

Wednesday, August 12, 2026
Regular Meeting

6:00 PM
Jr/Sr High Bulldog Room

- I. Opening
 - I.A. Call to Order
 - I.B. Approval of Agenda
 - I.C. Pledge of Allegiance
 - I.D. Vision Statement
 - I.E. Empty Chair Philosophy
- II. Consent Agenda
 - II.A. Approval of Minutes
 - II.B. Donations
 - USD 364 Foundation Fund - \$2,500.00 to Boys Basketball
 - Midwest Texas Longhorn Association - \$500 to FFA
 - Sunflower Credit Union - \$250.00 to Terry Harries
 - II.C. Personnel Update
 - II.D. Approval of Bills
 - II.E. Financial Reports
 - II.F. Transportation Report July 2026
 - II.G. Title IX Coordinator
 - II.H. Approval of Consent Agenda
- III. Public Presentations
 - III.A. Citizen's Open Forum
- IV. Building Reports - Focus on Learning
 - IV.A. Library Presentation
 - Rachel Bena
 - Library Highlights
- V. Action Items
 - V.A. Revenue Neutral Rate Hearing
 - Hearing for exceeding the revenue neutral rate for 2026-27 school year.
 - V.B. Notice of 2026-2027 Budget Hearing
 - Budget Hearing
 - V.C. District Policy Updates
 - JCDC - Student Personal Electronic Communication Devices
 - IIBGC - Staff Online Activities - District Approved Social Media Accounts
 - JBCB - Foster Care Students & Regulations
 - V.D. Classified Reference Guide

Classified Reference Guide - Processes and Practices

V.E. Teacher Reference Guide

Teacher processes, practices, and procedures

V.F. Kitchen Architectural Design

VI. Discussion Items

VI.A. Pre-Enrollment Report

Pre-Enrollment Numbers for MES and MJSHS

VI.B. Facility Usage Contract

Facility Usage Fees and Other Information

VI.C. League Affiliation

VI.D. Superintendent Evaluation Process

VII. Executive Session

VII.A. Convene in Executive Session

VII.B. Reconvene in Open Session

VII.C. Action Resulting from Closed Session Discussion

VIII. Closing

VIII.A. Announcements

VIII.B. Adjournment

Personnel Update

Action for August 12, 2026

Resignations and Retirements

<u>Category</u>	<u>Employee</u>	<u>Position</u>	<u>Status</u>
Classified	Barb Grable	Paraprofessional	Resignation
Classified	Beth Benkendorf	Paraprofessional	Resignation

Employment, Transfers and Other Actions

<u>Category</u>	<u>Employee</u>	<u>Position</u>	<u>Status</u>
Certified	Ashley Hubbard	504 Coordinator	Hire
Classified	Megan Luebbe	Teacher Aide	Transfer
Certified	James Landoll	Freshman Class Sponsor	Hire
Certified	Leigha Behrens	Sophomore Class Sponsor	Hire
Certified	Tara Hager	Junior Class Sponsor	Hire
Classified	Allie Argo	Junior Class Sponsor	Hire
Certified	Tara Hager	Senior Class Sponsor	Hire
Classified	Sheldon Smith	Paraprofessional	Hire
Classified	Amburley Lister	Paraprofessional	Hire
Classified	Jodie Bruna	Paraprofessional	Hire
Classified	Jodi Anderson	Paraprofessional	Hire
Classified	Jaqi L'Ecuyer	Paraprofessional	Transfer
Classified	Shanielle Waddell	Paraprofessional	Transfer
Classified	Greg Blake	Paraprofessional	Hire

Employment – Extended School Year

<u>Category</u>	<u>Employee</u>	<u># of Days</u>
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Current Positions open – July 15, 2026

Special Education Teacher

Checks for Payment Listing

MARYSVILLE UNIF SCH DIST 364

Check Number	Check Date	Full Name	Description	Amount
06 - General Fund				
017360	07/24/2026	Evergy	Electricity	676.01
017361	07/24/2026	Kansas Gas Service	Heat	280.45
017363	07/24/2026	T-Mobile	Cell Phones	153.11
017364	07/24/2026	Walmart - TreviPay	Cleaning Supplies-J Miller	158.96
017364	07/24/2026	Walmart - TreviPay	Food/Brd Mtg-D Schroeder	49.37
017365	07/24/2026	WoodRiver Energy	Natural Gas	2.88
Total for 06 - General Fund				1,320.78
08 - Local Option Budget				
017360	07/24/2026	Evergy	Electricity	20,140.82
017361	07/24/2026	Kansas Gas Service	Heat	320.06
017365	07/24/2026	WoodRiver Energy	Natural Gas	100.89
Total for 08 - Local Option Budget				20,561.77
78 - Coop Special Education				
017360	07/24/2026	Evergy	Electricity	364.99
017361	07/24/2026	Kansas Gas Service	Heat	72.52
017365	07/24/2026	WoodRiver Energy	Natural Gas	2.88
Total for 78 - Coop Special Education				440.39
99 - Payroll Clearing				
017362	07/24/2026	MASA	Ins Prem	546.00
Total for 99 - Payroll Clearing				546.00
Grand Total				22,868.94

Checks for Payment Listing

MARYSVILLE UNIF SCH DIST 364

Check Number	Check Date	Full Name	Description	Amount
06 - General Fund				
001652	08/12/2026	KPERS-Ks. Pub. Empl. Retiree	Fee	9.41
001653	08/12/2026	VISA/CITI	Brd Mtg Meals-D Schroeder	22.98
001653	08/12/2026	VISA/CITI	Breakfast/Meeting-D Schroeder	39.25
001653	08/12/2026	VISA/CITI	Canva Pro/June	120.00
001653	08/12/2026	VISA/CITI	Electrical Door Release-J Miller	457.39
001653	08/12/2026	VISA/CITI	Food/Lunch Mtg-D Schroeder	25.83
001653	08/12/2026	VISA/CITI	KTA Fees	3.84
001654	08/12/2026	ConnexPoint/Revtrak	Monthly Fees/July	791.65
001656	08/12/2026	VISA	Hotel/Nurse Conf-E Pralle	454.17
017373	08/12/2026	4 Imprint	Mouse Pads/Staff-T Crawford	485.71
017375	08/12/2026	Amazon Capital Services	Back to School Night Items-J Doebele	295.88
017375	08/12/2026	Amazon Capital Services	Bags/Pencil Sharpener/Name Tags-C	68.03
017375	08/12/2026	Amazon Capital Services	Birthday Supplies-J Tjaden	259.46
017375	08/12/2026	Amazon Capital Services	CKLA Anchor Charts/Frames-C Kroeger	77.74
017375	08/12/2026	Amazon Capital Services	Folders-A Rengstorf	91.98
017375	08/12/2026	Amazon Capital Services	Jobs for Dawgs Supp-J Tjaden	119.25
017375	08/12/2026	Amazon Capital Services	Office Chair-J Doebele	89.98
017375	08/12/2026	Amazon Capital Services	Pencils Sharpeners-J Packett	72.30
017375	08/12/2026	Amazon Capital Services	Plaud device-J Doebele	188.09
017377	08/12/2026	Arbor Ink	Stamp/President-T Crawford	43.26
017378	08/12/2026	Blue Valley Technologies	Internet/Phone/Fax	3,095.28
017380	08/12/2026	BRT Plumbing & HVAC	Distilled Water-D.O./Bus Barn	20.00
017381	08/12/2026	BSN Sports, LLC	Football Equipment-D Pretre	950.36
017382	08/12/2026	Crome Lumber, Inc.	Cust. Supplies	87.75
017382	08/12/2026	Crome Lumber, Inc.	Maint. Supplies	592.56
017385	08/12/2026	Diversified Safety and	Drug Testing Services	120.00
017386	08/12/2026	E3 Diagnostics Inc.	Calibration/Hearing Mchn-E Pralle	460.00
017389	08/12/2026	Grainger	Cust Supplies	67.32
017389	08/12/2026	Grainger	Cust. Supplies	192.00
017389	08/12/2026	Grainger	Drill & Batteries-J Miller	253.56
017391	08/12/2026	Hometown Lumber & Hardware	Maint. Supplies	405.69
017392	08/12/2026	IdntiTeez	Pfeifer Award Engraving	10.00
017393	08/12/2026	Kansas Power School	PowerSchool Conf-E Pralle	85.00
017393	08/12/2026	Kansas Power School	Powerschool Wrkshp-J Grauer	85.00
017394	08/12/2026	Kendall Hunt Publishing	Textbooks/IM Math-J Doebele	4,071.60
017395	08/12/2026	Kramer Oil Co	Forklift Propane Refill	360.00
017400	08/12/2026	MEDCO Supply Company	Training Room Supplies - D Pretre	73.56
017402	08/12/2026	Miller, James A	Drinking Fountain Tees-J Miller	10.36
017403	08/12/2026	Pitney Bowes Bank Inc Reserve	Postage-M Schmelzle	750.00
017404	08/12/2026	Pitney Bowes Supplies	Meter Ink Cartridge-M Schmelzle	134.44
017405	08/12/2026	Planbook	Annual Renewal/MES-J Doebele	684.00
017410	08/12/2026	Rogers Athletic Company	**Pop Up Tackle Sled-D Pretre	1,915.00
017414	08/12/2026	Semper Fi Electric	Trace out Electrical-J Miller	200.00
017415	08/12/2026	Southeast Kansas Ed Service	Budget Support-26 Close/27 Prep	314.65
017416	08/12/2026	Starfall Publications	Writing Journal/Kind.-A Woodcock	35.70
017417	08/12/2026	Supreme School Supply Co.	Activity Fund Pink Tickets-M Schmelzle	112.99
017419	08/12/2026	The Feed Sack, LLC	Work Session Meal	251.60

Checks for Payment Listing

MARYSVILLE UNIF SCH DIST 364

Check Number	Check Date	Full Name	Description	Amount
06 - General Fund				
017420	08/12/2026	Thermal Comfort Air, Inc.	A/C Inop	349.75
017423	08/12/2026	USA Kansas	PLN Membership Renewal-J Bruna	175.00
017424	08/12/2026	Vestis	Towel Service	87.38
017426	08/12/2026	Advocate Publishing Co.	Back to School Ad-T Crawford	50.00
017427	08/12/2026	Amazon Capital Services	Bulldog Bags-T Crawford	279.96
017427	08/12/2026	Amazon Capital Services	Wheels/Chairs-J Miller	341.94
017428	08/12/2026	Blue Valley Technologies	Cable TV	7.92
017429	08/12/2026	BRT Plumbing & HVAC	Distilled Water	47.00
017430	08/12/2026	City of Marysville	Water	2,029.98
017431	08/12/2026	Compliance One	DOT Tests	101.40
017432	08/12/2026	Crome Lumber, Inc.	Maint. Supplies	70.48
017434	08/12/2026	Ehnen's Automotive	Cust Supplies	56.84
017434	08/12/2026	Ehnen's Automotive	Transportation Supplies	323.50
017436	08/12/2026	Feldkamp's Furniture	Refrigerator-J Miller	768.00
017438	08/12/2026	Grainger	Cust. Supplies	184.83
017441	08/12/2026	Hight, Isaac	Lawn Service	1,750.00
017442	08/12/2026	Hometown Lumber & Hardware	Maint. Supplies	32.16
017444	08/12/2026	Inland Truck Parts and Service	Bus 16 Maint.	1,979.50
017445	08/12/2026	Kansas Truck Equipment Co.	Transportation Supplies/T Becker	174.21
017446	08/12/2026	Kramer Oil Co	Bulk Fuel	1,492.33
017447	08/12/2026	MEDCO Supply Company	Training Room Supplies - D Pretre	1,336.75
017448	08/12/2026	National Screening Bureau	Background Checks	19.00
017449	08/12/2026	Nordhus Motor Company	Bus 16 Maint	495.00
017449	08/12/2026	Nordhus Motor Company	Bus 33 Maint	884.97
017449	08/12/2026	Nordhus Motor Company	Bus 34 Maint	993.76
017450	08/12/2026	Pralle, Eireson P	Conf Meal Reimb	35.09
017451	08/12/2026	Rotary Club District 5710	3rd Qtr July-Sept/11 meals and dues	198.00
017452	08/12/2026	Schendel Pest Control	Pest Control/DO	70.00
017455	08/12/2026	Temps Disposal Service	Refuse Removal	624.00
017457	08/12/2026	Truck Repair Plus	Bus 28 Battery	506.55
017459	08/12/2026	Vestis	Mop Service	161.70
017461	08/12/2026	WEX Fleet Universal	Fuel/July	203.25
017462	08/12/2026	Kansas Gas Service	Heat/Ag Complex	112.10
Total for 06 - General Fund				34,996.97
07 - Federal Funds				
017407	08/12/2026	Price, Tina	Reimb. LETRS PD Training	180.00
017409	08/12/2026	Renaissance	Renaissance Services/FastBridge- Good	886.00
017422	08/12/2026	Tower Garden	Tower Gardens/Cafeteria-D Bargman	6,840.00
Total for 07 - Federal Funds				7,906.00
08 - Local Option Budget				
001653	08/12/2026	VISA/CITI	Chatling Subscription	55.00
017374	08/12/2026	Acer Service Corporation	Mainboard Intel- B Dressman	312.44
017378	08/12/2026	Blue Valley Technologies	Internet/Phone/Fax	157.81
017387	08/12/2026	Electronic Contracting	Fire Alarm Maint.	750.00
017388	08/12/2026	Gallagher Student Health &	Student Accident Ins.	6,533.75
017401	08/12/2026	Meininger Fire Protection, Inc.	Annual Fire Sprinkler Inspection	225.00
017401	08/12/2026	Meininger Fire Protection, Inc.	Annual Fire Sprinkler Inspection/Risers	275.00

