

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION  
OF DISTRICT 497, HELD IN THE LAWRENCE PUBLIC SCHOOLS  
INTERACTIVE TECHNOLOGY CENTER,  
EDUCATIONAL SUPPORT AND DISTRIBUTION CENTER,  
110 McDONALD DRIVE, IN THE CITY OF LAWRENCE**

**July 24, 2017**

**BOARD GOAL SETTING WORK SESSION**

At 4:01 pm, Superintendent Dr. Stubblefield welcomed staff and the meeting was called to order for the purpose of conducting a goal setting work session.

The Lawrence Board of Education began discussing its priorities for the 2017-18 school year. With Superintendent Stubblefield being the Interim Superintendent for the 2017-18 school year, it was decided to focus on 3-5 goals for the upcoming year. Among areas of focus rising to the top of the list: equity, transparency (starting from the point of “yes”), effective communication, staff professional development, positive school climate/culture, and personalized learning/technology integration. Other goal areas for the coming school year include improving special education services, expanding support for students' academic, social-emotional and behavioral needs, and implementing the secondary school facilities master plan via the voter-approved bond construction projects.

President Kimball expressed that once the new Superintendent was hired, the goal would be to create a 3-5 year strategic plan. Board members suggested a holistic sustainability plan, Individual Plans of Study, and expansion of food services (second breakfast, after-school meal) as items to discuss during next year's strategic planning process.

The board will continue its goal-setting discussion in August.

At 6:02 p.m., the work session concluded.

**MOTION FOR EXECUTIVE SESSION**

At 6:02 pm, Board President Shannon Kimball called to order a meeting of the Board of Education for the purpose of entering executive session. A motion was made by President Kimball, seconded by Melissa Johnson, to recess to executive session to protect the public interest in negotiating a fair and equitable contract to discuss negotiations, with Anna Stubblefield, Jerri Kemble, David Cunningham, Kathy Johnson, Samrie Devin, and Matt Brungardt; invited to be present; and with the board to return to open session in this room at 6:50 p.m. The motion passed by a unanimous voice vote.

**RETURN TO OPEN SESSION AND EXTENSION**

At 6:50 p.m., the Board of Education returned to open session where a motion was made by President Kimball, seconded by Vanessa Sanburn, to extend the executive session to 6:57 p.m.

## RETURN TO OPEN SESSION AND BREAK

At 6:57 pm, the Board of Education returned to open session where President Kimball declared a break until the start of the regular meeting.

## CALL TO ORDER

At 7 p.m., Board President Shannon Kimball called to order the regular meeting of the Board of Education.

## APPROVAL OF AGENDA

Upon a motion by Vanessa Sanburn, seconded by Jessica Beeson, the board voted, in a unanimous voice vote, to approve the agenda, as published.

## ROLL CALL

<b>Board Members Present</b>	<b>ELT Members Present</b>
Shannon Kimball, president	Anna Stubblefield, superintendent of schools
Jessica Beeson, vice president	David Cunningham, executive director, human resources/chief legal counsel
Jill Fincher	Julie Boyle, executive director, communications
Marcel Harmon	Jerri Kemble, assistant superintendent, leading, learning and technology
Rick Ingram	Kathy Johnson, executive director, finance
Melissa Johnson	Kevin Harrell, executive director, student support/special education
Vanessa Sanburn	Paula Murrish, executive director, nutrition and wellness, purchasing and printing
	Dawn Downing, deputy clerk

## **Others Present (Including Administration and Staff)**

*Jennifer Bessolo	*Samrie Devin	*Laurie Folsom	GR Gordon-Ross
Shane Heimer	*Rick Henry	Alan Hollinger, Jr.	*Denise Johnson
Elvin Jones, LJWorld	*Darcy Kraus	*Ron May	*Terry McEwen
Andrew Nussbaum	Gary Schmidt	Njeri Shomari	*Ellen Willets
*Kirsten Wondra			

\*In attendance for Goal-Setting Work Session only

On behalf of the Board of Education, Board Vice President Jessica Beeson acknowledged and expressed sincere appreciation to the following:  
...*Paula Hatcher* for her 23 years of service and devotion to this community and its schools upon her retirement effective May 25, 2017.

