APPOINTMENTS

- The following are positions that require official appointment by the Board of Education for FY15 (July 1, 2015 – June 30, 2016)
- Clerk of Board of Education – Jan Troxell
- Treasurer of the Board of Education – Kelly Gentry
- Deputy Clerk of the Board of Education – Cindy Jackson
- Federal Programs Compliance Coordinator- Doug Conwell
- Local Consolidated Plan Representative – Kelly Gentry
- Homeless Children Coordinator – Kelly Gentry
- Federal Anti-Discrimination Compliance Coordinator (Title Vi, Vii, IX, ADA, and Section 504) – Doug Conwell
- Freedom Information Officer – Doug Conwell
- Criminal Background Information Point of Contact – Jan Troxell
- Title I Program Representative – Stacy Furman
- Food Service Representative – Pam Ackley
- Hearing Officer for Free and Reduced Meal Application Appeal – Doug Conwell
- Records Custodian – Doug Conwell
- KPERS Representative – Jan Troxell
- Health Insurance Representative – Jan Troxell
- Special Education Board Representative – Doug Conwell
- Professional Staff Development Council Board Representative – Marty White
- KASB Governmental Relations BOE Contact – TinaRae Scott
- Truant Officers –
    - Heather Honas (Council Grove Elementary School)
    - Cynthia Schrader (Prairie Heights ElementaRY School)
    - Kelly McDiffett (Council Grove Junior/Senior High School)
- Board Attorney – Darrel Bryant
- Greater Morris County Development Corporation – Jim Reagan
- District Academic Council (DAC) Board Representative – Linda Pretzer
- Impact Aid Representative – Doug Conwell
- Federal Property Requirements Designee – Mike Gentry
- Official District Newspaper – Council Grove Republican
- Official Depository for School District Funds – Farmers and Drovers Bank
- Employee authorized to pay bills in advance of any board meeting in order to avoid a penalty for late payment or to take advantage of any early payment discount. – Cindy Jackson

Resolutions and Regulations that are required to be approved by board action on July 15, 2015

RESOLUTIONS

- GAAP
- Activity Fund
- Petty Cash
- Home Rule
- Meeting Dates
- Rescind Previous Policy
- 1,116 Hour School Term

REGULATIONS

- Protection of Pupil Rights
- Title I Program
- Homeless Student

RESOLUTION

WHEREAS the Unified School District #417 of Morris County, Kansas has determined that the financial statements and financial reports for the year ending 6-30-16 to be prepared in conformity with the requirements of K.S.A. 75-1120a (a) are not relevant to the requirements of the cash basis and budget laws of this state and are of no significant value to the Board of Education of USD #417 or the members of the general public of the Unified School District #417.

WHEREAS there are no revenue bond ordinances or other ordinances or resolutions of said municipality which require financial statements and financial reports to be prepared in conformity with said act for the year ended 6-30-16.

NOW, THEREFORE BE IT RESOLVED, by the Board of Education of USD #417, Morris County, Kansas in regular meeting duly assembled this 13th day of July, 2015 that the said USD #417 Board of Education requests the Director of Accounts and Reports to waive requirements of said law as they apply to USD #417 for the year ended 6-30-16.

BE IT FURTHER RESOLVED that the said USD #417 Board of Education shall cause its financial statements and financial reports of the said municipality to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.

ADOPTED by the Board of Education of Unified School District 417, Morris County, Kansas, on the 13th day of July 2015.

_____
Board President

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

Attest: _____
Clerk, Board of Education

ACTIVITY FUNDS RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 417, Morris County, Kansas has determined that the creation of an activity fund is an efficient method to pay expenses for student activities; and

WHEREAS, Kansas law authorizes the establishment of school activity funds;

THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District 417, Morris County, Kansas that activity funds designated as the:

Council Grove Junior/Senior High School Activity Fund
Prairie Heights Elementary School Activity Fund
Council Grove Elementary School Activity Fund

are created for the purpose of receiving and expending funds for student activities including athletics, music, forensics, dramatic, and other board approved student extra curricular activities.

The school principal shall administer funds. The building secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures, and balance at the end of each month and at the end of each school year. Any person authorized to administer an activity fund shall be bonded by the school district.

Funds in the activity fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District 417, Morris County, Kansas, the 13th day of July 2015.

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Board President

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

Attest: _____
Clerk, Board of Education

PETTY CASH RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 417, Morris County, Kansas has determined that the creation of petty cash fund is needed to make expenditures for school district purposes; and

WHEREAS, Kansas law authorizes the establishment of petty cash funds;

THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District 417, Morris County, Kansas that petty cash funds designated as the:

Council Grove Junior/Senior High School Petty Cash Fund
Prairie Heights Elementary School Petty Cash Fund
Council Grove Elementary School lPetty Cash Fund

are created for the purpose of expending funds for school purposes in emergency situations or for expenditures as approved by the Board of Education.

Funds shall be administered by the building secretary in charge of activity expenditures. The building secretary shall keep a record of all receipts and expenditures of the fund and shall prepare and file with the Board a statement showing all receipts, expenditures, and balance at the end of each month and at the end of each school year. Any person authorized to administer a petty cash fund shall be bonded by the school district. A set amount of $1,500 will establish a maximum limit of said fund for Council Grove Junior/Senior High School. A set amount of $500 will establish a maximum limit of said fund for Prairie Heights Elementary School and Council Grove Elementary School.

Funds in the Petty Cash fund shall remain district funds but shall not be considered school money for purposes of K.S.A. 72-8202(d) and the provisions of K.S.A. 12-105(b) shall not apply.

ADOPTED by the Board of Education of Unified School District 417, Morris County, Kansas, on the 13th day of July 2015.

_____
Board President

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

Attest: _____
Clerk, Board of Education

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 417, Morris County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 417, Morris County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District 417, Morris County, Kansas, on the 13th day of July 2015.

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Board President

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

Attest: _____
Clerk, Board of Education

RESOLUTION

Be it resolved that pursuant to K.S.A. 72-8205, the Board of Education of Unified School District No. 417, Morris County, Kansas, at its regular meeting held July 13, 2015 established the following meeting schedule for regular board of education meetings to be held during the 2015-2016 school year:

Hour of commencing the meeting: 6:30 p.m.
Day of the week the meeting will be held: Monday
Week of the month the meeting will be held: 2nd week
Meeting place: District Office, 17 S. Wood Street, Council Grove, Kansas – Unless otherwise noted

If the established meeting is cancelled because of an emergency, within 24 hours of such cancellation, the board shall establish and give notice of the new meeting date and time. If the regular meeting date falls on a holiday the following Monday will be designated as the regular meeting unless otherwise announced.

The Board of Education reserves the right to adjourn any regular meeting to another time and place.

ADOPTED by the Board of Education of Unified School District 417, Morris County, Kansas, the 13th day of July 2015.

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Board President

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

Attest: _____
Clerk, Board of Education

RESOLUTION

Be it resolved that all policy statements found in the minutes of this board of education prior to July 1, 2015, be rescinded and that the board of education adopt the policy manual as presented and recommended by the superintendent of schools, to govern this school district during the 2015-2016 school year, subject to periodic review, amendment and revision by the board of education.

ADOPTED by the Board of Education of Unified School District 417, Morris County, Kansas, on the 13th day of July 2015.

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Board President

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Board Member

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Board Member

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Board Member

Attest: _____
Clerk, Board of Education

RESOLUTION ESTABLISHING 1116 HOUR SCHOOL TERM

Pursuant to the provisions of K.S.A. 72-1106, the Board of Education of Unified School District No. 417 Morris County, State of Kansas, hereby establishes the school term for the 2015-2016 to consist of:

Not less than 1,116 school hours for pupils attending any of the grades of Kindergarten through 11, and
Not less than 1,086 school hours for pupils attending grade 12 of the school district.

ADOPTED by the Board of Education of Unified School District 417, Morris County, Kansas, the 13th day of July 2015.

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Board President

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

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Board Member

Attest: _____
Clerk, Board of Education

Protection of Pupil Rights Amendment: Regulation

USD 417

Surveys: Parental Inspection Rights

Parents shall have the right to inspect any survey created by a third party before it is administered or distributed to students in the school. Prior to distribution, parents shall have the right to inspect any survey that seeks information about: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or student's parent; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Written Permission Required

If such survey is funded in whole or in part by federal funds or if the survey concerns the student's or student's parents' or guardians' beliefs or practices on sex, family life, morality, or religion, it shall not be administered without providing notice to and the express written consent of a parent or guardian. If the survey is not federally funded and does not cover the aforementioned topics, parents must be given direct notification of the survey and be provided with an opportunity to opt their child out of the survey. If the survey is part of the curriculum, parents shall have the right to inspect any instructional materials used in conjunction with the survey.

Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school, scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, the school shall provide parents with notice of the activity and provide parents with an opportunity to opt their child out of the activity. This requirement does not apply to routine dental, hearing and vision screenings required under Kansas law.

IDAE STUDENT PRIVACY POLICY

Parental Rights: Marketing Information

If the school collects, discloses or uses personal information from students for the purpose of marketing or selling that information, parents shall have a right to inspect any instrument used for the collection of such information before it is administered or distributed to students in school. Parents shall be provided with notice of such activities and provided with an opportunity to opt their child out of the activity. The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes **do not apply** to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. College or other postsecondary education recruitment or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Release of Information – FERPA Rights

Unless the information collected from students is designated as directory information and is maintained outside of a statewide longitudinal student data system, no information gathered about students shall be released to third parties without the express written consent of the parent or eligible student. (See JRB)

Approved: KASB Recommended Regulation – 7/03; 1/04; 12/14

To save time in case of an audit, file a copy of the minutes with critical policies required by law.

IDAD-Regulation-Title I Programs

Regulation – Title I

Parental Involvement Encouraged

Parents shall receive information about the Title I program, the curriculum, academic assessments, and required proficiency levels, and their right to request additional meetings. All parents of Title I students shall be invited to the meetings.

The board shall strongly encourage parental involvement in the district's Title I program. Included in these efforts shall be: activities that will educate parents regarding the intellectual and developmental needs of their children at all age levels including:

- Assistance in understanding.
  - State academic content and achievement standards;
  - How to monitor their child's progress; and
  - Title I regulations.
- Activities that include promoting cooperation between the district and other agencies or school/community groups (such as parent-teacher groups, Head Start, Parents as Teachers, etc.) to furnish learning opportunities and disseminate information regarding parenting skills and child/adolescent development.
- Implementing strategies to involve parents in the educational process, including: Joint development of a school-parent compact that outlines the shared responsibilities of the school and the parent for high student achievement by:
  - Keeping families informed of opportunities for involvement and encouraging participation in various programs.

- Providing access to educational resources for parents/families to use together with their children.
- Keeping families informed of the objectives of district educational programs as well as of their child's participation and progress within these programs.
- Allowing parents reasonable access to staff who work with their children.
- Providing professional development opportunities for teachers and staff to enhance their understanding of effective parent involvement strategies.
- Promoting activities, which emphasize the importance of parent-school communication.

Activities to Enable Parental Participation

The district shall enable families to participate in the education of their children through a variety of roles. For example, family members shall be given opportunities to:

- Provide input into district policies that affect Title I programs and their children.
- Understand and participate in school improvement efforts.
- Volunteer time within classrooms and school programs.
- Perform regular evaluations of parent involvement at each school and at the district level.
- Provide access, upon request, to any instructional material used as part of the educational curriculum.
- Provide information in a language understandable to parents, if practical.

Scheduling for Parents' Convenience

The district shall, to the extent possible, schedule activities for parent involvement at times and places accessible to parents of Title I students and provide information in a format and language the parents understand.

Annual Evaluation

The district shall conduct, with involvement of parents, an annual evaluation of the contents and effectiveness of the parental involvement policy IDAD. The district shall use the findings of the evaluation to design strategies for more effective parental involvement and to revise, if necessary, the policy IDAD.

Approved: KASB Recommended Regulation – 7/03; 1/04

Title I Parent Involvement: Policy Development Meetings

USD 417, Morris County, KS

Date of meeting/s (fill out sheet for each meeting): _____

Parents present (list names, address, phone, child's name):

Name	Address	Phone	Child's Name

Major topics discussed:

IDAD TITLE I PROGRAMS

Proposed changes (if any) made to policy IDAD

Administrators and other school employees present:

Name	**Title/Position**	**Building**

Copies to: Clerk of the Board; Superintendent of Schools; School Principal

Approved by Board of Education as Policy/Regulation: July 13, 2015

Homeless Student Regulations
Required by Federal and State Law

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated. The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

JBCA HOMELESS STUDENTS

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the

homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See JR and JGCB

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: (Name of Office) (Business Address) (Phone-Fax) The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.

2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.

3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district

and referrals to health care services, dental services, mental health services and other appropriate services.

4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.

6. Enrollment disputes are mediated in accordance with law.

7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.

8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.

9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Approved: KASB Recommended Regulation – 7/03; 4/07

JBCA HOMELESS STUDENTS

Complaint Form

PROGRAMS FOR HOMELESS STUDENTS

(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at _____.

Explanation of decision: _____

_____

_____

_____

If you so choose, you may appeal this decision in the following manner:

You may verbally and informally state your complaint to the district's homeless coordinator. If the complaint is not promptly resolved, you may complain in writing to the homeless coordinator. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator will provide you a written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

Approved: KASB Recommended Regulation – 7/03; 4/07

July 13, 2015

Emergency Substitutes

EMPLOYMENT OF EMERGENCY SUBSTITUTES

The District is requesting that the Board of Education approve the use of emergency substitutes for the school year 2015-2016. Emergency substitutes are ones that have 60+ college hours up to, and including, those with a degree in a non-education field. Emergency substitutes have assisted the district during the frequent times when certified substitutes are not available.

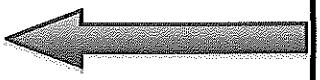
After School Athletic Bus
PERMISSION FORM

The Board of Education has designated the following locations as bus stops for after school athletic bus for the 2015-2016 school term:

West/South Route: Wilsey Main Street (by library) Wilsey Corner, Cottonwood Corners, Dunlap Fire Station
North Route: Pleasant Ridge Church, Dwight/177 corner, Dwight (8th and Cypress), and PHES

State transportation regulations require written parental approval for loading or unloading students at the following locations:

Wilsey Corner, Wilsey Main Street
Dunlap Road/Cottonwood Corners
Dunlap Fire Station
Pleasant Ridge Church
Dwight / Hwy 177 Corner
8th and Cypress, Dwight
Delavan Community Building (activity trips only)



These Stops require parent signature

Due to safety consideration, we will not unload a child at a designated stop where transportation from the stop to home is not apparent.

PLEASE COMPLETE THE FOLLOWING Section and return to the building principal or activity bus driver if you wish to have your child unload at the stops requiring parental consent.

I give USD 417 permission to load and unload:

_____ _____
_____ _____
_____ _____

at the following designated stop(s) during the 2015-2016 school year. I understand my child(ren) will not be unloaded at the designated stop unless appropriate arrangement for continuation home is present.

- ☐ Wilsey Corner, Wilsey Main Street
- ☐ Cottonwood Corners
- ☐ Dunlap Fire Station
- ☐ Pleasant Ridge Church
- ☐ Dwight/ Hwy 177 Corner
- ☐ 8th and Cypress, Dwight
- ☐ Delavan Community Building (activity trips only)

_____
(Signature of Parent)

Private Vehicle Mileage (state rate) is 57 cents per mile (July 1, 2015)

As authorized by K.S.A.75-3203a, the Secretary of Administration has fixed the private vehicle mileage reimbursement rates for FY 2015 at 57 cents per mile effective July 1, 2015.

