

**Manhattan-Ogden USD 383**  
**Manhattan, Kansas**

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**Our mission is to prepare all students for success as  
lifelong learners, earners and citizens.**

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Board of Education Meeting Agenda  
February 1, 2023  
Robinson Education Center  
Kirmser Conference Room  
2031 Poyntz Avenue

6:30 p.m.      Regular Business Meeting

Est.  
Time

- |      |         |                                                                                                                                                    |
|------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 6:30 | 1.0     | Roll Call                                                                                                                                          |
|      | 2.0     | Adoption of Agenda (A) (A=Action Item, D=Discussion Item, I=Information Item)                                                                      |
|      | 3.0     | Pledge of Allegiance                                                                                                                               |
|      | 4.0     | Special Recognition                                                                                                                                |
|      | 4.1     | 2023 Martin Luther King, Jr Art and Writing Contest Winners (page 3)                                                                               |
|      | 5.0     | Recognition of Visitors and Citizen Comments                                                                                                       |
|      | 6.0     | Consent Agenda (A <sup>2</sup> )                                                                                                                   |
|      | 6.1     | January 18, 2023 Minutes (page 4)                                                                                                                  |
|      | 6.2     | Consideration of Bills (page 9)                                                                                                                    |
|      | 6.3     | Human Resources Report (page 16)                                                                                                                   |
|      | 6.4     | Donations & Grants (page 19)                                                                                                                       |
|      | 6.5     | Manhattan High School Band, Choir, Drama Trip to Florida (page 20)                                                                                 |
|      | 6.6     | Paper Bid (page 22)                                                                                                                                |
| 6:45 | 7.0     | Reports                                                                                                                                            |
|      | 7.1     | Written                                                                                                                                            |
|      | 7.1.1   | Mentoring Program Annual Report (I) (Paula Hough) (page 25)                                                                                        |
|      | 7.1.2   | USD 383 Mid-Year Graduates 2022-2023 (I) (Diane Denison)                                                                                           |
|      | 7.1.2.1 | Manhattan High School (page 33)                                                                                                                    |
|      | 7.1.2.2 | Manhattan Alternative High School (page 34)                                                                                                        |
|      | 7.1.2.3 | Manhattan Virtual Academy (page 35)                                                                                                                |
|      | 7.2     | Spoken                                                                                                                                             |
|      | 7.2.1   | Manhattan High School Student Council                                                                                                              |
|      | 7.2.2   | Eisenhower Middle School Student Council                                                                                                           |
|      | 7.2.3   | Mid-Year Enrollment Report                                                                                                                         |
|      | 7.2.4   | Legislative Update                                                                                                                                 |
|      | 7.2.5   | Superintendent                                                                                                                                     |
|      | 7.2.6   | NEA-Manhattan-Ogden                                                                                                                                |
|      | 7.2.7   | Board of Education                                                                                                                                 |
|      | 7.2.7.1 | Board Priorities 2022 (page 36)                                                                                                                    |
|      | 8.0     | Old Business                                                                                                                                       |
|      | 9.0     | New Business                                                                                                                                       |
|      | 9.1     | Early Learning Agreement for Information Sharing with the Kansas Department of Children and Families (A <sup>2</sup> ) (Andy Hutchinson) (page 37) |
|      | 9.2     | Early Learning Bus Purchase (A <sup>2</sup> ) (Andy Hutchinson) (page 44)                                                                          |
|      | 9.3     | CTE Computers Purchase (A <sup>2</sup> ) (Mike Ribble) (page 54)                                                                                   |
|      | 9.4     | Multi-School Concrete Sidewalk Grinding (A <sup>2</sup> ) (Matt Davis) (page 56)                                                                   |

- 9.5 Architectural Services for Amanda Arnold Elementary Acoustical Remediation (A<sup>2</sup>) (Matt Davis) (page 57)
- 9.6 City of Manhattan Temporary and Permanent Easements (A<sup>2</sup>) (Eric Reid) (page 58)
- 9.7 Permission to Create MOU with Common Table (A<sup>2</sup>) (Eric Reid) (page 66)
- 10.0 Next Regular Meeting Items – February 15, 2023
  - 10.1 Construction Update
  - 10.2 Diversity & Inclusion Annual Report
  - 10.3 KSU Professional Development School Partnership
  - 10.4 Summer Programs 2023
  - 10.5 District Technology Plan Annual Report
- 11.0 Future Meeting Items
- 12.0 Meeting & Events
  - 12.1 Board of Education Regular Meeting –  
Wednesday, February 15, 6:30 p.m., Robinson Education Center
  - 12.2 Board of Education Special Meeting –  
Wednesday, February 22, 5:30 p.m., Robinson Education Center
  - 12.3 Board of Education Regular Meeting –  
Wednesday, March 1, 6:30 p.m., Robinson Education Center
  - 12.4 Board of Education Regular Meeting –  
Wednesday, March 22, 6:30 p.m., Robinson Education Center
  - 12.5 Board of Education Regular Meeting –  
Wednesday, April 5, 6:30 p.m., Robinson Education Center
- 13.0 Adjourn

## ITEM 4.1

### Manhattan-Ogden Unified School District 383

#### Special Recognition Form

**Name of individual/group to be recommended:**

2023 MLK Art and Writing Contest Winners

**Date:**

February 1, 2023

**Description of this individual's/group's achievement or accomplishment:**

Congratulations to the following USD 383 students for their winning entries in the 2023 MLK Art and Writing Contest.

James Shivers – Oliver Brown Elementary School

- Second Place for Art, grades 3 – 5

Allina Dougherty – Manhattan High School

- First Place for Art, grades 9 – 12

Sahasra Betha – Frank Bergman Elementary School

- First Place for Writing, grades 3 – 5

Oliver Brown Elementary School Group Entry

- First Place for Writing, grades K – 5

Tonnetta Toliver – Eisenhower Middle School

- Most Reflective Essay for Writing, grades 6 - 8

Congratulations again - we are proud of you!

## ITEM 6.1

Board of Education Meeting  
Manhattan-Ogden  
Unified School District 383  
Wednesday, January 18, 2022, 5:30 p.m.  
Minutes – Regular Meeting  
Robinson Education Center – Manhattan, Kansas

- 1.0 Roll Call  
Members present: Brighton, Kristin  
Edie, Darell  
Hagemeister, Karla  
Morris-Hardeman, Jayme  
Santos, Brandy  
Weixelman, Christine  
Herrman, Curt (President – presiding)  
Denison, Diane (Clerk)

Also present were Superintendent Marvin Wade, Assistant Superintendent Eric Reid, District administrators, staff and media.

- 2.0 Adoption of Agenda  
Weixelman moved to add an executive session to the end of the meeting and approve the amended agenda. Morris-Hardeman seconded.

Motion passed 7/0.

- 3.0 Work Session – Elementary Site Council Reports  
Dr. Lucas Shivers, Director of Elementary Curriculum, Sheila Henke, Marlatt Elementary Principal, and Erica Bammes, Lee Elementary Principal, presented information regarding the strategies, growth, and themes of elementary learning this year. Discussion.

- 4.0 Pledge of Allegiance

- 5.0 Election of Board Officers

- 5.1 President  
President Herrman opened the floor for nominations of President for 2023.

Herrman nominated Hagemeister. Morris-Hardeman seconded.  
Santos nominated Edie. Weixelman seconded.

No additional nominations were made.

Hagemeister was elected President for 2023 by a paper ballot vote of 4/3.  
Hagemeister – Brighton, Hagemeister, Herrman, and Morris-Hardeman.  
Edie – Edie, Santos, and Weixelman.

- 5.2 Vice President  
President Hagemeister opened the floor for nominations of Vice President for 2023.

Brighton nominated Morris-Hardeman. Santos seconded.  
Weixelman nominated Edie. Santos seconded.  
Santos nominated Weixelman. Edie seconded.

Morris-Hardeman was elected Vice President for 2023 by a paper ballot vote of 4/2/1.  
Morris-Hardeman - Brighton, Hagemeister, Herrman, and Morris-Hardeman.

Weixelman – Edie and Santos.  
Edie – Weixelman.

6.0 Special Recognition

- 6.1 Kansas Horizon Award Winners and 2023 USD 383 Master Teacher Winner Sally Lopez, Oliver Brown Elementary 5<sup>th</sup> grade teacher, and Derek Davidson, Eisenhower Middle School 7<sup>th</sup> grade science teacher, were recognized as Kansas Horizon Award winners by the Kansas State Department of Education. Leslie Campbell, Manhattan High School science teacher, was recognized as the 2023 USD 383 Master Teacher.

7.0 Recognition of Visitors and Citizen Comments  
None.

8.0 Consent Agenda  
President Hagemeister reviewed Consent Agenda items.

Herrman moved to approve the consent agenda. Brighton seconded.

Motion passed 7/0.

8.1 Approved January 4, 2023 Minutes

8.2 Approved Payment of Bills in the amount of \$1,549,157.23

8.3 Approved Financial Reports – December 2022

- 8.3.1 Clerk's Report  
8.3.2 Treasurer's Report  
8.3.3 Activities Report

8.4 Approved Human Resources Report

CERTIFIED

Darin Stous, Social Emotional Aide, Lee Elementary	\$55,425.00/yr
Emily Wilcox, At-Risk Teacher, Amanda Arnold Elementary	\$43,000.00/yr
Emily Brueseke, Speech Language Pathologist, District	\$50,205.00/yr
Stephanie Frost, After School Autism Teacher, Anthony Middle School	\$20.00/hr

PARAEDUCATORS/STUDENT SUPERVISION

Lauren Pitts, Paraeducator, Amanda Arnold Elementary	\$12.50/hr
Hanna Schmitz, Paraeducator, College Hill Early Learning Center	\$12.50/hr
Debra Schmidt, Paraeducator, Bluemont Elementary	\$13.50/hr
Nicole Johnson, Paraeducator, Eugene Field Early Learning Center	\$11.80/hr
Michaela Goertz, Paraeducator, Eugene Field Early Learning Center	\$11.90/hr
Blanca Wallace, Paraeducator, Amanda Arnold Elementary	\$11.50/hr

SUBSTITUTES

Emma Willour, Emergency Substitute Teacher	\$16.00/hr
Rebeca Detter, Emergency Substitute Teacher	\$16.00/hr
Maycee Callihan, Emergency Substitute Teacher	\$16.00/hr
Karen Truit, Certified A/P Testing Substitute	\$18.00/hr

OFFICE PROFESSIONALS

Brenda Resendiz, Office Professional, Eugene Field Early Learning	\$12.75/hr
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MAINTENANCE

Andrew Sier, Night Custodian, Manhattan High School-West	\$13.50/hr
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NUTRITION

Aurora Santos, Child Nutrition Worker, Eisenhower Middle School	\$11.50/hr
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RESIGNATIONS

Laura Hannan	Madison Nattier	Kavitha Nandigama
Lynn Otte	Grace Blackman	Sally Garvin
Brianna Nelson	Emma Clyde	Jose Fernandez
Dianna Douglas	Lydia Baker	Kayleigh Macko
Mariah Brinkman	Camila Gomez	Danielle Kinsey
Janet Hanson	Jamielynn Hotaling	Araceli Johnson

TERMINATIONS  
Hailey Kent

8.5 Approved Donations & Grants

- \$2,000 award allocation from Blue Cross Blue Shield of Kansas Foundation to Oliver Brown Elementary for pedometers for the morning walking program.
  - \$1,500 cash donation from the following sponsors to USD 383 to provide lunch for the January 3 professional development day:
    - o \$500 BHS Construction
    - o \$500 MultiStudio
    - o \$500 K-State Credit Union
  - \$977 cash donation from Manhattan Cross Country Club to Oliver Brown Elementary for PE supplies.
- Total: \$4,477

8.6 Approved Early Learning Program Monthly Report and Federal Report

8.7 Approved Resolution 2223-12 Establishment of Time and Place of Regular Meetings

RESOLUTION 2223-12

ESTABLISHMENT OF TIME AND PLACE OF REGULAR MEETINGS

BE IT RESOLVED, by the Board of Education of Unified School District No. 383, Riley County, Kansas, at its regular meeting held January 18, 2023, established the following meeting schedule for regular board of education meetings to be held at Robinson Education Center during the 2023 calendar year:

January 4, 2023	Wednesday -	6:30 p.m.
January 18, 2023	Wednesday -	6:30 p.m.
February 1, 2023	Wednesday -	6:30 p.m.
February 15, 2023	Wednesday -	6:30 p.m.
March 1, 2023	Wednesday -	6:30 p.m.
March 22, 2023	Wednesday -	6:30 p.m.
April 5, 2023	Wednesday -	6:30 p.m.
April 19, 2023	Wednesday -	6:30 p.m.
May 3, 2023	Wednesday -	6:30 p.m.
May 17, 2023	Wednesday -	6:30 p.m.
June 7, 2023	Wednesday -	6:30 p.m.
June 28, 2023	Wednesday -	6:30 p.m.
July 5, 2023	Wednesday -	6:30 p.m.
July 19, 2023	Wednesday -	6:30 p.m.
August 2, 2023	Wednesday -	6:30 p.m.
August 16, 2023	Wednesday -	6:30 p.m.
September 6, 2023	Wednesday -	6:30 p.m.
September 20, 2023	Wednesday -	6:30 p.m.
October 4, 2023	Wednesday -	6:30 p.m.
October 18, 2023	Wednesday -	6:30 p.m.
November 1, 2023	Wednesday -	6:30 p.m.
November 15, 2023	Wednesday -	6:30 p.m.
December 6, 2023	Wednesday -	6:30 p.m.
December 20, 2023	Wednesday -	6:30 p.m.
January 3, 2024	Wednesday -	6:30 p.m.
January 17, 2024	Wednesday -	6:30 p.m.

If the established meeting is cancelled because of an emergency, within 24 hours of such cancellation, the board shall establish and give notice of the new meeting date and time.

The board of education reserves the right to adjourn any regular meeting to another time and place.

ADOPTED by the Board of Education of Unified School District No. 383, Riley County, Kansas on the 18th day of January, 2023.

9.0 Reports

9.1 Spoken

9.1.1 Anthony Middle School Student Council

Sophia Hoeme, 8<sup>th</sup> grade representative, and Gerin Krush, 7<sup>th</sup> grade representative, reported on athletics and activities at AMS.

- 9.1.2 Eisenhower Middle School Student Council  
No report.
- 9.1.3 Frank Bergman Elementary Cultural Committee  
Frank Bergman Elementary Cultural Committee members Jodi Leisy, Amanda Campanella, and Jensine Ernacio shared information with the Board regarding what the committee has established within the elementary building. Other members in attendance were Gina Thomas, Mee-Kyung Oh, Ashley Bonson, Iliana Bezares, and Steve Koch.
- 9.1.4 Construction Update  
Trisha Brooke-Fruendt, USD 383 Construction Owners Representative, updated the Board on construction projects at Central Kitchen, Transportation, Bluemont Elementary, Theodore Roosevelt Elementary, Woodrow Wilson Elementary, and Ogden Elementary. Information was also shared regarding the expansion of the south parking lot at Manhattan High School, design of 901 Poyntz Avenue, and public meetings required by the City of Manhattan. Discussion.
- 9.1.5 Post-Secondary Preparation  
Michael Dorst, Manhattan High School Principal, presented information regarding post-secondary preparation at MHS. Discussion.
- 9.1.6 Manhattan High School CTE Annual Report  
Chris Holborn, Manhattan High School Career and Technical Education Coordinator, presented the Manhattan High School CTE Program report. Discussion.
- 9.1.7 Superintendent  
No report.
- 9.1.8 NEA-Manhattan-Ogden  
Lisa Heller, NEA-Manhattan-Ogden President, commented on the Konza UniServ meeting and teachers being back in the swing of things.
- 9.1.9 Board of Education
- Herrman commented on the Kansas Association of School Boards Advocacy in Action conference.
  - Santos gave a shout out to Kyree and Sawyer – they did not go unnoticed.
  - Edie commented on the recent Early Learning Policy meeting, League of Women Voters presentation, and the upcoming Intergovernmental Luncheon.
  - Brighton commented on the recent Manhattan Area Chamber of Commerce Regional Leaders Retreat and encouraged more to attend in the future.
  - Morris-Hardeman commented on Amanda Arnold Elementary student council and district staff mental health.
  - Weixelman commented on the upcoming report from the Committee for Diversity and Inclusion and that applications to join the committee will be available soon.
  - Hagemeister commented on the upcoming application and interviews for the Manhattan Parks & Recreation Department Director position, and the

Souper Bowl is upcoming for the Flint Hills Breadbasket.

10.0 Old Business

10.1 Legislative Update

Lew Faust, Director of Business Services, updated the Board

11.0 New Business

11.1 Manhattan High School West Campus Chiller Repair

Herrman moved to give final approval to the proposal submitted by P1 Service LLC of Wichita, KS for the rear chiller bearing replacement project at Manhattan High – West Campus in the amount of \$17,244. Edie seconded.

Motion passed 7/0.

12.0 Next Regular Meeting Items – February 1, 2023

President Hagemeister and Santos asked for Board goals to be added to the agenda.

13.0 Future Meeting Items

14.0 Meeting & Events

Weixelman moved to go into executive session for ten minutes, after a short break, to discuss individual employee performance pursuant to the exception for non-elected personnel under Kansas Open Meetings Act and return to open session at 9:25 p.m. Santos seconded.

Motion passed 7/0.

Dr. Wade and Eric Reid joined the Board in executive session.

President Hagemeister reconvened the meeting at 9:25 p.m.

Santos moved to approve the resignation of Drew Montgomery as Director of Human Resources and ratify a work agreement for Dr. Cleion Morton as Interim Director of Human Resources. Herrman seconded.

Motion passed 7/0.

15.0 Adjourn

Herrman moved to adjourn at 9:26 p.m. Edie seconded.

Motion passed 7/0.