Checks for Payment Listing

MARYSVILLE UNIF SCH DIST 364

Check Number	Check Date	Full Name	Description	Amount
08 - Local Option Budget				
017408	08/12/2026	Pur-O-Zone, Inc.	Refinish Gyms-D Ballman	8,422.00
017412	08/12/2026	Schendel Pest Control	Pest Control/Jr Sr High	121.00
017412	08/12/2026	Schendel Pest Control	Pest Control/MES	44.00
017427	08/12/2026	Amazon Capital Services	Power Supply Chords-B Dressman	99.00
017435	08/12/2026	Electronic Contracting	Manual Station Maint.	1,430.50
Total for 08 - Local Option Budget				18,425.50
13 - At Risk (K-12)				
017375	08/12/2026	Amazon Capital Services	ASQ Raffle Items/Kind-J Doebele	102.01
017443	08/12/2026	Imagine Learning	Sonday System-T Woodcock	2,120.82
Total for 13 - At Risk (K-12)				2,222.83
16 - Capital Outlay				
017375	08/12/2026	Amazon Capital Services	Desk Scanners/Staff	2,296.90
017376	08/12/2026	Apptegy	Thrillshare Media Subscription	4,550.00
017383	08/12/2026	DCS Services, LLC	Building and Trades	192,000.00
017383	08/12/2026	DCS Services, LLC	Final Billing/Fencing Football Field	7,574.00
017383	08/12/2026	DCS Services, LLC	MES Concrete - Entryway Project	47,250.00
017383	08/12/2026	DCS Services, LLC	Roof Section Replacement	415,882.00
017390	08/12/2026	Hometown Leasing	Copier Lease Payment	4,014.10
017398	08/12/2026	Manning Music	Summer Instrument Repair-B Nations	1,268.00
017406	08/12/2026	Pony Express Partnership for	PAT Rent/Aug	230.00
017414	08/12/2026	Semper Fi Electric	Wire Heaters-D Ballman	10,008.76
017421	08/12/2026	TK Elevator Corporation	Full Maint. Ag Shop	1,073.62
017436	08/12/2026	Feldkamp's Furniture	Flooring Supplies/Labor	11,750.00
017453	08/12/2026	Semper Fi Electric	Cafeteria Outlet Maint.	1,527.72
017456	08/12/2026	TK Elevator Corporation	Services out of contract/Replaced 4	5,306.36
Total for 16 - Capital Outlay				704,731.46
18 - Driver's Training				
017454	08/12/2026	Southeast Kansas Ed Service	Diver's Ed Curriculum Summer 2026	6,660.00
Total for 18 - Driver's Training				6,660.00
24 - Food Service				
017375	08/12/2026	Amazon Capital Services	Steam cleaner-D Bargman	249.98
017413	08/12/2026	Schwerdt, Heather	Lunch Money Reimb	5.85
017425	08/12/2026	Walmart - TreviPay	Food	49.32
017426	08/12/2026	Advocate Publishing Co.	Food Service Worker Ad-T Crawford	25.00
017439	08/12/2026	Harries, Austin	Sweet Corn 660 ears	300.00
017440	08/12/2026	Heartland Payment Systems-	NutriKids Renewal-D Bargman	2,010.00
Total for 24 - Food Service				2,640.15
26 - Professional Development				
001653	08/12/2026	VISA/CITI	Hotel/NCCER-L Packett	360.00
001656	08/12/2026	VISA	Hotel/Great Ideas Conference-J Doebele	289.72
017375	08/12/2026	Amazon Capital Services	Teacher Books-D Schroeder	1,260.00
017423	08/12/2026	USA Kansas	PLN Membership Renewal-S Koehler	125.00
017433	08/12/2026	Doebele, Janine A	Conf Meal Reimb/Overnight	35.57
Total for 26 - Professional Development				2,070.29
34 - Career & Post Secondary Education				
017378	08/12/2026	Blue Valley Technologies	Internet/Phone/Fax	79.16
017399	08/12/2026	Matheson Tri-Gas, Inc.	Welding Consumables-S Piepho	45.60

Checks for Payment Listing

MARYSVILLE UNIF SCH DIST 364

Check Number	Check Date	Full Name	Description	Amount
34 - Career & Post Secondary Education				
Total for 34 - Career & Post Secondary Education				124.76
55 - Student Revolving				
001654	08/12/2026	ConnexPoint/Revtrak	Monthly Fees/July	174.00
Total for 55 - Student Revolving				174.00
56 - Elem. Bk Rental, Inst. Mat.				
017394	08/12/2026	Kendall Hunt Publishing	Textbooks/IM Math-J Doebele	4,071.60
Total for 56 - Elem. Bk Rental, Inst. Mat.				4,071.60
58 - Elem. Tech				
017379	08/12/2026	Bluum of Texas, LLC	Chromebooks-B Dressman	5,549.72
017379	08/12/2026	Bluum of Texas, LLC	Hard Shell Cases-D Schroeder	1,937.26
Total for 58 - Elem. Tech				7,486.98
59 - Jr/Sr High Tech				
017379	08/12/2026	Bluum of Texas, LLC	Hard Shell Cases-D Schroeder	1,937.25
Total for 59 - Jr/Sr High Tech				1,937.25
78 - Coop Special Education				
001653	08/12/2026	VISA/CITI	Hotel/TASN Conf-H Johnston/D	465.28
017375	08/12/2026	Amazon Capital Services	Color Cards-S Wood	54.95
017375	08/12/2026	Amazon Capital Services	Label Tape-J Gurtler	24.88
017375	08/12/2026	Amazon Capital Services	Monitor Riser-H Rose	94.99
017375	08/12/2026	Amazon Capital Services	Paper/Pens/Highlighter/Stapler-S Wood	127.02
017377	08/12/2026	Arbor Ink	Business Cards-H Rose	50.00
017378	08/12/2026	Blue Valley Technologies	Internet/Phone/Fax	209.84
017390	08/12/2026	Hometown Leasing	Copier Lease Payment	822.17
017396	08/12/2026	Lakeshore Learning Materials	Lang. Activity Boxes -S Wood	100.04
017397	08/12/2026	Learning Tree Institute at	Reimb Medicaid Payment/June	10.05
017397	08/12/2026	Learning Tree Institute at	Reimb Medicaid Payment/March	309.95
017411	08/12/2026	Scheele, Elizabeth A	College Reimb 6hrs@150	900.00
017415	08/12/2026	Southeast Kansas Ed Service	26-27 Final Learning Backpacks	704.00
017430	08/12/2026	City of Marysville	Water	272.24
017437	08/12/2026	Figge, Alicia R	College Reimb 7hrs@150	1,050.00
017448	08/12/2026	National Screening Bureau	Background Checks	19.00
017460	08/12/2026	Walmart - TreviPay	ERC Supplies	22.33
Total for 78 - Coop Special Education				5,236.74
99 - Payroll Clearing				
001650	08/12/2026	BCBS of Kansas	Aug Prem, July Ded	6,786.08
001651	08/12/2026	KPERS Optional Life Ins.	Insurance Premium	245.58
001655	08/12/2026	Guardian	Ins Prem	5,830.29
017384	08/12/2026	Delta Dental of Kansas	Aug Prem, July Ded	1,176.86
017418	08/12/2026	Surency	July Prem, June Ded	315.39
017458	08/12/2026	US Alliance	Ins Prem	449.95
Total for 99 - Payroll Clearing				14,804.15
Grand Total				813,488.68

SELECTED Data

Current Cash Balance Report

Date: 07/01/2026 thru 07/31/2026

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A ATHLETICS					
1000 ATHLETICS	20,985.72	0.00	0.00	-3,968.76	17,016.96
1007 CROSS COUNTRY	-817.50	0.00	0.00	817.50	0.00
1012 FOOTBALL	6,059.44	0.00	0.00	-6,059.44	0.00
1019 GIRL'S TENNIS	-390.00	0.00	0.00	390.00	0.00
1029 VOLLEYBALL	-62.61	0.00	0.00	62.61	0.00
1030 BASKETBALL	394.62	0.00	0.00	-394.62	0.00
1046 WRESTLING	-1,307.66	0.00	0.00	1,307.66	0.00
1053 BASEBALL	-2,640.00	0.00	0.00	2,640.00	0.00
1060 GOLF	-1,650.00	0.00	0.00	1,650.00	0.00
1066 BOY'S TENNIS	-125.00	0.00	0.00	125.00	0.00
1073 SOFTBALL	-2,680.00	0.00	0.00	2,680.00	0.00
1078 TRACK	-1,105.00	0.00	0.00	1,105.00	0.00
1105 J.H. FOOTBALL	512.74	0.00	0.00	-512.74	0.00
1108 J.H. VOLLEYBALL	-134.68	0.00	0.00	134.68	0.00
1120 J.H. WRESTLING	1,287.98	0.00	0.00	-1,287.98	0.00
1123 J.H. GIRL'S BASKETBALL	-456.71	0.00	0.00	456.71	0.00
1126 J.H. BOY'S BASKETBALL	-84.38	0.00	0.00	84.38	0.00
1132 J.H. TRACK	-770.00	0.00	0.00	770.00	0.00
A ATHLETICS Totals:	17,016.96	0.00	0.00	0.00	17,016.96
B CLASSES					
2020 CLASS OF 2020	1,479.59	0.00	0.00	0.00	1,479.59
2021 CLASS OF 2021	193.57	0.00	0.00	0.00	193.57
2022 CLASS OF 2022	17.91	0.00	0.00	0.00	17.91
2023 CLASS OF 2023	167.35	0.00	0.00	0.00	167.35
2024 CLASS OF 2024	173.69	0.00	0.00	0.00	173.69
2025 CLASS OF 2025	760.28	0.00	0.00	0.00	760.28
2026 CLASS OF 2026	169.99	0.00	0.00	0.00	169.99
2027 CLASS OF 2027	4,297.17	0.00	0.00	0.00	4,297.17
2028 CLASS OF 2028	11,636.57	0.00	0.00	0.00	11,636.57
2029 CLASS OF 2029	2,720.11	0.00	180.00	0.00	2,540.11
B CLASSES Totals:	21,616.23	0.00	180.00	0.00	21,436.23
C CLUBS					
3000 S.H. ANNUAL	20,591.98	0.00	0.00	0.00	20,591.98
3001 LIFTERS CLUB	8,977.13	0.00	4,387.56	0.00	4,589.57
3002 BULLDOG CLUB	17,007.16	3,438.55	2,502.14	0.00	17,943.57
3003 BAND CLUB	4,814.95	0.00	0.00	0.00	4,814.95
3004 FBLA	26,274.51	0.00	0.00	0.00	26,274.51
3005 F.F.A.	44,424.11	0.00	1,869.78	0.00	42,554.33
3006 F.C.C.L.A.	13,589.13	0.00	2,161.39	0.00	11,427.74
3008 KAYS	1,251.96	0.00	0.00	0.00	1,251.96
3009 M-CLUB	11,348.97	80.00	6.34	0.00	11,422.63
3010 S.H. STUDENT COUNCIL	3,782.13	0.00	0.00	0.00	3,782.13
3011 MATMAIDS	565.76	0.00	0.00	0.00	565.76
3013 ART CLUB	2,927.61	0.00	0.00	0.00	2,927.61
3014 DRAMA CLUB	1,541.32	0.00	0.00	0.00	1,541.32
3015 KSCFL	1,810.14	0.00	0.00	0.00	1,810.14
3016 VOCAL MUSIC CLUB	104.59	0.00	0.00	0.00	104.59
3017 BOYS' WRESTLING CLUB	5,481.58	415.00	506.00	0.00	5,390.58
3018 GIRLS' WRESTLING CLUB	6,671.40	0.00	152.00	0.00	6,519.40
3019 S.A.D.D.	988.93	0.00	0.00	0.00	988.93
3020 CHEERLEADERS	5,988.37	0.00	0.00	0.00	5,988.37
3021 SCHOLARS' BOWL	532.91	0.00	0.00	0.00	532.91

SELECTED Data

Current Cash Balance Report

Date: 07/01/2026 thru 07/31/2026

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
3026 GBB CLUB	4,923.64	0.00	0.00	0.00	4,923.64
3027 BBB CLUB	2,686.99	2,500.00	0.00	0.00	5,186.99
3028 VB CLUB	1,044.85	0.00	0.00	0.00	1,044.85
3029 SOFTBALL CLUB	7,426.34	0.00	0.00	0.00	7,426.34
3030 BASEBALL CLUB	1,422.15	0.00	0.00	0.00	1,422.15
3031 TENNIS - GIRLS	1,957.61	0.00	0.00	0.00	1,957.61
3032 TENNIS - BOY'S	1,546.36	0.00	0.00	0.00	1,546.36
3037 J.H. WRESTLING CLUB	715.79	0.00	0.00	0.00	715.79
3038 GOLF CLUB	874.64	0.00	0.00	0.00	874.64
3041 YOGOWYPI	888.14	0.00	243.00	0.00	645.14
3042 SPANISH CLUB	393.95	0.00	0.00	0.00	393.95
3043 TRACK CLUB	591.28	0.00	0.00	0.00	591.28
3044 CROSS COUNTRY CLUB	986.86	0.00	0.00	0.00	986.86
3045 NATIONAL HONOR SOCIETY CLUB	2,130.33	0.00	0.00	0.00	2,130.33
3048 VIDEOGRAPHY CLUB	922.65	0.00	0.00	0.00	922.65
3049 PHOTO SERVICES	4,834.57	0.00	0.00	0.00	4,834.57
3051 BIOLOGY CLUB	4,479.55	0.00	0.00	0.00	4,479.55
3052 POPULAR MUSIC LAB	3.82	0.00	0.00	0.00	3.82
3055 FOOTBALL CLUB	3,193.39	2,080.00	926.10	0.00	4,347.29
3056 TRI-M CLUB	1.00	0.00	0.00	0.00	1.00
3062 FFA CATTLE FUND	2.31	0.00	0.00	0.00	2.31
3063 COLOR GUARD	282.04	0.00	0.00	0.00	282.04
3064 ROBOTICS CLUB	606.86	0.00	0.00	0.00	606.86
3065 LIFE SKILLS	1,280.06	0.00	0.00	0.00	1,280.06
3066 FFA GREENHOUSE	4,795.35	0.00	-58.94	0.00	4,854.29
3069 DANCE	4,288.39	0.00	1,868.18	0.00	2,420.21
C CLUBS Totals:	230,953.56	8,513.55	14,563.55	0.00	224,903.56
D SCHOLARSHIPS					
4004 SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
D SCHOLARSHIPS Totals:	0.00	0.00	0.00	0.00	0.00
E STUDENT REVOLVING					
5002 IND. ARTS-SIEMENS	0.00	0.00	0.00	0.00	0.00
5005 S.H. & J.H. BOOK RENTALS	0.00	0.00	0.00	0.00	0.00
5007 MARYSVILLE METAL WORKS	16.70	0.00	0.00	0.00	16.70
5008 AG LAB ROOM	252.33	0.00	0.00	0.00	252.33
E STUDENT REVOLVING Totals:	269.03	0.00	0.00	0.00	269.03
F JR. HIGH					
6002 J.H. STUDENT COUNCIL	2,281.08	0.00	0.00	0.00	2,281.08
F JR. HIGH Totals:	2,281.08	0.00	0.00	0.00	2,281.08
G MISC.					
3061 CONCESSIONS	1,619.97	0.00	0.00	0.00	1,619.97
3070 SPED VENDING	866.86	0.00	0.00	0.00	866.86
3071 JAG	807.05	0.00	0.00	0.00	807.05
7001 OPERATING EXPENSE	1,474.03	0.00	92.30	0.00	1,381.73
7008 LIBRARY FEES	2,195.92	0.00	0.00	0.00	2,195.92
7009 PEPSI	4,506.04	0.00	0.00	0.00	4,506.04
7013 MARSHALL CO. SPEECH EXPERIENCE	234.83	0.00	0.00	0.00	234.83
7014 SCHOOL SUPPLIES	53,058.09	0.00	0.00	0.00	53,058.09
7016 COURTESY FUND	110.69	0.00	41.71	0.00	68.98
7017 ATHLETICS/ACTIVITIES IMPROVEMENT	19,820.33	800.00	0.00	0.00	20,620.33
G MISC. Totals:	84,693.81	800.00	134.01	0.00	85,359.80

