To: Board of Education  
From: David Cunningham, executive director, human resources & legal counsel, ext. 4937  
Re: Board Policy Committee Recommendations  
Date: June 8, 2017

Background:  
The Board Policy Committee has met and determined a number of changes are necessary to meet state and federal requirements and to clarify and/or correct existing language.

BBBF District Payment for Board Professional Development and Business Travel  
This policy is being amended to remove an incomplete sentence and correct a grammatical error. There is no change to the essence of the policy.

CBA Fraud  
This policy is being amended to address grammatical errors and to add language to ensure compliance with state and federal law. The additional language also helps clarify who is responsible for receiving reports of alleged fraudulent activity.

CEF Expense Reimbursement and Purchasing Cards  
This change removes the requirement to remit to the district reward points. Vendors do not provide the capability of re-routing these nominal value point situations when district credit cards are used to purchase goods and services for district purposes. There is no practical manner in which to enforce this provision and thus the committee recommends its removal.

CN Records  
This policy is being revised to eliminate the title “director of communications.” Titles can change and by restructuring this provision, the need to update policy if the title changes is eliminated. The committee is also recommending a change regarding the depositing of fees received for copies made to comply with a records request. The current language specifies said fees must be deposited in the general fund when in fact, it may be necessary to deposit them in another fund to meet the Kansas Department of Education accounting requirements. The suggested change gives administration the ability to deposit these funds in the “appropriate” account.

DC Annual Budget  
Administration complies with this policy, but not necessarily in the manner specified. A preliminary budget is generated and presentations are made to the board explaining the recommendations. It is not the customary practice to provide a copy of the budget with supporting documents. The supporting materials are presented, usually in a PowerPoint presentation which is available to the board and the public.
**DFAA Grants and Other Financial Resources**
The committee recommends removing the sentence, “The board will be informed of all grant applications.” This is not a practical requirement given the number of grants sought throughout the year by teachers and administration for a variety of purposes. None of these routine grants involve new matching expenditures by the district. If a matching expenditure is required, other language in this policy does require board approval.

**DJED Requirements for Bids and Quotations**
It is recommended that minor changes be made to reflect the proper department (finance department rather than business office). The committee is also suggesting removal of unnecessary statutory references.

**DJFA Purchasing Authority**
The committee is recommending a minor change by removing the reference to the original House Bill pursuant to which this provision was required. There is no need to cite the original legislation or subsequent statute for the policy to be effective.

**GAG Conflict of Interest**
By adding the sentence, “If exempt from competitive bidding, then the contract must be approved by the board,” ensures an employee does not engage in conduct that is considered a conflict of interest. Services are not subject to bidding requirements; however, board policy sets forth certain requirements and this limitation ensures overall compliance with board policy.

**JGCA Local Wellness Policy**
There are numerous changes to this policy. The amendments are necessary to comply with new state and federal guidelines.

**JS Student Fees and Meal Charges**
The committee is adding “meal charges” to this policy to meet state and federal guidelines.

**KN General Complaints**
The committee recommended and the board adopted significant changes to the complaint process regarding discrimination, harassment and bullying allegations. To ensure a fair process with respect to complaints regarding district policy, curriculum, instructional materials, facilities, services, personnel, and other school-related matters, the committee adopted essentially the same procedures to streamline the process and ensure a thorough investigation of the complaint.

**Rationale:**
The changes described herein are recommended by the committee to ensure clear, grammatically-correct language and compliance with state and federal law.

**Recommendation:**
The Board Policy Committee recommends the review of the referenced polices. Once the review is complete and any suggested changes are considered, the committee will submit the final recommendations for amendment at the June 26, 2017 board meeting.

**Motion:**
“I move the Board of Education approve the review of the referenced policies for possible amendment at its June 26, 2017 meeting.”
District Payment for Board Professional Development and Business Travel

The district shall pay reasonable expenses for out of district travel by board members for attendance at meetings that provide professional development to board members. Such expenses can be paid directly by the district or can be paid in the form of a reimbursement to board members for amounts previously paid by them. Any reimbursement payments to board members will require that the board member provide receipts consistent with the provisions of Policy GAN Travel Expenses.