Respectfully submitted,

Diane L. Denison, Clerk  
USD 383 Board of Education

Karla Hagemeister, President  
USD 383 Board of Education



## ITEM 6.2

### MANHATTAN-OGDEN USD 383 CHECK REGISTER TOTALS BY FUND February 1, 2023

FUND	12	GENERAL FUND	129,608.40
FUND	13	SUPPLEMENTAL GENERAL	80,416.48
FUND	16	CAREER AND POST SECONDARY EDUCATION	9,247.47
FUND	18	AT RISK FUND	15,720.75
FUND	19	PARENT EDUCATION PROGRAM	207.60
FUND	20	STATE PRE-KINDERGARTEN PROGRAM	7,253.77
FUND	30	SPECIAL EDUCATION	38,892.74
FUND	35	FOOD SERVICE	147,695.24
FUND	48	DRIVERS TRAINING	16.89
FUND	54	PROFESSIONAL DEVELOPMENT	2,278.75
FUND	55	CAPITAL OUTLAY	88,213.04
FUND	66	CONTINGENCY FUND	2,223.00
FUND	70	HEAD START	23,151.66
FUND	71	ESSER-SCHOOL EMERGENCY RELIEF	13,457.46
FUND	73	CONCURRENT ENROLLMENT	670.29
FUND	77	COLLEGE HILL PRESCHOOL	213.67
FUND	79	COMMUNITY LEARNING CENTER	814.74
FUND	80	TITLE I	555.22
FUND	83	TITLE III-ENG LANG LEARNER	1,900.95
FUND	90	ALCOHOL PREVENTION	200.45
FUND	92	DRUG FREE SCHOOLS PROGRAM	35.99
FUND	94	CHILDCARE/PRE-SCHOOL	33,465.44
FUND	96	YES GRANT	1,767.56
FUND	97	BOND CONSTRUCTION \$129.5M	29,962.75
FUND	99	MINI GRANTS	4,756.30
REPORT TOTAL			632,726.61

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00191575	60.00	01/17/23	604941 ARMSTRONG-THARP, VICTOR CORTEZ	C
01	00191576	180.00	01/17/23	611085 FULLER, LANCE	C
01	00191577	180.00	01/17/23	557188 HOUSE, JOE	C
01	00191578	2,549.65	01/18/23	601217 AMAZON CAPITAL SERVICES, INC.	C
01	00191579	11,874.73	01/18/23	5093 CITY OF MANHATTAN	C
01	00191580	66.88	01/18/23	33299 COX BUSINESS	C
01	00191581	16,203.27	01/18/23	2130 KANSAS GAS SERVICE	C
01	00191582	2,726.97	01/18/23	996688 QUADIENT, INC	C
01	00191583	399.56	01/18/23	36064 RICOH USA, INC.	C
01	00191584	225.37	01/18/23	625450 RURAL WATER DISTRICT #1 POTT. COUNTY	C
01	00191585	27,523.86	01/18/23	625540 WOODRIVER ENERGY LLC	C
01	00191586	4,326.50	02/01/23	626317 AMERICAN DIGITAL SECURITY, LLC	C
01	00191587	65.15	02/01/23	22924 ARAMARK	C
01	00191588	32.94	02/01/23	578835 ALLEX ASHLEN AMICK	C
01	00191589	5,749.80	02/01/23	16695 APPLE INC.	C
01	00191590	120.00	02/01/23	604941 ARMSTRONG-THARP, VICTOR CORTEZ	C
01	00191591	70.90	02/01/23	595586 ASBURY, RACHAEL	C
01	00191592	172.17	02/01/23	35888 BAKER DISTRIBUTING	C
01	00191593	6.00	02/01/23	32347 BECKER, REBECA	C
01	00191594	3,037.26	02/01/23	7145 BEN E KEITH CO	C
01	00191595	95.44	02/01/23	553638 BLANTON, CHRIS	C
01	00191596	314.15	02/01/23	526 BOUND TO STAY BOUND BOOKS, INC	C
01	00191597	318.58	02/01/23	595 BURNETT AUTOMOTIVE	C
01	00191598	53.45	02/01/23	3850 CAROLINA BIOLOGICAL SUPPLY	C
01	00191599	134.46	02/01/23	543101 CAT CAN PORTABLE SERVICES OF MANHATTAN	C
01	00191600	13,343.00	02/01/23	6905 CDW GOVERNMENT LLC	C
01	00191601	50.00	02/01/23	23459 CENGAGE LEARNING INC	C
01	00191602	325.77	02/01/23	9022 CENTURY BUSINESS SYSTEMS	C
01	00191603	125.00	02/01/23	35858 COUNCIL FO PROFESSIONAL RECOGNITION	C
01	00191604	89.38	02/01/23	633453 GALEN E CRAGHEAD	C
01	00191605	1,606.00	02/01/23	5594 CYTEK MEDIA SYSTEMS, INC.	C
01	00191606	962.00	02/01/23	622770 DELTA INNOVATIVE SERVICES	C
01	00191607	329.61	02/01/23	569275 DILLON CUSTOMER CHARGES	C
01	00191608	284.00	02/01/23	627984 EASY ICE, LLC	C
01	00191609	150.00	02/01/23	11983 EMPORIA HIGH SCHOOL	C
01	00191610	100.00	02/01/23	11983 EMPORIA HIGH SCHOOL	C
01	00191611	130.00	02/01/23	626350 ENGLISH, AUSTIN	C
01	00191612	37,096.98	02/01/23	1343 F & A SALES, INC.	C
01	00191613	73.13	02/01/23	8038 FLINN SCIENTIFIC, INC.	C
01	00191614	801.32	02/01/23	569089 FOLLETT CONTENT SOLUTIONS, INC.	C
01	00191615	151.12	02/01/23	552585 FREY, MACIE	C
01	00191616	180.00	02/01/23	611085 FULLER, LANCE	C
01	00191617	7,979.81	02/01/23	1567 GRAINGER INC	C
01	00191618	51.81	02/01/23	22795 DAMON DUKE HARMON	C
01	00191619	3,200.00	02/01/23	631558 HARTSOOK, LAUREN	C
01	00191620	25.00	02/01/23	599921 HEWINS,CARRIE	C
01	00191621	5,632.99	02/01/23	25099 HILAND/STEFFENS DAIRY COMPANY	C
01	00191622	1,885.10	02/01/23	6601 HOME DEPOT CREDIT SERVICES	C
01	00191623	38.74	02/01/23	611549 HUBERT COMPANY	C
01	00191624	48.31	02/01/23	994065 HY-VEE, INC.	C
01	00191625	70.07	02/01/23	562491 HYVEE- CATERING	C
01	00191626	443.85	02/01/23	996092 INTERSTATE BATTERIES OF NE KANSAS	C
01	00191627	223.48	02/01/23	560413 ITsavvy LLC	C
01	00191628	216.00	02/01/23	560960 IXL LEARNING, INC.	C
01	00191629	1,123.59	02/01/23	538876 JAYHAWK FIRE SPRINKLER INC.	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00191630	225.93	02/01/23	3843 JON MURDOCK INC.	C
01	00191631	130.00	02/01/23	625213 JOY, BRYAN	C
01	00191632	200.00	02/01/23	2055 JUNCTION CITY HIGH SCHOOL	C
01	00191633	35.99	02/01/23	4138 J.W. PEPPER & SON, INC	C
01	00191634	2,896.24	02/01/23	578843 K12 ITC, INC.	C
01	00191635	17.63	02/01/23	631620 RONDEE LYNN KLATASKE	C
01	00191636	78.19	02/01/23	631590 MEGAN KLOZENBUCHER	C
01	00191637	90.00	02/01/23	30940 KONZA LAB INC.	C
01	00191638	80.00	02/01/23	30990 KROLL, TONI	C
01	00191639	186.00	02/01/23	7075 KSHSAA	C
01	00191640	60.00	02/01/23	7075 KSHSAA	C
01	00191641	90.00	02/01/23	26107 LASER TECH SERVICES	C
01	00191642	2,651.53	02/01/23	573612 LEARNING TREE INSTITUTE AT GREENBUSH	C
01	00191643	10,290.00	02/01/23	593770 LIBERTY FRUIT CO.	C
01	00191644	173.00	02/01/23	920490 LINEAGE	C
01	00191645	337.76	02/01/23	9516 MATHESON TRI-GAS, INC	C
01	00191646	998.75	02/01/23	36236 MCALISTER'S DELI	C
01	00191647	43.45	02/01/23	27520 MEAD LUMBER	C
01	00191648	301.05	02/01/23	992771 MECHELS, LISA	C
01	00191649	27,261.74	02/01/23	570648 MID KANSAS COOPERATIVE ASSOCIATION	C
01	00191650	119.36	02/01/23	597 MIDWEST ACE HARDWARE	C
01	00191651	120.85	02/01/23	597 MIDWEST APPLIANCE	C
01	00191652	430.00	02/01/23	16901 MIDWEST SYMPOSIUM FOR LEADERSHIP IN BD	C
01	00191653	2,318.72	02/01/23	559920 MIDWEST TRANSIT EQUIPMENT, INC.	C
01	00191654	180.00	02/01/23	581267 MOORE, JOHN	C
01	00191655	358.99	02/01/23	7239 NAPA AUTO PARTS OF MANHATTAN	C
01	00191656	662.69	02/01/23	24946 NETWORK COMPUTER SOLUTIONS	C
01	00191657	255.76	02/01/23	22629 O'REILLY AUTO PARTS	C
01	00191658	1,834.00	02/01/23	627178 OVERDRIVE, INC	C
01	00191659	10,500.00	02/01/23	550701 PACIFIC NORTHWEST PUBLISHING, INC.	C
01	00191660	7,092.00	02/01/23	24166 PARSONS COMMUNICATIONS	C
01	00191661	60.00	02/01/23	609030 ALEXANDRIA DOMINIQUE PUDEBAUGH	C
01	00191662	528.71	02/01/23	4291 PUR-O-ZONE	C
01	00191663	1,601.57	02/01/23	4357 REEVES-WIEDEMAN CO., INC.	C
01	00191664	46.88	02/01/23	579122 ERIC RICHARD REID	C
01	00191665	950.00	02/01/23	633461 RESTORATIVE JUSTICE EDUCATION	C
01	00191666	188.97	02/01/23	36064 RICOH USA, INC.	C
01	00191667	5,687.00	02/01/23	609714 RIVERSIDE INSIGHTS	C
01	00191668	28.25	02/01/23	560600 SANTANA, LYRIANNETTE	C
01	00191669	475.00	02/01/23	25610 SCHOOL NURSE SUPPLY, INC.	C
01	00191670	4,119.24	02/01/23	745 SCHOOL SPECIALTY, LLC	C
01	00191671	135.00	02/01/23	21280 SHAWNEE HEIGHTS MIDDLE SCHOOL	C
01	00191672	115.67	02/01/23	609153 RACHEL M SHIVERS	C
01	00191673	62.75	02/01/23	94679 JANICE SLEZINGER	C
01	00191674	37.63	02/01/23	594903 SOPPE, ALISON	C
01	00191675	5,872.05	02/01/23	8053 SOUTHEAST KANSAS EDUCATION SERVICE CENTE	C
01	00191676	1,361.61	02/01/23	1031 STANION WHOLESALE ELEC. CO.	C
01	00191677	188.11	02/01/23	544426 STAPLES ADVANTAGE	C
01	00191678	2,647.00	02/01/23	632341 SYNETIC TECHNOLOGIES LLC	C
01	00191679	816.70	02/01/23	595357 TECH ELECTRONICS OF KANSAS, LLC	C
01	00191680	2,770.52	02/01/23	1427 THERMAL COMFORT AIR	C
01	00191681	99.00	02/01/23	605174 TOBII DYNAVOK LLC	C
01	00191682	2,153.82	02/01/23	44125 ULINE	C
01	00191683	72.61	02/01/23	561959 UNIFIRST CORPORATION	C
01	00191684	33,301.00	02/01/23	857 USD #383 FOOD SERVICE	C

## A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
01	00191685	4,545.10	02/01/23	859 USD #383 TRANSPORTATION	C
01	00191686	242.10	02/01/23	583570 BSN SPORTS LLC	C
01	00191687	358.80	02/01/23	36525 U.S. BANK VOYAGER FLEET SYSTEMS INC	C
01	00191688	18.77	02/01/23	5094 WATERS TRUE VALUE HARDWARE	C
01	00191689	4,585.02	02/01/23	5113 WEST MUSIC COMPANY	C
01	00191690	180.00	02/01/23	588946 YEUBANKS, BRADLEY	C
01	00191691	3,000.00	02/01/23	16827 BG CONSULTANTS INC.	C
01	00191692	10,915.00	02/01/23	540757 CBS MANHATTAN	C
01	00191693	363.75	02/01/23	606480 PALLAS TEXTILES	C
01	00191694	15,684.00	02/01/23	541117 OLSSON, INC.	C
01	00191695	8,266.84	01/25/23	601217 AMAZON CAPITAL SERVICES, INC.	C
01	00191696	7,486.82	01/25/23	5093 CITY OF MANHATTAN	C
01	00191697	1,200.00	01/25/23	17896 GILMORE & BELL, A PROFESSIONAL CORPORATI	C
01	00191698	111.10	01/25/23	712 RILEY COUNTY TREASURER	C
01	00191699	2,680.60	01/25/23	1427 THERMAL COMFORT AIR	C
01	00191700	172.19	02/01/23	7407 ACCREDITED LOCK & SUPPLY	C
01	00191701	366.97	02/01/23	585785 ADI	C
01	00191702	4,247.41	02/01/23	14900 AIR FILTER PLUS	C
01	00191703	276.00	02/01/23	8887 AMERICAN PEST MANAGEMENT, INC.	C
01	00191704	401.00	02/01/23	16695 APPLE INC.	C
01	00191705	130.00	02/01/23	604941 ARMSTRONG-THARP, VICTOR CORTEZ	C
01	00191706	120.00	02/01/23	604941 ARMSTRONG-THARP, VICTOR CORTEZ	C
01	00191707	44.88	02/01/23	584088 AUSTIN TRAILERS, LLC	C
01	00191708	3.60	02/01/23	35888 BAKER DISTRIBUTING	C
01	00191709	1,267.20	02/01/23	992828 BATTERIES PLUS	C
01	00191710	50,443.33	02/01/23	7145 BEN E KEITH CO	C
01	00191711	1,036.49	02/01/23	599832 BEST PLUMBING SPECIALTIES, INC	C
01	00191712	345.00	02/01/23	920489 BLUE CHIP ATHLETIC, INC.	C
01	00191713	15.07	02/01/23	609137 JESSICA A BOONE	C
01	00191714	314.20	02/01/23	16692 BORDER STATES INDUSTRIES	C
01	00191715	37.16	02/01/23	526 BOUND TO STAY BOUND BOOKS, INC	C
01	00191716	11.25	02/01/23	607991 TESSA LAINE BOYD	C
01	00191717	511.00	02/01/23	633518 BRUESEKE, EMILY	C
01	00191718	1,634.50	02/01/23	564869 BUILDING CONTROLS AND SERVICES, INC.	C
01	00191719	1,036.00	02/01/23	9439 BUREAU OF EDUCATION & RESEARCH INC.	C
01	00191720	892.14	02/01/23	595 BURNETT AUTOMOTIVE	C
01	00191721	65.96	02/01/23	994995 CAMPBELL, LESLIE RICKERT	C
01	00191722	1,617.00	02/01/23	6905 CDW GOVERNMENT LLC	C
01	00191723	565.00	02/01/23	566713 CE WATER MANAGEMENT, INC	C
01	00191724	1,050.00	02/01/23	23459 CENGAGE LEARNING INC	C
01	00191725	1,588.01	02/01/23	9022 CENTURY BUSINESS SYSTEMS	C
01	00191726	458.00	02/01/23	22912 CREATIVE MATHEMATICS	C
01	00191727	7,800.00	02/01/23	621781 CULTIVATE EDUCATION, LLC	C
01	00191728	4,556.00	02/01/23	573256 CYBERTRON INTERNATIONAL, INC.	C
01	00191729	4,015.00	02/01/23	5594 CYTEK MEDIA SYSTEMS, INC.	C
01	00191730	803.00	02/01/23	5594 CYTEK MEDIA SYSTEMS, INC.	C
01	00191731	603.07	02/01/23	542911 DENISON, DIANE	C
01	00191732	505.46	02/01/23	569275 DILLON CUSTOMER CHARGES	C
01	00191733	20.79	02/01/23	575755 AMY L DOERING	C
01	00191734	31.44	02/01/23	36824 DORST, MIKE	C
01	00191735	25.54	02/01/23	610801 DUNN, WANDA	C
01	00191736	130.00	02/01/23	626350 ENGLISH, AUSTIN	C
01	00191737	130.00	02/01/23	626350 ENGLISH, AUSTIN	C
01	00191738	2,806.06	02/01/23	999644 ESPECIAL NEEDS, LLC	C
01	00191739	10,101.55	02/01/23	1343 F & A SALES, INC.	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00191740	720.00	02/01/23	633410 FLAGS USA LLC	C
01	00191741	8,068.87	02/01/23	569089 FOLLETT CONTENT SOLUTIONS, INC.	C
01	00191742	1,664.81	02/01/23	29924 GALE	C
01	00191743	2,000.00	02/01/23	626066 GENESIS HEALTH CLUB	C
01	00191744	32.06	02/01/23	35915 MYRNA R GRIFFITH	C
01	00191745	11.00	02/01/23	564354 HARTSOOK, GRETCHEN	C
01	00191746	180.00	02/01/23	603279 HIGHFILL, DAVID	C
01	00191747	8,216.78	02/01/23	25099 HILAND/STEFFENS DAIRY COMPANY	C
01	00191748	190.93	02/01/23	633496 HODGES, MARSEE	C
01	00191749	389.32	02/01/23	30951 HOLIDAY INN - WICHITA EAST I-35	C
01	00191750	1,170.60	02/01/23	611549 HUBERT COMPANY	C
01	00191751	47.31	02/01/23	32513 KARI QUITON HUMES	C
01	00191752	695.00	02/01/23	562491 HYVEE- CATERING	C
01	00191753	1,169.67	02/01/23	4641 INFORMATION NETWORK OF KANSAS	C
01	00191754	57.51	02/01/23	22930 JACKSON, PAMELA	C
01	00191755	1,000.00	02/01/23	602531 JHS SOLUTIONS, LLC	C
01	00191756	40.00	02/01/23	633674 JOHN PHILIP SOUSA JUNIORLEVEL HONOR BAND	C
01	00191757	60.86	02/01/23	572233 JAMIE LYNN JOHNSTON	C
01	00191758	130.00	02/01/23	625213 JOY, BRYAN	C
01	00191759	167.30	02/01/23	4138 J.W. PEPPER & SON, INC	C
01	00191760	1,314.10	02/01/23	4661 KAGAN COOPERATIVE LEARNING	C
01	00191761	75.00	02/01/23	10714 KANSAS STATE DEPARTMENT OF EDUCATION	C
01	00191762	642.23	02/01/23	2141 KANSAS TRUCK EQUIP CO	C
01	00191763	10.00	02/01/23	998702 JENNIFER REILLY KARR	C
01	00191764	835.00	02/01/23	21898 KMEA REGISTRATION MANAGER	C
01	00191765	80.00	02/01/23	30990 KROLL, TONI	C
01	00191766	180.00	02/01/23	619930 KRUSE, RYAN	C
01	00191767	593.49	02/01/23	566896 LAB-AIDS, INC.	C
01	00191768	8,133.00	02/01/23	593770 LIBERTY FRUIT CO.	C
01	00191769	294.00	02/01/23	605247 LINCOLN ELECTRIC COMPANY	C
01	00191770	544.32	02/01/23	583170 LITERACY RESOURCES, LLC	C
01	00191771	120.00	02/01/23	618756 LOPEZ, TERRY	C
01	00191772	120.00	02/01/23	618756 LOPEZ, TERRY	C
01	00191773	85.15	02/01/23	571032 DAVID C MARTINEZ	C
01	00191774	305.70	02/01/23	9516 MATHESON TRI-GAS, INC	C
01	00191775	130.00	02/01/23	633615 MCDANIEL, RICHARD	C
01	00191776	55.91	02/01/23	992771 MECHELS, LISA	C
01	00191777	594.13	02/01/23	31831 MEDCO SUPPLY COMPANY	C
01	00191778	27,261.74	02/01/23	570648 MID KANSAS COOPERATIVE ASSOCIATION	C
01	00191779	146.99	02/01/23	597 MIDWEST ACE HARDWARE	C
01	00191780	469.79	02/01/23	559920 MIDWEST TRANSIT EQUIPMENT, INC.	C
01	00191781	15.57	02/01/23	624616 VANESSA MORENO	C
01	00191782	180.00	02/01/23	595810 MORITZ, STEVE	C
01	00191783	130.44	02/01/23	7239 NAPA AUTO PARTS OF MANHATTAN	C
01	00191784	10,524.00	02/01/23	600229 NARDONE BROS BAKING CO INC.	C
01	00191785	284.80	02/01/23	1134 NASCO ARTS & CRAFTS	C
01	00191786	7.52	02/01/23	1134 NASCO ARTS & CRAFTS	C
01	00191787	375.00	02/01/23	36369 NORTH CENTRAL KMEA	C
01	00191788	41.25	02/01/23	583243 NELSON, JOSH	C
01	00191789	38.50	02/01/23	583243 NELSON, JOSH	C
01	00191790	181.74	02/01/23	24946 NETWORK COMPUTER SOLUTIONS	C
01	00191791	28.48	02/01/23	32634 KIM KAY NEWELL	C
01	00191792	783.90	02/01/23	547727 OTIS ELEVATOR COMPANY	C
01	00191793	593.00	02/01/23	24166 PARSONS COMMUNICATIONS	C
01	00191794	534.40	02/01/23	36631 NCS PEARSON, INC.	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00191795	283.80	02/01/23	921469 PRO ED	C
01	00191796	209.01	02/01/23	4291 PUR-O-ZONE	C
01	00191797	4,230.60	02/01/23	587010 REALLY GREAT READING, LLC	C
01	00191798	348.17	02/01/23	4357 REEVES-WIEDEMAN CO., INC.	C
01	00191799	51.63	02/01/23	625612 RENYER, GRETCHEN	C
01	00191800	1,476.87	02/01/23	998834 RIDDELL ALL AMERICAN SPORTS CORP	C
01	00191801	814.74	02/01/23	633690 ROSEN CENTRE HOTEL	C
01	00191802	64.50	02/01/23	631540 RYAN, ANDREW	C
01	00191803	180.00	02/01/23	626538 SABATH, RICK	C
01	00191804	120.00	02/01/23	44173 SCHLAACK, SCOTT	C
01	00191805	916.05	02/01/23	745 SCHOOL SPECIALTY, LLC	C
01	00191806	140.96	02/01/23	1071 SHERWIN WILLIAMS	C
01	00191807	727.80	02/01/23	1641 SIR SPEEDY	C
01	00191808	180.00	02/01/23	603929 SMITH, QUINCY PAYNE	C
01	00191809	1,054.49	02/01/23	25611 SOCCER MASTER	C
01	00191810	442.65	02/01/23	1031 STANION WHOLESALE ELEC. CO.	C
01	00191811	890.77	02/01/23	544426 STAPLES ADVANTAGE	C
01	00191812	120.00	02/01/23	591521 STARNES, KEVIN	C
01	00191813	207.95	02/01/23	554871 STEVE WEISS MUSIC, INC.	C
01	00191814	2,477.65	02/01/23	9000 SUNFLOWER RESTAURANT SUPPLY	C
01	00191815	995.00	02/01/23	633682 SYNDICATED MEDIA GROUP	C
01	00191816	370.00	02/01/23	595357 TECH ELECTRONICS OF KANSAS, LLC	C
01	00191817	125.50	02/01/23	1427 THERMAL COMFORT AIR	C
01	00191818	104.96	02/01/23	17243 THOMAS, STEPHANIE	C
01	00191819	500.00	02/01/23	30944 U.S. POSTAL SERVICE/ASCOM HASLER, CMRS-T	C
01	00191820	72.61	02/01/23	561959 UNIFIRST CORPORATION	C
01	00191821	29,259.38	02/01/23	859 USD #383 TRANSPORTATION	C
01	00191822	4,475.00	02/01/23	5823 GEARY COUNTY SCHOOLS	C
01	00191823	1,095.00	02/01/23	36866 TAESE/USU	C
01	00191824	1,297.00	02/01/23	32017 VALIDITY SCREENING SOLUTIONS	C
01	00191825	1,280.00	02/01/23	23057 VISTA DRIVE IN - MANHATTAN	C
01	00191826	133.70	02/01/23	5094 WATERS TRUE VALUE HARDWARE	C
01	00191827	79.98	02/01/23	5113 WEST MUSIC COMPANY	C
01	00191828	1,964.52	02/01/23	621943 WILSON LANGUAGE TRAINING CORPORATION	C
01	00191829	28,996.52	02/01/23	626317 AMERICAN DIGITAL SECURITY, LLC	C
01	00191830	16,427.40	02/01/23	6905 CDW GOVERNMENT LLC	C
01	00191831	1,120.00	02/01/23	9022 CENTURY BUSINESS SYSTEMS	C
01	00191832	29.00	02/01/23	1536 GLENN'S MUSIC	C
01	00191833	1,365.19	02/01/23	578843 K12 ITC, INC.	C
<b>Total Bank No 01</b>		<b>632,726.61</b>			

