

## Regular Board of Education Meeting

Monday, March 3, 2025 6:00 PM

Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS 67846

A. **PLEDGE - Horace Good Middle School students will lead the Pledge of Allegiance.**

B. **SILENT REFLECTION**

C. **MEETINGS OF NOTE**

- Board-Faculty Meeting, March 5, 2025, 2:30 P.M. at Garden City High School. Four or more board members may be in attendance.
- Board-Faculty Meeting, March 12, 2025, 3:00 P.M. at Garden City Achieve. Four or more board members may be in attendance.
- Board-Faculty Meeting, March 26, 2025, 7:45 A.M. at Charles Stones Intermediate Center. Four or more board members may be in attendance.

D. **APPROVAL OF AGENDA - with the following amendments:**

1. Add Item H.4., New Business, The Board of Education is asked to consider and approve a resolution consenting that the ordinances of the City of Garden City, Kansas pertaining to parking and traffic regulations on city streets shall apply to all of the roads, streets, and driveways of the grounds of all USD 457 schools within the corporate limits of the City of Garden City, Kansas.
2. Add Item H.5., New Business, The Board of Education is asked to consider and approve a Parents as Teachers Training Reimbursement Agreement.
3. Add Item K.2., Executive Session, Matters relating to employer-employee negotiations, whether or not in consultation with the representative or representatives of the body or agency.
4. Additional classified personnel actions for consideration, Item F.3.
5. Add Item K.4., Executive Session, Personnel matters for non-elected personnel

E. **DELEGATIONS, Q & A, PUBLIC COMMENTS, RECOGNITIONS, COMMITTEE REPORTS**

1. Building Presentation - Horace Good Middle School

F. **CONSENT AGENDA**

1. Minutes

a. Minutes of the February 17, 2025, Regular Board of Education Meeting

2. Accounts Payable totaling \$1,945,733.31, noting that all major accounts contain adequate balances to meet current obligations.

3. Personnel

a. Certified

b. Classified

4. Other

a. 2026-27 District Calendar

- b. The Board of Education is asked to consider and adopt the following new policies:

i. JBCD Student In-District Transfers

ii. JCED Pledge of Allegiance in Schools

G. **BOARD REPORTS**

1. ELA Curriculum and Literacy Update

2. YMCA Dome Update

H. **NEW BUSINESS**

1. The Board of Education is asked to consider and approve the following Curriculum Council Items:

a. GCHS: Business Law

b. GCHS: Practical Law

c. GCHS: Tech Drafting S2

2. The Board of Education is asked to consider and approve bids for Gertrude Walker Elementary School and Plymell Elementary School roof repairs.

3. The Board of Education is asked to consider and approve a Training Products and Services quote from AVID Center in the amount of \$127,452.00 for September 25, 2025-September 26, 2025.

4. The Board of Education is asked to consider and approve a resolution consenting that the ordinances of the City of Garden City, Kansas pertaining to parking and traffic regulations on city streets shall apply to all of the roads, streets, and driveways of the grounds of all USD 457 schools within the corporate limits of the City of Garden City, Kansas.

5. The Board of Education is asked to consider and approve a Parents as Teachers Training Reimbursement Agreement.

**I. BOARD OPEN DISCUSSION**

- John Wiese
- Jackie Gigot
- Andy Fahrmeier
- Randy Ralston
- Nathan Haeck
- Mark Hinde
- Robin Bergkamp
- Dr. Dominguez

**J. NEXT BOARD MEETING**

**K. EXECUTIVE SESSION - After the completion of all other business, the Board of Education will adjourn to executive session for the following reason:**

1. Preliminary discussion relating to the acquisition of real property.

2. Matters relating to employer-employee negotiations, whether or not in consultation with the representative or representatives of the body or agency.

3. Personnel matters for non-elected personnel.

4. Personnel matters for non-elected personnel

**L. ACCOUNTS PAYABLE REVIEW - Andy Fahrmeier and Jackie Gigot**

**M. ADJOURNMENT**

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Dominguez, Superintendent  
**FROM:** Brad Springston, Principal HGMS  
**DATE:** 2-26-2025  
**RE:** Horace Good BOE Presentation

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### **ISSUE:**

Horace Good Middle School has been scheduled to make a presentation to the BOE on March 3, 2025. We will present some of the highlights to this school year at HGMS.

### **BACKGROUND:**

HGMS has prepared a You Tube video showcasing the culture at HGMS and will have students there to discuss and answer questions. HGMS students in attendance will also lead the Pledge of Allegiance for the start of the BOE meeting.

### **ALTERNATIVES:**

N/A

### **RECOMMENDATION:**

None at this time.

### **FISCAL NOTE:**

N/A

### **ATTACHMENTS:**

**\*DRAFT\* MINUTES \*DRAFT\***

Regular Board of Education Meeting Monday, February 17, 2025 - 6:00 P.M.  
Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS  
67846

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The Board of Education of Garden City USD 457 met for a Regular meeting on Monday, February 17, 2025, at 6:00 P.M. in the Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS 67846.

Board members present were Andy Fahrmeier; Jackie Gigot; John Wiese; Mark Hinde; Nathan Haeck; Randy Ralston via Zoom; and Robin Bergkamp. Joining board members at the conference table was Superintendent, Dr. Mike Dominguez. Also in attendance were Josh Guymon, Deputy Superintendent; Jessica Nothorn, Chief Financial Officer; and Drew Thon, Chief Human Resource Officer.

Andy Fahrmeier called the meeting to order at 6:12 P.M. The meeting opened with the Pledge of Allegiance.

A. **DINNER** - The Board of Education convened prior to the start of the regular business meeting to share dinner to receive a presentation from the Grow Well Clinic. Dinner began at 5:00 P.M.

B. **PLEDGE** – The Pledge of Allegiance was led by the Victor Ornelas Elementary School Student Lighthouse Team.

C. **SILENT REFLECTION** – Thirty seconds of silent reflection was observed.

**D. MEETINGS OF NOTE**

- Board-Faculty Meeting, February 19, 2025, 7:30 a.m. at Alta Brown Elementary School. Four or more board members may be in attendance.

**E. APPROVAL OF AGENDA - with the following amendments:**

- E.1. Additional certified and classified personnel actions for consideration, Item G.3.
- E.2. Remove Item F.2. Grow Well Presentation

That the Board of Education approve the meeting agenda as amended. This motion, made by Jackie Gigot and seconded by Nathan Haeck, Carried.

Bergkamp: Yea  
Fahrmeier: Yea  
Gigot: Yea  
Haeck: Yea  
Hinde: Yea  
Ralston: Yea  
Wiese: Yea  
Yea: 7, Nay: 0

## F. DELEGATIONS, Q & A, PUBLIC COMMENTS, RECOGNITIONS, COMMITTEE REPORTS

F.1. Building Presentation - Victor Ornelas Elementary School Justin Reich, Admin Intern, along with staff and the Student Lighthouse Team presented the following:

- History of Mr. Victor Ornelas and Victor Ornelas Elementary School
- 2024-25 WIGs
- Growth Trends
- KAP Results

Board members' questions were answered.

## G. CONSENT AGENDA

That the Board of Education approve all consent agenda items as amended. This motion, made by Jackie Gigot and seconded by Robin Bergkamp, Carried.

Bergkamp: Yea

Fahrmeier: Yea

Gigot: Yea

Haeck: Yea

Hinde: Yea

Ralston: Yea

Wiese: Yea

Yea: 7, Nay: 0

### G.1. Minutes

G.1.a. Minutes of the February 3, 2025, Regular Board of Education Meeting – approved as presented.

G.2. **Accounts Payable** totaling \$6,963,826.60, noting that all major accounts contain adequate balances to meet current obligations – approved as presented.

G.3. **Personnel** – all Certified and Classified personnel actions were approved as presented.

#### G.3.a. Certified:

**Retirements:** Hieu Nguyen, Melany Rude

**Resignations:** Michael Hill, Kimberly Hill, Brooklyn White

**Appointments:** Hugo Cano, John Heavner, Tiffany Heavner, Brandon Lawrence, Cesar Ryan Patac

#### Transfers:

- Jennifer Hands – from coordinator career and technical education position at Garden City High School to certified position at the Garden City High School effective for the 2025-26 academic year.
- Tamillia Moore – from administrator intern position at Educational Support Center to a certified special education position effective for the 2025-26 academic year.
- Kellie Pitts – from school counselor position at Florence Wilson Elementary School and Edith Scheuerman Elementary School to full-time school counselor position at Edith Scheuerman Elementary School effective for the 2025-26 school year.

- Alicia Ramirez – from adaptive/interrelated position at Buffalo Jones Elementary School and Jennie Wilson Elementary School to adaptive/interrelated position at Buffalo Jones Elementary School, effective for the 2025-26 academic year.

**Education Attainment:**

The following staff attained categorical advancement as of February 1, 2025:

|                        |                |
|------------------------|----------------|
| Ayala Madison          | BS to BS+15    |
| Barrett Melissa        | MS+15 to MS+30 |
| Beard James            | BS+45 to MS    |
| Beaver Roni            | MS to MS+15    |
| Bellows Kyra           | BS to BS+15    |
| Bencomo Rebekah        | MS+30 to MS+45 |
| Bendert Lauren         | MS to MS+15    |
| Kristopher Bussen      | BS to BS+30    |
| Christensen Michelle   | MS to MS+15    |
| Contreras Danica       | MS to MS+15    |
| Cosper Amy             | MS+30 to MS+45 |
| Davis Vanessa          | BS+45 to MS    |
| Dawnie Casauga         | MS+45 to EDD   |
| Matt Judson De La Cruz | MS+15 to MS+30 |
| Delehant Desiree       | MS to MS+15    |
| Dennis Breann          | MS+15 to MS+30 |
| Donovan Angela         | BS to BS+15    |
| Dubois Karen           | BS to BS+15    |
| Henningsen Trevor      | MS to MS+15    |
| Hill Reagan            | BS+15 to BS+30 |
| Hipp Kylee             | BS to BS+30    |
| Karlin Zachary         | BS+15 to BS+30 |
| Kitch Lucy             | BS+30 to BS+45 |
| Kott Danielle          | BS to BS+15    |
| Kris Bussen            | BS to BS+15    |
| Kristalyn Hallie       | MS to MS+15    |
| Leon Dora              | BS to BS+15    |
| Livermore Torie        | MS to MS+15    |
| Lopez Alexander        | MS+45 to EDD   |
| Lopez Shirley          | MS+45 to EDD   |
| Madilo Stella          | BS+45 to MS    |
| Martinez Maria         | BS+15 to MS    |
| Mayfield Elaine        | MS+15 to MS+30 |
| Meyer Micha            | MS+30 to MS+45 |
| Oller Stacy            | BS to BS+15    |
| Palmer Anita           | MS+15 to MS+30 |
| Plude Gregory          | BS+15 to BS+30 |
| Reich Justin           | MS+15 to MS+30 |
| Rome Amanda            | MS to MS+15    |
| Sanchez Maribel        | MS to MS+15    |
| Sauer Joshua           | MS to MS+15    |
| Shrimplin Sarah        | MS+15 to MS+30 |
| Vera Lupe              | BS+45 to MS    |
| Younger Macy           | MS to MS+15    |

**Supplemental Contracts:**

|                      |    |                          |
|----------------------|----|--------------------------|
| James Beard          | HS | Supplemental Overload NS |
| J. Levi Burnfin      | HS | Supplemental Overload NS |
| Rebecca Burnfin      | HS | Supplemental Overload NS |
| Kelly Butcher        | HS | Supplemental Overload NS |
| Rajneesh Devgan      | HS | Supplemental Overload NS |
| Kathryn Hahn         | HG | Wrestling Girls A/C      |
| Kathryn Hahn         | HG | Track A/C                |
| Emily Hamlin DeLoach | HS | Supplemental Overload NS |
| Blair Holliday       | HS | Softball A/C             |
| Biju Kalarikkal      | HS | Supplemental Overload NS |
| Karan Long           | HS | Supplemental Overload NS |
| Kathryn Ochampaugh   | GE | Supplemental Overload    |
| Manuel Rios          | AE | Bilingual, Level 2       |
| Lori Smith           | SI | Student Council          |
| Katie Gude           | AB | Supplemental Overload    |

**Rule 10 Assignments:**

|                     |    |                              |
|---------------------|----|------------------------------|
| Sean Boller         | HS | Musical Music Director Asst. |
| Emma Ortiz          | HS | Softball A/C                 |
| Sara Reep           | HG | Sponsor Yearbook             |
| LaChristopher Smith | HS | Track A/C                    |
| Jessie Standley     | HS | Musical Choreographer        |

**G.3.b. Classified:****Retirements:** Arlene A. Coates, Adel Parr**Terminations:** Clarissa Castillo**Resignations:** Genesis Gonzalez Zingaro, Kelli Hernandez, Nancy Ramirez Garcia, Blanca Sotelo**Assignments:** Jasmine Becerril-Loma, Jose J. Herrera, Deborah Moos, Mariah Olinger, Aleshka Salazar Ibaven, Blanca Sorelo-Lara, Sidelsys Taver Santos**Transfers:**

- Jay Dee Davis from Special Education Paraprofessional II: ISS Garden City High School to Bus Driver: Transportation
- Maria Del Consuelo Rincon from Nutrition Assistant I: Horace Good Middle School to Custodian I: Plant Facilities
- Alexis R. Garcia Special Education Paraprofessional II: Abe Hubert Elementary School to Special Education Paraprofessional I: Alta Brown Elementary School
- Valerie R. Molina from Special Education Paraprofessional II: Garden City High School to Special Education Paraprofessional II: Abe Hubert Elementary School
- Alyssa Strickert from Nutrition Assistant I: Horace Good Middle School to Nutrition Assistant II: Horace Good Middle School

**G.4. Other****G.4.a.** Board of Education Policy Updates – all policy updates were approved as presented.

G.4.a.i. BDA Developing Adopting Amending and Repealing Board Policy - Review and adopt

G.4.a.ii. CC Organizational Chart (New) - Review and adopt

G.4.a.iii. CD Administrative Line and Staff Relations - Review and delete

G.4.a.iv. CG Administrative Personnel - Review and adopt

- G.4.a.v. CGI Administrator Evaluation - Review and delete
- G.4.a.vi. CNA - Preservation of Documents Pending Legal Action - Review and adopt
- G.4.a.vii. DE Fraud Prevention and Investigation (New) - Review and adopt
- G.4.a.viii. DFAC Federal Fiscal Compliance - Review and adopt
- G.4.a.ix. ICA Pilot Projects - Review and adopt
- G.4.a.x. IDACA Special Education Services - Review and adopt
- G.4.a.xi. JGFGAA Student Stock Supply of Emergency Medication (New) - Review and adopt
- G.4.a.xii. JGFGBA Student Self-Administration of Medications - Review and adopt
- G.4.a.xiii. KN Complaints - Review and adopt
- G.4.b. Updated 2025-2026 District Calendar – approved as presented.

## **H. BOARD REPORTS**

**H.1. Winter Assessment Data** Heather Stegman, Director of Instruction and Michelle Baier, Curriculum and Instruction Coordinator, presented the following Fastbridge data for 2024-2025:

- FAST - Early Reading Composite - 3yr, 4yr, K, 1st
- FAST aReading 2nd - 4th grade
- FAST aReading 5th -6th grade
- FAST aReading 7th-8th grade
- High School aReading Data Fall and Winter Combined
- Early Literacy WIG
- Kindergarten Winter Data
- 1st Grade Winter Data
- 2nd Grade Winter Data
- 4th Grade Winter Data
- 5th Grade Winter Data
- 6th Grade Winter Data
- 7th Grade Winter Data
- 8th Grade Winter Data
- Glows and Grows

Board members' questions were answered.

## **I. UNFINISHED BUSINESS**

**I.1.** The Board of Education is asked to consider and approve a proposal for a new all-inclusive playground with ADA-compliant turf footing for Edith Scheuerman Elementary School. Brandon Anderson, Director of Plant Facilities, presented the following:

Edith Scheuerman is next in the rotation for funding for a playground upgrade. This project is budgeted for \$120,000 in the Long-Range Facilities Plan and the district has access to Special Education funds in the amount of \$50,000 for the balance of the project.

Since first presented, Brandon Anderson has talked to both Edith Scheuerman staff and the director of Special Education on their recommendations for playground equipment.

Rather than turf footing as first presented, bonded rubber mulch will be used for the surfacing.

Brandon Anderson made the recommendation to go with the Next Generation Recreation (Playworld) proposal in the amount of \$162,015.00.

I move to approve the Next Generation Recreation (Playworld) proposal as presented. This motion, made by Nathan Haeck and seconded by Mark Hinde, Carried.

