges or punishments will be determined by the administration.

A signed USD 506 Acceptable Use Policy permission form for all students and staff will be retained on file for the current school year and will be renewed each school year.

## **WORKSHOPS**

Pre-approved expenses for all district required workshop sessions will be paid by the district.

## **Receipt for Employee Handbook: Effective August 01, 2014**

The Employee Handbook is a compilation of personnel policies, practices and procedures currently in effect at USD 506 an equal opportunity employer.

This Handbook is designed to introduce employees to USD 506, familiarize you with policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Handbook is intended solely to describe the present policies and working conditions at USD 506. This Handbook does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state, and/or local laws will take precedence over USD 506 policies, where applicable.

Personnel Policies are applied at the discretion of USD 506. USD 506 reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Handbook, at any time. USD 506 may notify you of such changes via a printed memo, or notice of amendment to or reprinting of this Handbook, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Handbook.

Copies of the Employee Handbook will be readily accessible to all employees and you may obtain a personal copy for long-term use upon request in the District Office.

By signing below, you acknowledge that you have read and understand the contents of **USD 506 Classified Employee Handbook**, including the Discrimination Free Workplace and Harassment Policies contained within this Handbook and agree to abide by them. You understand it is your responsibility to read and comply with the policies contained therein and any revisions made to it. Furthermore, you acknowledge you are employed "at-will" and this Handbook is neither a contract of employment nor a legal document. Unless a certified negotiated employee then the terms of employment are defined in your contract.

---

Signature

Date

---

Print Name

## **USD 506 SOCIAL MEDIA POLICY**

Our District is committed to maintaining a good relationship with employees and with the outside world. It directly benefits the District as a whole as well as the employees and the community if USD 506 maintains a positive reputation and excellent image in the public eye. The way the public views USD 506 is vital to promoting our schools, gaining new students, retaining first-class employees and recruiting new employees.

USD 506 recognizes that many employees have their own individual social networking accounts and use them on their own time. We ask those individuals keep in mind that some actions on a personal site are visible for the entire social networking community and are no longer private matters. While USD 506 will not be continuously monitoring employees' personal conduct on social networking sites, it might be a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by other employees at the district.

### **If an employee of USD 506 wishes to create/manage a social media site that represents USD 506 he/she must:**

- Use an officially recognized school logo.
- Gain prior approval to create social media site by filling out and submitting the required form.
- Include the school mission Statement and/or approved description of purpose of social media account.
- Abide by all other guidelines included in the social media section of the employee handbook.
- Be willing to remove a post if Administration deems it necessary.

### **It is not appropriate for employees to:**

- Use or post on social networking sites to conduct personal or non-district business, browse social networking sites for non-district business, update personal information, or read email alerts regarding personal social networking activity during working hours
- Post anything he/she would not want a manager/supervisor to see.
- Post any pictures or comments involving the district or other USD 506 employees, or students that could be construed as inappropriate.
- Allow others to post inappropriate or sensitive information regarding USD 506 anywhere on your profile.

While USD 506 has no intentions of controlling employees' actions outside of work, it is important that employees use discretion when posting content on the Internet, and especially on social networking sites that could affect USD 506's operations or reputation.

At USD 506, we are proud to embrace the power of social media as a tool to communicate and engage with our parents, students, and community. Negative behavior or attacks on any student or employee, by a student, employee, parent, or any member of the public is disruptive to our district's positive learning environment and will not be tolerated.

This policy serves as a notice on the practice of social networking for all employees to read and understand. You have a responsibility to the district and your co-workers.

Disregarding of this policy, with or without intent may result in disciplinary action up to and including termination.

## USD 506 Social Media Use Form

Those employees wishing to create and maintain a social media profile as a part of their job should complete the form below. (This includes pages for classes, teams, organizations or groups of parents and/or students. It does NOT include personal profile pages.) Completing this form will allow the district to maintain a central directory of social media profiles in our schools to help parents and patrons.

Your email address (**tblackwell@usd506.org**) will be recorded when you submit this form. Not **tblackwell**?

Sign out

\* Required

1. First Name \*

2. Last Name \*

3. Position in District \*

4. School Represented \*

Mark only one oval.

- ☐ Altamont Grade School
- ☐ Bartlett Grade School
- ☐ Edna Elementary School
- ☐ Labette County Highschool
- ☐ Meadowview Grade School
- ☐ Mound Valley Grade School

5. I plan to represent the following club/team/project/class/activity: \*

6. The social media site I plan to use is: \*

Mark only one oval.

- ☐ Facebook
- ☐ Instagram
- ☐ Twitter
- ☐ Other

7. The url for my page or Twitter handle or hashtag where someone can find it is: \*



8. **Other main audience (not listed above):** For example, besides your 2nd hour class, you might want to reach their parents. Besides the parents of 8th graders, you might want to reach community leaders of the town. Besides the athletes you coach, you might want to reach their parents, or alumni of the sport. \*

9. **Here is a description of the type of information or content I plan to share on my site:** \*

10. **The bio/header/subtitle for the site will be:** (For example: **Spotlighting LCHS student achievement for the Twitterverse, Sharing current FBLA activities for members and potential members**) \*

11. **I plan to use the following privacy structure for my page:** \*

**Mark only one oval.**

- ☐ Open public access to view and post
- ☐ Open public access to view, with no ability to post
- ☐ Other:

## Affirmation

By submitting this form, I affirm:

That I have read and understand the social media guidelines for employees

That I will be solely responsible for managing the information and posts on my page.

That I intend to give one of my supervisors, and/or a school representative administrator-level access to my page, group, or account, to assist in case of emergency.

Powered by



U.S.D. 506 Head Coaches Evaluation Form

Coach: \_\_\_\_\_ Assignment: \_\_\_\_\_

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

Indicator Level of Performance		
1 Exceptional	2 Satisfactory	3 Unsatisfactory

PERSONAL AND PROFESSIONAL ATTRIBUTES:

- |   |   |   |   |
|---|---|---|---|
| 1. Communicates effectively with athletes, parents and administration.  | 1 | 2 | 3 |
| 2. Follows U.S.D. 506 policies, KSHSAA policies, and league policies.   | 1 | 2 | 3 |
| 3. Develops respect by example in appearance, manner, behavior and language. Models appropriate sportsmanship by maintaining self-control and suitable conduct. | 1 | 2 | 3 |
| 4. Works to build an atmosphere of cooperation and collegiality among other coaches and sports.   | 1 | 2 | 3 |
| 5. Is fair, understanding, tolerant, sympathetic and patient with team members. Treats athletes the way they would want their own child to be treated.          | 1 | 2 | 3 |

MANAGEMENT OF PROGRAM:

- |   |   |   |   |
|---|---|---|---|
| 1. Is competent concerning the administration of equipment, including: keeping an accurate inventory and submitting it to the athletic director at end of season, proper care for equipment, and preparing a budget and turning in purchase orders. | 1 | 2 | 3 |
| 2. Provides leadership for assistant coaches; gives them detailed responsibilities for practices and games (prior to, during and post), crisis situations such as serious player injury.  | 1 | 2 | 3 |
| 3. Provides detailed practice plans and allows for assistant coaches to be involved in planning practices.  | 1 | 2 | 3 |

4. Promotes their sport and team by encouraging and providing off season opportunities and supporting the summer weights and conditioning program.	1	2	3
5. Is well versed and knowledgeable in matters pertaining to the sport. Utilizes new coaching techniques and ideas in addition to sound and proven methods of coaching.	1	2	3
6. Insures that practice and playing surface/field is safe.	1	2	3
7. Establishes the fundamental philosophy, skills and techniques to be taught by coaching staff.	1	2	3
8. Provides building principal with the "Season Ending Report" at the conclusion of the season and prior to formal evaluation.	1	2	3

SUMMARY:

STRENGTHS:

AREAS NEEDED TO BE IMPROVED:

GENERAL EVALUATION OF THE COACH'S PERFORMANCE IN THIS ASSIGNMENT:

EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
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Acknowledgement of evaluation:

HEAD COACH	BUILDING PRINCIPAL	DISTRICT ADMINISTRATION
_____	_____	_____
DATE	DATE	DATE
_____	_____	_____

U.S.D. 506 Assistant Coaches Evaluation Form

Coach: \_\_\_\_\_ Assignment: \_\_\_\_\_

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

Indicator Level of Performance		
1 Exceptional	2 Satisfactory	3 Unsatisfactory

PERSONAL AND PROFESSIONAL ATTRIBUTES:

- |   |   |   |   |
|---|---|---|---|
| 1. Communicates effectively with athletes, parents and administration.  | 1 | 2 | 3 |
| 2. Follows U.S.D. 506 policies, KSHSAA policies, and league policies.   | 1 | 2 | 3 |
| 3. Develops respect by example in appearance, manner, behavior and language. Models appropriate sportsmanship by maintaining self-control and suitable conduct. | 1 | 2 | 3 |
| 4. Works to build an atmosphere of cooperation and collegiality among other coaches and sports.   | 1 | 2 | 3 |
| 5. Is fair, understanding, tolerant, sympathetic and patient with team members. Treats athletes the way they would want their own child to be treated.          | 1 | 2 | 3 |

MANAGEMENT OF PROGRAM:

- |   |   |   |   |
|---|---|---|---|
| 1. Helps the head coach in seeing that players provide appropriate care and treatment of equipment. Notifies the head coach of any unsafe conditions regarding equipment, practice area or game area. | 1 | 2 | 3 |
| 2. Supports the head coach by adhering to the practice plan, helping to develop the practice plan, and carrying out the duties assigned to them by the head coach.                                    | 1 | 2 | 3 |
| 3. Supports the head coach in encouraging and providing off season opportunities and supporting the summer weights and conditioning program.  | 1 | 2 | 3 |

4. Follows the head coach's instruction in regard to teaching skills, techniques and philosophy.

1      2      3

SUMMARY:

STRENGTHS:

AREAS NEEDED TO BE IMPROVED:

GENERAL EVALUATION OF THE COACH'S PERFORMANCE IN THIS ASSIGNMENT:

EXCELLENT              ABOVE AVERAGE              AVERAGE              BELOW AVERAGE

Acknowledgement of evaluation:

ASSISTANT COACH

HEAD COACH

BUILDING PRINCIPAL

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE

DATE

DATE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Kansas Bus Purchasing Program**  
**Price Comparison Report - Spec #28308**  
Aug 01, 2018 2:54 PM

**Buying Organization**      Labette County USD  
Box 189  
Altamont KS 67330-0189

Notes

Product Category      Bus: Conventional (Fall 2017) (Fall 2017)

Product      59 Passenger

Quantity      1

Option	Option SKU	Buyer Comments	Kansas Truck Equipment	Midwest Bus Sales	Midwest Transit
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<b>Product Base Price</b>	<b>\$78,148.00</b>	<b>\$79,732.00</b>	<b>\$78,296.00</b>
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**Body Options**

<b>BUS LOCK UP SYSTEM</b>					
All doors with electric front door	B1590		\$127.00	\$103.00	\$74.00
<b>EXIT, EMERGENCY WINDOW</b>					
Increase from 1 per side to 2 per side	B2170		N/C	S/E	N/C
<b>EXIT, ROOF HATCH</b>					
Transpec low profile model 1975 (state qty) (Qty: 2)	B2250		N/A	(\$400.00)	(\$280.00)
<b>FENDERETTES</b>					
Rubber fenderettes	B2350		\$109.00	\$74.00	\$59.00
<b>FLOOR: SUBFLOOR PLYWOOD</b>					
5/8 inch marine grade plywood subfloor	B2530		\$448.00	\$89.00	\$61.00
<b>FLOOR: SUBFLOOR JOINTS SEALED</b>					
All subfloor joints water proof sealed	B2550		N/A	\$72.00	S/E
<b>LIGHT, LANDING</b>					
Change to LED type light	B3320		\$65.00	\$50.00	\$10.00
<b>LIGHT, LED STEPWELL LAMP</b>					
Add LED stepwell lamp	B3360		\$140.00	\$52.00	\$16.00
<b>LIGHTS</b>					
Change 8 way, tail, brake, back up and turn to LED style lamps	B3480		\$510.00	\$820.00	\$714.00
<b>LIGHTS, CLEARANCE</b>					
Add armored marker and add LED style	B3510		N/A	\$85.00	\$21.00
<b>LIGHTS TAIL TURN FLUSH MOUNT</b>					
Stop tail 4" flush mount LED	B3600		\$30.00	\$37.00	N/C

<b>OUTSIDE LUGGAGE STORAGE</b>					
Delete outside luggage storage	B4100		(\$1,104.00)	(\$1,230.00)	(\$823.00)
<b>PAINT, ROOF</b>					
Add painted white roof	B4210		\$194.00	\$245.00	\$325.00
<b>POWER SOURCE</b>					
12-volt in driver area	B4350		S/E	S/E	N/C
<b>SEAT, DRIVER</b>					
National air seat with 2 shocks and air brakes	B4790		\$154.00	\$200.00	\$25.00
<b>SEAT, DRIVER; ARM REST</b>					
Add Right arm rest	B4930		\$30.00	\$18.00	\$19.00
<b>SEATS, DEDUCT FOR SEATS REMOVED</b>					
Deduct for base bid bench seats. Check with dealer for exact quantity. (Qty: 2)	B5100		(\$218.00)	(\$376.00)	(\$164.00)
<b>KICK PANEL</b>					
Add additional left side front	B5780		\$40.00	\$15.00	\$12.00
<b>STOP ARM SIGNAL</b>					
Electric LED strobing	B5920		\$131.00	\$230.00	\$104.00
<b>PREWIRE FOR SECURITY &amp; GPS SYSTEMS</b>					
Prewire for security & GPS systems. Wiring to include for battery power, ground & ignition connections	B7000		\$0.00	N/A	\$76.00
<b>PREWIRE FOR 2-WAY RADIO</b>					
Prewire for 2-way radio. Wiring to include for battery power, ground & ignition connections	B7030		\$26.00	\$130.00	\$41.00

## Chassis Options

<b>ALTERNATOR</b>					
240 amp alternator	C1200		S/E	\$160.00	\$118.00
<b>BATTERIES</b>					
3 12-volt, min. 925-CCA each	C1400		N/A	N/A	\$231.00
<b>BATTERY CUT OFF SWITCH</b>					
Delete cut off switch	C1420		(\$121.00)	N/A	(\$43.00)
<b>BRAKES, TRACTION CONTROL</b>					
For hydraulic brakes	C1580		N/A	\$745.00	S/E
<b>COOLANT RECOVERY (ENGINE)</b>					
Coolant, extended life with protection to -40 F	C1610		\$86.00	\$60.00	N/C
<b>CUP HOLDER, DRIVER</b>					
Add cup holder in drivers area	C1640		\$35.00	S/E	S/E
<b>ENGINE</b>					
Cum. Inline 6 ISB 250HP/660 ftlbs/6.7L w/PTS2500 tr	C1890		\$1,475.00	\$1,800.00	\$459.00
<b>FAN DRIVE</b>					
Electromagnetic fan drive	C2360		S/E	\$230.00	N/C