## A/P Summary Check Register

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				Total Manual Checks	.00
				Total Computer Checks	632,726.61
				Total ACH Checks	.00
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	.00
				Total Manual Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				Grand Total	632,726.61
				Number of Checks	259

Batch Yr	Batch No	Amount
23	000944	234,501.37
23	000952	61,570.29
23	000955	420.00
23	000970	238,588.73
23	000998	29,962.75
23	001000	19,745.36
23	001009	47,938.11

## ITEM 6.3

### HUMAN RESOURCES AGENDA BACKGROUND February 1, 2023

**The administration recommends the following individuals for employment with USD 383:**

#### ADMINISTRATION

Haley Lawson, Principal, Frank Bergman Elementary	\$76,000
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#### CLASSROOM STAFF

Brenna Hayse, Paraeducator, Ogden Elementary	\$12.50/hr
Amber Palen, Paraeducator, Theodore Roosevelt Elementary	\$14.50/hr
Natalie Burdick, Paraeducator, Anthony Middle School	\$12.50/hr
Kenzie Simpson, Paraeducator, Frank Bergman Elementary	\$12.50/hr
Joscelyn Tucker, Paraeducator, Eisenhower Middle School	\$11.50/hr
Paige Altevogt, Paraeducator, Eisenhower Middle School	\$11.50/hr
Gracie Gulker, Paraeducator, Oliver Brown Elementary	\$11.50/hr
Marie Freeman, Paraeducator, Oliver Brown Elementary	\$11.50/hr
Ava Van Inwegen, Paraeducator, Frank Bergman Elementary	\$12.50/hr
Ayanna Allen, Paraeducator, Marlatt Elementary	\$12.50/hr
Anahi Rodriguez, Paraeducator, Lee Elementary	\$11.50/hr
Bella Stark, Childcare Assistant, Amanda Arnold Elementary	\$11.35/hr

#### SUBSTITUTES

Jenna Johnson, Substitute Teacher	\$16.00/hr
Hannah Duncan, Emergency Substitute Teacher	\$16.00/hr
Madison Hamilton, Emergency Substitute Teacher	\$16.00/hr
Averie Brown, Emergency Substitute Teacher	\$16.00/hr
Katy Commons, Substitute Teacher	\$18.00/hr
Jaci Opfer, Substitute Paraeducator	\$11.15/hr
Morgan Rogers, Substitute Paraeducator	\$11.15/hr
Kimberly Gullion, Substitute School Social Worker	\$16.00/hr

#### NUTRITION WORKER/CUSTODIAL

Candi Blay, Child Nutrition Worker, Northview Elementary	\$12.00/hr
Stormy Marteney, Night Custodian, Manhattan High School	\$13.50/hr

#### RETIREMENTS

**Amy Toll, ESOL Teacher, College Hill Early Learning Center**, has submitted her retirement effective at the end of the school year. Ms. Toll has been with the district since December 2000.

It is the recommendation of the administration to approve this retirement. Best wishes are extended to Ms. Toll.

#### RESIGNATIONS

**Grecia Machado, Classroom Support Staff, Eugene Field Early Learning Center**, has submitted her resignation effective October 22, 2022. Ms. Machado has been with the district since September 2022.

**Eleanor Harty, Classroom Support Staff, Eugene Field Early Learning Center**, has submitted her resignation effective December 8, 2022. Ms. Harty has been with the district since November 2022.

**Ryan Dix, Paraeducator, Lee Elementary**, has submitted his resignation effective January 12, 2023. Mr. Dix has been with the district since December 2022.



**Zayra Luick, Paraeducator, Anthony Middle School**, has submitted her resignation effective January 20, 2023. Ms. Luick has been with the district since March 2021.

**Aiden Bailey, Sub Custodian, Maintenance Department**, has submitted his resignation effective January 13, 2023. Mr. Bailey has been with the district since August 2021.

**Seth Bailey, Sub Custodian, Maintenance Department**, has submitted his resignation effective January 13, 2023. Mr. Bailey has been with the district since August 2021.

**Joanne Arceneaux, Student Supervision, Lee Elementary**, has submitted her resignation effective January 13, 2023. Ms. Arceneaux has been with the district since August 2022.

**Ilce Andersen, HR Generalist, Robinson Education Center**, has submitted her resignation effective January 27, 2023. Ms. Andersen has been with the district since August 2022.

**Janeill Banks, 5<sup>th</sup> Grade Teacher, Frank Bergman Elementary**, has submitted her resignation effective at the end of the school year. Ms. Banks has been with the district since August 2021.

**Onna Knoles, Classroom Support Staff, Eugene Field Early Learning**, has submitted her resignation effective January 17, 2023. Ms. Knoles has been with the district since November 2022.

**Jacqueline Long, Paraeducator, Eisenhower Middle School**, has submitted her resignation effective February 7, 2022. Ms. Long has been with the district since January 2022.

**Diana Muniz, Paraeducator, Anthony Middle School**, has submitted her resignation effective January 17, 2023. Ms. Muniz has been with the district since October 2022.

**Johnny Whearty, Skilled Maintenance HVAC, Maintenance Department**, has submitted his resignation effective January 27, 2023. Mr. Whearty has been with the district since November 2014.

**Kailey Slaughter, Paraeducator, Ogden Elementary**, has submitted her resignation effective January 26, 2023. Ms. Slaughter has been with the district since November 2022.

**Erin Deflorio, Student Supervision, Amanda Arnold Elementary**, has submitted her resignation effective December 16, 2022. Ms. Deflorio has been with the district since September 2022.

**Mackenzie Kozar, Paraeducator, Marlatt Elementary**, has submitted her resignation effective January 19, 2023. Ms. Kozar has been with the district since August 2022.

**Benjamin Schneider, Paraeducator, Woodrow Wilson Elementary**, has submitted her resignation effective February 7, 2023. Ms. Schneider has been with the district since October 2023.

**Amanda Miller, Third Grade Teacher, Marlatt Elementary**, has submitted her resignation effective at the end of the school year. Ms. Miller has been with the district since December 2016.

**Jennah Bauswell, SPED Teacher, Northview Elementary**, has submitted her resignation effective at the end of the school year. Ms. Bauswell has been with the district since August 2022.

**Nicole Johnson, Paraeducator, Eugene Field Early Learning Center**, has submitted her resignation effective January 26, 2023. Ms. Johnson has been with the district since January 2023.

**Amber Johnson, Teacher, Ogden Elementary**, has submitted her resignation effective at the end of the school year. Ms. Johnson has been with the district since February 2018.

It is the recommendation of the administration to approve these resignations.

## **TERMINATIONS**

**Debra Solomon, Child Nutrition Worker, Eisenhower Middle School**, has been submitted for termination effective December 31, 2022. Ms. Solomon has been with the district since August 2021.

**Ethan Belyea, Sub Custodian, Maintenance Department**, has been submitted for termination effective January 13, 2023. Mr. Belyea has been with the district since February 2022.

**Ziya Langford-Boyd, Paraeducator, Anthony Middle School**, has been submitted for termination effective January 25, 2023. Ms. Langford-Boyd has been with the district since August 2022.

It is the recommendation of the administration to approve these terminations.

## ITEM 6.4

### **Manhattan-Ogden USD 383 Manhattan, Kansas**

Donations & Grants  
Approval (A<sup>2</sup>) to Accept  
2-1-23

- \$1,000 cash donation from 2M Coaching/Consulting: Miriam Meima to Anthony Middle School for art and music supplies.
- \$2,500 cash donation from Kansas State Treasurer's Office to Ogden Elementary for equipment and supplies.
- \$1,000 cash donation from Kansas State Treasurer's Office to Lee Elementary for equipment and supplies.
- \$2,021 cash donation from Manhattan Cross Country Club to the following elementary schools for PE supplies:
  - \$707 Amanda Arnold Elementary
  - \$807 Marlatt Elementary
  - \$507 Lee Elementary
- \$500 cash donation from Community First National Bank to USD 383 to provide lunch for the January 3 professional development day.

Total: \$7,021

## ITEM 6.5

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** MHS Band, Choir & Drama programs to travel to Orlando, Florida (2023)

**Prepared by:** Joel Gittle, MHS Bands / Performing Arts Department Chair  
Chad Pape, MHS Choir Director  
Virginia Pape, MHS Drama Teacher  
Larry Myers, MHS Activities Director  
Michael Dorst, MHS Building Principal

### **Background Information:**

The MHS Performing Arts have a long tradition of excellence, dating back decades. As part of maintaining a high-performance standard, the bands, choirs, and drama classes began taking trips in the 1990's to perform as guest artists (cast members) in the Disney World Parks in Orlando, FL as part of the Disney Performing Arts Series.

### **Current Considerations:**

The MHS Band, Choir and Drama programs are requesting permission to take approximately 180 students and 15 chaperones (or chaperone family members) to Orlando, FL in November of 2023. The trip is planned for November 16-22, 2023, and would include performance opportunities on Disney Park stages for the choirs and a Parade performance for the band, and performance workshops for the Drama program, hosted by the exceptional performers and technicians who work for Disney. The groups will travel to Florida by contracted charter bus transportation.

### **District Goals:**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development and postsecondary preparation.

### **District Objective/Strategy:**

3. Develop and enhance mutually beneficial relationships where schools, families and community partners share a commitment to student success.

### **Board of Education Policy:**

**IFCB      Field Trips**

### **Benchmarking:**

On the state level, all 6A schools in KS regularly travel to festivals. Nationally, the Disney performance program features innumerable school groups each year – our potential travel coordinator could not even give us a number. Many programs travel every year, but we travel on a three-year rotation. We have combined this year's trip with multiple groups due to the Spring Break 2022 Choir and Drama trip being cancelled.

### **Financial Implications:**

Our projected cost per student is \$1,650. This includes all transportation and lodging, as well as food allowance for days in the parks. It also accounts to offset trips costs of some of our adult chaperones, emergency costs, as well as possible fluctuation in gas prices. All this cost is paid by the students themselves, and participation in the trip is OPTIONAL.

### **Future Considerations:**

This is a trip for our band, choir, and drama programs, subject to Board approval and Performing Arts Policy. We will poll students and families as to cost and destination to determine what is best suited for the specific students we serve.

**Recommendation:**

The administration respectfully recommends the Board give final approval (A<sup>2</sup>) for the MHS Band, Choir and Drama students, teachers, directors, and chaperones to travel to Orlando, Florida, on November 16-22, 2023, to perform at the Walt Disney World Disney Performing Arts Series.

**Recommended Motion:**

"I move to give final approval for the MHS Band, Choir, MHS Drama students, teachers, directors and chaperones to travel to Orlando, Florida, on November 16-22, 2023, to perform at the Walt Disney World Disney Performing Arts Series."

## ITEM 6.6

**Date:** February 1, 2022  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**RE:** Bid – Warehouse – Paper

**Prepared by:** Jaime Gregory, Purchasing Accountant  
Lew Faust, Director of Business Services

### **Background Information:**

The district warehouse stocks approximately 350 items including art supplies, classroom and office supplies, paper and custodial supplies. Paper items make up approximately 70% of warehouse expenditures every year. These include various sizes of white and colored copy paper, paper rolls, cardstock, and construction paper. The district consumes approximately 2,000 cases of white 8-1/2" x 11" copy paper every year, making it the single largest warehouse expense.

### **Current Consideration:**

A bid request for paper supplies was posted on the district web site. The bid tab is attached at the end of this memo for all items in the bid.

There was a total of six bidders that bid on various items within the bid. Since this bid is a per line item bid we have the ability to pick items from multiple vendors. This allows us to choose the best price for each item. Some vendors bid on most of the items while other vendors bid on only one item. This is the most fiscally responsible way to bid out a large warehouse order. The following vendors will be awarded portions of this bid.

Liberty Paper:	\$32,256.00
Quill:	\$ 2,443.00
CPG:	\$ 9,522.00
Pyramid:	\$ 5,804.70
School Specialty:	\$ 8,275.00
Vertiv:	\$ 0.00
Total	\$58,300.70

### **District Goal:**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development, and postsecondary preparation.

### **District Strategy**

2C. Align non-instructional operations in support of students, staff and schools.

### **Board of Education Policies:**

DJED Bids and Quotations Requirements  
DJEE Local Purchasing  
DJFA Purchasing Authority

### **Financial Implications:**

The total cost for all paper items for the district warehouse is \$58,300.70 and the funding source is General Fund-Supplies-Warehouse Stock (012-82530-610-01-000-00).

#### **General Fund-Supplies-Warehouse Stock (012-82530-610-01-000-00)**

Budget Amount	\$ 150,000
Prior Bids this Year	0
Amount Available	\$ 150,000
This Bid Amount	58,301
Amount Remaining	\$ 91,699

## ITEM 6.6

### **Recommendation:**

The administration respectfully recommends that the Board of Education approve (A<sup>2</sup>) the low, as specified bid for paper supplies from Liberty Paper Company in the amount of \$32,256, Quill in the amount of \$2,443, CPG in the amount of \$9,522, Pyramid in the amount of \$5,805 and School Specialty in the amount of \$8,275.

### **Recommended Motion:**

"I move to approve the low, as specified bid for paper supplies from Liberty Paper Company in the amount of \$32,256, Quill in the amount of \$2,443, CPG in the amount of \$9,522, Pyramid in the amount of \$5805 and School Specialty in the amount of \$8,275."