In-state meetings sponsored by the Kansas Association of School Boards (KASB), the State Board of Education, the Kansas Department of Education, or legislative activities do not require prior board approval for direct payment of expenses by the district or for reimbursement of expenses to the board member attending. Direct payment for or reimbursement of expenses for attendance at other meetings or in the performance of district business.

Board members who provide their own transportation may be reimbursed for each mile actually traveled in attending board meetings and in the performance of district business at the state’s mileage reimbursement rate.

Approved: July 1, 2001
Reviewed by Board Policy Committee: December 9, 2002
Amended: March 10, 2003
Reviewed by Board Policy Committee: August 15, 2005
Amended: October 10, 2005
Reviewed by Board Policy Committee: December 3, 2008
Amended: February 9, 2009
Amended: September 22, 2014
Amended: June 26, 2017
Fraud is an intentional act that results in misappropriation of assets, or misstatements or omissions in reporting financial, personnel, student, or other information.

All employees of the district are expected to act with integrity and due diligence in duties involving the district’s resources, financial or otherwise. Employees must not use their position or any knowledge gained from their employment, for private gain or advantage for themselves or for any other person.

Employees are required to report suspected improper or illegal activity to appropriate school district administrators, or the Board of Education.

The Board of Education will not tolerate any form of reprisal, retaliation, or discrimination as a result of this reporting. An employee who believes that he/she has suffered reprisal, retaliation, or discrimination in violation of this policy shall report the incident(s) to the District Compliance Coordinator.

The Board of Education considers violations of this policy to be a major offense that will result in disciplinary action against the offender, regardless of the offender’s position within the school district.

If an investigation substantiates an allegation of fraud, the employee(s) involved may be subject to discipline up to and including termination of employment. The superintendent shall report to the board the results of such a fraud investigation. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know. The superintendent shall report
fraudulent actions that may be subject to civil or criminal penalties to law enforcement.

Fraud Prevention and Investigation

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district’s fiscal resources.

The superintendent shall direct the development of internal controls to aid in preventing and detecting fraud and financial impropriety or irregularity within the district. Each member of the management team shall be alert for any indication of fraud or financial impropriety or irregularity within his/her area of responsibility.

Reporting Fraud

An employee who suspects fraud or other impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent or the superintendent’s designee. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Whistleblowers

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership, or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or
improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the superintendent or the superintendent's designee. (If the superintendent is implicated in the complaint, report or inquiry, it should be directed to the board of education). The district will conduct a prompt review or investigation. The district may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously.

Approved: November 12, 2007
Reviewed by Board Policy Committee: November 5, 2008
Amended: May 11, 2009
Amended: December 14, 2009
Amended: June 26, 2017
The use of district motor vehicles and district purchasing cards by the superintendent and staff persons shall be confined to necessary school business. The board shall monitor monthly receipts and reimbursement expenses of the superintendent. The superintendent shall monitor monthly receipts and reimbursement expenses of staff. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of Policy GAN.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

Approved: July 1, 2001
Amended: January 13, 2003
Reviewed by Board Policy Committee: March 3, 2003
Reviewed by Board Policy Committee: January 17, 2006
Reviewed by Board Policy Committee: November 5, 2008
Amended: January 12, 2009
Amended: September 22, 2014
Amended: November 9, 2015
Amended: June 26, 2017
The director of communications has been designated by the board shall designate as the Freedom of Information Officer with the authority to establish and maintain a system of records in accordance with the Kansas Open Records Act and may assign the clerk of the board and other district employees to handle requests for records and serve as the custodians of the records. The custodians shall prominently display and distribute or otherwise make available to the public a brochure describing the district’s compliance with the Kansas Open Records Act.

Types

A public record means any recorded information, regardless of form or characteristics, that is made, maintained or kept by or is in the possession of the district, including those exhibited at public board meetings.

District Records

Records maintained by the superintendent shall include, but not be limited to, the following: financial, personnel, and real and personal property owned by the district.

Building Records

Records maintained by the building principals shall include, but not be limited to, the following: activity funds and student records. (See JR et seq.)

Public Access

All records, except those subject to exception by the Kansas Open Records Act, shall be open to inspection by the general public during regular office hours of any school or the district office. The superintendent shall establish procedures for making records available on normal business days.
during business hours. Copies of open records shall be available on written request. Requests for access to open records shall be made in writing to an official custodian of district records. The official custodian shall examine each request to determine whether the record requested is an open record or is subject to an exception by the Kansas Open Records Act. The custodian shall either grant or deny the request accordingly.