<b>SUSPENSION, AXLE REAR</b>				
Add air-ride suspension rear without air source	C2930		\$1,402.00	\$1,200.00
<b>TRANSMISSION, AUTOMATIC</b>				
Upgrade to 6-speed PTS2500 transmission	C3600		N/C	N/C
<b>WINTER WARMUP EQUIPMENT</b>				
Winter front	C3810		\$40.00	S/E
				N/C
<b>Configured Price</b>		<b>\$81,747.00</b>	<b>\$84,141.00</b>	<b>\$80,653.00</b>

**Dealer Options**

Crossover Mirrors				\$75.00
		<b>Kansas Truck Equipment</b>	<b>Midwest Bus Sales</b>	<b>Midwest Transit</b>
	<b>Unit Price</b>	<b>\$81,747.00</b>	<b>\$84,141.00</b>	<b>\$80,728.00</b>
	<b>Total Price</b>	<b>\$81,747.00</b>	<b>\$84,141.00</b>	<b>\$80,728.00</b>
	<b>Grand Total</b>	<b>\$81,747.00</b>	<b>\$84,141.00</b>	<b>\$80,728.00</b>



**Kansas Bus Purchasing Program**  
**Price Comparison Report - Spec #28306**  
Aug 01, 2018 2:32 PM

**Buying Organization**      **Labette County USD**  
**Box 189**  
**Altamont KS 67330-0189**

Notes

Product Category              Bus: Conventional (Fall 2017) (Fall 2017)

Product                          77 Passenger

Quantity                        1

Option	Option SKU	Buyer Comments	Kansas Truck Equipment	Midwest Bus Sales	Midwest Transit
<b>Product Base Price</b>			<b>\$81,102.00</b>	<b>\$81,915.00</b>	<b>\$82,609.00</b>
<b>Body Options</b>					
<b>BUS LOCK UP SYSTEM</b>					
All doors with electric front door	B1590		\$127.00	\$103.00	\$74.00
<b>BODY LOCKS KEYED ALIKE</b>					
Body locks keyed alike (state quantity) (Qty: 6)	B1650		\$60.00	N/C	\$30.00
<b>DOOR, ENTRANCE, EXTERIOR DOOR HANDLE</b>					
Add door handle to exterior of entrance door	B2010		\$50.00	S/E	S/E
<b>EXIT, EMERGENCY WINDOW</b>					
Increase from 1 per side to 2 per side	B2170		N/C	S/E	N/C
<b>EXIT, ROOF HATCH</b>					
Transpec low profile model 1975 (state qty) (Qty: 2)	B2250		N/A	(\$400.00)	(\$280.00)
<b>FENDERETTES</b>					
Rubber fenderettes	B2350		\$109.00	\$74.00	\$59.00
<b>FLOOR: SUBFLOOR PLYWOOD</b>					
5/8 inch marine grade plywood subfloor	B2530		\$448.00	\$89.00	\$61.00
<b>FLOOR: SUBFLOOR JOINTS SEALED</b>					
All subfloor joints water proof sealed	B2550		N/A	\$72.00	S/E
<b>FLOOR COVERING ONE PIECE</b>					
Black, one piece no seams	B2600		N/A	\$650.00	\$264.00
<b>GRAB RAIL AT ENTRANCE</b>					
Add right side grab rail.	B2750		\$109.00	\$55.00	\$31.00
<b>LETTERING, IDENTIFICATION, &amp; TRIM</b>					
3M tape	B3100		S/E	S/E	S/E

<b>LIGHT, LANDING</b>					
Change to LED type light	B3320		\$65.00	\$50.00	\$10.00
<b>LIGHT, LED STEPWELL LAMP</b>					
Add LED stepwell lamp	B3360		\$140.00	\$52.00	\$16.00
<b>LIGHTS</b>					
Change 8 way, tail, brake, back up and turn to LED style lamps	B3480		\$510.00	\$820.00	\$714.00
<b>LIGHTS, CLEARANCE</b>					
Add armored marker and add LED style	B3510		N/A	\$85.00	\$21.00
<b>LIGHTS, INTERIOR</b>					
LED Dome lights	B3530		\$300.00	\$128.00	\$196.00
<b>MIRRORS, SIDE</b>					
Rosco Openview remote heated	B3940		\$100.00	\$286.00	\$135.00
<b>PAINT, ROOF</b>					
Add painted white roof	B4210		\$194.00	\$245.00	\$325.00
<b>PANELING, EXTERIOR</b>					
Optional 16 ga. exterior metal	B4250		\$492.00	\$220.00	S/E
<b>PANEL, SHOULDER PAD</b>					
Full bus length	B4310		N/A	\$80.00	\$81.00
<b>POWER SOURCE</b>					
12-volt in driver area	B4350		S/E	S/E	N/C
<b>SEAT, DRIVER</b>					
National air seat with 2 shocks and air brakes	B4790		\$154.00	\$175.00	\$25.00
<b>SEAT, DRIVER; ARM REST</b>					
Add Right arm rest	B4930		\$30.00	\$18.00	\$19.00
<b>SEAT, DRIVER; SEAT BELT</b>					
Add Orange seat belt	B4950		\$25.00	S/E	S/E
<b>SEATS, DEDUCT FOR SEATS REMOVED</b>					
Deduct for base bid bench seats. Check with dealer for exact quantity. (Qty: 26)	B5100		(\$2,834.00)	(\$4,888.00)	(\$2,132.00)
<b>KICK PANEL</b>					
Add additional left side front	B5780		\$40.00	\$15.00	\$12.00
<b>STEPWELL, TREAD</b>					
Add pebble tread	B5840		\$238.00	\$215.00	S/E
<b>STOP ARM SIGNAL</b>					
Electric LED cluster	B5910		\$121.00	\$241.00	\$92.00
<b>STORAGE COMPARTMENT DRIVER ABOVE DRIVER</b>					
Add storage compartment above driver window	B6030		\$95.00	S/E	\$149.00
<b>WINDOW, REAR</b>					
Laminated, tinted	B6270		\$59.00	N/A	(\$9.00)
<b>WINDOWS</b>					
Laminated, tinted	B6320		\$1,410.00	\$232.00	(\$387.00)

<b>PREWIRE FOR 2-WAY RADIO</b>					
Prewire for 2-way radio. Wiring to include for battery power, ground & ignition connections	B7030		\$26.00	\$130.00	\$41.00
<b>SEATING; ACTIVITY PASSENGER</b>					
Freedman seating (state quantity). Activity high back vinyl fireblock seats. Must not recline. (Qty: 20)	B8210		\$8,000.00	\$8,440.00	\$5,860.00
<b>Chassis Options</b>					
<b>ALTERNATOR</b>					
240 amp alternator	C1200		S/E	\$160.00	\$118.00
<b>BATTERIES</b>					
3 12-volt, min. 925-CCA each	C1400		N/A	N/A	\$231.00
<b>BRAKES, TRACTION CONTROL</b>					
For hydraulic brakes	C1580		N/A	\$745.00	S/E
<b>COOLANT RECOVERY (ENGINE)</b>					
Coolant, extended life with protection to -40 F	C1610		\$86.00	\$60.00	N/C
<b>CUP HOLDER, DRIVER</b>					
Add cup holder in drivers area	C1640		\$35.00	S/E	S/E
<b>ENGINE</b>					
Cum. Inline 6 ISB 260HP/660 ftlbs/6.7L w/PTS2500 tr	C1900		\$2,643.00	\$2,200.00	\$686.00
<b>ENGINE SOUND DEADENING PACKAGE</b>					
Additional insulation for engine compartment area	C2330		N/C	\$128.00	N/A
<b>EXHAUST SYSTEM</b>					
Option for exhaust to come through bumper	C2350		N/A	\$72.00	N/C
<b>FAN DRIVE</b>					
Electromagnetic fan drive	C2360		S/E	\$230.00	N/C
<b>FUEL TANK; DIESEL</b>					
Increase diesel tank to 100-gallon	C2380		\$290.00	\$290.00	\$311.00
<b>STEERING</b>					
Add Telescoping steering wheel	C2690		S/E	\$112.00	\$100.00
<b>SUSPENSION, AXLE REAR</b>					
Add air-ride suspension rear without air source	C2930		\$1,402.00	\$1,200.00	\$1,302.00
<b>TIRES, TUBELESS RADIAL</b>					
11R22.5 14 ply steer front/rear	C3140		N/C	(\$50.00)	(\$70.00)
<b>TRANSMISSION, AUTOMATIC</b>					
Upgrade to 6-speed PTS2500 transmission	C3600		N/C	N/C	N/C
<b>WINTER WARMUP EQUIPMENT</b>					
Winter front	C3810		\$40.00	S/E	N/C
<b>Configured Price</b>			<b>\$95,666.00</b>	<b>\$94,249.00</b>	<b>\$90,694.00</b>

Dealer Options

Crossover Mirrors				\$75.00
		<u>Kansas Truck Equipment</u>	<u>Midwest Bus Sales</u>	<u>Midwest Transit</u>
	Unit Price	\$95,666.00	\$94,249.00	\$90,769.00
	Total Price	\$95,666.00	\$94,249.00	\$90,769.00
	Grand Total	\$95,666.00	\$94,249.00	\$90,769.00

(Published in the Parsons Sun on Wednesday, Aug. 1, 2018)

STATE OF KANSAS  
Budget Form USD-A  
2018-2019

USD# 506

**NOTICE OF HEARING 2018-2019 BUDGET**

The governing body of Unified School District 506 will meet on the 13th day of August, 2018 at 6:55 PM, at 401 S High School Street, Altamont, KS 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 office and will be available at this hearing.

The Amount of 2018 Tax to be Levied and Expenditures (published below) establish the maximum limits of the 2018-2019 Budget. The "Est. Tax Rate" in the far right column, shown for comparative purposes, is subject to slight change depending on final assessed valuation.

	Code 99 Line	2016-2017 Actual		2017-2018 Actual		PROPOSED BUDGET 2018-2019		
		Actual Expenditures (1)	Actual Tax Rate* (2)	Actual Expenditures (3)	Actual Tax Rate* (4)	Expenditures (5)	Amount of 2018 Tax to be Levied (6)	Est. Tax Rate* (7)
OPERATING								
General	06	10,878,672	20.000	10,931,197	20.000	11,435,424	1,002,593	20.000
Supplemental General (LOB)	08	3,375,549	15.079	3,525,908	16.841	3,651,764	959,611	16.805
Capital Outlay	16	787,409	8.000	1,024,163	7.997	2,750,000	456,825	8.000
Driver Training	18	19,913		29,613		31,000		
Food Service	24	900,862		947,225		1,130,500		
Professional Development	26	27,137		44,656		75,000		
Parent Education Program	28	31,277		12,578		20,000		
Special Education	30	2,291,276		2,313,926		2,759,213		
Career and Postsecondary Education	34	322,314		360,566		451,500		
Federal Funds	07	755,370		812,728		601,088		
At Risk (4Yr Old)	11	110,901		127,201		227,365		
At Risk (K-12)	13	870,621		1,550,000		1,800,000		
KPERS Special Retirement Contribution	51	686,736		1,028,314		1,501,853		
Contingency Reserve	53	0		40,207				
Textbook & Student Material Revolving	55	18,637		17,150				
Activity Fund	56	90,719		101,827				
Bond and Interest #1	62	582,138	6.875	591,404	5.130	604,934	292,935	5.130
TOTAL USD EXPENDITURES	100	21,749,531	49.954	23,458,663	49.968	27,039,841	2,711,964	49.935
Less: Transfers	105	4,186,903	xxxxxx	4,385,211	xxxxxx	4,452,756	xxxxxxxx	xxxxxxxx
NET USD EXPENDITURES	110	17,562,628	xxxxxx	19,073,452	xxxxxx	22,586,885	xxxxxxxx	xxxxxxxx
TOTAL USD TAXES LEVIED	115	2,563,338	xxxxxx	2,608,169	xxxxxx	2,711,964	xxxxxxxx	xxxxxxxx
Assessed Valuation - General Fund	128	\$47,158,785		\$48,018,923		\$50,129,632		
Assessed Valuation - All Other Funds	130	\$54,088,359		\$54,985,041		\$57,103,175		
Outstanding Indebtedness, July 1		2016		2017		2018		
General Obligation Bonds	135	5,755,000		5,275,000		4,780,000		
TOTAL USD DEBT	155	5,755,000		5,275,000		4,780,000		

\* Tax Rates are expressed in Mills

\*\* Sponsoring District Only

President

Clerk of the Board

Aug 1

## 2018-19 SALARY SCHEDULE:

[illegible]

## Supplementals

<u>ATHLETICS</u>	<u>%</u>	<u>OTHER</u>	<u>%</u>
<b>SENIOR HIGH</b>			
Head Football, Sr. High	12%	High School Band Director	9.5%
Ass't Football, Sr. High	8%	Play (maximum of 2 plays per year)	3%
Head Basketball, Sr. High	12%	Musical Vocal	3%
Ass't Basketball, Sr. High	8%	Musical Drama	3%
Head Wrstling, Sr. High	12%	Musical Instrumental	1%
Ass't Wrestling, Sr. High	8%	Intramural Dir. & Supervisor	4%
Head Track, Sr. High	10%	Head Sponsor Yearbook	4%
Ass't Track, Sr. High	7%	Head Sponsor STUCO	2.5%
Head Volleyball, Sr. High	10%	Head Sponsor Senior Class	2.5%
Ass't Volleyball, Sr. High	7%	Head Sponsor Junior Class	2.5%
Head Baseball, Sr. High	10%	Dept. Chairman	2.5%
Ass't Baseball, Sr. High	7%	Head Sponsor Grizzly Spirit	2.5%
Head Softball, Sr. High	10%	Head Sponsor FBLA	2.5%
Ass't Softball, Sr. High	7%	Head Sponsor FFA	2.5%
Boys' Tennis, Sr. High	8%	Head Sponsor HOSA	2.5%
Ass't Boys' Tennis, Sr. High	3.5%	Head Sponsor FHA	2.5%
Girls' Tennis, Sr. High	8%	Head Sponsor VICA	2.5%
Ass't Girls' Tennis, Sr. High	3.5%	Head Scholar's Bowl, Sr. High	5%
Golf, Sr. High	6%	Director of Summer Conditioning	6%
Ass't Golf, Sr. High	2.5%	Debate	5%
Cross Country, Sr. High	8%	Forensics	5%
Ass't Cross Country, Sr. High	3.5%		
Swim Coach	6%		
Ass't Swim Coach	2.5%		
Varsity Cheerleader Coach	7%		
Freshmen Cheerleader Coach	5%		
Conditioning Program Outside the School Day	6%		
Dance Team Sponsor	5%		

