



GARDEN CITY PUBLIC SCHOOLS

Regular Board of Education Meeting

Garden City USD 457

Monday, January 12, 2026 - 6:00 PM

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

Board of Education Members:

Jacob Jenkins; Katherine Cole; Mark Hinde; Nathan Haeck; Randy Ralston; Rebecca Swender; Robin Bergkamp

Promise

Garden City Public Schools – Where Everyone Leads

Mission

Garden City Public Schools will deliver an unparalleled educational experience for our students, staff, and community.

Vision

Garden City Public Schools will deliver an unparalleled educational experience for our students, staff, and community that inspires excellence through rigorous coursework, individualized learning experience both inside and outside the classroom. We are committed to cultivating leadership in every student and staff member, empowering them to take initiative, inspire others, and drive positive change. At Garden City Public Schools, everyone leads.

A. PLEDGE — Students from Garden City High School will lead the Pledge of Allegiance.

B. SILENT REFLECTION

Thirty seconds of silent reflection will be observed.

C. APPROVAL OF AGENDA with the following amendments:

C.1. Remove Item I., Executive Session

D. DELEGATIONS, Q & A, PUBLIC COMMENTS, RECOGNITIONS, COMMITTEE REPORTS

Public Forum Guidelines

The Board requests that all members of the public respect the rules outlined below so that everyone that wants an opportunity to provide input will be given the chance.

- *Speakers are asked to fill out a public comment card and present it to the Clerk of the Board.*
- *The board president may ask groups with the same interest to appoint a spokesperson to deliver the group's message.*
- *Speakers are asked to start by stating their name and address of where they reside.*
- *Speakers are limited to 5 minutes to make their presentations. Time taken for board members to read materials presented at the board meeting will be considered part of the time allotted for the individual's or group's presentation.*
- *Except to ask clarifying questions, board members shall not interact with speakers at the open forum.*

D.1. Election of Board of Education Officers - consider a Resolution to Extend Term of Board Officers

D.2. School Board Recognition Month — Recognition of Board of Education Members

Josh Guymon, Superintendent

D.3. Building Presentation — Garden City High School

Ryan Meng, Principal of Garden City High School

E. **CONSENT AGENDA**

E.1. Minutes

E.1.a. Minutes of the December 8, 2025, Regular Board of Education Meeting

E.2. Accounts Payable totaling \$9,309,855.42, noting that all major accounts contain adequate balances to meet current obligations.

Reviewers: Mark Hinde and Nathan Haeck

E.3. Personnel

E.3.a. Certified

E.3.b. Classified

E.4. Other

E.4.a. The Board of Education is asked to consider and adopt a Resolution to Establish Board Meeting Dates and Times

E.4.b. The Board of Education is asked to consider and approve the scheduling of Board of Education meeting dates for July: July 13, 2026, at 6:00 pm, and July 30, 2026, at 5:00 pm.

E.4.c. The Board of Education is asked to consider and approve the USD 457 Board of Education Standards.

All board members are asked to sign the Board of Education Standards document.

E.4.d. The Board of Education is asked to consider and approve a proposal from Precision Concrete Cutting Midwest UNC for curb grinding and curb repair — Plant Facilities in the amount of \$41,288.90.

E.4.e. The Board of Education is asked to consider and approve the revised Board of Education Policy DJFA, Purchasing Authority.

F. **NEW BUSINESS**

F.1. The Board of Education is asked to consider and approve the following Curriculum Council Items. (First Read)

Dr. Virginia Duncan, Director of Secondary Instruction

F.1.a. New Course offering for GCHS — Drama-Stagecraft (non-CTE)

F.1.b. Adding Additional Credit to Existing GCHS Course

- Symphonic Band PE
- Project Management Fine Art
- GCCC Music Appreciation Fine Art

F.1.c. New GCCC Course Offerings (not related to CTE)

- Introductory Craft Skills
- Construction Basics
- Windows, Doors, and Stairs
- Concrete Basics

- Brakes Lab
- Auto Safety and Shop Practices
- AC/DC Circuits
- Creative Metal Work-Metal Art
- Shop Operations
- Electro-Mechanical Print Reading and Writing
- Technical Math

F.1.d. New Garden City Community College Offerings (related to CTE)

- General Carpentry I
- General Carpentry II
- Small Gasoline Engines
- Maintenance and Light Repair
- Brakes Lecture
- Certified Medication Aide

F.1.e. New GCHS CTE Course Offerings

- Agriscience
- Agricultural Internship
- Sustainable/Alternative Agriculture
- Food Science
- Advanced Food Science
- Introduction to Environmental Sciences
- Mechanical Power Transmission Systems
- Foundations of Electronics
- Principles of Applied Engineering
- Workplace Experience in Energy
- Business Management & Entrepreneurship Workplace Experience
- Applied Business Development
- Foundations of Travel and Tourism
- Career & Life Planning
- Nutrition and Dietetics
- Introduction to Computer Coding
- Introduction to Engineering
- Hand & Power Tools
- Digital Electronics
- Workplace Experience in Engineering

- Emerging Technologies
- Workplace Experience in Architecture & Construction
- Interior Architectural Design
- Work Experience in Aviation
- Work Experience in Transportation
- Medical Interventions
- Sports Medicine I
- Certified Nursing Assistant - high school credit only
- Introduction to Education
- Family Studies
- Workplace Experience in Early Childhood Development
- Coaching and Leadership
- Technology for Teachers
- Educational Leadership
- Hazardous Materials for the First Responder
- Work Experience in LPSCS

F.2. The Board of Education is asked to consider and approve the 2025 ELA Curriculum Adoption (First Read)

Heather Stegman, Director of Elementary Instruction

F.3. The Board of Education is asked to consider and approve the Early Childhood Curriculum Adoption (First Read)

F.4. Nutrition Box Van Bids (First Read)

Tracy Johnson, Director of Nutrition Services

F.5. Transportation Two-Way Radios (First Read)

Shane Burns, Director of Transportation

F.6. Alta Brown Elementary School and Education Support Center Flooring (First Read)

Brandon Anderson, Director of Plant Facilities

F.7. Garfield HVAC and Roofing Project (First Read)

Brandon Anderson, Director of Plant Facilities

F.8. Florence Wilson Elementary School and Georgia Matthews Elementary School Roofing Projects (First Read)

Brandon Anderson, Director of Plant Facilities

F.9. The Board of Education is asked to consider and approve a bid for gymnasium windows replacement at Buffalo Jones Elementary School (First Read)

Brandon Anderson, Director of Plant Facilities

F.10. Board of Education Policy Updates (First Read)

Drew Thon, Deputy Superintendent 4

F.10.a. BCBK Executive Sessions

F.10.b. IKB Controversial Issues

F.10.c. IKCA Human Sexuality Education (formerly Human Sexuality and Aids)

F.10.c.i. IKCA Human Sexuality Education Form

F.10.d. IKD Religion in Curricular or School Sponsored Activities (formerly IKD Religious Beliefs and Holidays)

F.10.e. IKDA Religious Objections to Activities (New)

F.10.e.i. IKDA Activity Participation Opt-Out Form

F.10.f. JBCC Enrollment of Nonresident Students

F.10.g. JQI Adult Students (New)

G. BOARD OPEN DISCUSSION

- **Randy Ralston**
- **Robin Bergkamp**
- **Mark Hinde**
- **Nathan Haeck**
- **Katie Cole**
- **Jacob Jenkins**
- **Rebecca Swender**
- **Josh Guymon**

H. NEXT BOARD MEETING

The next meeting of the Board of Education will be a Board Retreat on Thursday, January 15, 2026, at 6:00 PM in the Board Meeting Room at the Educational Support Center, 1205 Fleming St., Garden City, Kansas.

I. ADJOURNMENT

RESOLUTION TO ESTABLISH BOARD MEETING DATES AND TIMES

RESOLUTION 2026-15

WHEREAS, K.S.A. 72-1138 requires boards of education, at the first meeting on or after the second Monday in January or at a later date during that calendar year if so determined by the board at that first meeting, to adopt a resolution to establish its regular board meeting dates, times and location;

WHEREAS, the board of education must act each year on or after the second Monday in January and before February 1st of each year or at a later date during the calendar year to establish its meeting dates, times and location;

BE IT RESOLVED that pursuant to K.S.A. 72-1138, the Board of Education of Unified School District No. 457, Finney County, Kansas at its meeting on January 12, 2026 does hereby adopt this resolution to set its board meeting dates and times at its first meeting of the Board of Education in July, 2026.

By: _____
Board Member

[Type here]

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 457, Finney County, Kansas, on the 12th day of January, 2026.

Jennifer Ramos, Clerk of the Board of Education

MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Steve Nordby, Assistant Superintendent
DATE: 1/5/2026
RE: **GCHS Building Presentation**

ISSUE & BACKGROUND:

GCHS Building presentation. GCHS administration will provide an update on the programs and happenings at GCHS, including a special presentation by GCHS FFA members

ALTERNATIVES:

No alternatives applicable

RECOMMENDATION & FISCAL NOTE:

No action is required. This is an informational item

ATTACHMENTS:

None

2025-2026 FFA

2025-2026 Garden City FFA Officer Retreat -Colorado Springs, CO.



2025-2026 Garden City FFA Officer Retreat -Colorado Springs, CO.



Back to School BBQ -Garden City High School



Homecoming Parade -Garden City High School



2025 Kansas State Fair -Hutchinson, Kansas



2025 Land Judging -Scott County, Kansas



2025 District Land Judging -Coldwater, Kansas



Dairy/ Milk Quality

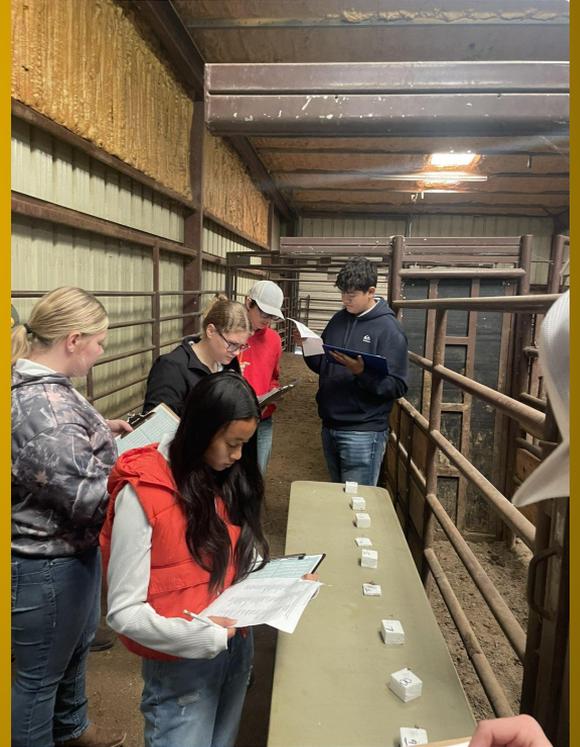
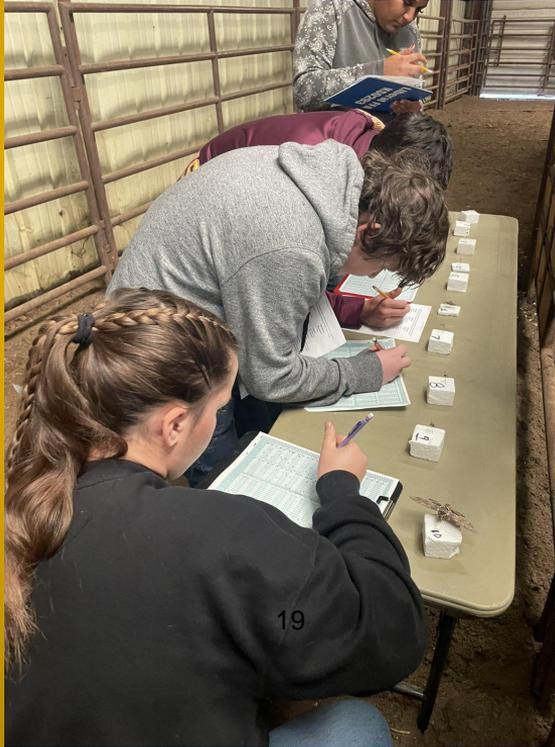
-Royal Dairy/ Grey Co. Fairgrounds



2025 Greenhand/Officer Training -Dodge City Civic Center



2025 District Entomology -GCCC Broncbuster Arena "Horse Palace"



2025 District Horse Evaluation -GCCC Broncbuster Arena “Horse Palace”



Chapter Lock-In -Garden City High School



Kansas Association Alumni Night - Garden City High School



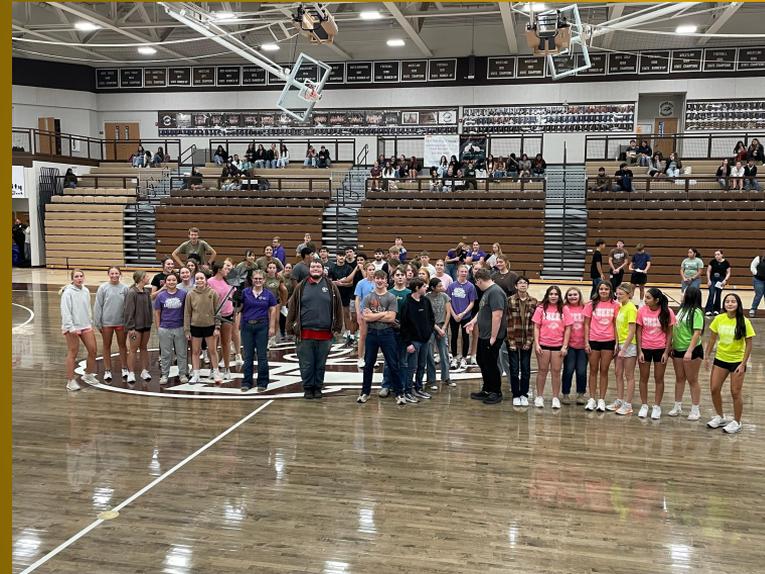
Barnyard Olympics -Garden City High School



Barnyard Olympics -Garden City High School



Barnyard Olympics -Garden City High School



Bake Day

-Garden City Church of the Brethren



Floriculture/Horticulture and Ag Com/Employability Skills -Dodge City Civic Center



Pioneer Dinner 4-H Building, Garden City



Parliamentary Procedure

-First Southern Baptist, Garden City



Conduct of Chapter Meetings

-First Southern Baptist, Garden City



Leadership School

-First Southern Baptist, Garden City



Creed/Spanish Creed

-First Southern Baptist, Garden City



Chapter Christmas Party -Garden City High School



Farm Bureau Discussion Meet -First Southern Baptist, Garden City



Train the Trainer - Holcomb High School





GARDEN CITY PUBLIC SCHOOLS

DRAFT* MINUTES *DRAFT

Regular Board of Education Meeting, Monday, December 8, 2025 - 6:00 PM

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

The Board of Education of Garden City USD 457 met for a Regular meeting on Monday, December 8, 2025, at 6:00 PM in the Board Meeting Room, Educational Support Center, 1205 Fleming Street, Garden City, KS 67846.

Board members present were Andy Fahrmeier; Jackie Gigot; John Wiese; Mark Hinde; Nathan Haeck; Randy Ralston; Robin Bergkamp. Joining board members at the conference table was Superintendent, Josh Guymon. Also in attendance were Drew Thon, Deputy Superintendent; and Steve Nordby, Assistant Superintendent.

President Randy Ralston called the meeting to order at 6:00 PM. The meeting opened with the Pledge of Allegiance.

A. **PLEDGE** — Students from Bernadine Sitts Intermediate Center led the Pledge of Allegiance.

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

C. MEETINGS OF NOTE

- Board—Faculty Meeting, Plymell Elementary School, Wednesday, December 10, 2025, 7:00 a.m. Four or more Board members may be in attendance.
- Board—Faculty Meeting, Jennie Barker Elementary School, Friday, December 12, 2025, 7:50 a.m. Four or more Board members may be in attendance.
- Capstone Project for US Government: A Local Action Plan, student presentations, Central Cup, Friday, December 12, 2025, 8:30 a.m. Four or more Board members may be in attendance.
- Board of Education Christmas Party, Thursday, December 18, 2025, Casa Mariachi, 6:00 p.m.

D. APPROVAL OF AGENDA with the following amendments:

- D.1. Additional certified and classified personnel actions for consideration, Item F.3.
- D.2. Additional meeting of note, Item C

Action(s):

I move to approve the meeting agenda as amended. This motion, made by Mark Hinde and seconded by Robin Bergkamp, Carried.

Bergkamp: Yea

Fahrmeier: Yea

Gigot: Yea

Haeck: Yea
Hinde: Yea
Ralston: Yea
Wiese: Yea

Voting Summary: Yea: 7, Nay: 0

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

Public comment was made by the following individuals, they were given five minutes to present their information.

- Riley Smith invited the Board to attend Capstone the Project for US Government: A Local Action Plan, student presentations, taking place at Central Cup Coffee on Friday, December 12, 2025, at 8:30 a.m.
- Russ Tidwell spoke regarding middle school debate and forensics programs.

E.1. Recognition of Outgoing Board of Education Members Josh Guymon, Superintendent, recognized John Wiese, Jackie Gigot and Andy Fahrmeier for their service on the board.

E.2. Recognition of Crystal Apple Teacher Finalists and Winners Drew Thon, Deputy Superintendent, introduced and recognized this year's Crystal Apple Teacher finalists Danica Kitch, Georgia Matthews Elementary School, Kelly Myatt, Garden City Achieve and Laura Walsh, Charles O. Stones Intermediate Center and winners Megan Ford, Jennie Barker Elementary School and Matt De La Cruz, Alta Brown Elementary School. The awards banquet was held on November 20th at the Clarion Inn.

E.3. Building Presentation — Bernadine Sitts Intermediate Center Brad Hill, Principal, and BSIC STUCO students gave a presentation on the following:

- Vision
- Mission
- Motto
- All the wonderful things going on at BSIC

F. CONSENT AGENDA – All consent agenda items were approved as amended.

Action(s):

I move to approve all consent agenda items as amended. This motion, made by Mark Hinde and seconded by Andy Fahrmeier, Carried.

Bergkamp: Yea
Fahrmeier: Yea
Gigot: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Wiese: Yea

Voting Summary: Yea: 7, Nay: 0

F.1. Minutes

F.1.a. Minutes of the November 10, 2025, Regular Board of Education Meeting

F.1.b. Minutes of the November 19, 2025, Special Board of Education Meeting

F.2. **Accounts Payable** totaling \$8,375,159.55, noting that all major accounts contain adequate balances to meet current obligations.

F.3. **Personnel** – All certified and classified personnel actions were approved as presented.

F.3.a. **Certified**

Retirement: Sara Brown

Resignation: Andrea Moreno

Appointments: Richard Chandler, Kaitlynn Fears, Alexander Lopez-Contreras, Victoria Padilla, Tamara Piccone, Stormy Venable

Position Changes:

- Michael D. Thon from Interim Deputy Superintendent position at the Educational Support Center to Deputy Superintendent position at the Educational Support Center.
- Steven Nordby from Interim Assistant Superintendent of Student Services position at the Educational Support Center to Assistant Superintendent of Student Services position at the Educational Support Center.

F.3.b. **Classified**

Retirements: Ernest Brungardt, Mark LeMasters

Resignations: Giovanni Delgado, Lauren Gleason, Mariah Hayden, Martha Lisk, Rubi Munoz Martinez, Paulina Ojeda Reyes, William Robinson, Raquel Zarate

Assignments: Rachelle Bennet, Carolina Cruz, Kirsten Gomez, Jacqueline Linares, Delta Martinez, Reyna Molina Mendoza, Leonor Juarez De Avila, Nora Paredes, Maria Valdez

Transfers:

- Jamile Unruh from Office Assistant II Educational Support Center to Paraprofessional I Victor Ornelas Elementary School
- Daisy Farr from Paraprofessional I Garfield Early Childhood Center to Paraprofessional III Charles O Stones Intermediate Center

Other:

- Galpin, Director of Special Education requested to move a Paraprofessional III position from Victor Ornelas Elementary School to Gertrude Walker Elementary School.
- LeeAnn Thon, HR Coordinator requested the following position changes:
 - Courtney Latta – from Paraprofessional III at Victor Ornelas Elementary to Teacher Apprentice at Victor Ornelas Elementary
 - Valeria Ortega-Borunda – from Paraprofessional I at Florence Wilson Elementary to Teacher Apprentice at Florence Wilson Elementary

G. BOARD REPORTS

G.1. **Kansans Can Star Recognition for 2025 in the area of Kindergarten Readiness** Bryan Kott, Principal, Georgia Matthews presented the following.