If the custodian does not grant the request, the person requesting the record shall receive a written explanation of the reason for the denial within three days of the request, if an explanation is requested. If the requester disagrees with the explanation, the freedom of information officer shall settle the dispute.

To the extent possible, requests for access to records shall be acted on immediately. If the request is not acted on immediately, the custodian shall inform the requester of when and where the open record will be made available. The record shall be made available within three business days of the request. If the materials cannot be assembled within three days, the requester shall be informed of the earliest date they will be available. Each custodian shall file all requests and their dispositions in the appropriate office and make reports as requested by the superintendent or the board.

The board shall annually set a fee for copies of records. Advance payment of the expense of copying open records shall be borne by the individual requesting the copy. Under no circumstances shall the documents be allowed out of their usual building location without approval of the official custodian. Revenue from copying open records will be deposited in the appropriate district's general fund.
Records

Disposition

All district office records shall be kept for at least the minimum length of time required by law. The clerk of the board is designated as the official custodian of all board records maintained by the district. Each building principal is designated as official custodian of all records established and maintained at the building level. In addition to those records required by law, the clerk of the board shall be responsible for preparing and keeping other records necessary for the district’s efficient operation.

District employees shall follow the guidelines found in the student records policies (See JR and JRB).

Approved: July 1, 2001

Reviewed by Board Policy Committee: April 14, 2003

Amended: June 2, 2003

Reviewed by Board Policy Committee: March 9, 2006

Amended: May 8, 2006

Reviewed by Board Policy Committee: November 19, 2008

Amended: January 12, 2009

Amended: June 26, 2017
Financial Priorities

The board will establish financial priorities for the district on a short-term, intermediate, and long-term basis.

Annual Budget

The district budget shall be prepared under the direction of the superintendent in accordance with the approved budget process and shall reflect the district’s educational goals.

The board encourages detailed cost benefit analysis studies of all programs funded by the district’s budget.

The superintendent shall follow the adopted budget.

The district shall fund the budget according to the fiscal and budgetary procedures required by the State of Kansas.

Budget Forms

The budget forms and budget summary documents used shall be those required by the Kansas State Department of Education. Supplementary information may be prepared for use by the board and patrons of the district.

(SB 83)

Deadlines and Schedules

Deadlines and time schedules will be approved by the board.

Recommendations

Recommendations of the superintendent and professional staff concerning the district’s educational program and related budget figures shall be presented to the board prior to submission of the preliminary draft budget.
DC Annual Budget

Preliminary Adoption Procedures

A preliminary draft of the district's budget shall be submitted by the superintendent to the board on or before August 1st each year with supporting documents explaining the rationale and contents of the budget's line items and projected special fund expenditures shall accompany the draft budget be presented to the board.

The superintendent shall be responsible for developing the presentation the budget cover letter. The letter may include a restatement of the goals and objectives of the district and a list of financial priorities. A detailed breakdown of line item expenditures shall supplement the letter.

Fund expenditures and line items shall also be explained to show explaining how the budget meets the goals and objectives of the district and enhances completion of priority programs.

Hearings and Reviews

The board will conduct a budget hearing according to state law. Additional hearings may be conducted at the discretion of the board.

All budget reports, cover letters, and copies of the draft budget shall be made available to interested patrons after being made available to the board.

Budget Transparency

The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in main-
Budget Adoption

The board may amend the draft budget. The board will approve the budget on or before the date specified by state law.

Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to the appropriate fund within the approved annual budget.
The board encourages the superintendent to secure federal, state, and private grants, or other alternative funding sources for use in curriculum development, professional development, instructional or activity programs, and other areas as directed by the board.

The board will be informed of all grant applications. Any grant application that involves matching or other resource commitment by the district must have the approval of the board prior to submission.

Approved: October 25, 2004

Reviewed by Board Policy Committee: August 21, 2006

Reviewed by Board Policy Committee: October 28, 2009

Amended: December 14, 2009

Amended: June 26, 2017
All purchases requiring competitive bids shall be made in compliance with current statutes (K.S.A. 72-6760); however, notwithstanding the statutory exceptions, the board may require a bid in amounts less than that required or for items or services excepted by law.