The USD 417 Board of Education authorizes the use of the following credit cards effective July 1, 2015.

Walmart

Visa

Dollar General

Staples

1652 S. 100 Rd
Council Grove, KS 66846
785-466-3166
ljarvis@cgrove417.org

June 23, 2015

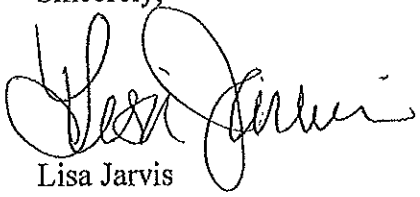
Casey Maransani
Athletic Director
129 Hockaday
Council Grove, KS 66846

Dear Mr. Maransani:

I am sending this letter to inform you that I will be resigning from my position as full-time assistant coach of the Lady Braves Basketball team effective for the 2015-2016 school year. Although I have very much enjoyed my time coaching and would possibly be interested in the future, I am expecting a baby and feel as if I can't put in the time needed to coach. So please accept this letter as my official notice of resignation. I appreciate your cooperation in this matter.

It truly was a hard decision for me and if there is anything I can do to help make the transition easier, don't hesitate to ask. I will always have a connection with the CGHS girls' basketball program and am thankful for all of the experiences I have gained. I wish the girls every success and hope only for the best. Thank you for your understanding.

Sincerely,



Lisa Jarvis

6-8-15

Jan -

I have decided it is time for me to retire. I have enjoyed driving the bus for 4/17 for almost 20 yrs.

Thank you

Pat Rapp

To USD 417,

As of June 9, 2015 I Joseph B Gehring Jr. (Joe) have given notice of my leaving the Job assigned of Custodian at the "Council Grove Grade School".

Do to my wife's health I have chosen to take a Job offered to me close to home.

With the two week notice ending June 23, 2015 I would be willing to work June 24, 2015 and using that as my last day of Employment, with June 10, 25 and 26th as vacation days.

I will very much Miss the Children and all the Staff as they have deeply touched my life.

Yours Truely
Joseph B. Gehring Jr.

Joseph B Gehring Jr.
(Joe)
June 9, 2015

C.C. 2

USD 417 SUPPLEMENTAL

RECOMMENDATION

Name: Emily Lemke
Position: Head Junior High School Girls VB
Replacement for Amy Finch

Current Teaching License: No

SUMMARY of Applicant's history with this activity (please include both participation and coaching experiences)

Participation
High School: Louisburg – 4 years Volleyball, 2 years Club VB
College: - Club 1.5 Years Volleyball

Coaching: Help out with youth camps

Previous Contracted Experience: 0
Percentage for this position: 7.5%
Salary for this position: $

PROCESS

Number of Applicants: 1
Number Interviewed: 1
Names of References Contacted: Doug Key, Jessica Compliment

USD 417 SUPPLEMENTAL

RECOMMENDATION

Name: Colin Amick
Position: Assistant Junior High School FB
Replacement for Derron Reddick

Current Teaching License: No

SUMMARY of Applicant's history with this activity (please include both participation and coaching experiences)

Participation
High School: 4 Years Football

Coaching: 0

Previous Contracted Experience: 0
Percentage for this position: 4.5%
Salary for this position: $

PROCESS

Number of Applicants: 1
Number Interviewed: 1
Names of References Contacted: Ty Lowe, Pascal Mascaux,

USD 417 Classified Employee

Recommendation

Name: Zach Dreher
Position: CGJH/HS Teacher Aide
Building: CGJH/HS

[ ] Replacement for
[X] New Position

Previous Work Experience

Council Grove High School — Paraeducator

Placement on Salary Schedule:

Process

Number of Applicants	1
Number Considered	1
Number Interviewed	1

References:
Lee Weber
Casey Maransani

USD 417 SUPPLEMENTAL

RECOMMENDATION

Name: Sara Gaylor
Position: Assistant High School Girls VB
Replacement for Jason Shelangouski

Current Teaching License: yes

SUMMARY of Applicant's history with this activity (please include both participation and coaching experiences)

Participation
High School: 2 years

Coaching: 0 years

Previous Contracted Experience: 0
Percentage for this position: 7.0 %
Salary for this position: $

PROCESS

Number of Applicants: 1
Number Interviewed: 1
Names of References Contacted: Heather Honas

2015-2016 Textbook/Consumable/Activity

Students with Paid Meals

	Consumable	*Textbook*	*Activity*	*Total*
K-8	30.00	25.00		55.00
9-12	25.00		30.00	55.00*
Drivers Education			225.00	225.00

Students Qualifying for Reduced Meals

	Consumable	*Textbook*	*Activity*	*Total*
K-8	30.00			30.00
9-12			30.00	30.00*
Drivers Education			225.00	225.00

Students Qualifying for Free Meals

	Consumable	*Textbook*	*Activity*	*Total*
K-8				0.00
9-12				0.00
Drivers Education			225.00	225.00

*Individual fees may be charged for workbook, periodical, etc. as individual teachers may require.

Meal Prices

	Breakfast	Lunch
Grades Pre-school – 6	$1.50	$2.40
Reduced	$0.40	$0.50
Grades 7-12	$1.50	$2.55
Reduced	$0.40	$0.50
Adult	$2.20	$3.55

Drivers Education - $225 per student – Academic class time and the driving experience will be held after the school year is completed for 2013-2014. Fee is due by May 1 in order to schedule classes, hire staff, and schedule driving experience time. $225 driver education fee for USD 417 enrolled students, $325 fee for students not enrolled in USD 417, if space and resources are available to serve students not enrolled in USD 417.

July 13, 2015

Vice President

ELECTION OF VICE-PRESIDENT OF THE BOARD OF EDUCATION

State law requires that each School Board of Education elect a vice-president. This person will preside in the absence of the board president.

Considerations: This is a requirement of state law.

Motion_____ Second _____ Action _____

July 13, 2015

Timeline for Budget

JULY 27, 2015

2015-16 Budget Presentation:

BOE action needed to **approve** budget for hearing

AUGUST 10, 2015

Hearing and Approval of Budget

(At least 10 days following publication of hearing)

August 25th – all of above completed so Budget can be submitted to KSDE and Morris County Clerk.

Motion_____ Second _____ Action _____

July 13, 2015
Food Service Agreement Addendum

The board shall approve the 2016 National School Lunch Program Agreement Addendum.

Motion_____ Second _____ Action _____

Child Nutrition & Wellness
Kansas State Department of Education

2016 PROGRAM AGREEMENT ADDENDUM

National School Lunch Program, School Breakfast Program, Special Milk Program, Afterschool Snack Program, Cash-in-lieu-of Commodities, At-Risk Afterschool Meals Program, Summer Food Service Program, and Seamless Summer Option

Instructions:

1. Two copies of this Agreement Addendum must be completed, signed and submitted to Child Nutrition & Wellness, Kansas State Department of Education (KSDE). Original signatures are required. A signature stamp is acceptable only if it is registered with the Kansas Secretary of State.
2. When this agreement addendum is approved, a copy will be returned for the Sponsor's files.

Please type or print.

Sponsor Number 417 **Sponsor Name** Morris County

Agreement Addendum Sections

A. Additional Documents Incorporated Into this Agreement – *This replaces Section A of the 2015 Program Agreement.* 2

D. Requirements for All Programs – *This revises D5 from the 2015 Program Agreement.* 3

F. Purchasing – *This adds F7 to the 2015 Program Agreement.* 3

H. Record Keeping – *This adds H6q to the 2015 Program Agreement.* 3

I. Reduced Price and Free Policy – *This revises I6 of the 2015 Program Agreement.* 3

O. Professional Standards Rule – *This replaces Section O of the 2015 Program Agreement.* 3

P. Afterschool Snack Program Requirements – *This revises the program name from After School Care Snack Program to Afterschool Snack Program in Section P and all Sections of the 2015 Program Agreement.* 3

W. Community Eligibility Provision – *This revises W1 of the 2015 Program Agreement.* 3

Y. Wellness Policy Requirements – *This revises Y2 and Y3 of the 2015 Program Agreement.* 4

A. Additional Documents Incorporated Into this Agreement – *This replaces Section A of the 2015 Program Agreement.*

The following separate documents are incorporated herein by reference and are a part of this agreement. The Sponsor shall complete these documents using instructions provided by Child Nutrition & Wellness, Kansas State Department of Education (KSDE). The Sponsor agrees to seek approval from KSDE prior to using a modified version of any form or attachment listed below.

All School Nutrition Programs (via the KN-CLAIM computer system):

Sponsor Application

Site Application(s)

Monthly/Annual Financial Report

Wellness Impact Tool

Community Eligibility Provision Application, if applicable

National School Lunch Program (NSLP), School Breakfast Program (SBP), Cash-in-lieu-of Commodities:

Form 3A: Letter to Household

Form 3B: Application Packet for Free & Reduced Price School Meals

Form 3D: Notification of Eligibility Determination

Form 3E: Consent for Disclosure

Form 3F: Announcement of Child Nutrition Programs

Form 3G: Change of Authorized Representative

Form 7A: Letter to Household about Direct Certification

Form 8D: Letter to Household about Selection for Verification

Form 8M: Letter to Household about Benefit Decrease

Paid Lunch Equity (PLE) Tool

Purchasing Plan

Special Milk Program (SMP) – Paid and Free Milk:

Form 3H: Special Milk Only – Application Packet for Free Milk

Form 3J: Special Milk – Information for Households with Kindergarten or Pre-K Students

Form 3D: Notification of Eligibility Determination

Form 3E: Consent for Disclosure

Form 3F: Announcement of Child Nutrition Programs

Form 3G: Change of Authorized Representative

Form 7A: Letter to Household about Direct Certification

Form 8M: Letter to Household about Benefit Decrease

D. Requirements for All Programs – *This revises D5 from the 2015 Program Agreement.*

5. No exempt fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.

F. Purchasing – *This adds F7 to the 2015 Program Agreement.*

7. A purchasing plan must be uploaded into KN-CLAIM as a part of Program Renewal and reviewed by KSDE annually.

H. Record Keeping – *This adds H6q to the 2015 Program Agreement.*

6q. Purchasing Plan

I. Reduced Price and Free Policy – *This revises I6 of the 2015 Program Agreement.*

6. The Letter to Household (Form 3A) must be distributed to the households of children attending the school. This letter tells families which Child Nutrition Programs are available and notifies households that meals may be available free or at a reduced price. All Sponsors must be able to provide households with paper applications and instructions (Form 3B) for meals and Form 3H for Special Milk Only. The Letter to Household (Form 3A) may be distributed by the postal service, emailed to the parent/guardian or included in the information packet provided to students. If the Sponsor only uses paper applications, the application packet (Form 3B) must be included with the Letter to Household (Form 3A). If the Sponsor uses a computer or web based system as one of their application processes, the Letter to Household (Form 3A) must inform the household how to access the system in order to apply for benefits. In addition, the Letter to Household (Form 3A) must explain to the household how to obtain and submit a paper application. This may be done by including a telephone number on a form to return requesting that an application be sent.

O. Professional Standards Rule – *This replaces Section O of the 2015 Program Agreement.*

The Sponsor agrees that:

1. All new and current employees will meet minimum continuing education standards as specified in the Professional Standards Final Rule at http://www.fns.usda.gov/school-meals/professional-standards. All training taken must be in the key areas of nutrition, operations, administration and/or communications/marketing. USDA may require specific training to address Program integrity and other critical issues. Training received after April 1, 2015 may count toward the training requirements for school year 2015-16.
2. A Food Service Director advertised for and hired after July 1, 2015 must meet the hiring standards based upon the school district size as specified in the Professional Standards Final Rule. Existing Food Service Directors will be grandfathered in their current positions. New Food Service Directors are also required to have eight hours food safety training either not more than five years prior to their starting date or completed within 30 days of the employee's start date.

P. Afterschool Snack Program Requirements – *This revises the program name from After School Care Snack Program to Afterschool Snack Program in Section P and all Sections of the 2015 Program Agreement.*

W. Community Eligibility Provision – *This revises W1 of the 2015 Program Agreement.*

1. Indicate on the Sponsor Application if the Sponsor, a school or a group of schools will participate in the Community Eligibility Provision and complete the Community Eligibility Application in KN-CLAIM prior to August 31. To be eligible, the Sponsor and/or schools must meet a minimum level (40%) of identified students for free meals in the year prior to implementing the Community Eligibility Provision.

Y. Wellness Policy Requirements – *This revises Y2 and Y3 of the 2015 Program Agreement.*

2. Annually update the Sponsor's status in relation to the Kansas School Wellness Policy Model Guidelines in KSDE's online Wellness Impact Tool.
3. Designate a Wellness Policy Contact person on the Sponsor Application and enter the Wellness Policy Chair and committee members' names in the Wellness Impact Tool.

Signatures on Behalf of Sponsor

Terry Powell, Board President	Pamela Ackley; USD 417 Food Service Director
Type Name and Title of Board President	Type Name and Title of Authorized Representative
	Pamela K Ackley 6/27/15
Board President — Date	Authorized Representative — Date

Signatures on Behalf of KSDE

Commissioner of Education — Date	Director, Child Nutrition & Wellness — Date

July 13, 2015

Construction Project Resolution

Motion_____ Second _____ Action _____

July 13, 2015

Kindergarten Teaching Position

Discussion with possible action regarding the number of kindergarten sections at Council Grove Elementary School

Motion_____ Second _____ Action _____

MORRIS COUNTY

USD #417

Substitute Teacher Handbook

DISTRICT ATTENDANCE CENTERS

Council Grove Elementary School
Prairie Heights Elementary School
Council Grove Junior-Senior High School

Created
2002-2003

Updated
Summer 2015

MORRIS COUNTY USD #417
SUBSTITUTE TEACHER HANDBOOK
2015-2016

First Edition
Reviewed by
USD #417 Board of Education
October 14, 2002

Updated July 2015

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MORRIS COUNTY USD #417
MISSION STATEMENT

USD #417 employees, parents, and patrons through their cooperative efforts assure district students of the knowledge, skills, and attitudes necessary to develop into life-long learners who respect themselves and others, contribute to their communities, and succeed in a changing world.

District Exit Outcomes

Basic Skills: Reads, communicates, and applies arithmetic and mathematical operations

A. Reading – locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
B. Communicating – writes, listens, and speaks effectively
C. Arithmetic/Mathematics – performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques

Thinking Skills: Thinks creatively, makes decision, solves problems, visualizes, knows how to learn, and reasons

A. Creative Thinking – generates new ideas
B. Decision Making – specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
C. Problem Solving – recognizes problems and devises and implements plan of action
D. Visualizes – organizes and processes symbols, pictures, graphs, objects, and other information
E. Knowing How to Learn – uses efficient learning techniques to acquire and apply new knowledge and skills
F. Reasoning – discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity and honesty, and civic-mindedness

A. Responsibility – exerts a high level of effort and perseveres towards goal attainment
B. Self-Esteem – believes in own self-worth and maintains a positive view of self
C. Sociability – demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
D. Self-Management – asses self accurately, sets personal goals, monitors progress, exhibits self-control, and accepts responsibility for actions
E. Integrity/Honesty – chooses ethical courses of action
F. Civic-Mindedness – takes an active role in community

DISTRICT CURRICULUM

Curriculum documents available for each subject can be found on the district website **www.usd417.net** under "Curriculum & Instruction."