- What is the Kindergarten Readiness Star?
- USD 457 Awarded Bronze Star
- USD 457 Program Strengths
- Areas That USD 457 Can Improve in 2025-26
- Areas We Are Unable to Grow
- Kindergarten Readiness Team

Board members' questions were answered.

G.2. Garden City High School Dual Credit and CTE Offerings Whitney Linenberger, Lead Associate Principal, GCHS, presented the following:

College Ready

- Classes Taken
- # Enrollments in GCCC Course, Fall
- Enrollment
- Total # of Credit Hours Enrolled, Fall 2020–25
- What's Next

Career Ready

- Classes Taken
- What's Next

Board members' questions were answered.

H. NEW BUSINESS

Sidewalk Repair Proposal (First Read) Brandon Anderson, Director of Plant Facilities presented the Board with the following. In 2022-2023 the district had Precision Concrete Cutting Midwest UNC do grinding and curb repair on 8 campuses. The remaining district campuses are included in the current proposal. This would address sidewalk trip hazards and ADA compliance at these 10 campuses. The following options were presented.

- Option #1 of the proposal which includes 324 trip hazards at a cost of \$38,406.60 after discount.
- Option #2 of the proposal which includes the removal of 324 trip hazards and 74 LF of curb repair at a cost of \$41,288.90 after discount.
- Take no action at this time.

Board members' questions were answered. The district's recommendation will be on the consent agenda at the next meeting.

H.1. Professional Development Council Handbook (First Read) Heather Stegman, Director of Elementary Curriculum and Instruction, and Laura Walsh, Professional Development Council Chairperson, presented the following.

Professional Development Points are the credits teachers use to meet licensure requirements and to advance on the district salary schedule. The Professional Development Council is responsible for approving and evaluating professional development activities for credit, as well as establishing and reviewing the policies and procedures that guide professional development planning at the district, building, and individual levels.

KSDE requires all districts to update their Professional Development Plan every five years, and Garden City's plan is due this year.

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

H.2. Revised Board of Education Policy DJFA, Purchasing Authority (First Read) Drew Thon, Deputy Superintendent presented proposed changes to the policy.

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

I. BOARD OPEN DISCUSSION

- **Robin Bergkamp** stated that she was impressed with the improvement numbers that the BSIC kids talked about. She stated that the Crystal Apple Awards Ceremony was really nice and that being in the top six out of 180 people is very impressive. She stated that it was nice to hear the positive remarks from Russ Tidwell. She also stated that she was impressed with the Bronze Star recognition for kindergarten readiness.
- **Mark Hinde** thanked the outgoing board members for their service. He stated that the Crystal Apple Awards Ceremony was nice and that it was really good to hear the inspiring stories. He stated that it was nice to hear the presentation from Bernadine Sitts Intermediate Center and the Bronze Star recognition from Kansans Can. He also stated the dual course credits that the district is doing and the relationship, the partnership, the collaboration we have with Garden City Community College is really great for our students and our community.
- **Nathan Haeck** thanked the students from Bernadine Sitts Intermediate Center for coming. He said great job to all the academic teams across the district. He stated it's exciting to see the sports teams engaging in the community in new ways this year. He stated that it's been fun to be at some of the board-faculty meetings and that he has been able to see good interactions and positive things happening, as well as good communication. He thanked our nutrition staff and stated that they work a lot behind the scenes every day to make sure the kids are fed well and that everything is taken care of from breakfast to lunch to even a snack after school. He also thanked the outgoing board members for their leadership and friendship.
- **John Wiese** thanked the community for giving him the opportunity to serve on the board and stated that it's been a privilege. He thanked the other board members for the time that they have put in and the projects they've tackled. He also thanked them for the time and effort that they have put in and the opportunity to serve with them. He thanked the administration and stated that he appreciates their hard work and leadership and that he's excited for their future. He also stated that he enjoyed having the kids in the room tonight and that he's always enjoyed that as a board member.
- **Jackie Gigot** echoed John Wiese's comments and thanked everyone for helping them along the way and teaching them and having the opportunity to learn everything that they did.
- **Andy Fahrmeier** stated that he would like to thank the faculty across the district at all levels. He stated that attending board-faculty meetings was one of his favorite things to do as a board member and that he was blown away by the level of pride and dedication that he saw from everyone at every meeting and that it instilled a lot of hope in him that there were so many individuals dedicated to serving students and creating the best positive outcome for them and our community as a whole. He also stated that there is a tremendous administrative team here and that he is excited about the future the district has under the leadership of Josh Guymon and the team he has created. He thanked his fellow board members and stated that it's always great when you have a group of seven individuals that all come from different backgrounds and different areas of expertise and different perspectives and are willing to challenge each other's ideas and listen to each other.
- **Randy Ralston** thanked the outgoing board members and stated that he appreciated the opportunity to serve with them and thanked the board members that brought him onto the board. He thanked Russ Tidwell for his public comment. He also stated that he always attends the Crystal Apple Awards and enjoys it, he stated that those educators should be very proud and honored for what they've accomplished. He praised Jessica Nothorn for the job she is doing as Chief Financial Officer. He also stated that he participated in Shop with a Cop this past weekend and that USD 457

provided the transportation for the sixty-five kids to get from United Way to Walmart and that Director of Transportation Shane Burns drove the bus and was 100% in it and having a good time. He stated that it's another shout out to how the district is involved in the community and that he appreciated it.

- **Josh Guymon** thanked the outgoing board members for their leadership, time and effort and for making the district a better place for kids. He thanked them along with the other board members for the opportunity to serve as Superintendent. He congratulated Drew Thon and Steve Nordby for having Interim removed from their titles. He stated that sixteen out of eighteen board-faculty meetings have been successfully completed so far first semester. He stated that was a lot of work and that he appreciated everyone for that effort. He also stated that some staff will still be working on the 22nd and 23rd of December and January 2nd, but district offices will be closed to the public. He stated that much of the staff will be taking vacations and while some folks will still be working, the district offices will be closed to the public during the break.

NEXT BOARD MEETING - The next regular meeting of the Board of Education will take place on Monday, January 12, 2026, at 6:00 PM in the Board Meeting Room at the Educational Support Center, 1205 Fleming St., Garden City, Kansas.

J. ADJOURNMENT – There being no further business to come before the board, the following action was taken.

Action(s):

That the Board of Education meeting be adjourned at 7:23 P.M. This motion, made by John Wiese and seconded by Randy Ralston, Carried.

Bergkamp: Yea
Fahrmeier: Yea
Gigot: Yea
Haeck: Yea
Hinde: Yea
Ralston: Yea
Wiese: Yea

Voting Summary: Yea: 7, Nay: 0

Respectfully submitted,

Approved:

Jennifer Ramos, Clerk

Randy Ralston, President

BOARD OF EDUCATION

Certified Personnel Actions

January 12, 2026

RESIGNATION:

Romela Pulido, kindergarten teacher at Georgia Matthews Elementary School, is submitting her letter of resignation effective December 19, 2025. It is recommended she be released and assessed a \$4,000 liquidated damages fee.

APPOINTMENTS:

Ivonne Barron-Gomez, Garden City, Kansas, is recommended for an interventionist position at Florence Wilson Elementary School effective January 5, 2026. She is a first year teacher.

Morgan Berggren, Oakley, Kansas, is recommended for a science position at Garden City High School effective for the 2026-2027 academic year. She has eight years' experience.

Rosita Estrada, Garden City, Kansas, is recommended for a science position at Georgia Matthews Elementary School effective January 7, 2026. She is a former USD 457 teacher with 5 years' experience.

Kaylen Lobmeyer, Garden City, Kansas, is recommended for a kindergarten position at Abe Hubert Elementary School effective January 5, 2026. She is a first year teacher.

Morgann McMillan, Garden City, Kansas, is recommended for a mathematics position at Horace Good Middle School effective January 5, 2026. She is a first year teacher.

Jenna Rycek, Dodge City, Kansas, is recommended for a school psychologist position at the Educational Support Center effective for the 2026-27 academic year. She is a former USD 457 employee with twelve years' experience.

Jenette Turpin, Garden City, Kansas, is recommended for an adaptive/interrelated position at Garden City High School effective January 5, 2026. She is a former USD 457 employee with twelve years' experience.

TRANSFER:

Cedie Caballero – from science position at Georgia Matthews Elementary School to kindergarten position at Georgia Matthews Elementary School.

TUITION REIMBURSEMENT AGREEMENTS:

Josephine Aquino – ESOL Endorsement

Ruby Aseniero – ESOL Endorsement

Yurhico Balagbis – ESOL Endorsement

Edelita Barbosa – ESOL Endorsement

Markita Bowden – ESOL Endorsement

Love Herma Cadiong – ESOL Endorsement

Joyce Jane Campana – ESOL Endorsement

Britzi Carreon – ESOL Endorsement

Rellyn Jade Casanova – ESOL Endorsement

Maritess Dalida – ESOL Endorsement

Joan Detera – ESOL Endorsement

JC Jun Gallera – ESOL Endorsement

Daniel Humalatag – ESOL Endorsement

Cynthia Marsh – ESOL Endorsement

Jasmin Monino – ESOL Endorsement

Hilde Napenas – ESOL Endorsement

Kathryn Ochampaugh – Master's Degree

Rosa Rodriguez – ESOL Endorsement

Kenneth Suba-an – ESOL Endorsement

Madison Thompson – ESOL Endorsement

Juliana Valles – ESOL Endorsement

STUDENT TEACHER AGREEMENT:

Chiara Banda- Padilla – Kansas State University

POSITION REQUESTS:

Gina Galpin, special education director, is requesting the following position changes effective January 5, 2026:

- Close 1.0 social work position at the Educational Support Center.
- Close 1.0 behavior specialist at Garden City Achieve.
- Open 2.0 school psychologist positions at the Educational Support Center.

Drew Thon, deputy superintendent, is requesting the following position changes effective January 6, 2026:

- Close 1.0 third grade position at Georgia Matthews Elementary School.
- Open 1.0 interventionist position at Florence Wilson Elementary School.

BOARD OF EDUCATION
Classified Personnel Actions

January 12, 2026

RETIREMENTS	POSITION	BUILDING	DATE
Pineda, Diana	Paraprofessional II	Horace Good Middle School	2/25/26

RESIGNATIONS	POSITION	BUILDING	DATE
Maria Salas	Paraprofessional I 0.5	Garfield Early Childhood Center	12/19/2025
Maria Valdez	Paraprofessional I	Garfield Early Childhood Center	12/19/2025
Giovanni Delgado	Bus Driver	Transportation	12/19/2025
Rubi Munoz Martinez	Paraprofessional I	Garfield Early Childhood Center	12/19/2025
Sinh Nguyen	Paraprofessional I	Garden City High School	12/19/2025
Scott Schmidt	Paraprofessional II	Kenneth Henderson Middle School	12/19/2025
Johana Lira	Paraprofessional I	Jennie Barker Elementary School	12/19/2025
Yessenia Estrada Piedrasanta	Nutrition I	Kenneth Henderson Middle School	12/19/2025

ASSIGNMENTS	POSITION	BUILDING	DATE
Crystal Ruvalcaba	Paraprofessional III	Gertrude Walker Elementary School	12/10/2025
Frances Cox	Substitute Bus Driver	Transportation	12/12/2025
Adolfo Castillo Martinez	Substitute Custodian	Plant Facilities	12/15/2025
Esmeralda Alvarado	Preprofessional I 0.5	Garfield Early Childhood Center	12/15/2025
Ailyn Juarez-Guerra	Paraprofessional I	Florence Wilson Elementary School	12/17/2026
Derek Owens	Maintenance I	Plant Facilities	1/2/2026
Grace Schimmels	Paraprofessional II	Georgia Matthews Elementary School	1/6/2026
Alaney Rivero Salazar	Paraprofessional I	Bernadine Sitts Intermediate School	1/7/2026
Isabelle Mata	Paraprofessional I	Georgia Matthews Elementary School	1/7/2026

TRANSFERS	FROM	TO	DATE
Soyla Munoz	Nutrition I Charles O. Stones Intermediate School	Nutrition III Charles O. Stones Intermediate School	12/1/2025
Alicia Saldana Rojo	Nutrition II Jennie Barker Elementary School	Custodian I Plant Facilities	1/2/2026
Valerai Ortega- Borunda	Paraprofessional I Florence Wilson Elementary School	Teacher Apprentice Florence Wilson Elementary School	1/5/2026
Courtney Latta	Paraprofessional III Victor Ornelas Elementary School	Teacher Apprentice Victor Ornelas Elementary School	1/5/2026
Abigail Smith	Custodian I Garden City High School	Paraprofessional III Gertrude Walker Elementary School	1/6/2026
Shakira Ruiz	Paraprofessional I Victor Ornelas Elementary School	Para III Victor Ornelas Elementary School	1/6/2026
Gabriela Lemus	Paraprofessional II Garfield Early Childhood Center	Paraprofessional II 1:1 0.5 PM Position Garfield Early Childhood Center	1/6/2026

NOTE:

- Request by Tracy Johnson, Director of Nutrition Add a New Nutrition III position as Interim Manager at Charles Stones Intermediate Center
- Request by Gina Galpin, Director of Special Education: Open the Garden City High School Para 1 CWC/Resource position that is on hold and move it to Victor Ornelas Elementary School
- Request by Andrea Baker, Principal of Garfield Early Childhood Center for the Paraprofessional II 1:1 fulltime 1.0 position to be split into Two (2) 0.5, part-time (AM, PM) positions

RESOLUTION TO ESTABLISH BOARD MEETING DATES AND TIMES

RESOLUTION 2026-15

WHEREAS, K.S.A. 72-1138 requires boards of education, at the first meeting on or after the second Monday in January or at a later date during that calendar year if so determined by the board at that first meeting, to adopt a resolution to establish its regular board meeting dates, times and location;

WHEREAS, the board of education must act each year on or after the second Monday in January and before February 1st of each year or at a later date during the calendar year to establish its meeting dates, times and location;

BE IT RESOLVED that pursuant to K.S.A. 72-1138, the Board of Education of Unified School District No. 457, Finney County, Kansas at its meeting on January 12, 2026 does hereby adopt this resolution to set its board meeting dates and times at its first meeting of the Board of Education in July, 2026.

By: _____
Board Member

[Type here]

CERTIFICATE

This is to certify that the above resolution was duly adopted by the Board of Education of Unified School District No. 457, Finney County, Kansas, on the 12th day of January, 2026.

Jennifer Ramos, Clerk of the Board of Education

USD 457 Board of Education Standards

A school board member has no legal powers unless participating at a properly noticed school board meeting, or acting on behalf of the school board after the board formally grants authority to do so. Thus, it is essential that every school board member work as a member of the broader leadership team to perform board duties and act in a manner consistent with the Standards.

Board members can demonstrate personal commitment to the Standards by signing this document signifying agreement to uphold the principles of the Standards, both, in letter and spirit.

As citizens of the United States, board members have certain Constitutional rights, including freedom of speech that cannot be taken away, whether or not you choose to sign this document. The only sections of the Standards that require legal compliance are the “*conflict of interest*” and “*act only as a member of the board*”. All other sections represent effective practice.

Garden City Public Schools Board of Education members will promote the best interests of the school district as a whole and make decisions that place student learning and the success of all students first by adhering to the following educational and ethical standards:

BOARD GOVERNANCE

- Recognize that the role of the board is to govern and oversee the management of the district. Board members will delegate authority to the superintendent for the day-to-day operations of the district and will not seek to participate in the day-to-day operations.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Make decisions based on the educational welfare of all children.
- Make attendance at all regularly scheduled board meetings a priority, insofar as possible, review advance materials about the issues to be considered on each agenda, and give full attention to meeting presentations.
- Maintain confidentiality of information and discussion.
- Rely on school policies that are continually updated and aligned with Kansas and federal education laws, as well as, guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.

BOARD-ADMINISTRATION RELATIONS

- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral reports.
- Maintain open and candid communication between the board and the superintendent with the understanding that the board will keep the superintendent adequately informed of any issues or concerns that they have with regard to the district or they wished to have discussed during a board meeting.
- Refer complaints, requests, and concerns to the superintendent or other appropriate staff members.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Hold the superintendent accountable by jointly creating job performance standards and, at least annually, perform a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member’s responsibility is to see that schools are well run, but not to run them.

BOARD MEMBER RELATIONS/UNITY

- Understand that board members have not only the right, but the duty, to express their views, opinions and ask questions at the board table, as well as, make a good faith effort to understand the views of others.
- Voice opinions respectfully, maintain good relations with other board members, and respect and support the decisions made by the majority of the board.
- Retain independent judgment and refuse to surrender that judgement to individuals or special interest groups.

PERSONNEL RELATIONS

- Individual board members should not give directives to any school administrator or employee, publicly or privately.
- Support school personnel in the proper performance of their duties.
- Work fairly, ethically, and truthfully with employees.

COMMUNITY RELATIONS

- Encourage collaboration between the district and community.
- Believe firmly in the democratic process and the right of all groups to be heard.
- Treat stakeholders fairly and ethically – listen to their concerns and refer them to the appropriate school personnel.

BOARD PREPARATION AND TRAINING

- Be informed about educational issues through individual study and by participating in board development opportunities.
- Support new school board members by sharing experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.

I agree to abide by the principles outlined in the Board of Education Standards and will do everything in my power to work as a productive member of the governance team.

Board Member

Attest:

Clerk, Board of Education

Date

MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 11/21/2025
RE: Consider and Act on a proposal from Precision Concrete Cutting Midwest UNC for curb grinding and curb repair to address trip hazards and ADA compliance at 10 campuses in the district choosing option #2 at a cost of \$41,288.90 after discount.
Or
Consider and Act on a proposal from Precision Concrete Cutting Midwest UNC for curb grinding only to address trip hazards and ADA compliance at 10 campuses in the district choosing option #1 at a cost of \$38,406.60.

ISSUE & BACKGROUND:

In 2022-2023 the district had PCC do this on 8 campuses. The proposal for that project is included as an attachment. The other half of the districts are included in the current proposal attached as well. This would address trip hazards and ADA compliance at these 10 campuses on sidewalks.

There are 2 options in the proposal, Option #1 is for curb grinding only and Option #2 also addresses a few of the easy fix curb issues. There are a few other areas that would require tear out and replacement and we would have to do that separate.

Director of Plant Facilities, Brandon Anderson will present and stand for questions.

ALTERNATIVES:

Approve Option #2 of the proposal which includes the removal of 324 trip hazards and 74 LF of curb repair at a cost of \$41,288.90 after discount.

Or

Approve Option #1 of the proposal which includes 324 trip hazards at a cost of \$38,406.60 after discount.

Or

Take No Action at this time.

RECOMMENDATION & FISCAL NOTE:

We have \$50,000 budgeted in the 2026 Long Range Plan for sidewalk repair.

ATTACHMENTS:

2025 PCC Proposal

2022 PCC Project



Revised 11/4/
2025

Sidewalk Trip Hazard Repair Proposal: Garden City USD 457



Prepared For: Brandon Anderson | **Director of Plant Facilities** | 940-521-2301 | banderson1@gckschools.com

Prepared By: Amanda Glodowski | **C:** 8167383725 | **O:** 913-851-2004 | aglodowski@pccmidwest.com | pccmidwest.com



ABOUT PRECISION CONCRETE CUTTING

Precision Concrete Cutting is a full-service hazard removal contractor, helping you to meet ADA compliance at a fraction of the cost.