## REPORT OF PRESIDENT OF BOARD OF EDUCATION

President Kimball shared that she and Melissa Johnson attended the Youth Civic Leadership Institute at the Dole Center on July 13<sup>th</sup>. It was an opportunity to meet high school students (rising seniors) from across the state who have been nominated by a staff member within the Social Studies Department at their respective high schools. After a rigorous application process, the selected individuals come to Lawrence for a three day, two-night Leadership/Service training program. It includes a variety of

## **REPORT OF PRESIDENT (Continued)**

speakers, outings, workshops and brainstorming sessions focusing on the importance of civic engagement in our democracy. YCLI includes a visit to the State Capitol in Topeka to meet with our state leaders and discuss issues. Additionally, there is a dinner in their honor, which allowed President Kimball the opportunity to engage with the students and share her passion for serving on the school board. This exciting leadership opportunity is provided at no cost to the accepted students.

President Kimball is the Region 1 Vice President and shared the following KASB upcoming events-

- Advocacy Tour- New Day in Education- Aug. 10, 2017
  - College & Career Center at 10am

The KASB Advocacy team is on the road, meeting with school leaders and state officials about the "New Day in Kansas Education."

- Fall Regional Meeting- Oct. 2, 2017 (Region 1, 11, 12, 13 and 15)
  - Basehor, KS- Time/Location TBD

Will discuss upcoming plans, legislative updates/agenda

- KASB Foundations of Boardsmanship (New/Returning Board Training) – Jan. 12, 2018
  - Topeka, KS- Time/Location TBD

President Kimball highly encourages new and returning board members to attend.

President Kimball reminded the board of the following items-

- There are new microphones, please note there is no "mute" on the microphones.
- There have been changes to the Kansas Open Meeting Act that require a justification and subject both be included when making a motion for an executive session.
- She was working on the 2017-18 Committee Assignments and the plan is to send out comprehensive information about the committees before the end of the month.

President Kimball shared the following video, Strong Public Schools Transforms Lives.

<https://www.youtube.com/watch?v=fdZb2e-9vUs>

She expressed how encouraging it was that the video stressed the importance of viewing the associated costs with K-12 Education as an investment.

## **REPORT OF SUPERINTENDENT STUBBLEFIELD**

Superintendent Stubblefield explained that due to the Kansas Supreme Court's continued deliberations about the adequacy and constitutionality of the new school finance formula, the budget approval process for school districts across the state has been delayed. It is anticipated that state budget forms will be available within 24 hours of a Court decision. In the meantime, approval of the budget for publication and the annual public hearing have been postponed.

Superintendent Stubblefield discussed the news release about the Kansas State Board of Education's first Postsecondary Progress Report that we shared July 12. This report is

## **REPORT OF SUPERINTENDENT (Continued)**

part of the state board's "Kansans Can" vision for education that includes measuring results in new and additional ways. The report includes data from the National Student Clearinghouse, which tracks students who enroll, persist and graduate from more than 3,000 colleges and universities across the country. The report provides a baseline look at the postsecondary movement of our high school graduates. We plan to monitor and track this data each year, while keeping in mind the missing components of the report, including military enlistment, private college enrollments not reflected in the clearinghouse data, study abroad, successful entry into the workforce, and adult education/GED coursework. As our district mission states, we are committed to all students achieving at high levels and graduating prepared for success in college, careers, and life. This new measurement tool provides one more piece of data to assist us in analyzing our graduates' postsecondary progress and improving how our schools prepare students for college.

Superintendent Stubblefield shared the sad news of the deaths of a student and two staff members in recent weeks. She extended her deepest sympathy to the families of Free State High junior Dalton Hess, and special education paraeducators Valentina Russell and Debby Mosher.

Superintendent Stubblefield congratulated Peaslee Tech Director Marvin Hunt on his retirement and the district's positive relationship with the Peaslee Tech Center. Our College and Career Center shares a campus with Peaslee Tech. The district has partnered with The Chamber, the Economic Development Corporation, the city and county, and area postsecondary institutions since the initial planning of Peaslee Tech. The district has representation on Peaslee's Board of Directors, and has worked collaboratively with these partners to grow career and technical education and training programs to meet local demands. Our role has been one of support – by providing instructors and moving existing equipment from our high schools to the Tech Center for these programs. Peaslee Tech allows our high school students to take its classes, and we reciprocate by enabling adults enrolled there to take courses through the College and Career Center. When our high school students are receiving college credit through enrollment at either location, they pay course fees. The district has a great relationship with Peaslee Tech and believes this partnership benefits the Lawrence community, and especially high school students and adults seeking career and technical education and training.