SELECTED Data

Current Cash Balance Report

Date: 07/01/2026 thru 07/31/2026

Arranged by:
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
H ACTIVITY TICKETS					
8000 ACTIVITY TICKETS	9,208.66	354.06	0.00	8,178.39	17,741.11
8001 S.H. & J.H. REVENUE	6,410.43	20.00	1.58	-6,410.43	18.42
8003 MARYSVILLE ELEM.-REVENUE	1,049.73	0.00	0.00	-1,049.73	0.00
8005 GOOD SHEPHERD -REVENUE	92.08	0.00	0.00	-92.08	0.00
8006 ST. GREGORY'S -REVENUE	626.15	0.00	0.00	-626.15	0.00
H ACTIVITY TICKETS Totals:	<u>17,387.05</u>	<u>374.06</u>	<u>1.58</u>	<u>0.00</u>	<u>17,759.53</u>
Report Totals:	<u>374,217.72</u>	<u>9,687.61</u>	<u>14,879.14</u>	<u>0.00</u>	<u>369,026.19</u>

Bank Statement Reconciliation Summary

1.	Statement Balance	40,741.09
2.	- Outstanding Checks	0.00
3.	+ Outstanding Receipts	<u>0.00</u>
4.	Total	40,741.09
5.	+ Investments	<u>0.00</u>
6.	Book Balance	40,741.09

Junior High/Senior High Activity Account Bank Reconciliation

July - 2026

Statement Balance	\$377,117.48
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Outstanding Checks	\$8,091.29
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TOTAL BOOK BALANCE	\$369,026.19
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UNIFIED SCHOOL DISTRICT #364

DEPOSITORY SECURITY

as of July 31, 2026

Checking Balance	FDIC Coverage	District Uninsured Public Money	Statutory Collateral Requirement (102%)	Market Value	Compliant
\$8,590,036.62	\$250,000.00	\$8,340,036.62	\$8,506,837.35	\$45,048,803.05	Yes

*Pursuant to **Kansas HB 2152**,
our depository bank now secures school
funds via a centralized state-monitored
pool rather than individual distinct bond allocations.
The market value shown represents
the bank's total pooled security
backing all local public deposits,
which the Kansas State Treasurer
continually monitors to ensure it
stays at or above the 102% legal safety
threshold.

Bank Reconciliation

July 2026 — Bank Account: General Checking Account — Status: O — Created By: Clark,
Lindsey M

MARYSVILLE UNIF SCH DIST 364

	System Totals	On Statement	Outstanding
Monthly Beginning Balance			-938,368.33
ACH	-96,120.71	-538,529.93	0.00
Accounts Payable Invoices	0.00	0.00	0.00
Accounts Receivable Invoices	0.00	0.00	0.00
Cash Receipt Deposits	1,083,136.02	1,060,508.70	22,881.10
Checks	-1,591,596.39	-1,687,386.70	-21,986.97
Fee Management Payments	0.00	0.00	0.00
Food Service Payments	0.00	0.00	0.00
Food Service Purchases	0.00	0.00	0.00
Journal Entries	-232,794.78	-232,794.78	0.00
Wire Transfers	-109,381.36	-385,894.28	-101,920.69
Manual Adjustments			-18,011.63
Grand Totals	-\$946,757.22	-\$1,784,096.99	-\$119,038.19
Bank Statement Ending Balance	9,855,984.03		
+ Outstanding Balance	-119,038.19		
- Monthly Ending Balance	9,736,945.84		
= Variance	\$0.00		

x Jody A. Bruno

x Lindsey Clark

MARYSVILLE UNIFIED SCHOOL DISTRICT #364

Report of Transportation
Year to Date Through July 2026

	Activity Bus	Chevy Truck	Activity Bus		Traverse	Suburban		
Transportation Report	Bus 1	Bus 2	Bus 3	Bus 4	Bus 5	Bus 6	Bus 7	Bus 8
Mileage	173	0	0	0	2,403	218	0	0
Amount paid drivers for Act. Trips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas								
Gallons	25.0	0.0	0.0	0.0	126.7	12.5	0.0	0.0
TOTAL Cost	\$96.40	\$0.00	\$0.00	\$0.00	\$455.61	\$44.95	\$0.00	\$0.00
Cost per gallon	\$3.8560	#DIV/0!	#DIV/0!	#DIV/0!	\$3.5960	\$3.5960	#DIV/0!	#DIV/0!
Oil								
Quarts	0	0	17	0	6	0	0	0
Cost	\$0.00	\$0.00	\$94.50	\$0.00	\$30.05	\$0.00	\$0.00	\$0.00
Parts	\$0.00	\$44.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tires & Tubes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Drivers Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Per Mile	0.557225434	#DIV/0!	#DIV/0!	#DIV/0!	0.202105701	0.206192661	#DIV/0!	#DIV/0!
Year to Date Cost	\$96.40	\$44.66	\$94.50	\$0.00	\$485.66	\$44.95	\$0.00	\$0.00

	Suburban		Maintenance	ERC CAR			Activity Bus
Transportation Report	Bus 9	Bus 10	Bus 11	Bus 12	Bus 14	Bus 15	Bus 16
Mileage	805	0	153	0	0	0	0
Amount paid drivers for Act. Trips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas							
Gallons	55.3	0.0	10.0	0.0	0.0	0.0	0.0
TOTAL Cost	\$198.86	\$0.00	\$35.96	\$0.00	\$0.00	\$0.00	\$0.00
Cost per gallon	\$3.5960	#DIV/0!	\$3.5960	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Oil							
Quarts	8	0	0	0	0	0	0
Cost	\$38.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parts	\$0.00	\$0.00	\$0.00	\$9.99	\$0.00	\$0.00	\$994.50
Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,480.00
Tires & Tubes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Drivers Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Per Mile	0.294546584	#DIV/0!	0.23503268	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Year to Date Cost	\$237.11	\$0.00	\$35.96	\$9.99	\$0.00	\$0.00	\$2,474.50

Passenger Car

Transportation Report	Bus 17	Bus 18	Bus 19	Bus 20	Bus 21	Bus 22	Bus 23
Mileage	0	1,744	0	0	0	0	933
Amount paid drivers for Act. Trips	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00
Gas							
Gallons	0.0	33.2	0.0	0.0	0.0	0.0	35.3
TOTAL Cost	\$0.00	\$119.39	\$0.00	\$0.00	\$0.00	\$0.00	\$126.94
Cost per gallon	#DIV/0!	\$3.5961	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	\$3.5960
Oil							
Quarts	0	0	0	0	0	0	0
Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tires & Tubes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Drivers Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Per Mile	#DIV/0!	0.068457569	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.136055734
Year to Date Cost	\$0.00	\$119.39	\$0.00	\$200.00	\$0.00	\$0.00	\$126.94

						Special Ed.	Special Ed.
Transportation Report	Bus 24	Bus 25	Bus 26	Bus 27	Bus 28	Bus 29	Bus 30
Mileage	268	173	0	0	153	217	0
Amount paid drivers for Act. Trips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas							
Gallons	14.9	24.5	0.0	0.0	27.0	38.0	0.0
TOTAL Cost	\$53.58	\$94.47	\$0.00	\$0.00	\$104.11	\$646.00	\$0.00
Cost per gallon	\$3.5960	\$3.8559	#DIV/0!	#DIV/0!	\$3.8559	\$17.0000	#DIV/0!
Oil							
Quarts	0	0	0	0	0	0	0
Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$506.55	\$0.00	\$0.00
Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tires & Tubes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Drivers Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Per Mile	0.199925373	0.546069364	#DIV/0!	#DIV/0!	3.99124183	2.976958525	#DIV/0!
Year to Date Cost	\$53.58	\$94.47	\$0.00	\$0.00	\$610.66	\$646.00	\$0.00

	Passenger Car	Special Ed.				Maintenance	Activity Bus
Transportation Report	Bus 31	Bus 32	Bus 33	Bus 34	Bus 35	Bus 36	Bus 37
Mileage	0	0	281	0	0	0	0
Amount paid drivers for Act. Trips	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Gas							
Gallons	0.0	0.0	19.1	0.0	0.0	0.0	0.0
TOTAL Cost	\$0.00	\$0.00	\$68.68	\$0.00	\$0.00	\$0.00	\$0.00
Cost per gallon	#DIV/0!	#DIV/0!	\$3.5958	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Oil							
Quarts	0	0	0	0	0	0	0
Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parts	\$0.00	\$0.00	\$389.97	\$278.76	\$0.00	\$0.00	\$0.00
Labor	\$0.00	\$0.00	\$495.00	\$715.00	\$0.00	\$0.00	\$0.00
Tires & Tubes	\$0.00	\$0.00	\$0.00	\$21.00	\$0.00	\$0.00	\$0.00
Drivers Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cost Per Mile	#DIV/0!	#DIV/0!	3.393772242	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Year to Date Cost	\$0.00	\$0.00	\$953.65	\$1,014.76	\$0.00	\$0.00	\$0.00

	Food Van	Vo Ag	Bulldog Bus					
Transportation Report	Bus 38	Bus 39	Bus 40	Bus 42	Bus 43	OFFICE/ HELP	TRANS. SUPV	TOTAL
Mileage	0	0	180	0	0	0	0	7,701
Amount paid drivers for Act. Trips	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
Gas								
Gallons	0.0	0.0	37.2	40.5	0.0	0.0	0.0	499.2
TOTAL Cost	\$0.00	\$0.00	\$143.44	\$147.07	\$0.00	\$0.00	\$0.00	\$2,335.46
Cost per gallon	#DIV/0!	#DIV/0!	\$3.8559	\$3.6314	#DIV/0!	#DIV/0!	#DIV/0!	\$4.6784
Oil								
Quarts	0	0	0	0	0	0	0	31
Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$162.80
Parts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,224.43
Labor	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,690.00
Tires & Tubes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.00
Drivers Salary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$765.81	\$4,401.16	\$5,166.97
Cost Per Mile	#DIV/0!	#DIV/0!	1.07466667	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	1.66870017
Year to Date Cost	\$0.00	\$0.00	\$193.44	\$147.07	\$0.00	\$765.81	\$4,401.16	\$12,850.66

Exceeding Revenue Neutral for the 2026-2027 School Year

The governing body of Unified School District 364 will meet on the 14th day of September 2026 at 5:50 PM at 1011 Walnut Street, Marysville, KS 66508 for the purpose of hearing and answering objections of taxpayers relating to the proposed use of all funds and the amount of tax to be levied. Detailed budget information, including budget profile, is available at District Office and will be available at this hearing.

Revenue Neutral						
	2025-2026				2026-2027	
	Actual Taxes Levied (1)	Actual Tax Rate (2)	Revenue Neutral Taxes (3)	Revenue Neutral Tax Rate (4)	Proposed Taxes to be Levied (5)	Proposed Tax Rate (6)
General	\$2,077,340	20.000	\$2,077,400	19.536	\$2,137,340	20.000
ALL OTHER FUNDS						
Supplemental General (LOB)	\$2,410,412	19.931	\$2,423,134	19.520	\$2,266,810	18.261
Adult Education	\$0	0.000	\$0	0.000	\$0	0.000
Capital Outlay	\$967,502	8.000	\$972,679	7.796	\$998,131	8.000
Cost of Living	\$0	0.000	\$0	0.000	\$0	0.000
Special Liability Expense Fund	\$0	0.000	\$0	0.000	\$0	0.000
Extraordinary Growth Facilities	\$0	0.000	\$0	0.000	\$0	0.000
Bond and Interest #1	\$1,448,109	11.974	\$1,455,742	11.727	\$1,655,037	13.332
Bond and Interest #2	\$0	0.000	\$0	0.000	\$0	0.000
No-Fund Warrant	\$0	0.000	\$0	0.000	\$0	0.000
Special Assessment	\$0	0.000	\$0	0.000	\$0	0.000
Temporary Note	\$0	0.000	\$0	0.000	\$0	0.000
Historical Museum	\$0	0.000	\$0	0.000	\$0	0.000
Public Library Board/District	\$0	0.000	\$0	0.000	\$0	0.000
Public Library Board Employee Benefits	\$0	0.000	\$0	0.000	\$0	0.000
Revenue Neutral Calculation						
Total Taxes Levied Including General Fund	\$6,903,363	59.905	\$6,928,955	58.579	\$7,057,318	59.593
Taxes Levied Excluding General Fund	\$4,826,023	39.905	\$4,851,555	39.043	\$4,919,978	39.593
Board President  Clerk of the Board						

USD 364 Marysville



Classified Reference Guide

Processes & Practices

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USD 364 Classified Reference Guide

Acknowledgement of Receipt

(Employees will be required to sign a copy of a statement annually acknowledging the receipt of the handbook, an understanding of the information in the handbook, and the other provisions stated below. These acknowledgments shall be filed in the employee's personnel file at the Board Office.)