Using our patented technology, PCC is able to repair trip hazards as small as 1/4 inch to as high as 2 inches. Our customers find that our proprietary service is most effective in delivering ADA compliance for 10-20% of the cost.



Click to play video in browser

EXECUTIVE SUMMARY



Cost Savings

We'll repair your sidewalks for 60-80% less than sidewalk replacement, which means you can do more for your community for less.



A.D.A. Compliance

Patented technology that brings sidewalks into ADA compliance.



Safe

Decrease liability on your pedestrian walkways



Clean

Our patented containment system captures dust and debris to bring you the cleanest process available. PCC saw cutting method is a dry process (no concrete slurry).



Low Impact

Efficient systems with an average removal time of 10 minutes, no sidewalk closures.



Detailed Reporting

We track our jobs with honesty and integrity. Invoices show measurements, locations and cost for each hazard.



Full-Service Contractor

Survey services, cost estimates, data integration, trained service technicians and invoicing.



Environmental Impact by Garden City USD 457:

As a member of the U.S. Green Building Council (USGBC) we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. Removing and replacing **324** panels would result in approximately **400,950 pounds** or **200 tons** of concrete being removed. Using Precision Concrete Cutting for **324** trip hazards results in **972 pounds** of concrete removed and recycled.

RISK ASSESSMENT: GARDEN CITY USD 457 - BERNADINE SITTS

PROJECT TOTALS:

324 Trip & Fall Hazards: (1,797.5 LF)

Average Hazard Height: .6"

Average Hazard Length: 5'

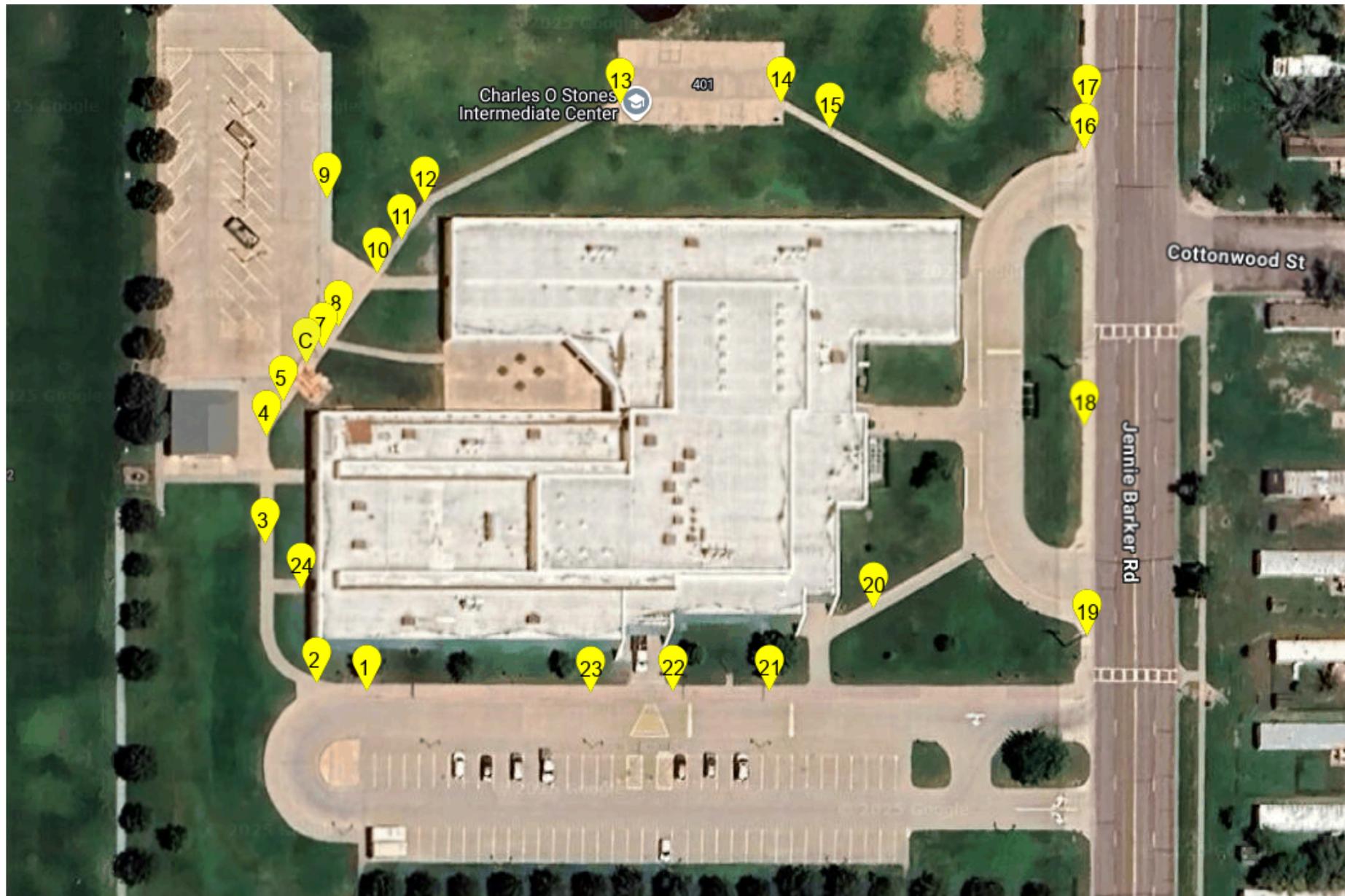
The specifications in this survey included trip hazards measured to the ADA standard of +0.25" and above. All hazards will be cut to a 1:12 slope as required by the March 2012 ADA guidelines.

Map Index

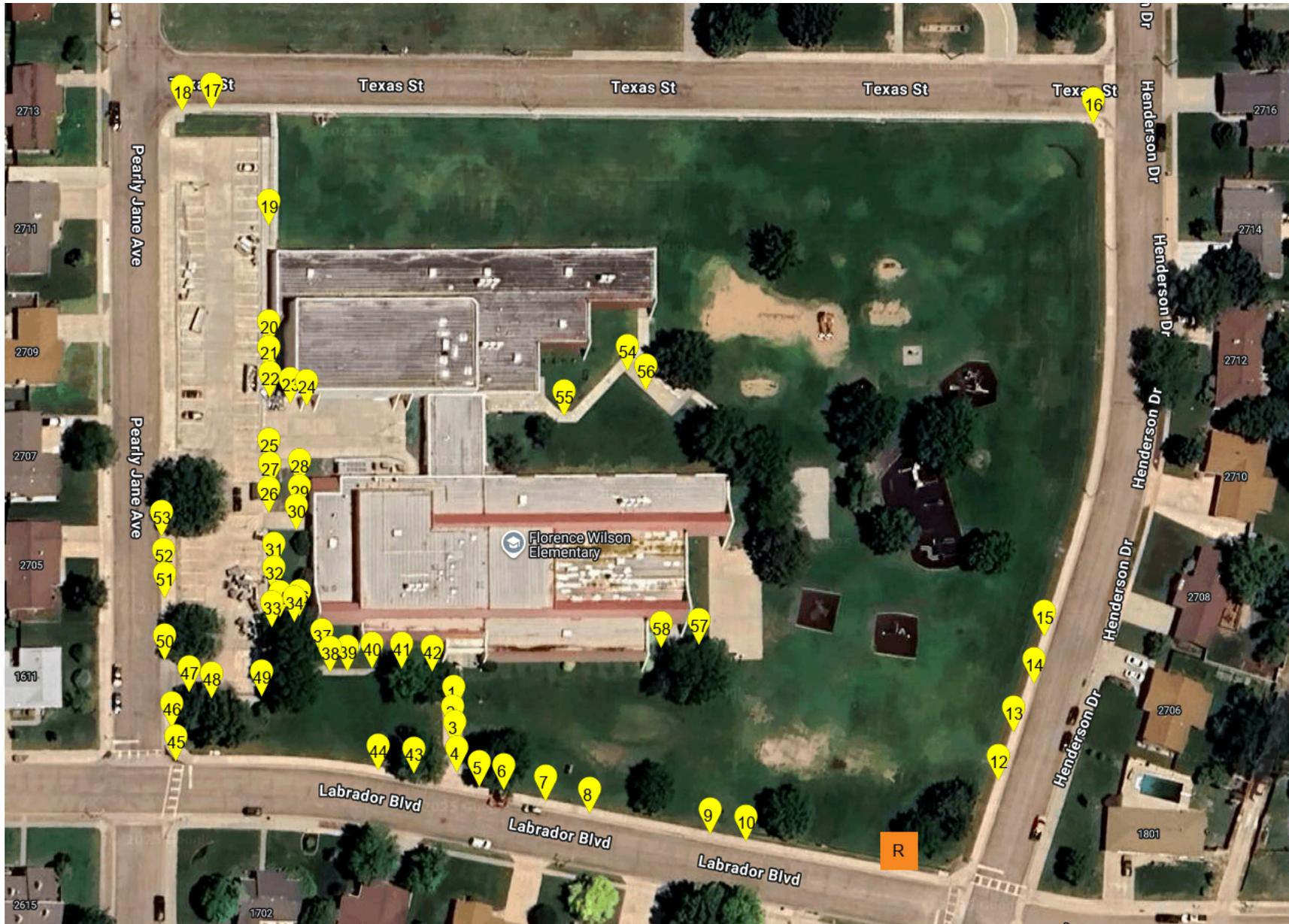
- | | | | |
|----------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------|-------------|
| R | Replace | C | Crack Cut |
|  | Trip Hazard |  | Curb Repair |



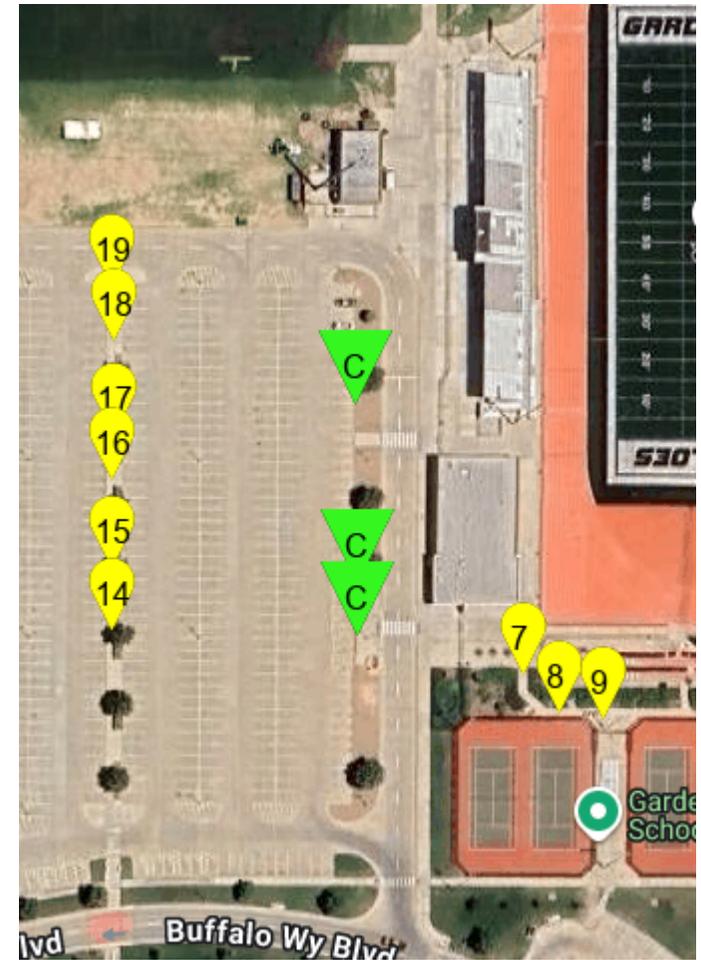
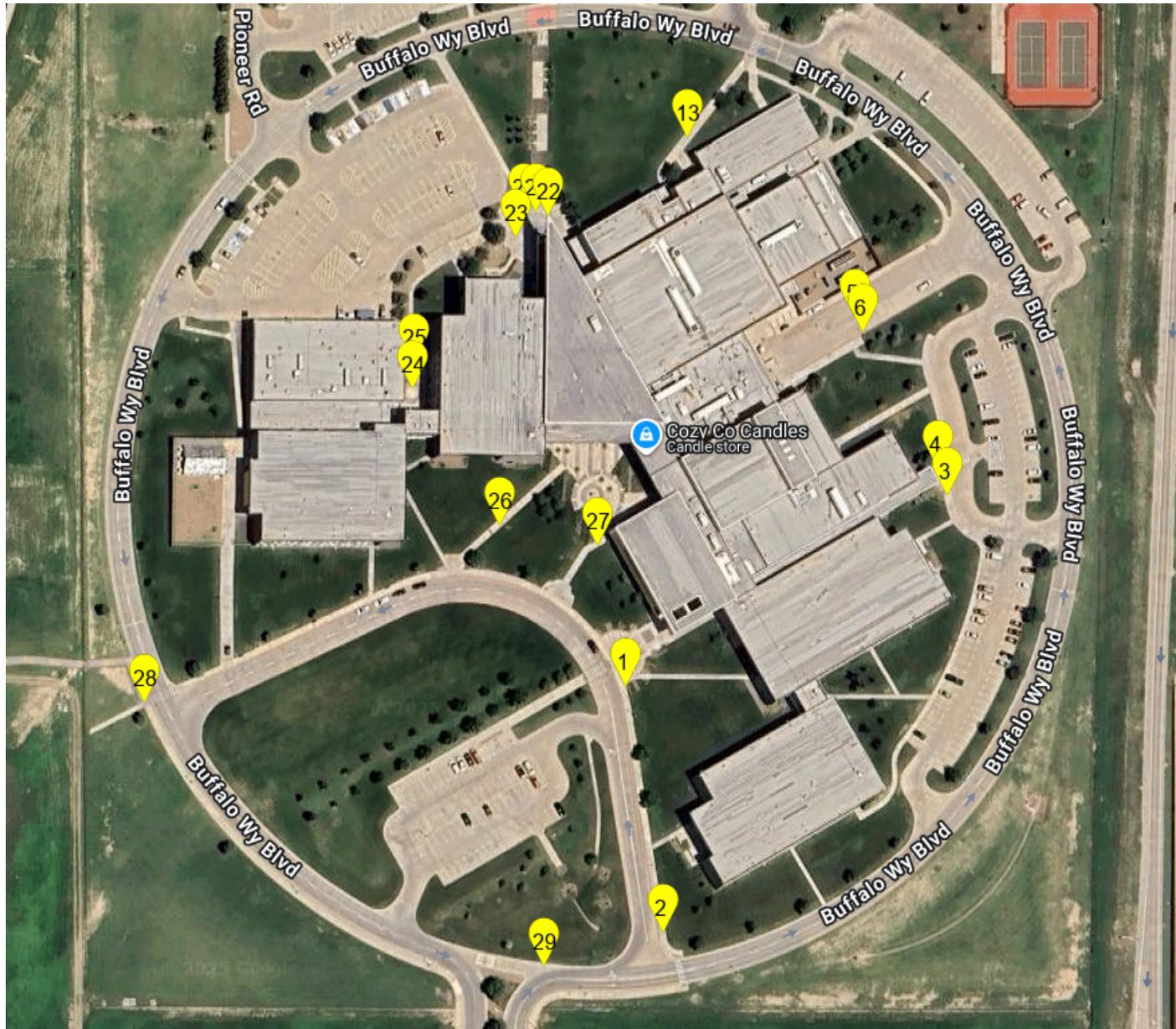
RISK ASSESSMENT: GARDEN CITY USD 457 - CHARLES O STONE