BID TAB -APPENDIX A - BID NO. 2223-PAPER-1  
PAPER SUPPLIES FOR WAREHOUSE

<u>WHS ITEM NUMBER</u>	<u>ITEM DESCRIPTION - 65# CARDSTOCK</u>	<u>UOM</u>	<u>QTY REQUESTED</u>	<u>LIBERTY PAPER</u>	<u>QUILL</u>	<u>CPG</u>	<u>PYRAMID</u>	<u>VERTIV</u>	<u>SCHOOL SPEC.</u>
PAPR-7093	CARDSTOCK, #65 PINK	RM	100	NO BID	\$ 15.61	NO BID	NO BID	NO BID	\$ 14.55
PAPR-7117	CARDSTOCK, 65# LIGHT BLUE	RM	100	NO BID	\$ 14.35	NO BID	NO BID	NO BID	\$ 14.55
PAPR-7002	CARDSTOCK, 65# ORBIT ORANGE/COSMIC	RM	100	NO BID	\$ 15.02	NO BID	NO BID	NO BID	\$ 14.55
PAPR-7007	CARDSTOCK, 65# PLANETARY PURPLE	RM	100	NO BID	\$ 15.02	NO BID	NO BID	NO BID	\$ 14.55
PAPR-7009	CARDSTOCK, 65# ROCKET RED	RM	100	NO BID	\$ 15.09	NO BID	NO BID	NO BID	\$ 14.55
PAPR-7011	CARDSTOCK, 65# VULCAN GREEN	RM	100	NO BID	NO BID	NO BID	NO BID	NO BID	\$ 14.55
<u>WHS ITEM NUMBER</u>	<u>ITEM DESCRIPTION-#20 BOND PAPER</u>	<u>UOM</u>	<u>QTY REQUESTED</u>						
PAPR-7013	BOND 8 1/2X11 BLUE	RM	300	\$ 5.95	\$ 8.77	\$ 5.29	NO BID	NO BID	\$ 6.54
PAPR-7016	BOND 8 1/2X11 GREEN	RM	300	\$ 5.95	\$ 11.53	\$ 5.29	NO BID	NO BID	\$ 6.54
PAPR-7022	BOND 8 1/2 X 11 CANARY	RM	300	\$ 5.95	\$ 8.77	\$ 5.29	NO BID	NO BID	\$ 6.54
PAPR-7017	BOND 8 1/2 X 11 ORCHID	RM	300	NO BID	NO BID	\$ 5.29	NO BID	NO BID	\$ 6.54
PAPR-7018	BOND 8 1/2 X 11 PINK	RM	300	\$ 5.95	\$ 8.77	\$ 5.29	NO BID	NO BID	\$ 6.54
PAPR-7020	BOND 8 1/2 X 11 TAN	RM	300	NO BID	\$ 8.94	\$ 5.29	NO BID	NO BID	NO BID
PAPR-7021	BOND 8 1/2 X 11 WHITE	CS	840	\$ 38.40	\$ 41.99	\$ 39.24	NO BID	\$ 38.65	NO BID
<u>WHS ITEM NUMBER</u>	<u>ITEM DESCRIPTION-MISC. PAPER</u>	<u>UOM</u>	<u>QTY REQUESTED</u>						
PAPR-7024	BOND, 8 1/2 X 14 WHITE	RM	50	NO BID	\$ 7.78	NO BID	NO BID	NO BID	NO BID
PAPR-7024	BOND 11X17 WHITE	RM	50	NO BID	\$ 12.38	NO BID	NO BID	NO BID	NO BID
PAPR-7068	DRAWING, 12X18 80#, WHITE	RM	30	NO BID	\$ 36.46	NO BID	\$ 18.09	NO BID	\$ 26.12
PAPR-7069	DRAWING, 12X18 40#, MANILLA	RM	30	NO BID	\$ 25.16	NO BID	\$ 9.09	NO BID	\$ 10.19
PAPR-7112	WATERCOLOR PAPER, 12X18 90# (100 SHEETS)	PK	50	NO BID	NO BID	NO BID	NO BID	NO BID	\$ 20.00
PAPR-7080	PAPER, POSTER 36 X 1000 50# ORANGE	RL	10	NO BID	\$ 102.84	NO BID	\$ 59.49	NO BID	\$ 90.48
PAPR-7084	PAPER, POSTER 36 X 1000 50# WHITE	RL	20	NO BID	\$ 82.07	NO BID	\$ 48.39	NO BID	\$ 62.57
PAPR-7076	PAPER, POSTER 36 X 1000 50# DARK BLUE	RL	20	NO BID	\$ 91.00	NO BID	\$ 50.89	NO BID	\$ 65.40
PAPR-7079	PAPER, POSTER 36 X 1000 50# BRIGHT GREEN	RL	20	NO BID	\$ 115.24	NO BID	\$ 66.49	NO BID	\$ 89.35
PAPR-7083	PAPER, POSTER 36 X 1000 50# RED	RL	20	NO BID	\$ 69.88	NO BID	\$ 53.95	NO BID	\$ 90.08
	TOTALS			\$ 32,256.00	\$ 2,443.00	\$ 9,522.00	\$ 5,804.70	\$ -	\$ 8,275.00



## ITEM 7.1.1

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** New Educator Orientation/Mentoring Program

**Prepared by:** Dr. Paula Hough, Executive Director of Teaching and Learning

### **Background Information:**

During the summer of 2022 we tried a new approach to provide the district new hires with a comprehensive welcome. Human Resources, Instructional Technology, and Teaching and Learning collaborated to provide all new certified hires with three options of onboarding, which included the benefits enrollment process and technology distribution. Historically, educators have received their technology during the New Educator Orientation days in August, which did not leave adequate time for technology professional learning. The days of 2022 were successful, and the planning team is gearing up to do it even better in 2023.

Each August the Teaching and Learning Department kicks off the year with our New Educator Orientation. These three days are geared toward welcoming all new educators who have joined the USD 383 family. During this time together our new educators typically meet with their mentor or buddy teacher and begin the bonding and collaboration process. A mentor is provided to all educators who are on an initial license, as mentoring is a requirement from the Kansas Department of Education to move to a professional teaching license. A buddy teacher is provided to educators who are new to Manhattan-Ogden, but already hold a professional license in Kansas.

**New Educator Orientation:** The pK-12+ teachers meet for district, building and classroom orientation with focus on USD 383 curriculum, instruction, and assessment overviews. Teachers receive professional learning on topics such as Infinite Campus, MTSS and specific curriculum based on the Kansas Standards.

The Department of Teaching and Learning provides facilitation of the New Educator Orientation along with lead teachers and department chairs. Building administrators conduct specific orientations for each site, as they are responsible for evaluating new teachers throughout the year. Attached you will find the agendas for these three days, and you can see the district strategic framework is at the heart of the topics. During these days, the district Frontline administrator and Executive Director of Teaching and Learning work with all new hires to ensure they have all components of their licensure in place and work to create a plan of study if a license type other than initial or professional are on file. Often, an educator will start the academic year with a one-year non-renewable license because they need to complete and pass a Praxis test. While this is a KSDE issued license, the mentoring program is required once the educator has earned the initial license. Therefore, there are a number of license types throughout the district at any given time.

**Mentoring Program:** The purpose of the USD 383 mentoring program is to facilitate a teacher assistance program that provides new teachers and anyone needing to move from an initial license to a professional license with the tools and guidance to implement best practices and to enhance student achievement in their classrooms. Formal induction through a mentor program has been provided in the district since 2001.

The goals of the formal district mentoring programs are planned so these teachers will:

- 1) have an identified mentor for communication, guidance and collaboration;
- 2) meet together on a continuing basis with regularly scheduled meetings facilitated by district personnel;
- 3) meet together on an informal, continuing basis with mentor to discuss day-to-day curriculum, instruction and management needs;

- 4) provide opportunities for classroom observations and reflection on best practice

New educators are assigned a mentor, who is an experienced staff member in a similar assignment to guide new teachers in planning, instruction, content knowledge and classroom management. Mentors serve as collegial, professional and sometimes emotional supports for this challenging phase of a teacher's career. On a practical level, mentors document observations, provide timely and relevant feedback during formal and informal meetings. Mentors help these educators succeed and improve the quality of their instruction and relationships with students.

Mentors are provided training sessions to ensure consistent understanding of the mentor program model and to discuss best practices for mentoring, professional competence and experience, communication skills and interpersonal skills. They commit to regularly scheduled district meetings, observations of and by their mentee and meetings with their assigned teacher several times a month. Mentees within the second year of the mentoring program are provided support by building leads, content leads, and department heads. While this is an unfunded mandate at this time, we match educators in their second year of an initial license with those who are serving in similar capacities and are already receiving a stipend for a leadership role (department head, content lead, etc.).

During the 2022-2023 school year, we have also adjusted the support provided to Special Education educators. While the overall mentoring program provides support with best practices, our educators within the special education department have specific needs surrounding IEP questions, student qualifications, etc. that are better met through the Executive Director of Special Education and other leaders within Student Support Services.

USD 383 provides additional support to our new administrators as well. Being fortunate to be in the community of Kansas State University, we provide our first-year administrators (principal, assistant principal, director) with support from Kansas Education Leadership Institute (KELI) and a secondary, informal mentor from within the district. We believe this approach ensures that our leaders have both knowledge of the position as a whole, as well as of our system.

As a system we also provide support to educators who need one year of mentoring support in a specialty area. As we look at the libraries across our district, there are a number of new faces, which means new licenses. Librarians, as well as social workers, counselors, school psychologists, and reading specialists all require one year of mentoring in order to move to the professional license within that area of expertise. Working with leads for these departments we are able to match educators with others who hold a professional license in that area of expertise and ask them to serve as the mentor.

#### **Current Considerations:**

In 2022, the New Educator Orientation took place on August 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>. The 2022 NEO was housed at Eisenhower Middle School. Teaching and Learning has the goal of highlighting a different building each August; this will occur in collaboration with the district maintenance director to ensure cleaning and other building needs can be met.

We are committed, as a department, to continuous growth and improvement and are planning revisions for the 2023 New Educator Orientation, as well as the year-long mentoring program. These updates will continue to support the work of the district Strategic Framework, district, and state initiatives.

#### **2022-23 Mentor/Mentee Meetings**

All Mentee/Mentor sessions are held at Manhattan High School from 4:30 – 5:30.

Thursday, September 15  
Thursday, December 8  
Thursday, March 23

Thursday, October 27  
Thursday, January 19  
Thursday, April 20

Thursday, November 17  
Thursday, February 23

USD 383's mentoring program has previously been funded solely by Title IIA Highly Qualified Teacher funds. The legislature approved a budget allocation to begin funding stipends starting with the 2017-18 school year. Funding has been secured for the current school year and mentors will receive their funding during the summer.

**District Goal:**

It is our goal for all students to succeed at increasingly higher levels of academic growth, social-emotional development, and postsecondary preparation.

**District Strategies:**

2A. Identify and implement policies and practices to promote diversity, inclusion, and equity.

2B. Enact policies and practices to attract, develop, empower, and retain high quality employees.

**Board of Education Policy:**

GADA Professional Development

**Financial Implications:**

As previously stated, the district is only reimbursed for educators who are in their first year of teaching on an initial license. As a district, we believe it is important for new educators to receive the support of a mentor as soon as they enter their classroom, which means the district pays for the mentorship for educators on a substitute, emergency substitute, or one-year non-renewable license.

**Future Considerations:**

Recruiting and retaining quality educators is supported through an effective and efficient orientation and mentoring program. Up until recent years, the mentoring program has been universal for all new educators to USD 383 regardless of the experience they may bring to their position within the district. There will be adjustments and changes to both the beginning of year new educator orientation, as well as the year-long mentoring support system. Growth and development in the program will continue to meet the guidelines established by KSDE, while also providing educators the support they need that is specific to Manhattan-Ogden.

Orientating and mentoring new teachers is complex and demanding work and requires a specific set of knowledge, skills, and dispositions. To become effective, teachers new to the district and mentors need focused preparation, ongoing professional development, a community of practice focused on the complexities of accelerating new teachers' practice and multiple opportunities to advance their own effectiveness. Benefits for continuation of the program include: continuous professional learning; enhanced knowledge of best practice; enhanced student achievement; knowledge of our district curriculum; and retention of teachers.

Fully funding this mandate at the state level is a priority for current state level leaders. While this has not been in place, there is hope that both years of the mentoring requirement will be financially compensated through state reimbursement.


**Recommendations:**


This report is for information purposes only.


**Works Cited:**

- Britton, E., Paine, L., & Raizen, S. (1999). Middle grades mathematics and science teacher induction in selected countries: Preliminary findings. Washington, DC: National Center for Improving Science Education, WestEd.
- Dianda, M., Ward, B., Quartz, K., Tushnet, N., Radio, J., & Bailey, J. (1991). Support component of the California new teacher project: Second-year evaluation report (1990-91). Los Alamitos, CA: Southwest Regional Laboratory.
- Wong-Park, M. G. (1997). The relationship between assessment procedures in teacher support programs and teachers' feelings of support. (Published doctoral dissertation) La Verne, CA: University of La Verne.



 **Location:** Eisenhower Middle School  
800 Walters Drive Manhattan, KS

 **Date:** August 3

 **Time:** 8:00 – 4:00

## Day 1: New Educator Orientation

**8:00 Welcome and Overview, Dr. Paula Hough – Executive Director of Teaching and Learning**

**9:00 Community Tour of Manhattan – Ogden**

Andrea Adams, Director of Transportation

Objective 3: Develop and enhance mutually beneficial relationships where schools, families and community partners share a commitment to student success. (Strategy B: Expand and strengthen community partnerships to enrich student learning.)

**11:30 Lunch – Provided by Merit Trust**

**12:30 Technology Overview, Dr. Mike Ribble – Director of Technology**

Objective 1. Provide every student equitable access to learner-centered curriculum, instruction, assessment, and interventions. (Strategy F: Identify and implement technology to enhance teaching and learning.)

**1:00 Technology Choice Rotations (see schedule in your folder)**

Rotation 1: 1:00 – 1:30 / Rotation 2: 1:40 – 2:10

BREAK

Rotation 3: 2:30 – 3:00 / Rotation 4 3:10 – 3:40

### **Names to remember from today:**

Mike Ribble – Director of Technology

Duke Harmon – Technology Integration and Educational Support

Summer Lunsway – Technology Integration and Educational Support

Jennifer Karr – Technology Integration and Educational Support

Megan Klozenbucher - Technology Integration and Educational Support

Lucas Loughmiller – Director of Library Services

Todd Bryant – District Data Manager

Ted Dawdy – Manhattan High School Math Educator and Department Chair

Melanie Borrer – Librarian and Technology Lead at Anthony Middle School

Megan Mallon – 5<sup>th</sup> Grade Educator and Technology Lead at Bluemont Elementary

# USD 383 MANHATTAN – OGDEN NEO DAY 2

Location: Eisenhower Middle School

Date: August 4, 2022

Time: 8:00 – 4:00

## Schedule for the Day:

8:00	District Welcome and Introductions	Marvin Wade, Superintendent District Administrators Board of Education Members
9:00	Maintenance, Safety, and Communications	Michele Jones, Director of Communications Matt Davis, Director of Maintenance
9:45	Strategic Framework Rotations	Various
12:30	Lunch – Provided by NEA Negotiations Overview Evaluation Overview	Eric Reid, Assistant Superintendent Lisa Heller, NEA President Lisa Julian, NEA Vice-President Michael Dorst, Principal Manhattan High Kathy Stitt, Principal Amanda Arnold
2:00	Strategic Framework Rotations	Various
4:00	Optional Licensure Meeting	Paula Hough, Executive Director T&L Rosana Stearns, Frontline Administrator Sherri Rogers, Administrative Assistant SPED

### District Initiative Rotations:

Trauma Informed Practices: Carrie Hewins & Samantha Brown, School Mental Health Liaisons

*(Objective 1: Strategy D) Implement a trauma-responsive structure to support mental health needs of the school community.*

Self-Care: Jayme Morris-Hardeman, Executive Director of Thrive & Advocate Supervisor CASA

*(Objective 2: Provide a culture and environment to promote positive and productive conditions for learning, teaching, and working.*

Diversity, Equity, & Inclusion: Dr. Robert Hachiya, Associate Professor Kansas State University

*(Objective 2: Strategy A) Identify and implement policies and practices to promote diversity, inclusion, and equity.*

Onward - Cultivating Emotional Resiliency in Educators: Lisa Julian, Gifted Facilitator MHS

*(Objective 2: Strategy B) Enact policies and practices to attract, develop, empower, and retain high quality employees.*

Personalized Learning, Relationships and Experiences: Stacy Harris, Science Educator AMS

*(Objective 1: Strategy E) Implement a framework for personalized learning.*

## SECONDARY New Educator Orientation

Aug 5, 2022		Dwight D. Eisenhower Middle School 800 Walters Dr. Manhattan, KS
Times	6-12 Topic	Location
8:00-8:15 (15)	Introductions, schedule, locations	EMS Library
8:15-9:00 (45)	MTSS Overview/Fastbridge- Shannon Molt	EMS Library
9:00-9:45 (45)	Classroom Management-Shannon Molt	EMS Library
9:45-10:00 (15)	Break	EMS Library
10:00-10:30 (30)	ESOL-Emily Cherms	EMS Library
10:30-11:00 (30)	SPED- Caroline Gunn	EMS Library
11:00-11:30 (30)	Block Schedule	EMS Library
11:30-12:30	Lunch Provided	EMS Library
12:30-4:00	<ul style="list-style-type: none"> <li>• 6-8 Math Educators with iReady Training</li> <li>• EMS with Building Principal Dave Martinez and Assistant Principal /MTSS Coordinator Shane Neel</li> <li>• AMS with Building Principal Vickie Klein and Assistant Principal /MTSS Coordinator Dane Sylvester</li> <li>• MHS with Building Principal Michael Dorst and Library Media Specialist Kristal Kleiner</li> </ul>	<ul style="list-style-type: none"> <li>• EMS Library Classroom</li> <li>• EMS Office Conference Room</li> <li>• AMS Office Conference Room</li> <li>• MHS Library</li> </ul>

## Manhattan-Ogden USD 383

# 2022 K-5 Elementary New Educator Orientation (NEO)

## Core Curriculum & MTSS Day

### Friday, Aug. 5 – K-5 Curriculum Day - EMS

8:00-10:00 am <i>EMS Cafeteria</i>	<b>K-5 Core &amp; MTSS Curriculum Overview</b> (All K-5 Teachers with Specials/SPED)	Dr. Lucas Shivers - Director of Elementary Education Manhattan-Ogden USD 383 - 901 Poyntz - Rm. 223, Manhattan, KS 66502 Office: 785 587 2863 - Cell: 785 532 8628 - <a href="mailto:lucass@usd383.org">lucass@usd383.org</a>
10-11:30 <i>Cafeteria</i>	<b>Ready Classroom Math &amp; iReady Overview - Core and MTSS Math Supports</b>	Theresa Brown - Educational Consultant Curriculum Associates - <a href="mailto:TheresaBrown@cainc.com">TheresaBrown@cainc.com</a> (620)899-6477 - <a href="http://www.curriculumassociates.com">www.curriculumassociates.com</a>
11:30-12:30 <i>Cafeteria</i>	<b>Working Lunch - K-5 MTSS Social SABERS, Second Step, Bullying Prevention, Classroom Management and Behavior/Social/Emotional/Character Standards</b>	Lucas and Leslie Wohler - Social Worker at Bergman
12:30-1 pm	<b>ESOL Support and Engagement with Family Support</b>	Emily Cherms - ESOL Coordinator
1:00-2:00 pm <i>Cafeteria</i>	<b>MTSS Data - FAST Certification and Intervention Focus</b>	Lucas and Shannon Molt - Director of Assessments with Brandey Nelson - Northview MTSS
2:00-4:00 pm <i>Classrooms along 8th Grade Hallway</i>	<b>Core and MTSS Model Lessons - Breakouts with Leads</b> <ul style="list-style-type: none"><li>• Lesson Ideas</li><li>• Standards Grading Guides and Proficiency Scales</li><li>• Schedule Examples</li></ul>	K - Angela Bucher 1 - Lori Schurle 2 - Spring Schultz 3 - Amber Harris & Amber Johnson 4 - Serena Marquez 5 - Jen Colp SPED - Ashley Eckelberry Specials - Heather Augustine
4:00 pm	<b>Send Off</b>	



# ITEM 7.1.2.1

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** Manhattan High School Mid-Year Graduates - December 2022

**Prepared by:** Diane Denison, Executive Assistant to the Superintendent

The following 37 students have fulfilled the requirements to graduate from Manhattan High School at the end of the first semester of the 2022-23 school year in December 2022. They will be recognized with second semester MHS graduates in May 2023. An additional 14 students have met all requirements, but for scholarship reasons will not receive their diplomas until May.

Mohammed Salem Aledrous	Dominic D. Hober	Marley Blue Neel
Joshua Anthony Anglamega	Isabel Y. Ibarra	Molly Carys Newton
Megan Marie Bowman	Gili Mi'Joi Johnson	Nickolas David Pellack
Rilie Z. Burgess	Annabelle K. Jung	Gabriel R. Pride
Colton Wray Daugherty	Noah David Lara	Mia Angela Rossi
Skylar Elizabeth Dechant	Jaden D. Levins	Avery Ruth Snider
Amelia Louise Dipietrantonio	Tremia M. Lyles	Braxton E. Springer
Jonah A. Dorsett	John Anthony Marshall	Emma G. Thurston
Alaina Allie Etter	Alexander L. Michael	Valerie Vazquez
Jeremy Arthur Fisher Jr.	Ianni L. Morales-Diaz	Maura A. Wiens
Marcus Antonio Gordils	Mayami Ali Muniz	Tyler Ian Wilhite
Julia F. Gormly	Brenden Neef	Max H. Wunder
James M. Hensley		

The chart below shows the number of MHS mid-year graduates from December 2011 to December 2022.

Year	Mid-Year Graduates	Year	Mid-Year Graduates	Year	Mid-Year Graduates	Year	Mid-Year Graduates
2011	37	2014	31	2017	24	2020	88
2012	45	2015	29	2018	41	2021	38
2013	31	2016	33	2019	35	2022	37

## ITEM 7.1.2.2

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** Manhattan Alternative High School Mid-Year Graduates - December 2022

**Prepared by:** Diane Denison, Executive Assistant to the Superintendent

The following eight students have fulfilled the requirements to graduate from Manhattan Alternative High School from July through the end of the first semester of the 2022-23 school year in December 2022. They will be recognized with second semester MAHS graduates in May 2023.