SCHOOL IMPROVEMENT BASED ON EFFECTIVE SCHOOLS RESEARCH

The school is more than a collection of people, subjects, and grade levels. The qualities of the school as a whole can either enhance or detract from the classroom-learning environment. Clear expectations, consistency and collaboration among adults, strong instructional leadership, and a central focus on learning are all important in pursuing instructional effectiveness.

- ❑ Everyone emphasizes the importance of learning.
- ❑ Strong leadership guides the instructional program.
- ❑ The curriculum is based on clear outcomes and objectives.
- ❑ Learning progress is monitored closely.
- ❑ Discipline is firm and consistent.
- ❑ There are high expectations for quality instruction.
- ❑ Teachers and administrators continually strive to improve instructional effectiveness.
- ❑ There are pleasant conditions for learning.
- ❑ Students are carefully oriented to lessons.
- ❑ Instruction is clear and focused.
- ❑ When students do not understand, they are retaught.
- ❑ Class time is used for learning.
- ❑ There are smooth, efficient classroom routines.
- ❑ Instructional groups formed in the classroom fit instructional needs.
- ❑ Standards for classroom behavior are explicit.
- ❑ Personal interactions between teachers and students are positive.
- ❑ Incentives for students are used to promote excellence.

INSTRUCTIONAL STRATEGIES

While district exit outcomes for students are clearly defined, individual teaching strategies and techniques vary among teachers and are often dependent upon the subject matter and student learning styles. As an educational organization committed to educating all students, the Morris County School District USD #417 encourages and supports the instructional strategies of Robert Marzano, the strategies of the SIOP model (Sheltered Instruction), and the instructional strategies stated in each building's School Improvement Plan.

Morris County USD #417 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the District Office at 17 S. Wood St., Council Grove KS 66846 (620) 767-5192.

TELEPHONE DIRECTORY

Morris County USD #417 District Office.....(620) 767-5192
17 S. Wood St. .....Fax (620) 767-5444
Council Grove, KS 66846

Doug Conwell, Superintendent	dconwell@cgrove417.org
Rachel Tompkins, Secretary	rtompkins@cgrove417.org
Cindy Jackson, Bookkeeper	cjackson@cgrove417.org
Jan Troxell, BOE Clerk	jtroxell@cgrove417.org
Kelly Gentry, Director of CIA	kgentry@cgrove417.org

Council Grove Elementary School.....(620) 767-6851
706 E. Main Street .....Fax (620) 767-6942
Council Grove, KS 66846

Heather Honas, Principal	honas@cgrove417.org
Carol Wright, Secretary	cwright@cgrove417.org
Gina Hayes, Secretary	ghayes@cgrove417.org
Jennifer Wilkens, Social Worker	jwilkens@cgrove417.org
Joyce Heilman, Library/Media Specialist	heilman@cgrove417.org

Council Grove Junior-Senior High School.....(620) 767-5149
129 Hockaday Street .....Fax (620) 767-7280
Council Grove, KS 66846

Kelly McDiffett, Principal	kmcdif@cgrove417.org
Casey Maransani, Asst. Principal/District Activities Director	cmaransani@cgrove417.org
Mina Miller, Secretary	minam@cgrove417.org
Jo Werner, Secretary	jwerner@cgrove417.org
Kristen Gant, Counselor	kgant@cgrove417.org
Martha House, Library/Media Specialist	mhouse@cgrove417.org

Prairie Heights Elementary School.....(785) 499-6313
801 Center ..... Fax (785) 499-5342
Alta Vista, KS 66834

Cynthia Schrader, Principal	cynsch@cgrove417.org
Nancy Furney, Secretary	nfurney@cgrove417.org
Jennifer Wilkens, Social Worker	jwilkens@cgrove417.org
Kacie Evans, Technology Support	kevans@cgrove417.org

MORRIS COUNTY USD #417
BOARD OF EDUCATION MEMBERS

District 1...Position 1	Terry Powell	307 N. Mission, Council Grove
District 2...Position 2	Marie Blythe	705 Hwy 177, Council Grove
District 1...Position 3	Linda Pretzer	311 N Washington, Council Grove
District 1...Position 4	Jim Reagan	265 Fairway Dr., Council Grove
District 2...Position 5	TinaRae Scott	998 Hwy 177, Council Grove
District 2...Position 6	Chad Evans	1108 Vista Del Lago, Council Grove
Member At-Large	Martha White	410 Washington, Council Grove

BOARD OF EDUCATION POLICY

IA Philosophy

USD #417 Mission Statement

Employees, parents, and patrons through their cooperative efforts assure district students of the knowledge, skills, and attitudes necessary to develop into life-long learners who respect themselves and others, contribute to their communities, and succeed in a changing world.

All students shall have an equal opportunity to pursue and acquire knowledge and to master the curriculum's objectives. The program shall provide for student mastery of basic skills, higher order thinking skills, the ability to work in groups and individually, individual physical and mental well-being, and other varied needs and interests of students. The curriculum shall be outcomes-oriented and the instructional program research-based.

The educational process shall be a comprehensive program undertaken in cooperation with parents, institutions, and community programs. Approved July 20, 1998

GBRJ Arrangements for Substitutes

Qualified substitute teachers shall be secured for the district.

The superintendent may meet with potential substitutes before the start of each school year.

The superintendent and principals shall compile a list of available substitute teachers, and each principal shall have a current copy.

Principals or other designated employees, shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The superintendent shall be responsible for developing a substitute's handbook.

The board shall establish the rate of pay for substitute teachers each July.

Approved July 20, 1998

GBRJ-R Substitute Teaching

Candidates will receive a substitute's handbook, an explanation of the substitute program, application forms, and necessary tax forms and other records to be completed.

The handbook shall include information on when and how candidates should apply to be substitutes, the rates of pay, the time of the morning or day that substitutes can expect to be called for duty, instructions on where to report for all district attendance centers, maps of the school district and of each attendance center, a current copy of the school calendar, a copy of expectations the district has for substitutes, a list of tasks the substitute must complete before leaving for the day and a sample report form for reporting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, for the subjects in which they are most likely to substitute in case lesson plans are not available.

Each principal shall file a report with the superintendent listing the substitutes used in the building during each pay period.

The superintendent shall meet with principals and review the performance of substitutes.

Approved July 20, 1998

GENERAL INFORMATION

I. Qualifications

A. **Selection and Employment**...In order to become a substitute teacher in USD #417, the teacher must be approved for employment and the following items must be verified and on file at the District Office.

1. Completed Application Form
2. W-4
3. I-9
4. Loyalty Oath
5. Current Kansas Teaching or Substitute Teaching Certificate
6. Completed Health Certificate
7. Two (2) Forms of Identification (i.e. Social Security Card/Driver's License)
8. Blood Pathogens Video
9. Completed Blood Pathogens Education Verification Form

B. **Substitute Teacher Availability**...Upon employment, the substitute teacher may designate day(s) of the week he/she is available for teaching. The substitute teacher may designate days of the week, educational level, and/or building preference he/she is most interested. Flexibility is encouraged, however, if you're not available on certain days, please let us know.

C. **Substitute Calling Procedure**...Daily arrangements for substitute teachers in USD #417 are made through District Office Administrative Staff, Building Principals, or Building Secretaries. Substitute teachers will be called as soon as it is known that a substitute teacher is needed. Notification may range from days/weeks to the day/morning that the substitute teacher will be needed. Substitute teachers will receive direction/additional information from the individual building's office only. Under no circumstances should a classroom teacher make substitute teacher arrangements.

D. **Morris County USD #417 Pay**...

1. Substitute Teacher Pay Schedule

Certification	1-20 Days		21-40 Days		41-70 Days	71+ Days
	1/2 Day	Full Day	1/2 Day	Full Day	Full Day	Full Day
Emergency Substitute Certificate	$45	$85	$45	$90		
Substitute Teacher Certificate	$50	$90	$50	$95		
Certified Teacher Certificate	$50	$95	$50	$100	$105	$110

D. **Pay continued...**

2. Long-term substitute teachers must be Kansas certified/licensed. The substitute teacher will be paid the current daily rate (see table on page 5) through the tenth (10th) continuous day for the same teacher. On the eleventh (11th) continuous day for the same teacher, the substitute teacher will be paid a daily rate equivalent to a beginning teacher's salary on the salary schedule base (according to the current Negotiated Agreement Salary Schedule).

3. In order for a substitute teacher to be paid, he/she must clock in and out through Attendance Enterprise. Substitutes will be paid on the 20th of each month for days from the 11th day of the previous month through the 10th day of the payroll month. In the event that the 20th falls on a Saturday, Sunday, or a holiday payroll checks are distributed on the closest working day prior to the 20th.

E. **Flint Hills Special Education Co-op (FHSEC) Substitute Teacher Pay**...Special education staff in this district are employed by Emporia Unified School District #253. Should a substitute teacher accept a special education teaching assignment, he/she must...

1. Complete the "Emporia Unified School District #253 Substitute Teacher Record (see Appendices) and turn the completed form into the school office. These forms are available in each school office.

2. Clock in and out through Attendance Enterprise. Substitutes will be paid on the 20th of each month for days from the 11th day of the previous month through the 10th day of the payroll month. In the event that the 20th falls on a Saturday, Sunday, or a holiday payroll checks are distributed on the closest working day prior to the 20th.

F. **Kansas Substitute Teaching Certificate Limitations**

Certificate	Number of College Hours	Limitations-Total Days	Limitations-Classroom
I. Emergency Substitute	60 college credit hours	60 days/semester	Less than 16 in the same classroom
II. Emergency Substitute	Any Bachelor's Degree	186 days/school year	Less than 31 days in the same classroom
III. Substitute Teacher	Prior or current teaching certificate or license	186 days/school year	Less than 91 days in the same classroom

G. **Substitute Teaching Assignment**...All substitute teacher assignments are temporary. There can be no guarantee for a minimum number of working days.

H. **Questions and Answers**...Should a substitute teacher have questions or concerns, he/she may contact the following...

1. Building principal...if the concern or question has to do with a specific teaching assignment and/or building procedure.

2. District Office...for any other questions and/or concerns. Your call will be directed to the person who can address your question in a professional manner.

II. Responsibilities

A. **School Hours**...The substitute teacher's day is the same as that of the regular teacher. Student "contact time" is considered to be from 8:00 AM – 4:00 PM. Class time vary at each individual building due to transporting students. A daily schedule will depend on the substitute teaching assignment. Check with the building principal if there are questions.

B. **Reporting Procedures**...The substitute teacher will report to the school office upon arrival and complete the "Substitute Teacher Report." See Appendices. The building principal and/or secretary will provide directions.

1. Arrival time might vary, however, 7:45 AM is recommended.

2. Request information on special activities or schedule changes for the day.

3. Become familiar with the rules and regulations pertaining to fire and safety drills in any building assigned. Locate the teacher's Crisis Plan Notebook.

4. Locate the Substitute Teaching Folder. Review the lessons, schedule, and emergency procedures as soon as possible.

C. **Personal**...It is the responsibility of the substitute teacher to notify the Morris County USD #417 District Office of any changes in name, address, and/or telephone (cell) number(s). This may be done in writing or by contacting Rachel Tompkins at 620.767.5192.

1. Lunch...The substitute teacher may either bring a lunch from home or eat an adult lunch from the school cafeteria. A school lunch may be purchased in the school office for $3.45.

2. Parking...See Maps in Appendices.

III. Professional

A. **Student Attendance**...The substitute teacher will keep an accurate record of daily attendance, transfers, and withdrawals. This can be done on the Substitute Teacher Summary Report. See Appendices.

B. **Lesson Plans**...The substitute teachers should follow the lesson plan left by the regular classroom teacher.

C. **Lesson Assignments/Homework Assignments**...The substitute teacher is expected to assign work that is outlined in the teacher's lesson plans.

1. Any modifications/changes in the lesson assignment should be documented for the classroom teacher.

2. Written work assigned by the substitute teacher that is not outlined in the lesson plans should be graded by the substitute teacher and left for the classroom teacher.

D. **Alternate Lesson Plans**...In the event that the substitute teacher is unable to teach the lesson for the day, the substitute teacher should be prepared with an alternate lesson plan that can be adapted to various grade levels and/or subject areas.

E. **Classroom Procedures**...Greet students as they come into the room and identify yourself. Write your name on the board if you are there for the first time.

1. Read the bulletin, take attendance, and/or take lunch count as outlined in the Substitute Teacher Folder.

2. At the end of each class period, collect all necessary materials from students. Be sure to clarify teacher expectations such as assignments, homework, etc.

F. **Student Discipline**...Proper discipline is a prerequisite to good teaching. The substitute teacher is responsible for maintaining classroom control and can expect reasonable support from the building principal.

1. Student discipline procedures are outlined in each building's Student Handbook.

2. Common sense is the best policy. When in doubt...don't! Seek assistance from the building principal or neighboring classroom teacher.

3. Corporal punishment is not allowed in Morris County USD #417.

G. **Severe Classroom Disruptions**...Depending on the degree of severity with regard to the classroom disruption, the substitute teacher may choose to...

1. Send the disruptive student to the office with a note explaining why the student was sent.

2. Send a non-disruptive student to the office with a note requesting assistance.

3. Leave the disruptive student in the classroom and remove all other students to a safe location. Request immediate assistance.

4. The substitute teacher should never handle a student in a physical manner. Each building has staff members trained in Crisis Intervention techniques.

H. **Confidentiality**...Substitute teachers are held to the same confidentiality expectations as are classroom teachers, para-educators, teacher aides, etc.

1. Student Information Confidentiality...All student information and/or records are to be treated as confidential and primarily used by the local school. The general public shall not be allowed to inspect a student's personal record/file(s). The custodian of student records shall disclose the student's educational records only as provided for by law and in policy.

2. The substitute teacher will treat all student information as confidential whether that information is written or oral. Confidential student information will be handled in confidential manner and be discussed only with appropriate school personnel.

3. USD #417 Personnel Confidentiality...Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel.

4. The substitute teacher will maintain standards of ethics. Any concerns and/or criticism of the regular classroom teacher and/or other USD #417 employee should be addressed only with the regular classroom teacher or the building principal.

I. **Substitute Teacher Summary Report**...The substitute teacher will complete a Substitute Teacher Summary Report (see Appendices). The summary will ask the substitute teacher to respond to item such as: lesson plans, lesson information, student attendance, student assignments, discipline problems, etc. *The Substitute Teacher Summary Report will be turned-in to the building principal before leaving the building for the day.*

IV. Special Reports

A. **Student Accident Report**...In the event of an injury causing accident, the substitute teacher should...

1. Provide immediate first-aid in the case of life-threatening injuries.

2. Make the individual as comfortable as possible while waiting for medical assistance to arrive. If an employee is qualified to administer first aid, that aid may be given. Qualified employees are those who have successfully completed an approved First Aid program, the school nurse, or nurse's aide.

3. Report the accident to the building principal or designated representative.

4. Document any injuries that occur under the substitute teacher's supervision by completing the Student Accident Report (see Appendices).

B. **Staff Accident Report**...All staff (including the substitute teacher) accidents or injuries should be reported to the supervising building principal immediately and an Accident Report (see Appendices) completed within ten (10) calendar days from the date of the accident.