RISK ASSESSMENT: GARDEN CITY USD 457 - FLORENCE WILSON

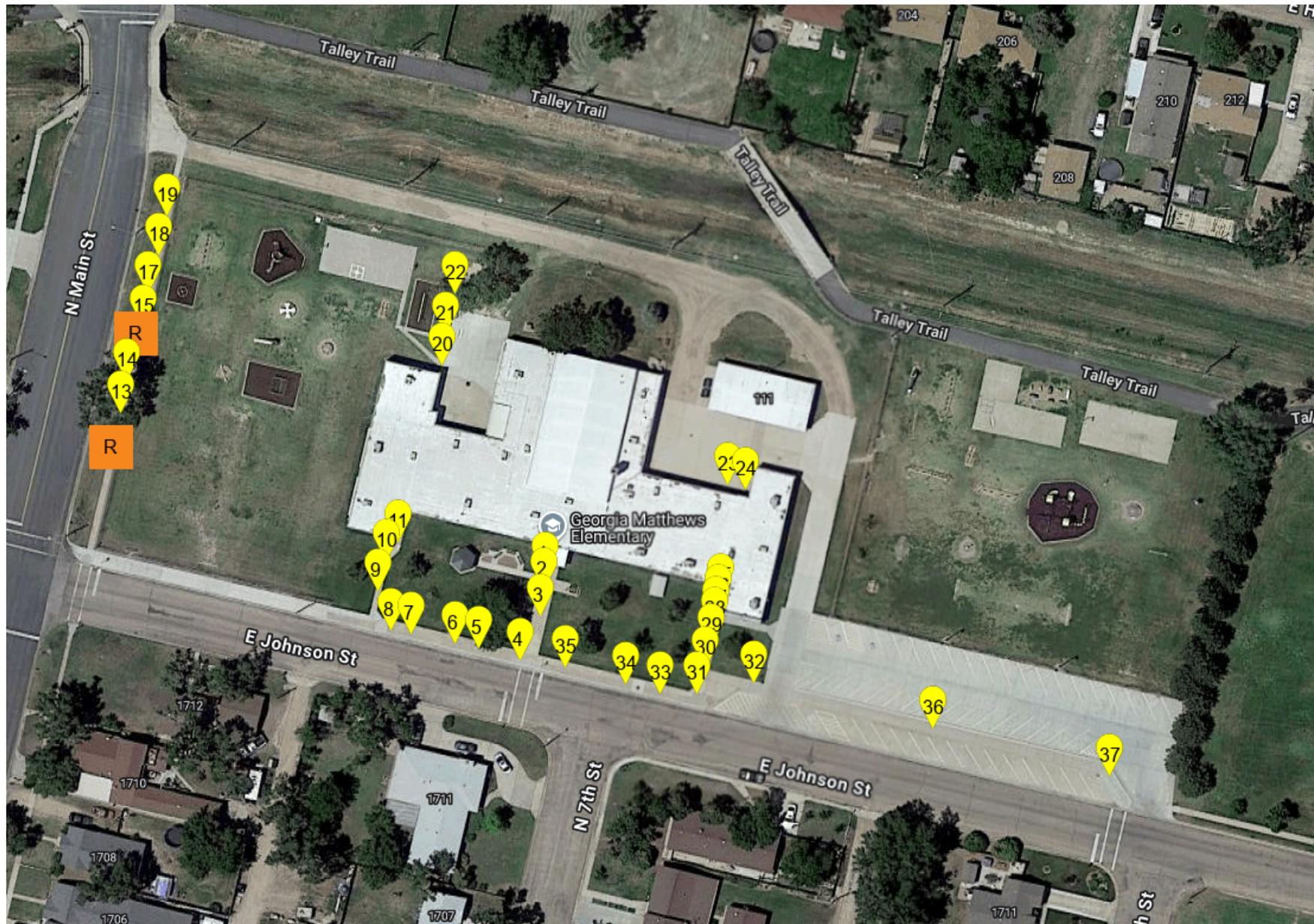


RISK ASSESSMENT: GARDEN CITY USD 457 - GARDEN CITY HIGH

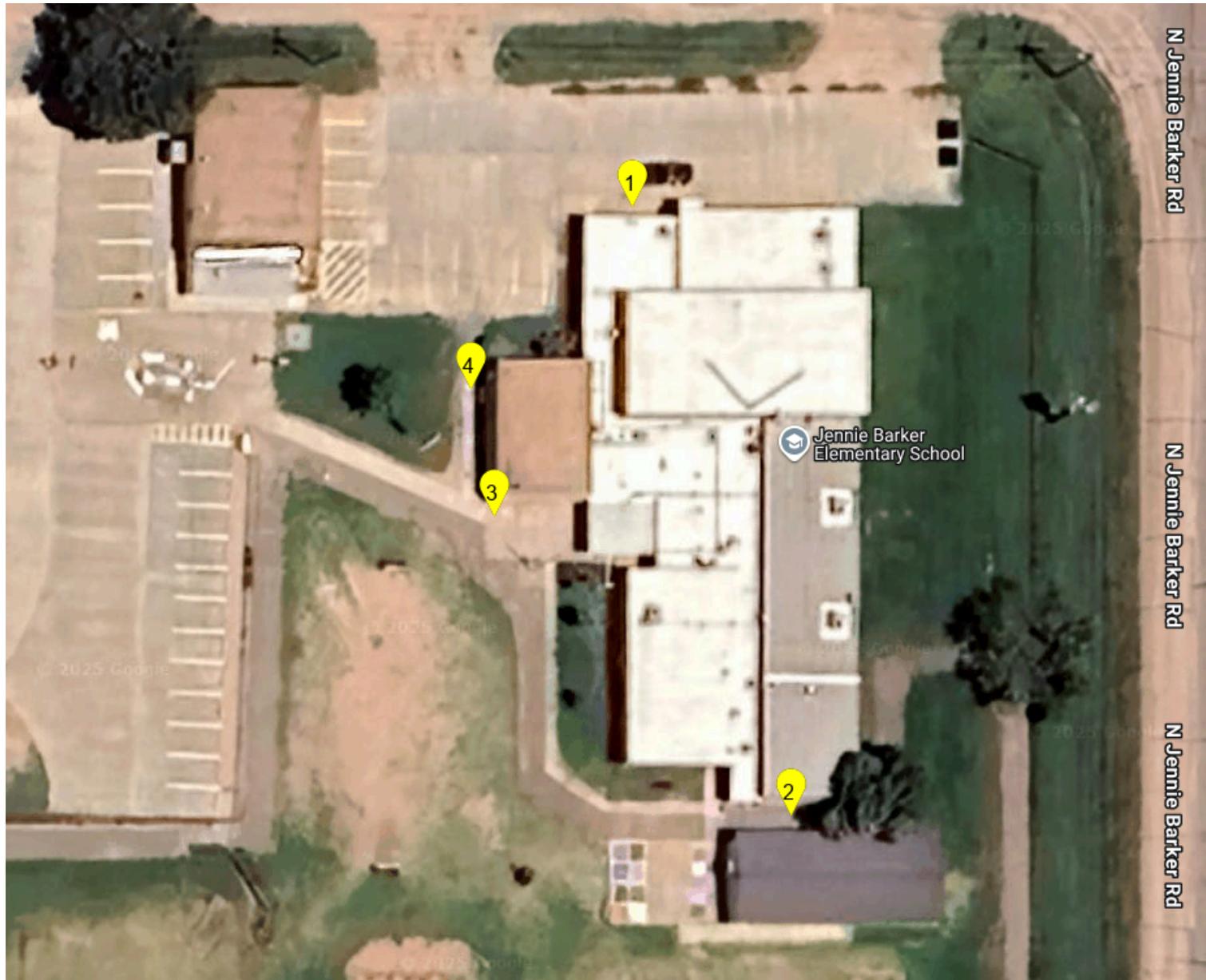


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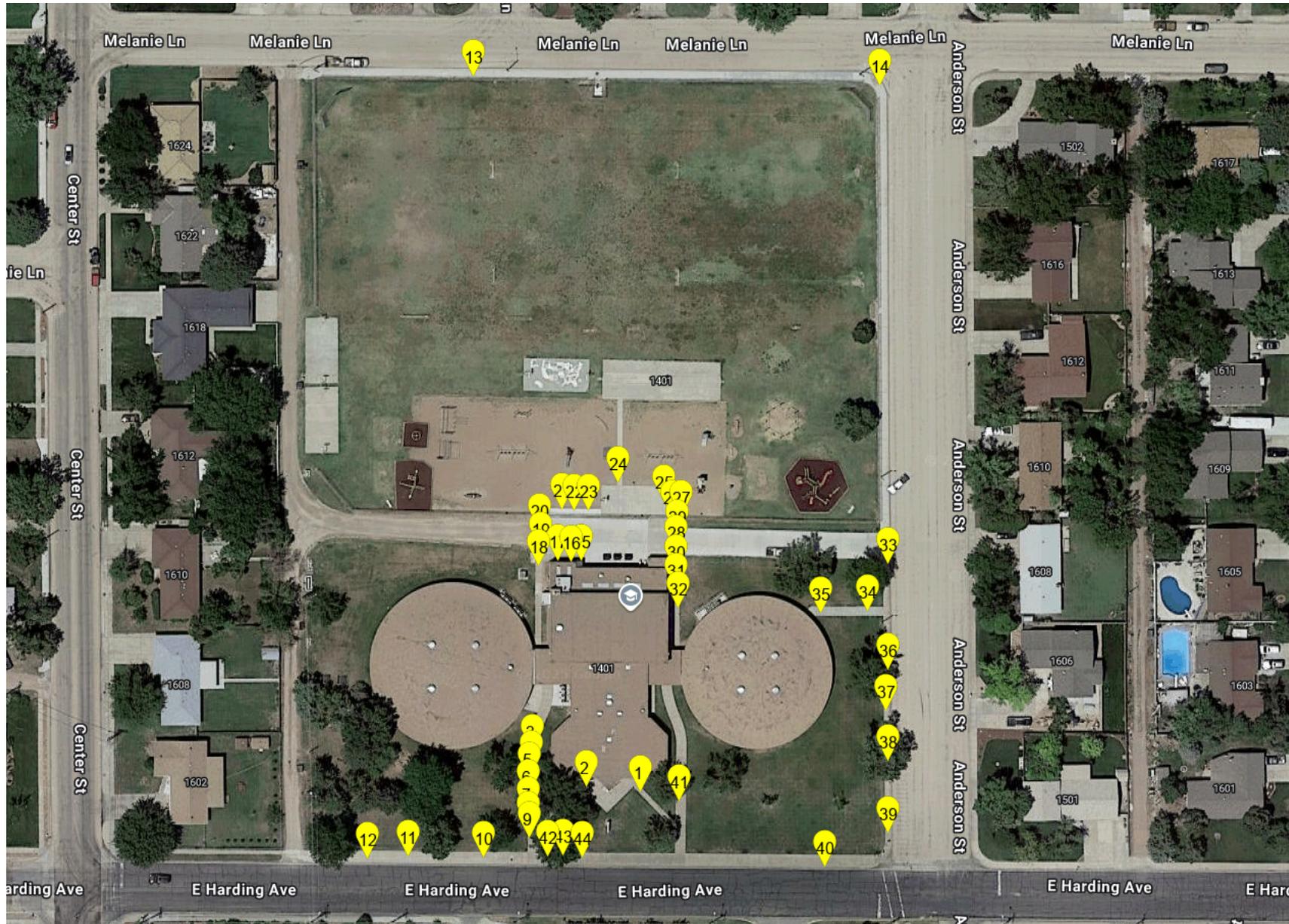
RISK ASSESSMENT: GARDEN CITY USD 457 - GEORGIA MATTHEWS



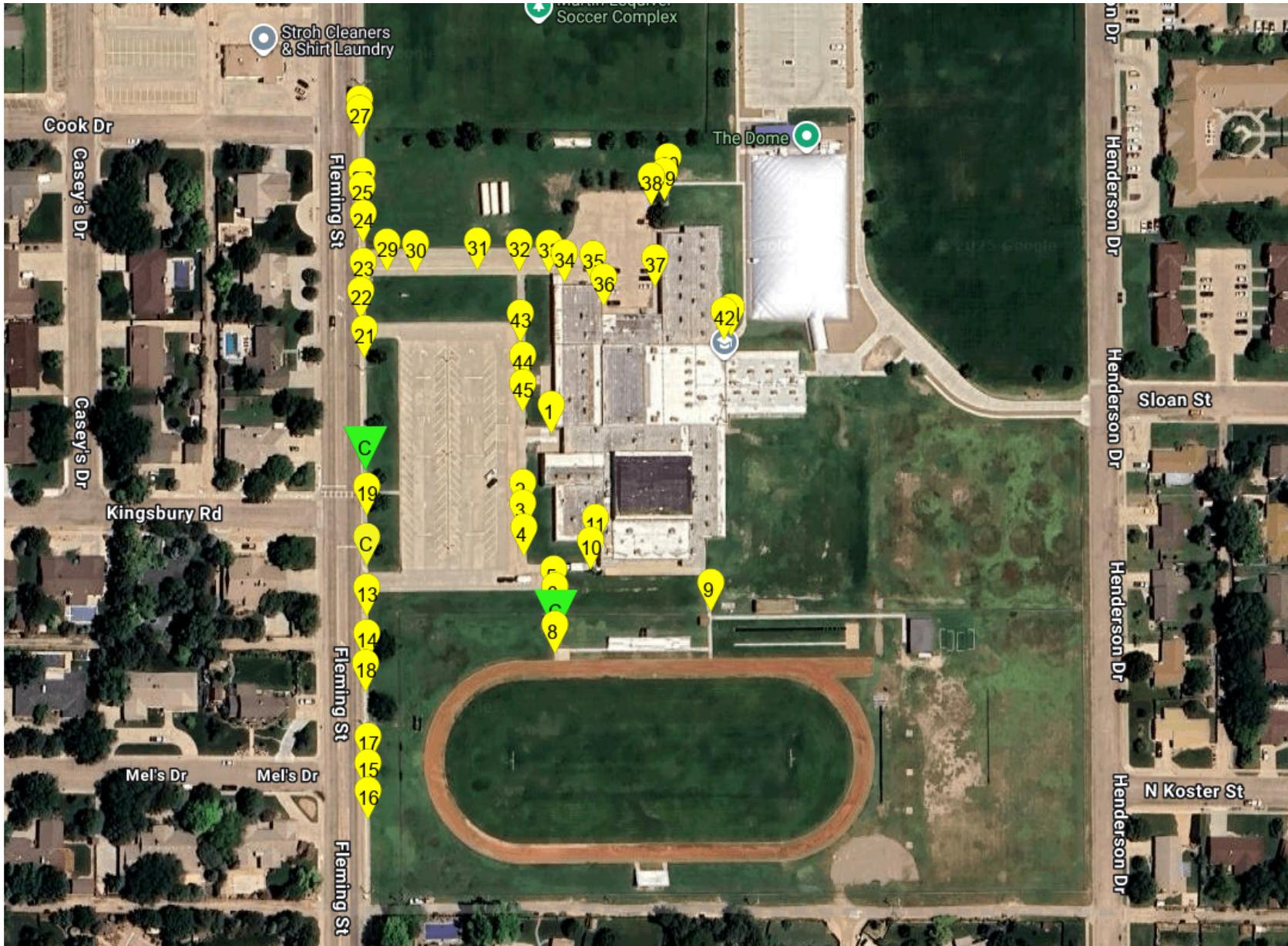
RISK ASSESSMENT: GARDEN CITY USD 457 - JENNIE BARKER



RISK ASSESSMENT: GARDEN CITY USD 457 - JENNIE WILSON



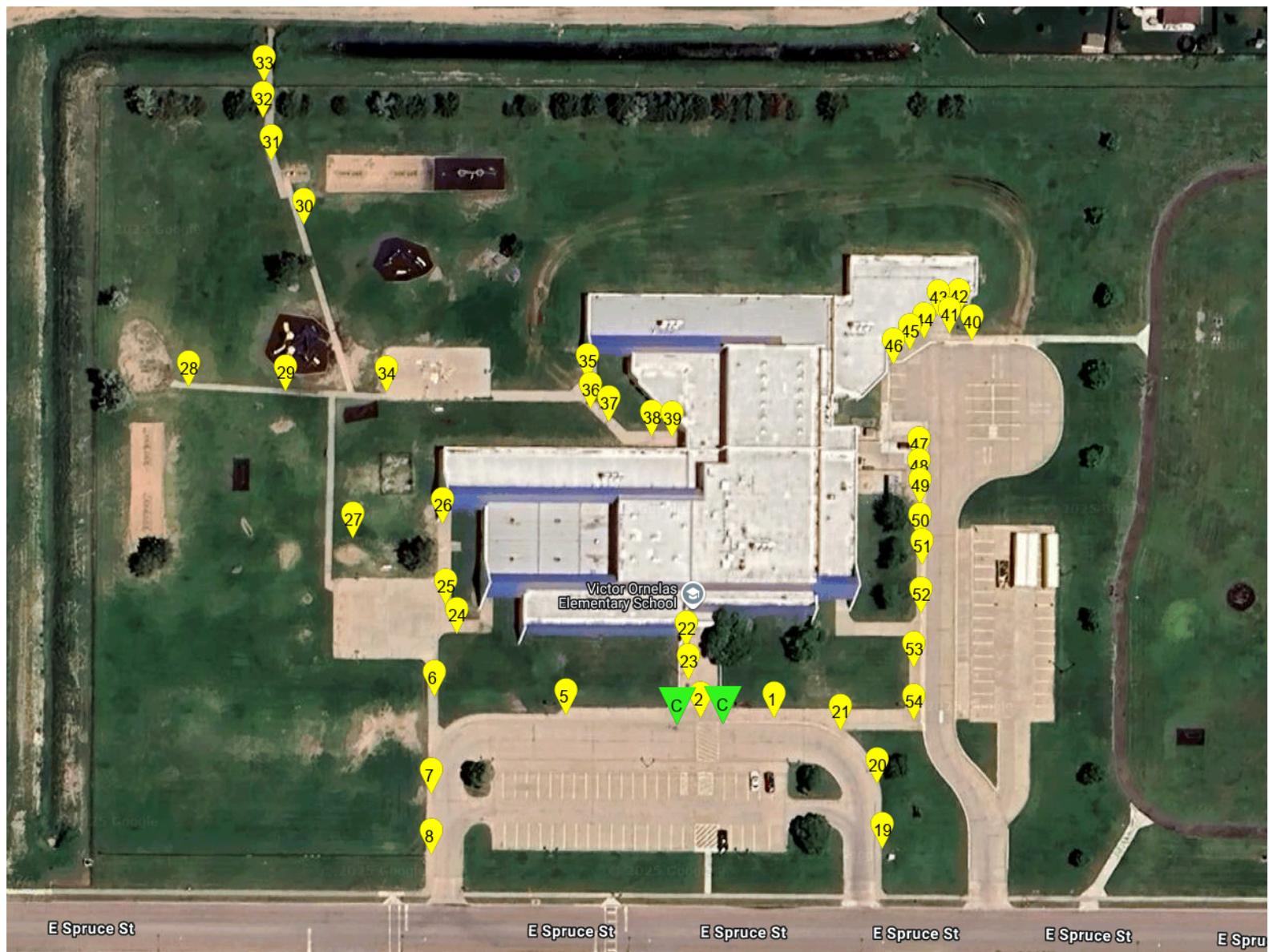
RISK ASSESSMENT: GARDEN CITY USD 457 - KENNETH HENDERSON



RISK ASSESSMENT: GARDEN CITY USD 457 - PLYMELL



RISK ASSESSMENT: GARDEN CITY USD 457 - VICTOR ORNELAS



PROJECT PRICING

OPTION 1 (ADA STD)

Includes Hazards + .25" & Higher

- ✓ Includes the removal of **324** trip hazards measured to ADA standard of +.25" and higher
- ✓ Includes slope rating of 1:12/ All repairs meet/exceed March 2012 ADA Spec's
- ✓ Includes concrete waste removal
- ✓ Includes use of **dust abatement system**

\$40,428

OPTION 2 (ADA STD + CURB REPAIR)

Includes Hazards + .25" & Higher

- ✓ Includes the removal of **324** trip hazards measured to ADA standard of +.25" and higher + **74 LF of Curb Repair**
- ✓ Includes slope rating of 1:12/ All repairs meet/exceed March 2012 ADA Spec's
- ✓ Includes concrete waste removal
- ✓ Includes use of **dust abatement system**

\$43,462

<input checked="" type="checkbox"/> Option 1	\$40,428
<input type="checkbox"/> Option 2	\$43,462
Subtotal	\$40,428
5% Discount through Green Purchasing Program (%) 5	-\$2,021.40
Total	\$38,406.60
Total Savings	\$2,021.40

Bernadine Sitts: \$5,784

Florence Wilson: \$6,464

Georgia Matthews: \$3,967

Kenneth Henderson: \$5,370

Charles O Stone: \$3,466

Garden City High: \$3,706

Jennie Baker: \$350

Plymell: \$560

Jennie Wilson: \$5,443

Victor Ornelas: \$5,618



 **INITIALS**
Brandon Anderson

COST ANALYSIS

Estimated cost of D&R: \$162,000



Based on an average panel size of **5 x 5** and an estimated replacement cost of **\$20.00 per sq. ft.** (vs. **\$4.99** incorporating the PCC method), we estimate the cost to *demolish and replace* (D&R) a minimum of **324** sidewalk panels approx. **8,100** square feet is **\$162,000**.

Total cost using Precision Concrete Cutting is **\$40,428** an estimated savings of **\$121,572**.

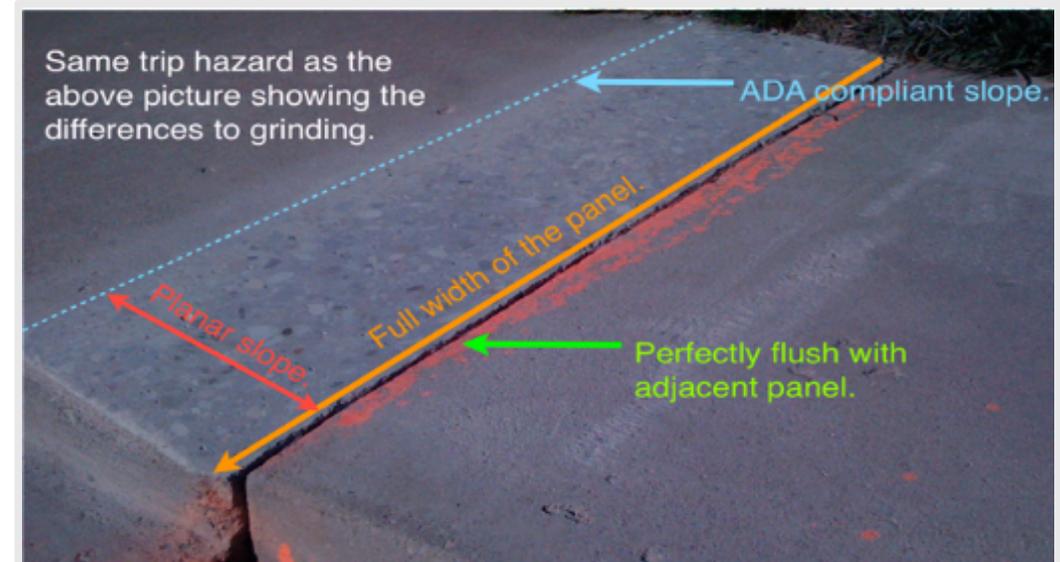
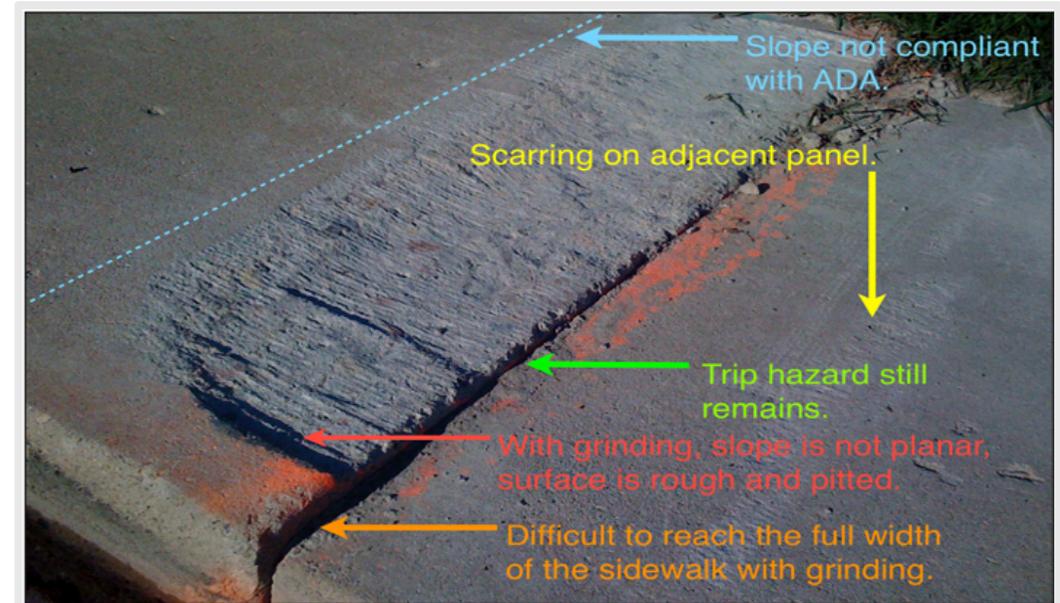
PROJECT SUMMARY

Total trip hazard repairs:	324
Repair by Demolish/Replace (D&R):	\$162,000
Repair with PCC services:	\$40,428 (25% cost of D&R)
Cost Savings with PCC:	\$121,572 (75% savings)

WHY WE DON'T GRIND

The cost savings compared to grinding is important, but the biggest contrast to grinding is quality, aesthetics and ADA compliance.