Briana Buttram  
Talea Carlyle  
Xavier Duran  
Maliyah Maltiba  
Fiona Payne  
Dalton Ray  
Brayden Schmidt  
Kayla Stevens

### ITEM 7.1.2.3

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** Manhattan Virtual Academy Mid-Year Graduates - December 2022

**Prepared by:** Diane Denison, Executive Assistant to the Superintendent

The following nine students have fulfilled the requirements to graduate from Manhattan Virtual Academy at the end of the first semester of the 2022-23 school year in December 2022. They will be recognized with second semester MVA graduates in May 2023.

Alecia Best  
Kali Bloedorn  
Schyler Clark  
Vega Cordray  
Clay Mecklenburg  
Brecken Padget  
Kennedy Phillips  
Brock Sager  
Jayden Thomas

## ITEM 7.2.7.1

### **2022 Board of Education Priorities**

1. Mental health services for students and staff
2. Staff retention (certified and classified): promoting well-being, improving classified salaries, and increasing staff diversity through “Grow Our Own” teacher program
3. Use of 901 Poyntz
4. Personalized Learning
5. Review and possibly revise graduation requirements
6. Establish a process so students can meet credit/graduation requirements in nontraditional ways
7. Revisit and update Individual Plans of Study as a component of accreditation process
8. Conceptualization of a College and Career Center, with a clear delineation of roles/responsibilities of USD 383 and Manhattan Area Technical College
9. Revisit Multi-Tiered System of Supports with a focus on how it can be sustained and improved
10. Analyze state assessment data and address needs of students scoring in lowest two categories
11. Ensure students with disabilities get services necessary to meet IEP goals
12. Ensure students in ESOL program get services necessary to attain expected outcomes
13. Examine feasibility of providing school supplies for all students
14. Superintendent Wade indicated a continued commitment to the social-emotional, early literacy, personalized learning, and post-secondary success of all students

## ITEM 9.1

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** Early Learning: Agreement for Information Sharing with DCF

**Prepared by:** Andy Hutchinson, Assistant Director of Early Learning

### **Background Information:**

A Memorandum of Agreement was developed for the purpose of the Kansas Department for Children and Families (DCF) sharing quarterly eligibility reports with Head Start Programs. The purpose for sharing these reports is for Head Start programs to utilize for outreach and recruitment of potentially eligible families. Historically, the reports were mailed on a quarterly basis to a single point of contact for each program. More recently, DCF has moved to sending the reports via secure and encrypted email. Encrypted email helps to ensure the information in the documents is kept confidential and it has proven to be a more efficient way to provide the quarterly reports.

### **Current Considerations:**

DCF drafted the Agreement for Information Sharing and has asked Head Start programs to share with governing boards for review and approval. The agreement is intended to ensure clarity for report recipients.

### **District Goal:**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development, and postsecondary preparation.

### **District Objectives and Strategies:**

1. Provide every student equitable access to learner-centered curriculum, instruction, assessment, and interventions.
3. Develop and enhance mutually beneficial relationships where schools, families and community partners share a commitment to student success.
  - b. Expand and strengthen community partnerships to enrich student learning.

### **Board of Education Policy:**

IDAA Special Programs

### **Recommendation:**

The administration respectfully recommends that the Board of Education give final approval (A<sup>2</sup>) to the Agreement for Information Sharing with the Kansas Department for Children and Families.

### **Recommended Motion:**

"I move to give final approval to extend the Agreement for Information Sharing with the Kansas Department for Children and Families."

**AGREEMENT FOR INFORMATION SHARING**  
**BETWEEN**  
**KANSAS DEPARTMENT FOR CHILDREN AND FAMILIES**  
**AND**  
**KANSAS HEAD START AND EARLY HEAD START PROGRAMS**

This Agreement is made and entered into this 1st day of January 2023 by and between Manhattan-Ogden USD 383, whose address is 2031 Poyntz Avenue, Manhattan, Kansas 66502, hereinafter referred to as Head Start or Organization, and the Secretary of the Kansas Department for Children and Families, whose address is 555 S Kansas Avenue, DCF Administration Building, Topeka, Kansas 66603, hereinafter referred to as "DCF" or "Secretary".

WHEREAS, the Secretary, authorized by K.S.A. 39-708c to enter into certain agreements, desires to enter into an agreement with Head Start for the purpose of sharing information regarding the names of Cash Assistance and Food Assistance recipient households that have a child under the age of 5. Applicable policy that supports this Agreement is noted as follows:

**Kansas Economic and Employment Services Manual**

**1226.4 Federal or Federally Assisted Programs** - Information concerning clients is to be disclosed to federal or federally assisted programs which provide assistance (in cash or in kind) or services directly to individuals on the basis of financial need if the requesting organization certifies in writing that the information so requested is necessary to the administration of its program. Example: SSI.

WHEREAS, this Head Start program desires to enter into an agreement to obtain information from DCF regarding Cash Assistance and Food Assistance recipients for Head Start eligibility and recruitment purposes. Applicable Policy that supports the need for data information is as follows:

**Head Start Program Performance Standards 1302.13 Recruitment of Children**

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, DCF and Head Start do hereby mutually covenant and agree as follows:

1) **SCOPE OF WORK**

Head Start is a federal program providing services based on financial need. This Agreement provides this Head Start program with lists of Food Assistance and Cash Assistance recipients by DCF. These lists will be used by this Head Start program for eligibility determinations and recruitment and will be provided by DCF on a quarterly basis. Information will be sent to the Head Start program designee via encrypted email.

2) **STATE RESOURCE TO BE PROVIDED**

DCF will provide a quarterly list of Food Assistance and Cash Assistance recipients.

3) **AGREEMENT PERIOD**

This Agreement shall commence on January 1, 2023 and continue through December 31, 2026.

4) **COMPENSATION**

This agreement does not include any payment or transfer of funds.

5) **NOTICES AND CORRESPONDENCE**

All notices and correspondence shall be sent by either party to the other in all matters dealing with this agreement, as noted in this Agreement and/or the forms it references, to the following addresses, unless otherwise directed by DCF:

(1) To DCF:

Kansas Department for Children and Families  
Attention: Kimberly Kennedy, Head Start Collaboration Director  
555 S Kansas Avenue, 3rd Floor  
Topeka, KS 66603

(2) To Manhattan-Ogden USD 383:

Early Learning  
Attention: Andy Hutchinson, Assistant Director  
2600 Kimball Avenue  
Manhattan, KS 66502

6) **PAYMENT**

This agreement does not include any payment or transfer of funds.

7) **CONFIDENTIALITY**

This Head Start program agrees that confidentiality of record and client information and information shared by DCF staff is essential to this Agreement. This Head Start program understands that no disclosure, discussion, publication or further distribution of this information to any third party is authorized by DCF. This duty to protect confidentiality shall survive the expiration or termination of this Agreement. This duty shall not prohibit this Head Start program from complying with court orders or mandated reporting requirements and cooperating in investigations as required by the State of Kansas statutes.

No private or confidential data collected, maintained or used in the course of performance of this Agreement shall be disseminated by either party except as authorized by statute, either during the period of the Agreement or thereafter. This Head Start program shall agree to return any or all data furnished by DCF promptly at the request of DCF in whatever form it is maintained by the organization. On the termination or expiration of this Agreement, this Head Start program shall not use any of such data or any material derived from the data for any purpose and, where so instructed by State, shall destroy, or render it unreadable.

8) **RETENTION OF RECORDS**

Unless DCF specifies in writing a shorter period of time, the Organization agrees to preserve and make available all of its books, documents, papers, records and other evidence involving transactions related to this Agreement for a period of five (5) years from the date of the expiration or termination of this Agreement. Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years.

9) **CAPTIONS**

The descriptive headings of this Agreement are for convenience only and shall not be deemed to affect the meaning of any provision.

10) TERMINATION

Either party may terminate this Agreement at any time upon written notice.

11) MODIFICATIONS

This Agreement may only be modified by the mutual written agreement of the parties.

The State of Kansas' current financial situation does not make it possible for DCF to make firm, unalterable financial commitments. In the event DCF determines lack of funding requires a modification of this Agreement, DCF reserves the right to renegotiate terms and conditions of the Agreement with the organization. The organization agrees to cooperate with DCF in renegotiating this Agreement should DCF determine that such modification is necessary to manage the resources available to DCF.

In the event DCF is subject to a formal funding reduction or allotment, DCF reserves the right to alter or adjust the payment amounts or terms of this Agreement to meet funding reductions or allotments by sending a written notice of such alterations or adjustments to this Head Start program 15 days before such alterations or adjustments become effective. Should this Head Start program believe there is a need to modify other terms or conditions of the Agreement, DCF will, in good faith, negotiate regarding the terms of the Agreement.

12) CRIMINAL PROVISION

By acceptance of this Agreement, this Head Start program declares and assures that they have not been convicted for any criminal offense that indicates a lack of integrity or honesty. Crimes indicating a lack of integrity or honesty include but are not limited to the following: any conviction of federal, state or local laws for embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; racketeering; and violation of antitrust laws. Any conviction(s) incident to obtaining or attempting to obtain or performing a public or private contract or subcontract; or conviction of any other offense which impacts the performance and/or responsibility of a contractor or subcontractor are also considered as offenses which lack of integrity and honesty. This Head Start program shall ensure that any employees hired for this Agreement are not on any register indicating a problem with the law or abusive or neglectful acts or crimes against persons such as KBI security clearance, the Child Abuse and Neglect Central Registry, and the Adult Protective Services Registry.

13) CONFLICT OF INTEREST

This Head Start program shall not knowingly employ, during the period of this Agreement or any extensions to it, any professional personnel who are also in the employ of the State and who are providing services involving this Agreement or similar in nature to the scope of this Agreement to the State. Furthermore, this Head Start program shall not knowingly employ, during the period of this Agreement or any extensions to it, any State employee who has participated in the making of this Agreement until at least two years after his/her termination of employment with the State.

14) SEVERABILITY

If any provision of this agreement is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this agreement shall not be affected, and each provision of this agreement shall be enforced to the fullest extent permitted by law.

15) AGREEMENT DOCUMENTS

The documents that make up this Agreement shall consist of the following documents. In the case of ambiguity or conflict in the agreement documents, the following order of precedence shall govern:

- a) any amendments to this Agreement;
- b) this Agreement; and



c) any Attachments or Exhibits to this Agreement.

16) HIPAA

Confidentiality under the Health Insurance Portability and Accountability Act, 1996 (HIPAA): DCF is a covered entity under the act and therefore Head Start is not permitted to use or disclose health information in ways that DCF could not. This protection continues as long as the data is in the hands of this Head Start program.

Definition: For purposes of this section, the terms “Protected Health Information” and “PHI” mean individually identifiable information in any medium pertaining to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, that this Head Start program receives from DCF or that this Head Start program creates or receives on behalf of DCF. The terms “Protected Health Information” and “PHI” apply to the original data and to any health data derived or extracted from the original data that has not been de-identified.

Electronic protected health information (EPHI) is a subset of PHI and means individually identifiable health information that is transmitted by or maintained in electronic media.

- a) Required/Permitted Uses Section 164.504(e)(2)(i): This Head Start program is required/permitted to use the PHI for the following purposes:
  - (i) Any activity required to ensure contract compliance and fulfill contract obligations
- b) Required/Permitted Disclosures Section 164.504(e)(2)(i): This Head Start program shall disclose DCF’ PHI only as allowed herein or as specifically directed by DCF.
- c) Limitation of Use and Disclosure Section 164.504(e)(2)(ii)(A): Head Start agrees that it will not use or further disclose the PHI other than as permitted or required by this agreement or as required by law.
- d) Disclosures Allowed for Management and Administration Section 164.504(e)(2)(i)(A) and 164.504(e)(4)(i): Head Start is permitted to use and disclose PHI received from DCF in its capacity as a Head Start to DCF if such use is necessary for proper management and administration of Head Start or to carry out the legal responsibilities of Head Start.
- e) Minimum Necessary: Head Start agrees to limit the amount of PHI used and/or disclosed pursuant to this section to the minimum necessary to achieve the purpose of the use and disclosure.
- f) Safeguarding and Securing PHI Sections 164.308, 164.310, 164.312, 164.314 and 164.504(e)(2)(ii)(B): Head Start agrees to implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the PHI and or EPHI that Head Start creates, receives, maintains, or transmits. Head Start will furnish DCF with a written description of such safeguards taken upon request. Head Start agrees to allow authorized representatives of DCF access to premises where the PHI and or EPHI is kept for the purpose of inspecting physical security arrangements.
- g) Agents and Subcontractors Section 164.504(e)(2)(ii)(D): Head Start will ensure that any entity, including agents and subcontractors, to whom it discloses PHI received from DCF or created or received by Head Start on behalf of DCF agrees to the same restrictions, conditions and safeguards that apply to Head Start with respect to such information.

- h) Right to Review: DCF reserves the right to review terms of agreements and contracts between Head Start and subcontractors as they relate to the use and disclosure of PHI belonging to DCF.
- i) Ownership: Head Start shall at all times recognize DCF' ownership of the PHI.
- j) Notification Section 164.304, 164.314 (a)(2)(C) and 164.504(e)(2)(ii)(C): Head Start shall notify DCF both orally and in writing of any use or disclosure of PHI and or EPHI not allowed by the provisions of this Agreement of which it becomes aware, and of any instance where the PHI is subpoenaed, copied or removed by anyone except an authorized representative of DCF or Head Start. Head Start shall report to DCF any security incident within 5 business days of becoming aware of such incident. For the purposes of this paragraph, "security incident" shall mean the attempted or successful unauthorized access, use, disclosure, modification or interference with systems operations in an information system.
- k) Transmission of PHI Section 164.312 I(1) and 164.312 I(2): Head Start agrees to follow the HIPAA standards with regard to the transmission of PHI.
- l) Employee Compliance with Applicable Laws and Regulations: Head Start agrees to require each of its employees having any involvement with the PHI to comply with applicable laws and regulations relating to security, confidentiality and privacy of the PHI and with the provisions of this Agreement.
- m) Custodial Responsibility: An employee of Head Start shall be designated as the custodian of PHI and will be responsible for observance of all conditions of use. If custodianship is transferred within the organization, Head Start shall notify DCF promptly.
- n) Access, Amendment, and Accounting of Disclosures Section 164.504(e)(2)(ii)(E-G): Head Start will provide access to the PHI in accordance with 45 C.F.R. Section 164.524. Head Start will make the PHI available for amendment and incorporate any amendments to the PHI in accordance with 45 C.F.R. Section 164.526. Head Start will make available the information required to provide an accounting of disclosures in accordance with 45 C.F.R. Section 164.528.
- o) Documentation Verifying HIPAA Compliance Section 164.504(e)(2)(ii)(H): Head Start will make its policies, procedures, and documentation relating to the security and privacy of protected health information, including EPHI, available to the Secretary of Health and Human Services for purposes of determining DCF's compliance with 45 C.F.R. Parts 160 and 164. Head Start will make these same policies, procedures, and documentation available to DCF or its designee upon request.
- p) Contract Termination Section 164.314 (a)(2)(i)(D) and 164.504(e)(2)(ii)(I): Head Start agrees that within 45 days of the termination of this agreement, it will return or destroy, at DCF' direction, any and all PHI that it maintains in any form and will retain no copies of the PHI. If the return or destruction of the PHI is not feasible, the protections of this section of the agreement shall be extended to the information, and further use and disclosure of PHI is limited to those purposes that make the return or destruction of PHI infeasible. Any use or disclosure of PHI except for the limited purpose is prohibited.
- q) Termination for Compliance Violation Section 164.314 (a)(2)(i)(D) 164.504(e)(2)(iii) and Section 164.504(e)(1)(ii): Head Start acknowledges that DCF is authorized to terminate this Agreement if DCF determines that Head Start has violated a material term of this section of the agreement. If termination of the Agreement is not feasible due to an unreasonable burden on

DCF, Head Start's violation will be reported to the Secretary of Health and Human Services, along with steps DCF took to cure or end the violation or breach and the basis for not terminating this Agreement.

17) **LIABILITY AND INDEMNITY**

Head Start shall indemnify, defend and hold harmless DCF, its officers and employees from and against damages, liabilities, losses, costs, and expenses, but only to the extent caused by the negligent acts, errors or omissions of Head Start, or of those for whom Head Start is legally liable, which arise in connection with the performance of the services described herein.

18) **ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement of the parties and supersedes all other prior written or oral contracts between the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized official or officers.

MANHATTAN-OGDEN USD 383

KANSAS DEPARTMENT FOR CHILDREN  
AND FAMILIES

\_\_\_\_\_  
Karla Hagemeister      Date  
Board of Education President

\_\_\_\_\_  
Laura Howard      Date  
Secretary

## ITEM 9.2

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**RE:** Request for Proposal – Early Learning Buses

**Prepared by:** Andy Hutchinson, Assistant Director of Early Learning  
Andrea Adams, Director of Transportation  
Lew Faust, Director of Business Services  
Jaime Gregory, Purchasing Accountant

### **Background Information**

The voluntary Kansas Bus Purchasing Program (KBPP) is designed to assist Kansas Unified School Districts and Interlocal Cooperative Agreements in purchasing a quality bus at a competitive price. On a bi-annual basis the Kansas Department of Transportation (KDOT) issues an Invitation to Bid. Once bids are received, KDOT forwards them to the Kansas Department of Education (KSDE) for review and award recommendation. Once an award recommendation is received, KDOT awards the contracts. Kansas Unified School Districts and Interlocal Cooperative Agreements are able to electronically access and compare the contract pricing received from each vendor on available base bus specifications and their individualized bus configurations of choice.

The current Kansas Bus Purchasing Program contract has been open for use by Kansas Unified School Districts and Inter-local Cooperative Agreements from November 1, 2022, through October 31, 2023.

Federal- and state-funded early learning opportunities have been integrated at College Hill and Eugene Field Early Learning Centers. Regular transportation services are provided to students that do not meet eligibility requirements for special education or Families in Transition. The Early Learning fleet consists of Bus #70, #71, #72, and #73. Bus #70 was purchased in 2015 and has approximately 76,570 miles. Bus #71 was purchased in 2019 and has approximately 44,687 miles. Buses #72 and #73 were purchased in 2020 and have approximately 18,050 and 20,295 miles, respectively. After winter break, Buses #07 and #42 were added to support middle school and early learning routes. The Early Learning fleet also includes Bus #50, which was purchased in 2008 and has more than 98,663 miles. It primarily serves as a back-up vehicle for routine and un-scheduled maintenance.

The purchase of two additional buses provides short- and long-term benefits:

- Despite the addition of two buses in 2020, students are still on routes that can exceed 60 minutes, per route! Additional buses would ensure that each early learning facility has three buses, which will reduce route times for more students.
- The buses added in 2020 were purchased with the first round of one-time funding for COVID-19. Additional buses will provide continued opportunities for social distanced seating on early learning buses.

### **Current Considerations**

Pending approval of this request, a purchase order in the amount of \$298,954 will be used to start the purchase of two (2) new buses. The low bid configured price from Midwest Transit Equipment, Inc. is \$132,513/bus. Payment is due upon delivery and acceptance. The estimated delivery time is approximately 12-14 months from factory order.

Currently, costs are only estimates in the changing market. Due to the volatility in the world markets, manufacturers are unable to maintain pricing for an extended amount of time. The Base Bid listed is for evaluating purposes only. Pricing at the time of delivery may be higher due to changes in world markets. It is the responsibility of the purchase award contractor to keep the ordering entity aware of any cost changes prior to acceptance of delivery. Should pricing increase from the date

of order to the date of delivery this award may be re-negotiated. If either party cannot come to an agreement the award could be canceled with no penalty to either party.