I do hereby acknowledge receipt of the classified staff handbook for 2026-2027. I have read the handbook and I understand the contents. Further, I understand:

- This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.
- Anytime the Superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, employees agree to follow the rules and regulations that have been adopted by the USD 364 Board of Education. It is acknowledged that opportunity has been had to ask questions regarding this handbook and it is the employees responsibility to seek clarification on any process or practice that employee may be unsure about.
- This handbook may be changed or modified at any time as recommended by the superintendent and approved by the USD 364 Board of Education.
- Classified employees are employees at-will and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract and employment may be terminated as provided in the written contract.

District Vision and Mission Statements

It is essential for all staff to actively strive towards these goals, as their efforts directly impact the success and well-being of our learners. By working together and supporting one another, we can create a thriving educational community.

USD #364 VISION STATEMENT

The Vision for USD #364 is "Lifelong Success for All Learners"

USD #364 MISSION STATEMENT

The Mission for USD #364 is "Lead by Example and Expect Success"

Expectations:

Attendance and punctuality are of extreme importance in the operation of a school district. When an employee is absent, late to work or late returning to work, it may be necessary to assign another employee or substitute to perform the duties which are necessary for the day-to-day operation of the district. It is realized that there are times when personal or health problems may cause the absence of an employee, however, the orderly operation of the support services of the school district are a necessity.

I. EQUAL OPPORTUNITY EMPLOYER

The District is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

The board shall hire employees on the basis of ability and the District's needs.

II. COMPENSATION

A. Pay Day

Classified employees are paid twice a month (15th and last day of the month.)

Employees transferring from one classification to another will have their pay adjusted accordingly.

In the event a pay day falls on a weekend or holiday, the deposit will be made on the business day prior. Please see payroll cut off dates below.

All classified employees are required to clock in/out during their work periods per their department guidelines. It is the employee's responsibility to ensure all time punches and leave days have been properly recorded before submitting your timesheet. In the event an employee is unable to or fails to clock in/out, said employee is to email the supervisor as soon as possible with time correction. Supervisor will then approve time if appropriate and the employee must forward the approval email to the district office to make changes in Skyward. Do **not** submit your timesheet until all corrections are made. **It is your responsibility to review your timesheet before submitting.** All timesheets must be submitted by the following Monday for the previous work week. **It is the employee's responsibility to follow up with their supervisor if a correction has not been approved by them before it is due to turn in. Excessive errors or failure to clock in/out shall result in disciplinary action up to and including termination.** All classified employees will be paid for their hours in the pay period in which they were worked.

PAYROLL CUT-OFF DATES

August 2026 - August 2027

<u>CUT-OFF THE EVENING OF:</u>	<u>PAY DATE:</u>
July 23	August 14
August 7	August 31
August 21	September 15
September 7	September 30
September 22	October 15
October 7	October 30
October 22	November 13
November 5	November 30
November 20	December 15
December 7	December 18
December 22	January 15
January 6	January 29
January 21	February 12
February 5	February 26

February 22
March 8

March 12
March 31

March 23
April 7

April 15
April 30

April 22
May 7

May 14
May 28

May 24
June 7

June 15
June 30

June 22
July 7

July 15
July 30

July 22
August 6

August 13
August 31

PLEASE CHECK YOUR TIMESHEET IN SKYWARD AT THE
END OF EACH WEEK AND ON THE **EVENING OF THE CUT-OFF DATE.**

*These dates are subject to change.

B. Direct Deposit

The district requires direct deposit for all employees. This helps to ensure faster, more secure and environmentally friendly payment processing. Please check with your banks to see which offer totally free checking. There are other options such as Cash App, Venmo or Chime available as well.

C. Time off/Inclement Weather/Holidays

Sick leave is earned at a rate of one (1) day per month for the first six (6) months of employment or until their maximum annual amount of sick leave is earned.

Leave time will be given in the amount of their regular hours assigned to work – not to exceed 8 hours per day. Sick and personal leave may be taken in $\frac{1}{4}$ day increments up to a maximum of 12 times per year. The remaining leave is to be taken in one half day increments and any portion of such half day will be considered a half day.

Days that are not used shall accumulate to a total of one hundred (100 days).

Sick Leave Table

Length of Contract	Number of Days
9 months	7 days (4 personal, 3 sick (12 - $\frac{1}{4}$))
10 months	8 days (4 personal, 4 sick (12 - $\frac{1}{4}$))
11 months	9 days (5 personal, 4 sick (12 - $\frac{1}{4}$))
12 months	11 days (6 personal, 5 sick (12 - $\frac{1}{4}$))

Inclement Weather Days

Length of Contract	Number of Days
9 months	First 3 weather days; only if school is cancelled
10 months	
11 months	
12 months	

Paid Holidays

Length of Contract	Holidays
9 months	Thanksgiving, Christmas Day, New Year's Day
10 months	Labor Day, Thanksgiving, Christmas Day, New Year's Day, Good Friday
11 months	Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day
12 months	Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, July 4th

Sick leave is interpreted as illness of employee, illness or death in employee's own family (father, mother, brother, sister, wife, husband, grandparents, children, grandchildren, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or a relative whose residence is in the home of the employee). It is also interpreted as deaths of a niece, nephew, brother-in-law, sister-in-law, uncle or aunt and grandparents of a spouse. Bereavement leave is limited to three days per occurrence except for extended circumstances as approved by the administration. Sick leave shall also include attending the funerals of close friends with the approval of the administrative principal, limited to one-half (1/2) day for local friends and not more than one (1) day if out of town, except for extended circumstances as approved by the administration. An employee must provide written verification from a physician to use sick leave for more than fifteen consecutive school days.

Personal leave can be used for a snow day. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the leave. An employee who has requested personal leave on a certain date and then decides not to use the leave on that date must notify the supervisor of the intent not to use the leave by 4:00 p.m. on the preceding day.

Any classified employee who is called to jury duty will be granted paid leave and such leave will not be deducted from the employee's current or accrued leave.

Employees will be paid for unused sick leave beyond ninety days at the rate of half the daily rate for a substitute in each individual position not to exceed \$40 per day.

If an employee retires from the district after working twenty (20) or more years in the district, the employee will be paid for up to ten (10) sick days, if that many have accrued, as a longevity/retirement bonus.

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

D. Requesting Leave

It is the employee's responsibility to enter all leave into Skyward. All leave requests must be put into Skyward before the Monday following said leave requested in order to be used. If the leave date is not put into Skyward before timesheets are submitted, leave cannot be used for that pay period. When requesting leave the only thing you need to change is the days. It should be entered as .25, .50, .75 or 1.00. When you change the days it automatically changes the hours. If you are taking dock time you **MUST** notify your supervisor before you leave.

E. Vacation Leave-Scheduling and Department Coverage

To maintain adequate staffing and ensure continuity of operations, vacation leave is subject to the following scheduling guidelines:

Employees may not schedule more than **one consecutive workweek of vacation leave** at a time without prior approval from administration. Additionally, no more than **two employees within the same department may be on scheduled vacation leave at the same time**, unless prior approval has been granted by administration.

Vacation requests are subject to approval based on staffing needs, department coverage, and operational requirements. Employees are encouraged to submit requests as far in advance as possible. Approval of vacation leave is not guaranteed until the request has been formally approved.

Exceptions to these guidelines may be considered on a case-by-case basis and must receive prior administrative approval.

F. No Call/No Show

A No Call/No Show is a situation in which an employee does not appear for scheduled work and fails to inform the building principal/director via phone, email, or other means of supervisor approved communication. If an employee does not call in an absence for two consecutive work shifts, it shall be determined the employee has abandoned said position.

G. Unused Personal Leave

If at the end of the fiscal year the employee has any unused personal leave days, those days will be rolled over to sick leave.

H. Family Medical Leave Act (GARI)

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. We define the 12 month period as July 1 to June 30. Please make sure to notify the district office if you will be gone for a qualifying event under the FMLA. Any time you are gone for the same event for more than 3 days, it should be reported to your building supervisor and the district office as it may qualify and protect you under the FMLA.

III. SCHEDULES

- A. Time Keeping System-Skyward
All classified employees shall clock in at the beginning of each workday and clock out at the end of each workday.
- B. Breaks-Paras
Paras must take a 25 minute **CONCURRENT** lunch break each day as scheduled by your building supervisor or case manager. Lunch breaks are scheduled throughout the day to ensure student needs are appropriately covered. Therefore, working through lunch or skipping lunch will not be permitted. Employees are expected to take their lunch break at their assigned time each day..
- C. Breaks-All Others
All other Hourly Employees, excluding food service, must take at least a 30 minute **CONCURRENT** lunch break each day. Breaks may not be used to delay the start of the workday or to authorize early Departure. Employees must receive prior approval from their supervisor before working through a lunch break. Working through lunch without pre-approval is not permitted.
- D. Night Activities
If working a night activity, you must take a 30 minute dinner break after your regular shift, unless your extra duty shift is less than 2 hours. Any exceptions to this rule must be pre-approved by your supervisor and you must let the district office know.
- E. Field Trips/Activities
Paras must remind their case managers to email the district office when they will be out for a field trip. A scheduled lunch break will not be required on field trip days, but the district office must receive advance notification.
- F. Extra Duty (Clock/Gate)
White cards from the activities office are required for all extra duty pay. It shall be considered a violation of this policy for an employee to falsify data on time sheets. Such violations may result in disciplinary action up to and including termination
- G. Calendar
The District calendar is approved by the Board of Education each year. It is located on the district website,
<https://www.usd364.org/documents/district-information/school-calendar/387270>
- H. Attendance
Employees must have the ability to attend work on a regular basis and the ability to arrive on time. Failure to comply may result in disciplinary action up to and including termination. If an employee is unable to come to work, he/she shall notify the supervisor immediately.
- I. Work Schedule
Time schedules for classified employees will be assigned by the Superintendent or his/her designee.

The normal workweek for full-time classified personnel shall consist of 32-40 hours per week for 9-12 months, depending on the position. The normal workweek for part-time employees consists of less than 20 hours a week.

J. Overtime

There shall be no overtime worked unless approved in advance by the Superintendent or his/her designee. All overtime will be paid at the rate required by law.

Overtime pay is paid for hours actually worked in excess of 40 hours. Vacation, Sick, or Inclement Weather leave shall not be considered as hours worked. Blended overtime will be figured for employees working 2 or more different paid positions. The formula comes from the Department of Labor and is required by law. An example is as follows:

<u>Hours</u>	<u>Rate of Pay</u>	=	<u>Sum of A X B</u>
38	17.08		649.040
4.5	15.69		70.605
<u>Total Work Hours</u>			<u>Total Pay</u>
42.5			719.65
<u>Average Hourly Wage (Total Pay/Total Work Hours)</u>	16.93		
<u>Overtime Factor</u>	0.5		
<u>Addtl Amount Per hour for OT (Avg Hrl Wage *OT Factor)</u>	8.466		
<u>Number of OT Hours</u>	2.5		
<u>Total OT Pay (# OT Hours * Addtl Amnt Per hr OT)</u>	21.17		

IV. BENEFITS

A. Activity Passes

The Board shall provide each classified employee with two passes to district sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee and one other person of their choice.

B. Health Insurance

All employees who work 20 hours or more per week are eligible to participate in the District's health insurance program. The Board shall pay the current agreed benefit per month towards the District's health insurance for those employees enrolled in the District's health plan, after completion of the required waiting period. Open enrollment usually happens in November. The district office will email all staff when it is scheduled.

C. OTHER BENEFITS

Classified employees who work 20 hours or more per week may enroll in the plan. Plan options include:

- Dental Insurance
- Vision Insurance
- Flexible Spending Plan-Medical Reimbursement
- Flexible Spending Plan-Dependent Care Reimbursement
- Life Insurance
- KPERS Optional Group Life Insurance
- Accident Insurance
- Cancer Insurance
- Critical Illness Insurance
- Emergency Transport (MASA)
- Hospital Indemnity
- Short Term Disability
- 403(b)

The Board may change, add, or delete benefit options included in the plan. A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected only during the District's annual open enrollment period or if said employee has a qualifying life event as defined by the Internal Revenue Service. Examples of a qualified life event are: marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse.

The participant shall supply written verification to the District of such changes and must make any termination or election changes within thirty (30) days of the date of such changes in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular non-taxable benefit selected and consistent with the change in family status.

D. Kansas Public Employees Retirement System (KPERS)

KPERS is a statutory mandated retirement program for all employees working 630 hours per calendar year. Employees who meet the qualifications for the KPERS must become a member.

An employee contribution as determined by current law will be made each pay date. Requests for information or questions about procedures should be directed to the clerk at the District Office. Any employee who is a KPERS retiree and is working in a KPERS covered position will be subject to KPERS deductions.

E. Workers Compensation (EBAA-R, GAOE)

1. Notice of Accidents

Employees must notify his/her supervisor immediately of an accident. If the notice is not within 30 calendar days of the accident, the claim will be barred. The notice period is shortened to 20 days if (1) the employee has sought medical treatment without telling the employer or (2) the employee no longer works for the employer. The District has approved physicians for workers compensation cases. Additional information about your rights and responsibilities under worker's compensation and necessary forms may be obtained from your supervisor or from Finance/Human Resources at the District Office.

2. Coverage

Benefits are for personal injury from accident or occupational disease arising out of, and in the course of, employment with the District

Any employee who is off work and drawing workers compensation shall be required to provide the district office with a written doctor's release before being allowed to return to work. In addition, should the employee be released to return to work by a doctor, and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

3. Coordination with Leave Benefits

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury, the employee may use available paid sick leave to supplement the workers compensation disability insurance payments.

In no event shall the employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a pro rata amount equal to the percentage of salary paid by the District.

4. Kansas Workers Compensation Social and Recreational Act
K.S.A. 44-508(f) precludes recovery of workers compensation benefits when the injury occurs while the employee is "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."