- Grinding often damages the concrete (breaks edges, knocks out aggregate, scars adjacent panels, and creates micro cracks).
- Often unsightly (leaves a rough, uneven scarring)
- Does not comply with the ADA slope requirements
- Has no cost advantage
- Unable to remove hazards next to objects
- Hard to use on small trip hazards (under 3/8") and larger trip hazards (over 1 inch)
- Very slow process and generates lots of dust



66

PRECISION CONCRETE CUTTING REPAIRS



NEXT STEPS

This proposal provides a fixed price, which will not be exceeded given the scope of work specified, and is based on:

1. Survey conducted on **10/24/2025**.
2. Customer may review trip hazards included in this proposal by locating survey numbers that have been placed on property panels by PCC survey team (see [Risk Assessment](#) for hazard locations).
3. Survey includes trip hazards measured to **the ADA standard of +0.25" and higher**.
4. Your final inventory of repairs may vary from this estimate. PCCMW may not complete a repair(s) (Excluded Repair) because; a hazard's actual measurement at the time of repair exceeds approved customer specifications, and/or in the crew leader's judgment, our repair attempt would cause further damage to the concrete slab or be insufficient to satisfactorily remove the existing hazard and/or mitigate its potential liability. Such excluded hazards, if any, will be left "as found" and will require customer's alternative remedy. All "Excluded Repairs" included on the original survey will be fully credited to the customer on the final invoice.
5. At least 30 minutes prior to the crew's scheduled departure, customer (or designee) agrees to have inspected and either accepted all repairs as completed or determined suitable adjustment(s) (if any) as may be required. The undersigned acknowledges the above explanation of our estimate of work and that he/she is legally authorized to engage Precision Concrete Cutting Midwest Corp to deliver designated work, as witnessed by attending an on-site demonstration or has seen a sample photo of sample concrete cut.
6. Estimated Project Completion: **7 to 8 days**
7. Quote is valid for 60 days from survey date.

Preferred method of payment:

Cheque

ACH

Credit Card

PO Number:

PO Number



SIGNATURE

Amanda Glodowski

PCC Midwest

Amanda Glodowski, Project Manger



SIGNATURE

Brandon Anderson

Garden City USD 457

Brandon Anderson, Director of Plant Facilities

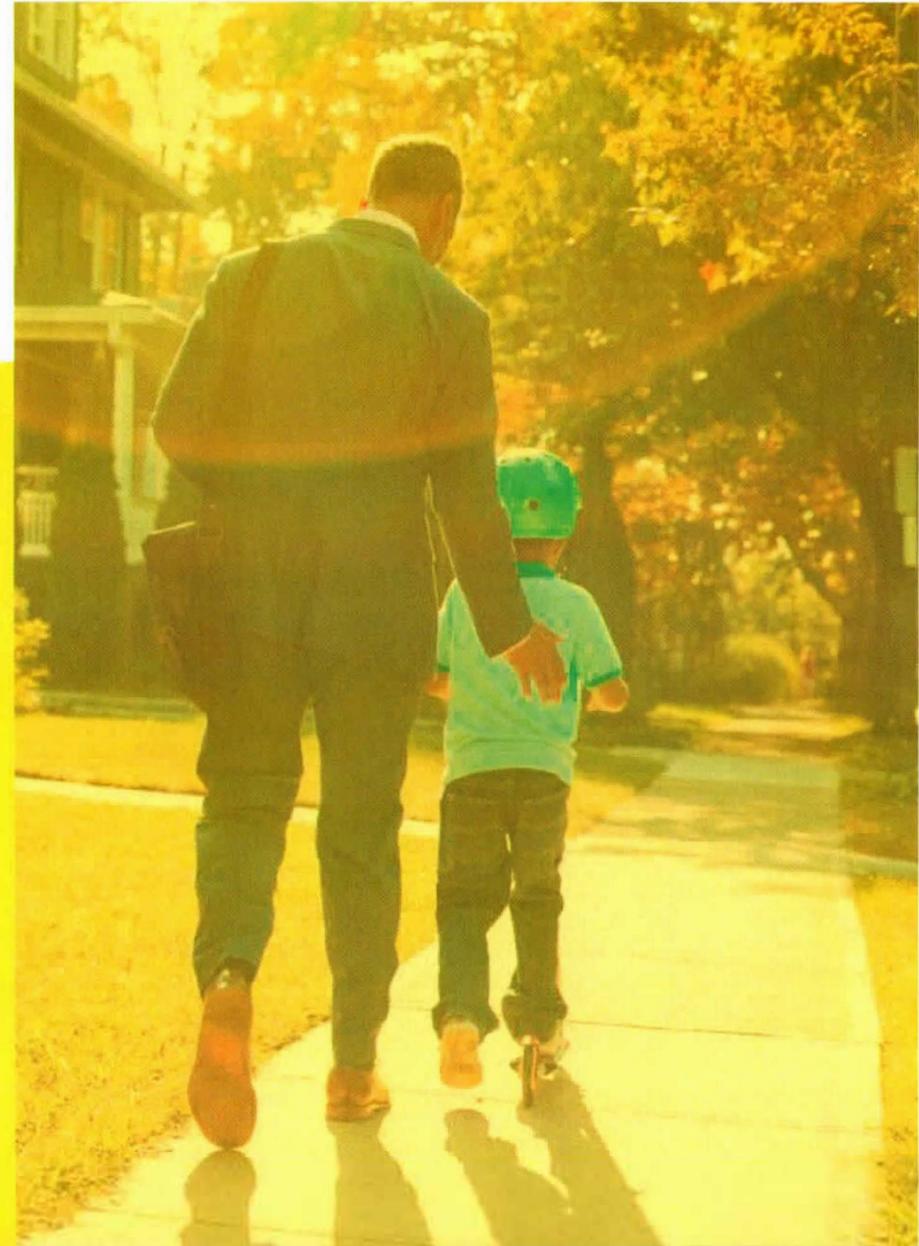




Sidewalk Trip Hazard Repair Proposal: Garden City USD 457



1205 Fleming,
Garden City, KS



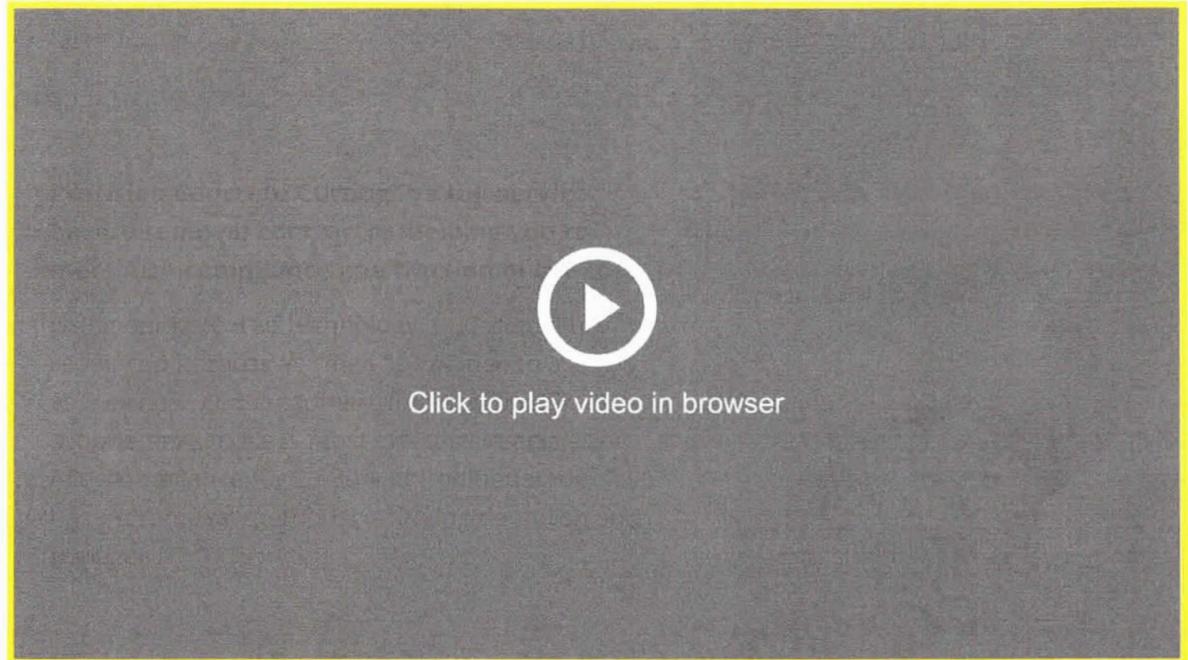
Prepared For: John Geist | | (620) 805-8700 | jgeist@gckschools.com

Prepared By: Tim Youngers | C: 3165733462 | O: 913-851-2004 | tyoungers@pccmidwest.com | pccmidwest.com

ABOUT PRECISION CONCRETE CUTTING

Precision Concrete Cutting is a full-service hazard removal contractor, helping you to meet ADA compliance at a fraction of the cost.

Using our patented technology, PCC is able to repair trip hazards as small as 1/4 inch to as high as 2 inches. Our customers find that our proprietary service is most effective in delivering ADA compliance for 25-30% of traditional trip hazard removal methods, including demolish and replace.



EXECUTIVE SUMMARY



Cost Savings

We'll repair your sidewalks for 60-80% less than sidewalk replacement, which means you can do more for your community for less.



A.D.A. Compliance

Patented technology that brings sidewalks into ADA compliance.



Safe

Decrease liability on your pedestrian walkways



Clean

Our patented containment system captures dust and debris to bring you the cleanest process available. PCC saw cutting method is a dry process (no concrete slurry).



Low Impact

Efficient systems with an average removal time of 10 minutes, no sidewalk closures.



Detailed Reporting

We track our jobs with honesty and integrity. Invoices show measurements, locations and cost for each hazard.



Full-Service Contractor

Survey services, cost estimates, data integration, trained service technicians and invoicing.

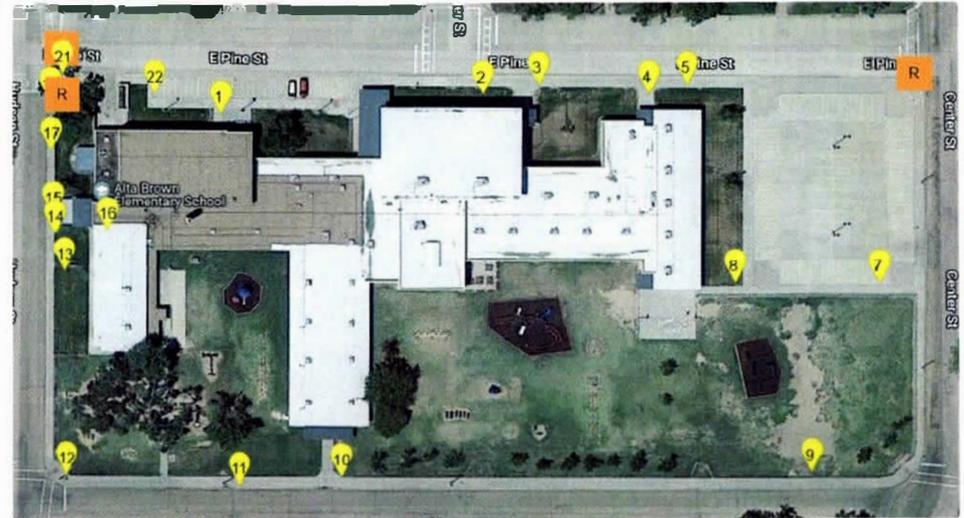
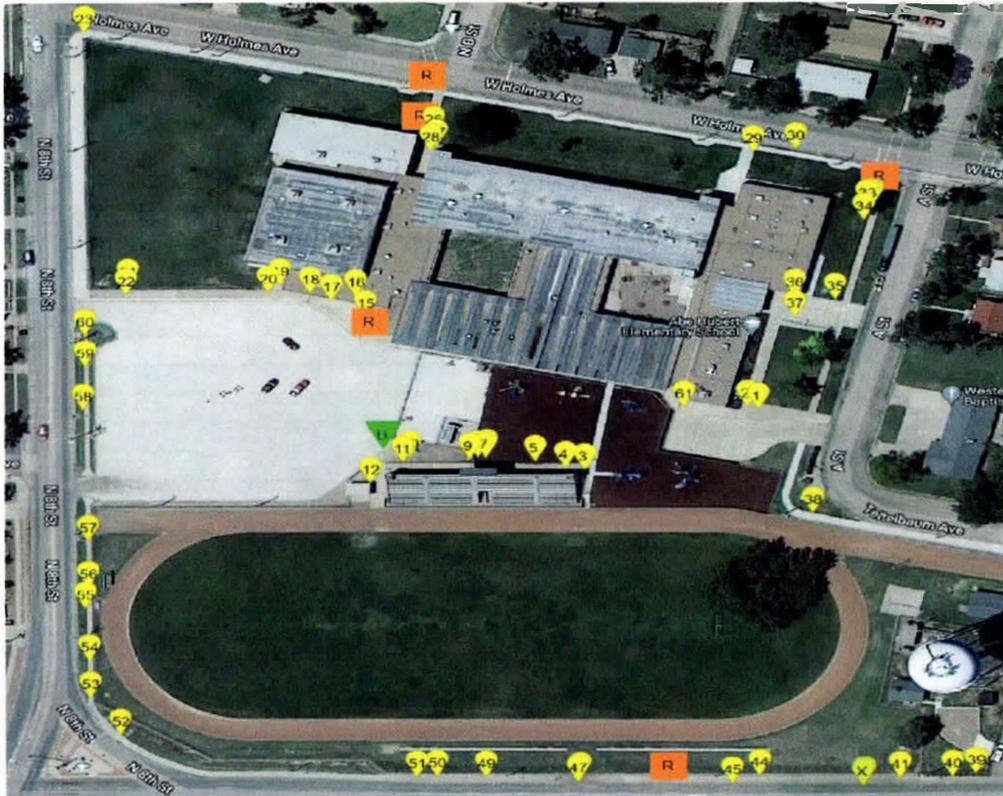


Environmental Impact by Garden City USD 457:

As a member of the U.S. Green Building Council (USGBC) we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service. Removing and replacing **299** panels would result in approximately **532,818 pounds** or **266 tons** of concrete being removed. Using Precision Concrete Cutting for **299** trip hazards results in **897 pounds** of concrete removed and recycled.



RISK ASSESSMENT: ABE HUBERT & ALTA BROWN



The specifications in this survey included trip hazards measured to the ADA standard of +0.25" and above. All hazards will be cut to a 1:12 slope as required by the March 2012 ADA guidelines.

PROJECT TOTALS:

299 Trip & Fall Hazards: (1,913 LF)

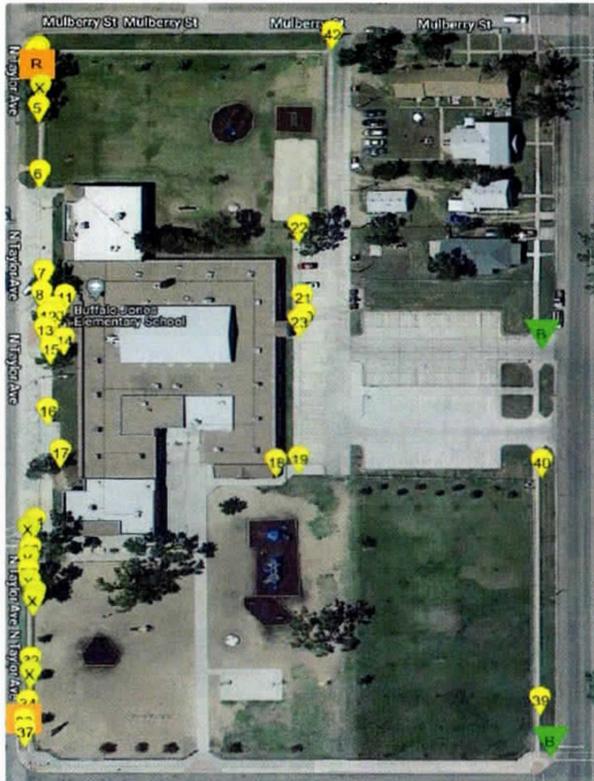
Average Hazard Height: .6"

Average Hazard Length: 5 Ft

Map Index

- R Replace
- x Cross Cut
- 1 Trip Hazard
- ▼ Curb Repair

RISK ASSESSMENT: BUFFALO JONES & EDITH SCHEUERMAN



The specifications in this survey included trip hazards measured to the ADA standard of +0.25" and above. All hazards will be cut to a 1:12 slope as required by the March 2012 ADA guidelines.

PROJECT TOTALS:

299 Trip & Fall Hazards: (1,913 LF)

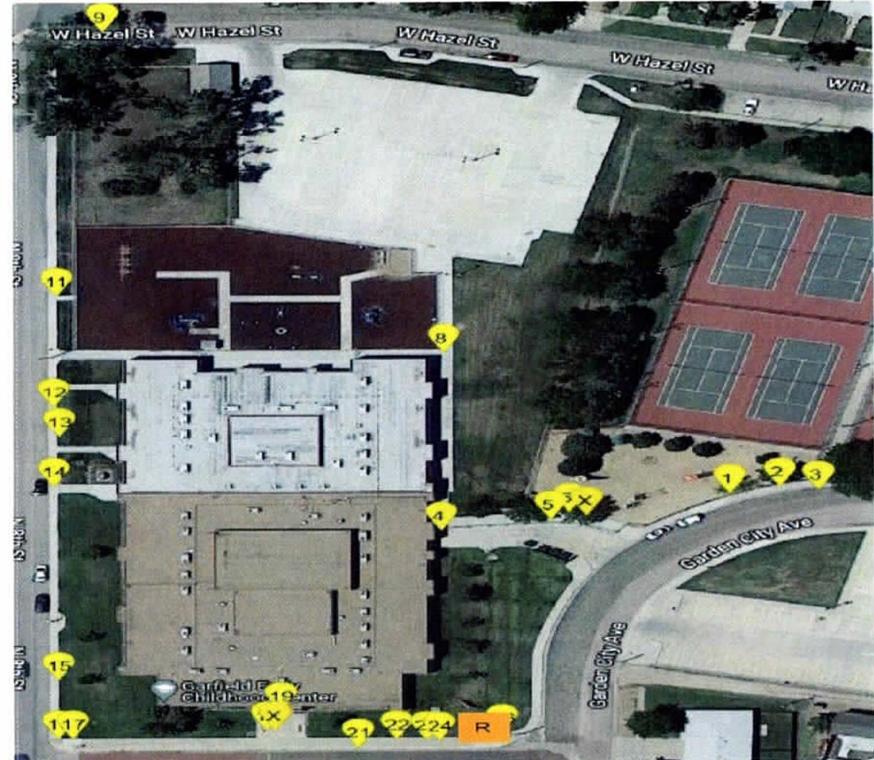
Average Hazard Height: .6"

Average Hazard Length: 5 Ft

Map Index

- | | | | |
|---------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------|-------------|
|  | Replace |  | Cross Cut |
|  | Trip Hazard |  | Curb Repair |

RISK ASSESSMENT: GARDEN CITY ALTERNATIVE & GARFIELD EARLY CHILDHOOD



The specifications in this survey included trip hazards measured to the ADA standard of +0.25" and above. All hazards will be cut to a 1:12 slope as required by the March 2012 ADA guidelines.