The business office finance department shall develop and maintain lists of potential suppliers. Bid lists shall be used to notify potential bidders.

Bid Specifications

All bid specifications shall be written by the district’s purchasing director and/or with the responsible administrator. Specifications shall include, when necessary: required performance, surety, bid and statutory bond information; compliance with preferential bid law; financial statements; the board’s right to reject any or all bids; compliance with all federal, state and local laws, ordinances, and regulations; the date, time, and place for the opening of bids; and other items as the board directs.

The board will avoid negotiation of bid specifications after bids have been solicited and will correct specifications if they are not clearly written and request new bids. If a significant error is discovered in the bid specifications, all bids shall be returned unopened and the project shall be re-bid using corrected and/or amended specifications.

Procedures

All bids must be submitted to the district’s purchasing director in sealed envelopes with the name of the bidder and the date of the bid opening plainly marked in the lower left-hand corner of the envelope. All bids
shall be opened publicly on the stated day and time. All bidders and other interested persons may be present when the bids are opened.

Bids may be opened by the district’s purchasing director, a representative of the business office, finance department, or other person designated by the superintendent, and such opening shall be witnessed by one other district employee. The bids shall then be arranged in order from low to high before they are presented to the board for action.

Responsible Bidder

All bids shall be awarded to the lowest responsible bidder. The board remains the sole judge of whether or not a bidder is “responsible.” Criteria that may be used to judge “responsible,” by way of illustration and not limitation, are: financial standing, reputation, experience, resources, facilities, judgment, and efficiency.

The board may investigate the “responsibleness” of any bidder by using information at hand to form an intelligent judgment, such as the architect or engineer, previous clients of the bidder, their own investigation, or an outside investigation agency.

The board may award a contract to a local bidder whose bid does not exceed the low bid by more that 1% and who agrees to match the amount of the low bid. (KSA 72-6760)

Withdrawal of Bids

Any bid may be withdrawn and/or corrected prior to the scheduled time for opening of bids. Any bid received after the publicized date and time shall not be considered by the board.
1 **Rejection of Bids**

2 The board reserves the right to reject any and all bids and to ask for

3 new bids. This reservation shall be specified in the publication or

4 notification of bid letting.

5 The board reserves the right to waive any informalities in, or reject

6 any parts of a bid.

7 **Multi-State Purchasing Pools**

8 The board may participate in purchasing pools as allowed by law.

Approved: July 1, 2001
Amended: October 8, 2001
Amended: April 26, 2004
Reviewed by Board Policy Committee: September 5, 2006
Amended: November 13, 2006
Reviewed by Board Policy Committee: November 4, 2009
Amended: January 11, 2010
Amended: June 26, 2017
The superintendent is authorized to execute contracts on behalf of the district for the purchase of goods and services if the amount is less than $20,000 and the purchase is part of an approved budget with sufficient budget authority available (HB 2786). The board shall receive reports on any contracts.

Approved: October 8, 2001
Reviewed by Board Policy Committee: September 15, 2003
Amended: September 11, 2006
Amended: June 26, 2017
District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of their duties. No employee shall attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee. No school employee shall enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding. *If exempt from competitive bidding, then the contract must be approved by the board.*

Approved: July 1, 2001

Reviewed by Board Policy Committee: May 19, 2003

Reviewed by Board Policy Committee: August 29, 2005

Reviewed by Board Policy Committee: September 3, 2008

Amended: June 26, 2017
Lawrence Public Schools is committed to providing school environments that promote and protect children’s health, well-being and ability to learn by supporting healthy eating and physical activity. As such, the board shall promote and monitor a local wellness program addressing nutrition, nutrition education and physical activity the optimal development of every student. In order for students to have the opportunity to achieve personal, academic, developmental, and social success, staff will need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the district’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school year while minimizing commercial distractions.

Therefore, it is the policy of Lawrence Public Schools that:

- Schools will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school nutrition programs and related community services.

- All students in grades PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

- Students will be provided adequate time to eat in settings that are clean, safe, and pleasant.

- To promote student health and to help to reduce childhood obesity, the district will apply the Dietary Guidelines for Americans, issued by the U.S. Department of Agriculture, in determining foods and beverages that
can be served in the school district. Reimbursable school meals will comply with the regulations set forth in the Federal Child Nutrition Act.