C. **Workmen's Compensation Report**...A copy of the Workmen's Compensation Report is included. If an accident on the job results in workmen's compensation, the substitute teacher will contact Jan Troxell at (620) 767-5192 in the District Office.

APPENDICES
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B. Morris County USD #417 District Map

C. School Location Maps
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   - C-2. Council Grove Elementary School, Council Grove
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D. School Building Map
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E. Emporia Unified School District #253 Substitute Teacher Report

F. Substitute Teacher Summary Reports
   - F-1. Substitute Feedback to Teacher: Elementary Level
   - F-2. Substitute Feedback Form: Elementary Level

G. Student Accident Report

H. Report by Injured Employee

I. Information for Injured Employees

J. Information and Instructions for Employees Regarding Work Related Injuries and Illness

USD 417 2015-16

approved 2/9/2015

JULY 2015						
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 2015						
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					

SEPTEMBER 2015						
S	M	T	W	T	F	S
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6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2015						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	E	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2015						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	X	X	X	28
29	30					

DECEMBER 2015						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	E	X	X	X	26
27	X	X	X	X		

Benchmark Assessments
Sept. 14-25
Jan. 19-29
May 9-20

Aug	11,12 New Teacher Training
	13 Teacher Workday
	14-19 Professional Development
	17 Sports Practice Begins
	19 Freshman Orientation 1/2 day
	20 First Day of School For All Students
Sept	7 No School/Labor Day
	28 No School/ Professional Development
Oct	16 End of 1st Quarter (ES/MS)
	16 Early Dismissal for Teacher Planning/Professional Development
	23 No School/Parent Teacher Conference Week - All Schools
Nov	6 End of First Trimester (HS)
	9 No School/Teacher Planning/Professional Development
	25-27 Thanksgiving
	30 Classes Resume
Dec	22 End of 2nd Quarter (ES/MS)
	22 Early Dismissal for Teacher Planning/Professional Development
Jan	4 No School/Workday/Prof Development
	5 Classes Resume for Students
	18 No School
Feb	1 No School/Professional Development
	12 No School/Parent Teacher Conference Week - All Schools
	19 End of 2nd Trimester (HS)
	22 No School/ Professional Dev./Teacher Planning
Mar	7-8 PT Conferences HS - 4-8 p.m.
	11 End of 3rd Quarter (ES/MS)
	11 Early Dismissal for Teacher Planning/Professional Development
	14-18 No School/ Spring Break
	25 No School/Professional Development
April	11 No School/Professional Development
May	25 Last Day of School/Dismiss Early
	25 Staff/BBQ Early Dismissal for Teacher Planning
	26 Professional Development
	27 Teacher Workday
	30 Memorial Day

	LEGEND
173	Instructional Days
12	Professional Development
2	PT Conferences
2	Workdays
189	Contracted Days
4	Early Dismissal

JANUARY 2016						
S	M	T	W	T	F	S
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2016						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29					

MARCH 2016						
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13	X	X	X	X	X	19
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27	28	29	30	31		

APRIL 2016						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2016						
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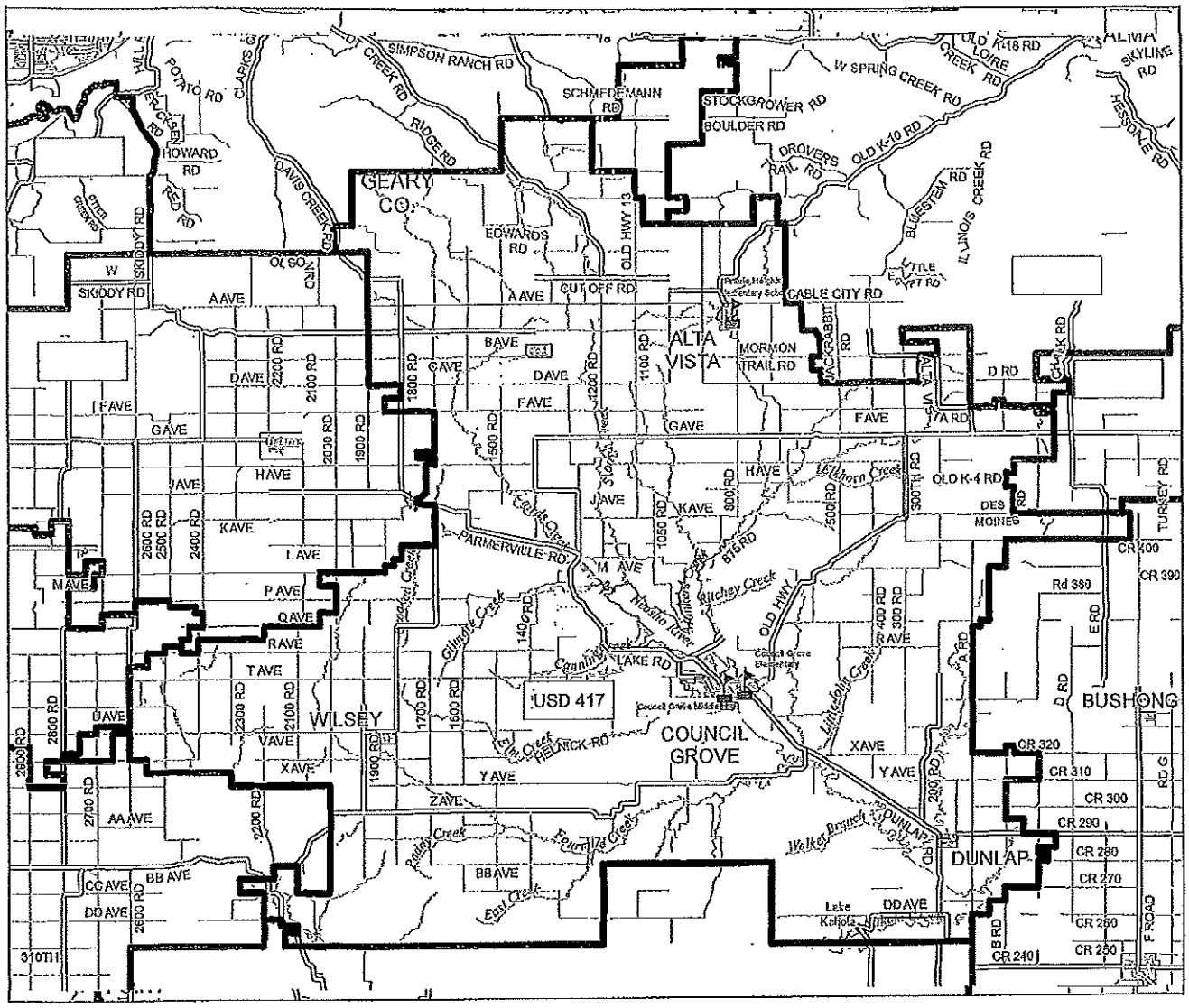
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	E	26	27	28
29	30	31				

JUNE 2016						
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		

Grading Periods
Quarters - 40,42,45,46
Trimesters - 54,59,60

USD 417 District Map



PREPARED BY THE

KANSAS DEPARTMENT OF TRANSPORTATION

BUREAU OF TRANSPORTATION PLANNING

MAP CREATED TUESDAY, JANUARY 20, 2015

KDOT makes no warranties, guarantees, or representations as to accuracy of this information and assumes no liability for errors or omissions.

Primary/Secondary School

Post Secondary School

District Boundaries

N W E S

0 0.5 1 2 3 4 5 6 7 8 9

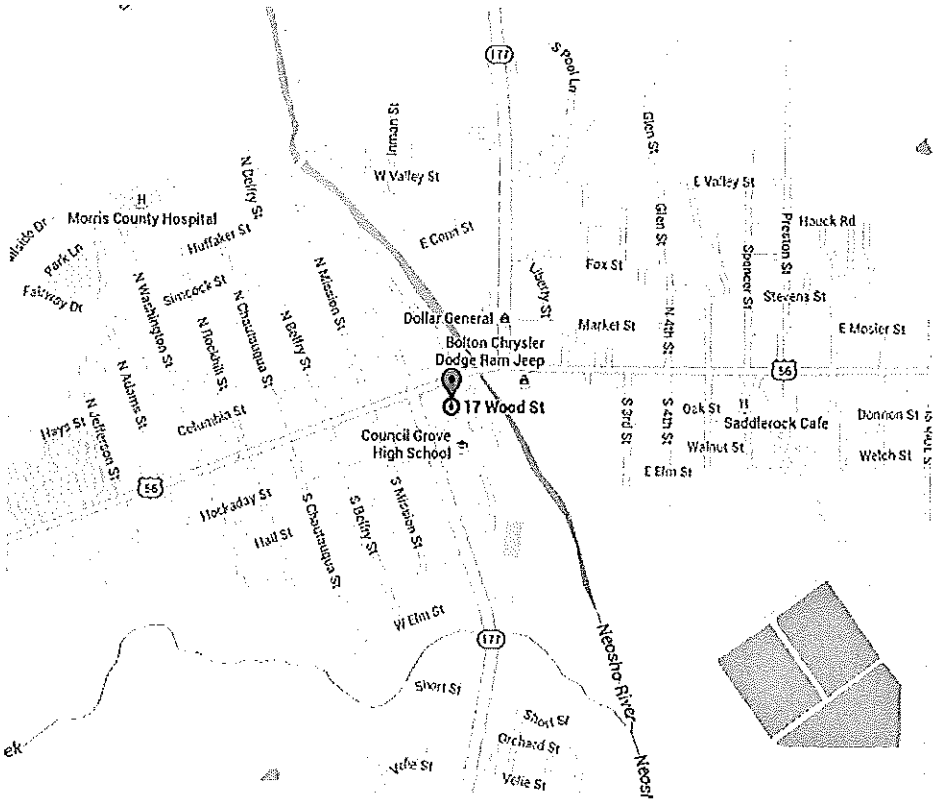
Miles

B

Morris County Schools USD 417
District Office
17 South Wood Street
Council Grove, KS 66846

Phone: 620-767-5192
Fax: 620-767-5444

Superintendent: Doug Conwell
Curriculum Coordinator: Kelly Gentry
Transportation/BOE Clerk: Jan Troxell
Bookkeeper: Cindy Jackson
Secretary: Rachel Tompkins



Council Grove Elementary
706 E. Main Street
Council Grove, KS 66846

Council Grove Elementary PreK-6
Principal: Heather Honas
Phone: 620-767-6851
Fax: 620-767-6942

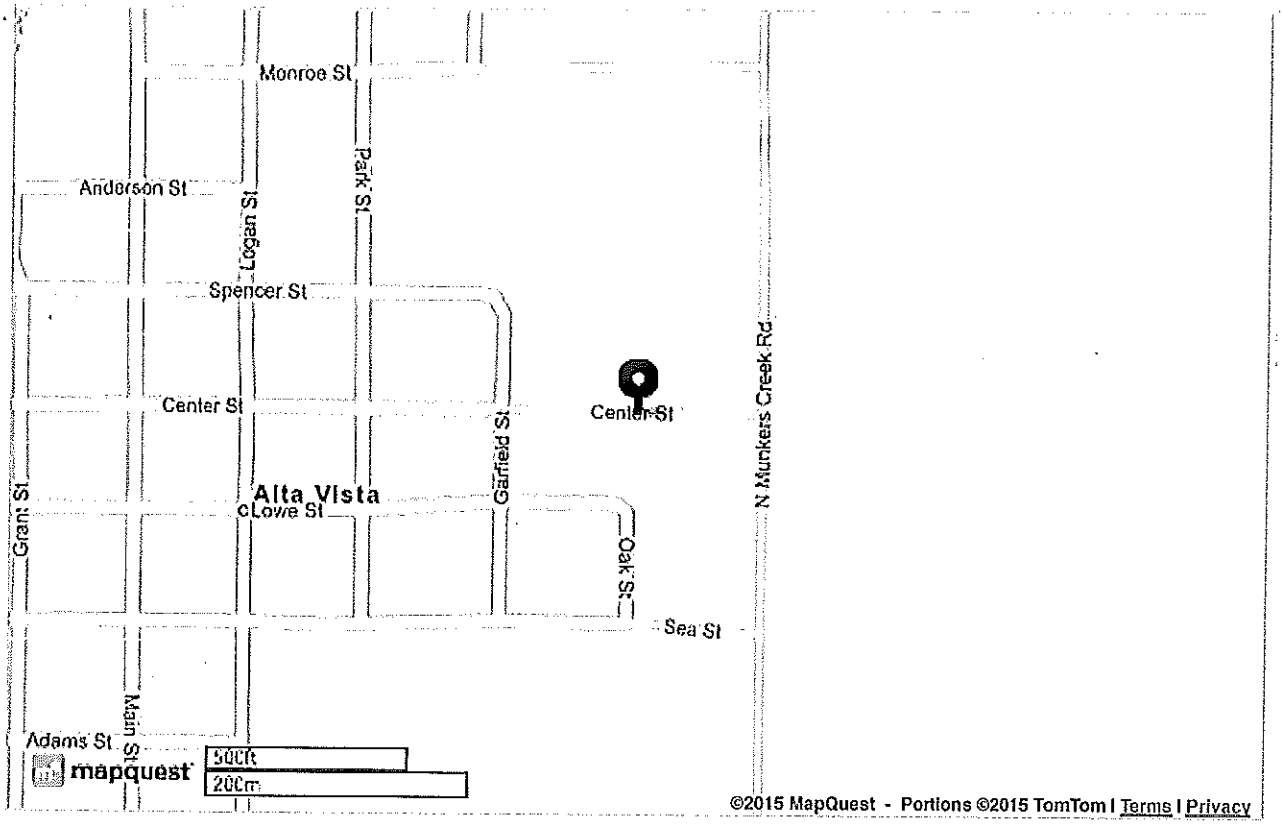
Parking for the elementary school level is located on the Northwest corner of the building next to the playground.

The elementary school office is located next to the Main Entrance off Main Street.