PROJECT TOTALS:

299 Trip & Fall Hazards: (1,913 LF)

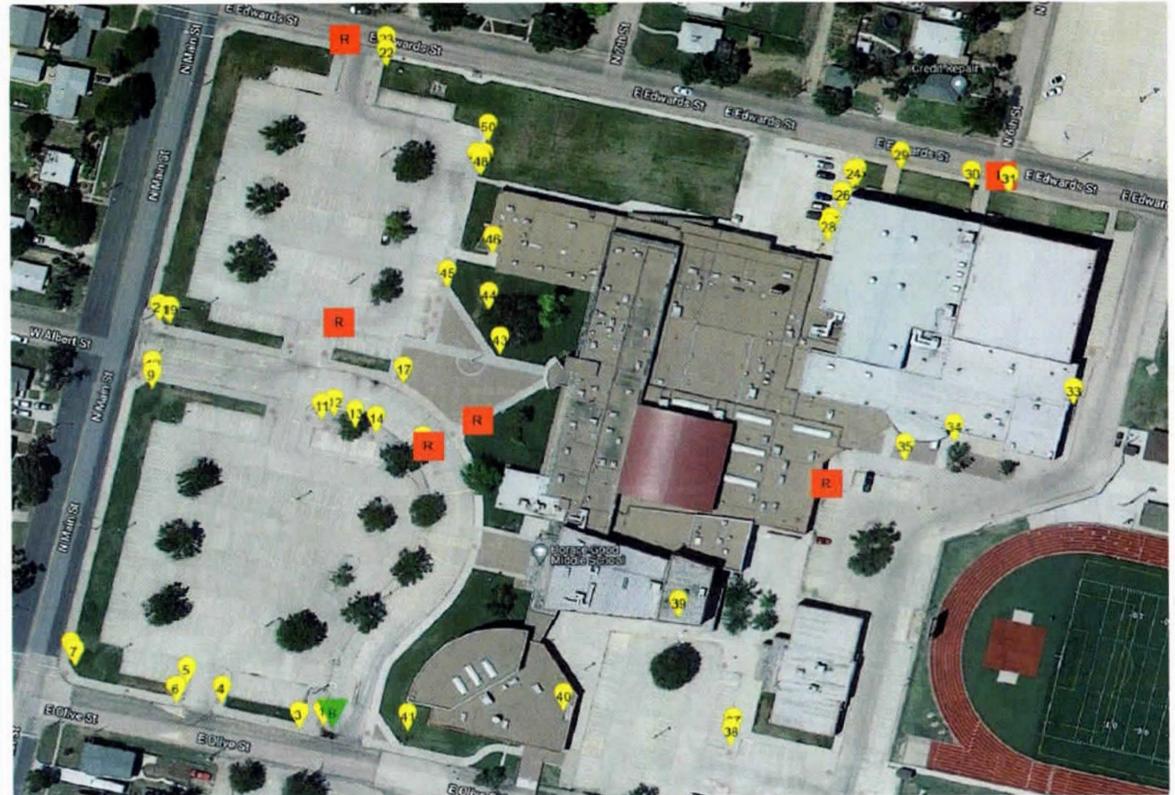
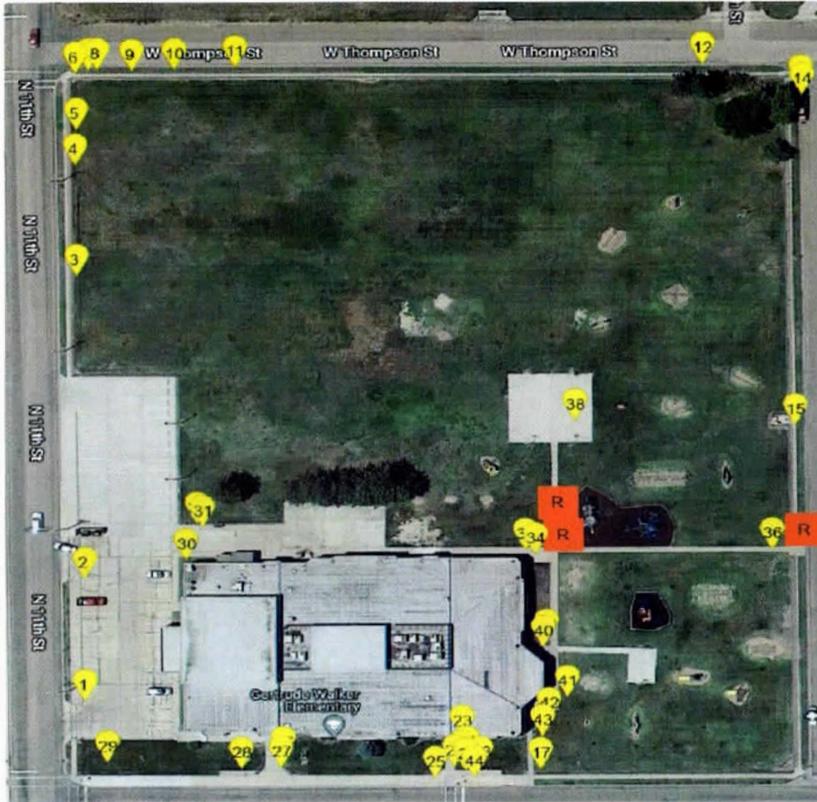
Average Hazard Height: .6"

Average Hazard Length: 5 Ft

Map Index

- Replace
- Trip Hazard
- x Cross Cut
- ▼ Curb Repair

RISK ASSESSMENT: GERTRUDE WALKER & HORACE GOOD MIDDLE



The specifications in this survey included trip hazards measured to the ADA standard of +0.25" and above. All hazards will be cut to a 1:12 slope as required by the March 2012 ADA guidelines.

PROJECT TOTALS:

299 Trip & Fall Hazards: (1,913 LF)

Average Hazard Height: .6"

Average Hazard Length: 5 Ft

Map Index

- | | | | |
|--|-------------|--|-------------|
| | Replace | | Cross Cut |
| | Trip Hazard | | Curb Repair |



SURVEYOR OBSERVATIONS



Included #13: Abe Hubert
 Trip hazard located along curb in loading/unloading zone measuring **15ft curb (Option #1)**



Included #26: Abe Hubert
 Trip hazard located in walkway to main entrance measuring (0.625" x 0.5" x 10ft)



Included #28: Abe Hubert
 Trip hazard located in front of fire exit to building measuring (1.25" x 0.625" x 16ft)



Included #8: Alta Brown
 Trip hazard located in high foot traffic area to playground measuring (0.5" x 0" x 6ft)



Included #12: Alta Brown
 Trip hazard adjacent to handicap ramp measuring (0.5" x 0.5" x 8ft)



Included #16: Alta Brown
 Trip hazard located in main walkway to fire exit/main doorway to entrance measuring (0.625" x 0.625" x 7ft)

SURVEYOR OBSERVATIONS



Included #11: Buffalo Jones

Trip hazard located in front of park bench leading to doorway measuring

(1" x 0.375" x 6ft)



Included #20: Buffalo Jones

Trip hazard located in front of main doorway measuring

(0.5" x 0" x 8ft)



Included #38: Buffalo Jones

Trip hazard located on handicap ramp measuring

12Ft of Curb (Option #1)



Included #16: Buffalo Jones

Trip hazard located adjacent to bike rack measuring

(0.5" x 0" x 24ft)



Included #22: Buffalo Jones

Trip hazard located in play ground area measuring (1" x 0.75" x 8ft)



Included #41: Buffalo Jones

Trip hazard located on handicap ramp measuring

8Ft of Curb (Option #1)

SURVEYOR OBSERVATIONS



Included #7: Edith Scheuerman

Trip hazard located adjacent to fire exit doorway measuring

(1.5" x 0" x 12ft)



Included #11: Edith Scheuerman

Trip hazard located along loading/unloading zone measuring (1" x 0" x 8ft)



Included #25: Edith Scheuerman

Trip hazard located in front of bike racks measuring

(0.625" x 0.375" x 20ft)



Included #4: GC Alternative

Trip hazard located in front of main doorway measuring

(0.75" x 0.625" x 5ft)



Included #8: GC Alternative

Trip hazard adjacent to fire exit to building measuring

(1" x 0" x 8ft)



Included #9: GC Alternative

Trip hazard next to park bench measuring

(1.25" x 0.625" x 5ft)

SURVEYOR OBSERVATIONS



Included #5: Garfield

Trip hazard located in main walkway to building entrance measuring (0.75" x 0.5" x 10ft)



Included #6: Garfield

Trip hazard located adjacent to playground measuring (1.25" x 0.375" x 10ft)



Included #2: Gertrude Walker

Trip hazard located adjacent to load/unload zone measuring (0.875" x 0" x 6ft)



Included #40: Gertrude Walker

Trip hazard located in main walkway measuring (1" x 0.375" x 16ft)



Included #5: Horace Good

Trip hazard located on handicap ramp measuring (0.5" x 0.375" x 4)



Included #22: Horace Good

Trip hazard located on handicap ramp measuring (0.625" x 0.25" x 3ft)

PROJECT PRICING

OPTION 1 (ADA STD) + 49FT CURB

Includes Hazards + .25" & Higher

- ✓ Includes the removal of **299** trip hazards measured to ADA standard of +.25" and higher & **49ft curb**
- ✓ Includes slope rating of 1:12/ All repairs meet/exceed March 2012 ADA Spec's
- ✓ Includes concrete waste removal
- ✓ Includes use of **dust abatement system**

\$42,175

OPTION 2 (ADA STD)

Includes Hazards +.25" & Higher

- ✓ Includes the removal of **295** trip hazards measured to ADA +.25" and higher
- ✓ Includes slope rating of 1:12/ All repairs meet/exceed March 2012 ADA Spec's
- ✓ Includes concrete waste removal
- ✓ Includes use of **dust abatement system**

\$40,215

<input checked="" type="checkbox"/> Option 1	\$42,172
<input type="checkbox"/> Option 2	\$40,212
<hr/>	
Subtotal	\$42,172
5% Discount through Greenbush Purchasing Program (5%)	-\$2,108.60
Total	\$40,063.40

Abe Hubert - \$8,376

Edith Scheuerman - \$5,894

Gertrude Walker - \$5,266

Alta Brown - \$2,244

Garden City Alternative - \$4,571

Horace Good Middle - \$6,069

Buffalo Jones - \$5,328

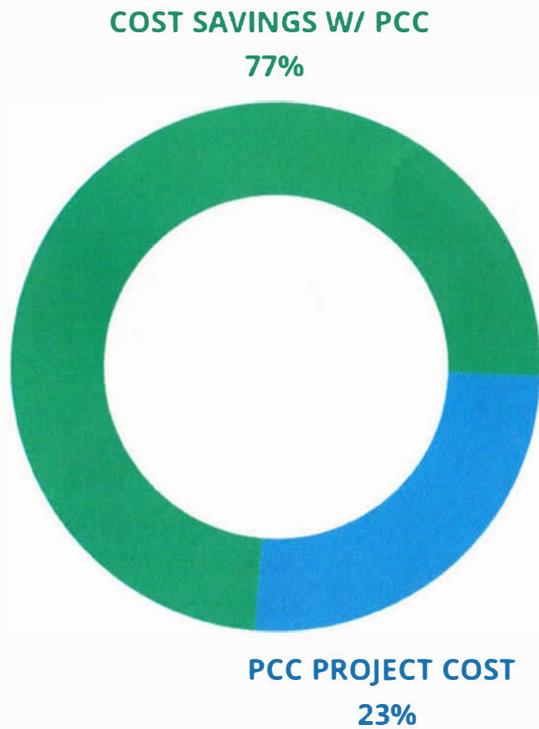
Garfield Early Childhood- \$4,430

 **John Geist**



COST ANALYSIS

Estimated cost of D&R: \$174,915



Based on an average panel size of **6x6** and an estimated replacement cost of **\$16.25 per sq. ft.** (vs. **\$3.74** incorporating the PCC method), we estimate the cost to *demolish and replace* (D&R) a minimum of **299** sidewalk panels approx. **10,764** square feet is **\$174,915**.

Total cost using Precision Concrete Cutting is **\$42,175** an estimated savings of **\$134,703**.

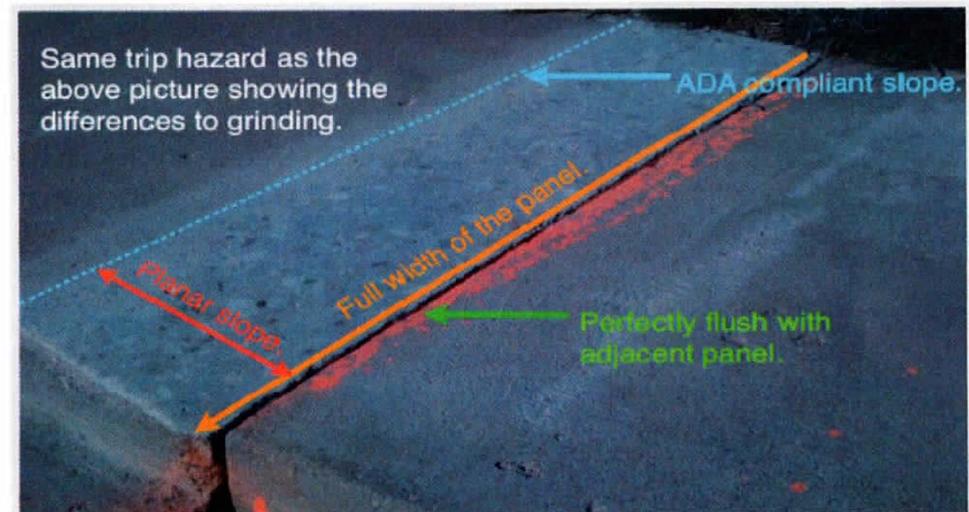
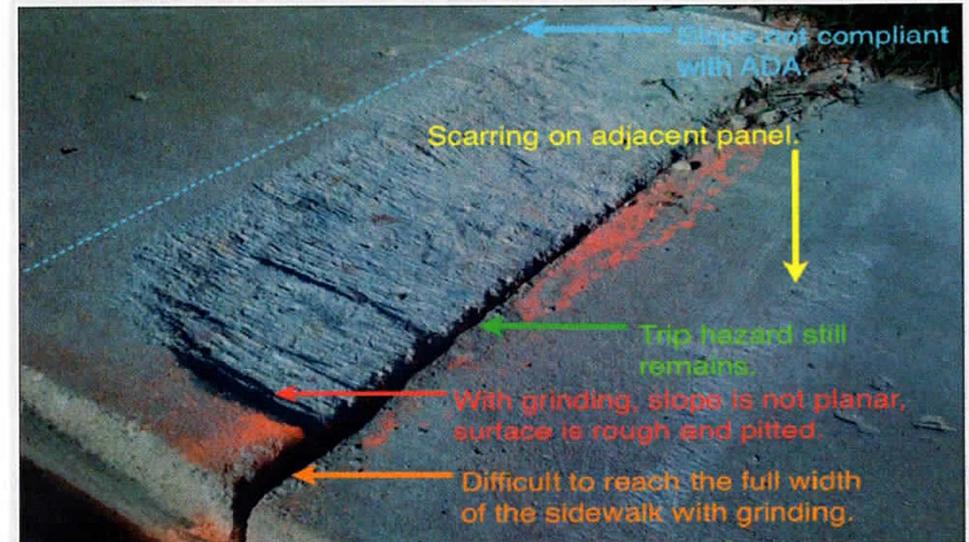
PROJECT SUMMARY

Total trip hazard repairs:	299
Repair by Demolish/Replace (D&R):	\$174,915
Repair with PCC services:	\$42,175 (23% cost of D&R)
Cost Savings with PCC:	\$134,703 (77% savings)

WHY WE DON'T GRIND

The cost savings compared to grinding is important, but the biggest contrast to grinding is quality, aesthetics and ADA compliance.

- Grinding often damages the concrete (breaks edges, knocks out aggregate, scars adjacent panels, and creates micro cracks).
- Often unsightly (leaves a rough, uneven scarring)
- Does not comply with the ADA slope requirements
- Has no cost advantage
- Unable to remove hazards next to objects
- Hard to use on small trip hazards (under 3/8") and larger trip hazards (over 1 inch)
- Very slow process and generates lots of dust



PRECISION CONCRETE CUTTING REPAIRS



NEXT STEPS

This proposal provides a fixed price, which will not be exceeded given the scope of work specified, and is based on:

1. Survey conducted on **4/28/2022**.
2. Customer may review trip hazards included in this proposal by locating survey numbers that have been placed on property panels by PCC survey team (see [Risk Assessment](#) for hazard locations).
3. Survey includes trip hazards measured to **the ADA standard of +0.25" and higher**.
4. Your final inventory of repairs may vary from this estimate. PCCMW may not complete a repair(s) (Excluded Repair) because; a hazard's actual measurement at the time of repair exceeds approved customer specifications, and/or in the crew leader's judgment, our repair attempt would cause further damage to the concrete slab or be insufficient to satisfactorily remove the existing hazard and/or mitigate its potential liability. Such excluded hazards, if any, will be left "as found" and will require customer's alternative remedy. All "Excluded Repairs" included on the original survey will be fully credited to the customer on the final invoice.
5. At least 30 minutes prior to the crew's scheduled departure, customer (or designee) agrees to have inspected and either accepted all repairs as completed or determined suitable adjustment(s) (if any) as may be required. The undersigned acknowledges the above explanation of our estimate of work and that he/she is legally authorized to engage Precision Concrete Cutting Midwest Corp to deliver designated work, as witnessed by attending an on-site demonstration or has seen a sample photo of sample concrete cut.
6. Estimated Project Completion: **10 days**
7. Quote is valid for 60 days from survey date.

Preferred method of payment:

Cheque

ACH

Credit Card

PO Number: **0562200577**


SIGNATURE
Tim Youngers

PCC Midwest
Tim Youngers, Project Manager - Wichita


SIGNATURE
John Geist

Garden City USD 457
John Geist





MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Jessica Nothern, Chief Financial Officer
DATE: December 3, 2025
RE: Policy DFJA

ISSUE:

The Board of Education is asked to approve the revision of Policy DJFA regarding purchasing authority.

BACKGROUND:

During our internal audit one of their recommendations was to define the requirements for purchases under \$20,000. The revisions presented to the Board will suffice their recommendation by defining that Department Administrators are responsible for obtaining informal quotes or conduct market research. As always, purchases over the \$20,000 must go through the formal bid process outlined in Policy DJED.

ALTERNATIVES:

N/A

RECOMMENDATION:

Approve the revision to Policy DJFA.

FISCAL NOTE:

There is no district financial impact.

ATTACHMENTS:

Proposed Policy DJFA

Purchasing Authority

DJFA

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. For all purchases under the \$20,000, Department Administrators are responsible for obtaining at least two informal quotes, or conduct comparable market research, to ensure that the district secures the most cost-effective and advantageous option. For purchases \$20,000 and higher the bid process will be followed as outlined in Policy DJED. The board shall receive reports on any contracts.