<b>JUNIOR HIGH</b>			
7th & 8th Football	6%	7th & 8th Head Scholar's Bowl	3%
7th & 8th B. Basketball	6%	Elementary Yearbook Sponsor	3%
7th & 8th G. Basketball	6%	Elementary Music/Band	1.5%
7th & 8th Volleyball	6%		
7th & 8th Track	6%		
7th & 8th Wrestling	6%		
Jr. High Cheerleader Sponsor	5%		
7th & 8th Ass't Coach--	3%	<del>of base minus \$2000</del>	

# USD 506 – Labette County

August bills and financial reports  
Total Bills:

Presented August 13, 2018 for Board Approval



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UNIFIED SCHOOL DISTRICT #506  
 BANK 00101 LABETTE BANK CHECKING

NUMBERS 80539 - 99999

Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay	Invoice	Description
Order #		Paid	No.		No. Name	Amount		Typ		
067518-01	096	04096	071918	80553	O 1235 AMAZON.COM CREDIT PLAN	4282.00	3315.89	PP	05072018	EGS SUPPLIES
076018-01	096	04096	071918	80553	O	361.36	361.36	PF	6631452	MVIEW STEM LAB LEGO
076118-01	096	04096	071918	80553	O	1242.60	1242.60	PF	9912240	MVIEW STEM LAB ELEC
085618-01	096	04096	071918	80553	O	3240.19	3240.19	PF	05162018	TECHNOLOGY SUPPLIES
086118-02	096	04096	071918	80553	O	63.85	42.82	PP	05302018	NETWORKING USD TO R
086418-01	096	04096	071918	80553	O	722.90	722.90	PF	06112018	MACBK FEET & HARD D
086418-02	096	04096	071918	80553	O	639.77	639.77	PF	06112018	COPIER TONERS & STA
086618-01	096	04096	071918	80553	O	667.00	667.00	PF	06122018	2 REPLACEMENT MONIT
086618-02	096	04096	071918	80553	O	137.74	137.74	PF	06122018	PROJECTOR MOUNT
086618-03	096	04096	071918	80553	O	341.60	341.60	PF	06122018	PROJECTOR CAGE
086618-04	096	04096	071918	80553	O	1999.99	1999.99	PF	06122018	AGS GYM VIEWSONIC P
086918-01	096	61060	071918	80553	O	1538.96	1538.96	PF	07032018	COMPUTER, HARD DRIV
091918-01	006	04006	071918	80553	O	54.66	54.66	PF	6770618	EFFECTIVE GOALS, 10
094018-01	096	04096	071918	80553	O	265.48	265.48	PF	5821022	4 SHELF STORAGE CAB
181260-01	006	04006	071918	80553	O	187.55	10.19	PF	5821022	BOOKS REQUESTED BY
181910-01	055	04055	071918	80553	O	479.08	479.08	PF	2089020	ROUND TABLES FOR EN
Total for Ck.# 80553 15060.23										
190079-01	030	32120	072618	80555	O 5470 SEK INTERLOCAL #637	33375.50	33375.50	PF		COST SETTLEMENT
190081-01	016	20280	073018	80557	O 1335 KEVIN SANDER	2500.00	2500.00	PF	073018	TRAILER TRAILER
900006-01	006	12350	080118	80558	O 1304 BLACKWELL TONY	27.00	27.00	PF	07172018	SUMMER CREW MEAL SU
190107-01	006	12560	080118	80559	O 5085 CENTURYLINK/EMBARQ	380.27	380.27	PF	313243171	PHONE SERVICE
190105-01	006	15150	080118	80560	O 0062 CITY OF EDNA	35.50	35.50	PF	225	UTILITIES
190105-02	006	15830	080118	80560	O	264.00	264.00	PF	225	UTILITIES
Total for Ck.# 80560 299.50										
190106-01	006	15250	080118	80561	O 0063 CITY OF MOUND VALLEY	555.15	555.15	PF	Multiples	UTILITIES
190106-02	006	15850	080118	80561	O	150.00	150.00	PF	Multiples	UTILITIES
Total for Ck.# 80561 705.15										
000419-01	097	97300	080118	80562	O 1339 CREATIVE 3, LLC	428.99	428.99	PF	1540	M VIEW SUPER SAVER
000519-01	097	97300	080118	80562	O	417.98	417.99	PF	1541	FUDDLEBROOK SUPER S
Total for Ck.# 80562 846.98										
181885-01	055	04055	080118	80563	O 9790 HOUCHEN BINDERY	1000.00	598.50	PP	238040	LC BOOKS SENT AWAY
088618-01	026	04026	080118	80564	O 1293 LOL CONSULTING	1000.00	1000.00	PF	Multiples	7/17-18 CONFERENCE
088618-02	006	04006	080118	80564	O	400.00	400.00	PF	Multiples	M PAGE M TROWER CON
Total for Ck.# 80564 1400.00										
181971-01	096	04096	080118	80565	O 9611 NATE'S LAWN & LANDSCAPE INC	575.00	575.00	PF	375.241	VERTICUT
181971-02	096	04096	080118	80565	O	205.00	205.00	PF	375.241	WATER SYSTEM CONTRO
181971-03	096	04096	080118	80565	O	225.00	225.00	PF	375.241	CONTROLLER INSTALAT
181971-04	096	04096	080118	80565	O	570.00	570.00	PF	375.241	CHEMICALS
Total for Ck.# 80565 1575.00										
182013-01	024	04024	080118	80566	O 0474 RODGER SMITH, INC.	14321.44	235.99	PP	LC424167	FOODSERVICE SUPPLIE
190070-01	055	49550	080118	80567	O 2633 RYDIN DECAL	521.00	521.00	PF	345555	STUDENT PARKING PER
190060-01	062	51100	080118	80568	O 0310 STATE TREASURER	46655.00	46655.00	PF	R118090199261	INTEREST PAYMENT 20
190060-02	062	51050	080118	80568	O	515000.00	515000.00	PF	R118090199261	PRINCIPAL PAYMENT 2
Total for Ck.# 80568 561655.00										
001119-01	096	61060	080118	80569	O 1739 VISA	660.98	202.74	PP	CARD 2860	SECURITY TRAINING T
013719-01	026	30050	080118	80569	O	54.43	27.52	PP	CARD 4940	DISCIPLINE CONFEREN
013819-01	026	30050	080118	80569	O	334.08	334.08	PF	Multiples	DISCIPLINE CONFEREN

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UNIFIED SCHOOL DISTRICT #506  
 BANK 00101 LABETTE BANK CHECKING

NUMBERS 80539 - 99999

Purchase FND	SACCT	Date Check	Sts	Vendor	Order	Amount	Pay Invoice	Description
Order #		Paid No.		No. Name	Amount		Typ	
013819-02	026 30050	080118	80569	O		192.40	134.79 PP	Multiples DISCIPLINE CONFEREN
013819-03	090 48580	080118	80569	O		7.62	7.62 PF	Multiples KAGAN WKBKS OBY PO
067618-01	096 04096	080118	80569	O		152.18	152.18 PF	CARD 2126 EGS LED SEWING MACH
067618-02	096 04096	080118	80569	O		21.90	21.90 PF	CARD 2126 GRAPH PAPER
067718-01	096 04096	080118	80569	O		204.00	204.00 PF	CARD 2126 EGS LEATHER PIECE
067818-01	096 04096	080118	80569	O		59.99	59.99 PF	CARD 2126 EGS FLAT SURFACE EA
079218-01	110 11011	080118	80569	O		386.91	397.64 PF	CARD 2126 EGS SCHOOL SPECIALT
086818-01	096 61060	080118	80569	O		1440.00	1440.00 PF	CARD 2860 SECURITY PLUS LODGI
087018-01	096 61060	080118	80569	O		13.81	13.81 PF	CARD 2860 LABEL TAPE & HDMI
088718-01	026 04026	080118	80569	O		330.00	330.00 PF	CARD 4833 ROOMS FOR DISCIPLIN
091518-01	090 04090	080118	80569	O		360.82	360.82 PF	CARD 0542 KAGAN WKBKS FOR NEW
092018-01	096 04096	080118	80569	O		100.58	100.58 PF	CARD 4940 TOPEKA ROOM
181961-01	016 04016	080118	80569	O		577.50	577.50 PF	CARD 2951 UTILITY BED
190013-01	088 88510	080118	80569	O		562.35	567.51 PF	CARD 4940 MEAT MIXER & GRINDE
Total for Ck.# 80569					4932.68			
190101-01	016 20370	080218	80570	O 1338 ANDERSON, JERRY		206.25	206.25 PF	7/27 PKING LOT 7/27 HARISON LOT 7.
190104-01	016 20370	080218	80571	O 1136 BROWN, ROBERT		206.25	206.25 PF	7/27 PKING LOT 7/27 HARISON LOT 7.
190097-01	016 20370	080218	80572	O 0434 GEORGE, JOSH		206.25	206.25 PF	7/27 PKING LOT 7/27 PKING LOT 7.5
190102-01	016 20370	080218	80573	O 0424 GEORGE, RALPH		206.25	206.25 PF	7/27 PKING LOT 7/27 HARISON LOT 7.
190100-01	016 20370	080218	80574	O 0433 GOEDEKE, ROMAN		206.25	206.25 PF	7/27 PKING LOT 7/27 HARISON LOT 7.
190098-01	016 20370	080218	80575	O 1133 HAILE, MICHAEL		165.00	165.00 PF	Multiples 7/20 HARRISON LOT 6
190098-02	016 20370	080218	80575	O		206.25	206.25 PF	Multiples 7/27 HARRISON LOT 7
Total for Ck.# 80575					371.25			
190099-01	016 20370	080218	80576	O 1134 KEELE, CASEY		206.25	206.25 PF	7/27 PKING LOT 7/27 HARISON LOT 7.
181738-01	096 04096	080218	80577	O 0828 MCMUNN KIM		175.00	129.26 PF	Multiples NATIONAL SKILLS MEA
190103-01	016 20370	080218	80578	O 0425 STEEBY, JOHN		206.25	206.25 PF	7/27 PKING LOT 7/27 HARISON LOT 7.
013419-01	097 97300	080218	80579	O 1739 VISA		849.00	849.00 PF	CARD 3553 HUMMINGBIRD DUO CLA
082118-01	112 04112	080218	80579	O		299.85	299.85 PF	CARD 0484 REWARDS STUDENT BOO
082118-02	112 04112	080218	80579	O		29.99	29.99 PF	CARD 0484 SHIPPING & HANDLING
093518-01	096 04096	080218	80579	O		229.99	229.99 PF	CARD 3553 MVIEW JAZZ BAND BAS
181753-01	096 04096	080218	80579	O		125.00	96.64 PP	CARD 0484 FBLA NATIONALS SPON
190023-01	006 22650	080218	80579	O		106.08	106.08 PF	CARD 3553 OUTSIDE FUEL
190024-01	096 61435	080218	80579	O		593.70	593.60 PF	CARD 3553 4 WRESTLING ROOMS F
Total for Ck.# 80579					2205.15			
900005-01	024 27950	080218	80580	O 1522 COOPER DEBRA K		122.00	122.00 PF	070618 EGS PRODUCE REIMBUR
072818-01	006 04006	080218	80581	O 1325 FLYBRIX		567.00	567.00 PF	10942 QUADROCOPTER, OCTOC
072118-01	006 04006	080218	80582	O 0169 KSHSAA		290.84	290.84 PF	Multiples AGS 18/19 KSHSAA IN
072118-02	006 04006	080218	80582	O		125.00	125.00 PF	Multiples AGS 18/19 KSHSAA ME
073818-01	006 04006	080218	80582	O		264.40	264.40 PF	Multiples MVAL KSHSAA INSURAN
073818-02	006 04006	080218	80582	O		125.00	125.00 PF	Multiples MVAL KSHSAA MEMBERSH
076818-01	006 04006	080218	80582	O		409.82	409.82 PF	M VIEW LIABILIT MVIEW 18/19 KSHSAA
076918-01	006 04006	080218	80582	O		125.00	125.00 PF	M VIEW MEMBERSH MVIEW 18/19 KSHSAA
079118-01	006 04006	080218	80582	O		198.30	198.30 PF	Multiples EGS KSHSAA INSURANC
079118-02	006 04006	080218	80582	O		125.00	125.00 PF	Multiples EGS KSHSAA MEMBERSH
079118-03	006 04006	080218	80582	O		158.64	158.64 PF	Multiples BGS KSHSAA INSURANC
079118-04	006 04006	080218	80582	O		125.00	125.00 PF	Multiples BGS KSHSAA MEMBERSH
181696-01	006 04006	080218	80582	O		1850.00	1850.00 PF	Multiples LC KSHSAA MEDICAL P