We are concurrently submitting this purchase request to the Office of Head Start Regional Office. Prior approval from the Regional Office is required for vehicle purchases greater than \$25,000, and when vehicles are used for the regular transportation of children to and from Head Start programs (see attached documents).

#### **Future Considerations**

We anticipate delivery as early as February 2024.

#### **District Goal:**

Students are well equipped for lifelong success at increasingly higher levels of academic growth, social-emotional development, and postsecondary preparation.

#### **District Objectives and Strategies:**

1. Provide every student equitable access to learner-centered curriculum, instruction, assessment and interventions.
2. Provide a culture and environment to promote positive and productive conditions for learning, teaching and working.
  - c. Align non-instructional operations in support of students, staff and schools.

#### **Board of Education Policy:**

DFM Equipment and Supplies Sales  
 DJED Bids and Quotations Requirements  
 DJFA Purchasing Authority

#### **Financial Implications**

The cost of two (2) new 65 passenger conventional buses is \$298,954.

The primary funding sources are Head Start COVID-19 (CRRSA and ARP) and Equipment (070.81000.730.33.900.00). The secondary funding source is Raising Riley (099.82190.610.34.452.00). Cost allocation is based on bus riders, which is 72.6% Head Start and 27.4% non-Head Start. If, for any reason, Head Start could not fulfill this obligation, the liability would become the responsibility of Manhattan-Ogden USD 383. Currently, funds exist either in Capital Outlay and/or Contingency Reserve that could complete this commitment, if necessary.

Budget Amounts	\$ 29,162.88	Equipment: 070.81000.730.33.900.00
	\$187,877.72	COVID-19: 070.82300.800.33.904.0x
	\$225,193.29	Raising Riley: 099.82190.610.34.452.00
Expenses and Encumbrances	\$ <u>26,892.61</u>	
Amount Available	\$415,341.28	
65 Passenger Buses (KBPP price)	\$ <u>298,954.00</u>	
Amount Remaining	\$116,387.28	

The following is a breakdown of bids:

<b>VENDOR</b>	<b>TOTAL CONFIGURED PRICE</b>
Midwest Transit Equipment, Inc. of Nixa, MO	\$265,026*

Midwest Bus Sales of Shawnee, KS	\$271,186
Kansas Truck Equipment Company, Inc. of Wichita, KS	\$283,010

\*Does not include \$16,964 per bus for dealer options, which brings the total to \$298,954.

**Recommendation:**

The administration respectfully recommends that final approval (A<sup>2</sup>) to the proposal to purchase two conventional 65 passenger buses from Midwest Transit Equipment, Inc. of Nixa, MO in the amount of \$298,954.

**Recommended Motion:**

"I move to give final approval (A<sup>2</sup>) to the proposal to purchase two conventional 65 passenger buses from Midwest Transit Equipment, Inc. of Nixa, MO in the amount of \$298,954."

## Vehicle Purchase Information

Please provide the following information for each vehicle to be purchased for regular transportation of children to and from Head Start Centers. These vehicles must meet the federal motor vehicle safety standards.

### For EACH vehicle purchased

1. Name of Grantee	Manhattan-Ogden USD 383
2. Grantee Number:	07CH011078
3. Description of vehicle, passenger size:	Conventional: IC Bus, 65 Passenger
4. Cost of vehicle (purchased outright):	\$149,477 (x2) = \$298,954
5. Vehicle Purchased over time:	
a. Total Price of Vehicle	
b. One-time costs (down payment)	
c. Amount of loan	
d. Proposed terms:	
1. Length of Contract:	
2. Interest Rate:	
3. Estimated payment:	
6. Comments:	(See attachments)
1) Vehicle Purchase Request Letter	
2) KS Bus Purchasing Program Price Comparison Report – Spec. #43747	
3) Request for Proposal Memo to USD 383 Board of Education	

### For Regional Office Use

Date approved

Specialist

Input Date



# Manhattan-Ogden

January 26, 2023

Dee Swindler  
Grants Specialist  
Administration for Children and Families  
601 E. 12th Street, Room 349  
Kansas City, MO 64106

Re: Grant No. 07CH011078

Dear Ms. Swindler:

We are requesting approval to purchase two (2) vehicles that will be used for the regular transportation of children to and from Head Start center-based services. The cost of the bus is in excess of \$25,000 and is a separate request following our Year 4 award for FY2022. This purchase will closeout our COVID-19 grant funds.

Our grantee utilizes the Kansas Bus Purchasing Program (KBPP) for new bus purchases. Vendors bid to specifications established by the Kansas Departments of Transportation (KDOT) and Education (KSDE). The bid calls for all buses to meet current National School Transportation Specifications and Procedures, all applicable Federal Motor Vehicle Safety Standards (FMVSS's), and all applicable State and Federal Laws. Thanks to the guidance of the USD 383 Director of Transportation, we have selected a vehicle from Midwest Transit. The Price Comparison Report (Spec. #43747) from the KBPP is included with this request, which includes specification options from three (3) companies. The report starts with a product base price, followed by body options, chassis options, and dealer options.

The governing board for our grantee, the USD 383 Board of Education (BOE), is scheduled to review the vehicle purchase request at the February 1<sup>st</sup> BOE meeting. Following approximately 12-14 months of build time, these buses would be ready as early as February 2024.

Sincerely,

Andy Hutchinson  
Assistant Director  
Manhattan-Ogden USD 383  
Early Learning Community

Enclosures



## IMPORTANT

**NOTE:** Base Bid Pricing is for evaluation purposes ONLY. Due to volatility in the world markets, manufactures are unable to maintain pricing for an extended amount of time. The Base Bid listed on this RFP is solely for evaluating purposes ONLY.

**NOTE:** End users MUST be aware the Base Bid used for this RFP was for Fair and Competitive Bidding purposes. Pricing at the time of Delivery MAY be higher due to changes in world markets. It is the responsibility of the purchase award Contractor to keep the ordering entity aware of any cost changes PRIOR to acceptance of delivery. Should pricing increase from the date of order to the date of delivery this award may be re-negotiated. If either party can not come to an agreement the award could be canceled with no penalty to either party.

It is your responsibility contact the vendor prior to purchasing any bus through this program

## SPECIFICATION INFORMATION:

- Outside Luggage Storage is INCLUDED in the Standard Base Specification on Conventional, Rear Engine Transit and Front Engine Transit Buses.
- If Outside Luggage Storage is not desired, see Base Specification Code B4100 to delete
- *Due to the complexity of the various seat options, please check with the vendor when selecting any optional seating. This includes but is not limited to: track seating, integrated child seats or seatbelts*
- Dealer negotiated items should only be used for items not listed in the specifications.

## Kansas Bus Purchasing Program Price Comparison Report - Spec #43747 Jan 11, 2023 1:24 PM

**Buying Organization** Midwest Transit  
1101 Kenneth Street  
Nixa MO 65714

Notes Early Learning Bus - Similar to last purchase with Diesel Engine.

Product Category Bus: Conventional (Fall 2022) (Fall 2022)

Product 65 Passenger

Quantity 1

Option	Option SKU	Buyer Comments	Kansas Truck Equipment	Midwest Bus Sales	Midwest Transit
<b>Product Base Price</b>			<b>\$108,823.00</b>	<b>\$116,115.00</b>	<b>\$113,876.00</b>
<b>Body Options</b>					
	B1010		N/A	N/A	(\$18.00)
	B1030		\$1,280.00	\$1,200.00	\$1,550.00

	B1100		\$8,565.00	\$6,500.00	\$7,650.00
	B1590		\$263.00	S/E	\$74.00
	B1810		\$443.00	\$230.00	N/C
	B2010		\$50.00	S/E	S/E
	B2170		N/C	S/E	N/C
Transpec (state qty) (Qty: 2)	B2250		N/A	S/E	(\$102.00)
	B2350		\$140.00	\$60.00	\$62.00
	B2530		\$567.00	\$90.00	\$98.00
	B2550		N/C	\$25.00	N/C
	B2750		\$32.00	\$58.00	\$31.00
	B3320		\$61.00	S/E	\$10.00
	B3360		\$175.00	S/E	\$16.00
	B3480		\$750.00	\$820.00	\$746.00
	B3510		N/A	N/A	\$21.00
	B3530		\$388.00	\$110.00	\$220.00
	B3600		\$39.00	S/E	N/C
	B3630		N/A	\$62.00	\$48.00
	B3940		\$463.00	\$335.00	\$148.00
	B4100		(\$1,392.00)	(\$1,100.00)	(\$1,397.00)
	B4210		\$245.00	\$260.00	\$325.00

	B4250		\$622.00	\$125.00	S/E
	B4310		N/A	\$80.00	\$75.00
	B4350		S/E	S/E	N/C
	B4530		S/E	N/A	(\$289.00)
	B4790		N/A	\$200.00	\$32.00
	B4930		\$34.00	S/E	\$19.00
Deduct for base bid bench seats. Check with dealer for exact quantity. (Qty: 18)	B5100		(\$3,204.00)	(\$3,600.00)	(\$1,350.00)
39 inch seat (state quantity) (Qty: 18)	B5250		\$14,976.00	\$8,514.00	\$8,730.00
	B5780		\$24.00	S/E	\$12.00
	B5810		N/A	\$25.00	N/C
	B5840		\$304.00	\$210.00	S/E
	B5920		\$170.00	\$230.00	\$104.00
	B5990		\$612.00	\$240.00	\$323.00
	B6030		\$125.00	S/E	\$149.00
	B6270		\$47.00	N/A	(\$9.00)
	B6320		\$1,799.00	\$232.00	(\$287.00)
	B7000		N/A	N/A	\$76.00
	B7030		\$25.00	\$130.00	\$41.00
<b>Chassis Options</b>					
	C1220		\$572.00	\$410.00	\$538.00

	C1320		N/A	(\$185.00)	(\$350.00)
	C1380		N/A	N/A	(\$394.00)
	C1580		N/A	S/E	S/E
	C1640		\$43.00	S/E	S/E
	C1890		\$2,843.00	\$1,400.00	N/C
	C2350		\$155.00	\$150.00	(\$110.00)
	C2355		N/A	S/E	N/C
	C2380		\$310.00	\$290.00	\$440.00
	C2430		N/A	(\$35.00)	(\$75.00)
	C2930		\$1,069.00	\$1,562.00	\$1,384.00
	C3010		\$12.00	N/C	\$19.00
	C3180		S/E	---	---
	C3260		N/A	\$850.00	\$77.00
	C3600		N/C	N/C	N/C
	C3810		\$75.00	S/E	N/C

<b>Configured Price</b>	<b>\$141,505.00</b>	<b>\$135,593.00</b>	<b>\$132,513.00</b>
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## Dealer Options

\$5,875.00  
\$8,000.00  
\$3,089.00

	<b><u>Kansas Truck Equipment</u></b>	<b><u>Midwest Bus Sales</u></b>	<b><u>Midwest Transit</u></b>
<b>Unit Price</b>	<b>\$141,505.00</b>	<b>\$135,593.00</b>	<b>\$149,477.00</b>
<b>Total Price</b>	<b>\$141,505.00</b>	<b>\$135,593.00</b>	<b>\$149,477.00</b>

<b>Grand Total</b>	<b>\$141,505.00</b>	<b>\$135,593.00</b>	<b>\$149,477.00</b>
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### ITEM 9.3

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**RE:** Desktop Purchases

**Prepared by:** Christopher Holborn, CTE Coordinator  
Mike Ribble, Director of Technology  
Lew Faust, Director of Business Services  
Jaime Gregory, Purchasing Accountant

#### **Background Information**

The District Technology Handbook recommends that technology be reviewed for replacement out on a five-year rotation. This timeline is necessary to provide students and staff with computer equipment that can reliably operate the software required in the classroom. With potential operating system and program updates, there has been a need to increase the functionality of the hardware systems to accommodate current and future software packages.

The system specifications have been identified for new systems. These changes reflected an update since most of these units are past the five-year review. The driving focus of the specifications were to meet those of the new operating systems as well as updates being expected for release in the near future.

A Request for Quotes was sent out and was available to vendors for two weeks on the specifications that met the needs of the Career and Technical Education classroom for Windows systems. Once again, the Information Technology and Career and Technical Education departments are asking that all outdated systems be recycled in an approved manner through a state approved technology recycling organization.

#### **Current Considerations**

In the Career and Technical Education department, there are desktop systems that have exceeded the five-year cycle of replacement. With updates to the Windows operating system, it is important to have systems that can run the current as well as future operating systems and its programs. Since these systems are being distributed to a specific Career and Technical Education classroom the specifications were written to meet the requirements for the classroom.

With this recommendation, there are a total of 20 Windows systems and 22 Apple systems being requested to replace systems in computer labs for Career & Technical Education department. New monitors were not needed for these rooms. Option #1 on the quote for Windows systems includes having the computers imaged with the software by the company. The processor upgrade for ACE was an additional option provided by that company. Quotes were received from six companies for Windows systems.

Company	Base Price	Option 1	Processor Upgrade
<b>ACE</b>	<b>\$ 815.80</b>	<b>\$ 815.80</b>	<b>\$ 859.80</b>
HPI	\$ 1,578.00	\$ 1,593.00	
Vprime Tech	\$ 2,688.97		
VirtuCom	\$ 1,379.00	\$ 1,424.00	
RTI	\$ 1,829.71	\$ 1,847.71	
Cybertron	\$ 1,144.00	\$ 1,147.00	

For 20 Windows systems the cost would be \$17,196.

They are also requesting to replace one of the CTE labs with Apple Mac Mini Systems. Apple systems are single source from Apple, Inc. The breakdown of Apple systems are as follows:

20 – Apple Macintosh Mini systems - \$1,039 each for a total of \$20,780  
2 – Apple iMac systems for Journalism - \$1,959 each for a total of \$3,918

For 22 Apple systems the cost would be \$24,698

**District Goal:**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development, and postsecondary preparation.

**District Strategies:**

F. Identify and implement technology to enhance teaching and learning.

1. Ensure student, parent and staff access to technology.
2. Create online access to instructional materials.
3. Deliver training and support for information and instructional technology.
4. Develop an accountability system to monitor the impact of technology on teaching and learning.

**Board Policy**

ICAA Teaching Methods

DJED Bids and Quotations Requirements

DJFA Purchasing Authority

**Financial Implications:**

The total cost of this purchase is \$41,894. The funding source for this bid is Equipment CTE - MHS (016-81000-730-40-700-00).

**(016-81000-730-40-700-00). Equipment – CTE MHS**

Budget Amount	\$ 65,000
Expenses & Encumbrances	<u>19,693</u>
Amount Available	\$ 45,307
Amount of These Quotes	<u>41,894</u>
Amount Remaining	\$ 3,413

**Recommendation:**

The administration respectfully recommends that the Board of Education give final approval (A<sup>2</sup>) to computer equipment purchases from ACE Computers, Inc. of Des Plaines, IL and Apple, Inc. of Cupertino, CA in the amount of \$41,894.

**Recommended Motion:**

"I move to give final approval to computer equipment purchases from ACE Computers, Inc. of Des Plaines, IL and Apple, Inc. of Cupertino, CA in the amount of \$41,894."

## ITEM 9.4

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** Multi-School Concrete Sidewalk Grinding

**Prepared by:** Matt Davis, Director of Maintenance and Facilities  
Jaime Gregory, District Purchasing and Bond Accountant

### **Background Information:**

With twenty-two district locations and variety of concrete sidewalks with various installation dates, maintenance and repair of those surfaced areas is something that is needed on a yearly basis. Each year our capital outlay budget includes \$100,000 for sidewalk maintenance and repair. Evaluations of surfaces are performed and a determination is made each year to address some of the more problematic areas. Whenever possible, we prefer to grind trip hazards because it is more cost effective than complete concrete replacement.

### **Current Considerations:**

District administration worked with Precision Concrete Cutting of Overland Park, Kansas, to have them evaluate sidewalks at four district locations: Bluemont Elementary, Frank Bergman Elementary, Northview Elementary, and Woodrow Wilson Elementary. They provided us with a proposal of \$16,707 for grinding 111 trip hazards to make them ADA compliant. We will be utilizing the Greenbush Cooperative Purchasing Network contract #22.2 ESC-TRIPHAZARDMITIGATION2022 for this purchase.

### **District Goal:**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social emotional development, and postsecondary preparation.

### **District Strategy:**

2C. Align non-instructional operations in support of students, staff, and schools.

### **Board of Education Policy:**

DJFA Purchasing Authority  
DJED Bids and Quotations Requirements

### **Financial Implications:**

The total cost for this proposal is \$16,707.00 and the funding source for these services will be (3-055-84700-717-00-000-00) – Capital Outlay - Site Improvements-Sidewalks - All Schools

#### **Capital Outlay - Site Improvements - Sidewalks – All Schools - (3-055-84700-717-00-000-00)**

Budget	\$100,000
Expenses and Encumbrances	<u>\$ 16,947</u>
Amount Available	\$ 83,053
This Bid Amount	<u>\$ 16,707</u>
Amount Remaining	\$ 66,346

### **Recommendation:**

The administration respectfully recommends the Board of Education give final approval (A<sup>2</sup>) to the proposal submitted by Precision Concrete Cutting of Overland Park, KS, for concrete grinding at four District locations in the amount of \$16,707.

### **Recommended Motion:**

"I move to give final approval to the proposal submitted by Precision Concrete Cutting of Overland Park, KS, for concrete grinding at Bluemont Elementary, Frank Bergman Elementary, Northview Elementary, and Woodrow Wilson Elementary in the amount of \$16,707."



## ITEM 9.5

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** Architectural Services for Amanda Arnold Acoustical Remediation

**Prepared by:** Matt Davis, Director of Maintenance and Facilities  
Jaime Gregory, District Purchasing and Bond Accountant

### **Background Information:**

Over the years, the district has added sound absorbing panels to various building areas where excessive sound was an issue. Amanda Arnold Elementary continues to experience sound related issues in the cafeteria space as well as between the art and music rooms due their close proximity. District administration allocated \$35,000 in the 2022-2023 capital outlay budget to work with an architect on sound remediation in these spaces.

### **Current Considerations:**

District administration contacted BG Consultants in April 2022 for a plan proposal for acoustical remediation at Amanda Arnold. BG Consultants provided a proposal of \$11,150 to include all field investigations, project design, bidding coordination, and construction administration.

### **Future Considerations:**

After the drawings have been completed and bids have been opened, we will return to the Board for approval of the construction bid.

### **District Goal:**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social emotional development, and postsecondary preparation.

### **District Strategy:**

2C. Align non-instructional operations in support of students, staff and schools.

### **Board of Education Policy:**

DJED Bids and Quotations Requirements  
DJFA Purchasing Authority

### **Financial Implications:**

The funding for these services will be as follows:

(3-055-84700-700-05-200-00) – Capital Outlay Fund – Repair/Remodel Bldgs-AA

#### **Capital Outlay Fund – Repair/Remodel-AA – (3-055-84700-700-05-200-00)**

Budget Amount	\$ 35,000
Expenditures and Encumbrances	\$ 0
Available Balance	\$ 35,000
This Bid Amount	\$ 11,150
Amount Remaining	\$ 23,850

### **Recommendation:**

The administration respectfully recommends the Board give final approval (A<sup>2</sup>) to the proposal submitted by BG Consultants of Manhattan, KS for the Amanda Arnold Acoustical Remediation Project in the amount of \$11,150.

### **Recommended Motion:**

"I move to give final approval to the proposal submitted by BG Consultants of Manhattan, KS for the Amanda Arnold Elementary Acoustical Remediation Project in the amount of \$11,150."

## ITEM 9.6

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** City of Manhattan Permanent and Temporary Easement

**Prepared by:** Eric Reid, Assistant Superintendent

### **Background Information:**

On occasion, entities have requested easements and right-of-way from Manhattan-Ogden USD 383 to maintain and improve existing utility service and serve the public. Recently, the City of Manhattan requested one permanent easement and one temporary easement of district property located at Lee Elementary School.