Prairie Heights Elementary School
801 Center Street
Alta Vista, KS 66834

Principal: Cynthia Schrader
Phone: 785-499-6313
Fax: 785-499-5342

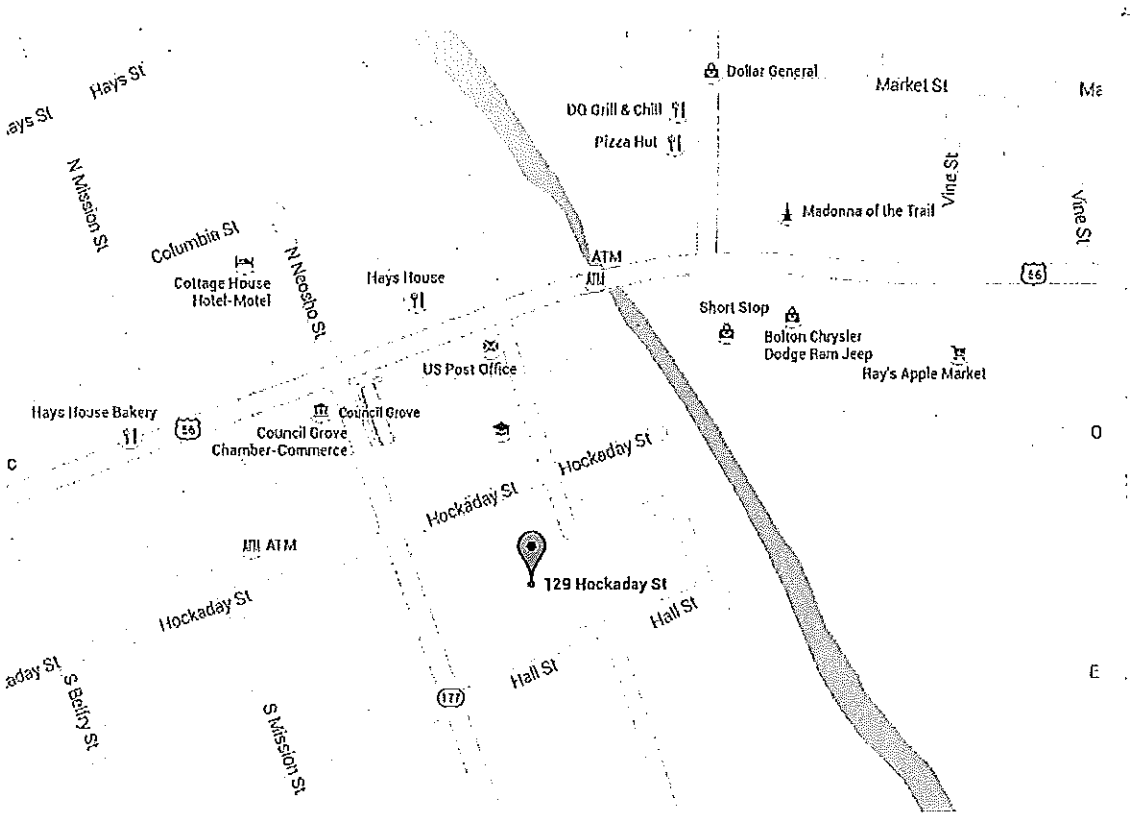
Parking is available in front of the elementary school on Center Street.



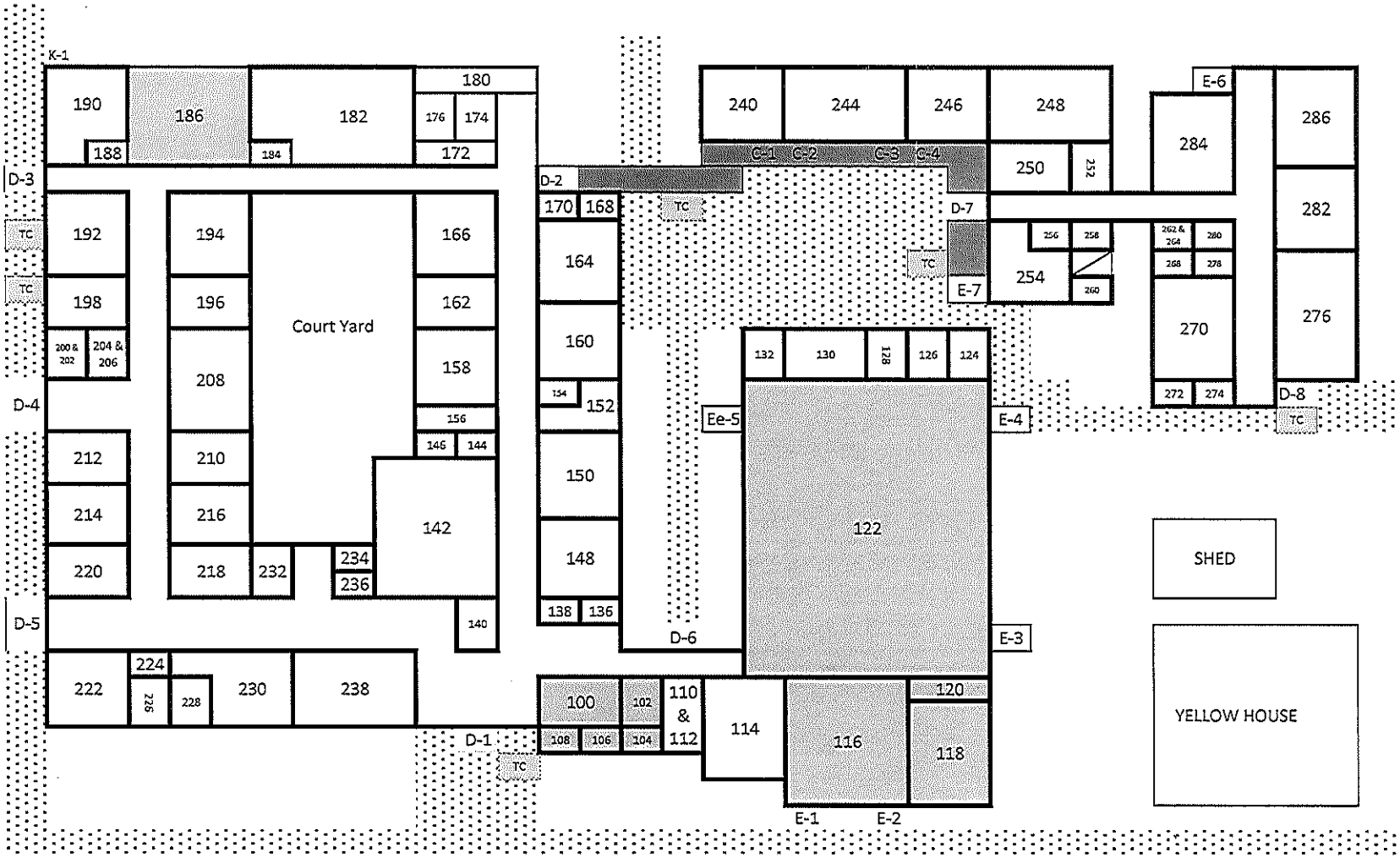
Council Grove Junior-Senior High School
129 Hockaday Street
Council Grove, KS 66846

Principal: Kelly McDiffett
Assistant Principal/District Athletic Director: Casey Maransani
Phone: 620-767-5149
Fax: 620-767-7280

Parking is available on any street around the high school. Additional spaces are available on the East side of the high school.

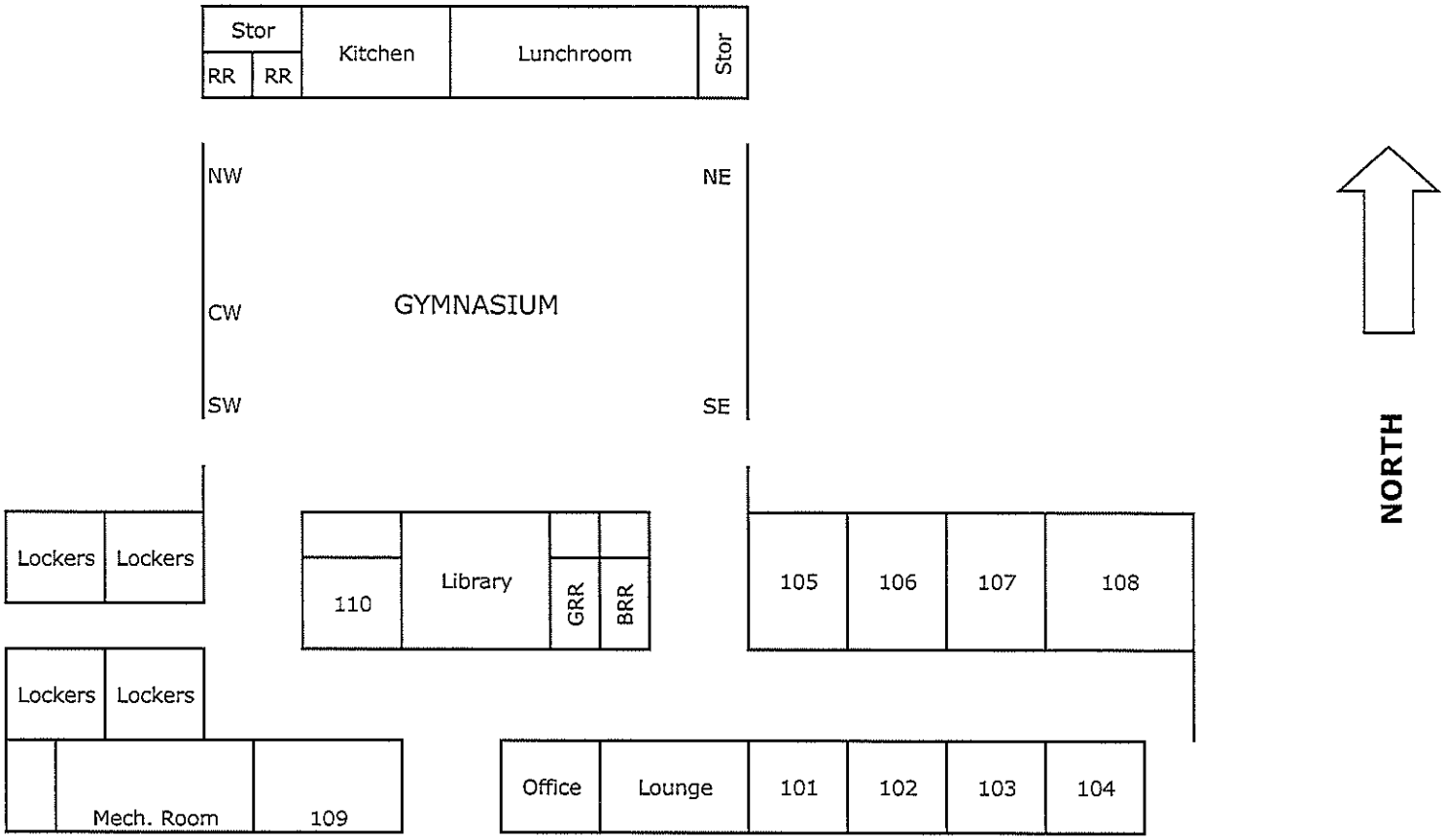


COUNCIL GROVE ELEMENTARY SCHOOL



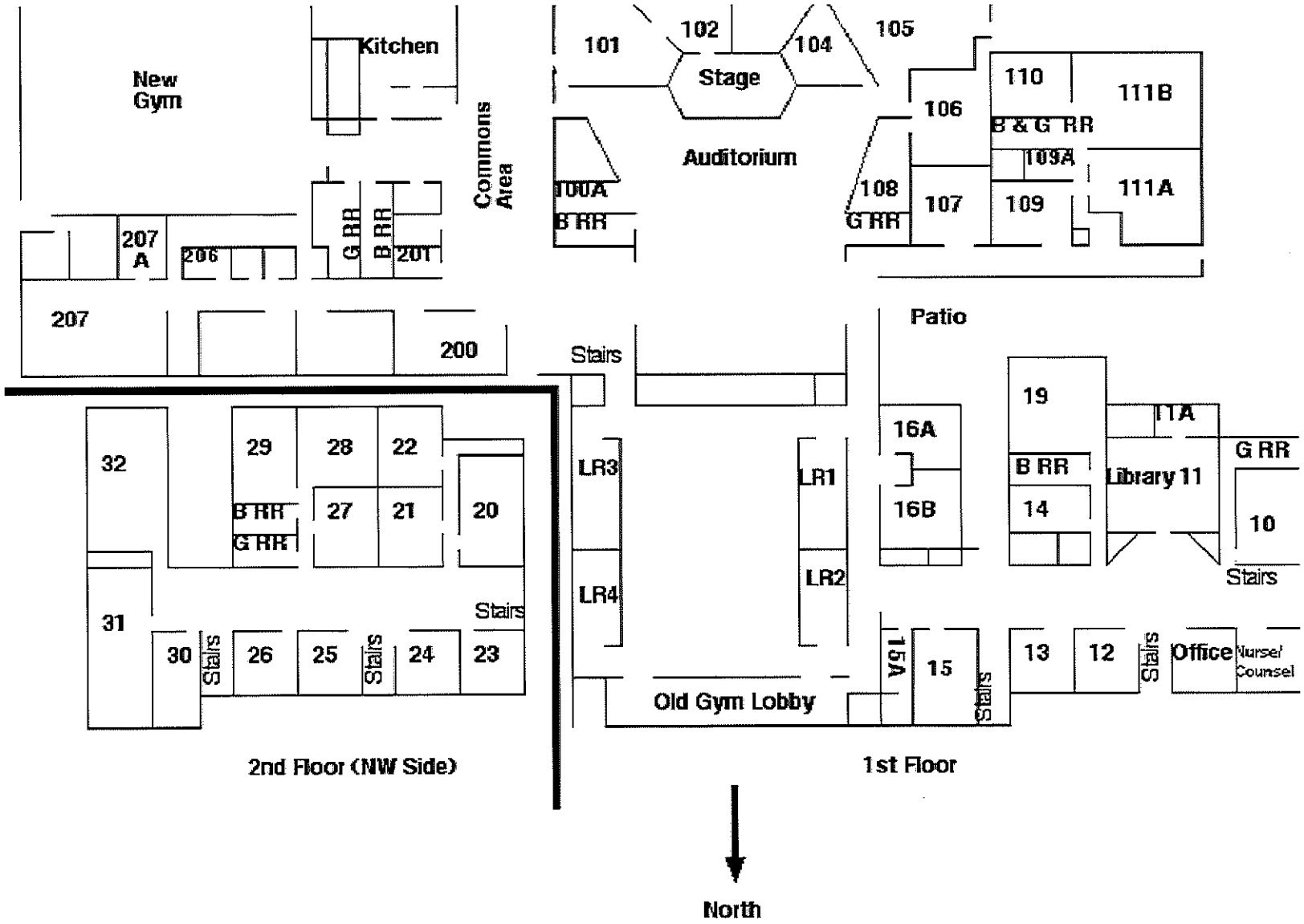
BUILDING MAP

PRAIRIE HEIGHTS ELEMENTARY SCHOOL



BUILDING MAP

COUNCIL GROVE JUNIOR-SENIOR HIGH SCHOOL



BUILDING MAP

FORM 213-C (1-77)
White - Supervisor Acc't. & Budget
Yellow - Principal
Pink - Teacher

EMPORIA UNIFIED SCHOOL DISTRICT 253

No. _____

Substitute Teacher's Record

In order to receive pay for substitute teaching, this form must be filled out and handed to the principal of each school in which you have taught. The record should include all the work from the 21st day of the last month up to and including the 20th day of the current month. Pay for services rendered between these dates will be issued on the first.

The following is my record of teaching in the _____ school during the month of _____ 19____.

Date of teaching	Time: Days in grades Hours in H.S.	Grade or subject	Teacher for whom taught	Person by whom called
		Total days or hours taught		

Principals are to submit to Supervisor of Acc't. and Budget by the 23rd.

1. _____ Signed by Substitute Teacher
2. _____ Street Address
3. Phone No. _____
4. _____ Social Security No.

E

SUBSTITUTE FEEDBACK TO TEACHER
ELEMENTARY LEVEL

Please fill out form and return to the secretary's office at the end of the day along with the key to the classroom.

Substitute Name _____	Telephone No. _____
SEMS Job No. _____	Date(s) _____
Teacher Name _____	School _____
Subject Area(s) Taught _____	

1. Were lesson plans available? ☐ YES ☐ NO

   Comments:

2. Substitute's departure from lesson plans:

3. Student behavior:

4. List of absent students: _____ _____

   _____ _____

   _____ _____

   _____ _____

   _____ _____

5. The assignments completed by the students may be found:

Optional information to teacher:

6. What I liked best about this classroom was:

7. My job would have been easier if:

8. Comments:

_____ _____

Substitute Date

91-30-35 W (Rev. 5/93)

SUBSTITUTE FEEDBACK FORM—SECONDARY LEVEL

Please fill out form and return to the secretary's office at the end of the day along with the key to the classroom.