- Students in the district have access to healthy foods throughout the school day, both through reimbursable school meals and other foods available throughout the school campus, in accordance with federal and state nutrition standards.

- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.

- Local wellness goals will be implemented that reflect the Kansas State Department of Education’s Wellness Policy Report for each school level. A plan for annually determining such goals and assessing goal accomplishments will be developed. Development of the plan will involve parents, students, representatives of the food service department, the school board, administrators, school personnel, and the public. The plan will designate district employees who will be charged with operational responsibility for ensuring that the wellness policy is effectively implemented.

- The district establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

Approved: June 12, 2006
Reviewed by Board Policy Committee: February 27, 2008
Amended: June 26, 2017
The board will approve a schedule of enrollment fees, meal charges, and other fees. The superintendent shall distribute that schedule to all principals. The fee schedule shall include:

- A list of all items for which a charge is to be collected;
- The amount of each charge;
- The date due;
- A system for accounting for and disposing of fees;
- Classifications of students exempt from the fee or charge; and
- An appeal procedure to be used by students or parents to claim exemption from paying the fees or charges.

Principals are responsible for the collection of fees approved by the board.

Except where designated otherwise by the board or superintendent, principals shall attempt to collect from students or their parents the replacement value of school property lost, damaged, or destroyed by a student. If, after the attempt to collect, the amount remains unpaid, the principal shall report the matter to the superintendent who may consult with the school board's attorney, and may recommend a course of action to the board.

Student records may not be withheld due to non-payment of monetary obligations. (See JRB)

Credit/Debit Cards

Credit or debit cards may be accepted to pay fees, fines, and charges due the district. A fee may be collected to cover costs of accepting credit or debit cards.
Checks Returned for Insufficient Funds

Checks may be accepted to pay fees, fines, and charges due the district.

A fee of $30 shall be assessed to cover collection costs for checks returned due to insufficient funds.

Approved: July 1, 2001
Reviewed by Board Policy Committee: February 7, 2005
Amended: April 11, 2005
Amended: February 12, 2007
Amended: June 27, 2016
Amended: June 26, 2017
The board encourages all complaints regarding the district not otherwise provided for under specific policies to be resolved at the lowest possible administrative level. Complaints about district policy, curriculum, instructional materials, facilities, services, personnel, and other school related matters will be handled according to administrative policy and procedures. If a complaint is filed with another administrator, it shall be forwarded to the District Compliance Coordinator. The District Compliance Coordinator shall determine who shall investigate the complaint and assign the matter to that administrator. After all administrative policy and procedures regarding such complaints have been utilized, the superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will first be referred to the administration District Compliance Coordinator for investigation and resolution.

The District Compliance Coordinator or designee shall conduct an investigation in accordance with the following procedures:

1. Review the complaint;
2. Interview the complainant and appropriate witnesses;
3. Determine appropriate resolution; and,
4. Communicate resolution to complainant.

The investigator shall contact the complainant within ten (10) calendar days of receiving the complaint. Once the investigation is complete, the investigating administrator shall notify the complainant that the matter has been addressed.
and share the resolution, provided such information does not violate confidentiality requirements pertaining to students or employees.

If the complainant is not satisfied with the resolution, an appeal may be filed with the District Compliance Coordinator. Complainant must file the appeal within ten (10) calendar days of receiving the resolution. The District Compliance Coordinator may extend the filing deadline for good cause.

The District Compliance Coordinator shall determine the appropriate level to which the appeal is assigned. Appeals from the department or building level shall be investigated and resolved by the District Compliance Coordinator. Appeals from the District Compliance Coordinator shall be investigated and resolved by the Superintendent. Appeals from the Superintendent shall be investigated and resolved by the board of education or the board’s designee. If the board appoints a designee to investigate the complaint, such designee shall provide the board a recommendation which the board shall adopt or revise as the board, in its sole discretion, determines appropriate. Appeals must be investigated and resolved within forty-five (45) days of the date the complainant files the appeal with the District Compliance Coordinator.

If the administration cannot effect a resolution such will be reported to the board.

Approved: July 1, 2001
Reviewed by Board Policy Committee: January 31, 2005
Amended: March 14, 2005
Amended: May 14, 2007
Reviewed by Board Policy Committee: October 31, 2007
Amended: February 25, 2008
Amended June 26, 2017