F. UNEMPLOYMENT COMPENSATION

K.S.A. 44-706 disallows unemployment benefits for employees out of work between successive terms of an educational institution if they have reasonable assurance of employment in the next term. For answers to other questions regarding unemployment insurance policies, benefits, and claims contact the district administrative office or the nearest Unemployment Office.

V. CONDUCT

- A. Background Checks
Background checks will be done on all new and rehired employees. The District pays charges for the background checks..
- B. Loyalty Oath
As required by current law, all employees must sign a loyalty oath and file the oath in the personnel file before beginning employment and to be eligible for a paycheck.
- C. Physical Examination
All new or rehired employees could be required to pass a post-offer physical and drug screen within 30 days of hire. The cost of the physical and drug screen will be the responsibility of the employee.
- D. Confidentiality
 1. Student Information
Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule, which violate the privacy rights of students, could result in disciplinary actions being taken against the employee, including termination.
 2. Personnel Information
Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, up to and including termination.

- E. Dress Code (GAM)
Appropriate dress and personal appearance is essential for all District employees.
- F. Falsification
Falsification of records shall be cause for termination.
- G. Criminal Convictions
Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.
- H. Suspension
The Superintendent shall have the authority to suspend classified employees with or without pay. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

VI. DISTRICT PROCEDURES

- A. Communication/Email Expectations
All employees are required to check and reply to their district issued email on a daily basis. Many time sensitive emails may be sent and need a reply in a timely manner.
- B. Address and Phone Number Changes
All address and phone number changes should be emailed to the district office before the end of the pay period in which the changes took place.
- C. Assignment And Transfer
The Board retains the right to assign, reassign, and/or transfer classified personnel. The District reserves the right to adjust wages based upon the position as identified by pay grade.
- D. COMPLAINTS/GRIEVANCES
Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be submitted in writing within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the Superintendent or designee. The Superintendent or designee shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision of the Superintendent or designee, the employee may appeal to the superintendent. The superintendent's decision shall be final.
- E. Evaluations (GCI-R)
All classified employees shall be evaluated during their first three years (by May 1st) - then once every three years following. Evaluation documents shall be filed in the employee's personnel file at the District Office. Evaluation forms will be available from the District office. The number of evaluations as stated earlier is a minimum. Either the employee or the administration has the right to request more frequent evaluations.

- F. Job Descriptions (GACB)
Job descriptions are available for all classified positions. These job descriptions shall be signed by employees acknowledging their understanding of the duties and ability to perform such duties. The signed job description shall be filed in the employee's personnel file.
- G. Remote Work
Remote work will not be permitted unless prior approval from the superintendent or their designee.
- H. Personal Property
The District is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, repair or replacement is the employee's responsibility.
- I. Required Records (GACD)
Each classified employee must have the following records/forms on file with the District before the first day of employment, including but not limited to:
- Employment application;
 - KPERs enrollment form (if employee is eligible);
 - W-4 withholding certificate;
 - K-4 withholding certificate;
 - Loyalty oath or affirmation;
 - Acknowledgements
 - Employment Eligibility Verification (I-9);
 - Background check report -Background Driving record (if required for position);
 - Results of TB test;
 - Drug Screening for bus drivers;
 - Physical for all employees.
- CDL Physical Examination -
Employees who are required to obtain a Commercial Driver's License (CDL) physical examination must receive prior approval from the **transportation director/superintendent** before their appointment.
- Use of any hospital, clinic, or medical provider for the CDL physical examination without prior approval is prohibited. This ensures that all examinations meet district standards and comply with Department of Transportation (DOT) regulations.
- Failure to obtain prior approval may result in delays in processing or non-acceptance of the physical examination for employment or continued driving duties.
- J. Resignation
Classified employees may resign from their jobs in accordance with the employment agreement and board policies. The employee has the right to terminate At Will employment upon two weeks' notice in writing and presented to the supervisor/principal or the Superintendent.
- K. Telephone Use
District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be documented and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

L. Employee Cell Phone and Personal Device Use

Employees are expected to model appropriate and responsible use of cell phones and other personal electronic devices while in the workplace. As representatives of the district and role models for students, staff should demonstrate the same principles of responsible device use that are expected of students.

Personal cell phone use should be limited during work hours and should not interfere with an employee's assigned duties, supervision of students, productivity, or the professional environment of the workplace. Except when necessary for work-related purposes, emergencies, or other appropriate circumstances, employees should refrain from personal cell phone use while actively supervising, instructing, assisting, or interacting with students.

In support of district expectations and applicable Kansas requirements regarding student use of personal electronic devices during the school day, employees are encouraged to be mindful of their own device use in the presence of students and to model the behaviors and expectations established by the district.

Reasonable personal use may be permitted during designated breaks, lunch periods, or other times when it does not interfere with job responsibilities. Employees should use professional judgment and remain attentive to their duties and surroundings at all times.

Supervisors may address cell phone or personal device use when it becomes excessive, disruptive, interferes with job performance, or is inconsistent with district expectations.

M. Use Of Personal Vehicle

With prior approval of the administration, classified employees may use their private vehicle to perform district business. To receive mileage reimbursement, the employee shall file a report showing dates, number of miles traveled, and signature of the employee with the district office.

Reimbursement shall be made following board approval.

N. Weapons

Employees are prohibited from carrying weapons on school property or at school-sponsored events.

VII. HEALTH

A. Asbestos

An asbestos management plan has been developed for the District. A copy of the management plan is available at the Superintendent's Office.

B. MEDICATIONS/ADMINISTERING (JGFG)

The supervision of any medications shall be in strict compliance with the rules and regulations of the Board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as explained in the board policy.

VIII. SAFETY AND SECURITY

A. Drills (EBBE)

Each building has a plan for emergency drills.

- B. Emergency Closing (EBBD)
When the Superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio station, TV stations, and Facebook to broadcast a school closing announcement. Employees will be notified by ThrillShare for closures.
- C. Safety Practices
All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.
- D. Security/Work Area
Employees are expected to Lock or otherwise secure any files, records, safes, tools, vehicles, or other District equipment at the close of each workday and other appropriate times.
- E. Key and/or Fob Request Policy
Anyone needing a key/fob must fill out the District key/fob request form. The request must be approved and signed by the building Administrator. Authorized personnel will then have a key/fob made and delivered to the building Administrator who will then deliver it to the recipient. No keys/fobs shall be duplicated without permission and no keys/fobs shall be loaned to anyone without written consent from the building Administrator.

The key/fob recipient must sign the key/fob request form which will be kept in a log at the Activities office. Each person with possession of a USD 364 key/fob is responsible for their key/fob and must report if they are lost or stolen immediately to the Activities Secretary. The recipient will be charged the cost of the replaced key/fob, up to \$500. No employee will be charged more than \$500 per incident.

In the event that a key/fob is no longer needed, it must be returned to the Activities Secretary for proper inventory.

- F. Key And/Or Fob Return Policy
Prior to termination, resignation or retirement of any employee, the Director of Technology shall be contacted for a list of keys that have been issued to that employee. The Building Administrator or Superintendent or his/her designee shall collect each key on the list. If all keys are not returned, the employee will be charged the cost of replacing applicable locks and keys up to \$500. All keys must be returned to the Director of Technology, where they will then be reissued and logged.

- G. District Approved Social Media Platforms

House Bill 2299 has established new requirements regarding school district social media use and employee communication with students. To ensure Marysville USD 364 remains compliant with the law while providing consistent communication with our community, we will be making the following changes.

Effective August 15, all individual athletic and activity social media accounts (Facebook, Instagram, X, etc.) associated with Marysville USD 364 programs must be discontinued. Going forward, the district will utilize official district Facebook pages only.

Coaches and sponsors will be granted access to post information, announcements, accomplishments, schedules, and other program updates on the Marysville Junior - Senior

HS page. This approach will not only ensure compliance with HB 2299 but will also streamline communication with our families and community by providing three official district Facebook pages as the primary source of information.

Additionally, HB 2299 prohibits district employees from communicating with students through social media. This includes interacting with students through comments, direct messages, or by **tagging** students in social media posts. You may still recognize and celebrate student accomplishments by mentioning students by name in posts, but please do not tag their personal social media accounts.

[USD #364 Facebook Page](#)

[Marysville Elementary Facebook Page \(USD #364 - Marysville Schools\)](#)

[Marysville Junior-Senior High School Facebook Page \(USD #364 Marysville Schools\)](#)

[Marysville School District Apptegy Accounts Thrillshare, Rooms](#), District and Building Websites

USD #364 Google Classroom (district teacher/classroom accounts)

USD #364 Canvas LMS Accounts

IX. EQUIPMENT AND SUPPLIES

- A. **Appropriate Use of Equipment and Supplies**
Use of equipment and supplies is for the performance of official and approved assignments only. Use of District equipment or supplies for personal projects is prohibited without prior permission of the employee's supervisor.
- B. **Internet**
Inappropriate use and/or transmission of any material in violation of any United States or state regulations, is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by a trade secret.
- C. **Inventory**
The District shall maintain a current inventory.
- D. **Ordering/Purchasing Procedures (DJEG)**
All purchases shall have authorization from the superintendent or building principal.
- E. **Vehicle Request**
To request the use of a District vehicle, an employee must obtain approval from the supervisor and arrange for the vehicle through the transportation request form located here:
<https://docs.google.com/forms/d/e/1FAIpQLSfuACAswywBbMPEBNmPrgefOaiQjel9j4tPhCq5ApK2LOfasw/viewform>

Policies

Please refer to the following policies located on the district website, www.usd364.org.

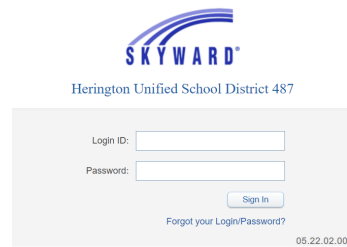
Menu-Documents-District Information-Board Documents-Board Policies

GAOD: Drug and Alcohol Testing
GCI-R: Evaluations
JCAC: Interrogation/Investigation of Students
GAACA: Nepotism
CN, GAK: Personnel Files
JCFG: Accidents & First Aid
GAAD: Child Abuse
EBCA: Vandalism
IIBG: Computers
GAAF: Emergency Safety Interventions
GARID: Military Leave
GAN: Reimbursement/Travel Expenses
GAOA: Drug and Alcohol Free Workplace
GAOB: Drug Free Schools
GAOC: Tobacco Use
GAJ: Gifts
KDC-R: Solicitations
GAG: Conflict of Interest
GAAC: Sexual Harassment
GAO: Employee Protection
GAF: Relations with Students
GARl: Family and Medical Leave Plan

Procedures

Skyward Login

- <https://skyward.iscorp.com/MarysvilleUSD364KSBUSSTS/Session/SignIn>



Skyward Employee Access - Purchase Orders

- All Purchase Orders Must Be Approved Through Skyward.
 1. House-Administrative Access (Top Left)
 2. Click on 3 Lines (Top Left)-Purchasing-My Purchase Order
 3. Add Purchase Order (Top Right)
 4. Click Add Attachment if you have something to go with the purchase order
 5. Click **Shop Online ONLY** if you are doing Amazon or School Specialty Orders
 6. Do Steps 8-10, it then takes you to Amazon or School Specialty and you will shop like normal
 7. Follow their prompts and it will then send you back to Skyward to put in Account # and Submit
 8. Fill in Vendor (If Vendor is not listed please email Tara with their information; name/address/phone number/email/fax)
 9. Description should be short summary of what the order is and initial first name and full last name (this is what the board sees in the board packet) **ex: Cust. Supp-D Ballman**
 10. **Save and Add Detail** (Top Left)
 11. **The red * are the ONLY THING TO FILL OUT.**
 12. Description-Item Description, Item Number, (Any notes to us can be added in the description and I will delete them as soon as it gets to me, ex: email someone specific)
 13. Fill in Quantity
 14. Fill in Unit Cost
 15. Fill in Account # (Which would be your teaching supply line item-If it needs to be changed Jody will change it once it gets to her)
 16. If you have more items for the purchase order-**select Save and Add Another** and Repeat
 17. If Done-Hit Save and Submit
 18. It should then appear on your screen and status should say Awaiting Approval. This is how you can see where it is in the process. (**Watch Filters-you may want to set to ALL that may be easiest**)
 19. Teachers will have 3 approvers-It will go to your building principal first, then Darren to approve, and Jody for coding. Once it has been fully approved it will go to Tara to place the order; online/fax/email/phone.
 20. **Unsubmitted**=means you did not submit to anyone (You only hit save which is for you to go back to and finish)
 21. **Waiting for approval**=Waiting for building principal, Darren, or Jody. Please put them in 1 week and advance of when you need it to give us 1 week grace period to go through all

proper channels. We try and process them as fast as we can but there are other deadlines we may have to get to first. **EX: Payroll & State/Audit Reports**

22. **Batch**=It is at Tara, waiting to be printed and sent to company.
23. **Open**=It has been printed and sent to company to order.
24. **History**=It has been paid.
25. To delete a purchase order-Click Down Arrow and delete purchase order
26. If submitted and need to add attachment, hit the arrow with circle around it, top right-add attachment

Required Annual Training (Greenbush)

<https://www.greenbush.org/educator-professional-development/school-improvement-services/annual-required-trainings/>

- Mandatory training for Bloodborne Pathogens, ESI, Homeless Students, Bullying, FERPA, Sexual Harassment, Mandatory Reporting/Child Abuse, Structured Literacy & Dyslexia Training, Jason Platt/Teen Suicide, (Optional - FERPA/HIPPA, Cybersecurity)
- Submit the form of completion once you have gone through the training (google form below the training module chart)
- **DUE BY SEPTEMBER 15**

Training Module and Resources	When to complete?	Who should complete?
+ Bloodborne Pathogens	Annually	Staff
+ Emergency Safety Intervention (ESI)	Annually	Staff
+ Preventing Abuse and Mandated Reporting	Annually	Staff
+ Education for the Homeless (Title IX): McKinney-Vento Homeless Assistance Act	Annually	Staff
+ Structured Literacy and Dyslexia Training	Annually	Staff
+ Suicide Awareness and Prevention	Annually (One Hour Minimum)	Staff
+ Bullying Awareness and Prevention	Annually	Staff and Students
+ Sexual Harassment (Title IX)	Annually	Staff and Students
+ FERPA / HIPAA	Optional / Applicable	Staff

SUBMIT FORM OF COMPLETION

Entering Time Off

When entering time off in Skyward, you do not need to be concerned if the displayed hours appear incorrect. If you have multiple job assignments or duties, Skyward combines the hours from all assignments, which may result in an inaccurate hourly total.