Bergkamp: Yea

Fahrmeier: Yea

Gigot: Yea

Haeck: Yea

Hinde: Yea

Ralston: Yea

Wiese: Yea

Yea: 7, Nay: 0

#### **J. NEW BUSINESS**

**J.1. 2026-27 District Calendar (First Read)** Drew Thon, Chief Human Resources Officer, presented the following:

The Calendar Committee has been meeting for the past three months developing two calendar options based on staff and community surveys and feedback. Following a staff vote, the committee is recommending the Traditional Calendar based off of overwhelming staff support, 66% supporting the calendar.

Board members' questions were answered. This item will be on the consent agenda at the next meeting.

**J.2. The Board of Education is asked to consider and adopt the following new policies:** Josh Guymon, Deputy Superintendent, presented the following new Board of Education policies for consideration:

J.2.a. JBCD Student In-District Transfers

J.2.b. JCED Pledge of Allegiance in Schools

Board members' questions were answered and a recommendation was given for a change to JCED Pledge of Allegiance in Schools. These items will be on the consent agenda at the next meeting.

**J.3. Abe Hubert Elementary School Flooring Discussion** Brandon Anderson, Director of Plant Facilities, presented a bid tabulation for Abe Hubert Elementary School Flooring upgrades and a recommendation from GMCN Architects to contract with the low bidder, Star Commercial Flooring of Wichita, KS in the amount of \$80,257.38.

Board members' questions were answered. The following action was taken.

I move to move forward with Star Lumber, Wichita, KS in the amount of \$80,257.38 as recommended by Brandon Anderson and GMCN Architects. This motion, made by John Wiese and seconded by Nathan Haeck, Carried.

Bergkamp: Yea

Fahrmeier: Yea

Gigot: Yea

Haeck: Yea

Hinde: Yea

Ralston: Yea

Wiese: Yea

Yea: 7, Nay: 0

#### K. BOARD OPEN DISCUSSION

- **Robin Bergkamp** stated that she appreciated the Victor Ornelas Elementary students and the presentation they gave on the history of Mr. Ornelas. She stated that she appreciated the Winter Data Presentation. She also stated that the Grow Well presentation was interesting and she is looking forward to more discussion about that.
- **John Wiese** stated that it was a great presentation by the Victor Ornelas Elementary students. He stated that he appreciated the Winter Data Presentation and the work that is being done in that area.
- **Jackie Gigot** stated that it was a great presentation by the Victor Ornelas Elementary students. She stated that she appreciated the Winter Data Presentation and appreciated staff being able to answer questions from the Board.
- **Andy Fahrmeier** stated that he appreciated that our district has named buildings after exceptional educators and that the presentation Victor Ornelas Elementary students gave on the history of Mr. Ornelas was unique and that they did an awesome job. He also stated that he appreciated the Winter Data Presentation.
- **Nathan Haeck** stated that he agreed with previous comments. He stated that he appreciates the work of everyone in the central office and those working hard behind the scenes to make everything come together. He thanked grounds and maintenance crews for working hard to make sure everything is working and the schools are safe with the snow we have had recently. He also thanked bus drivers for keeping students safe.
- **Mark Hinde** stated that he wanted to congratulate the girls' wrestling team for sending thirteen wrestlers to State. He stated that he enjoyed the presentation from the Victor Ornelas Elementary students. He also stated that he appreciated the Winter Data Presentation and the staff's transparency in answering questions.
- **Dr. Dominguez** stated that it was a great presentation by the Victor Ornelas Elementary students. He stated that he appreciated the Winter Data Presentation. He thanked grounds and maintenance crews. He expressed the importance with moving forward with projects such as updating the playground equipment and replacing flooring in buildings. He also congratulated the girls' wrestling team and wished good luck to the boys' wrestling team in the upcoming regional tournament.

L. **NEXT BOARD MEETING** - The next meeting of the Board of Education will take place on March 3, 2025, at 6:00 P.M. in the Board Meeting Room at the Educational Support Center, 1205 Fleming St., Garden City, Kansas.

**M. EXECUTIVE SESSION - After the completion of all other business, the Board of Education will adjourn to executive session for the following reason:**

**M.1. Matters relating to employer-employee negotiations, whether or not in consultation with the representative or representatives of the body or agency.**

Mr. President, I move we go into executive session for 15 minutes, to discuss negotiations for the 2025-26 school year pursuant to the exception for employer-employee negotiations under KOMA, beginning at 8:05 P.M. and the open meeting will resume in the Board Meeting Room at 8:20 P.M. I would like to invite Dr. Dominguez, Josh Guymon, Drew Thon and Jessica Nothern to join us in executive session. This motion, made by Jackie Gigot and seconded by Mark Hinde, Carried.

Bergkamp: Yea

Fahrmeier: Yea

Gigot: Yea

Haeck: Yea

Hinde: Yea

Ralston: Yea

Wiese: Yea

Yea: 7, Nay: 0

The open meeting resumed in the meeting room at 8:20 P.M.

**M.2. Preliminary discussion relating to the acquisition of real property.**

I move that the Board of Education go into executive session for 10 minutes for the purpose of having preliminary discussions about the acquisition of real property in order to protect the district's financial interest and bargaining position, beginning at 8:22 P.M. and that the Board of Education reconvene into open session at 8:32 P.M. in the Board Meeting Room. I would like to invite Dr. Dominguez, Josh Guymon, Drew Thon and Jessica Nothern to join us in executive session. This motion, made by Jackie Gigot and seconded by Nathan Haeck, Carried.

Bergkamp: Yea

Fahrmeier: Yea

Gigot: Yea

Haeck: Yea

Hinde: Yea

Ralston: Yea

Wiese: Yea

Yea: 7, Nay: 0

Randy Ralston left the meeting at 8:32 P.M.

The open meeting resumed in the meeting room at 8:32 P.M.

N. **ACCOUNTS PAYABLE REVIEW** - Andy Fahrmeier and Jackie Gigot

O. **ADJOURNMENT** - There being no further business to come before the Board, the following action was taken.

That the Board of Education meeting be adjourned at 8:35 P.M. This motion, made by Nathan Haeck and seconded by Mark Hinde, Carried.

Bergkamp: Yea

Fahrmeier: Yea

Gigot: Yea

Haeck: Yea

Hinde: Yea

Wiese: Yea

Yea: 6, Nay: 0

Respectfully submitted,

Approved:

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Jennifer Ramos, Clerk

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Randy Ralston, President

BOARD OF EDUCATION  
**Certified Personnel Actions**  
March 3, 2025

**RETIREMENTS:**

Darlene Coffey, school nurse at Bernadine Sitts Intermediate Center, is submitting her letter of intent to retire through KPERS effective May 23, 2025.

Sharon Ford, adaptive/interrelated teacher at Abe Hubert Elementary School, is submitting her letter of intent to retire through KPERS effective May 23, 2025.

Janna Stecker, instructional coach at Victor Ornelas Elementary School, is submitting her letter of intent to retire through KPERS effective May 23, 2025.

**RESIGNATIONS:**

Jennifer Hands, career and technology education coordinator at Garden City High School, is submitting her letter of resignation effective June 30, 2025.

Samuel Hanes, adaptive/interrelated teacher at Garden City High School, is submitting his letter of resignation effective May 23, 2025.

Ashlie Hauschild, second grade teacher at Buffalo Jones Elementary School, is submitting her letter of resignation effective May 23, 2025.

M. Liseth Herrera, school counselor at Kenneth Henderson Middle School, is submitting her letter of resignation effective June 4, 2025.

Katy Neufeld, fourth grade teach at Buffalo Jones Elementary School, is submitting her letter of resignation effective May 23, 2025.

Amanda Rome, school counselor at Horace Good Middle School, is submitting her letter of resignation effective June 4, 2025.

Kelsi Shannon, school counselor at Gertrude Walker Elementary School, is submitting her letter of resignation effective February 25, 2025 and is requesting waiver for the \$4,000 liquidated damages fee. It is recommended that she not be released until a suitable replacement has been found for her position.

**APPOINTMENTS:**

Jody Baehler, WaKeeney, Kansas, is recommended for an adaptive/interrelated teacher position at Horace Good Middle School effective for the 2025-2026 school year. She has 23 years' experience.

Stacy Castoe, Garden City, Kansas, is recommended for a third grade position at Georgia Matthews Elementary School. She is a first year teacher.

Jannel Varela – Marquez, Garden City, Kansas, is recommended for a science position at Jennie Barker Elementary School. She had three years' experience and is a former USD 457 teacher.

**SUPPLEMENTAL APPOINTMENT:**

Amiee Brandt is recommended for debate head coach position at Garden City High School effective for the 2025-2026 school year.

**TRANSFERS:**

Romela Pulido – from fifth grade position at Charles Stones Intermediate Center to kindergarten position at Georgia Matthews Elementary School effective for the 2025-2026 school year.

Sarah Baguio – from adaptive/interrelated position at Georgia Matthews Elementary School / Abe Hubert Elementary School to adaptive/interrelated position at Abe Hubert Elementary School effective for the 2025-2026 school year.

Rupa Johnson – from third grade at Plymell Elementary School to sixth grade at Plymell Elementary School effective for the 2025-2026 school year

Erica Meng – from kindergarten at Edith Scheuerman Elementary School to second grade at Edith Scheuerman Elementary School effective for the 2025-2026 school year.

Melanie Garrison – from .50 special education coordinator at the Educational Support Center / .50 associate principal position at Garfield Early Childhood Center to 1.0 full-time special education coordinator at the Education Support Center effective for the 2025-2026 school year.

**ADMINISTRATION RECOMMENDATIONS:**

Administration renewal recommendations for the 2025-26 school year:

**Administrators**

Joshua Guymon – Deputy Superintendent

Jessica Nothorn – Chief Financial Officer

M. Drew Thon – Chief Human Resources Officer

**Administrator Interns**

Amy Cospers – Garden City High School

Julisa Flores – Alta Brown Elementary School / Abe Hubert Elementary School

Violet Johnson – Horace Good Middle School

Justin Reich – Florence Wilson Elementary School / Victor Ornelas Elementary School

Brittney Swank – Charles Stones Intermediate Center / Bernadine Sitts Intermediate Center

**Coordinators**

Michelle Baier – Curriculum/Instruction

Roy Cessna – Public Information

Monica Diaz – Supplemental Programs

Melanie Garrison – Special Education

Tyler Gates – Instructional Technology

Morgan Luna – Secondary Special Services

Michelle Shull – Health Services

Bradley Stoppkotte – Plant Facilities

LeeAnn Thon – Human Resources Coordinator

### **Directors**

Brandon Anderson – Plant Facilities  
 M. Shane Burns – Transportation  
 Gina Galpin – Special Education  
 Tracy Johnson – Nutrition Services  
 Heather Stegman – Curriculum/Instruction  
 Casey Wise – Technology

### **Principals**

Andrea Baker – Garfield Early Childhood Center  
 Matthew Bayer – Garden City High School  
 Adriana Caro – Jennie Wilson Elementary School  
 David DeLoach – Gertrude Walker Elementary School  
 Virginia Duncan – Garden City High School  
 Suzette Goldsby-Lewis – Plymell Elementary Schools  
 Bradley Hill – Bernadine Sitts Intermediate Center  
 Matthew Horney – Jennie Barker Elementary School  
 Bryan Kott – Georgia Matthews Elementary School  
 Andrew Lee – Charles Stones Intermediate Center  
 Tracy Leiker – Victor Ornelas Elementary School  
 Whitney Linenberger – Garden City High School  
 Benjamin Luna – Buffalo Jones Elementary School  
 Ryan Meng – Garden City High School  
 Karen Murrell – Abe Hubert Elementary School  
 Steven Nordby – Garden City High School  
 Brandy Ochs – Edith Scheuerman Elementary School  
 Amber Potts – Horace Good Middle School  
 Jill Reagle – Florence Wilson Elementary School  
 Melissa Riggle – Garden City High School  
 Bradley Springston – Horace Good Middle School  
 Jarrod Stoppel – Kenneth Henderson Middle School  
 Lucas Sullivan – Garden City Achieve  
 Macy Younger – Kenneth Henderson Middle School

### **POSITION REQUESTS:**

Drew Thon, chief human resources officer, is requesting the following position changes for the 2025-26 school year:

- Close .50 special education coordinator position at the Educational Support Center / .50 associate principal position at Garfield Early Childhood Center.
- Close 1.0 special education administrator intern position at the Educational Support Center.
- Open 1.0 full-time special education coordinator position at the Educational Support Center.
- Open 1.0 215-day special education coordinator position at the Educational Support Center.

### **SUPPLEMENTAL CONTRACT:**

Nathaniel Bailey                      HS              Track A/C

BOARD OF EDUCATION

**Addendum to Certified Personnel Actions**

March 3, 2025

**RESIGNATION:**

Lisa Doherty, Adaptive/Interrelated teacher at Plymell Elementary School, is submitting her letter of resignation effective May 23, 2025.

**APPOINTMENTS:**

Marvin Calanoc, Navotas City, Philippines, is recommended for a mathematics position at Garden City High School effective August 6, 2025. He has twenty-three years' experience.

Elizabeth Koekemoer, Western Cape, South Africa, is recommended for a second grade position at Buffalo Jones Elementary School effective August 6, 2025. She has four years' experience.

Jasmin Monino, North Las Vegas, Nevada, is recommended for position to be determine at Victor Ornelas Elementary School effective August 6, 2024. She has fifteen years' experience.

**TRANSFERS:**

Dr. Virginia Duncan – from associate principal position at Garden City High School to director of secondary curriculum and instruction position at the Educational Support Center effective July 1, 2025.

Julisa Flores – from administrator intern position at Alta Brown Elementary School / Abe Hubert Elementary School to principal position at Alta Brown Elementary School effective for the 2025-26 school year.

**SUPPLEMENTAL CONTRACTS:**

|                  |    |                  |
|------------------|----|------------------|
| Sarah Stucky     | HG | Soccer Girls H/C |
| Dan Deldado      | KH | Track A/C        |
| Marissa Gonzales | KH | Track A/C        |

**RULE 10 ASSIGNMENT:**

|               |    |                  |
|---------------|----|------------------|
| Aaron Herrada | HG | Soccer Girls A/C |
|---------------|----|------------------|

BOARD OF EDUCATION  
**Classified Personnel Actions**

March 3, 2025

| <b>RESIGNATIONS</b>           | <b>POSITION</b>                          | <b>BUILDING</b>                      | <b>DATE</b> |
|-------------------------------|------------------------------------------|--------------------------------------|-------------|
| Doris Y. Canales<br>Alvarenga | Custodian I                              | Florence Wilson<br>Elementary School | 2/14/25     |
| Jose I. Munoz                 | Crossing Guard                           | Jennie Wilson<br>Elementary School   | 12/20/24    |
| Angelica Ortiz                | Special Education<br>Paraprofessional II | Garfield Early Childhood<br>Center   | 3/12/25     |

BOARD OF EDUCATION  
**Classified Personnel Actions Addendum**

March 3, 2025

| <b>RESIGNATIONS</b>         | <b>POSITION</b>                         | <b>BUILDING</b>                    | <b>DATE</b> |
|-----------------------------|-----------------------------------------|------------------------------------|-------------|
| Gloria Rubio De<br>Martinez | Special Education<br>Paraprofessional I | Garfield Early Childhood<br>Center | 3/12/25     |

| <b>ASSIGNMENTS</b> | <b>POSITION</b>     | <b>BUILDING</b>         | <b>DATE</b> |
|--------------------|---------------------|-------------------------|-------------|
| Giovanni Delgado   | Small Fleet Driver  | Transportation          | 3/3/25      |
| Edwena Ortega      | Office Assistant II | Garden City High School | 3/3/25      |

**OTHER:**

Shane Burns, Director of Transportation, is requesting approval of a Temporary Transportation Driver Agreement with Giovanni Delgado.



## MEMORANDUM

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Drew Thon, HR Director  
**DATE:** 2-12-2025  
**RE:** School Calendar Approval (2026-27 School Year)

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### **ISSUE:**

It is time for the Board of Education to approve a calendar for the 2026-27 school year. The Calendar Committee has been meeting for the past 3 months developing two calendar options based on staff and community surveys and feedback. Following a staff vote, the committee is recommending the Traditional Calendar based off of overwhelming staff support, 66% supporting the calendar.

### **BACKGROUND:**

Over the past three months, the Calendar Committee, consisting of district staff and stakeholders, has worked to design a calendar that balances instructional needs, staff preferences, and community input. Surveys were distributed to gather feedback, and discussions were held to refine the options. Two final versions emerged:

- **Option 1:** A traditional calendar, closely aligned with previous years.
- **Option 2:** A non-traditional approach, giving all staff and students federal holidays off.

A district-wide vote determined the Traditional Calendar as the preferred choice.