Adopted: 7/9/01

Revised: 8/21/06

Reviewed: 7/22/24

Memorandum

to: The USD457 Board of Education

thru: Josh Guymon, Superintendent

from: Dr. Virginia Duncan, Director of Secondary Curriculum & Instruction

subject: New Courses from Curriculum Council

date: 12-15-2025

ISSUE:

USD457 and Garden City High School continue to examine courses that are offered by the college to ensure we are aligned with course names and offerings for dual credit, as well as continue to align our CTE classes to the State level changes in CTE pathway course names and offerings.

The Board of Education is asked to consider and approve the addition of the following new courses:

New Course Offering for GCHS (not-related to CTE):

- Drama-Stagecraft; graduation requirement options – Fine Arts and General Elective

New Garden City Community College Offerings (not-related to CTE):

- Introductory Craft Skills CNTR-110
- Construction Basics CNTR-120
- Windows, Doors, and Stairs CNTR-150
- Concrete Basics CNTR-160
- Brakes Lab AUTO-107L
- Auto Safety and Shop Practices AUTO-151
- AC/DC Circuits INPR-101
- Creative Metal Work- Metal Art INPR-129
- Shop Operations INPR-131
- Electro-Mechanical Print Reading and Wiring INPR-132
- Technical Math MATH-107

New Garden City Community College Offerings (related to CTE):

- General Carpentry I CNTR-130
- General Carpentry II CNTR-140
- Small Gasoline Engines AUTO-100
- Maintenance and Light Repair AUTO-102

- Brakes Lecture AUTO-107
- Certified Medication Aide HERL-103

New GCHS CTE Course Offerings:

**in order below as they appear from the start of the Kansas Career Cluster Guidance Handbook 2026-2027*

- Agriscience
- Agricultural Internship
- Sustainable/Alternative Agriculture
- Food Science
- Advanced Food Science
- Introduction to Energy
- Introduction to Environmental Science
- Mechanical Power Transmission Systems
- Foundations of Electronics
- Principles of Applied Engineering
- Workplace Experience in Energy
- Business Management & Entrepreneurship Workplace Experience
- Applied Business Development
- Foundations of Travel and Tourism
- Career & Life Planning
- Nutrition and Dietetics
- Introduction to Computer Coding
- Introduction to Engineering
- Hand & Power Tools
- Digital Electronics
- Workplace Experience in Engineering
- Emerging Technologies
- Workplace Experience in Architecture & Construction
- Interior Architectural Design
- Work Experience in Aviation
- Work Experience in Transportation
- Medical Interventions
- Sports Medicine I
- Certified Nursing Assistant - high school credit only
- Introduction to Education
- Family Studies
- Workplace Experience in Early Childhood Development
- Coaching and Leadership

- Technology for Teachers
- Educational Leadership
- Hazardous Materials for the First Responder
- Work Experience in LPSCS

The Board of Education is asked to consider and approve the following changes to existing courses:

Adding Additional Credit to Existing GCHS Course:

- Symphonic Band 5129 S1: add as PE option for graduation requirements (*Semester 1 only - Marching Band*)
- Project Management 7124/7125: add as Fine Arts option for graduation requirements
- GCCC Music Appreciation 9632: add as Fine Arts option for graduation requirements

[Course Information](#)

BACKGROUND:

GCHS seeks to add the new courses to allow students more elective choices and more dual credit opportunities. Each course recommended above meets the criteria for credit on the Kansas Board of Regents “buckets” of courses that will follow students in the event of a college transfer, as well as ensures alignment with the state level CTE course additions and name changes.

ALTERNATIVES:

1. Approve the courses as presented
2. Do not approve the courses

RECOMMENDATION:

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

FISCAL NOTE:

No additional funding is needed to fund these courses

ATTACHMENTS:

Applications to Curriculum Council for approval – in link above

MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Heather Stegman, Director of Curriculum and Instruction
DATE: 1/12/2026
RE: 2025 ELA Adoption

ISSUE:

Elementary Curriculum Director Stegman will provide a presentation updating the 2025-2026 ELA Curriculum Adoption. Members of the curriculum adoption team will be present to share their recommendation.

BACKGROUND:

Garden City has a 7-year curriculum adoption cycle. The ELA adoption team reviewed and are recommending HMH Into Reading for K – 5 and HMH Into Literature for 6 -12 as the new ELA Curriculum. This recommendation went before Curriculum Council on December 9 and was approved by the council.

ALTERNATIVES:

The Board may approve or deny HMH Into Reading for K-5 and HMH Into Literature for grades 6 – 12 as USD 457’s new ELA Curriculum.

RECOMMENDATION:

The Curriculum and Instruction department recommends that the Board of Education consider and approve HMH Into Reading for K-5 and HMH Into Literature for grades 6 – 12 per the attached quotes.

FISCAL NOTE:

The quote is in the amount of \$1,190,538.07 for Into Reading, \$889,265.30 for Into Literature, and \$336,000.00 for Amira. It has been budgeted out of Textbooks and Student Materials, 036 E 1000 21 0000 008 00 644. The quote is a seven-year contract extending from 2026 through June 2033.

There are additional quotes for professional development to support teacher implementation of the new materials in the amount of \$26,080.00 for Into Reading, \$20,160.00 for Into Literature, and \$1,920.00 for Amira. The total cost of \$48,160.00 has been budgeted out of the Professional Development account, 026 E 2213 03 0000 008 00 582.

ATTACHMENTS:

HMH Into Reading Quote

HMH Into Literature Quote

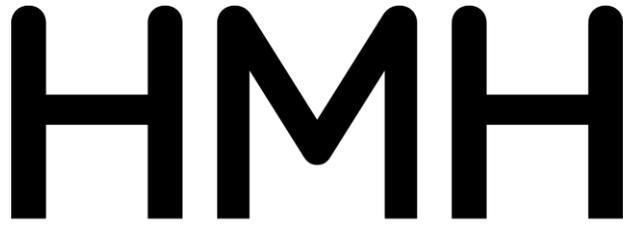
HMH Amira Quote

HMH Purchase Agreement

HMH Into Reading Professional Development Quote

HMH Into Literature Professional Development Quote

HMH Amira Professional Development Quote



Proposal #009528583
Prepared For
Garden City Unif Sch Dist 457

Attention:
Heather Stegman
hstegman@gckschools.com

For the Purchase of:
Amira Suite Gr K-12: Professional Development

Prepared By
Krista Hedrick
krista.hedrick@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
<http://www.hnhco.com/common/terms-conditions>

Coupon Code: PRODPB20

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Heather Stegman
hstegman@gckschools.com

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Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Professional Services- Amira Suite						
Implementation Success Plan						
1780620	9780358338857 Amira Suite Getting Started Live Online 2-Hour Grades K-6 <small>This session walks teachers through how to use Amira in their classroom to provide reading fluency assessments and tutoring to strengthen reading skills and confidence. This initial session is the first step on the way to a successful first 30 days. Additional training and support will be provided via Teacher's Corner on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of live sessions and on-demand interactive media and videos will help teachers plan, teach and assess learning using their new HMH program. Note: To ensure a successful training, please schedule this session after teachers are rostered on Ed, HMH teaching and learning platform.</small>	\$800.00	3	\$2,400.00	\$2,400.00	
1872618	9780358966234 Amira Leader Success Live Online 1-Hour Grades K-6 <small>During this one-hour live online session, leaders learn about the design and resources of their HMH program. To help leaders develop a plan to guide implementation and set up teachers for a successful start, HMH Coaches share tools and best teaching and student learning practices to observe in the classroom. Leaders also preview the Teacher Success Pathways and resources on HMH Ed for ongoing support.</small>	\$400.00	1	\$400.00	\$400.00	
Total for Implementation Success Plan		\$0.00				
Implementation Support for Amira Suite						
1780620	9780358338857 Amira Suite Getting Started Live Online 2-Hour Grades K-6 <small>This session walks teachers through how to use Amira in their classroom to provide reading fluency assessments and tutoring to strengthen reading skills and confidence. This initial session is the first step on the way to a successful first 30 days. Additional training and support will be provided via Teacher's Corner on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of live sessions and on-demand interactive media and videos will help teachers plan, teach and assess learning using their new HMH program. Note: To ensure a successful training, please schedule this session after teachers are rostered on Ed, HMH teaching and learning platform.</small>	\$800.00	3	\$2,400.00	\$480.00	\$1,920.00
Total for Implementation Support for Amira Suite		\$1,920.00				
Total for Professional Services- Amira Suite		\$1,920.00				

Coupon Code: PRODPB20

Send **Check Payments** to:
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14046 Collection Center Drive
Chicago, IL 60693

Attention:
Heather Stegman
hstegman@gckschools.com

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orders@hnhco.com
FAX: 800-269-5232

Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
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<i>Total Savings:</i>				\$480.00		
<i>Subtotal Purchase Amount:</i>				\$1,920.00		
<i>Shipping & Handling:</i>				\$0.00		
<i>Total Cost of Proposal (PO Amount):</i>				\$1,920.00		

Please add proper sales tax to your order

Coupon Code: PRODPB20

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Heather Stegman
hstegman@gckschools.com

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Total Cost of Proposal (PO Amount): \$1,920.00

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Garden City Unif Sch Dist 457	Garden City Unif Sch Dist 457
1205 FLEMING ST	1205 FLEMING ST
GARDEN CITY, KS 67846-4751	GARDEN CITY, KS 67846-4751
- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
- If the location of your delivery changes, please include the proper sales tax and shipping charges for that location in the applicable Purchase Order
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase. Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 11/13/2025

Proposal Expiration Date: 12/28/2025



Coupon Code: PRODPB20

Attention:
Heather Stegman
hstegman@gckschools.com

Send **Orders** to:
orders@hnhco.com
FAX: 800-269-5232

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

HMH Confidential and Proprietary



Proposal #009528582
Prepared For
Garden City Unif Sch Dist 457

Attention:
Heather Stegman
hstegman@gckschools.com

For the Purchase of:
Amira Suite Gr K-12: 7YR Subscription

Prepared By
Krista Hedrick
krista.hedrick@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
<http://www.hnhco.com/common/terms-conditions>

Coupon Code: PRODPB20

Send **Check Payments** to:
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14046 Collection Center Drive
Chicago, IL 60693

Attention:
Heather Stegman
hstegman@gckschools.com

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FAX: 800-269-5232

**Proposal for
Garden City Unif Sch Dist 457**

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Amira						
Amira Student Licenses						
1804240	9780358522140 Amira Suite Student License Digital 7 Year Includes: Amira Dyslexia Screener Digital Student Resources 7 Year Amira Oral Reading Fluency Assessment Digital Student Resources 7 Year Amira Practice Digital Student Resources 7 Year Implementation Success	\$140.00	3,000	\$420,000.00	\$84,000.00	\$336,000.00
Total for Amira Student Licenses		\$336,000.00				
Amira Teacher Licenses						
1808267	9780358556763 Amira Suite Teacher License Digital 7 Year Includes: Amira Dyslexia Screener Digital Teacher Resources 7 Year Amira Oral Reading Fluency Assessment Digital Teacher Resources 7 Year Amira Practice Digital Teacher Resources 7 Year Teacher's Corner Elementary License 7 Year Grades K-5	\$406.00	120	\$48,720.00	\$48,720.00	
Total for Amira Teacher Licenses		\$0.00				
Total for Amira		\$336,000.00				

Total Savings:	\$132,720.00
Subtotal Purchase Amount:	\$336,000.00
Shipping & Handling:	\$0.00
Total Cost of Proposal (PO Amount):	\$336,000.00

****Please add proper sales tax to your order****

Coupon Code: PRODPB20

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hstegman@gckschools.com

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Total Cost of Proposal (PO Amount): \$336,000.00

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- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Garden City Unif Sch Dist 457	Garden City Unif Sch Dist 457
1205 FLEMING ST	1205 FLEMING ST
GARDEN CITY, KS 67846-4751	GARDEN CITY, KS 67846-4751
- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
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Date of Proposal: 11/13/2025

Proposal Expiration Date: 12/28/2025



Coupon Code: PRODPB20

Attention:
Heather Stegman
hstegman@gckschools.com

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FAX: 800-269-5232

Send **Check Payments** to:
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Chicago, IL 60693

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Proposal #009529671
Prepared For
Garden City Unif Sch Dist 457

Attention:
Heather Stegman
hstegman@gckschools.com

For the Purchase of:
**Into Literature V2 with Writable Gr 6-12: 7YR
Subscription**

Prepared By
Krista Hedrick
krista.hedrick@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
<http://www.hnhco.com/common/terms-conditions>

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Attention:
Heather Stegman
hstegman@gckschools.com

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FAX: 800-269-5232

**Proposal for
Garden City Unif Sch Dist 457**

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<u>Into Literature Gr 6-12 (ADMIN Teacher Licenses)</u>						
Teacher Licenses						
1893767 9798202065606	Into Literature Middle School VRS2 WR Teacher License 7 Year Digital Grades 6-8	\$1,879.00	15	\$28,185.00	\$28,185.00	
	Includes: Into Literature Digital Teacher Resources 7 Year Grades 6-8 Writable for Into Literature Digital Teacher Resources 7 Year Grades 6-8 Access to Teacher's Corner					
	Total for Teacher Licenses	\$0.00				
<u>Total for Into Literature Gr 6-12 (ADMIN Teacher Licenses)</u>		\$0.00				

Coupon Code: PRODPB20

Send **Check Payments** to:
HMH Education Company
14046 Collection Center Drive
Chicago, IL 60693

Attention:
Heather Stegman
hstegman@gckschools.com

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orders@hmhco.com
FAX: 800-269-5232

Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 6						
Student Digital Licenses						
1893751 9798202065446	Into Literature Middle School VRS2 WR Student License 7 Year Digital Grades 6-8	\$242.55	481	\$116,666.55	\$23,333.31	\$93,333.24
Includes: Into Literature Digital Student Resources 7 Year Grades 6-8 Writable for Into Literature Digital Student Resources 7 Year Grades 6-8 Implementation Success						
Total for Student Digital Licenses		\$93,333.24				
Teacher Digital Licenses						
1893767 9798202065606	Into Literature Middle School VRS2 WR Teacher License 7 Year Digital Grades 6-8	\$1,879.00	19	\$35,701.00	\$35,701.00	
Includes: Into Literature Digital Teacher Resources 7 Year Grades 6-8 Writable for Into Literature Digital Teacher Resources 7 Year Grades 6-8 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1791535 9780358416487	Into Literature Vrs2 Teacher Edition Grade 6	\$203.30	18	\$3,659.40	\$731.88	\$2,927.52
Student Material						
1805861 9780358538295	Into Literature Vrs2 Softcover Student Edition 7 Year Print Grade 6	\$42.00	481	\$20,202.00	\$4,040.40	\$16,161.60
1773741 9780358275589	Into Literature Grammar Practice Workbook Print Subscription 7 Year Grade 6	\$47.85	481	\$23,015.85	\$4,603.17	\$18,412.68
Total for A la Carte Items Available for Purchase		\$37,501.80				
Total for Grade 6		\$130,835.04				

Coupon Code: PRODPB20

Send **Check Payments** to:
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Chicago, IL 60693

Attention:
Heather Stegman
hstegman@gckschools.com

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Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

**Proposal for
Garden City Unif Sch Dist 457**

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 7						
Student Digital Licenses						
1893751 9798202065446	Into Literature Middle School VRS2 WR Student License 7 Year Digital Grades 6-8	\$242.55	467	\$113,270.85	\$22,654.17	\$90,616.68
Includes: Into Literature Digital Student Resources 7 Year Grades 6-8 Writable for Into Literature Digital Student Resources 7 Year Grades 6-8 Implementation Success						
Total for Student Digital Licenses		\$90,616.68				
Teacher Digital Licenses						
1893767 9798202065606	Into Literature Middle School VRS2 WR Teacher License 7 Year Digital Grades 6-8	\$1,879.00	16	\$30,064.00	\$30,064.00	
Includes: Into Literature Digital Teacher Resources 7 Year Grades 6-8 Writable for Into Literature Digital Teacher Resources 7 Year Grades 6-8 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1791536 9780358416494	Into Literature Vrs2 Teacher Edition Grade 7	\$203.30	15	\$3,049.50	\$609.90	\$2,439.60
Student Materials						
1805862 9780358538301	Into Literature Vrs2 Softcover Student Edition 7 Year Print Grade 7	\$42.00	467	\$19,614.00	\$3,922.80	\$15,691.20
1773742 9780358275596	Into Literature Grammar Practice Workbook Print Subscription 7 Year Grade 7	\$47.85	467	\$22,345.95	\$4,469.19	\$17,876.76
Total for A la Carte Items Available for Purchase		\$36,007.56				
Total for Grade 7		\$126,624.24				

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 8						
Student Digital Licenses						
1893751 9798202065446	Into Literature Middle School VRS2 WR Student License 7 Year Digital Grades 6-8	\$242.55	495	\$120,062.25	\$18,008.10	\$102,054.15
Includes: Into Literature Digital Student Resources 7 Year Grades 6-8 Writable for Into Literature Digital Student Resources 7 Year Grades 6-8 Implementation Success						
Total for Student Digital Licenses		\$102,054.15				
Teacher Digital Licenses						
1893767 9798202065606	Into Literature Middle School VRS2 WR Teacher License 7 Year Digital Grades 6-8	\$1,879.00	16	\$30,064.00	\$30,064.00	
Includes: Into Literature Digital Teacher Resources 7 Year Grades 6-8 Writable for Into Literature Digital Teacher Resources 7 Year Grades 6-8 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1791537 9780358416500	Into Literature Vrs2 Teacher Edition Grade 8	\$203.30	15	\$3,049.50	\$609.90	\$2,439.60
Student Materials						
1805863 9780358538318	Into Literature Vrs2 Softcover Student Edition 7 Year Print Grade 8	\$42.00	495	\$20,790.00	\$4,158.00	\$16,632.00
1773743 9780358275602	Into Literature Grammar Practice Workbook Print Subscription 7 Year Grade 8	\$47.85	495	\$23,685.75	\$4,737.15	\$18,948.60
Total for A la Carte Items Available for Purchase		\$38,020.20				
Total for Grade 8		\$140,074.35				

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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 9						
Student Digital Licenses						
1857733	9780358880226 Into Literature Connected Solutions Student License Digital High School 7 Year	\$242.55	494	\$119,819.70	\$23,963.94	\$95,855.76
Includes: Into Literature Digital Student Resources 7 Year Grades 9-12 Writable for Into Literature Digital Student Resources 7 Year Grades 9-12 Implementation Success						
Total for Student Digital Licenses		\$95,855.76				
Teacher Digital Licenses						
1857738	9780358880271 Into Literature Connected Solutions Teacher License Digital High School 7 Year	\$1,879.00	13	\$24,427.00	\$24,427.00	
Includes: Into Literature Digital Teacher Resources 7 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 7 Year Grades 9-12 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1791538	9780358416517 Into Literature Vrs2 Teacher Edition Grade 9	\$203.30	12	\$2,439.60	\$487.92	\$1,951.68
Student Materials						
1805864	9780358538325 Into Literature Vrs2 Softcover Student Edition 7 Year Print Grade 9	\$42.00	494	\$20,748.00	\$4,149.60	\$16,598.40
Total for A la Carte Items Available for Purchase		\$18,550.08				
Total for Grade 9		\$114,405.84				

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**Proposal for
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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 10						
Student Digital Licenses						
1857733	9780358880226 Into Literature Connected Solutions Student License Digital High School 7 Year	\$242.55	559	\$135,585.45	\$27,117.09	\$108,468.36
Includes: Into Literature Digital Student Resources 7 Year Grades 9-12 Writable for Into Literature Digital Student Resources 7 Year Grades 9-12 Implementation Success						
Total for Student Digital Licenses		\$108,468.36				
Teacher Digital Licenses						
1857738	9780358880271 Into Literature Connected Solutions Teacher License Digital High School 7 Year	\$1,879.00	13	\$24,427.00	\$24,427.00	
Includes: Into Literature Digital Teacher Resources 7 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 7 Year Grades 9-12 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1791539	9780358416524 Into Literature Vrs2 Teacher Edition Grade 10	\$203.30	12	\$2,439.60	\$487.92	\$1,951.68
Student Materials						
1805865	9780358538332 Into Literature Vrs2 Softcover Student Edition 7 Year Print Grade 10	\$42.00	559	\$23,478.00	\$4,695.60	\$18,782.40
Total for A la Carte Items Available for Purchase		\$20,734.08				
Total for Grade 10		\$129,202.44				