Substitute Name _____ Telephone No. _____

SEMS Job No. _____ Date(s) _____

Teacher Name _____ School _____

Subject Area(s) Taught _____

1. Were adequate lesson plans and clear instructions provided for you by the teacher? *Please check* Yes ☐ No ☐

   If no, please comment: _____

2. If applicable, was a current seating chart provided? *Please check* Yes ☐ No ☐
3. Were other staff members helpful to you? *Please check* Yes ☐ No ☐
4. For each class period taught, please list student absences, general student behavior (give specific instances of disruptive behavior) and a summary of work completed or any deviation from lesson plans. Be specific about any assignments not completed.

   The work completed by the students may be found: _____

HOMEROOM ***(Not necessarily prior to period 1. Please check with school secretary for actual homeroom time.)***

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 1

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 2

Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 3
Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 4
Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 5
Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

PERIOD 6
Student Absences: _____

Student Behavior Comments: _____

Lesson Comments: _____

5. My job would have been easier if _____

6. Suggestions that might improve our efforts to assist the substitute teachers. _____

91-30-81 W (Rev. 5/98)

Student Incident Report Form

A reportable student incident is an incident occurring while the student is under school jurisdiction resulting in bodily injury that does or does not require first aid treatment or professional medical attention.

*Required

What is your School Name?*

What is today's date?*

Month Day Year

What is the student's name?

What grade is the student in?

How old is the student?*

What gender is the student?*

What is the student's home address?

What city does the student live in?

What are the parents' names?

What is the parent(s)' home phone?

What is the parent(s)' business phone?

What date did the incident occur?*

Month Day Year

What time did the incident occur? •

Hour: Min: AM/PM

What day of the week did the incident occur on? •

Where did the incident occur?*

Who was supervising when the incident occurred?*

How did the incident happen?*

Describe fully, stating whether student fell, was pushed, etc.

Description of the injury, extent, and part of body involved:*

Procedure followed and first aid rendered to student:

Who administered first aid? (Name and title)

Were others involved?*

If others were involved, please state their names here:

State what equipment, tool, object, or condition caused the incident:

What action is being taken to prevent reoccurrence?

If applicable

Was a doctor seen?

State the name of the doctor seen if applicable:

Name of witness(es):

Who transported student from the school?

If applicable

Were parents or others notified?

State name of person notified if applicable:

Was the school insurance form requested?

If the school insurance form was requested, what date was it sent home?

Month Day Year

Name and title of person completing the form:

Has the principal been notified of the incident?

Follow-up on injury:

REPORT BY INJURED EMPLOYEE

Employer:_____

Your Name:_____

Your Home Address:_____

Your Home Phone Number:_____

Social Security Number:_____

Date of Accident:_____Time of Accident:_____

In your own words, please describe what happened:_____

_____

_____

_____

What physical problems do you relate to this injury?_____

_____

_____

Did you report this injury to your supervisor?_____If not, why not?_____

Date Reported?_____Supervisor's Name:_____

Were you working at your regular job at the time of the injury?_____If not, please explain:

_____

_____

_____

Were there any witnesses?_____If yes, who?_____

_____

Did you go to a hospital/clinic? Yes_____No_____

Address of hospital/clinic:_____

Name of treating physician:_____

Any additional comments:_____

_____

_____ _____

Date Signature

KANSAS DEPARTMENT OF LABOR
www.dol.ks.gov

INFORMATION FOR INJURED EMPLOYEES

K-WC 27-A (Rev. 4-13)

* THIS NOTICE APPLIES TO ACCIDENTS ON OR AFTER APRIL 25, 2013 *

Employers are required to provide this information to each injured worker

WHAT TO DO IF AN INJURY OCCURS ON THE JOB

If you have any questions about workers compensation benefits, contact the Division of Workers Compensation at the phone number at the bottom of the page. Assistance in Spanish is available.

(1) NOTIFY YOUR EMPLOYER IMMEDIATELY: Per K.S.A. 44-520, a claim may be denied if an employee fails to notify their employer within the earliest of the following dates: (A) 20 calendar days from the date of accident or the date of injury by repetitive trauma; (B) if the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for any injury by accident or repetitive trauma, 20 calendar days from the date such medical treatment is sought; or (C) if the employee no longer works for the employer against whom benefits are being sought, 10 calendar days after the employee's last day of actual work for the employer.

Notice may be given orally or in writing. Where notice is provided orally, if the employer has designated an individual or department to whom notice must be given and such designation has been communicated in writing to the employee, notice to any other individual or department shall be insufficient under this section. If the employer has not designated an individual or department to whom notice must be given, notice must be provided to a supervisor or manager.

Where notice is provided in writing, notice must be sent to a supervisor or manager at the employee's principal location of employment.

The notice, whether provided orally or in writing, shall include the time, date, place, person injured and particulars of such injury. It must be apparent from the content of the notice that the employee is claiming benefits under the workers compensation act or has suffered a work-related injury.

(2) FOLLOW YOUR EMPLOYER'S INSTRUCTIONS for getting medical aid and follow the doctor's instructions.

(3) MEDICAL BENEFITS: An injured worker is entitled to all medical services reasonably necessary to cure and relieve the worker from the effects of the injury. The employer has the right to select the doctor who will treat the injury. A worker may seek the services of an unauthorized doctor up to a limit of $500.00. A worker may apply to the Workers Compensation Director to change the authorized treating doctor. Reimbursement for travel to obtain medical treatment is payable at a rate set by law for trips that are five miles or more (round trip).

(4) WEEKLY BENEFITS: Benefits are paid by the employer's insurance carrier or self insurance program. Injured workers are not entitled to compensation for the first week they are off work unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66⅔ percent of his/her average weekly wage up to a maximum of 75 percent of the state's average weekly wage. These benefits are subject to legislative changes. If the injury results in permanent disability, the Kansas Workers Compensation law provides for additional benefits.

I

INFORMATION AND INSTRUCTIONS FOR EMPLOYEES REGARDING WORK RELATED INJURIES AND ILLNESS

1. All employees are expected to immediately report any work related injuries or illness to their immediate supervisor and the districts designated workers compensation representative.

   A claim may be denied if an employee fails to notify their employer within the earliest of the following dates:

   A. 20 days from the date of accident or the date of injury by repetitive trauma;

   B. If the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for an injury or repetitive trauma, 20 calendar days from the date such medical treatment is sought; or

   C. If the employee no longer works for the employer against whom benefits are being sought, 10 calendar days after the employee's last day of actual work for the employer

2. If the injury or illness is immediately life threatening the employee should seek treatment at the closest emergency room. If the injury or illness is not life threatening and medical attention is necessary the employee shall seek treatment at the Designated Health Care Provider(s) listed below:

   Family Health Center, 604 N Washington Street, Council Grove, KS 620-767-5126

   If you are dissatisfied with the designated health care provider you are entitled to up to $500.00 in unauthorized treatment at a provider of your choice. If you exceed the $500.00 of unauthorized medical treatment the district is under no obligation to pay additional costs unless you return to treatment with an authorized provider.

3. All employees are expected to return to work or call immediately after seeing or being treated by the physician. We must have the physical assessment and release forms returned to the district's designated representative the day of the accident, if possible. Have the physician that you see complete these forms and return them to you before leaving the office or hospital. You will not be allowed to return to work without this form. (If necessary, every effort will be made to place you in a temporary position working within the restrictions the physician specified if modified work is recommended.)

4. It is your responsibility to keep your supervisor informed of your condition at least weekly when receiving medical care for a condition that keeps you from doing your regular job, including work related injuries and illness. This will assist your supervisor in

scheduling the workload for the week. Time off will not be automatically extended. Your physician must verify your inability to work. This must be in writing and given to your supervisor.

5. A copy of the prescription must accompany all receipts for prescriptions or durable medical equipment. The receipts may be brought to the designated district representative for submission of reimbursement. We encourage you to use the first fill process and prescription program provided by the Kansas Association of School Boards Workers Compensation Fund, Inc.

6. Injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer may not be compensable.

I have read and understand my responsibilities regarding the above information, and have been given a copy for my own files:

_____ _____

Employee's Signature Date

This CenturyLink® Total Advantage™ Express Agreement ("Agreement") is between **CenturyLink Sales Solutions, Inc.** as contracting agent on behalf of the applicable CenturyLink company providing the Services under this Agreement ("CenturyLink") and **MORRIS COUNTY USD 417** ("Customer" or "You"). The name of the CenturyLink operating company providing Services to Customer is listed in the service-specific terms and conditions. CenturyLink may withdraw this offer if Customer does not execute and deliver the Agreement to CenturyLink on or before **August 2, 2015**. Using CenturyLink's electronic signature process for the Agreement is acceptable.

1. Services. CenturyLink provides Services under the General Terms and Conditions applicable to all Services found in the Detailed Terms and Conditions ("DT&C") at: http://www.centurylink.com/legal/mgctae/DTC/v61.pdf and the service-specific terms and conditions listed in each pricing section incorporated into the Agreement by this reference. Provisions that are applicable to a specific CenturyLink company are so indicated. All general provisions are applicable to services provided by the CenturyLink company providing the Services under this Agreement. For an interim period of time until all work is completed to update the Service-specific provisions, various on-line offer provisions, Tariffs and other terms and conditions incorporated by attachment or reference into this Agreement, all references to Qwest Communications Company, LLC mean CenturyLink Communications, LLC f/k/a Qwest Communications Company, LLC.

The following Services are incorporated into the Agreement:

DATA BUNDLE OFFER

CenturyLink will charge Customer, and Customer will pay the rates set forth in a signed quote for Service issued by CenturyLink, which will reference this Agreement. The Data Bundle Service Term is set forth in the quote.

CenturyLink provides Services under these additional service-specific terms and conditions incorporated into the Agreement by this reference: (a) Data Bundle provisions ("Bundle Provisions") found at http://www.centurylink.com/legal/mgctae/databundle/v8.pdf and (b) the CenturyLink IQ Networking, Local Access and Rental CPE service-specific sections ("Service Provisions") in the DT&C.

CENTURYLINK SELECT ADVANTAGE PRODUCTS AND SERVICES (CPE and PROFESSIONAL SERVICES)

The following additional terms and conditions apply to CPE Products & Services and Professional Services and are incorporated herein by reference: the General Terms Applicable to All Services and CPE Products & Services; Professional Services sections in the DT&C.

Customer is purchasing CPE Products & Services and/or Professional Services under this Agreement. The pricing for Products and Services ordered under this Agreement will be itemized on a Purchase Order or SOW subject to this Agreement.

Core Connect Enterprise Data Only Package – 60 Months Month Service Term			
Service Location	**Package Details**	**Package MRC/Package**	**Package NRC/Package[3]**
801 CENTER ST, ALTA VISTA, KS 66834	Port Type: Internet Port Bandwidth[2]: 30 Mbps Local Access: Ethernet Local Access Pro Configuration 8x5 NBD Remote Maintenance	$1,135.00	$0.00
	Location Package Total	**$1,135.00**	**$0.00**
The package/bundle pricing includes rental equipment that CenturyLink will provide while Customer purchases the Services from CenturyLink. CenturyLink may provide equipment from various manufacturers at its discretion.			

[1] Customer's site must qualify for ProMET® Premium On-Site Maintenance.
[2] Bandwidths are not available in all locations.
[3] Any discounts or waivers will not apply to any other NRCs for the Package or underlying Services, including but not limited to upgrade, special construction, expedite or other ancillary charges. If Customer terminates without Cause prior to expiration of the Service Term, Cancellation Charges will include (in addition to any other applicable Cancellation Charges set forth in this Attachment) the difference between $500 and the Package NRC shown above.

CenturyLink provides Services under these additional service-specific terms and conditions incorporated into the Agreement by this reference: (a) Core Connect Enterprise Data Only Package provisions ("Package Provisions") found at http://www.centurylink.com/legal/rmgctae/CCEDOPkg/v3.pdf and (b) the CenturyLink IQ Networking, Local Access, and Rental CPE service-specific sections ("Service Provisions") in the DT&C.

Core Connect Enterprise Data Only Package MACD Charges:

© CenturyLink, inc. All Rights Reserved.

Promo Code	Upgrade/MACD Options	NRC per Upgrade or MACD*
iQIABundUPGR	Upgrade to a higher bandwidth (No bandwidth downgrades)	$275.00
iQIAPortUPGR	Upgrade from Internet Port to Private Port or Enhanced Port, or Upgrade from Private Port to Enhanced Port (no port downgrades)	$200.00
iQIAConfigCH	Add Pro Configuration Management or upgrade to ProMET® On-Site Premium maintenance	$200.00
iQIARMTEMAC	Non-Premise Dispatched - Remote Configuration Support - (i.e., Changes to the Rental CPE configuration work, such as support for Customer moves - billable per hour	$100.00 per hour

* If Customer is purchasing Pro Configuration Management, Customer may elect to use one or more of the 10 FW configuration changes per year included with Pro Configuration Management in lieu of paying the Remote Configuration Support charge listed above. Each time Customer elects to do that, the "no charge" FW configuration changes available to Customer for that year will be reduced accordingly. The foregoing waiver will not apply to changes requiring on-site dispatch.

Customer is currently eligible to receive the following optional CenturyLink business applications provided by CenturyLink affiliate Savvis Communications Corporation DBA CenturyLink TS and its affiliates ("CenturyLink TS") with the CCE Data Only Package at no additional charge. CenturyLink or CenturyLink TS may modify or discontinue this offering for future CCE Data Only Package purchases. You will receive a URL and log-in credentials to access your business applications. When you first log in to the Management Console, you will be asked to accept the CenturyLink terms and conditions before activating the applications. The optional business applications are governed by the CenturyLink business applications terms and conditions also found at https://apps.centurylink.com/terms-conditions and not by this Agreement.

Optional Business Applications Included at No Additional Charge	Quantity/Details
Microsoft Office 365 from CenturyLink	20 Business Essential licenses, includes email w/ 50GB storage
Basic Web Hosting with Site Builder Tools	10GB Storage
DNS Registration	1 Included
Data Backup for PC and Laptop (not applicable to servers)	20 Licenses at 10GB each
Cloud Fax	250 Inbound/Outbound Pages
Search Engine Submission	Attracta

Customer may purchase additional CenturyLink TS services at the following website: https://apps.centurylink.com/login. Additional charges will apply.

---

2. Rates

2.1 Rate Changes. Rates apply only for the above Services and Service Address(es) and will not apply if Customer moves a Service Address or changes any of the Bundle or Service Details. The rates for Local Access Service and CPE Purchase may be subject to valid quote forms, which control if they conflict with the rates listed on this Summary Page, all of which are subject to change.

2.2 Additional Charges. Additional charges may apply. Rates and charges for Service elements not identified appear in the applicable terms and conditions. Rates do not include foreign, federal, state or local taxes, surcharges, fees, EAS, Zone, CALC, or other similar charges.

3. Term and Termination.

3.1 Term. This Agreement is effective on the date all parties have signed below ("Effective Date") and continues until expiration of all Orders placed under this Agreement. Service Terms begin on their Start of Service Date and automatically renew unless terminated by either party. The Start of Service Date, renewal periods and renewal period rates are described in the DT&C, Bundle or Package Provisions, Service Provisions, or in an applicable Tariff, RSS or ISS.