### **ALTERNATIVES:**

- **Approve Option 1 (Traditional Calendar)** – A traditional calendar that aligns with historical scheduling patterns.
- **Approve Option 2 (Federal Holiday Calendar)** – A non-traditional calendar that includes all federal holidays as non-school days.
- **Modify one of the calendars** – The Board may adjust dates while staying within the parameters of the negotiated agreement.

### **RECOMMENDATION:**

The Calendar Committee recommends the Traditional Calendar as the best choice for the district. However, the Board has the authority to approve, modify, or select an alternative calendar, as long as it adheres to the negotiated agreement.

**FISCAL NOTE:**

There are no significant financial implications associated with either calendar option, as both maintain the required number of instructional days and contract obligations. However, changes to professional development days, holidays, or work schedules could have minor impacts on operational costs.

**ATTACHMENTS:**

- **Proposed 2026-27 School Calendar (Option 1)**
- **Proposed 2026-27 School Calendar (Option 2)**
- **Summary of Survey Results**
- **Voting Results**

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

4-6 New Teacher Inservice (NS)  
 7,10 Teacher Inservice (NS)  
 11 Teacher Workday (NS)  
 12 School AM (Grades K-4,5,7,9-10 & new students)  
 Teacher Workday PM

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

7 Labor Day (NS)  
 28 Teacher Inservice (NS)

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

9 End of Grading Period  
 12 Teacher Inservice AM (NS)  
 Teacher Workday PM  
 22-23 Parent/Teacher Conference (NS)

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

23-27 Fall Vacation (NS)

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

17 End of Grading Period  
 18 Teacher Inservice (NS)  
 21-31 Winter Vacation (NS)

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

1 Winter Vacation (NS)  
 4 Teacher Workday (NS)  
 5 Teacher Inservice (NS)  
 6 School Resumes  
 29 New Teacher Inservice (NS)

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

15 Teacher Inservice AM (NS)  
 Teacher Workday PM  
 25-26 Parent/Teacher Conference (NS)

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

10 End of Grading Period  
 15-19 Spring Break (NS)  
 26 Spring Vacation (NS)  
 29 New Teacher Inservice (NS)

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

16 Teacher Inservice (NS)

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

20 Last Day of School  
 21 Teacher Workday AM (NS)

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

= New Teacher Orientation (NS)  
 = Holiday/Vacation (NS)  
 = District Work/Inservice (NS)  
 = Parent/Teacher Conference (NS)  
 = Half Day of School  
**NS** = No School

**Inservices** (7) = 8/7, 8/10, 9/28, 10/12\*, 12/18, 1/5, 2/15\*, 4/16

**Workdays** (4) = 8/11, 8/12\*, 10/12\*, 1/4, 2/15\*, 5/21\*

**Snow Days** (May 3-4)  
**Graduation Weekend** (May 15-16)

\* = 1/2 Day

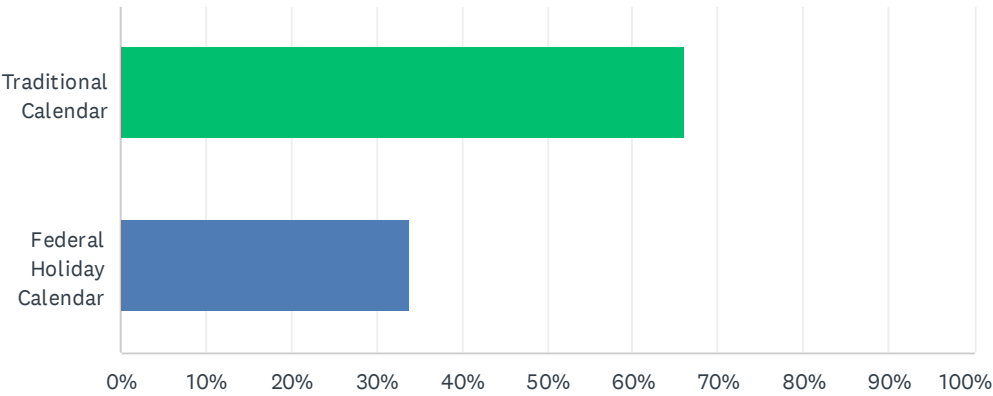
**1159 Hour Calendar**  
 (6 hours, 40 minutes)

|                                |      |               |
|--------------------------------|------|---------------|
| 1 <sup>st</sup> Grading Period | 40.5 | } <b>83.5</b> |
| 2 <sup>nd</sup> Grading Period | 43.0 |               |
| 3 <sup>rd</sup> Grading Period | 44.0 | } <b>87.0</b> |
| 4 <sup>th</sup> Grading Period | 43.0 |               |
|                                |      | <b>170.5</b>  |

**Teacher Contract Days 181.5**

Q1 Which calendar do you prefer?

Answered: 331    Skipped: 0



| ANSWER CHOICES           | RESPONSES |     |
|--------------------------|-----------|-----|
| Traditional Calendar     | 66.16%    | 219 |
| Federal Holiday Calendar | 33.84%    | 112 |
| TOTAL                    |           | 331 |

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Josh Guymon, Deputy Superintendent  
**DATE:** 2/17/2025  
**RE:** BOE Policies: JBCD, JCED

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### **ISSUE:**

The Board of Education is asked to consider and approve new BOE Policies: JBCD Student In-District Transfers and JCED Pledge of Allegiance in Schools. This will be a first read and it will return for approval on the consent agenda on 3/3/2025.

### **BACKGROUND:**

Policy JBCD Student In-District Transfers was drafted to create a system to make expectations for student in-district transfers clear to follow. Policy JCED Pledge of Allegiance in Schools was drafted to encourage schools to have a time designated each day for the students to conduct the Pledge of Allegiance.

### **ALTERNATIVES:**

1. Approve the recommended policy changes
2. Continue with the current policies

### **RECOMMENDATION:**

Staff's recommendation is to approve and adopt the policies.

### **FISCAL NOTE:**

Not applicable

### **ATTACHMENTS:**

- JBCD Student In-District Transfers
- JCED Pledge of Allegiance in Schools

If a parent/guardian wishes for his/her child to attend a school other than the school in the boundary which the family resides, a transfer request must be submitted to the Superintendent's Office. Parents/guardians are encouraged to complete transfer requests by May 20th. The application process opens on January 1st. Applications received after May 20th will be considered after all out-of-district transfer requests have been acted on due to the publication of open spots for out-of-district transfer students happening on June 1. Under no circumstances will a transfer request be considered after September 20<sup>th</sup> of each school year.

These guidelines are intended to help promote an enrollment balance between classrooms across the district while allowing parents some choice in where their children attend school.

All transfer requests are considered on an individual student basis and, if approved, will be granted for one school year period. Transportation to the school to which a student is transferred is the responsibility of the parents.

**Procedure for in-district transfer requests:**

1. Students living within the school boundaries will initially be enrolled in their boundary school. If they are interested in attending a school other than their boundary school, parents are required to submit a transfer request to the Superintendent's Office. In-district kindergarten students wishing to transfer must complete the transfer request either at Kindergarten Orientation or during online enrollment/registration. The Transfer Request Form can be found here: [\[redacted\]](#)
2. The Superintendent or his designee will call the transferring school to check the students' record of good standing (inquire about any long-term suspensions or expulsions).
3. If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the transfer request will be approved as long as the student is in good standing.
4. If the number of applications for a grade level in a school building is greater than the number of available seats for that grade level in the school building, district administration shall randomly select students for approval using a confidential lottery process. This lottery process will be completed annually between May 20 and May 25. Notification to families will be made before May 31st. Approved students must be students in good standing.
  - o Regardless of capacity determinations, the following categories of students shall be allowed to enroll as resident students if they are deemed to be in good standing by district administration:
    1. any child who is in the custody of the Department of Children and Families and who is living in the home of a nonresident student who transfers to the district or
    2. any nonresident student who has a parent or person acting as a parent is employed by the district, while the parent or person acting as a parent remains employed by the district.

- o Priority in filling open seats if the number of requests are greater than the number of available seats:
  - 1. Any sibling of a student who was previously accepted as a transfer student
  - 2. Students of military personnel
- 5. The final decision will be made by the Superintendent. Requests made prior to May 20th will receive notification of a decision by May 30 from the Superintendent's Office.

**DEFINITIONS:**

- **Capacity** - The number of student seats used to guide transfer request decisions. Capacity is determined by the following factors:
  - o Number of teachers at each grade level
  - o Current student-teacher ratio
  - o Projected enrollment shifts
  - o Maintaining room for move-in students throughout the year
- **Good Standing** - Students meeting one or more of the following criteria shall automatically be deemed not in good standing:
  - o Student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under Board policy JBD and/or any relevant student handbook language;
  - o Student or student's parent or person acting as a parent provided false or fraudulent information in the application process;
  - o Student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun;
  - o Student has had three or more out-of-school suspensions in the previous school year, excluding suspensions a manifestation determination determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
  - o Student has been given a long-term suspension or expulsion in the current school year.
  - o EXCEPTION: If the student has a disability, the student's ability to meet the expectations shall be considered prior to denying the transfer or continued enrollment.

## **Pledge of Allegiance in Schools**

**JCED**

The flags of the United States of America and the State of Kansas shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student and staff participation in the recitation of the Pledge of Allegiance shall be voluntary. Students and/or staff not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Approved:

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Heather Stegman, Director of Curriculum and Instruction  
**DATE:** 03/03/20245  
**RE:** 2025 ELA Adoption and Blue Print for Literacy

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### **ISSUE:**

Deputy Superintendent Josh Guymon and Curriculum Director Stegman will provide a presentation summarizing the 2025-2026 ELA Curriculum Adoption Plan as well as Kansas Blue Print for Literacy.

### **BACKGROUND:**

Garden City has a 7-year curriculum adoption cycle. During the 2025-2026 school year, we will review and recommend new ELA curriculum tools for grades Pre-K – 12. This is a summary of our selection plan and adoption timeline.

Kansas has adopted a Blue Print for Literacy that provides Kansas with a framework to improve literacy rates. We will review an overview of the legislation and what this means for USD 457.

### **ALTERNATIVES:**

This presentation is for informational purposes only. No board action is required.

### **RECOMMENDATION:**

N/A

### **FISCAL NOTE:**

N/A

### **ATTACHMENTS:**

BOE 3/3/2025 Communicating About the Selection Process PowerPoint



# High Quality Instructional Materials Selection Process

Garden City Public Schools  
2025-2026

# Objectives

- Textbook adoption on a 7 year cycle
- To select high quality instructional materials that provide a strong foundation through structured literacy and advances the literacy skills of all USD 457 students
  - Provides strong supports for struggling readers

# Why adopt ELA High Quality Instructional Materials?

- Students' scores on state ELA assessments and FastBridge screening assessments are consistently low
- Teachers express concerns that our current ELA instructional materials are not fully aligned to state standards or the Science of Reading
- Our teachers need high-quality, engaging resources that address all the components of English Language Arts (reading, writing, speaking, and listening) for all readers

# Who will select the High Quality Instructional Materials?

- Pre-K - 8 Curriculum Review Committee composed of diverse perspectives:
  - 2 principals
  - 4 instructional coaches (EC, ES, IC, JH)
  - One teacher representative from each building on the Review Committee
    - Diversity in grade levels
  - ESL Representative
  - Special Education Representative
  - Parent representative
  - BOE representative
- 9 - 12 Curriculum Review Committee composed of diverse perspectives:
  - 2 principals
  - 4 teachers
  - ESL Representative
  - Special Education Representative
  - Parent representative
  - BOE representative
- Technology will have a representative in attendance as a non-voting member

# What are the responsibilities of the Committee?

## The Curriculum Review Committee will:

- Participate in professional learning to create a shared understanding of the importance of high-quality instructional materials (HQIMs), content-specific characteristics of HQIMs, and how HQI support the instructional vision
- Use feedback from educators survey to make a list of key criteria for selection (via survey)
- Participate in all publisher presentations and ask questions that specifically address local priorities and context as well as any strengths and gaps identified by the review committee
- Evaluate HQIMs using the district's rubric
- Narrow down HQIMs to one final option to present to the leadership team
  - 80% supported, 100% committed
  - If the review committee cannot make a decision, leadership will make the final selection
- Attend school board meeting where HQIM is presented to school board by leadership team

# What is our timeline?

- March 2025: Representative Committee formed to select High Quality Instructional Materials for ELA
- April 2025: Train Committee on High Quality Instructional Materials using KSDE model for selection
- September 2025: Committee will have met with all selected publishers and complete evaluation rubrics
- October 2025: Committee will meet to collaborate regarding evaluation rubrics
- December 2025: Review committee decision deadline
- December 2025: The committee will present their decision to Leadership
- January 2026: The suggested HQIM will go through curriculum council
- February 2026: The HQIM will go to the board for approval
- February 2026: The HQIM will be approved at the following board meeting
- Once the materials are approved, the materials will be ordered and professional development will be scheduled

# What updates can be expected?

- Staff will have access to the notes from review committee meetings
- Building representatives will be responsible for keeping their buildings informed and updated

# Questions?



# **GARDEN CITY PUBLIC SCHOOLS**

## **Kansas Blueprint for Literacy**

**Garden City Public Schools  
2025-2026**

# History

- Feb 2024 KBOR adopted Blueprint for Literacy
- KS Legislature passed in Senate Bill 438
- Signed by Governor in April 2024

## Objectives

- Change the trajectory of literacy in Kansas
- Help all students reach their potential
- Establishes a framework for increasing literacy
- Creates a structure to implement and oversee the initiative

## Goals

- 100% of the Kansas special education, English for speakers of other languages and elementary teacher workforce achieve a microcredential in the science of reading and structured literacy by 2030
- 90% of students in grades 3-8 reading at grade level by 2033

# Who:

- FHSU is Kansas Board of Regents center in Western Kansas
  - Dr Sarah Broman Miller
  - Funding is not at the level originally envisioned by FHSU

# Services

- What services can be provided in school districts:
  - Community events
  - Teacher training free of cost
    - Enrollment basis
  - Professional Development Days
    - KSDE approved assessments

# Microcredentials:

- Microcredential in Supporting Readers who Struggle with Dyslexia
  - Foundations of the Science of Reading vetted by National Reading League
  - 15 seat hours of professional development
    - Teachers, paras, admin, parents
  - Completers are eligible for more comprehensive instructional PD
  - This course is the “how” of literacy
  - LETRS is the “what”

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Drew Thon Chief Human Resource Officer  
**DATE:** 03/03/2025  
**RE:** YMCA Dome Update and Discussion

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### **ISSUE:**

YMCA Dome discussions will be reviewed and discussed allowing board members to ask questions and share opinions.

### **BACKGROUND:**

The YMCA has shared they can no longer fiscally support the dome and has asked the board of education to consider purchasing the facility. Board members will have an opportunity to share their thoughts and ask any questions they may have.

### **ALTERNATIVES:**

No other alternatives applicable

### **RECOMMENDATION:**

No recommendations are applicable

### **FISCAL NOTE:**

There is no fiscal impact for the BOE to consider

### **ATTACHMENTS:**

Timeline

March 3, 2025

## Timeline of YMCA Dome Activity Center Discussions

### 2015-2019: Initial Lease and Dome Installations

- **January 12, 2015** – Original lease signed.
- **August 2019** – Original Dome installed; collapsed shortly thereafter.
- **Late Fall 2019** – Original Dome removed; Second Dome installed.
  - Note: By the time it opened, the lease agreement was nearly five years old.

### Discussions on Lease Expiration and Financial Challenges

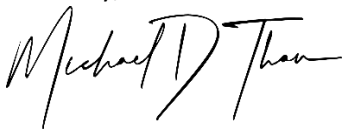
- **May 6, 2024** – Knowing the current agreement was coming to an end, YMCA CEO Chad Knight proposed a new management agreement, citing financial difficulties due to construction issues, lawsuits, legal fees, electrical and flooring problems, and pandemic-related challenges.
  - The YMCA had raised over \$1.3 million for the project but was losing, on average, over \$105,000 per year operating the facility.
  - The YMCA offered the Dome for purchase to USD 457. The desired agreement was that the District take over the debt service while the YMCA continued operating the facility outside of school hours.
  - The Board declined to entertain this proposal.
  - The YMCA stated they would continue seeking donors to help with the debt service.
- **June 11, 2024** – The YMCA indicated they were unsuccessful in securing donors and expected to default on the loan by August 1, 2024.
  - They explored a sale agreement with a private school but we informed them that USD 457 would not allow third-party agreements on district property.
- **July 29, 2024** – With default approaching, concerns grew about KH activities.
  - The YMCA and the District discussed a one-year lease agreement that would allow activities to continue as normal at the Dome until July of 2025
    - The YMCA offered an agreement that would lease the Dome to the District at a cost of \$79,000 per month for the District.
  - The District declined due to the drastic costs associated with the lease
- **November 18, 2024** – A group of District representatives met with the YMCA leadership to discuss the Dome's future and to try and find resolution on the issue.
  - The District indicated it was unwilling to pay a significant sum for the Dome due to other facility priorities but did indicate that they would be open to paying "market value" for it.
  - The YMCA had previously indicated that they could sell the Dome fabric for "around \$200,000."
  - The District asked the YMCA leadership to come back with an offer around that number and it would be considered.
  - Shortly after this meeting, the Dome's HVAC unit failed, with replacement estimates for the unit reaching to as much as \$500,000.