Superintendent Stubblefield congratulated our district, and specifically, the Finance Department and Executive Director Kathy Johnson, and Susan Fowler, Supervisor Human Resources, for their tremendous effort regarding the successful completion of a recent IRS Audit. The auditor mentioned that it was clear that Lawrence Public School staff "know their stuff" and as such, the audit concluded sooner than previous years.

Superintendent Stubblefield wished the best of luck to our high school student-athletes who are competing this week in the USA Track and Field National Junior Olympics at Rock Chalk Park.

Superintendent Stubblefield invited school families and the community to join us for Confabularyum, our annual back-to-school tradition of hosting a festival of making and creativity. This FREE, all ages event will be held from 9-2 on Saturday, August 5, at

**REPORT OF SUPERINTENDENT (Continued)**

Free State High School. She shared that a schedule of activities was available on our website.

Lastly, Superintendent Stubblefield acknowledged the improvements in the board meeting room, including new audio/visual equipment. For the first time, we are broadcasting in high-definition on Midco Channel 26. Board meetings may also be viewed from the YouTube livestream link on our website. She asked that board members note that their microphones no longer mute, and to please keep that in mind.

**PATRON COMMENTARY**

President Kimball asked for public comment on any item not included on the agenda. There was none.

**BOARD COMMENTARY**

There was none.

**APPROVAL OF CONSENT AGENDA**

Following a motion by Marcel Harmon, seconded by Vanessa Sanburn, the board voted, in a 7-0 roll call vote, to adopt the items listed on the Consent Agenda.

The Consent Agenda included the following:

- The minutes of the July 3, 2017, organizational and regular meeting
- The financial reports including school activity funds
- The monthly vouchers in the following account totals:

<u>Fund</u>	<u>Amount</u>
General	1,149,172.94
Local Option Budget	54,119.26
Food Service	58,404.21
Vocational Education	15,675.75
Special Education	288,409.84
Drivers Training	6,422.83
Capital Outlay	1,142,387.08
Health Fund	921,777.33
Adult Basic Education	628.65
Virtual School	150,495.86
Professional Development	48,061.99
Bilingual Fund	1,470.34
Parents As Teachers	520.04
Student Materials Revolve	78,933.20
Work Comp Reserve	2,974.71
Contingency Reserve	95,680.00
2013 Bonds	66,482.90
Title 1 2017	13,619.87
Title 1 D 2017	802.08
Indian Educ Title 2017	97.67
Indian Educ Title 2018	329.89
Johnson O'Malley 2017	691.87

Title IIA 2017	4,125.30
Title III ESL 2017	6,943.48
Carl Perkins 2017	6,946.10
Carl Perkins 2018	10,410.90
Title VIBDIS 2017	525.00
KMSG Middle School 2017	6,929.81
Payroll Fund	4,359,184.91
Spectra-Medicaid	36,419.43
CCC Clothing Rm (ORE)	97.44
Wellness Fam to School Local	346.62
Loc/Don/Gra	29,244.11
<b>TOTAL</b>	<b>8,558,331.41</b>

Approvals of the following:

- Kagan Cooperative Learning PD
- Houghton Mifflin Harcourt Geometry Purchase-Vendor Change
- Agreement with Bert Nash Mental Health Services
- Agreement with Milestones Academy
- Agreement with PresenceLearning
- IStation Math Purchase
- AOS Cisco SmartNet Renewal
- Health Insurance Renewal

## Reports ~

- **Kansas Education Systems Accreditation**

Assistant Superintendent Jerri Kemble and Director of Assessment, Research and Accountability Terry McEwen updated the board about Kansas Education Systems Accreditation. KESA changes the focus of measuring school and student success from a single score on a high-stakes assessment to four large-scale areas: Relationships, Relevance, Responsive Culture, and Rigor – all of which lead to a fifth area, Results. In addition to the “Five Rs,” the new state accreditation system will focus on the following areas of measurement: Kindergarten Readiness, Graduation Rates, Post-High School Success, Individual Plans of Study, and the Social/Emotional Well-being of Students.