Payroll will manually calculate and enter the appropriate hours based on your regular work schedule when timesheets are processed.

Skyward Alerts

If you receive a **yellow** banner alert while submitting your request, you may still proceed with the submission. A yellow banner is informational and does not prevent you from continuing.

Only a **red** banner alert will prevent you from moving forward and must be resolved before your request can be submitted.

What is highlighted is your main focus. Put in **date**, which **time off type**, **USED**, and then whether you are taking a **full day**, **half day**, or **quarter day**.

Attachments

Maximum size: 150MB

Select Attachment(s)

Transaction Type

☒ Single Day

☐ Date Range

*Start Date

08/22/2026 Sat

31

*Employee

Clark, Lindsey M

000336

Assignment

Clark, Lindsey M - Secretaries

District Office Secretaries - District Office - 2026-07-01 - 2027-06-30

*Employee Time Off Type

PERSONAL

0.00000

*Time Off Reason

USED

Time Off Used

Transaction Type

Used

*Employee Hours Per Day

8:00:00

*Hours

0.00

*Days

1.00000

Description

Time Off Used

Start Time

HH:MM XM

End Time

HH:MM XM

USD 364 Marysville



Teacher Reference Guide

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USD 364 Teacher Reference Guide

Acknowledgement of Receipt

(Employees will be required to sign a copy of a statement annually acknowledging the receipt of the reference guide, an understanding of the information in the reference guide and the other provisions stated below. These acknowledgments shall be filed in the employee's personnel file at the Board Office.)

I do hereby acknowledge receipt of the teacher reference guide for 2026-2027. I have read the reference guide and I understand the contents. Further, I understand:

- This reference guide is not an employee contract. Further, this reference guide is not to be considered is either an expressed or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.
- Anytime the Superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, employees agree to follow the rules and regulations that have been adopted by the USD 364 Board of Education. It is acknowledged that opportunity has been had to ask questions regarding this reference guide and it is the employees responsibility to seek clarification on any process or practice that employee may be unsure about.
- This reference guide may be changed or modified at any time as recommended by the superintendent and approved by the USD 364 Board of Education.

District Vision and Mission Statements

It is essential for all staff to actively strive towards these goals, as their efforts directly impact the success and well-being of our learners. By working together and supporting one another, we can create a thriving educational community.

USD #364 VISION STATEMENT

The Vision for USD #364 is "Lifelong Success for All Learners"

USD #364 MISSION STATEMENT

The Mission for USD #364 is "Lead by Example and Expect Success"

Expectations:

Attendance and punctuality are of extreme importance in the operation of a school district. When an employee is absent, late to work or late returning to work, it may be necessary to assign another employee or substitute to perform the duties which are necessary for the day-to-day operation of the district. It is realized that there are times when personal or health problems may cause the absence of an employee, however, the orderly operation of the support services of the school district are a necessity.

I. EQUAL OPPORTUNITY EMPLOYER

The District is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

The board shall hire employees on the basis of ability and the District's needs.

II. COMPENSATION

A. Pay Day

Certified employees are paid twice a month (15th and last day of the month.) In the event a pay day falls on a weekend or holiday, the deposit will be made on the business day prior.

B. Direct Deposit

The district requires direct deposit for all employees. This helps to ensure faster, more secure and environmentally friendly payment processing. Please check with your banks to see which offer totally free checking. There are other options such as Cash App, Venmo or Chime available as well.

C. Family Medical Leave Act (GARI)

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. We define the 12 month period as July 1 to June 30. Please make sure to notify the district office if you will be gone for a qualifying event under the FMLA. Any time you are gone for the same event for more than 3 days, it should be reported to your building supervisor and the district office as it may qualify and protect you under the FMLA.

III. BENEFITS

A. Activity Passes

The Board shall provide each certified employee with two passes to district sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee and one other person of their choice.

B. Health Insurance

All employees who work 20 hours or more per week are eligible to participate in the District's health insurance program. The Board shall pay the current agreed benefit per month towards the District's health insurance for those employees enrolled in the District's health plan, after completion of the required waiting period. Open enrollment usually happens in November. The district office will email all staff when it is scheduled.

C. OTHER BENEFITS

Certified employees who work 20 hours or more per week may enroll in the plan. Plan options include:

- Dental Insurance
- Vision Insurance
- Flexible Spending Plan-Medical Reimbursement
- Flexible Spending Plan-Dependent Care Reimbursement
- Life Insurance
- KPERS Optional Group Life Insurance
- Accident Insurance

- Cancer Insurance
- Critical Illness Insurance
- Emergency Transport (MASA)
- Hospital Indemnity
- Short Term Disability
- 403(b)

The Board may change, add, or delete benefit options included in the plan. A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected only during the District's annual open enrollment period or if said employee has a qualifying life event as defined by the Internal Revenue Service. Examples of a qualified life event are: marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse.

The participant shall supply written verification to the District of such changes and must make any termination or election changes within thirty (30) days of the date of such changes in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular non-taxable benefit selected and consistent with the change in family status.

- D. **Kansas Public Employees Retirement System (KPERS)**
 KPERS is a statutory mandated retirement program for all employees working 630 hours per calendar year. Employees who meet the qualifications for the KPERS must become a member.

An employee contribution as determined by current law will be made each pay date. Requests for information or questions about procedures should be directed to the clerk at the District Office. Any employee who is a KPERS retiree and is working in a KPERS covered position will be subject to KPERS deductions.

- E. **UNEMPLOYMENT COMPENSATION**
 K.S.A. 44-706 disallows unemployment benefits for employees out of work between successive terms of an educational institution if they have reasonable assurance of employment in the next term. For answers to other questions regarding unemployment insurance policies, benefits, and claims contact the district administrative office or the nearest Unemployment Office.

V. CONDUCT

- A. **Background Checks**
 Background checks will be done on all new and rehired employees. The District pays charges for the background checks..
- B. **Loyalty Oath**
 As required by current law, all employees must sign a loyalty oath and file the oath in the personnel file before beginning employment and to be eligible for a paycheck.
- C. **Physical Examination**
 All new or rehired employees could be required to pass a post-offer physical and drug screen within 30 days of hire. The cost of the physical and drug screen will be the responsibility of the employee.

D. Confidentiality

1. Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule, which violate the privacy rights of students, could result in disciplinary actions being taken against the employee, including termination.

2. Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, up to and including termination.

E. Falsification

Falsification of records shall be cause for termination.

F. Criminal Convictions

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

G. Suspension

The Superintendent shall have the authority to suspend certified employees with or without pay. If a suspension without pay is imposed on a certified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

V. DISTRICT PROCEDURES

A. Communication/Email Expectations

All employees are required to check and reply to their district issued email on a daily basis. Many time sensitive emails may be sent and need a reply in a timely manner.

B. Address, Phone Number and Emergency Contact Changes

All address, phone number and emergency contact changes must be made by the employee in Skyward before the end of the pay period in which the changes took place.

C. Lump Sum Payment

Kansas Statute KSA 74-4940 says that teachers may but are not required to request a lump sum payment of the remaining amount due on their contract at the completion of their contract duties. The law also states that if teachers request a lump sum payment, they must make such a request by **April 1st**. The Marysville district does not have a specific form for this purpose so teachers are merely to make a request in writing with their signature. If this request has been in writing in a prior year, a new request is not necessary.

D. Meals

Travel must be away from home **OVERNIGHT** for meals to be excludable from wages, per IRS Publication 463, Travel, Entertainment, Gift, and Car Expenses; IRC 1.62 (a)(2), Rev. Ruling 75-170, Rev. Ruling 75-432. No meal will be allowed if conference workshop or activity provides a meal. If the meeting does not require an overnight stay normally only a noon meal is allowed if not provided at the meeting. If the meeting runs into late afternoon

or evening, a noon and evening meal is allowed if not provided. If leaving time is before 6:00 a.m., a breakfast meal is allowed. If they arrive back before 6:00 p.m., no evening meal is allowed.

If a one day meeting requires an overnight stay the night before, the allowance will be an evening meal the night before, breakfast and the noon meal if not provided and an evening meal if the meeting runs into late afternoon or evening.

If more than one day with overnight stays is required to attend the meeting, three meals per day will be provided if not provided at the meeting.

E. Hotels/Travel

If the professional meeting begins before 10:00 a.m. and requires more than 120 miles travel, an overnight lodging prior to the conference is authorized. For meetings of more than one day, overnight lodging between days will not be provided if the meeting is less than 100 miles from Marysville. When more than one employee attends, motel rooms are based on double occupancy for same sex. Any costs beyond that will need to be reimbursed by the employee or pre-approved by the superintendent prior to the stay (i.e. a private room). The employee is responsible for getting hotel receipts to the district office.

F. Athletic/Activity Hotel

The district will pay for motels on multi-day trips over 100 miles related to Regional, Sub-State, State or any other multi-day event where there is less than 8 hours between the end of the first day and the start of the second day. If the event begins before 10:00 a.m. and requires more than 120 miles travel, an overnight lodging prior to the event is authorized.

Examples:

Debate goes to Topeka on Friday and returns home at 10 PM and must leave at 5AM for a 7 AM start-covered only 5 hours of rest time. Tennis goes to Topeka on Friday and returns home at 10 PM and must leave at 8 AM for a 10 AM start-not covered, more than 8 hours rest time.

If the district is not covering the cost, the sports club or participants can cover the cost. If the sport does not have the club budget to cover the cost, the district will not cover the cost; it would be up to the participants to pay for the motels if the team or coach prefers to stay overnight..

Any exception to the 100 mile rule must have the approval of the Building Principal, Athletic/Activity Director, and the Superintendent.

G. Transportation/Travel

Normally a district vehicle will be used for transportation. Requests should be handled through the activities director. Mileage will not be paid unless prior approval is given from the superintendent.

H. Employee Cell Phone and Personal Device Use

Employees are expected to model appropriate and responsible use of cell phones and other personal electronic devices while in the workplace. As representatives of the district and role models for students, staff should demonstrate the same principles of responsible device use that are expected of students.

Personal cell phone use should be limited during work hours and should not interfere with an employee's assigned duties, supervision of students, productivity, or the professional

environment of the workplace. Except when necessary for work-related purposes, emergencies, or other appropriate circumstances, employees should refrain from personal cell phone use while actively supervising, instructing, assisting, or interacting with students.

In support of district expectations and applicable Kansas requirements regarding student use of personal electronic devices during the school day, employees are encouraged to be mindful of their own device use in the presence of students and to model the behaviors and expectations established by the district.

Reasonable personal use may be permitted during designated breaks, lunch periods, or other times when it does not interfere with job responsibilities. Employees should use professional judgment and remain attentive to their duties and surroundings at all times.

Supervisors may address cell phone or personal device use when it becomes excessive, disruptive, interferes with job performance, or is inconsistent with district expectations.

VI. SAFETY AND SECURITY

- A. Drills (EBBE)
Each building has a plan for emergency drills.
- B. Emergency Closing (EBBD)
When the Superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio station, TV stations, and facebook to broadcast a school closing announcement. Employees will be notified by ThrillShare for closures.
- C. Safety Practices
All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.
- D. Security/Work Area
Employees are expected to Lock or otherwise secure any files, records, safes, tools, vehicles, or other District equipment at the close of each workday and other appropriate times.
- E. Key and/or Fob Request Policy
Anyone needing a key/fob must fill out the District key/fob request form. The request must be approved and signed by the building Administrator. Authorized personnel will then have a key/fob made and delivered to the building Administrator who will then deliver it to the recipient. No keys/fobs shall be duplicated without permission and no keys/fobs shall be loaned to anyone without written consent from the building Administrator.

The key/fob recipient must sign the key/fob request form which will be kept in a log at the Activities office. Each person with possession of a USD 364 key/fob is responsible for their key/fob and must report if they are lost or stolen immediately to the Activities Secretary. The recipient will be charged the cost of the replaced key/fob, up to \$500. No employee will be charged more than \$500 per incident.

In the event that a key/fob is no longer needed, it must be returned to the Activities Secretary for proper inventory.

F. **Key And/Or Fob Return Policy**

Prior to termination, resignation or retirement of any employee, the Director of Technology shall be contacted for a list of keys that have been issued to that employee. The Building Administrator or Superintendent or his/her designee shall collect each key on the list. If all keys are not returned, the employee will be charged the cost of replacing applicable locks and keys up to \$500. All keys must be returned to the Director of Technology, where they will then be reissued and logged.

G. **District Approved Social Media Platforms**

House Bill 2299 has established new requirements regarding school district social media use and employee communication with students. To ensure Marysville USD 364 remains compliant with the law while providing consistent communication with our community, we will be making the following changes.

Effective August 15, all individual athletic and activity social media accounts (Facebook, Instagram, X, etc.) associated with Marysville USD 364 programs must be discontinued. Going forward, the district will utilize official district Facebook pages only.

Coaches and sponsors will be granted access to post information, announcements, accomplishments, schedules, and other program updates on the Marysville Junior - Senior HS page. This approach will not only ensure compliance with HB 2299 but will also streamline communication with our families and community by providing three official district Facebook pages as the primary source of information.

Additionally, HB 2299 prohibits district employees from communicating with students through social media. This includes interacting with students through comments, direct messages, or by **tagging** students in social media posts. You may still recognize and celebrate student accomplishments by mentioning students by name in posts, but please do not tag their personal social media accounts.