- **November 22, 2024** – The YMCA came back with an updated offer for the Dome at \$375,000 plus \$46,000 for equipment. The District declined because this did not fall within what they had requested and now knew there would be significant cost due to the state of disrepair of the HVAC system.
- **Mid-December 2024** – HVAC unit continued to go in and out of operation.
- **January 7, 2025** – The District offered \$100,000 for the Dome "as is".
- **January 14, 2025** – The District followed up with YMCA, who suggested including equipment in the offer might have changed the YMCA Board's stance. The District declined to offer more at that time.
- **February 6, 2025** – The District determined it would not pay for the Dome due to their desire to prioritize all available monies to current facilities projects and a future addition to KH to address grade reconfiguration.
  - Jennifer Cunningham was directed by the District to inform the YMCA that the District would only take ownership if the YMCA transferred the property at no cost.
  - The District would assume expenses and allow the YMCA continued use, similar to the other District facilities they currently use.

Notes:

- Mid-June is the deadline to remove the structure if an agreement is not reached.
- The base and the footers of the structure must remain unharmed in the removal process.
- If it is not removed within the 180 day the structure becomes property of the District and if the desire of the District is to have the structure removed, all costs associated with the removal will be passed on to the YMCA.

Sincerely,



Drew Thon  
Chief HR Director  
Garden City Public Schools - USD 457

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Suzette Goldsby, Plymell Principal/Curriculum Council Chair  
**DATE:** 2/12/25  
**RE:** Business Law

---

**ISSUE:** The Board of Education is asked to consider and approve the addition of a new course, Business Law, as a .05 credit elective course.

### **BACKGROUND:**

Business Law introduces the fundamental skills needed in law and law associated professions. This course explores the origins, ethics, structures, and institutions of law while concentrating on several types of law including criminal, civil, consumer, contract, property, agency, employment, family and environmental law. The intent of the class is to allow students the opportunity to focus on specific areas, once all the competencies have been met.

This course is a required component for the CTE Business Management Pathway. No additional curriculum or staffing resources are needed.

Kansas Course Code: 12054

### **ALTERNATIVES:**

1. Approve the course as presented as an elective course to be offered as a .05 credit course.
2. Do not approve the course as an elective and the course will not be offered.

### **RECOMMENDATION:**

It is recommended that the Board of Education approve the course as presented.

### **FISCAL NOTE:**

No additional funding will be necessary for these courses.

### **ATTACHMENTS:**

Application to Curriculum Council for Approval

## Request for New Course Offering - All Schools

### BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

|                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Submitting Request: <u>Jenny Hands</u><br>Department of Submission: <u>CTE</u><br>Date Completed by Professional: <u>1/9/25</u>                                                                                                                                                                                                                                       | Building Submitting Request: <u>GCHS</u><br>Date Submitted to Department Chair: <u>1/8/25</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Course Name:<br><u>Business Law</u>                                                                                                                                                                                                                                                                                                                                                | SKYWARD INFORMATION:<br>Short description of course (15 characters)<br><i>prints on transcripts</i><br><u>Business Law</u><br><br>Long description of course (30 characters)<br><u>Business Law</u>                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Kansas Course Code (KCCMS): <u>12054</u>                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Please attach the following:<br><input checked="" type="checkbox"/> Standards/Course Objectives<br><input type="checkbox"/> Syllabus<br><input type="checkbox"/> Description of Course<br>80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course. | Does any additional curriculum need to be purchased for additional credit to be offered? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO<br><i>*If yes, please attach information regarding curriculum to be purchased that includes cost.</i><br><i>**If approved by building principal, Council will assume that cost of new curriculum is not a concern.</i><br><br>Does this course have the potential or need for a supplemental salary?<br><input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO<br><i>*If yes, please attach an explanation of the supplemental including cost and hours.</i> |
| List any pre-requisite courses:                                                                                                                                                                                                                                                                                                                                                    | Indicate the following:<br><input type="checkbox"/> Required Course <input checked="" type="checkbox"/> Elective Course<br><br><input type="checkbox"/> Either (depends on grad reqs)                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### BELOW TO BE COMPLETED BY COUNSELOR

|                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>Course Length:</b><br><input type="checkbox"/> 1 quarter <input checked="" type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters<br><br><b>Credit to be Earned:</b> <u>0.5</u><br><b>Is this a dual credit course?</b> YES <input checked="" type="radio"/> NO<br><b>Is this a GCCC course?</b> YES <input checked="" type="radio"/> NO<br><b>Number of USD 457 Credits:</b> _____ (3 GCCC credit hours = 0.5 credit at USD 457) | <b>NOTES:</b><br><br><br><br><br><br><br><br> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|

## Process for New Course Offering - All Schools

*This form is to be completed for a course that has never been approved by the Curriculum Council.*

|                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STEP ONE:</b> Requesting professional (teacher/counselor) completes the written request.                                                                                                                                      |                                                                                                                                                                                                                                     |
| <b>STEP TWO:</b> Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/> <br/>         _____<br/>         Department Chair / Date<br/> <br/>         1/8/25<br/>         _____<br/>         Date of Department Mtg.       </div> |
| <b>STEP THREE:</b> Request is sent to the Head Principal for consideration.                                                                                                                                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/> <br/>         _____<br/>         Head Principal Signature / Date<br/> <br/>         1-9-25       </div>                                                 |
| <b>STEP FOUR:</b> Counselors complete Skyward Course Information on the written request form.                                                                                                                                    | <div style="text-align: center;"> <b>Skyward Course Information Completed</b><br/> <br/>         _____<br/>         Department Chair       </div>                                                                                   |
| <b>STEP FIVE:</b> Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.* | <div style="text-align: center;"> <b>Recommended / Not Recommended**</b><br/> <br/>         _____<br/>         Curriculum Council Chair Signature / Date       </div>                                                               |
| <b>STEP SIX:</b> Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.                                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/> <br/>         _____<br/>         Asst./Deputy Superintendent Signature / Date       </div>                                                              |
| <b>STEP SEVEN:</b> Request is presented to BOE for approval                                                                                                                                                                      | <div style="text-align: center;"> <b>Approved / Not Approved</b> </div>                                                                                                                                                             |
| <b>STEP EIGHT:</b> If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.                                          | <div style="text-align: center;">         _____<br/>         Date Zendesk Submitted<br/> <br/>         _____<br/>         Date Forms Delivered       </div>                                                                         |
| <b>STEP NINE:</b> GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.                                                                       | <div style="text-align: center;">         _____<br/> <b>Date Changes Complete</b><br/> <input type="checkbox"/> <b>Forms Returned to Office of Curriculum &amp; Instruction</b> </div>                                              |

**\*\*Course Not Approved (Notes from Curriculum Council):**

## CAREER TECHNICAL EDUCATION (CTE) COURSE COMPETENCIES

Business Law

Course No. 12054

Credit: 0.5

Student name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Pathways and CIP Codes: Business Management & Entrepreneurship Pathway (52.0799); Business Finance (52.0801); Government & Public Administration (44.0401); Corrections, Security, Law and Law Information Services (43.0199)

**Course Description: Technical Level:** Business Law identifies and promotes the skills needed in law and law associated professions. Topics include the origins, ethics, structures, and institutions of law. It concentrates on several types of law including criminal, civil, consumer, contract, property, agency, employment, family and environmental law. The intent of the class is to allow areas of concentration once all the competencies are met.

**Directions:** The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. **Exemplary Achievement:** Student possesses outstanding knowledge, skills or professional attitude.
3. **Proficient Achievement:** Student demonstrates good knowledge, skills or professional attitude.  
Requires limited supervision.
2. **Limited Achievement:** Student demonstrates fragmented knowledge, skills or professional attitude.  
Requires close supervision.
1. **Inadequate Achievement:** Student lacks knowledge, skills or professional attitude.
0. **No Instruction/Training:** Student has not received instruction or training in this area.

**BENCHMARK 1: ANALYZE THE RELATIONSHIPS BETWEEN ETHICS, MORALS, AND THE LAW**

## Competencies

| #   | DESCRIPTION                                                                | RATING |
|-----|----------------------------------------------------------------------------|--------|
| 1.1 | Discuss the responsibility for obeying the law as a person and a business. | _____  |
| 1.2 | Describe the role of ethics and values in personal and legal systems.      | _____  |
| 1.3 | Compare various ethical systems, and discuss how they may conflict.        | _____  |

**BENCHMARK 2: DEMONSTRATE THE ABILITY TO IDENTIFY AND DISCUSS CRIMINAL LAW.**

## Competencies

| #   | DESCRIPTION                                                                                                   | RATING |
|-----|---------------------------------------------------------------------------------------------------------------|--------|
| 2.1 | Recognize the differences between various levels of crime (For example: felonies, misdemeanors, infractions). | _____  |
| 2.2 | Describe the nature of legal procedures.                                                                      | _____  |

**BENCHMARK 3: DEMONSTRATE THE ABILITY TO IDENTIFY AND DISCUSS CIVIL LAW.**

## Competencies

| #   | DESCRIPTION | RATING |
|-----|-------------|--------|
| 3.1 |             | _____  |

| #   | DESCRIPTION                                                | RATING |
|-----|------------------------------------------------------------|--------|
| 3.2 | Discuss and classify different types of tort claims.       | _____  |
| 3.3 | Discuss the challenges faced and remedies of tort cases.   | _____  |
| 3.4 | Identify the basic torts relating to business enterprises. | _____  |

#### BENCHMARK 4: DEMONSTRATE UNDERSTANDING OF THE STRUCTURE AND PROCESSES IN THE U.S. LEGAL SYSTEM.

##### Competencies

| #   | DESCRIPTION                                                                               | RATING |
|-----|-------------------------------------------------------------------------------------------|--------|
| 4.1 | Discuss the intent of laws and various regulations.                                       | _____  |
| 4.2 | Discuss the nature of law and sources of law in the United States.                        | _____  |
| 4.3 | Understand how the US Constitution and Bill of Rights is the foundation of law in the US. | _____  |
| 4.4 | Describe the United States' judicial system.                                              | _____  |

#### BENCHMARK 5: DEMONSTRATE THE ABILITY TO IDENTIFY ISSUES AND DISCUSS CONTRACT LAW.

##### Competencies

| #   | DESCRIPTION                                                                  | RATING |
|-----|------------------------------------------------------------------------------|--------|
| 5.1 | Demonstrate an understanding of the variety of different types of contracts. | _____  |
| 5.2 | Identify people who lack contractual capacity.                               | _____  |
| 5.3 | Discuss the several ways contracts may be invalidated or violated.           | _____  |

#### BENCHMARK 6: DEMONSTRATE THE ABILITY TO IDENTIFY ISSUES AND DISCUSS PROPERTY LAW.

##### Competencies

| #   | DESCRIPTION                                                 | RATING |
|-----|-------------------------------------------------------------|--------|
| 6.1 | Recognize and discuss the various types of property cases.  | _____  |
| 6.2 | Describe the methods used to protect intellectual property. | _____  |

#### BENCHMARK 7: DEMONSTRATE THE ABILITY TO IDENTIFY ISSUES AND DISCUSS CONSUMER LAW.

##### Competencies

| #   | DESCRIPTION                                               | RATING |
|-----|-----------------------------------------------------------|--------|
| 7.1 | Demonstrate an understanding of consumer protection laws. | _____  |
| 7.2 | Define common unfair practices.                           | _____  |
| 7.3 | Explain the nature of a contractual relationship.         | _____  |

#### BENCHMARK 8: ANALYZE THE ROLE AND IMPORTANCE OF AGENCY LAW AND EMPLOYMENT LAW AS THEY RELATE TO THE CONDUCT OF BUSINESS IN THE LOCAL, STATE, AND NATIONAL MARKETPLACES.

##### Competencies

| #   | DESCRIPTION                                                                                                                                                                                                                                                                                                                               | RATING |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 8.1 | Explain the nature of human resource regulations through administrative law.                                                                                                                                                                                                                                                              | _____  |
| 8.2 | Demonstrate an understanding of discrimination both justified and unjustified. (For example: Justified discrimination in the realm of employment, payroll is an example. Paying a more productive individual more than another individual that is less productive is discriminatory but it's best business practice, so it is justified.) | _____  |

| #   | DESCRIPTION                                                        | RATING |
|-----|--------------------------------------------------------------------|--------|
| 8.3 | Understand the importance of legal/ government compliance.         | _____  |
| 8.4 | Explain the nature of workplace regulations (including OSHA, ADA). | _____  |
| 8.5 | Explain the nature of tax regulations on a business.               | _____  |

**BENCHMARK 9: DEMONSTRATE THE ABILITY TO IDENTIFY ISSUES AND DISCUSS FAMILY LAW.**

## Competencies

| #   | DESCRIPTION                                                                 | RATING |
|-----|-----------------------------------------------------------------------------|--------|
| 9.1 | Demonstrate an understanding of wills, trusts, probate and estate planning. | _____  |

**BENCHMARK 10: DEMONSTRATE THE ABILITY TO IDENTIFY AND DISCUSS ISSUES ABOUT ENVIRONMENTAL LAW.**

## Competencies

| #    | DESCRIPTION                                            | RATING |
|------|--------------------------------------------------------|--------|
| 10.1 | Explain the nature of business and environment ethics. | _____  |

**BENCHMARK 11: DESCRIBE THE MAJOR TYPES OF BUSINESS ORGANIZATIONS, INCLUDING SOLE PROPRIETORSHIPS, PARTNERSHIPS, CORPORATIONS, AND LIMITED COMPANIES OPERATING WITHIN THE SOCIOECONOMIC ARENA OF THE NATIONAL MARKETPLACE.**

## Competencies

| #    | DESCRIPTION                                                                                                                | RATING |
|------|----------------------------------------------------------------------------------------------------------------------------|--------|
| 11.1 | Outline the legal implications for forming and utilizing a sole proprietorship and/or partnership.                         | _____  |
| 11.2 | Understand how businesses; including partnerships, corporations, and limited companies, could be legally dissolved.        | _____  |
| 11.3 | Demonstrate the ability to identify issues and discuss C Corporations, S Corporations, and Limited Liability Corporations. | _____  |

**BENCHMARK 12: UNDERSTAND CAREERS AVAILABLE IN THE BUSINESS MANAGEMENT AND ENTREPRENEURSHIP PATHWAY.**

## Competencies

| #    | DESCRIPTION                                                                                                                                                                                                                 | RATING |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 12.1 | Explore career opportunities in the Business Management and Entrepreneurship Pathway.                                                                                                                                       | _____  |
| 12.2 | Illustrate the services of professional organizations in occupations found in the Business Management and Entrepreneurship Pathway.                                                                                         | _____  |
| 12.3 | Explore job and career options in relation to developing the student's IPS, personal interest, financial goals, and desired lifestyle.                                                                                      | _____  |
| 12.4 | <a href="https://klic.dol.ks.gov/vosnet/gsipub/documentView.aspx?enc=XR1MJE2Q7Rmn9KjAm0oNxA==">Explore the Workforce and Labor market information to determine needs when developing WBL experience with a career plan.</a> | _____  |
| 12.5 | Identify the purpose and goals of a Career and Technology Student Organization [CTSO]                                                                                                                                       | _____  |

I certify that the student has received training in the areas indicated.

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

[pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org)



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
<https://www.ksde.org>

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Suzette Goldsby, Plymell Principal/Curriculum Council Chair  
**DATE:** 2/12/25  
**RE:** Practical Law

---

**ISSUE:** The Board of Education is asked to consider and approve the addition of a new course, Practical Law, as a .05 credit elective course.

### **BACKGROUND:**

Practical Law provides the basic legal principles relevant to everyday business activities. Students will be provided with information regarding practical law that is necessary to develop problem-solving skills in our legal system. Topics covered include criminal law, juvenile law, torts, family law, discrimination, employee rights and writing a brief.

This course is a required component for the CTE Corrections, Security, Law and Law Enforcement Services Pathway. No additional curriculum or staffing resources are needed.

Kansas Course Code: 44300

### **ALTERNATIVES:**

1. Approve the course as presented as an elective course to be offered as a .05 credit course.
2. Do not approve the course as an elective and the course will not be offered.