Last year was Zero Year. We are entering at Year 1. This year we will be focusing on-

- Identifying 2 areas that we will focus (of the 4 R's)
- Completing rubrics by winter break
- Coordinating and scheduling outside visitation team for Spring 2018

We want to go slowly and deliberately through the entire 5-year process. Our KESA rating year will be 2021-22.

<https://www.usd497.org/cms/lib/KS01906981/Centricity/Domain/2140/497%20KESA%20Presentation.pdf>

### **Reports (Continued)**

- **Student Fees Waiver & Lost Property Charges**

Assistant Superintendent Jerri Kemble and Executive Directors of Human Resources and Finance, David Cunningham and Kathy Johnson, shared a report about student fees and lost property charges. After the initial year of the 1:1 deployment of 5,000 iPads to staff and middle schoolers, only 27 devices were reported lost or not returned. The district experienced greater than expected losses of charging cords and bricks, about 1,000 of each, at a cost of \$20,000. The board approved changing administrative procedures for lost property. The district will assess nominal fees for lost, damaged or unreturned devices only when determined intentional. Families may dispute lost property and/or apply for hardship waivers of assessed fees. (See Attachment 1)

In summary, the changes to the policy are surrounding intentional damage or taking the device and/or not returning device; not accidents.

[https://www.usd497.org/cms/lib/KS01906981/Centricity/Domain/2140/GAPJS%20PolicyStudent%20FeesandLostPropertyCharges\\_V2.pdf](https://www.usd497.org/cms/lib/KS01906981/Centricity/Domain/2140/GAPJS%20PolicyStudent%20FeesandLostPropertyCharges_V2.pdf)

- **Superintendent Search & Timeline**

David Cunningham shared with the board a tentative plan and timeline for interviewing search firms and hiring the district's next leader. Former Superintendent Kyle Hayden transferred into the role of chief operating officer in July. The board hired Anna Stubblefield as interim superintendent for the 2017-18 school year.

Mr. Cunningham stressed that by hiring a search firm, it would allow –

- The district to cast a wide net (in terms of reaching potential applicants)
- Not to overwork/stress Human Resources staff and allow staff to concentrate on current jobs/responsibilities

Human Resources will send a Request for Information to four area executive search firms that the board has either interviewed or worked with in the past. Board members want to screen RFI submissions on August 14 and plan to hire the next superintendent by February/early March.

### **ADJOURNMENT**

At 8.22 p.m., a motion was made by Jessica Beeson, seconded by Vanessa Sanburn, to adjourn the regular meeting of the Board of Education. The motion passed by a unanimous voice vote.

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Dawn Downing  
Deputy Clerk, Board of Education

**LAWRENCE UNIFIED SCHOOL DISTRICT #497**  
**General Administrative Procedures (GAP)**

**STUDENT FEES AND CHARGES (JS – policy)**

The Board of Education will approve a schedule of enrollment fees, meal charges, and other fees or charges. The superintendent shall distribute that schedule to all principals.

- The Board of Education approves a schedule of enrollment fees, meal charges, and other fees or charges at its July Organizational Meeting. The list of fees approved is not inclusive of all assessed charges, such as lost property or direct purchases made by a student.

**TYPES OF FEES AND CHARGES**

**Meal Charges**

- See Procedures for unpaid meal charges

**Student Fees**

- Fees assessed to students include, but are not limited to, courses, books, materials, technology, transportation, athletics, activities, activity tickets, lost property, yearbooks, special projects, cap and gown (graduation), instrument maintenance, special trips, fund-raising products, etc.