[USD #364 Facebook Page](#)

[Marysville Elementary Facebook Page \(USD #364 - Marysville Schools\)](#)

[Marysville Junior-Senior High School Facebook Page \(USD #364 Marysville Schools\)](#)

[Marysville School District Apptegy Accounts Thrillshare, Rooms](#), District and Building Websites

USD #364 Google Classroom (district teacher/classroom accounts)

USD #364 Canvas LMS Accounts

Required Annual Training (Greenbush):

<https://www.greenbush.org/educator-professional-development/school-improvement-services/annual-required-training/>

- Mandatory training for Bloodborne Pathogens, ESI, Homeless Students, Bullying, FERPA, Sexual Harassment, Mandatory Reporting/Child Abuse, Structured Literacy & Dyslexia Training, Jason Flatt/Teen Suicide, (Optional - FERPA/HIPPA, Cybersecurity)
- Submit the form of completion once you have gone through the training (google form below the training module chart)
- **DUE BY SEPTEMBER 15**

Training Module and Resources	When to complete?	Who should complete?
+ Bloodborne Pathogens	Annually	Staff
+ Emergency Safety Intervention (ESI)	Annually	Staff
+ Preventing Abuse and Mandated Reporting	Annually	Staff
+ Education for the Homeless (Title IX): McKinney-Vento Homeless Assistance Act	Annually	Staff
+ Structured Literacy and Dyslexia Training	Annually	Staff
+ Suicide Awareness and Prevention	Annually (One Hour Minimum)	Staff
+ Bullying Awareness and Prevention	Annually	Staff and Students
+ Sexual Harassment (Title IX)	Annually	Staff and Students
+ FERPA / HIPAA	Optional / Applicable	Staff

SUBMIT FORM OF COMPLETION

DISTRICT PROCESSES

Extended Day Process

The purpose of this policy is to provide a clear, fair, and transparent process for teaching staff who require approval to work an "extended day" – days completed during the summer after and before the regularly scheduled yearly contract period.

- To ensure instructional continuity and academic integrity while also considering sponsorships of organizations that support educational initiatives..
- To establish a standard, documented procedure that protects both the employee and the school from inadvertent policy violations or misunderstandings.
- To facilitate equitable access to approved extended days for all employees, regardless of tenure, rank, or personal circumstances.

Types of Extended Days

- Instructional/Curricular
 - Counseling Staff
 - District Librarian
 - Summer School
- CTE Supplementals - (Up to 5 days, not to exceed 5 days)
 - Building and Trades
 - FBLA
 - FCCLA
 - FFA

Record Keeping and Documentation

- Extended days agreement will be included in the teachers yearly contract information..
- Staff will submit district voucher and activity log when extended days are completed.
 - Days must be completed before the new school year starts.
- Payment will be made after days are completed at the next regularly scheduled board meeting.

Rate of Pay

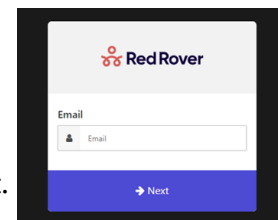
- **Instruction/Curriculum**
 - Daily Rate
- **CTE Supplementals**
 - Salary Schedule - Row A, Column BA/BS, Step 1 - Daily Rate
 - Amount divided by Teacher Contract Days (182)

Red Rover Employee Access - Time Off Requests

- <https://app.redroverk12.com>
- Report All Leave Here. All leave must be entered within 2 days of being absent.

Teacher Schedule 7:30am-3:30pm

1. Create Absence
2. Select Date on Calendar
3. Select Reason=CERT. PL (must be selected per Negotiated Agreement until all is gone) If Professional leave is chosen please list the reason you are out for the day.
4. **Exception**=Emergency Sick Leave (Day before and After Hours, You get sick in middle of night or kid is sick) You must also change it back to CERT PL within 1 day after returning to work.
5. Select Time=Half or Full or Hourly for Quarter Day
6. Do you need Sub=Yes or No (You may also assign a sub if you have already gotten one lined up)
7. Add any notes for the substitute
8. Hit Create and you will get a confirmation number.
9. After 3 absences are approved for that particular day, you will get a message that says contact your administrator. You must email your principal and get permission for the date and then forward that on to your secretary for them to put in the absence for you.



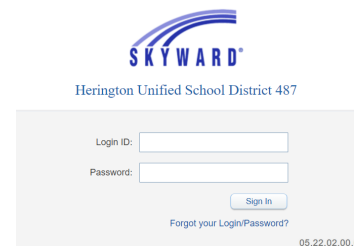
Teacher Schedule 7:45am-3:45pm

1. Create Absence
 2. Select Date on Calendar
 3. Select Reason=CERT. PL (must be selected per Negotiated Agreement until all is gone) If Professional leave is chosen please list the reason you are out for the day.
 4. **Exception**=Emergency Sick Leave (Day before and After Hours, You get sick in middle of night or kid is sick) You must also change it back to CERT PL within 1 day after returning to work.
 5. Select Time=**Hourly for Quarter and Half Days** or Full day (If Half day is chosen and you are on this schedule an extra quarter day will be charged.)
 6. Do you need Sub=Yes or No (You may also assign a sub if you have already gotten one lined up)
 7. Add any notes for the substitute
 8. Hit Create and you will get a confirmation number.
 9. After 3 absences are approved for that particular day, you will get a message that says contact your administrator. You must email your principal and get permission for the date and then forward that on to your secretary for them to put in the absence for you.
- Once your leave request has been approved, it sends a notice to all subs on the app and they can pick up your absence.
 - My Schedule-Shows all the leave requests you have put in. You can cancel or make changes from here.
 - Bulletin Board does have training videos.

Skyward Employee Access - Purchase Orders

- <https://skyward.iscorp.com/MarysvilleUSD364KSBusSTS/Session/Signin>

- All Purchase Orders Must Be Approved Through Skyward.
 1. House-Administrative Access (Top Left)
 2. Click on 3 Lines (Top Left)-Purchasing-My Purchase Order
 3. Add Purchase Order (Top Right)
 4. Click Add Attachment if you have something to go with the purchase order
 5. Click **Shop Online ONLY** if you are doing Amazon or School Specialty Orders
 6. Do Steps 8-10, it then takes you to Amazon or School Specialty and you will shop like normal
 7. Follow their prompts and it will then send you back to Skyward to put in Account # and Submit
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 14. Fill in Unit Cost



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17. If Done-Hit Save and Submit
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24. **History**=It has been paid.
25. To delete a purchase order-Click Down Arrow and delete purchase order
26. If submitted and need to add attachment, hit the arrow with circle around it, top right-add attachment

Vendor Request

1. Menu-Admin. Access-Vendor-Vendor Request
2. Hit Green Plus Sign-Add Vendor Request (Right hand side)
3. Select Business-type in Full Business Name
4. Hit Next
5. Enter in Address-Start Typing-If not in there will need to hit green plus sign to add address
6. Hit Save
7. Must add fax number or email address
8. Save and submit

****If you forget the address or fax/email address it will be denied back to you.**

****If it is denied back to you, please follow these steps to re-submit**

1. Menu-Admin. Access-Vendor-Vendor Request (Make sure filter is on all)
2. Click on the Arrow with Circle around it to open up the request
3. Fill in whatever is missing-make sure to hit save
4. Go back to Vendor Request front page-hit down arrow and re-submit

Workshop Attendance

1. Submit the workshop attendance form to get approval from your principal and superintendent. The form is located in your teacher hub.
2. After it is approved, Jody will notify you by email.
3. Enter the purchase order in Skyward. If it is a registration and you need a hotel, it will be two separate purchase orders. For all hotel purchase orders you will use VISA as the vendor. In the second description after you hit save and add detail, you will list all of the hotel information as well as CHECK IN and CHECK OUT dates.

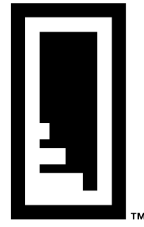
Expense Reimbursements (College Hours, Meal Reimb., Mileage)

1. Go to Menu-Accounts Payable-Click Expense Reimbursement under Features
2. Click Green plus sign-Add Expense Reimbursement
3. Fill out the Date and add a description
4. Hit Save and Add Detail
5. Select Expense Reimb. Type from drop down
6. Add Number of Hours-College Reimb., Add Units and total amount-Meals, or Add Miles-Mileage
 - a) If multiple classes must hit SAVE AND ADD ANOTHER-each should be on own line
7. Add Description and Choose Account Number (Jody will change these to what they should be)
8. Save and Submit
9. After hitting save and submit it will take you back to the List screen-make sure you select your filter to ALL
10. Click on the attachment paperclip
11. Scan in your attachment and select green add attachment to make sure it gets added-this is CRUCIAL

***Just like purchase orders if you go back into the expense reimbursements and click on the arrow with the circle around it, you can see where it is in the process of approvals as well as the status. If you see WINV (Waiting on Invoice) it means it has made it to the district office and will be paid at the next board meeting. Just a reminder, board meetings are the 2nd Wednesday of every month.

Vouchers

- A voucher is required when asking for any hours worked outside of your normal schedule.



ECHELON
ARCH + DESIGN

PROJECT PROPOSAL

SCOPE OF SERVICE OUTLINE, FEE PROPOSAL, AND CONTRACT

PREPARED FOR:

USD 365 Marysville

Darren Schroeder — Superintendent

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Marysville, KS 66508

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**BUILDING THE FUTURE
PRESERVING THE PAST**

Revised July 13, 2026

JR/SR HIGH KITCHEN REMODEL

I want to take this opportunity to thank you for allowing Echelon Architecture + Design to submit this proposal for Professional Architectural and Historical Preservation Services for your project. We have taken special care to assess your project and address the needs that you have. We feel that the following proposal will encompass your project scope as outlined. Please review this proposal and do not hesitate to call with any questions or comments you may have. We look forward to working with you on this endeavor.

PROJECT OUTLINE

PROJECT DESCRIPTION:

The Marysville Junior/Senior High School Kitchen Remodel project focuses on reworking the HVAC, electrical, and plumbing systems to accommodate a revised kitchen layout. Existing walk-in coolers are adequate for current needs; however, the storage room will be upgraded with additional shelving and improved storage capacity. The project will address various needs in the kitchen, including modifications in the prep, cooking, and dish cleaning spaces. Equipment will be provided with line-item pricing to ensure adherence to budget constraints. EAD will work closely with MEP engineers and a commercial kitchen consultant to guarantee that the new workflow meets the client's operational needs.

The remodel will include new flooring, an expanded dishwashing area, revised cooking and baking stations, a smaller office space, and the installation of a new hood with proper airflow. Key consultants on the project include an MEP engineer and in-house Historical Preservation services. Additionally, a construction manager will provide support with cost estimating to ensure budget alignment throughout the project.

CONSULTANT SERVICES PROVIDED:

The following services will be provided as indicated below through Echelon or by Owner:

Architectural Services	Architect
Historical Preservation Services	Architect
Interior Design Services	Architect
Equipment Package	Owner – from Grant
Structural Engineering	Not Provided
Civil Engineering	Not Provided
MEP Engineering	Architect

EXCLUDED SERVICES:

This project does not include the following services:

Fire Suppression System Design & Submission to FM office
Structural Engineered Drawings
Civil Engineered Drawings
Renderings
FFE Package
Signage Package

PRESERVATION SERVICES ASSUMPTIONS:

- Most coordination will occur via phone, email, or virtual meetings
- Owner will provide required financial and ownership documentation if required
- Owner will provide Audited financials from licensed CPA for Part III Application as required
- The Preservation Team will provide all required deliverables, status updates, and supporting documentation at designated project milestones or upon the client's request.

SCOPE OF SERVICES - ARCHITECTURAL AND ENGINEERING

PROGRAMMING AND FFE COORDINATION PHASE:

Echelon will coordinate with the Client to incorporate grant-funded equipment into the project design and construction process. Services will include review and integration of the equipment package, coordination with vendors and contractors as required, on-site coordination during construction, and other related efforts necessary to ensure the equipment is properly incorporated into the completed project.

Project Administration services under this phase are intended to cover the general management and coordination efforts necessary to maintain project progress. These services include, but are not limited to, initial project setup activities, kickoff discussions, project coordination, progress update meetings with the Client, and attendance at Board meetings as required.

Board meetings conducted virtually are included within this phase. Any Board meetings requiring in-person attendance will be billed separately at the rates identified under the **“Meetings/Site Visits”** section.

CODE FOOTPRINT:

The Kansas State Fire Marshal’s Office requires an updated Code Footprint whenever work is performed in an educational occupancy building. Given the size of the facility and the numerous unknown existing conditions in areas outside the project scope, EAD intends to submit an addendum to the current Code Footprint, similar to the approach used for the Building Trades project.

This addendum will be limited to the areas impacted by the proposed work, and we will document and verify code compliance within those spaces. If the Fire Marshal’s Office determines that this approach is insufficient and requires a comprehensive building-wide update, EAD will provide a separate fee proposal for a complete Code Footprint revision at that time.

Our hope is that limiting the update to the kitchen area will be acceptable, as this same approach was successfully utilized on a similar project for another school district and was approved by the Fire Marshal’s Office.

- Prelim Code Analysis to ensure project compliance
- Code Analysis Review Sheet – as required by FM Office
- Floor Plan egress and code sheet – as required by FM Office
- Site Plan / Fire Hydrant Analysis – as required by FM Office
- Application paperwork – as required by FM office

GRANT WORK (ALREADY PERFORMED):

Echelon previously provided As-Built Documentation and Schematic Design services under a separate agreement in support of the grant application process. These services are referenced within this proposal to ensure they are captured for historic tax credit documentation and reimbursement purposes. As architectural and engineering fees are considered eligible project expenses, including these previously completed services in the final tax credit submission helps maximize the total eligible costs associated with the project.

For accounting purposes, the fees previously paid for these services are included in the overall project budget and will be reflected as a credit within the **“Itemized Fee Breakdown”** section of this proposal.

DESIGN DEVELOPMENT PHASE:

Echelon will take the plan developed in the previously completed As-Built and SD Phase and further develop the design/layout of the building and site for client review and approval.

- Floor Plan
- Interior Finish Selections
- Interior Electrical Power, Lighting and Security Needs

CONSTRUCTION DOCUMENT PHASE:

Echelon will generate Construction Documents detailing all information needed to construct and permit the new building design. Echelon and its consultants will work on finalizing the construction Documents listed below for final design approval:

- Floor Plan with Dimensions, Wall Types, Notes and Callouts
- Reflected Ceiling Plan
- Interior Elevations as Necessary
- Finish Schedule
- Related Details and Sections as Necessary
- MEP Plans
- Project Specification Manual

PERMITTING:

Echelon is not responsible for completing the building permit application and permit fees. Echelon will respond to any plan review comments from the governing jurisdiction and make any changes to the plans as necessary for permitting approval. Any comments / changes required due to Architect omissions will be handled at no charge, however if comments are above and beyond normal scope outlined above, changes will be charged at our hourly rates.