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UNIFIED SCHOOL DISTRICT #506  
BANK 00101 LABETTE BANK CHECKING

NUMBERS 80539 - 99999

Purchase FND Order #	SACCT	Date Paid No.	Check No.	Sts	Vendor Name	Order Amount	Amount Paid	Pay Type	Invoice No.	Description
181696-02	006	04006	080218	80582	O		400.00			LC KSHSAA 18/19 MEM
190083-01	096	61425	080218	80582	O		270.00			DOACHING SCHOOL REG
Total for Ck.# 80582						4467.80				
000919-01	096	51360	080218	80583	O	0196 MCCARTY OFFICE MACHINES	1659.47	1659.47	PF P44095-00	COPIERS SUPPLIES, D
001019-01	096	51360	080218	80583	O		204.70	204.70	PF P43704-00	CANON 128 TONER CAR
001519-01	096	51360	080218	80583	O		1940.93	1940.93	PF P44078-00	M VIEW COPIER SUPPL
079318-01	006	13500	080218	80583	O		835.77	835.77	PF P43478-00	EGS LIBRARY SHELVES
081018-01	006	04006	080218	80583	O		1749.74	1749.74	PF P42999-00	AGS CONF TABLE, CHA
181988-01	096	04096	080218	80583	O		19.98	19.98	PF P42972-00	ENGLISH FINE LINE M
181988-02	096	04096	080218	80583	O		344.30	344.30	PF P42972-00	ENGLISH STORAGE CAB
190084-01	006	13850	080218	80583	O		57.40	57.40	PF P12904-00	PENS FOR ASSISTANT
Total for Ck.# 80583						6812.29				
900003-01	006	13540	080218	80584	O	1242 MCKINZIE LORI	68.33	68.33	PF MAY MILEAGE	MAY MILEAGE
181929-01	096	04096	080218	80585	O	0212 MIDWEST MINERALS INC	4000.00	212.88	PP 304728	ROCK, CHIPS
900001-01	086	86540	080218	80586	O	0747 OSWALD JULIE	665.00	665.00	PF SUMMER TUITION	SUMMER '18 3 HR TUI
190076-01	006	12680	080218	80587	O	0257 PITNEY BOWES	249.54	249.54	PF 3306629644	LC MAIL MACHINE FEE
181966-01	096	04096	080218	80588	O	1092 UNIFIRST CORPORATION	700.00	153.61	PF Multiples	UNIFORMS, CUSTODIAL
190074-01	096	51365	080218	80588	O		1224.75	1224.76	PF Multiples	UNIFORMS, CUSTODIAL
Total for Ck.# 80588						1378.37				
001419-01	096	61060	080218	80589	O	0001 ACE HARDWARE	43.67	43.67	PF 44441	MOUNTING HARDWARE A
190087-01	034	44150	080218	80590	O	0024 BARTLETT CO-OP	45.50	45.50	PF 388453	FEED FOR CATTLE
190096-01	034	44150	080218	80590	O		54.60	54.60	PF 389334	FEED FOR CATTLE
Total for Ck.# 80590						100.10				
190047-01	096	61453	080218	80591	O	4043 BLEACHER GEAR	1117.46	1117.46	PF 24823	CHEER CAMP OUTFITS
007319-01	096	51355	080218	80592	O	0278 CORNER STORE	64.90	64.90	PF 581468	FOUNDATION MEALS
190064-01	030	32500	080218	80593	O	9974 CRAIG HOME CARE	350.70	350.70	PF 11-1251-09	TRANSPORTATION
007419-01	026	30050	080218	80594	O	1336 DAVID P. HURFORD	500.00	500.00	PF INSERVICE TRAIN	DYSLEXIA INSERVICE
182011-01	006	04006	080218	80595	O	0673 GRIZZLY INDUSTRIAL	5224.00	5224.00	PF 9319130	LATHE
190085-01	006	13800	080218	80596	O	9616 J W PEPPER	174.99	174.99	PF 03571963	MARCHING SHOW MUSTC
190077-01	096	51355	080218	80597	O	3642 KANSAS ASSOC. OF SCHOOL BOARD	1269.56	1269.56	PF 9936	LEGAL ASSISTANCE
190078-01	096	51355	080218	80598	O	0009 LABETTE AVENUE	21.40	21.40	PF 07/31/18	STORM SHELTER BID N
190078-02	096	51355	080218	80598	O		45.50	45.50	PF 07/31/18	BOARD VACANCY NOTIC
190078-03	006	12500	080218	80598	O		830.00	830.00	PF 07/31/18	LC FAIR EDITION AD
190078-04	006	12500	080218	80598	O		1010.00	1010.00	PF 07/31/18	ENROLLMENT AD
Total for Ck.# 80598						1906.90				
181597-01	006	04006	080218	80599	O	0196 MCCARTY OFFICE MACHINES	592.90	592.90	PF P42713-00	BOE COPY PAPER
181597-02	006	04006	080218	80599	O		4096.40	4096.40	PF P42713-00	LC COPY PAPER
181597-03	006	04006	080218	80599	O		916.30	916.30	PF P42713-00	AGS COPY PAPER
181597-04	006	04006	080218	80599	O		727.65	727.65	PF P42713-00	BGS COPY PAPER
181597-05	006	04006	080218	80599	O		835.45	835.45	PF P42713-00	EGS COPY PAPER
181597-06	006	04006	080218	80599	O		1024.10	1024.10	PF P42713-00	M VIEW COPY PAPER
181597-07	006	04006	080218	80599	O		431.20	431.20	PF P42713-00	M VAL COPY PAPER
Total for Ck.# 80599						8624.00				
182005-01	006	04006	080218	80600	O	5498 MSC	1607.20	1607.20	PF Multiples	MACHINE SHOP BANDSA
000719-01	030	32350	080218	80601	O	6064 NCS PEARSON, INC.	965.12	965.42	PF Multiples	SPEED DIAL KITS, FO
190050-01	006	12500	080218	80602	O	0246 PARSONS SUN	54.00	54.00	PF 60546	DISTRICT AD
190050-02	096	51355	080218	80602	O		105.93	105.93	PF 60546	CUSTODIAN CLASSIFIE

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NUMBERS 80539 - 99999

Purchase FND	SACCT	Date	Check	Sts	Vendor	Order	Amount	Pay	Invoice	Description
Order #		Paid No.	No.	Name		Amount	Paid	Typ		
190050-03	006	12500	080218	80602	O		345.00	345.00	PF 60546	SUMMER AD
Total for Ck.# 80602						504.93				
181991-01	096	04096	080218	80603	O	3126	449.00	449.00	PF 2958	CURRENT PORTAPHONE
181992-01	096	04096	080218	80603	O		675.00	675.00	PF 2958	PORTA PHONE UPGRADE
Total for Ck.# 80603						1124.00				
190063-01	034	44150	080218	80604	O	2729	275.00	275.00	PF 197980	CATTLE WORK
190086-01	034	44150	080218	80604	O		55.00	55.00	PF 199227	FOOT TRIM FOR COWS
Total for Ck.# 80604						330.00				
190005-01	096	61020	080218	80605	O	0298	8050.80	8050.80	PF 3462708-00	SPOT VISION SCREENE
181536-01	006	04006	080218	80606	O	0285	585.77	585.77	PF 208120759387	BOE COPY PAPER
181536-02	006	04006	080218	80606	O		3759.05	3759.05	PF 208120759387	LC COPY PAPER
181536-03	006	04006	080218	80606	O		903.08	903.08	PF 208120759387	AGS COPY PAPER
181536-04	006	04006	080218	80606	O		732.21	732.21	PF 208120759387	BGS COPY PAPER
181536-05	006	04006	080218	80606	O		829.85	829.85	PF 208120759387	EGS COPY PAPER
181536-06	006	04006	080218	80606	O		1025.13	1025.13	PF 208120759387	MVIEW COPY PAPER
181536-07	006	04006	080218	80606	O		488.11	488.11	PF 208120759387	MVAL COPY PAPER
181537-01	006	04006	080218	80606	O		26.24	26.24	PF 308103032250	BOE COLOR PAPER
181537-02	006	04006	080218	80606	O		137.81	137.81	PF 308103032250	LC COLOR PAPER & CA
181537-03	006	04006	080218	80606	O		7.64	7.64	PF 308103032250	AGS CARDSTOCK
181537-04	006	04006	080218	80606	O		11.25	11.25	PF 308103032250	BGS COLOR PAPER
181537-05	006	04006	080218	80606	O		62.36	62.36	PF 308103032250	EGS COLOR PAPER & C
181537-06	006	04006	080218	80606	O		123.83	123.83	PF 308103032250	MVIEW COLOR PAPER &
181537-07	006	04006	080218	80606	O		158.11	158.11	PF 308103032250	MVALLEY COLOR PAPER
Total for Ck.# 80606						8850.44				
190075-01	030	32400	080218	80607	O	5470	238936.00	238936.00	PF DISTRICT CONTRI	DISTRICT CONTRIBUTI
190095-01	034	44150	080218	80608	O	2555	420.00	420.00	PF 07162018	RAKING & BALING HAY
064418-01	112	04112	080218	80609	O	1214	6093.65	5216.25	PP BA32218-IN	BRIDGE MATH INTERVE
190088-01	096	61453	080218	80610	O	0669	23.13	23.13	PF 3702A	FOOTBALL PORTAPHONE
190093-01	026	30050	080218	80611	O	9890	606.35	606.35	PF E RASCHEN MMBRS	E RASCHEN PROFESSIO
190082-01	096	51355	080218	80612	O	0334	78.12	78.12	PF PC CHK 3094	DISTRICT INSURANCE
181889-01	096	04096	080218	80613	O	1309	217.00	217.00	PF 53100126	CHEER UNIFORM
190054-01	096	51355	080218	80614	O	0279	50.00	50.00	PF 269437	KAREN MCCORD NOTARY
182012-01	006	04006	080218	80615	O	1744	3759.53	679.00	PP 6743778939	TECHNOLOGY EQUIPMEN
181676-01	006	04006	080218	80616	O	1248	592.36	592.36	PF 653546	BOOKS REQUESTED BY
181491-01	096	04096	080218	80617	O	0299	1929.98	1929.98	PF 902602394	GIRLS BASKETBALL SU
181555-01	096	04096	080218	80617	O		801.50	801.50	PF 902530768	JH FOOTBALL TACKLE
181761-01	096	04096	080218	80617	O		2260.88	2260.88	PF 902530774	FOOTBALL SHOULDER P
181983-01	096	04096	080218	80617	O		76.95	76.95	PF 902530768	FOOTBALL AGILITY HO
181983-02	096	04096	080218	80617	O		477.90	477.90	PF 902530768	FOOTBALL POWER SLED
181989-01	096	04096	080218	80617	O		599.60	599.60	PF Multiples	FB PRO TEC 5 PAD GI
181989-02	096	04096	080218	80617	O		581.75	581.75	PF Multiples	FB RED PERFORMANCE
181989-03	096	04096	080218	80617	O		581.75	581.75	PF Multiples	FB BLACK PERFORMANC
181989-04	096	04096	080218	80617	O		99.00	99.00	PF Multiples	FB ROUND KNEE PADS
181989-05	096	04096	080218	80617	O		716.40	716.40	PF Multiples	FB RED VAPOR CREW S
190004-01	096	61020	080218	80617	O		2233.27	2233.27	PF Multiples	SLAM BALLS, MEDICIN
190067-01	096	61453	080218	80617	O		.02	.03	PF Multiples	BALANCE OF FOOTBALL
190067-02	096	61453	080218	80617	O		74.65	74.65	PF Multiples	JH FOOTBALL PO 1815

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Purchase FND Order #	SACCT	Date Paid No.	Check No.	Sts	Vendor Name	Order Amount	Amount Paid	Pay Type	Invoice No.	Description
190067-03	096	61449	080218	80617	O	1346.92	1346.92	PF	Multiples	JH FOOTBALL SHOULDE
190067-04	096	61453	080218	80617	O	372.64	372.64	PF	Multiples	BALANCE OBY PO 1900
190067-05	096	61453	080218	80617	O	263.35	263.35	PF	Multiples	BALANCE OBY PO 1819
Total for Ck.# 80617						12416.57				
180170-01	096	04096	080218	80618	O 3425	16200.00	1350.00	PF	122957	ADMIN SERVICES PAYR
181973-01	096	04096	080218	80618	O	3695.00	3695.00	PF	129078	FEE FOR MAPP SERVIC
181976-01	096	04096	080218	80618	O	195.00	195.00	PF	130230	FOUNDATION OFF SITE
Total for Ck.# 80618						5240.00				
001719-01	096	61060	080218	80619	O 1337	1745.00	1770.00	PF	00001580	5 HOVERCAM SOLO 8 S
190003-01	096	61020	080218	80620	O 1075	240.00	240.00	PF	INV28631	FOOTBALL GREEN SUPE
190003-02	096	61020	080218	80620	O	290.00	290.00	PF	INV28631	FOOTBALL BLUE SUPER
Total for Ck.# 80620						530.00				
190006-01	096	61020	080218	80621	O 1318	655.00	655.00	PF	100971	LOWER BAND ATTACHEME
190007-01	096	61020	080218	80622	O 1321	1507.97	1507.97	PF	22461	GLUTE HAM ROLLER 10
190094-01	026	30050	080218	80623	O 9890	644.50	644.50	PF	S HOLTZMAN MMBR	S HOLTZMAN PROFESSI
001319-01	006	17050	080318	80624	O 1744	1049.00	1049.00	PF	Multiples	MCBK AIR/ INTERLOCA
001319-02	096	61060	080318	80624	O	2678.00	2678.00	PF	Multiples	2 MAC MINIS
001319-03	096	61060	080318	80624	O	1339.00	1339.00	PF	Multiples	MAPPS SERVER UPGRAD
Total for Ck.# 80624						5066.00				
190055-02	016	20370	080318	80625	O 1333	6385.33	6385.33	PF	753082	SEAL COATING PARKIN
181977-01	096	04096	080318	80626	O 3425	630.00	630.00	PF	130015	18/19 ACTIVITY FUND
190059-01	096	51355	080318	80626	O	16500.00	1375.00	PP	132066	ADMIN SERVICES FOR
Total for Ck.# 80626						2005.00				
190051-01	096	51355	080318	80627	O 2706	153.00	178.50	PF	ACCT 878099	NEW EMPLOYEE DRUG S
190108-01	006	12350	080318	80628	O 0335	10.24	10.24	PF	071218	SUMMER CREW MEAL SU
190112-01	096	61140	080318	80628	O	44.31	44.31	PF	070318	WATER COOLER, GATOR
Total for Ck.# 80628						54.55				
181929-01	096	04096	080318	80629	O 0212	4000.00	250.17	PP	305919	ROCK, CHIPS
181960-01	006	04006	080318	80630	O 0387	3000.00	626.69	PP	Multiples	PARTS
181951-01	096	04096	080318	80631	O 0302	2500.00	695.01	PP	Multiples	PAINT, EQUIPMENT
190140-01	096	61140	080618	80632	O 1707	2600.00	2600.00	PF	83987	MAINTENANCE SUPPLIE
190149-01	096	61140	080618	80633	O 9907	1104.00	1104.00	PF	10814	WHITE FIELD PAINT
190111-01	096	61367	080618	80634	O 0327	95.62	95.62	PF	KS061800734	UTILITIES
190111-02	096	61359	080618	80634	O	104.16	104.16	PF	KS061800734	UTILITIES
190111-03	096	61369	080618	80634	O	95.11	95.11	PF	KS061800734	UTILITIES
Total for Ck.# 80634						294.89				
190150-01	006	22700	080618	80635	O 5578	603.41	603.41	PF	1267101	BATTERIES
190151-01	096	61140	080618	80636	O 0026	28.15	28.15	PF	3533015	MOWER PARTS
190131-01	096	61425	080618	80637	O 4617	126.43	126.43	PF	430219	COACHING SCHOOL LOD
190152-01	096	61140	080618	80638	O 6949	35.00	35.00	PF	Multiples	MONITORING FEE - WE
190152-02	096	61140	080618	80638	O	35.00	35.00	PF	Multiples	MONITORING FEE - DR
190152-03	096	61140	080618	80638	O	35.00	35.00	PF	Multiples	MONITORING FEE - VO
Total for Ck.# 80638						105.00				
190109-01	006	15860	080618	80639	O 0060	342.00	342.00	PF	Multiples	UTILITIES
190109-02	096	61290	080618	80639	O	9317.98	9317.98	PF	Multiples	UTILITIES
190109-03	006	15300	080618	80639	O	1773.90	1773.90	PF	Multiples	UTILITIES
190109-04	006	14950	080618	80639	O	120.27	120.27	PF	Multiples	UTILITIES

