



# Unified School District 232

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

## USD 232 BOARD OF EDUCATION

### OFFICIAL MINUTES --REGULAR MEETING

Administrative Office (35200 West 91<sup>st</sup> Street, De Soto, KS)      February 5, 2018

The meeting was called to order at 6:00 p.m. by the Board President, Rachele Zade. A quorum of the Board was present. Attendance was as follows:

**Board Members Present:** Bill Fletcher  
John Gaignat  
Angela Handy  
Danielle Heikes  
Kevin Makalous  
Mitch Powers  
Rachele Zade

**Others Present:** Debbie Atwell, Facilities Coordinator  
Alvie Cater, Assistant Superintendent of Administration & Educational Services  
Steve Deghand, Director of Facilities  
Wendy Denham, Board Clerk  
Carrie Handy, Director of Human Resources/Elementary  
Lee Hanson, Director of Special Services  
Frank Harwood, Superintendent of Schools  
Michelle Hite, Director of School Improvement  
Joe Kelly, Director of Curriculum & Instruction  
Ken Larsen, Assistant Superintendent of Business & Operations  
Beth Mildren, Principal, Riverview Elementary School  
Jolyn Mortenson, Director of Student Nutrition  
Brandon Riffel, Director of Technology  
Brian Schwanz, Director of Human Resources/Secondary  
Cindy Swartz, Technology Integration Coordinator

Alvie Cater led attendees in reciting the Pledge of Allegiance. He then briefly explained how the meeting will progress from one agenda item to the next.

President Zade asked if there were any changes to the Agenda or Consent Agenda. No changes were requested.

*Mrs. Danielle Heikes moved to adopt the Agenda and approve the Consent Agenda.*

*Mr. John Gagnat seconded.*

*Carried 7/0.*

The following Consent Agenda items were approved:

1. Minutes of the January 8<sup>th</sup> regular meeting.
2. Payment of bills and issuance of checks numbered 43111 – 43156, 43158 – 43272 and 43283 - 43366.
3. Transfer of funds as follows:
  - a. \$700,000.00 from General (Fund 06) to Special Education (Fund 30)
  - b. \$4,000.00 from LOB (Fund 08) to St. Pre-School (Fund 11)
  - c. \$125,000.00 from LOB (Fund 08) to At-Risk K-12 (Fund 13)
  - d. \$29,000.00 from LOB (Fund 08) to Bi-Lingual (Fund 14)
  - e. \$15,000.00 from LOB (Fund 08) to Parents as Teachers (Fund 28)
  - f. \$130,000.00 from LOB (Fund 08) to Vocational Education (Fund 34)

4. Personnel recommendations as follows:

Resignations – Classified

Mariya Cashman, School Nurse, RE  
Nicole Gregg, Center Based Paraprofessional, DHS  
Carly Jo Spano, Paraprofessional, HE  
David Yantzi, Night Custodian, PRE

Retirement – Classified

Jean Gile, Student Nutrition Kitchen Manager, MVHS

Employment – Classified

Candace Bell, Student Nutrition Substitute, District-wide  
Joel Cantwell, Night Custodian, PRE  
Allison Hanna, Paraprofessional, MCMS  
Todd Phillips, Rule 10 Track Coach, MVHS  
Matthew Stewart, Evening Custodian, MVHS  
Janice Wood, Student Nutrition Substitute, District-wide

Resignation – Certified *(Effective at the conclusion of the 2017-18 school year.)*

Lindsey Besser, Art Teacher, MCMS  
Sharlyn Grauer, 1<sup>st</sup> Grade Teacher, BE  
Nathan Kremer, Associate Principal, MCMS  
Angela Lojas-Steele, Science Teacher, MCMS  
Aubrianna Nienhuser, Physical Education, PRE  
Susan Spear, School Improvement Specialist, SE  
Jill Walton, Lead Teacher, The Bridge

Retirement – Certified *(Effective at the conclusion of the 2017-18 school year.)*