BIDDING PHASE:

Echelon and its consultants will assist with the distribution of documents for bidding and respond to questions throughout the bidding window. The site visit is included in the fee and is not additional.

- Attend (1) Pre-Bid Meeting with all Parties involved
- Digital prints will be emailed out at no charge to all parties involved.
- Physical prints are subject to the reimbursable rates outlined.
- An online plan room will be included in the fee proposal for Construction Manager use.

CONSTRUCTION ADMINISTRATION: 3 month timeline

Echelon and its consultants will provide services during construction as outlined below. Each of the 4 site visits are included in the fee and are not additional.

- Attend (1) Pre-Construction Meeting with all Parties involved.
- Attend on-site meetings during construction to determine compliance with the Construction Documents at 50% completion and 75% completion.
- Review of submittals from contractor, aid in project change orders and field directives
- Review CM Requests for Information (RFI) and respond and administer product change should it occur.
- Attend (1) Project Punch List Meeting

SCOPE OF SERVICES — HISTORICAL PRESERVATION

Property Name: Marysville High School

Property Address: 1111 Walnut St.

Historical Status: State and Nationally Registered

Echelon Historical proposes to provide professional services to support the historic rehabilitation of an existing building pursuing Federal and Kansas Historic Tax Credits. This proposal includes preparation and coordination of Historic Tax Credit applications (Parts 1, 2, and 3) and Construction Phase Support.

Our approach is straightforward: document existing conditions, align the design with preservation standards, and guide the project through approvals with SHPO and NPS.

QUALIFIED HISTORIC STRUCTURE CERTIFICATION — PART I APPLICATION

- Complete photo documentation meeting Photo Key requirements
- Preparation and Submission of Part I Application
- Revise materials if needed, based upon SHPO comments
- Meet with Owner's Construction Manager and Accountant to advise on Cost Verification Procedures

Timeline:

- Submission within 30 days of field work completion
- KS SHPO review (Part I): ~30 days
- NPS (Part I) Review (Applies to National Register Projects Only): ~60 days

QUALIFIED REHABILITATION CERTIFICATION - PART II APPLICATION

- Detailed documentation of existing conditions
- Description of proposed rehabilitation work
- Coordination with drawings and specifications
- Ongoing coordination with SHPO/NPS during review
- Preparation and Submission of Part II Application

Timeline:

- Submission approx. 3 weeks after 60–75% CDs are complete
- SHPO review: ~45 days
- NPS (Part II) Review (Applies to National Register Projects Only): ~90 days

CONSTRUCTION PHASE PRESERVATION SERVICES

Echelon will provide the following preservation services during the mobilization and active construction phase:

- Weekly communication with the Client and Construction Manager to ensure construction progresses in accordance with approved plans and preservation standards.
- Document progress, changes, and overall compliance with SHPO/NPS approved plans.
- Site visits to coincide with Arch Construction Admin site visits.

REHABILITATION COMPLETION CERTIFICATION - PART III APPLICATION

- Final photo documentation of completed project
- Preparation and submission of Part III Application
- Coordination with CPA for cost certification

Timeline:

- Submission after construction completion and financial data receipt
- SHPO review: ~45 days
- NPS review: ~90 days
- Review timelines may vary (up to 6 months typical)

FEE OUTLINE

TOTAL PROJECT FEE:

The fee below covers all necessary Architectural and Engineering (A/E) services essential for delivering a set of drawings for contractor bidding, along with Preservation services required to bring your project to completion. A Mechanical Engineer's estimate, as well as a structural engineering allowance, is also itemized here for your convenience.

PROJECT SERVICES FEE**	VALUE
Architectural and Engineering (A/E)	\$42,750.00
Programming / FFE Coordination	\$5,000.00
Code Footprint	\$3,000.00
MEP Engineering	\$30,000.00
Historical Preservation	\$8,320.00
TOTAL	\$89,070.00

***All Fees On This Table are Tax Credit Earning*

** All Fees on This Table are Tax Credit Earning – means that all fees listed are considered Eligible Expenses by SHPO and can be turned in for your 40% state rebate and 20% Federal rebate.

For your project that means \$53,500 totaling roughly in tax credits.

ITEMIZED FEE BREAKDOWN:

Here is a detailed breakdown of the Architectural portion of your project fee, with costs specified for each phase of service outlined in the scope of work. This is not in addition to the fee above, but a breakdown of just the arch services per phase. As mentioned in the Billing Terms, our billing is structured around monthly progress. Architectural services will be delineated per phase, while engineering services and other additional costs will be billed as a comprehensive fee based on the percentage of completion indicated in the amounts listed above. If you have any questions or require further clarification, please don't hesitate to contact us.

ITEMIZED ARCH FEE	VALUE
Grant Work (Already Paid)	\$8,500.00 *
Design Development	\$6,800.00
Construction Documents	\$12,450.00
Bidding Services	\$3,700.00
Construction Administration	\$11,300.00
TOTAL	\$42,750.00 *

* \$8,500 of this fee has already been paid per invoice #1576 for the Grant Work Portion of Services

ITEMIZED HISTORICAL FEE	VALUE
Part 1 Application	\$1,620.00
Part 2 Application	\$2,850.00
Construction Phase Services	\$1,000.00
Part 3 Application	\$2,850.00
TOTAL	\$8,320.00

HOURLY SERVICES TO BE PERFORMED

ADDITIONAL SERVICES:

Services listed below are items that will be billed at an hourly rate. They will show up on the monthly invoice as Additional Services. Rate will be determined by the employee working on the specific task.

Should a scope change need to occur, the services will be performed on an hourly basis for the requested changes. Should the scope of service change require more than 8 hours to complete, work will pause and an amendment to the fee will be provided for client approval prior to moving forward with the scope of changes.

Items to be charged at an hourly fee as additional services for all projects are listed below:

- Regulatory meetings with the governing jurisdiction
- Zoning meetings and hearings with the governing jurisdiction
- Meetings with the owners' reps outside pre-established scope outlined above
- Services provided by Engineers outside their scope of work (rate determined by engineer)
- Value Engineering Services after bids are received by Construction Manager
- Site Visits as outlined below

HOURLY RATE SCHEDULE:

Below is EADs hourly rate schedule. Project hours will be billed according to the associate assigned to the task. It is important to note that the hourly rate schedule is subject to change or modification only through written agreement. Time recorded on each staff member's timesheet is rounded to the nearest .25-hour increment.

ARCHITECTURE	RATE	HISTORICAL	RATE
Principal	\$225/hr	Preservation Director	\$200/hr
Project Manager	\$200/hr	Funding / Incentive Specialist	\$175/hr
Job Captain	\$175/hr	Preservation Associate	\$120/hr
Senior Associate	\$150/hr	Research Coordinator	\$100/hr
Junior Associate	\$125/hr		
Project Coordinator	\$100/hr		
Intern	\$75/hr		

MEETINGS / SITE VISITS:

Because the project site is located outside Echelon's primary service areas of Independence and Kansas City, additional site visits not outlined in the Bidding Services or Construction Admin services above, are billed as a flat-rate fee that combines anticipated travel expenses and labor associated with each trip. The fee for each site visit accounts for mileage, approximately one (1) hour of on-site observation, travel time to and from the project site, and approximately one (1) hour of office time to prepare and distribute a field report.

The estimated fee per site visit is **\$1,700** when staffed from the Independence office or **\$1,200** when staffed from the Kansas City office. Any in person board meetings needing attendance will be billed at these rates but additionally will include overnight stays / hotel accommodations due to board meeting times.

COMPENSATION

FEE PAYMENT SCHEDULE:

Echelon will bill monthly for services provided on a percentage of completion basis. Your first invoice will be sent out on the 1st of the following month after the contract is signed. Any credits for services already performed will be shown on the first invoice. Invoices will be clearly broken into each phase as well as line items for all other consultants. If you have any questions or concerns, please feel free to contact us.

BILLING TERMS:

As our billing is based on completed services, we kindly request that Payment Terms be observed as DUE UPON RECEIPT. In the event a past due invoice exceeds 45 days, work will be temporarily halted until payment is received. Additionally, please be aware that any invoices outstanding for more than 60 days will incur a late charge of 10.5% per month. It's important to note that this rate may be subject to change with prior notice in response to market rate fluctuations.

REIMBURSABLE EXPENSES:

Items such as, but not limited to: reproduction costs, courier services, overnight delivery services and other postal services, related travel expenses outside the Independence, KS city limits will be charged as outlined below:

Reproduction Costs	
In House Printing of 24x36 Sheets	\$3.50/page
In House Printing of 18x24 Sheets	\$2.00/page
Print Shop	Cost + 10%
Courier Services & Postal Services	Cost + 10%
Travel Expenses (Car Rental, Meals, Hotel, etc.)	Cost + 20%
Travel Mileage	Standard IRS Rate
Project Expenses not Included in the Above Scope	Cost + 15%
AIA Contract Documents	Document Cost + Hourly Clerical Rate (\$100 min)
SHPO and NPS Application Fees	Paid Directly by Client

Per-diems are outlined below

- Breakfast \$15 - Lunch \$20 - Dinner \$30 (Daily Total \$60)
- Hotel \$200 allowance

PAYMENT OPTIONS:

At Echelon, we want to make paying your invoices as easy as possible. We offer the following payment options for you to use. Should an option here not be what you are looking for, just let us know and we will accommodate you if we can.

Card and ACH payments can be made directly off our invoices for a minimal fee. Should neither of these options work for you, Checks can be mailed to the address on the invoice.

GENERAL CONDITIONS

LEGAL MATTERS:

The client has the assurances of Echelon that services shall be rendered in good faith and in a professional manner; but the Architect cannot be responsible for the performance, quality, or timely completion or delivery of any work, materials, or equipment furnished by contractors, consultants, or others on the project, or for the accuracy of cost estimates furnished with respect to the project.

The documents prepared by the Architect are legal instruments of the Architect and a license to use these documents is granted to client for the purpose of construction for this project only.

Neither Client nor Architect shall assign or transfer its interest in this project without written consent of the other. All work performed shall be governed by the laws of the State in which the project is located.

For any claim subject to, but not resolved by mediation, the method of bidding dispute resolutions shall be through arbitration set forth by the American Arbitration Association. Any such arbitration shall be conducted in Independence, KS. Judgment upon the award may be entered by any court having jurisdiction.

In the event that we incur legal fees, costs, and disbursements in an effort to collect our invoices, in addition to interest on the unpaid balance, you agree to reimburse us for these expenses. Echelon and its consultants reserve the right to adjust their fee schedule accordingly to allow for scope changes. These adjustments- will be provided for approval prior to implementation in the form of a fee amendment document.

OWNER-PROVIDED INFORMATION:

Unless otherwise specified in the Owner-Architect agreement, the Owner shall furnish the Architect with the most accurate and comprehensive existing building, topographic, utility, and other relevant information available for the proper coordination and execution of the work. The Architect will rely on this Owner-provided information and cannot be held liable for any inaccuracies or omissions within it.

OWNERSHIP OF DOCUMENTS:

All construction documents, reports, specifications, computer files, field data, notes, and other materials produced by the Architect or their consultants are considered instruments of service and shall remain the property of the Architect or their consultants. The Architect and their consultants retain all legal and copyright protections over these materials. The Architect will supply the Owner with two printed sets of construction documents in 24x36 format, along with a PDF version of the plans, for use in obtaining permits and proceeding with construction for this project.

ACCEPTANCE OF PLANS:

Upon acceptance of the plans and specifications prepared as part of the basic services, the Owner agrees that the design and construction of the project, as represented in the provided plans, are approved and ready for implementation. Any subsequent modifications to the plans requested by the Owner after this acceptance must be submitted in writing.

PROFESSIONAL ENGINEER SERVICES:

If the project requires services from a Professional Engineer that fall outside the Architect's Basic Services scope, the Architect will inform the Owner and secure the Owner's approval before initiating or directing such services.

PRINTING COSTS:

The services fee includes standard internal review prints. Any additional printing costs will be billed to the Owner. Printing expenses related to bidding will be treated as reimbursable costs.

ARCHITECT'S ROLE IN CONSTRUCTION:

The Architect shall not have control over or responsibility for construction means, methods, techniques, sequences, or procedures, nor for safety precautions or programs associated with the work.

SHOP DRAWING REVIEW:

The Architect and its consultants will review shop drawings, product data, samples, and other contractor submittals solely to verify conformance with the architectural design intent and the information depicted in the Construction Documents. This review is limited to ensuring alignment with the design concept and does not include evaluating weights, gauges, fabrication processes, construction methods, trade coordination, or safety precautions, which are the Contractor's sole responsibility. The Contractor is accountable for the accuracy and completeness of shop drawings prepared by their subcontractors, suppliers, or other parties. Should the Architect identify any errors, inaccuracies, or deficiencies in the shop drawings during the review process, the Architect will inform the Owner and the Construction Manager.

LIMITATION OF LIABILITY:

The Architect's liability for any errors or omissions shall not exceed the total fees paid to the Architect for the project.

CONTRACT TERMINATION:

You have the right to modify, reject, cancel or stop any and all plans or work in process. However, you agree to reimburse us for all costs, expenses we incurred prior to your change in instructions, which relates to non-cancelable commitments, and to defend, indemnify, and hold us harmless for any liability relating to such action. We agree to use our best efforts to minimize such costs and expenses.

Should the project resume, Echelon shall be compensated for expenses incurred in the interruption and resumption of the services. The fee for the remaining services and the time schedules shall be equitably adjusted.

PERMISSIONS:

Upon signing and acceptance of this proposal, you give Echelon permission to take photographs or other reproductions of your project and allow permission to publicly display your project in magazines, newspapers, or other media.

We hope this proposal meets your approval. Please call if you have any questions or comments and thanks again for the opportunity to work with you on this project.


Miranda Bruening, NCIDQ
Echelon Arch + Design
Owner

AGREEMENT TO INITIATE THE CONTRACT

Signature

Date