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Purchase FND Order #	SACCT	Date	Check	Sts	Vendor No. Name	Order Amount	Amount Paid	Pay Invoice Typ	Description
190109-05	034	45150	080618	80639	O	158.24	158.24	PF Multiples	UTILITIES
190109-06	034	45050	080618	80639	O	4311.31	4311.31	PF Multiples	UTILITIES
190109-07	034	45000	080618	80639	O	820.76	820.76	PF Multiples	UTILITIES
190109-08	034	44950	080618	80639	O	55.65	55.65	PF Multiples	UTILITIES
190109-09	006	23100	080618	80639	O	10.21	10.21	PF Multiples	UTILITIES
190109-10	096	61407	080618	80639	O	278.15	278.15	PF Multiples	UTILITIES
190109-11	006	22950	080618	80639	O	52.95	52.95	PF Multiples	UTILITIES
190109-12	096	61365	080618	80639	O	3.59	3.59	PF Multiples	UTILITIES
190109-13	006	15000	080618	80639	O	38.05	38.05	PF Multiples	UTILITIES
190109-14	096	61296	080618	80639	O	262.11	262.11	PF Multiples	UTILITIES
190109-15	006	15800	080618	80639	O	66.24	66.24	PF Multiples	UTILITIES
190109-16	096	61357	080618	80639	O	6.00	6.00	PF Multiples	UTILITIES
190109-17	096	61371	080618	80639	O	34.33	34.33	PF Multiples	UTILITIES
190109-18	006	15050	080618	80639	O	139.50	139.50	PF Multiples	UTILITIES
190109-19	096	61401	080618	80639	O	1932.54	1932.54	PF Multiples	UTILITIES
190109-20	006	15810	080618	80639	O	124.61	124.60	PF Multiples	UTILITIES
190110-01	006	15860	080618	80639	O	66.24	66.24	PF Multiples	UTILITIES
190110-02	096	61290	080618	80639	O	518.21	518.21	PF Multiples	UTILITIES
190110-03	006	15300	080618	80639	O	16.65	16.65	PF Multiples	UTILITIES
190110-04	006	14950	080618	80639	O	28.33	28.33	PF Multiples	UTILITIES
190110-05	096	61290	080618	80639	O	255.23	255.23	PF Multiples	UTILITIES
190110-06	006	15300	080618	80639	O	16.65	16.65	PF Multiples	UTILITIES
190110-07	006	15860	080618	80639	O	26.24	26.24	PF Multiples	UTILITIES
190110-08	034	44500	080618	80639	O	6.00	6.00	PF Multiples	UTILITIES
Total for Ck.# 80639					20781.93				
190121-01	006	15100	080618	80640	O 0061 CITY OF BARTLETT	22.00	22.00	PF 77	WATER SERVICE @ BGS
190121-02	006	15820	080618	80640	O	150.00	150.00	PF 77	SEWER SERVICE @ BGS
Total for Ck.# 80640					172.00				
190122-01	006	15200	080618	80641	O 0064 CITY OF PARSONS	56.87	56.87	PF 05-0133-00	WATER AT MDVIEW
190113-01	096	51365	080618	80642	O 0121 FOUR STATE MAINT SUPPLY	215.07	215.07	PF Multiples	FLOOR FINISH
190113-02	096	51365	080618	80642	O	99.56	99.56	PF Multiples	CUSTODIAL SUPPLIES
Total for Ck.# 80642					314.63				
190138-01	096	61140	080618	80643	O 0414 GRAND RENTAL STATION	20.00	20.00	PF Multiples	CARBIDE BIT
190138-02	096	61140	080618	80643	O	149.19	149.19	PF Multiples	JACKHAMMER
190138-03	096	61140	080618	80643	O	354.35	354.35	PF Multiples	SCISSOR LIFT
Total for Ck.# 80643					523.54				
190153-01	006	22700	080618	80644	O 9486 HEAVY DUTY BUS PARTS, INC.	278.25	278.25	PF 118503	PART
190148-01	096	61140	080618	80645	O 0382 HERRMAN LUMBER CO	254.60	254.60	PF Multiples	CEILING TILE FRAMES
190148-02	096	61140	080618	80645	O	26.45	26.45	PF Multiples	CONCRETE MIX
Total for Ck.# 80645					281.05				
190135-01	096	51365	080618	80646	O 0325 HUGO'S INDUSTRIAL SUPPLY, INC	3484.22	3484.22	PF Multiples	CUSTODIAL SUPPLIES
190120-01	096	51355	080618	80647	O 1341 INDEPENDENCE DAILY REPORTER	54.80	54.80	PF 32692	CLASSIFIED AD
009619-01	006	13890	080618	80648	O 0009 LABETTE AVENUE	42.00	42.00	PF 510 1 R 1	EGS LABETTE AVE 1 Y
190134-01	096	61140	080618	80649	O 0830 LABETTE HARDWARE	1257.68	1242.52	PF Multiples	MAINTENANCE SUPPLIE
190134-02	096	61140	080618	80649	O	435.75	435.75	PF Multiples	MAINTENANCE SUPPLIE
190134-03	096	61140	080618	80649	O	51.92	51.92	PF Multiples	MAINTENANCE SUPPLIE

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Purchase FND Order #	SACCT	Date Paid No.	Check No.	Sts	Vendor Name	Order Amount	Amount Paid	Pay Typ	Invoice	Description
Total for Ck.# 80649						1730.19				
190142-01	096	61140	080618	80650	O 1118 MCMASTER-CARR	145.75	145.75	PF	68920337	TOILET KIT
190132-01	016	20370	080618	80651	O 0212 MIDWEST MINERALS INC	2304.60	2304.60	PF	305920	CHIPS
190141-01	096	61140	080618	80652	O 4007 O'BRIEN READY MIX	210.00	210.00	PF	Multiples	SAND
190141-02	016	20370	080618	80652	O	3195.00	3195.00	PF	Multiples	CONCRETE
Total for Ck.# 80652						3405.00				
190137-01	096	51355	080618	80653	O 2501 PAR FORMS CORPORATION	647.00	647.00	PF	105423	CRISIS MANUALS
190119-01	006	12500	080618	80654	O 0246 PARSONS SUN	54.00	54.00	PF	60546	DISTRICT AD
190119-02	006	12500	080618	80654	O	9000.00	9000.00	PF	60546	BACK TO SCHOOL AD
190119-03	006	12500	080618	80654	O	2145.00	2145.00	PF	60546	LB CO FAIR AD
190119-04	096	51355	080618	80654	O	45.40	45.40	PF	60546	BID NOTICE
Total for Ck.# 80654						11244.40				
900007-01	006	22800	080618	80655	O 9923 RASCHEN ED	44.08	44.08	PF	073118 CDL	CDL REIMBURSEMENT
190123-01	006	15850	080618	80656	O 9891 REPUBLIC SERVICES	284.81	284.81	PF	0376-000394827	TRASH @ MDVALLEY
190115-01	096	61140	080618	80657	O 2174 S & S LUMBER	3008.50	3008.50	PF	Multiples	DOORS, LUMBER, SUPP
190143-01	096	61140	080618	80658	O 0825 SMALLWOOD LOCK & SUPPLY	286.86	286.86	PF	Multiples	ENTRY LOCK, LEVER
190143-02	096	61140	080618	80658	O	367.52	367.52	PF	Multiples	CYLINDERS, CORES
Total for Ck.# 80658						654.38				
190144-01	006	22700	080618	80659	O 9681 SUMMIT TRUCK GROUP	2311.99	2311.99	PF	Multiples	PARTS, SERVICE
190139-01	096	61140	080618	80660	O 0867 T.H. ROGERS PARSONS STORE #19	32.75	32.75	PF	Multiples	RED OAK, SCREWS
190139-02	096	61140	080618	80660	O	167.70	167.70	PF	Multiples	CEILING TILES
190139-03	096	61140	080618	80660	O	234.45	234.45	PF	Multiples	WHITE OAK, SCREWS
190139-04	096	61140	080618	80660	O	109.99	109.99	PF	Multiples	ADHESIVE, BATHBOARD
Total for Ck.# 80660						544.89				
190145-01	006	22700	080618	80661	O 0669 THOMAS IMPLEMENT	112.08	112.08	PF	4053A	FILTERS
190136-01	096	61140	080618	80662	O 5553 W&W BACKHOE AND TRENCHING	500.00	500.00	PF	Multiples	LABOR
190136-02	096	61140	080618	80662	O	450.00	450.00	PF	Multiples	LABOR
Total for Ck.# 80662						950.00				
190133-01	096	61140	080618	80663	O 6599 WCA WASTE CORPORATION	54.29	54.29	PF	Multiples	TRASH DUMP
190133-02	096	61140	080618	80663	O	43.43	43.43	PF	Multiples	TRASH DUMP
190133-03	096	61140	080618	80663	O	102.49	102.49	PF	Multiples	TRASH DUMP
Total for Ck.# 80663						200.21				
190146-01	096	61140	080618	80664	O 3790 WOODS LUMBER OF INDEPENDENCE	228.00	228.00	PF	316146	COMPRESSOR RENTAL
008619-01	006	13880	080618	80665	O 0024 BARTLETT CO-OP	51.65	51.65	PF	Multiples	BGS ENROLLMENT MEAL
091618-01	096	04096	080618	80666	O 1256 GIA PUBLICATIONS, INC	4760.00	4760.00	PF	3515	K & 1ST MUSIC CURRI
013919-01	055	49500	080618	80667	O 0155 HOUGHTON MIFFLIN CO	3313.90	3313.90	PF	710112882	BIG DAY PK CURRICUL
181947-01	006	04006	080618	80668	O 2706 LABETTE HEALTH	1410.00	188.00	PP	Multiples	DOT PHYSICALS
181928-04	024	04024	080618	80669	O 0205 MARRONE'S INC	8000.00	547.12	PP	Multiples	ESTIMATE SFSP FOOD
181931-01	006	04006	080618	80670	O 0210 NAPA/GENUINE PARTS CO.-KC	1000.00	368.03	PF	Multiples	PARTS
190114-01	006	22700	080618	80670	O	715.82	715.82	PF	Multiples	PARTS
Total for Ck.# 80670						1083.85				
181927-02	024	04024	080618	80671	O 6722 SAVE-A-LOT	3500.00	15.90	PP	9JUL2018	ESTIMATE SFSP FOOD
000819-01	006	13550	080618	80672	O 1324 SCHOOL OUTFITTERS	146.57	146.57	PF	INV12880202	AGS PLASTIC STACK S
0/2/18-01	006	04006	080618	80672	O	494.00	494.00	PF	INV12880202	AGS COLOR PLASTIC S
Total for Ck.# 80672						640.57				
190147-01	096	51365	080618	80673	O 1092 UNIFIRST CORPORATION	573.66	573.66	PF	Multiples	UNIFORMS, CUSTODIAL
181952-01	006	04006	080618	80674	O 4689 VISA	317.92	70.00	PF	CARD 2939	OUTSIDE FUEL
181952-02	006	04006	080618	80674	O	345.47	86.92	PF	CARD 2939	MEAL, MOTEL, DIP ST

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UNIFIED SCHOOL DISTRICT #506  
BANK 00101 LABETTE BANK CHECKING

NUMBERS 80539 - 99999

Purchase FND Order #	SACCT	Date	Check	Sts	Vendor No. Name	Order Amount	Amount Paid	Pay Invoice Typ	Description
190116-01	006	22800	080618	80674	0	87.06	87.06	PF CARD 2936	CDL LICENSE FEES
190116-02	006	22650	080618	80674	0	262.91	295.91	PF CARD 2936	OUTSIDE FUEL
190117-01	006	22650	080618	80674	0	83.61	83.61	PF CARD 1186	OUTSIDE UNLEAD
190117-02	006	22800	080618	80674	0	224.50	224.50	PF CARD 1186	DRIVER'S MEALS, MOT
190118-01	006	22650	080618	80674	0	54.96	54.96	PF CARD 2944	OUTSIDE UNLEAD
190118-02	006	22650	080618	80674	0	46.49	46.49	PF CARD 2944	OUTSIDE UNLEAD
Total for Ck.# 80674						949.45			
091118-01	112	04112	080618	80675	0 2163 ZANER-BLOSER	116.43	116.43	PF 10168045	HANDWRITING KIND. 3
091118-02	090	04090	080618	80675	0	717.44	717.44	PF 10168045	HANDWRITING KIND. 3
Total for Ck.# 80675						833.87			
190154-01	096	61140	080718	80676	0 4167 ACE HARDWARE	476.40	476.40	PF Multiples	MAINTENANCE SUPPLIE
190175-01	034	44150	080718	80677	0 0024 BARTLETT CO-OP	72.80	72.80	PF 390343	FEED FOR CATTLE
900010-01	055	49550	080718	80678	0 1342 BOWEN SHANNON	60.00	60.00	PF ENRLLMNT REFUND	ENROLLMENT FEE REFU
190168-01	096	61425	080718	80679	0 4617 CAPITOL PLAZA HOTEL	115.42	115.42	PF Multiples	NORA SHELTON COACHE
190168-02	096	61425	080718	80679	0	255.33	255.33	PF Multiples	K HEATHERLY COACHES
Total for Ck.# 80679						370.75			
190165-01	096	61140	080718	80680	0 0911 CINTAS FIRE 636525	3740.51	3740.51	PF Multiples	HOOD INSPECTIONS -
190165-02	096	61140	080718	80680	0	6121.76	6121.76	PF Multiples	HOOD REGEN - LCHS
Total for Ck.# 80680						9862.27			
190174-01	034	44150	080718	80681	0 3696 COFFEYVILLE FEED & FARM	152.45	152.45	PF 710995	VARIOUS SUPPLIES FO
190157-01	006	22650	080718	80682	0 0278 CORNER STORE	21.47	21.47	PF Multiples	CLEAR DIESEL
190157-02	006	22650	080718	80682	0	60.83	60.83	PF Multiples	CLEAR DIESEL
Total for Ck.# 80682						82.30			
190169-01	006	13500	080718	80683	0 0932 CULLIGAN OF INDEPENDENCE	40.00	40.00	PF 76705	LIBRARY CULLIGAN WA
190159-01	096	61140	080718	80684	0 3777 DOYLE GLASS CO.	886.26	886.26	PF 7149	GLASS, LABOR
190155-01	096	61140	080718	80685	0 4289 FASTENAL	412.69	412.69	PF Multiples	MAINTENANCE PARTS,
190172-01	006	15820	080718	80686	0 6727 GREEN ENVIRONMENTAL SVCS	290.31	290.31	PF Multiples	BGS TRASH SERVICE
190172-02	006	15840	080718	80686	0	309.67	309.67	PF Multiples	MDVIEW TRASH SERVIC
Total for Ck.# 80686						599.98			
190160-01	006	22700	080718	80687	0 0799 HY-FLO EQUIPMENT	44.15	44.15	PF 124274	PART
190167-01	024	27900	080718	80688	0 0134 JOE HARDING SALES & SERVICES	309.25	309.25	PF 13144	MISC SUPPLIES
190161-01	006	22800	080718	80689	0 3935 KANSAS DRUG TESTING INC.	180.00	180.00	PF 49559	RANDOM TESTING FEES
190156-01	096	61140	080718	80690	0 0909 LAWSON PRODUCTS	1220.83	1220.73	PF Multiples	BATTERIES, SUPPLIES
190162-01	096	61140	080718	80691	0 0189 LINN'S AIR COOLED ENGINES	424.99	424.99	PF Multiples	CHAIN SAW
190162-02	096	61140	080718	80691	0	127.41	127.41	PF Multiples	MOWER PARTS
190162-03	096	61140	080718	80691	0	173.04	173.04	PF Multiples	WEED EATER PARTS
Total for Ck.# 80691						725.44			
181762-01	034	04034	080718	80692	0 1260 RYONET CORPORATION	6499.99	3624.98	PF IN709623	SCREEN PRINTING PAC
181762-03	034	04034	080718	80692	0	300.00	300.00	PF IN709623	BACKLIGHT SYSTEM
181762-04	034	04034	080718	80692	0	474.99	474.99	PF IN709623	SHIPPING
Total for Ck.# 80692						4399.97			
190164-01	096	61140	080718	80693	0 1329 THE HOME STORE	242.00	242.00	PF Multiples	GROUT, THINSET
190164-02	096	61140	080718	80693	0	264.00	264.00	PF Multiples	COVE BASE
190164-03	096	61140	080718	80693	0	576.00	576.00	PF Multiples	COVE BASE
Total for Ck.# 80693						1082.00			
190171-01	006	12580	080818	80694	0 0078 CRAW KAN TELEPHONE COOP	274.70	274.70	PF Multiples	PHONE SERVICE
190171-02	006	12570	080818	80694	0	237.10	237.10	PF Multiples	PHONE SERVICE