3.2 Termination. If Customer gives notice of cancellation or termination, disconnects any portion of a Service or otherwise breaches this Agreement resulting in the termination of a Service before the end of the applicable Service Term, Cancellation Charges will apply as set forth in the applicable terms and conditions.

4. Amendments. At CenturyLink's sole discretion, the parties may amend the Agreement to add additional CenturyLink services. Except as otherwise expressly permitted in the Agreement, amendments must be in writing and signed by both parties' authorized representatives.

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DocuSigned by:
Doug Conwell
324F2336BC0F4D7...

CUSTOMER: MORRIS COUNTY USD 417

Authorized Signature

Doug Conwell
Name Typed or Printed

Superintendent — 6/18/2015
Title — Date

CENTURYLINK SALES SOLUTIONS, INC.

DocuSigned by:
Tony Schirber
2F66E4A91DED47D...

Authorized Signature

Tony Schirber
Name Typed or Printed

Sales Director — 6/18/2015
Title — Date

Customer's Address for Notices: 17 WOOD ST, Attn: General Counsel, COUNCIL GROVE, KS 66846;

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TERMS AND CONDITIONS APPLICABLE TO ALL SERVICES

1. Additional Terms and Conditions. Customer understands that the DT&C and other provisions identified in this Agreement ("Other Provisions") contain additional important terms and conditions that apply to the Services, including, among other things, confidentiality obligations, disclaimer of warranties, indemnification, shortfall charges, minimum-service terms, early termination charges, and jury-trial and class-action waiver.

2. Payment. Customer must pay all charges within 30 days of the invoice date except for CenturyLink QC charges, which Customer must pay by the due date on the invoice. Charges not paid by their due date are subject to late payment charge of the lesser of 1.5% per month or the maximum rate allowed by law or required by Tariff. In addition to payment of charges for Services, Customer must also pay CenturyLink any applicable Taxes (which is defined in the DT&C and may include surcharges, fees, and other similar charges) assessed in connection with Services. Customer's payments to CenturyLink must be in the form of electronic funds transfer (via wire transfer or ACH), cash payments (via previously-approved CenturyLink processes only), or paper check.

3. Credit Approval. Provision of Services is subject to CenturyLink's credit approval of Customer. As part of the credit approval process, CenturyLink may require Customer to provide a deposit or other security. Additionally during the Term, if Customer's financial circumstance or payment history becomes reasonably unacceptable to CenturyLink, CenturyLink may require adequate assurance of future payment as a condition of continuing CenturyLink's provision of Services. Customer's failure to provide adequate assurances required by CenturyLink is a material breach of the Agreement. CenturyLink may provide Customer's payment history or other billing/charge information to credit reporting agencies or industry clearinghouses.

4. Disclaimer of Warranties. EXCEPT AS EXPRESSLY PROVIDED IN THE AGREEMENT, ALL SERVICES AND PRODUCTS ARE PROVIDED "AS IS." CENTURYLINK DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. CENTURYLINK MAKES NO WARRANTIES OR REPRESENTATIONS THAT ANY SERVICE WILL BE FREE FROM LOSS OR LIABILITY ARISING OUT OF HACKING OR SIMILAR MALICIOUS ACTIVITY, OR ANY ACT OR OMISSION OF THE CUSTOMER.

5. Limitations of Liability. The remedies and limitations of liability for any claims arising between the parties are set forth below.

(a) Consequential Damages. NEITHER PARTY OR ITS AFFILIATES, AGENTS, OR CONTRACTORS IS LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES OR FOR ANY LOST PROFITS, LOST REVENUES, LOST DATA, LOST BUSINESS OPPORTUNITY, OR COSTS OF COVER. THESE LIMITATIONS APPLY REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS ASSERTED AND REGARDLESS OF FORESEEABILITY.

(b) Claims Related to Services. For Customer's claims related to Service deficiencies or interruptions, Customer's exclusive remedies are limited to: (a) those remedies set forth in the SLA for the affected Service or (b) the total MRCs or usage charges paid by Customer for the affected Service in the one month immediately preceding the event giving rise to the claim if an SLA does not apply.

(c) Personal Injury; Death; Property Damages. For claims arising out of personal injury or death to a party's employee, or damage to a party's real or personal property, that are caused by the other party's negligence or willful misconduct in the performance of the Agreement, each party's liability is limited to proven direct damages.

(d) Other Direct Damages. For all other claims arising out of the Agreement, each party's maximum liability will not exceed in the aggregate the total MRCs and usage charges paid by Customer to CenturyLink under the Agreement in the three months immediately preceding the event giving rise to the claim ("Damage Cap"). The Damage Cap will not apply to a party's indemnification obligations or Customer's payment obligations under the Agreement.

6. Entire Agreement. This Agreement, including DT&C, Other Provisions, and any CenturyLink-accepted Order Forms constitute the entire agreement between the parties. This Agreement supersedes all prior oral or written agreements or understandings relating to the same service, ports, or circuits at the same locations as covered under this Agreement. Capitalized terms are defined in the DT&C and Other Provisions.

7. Purchase Orders. This Agreement controls over any Customer-issued purchase order, and any terms or conditions contained in a Customer-issued purchase order or other Customer ordering document will have no force or effect.

8. Uniform Resource Locators (URLS). References to URLs in this Agreement include any successor URLs designated by CenturyLink.

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DocuSign SECURED

Certificate of Completion

Envelope Number: AC091E2C53AA4F4C895C5897FF56C058
Subject: Documents for your DocuSign Signature
Source Envelope:
Document Pages: 4
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled

Signatures: 2
Initials: 0

Status: Completed

Envelope Originator:
Keith Fine
930 15th St
3rd Floor
Denver, CO 80202
keith.l.fine@centurylink.com
IP Address: 96.43.144.8

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Status: Original
6/18/2015 6:57:32 AM PT

Holder: Keith Fine
keith.l.fine@centurylink.com

Location: DocuSign

Signer Events	Signature	Timestamp
Doug Conwell dconwell@cgrove417.org Superintendent Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 6/18/2015 1:02:44 PM PT ID: 565d92b2-3894-40ef-988f-4fd9813726ce	DocuSigned by: Doug Conwell 324F2336BC0F4D7... Using IP Address: 66.213.180.194	Sent: 6/18/2015 6:58:21 AM PT Viewed: 6/18/2015 1:02:44 PM PT Signed: 6/18/2015 1:03:45 PM PT
Tony Schirber tony.j.schirber@centurylink.com Sales Director CenturyLink Business Solutions Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered ID:	DocuSigned by: Tony Schirber 2F66E4A91DED47D... Using IP Address: 172.56.10.235 Signed using mobile	Sent: 6/18/2015 1:03:47 PM PT Viewed: 6/18/2015 1:18:56 PM PT Signed: 6/18/2015 1:19:37 PM PT

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Notary Events		Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/18/2015 1:03:48 PM PT
Certified Delivered	Security Checked	6/18/2015 1:18:57 PM PT
Signing Complete	Security Checked	6/18/2015 1:19:38 PM PT
Completed	Security Checked	6/18/2015 1:19:38 PM PT

Electronic Record and Signature Disclosure

CONSUMER DISCLOSURE

From time to time, CenturyLink (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the â€˜I agreeâ€™ button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a $0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign â€˜Withdraw Consentâ€™ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures

electronically from us.

How to contact CenturyLink:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: esign@centurylink.com

To advise CenturyLink of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at esign@centurylink.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from CenturyLink

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to esign@centurylink.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CenturyLink

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an e-mail to esign@centurylink.com and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	WindowsÂ® 2000, WindowsÂ® XP, Windows VistaÂ®; Mac OSÂ® X
Browsers:	Final release versions of Internet ExplorerÂ® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safariâ„¢ 3.0 or above (Mac only)
PDF Reader:	AcrobatÂ® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the â€˜I agreeâ€™ button below.
By checking the â€˜I agreeâ€™ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC CONSUMER DISCLOSURES document; and

- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and

- Until or unless I notify CenturyLink as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by CenturyLink during the course of my relationship with you.

CENTURYLINK® TOTAL ADVANTAGE® EXPRESS – AGREEMENT – Summary Page

This CenturyLink® Total Advantage™ Express Agreement ("Agreement") is between **CenturyLink Sales Solutions, Inc.** as contracting agent on behalf of the applicable CenturyLink company providing the Services under this Agreement ("CenturyLink") and **MORRIS COUNTY USD 417** ("Customer" or "You"). The name of the CenturyLink operating company providing Services to Customer is listed in the service-specific terms and conditions. CenturyLink may withdraw this offer if Customer does not execute and deliver the Agreement to CenturyLink on or before **August 2, 2015**. Using CenturyLink's electronic signature process for the Agreement is acceptable.

1. Services. CenturyLink provides Services under the General Terms and Conditions applicable to all Services found in the Detailed Terms and Conditions ("DT&C") at: http://www.centurylink.com/legal/rmgctae/DTC/v61.pdf and the service-specific terms and conditions listed in each pricing section incorporated into the Agreement by this reference. Provisions that are applicable to a specific CenturyLink company are so indicated. All general provisions are applicable to services provided by the CenturyLink company providing the Services under this Agreement. For an interim period of time until all work is completed to update the Service-specific provisions, various on-line offer provisions, Tariffs and other terms and conditions incorporated by attachment or reference into this Agreement, all references to Qwest Communications Company, LLC mean CenturyLink Communications, LLC f/k/a Qwest Communications Company, LLC.

The following Services are incorporated into the Agreement:

DATA BUNDLE OFFER

CenturyLink will charge Customer, and Customer will pay the rates set forth in a signed quote for Service issued by CenturyLink, which will reference this Agreement. The Data Bundle Service Term is set forth in the quote.

CenturyLink provides Services under these additional service-specific terms and conditions incorporated into the Agreement by this reference: (a) Data Bundle provisions ("Bundle Provisions") found at http://www.centurylink.com/legal/rmgctae/databundle/v8.pdf and (b) the CenturyLink IQ Networking, Local Access and Rental CPE service-specific sections ("Service Provisions") in the DT&C.

CENTURYLINK SELECT ADVANTAGE PRODUCTS AND SERVICES (CPE and PROFESSIONAL SERVICES)

The following additional terms and conditions apply to CPE Products & Services and Professional Services and are incorporated herein by reference: the General Terms Applicable to All Services and CPE Products & Services; Professional Services sections in the DT&C.

Customer is purchasing CPE Products & Services and/or Professional Services under this Agreement. The pricing for Products and Services ordered under this Agreement will be itemized on a Purchase Order or SOW subject to this Agreement.

Core Connect Enterprise Data Only Package – 60 Months Month Service Term			
Service Location	**Package Details**	**Package MRC/Package**	**Package NRC/Package[3]**
801 CENTER ST, ALTA VISTA, KS 66834	Port Type: Internet Port Bandwidth[2]: 30 Mbps Local Access: Ethernet Local Access Pro Configuration 8x5 NBD Remote Maintenance	$1,135.00	$0.00
	Location Package Total	**$1,135.00**	**$0.00**
The package/bundle pricing includes rental equipment that CenturyLink will provide while Customer purchases the Services from CenturyLink. CenturyLink may provide equipment from various manufacturers at its discretion.			

[1] Customer's site must qualify for ProMET® Premium On-Site Maintenance.
[2] Bandwidths are not available in all locations.
[3] Any discounts or waivers will not apply to any other NRCs for the Package or underlying Services, including but not limited to upgrade, special construction, expedite or other ancillary charges. If Customer terminates without Cause prior to expiration of the Service Term, Cancellation Charges will include (in addition to any other applicable Cancellation Charges set forth in this Attachment) the difference between $500 and the Package NRC shown above.

CenturyLink provides Services under these additional service-specific terms and conditions incorporated into the Agreement by this reference: (a) Core Connect Enterprise Data Only Package provisions ("Package Provisions") found at http://www.centurylink.com/legal/rmgctae/CCEDOPkg/v3.pdf and (b) the CenturyLink IQ Networking, Local Access, and Rental CPE service-specific sections ("Service Provisions") in the DT&C.

Core Connect Enterprise Data Only Package MACD Charges:

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CENTURYLINK® TOTAL ADVANTAGE® EXPRESS – AGREEMENT – Summary Page

Promo Code	Upgrade/MACD Options	NRC per Upgrade or MACD*
iQIABundUPGR	Upgrade to a higher bandwidth (No bandwidth downgrades)	$275.00
iQIAPortUPGR	Upgrade from Internet Port to Private Port or Enhanced Port, or Upgrade from Private Port to Enhanced Port (no port downgrades)	$200.00
iQIAConfigCH	Add Pro Configuration Management or upgrade to ProMET® On-Site Premium maintenance	$200.00
iQIARMTEMAC	Non-Premise Dispatched - Remote Configuration Support - (i.e., Changes to the Rental CPE configuration work, such as support for Customer moves - billable per hour	$100.00 per hour

* If Customer is purchasing Pro Configuration Management, Customer may elect to use one or more of the 10 FW configuration changes per year included with Pro Configuration Management in lieu of paying the Remote Configuration Support charge listed above. Each time Customer elects to do that, the "no charge" FW configuration changes available to Customer for that year will be reduced accordingly. The foregoing waiver will not apply to changes requiring on-site dispatch.

Customer is currently eligible to receive the following optional CenturyLink business applications provided by CenturyLink affiliate Savvis Communications Corporation DBA CenturyLink TS and its affiliates ("CenturyLink TS") with the CCE Data Only Package at no additional charge. CenturyLink or CenturyLink TS may modify or discontinue this offering for future CCE Data Only Package purchases. You will receive a URL and log-in credentials to access your business applications. When you first log in to the Management Console, you will be asked to accept the CenturyLink terms and conditions before activating the applications. The optional business applications are governed by the CenturyLink business applications terms and conditions also found at https://apps.centurylink.com/terms-conditions and not by this Agreement.

Optional Business Applications Included at No Additional Charge	Quantity/Details
Microsoft Office 365 from CenturyLink	20 Business Essential licenses, includes email w/ 50GB storage
Basic Web Hosting with Site Builder Tools	10GB Storage
DNS Registration	1 Included
Data Backup for PC and Laptop (not applicable to servers)	20 Licenses at 10GB each
Cloud Fax	250 Inbound/Outbound Pages
Search Engine Submission	Attracta

Customer may purchase additional CenturyLink TS services at the following website: https://apps.centurylink.com/login. Additional charges will apply.

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2. Rates

2.1 Rate Changes. Rates apply only for the above Services and Service Address(es) and will not apply if Customer moves a Service Address or changes any of the Bundle or Service Details. The rates for Local Access Service and CPE Purchase may be subject to valid quote forms, which control if they conflict with the rates listed on this Summary Page, all of which are subject to change.

2.2 Additional Charges. Additional charges may apply. Rates and charges for Service elements not identified appear in the applicable terms and conditions. Rates do not include foreign, federal, state or local taxes, surcharges, fees, EAS, Zone, CALC, or other similar charges.

3. Term and Termination.

3.1 Term. This Agreement is effective on the date all parties have signed below ("Effective Date") and continues until expiration of all Orders placed under this Agreement. Service Terms begin on their Start of Service Date and automatically renew unless terminated by either party. The Start of Service Date, renewal periods and renewal period rates are described in the DT&C, Bundle or Package Provisions, Service Provisions, or in an applicable Tariff, RSS or ISS.