### **RECOMMENDATION:**

It is recommended that the Board of Education approve the course as presented.

### **FISCAL NOTE:**

No additional funding will be necessary for these courses.

### **ATTACHMENTS:**

Application to Curriculum Council for Approval

## Request for New Course Offering - All Schools

### BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR

|                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Submitting Request: <u>Jenny Hands</u><br>Department of Submission: <u>CTE</u><br>Date Completed by Professional: <u>1/9/25</u>                                                                                                                                                                                                                                       | Building Submitting Request: <u>GCHS</u><br>Date Submitted to Department Chair: <u>1/8/25</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Course Name: <u>Practical Law</u>                                                                                                                                                                                                                                                                                                                                                  | SKYWARD INFORMATION:<br>Short description of course (15 characters)<br><i>prints on transcripts</i><br><u>Practical Law</u><br><hr/> Long description of course (30 characters)<br><u>Practical Law</u><br><hr/>                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Kansas Course Code (KCCMS): <u>44300</u>                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Please attach the following:<br><input checked="" type="checkbox"/> Standards/Course Objectives<br><input type="checkbox"/> Syllabus<br><input type="checkbox"/> Description of Course<br>80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course. | Does any additional curriculum need to be purchased for additional credit to be offered? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO<br><i>*If yes, please attach information regarding curriculum to be purchased that includes cost.</i><br><i>**If approved by building principal, Council will assume that cost of new curriculum is not a concern.</i><br><br>Does this course have the potential or need for a supplemental salary?<br><input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO<br><i>*If yes, please attach an explanation of the supplemental including cost and hours.</i> |
| List any pre-requisite courses:                                                                                                                                                                                                                                                                                                                                                    | Indicate the following:<br><input type="checkbox"/> Required Course <input checked="" type="checkbox"/> Elective Course<br><br><input type="checkbox"/> Either (depends on grad reqs)                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### BELOW TO BE COMPLETED BY COUNSELOR

|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>Course Length:</b><br><input type="checkbox"/> 1 quarter <input checked="" type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters<br><br><b>Credit to be Earned:</b> <u>0.5</u><br><b>Is this a dual credit course?</b> YES <input checked="" type="checkbox"/> NO<br><b>Is this a GCCC course?</b> YES <input checked="" type="checkbox"/> NO<br><b>Number of USD 457 Credits:</b> _____ (3 GCCC credit hours = 0.5 credit at USD 457) | <b>NOTES:</b> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|

## Process for New Course Offering - All Schools

*This form is to be completed for a course that has never been approved by the Curriculum Council.*

|                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STEP ONE:</b> Requesting professional (teacher/counselor) completes the written request.                                                                                                                                      |                                                                                                                                                                                                                                     |
| <b>STEP TWO:</b> Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/> <br/>         _____<br/>         Department Chair / Date<br/> <br/>         1/8/25<br/>         _____<br/>         Date of Department Mtg.       </div> |
| <b>STEP THREE:</b> Request is sent to the Head Principal for consideration.                                                                                                                                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/> <br/>         _____<br/>         Head Principal Signature / Date<br/> <br/>         1-9-25       </div>                                                 |
| <b>STEP FOUR:</b> Counselors complete Skyward Course Information on the written request form.                                                                                                                                    | <div style="text-align: center;"> <b>Skyward Course Information Completed</b><br/> <br/>         _____<br/>         Department Chair       </div>                                                                                   |
| <b>STEP FIVE:</b> Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.* | <div style="text-align: center;"> <b>Recommended / Not Recommended**</b><br/> <br/>         _____<br/>         Curriculum Council Chair Signature / Date       </div>                                                               |
| <b>STEP SIX:</b> Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.                                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/> <br/>         _____<br/>         Asst./Deputy Superintendent Signature / Date       </div>                                                              |
| <b>STEP SEVEN:</b> Request is presented to BOE for approval                                                                                                                                                                      | <div style="text-align: center;"> <b>Approved / Not Approved</b> </div>                                                                                                                                                             |
| <b>STEP EIGHT:</b> If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.                                          | <div style="text-align: center;">         _____<br/>         Date Zendesk Submitted<br/> <br/>         _____<br/>         Date Forms Delivered       </div>                                                                         |
| <b>STEP NINE:</b> GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.                                                                       | <div style="text-align: center;">         _____<br/> <b>Date Changes Complete</b><br/> <input type="checkbox"/> <b>Forms Returned to Office of Curriculum &amp; Instruction</b> </div>                                              |

**\*\*Course Not Approved (Notes from Curriculum Council):**

## CAREER TECHNICAL EDUCATION (CTE) COURSE COMPETENCIES

Practical Law

Course No. 44300

Credit: 0.5

Student name: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Pathways and CIP Codes: Corrections, Security, Law, &amp; Law Enforcement Services (43.0199) – Pre-Law Strand

**Course Description:** This **technical level** course will study the basic legal principles common to a broad base of everyday business activities and will provide practical law information necessary to develop problem-solving skills in our legal society. Topics include, but are not limited to, criminal law, juvenile law, torts, family law, discrimination, writing a brief, and employee rights. (Course required for strand.)

**Directions:** The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

**RATING SCALE:**

4. **Exemplary Achievement:** Student possesses outstanding knowledge, skills or professional attitude.
3. **Proficient Achievement:** Student demonstrates good knowledge, skills or professional attitude.  
Requires limited supervision.
2. **Limited Achievement:** Student demonstrates fragmented knowledge, skills or professional attitude.  
Requires close supervision.
1. **Inadequate Achievement:** Student lacks knowledge, skills or professional attitude.
0. **No Instruction/Training:** Student has not received instruction or training in this area.

**BENCHMARK 1: ANALYZE AND EXPLAIN VARIOUS FACETS OF BASIC LAW AND THE AMERICAN LEGAL SYSTEM****Competencies**

| #    | DESCRIPTION                                                                                                                                | RATING |
|------|--------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 1.1  | Describe the powers and limitations of the federal government as stated in the Constitution of the United States.                          | _____  |
| 1.2  | Identify the basic freedoms guaranteed by the Bill of Rights and describe several key Constitutional Amendments beyond the Bill of Rights. | _____  |
| 1.3  | Compare and contrast the national constitution with state, territory, and province constitutions.                                          | _____  |
| 1.4  | Determine how courts make law and explain the role of precedent in the legal system.                                                       | _____  |
| 1.5  | Compare the role of the juvenile court with the role of other courts within a state, territory, or province.                               | _____  |
| 1.6  | Distinguish between a tort and a crime.                                                                                                    | _____  |
| 1.7  | Differentiate between and give examples of negligence and intentional torts.                                                               | _____  |
| 1.8  | Explain the concepts of the reasonable person test and proximate cause.                                                                    | _____  |
| 1.9  | Explain absolute liability and describe circumstances under which it is imposed.                                                           | _____  |
| 1.10 | Describe the stages in the civil litigation process, at both the trial and appellate levels.                                               | _____  |
| 1.11 | Explain the importance of professional ethics and the regulation of the legal profession.                                                  | _____  |

## BENCHMARK 2: ANALYZE, COMPARE, AND CONTRAST VARIOUS ASPECTS OF THE THREE BRANCHES OF THE U.S. GOVERNMENT

### Competencies

| #   | DESCRIPTION                                                                                                   | RATING |
|-----|---------------------------------------------------------------------------------------------------------------|--------|
| 2.1 | Describe the function and the legal powers of the legislative branch of government.                           | _____  |
| 2.2 | Explain the interrelationship of the legislature to the judicial and executive branches of government.        | _____  |
| 2.3 | Break down the function and the legal powers of the executive branch of government.                           | _____  |
| 2.4 | Explain the interrelationship of the executive branch to the legislative and judicial branches of government. | _____  |
| 2.5 | Describe the function and the legal powers of the judicial branch of government.                              | _____  |
| 2.6 | Explain the interrelationship of the court system to the executive and legislative branches of government.    | _____  |
| 2.7 | Explain the role and selection of judges.                                                                     | _____  |

## BENCHMARK 3: IDENTIFY, EXPLORE, AND DISCUSS VARIOUS ASPECTS OF WORKING WITH LAWYERS

### Competencies

| #   | DESCRIPTION                                                                                   | RATING |
|-----|-----------------------------------------------------------------------------------------------|--------|
| 3.1 | Identify the different types of lawyers and members of the legal team.                        | _____  |
| 3.2 | Identify the situations when lawyer services are needed.                                      | _____  |
| 3.3 | Identify other sources of assistance (mediation, counselor, accountant, and insurance agent). | _____  |
| 3.4 | Explore the ways to find the correct lawyer based on legal situations.                        | _____  |
| 3.5 | Compare and contrast the different ways lawyers charge.                                       | _____  |
| 3.6 | Describe attorney client privilege, qualified immunity, and type of discipline for lawyers.   | _____  |

## BENCHMARK 4: IDENTIFY AND EVALUATE VARIOUS ASPECTS OF IMMIGRATION LAW

### Competencies

| #   | DESCRIPTION                                                                                        | RATING |
|-----|----------------------------------------------------------------------------------------------------|--------|
| 4.1 | Evaluate the history of immigration in the United States through laws, acts, and executive orders. | _____  |
| 4.2 | Determine what immigration law is and what determines if a person is an alien or not.              | _____  |
| 4.3 | Identify the different agencies that regulate immigration laws.                                    | _____  |
| 4.4 | Discuss the process for removal of noncitizens.                                                    | _____  |
| 4.5 | Evaluate the labor and economic impacts surrounding immigration.                                   | _____  |
| 4.6 | Evaluate national and border security issues surrounding immigration.                              | _____  |
| 4.7 | Understand and defend the rights and protections afforded to immigrants.                           | _____  |
| 4.8 | Compare and contrast issues surrounding legal and illegal immigration.                             | _____  |
| 4.9 | Identify the various visa types used in immigration.                                               | _____  |

**BENCHMARK 5: ANALYZE AND EXPLAIN VARIOUS ASPECTS OF CRIMINAL LAW****Competencies**

| #   | DESCRIPTION                                                                 | RATING |
|-----|-----------------------------------------------------------------------------|--------|
| 5.1 | Describe the difference between a felony, misdemeanor, and infraction.      | _____  |
| 5.2 | List the parties to a crime.                                                | _____  |
| 5.3 | Explain the difference between property crimes and crimes against a person. | _____  |
| 5.4 | Explore the different types of defenses in criminal law.                    | _____  |
| 5.5 | Describe the stages of the criminal litigation process.                     | _____  |

**BENCHMARK 6: ANALYZE, COMPARE AND CONTRAST VARIOUS ASPECTS OF TORTS****Competencies**

| #   | DESCRIPTION                                                       | RATING |
|-----|-------------------------------------------------------------------|--------|
| 6.1 | List and compare the major classifications of tort law.           | _____  |
| 6.2 | Compare and contrast between negligence and strict liability.     | _____  |
| 6.3 | Explore the origins of torts in the common law system of England. | _____  |
| 6.4 | Describe the legal remedies available in a tort action.           | _____  |
| 6.5 | Apply tort law to hypothetical factual situations.                | _____  |

**BENCHMARK 7: IDENTIFY AND EXPLAIN VARIOUS FACETS OF FAMILY LAW****Competencies**

| #   | DESCRIPTION                                                                                                                              | RATING |
|-----|------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 7.1 | Identify and interpret major areas of family law.                                                                                        | _____  |
| 7.2 | Explain and evaluate government support for families.                                                                                    | _____  |
| 7.3 | Describe the kinds of rental relationships that landlords and tenants may create.                                                        | _____  |
| 7.4 | Explain the legal procedures for terminating a marital relationship.                                                                     | _____  |
| 7.5 | Identify the factors considered by the Court when entering orders regarding division of marital assets and liabilities.                  | _____  |
| 7.6 | Explain the factors considered by the Court when entering orders regarding custody, visitation, and financial support of minor children. | _____  |
| 7.7 | Apply family law to hypothetical factual situations.                                                                                     | _____  |

**BENCHMARK 8: ANALYZE AND DISCUSS VARIOUS ASPECTS OF CONSTITUTIONAL LAW****Competencies**

| #   | DESCRIPTION                                                                                       | RATING |
|-----|---------------------------------------------------------------------------------------------------|--------|
| 8.1 | Explain the Fourth, Fifth, and Fourteenth Amendment.                                              | _____  |
| 8.2 | Identify the ways for probable cause.                                                             | _____  |
| 8.3 | Identify the ways to search without a search warrant.                                             | _____  |
| 8.4 | Argue the criteria for a reasonable search.                                                       | _____  |
| 8.5 | Compare and contrast between airport searches, border searches, and administrative/school search. | _____  |
| 8.6 | List the processes of obtaining a search warrant.                                                 | _____  |

**BENCHMARK 9: ANALYZE, COMPARE AND CONTRAST VARIOUS ASPECTS OF JUVENILE LAW****Competencies**

| #   | DESCRIPTION                                                                                        | RATING |
|-----|----------------------------------------------------------------------------------------------------|--------|
| 9.1 | Differentiate between delinquents and status offenders.                                            | _____  |
| 9.2 | Identify the ways the state handles neglect and abused children.                                   | _____  |
| 9.3 | Identify situations in which a juvenile can be treated as an adult in the criminal justice system. | _____  |
| 9.4 | Compare and contrast the juvenile court process to the adult court process.                        | _____  |
| 9.5 | Distinguish between initial/detention, adjudicatory and dispositional hearings.                    | _____  |
| 9.6 | Explain a minor's right to avoid a contract and identify people who lack contractual capacity.     | _____  |

I certify that the student has received training in the areas indicated.

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

For more information, contact:

CTE Pathways Help Desk  
(785) 296-4908  
[pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org)



900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
<https://www.ksde.org>

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to any group officially affiliated with the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Suzette Goldsby, Plymell Principal/Curriculum Council Chair  
**DATE:** 2/12/25  
**RE:** Technical Drafting S2

---

**ISSUE:** The Board of Education is asked to consider and approve the addition of a new course, Technical Drafting Semester 2, as a .05 credit elective course.

### **BACKGROUND:**

Technical Drafting S2 is the second semester of a technical level course that introduces students to the fundamentals of computer aided software and machining techniques. Students will learn skills in 3D modeling, G code generation, and 2D machining.

This course is a required component for the CTE Industrial Arts Pathway. No additional curriculum or staffing resources are needed.

Kansas Course Code: 13204.

### **ALTERNATIVES:**

1. Approve the course as presented as an elective course to be offered as a .05 credit course.
2. Do not approve the course as an elective and the course will not be offered.

### **RECOMMENDATION:**

It is recommended that the Board of Education approve the course as presented.

### **FISCAL NOTE:**

No additional funding will be necessary for these courses.