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UNIFIED SCHOOL DISTRICT #506  
BANK 00101 LABETTE BANK CHECKING

NUMBERS 80539 - 99999

Purchase FND Order #	SACCT	Date	Check Paid No.	Sts	Vendor No. Name	Order Amount	Amount Pay Paid Typ	Invoice	Description
Total for Ck.# 80694						511.80			
190163-01	096	61140	080818	80695	O 9823 DIVISION OF ENVIRONMENT	185.00	185.00	PF M-NE55-NO02	WASTEWATER PERMIT
181947-01	006	04006	080818	80696	O 2706 LABETTE HEALTH	1410.00	564.00	PP 878099 070118	DOT PHYSICALS
190170-01	096	51355	080818	80696	O	457.50	457.50	PF 878099 070118	NEW EMPLOYEE DRUG T
Total for Ck.# 80696						1021.50			
181929-01	096	04096	080818	80697	O 0212 MIDWEST MINERALS INC	4000.00	332.91	PP 307257	ROCK, CHIPS
190130-01	096	61453	080818	80698	O 0747 OSWALD JULIE	100.00	109.22	PF 080418	DANCE TEAM PORTABLE
900011-01	090	48580	080818	80699	O 0339 EISENBRANDT LISA	119.46	119.46	PF Multiples	LEGO WALL REIMBURSE
190183-01	016	20360	080818	80700	O 1343 ELECTRICOMM INC.	132035.49	132035.49	PF 3449	TRANSFORMER
190181-01	096	61140	080818	80701	O 0161 JONES CHARLES D COMPANY	4242.42	4242.42	PF Multiples	HVAC UNITS, PARTS
190181-02	096	61140	080818	80701	O	6946.21	6946.21	PF Multiples	HVAC UNITS, PARTS
190181-03	096	61140	080818	80701	O	145.78	145.78	PF Multiples	LG BOARD
190181-04	096	61140	080818	80701	O	78.91	78.91	PF Multiples	BALLAST
190181-05	096	61140	080818	80701	O	125.29	125.29	PF Multiples	PARTS
190181-06	096	61140	080818	80701	O	757.00	757.00	PF Multiples	4 TON COIL
190181-07	096	61140	080818	80701	O	114.38	114.38	PF Multiples	PARTS
Total for Ck.# 80701						12409.99			
014319-01	006	14390	080818	80702	O 1344 KANSAS TEACHER OF THE YEAR RE	28.00	28.00	PF KS TCHR LUNCHON	KS TEACHER OF THE Y
190182-01	096	61140	080818	80703	O 1118 MCMASTER-CARR	264.53	264.53	PF 69038307	CASTERS
190176-01	096	51355	080818	80704	O 2501 PAR FORMS CORPORATION	2880.00	2880.00	PF 105330	DISTRICT CALENDAR-
190180-01	096	61453	080818	80705	O 0510 WARREN MARTY	300.00	300.00	PF CRS CTRY MEAL	CROSS COUNTRY LAMBE
009719-01	006	13890	080818	80706	O 0639 WOODSHED	35.52	35.52	PF Multiples	EGS ENROLLMENT MEAL
085218-01	090	04090	080918	80725	O 0155 HOUGHTON MIFFLIN CO	600.00	600.00	PF 710115150	MATH/READING INVENT
190178-01	091	52870	080918	80726	O 0206 MASTER TEACHER	84.00	84.00	PF 116763788	PARA TEST
182007-01	006	04006	080918	80727	O 1326 TROXELL COMMUNICATIONS	396.00	396.00	PF 132839	2 PASS AROUND MICRO
182007-02	006	04006	080918	80727	O	999.00	999.00	PF 132839	PORTABLE SOUND SYST
Total for Ck.# 80727						1395.00			
900012-01	102	10229	080918	80728	O 0459 WOOD NICOLE	267.50	267.50	PF 8/2-3 MILEAGE	KRR WICHITA CONFERE
190053-01	006	13120	071218	80539	R 0418 ACCIDENT FUND	97821.00	97821.00	PF WCV 61016920401	WORKERS COMP RENEWA
190055-01	016	20370	071218	80540	R 1333 BAILEY'S ASPHALT	3192.67	3192.67	PF 753082	SEAL COATING PARKIN
190048-01	006	15100	071218	80541	R 0061 CITY OF BARTLETT	22.00	22.00	PF ACCT 79	WATER USAGE AT BGS
190048-02	006	15820	071218	80541	R	150.00	150.00	PF ACCT 79	SEWER SERVICE AT BG
Total for Ck.# 80541						172.00			
190052-01	096	61010	071218	80542	R 0078 CRAW KAN TELEPHONE COOP	12700.00	12700.00	PF Multiples	INTERNET SERVICE
190052-02	006	12590	071218	80542	R	377.04	377.04	PF Multiples	PHONE SERVICE
190052-03	006	12610	071218	80542	R	1261.32	1261.32	PF Multiples	PHONE SERVICE
190052-04	006	12560	071218	80542	R	329.04	329.04	PF Multiples	PHONE SERVICE
190052-05	006	12460	071218	80542	R	475.11	475.11	PF Multiples	PHONE SERVICE
190052-06	006	12580	071218	80542	R	274.70	274.70	PF Multiples	PHONE SERVICE
190052-07	006	12570	071218	80542	R	237.10	237.10	PF Multiples	PHONE SERVICE
Total for Ck.# 80542						15654.31			
190065-01	006	12610	071718	80543	R 5085 CENTURYLINK/EMBARQ	47.78	47.78	PF 420081654	PHONE SERVICE
181876-01	096	04096	071718	80544	R 0787 DOLLAR GENERAL-REGIONS 410526	36.30	36.30	PF 1000750770	DISTRICT SUPPLIES
181890-01	006	04006	071718	80544	R	10.50	10.50	PF 1000750649	LC OFFICE SUPPLIES
Total for Ck.# 80544						46.80			
190061-01	096	61361	071718	80545	R 1445 KANSAS GAS SERVICE	65.50	65.50	PF 1158798 45	GAS SERVICE @ MDVIE
190057-01	006	12560	071718	80546	R 1240 TOUCHTONE COMMUNICATIONS	68.90	68.90	PF 195435	PHONE SERVICE
190066-01	006	12620	071718	80547	R 6926 VERIZON WIRELESS	946.48	946.48	PF 9810576154	CELL PHONE SERVICE

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LIST OF WARRANTS

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UNIFIED SCHOOL DISTRICT #506  
BANK 00101 LABETTE BANK CHECKING

NUMBERS 80539 - 99999

Purchase FND Order #	SACCT Paid No.	Date Paid No.	Check No.	Sts Name	Vendor No. Name	Order Amount	Amount Paid	Pay Typ	Invoice No.	Description
190062-01	096	61405	071718	80548	R 0168 WESTAR ENERGY/KG&E	1740.25	1740.25	PF	4634445868	UTILITIES
190062-02	096	61403	071718	80548	R	451.61	451.61	PF	4634445868	UTILITIES
190062-03	096	61294	071718	80548	R	2011.32	2011.32	PF	4634445868	UTILITIES
190062-04	096	61292	071718	80548	R	2475.03	2475.03	PF	4634445868	UTILITIES
Total for Ck.# 80548						6678.21				
181762-01	034	04034	071718	80549	R 1260 RYONET CORPORATION	6499.99	2875.01	PP	Multiples	SCREEN PRINTING PAC
190068-01	096	61361	071918	80550	R 0875 N THERM	5.15	5.15	PF	Multiples	UTILITIES
190068-02	096	61369	071918	80550	R	10.29	10.29	PF	Multiples	UTILITIES
190068-03	096	61359	071918	80550	R	20.59	20.59	PF	Multiples	UTILITIES
190068-04	096	61367	071918	80550	R	10.29	10.29	PF	Multiples	UTILITIES
Total for Ck.# 80550						46.32				
007219-01	006	12350	071918	80551	R 0357 TIMBER CREEK MEATS	305.51	305.51	PF	365560	SUMMER CREW APPRECI
190069-01	006	12620	071918	80552	R 6926 VERIZON WIRELESS	104.28	104.28	PF	9810658743	CELL PHONE SERVICE
190080-01	016	20370	072618	80556	R 0980 VOLMER BRADLEY	5094.00	5094.00	PF		LCHS SIDEWALK
Total						1433438.15	1346759.14			

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LIST OF WARRANTS

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UNIFIED SCHOOL DISTRICT #506  
BANK 00101 LABETTE BANK CHECKING

NUMBERS 80539 - 99999

DATE 08/09/18  
STATUS - O- R- -

SUMMARY BY CHECK STATUS

Type	Order Amount	Amount Paid
O	1296694.40	1213640.37
R	136743.75	133118.77

SUMMARY BY FUND (O/R)

006	GENERAL FUND	166135.90
016	CAPITAL OUTLAY FUND	157099.59
024	FOOD SERVICE FUND	1230.26
026	INSERVICE FUND	3577.24
030	SPECIAL EDUCATION FUND	273627.62
034	VOCATIONAL EDUCATION FUND	13702.29
055	STD.MAT.REVOLVE/TEXTBOOK RENT	4972.48
062	BOND AND INTEREST FUND	561655.00
086	TITLE II-A TEACHER QUALITY	665.00
088	SECONDARY PROGRAM IMP(CPERKIN	567.51
090	TITLE VII INDIAN ED	1805.34
091	TITLE I FUND	84.00
096	LOCAL OPTION BUDGET FUND	153613.27
097	21ST CENTURY 18/19	1695.98
102	KRR 18/19	267.50
110	WALMART GRANT/SPECIAL ED	397.64
112	RURAL LOW INCOME GRANT	5662.52

USD #506 H.S. ACTIVITY FUND

REPORT PREPARED ON 08/01/18 BUDGET YEAR 19 FOR ALL FUNDS

FUND	NAME	BEGINNING CASH BALANCE	+REVENUES	PREV. YEAR -PO EXPENSES	CURR. YEAR -EXPENSES	PREV. & CURR. =CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	(PREV. YEAR CANCEL. PO'S)	ENDING UNENCUMBERED =CASH BALANCE
010	YEARBOOK	12,416.63	.00	.00	.00	12,416.63	.00	.00	12,416.63
011	LCHS GATE RECEI	9,843.89	-1,592.62	.00	23.85	8,227.42	3,431.13	.00	4,796.29
012	ART CLUB	865.79	.00	.00	.00	865.79	.00	.00	865.79
013	BAND	6,336.51	115.00	.00	.00	6,451.51	.00	.00	6,451.51
014	CHESS CLUB	665.27	.00	.00	.00	665.27	.00	.00	665.27
015	VIC GEORGE MEMR	100.22	.00	.00	.00	100.22	.00	.00	100.22
016	F.B.L.A.	2,928.82	.00	.00	.00	2,928.82	1,124.00	.00	1,804.82
017	FELLOWSHIP CHRI	802.26	.00	.00	.00	802.26	.00	.00	802.26
018	FFA	5,075.67	2,671.05	.00	.00	7,746.72	199.89	.00	7,546.83
019	FCCLA	281.10	.00	.00	.00	281.10	.00	.00	281.10
020	LC FLAG CORP	18.69	.00	.00	.00	18.69	.00	.00	18.69
024	L-CLUB	34.00	.00	.00	.00	34.00	.00	.00	34.00
025	GLOBAL EXPEDITI	370.34	.00	.00	.00	370.34	.00	.00	370.34
026	LIBRARY CLUB	1,988.55	.00	.00	.00	1,988.55	.00	.00	1,988.55
027	MUSIC CHORUS	1,833.36	.00	.00	.00	1,833.36	.00	.00	1,833.36
028	HOSA/HEALTH SCI	2,292.46	.00	.00	231.00	2,061.46	.00	.00	2,061.46
030	SADD	142.81	.00	.00	.00	142.81	.00	.00	142.81
032	SRS 2013/MATH	.00	408.50	.00	.00	408.50	.00	.00	408.50
033	GIRLS SWIM TEAM	541.03	.00	.00	51.00	490.03	.00	.00	490.03
035	LCHS FOOTBALL	632.05	.00	.00	.00	632.05	334.22	.00	297.83
036	TRI M	9.98	.00	.00	.00	9.98	.00	.00	9.98
039	LC CHEERLEADERS	588.68	1,917.00	.00	530.00	1,975.68	.00	.00	1,975.68
040	STUDENT COUNCIL	1,075.80	.00	.00	.00	1,075.80	.00	.00	1,075.80
041	MOONBUGGY/WOOD	2,242.47	.00	.00	.00	2,242.47	.00	.00	2,242.47
042	TEACHER'S ACTIV	3,593.16	.00	.00	.00	3,593.16	.00	.00	3,593.16
044	SKILLS	4,852.29	.00	.00	.00	4,852.29	1,800.00	.00	3,052.29
045	LC TENNIS	54.75	.00	.00	.00	54.75	.00	.00	54.75
046	KAYS	406.45	.00	.00	.00	406.45	.00	.00	406.45
047	LC BOY/GIRL BAS	32.24	.00	.00	.00	32.24	.00	.00	32.24
049	INTRNL THESPIAN	5,069.38	200.00	.00	1,150.00	4,119.38	117.10	.00	4,002.28
050	HONOR SOCIETY	1,157.34	.00	.00	408.50	748.84	.00	.00	748.84
052	LCHS WRESTLING	592.41	.00	.00	.00	592.41	90.00	.00	502.41
054	LCHS DANCE TEAM	1,043.43	1,706.00	.00	.00	2,749.43	2,601.66	.00	147.77
055	Science Club	864.31	.00	.00	.00	864.31	.00	.00	864.31
058	LC BASEBALL FUN	5,844.59	.00	.00	.00	5,844.59	.00	.00	5,844.59
059	LCHS REIMBURSEM	1,090.55	85.00	.00	196.28	979.27	.00	.00	979.27
060	PROM	2,211.90	.00	.00	.00	2,211.90	.00	.00	2,211.90
061	LC GOLF FUNDRAI	292.13	.00	.00	.00	292.13	.00	.00	292.13
062	RACHELS CHALLENGE	930.68	.00	.00	.00	930.68	.00	.00	930.68
063	JAG-K	482.40	.00	.00	.00	482.40	.00	.00	482.40
064	PEP CLUB	328.74	.00	.00	.00	328.74	.00	.00	328.74
065	SALES TAX	237.85	.00	.00	.00	237.85	.00	.00	237.85