3.2 Termination. If Customer gives notice of cancellation or termination, disconnects any portion of a Service or otherwise breaches this Agreement resulting in the termination of a Service before the end of the applicable Service Term, Cancellation Charges will apply as set forth in the applicable terms and conditions.

4. Amendments. At CenturyLink's sole discretion, the parties may amend the Agreement to add additional CenturyLink services. Except as otherwise expressly permitted in the Agreement, amendments must be in writing and signed by both parties' authorized representatives.

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CENTURYLINK® TOTAL ADVANTAGE® EXPRESS – AGREEMENT – Summary Page

CUSTOMER: MORRIS COUNTY USD 417	CENTURYLINK SALES SOLUTIONS, INC.
DocuSigned by: Doug Conwell 324F2336BC0F4D7...	Tony Schirber 2F66E4A91DED47D...
Authorized Signature	Authorized Signature
Doug Conwell	Tony Schirber
Name Typed or Printed	Name Typed or Printed
Superintendent	Sales Director
Title	Title
6/18/2015	6/18/2015
Date	Date

Customer's Address for Notices: 17 WOOD ST, Attn: General Counsel, COUNCIL GROVE, KS 66846;

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CENTURYLINK® TOTAL ADVANTAGE® EXPRESS – AGREEMENT – Summary Page

TERMS AND CONDITIONS APPLICABLE TO ALL SERVICES

1. Additional Terms and Conditions. Customer understands that the DT&C and other provisions identified in this Agreement ("Other Provisions") contain additional important terms and conditions that apply to the Services, including, among other things, confidentiality obligations, disclaimer of warranties, indemnification, shortfall charges, minimum-service terms, early termination charges, and jury-trial and class-action waiver.

2. Payment. Customer must pay all charges within 30 days of the invoice date except for CenturyLink QC charges, which Customer must pay by the due date on the invoice. Charges not paid by their due date are subject to late payment charge of the lesser of 1.5% per month or the maximum rate allowed by law or required by Tariff. In addition to payment of charges for Services, Customer must also pay CenturyLink any applicable Taxes (which is defined in the DT&C and may include surcharges, fees, and other similar charges) assessed in connection with Services. Customer's payments to CenturyLink must be in the form of electronic funds transfer (via wire transfer or ACH), cash payments (via previously-approved CenturyLink processes only), or paper check.

3. Credit Approval. Provision of Services is subject to CenturyLink's credit approval of Customer. As part of the credit approval process, CenturyLink may require Customer to provide a deposit or other security. Additionally during the Term, if Customer's financial circumstance or payment history becomes reasonably unacceptable to CenturyLink, CenturyLink may require adequate assurance of future payment as a condition of continuing CenturyLink's provision of Services. Customer's failure to provide adequate assurances required by CenturyLink is a material breach of the Agreement. CenturyLink may provide Customer's payment history or other billing/charge information to credit reporting agencies or industry clearinghouses.

4. Disclaimer of Warranties. EXCEPT AS EXPRESSLY PROVIDED IN THE AGREEMENT, ALL SERVICES AND PRODUCTS ARE PROVIDED "AS IS." CENTURYLINK DISCLAIMS ALL EXPRESS OR IMPLIED WARRANTIES, INCLUDING BUT NOT LIMITED TO ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. CENTURYLINK MAKES NO WARRANTIES OR REPRESENTATIONS THAT ANY SERVICE WILL BE FREE FROM LOSS OR LIABILITY ARISING OUT OF HACKING OR SIMILAR MALICIOUS ACTIVITY, OR ANY ACT OR OMISSION OF THE CUSTOMER.

5. Limitations of Liability. The remedies and limitations of liability for any claims arising between the parties are set forth below.

(a) Consequential Damages. NEITHER PARTY OR ITS AFFILIATES, AGENTS, OR CONTRACTORS IS LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES OR FOR ANY LOST PROFITS, LOST REVENUES, LOST DATA, LOST BUSINESS OPPORTUNITY, OR COSTS OF COVER. THESE LIMITATIONS APPLY REGARDLESS OF THE LEGAL THEORY UNDER WHICH SUCH LIABILITY IS ASSERTED AND REGARDLESS OF FORESEEABILITY.

(b) Claims Related to Services. For Customer's claims related to Service deficiencies or interruptions, Customer's exclusive remedies are limited to: (a) those remedies set forth in the SLA for the affected Service or (b) the total MRCs or usage charges paid by Customer for the affected Service in the one month immediately preceding the event giving rise to the claim if an SLA does not apply.

(c) Personal Injury; Death; Property Damages. For claims arising out of personal injury or death to a party's employee, or damage to a party's real or personal property, that are caused by the other party's negligence or willful misconduct in the performance of the Agreement, each party's liability is limited to proven direct damages.

(d) Other Direct Damages. For all other claims arising out of the Agreement, each party's maximum liability will not exceed in the aggregate the total MRCs and usage charges paid by Customer to CenturyLink under the Agreement in the three months immediately preceding the event giving rise to the claim ("Damage Cap"). The Damage Cap will not apply to a party's indemnification obligations or Customer's payment obligations under the Agreement.

6. Entire Agreement. This Agreement, including DT&C, Other Provisions, and any CenturyLink-accepted Order Forms constitute the entire agreement between the parties. This Agreement supersedes all prior oral or written agreements or understandings relating to the same service, ports, or circuits at the same locations as covered under this Agreement. Capitalized terms are defined in the DT&C and Other Provisions.

7. Purchase Orders. This Agreement controls over any Customer-issued purchase order, and any terms or conditions contained in a Customer-issued purchase order or other Customer ordering document will have no force or effect.

8. Uniform Resource Locators (URLS). References to URLs in this Agreement include any successor URLs designated by CenturyLink.

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SCHOOLS AND LIBRARIES FUNDING PROGRAM ADDENDUM

CenturyLink and Customer are entering into an Agreement for the provision of certain telecommunications services, equipment or both ("Service"). The Service may be eligible for discounts or other benefits under the Universal Service Fund Schools and Libraries Program established by the Telecommunications Act of 1996 ("E-rate Program") and administered by the Universal Service Administrative Company ("USAC") or other administrative body designated by the Federal Communications Commission ("FCC"), or under state or local corollaries to the E-rate Program (collectively, "Support"). This Addendum is an integral part of the Agreement and is binding when acknowledged by Customer or when Customer receives Service.

1. **EFFECTIVE DATE OF AGREEMENT.** The Term of the Agreement will begin according to the following option selected by Customer:

☐ Option 1.	The Term will begin as stated in the Agreement. Customer is requesting Support, but agrees that it will obtain Service and be liable for payment regardless of whether it receives Support.
☒ Option 2.	The Term will begin on July 1, 2015. Customer is requesting Support, but agrees that it will obtain Service and be liable for payment regardless of whether it receives Support.
☐ Option 3.	The Term will begin on the last date on which both parties have signed the Agreement and CenturyLink has received USAC's Funding Commitment Decision Letter or a similar written commitment of Support from a state or local program administrator ("Other Funding Source"). But if CenturyLink receives USAC's Funding Commitment Decision Letter or a commitment from an Other Funding Source before July 1, 2015, the effective date of the Agreement will be July 1, 2015. Customer will be responsible for payment for Service throughout the remainder of the Term and for any amounts not covered by the Support, irrespective of the availability of Support for future years.
☐ Option 4.	The Term will begin on the last date on which both parties have signed the Agreement. Customer affirms that it is not currently requesting Support for Service. **The remainder of this Addendum will not apply to the Agreement if Customer selects Option 4. If Customer subsequently chooses to request Support for Service, Customer will contact CenturyLink to make appropriate arrangements.**

If Customer does not indicate an affirmative choice above, CenturyLink will treat the Agreement as if Customer selected Option 4.

2. **APPLICATIONS FOR SUPPORT.** Following execution of the Agreement and if Customer chooses to seek Support for Service, Customer will take the following steps to request Support depending on the source of such funds.

   A. **USAC.** Customer will take appropriate steps to ensure that USAC receives a Form 471 application (or its successor form) and any other necessary documentation to request Support for Service. For Service provided in multiple years, Customer will submit subsequent Forms 471 to request Support. Customer will promptly provide CenturyLink with a copy of its Funding Commitment Decision Letter and all other relevant documentation requested by CenturyLink. Customer will abide by all FCC and USAC rules and obligations for receipt of Support, including but not limited to submission of Form 486 (or its successor form) confirming receipt of Service.

   B. **Other Funding Sources.** If desired, Customer will take all necessary steps to request Support from Other Funding Sources. Customer will promptly notify CenturyLink in writing of its receipt of a Support commitment from Other Funding Sources, and will include a copy of its application and Other Funding Source documentation in such notice to CenturyLink. **Customer will abide by all Other Funding Source rules and obligations for receipt of Support.**

3. **RECEIPT OF SUPPORT.**

   A. **USAC.** Customer will pay, in full, all invoices issued by CenturyLink prior to CenturyLink's receipt of notification from USAC of Customer's Form 486 filing and CenturyLink's receipt of the service worksheet. Upon notification, CenturyLink will apply discounts or reimburse Customer according to the Funding Commitment Decision Letter, Form 486 for Service delivered, and CenturyLink worksheet delineating the associated accounts. CenturyLink may require Customer to seek USAC reimbursement via Form 472 if Customer has not received its USAC Funding Commitment Decision Letter by December 31 of the funding year. All discounts or reimbursements will be retroactive to the date authorized by USAC's funding year. CenturyLink will either apply a credit to Customer's account or provide Customer with a check or credit corresponding to USAC's Support commitment as calculated after providing Service.

   B. **Other Funding Sources.** Customer will pay, in full, all invoices issued by CenturyLink prior to CenturyLink's receipt of notification from the Other Funding Source acknowledging Customer's receipt of Service. Upon notification, CenturyLink will apply discounts or reimburse Customer for Service delivered under the terms of the Agreement and

corresponding to the Other Funding Source acknowledgement. These discounts or reimbursements will be retroactive to the date authorized by the Other Funding Source funding year. CenturyLink may apply a credit to Customer's account or provide Customer with a check corresponding to the Other Funding Source's Support commitment as calculated after providing Service.

4. **FAILURE TO OBTAIN SUPPORT.**

   A. If, for any reason other than CenturyLink's material failure to deliver Service under the terms of the Agreement, the FCC, USAC or Other Funding Sources fail to reimburse CenturyLink for Service, or if the FCC, USAC or Other Funding Sources reclaim any portion of Support paid to CenturyLink on Customer's behalf, then Customer will reimburse CenturyLink for these amounts.

   B. While CenturyLink will use commercially reasonable efforts to assist Customer in requesting Support, CenturyLink is not responsible for Customer's compliance with FCC, USAC or Other Funding Source rules and regulations, Customer's applications for Support, or any decisions or actions by the FCC, USAC or Other Funding Sources with respect to Customer.

5. **TITLE TO EQUIPMENT.** Any equipment for which Customer is not applying for Category Two Support under the E-rate Program, and is used in the provision of Services under the Agreement, is the property of CenturyLink. Customer neither owns nor will acquire any right of ownership to any such CenturyLink-provided equipment. Upon termination or expiration of the Agreement, Customer will surrender and immediately return the CenturyLink-provided equipment to CenturyLink or will provide CenturyLink access to reclaim such equipment.

6. **PRECEDENCE AND INTERPRETATION.** The terms and conditions of this Addendum take precedence over all conflicting terms and conditions in the Agreement. All other terms and conditions of the Agreement remain unchanged.

Acknowledged this 18 day of JUNE, 2015

Signature

DOUG CONWELL

Print Name

SUPERINTENDENT

Title

KBS CONSTRUCTORS, inc.
Leaders in Critical Environment Construction
1701 SW 41st Street | Topeka, KS 66609
KBSCI.COM

INVOICE

Date: 1-Jul-15
Billing #: 1
Invoice #: 15-0635

KBS Job#: 15096

Project: Council Grove High School
USD 417
417 South Wood Street
Council Grove, KS 66846

Attn: Doug Conwell

Guaranteed Maximum Price	$	200,000
Less Previous Applications	$	-
Less This Application	$	44,946
Remaining on Contract less Retainage	$	155,054

Total Retainage
Application 1 $ 4,994

Invoice Total

Invoice Total	$	49,941
Less 10% Retainage	$	4,994
Please Pay:	***$***	***44,946***

Schedule of Values

Description	Budgeted Amount	Billing 1	Billing 2	Billing 3	% Complete	Over/Under
Pre-Construciton Services	$ 5,000	$ 5,000			100%	$ -
CM Fixed Fee	$ 17,000	$ 5,667			33%	$ 11,333
General Conditions	$ 45,869	$ 16,313			36%	$ 29,556
Mobilization	$ 2,000	$ 2,000			100%	$ -
Demolition	$ 3,700	$ 2,048			55%	$ 1,652
Concrete Cutting	$ 2,700				0%	$ 2,700
Cast in Place Concrete	$ 1,500				0%	$ 1,500
Masonry	$ 2,000				0%	$ 2,000
Misc. Metals/Gate	$ 5,000	$ 385			8%	$ 4,615
Rough and Finish Carpentry	$ 7,000	$ 990			14%	$ 6,010
Drywall and Framing	$ 23,000	$ 13,555			59%	$ 9,446
Doors and Hardware	$ 12,000				0%	$ 12,000
Aluminum Storefronts	$ 10,417				0%	$ 10,417
ACT Ceilings	$ 3,500				0%	$ 3,500
Specialties/Lockers	$ 2,000				0%	$ 2,000
Painting	$ 9,315				0%	$ 9,315
Flooring	$ 18,015				0%	$ 18,015
Mechanical/Plumbing	$ 4,800				0%	$ 4,800
Electrical	$ 16,652	$ 3,983			24%	$ 12,669
Contengency	$ 8,532				0%	$ 8,532
Total	$ 200,000	$ 49,941			25%	

General Conditions Breakout

Description	Budgeted Amount	Billing 1	Billing 2	Billing 3	% Complete	Over/Under
Project Executive	$ 1,029	$ 475			46%	$ 554
Project Manager	$ 13,680	$ 4,928			36%	$ 8,752
Project Superintendent	$ 16,800	$ 7,840			47%	$ 8,960
Drawing Reproduction	$ 350	$ 100			29%	$ 250
Travel Expenses (Truck & Gas)						$ -
Superintendent (2 trucks)	$ 5,400	$ 1,047			19%	$ 4,353
Project Manager	$ 4,350				0%	$ 4,350
Small tools	$ 477	$ 644			135%	$ (167)
Safety	$ 240	$ 714			298%	$ (474)
Field Cell Phones (2ea)	$ 1,020	$ 340			33%	$ 680
Computer/IT Services	$ 300	$ 225			75%	$ 75
Office Equipment	$ 300				0%	$ 300
Rental Equipment	$ 750				0%	$ 750
Dumpster	$ 1,350				0%	$ 1,350
Total	46046	16313	0	0	35%	

KBS Labor Breakdown

Position	Hourly Rate	1 June/30 June	Total
Principal	$ 95	5	$ 475
Project Manager/Estimator	$ 88	56	$ 4,928
Assistant Project Manager	$ 65	0	$ -
Project Safety/Equipment	$ 42	17	$ 714
Superintendent	$ 70	112	$ 7,840
Assistant Superintendent	$ 60	0	$ -
Carpenter Foreman	$ 47	0	$ -
Carpenter	$ 45	233.5	$ 10,508
Laborer	$ 32	64	$ 2,048
			$ 26,513