### **ATTACHMENTS:**

Application to Curriculum Council for Approval

## Request for New Course Offering - All Schools

| BELOW TO BE COMPLETED BY REQUESTING PROFESSIONAL/DEPARTMENT CHAIR                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Submitting Request: <b>Jenny Hands</b><br>Department of Submission: <b>CTE- Ind. Arts</b><br>Date Completed by Professional: <b>1/31/25</b>                                                                                                                                                                                                                                                                                                         | Building Submitting Request: <b>GCHS</b><br>Date Submitted to Department Chair: <b>1/29/25</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Course Name:<br><b>Technical Drafting S2</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | SKYWARD INFORMATION:<br>Short description of course (15 characters)<br><i>prints on transcripts</i><br><u><b>Tech Draft S2</b></u><br><br>Long description of course (30 characters)<br><u><b>Technical Drafting S2</b></u>                                                                                                                                                                                                                                                                                                                                                                                                              |
| Kansas Course Code (KCCMS): <b>13204</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Please attach the following:<br><input checked="" type="checkbox"/> Standards/Course Objectives<br><input type="checkbox"/> Syllabus<br><input type="checkbox"/> Description of Course<br>80% of standards for the course should be addressed in order for approval. Please attach any other pertinent documents you think the Council may wish to evaluate to approve the course.                                                                               | Does any additional curriculum need to be purchased for additional credit to be offered? <input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO<br><i>*If yes, please attach information regarding curriculum to be purchased that includes cost.</i><br><i>**If approved by building principal, Council will assume that cost of new curriculum is not a concern.</i><br><br>Does this course have the potential or need for a supplemental salary?<br><input type="checkbox"/> YES* <input checked="" type="checkbox"/> NO<br><i>*If yes, please attach an explanation of the supplemental including cost and hours.</i> |
| List any pre-requisite courses: <b>None</b>                                                                                                                                                                                                                                                                                                                                                                                                                      | Indicate the following:<br><input type="checkbox"/> Required Course <input checked="" type="checkbox"/> Elective Course<br><br><input type="checkbox"/> Either (depends on grad reqs)                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| BELOW TO BE COMPLETED BY COUNSELOR                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Course Length:<br><input type="checkbox"/> 1 quarter <input checked="" type="checkbox"/> 1 semester <input type="checkbox"/> 2 semesters<br>Credit to be Earned: <b>0.5</b><br>Is this a dual credit course? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br>Is this a GCCC course? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br>Number of USD 457 Credits: _____ (3 GCCC credit hours = 0.5 credit at USD 457) | NOTES:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



## Process for New Course Offering - All Schools

*This form is to be completed for a course that has never been approved by the Curriculum Council.*

|                                                                                                                                                                                                                                  |                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>STEP ONE:</b> Requesting professional (teacher/counselor) completes the written request.                                                                                                                                      |                                                                                                                                                                                          |
| <b>STEP TWO:</b> Requesting professional takes request to Department Chair for consideration/additional information. The Department Chair presents the course to members of the department.                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/> <br/>         Department Chair / Date<br/>         1/29/25<br/>         Date of Department Mtg.       </div> |
| <b>STEP THREE:</b> Request is sent to the Head Principal for consideration.                                                                                                                                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/> <br/>         Head Principal Signature / Date<br/>         1-29/25       </div>                              |
| <b>STEP FOUR:</b> Counselors complete Skyward Course Information on the written request form.                                                                                                                                    | <div style="text-align: center;"> <b>Skyward Course Information Completed</b><br/> <br/>         Department Chair       </div>                                                           |
| <b>STEP FIVE:</b> Request is brought to the Curriculum Council for a final decision by the Department Chair and/or the requesting professional. Presence is expected at the Curriculum Council meeting to answer any questions.* | <div style="text-align: center;"> <b>Recommended / Not Recommended**</b><br/>         Curriculum Council Chair Signature / Date       </div>                                             |
| <b>STEP SIX:</b> Final determination, before submission to the BOE, is determined by the Assistant/Deputy Superintendent overseeing the Office of Curriculum & Instruction.                                                      | <div style="text-align: center;"> <b>Recommended / Not Recommended</b><br/>         Asst./Deputy Superintendent Signature / Date       </div>                                            |
| <b>STEP SEVEN:</b> Request is presented to BOE for approval                                                                                                                                                                      | <div style="text-align: center;"> <b>Approved / Not Approved</b> </div>                                                                                                                  |
| <b>STEP EIGHT:</b> If approved by BOE, Request is sent to technology: A Zendesk is written by Chair of the Curriculum Council & paper copies are delivered by administrative assistant.                                          | <div style="text-align: center;">         Date Zendesk Submitted<br/>         Date Forms Delivered       </div>                                                                          |
| <b>STEP NINE:</b> GCHS Registrar/Counselors are notified of completed changes by Technology. Forms are returned to the Office of Curriculum & Instruction.                                                                       | <div style="text-align: center;"> <b>Date Changes Complete</b><br/> <input type="checkbox"/> Forms Returned to Office of Curriculum &amp; Instruction       </div>                       |

|                                                               |
|---------------------------------------------------------------|
| <b>**Course Not Approved (Notes from Curriculum Council):</b> |
|---------------------------------------------------------------|



## CAREER TECHNICAL EDUCATION (CTE) COURSE COMPETENCIES

Computer Aided Machining (CAM) I

Course No. 13204

Credit: 1.0

Student name: \_\_\_\_\_

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

Pathways and CIP Codes: Business Management & Entrepreneurship (52.0799); **Manufacturing (48.0000) - Production Strand**

Course Description: A **technical level** course that introduces students to the basics of computer aided software and machining techniques. This includes 3D modeling, G code generation, and 2D machining.

Directions: The following competencies are required for full approval of this course. Check the appropriate number to indicate the level of competency reached for learner evaluation.

## RATING SCALE:

4. Exemplary Achievement: Student possesses outstanding knowledge, skills or professional attitude.
3. Proficient Achievement: Student demonstrates good knowledge, skills or professional attitude. Requires limited supervision.
2. Limited Achievement: Student demonstrates fragmented knowledge, skills or professional attitude. Requires close supervision.
1. Inadequate Achievement: Student lacks knowledge, skills or professional attitude.
0. No Instruction/Training: Student has not received instruction or training in this area.

## BENCHMARK 1: INTRODUCTION TO DESIGN

## Competencies

| #   | DESCRIPTION                                                                 | RATING |
|-----|-----------------------------------------------------------------------------|--------|
| 1.1 | Create 2-D and 3-D drawings using CAD/CAM software.                         | _____  |
| 1.2 | Demonstrate knowledge of Cartesian coordinate system in generating Code     | _____  |
| 1.3 | Generate pictorial drawings.                                                | _____  |
| 1.4 | Identify and demonstrate the use of CAD/CAM commands.                       | _____  |
| 1.5 | Demonstrate the ability to dimension drawings using CAD/CAM software.       | _____  |
| 1.6 | Demonstrate proficiency in setting limits and scale using CAD/CAM software. | _____  |
| 1.7 | Use symbols and notes using CAD/CAM software.                               | _____  |

## BENCHMARK 2: CAM CONCEPTS

## Competencies

| #   | DESCRIPTION                                      | RATING |
|-----|--------------------------------------------------|--------|
| 2.1 | Interpret drawings to create G code.             | _____  |
| 2.2 | Create tool paths using CAM software.            | _____  |
| 2.3 | Demonstrate knowledge of machining fundamentals. | _____  |
| 2.4 | Demonstrate communication with machine tools.    | _____  |
| 2.5 | Investigate careers utilizing CAM.               | _____  |

**BENCHMARK 3: CAM PROCESSES****Competencies**

| #   | DESCRIPTION                                                                           | RATING |
|-----|---------------------------------------------------------------------------------------|--------|
| 3.1 | Knowledge of various industry specific software.                                      | _____  |
| 3.2 | Create multiple tool paths using CAM software.                                        | _____  |
| 3.3 | Import tooling into CAM software.                                                     | _____  |
| 3.4 | Import models into CAM software.                                                      | _____  |
| 3.5 | Select tooling and create tool paths using CAM software.                              | _____  |
| 3.6 | Verify machining process for clearance and machine tool collision using CAM software. | _____  |
| 3.7 | Demonstrate editing CNC code with CAM.                                                | _____  |

**BENCHMARK 4: CAM PRACTICES****Competencies**

| #   | DESCRIPTION                                                                      | RATING |
|-----|----------------------------------------------------------------------------------|--------|
| 4.1 | Demonstrate machine facing, drilling, and reaming using CAM.                     | _____  |
| 4.2 | Create pocket and contour machine practices using CAM software.                  | _____  |
| 4.3 | Merge tooling and geometry within part model and machine object.                 | _____  |
| 4.4 | Program multi-axis code.                                                         | _____  |
| 4.5 | Evaluate prototyping techniques and choose the appropriate method for a product. | _____  |

I certify that the student has received training in the areas indicated.

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

For more information, contact:

CTE Pathways Help Desk  
(785) 296-4908  
[pathwayshelpdesk@ksde.org](mailto:pathwayshelpdesk@ksde.org)



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## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Brandon Anderson, Director of Plant Facilities  
**DATE:** 02/06/2025  
**RE:** Consider and Act on RFP's received for specified roof repair repairs at Gertrude Walker Elementary School and Plymell Elementary School.

---

### **ISSUE:**

In the Long-Range Plan both campuses were up for a total roof replacement this year for Plymell and next year for Gertrude Walker, as both of these campuses are still in discussions as to their futures, we decided with Board support to fix the roofs to a standard that would get us by for the next 3-5 years. An RFP was prepared for each project and is attached for your review.

Director of Plant Facilities, Brandon Anderson will be available to answer questions.

### **BACKGROUND:**

We continue to have specific problem areas at both campuses that result in leaks during rain and snow events. In the best interest of the schools more intensive repairs are needed instead of the patching maintenance protocol in effect for most leaks. These leaks if not addressed could cause more substantial structural damage to the structure.

### **ALTERNATIVES:**

### **RECOMMENDATION:**

We received 3 submittals for review and possible action on both properties. After review and comparison to the RFP the lowest qualified bid for the proposal which also offers the required warranty is submitted by D.V. Douglass. The lowest bid for each project was submitted by Weathercraft, however specifically noted was that no warranty was offered on both projects. A minimum of 3-year material and craftsmanship was specifically noted within the parameters of the scope of work. It is staff's recommendation to award the work for Plymell to D.V. Douglass at a bid of \$16,275 with a 5-year warranty and the work at Gertrude Walker to D.V. Douglass at a bid of \$42,500 with a 5-year warranty.

**FISCAL NOTE:**

We have \$100,000 budgeted for the repair work at Gertrude Walker and \$408,000 budgeted for a total replacement at Plymell, so substantial funds are available to cover the repairs.

**ATTACHMENTS:**

RFP for Gertrude Walker  
RFP for Plymell  
Bid Tabulation Sheet  
RFP's Submitted

**Request for Proposals**  
**for Roof Repairs at Gertrude Walker Elementary School**  
**located at 805 W. Fair St., Garden City, Ks. 67846**

A. OBJECTIVE The purpose of the Request for Proposals is to solicit and select a Roofing Contractor to repair the following:

- Clean and power wash approximately 3,000 sq ft at RTU area within roof fence
- Fill base of RTU curbs with ISO insulation to build out base before installation of coating with fabric scrim
- Install full silicone-based roof coating with flashing grade at all penetrations and curbs as required by manufacturer
- Pull metal wall panel bottom fasteners and install new 24g skirt after coating installation
- Remove caulking at caulk joint counter flash and re-caulk at concrete wall flashing
- Remove caulking at concrete wall joints and reseal within silicone coating area (change to all at upper roof area if you prefer).
- Install new flashing at all roof drains (25 + or -). Pull drain ring and install new mod bit cap patch or install liquid flashing detail with fabric and granules

1. The contractor must tighten and/or add fasteners in necessary location 2. The existing roof must be cleaned thoroughly to provide proper adhesion. 3. All seams, fasteners, laps, and penetrations must be sealed. 4. The Contractor must provide a minimum of 3-year Material warranty from the contractor or by the manufacturer. 5. The contractor must provide a 3-year Labor warranty at minimum. 6. Hours of operation must be approved by the Director of Plant Facilities or his representative. 7. All licenses and insurance must be approved by the City of Garden City. 8. Any alternatives shall be presented to the Director of Plant Facilities or his representative. If they are accepted an addendum will be sent to all registered bidders. 9. The project must be completed by August 1st 2025. This allows for adequate weather and temperatures for proper adhesion.

B. ISSUING OFFICE The RFP is issued by the Director of Plant Facilities for Garden City Public School System. All correspondence and questions regarding the RFP must be addressed to:

Brandon Anderson, Director of Plant Facilities 4665 E. US Hwy. 50, Garden City, KS

620-805-8704 or 940-521-2301 or [banderson1@gckschools.com](mailto:banderson1@gckschools.com).

C. PROPOSALS All proposals shall be sealed and marked "Gertrude Walker Elementary Roof Repairs"; sealed proposals should be submitted to:

Jessica Nothern, Financial Officer, USD 457, 1205 Fleming, Garden City, KS 67846

Or [jnothern@gckschools.com](mailto:jnothern@gckschools.com)

by 2:00 pm on Monday, February 24, 2025 and will be publicly opened at that time. A first read of the proposal will take place at the board meeting on **Monday, March 3rd, 2025** at the regular school board meeting. Action could be taken that day or at the next publicly posted board meeting.

Bidders may submit alternate proposals should they feel that a better, more suitable system will result. The District will be the sole judge of suitability. No bidder may withdraw their proposal for at least thirty (30) days after the scheduled closing time for the receipt of the proposal. The District reserves the right to accept the proposal which, in its judgement, is the best proposal; to reject any or all proposals; and to waive irregularities or informalities in any proposals. Proposals received after the specified time of closing shall be returned unopened.

E. SEALED PROPOSAL RECIEPT Submit proposals to: Jessica Nothern, Financial Officer, USD 457, 1205 Fleming, Garden City, KS 67846 Proposals shall be received on or before 2:00PM., Monday, February 24, 2025. Late submittals will not be accepted. All proposals shall become the property of the USD 457.

F. ADDITIONAL REQUIREMENTS The District is not liable for any cost incurred by vendors in preparing their response to this RFP. Respondents may be asked to clarify or expand upon information provided. Any RFP response after the deadline may be disqualified. Bidders should make necessary efforts to view the site and familiarize themselves with the building and layout as part of their bid preparation process. The District reserves the right to reject any and all proposals or cancel this request for proposal.

1. Vendor shall provide proof of worker's compensation and liability insurance which protect against general claims as well as bodily injury or wrongful death. Coverage should be \$1,000,000 for death or injury and \$500,000 for property.

2. Vendor proposal shall include site safety and post-work clean-up plan

3. Anti-Discrimination: Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work, and services performed under the terms of any contract ensuing from this RFP.

4. Performance bond may be required for the winning bidder in accordance with District Policy.

**Request for Proposals**  
**for Roof Repairs at Plymell Elementary School**  
**located at 20 W. Plymell Rd., Garden City, Ks. 67846**

- A. OBJECTIVE The purpose of the Request for Proposals is to solicit and select a Roofing Contractor to repair the following:

Area 1:

- Remove ballast in repair area (approximately 400 sq. ft.)
- Install new cap sheet in hot asphalt or cold adhesive process to entire repair area and 2' beyond edge metal at step up on south and west side
- Check roof drain for any obstructions
- Remove skylight and install plywood and new metal cap in its place
- Flash any existing penetrations and remove unused penetrations at repair area

Area 2:

- Along the length of the North side of the gym, come out 2 ft from the wall and repair the flashing and the joints along the full length of the north side (approximately 100 sq. ft.)

**Please see attached "Exhibit A" for map for Area 1 and 2 of the project area**

1. The contractor must tighten and/or add fasteners in necessary location 2. The existing roof must be cleaned thoroughly to provide proper adhesion. 3. All seams, fasteners, laps, and penetrations must be sealed. 4. The Contractor must provide a minimum of 3-year Material warranty from the contractor or by the manufacturer. 5. The contractor must provide a 3-year Labor warranty at minimum. 6. Hours of operation must be approved by the Director of Plant Facilities or his representative. 7. All licenses and insurance must be approved by the City of Garden City. 8. Any alternatives shall be presented to the Director of Plant Facilities or his representative. If they are accepted an addendum will be sent to all registered bidders. 9. The project must be completed by August 1st 2025. This allows for adequate weather and temperatures for proper adhesion.

B. ISSUING OFFICE The RFP is issued by the Director of Plant Facilities for Garden City Public School System. All correspondence and questions regarding the RFP must be addressed to:

Brandon Anderson, Director of Plant Facilities 4665 E. US Hwy. 50, Garden City, KS

620-805-8704 or 940-521-2301 or [banderson1@gckschools.com](mailto:banderson1@gckschools.com).

C. PROPOSALS All proposals shall be sealed and marked "Plymell Elementary Roof Repairs"; sealed proposals should be submitted to:

Jessica Nothern, Financial Officer, USD 457, 1205 Fleming, Garden City, KS 67846

Or [jnothern@gckschools.com](mailto:jnothern@gckschools.com)

by 2:00 pm on Monday, February 24, 2025 and will be publicly opened at that time. A first read of the proposal will take place at the board meeting on **Monday, March 3rd, 2025** at the regular school board meeting. Action could be taken that day or at the next publicly posted board meeting.

Bidders may submit alternate proposals should they feel that a better, more suitable system will result. The District will be the sole judge of suitability. No bidder may withdraw their proposal for at least thirty (30) days after the scheduled closing time for the receipt of the proposal. The District reserves the right to accept the proposal which, in its judgement, is the best proposal; to reject any or all proposals; and to waive irregularities or informalities in any proposals. Proposals received after the specified time of closing shall be returned unopened.

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F. ADDITIONAL REQUIREMENTS The District is not liable for any cost incurred by vendors in preparing their response to this RFP. Respondents may be asked to clarify or expand upon information provided. Any RFP response after the deadline may be disqualified. Bidders should make necessary efforts to view the site and familiarize themselves with the building and layout as part of their bid preparation process. The District reserves the right to reject any and all proposals or cancel this request for proposal.

1. Vendor shall provide proof of worker's compensation and liability insurance which protect against general claims as well as bodily injury or wrongful death. Coverage should be \$1,000,000 for death or injury and \$500,000 for property.

2. Vendor proposal shall include site safety and post-work clean-up plan

3. Anti-Discrimination: Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work, and services performed under the terms of any contract ensuing from this RFP.