**SYSTEM FOR ACCOUNTING AND DISPOSING OF FEES AND CHARGES**

**Timeline and Process**

- Fee Assessment Timeline
  - ✓ Books, Material and Technology and Activity Trip/Transportation Fees are assessed in July
  - ✓ Course Fees are assessed by semester in September and January
  - ✓ Participation and Co-Curricular Fees are assessed at time of sport or activity
  - ✓ Activity Tickets are assessed to students participating in athletics or activities; this is an optional fee for other students allowing them gate entry into most athletic and activity events. Do we need to define? Or is that at a more detailed level?
  - ✓ Lost Property is assessed at time of loss. If returned, the charge is removed.
  - ✓ Yearbook and other types of charges are assessed as they are incurred and/or when payment is made.
- Invoicing
  - ✓ Invoices are mailed from the district business office on a monthly basis for accounts with a balance due.
- Payments
  - ✓ Payment are made at the building with the school Administrative Assistant or Bookkeeper; at the district Business Office; online through E-Funds; or through Skyward which has a link to the E-Funds payment portal.
  - ✓ Payments are recorded in Skyward's Fee Management system, reconciled with bank deposits, and recorded in accounting system.
- Waiver Eligibility
  - ✓ Student fees eligible for waiver are based on free or reduced-price lunch status and a waiver of confidentiality form being on file in the Food Service department. These fees include:
    - Books, Material, Technology Fee (BMT Fee)
    - Activity Trip/Transportation Fee
    - Participation Fee
    - Co-Curricular Fee
    - Instrument Maintenance/Rental Fee
    - Course Fee
    - Activity Ticket
    - Cap and Gown (graduation fees)
  - ✓ A hardship waiver form is offered to families if they want to request a waiver on fees that are not waived based on free or reduced price lunch status. This application is reviewed by a committee at the District Office.



LAWRENCE UNIFIED SCHOOL DISTRICT #497  
General Administrative Procedures (GAP)

**CLASSIFICATION OF STUDENTS EXEMPT FROM FEE OR CHARGE**

Student Type	Waiver if	Waiver of Confidentiality Required	Fees Waived	Fees and Charges Not Waived –include but not limited to
<b>Student</b>	Approved for Free or Reduced Lunch status  Or  Hardship waiver, application required (A)	YES	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
<b>Food Stamps</b>	Directly Certified by state or written application	YES	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
<b>Group Homes</b> O'Connell Youth Ranch, The Shelter, The Villages, Footprints  CTran or Project Search Students  Juvenile Detention Center	Waived based on living at Group Home address.   List from special education department, or Registrars at the High School  Waived based on JDC school location	NO	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
<b>Foster Children</b>	Free and Reduced Application Form or Direct Certification  If family contacts Business Office and provides court proof of foster child, fees are automatically waived.	YES  NO	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>

**LAWRENCE UNIFIED SCHOOL DISTRICT #497**  
**General Administrative Procedures (GAP)**

<b>Homeless</b>	Free and Reduced Application Form or Direct Certification	YES	<ul style="list-style-type: none"> <li>• Student Fees -- Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
	Identified as Homeless through Title I Programming or School Administrative Notification	NO		
<b>Exchange Students</b> Short Term – Less than a Semester (includes Paraguay)  Visa-Semester or Year Long Students	Free and Reduced Application Form or Direct Certification	YES	<ul style="list-style-type: none"> <li>• Student Fees – Books, Material, Technology</li> <li>• Activity Trip Transportation</li> <li>• Participation Fee</li> <li>• Co-Curricular Fee</li> <li>• Course Fees</li> <li>• Instrument Maintenance</li> <li>• Activity Ticket</li> <li>• Cap and Gown (graduation)</li> </ul>	<ul style="list-style-type: none"> <li>• Project Costs</li> <li>• Fees/Dues/Fundraising for organization or club</li> <li>• Lost or damaged USD497 property – see lost property table</li> <li>• Yearbook</li> <li>• Athletic and Activity Charges</li> <li>• Parking Permits and Fines</li> </ul>
	If Registrar at HS gives us a list of the foreign exchange students in their building	NO		
	Welcome Center	NO		
<b>Diploma Completion GED Adult Programs</b>	Scholarships Available	NO	N/A	<ul style="list-style-type: none"> <li>• Testing Charge</li> </ul>
<b>Part Time Students</b>	Follow Categories Above  Partial Fee/charge based time enrolled			

(A) A hardship waiver can be submitted on any category of student, fee or charge.