The need for this project will assist in the road and utility improvement on Anderson Avenue which is the street immediately south of Lee. It is a very small portion of the southwest corner of this property.

### **Current Considerations:**

The City of Manhattan has requested a small temporary and a small permanent easement on the very southwest corner of the Lee property. Documents supporting the legal descriptions and donation form is included. The district has traditionally waived easement fees in cases that benefit the district and in thanks of the city for waiving permit fees for bond construction projects.

Area maps are included with the proposal with each tract numbered both on permanent and temporary easements.

### **District Goal:**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development and postsecondary preparation.

### **District Strategy:**

2C. Align non-instructional operations in support of students, staff and schools.

### **Board of Education Policy:**

KK Sale of District Property

### **Financial Implications:**

None

### **Recommendation:**

The administration respectfully recommends that final approval (A<sup>2</sup>) be given for granting the identified temporary and permanent construction/utility easements on the southwestern portion of the Lee Elementary School property, 701 Lee St., to the City of Manhattan as a donation with no compensation.

### **Recommended Motion:**

"I move to give final approval for granting the identified temporary and permanent construction/utility easements on the southwestern portion of the Lee Elementary School property, 701 Lee Street, to the City of Manhattan as a donation with no compensation."

## TEMPORARY AND PERMANENT EASEMENT DONATION FORM

Date: \_\_\_\_\_  
County: Riley  
City: Manhattan

WHEREAS, The Board of Education of the City of Manhattan (“Owner”), is the owner of land located in Riley County, Kansas, (the “Real Estate”), described as follows:

A TRACT OF LAND IN LOT 24, LEE ADDITION, CITY OF MANHATTAN, RILEY COUNTY, KANSAS DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 24; THENCE N 01 °25'05" W 15.00 FEET; THENCE S 46°23'05" E 21.23 FEET; THENCE S 88°38'55" W 15.00 FEET TO THE POINT OF BEGINNING, CONTAINING 112 SQUARE FEET.

.  
SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

hereinafter referred to as Tract 1, and,

A TRACT OF LAND IN LOT 24, LEE ADDITION, CITY OF MANHATTAN, RILEY COUNTY, KANSAS DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 24; THENCE N 01 °25'05" W 20.00 FEET; THENCE S 46°23'05" E 28.30 FEET; THENCE S 88°38'55" W 20.00 FEET TO THE POINT OF BEGINNING, CONTAINING 200 SQUARE FEET.

.  
SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

hereinafter referred to as Tract 2, and;

WHEREAS, the Owner desires to grant the City a permanent easement for the purpose of constructing, reconstructing, maintaining, repairing, inspecting, and using streets, sidewalks and utilities, including by way of example but not limited to sanitary sewer, water, stormwater, gas, electricity and telephone, (the “Permanent Easement”) over, across, under, and through the above-described Tract 1, including the storage of materials and equipment, and;

WHEREAS, the Owner desires to grant the City a temporary easement for the purpose of constructing, reconstructing, maintaining, repairing, inspecting, and using streets, sidewalks and utilities, including by way of example but not limited to sanitary sewer, water, stormwater, gas,

electricity and telephone, (the “Temporary Easement”) over, , across, under, and through the above-described Tract 2, including the storage of materials and equipment, and;

WHEREAS, the Owners, fully understanding their rights related hereto, desire to donate the Temporary Easement and Permanent Easement to the City of Manhattan.

NOW THEREFORE, the undersigned Owners hereby agree to donate the Temporary Easement and Permanent Easement to the City of Manhattan and the Owners further state that the decision to donate was made without undue influences or coercive action of any nature.

The Board of Education of the City of Manhattan

by: \_\_\_\_\_  
Eric Reid, Assistant Superintendent

**PERMANENT EASEMENT**

THIS EASEMENT is hereby made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 between the Board of Education of Unified School District 383, formerly known as, The Board of Education of the City of Manhattan, of the First Part ("Grantor"), and the City of Manhattan, Kansas, a municipal corporation, of Riley County, in the State of Kansas ("Grantee"):

WITNESSETH, that the Grantor, in consideration of the sum of One and No/100 Dollars (\$1.00), the receipt of which is hereby acknowledged, does by these presents, grant, bargain, sell, and convey unto Grantee, its successors and assigns, a PERMANENT EASEMENT and right-of-way over, across, under, and through the real estate described as:

A TRACT OF LAND IN LOT 24, LEE ADDITION, CITY OF MANHATTAN, RILEY COUNTY, KANSAS DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 24; THENCE N 01 °25'05" W 15.00 FEET; THENCE S 46°23'05" E 21.23 FEET; THENCE S 88°38'55" W 15.00 FEET TO THE POINT OF BEGINNING, CONTAINING 112 SQUARE FEET.

SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

hereinafter referred to as the "Real Estate."

Said easement shall exist from the date hereof and shall be permanent and for the purpose of constructing, reconstructing, maintaining, repairing, inspecting, and using streets, sidewalks and utilities, including by way of example but not limited to sanitary sewer, water, stormwater, gas, electricity and telephone, (the "Permanent Easement").

IN WITNESS WHEREOF, Grantor has hereunto executed this Permanent Easement on the day and year first above written.

Board of Education of Unified School District 383, formerly known as, The Board of Education of the City of Manhattan

by: \_\_\_\_\_  
Eric Reid, Assistant Superintendent

**ACKNOWLEDGEMENT**

STATE OF KANSAS, COUNTY OF RILEY, SS:

BE IT REMEMBERED, that on this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me, a notary public in and for the County and State aforesaid, came Eric Reid, Assistant Superintendent of the Board of Education of Unified School District 383, formerly known as, The Board of Education of the City of Manhattan, who is personally known to me to be the same person who executed the foregoing PERMANENT EASEMENT, and duly acknowledged the execution of the same on behalf of the Board of Education of Unified School District 383, formerly known as, The Board of Education of the City of Manhattan.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

\_\_\_\_\_  
NOTARY PUBLIC

My appointment expires: \_\_\_\_\_

**TEMPORARY EASEMENT**

THIS EASEMENT is hereby made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 between the Board of Education of Unified School District 383, formerly known as, The Board of Education of the City of Manhattan, of the First Part (“Grantor”), and the City of Manhattan, Kansas, a municipal corporation, of Riley County, in the State of Kansas (“Grantee”):

WITNESSETH, that the Grantor, in consideration of the sum of One and No/100 Dollars (\$1.00), the receipt of which is hereby acknowledged, do by these presents, grant, bargain, sell, and convey unto Grantee, its successors and assigns, a TEMPORARY EASEMENT and right-of-way over, across, under, and through the real estate described as:

A TRACT OF LAND IN LOT 24, LEE ADDITION, CITY OF MANHATTAN, RILEY COUNTY, KANSAS DESCRIBED AS FOLLOWS:  
BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 24; THENCE  
N 01 °25'05" W 20.00 FEET; THENCE  
S 46°23'05" E 28.30 FEET; THENCE  
S 88°38'55" W 20.00 FEET TO THE POINT OF BEGINNING, CONTAINING 200 SQUARE FEET.  
SUBJECT TO EASEMENTS AND RESTRICTIONS OF RECORD.

hereinafter referred to as the “Real Estate.”

Said easement shall exist from the date hereof and continue for three years, and shall be for the purpose of constructing, reconstructing, maintaining, repairing, inspecting, and using streets, sidewalks and utilities, including by way of example but not limited to sanitary sewer, water, stormwater, gas, electricity and telephone,(the “Permanent Easement”). Prior to the expiration of the Temporary Easement, Grantee shall restore the Real Estate to its original condition including reseeding the grass.

IN WITNESS WHEREOF, Grantor has hereunto executed this Temporary Easement on the day and year first above written.

Board of Education of Unified School District 383, formerly known as, The Board of Education of the City of Manhattan

by: \_\_\_\_\_

Eric Reid, Assistant Superintendent

**ACKNOWLEDGEMENT**

STATE OF KANSAS, COUNTY OF RILEY, SS:

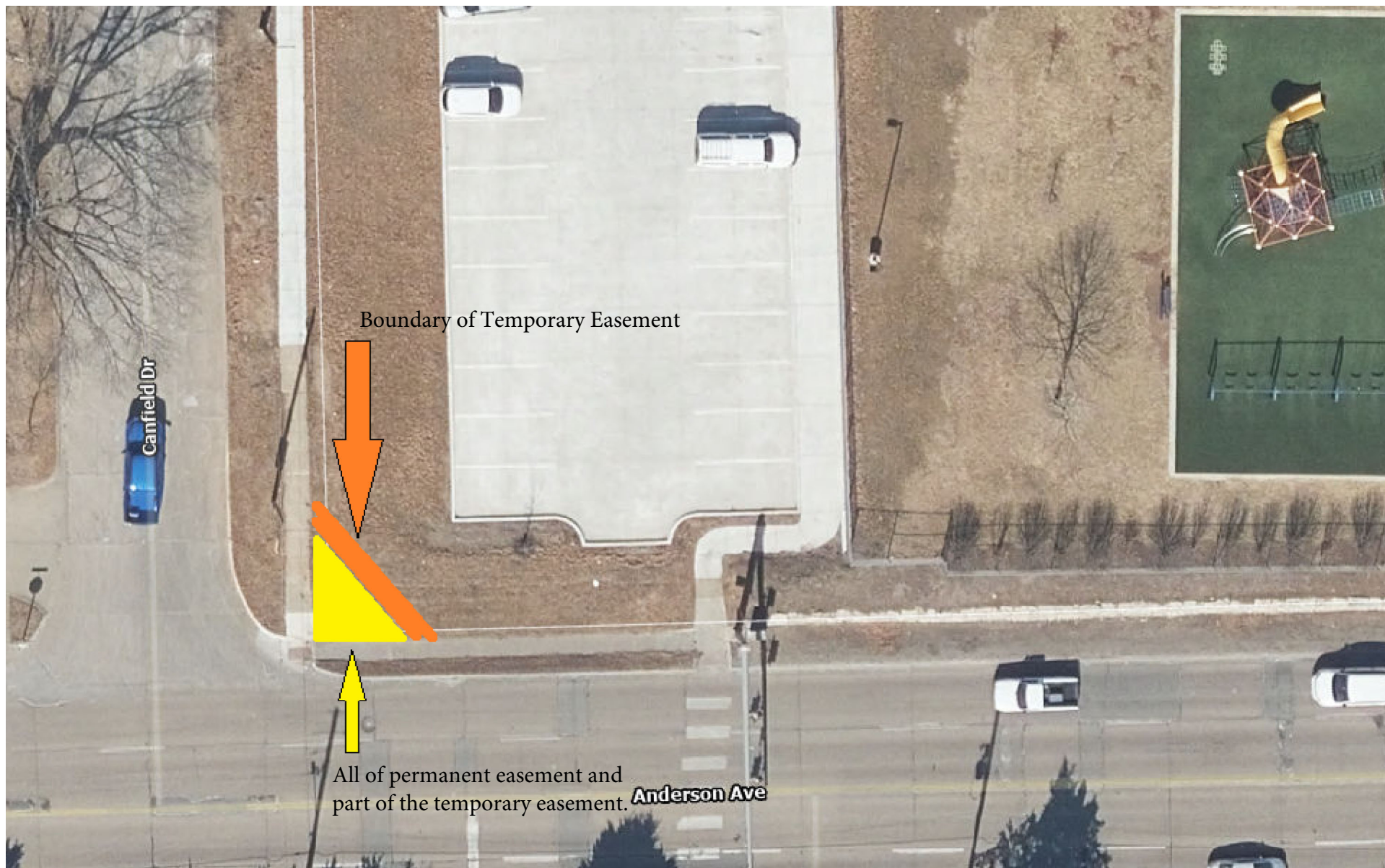
BE IT REMEMBERED, that on this \_\_\_\_ day of \_\_\_\_\_, 2023, before me, a notary public in and for the County and State aforesaid, came Eric Reid, Assistant Superintendent of the Board of Education of Unified School District 383, formerly known as, The Board of Education of the City of Manhattan, who is personally known to me to be the same person who executed the foregoing TEMPORARY EASEMENT, and duly acknowledged the execution of the same on behalf of the Board of Education of Unified School District 393, formerly known as, The Board of Education of the City of Manhattan.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day and year last above written.

\_\_\_\_\_  
NOTARY PUBLIC

My appointment expires: \_\_\_\_\_





## ITEM 9.7

**Date:** February 1, 2023  
**To:** Board of Education  
**From:** Superintendent Marvin Wade  
**Re:** Memorandum of Understanding – Common Table

**Prepared by:** Eric Reid, Assistant Superintendent

### **Background Information:**

During the community conversations that have taken place following the 2018 bond issue, there has been interest by Common Table to explore the use of the kitchen/cafeteria space at 901 Poyntz as a location to serve community meals. Currently, Common Table rotates meals between multiple locations. Common Table was a consistent presence at the community meetings hosted by the district, and several people from Common Table have toured the facility.

### **Current Considerations:**

In order for Common Table to use this facility a memorandum of understanding (MOU) would need to be developed that outlined access, uses, equipment, costs, and utilities between the district and Common Table that would not endanger the tax-exempt status of the building to the district. For Common Table to begin securing potential grant opportunities for equipment and possible renovation, they have requested that the BOE act in support of developing a MOU together. There is likely legal assistance available through a Blue Cross/Blue Shield Community Grant. If accepted, Common Table and district administration will begin work on a MOU that would be brought back to the BOE and the Common Table Board of Directors. Ideally, this MOU would be developed by June 1, 2023.

### **District Goals:**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development, and postsecondary preparation.

### **District Objective/Strategy:**

3B Expand and strengthen community partnerships to enrich student learning.

### **Board of Education Policy:**

KG Use of School Facilities by Community Groups

### **Financial Implications:**

None at this time.

### **Recommendation:**

District administration respectfully requests the Board of Education to direct district administration to begin discussions with Common Table to develop a memorandum of understanding concerning the cafeteria/kitchen at 901 Poyntz with the intention of serving community meals at the facility.

### **Recommended Motion:**

"I move to direct district administration to begin discussions with Common Table to develop a memorandum of understanding concerning the cafeteria/kitchen area at 901 Poyntz with the intention of serving community meals at the facility."



Manhattan-Ogden Unified School District 383

## **STRATEGIC FRAMEWORK**

May 4, 2022

### **Mission**

Our mission is to prepare all students for success as lifelong learners, earners and citizens.

### **Vision**

Our vision is to be nationally recognized for the breadth and depth of success attained by all students.

### **Goal**

Our goal is for all students to succeed at increasingly higher levels of academic growth, social-emotional development and postsecondary preparation.

### **Core Beliefs**

Our core beliefs shape how the organization views itself, others and the world.

Acceptance: We create a climate that values diverse thinking, mutual respect and working as a team for the betterment of the whole organization.

Accountability: We hold one another accountable for increasing student and staff success.

Courage: We support courageous actions in an environment that embraces ethical and thoughtful risk-taking.

Joy: We enjoy our work and recognize that happiness contributes to organizational health and generates more opportunities for success.

Trust: We presume the good intentions of others in a culture of openness for honest input and creative ideas.

## **Guiding Principles**

Our guiding principles influence the behavior of educators, staff, parents, students and community members as we strive for student and organizational success.

**System Perspective:** We respect that all components of the organization are interdependent and must be managed as a unified whole in order to achieve ongoing success and performance excellence.

**Engaged Learning:** We share a collaborative responsibility for implementing intentionally designed holistic and engaging learning experiences.

**Encouraging Environment:** We promote a framework encouraging grit and the courage for students to become the best version of themselves.

**Relationship Building:** We facilitate connection and growth through safe, inclusive, compassionate and empathetic interactions with others.

**Foundational Skills:** We provide dynamic learning experiences to build a strong foundation of skills necessary to be competitive in local, regional and global economies.

**Societal Contributions:** We demonstrate a well-rounded ability to make respectful and ethical decisions.

## **Pillars**

We are committed to student success through dedication to four foundational pillars: teaching and learning, culture and environment, employee talent, and partner relations - with outcomes measured in both traditional and non-traditional ways.

## **Indicators of Success**

1. The percentage of students at or above benchmark on Individual Growth & Development Indicators (myIGDIs) and the Formative Assessment System for Teachers (FASTBridge) will increase from pre-kindergarten through third grade, overall and for each identified subgroup.
2. The percentage of students who score in Levels 3 and 4 on the English Language Arts State Assessment will increase at each grade level 3-8 and 10, overall and for each identified subgroup.

3. The percentage of students who score in Levels 3 and 4 on the Mathematics State Assessment will increase at each grade level 3-8 and 10, overall and for each identified subgroup.
4. The percentage of students identified 'at risk' in the Kansas Communities that Care Social-Emotional Learning Report will decrease for Character Development, Personal Development, Social Development and School Climate in grades 6, 8, 10 and 12, overall and for each identified subgroup.
5. The graduation rate of students within the district will increase, overall and for each identified subgroup.
6. The two-year postsecondary success rate of students within the district will increase, overall and for each identified subgroup.

### **Objectives and Strategies**

1. **Provide every student equitable access to learner-centered curriculum, instruction, assessment and interventions.**
  - A. Align curriculum with content standards and assessment framework.
    1. Create a well-defined curriculum protocol that provides scope and sequence by subject area content standards.
    2. Revise horizontal and vertical alignment of instructional materials based upon analysis of student performance data.
    3. Create a district assessment and data analysis calendar to guide data discussions at building and district levels.
    4. Provide ongoing training to support alignment of standards, curriculum and assessment.
    5. Create and deliver a process for communicating about curriculum, content standards and the assessment framework.
    6. Develop an accountability system to ensure timely completion of curriculum, content standards and assessment alignment.
  - B. Identify and implement evidence-based instructional practices.
    1. Identify evidence-based instructional practices.
    2. Provide ongoing training to support implementation of evidence-based instructional practices.
    3. Create and deliver a process to communicate about evidence-based instructional practices.
    4. Develop an accountability system to monitor impact of evidence-based instructional practices on student success indicators.

- C. Institutionalize a multi-tiered system of reading, mathematics and social-emotional supports.
  - 1. Provide core instruction consistent with adopted protocols.
  - 2. Ensure intervention and support decisions are based upon benchmark and progress monitoring protocols.
  - 3. Provide training in multi-tiered system of supports to promote clarity and reduce variance across the district.
  - 4. Create and deliver a process for ongoing communication about multi-tiered system of supports.
  - 5. Develop an accountability system to monitor the impact of multi-tiered system of supports on indicators of student success.
  
- D. Implement a trauma-responsive structure to support mental health needs of the school community.
  - 1. Maintain cross-system collaboration between mental health providers and school teams.
  - 2. Align mental health protocols across the school community.
  - 3. Identify and implement trauma-responsive practices to promote student resilience.
  - 4. Provide training in use of trauma-responsive practices and mental health protocols.
  - 5. Create and deliver a process for ongoing communication about trauma-responsive practices and mental health protocols.
  - 6. Enhance service delivery through social-emotional family engagement and empowerment.
  - 7. Develop an accountability system to monitor the impact of trauma-responsive practices and mental health protocols within the school community.
  
- E. Implement a framework for personalized learning.
  - 1. Create common terminology, protocols and timelines for implementation of personalized learning throughout the district.
  - 2. Construct a platform of essential core components and change strategies for the personalized learning framework.
  - 3. Provide ongoing training about core components and change strategies within the personalized learning framework.
  - 4. Create and deliver a process for personalized learning communications.
  - 5. Develop an accountability system to monitor the impact of personalized learning on student success.
  
- F. Identify and implement technology to enhance teaching and learning.
  - 1. Ensure student, parent and staff access to technology.
  - 2. Create online access to instructional materials.
  - 3. Deliver training and support for information and instructional technology.