4. Performance bond may be required for the winning bidder in accordance with District Policy.



## Proposal

### D.V. Douglass Roofing, Inc

1215 W. Mary St. - PO Box 506 620-276-7474

Garden City, KS 67846

Proposal Date

FEB. 24, 2025

|                                  |                     |
|----------------------------------|---------------------|
| <b>Proposal</b>                  | <b>Phone</b>        |
| PLYMELL ELEMENTARY SCHOOL        |                     |
| <b>Street</b>                    | <b>Job Name</b>     |
| 20 W. PLYMELL ROAD               | ROOF REPAIRS        |
| <b>City, State, and Zip Code</b> | <b>Job Location</b> |
| GARDEN CITY, KS 67846            |                     |

We hereby submit specifications and estimates to:  
FURNISH ALL EQUIPMENT, LABOR, AND MATERIAL TO:

**PLEASE SIGN AND RETURN  
ONE COPY OR FAX 620-276-8065**

#### AREA 1:

1. REMOVE BALLAST IN REPAIR AREA (APPROXIMATELY 400 SQ. FT.)
2. INSTALL NEW CAP SHEET IN HOT ASPHALT OR COLD ADHESIVE PROCESS TO ENTIRE REPAIR AREA AND 2' BEYOND EDGE METAL AT STEP UP ON SOUTH AND WEST SIDE.
3. CHECK ROOF DRAIN FOR ANY OBSTRUCTIONS.
4. REMOVE SKYLIGHT AND INSTALL PLYWOOD AND NEW METAL CAP IN ITS PLACE.
5. FLASH ANY EXISTING PENETRATIONS AND REMOVE UNUSED PENETRATIONS AT REPAIR AREA.

#### AREA 2:

1. ALONG THE LENGTH OF THE NORTH SIDE OF THE GYM, COME OUT 2 FT FROM THE WALL AND REPAIR THE FLASHING AND THE JOINTS ALONG THE FULL LENGTH OF THE NORTH SIDE (APPROXIMATELY 100 SQ. FT.)

THIS WORK WILL HAVE A FIVE YEAR MATERIAL AND LABOR WARRANTY

**TOTAL: \$16,275.00 (NO TAX)**

We *Propose* hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ AS SHOWN ABOVE \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)  
payment made as follows: UPON COMPLETION Any unpaid balance will be charged 15% per annum until paid \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature AARON DOUGLASS

Note: This proposal may be

withdrawn by us if not accepted within 30 Days

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_



Midwest  
Roofing  
Contractors  
Association

## *Proposal*

### **D.V. Douglass Roofing, Inc**

1215 W. Mary St. - PO Box 506 620-276-7474 Garden City, KS 67846

Proposal Date

FEB. 24, 2025

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Proposal</b>                   | <b>Phone</b>        |
| GERTRUDE WALKER ELEMENTARY SCHOOL |                     |
| <b>Street</b>                     | <b>Job Name</b>     |
| 805 WEST FAIR STREET              | ROOF REPAIRS        |
| <b>City, State, and Zip Code</b>  | <b>Job Location</b> |
| GARDEN CITY, KS 67846             |                     |

We hereby submit specifications and estimates to:  
FURNISH ALL EQUIPMENT, LABOR, AND MATERIAL TO:

**PLEASE SIGN AND RETURN  
ONE COPY OR FAX 620-276-8065**

1. CLEAN AND POWER WASH APPROXIMATELY 3,000 SQ. FT AT RTU AREA WITHIN ROOF FENCE.
2. FILL BASE OF RTU CURBS WITH ISO INSULATION TO BUILD OUT BASE BEFORE INSTALLATION OF COATING WITH FABRIC SCRIM.
3. INSTALL FULL SILICONE-BASED ROOF COATING WITH FLASHING GRADE AT ALL PENETRATIONS AND CURBS AS REQUIRED BY MANUFACTUER.
4. PULL METAL WALL PANEL BOTTOM FASTENERS AND INSTALL NEW 24G SKIRT AFTER COATING INSTALLATION.
5. REMOVE CAULKING AT CAULK JOINT COUNTER FLASH AND RE-CAULK AT CONCRETE WALL FLASHING.
6. REMOVE CAULKING AT CONCRETE WALL JOINTS AND RESEAL WITHIN SILICONE COATING AREA (CHANGE TO ALL AT UPPER ROOF AREA IF YOU PREFER)
7. INSTALL NEW FLASHING AT ALL ROOF DRAINS (25 + OR -). PULL DRAIN RING AND INSTALL NEW MOD BIT CAP PATCH OR INSTALL LIQUID FLASHING DETAIL WITH FABRIC AND GRANULES.
8. THIS WORK WILL HAVE A FIVE YEAR MATERIAL AND LABOR WARRANTY

**TOTAL: \$42,500.00 (NO TAX)**

*We Propose* hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

\_\_\_\_\_ AS SHOWN ABOVE \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

payment made as follows: UPON COMPLETION Any unpaid balance will be charged 15% per annum until paid \_\_\_\_\_

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature AARON DOUGLASS

Note: This proposal may be

withdrawn by us if not accepted within 30 Days

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_



**Weathercraft Companies**



**Roofing, Sheet Metal & Overhead Door  
Contractors**

807 E Fulton-PO Box 745  
Garden City, Kansas 67846  
Phone: (620)275-4070  
Toll Free: (800) 346-2714  
Fax: (620) 275-5990  
RCR #13-118363

Financial Officer, USD 457  
1205 Fleming St.  
Garden City, KS 67846

February 24, 2025

Attn: Jessica Nothern

RE: Roof repairs at Plymell Elementary

Area #1

Total Bid - \$7,800.00

Area #2

Total Bid - \$6,250.00

Does not include any warranty.

Submitted By : *Thatcher Vap*

Thatcher Vap  
President  
Weathercraft Companies  
Office Phone: 620-275-4070  
Cell Phone: 308-539-0498  
Fax 620-275-5990  
E-mail: [thatcherv@wcohdgc.com](mailto:thatcherv@wcohdgc.com)



**Weathercraft Companies**



**Roofing, Sheet Metal & Overhead Door  
Contractors**

807 E Fulton-PO Box 745  
Garden City, Kansas 67846  
Phone: (620)275-4070  
Toll Free: (800) 346-2714  
Fax: (620) 275-5990  
RCR #13-118363

February 24, 2025

Financial Officer, USD 457  
1205 Fleming St.  
Garden City, KS 67846

Attn: Jessica Nothern

RE: Roof repairs at Gertude Walker Elementary

Roof bid per request for proposal.

Total Bid - **\$38,350.00**

Does not include any warranty.

Submitted By:

**Thatcher Vap**

Thatcher Vap  
President  
Weathercraft Companies  
Office Phone: 620-275-4070  
Cell Phone: 308-539-0498  
Fax 620-275-5990  
E-mail: [thatcherv@wcohdgc.com](mailto:thatcherv@wcohdgc.com)

February 24, 2025

To Garden City School District:



Roof Repairs at Plymell Elementary School

We hereby submit to provide material, labor, tools and equipment to repair roofing and sheet metal for Plymell Elementary located in Garden City, KS.

**Section Mod Bit Repair Areas**

- Clean and remove gravel in areas of repair
- Install new cap sheet at repair areas
- Install new metal counter flashing as required
- Remove any unused penetrations per Ken
- Remove skylight, install metal cap and seal
- Check drain for any obstructions and install new metal dome
- Provide owner with Contractor's 3-year Workmanship Warranty

Labor, material, insurance and clean up associated to this proposal for the sum of.....\$ 24,000.00

**Skyler Wissman**  
**Vice President Diamond Roofing**

Should you have any questions regarding the above scope of work or exclusions herein, I am available at your convenience to discuss at (620) 225-2622, or via email at [swissman@diamond-roofing.com](mailto:swissman@diamond-roofing.com). Thank you for your consideration of Diamond Roofing.

---

**Diamond Roofing Authorized Signature**

To indicate acceptance of this proposal please sign and date below:

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Southwest Kansas Region:**  
100 McArtor Road, P.O. Box 37  
Dodge City, KS 67801  
Phone: 620-225-2622

**Western Region:**  
1630 East Fulton  
Garden City, KS 67846  
Phone: 620-315-4240

**Flint Hills Region:**  
9300 East US Highway 24  
Manhattan, KS 66502  
Phone: 785-537-8008

February 24, 2025



To Garden City School District:

Roof Repairs at Gertrude Walker

We hereby submit to provide material, labor, tools and equipment to repair roofing and sheet metal for Gertrude Walker Elementary located in Garden City, KS.

**Section Silicone Coating Area**

- Clean and Power wash area to be coated
- Fill around curbs with ISO insulation before coating and fabric application
- Apply butter grade silicone at all penetrations
- Apply single coat of silicone coating to roof area
- Clean and reseal wall joints at silicone roof area
- Install 24g counter flashing at metal wall panels
- Provide owner with Contractor's 3-year Workmanship Warranty

**Section Drain Repair**

- Tear off existing roof materials at drain
- Flash drain and reset ring
- Apply liquid flash drain detail at each drain
- Install metal drain dome at each drain
- Provide owner with Contractor's 3-year Workmanship Warranty

Labor, material, insurance and clean up associated to this proposal for the sum of.....\$ 82,300.00

**Skyler Wissman**  
**Vice President Diamond Roofing**

Should you have any questions regarding the above scope of work or exclusions herein, I am available at your convenience to discuss at (620) 225-2622, or via email at [swissman@diamond-roofing.com](mailto:swissman@diamond-roofing.com). Thank you for your consideration of Diamond Roofing.

**Southwest Kansas Region:**  
**100 McArtor Road, P.O. Box 37**  
**Dodge City, KS 67801**  
**Phone: 620-225-2622**

**Western Region:**  
**1630 East Fulton**  
**Garden City, KS 67846**  
**Phone: 620-315-4240**

**Flint Hills Region:**  
**9300 East US Highway 24**  
**Manhattan, KS 66502**  
**Phone: 785-537-8008**

**Bid Tabulations**  
**Gertrude Walker Roof Repairs**

Bid Opening: February 24th 2025

Bid 2025-09

| <b>Vendor</b>        | <b>Bid</b>                | <b>Duration</b>             |
|----------------------|---------------------------|-----------------------------|
| Diamond Roofing      | <u><b>\$82,300.00</b></u> | <u>                    </u> |
| DV Douglass Roofing  | <u><b>\$42,500.00</b></u> | <u>                    </u> |
| Merdian Roofing      | <u><b>no bid</b></u>      | <u>                    </u> |
| Weathercraft Roofing | <u><b>\$38,350.00</b></u> | <u>                    </u> |

\*     **Bid did not meet specifications**

**RECOMMENDATION:** To accept the bid of DV Douglass in the amount of \$42,500

Payment to be made from budgeted funds in account:  
016 E 4700 21 0000 056 01 610- LRF Plan-Roofs

## **Bidders List Roofing-GW**

### **Weathercraft Roofing**

Vap Tatcher

[tatcherv@wcohdgc.com](mailto:tatcherv@wcohdgc.com)

### **Diamond Roofing**

Skyler Wissman

[swissman@diamond-roofing.com](mailto:swissman@diamond-roofing.com)

### **DV Douglass Roofing**

Aaron Douglass

[aaron@dvdouglassroofing.com](mailto:aaron@dvdouglassroofing.com)

### **Merdian Roofing**

Shawn Myers

[shawn@merdianroof.com](mailto:shawn@merdianroof.com)

**BID OPENING:**

**February 24th 2025**



## Bids and Quotations Gertrude Walker Roof Repairs

Bid Opening: February 24th 2025  
Board Meeting: March 3rd 2025

Bid 2025-09

1. Item, Material and/or Service that is being bid:

- Clean and power wash approximately 3,000 sq ft at RTU area within roof fence
- Fill base of RTU curbs with ISO insulation to build out base before installation of coating with fabric scr
- Install full silicone-based roof coating with flashing grade at all penetrations and curbs as required by n
- Pull metal wall panel bottom fasteners and install new 24g skirt after coating installation
- Remove caulking at caulk joint counter flash and re-caulk at concrete wall flashing
- Remove caulking at concrete wall joints and reseal within silicone coating area (change to all at upper
- Install new flashing at all roof drains (25 + or -). Pull drain ring and install new mod bit cap patch or ins

2. Brief description of the item, material, or service listed above:

See list above

3. Period of time item, material or service bid will cover:

15+ years

4. Reason that the item, material or service is needed:

Replace areas of roof

5. Department and person responsible for the expenditure of the budget:

Plant Facilities-Brandon Anderson

6. Line item and amount budgeted for this item:

Budgeted Amount-

016 E 4700 21 0000 056 01 610-\$100,000

## Bid Tabulations Plymell Roofing Repairs

Bid Opening: February 24th 2025

Bid 2025-08

| <b>Vendor</b>        | <b>Bid</b>         | <b>Duration</b> |
|----------------------|--------------------|-----------------|
| Diamond Roofing      | <b>\$24,000.00</b> |                 |
| DV Douglass Roofing  | <b>\$16,275.00</b> |                 |
| Merdian Roofing      | <b>no bid</b>      |                 |
| Weathercraft Roofing | <b>\$14,050.00</b> |                 |

\* **Bid did not meet specifications**

**RECOMMENDATION:** To accept the bid of DV Douglass in the amount of \$16,275

Payment to be made from budgeted funds in account:  
016 E 4700 21 0000 056 01 610- LRF Plan-Roofs

## **Bidders List Roofing-Plymell**

### **Weathercraft Roofing**

Vap Tatcher

[tatcherv@wcohdgc.com](mailto:tatcherv@wcohdgc.com)

### **Diamond Roofing**

Skyler Wissman

[swissman@diamond-roofing.com](mailto:swissman@diamond-roofing.com)

### **DV Douglass Roofing**

Aaron Douglass

[aaron@dvdouglassroofing.com](mailto:aaron@dvdouglassroofing.com)

### **Merdian Roofing**

Shawn Myers

[shawn@merdianroof.com](mailto:shawn@merdianroof.com)

**BID OPENING:**

**February 24th 2025**



## Bids and Quotations Plymell Roofing Repairs

Bid Opening: February 24th 2025  
Board Meeting: March 3rd 2025

Bid 2025-08

1. Item, Material and/or Service that is being bid:

Area 1: Remove ballast in repair area

Install new cap sheet in hot asphalt or cold adhesive

Check roof drain for any obstructions

Flash any existing penetrations and remove unused penetrations at repair area

Area 2: Along the length of the north side of the gym, come out 2ft from the wall and re

2. Brief description of the item, material, or service listed above:

See list above

3. Period of time item, material or service bid will cover:

3 years workmanship warranty

4. Reason that the item, material or service is needed:

Replace areas of roof

5. Department and person responsible for the expenditure of the budget:

Plant Facilities-Brandon Anderson

6. Line item and amount budgeted for this item:

Budgeted Amount-

016 E 4700 21 0000 056 03 610- \$408,266

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Josh Guymon, Deputy Superintendent  
**DATE:** 03/03/25  
**RE:** AVID Purchase

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### **ISSUE:**

The Board of Education is asked to consider and approve the quote for AVID. This will be a first read and it will return for approval on the consent agenda on 03/27/25.

### **BACKGROUND:**

AVID is part of our strategic plan and support GCHS and both middle schools. This is part of the district PD plan and AVID provides two days of professional development to secondary schools every three years and September 2025 is the next year in that cycle.

### **ALTERNATIVES:**

1. Approve the AVID purchase
2. Deny the AVID purchase

### **RECOMMENDATION:**

Approve the AVID purchase

### **FISCAL NOTE:**

AVID two day training will cost \$127,452.00 for the first three years.

### **ATTACHMENTS:**

Garden City AVID quote

# AVID Center



## Trainings Products and Services Quote/Order

Quote/Order #: Q-90339  
Client: Garden City Unified School District #457  
Address: 1205 Fleming St  
Garden City, KS 67846

AVID Center Representative: Ashley Walker  
Phone: (858) 633-0080  
Email: awalker@avid.org

Effective Date: September 25, 2025

Expiration Date: September 26, 2025

| Path to Schoolwide: September 25-26, 2025           |                                                             |            |                |
|-----------------------------------------------------|-------------------------------------------------------------|------------|----------------|
| QTY                                                 | PRODUCT NAME                                                | UNIT PRICE | EXTENDED PRICE |
| 32                                                  | Academic Language Literacy                                  | \$599.00   | \$17,888.00    |
| 33                                                  | Cultivating Writing Schoolwide - Secondary                  | \$599.00   | \$18,447.00    |
| 33                                                  | Creating Engaging Rigorous Classrooms                       | \$599.00   | \$18,447.00    |
| 33                                                  | Enhancing Social Community College Career Readiness for All | \$599.00   | \$18,447.00    |
| 32                                                  | Transforming Literacy - Secondary                           | \$599.00   | \$17,888.00    |
| 33                                                  | Career and Technical Education                              | \$599.00   | \$18,447.00    |
| 32                                                  | Foundations of Secondary Schoolwide Success                 | \$599.00   | \$17,888.00    |
| Path to Schoolwide: September 25-26, 2025 SUBTOTAL: |                                                             |            | \$127,452.00   |

**TOTAL:** \$127,452.00

*plus all applicable taxes*

### Additional Comments:

#### Training Dates/Hours

Day 1: 09/25/2025 08:00 AM - 03:30 PM

Day 2: 09/26/2025 08:00 AM - 03:30 PM

## Exhibit "A"

### AVID Center General Terms and Conditions (Ts&Cs)

These Ts&Cs apply to the Quote/Order and any Subsequent Quote/Order(s), regardless of whether they are attached to such Quote/Order or Subsequent Quote/Order(s) and shall prevail over any other terms and conditions contained in any purchase order or other document submitted by Client. AVID Center hereby rejects any other such terms and conditions.