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 REVENUE/EXPENSE/BALANCE BY FUND

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USD #506 H.S. ACTIVITY FUND

REPORT PREPARED ON 08/01/18 BUDGET YEAR 19 FOR ALL FUNDS

FUND	NAME	BEGINNING CASH BALANCE	+REVENUES	PREV. YEAR -PO EXPENSES	CURR. YEAR -EXPENSES	=CASH BALANCE	PREV. & CURR. -ENCUMBRANCES	(PREV. YEAR CANCEL. PO'S)	ENDING UNENCUMBERED =CASH BALANCE
066	LC FDRAISING DO	1,450.00	.00	.00	.00	1,450.00	.00	.00	1,450.00
069	VOLLEYBALL FUND	1,766.95	.00	.00	141.62	1,625.33	.00	.00	1,625.33
REPORT TOTALS		83,387.93	5,509.93	.00	2,732.25	86,165.61	9,698.00	.00	76,467.61

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BANK ACCOUNT SUMMARY

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USD #506 H.S. ACTIVITY FUND

REPORT PREPARED ON 08/01/18 BUDGET YEAR 19

SACCT	BANK	AMOUNT
00101	CHECKING ACCOUNT	86,165.61
00102	INVESTMENT ACCOUNTS	.00
		<hr/>
	TOTAL	86,165.61
	INSUFFICIENT CHECKS	.00
		<hr/>
		86,165.61

UNIFIED SCHOOL DISTRICT #506

REPORT PREPARED ON 08/02/18 BUDGET YEAR 19

SACCT	BANK	AMOUNT
00101	LABETTE BANK CHECKING	2,812,819.87
00102	CERTIFICATE OF DEPOSITS	3,000,000.00
00105	COMMUNITY NATL BANK	.00
00106	INVESTMENTS 2004 BOND	.00
		<hr/>
	TOTAL	5,812,819.87
	PAYROLL LIABILITIES	324,385.71
		<hr/>
		5,488,434.16

## Petty Cash Report

July 31, 2018

Beginning Balance	Debits	Credits	Balance
\$1000.00	\$78.12		\$921.88

### Checks

Check #	Amount	Purpose
3094	78.12	Insurance enrollment food



## Executive Session

School board business is public business and all official board action should be taken in open session. Executive sessions may sometimes be needed, however, to discuss matters prior to board action. By statute (K.S.A. 75-4319) no subjects shall be discussed at any closed or executive session, except the following:

- Personnel matters of nonelected personnel.
- To discuss matters affecting a student(s).
- To discuss confidential financial data or trade secrets of a business.
- Consultation with an attorney for the board, which would be deemed, privileged in the attorney-client relationship.
- To discuss negotiations.
- To have preliminary discussions about the acquisition of real property.
- To discuss matters relating to the security of the board or the school.

*I move that the board go into executive session for the purpose of discussing personnel matters for non-elected personnel; and that the board return to the open meeting at \_\_\_\_\_ o'clock in this room. The executive session is required to protect the privacy interests of an identifiable individual.*

*I move that the board go into executive session for the purpose of discussing negotiations; and that the board return to the open meeting at \_\_\_\_\_ o'clock in this room.*

## Appendix D: Sample Motions for Executive Session

Mr. 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>SUBJECTS TO BE DISCUSSED</b> <b>(Provide a brief description of what subject will be discussed while still protecting important privacy interest)</b>	<b>JUSTIFICATION</b>
<b>Example:</b> discuss an individual employee's performance	non-elected personnel exception under KOMA
<b>Example 1:</b> discuss confidential student information <b>Example 2:</b> hold a student discipline appeal hearing	the exception relating to actions adversely or favorably affecting a student under KOMA
<b>Example:</b> discuss coding mechanisms Powerschool uses to secure student data with Powerschool representatives	the exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA
<b>Example:</b> discuss potential litigation with our legal counsel	the exception for matters which would be deemed privileged in the attorney-client relationship under KOMA
<b>Example:</b> discuss the latest proposal for increasing the base pay rate from the teachers	the exception for employer-employee negotiations under KOMA
<b>Example:</b> discuss potential properties for a new middle school site	the exception for preliminary discussion of the acquisition of real property under KOMA
<b>Example 1:</b> discuss the high school crisis plan <b>Example 2:</b> discuss the exact placement of security cameras and alarms throughout the buildings	the exception under KOMA for school security matters to ensure the security of the school, its buildings and/or its systems is not jeopardized

Following are the Board approved goals that reflect the vision and commitments for the Labette County Unified School District 506 from 2017-2020. The objectives reflect the key areas of focus and the tasks to be completed are put into practice at the implementation level (site and/or District) to support the goals.

**Goal # 1 - Relevance: Establish a relevant and meaningful learning experience for all our students.**

**Goal #2 - Rigor: Improve the quality of education in USD 506 through the recruitment, development, and retention of innovative and evolving educators.**

**Goal #3 - Results: Social-Emotional Growth measured locally, Kindergarten Readiness, Individual Plan of Study focused on career interest, and High School Graduation rates.**

**Goal #4 - Enhance Parent and Community Involvement to help support student success.**

**Goal #5 - Communication: Provide the most effective communication to our students, families, and community.**

	Meeting Expectation
	In Process
	Have Not Begun

**Goal # 1 - Relevance: USD 506 will continue to make high expectations for teaching and student achievement in academics, college and career readiness, 21st Century Skills, and extracurricular activities a top priority. Staff and administration will put opportunities before our students that allow them to be engaged, empowered, and connected to their learning.**

**Objective #1 - Establish a relevant and meaningful learning experience for all our students.**

Task #	Tasks to be Completed	Timeline (Approximate)	Assigned to:	Monitoring Dates	Progress Indicators/ Measures
1.1.1	<b>Curriculum Alignment:</b> Update and edit existing curriculum maps. Ensure what students learn in one lesson, course, or grade level prepares them for the next lesson, course or grade level. Intended Curriculum vs. Implemented Curriculum. Taught vs. Learned. Success for All Students Identify Critical Outcomes	Math completed by May 2018, Reading completed by May 2019, All other subjects by May 2021	Administrative Team, Curriculum leaders team, grade level team, teachers	Ongoing	Schools scope and sequence for each subject at each grade level. Horizontal and vertical curriculum maps. Locally developed assessments, Aspire Review 3 Crucial Questions Standard Based Grade Card (Prek, K, 1)
1.1.2	<b>Instruction:</b> Develop an Individual Plan of Study (IPS) process and advisory group.  Identify critical outcomes at each grade level and/or subject area: 1. What do we want students to learn? 2. How will we know when each student has learned it? 3. How will we respond when a student experiences difficulty in learning? KansaStar Indicator #22	Career Cruising program purchased in Fall of 2016, Explore IPS Scope and Sequence for K-12 during 2017-18 Complete implementation K-12 by May 2021	Counselors	Ongoing	<b>Develop a plan of study for each student enrolled in our district.</b>  Continue to work with Greenbush and other agencies to become more proficient in the areas of PLC's and Learning by Doing.  KansaStar
1.1.3	<b>Instruction:</b> Develop lessons that have real world applications associated with the expected outcome. Further development in implementation of our STEAM (Science, Technology, Engineering, Art and Mathematics) initiative. Makerspace	On-going	Administrative Team, teachers	Annually	Walk-Through Observation Technology Showcase STEAM projects Project based learning Other related projects Review 3 Crucial Questions
Task #	Tasks to be Completed	Timeline	Assigned to	Monitoring Dates	Progress Indicators/Measures

**Objective #2 - Establish a relevant and meaningful technology experience for all our students.**

1.2.1	<b>Technology:</b> Review and revise the district technology plan to guide the use of technology as a teaching and learning tool	Continuous Oversight	District Tech team, Superintendent, District Tech Director and technology department	Annually  Quarterly	Agenda and Minutes Report to Board on Yearly Basis
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1.2.2	<b>Technology:</b> Provide parents with the technology tools and training to help their children outside of school time	Yearly	District Tech team, Adm. Team, Teachers	Ongoing	Parents resources tab on district web site. Surveys from Parents Schedule Tech nights or Parent training nights.
1.2.3	<b>Technology:</b> Monitor our infrastructure, supports for our current and future technology needs.	Major upgrade completed in 2015 Yearly	Supt., District Tech director, District Tech team	Ongoing	Annual report to school board.
1.2.4	<b>Technology:</b> Provide opportunities for students to participate in technology related learning experiences. Classroom support; work with technology department; and serve as technology representatives.	Yearly	Supt., District Tech director, District Tech team	Ongoing	Students participating in these opportunities: Job Shadows, internships, district support K-8 and 9-12

	Meeting Expectation
	In Process
	Have Not Begun

**Goal # 2 - Rigor - Describes instruction, schoolwork, learning experiences, and educational expectations that are academically, intellectually, and personally challenging.**

**Objective # 1 - Improve the quality of education in USD 506 through the recruitment, development, and retention of innovative and evolving educators.**

Task #	Tasks to be Completed	Timeline	Assigned to:	Monitoring Dates	Progress Indicators/ Measures
		(Approximately)			
2.1.1	Increase Teacher Development through administering a "student evaluation" of the Teacher/Class at the conclusion of each Semester at grades 9-12.	Pilot in 2017-2018 Initiate 2018-2019	High School Principal	Ongoing	95% completion of the survey at the end of each semester.
2.1.2	Continued focus on effective teacher recruitment.  Continued focus on providing a research-based mentor program for USD 506 teachers (KansaStar).	Ongoing	Administration and Board of Education	Ongoing	Attendance at college recruitment days, KEEP recruitment materials updated, recruit early, KansaStar
2.1.3	Increase Teacher Development through "Cross-Training" – Teachers observe other teachers in different districts to gain new knowledge	Ongoing	Administration	Ongoing	KEEP Teacher Evaluation System, Outservice Day, Google Document
Task #	Tasks to be Completed	Timeline (Approximately)	Assigned to:	Monitoring Dates	Progress Indicators/Measures

**Objective # 2 - Increase Student Academic Success.**

2.2.1	Identify critical outcomes at each grade level and/or subject area: 1. What do we want students to learn? 2. How will we know when each student has learned it? 3. How will we respond when a student experiences difficulty in learning? KansaStar Indicator #22	Ongoing	Administration	Ongoing	Continue to work with Greenbush and other agencies to become more proficient in the areas of PLC's and Learning by Doing.
2.2.2	Increase the percentage of graduates from LCHS who enroll at a community college, tech school, four year university, or who have obtained an industry recognized certificate within one year of their high school graduation date.	Ongoing	Administration	Ongoing	National Clearinghouse Data High School Graduation Rates Post Secondary Success Rate
2.2.3	Routine use of formative data and reflection of the unit plan will improve instructional planning, delivery, and differentiated instruction/learning. Continue to build a Collaborative Culture and Collective Responsibility (Marzano, Standards, Assessment for Learning)	Ongoing	Administration	Ongoing Fall/Spring 9-weeks	9-Week Formative Assessment 9 Week ACT Aspire Assessments Building PLC/District PLC/District, Building Professional Development Days



**Goal #3 - Results: Prepare USD 506 students to be successful high school graduates by providing all kids with the resources needed when they enter our buildings.**

**Objective # 1 - Intentional focus on Social-Emotional Growth, Kindergarten Readiness, High School Graduation Rates, and College and Career Success.**

Task #	Tasks to be Completed	Timeline	Assigned to:	Monitoring Dates	Progress Indicators/ Measures
		(Approximately)			
3.1.1	<b>Social/Emotional Growth:</b> Continue a Character Development Program in K-8.	Ongoing	Administrator, teacher, counselor	Ongoing	Documentation of Program implementation; Kansas Communities That Care Survey. Habits of the Mind
3.1.2	<b>Social/Emotional Growth:</b> Continue holding District Safety Meetings	Monthly	Community organizations, Administrators, Counselors.	Ongoing	Attendance logs Meeting Agendas Calendars
3.1.3	<b>Social/Emotional Growth:</b> Continue to provide counseling services to the elementary schools	Ongoing	Administrators, counselors, social workers	Ongoing	District counselors and social workers employed,
3.1.4	<b>Kindergarten Readiness:</b> Continue to work with parents in the preparation of transitioning from Preschool and/or home to kindergarten.	On-going	Psychologists; SpEd teachers Early childhood educators; Parents As Teachers; Birth to Three Title Instructors, Kdg. instructors	Ongoing	Agendas Attendance End of session comments/surveys Screening(s) Provide quality preschool programs Kindergarten Round-Up ASQ3 (Ages and Stages Questionnaire)
3.1.5	<b>IPS:</b> Continue the Implementation of Career Cruising Program from grades 3 to 12. This goal and objective aligns with 1.1.2.	Ongoing for grades 9-12; introduce grades 3-8 in 2017;	Counselors, Teachers implement; Admin. Monitors	Ongoing	Log of how often it is used at each grade level; Teacher/Student Survey Data from the state
3.1.6	<b>IPS:</b> High School Counselors will continue to meet with students in regards to their academic plan of study and path towards graduation.	First and fourth quarters each academic year.	Counselors (8-12)	Ongoing	Documentation of student meeting log; Usage of academic plans Evidence from Career Cruising
3.1.7	<b>Increase Graduation Rates and Social Emotional Stance:</b> Emphasize the importance of all students being involved in LCHS organizations and/or activities during the time they are enrolled and within the communities of 506.	Annual	Teachers, Counselors, Staff advocates, Peer advocates, coaches/teachers, community members	Ongoing	Surveys of participation in activities or organizations Documentation of activities

**Goal #4 - Parent and Community Involvement: Continuous improvement efforts in order to strengthen family, school and community partnerships**

Objective # 1 - USD 506 will implement a shared and transparent system which holds our attendance centers responsible for engaging parents/community, increasing parental involvement, and building community partnerships that support high levels of achievement for all students.