4. Create and deliver a process for ongoing communication about technology to enhance teaching and learning.
5. Ensure reliability and cybersecurity of information and instructional systems.
6. Develop an accountability system to monitor the impact of technology on teaching and learning.

**2. Provide a culture and environment to promote positive and productive conditions for learning, teaching and working.**

- A. Identify and implement policies and practices to promote diversity, inclusion and equity.
  1. Update and enforce policies prohibiting discrimination, harassment and inequitable access.
  2. Ensure principles and practices of diversity, inclusion and equity are promoted and enforced throughout all buildings and departments of the district.
  3. Provide ongoing training to expand understanding of and commitment to diversity, inclusion and equity.
  4. Create and deliver a process for consistent communication about diversity, inclusion and equity.
  5. Engage and empower students, parents, employees and the community as ambassadors for diversity, inclusion and equity.
  6. Develop an accountability system to monitor promotion and enforcement efforts regarding diversity, inclusion and equity.
- B. Enact policies and practices to attract, develop, empower and retain high quality employees.
  1. Implement a framework to increase qualified and diverse candidate pools.
  2. Onboard new staff through a district orientation and support program.
  3. Deliver training relevant to specific areas of responsibility, including when changes occur in knowledge or skill expectations of a position.
  4. Create and deliver a process for ongoing communication about efforts to attract, develop, empower and retain high quality employees.
  5. Maintain a staff incentive program that includes recognition and added compensation for established factors.
  6. Develop an accountability system to monitor the impact of efforts to attract, develop, empower and retain high quality employees.
- C. Align non-instructional operations in support of students, staff and schools.
  1. Maintain facilities and grounds that are clean and safe.
  2. Ensure safety and security of people and property within the district.
  3. Maintain a communications process for two-way exchange of information.

4. Construct a human resource system to meet staffing needs within the district.
5. Maintain business practices that ensure financial security of the district.
6. Continue transportation services that are safe, comfortable and efficient.
7. Provide childhood nutrition programming to meet dietary and wellness education needs within the district.
8. Provide training to maintain consistency of non-instructional operations across the district.
9. Develop an accountability system to monitor non-instructional support of students, staff and schools.

- D. Identify and implement technology to promote operational productivity.
1. Ensure student, parent and staff access to technology.
  2. Maintain a management process for collection and storage of operational data.
  3. Deliver training and support for operational use of technology.
  4. Ensure reliability and cybersecurity of information and operational systems.
  5. Create and deliver a process to communicate about use of technology to promote operational productivity.
  6. Develop an accountability system to monitor impact of technology on operational productivity.

### **3. Develop and enhance mutually beneficial relationships where schools, families and community partners share a commitment to student success.**

- A. Engage and empower families as partners to enrich student learning.
1. Implement a centralized welcome center to provide orientation and assistance to families new to the district.
  2. Develop and implement a plan to increase family engagement opportunities and the number of involved families.
  3. Provide ongoing training to increase staff understanding of and commitment to family empowerment.
  4. Identify and implement technology to enhance two-way communication between parents and educators.
  5. Collect and analyze parent satisfaction data to monitor success of engagement and empowerment efforts.
- B. Expand and strengthen community partnerships to enrich student learning.
1. Identify and engage current and potential community partners.
  2. Create a framework to benefit students and meet identified needs of community partners.



3. Provide training to increase staff understanding of and commitment to community partnerships.
  4. Identify and implement technology to enhance communication and collaboration with partners.
  5. Collect and analyze data to monitor the extent to which partners perceive community collaboration as mutually beneficial.
- C. Construct educational choice options to meet student and community needs and interests.
1. Provide training to increase understanding of the educational choice option process.
  2. Create and deliver a method to communicate about educational choice options.
  3. Develop a catalog of program choice options available within the district.
  4. Ensure program choice options comply with all policy and accountability requirements of the district and state.
  5. Create and enforce guidelines to ensure all families have equal access to all program choice options.
  6. Establish a process to evaluate the impact of each program choice option on student success.

## **Glossary**

Academic Engagement - Implementation of differentiated learning strategies and plans to address areas of concern.

Character Development Standard - Identify, define and live in accordance with core principles that aid in effective problem solving and responsible decision-making.

Diversity - The inclusion of different types of people, such as different races or cultures, in a group or organization.

Equity - Individuals or populations of individuals experience equal opportunity to succeed when provided additional supports needed to overcome barriers to success.

Graduation Rate - The four-year adjusted cohort graduation rate is the number of students who graduate in four years with a regular high school diploma divided by the number of students who entered high school as 9th graders four years earlier (adjusting for transfers in and out).

Personal Development Standard - Identify, understand and effectively manage thoughts, feelings and behaviors.

Personalized Learning - Places the whole child as an active participant at the center of instruction. Strong relationships between educators, students, family and community ensure equity and choice in time, place, path, pace and demonstration of learning.

Postsecondary Success Rate - A student must meet one of four outcomes within two years of high school graduation: 1) earn an industry-recognized certification while in high school; 2) earn a postsecondary certificate; 3) earn a postsecondary degree; or, 4) enroll in postsecondary in both the first and second year following high school graduation.

School Climate - The quality and character of school life as it relates to norms and values, interpersonal relations and social interactions, and organizational processes and structures.

Social Development Standard - Establish and maintain positive relationships and communicate with others in various settings and situations.

**2023 Regular Board Meetings**

All Regular Board Meetings are held at Robinson Education Center unless otherwise notified.

			<u>STUCO Report</u>
January 4	Wednesday -	6:30 p.m.	MHS
January 18	Wednesday -	6:30 p.m.	EMS
February 1	Wednesday -	6:30 p.m.	MHS
February 15	Wednesday -	6:30 p.m.	AMS
March 1	Wednesday -	6:30 p.m.	MHS
March 22	Wednesday -	6:30 p.m.	EMS
April 5	Wednesday -	6:30 p.m.	MHS
April 19	Wednesday -	6:30 p.m.	AMS
May 3	Wednesday -	6:30 p.m.	MHS
May 17	Wednesday -	6:30 p.m.	
June 7	Wednesday -	6:30 p.m.	
June 28	Wednesday -	6:30 p.m.	
July 5	Wednesday -	6:30 p.m.	
July 19	Wednesday -	6:30 p.m.	
August 2	Wednesday -	6:30 p.m.	
August 16	Wednesday -	6:30 p.m.	
September 6	Wednesday -	6:30 p.m.	MHS
September 20	Wednesday -	6:30 p.m.	
October 4	Wednesday -	6:30 p.m.	MHS
October 18	Wednesday -	6:30 p.m.	AMS/EMS
November 1	Wednesday -	6:30 p.m.	MHS
November 15	Wednesday -	6:30 p.m.	AMS
December 6	Wednesday -	6:30 p.m.	MHS
December 20	Wednesday -	6:30 p.m.	EMS
January 3	Wednesday -	6:30 p.m.	MHS
January 17	Wednesday -	6:30 p.m.	AMS

**2023 Special Meetings for Board Retreat**

February 22	Wednesday -	5:30 p.m.	- @ TBD
October 25	Wednesday -	5:30 p.m.	- @ TBD

# AGENDA PLANNING SCHEDULE 2022-2023

**7:30 a.m.**

(unless otherwise noted)

**Robinson Education Center**

AGENDA PLANNING DATE	TIME	DAY	MEETING DATE	PARTICIPANTS	
July 12, 2022	7:30 a.m.	Tuesday	July 20, 2022	Herrman	<u>Hagemeister</u>
July 26, 2022	7:30 a.m.	Tuesday	August 3, 2022	Herrman	<u>Morris-Hardeman</u>
August 9, 2022	7:30 a.m.	Tuesday	August 17, 2022	Herrman	<u>Wiexelman</u>
August 30, 2022	7:30 a.m.	Tuesday	September 7, 2022	Herrman	<u>Brighton</u>
September 13, 2022	7:30 a.m.	Tuesday	September 21, 2022	Herrman	<u>Edie</u>
September 27, 2022	7:30 a.m.	Tuesday	October 5, 2022	Herrman	<u>Santos</u>
October 11, 2022	7:30 a.m.	Tuesday	October 19, 2022	Herrman	<u>Hagemeister</u>
October 18, 2022 (if needed)	7:30 a.m.	Tuesday	October 26, 2022 - <b>retreat</b>	Herrman	
October 25, 2022	7:30 a.m.	Tuesday	November 2, 2022	Herrman	<u>Weixelman</u>
November 8, 2022	7:30 a.m.	Tuesday	November 16, 2022	Herrman	<u>Morris-Hardeman</u>
November 29, 2022	7:30 a.m.	Thursday	December 7, 2022	Herrman	<u>Brighton</u>
December 13, 2022	7:30 a.m.	Tuesday	December 21, 2022	Herrman	<u>Edie</u>
December 20, 2022	7:30 a.m.	<b>Tuesday</b>	January 4, 2023	Herrman	<u>Santos</u>
January 10, 2023	7:30 a.m.	Tuesday	January 18, 2023	<u>Herrman</u>	Weixelman
January 24, 2023	7:30 a.m.	Tuesday	February 1, 2023	Hagemeister	<u>Herrman</u>
February 7, 2023	7:30 a.m.	Tuesday	February 15, 2023	Hagemeister	<u>Edie</u>
February 14, 2023 (if needed)	7:30 a.m.	Tuesday	February 22, 2023 - <b>retreat</b>	Hagemeister	
February 21, 2023	7:30 a.m.	Tuesday	March 1, 2023	Hagemeister	<u>Santos</u>
March 7, 2023	7:30 a.m.	Tuesday	March 22, 2023	Hagemeister	<u>Morris-Hardeman</u>
March 28, 2023	7:30 a.m.	Tuesday	April 5, 2023	Hagemeister	<u>Weixelman</u>
April 11, 2023	7:30 a.m.	Tuesday	April 19, 2023	Hagemeister	<u>Brighton</u>
April 25, 2023	7:30 a.m.	Tuesday	May 3, 2023	<u>Hagemeister</u>	Santos
May 9, 2023	7:30 a.m.	Tuesday	May 17, 2023	Hagemeister	<u>Herrman</u>
May 30, 2023	7:30 a.m.	Tuesday	June 7, 2023	Hagemeister	<u>Edie</u>
June 20, 2023	7:30 a.m.	Tuesday	June 28, 2023	Hagemeister	<u>Santos</u>
June 27, 2023	7:30 a.m.	Tuesday	July 5, 2023	Hagemeister	<u>Morris-Hardeman</u>
July 11, 2023	7:30 a.m.	Tuesday	July 19, 2023	Hagemeister	<u>Weixelman</u>

**Manhattan-Ogden USD 383**  
**Board of Education Meetings**  
**2022-2023 OPERATIONAL CALENDAR**

MONTH	1ST MEETING	2ND MEETING	OTHER
<b>AUGUST</b>	Budget CH/JM 8-3-22 Board Operational Calendar Authorize Budget Legal Publications Child Nutrition Annual Report	Preliminary Enrollment CH/CW 8-17-22  *Donations & Grants Received Annual Report	Compile Evaluations/Set Goals President/Vice President meets w/Superintendent
<b>SEPTEMBER</b>	Future Agenda Items CH/KB 9-7-22 Revenue Neutral Rate Hearing Budget Hearing Early Learning Program Annual Report Substance Abuse Prevention Annual Report	Student Transfer Report CH/DE 9-21-22 Celebration of Freedom Week Report Select KASB Delegate PDC Handbook  *Overtime Annual Report	
<b>OCTOBER</b>	Summer Programs Summary CH/BS 10-5-22 Enrollment Report KASB Legislative Issues Facility Use Fee Review/Revision Site Council Members & Meeting Dates (Consent)  *Title and At-Risk Programs Annual Report	Head Start Federal Report (consent) CH/KH 10-19-22 Middle School Athletic & Activity Annual Report Transportation Annual Report  *Maintenance Costs-Athletic Fields-Annual Report *Professional Development Annual Report	10-26-22 Board Retreat 5:30 p.m.
<b>NOVEMBER</b>	Facility / Capital Outlay Report CH/CW 11-2-22 State Assessment District Overview Financial Audit Report Fort Riley Partnerships Annual Report	Course Proposals/Changes 23-24 CH/JM 11-16-22 Contract with City - Special Alcohol Fund KASB Convention Rpt (Board Comments) Secondary Site Council Reports *Safety and Security Annual Report	KASB Convention Nov. 11-13
<b>DECEMBER</b>	ESOL Annual Report CH/KB 12-7-22 Manhattan Virtual Academy Annual Report	F.I.T. Closet Annual Report CH/DE 12-21-22	Legislative Work Session
<b>JANUARY</b>	Martin Luther King, Jr. Proclamation CH/BS 1-4-23 Board Member Interest in Officer Positions	Head Start Federal Report (consent) CH/CW 1-18-23 MHS CTE Program Report Board Officer Elections 2023 BOE Meeting Dates & Times Establish Committee Assignments for BOE Pandemic Response Plan Review Elementary Site Council Reports *MHS Mid-Year Graduates List	
<b>FEBRUARY</b>	Mid-Year Enrollment Report 2-1-23 Superintendents' Contracts Mentoring Program Annual Report Diversity & Inclusion Annual Report	Administrator Contracts 2-15-23 KSU Professional Development School Partnership Summer Programs 2023 Review NEA Manhattan/BOE Agreement (Ex.Ssn) *District Technology Plan Annual Report	2-22-23 Board Retreat 5:30 p.m.

**Manhattan-Ogden USD 383**  
**Board of Education Meetings**  
**2022-2023 OPERATIONAL CALENDAR**

MONTH	1ST MEETING	2ND MEETING	OTHER
<b>MARCH</b>	Calendar Adoption 2023-24 3-1-23 International Womens Day Proclamation (March 8)	Capital Outlay Budget Planning 2023-24 3-22-23 Legislative Work Session Grant Application - Special Alcohol Fund *Worker Compensation Annual Report	
<b>APRIL</b>	Capital Outlay Summer Projects 4-5-23 Textbook Adoption 2023-24 Special Education/Gifted Ed Programs Annual Report Bully Prevention Annual Report	Student Fees &Textbook Rental 2023-24 4-19-23 Head Start Quarterly Report (consent) SPED Assurances (consent) Maintenance & Custodial Annual Report *Library Media/Instr. Technology Annual Report	
<b>MAY</b>	Budget Prioritization and Preparation 5-3-23 Teacher Contract Renewal/Nonrenewal School Start/End Times 2023-24 Classified Handbooks (consent)	School Meal Prices 2023-24 5-17-23 Communications Annual Report Evaluation of 2022-23 New Courses	
<b>JUNE</b>	Budget Development 2023-24 6-7-23 MHS Student Athletic & Activities Participation Annual Report Secondary Handbooks (consent) Elementary Handbook (consent)  *Health Services Annual Report *Professional Learning & Collaboration Report	Budget Development 2023-24 6-28-23 Superintendent's District Annual Report Early Learning Parent Handbook (consent) Early Learning Program Handbook (consent) Curriculum for Native American/Diversity Report *Warehouse Annual Report *MAHS Annual Report *Manhattan-Ogden Public Schools Foundation Annual Report *Graduation Lists-MHS, MAHS, MVA	Start Superintendent Evaluation Process
<b>JULY</b>	Reorganization of the Board 7-5-23 Audit GAAP Waiver Memberships (KASB) Vehicle Mileage Reimbursement Rate Destruction of District Financial Records Pandemic Response Plan Review	Budget Development 2023-24 7-19-23 Authorization to Publish Budget Head Start Federal Report (consent) Board Committee/School Assignments 22-23 IDP Point Approval (consent)	Individual Board Evaluations

Manhattan-Ogden USD 383  
Board of Education  
2022-2023 Committee Assignments

COMMITTEE/BOARD	2022-2023	PURPOSE
District Site Council (2)	Santos	Provides input/feedback on the work of the District Leadership Team. Meets 4:30 - 6:00 p.m. Robinson Education Center - KCR; 9/20, 11/3, 2/7, 4/6 Paula Hough - paulah@usd383.org
	Brighton	
District Finance Committee (2)	Herrman	Review financial audit and special finance topics (meets after Fall Audit) Lew Faust - lewf@usd383.org
	Morris-Hardeman	
District Wellness Committee (1)	Herrman	State regulations require a Board member on this committee (meets three times/year) Stephanie Smith - stephaniesm@usd383.org; Drew Montgomery - drewm@usd383.org
Facilities and Growth (3)	Santos	Work with administration on capital projects and construction projects (3:30 p.m. second Wed, as needed - Robinson Education Center - KCR) Eric Reid - ericre@usd383.org
	Edie	
	Brighton	
Early Learning Policy Council (1)	Edie	Advisory committee required by federal regulations (5:30-7:00 PM; 9/22, 11/3, 1/5, 3/2, 5/4; College Hill/Eugene Field Early Learning Centers) Andy Hutchinson - andyh@usd383.org
Intergovernmental (2)	Herrman	Discuss issues among the City, County, KSU and USD 383 (12 p.m. fourth Monday of most months - ZOOM or TBD location) Lauren Page - lauren.page@cityofmhk.com
	Weixelman	
	Anyone	
KASB Advocacy Network (2)	Morris-Hardeman	Represent the Board on KASB Advocacy Network (Access to special briefings and trainings) Leah Fliter - lfliter@kasb.org
	Hagemeister	
Negotiations (2 + alternate)	Brighton	Contract Negotiations between BOE and NEA (4 p.m. Thurs starting in April as scheduled - Robinson Education Center - KCR) Eric Reid - ericre@usd383.org
	Santos	
	Weixelman (alt)	
Parks & Recreation Advisory Board (2)	Hagemeister	Advise City Commission on Manhattan Parks & Recreation issues (First Monday at 4:30 p.m. - City Commission Room) Wyatt Thompson - thompson@cityofmhk.com
	Weixelman	
Professional Development Council (1)	Morris-Hardeman	Oversees professional development and reviews IDP proposals; Dates TBD. (Robinson Education Center - KCR) Paula Hough - paulah@usd383.org
District Technology Committee (2)	Edie	Evaluates and shares ideas of technology use (4:15 p.m. second Tuesday - Robinson Education Center - KCR) Mike Ribble - miker@usd383.org
Diversity & Inclusion (3)	Weixelman	Diversity awareness, educational equity, and reduction of racial, ethnic and economic prejudice. (5:30 p.m. second Thursday - MHS West Library) Susanne Glymour - sue.cdi.info@gmail.com
	Morris-Hardeman	
Board Policy (3)	Santos	Review KASB recommended policy and current policy (TBD) Diane Denison - dianede@usd383.org
	Hagemeister	
	Weixelman	

Manhattan-Ogden USD 383  
Board of Education  
2022-2023 School Assignments

<b>Brighton</b>	<b>Edie</b>	<b>Hagemeister</b>	<b>Herrman</b>	<b>Morris-Hardeman</b>	<b>Santos</b>	<b>Weixelman</b>
Frank Bergman Northview	College Hill Marlatt	Manhattan High Lee	Bluemont Woodrow Wilson Eugene Field	Anthony Middle Theodore Roosevelt	Eisenhower Middle Oliver Brown	Amanda Arnold Ogden



**School Board Member Ethics**  
(Board Policy BH)

As a member of my local Board, I will strive to improve public education, and to that end I will:

Attend all regularly scheduled Board meetings insofar as possible and become informed concerning the issues to be considered at those meetings;

Recognize that I should endeavor to make policy decisions only after full discussion at publicly held Board meetings;

Render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Encourage the free expression of opinion by all Board members;

Seek systematic communications between the Board and students, district staff, and all elements of the community;

Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent;

Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs;

Support the employment of those persons best qualified to serve as district staff;

Avoid being placed in a position of conflict of interest and refrain from using my Board position for personal or partisan gain;

Respect the confidentiality of information that is privileged under applicable law; and

Remember that the first and greatest concern must be the educational welfare of the students attending the public schools.

Adopted: 5/05; Revised: 12/22