Janet Odgers, Media Specialist, LTMS

Employment – Certified *(Effective with the start of the 2018-19 school year.)*

Melissa Mendez, Elementary Teacher, location to be determined

5. The Fee Schedule as presented.
6. Purchase and installation of carpeting for the Administrative Office building from Regents Flooring in the amount of \$63,469.00.
7. Rescind of action taken on 1/8/18 to approve a bid for purchase and installation of a sound system upgrade for the Monticello Trails Middle School auditorium from Progressive Electronics, Inc. in the amount of \$29,946.00 and award of the contract to Audio Acoustics, Inc. in the amount of \$28,665.00.
8. Monticello Trails Middle School's Metalrio Ice Cream Freezer, Model #MSC41, declared as surplus.
9. Acceptance of a donation in the amount of \$1,300.00 from Walmart Neighborhood Market to Riverview Elementary School.
10. Start-up of the Bass Fishing Club for students at Monticello Trails Middle School.
11. The following extended day trips:
  - De Soto High School Band, Grades 9-12, All-State Band participation, Century II Convention Center, Wichita, KS, February 22-24, 2018.
  - Mill Valley High School DECA, Grades 9-12, participate in DECA State Competition, Overland Park Marriott, Overland Park, KS, March 4-6, 2018.
  - Mill Valley High School Broadcast Journalism, 12<sup>th</sup> Grade, participate in National Journalism Convention, Marriott Marquis, San Francisco, CA, April 11-15, 2018.
  - Mill Creek Middle School 8<sup>th</sup> Grade, Worlds of Fun, Kansas City, MO, May 23, 2018.

#### GOOD NEWS.

**Staff Member Recognition.** Riverview Elementary School staff members Becca VanNoordt, 4<sup>th</sup> Grade Teacher, and Amber Gleason, 5<sup>th</sup> Grade Teacher; along with Facilities staff members, Michele Evans, Administrative Assistant, and Michael Jerome, Electrician, were recognized for outstanding service in their district roles and presented with Certificates of Appreciation.

#### ACTION ITEMS.

**Bond Update – Architecture RFP.** Superintendent Harwood noted that the State Board of Education did grant permission for USD 232 to move forward with the bond proposal and approved 93.5% of the projects for bond and interest state aid equalization.

Ken Larsen, Assistant Superintendent of Business & Operations, presented the board with an example spreadsheet detailing the bond issuance schedule, repayment schedule and what projected mill levies will be with each new issuance. Superintendent Harwood noted that the reason for sharing this information with the Board was to demonstrate how the bond projects could be completed without raising the mill levy.

Alvie Cater, Assistant Superintendent of Administrative & Educational Services, shared a proposed timeline with the Board for sharing information on the bond proposal with patrons and explained deadlines for voter registration and timelines of the Johnson County Election Office. He noted that election day will be May 1 with ballots due in the election office by noon.

Superintendent Harwood explained how statutes relate to Board members and staff members with regard to promoting a bond issue.

Steve Deghand, Director of Facilities, noted that eight architectural firms submitted proposals on the bond projects and HTK Architects had the lowest proposal. He added that the school district attorney, Mr. Mike Norris, has reviewed the architectural contract and made a recommendation that the district request additional professional liability coverage above the industry standard. He informed board members that the cost for additional coverage will be brought back to them for consideration.

*Mrs. Danielle Heikes moved to approve HTK Architect's contract for architectural services on 2018 bond projects in the amount of \$1,806,000.00 for basic services.*

*Mrs. Angela Handy seconded.*

*Carried 7/0.*

**Bond Update – Accept Facilities Focus Group Bond Project Recommendations.** Steve Deghand presented board members with a list of forty projects the Facilities Focus Group broke down into three categories as follows: Projects that will be completed, projects planned to be completed depending on funding; and, projects to consider if funding is available. He asked board members to approve the list of projects as proposed. *The list of bond projects is attached to these minutes.*

*Mr. Mitch Powers moved to accept the Facilities Focus Group's list of bond project recommendations as presented.*

*Mr. John Gaignat seconded.*

*Carried 7/0.*

#### DISCUSSION ITEMS.

**High School Graduation Survey Report.** Members of the USD Student Advisory Team, Brady Watkins and Jordan Robinson, Seniors at Mill Valley High School, and Josie Bedford, Senior at De Soto High School, noted that this group was tasked with looking into concerns around the graduation ceremonies at both high schools, specifically conflicts with Kansas State High School Activities Association (KSHSAA) competitions and facility capacity to accommodate desired number of guests. They presented board members with results of a survey their group conducted in the Fall of 2017 of all parents and students at both high schools to determine the preferred day of the week, time of day, venue, and number of guests for graduations. With 2,933 surveys completed (62% by students, 37% by parents and 1% by staff) it was evident that the desired day of the week for graduations is Saturday, the most popular time of day was afternoon (followed closely by morning), the preferred venue was at the high schools and the majority of respondents indicated they would bring 10 or fewer guests. The Advisory Team members explained that respondents were asked to rank priorities and noted that avoiding scheduling conflicts and being able to bring a desired number of guests were given the highest priority. In conclusion, it was stated that the Student Advisory Team recommended that graduations continue to be held at the high schools, that Seniors at each high school get to choose to have an indoor or outdoor ceremony, that graduations remain on Saturdays with the time of day for each high school reviewed each year by school and district administration to determine how to avoid conflicts, and

requested that the district look for ways to maximize capacity at indoor and outdoor venues and live stream the ceremonies both on site and via the internet.