LAWRENCE UNIFIED SCHOOL DISTRICT #497  
General Administrative Procedures (GAP)

**LOST AND/OR DAMAGED PROPERTY – Designated List and Charge**

Description	Amount	Ele K-5	Middle School	High School	Virtual
Accessories, charger, etc. – iPads	\$5.00	Yes	Yes	Yes	Yes
Accessories, charger, etc. – MacBook	\$10.00	Yes	Yes	Yes	Yes
Calculators	No Charge	No	No	No	No
Cameras	Replacement Value	Yes	Yes	Yes	Yes
Concert attire / Choir robes	Replacement Value	N/A	Yes	Yes	N/A
Computers – Dell	\$600-\$1,101	N/A	N/A	N/A	Yes
(a) Computers – MacBook	\$75.00	Yes	Yes	Yes	N/A
(b) Computers – MacBook	Replacement Value	Yes	Yes	Yes	N/A
Elevator key	\$25.00	No	No	Yes	No
Headphones	\$5.00	Yes	Yes	Yes	Yes
Instrument repair	Lesser of Repair or 10% of Instrument Value	Yes	Yes	Yes	Yes
(a) Instrument replacement	10% of Instrument Value	Yes	Yes	Yes	Yes
(b) Instrument replacement	Replacement Value	Yes	Yes	Yes	Yes
(a) iPads	\$40.00	Yes	Yes	Yes	Yes
(b) iPads	Replacement Value	Yes	Yes	Yes	Yes
(a) Kajeets (hot spot)	\$10.00	N/A	Yes	Yes	Yes
(b) Kajeets (hot spot)	Replacement Value	N/A	Yes	Yes	Yes
Keyboards	\$5.00	Yes	Yes	Yes	Yes
(a) Kindle; E-readers	\$10.00	Yes	Yes	Yes	Yes
(b) Kindle; E-readers	Replacement	Yes	Yes	Yes	Yes
Library books	Replacement Value	Yes	Yes	Yes	Yes
Locks	\$6.00	N/A	NA	Yes	NA
Speakers	Replacement Value	No	No	No	Yes
Supplies, Band/Music	Replacement Value	N/A	Yes	Yes	Yes
Uniforms, Band (includes uniform, bags, equipment, etc.)	Replacement Value	N/A	N/A	Yes	Yes
Uniforms, Cheerleading (includes uniform, bags, equipment, etc.)	Replacement Value	N/A	Yes	Yes	Yes
Uniforms, Athletics (includes uniform, bags, equipment, etc.)	Replacement Value	N/A	Yes	Yes	Yes
Textbooks	Replacement Value	N/A	Yes	Yes	Yes
Webcams	Replacement Value	N/A	N/A	N/A	Yes

- (a) Lost or Intentional Damage – charge will be assessed based on building administration’s determination  
(b) Move from District and purposefully do not return item – charge will be assessed based on building administration’s determination.

LAWRENCE UNIFIED SCHOOL DISTRICT #497  
General Administrative Procedures (GAP)

**COLLECTIONS**

**DEFINITIONS**

Bad Debt

Fees and payments due to the school district that are delinquent for an extended period of time as outlined in accounts receivable and collection section and in procedure for unpaid meal charges. Bad debt is sent to a collection agency for continued collections.

Delinquent

Fees and other charges due to the school district that are past due. Also see procedure for unpaid meal charges.

Write Off

Bad Debt for student accounts of \$10 or less will be written off and not sent to Silo Recovery (collection agency) for further collections. Also see procedure for unpaid meal charges

**PROCESS**

Active Students

All unpaid fees at the end of the school year, May 31, are considered bad debt and are sent to Silo Recovery (collection agency). This is done for all students.

Lost property must be returned to the building Administrative Assistant or the bookkeeper at the school the property belongs to or to the district Business Office. Lost property cannot be returned to Silo Recovery (collection agency). An insert is included with the May statement notifying parents of this process.

If lost property is returned, schools will notify the Business Office and Business Office staff will notify Silo Recovery (collection agency) to discontinue collection of the related property.

Inactive Students

All unpaid fees, including lost property, for a student that has been inactive for 90 days are sent to Silo Recovery (collection agency) as bad debt.

Meal Charges

When asked by Food Services, the Business Office will send lunch accounts that have moved from delinquent to bad debt to Silo Recovery for collections. Also see procedure for unpaid meal charges.