Task #	Tasks to be Completed	Timeline	Assigned to:	Monitoring Dates	Progress Indicators/ Measures
		(Approximately)			
4.1.1	<b>Community Partnerships:</b> Cooperate with business to schedule a Career Day @ LCHS Schedule career externships Job shadowing opportunities (District Wide K-12)	Initiate by December 2018, Yearly thereafter	Staff, Administrators, Community Business Owners	Ongoing	<b>List of events and activities.</b> <b>Local businesses will present career information to various classes.</b> District will facilitate collection of visitors to each building through Google Form. Survey students for interests and feedback. Examples: Labette Health, TANK Connection, Greenbush, City of Mound Valley, and local communities.
4.1.2	<b>Family and School Partnership:</b> Develop a system for recognizing individuals and organizations for their support of the school district.	Ongoing	Administration All staff	Ongoing	<b>Log of annual recognitions.</b>
4.1.3	<b>Family and School Partnership:</b> Develop a plan for increasing participation at Parent Teacher Conferences at the High School Level.	Plan developed by May 2018	Staff & Admin	Annually	<b>Plan developed by May 2018.</b>
4.1.4	<b>Family and School Partnership:</b> Continue our partnership with Community Health Center of Southeast Kansas (CHCSEK) to provide services for our children attending the five K-8 attendance centers.  Continue to provide counseling services to our children by a licensed social worker or licensed clinical social worker.	Ongoing	Community Health Schools Students	Ongoing	<b>Maintaining a level of counseling services for our K-8 children.</b>

	Meeting Expectation
	In Process
	Have Not Begun



**Goal #5 - Communication**

*Foster and promote proactive and positive communications by using a wide-array of methods to ensure all stakeholders are engaged and well-informed.*

**Objective # 1 - Provide the most effective communication to our students, families, and community.**

Task #	Tasks to be Completed	Timeline	Assigned to:	Monitoring Dates	Progress Indicators/ Measures
		(Approximately)			
5.1.1	Continue District calendar, both hard and electronic copies.	Aug. 2017	Administration District Office	Monthly/Ongoing	Copy of Calendar Observation
5.1.2	Continue District/Building Website with on-going revisions and user friendly enhancements.  Expand the parent component of the District/Building(s) website and include links for parent engagement resources and materials.	Ongoing	Administration District Office Building Designees District Office Designees	Weekly Monthly Ongoing	Observation  Parent component of District website redesigned and expanded
5.1.3	Continue to share school events, activities, accomplishments in the Parsons Sun, Labette Avenue and Social Media.	Ongoing	Administration Teachers PTO	Weekly/Ongoing	Observation Guidelines
5.1.4	Continue Monthly Building Newsletter (Hard and Electronic copies).	Ongoing	Administration	Monthly	Observation Newsletter
5.1.5	USD 506 utilizes PowerSchool Student and Parent app as our official school app.	Ongoing	District Technology Staff Building Level Designee Administration	Ongoing	PowerSchool Suite (PowerSchool App.) Observation Utilization Report
5.1.6	Implement a parent survey on the best forms of communication. (text, email, phone, podcast, notes, video, Remind 101)	Ongoing	Administration Teachers Site Council	Annually	Completed survey
5.1.7	Continue the use of Bright Arrow Provide annual training for staff on how to use Bright Arrow Update notification list yearly	Ongoing	Administration Teachers District Technology Staff	Ongoing	Observation
5.1.8	Give opportunities to subscribe to our events and activities through information cards at local churches, school events, and sports events.  List of all social media accounts associated with USD 506	Ongoing	Administration High School Business Class	Ongoing	Observation Post Cards Web-site

	Meeting Expectation
	In Process
	Have Not Begun



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# Our Mission - Educating every student every day!

## Our Mission-

- Helping, leading, guiding, providing, teaching, mentoring, caring for, crying with, providing for...
- This is why we exist! This is why we are educators! This is 506!
- #We R Labette County!

## Our Values-

- Faith in \_\_\_\_\_, Respect for one another, Honesty and Integrity, Kindness and Compassion
- Responsibility, Contentment and Thankfulness, Patience and Perseverance
- Peace and Humility, Loyalty and Commitment

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# Our Vision- Meeting the needs of each child!

## Our Vision & Values

- Physical and emotional well being, respect for self/others, reliability, teamwork/collaboration
- Punctuality, Critical thinking/Problem-solving,

## Our Vision & Values

- Leadership skills, Creativity/Innovation, Oral and Written Communications
- Digital Technology, Global Awareness, and Life-long Desire for Learning

These values should be our desired end for our kids.

## Meadow View Grade School

Last_Name	First_Name	Email_Address	Title
Argabright	Bradley	bargabright@usd506.org	PE
Baker	Aubrey	<a href="mailto:abaker@usd506.org">abaker@usd506.org</a>	Para
Baldwin	Kathryn	kbaldwin@usd506.org	2nd Grade
Baldwin	Margie	mbaldwin@usd506.org	Para
Baughman	Kim	kbaughman@usd506.org	School Psych
Clevenger	Tara	tclevenger@usd506.org	3rd Grade
Coffey	Kendra	<a href="mailto:kcoffey@usd506.org">kcoffey@usd506.org</a>	Cook
Cole	Rebecca	bcole@usd506.org	4th Grade
Coltrane	Ronda	rcoltrane@usd506.org	2nd Grade
Damewood-Goddard	Amanda	adamewood@usd506.org	Music
Dean	Nicole	ndean@usd506.org	Counselor
Dodge	Ivy	idodge@usd506.org	Secretary
Dwyer	Stephanie	sdwyer@usd506.org	7-8 Social Studies/L.A.
Eaton	Amy	aeaton@usd506.org	Title 1
Eisenbrandt	Lisa	leisenbrandt@506.org	5th Grade
Fabrycky	Angie	afabrycky@usd506.org	Kinder
Featherby	Lorie	lfeatherby@yahoo.com	Bus driver
Flores	Daphne	dflores@usd506.org	6th Grade
Fought	Elizabeth	efought@usd506.org	Para
Fuentez	Robin	rrfuentez@hotmail.com	Bus Driver
Gabehart	Megan	mgabehart@usd506.org	Music/Band
Giefer	Kayla	kgiefer@usd506.org	Social Worker
Gilpin	Lauren	lgilpin@usd506.org	Kinder
Godfrey	Meagan	mgodfrey@usd506.org	PreK
Haile	Amanda	<a href="mailto:ahaile@usd506.org">ahaile@usd506.org</a>	Para
Hucke	Barbara	bhucke@usd506.org	Special Ed
Johnson	Shirley	samkaje@sbcglobal.net	Para
Kastler	Chris	ckastler@usd506.org	Principal
Kearns	Cynthia	ckearns@usd506.org	1st Grade
Kinsch	Peggy	<a href="mailto:pkinsch@usd506.org">pkinsch@usd506.org</a>	Custodian
Lewis	Angie	<a href="mailto:alewis@usd506.org">alewis@usd506.org</a>	Para
Lumm	Sara	<a href="mailto:slumm@usd506.org">slumm@usd506.org</a>	Para
Mackey	Bailey	<a href="mailto:bmackey@usd506.org">bmackey@usd506.org</a>	Para
Merritt	Elyse	emerritt@usd506.org	Para
Merritt	Michelle	<a href="mailto:mmerritt@usd506.org">mmerritt@usd506.org</a>	Para
Murray	Melissa	memurray@usd506.org	6th Grade
Nading	Sarah	<a href="mailto:snading@usd506.org">snading@usd506.org</a>	Para
Newby	DeRhonda	dnewby@usd506.org	Title 1
Norman	Holly	hnorman@usd506.org	3rd Grade
Oshel	Melissa	moshel@usd506.org	Cook
Peak	Donny	dpeak@usd506.org	Asst. Principal
Peak	Skyler	speak@usd506.org	Para
Ramirez	Paula	pramirez@usd506.org	Custodian
Reynolds	Kyndra	kreynolds@usd506.org	Para
Rhodes	Joyce	jrhodes@usd506.org	KRR Teacher
Roberts	April	aroberts@usd506.org	1st Grade

Ross	Jamie	<a href="mailto:jross@usd506.org">jross@usd506.org</a>	7-8 Science
Saye	Addison	<a href="mailto:asaye@usd506.org">asaye@usd506.org</a>	Para
Saye	Terri	<a href="mailto:tsaye@usd506.org">tsaye@usd506.org</a>	5th Grade
Sharp	Mary	<a href="mailto:msharp@usd506.org">msharp@usd506.org</a>	4th Grade
Stewart	Jennifer	<a href="mailto:jstewart@usd506.org">jstewart@usd506.org</a>	PreK
Storm	Jason	<a href="mailto:jstorm@usd506.org">jstorm@usd506.org</a>	Special Ed
Stringer	Cindy	<a href="mailto:cstringer@usd506.org">cstringer@usd506.org</a>	Secretary
Stringer	Greg	<a href="mailto:gstringer@usd506.org">gstringer@usd506.org</a>	Bus Driver
Viranda	Karla	<a href="mailto:kviranda@usd506.org">kviranda@usd506.org</a>	7-8 Social Studies/L.A.
Wacker	Morgan	<a href="mailto:mwacker@usd506.org">mwacker@usd506.org</a>	7-8 Math
Weber	Felicia	<a href="mailto:fweber@usd506.org">fweber@usd506.org</a>	Custodian
Wegner	Linda	<a href="mailto:lwegner@usd506.org">lwegner@usd506.org</a>	Bus Driver
Wegner	Roger	<a href="mailto:rwegner@usd506.org">rwegner@usd506.org</a>	Bus Driver

#### Bartlett Grade School

Last_Name	First_Name	Email_Address	Title
Traxson	Tim	<a href="mailto:ttraxson@usd506.org">ttraxson@usd506.org</a>	Principal
Noble	LaFaye	<a href="mailto:lnoble@usd506.org">lnoble@usd506.org</a>	Secretary
Thompson	Sara	<a href="mailto:sthompson@usd506.org">sthompson@usd506.org</a>	Kindergarten
Traxson	Julia	<a href="mailto:jtraxson@usd506.org">jtraxson@usd506.org</a>	1st Grade
Wilson	Tonia	<a href="mailto:twilson@usd506.org">twilson@usd506.org</a>	2nd Grade
Littrell	Melinda	<a href="mailto:mlittrell@usd506.org">mlittrell@usd506.org</a>	3rd Grade
Westervelt	Teresa	<a href="mailto:twestervelt@usd506.org">twestervelt@usd506.org</a>	4th Grade
Carland	Linda	<a href="mailto:lcotland@usd506.org">lcotland@usd506.org</a>	5th Grade
Waugh	Carolyn	<a href="mailto:cwaugh@usd506.org">cwaugh@usd506.org</a>	6th Grade
Swanwick	Tony	<a href="mailto:tswanwick@usd506.org">tswanwick@usd506.org</a>	7th Grade
Wyckoff	Nancy	<a href="mailto:nwyckoff@usd506.org">nwyckoff@usd506.org</a>	8th Grade
Rucker	Cindy	<a href="mailto:crucker@usd506.org">crucker@usd506.org</a>	Vocal Music
Volmer	Brianna	<a href="mailto:bvolmer@usd506.org">bvolmer@usd506.org</a>	Phys Ed.
Strickland	Lisa	<a href="mailto:lstrickland@usd506.org">lstrickland@usd506.org</a>	Spec. Ed.
Murphy	Rhonda		Bus Driver
Cunningham	John		Bus Driver
Lewellen	Christy		Bus Driver
Spencer	Jill	<a href="mailto:jspencer@usd506.org">jspencer@usd506.org</a>	Social Worker
Goode	Ellen	<a href="mailto:egoode@usd506.org">egoode@usd506.org</a>	Gifted Teacher
Eichorn	Jennifer	<a href="mailto:jeichorn@usd506.org">jeichorn@usd506.org</a>	Library/Para
Trimble	Starla	<a href="mailto:sttrimble@usd506.org">sttrimble@usd506.org</a>	Para
LaFalie	Jackie	<a href="mailto:jlafalie@usd506.org">jlafalie@usd506.org</a>	Para
Hefley	Michelle	<a href="mailto:mhefley@usd506.org">mhefley@usd506.org</a>	Para
Russell	Melissa	<a href="mailto:mrussell@usd506.org">mrussell@usd506.org</a>	Para
Wiley	Shelly	<a href="mailto:swiley@usd506.org">swiley@usd506.org</a>	Para
Rodie	Mary		Evening Custodian
Benning	Brian	<a href="mailto:bbenning@usd506.org">bbenning@usd506.org</a>	Custodian
Dodge	Pam		Asst. Cook
Farrow	Jessica	<a href="mailto:jfarrow@usd506.org">jfarrow@usd506.org</a>	Cook

## Edna Grade School

Last_Name	First_Name	Email_Address	Title
Traxson	Tim	<a href="mailto:ttraxson@usd506.org">ttraxson@usd506.org</a>	Principal
Smith	Karen	<a href="mailto:ksmith@usd506.org">ksmith@usd506.org</a>	Secretary
Gregory	Michelle	<a href="mailto:mgregory@usd506.org">mgregory@usd506.org</a>	PreK
Warren	Shelly	<a href="mailto:swarren@usd506.org">swarren@usd506.org</a>	Kindergarten
Wiley	Becky	<a href="mailto:bwiley@usd506.org">bwiley@usd506.org</a>	1st Grade
Allison	Sarah	<a href="mailto:saallison@usd506.org">saallison@usd506.org</a>	2nd Grade
Allison	Spence	<a href="mailto:spallison@usd506.org">spallison@usd506.org</a>	3rd Grade
Moore	Stephanie	<a href="mailto:smoore@usd506.org">smoore@usd506.org</a>	4th Grade
Heflin	Alyson	<a href="mailto:aheflin@usd506.org">aheflin@usd506.org</a>	Para
Foster	Therese	<a href="mailto:tfoster@usd506.org">tfoster@usd506.org</a>	5th Grade
Carrico	Deena	<a href="mailto:dcarrico@usd506.org">dcarrico@usd506.org</a>	7th Grade
Voelzke	Angela	<a href="mailto:avoelzke@usd506.org">avoelzke@usd506.org</a>	8th Grade
Rucker	Cindy	<a href="mailto:crucker@usd506.org">crucker@usd506.org</a>	Music
Taylor	Judy	<a href="mailto:jtaylor@usd506.org">jtaylor@usd506.org</a>	Special Ed
Traxson	Michelle	<a href="mailto:mtraxson@usd506.org">mtraxson@usd506.org</a>	Title 1
Pierce	Richard	<a href="mailto:rpierce@usd506.org">rpierce@usd506.org</a>	Phys. Ed.
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