**Foundation Fund.** Alvie Cater, Assistant Superintendent of Administrative & Educational Services, noted that the Board has been provided with information on an endowment fund called the De Soto Education Foundation Fund that was established in 1993 through the Greater Kansas City Community Foundation (GKCCF). He presented background on this fund, explaining how funds have been raised for the endowment through a series of fundraisers and private donations over the years (achieving a high balance of \$12,552.48 in May 2003) and how it was used to fulfill mini-grant applications made by teachers to support classroom projects. Mr. Cater noted that this activity ended around 2007 due to a decreasing fund balance, combined with a restriction of only 25% of the balance available for grant-making decisions per year. He added that since that time our schools have found it more beneficial to conduct fundraising activities and accept donations at the local level because 100% of the funds could be utilized to support classroom/school projects. Mr. Cater informed the Board that in a recent meeting with the GKCCF, the administration learned that the Board of Education and Superintendent make up the Advisory Committee of the original endowment fund, which could present conflicts. He said that the GKCCF explained that if the goal is to one day have a stand-alone foundation to benefit USD 232 without the restrictions of an endowment, it recommends closing the endowment and creating a new, non-endowment fund under the GKCCF. Mr. Cater shared benefits of setting up a new fund; specifically how distributions from it could be made to the school district, to individual schools within the district, or to the fund for its unrestricted use. He added that the new fund would initially have three advisory committee members whose purpose would be to grow the fund and the number of advisory committee members to the point of having the ability to create a traditional foundation. The advisory committee would have the authority to recommend grant distributions to benefit USD 232 and its schools to the Board of Directors of the GKCCF. Mr. Cater said that in order to proceed, in March the Board of Education will be asked to close the De Soto Education Foundation Fund and transfer remaining principal of approximately \$5,000.00 to the newly created USD 232 Education Foundation Fund, under the GKCCF. In conclusion it was noted that the initial advisory committee members of the USD 232 Education Foundation Fund will be: Alvie Cater, district representative, Kevin Makalous, board member, and Tina Dinkel, parent. They will function independent of the Board of Education and Superintendent of Schools, removing potential conflicts and could provide annual updates to the Board, or as requested.

**Middle School Boundaries.** Superintendent Harwood noted that as part of the district goals this year the middle school boundaries were to be addressed. He shared a map of current middle school boundaries, the middle schools capacity, current enrollment by boundary and current enrollment by school, which includes voluntary transfers to help with balancing enrollment. He then shared projected middle school enrollment, at a 2% growth rate, over the course of the next six years, noting that even at the highest projected enrollment none of the middle schools go over capacity which he contributed to the voluntary transfer process. Superintendent Harwood then noted that the administration recommends that we continue with the current boundaries and transfer practices; however, he made the board aware that staffing could become an issue as fluctuations in enrollment may necessitate shifting staff between buildings and changes in the number of staff members on each team. He also noted that in the past, this has been an issue with how the LinC class is taught as a group of teachers has been working on the LinC curriculum.

Bill Fletcher suggested the the district go ahead and adjust boundaries to put potential new developments into boundaries of schools children living in those areas will have to attend so realtors can know, without a doubt, what schools serve the new neighborhoods.

**PATRON INPUT.** With no requests to speak to the board submitted to the Clerk, President Zade moved onto the next agenda item.

**ALERTS.** The following reports were included in the packet for this board meeting with notice that they will require future action by the Board of Education: 1. Music Intrument Needs, 2. Construction Management RFP, 3. Summer Food Service Program Continuation, 4. Student Nutrition Bid Timeline, 5. Individualized Education Program (IEP) Vendor; and, 6. Kansas Education Systems Accreditation Update.

**FYI REPORTS.** The following informational reports were included in the board packet for this meeting: 1. Advance Bond Refunding Changes in New Tax Law and 2. Student Nutrition KSDE Administrative Program Review.

President Zade declared a five-minute break at 7:19 p.m.

The Board returned to open session and President Zade called the meeting back to order at 7:24 p.m.

**EXECUTIVE SESSION.**

**Non-Elected Personnel.**

*Mrs. Rachele Zade moved to go into executive session at 7:25 p.m. for a period of ten minutes with Frank Harwood, Brian Schwanz and Carrie Handy to discuss an individual employee's performance pursuant to the non-elected personnel exception under KOMA and return to open session at 7:35 p.m. at this location.*

*Mrs. Angela Handy seconded.*

*Carried 7/0.*

*The Board returned to open session and the meeting was called back to order at 7:37 p.m.*

*President Zade adjourned the meeting at 7:37 p.m.*

March 5, 2018  
Date Approved

Wendy S. Denham  
Clerk, Board of Education

Rachele M Zade  
President, Board of Education