#### **Article I. Definitions: Descriptions and Requirements.**

Capitalized terms in these Ts&Cs not defined in the Quote/Order or a Subsequent Quote/Order or elsewhere in these Ts&Cs shall have the meanings set forth at <https://www.avid.org/Page/3290> (or another location on AVID Center's website designated by AVID Center) and are incorporated into this Agreement by reference. Such descriptions and requirements related to AVID Products and Services may change from time to time at AVID Center's sole discretion and are incorporated into this Agreement by this reference.

**Article II. Term.** This Agreement will be in effect from the "Effective Date" until the "Expiration Date" specified in the Quote/Order or Subsequent Quote/Order, unless earlier terminated as provided herein or renewed pursuant to a Subsequent Quote/Order ("Term").

#### **Article III. Licenses.**

3.1. **AVID Products and Services.** Subject to all of the terms and conditions of this Agreement, AVID Center grants to Client a limited, non-exclusive, non-transferable license, without the right to sublicense, to permit Client Sites to:

(a) access the AVID Products and Services specified in the Quote/Order or Subsequent Quote/Order and corresponding to such Client Sites via a password-protected website that is accessible only to staff and/or students of such Client Site;

(b) use the AVID Products and Services solely for classroom and school use; and

(c) reproduce, distribute, and display copies of, the AVID Materials in connection with such use of the AVID Products and Services.

AVID Center reserves all rights that are not expressly granted to Client in this Section 3.1.

3.2. **Restrictions.** Except as permitted in this Agreement, Client shall not, nor permit any third party to, do any of the following with respect to the AVID Products and Services and AVID Materials:

(a) Provide, sell, sublicense, transfer, lease, distribute, broadcast, or transmit to any third party;

(b) Reproduce;

(c) Modify or create derivative works;

(d) Use or integrate with any other product or service or develop any other product or service;

(e) Use with any timesharing service, service bureau, network or the like for revenue-generating purposes; or

(f) Obscure, remove, alter or fail to reproduce any copyright notice and other proprietary legends.

3.3. **Training.** Client shall only permit training to members employed by Client or an affiliate of Client as appropriate for the event type.

#### 3.4. **AVID Trademarks.**

(a) Client shall not, and shall ensure that Client Sites do not:

(i) modify any AVID Trademarks or use any other words, names, designs or logos with any of the AVID Trademarks; or

(ii) use any AVID Trademarks with any products or services other than the AVID Products and Services.

(b) Client shall include, and ensure each Client Site, includes:

(i) the appropriate trademark symbol, in the form of either [AVID Trademark]® or [AVID Trademark]™;

(ii) the following notice on all literature and materials containing any AVID Trademarks, as appropriate: "[AVID Trademark] is a [registered] trademark of AVID Center."

(c) AVID Center shall have the irrevocable right to approve all use by Client or a Client Site of any AVID Trademarks to promote the AVID Products and Services.

3.5. **Ownership.** As between the parties, AVID Center retains all right, title and interest, except as licensed to Client hereunder, in and to the AVID Products and Services, AVID Methodologies, AVID Trademarks, and AVID Materials, and all intellectual and proprietary rights therein.

#### **Article IV. Proprietary Information.**

4.1. **Confidentiality.** Client shall (a) maintain all Proprietary Information in strict confidence; (b) not use Proprietary Information, except to the extent necessary to exercise its rights and perform its obligations under this Agreement; and (c) not disclose Proprietary Information to any third party other than to its employees and contractors who have a need to know such information. Client shall ensure all Client Sites to comply with the obligations in this Section 4.1 and shall be responsible for any Client Site's breach of such obligations.

4.2. **Exceptions.** The restrictions set forth in Section 4.1 shall not apply with respect to any information which: (a) is already known by Client at time of disclosure; (b) becomes, through no act or fault of Client or any Client Site, publicly available; (c) is rightfully received by Client from a third party on a non-confidential basis; or (d) is independently developed by Client without reference to any Proprietary Information. Client may disclose Proprietary Information pursuant to a lawful requirement of a governmental agency to the minimum extent required, provided that Client first notifies AVID Center of such requirement and Client cooperates with AVID Center in seeking a protective order or contesting such required disclosure.

#### **Article V. Compensation.**

5.1. **Invoicing and Payment.** No payment is due at the time of execution of this Quote/Order. AVID Center will invoice Client following completion of the training specified in the Quote/Order or Subsequent Quote/Order, and payment of the full invoiced amount shall be due without offset within thirty (30) days following receipt of AVID Center's invoice.

The invoiced amount will be the greater of:

9.7. Notices. All notices provided hereunder must be in writing and addressed to the applicable party as set forth in the Quote/Order or Subsequent Quote/Order or such other address as set forth in a notice provided as set forth in this Section 9.7, and shall be effective upon receipt if sent by email, one business day following delivery by commercial courier, or three business days following deposit in the U.S. mail via certified mail, postage prepaid, return receipt requested.

9.8. Waiver. A party's waiver of any breach by the other party shall not apply to any other or subsequent breach.

9.9. No Third-Party Beneficiaries. There are no third-party beneficiaries of the rights, obligations or remedies provided in this Agreement.

9.10. No Assignment. Any assignment of this Agreement by Client without AVID Center's prior written consent shall be null and void.

9.11. Amendment. Any amendment of this Agreement must be in writing and signed by both parties.

9.12. Entire Agreement. This Agreement is the entire agreement between the parties relating to the subject matter hereof.

9.13. Counterparts. This Agreement may be executed in counterparts and a party's executed signature page may be delivered by electronic mail or other written means.

## **MEMORANDUM**

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Josh Guymon, Deputy Superintendent  
**DATE:** 03/03/25  
**RE:** Resolution with City of Garden City for traffic Regulations

---

### **ISSUE:**

The Board of Education is asked to consider and approve a resolution allowing GCPD to enforce traffic regulations on all roads, streets and driveways on USD 457 property.

### **BACKGROUND:**

Some of our schools are dealing with drivers not following traffic regulations while driving on roads owned by USD 457. This is becoming a safety concern as many drivers are passing busses when the bus has the stop arm out. The resolution would allow GCPD to enforce the traffic laws on USD 457 property

### **ALTERNATIVES:**

1. Approve the resolution
2. Deny the resolution

### **RECOMMENDATION:**

Approve the resolution

### **FISCAL NOTE:**

No fiscal impact

### **ATTACHMENTS:**

Resolution

**A RESOLUTION OF THE BOARD OF EDUCATION, UNIFIED SCHOOL DISTRICT NO. 457, FINNEY COUNTY, STATE OF KANSAS, AGREEING AND CONSENTING THAT THE ORDINANCES OF THE CITY OF GARDEN CITY, KANSAS PERTAINING TO PARKING AND TRAFFIC REGULATIONS ON CITY STREETS SHALL APPLY TO ALL OF THE ROADS, STREETS, AND DRIVEWAYS ON THE GROUNDS OF ALL USD 457 SCHOOLS WITHIN THE CORPORATE LIMITS OF THE CITY OF GARDEN CITY, KANSAS.**

**WHEREAS**, the laws of the State of Kansas, namely K.S.A. 72-9103, prior to its repeal, authorized the Board of Education, Unified School District No. 457, Finney County, State of Kansas ("Board of Education") to agree or consent that any sections of the Code of Ordinances, City of Garden City, Kansas ("City Code") pertaining to parking and traffic regulations on city streets shall apply to all or part of the roads, streets, and driveways located on the grounds of any school operated by Unified School District 457 ("U.S.D. 457") within the corporate limits of the City of Garden City, Kansas ("City"); and

**WHEREAS**, on March 3, 2025 and pursuant to Resolution No. 2024-009, the Board of Education agreed and consented that any sections of the City Code pertaining to parking and traffic regulations on city streets shall apply to all of the roads, streets, driveways, and parking areas located on the grounds of any school operated by U.S.D. 457 within the corporate limits of the City; and

**WHEREAS**, said resolution was passed under the exclusive authority of K.S.A. 72-9103 and was not made subject to any amendments of said statute; and

**WHEREAS**, K.S.A. 72-9103 was thereafter transferred on revision in 2017 by the Kansas Legislature to K.S.A. 72-6528 and, after such time, K.S.A. 72-9103 was no longer in effect; and

**WHEREAS**, the Board of Education has determined that there is still a need to regulate and control traffic the roads, streets, and driveways located on the grounds of any school operated by U.S.D. 457 within the corporate limits of the City; and

**WHEREAS**, pursuant to K.S.A. 72-6528, and amendments thereto, the Board of Education desires to agree and consent to have all sections of the City Code pertaining to parking and traffic regulations on city streets be applicable to and enforced on all of the roads, streets, and driveways located on the grounds of any school of U.S.D. 457 within the corporate limits of the City; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION AS FOLLOWS:**

SECTION 1. This Resolution is passed and approved pursuant to the authority of K.S.A. 72-6528, and amendments thereto.

SECTION 2. The Board of Education agrees and consents that all sections of the City Code pertaining to parking and traffic regulation on city streets shall apply to all of the roads, streets, and driveways located on the grounds of any school of USD 457 within the corporate limits of the City.

SECTION 3. The Board of Education agrees and consents that the Garden City Police Department ("GCPD") shall have the authority and jurisdiction to enforce any provision of the City Code pertaining to parking and traffic regulations on city streets on any of the roads, streets, and driveways located on the grounds of any school of U.S.D. 457 within the corporate limits of the City.

SECTION 4. The Board of Education agrees and consents that persons violating the ordinances of the City shall be subject to prosecution in the Municipal Court of the City and summons may be issued by the City, by and through the GCPD, for such violations.

SECTION 5. A copy of this Resolution shall be forwarded to the GCPD, the Clerk's Office of the Municipal Court of the City, and to the City Prosecutor of the City.

This Resolution shall be in full force and effect from and after March 4, 2025.

Approved and passed by the Board of Education of USD 457, this 3rd day of March, 2025.

THE BOARD OF EDUCATION,  
UNIFIED SCHOOL DISTRICT NO. 457,  
FINNEY COUNTY, STATE OF KANSAS

By \_\_\_\_\_  
RANDY RALSTON, President

ATTEST:

\_\_\_\_\_  
JENNIFER RAMOS, Clerk of the Board



# GARDEN CITY PUBLIC SCHOOLS

## MEMORANDUM

**TO:** Board of Education  
**THRU:** Dr. Mike Dominguez, Superintendent  
**FROM:** Drew Thon, HR Director  
**DATE:** 2-28-2025  
**RE:** Parents as Teachers Training Reimbursement Agreement

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### **ISSUE:**

The Board of Education is asked to consider and approve a Training Reimbursement Agreement for the Parents as Teachers program.

### **BACKGROUND:**

The PAT program provides essential education services to parents of young children, requiring specialized training for staff. PAT covers this training cost, which totals \$1,700 per employee. However, when employees voluntarily leave before completing a full year of service, the program loses its investment without securing a long-term benefit.

To mitigate this, the proposed Training Reimbursement Agreement would require employees to commit to one year of service after completing training. If they resign before fulfilling this commitment, they would be responsible for reimbursing the district on a prorated basis.

### **ALTERNATIVES:**

1. Approve the agreement.
2. Do not approve the agreement.

### **RECOMMENDATION:**

Approve the Training Reimbursement Agreement as presented.

### **FISCAL NOTE:**

By adopting this agreement, the district could recover up to \$1,700 per departing employee, depending on their length of service post-training.

### **ATTACHMENTS:**

- Training Reimbursement Agreement

## **TRAINING REIMBURSEMENT AGREEMENT**

This TRAINING REIMBURSEMENT AGREEMENT ("Agreement") is entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the PARENTS AS TEACHERS ("PAT") and \_\_\_\_\_ ("EMPLOYEE").

WHEREAS, PAT has an acute and continuing need for trained personnel; and

WHEREAS, EMPLOYEE has a desire to become a fully trained PAT employee; and

WHEREAS, EMPLOYEE is not yet trained for PAT, but EMPLOYEE would like to be trained in the PAT's program.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the parties agree as follows:

1. **TRAINING.** PAT agrees to provide EMPLOYEE training to enable EMPLOYEE to become a PAT employee. The training is anticipated to take \_\_\_\_\_ to complete. The specific training to be provided to EMPLOYEE is as follows:

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2. **VALUE OF TRAINING.** PAT agrees to pay the cost of the training provided to EMPLOYEE. PAT has determined that the total cost of the training is One Thousand Seven Hundred (\$1,700.00)

3. **COMMITMENT TO REMAIN WITH PAT.** In consideration of PAT paying the training on behalf of EMPLOYEE, EMPLOYEE agrees to be employed by PAT for a period of one (1) full year from and after the date of becoming fully trained as a PAT employee. PAT and EMPLOYEE agree that the date of completion shall be acknowledged by PAT and EMPLOYEE in writing, with the acknowledgment document placed in EMPLOYEE's personnel file.

4. **REIMBURSEMENT OF TRAINING EXPENSES.** Should EMPLOYEE terminate his/her employment with PAT at a time prior to the one (1) year commitment set forth in paragraph 2 herein, EMPLOYEE agrees to reimburse and pay to PAT, on or before EMPLOYEE's last day of employment with PAT, training costs incurred by PAT, based on the following table:

| TIME OF TERMINATION OF<br>EMPLOYMENT AFTER<br>COMPLETION OF TRAINING | AMOUNT OF REQUIRED<br>REIMBURSEMENT BY<br>EMPLOYEE |
|----------------------------------------------------------------------|----------------------------------------------------|
| 0 months                                                             | 100%                                               |
| 1 month                                                              | \$1550                                             |
| 2 months                                                             | \$1400                                             |
| 3 months                                                             | \$1250                                             |
| 4 months                                                             | \$1100                                             |
| 5 months                                                             | \$950                                              |
| 6 months                                                             | \$800                                              |
| 7 months                                                             | \$550                                              |

|           |       |
|-----------|-------|
| 8 months  | \$400 |
| 9 months  | \$300 |
| 10 months | \$200 |
| 11 months | \$100 |

If EMPLOYEE voluntarily terminates his or her employment with PAT during the training, EMPLOYEE shall pay PAT the value of the training provided to EMPLOYEE to date of termination, based on a pro-rated amount. If EMPLOYEE is terminated by PAT prior to the fulfillment of his or her commitment, then no reimbursement of training expenses shall be required.

5. **NOT CONTRACT FOR CONTINUED EMPLOYMENT.** This Agreement is not, and should not be construed as, a commitment by PAT to continue the employment of EMPLOYEE for any specific period. This Agreement is not intended to be, nor should it be construed as, a contract of employment.

6. **WITHHOLDING OF REIMBURSEMENT.** EMPLOYEE agrees and consents to PAT withholding compensation from paycheck(s) due EMPLOYEE, in the event a reimbursement is due from EMPLOYEE to PAT. EMPLOYEE agrees that any such withholding is for a lawful purpose and accrues a benefit to EMPLOYEE.

7. **ENFORCEMENT OF AGREEMENT.** Should PAT be required to retain legal counsel to enforce the terms, conditions or obligations of this Agreement, EMPLOYEE shall be responsible for all attorney fees and expenses incurred by PAT, whether litigation is commenced by PAT.

8. **VOLUNTARY AGREEMENT.** EMPLOYEE acknowledges that he or she has voluntarily entered into this Agreement. EMPLOYEE further acknowledges that the training to be provided to EMPLOYEE is a valuable benefit to EMPLOYEE, whether EMPLOYEE is employed by PAT or some other entity when training.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement the day and year first above written.

BOARD OF EDUCATION  
UNIFIED SCHOOL DISTRICT NO. 457  
FINNEY COUNTY, KANSAS

By: \_\_\_\_\_  
Board of Education

ATTEST

\_\_\_\_\_  
Jennifer Ramos, Board Clerk

**PARENTS AS TEACHERS**

**EMPLOYEE**

By: \_\_\_\_\_  
\_\_\_\_\_, PAT DIRECTOR

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

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