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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 11						
Student Digital Licenses						
1857733	9780358880226 Into Literature Connected Solutions Student License Digital High School 7 Year	\$242.55	575	\$139,466.25	\$27,893.25	\$111,573.00
Includes: Into Literature Digital Student Resources 7 Year Grades 9-12 Writable for Into Literature Digital Student Resources 7 Year Grades 9-12 Implementation Success						
Total for Student Digital Licenses		\$111,573.00				
Teacher Digital Licenses						
1857738	9780358880271 Into Literature Connected Solutions Teacher License Digital High School 7 Year	\$1,879.00	11	\$20,669.00	\$20,669.00	
Includes: Into Literature Digital Teacher Resources 7 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 7 Year Grades 9-12 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1791540	9780358416531 Into Literature Vrs2 Teacher Edition Grade 11	\$203.30	10	\$2,033.00	\$406.60	\$1,626.40
Student Materials						
1805866	9780358538349 Into Literature Vrs2 Softcover Student Edition Set 7 Year Print Grade 11	\$42.00	575	\$24,150.00	\$4,830.00	\$19,320.00
Total for A la Carte Items Available for Purchase		\$20,946.40				
Total for Grade 11		\$132,519.40				

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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 12						
Student Licenses						
1857733	9780358880226 Into Literature Connected Solutions Student License Digital High School 7 Year	\$242.55	434	\$105,266.70	\$21,053.34	\$84,213.36
Includes: Into Literature Digital Student Resources 7 Year Grades 9-12 Writable for Into Literature Digital Student Resources 7 Year Grades 9-12 Implementation Success						
Total for Student Licenses		\$84,213.36				
Teacher Licenses						
1857738	9780358880271 Into Literature Connected Solutions Teacher License Digital High School 7 Year	\$1,879.00	6	\$11,274.00	\$11,274.00	
Includes: Into Literature Digital Teacher Resources 7 Year Grades 9-12 Writable for Into Literature Digital Teacher Resources 7 Year Grades 9-12 Access to Teacher's Corner						
Total for Teacher Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1791541	9780358416548 Into Literature Vrs2 Teacher Edition Grade 12	\$203.30	5	\$1,016.50	\$203.30	\$813.20
Student Materials						
1805867	9780358538356 Into Literature Vrs2 Softcover Student Edition Set 7 Year Print Grade 12	\$42.00	434	\$18,228.00	\$3,645.60	\$14,582.40
Total for A la Carte Items Available for Purchase		\$15,395.60				
Total for Grade 12		\$99,608.96				

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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
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<i>Total Savings:</i>	\$415,623.13
<i>Subtotal Purchase Amount:</i>	\$873,270.27
<i>Shipping & Handling:</i>	\$15,995.03
<i>Total Cost of Proposal (PO Amount):</i>	\$889,265.30

****Please add proper sales tax to your order****

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 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

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1205 FLEMING ST	1205 FLEMING ST
GARDEN CITY, KS 67846-4751	GARDEN CITY, KS 67846-4751
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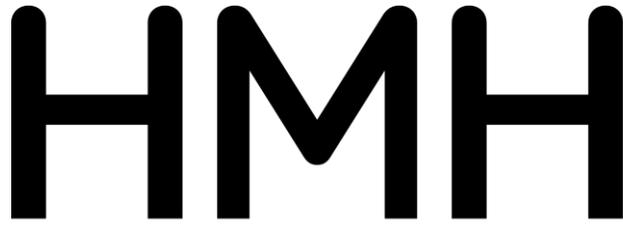
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Proposal #009528726
Prepared For
Garden City Unif Sch Dist 457

Attention:
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For the Purchase of:

Into Reading VRS3 with HMH Readers & Waggle K-5 / Arriba la Lectura with Waggle Gr K-2: 7YR Print & Digital Sub

Prepared By
Krista Hedrick
krista.hedrick@hnhco.com

Please submit this proposal with your purchase order.

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**Proposal for
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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<u>Grade K-5 (ADMIN/SPED Teacher Licenses)</u>						
Teacher Digital Licenses						
1893260	9798202062537 Into Reading VRS3 Teacher License with HMH Digital Readers WA 7 Year Grades K-6 Package Includes: Into Reading Vrs3 Digital Teacher Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner	\$1,186.00	30	\$35,580.00	\$35,580.00	
1880897	9780358999485 ¡Arriba la lectura! Teacher License WA 7 Year Grades K-6 Package Includes: ¡Arriba la lectura! Digital Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources Non CCSS 7 Year Grades K-8 Access to Teacher's Corner	\$1,186.00	5	\$5,930.00	\$5,930.00	
Total for Teacher Digital Licenses				\$0.00		
Total for Grade K-5 (ADMIN/SPED Teacher Licenses)				\$0.00		

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade K						
Student Digital Licenses						
1893252	9798202062452 Into Reading Vrs3 Student License with HMH Digital Readers WA 7 Year Grades K-6	\$292.95	480	\$140,616.00	\$28,123.20	\$112,492.80
Package Includes: Into Reading Vrs3 Digital Student Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 7 Year Grades K-6 Waggle ELA Digital Student Resources 7 Year Grades K-6 Implementation Success						
Total for Student Digital Licenses		\$112,492.80				
Teacher Digital Licenses						
1893260	9798202062537 Into Reading VRS3 Teacher License with HMH Digital Readers WA 7 Year Grades K-6	\$1,186.00	37	\$43,882.00	\$43,882.00	
Package Includes: Into Reading Vrs3 Digital Teacher Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1886179	9798202028168 Into Reading Vrs3 Teacher's Guide Set Grade K	\$203.30	30	\$6,099.00	\$1,219.80	\$4,879.20
1889838	9798202043420 Into Reading Vrs3 Big Book Set Grade K	\$247.50	30	\$7,425.00	\$1,485.00	\$5,940.00
1889834	9798202043406 Into Reading Vrs3 Read Aloud Set Grade K	\$141.75	30	\$4,252.50	\$850.50	\$3,402.00
1889786	9798202043369 Into Reading VRS3 Decodable Library Set Grade K	\$1,295.00	30	\$38,850.00	\$7,770.00	\$31,080.00
1874676	9780358976240 Into Reading Vrs3 Bookstix Grade K	\$5.00	30	\$150.00	\$30.00	\$120.00
1889840	9798202043437 Into Reading Vrs3 Instructional Card Kit Grade K	\$85.00	30	\$2,550.00	\$510.00	\$2,040.00
1721083	9781328522900 Into Reading Tabletop Minilessons Reading Grade K	\$34.95	30	\$1,048.50	\$209.70	\$838.80
1716734	9781328491602 Into Reading Tabletop Minilessons English Language Development Grade K	\$34.95	30	\$1,048.50	\$209.70	\$838.80
Student Materials						
1885983	9798202027185 Into Reading Vrs3 Student myBook Softcover 7 Year Print Grade K	\$42.00	480	\$20,160.00	\$4,032.00	\$16,128.00
1886077	9798202027659 Into Reading Vrs3 Know It Show It 7 Year Print Grade K	\$70.66	480	\$33,916.80	\$10,176.00	\$23,740.80
Total for A la Carte Items Available for Purchase		\$89,007.60				
Total for Grade K		\$201,500.40				

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade K						
Student Digital Licenses						
1880817	9780358998686 ¡Arriba la lectura! Student License WA 7 Year Grades K-6	\$292.95	20	\$5,859.00	\$1,171.80	\$4,687.20
Package Includes: ¡Arriba la lectura! Digital Student Resource 7 Year Grade K-6 Waggle ELA Digital Student Resources Non CCSS 7 Year Grades K-8 Connected Solutions Implementation Success						
Total for Student Digital Licenses		\$4,687.20				
Teacher Digital Licenses						
1880897	9780358999485 ¡Arriba la lectura! Teacher License WA 7 Year Grades K-6	\$1,186.00	1	\$1,186.00	\$1,186.00	
Package Includes: ¡Arriba la lectura! Digital Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources Non CCSS 7 Year Grades K-8 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1746532	9780358086659 2020 ¡Arriba la lectura! Teacher Guide Set Grade K	\$223.65	1	\$223.65	\$44.73	\$178.92
1742526	9780358056430 ¡Arriba la lectura! Big Book Set Grade K	\$272.25	1	\$272.25	\$54.45	\$217.80
1742523	9780358056409 ¡Arriba la lectura! Read Aloud Set Grade K	\$155.95	1	\$155.95	\$31.19	\$124.76
1721048	9781328522559 ¡Arriba la lectura! Bookstix Grade K	\$5.55	1	\$5.55	\$1.11	\$4.44
1742517	9780358056348 ¡Arriba la lectura! Instructional Card Kit Grade K	\$93.50	1	\$93.50	\$18.70	\$74.80
1742539	9780358056560 ¡Arriba la lectura! Start Right Reader Set 6 Grade K	\$200.50	1	\$200.50	\$40.10	\$160.40
1721090	9781328522979 ¡Arriba la lectura! Tabletop Minilessons Reading Grade K	\$38.50	1	\$38.50	\$7.70	\$30.80
1647094	9780544853447 Aventuras Revistas Collection Grade K	\$55.80	1	\$55.80	\$11.16	\$44.64
Student Materials						
1750588	9780358119685 2020 ¡Arriba la lectura! Student myBook Softcover 7 Year Print Grade K	\$42.00	20	\$840.00	\$168.00	\$672.00
1746983	9780358092698 ¡Arriba la lectura! Know It Show It 7 Year Print Grade K	\$77.80	20	\$1,556.00	\$466.80	\$1,089.20
Total for A la Carte Items Available for Purchase		\$2,597.76				
Total for Grade K		\$7,284.96				

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 1						
Student Digital Licenses						
1893252	9798202062452	Into Reading Vrs3 Student License with HMH Digital Readers WA 7 Year Grades K-6	\$292.95	433	\$126,847.35	\$25,369.47
Package Includes: Into Reading Vrs3 Digital Student Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 7 Year Grades K-6 Waggle ELA Digital Student Resources 7 Year Grades K-6 Implementation Success						
Total for Student Digital Licenses				\$101,477.88		
Teacher Digital Licenses						
1893260	9798202062537	Into Reading VRS3 Teacher License with HMH Digital Readers WA 7 Year Grades K-6	\$1,186.00	37	\$43,882.00	\$43,882.00
Package Includes: Into Reading Vrs3 Digital Teacher Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner						
Total for Teacher Digital Licenses				\$0.00		
A la Carte Items Available for Purchase						
Teacher Materials						
1886181	9798202028175	Into Reading Vrs3 Teacher's Guide Set Grade 1	\$203.30	30	\$6,099.00	\$1,219.80
1886169	9798202028113	Into Reading Vrs3 Teaching Pal Set Grade 1	\$42.75	30	\$1,282.50	\$256.50
1736147	9781328639097	Into Reading Big Book Set Grade 1	\$94.55	30	\$2,836.50	\$567.30
1736145	9781328639059	Into Reading Read Aloud Set Grade 1	\$99.00	30	\$2,970.00	\$594.00
1889788	9798202043376	Into Reading VRS3 Decodable Library Set Grade 1	\$1,295.00	30	\$38,850.00	\$7,770.00
1874678	9780358976257	Into Reading Vrs3 Bookstix Grade 1	\$5.00	30	\$150.00	\$30.00
1889842	9798202043444	Into Reading Vrs3 Instructional Card Kit Grade 1	\$85.00	30	\$2,550.00	\$510.00
1721084	9781328522917	Into Reading Tabletop Minilessons Reading Grade 1	\$34.95	30	\$1,048.50	\$209.70
1716735	9781328491619	Into Reading Tabletop Minilessons English Language Development Grade 1	\$34.95	30	\$1,048.50	\$209.70
1736148	9781328639103	Into Reading Focal Text Single Copy Set Grade 1	\$28.00	30	\$840.00	\$168.00
Student Materials						
1885997	9798202027253	Into Reading Vrs3 Student myBook Softcover Set 7 Year Print Grade 1	\$42.00	433	\$18,186.00	\$3,637.20
1886091	9798202027727	Into Reading Vrs3 Know It Show It Set 7 Year Print Grade 1	\$70.65	433	\$30,591.45	\$9,179.60
1775856	9780358294122	Into Reading Read and Respond Journal 7 Year Print Grade 1	\$70.66	174	\$12,294.84	\$3,688.80
Total for A la Carte Items Available for Purchase				\$90,706.69		
Total for Grade 1				\$192,184.57		

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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 1						
Student Digital Licenses						
1880817	9780358998686 ¡Arriba la lectura! Student License WA 7 Year Grades K-6	\$292.95	20	\$5,859.00	\$1,171.80	\$4,687.20
	Package Includes: ¡Arriba la lectura! Digital Student Resource 7 Year Grade K-6 Waggle ELA Digital Student Resources Non CCSS 7 Year Grades K-6 Implementation Success					
Total for Student Digital Licenses		\$4,687.20				
Teacher Digital Licenses						
1880897	9780358999485 ¡Arriba la lectura! Teacher License WA 7 Year Grades K-6	\$1,186.00	1	\$1,186.00	\$1,186.00	
	Package Includes: ¡Arriba la lectura! Digital Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources Non CCSS 7 Year Grades K-6 Access to Teacher's Corner					
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1746533	9780358086666 2020 ¡Arriba la lectura! Teacher Guide Set Grade 1	\$223.65	1	\$223.65	\$44.73	\$178.92
1721070	9781328522771 2020 ¡Arriba la lectura! Writing Workshop Teacher's Guide Grade 1	\$59.85	1	\$59.85	\$11.97	\$47.88
1746538	9780358086710 ¡Arriba la lectura! Teaching Pal Set Grade 1	\$47.15	1	\$47.15	\$9.43	\$37.72
1742527	9780358056447 ¡Arriba la lectura! Big Book Set Grade 1	\$104.00	1	\$104.00	\$20.80	\$83.20
1742524	9780358056416 ¡Arriba la lectura! Read Aloud Set Grade 1	\$108.95	1	\$108.95	\$21.79	\$87.16
1721049	9781328522566 ¡Arriba la lectura! Bookstix Grade 1	\$5.55	1	\$5.55	\$1.11	\$4.44
1742529	9780358056461 ¡Arriba la Lectura! Trade Classroom Library Single Copy Set Grade 1	\$30.90	1	\$30.90	\$6.18	\$24.72
1742518	9780358056355 ¡Arriba la lectura! Instructional Card Kit Grade 1	\$93.50	1	\$93.50	\$18.70	\$74.80
1742540	9780358056577 ¡Arriba la lectura! Start Right Reader Set 6 Grade 1	\$320.80	1	\$320.80	\$64.16	\$256.64
1721091	9781328522986 ¡Arriba la lectura! Tabletop Minilessons Reading Grade 1	\$38.50	1	\$38.50	\$7.70	\$30.80
1745393	9780358074250 Aventuras Revistas Student Magazine (quantity 6) Grade 1	\$55.10	1	\$55.10	\$11.02	\$44.08
Student Materials						
1750589	9780358119692 2020 ¡Arriba la lectura! Student myBook Softcover Set 7 Year Print Grade 1	\$42.00	20	\$840.00	\$168.00	\$672.00
1746984	9780358092704 ¡Arriba la lectura! Know It Show It 7 Year Print Grade 1	\$77.80	20	\$1,556.00	\$466.80	\$1,089.20
1775862	9780358294184 ¡Arriba la lectura! Read and Respond Journal 7 Year Print Grade 1	\$77.80	6	\$466.80	\$140.04	\$326.76
Total for A la Carte Items Available for Purchase		\$2,958.32				
Total for Grade 1		\$7,645.52				

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 2						
Student Digital Licenses						
1893252	9798202062452 Into Reading Vrs3 Student License with HMH Digital Readers WA 7 Year Grades K-6	\$292.95	434	\$127,140.30	\$25,428.06	\$101,712.24
Package Includes: Into Reading Vrs3 Digital Student Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 7 Year Grades K-6 Waggle ELA Digital Student Resources 7 Year Grades K-6 Implementation Success						
Total for Student Digital Licenses		\$101,712.24				
Teacher Digital Licenses						
1893260	9798202062537 Into Reading VRS3 Teacher License with HMH Digital Readers WA 7 Year Grades K-6	\$1,186.00	37	\$43,882.00	\$43,882.00	
Package Includes: Into Reading Vrs3 Digital Teacher Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1886183	9798202028182 Into Reading Vrs3 Teacher's Guide Set Grade 2	\$203.30	30	\$6,099.00	\$1,219.80	\$4,879.20
1886171	9798202028120 Into Reading Vrs3 Teaching Pal Set Grade 2	\$42.75	30	\$1,282.50	\$256.50	\$1,026.00
1889836	9798202043413 Into Reading Vrs3 Read Aloud Set Grade 2	\$141.75	30	\$4,252.50	\$850.50	\$3,402.00
1889790	9798202043383 Into Reading VRS3 Decodable Library Set Grade 2	\$1,294.99	30	\$38,849.70	\$7,770.00	\$31,079.70
1874680	9780358976264 Into Reading Vrs3 Bookstix Grade 2	\$5.00	30	\$150.00	\$30.00	\$120.00
1889844	9798202043451 Into Reading Vrs3 Instructional Card Kit Grade 2	\$85.00	30	\$2,550.00	\$510.00	\$2,040.00
1721085	9781328522924 Into Reading Tabletop Minilessons Reading Grade 2	\$34.95	30	\$1,048.50	\$209.70	\$838.80
1716736	9781328491626 Into Reading Tabletop Minilessons English Language Development Grade 2	\$34.95	30	\$1,048.50	\$209.70	\$838.80
1736149	9781328639110 Into Reading Focal Text Single Copy Set Grade 2	\$28.00	30	\$840.00	\$168.00	\$672.00
Student/ Materials						
1886013	9798202027338 Into Reading Vrs3 Student myBook Softcover Set 7 Year Print Grade 2	\$42.00	434	\$18,228.00	\$3,645.60	\$14,582.40
1886107	9798202027802 Into Reading Vrs3 Know It Show It Set 7 Year Print Grade 2	\$70.66	434	\$30,666.44	\$9,200.80	\$21,465.64
1775857	9780358294139 Into Reading Read and Respond Journal 7 Year Print Grade 2	\$70.66	174	\$12,294.84	\$3,688.80	\$8,606.04
Total for A la Carte Items Available for Purchase		\$89,550.58				
Total for Grade 2		\$191,262.82				

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 2						
Student Digital Licenses						
1880817	9780358998686 ¡Arriba la lectura! Student License WA 7 Year Grades K-6	\$292.95	20	\$5,859.00	\$1,171.80	\$4,687.20
	Package Includes: ¡Arriba la lectura! Digital Student Resource 7 Year Grade K-6 Waggle ELA Digital Student Resources Non CCSS 7 Year Grades K-6 Implementation Success					
Total for Student Digital Licenses		\$4,687.20				
Teacher Digital Licenses						
1880897	9780358999485 ¡Arriba la lectura! Teacher License WA 7 Year Grades K-6	\$1,186.00	1	\$1,186.00	\$1,186.00	
	Package Includes: ¡Arriba la lectura! Digital Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources Non CCSS 7 Year Grades K-6 Access to Teacher's Corner					
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1746534	9780358086673 2020 ¡Arriba la lectura! Teacher Guide Set Grade 2	\$223.65	1	\$223.65	\$44.73	\$178.92
1721071	9781328522788 2020 ¡Arriba la lectura! Writing Workshop Teacher's Guide Grade 2	\$59.85	1	\$59.85	\$11.97	\$47.88
1746539	9780358086727 ¡Arriba la lectura! Teaching Pal Set Grade 2	\$47.15	1	\$47.15	\$9.43	\$37.72
1742525	9780358056423 ¡Arriba la lectura! Read Aloud Set Grade 2	\$155.95	1	\$155.95	\$31.19	\$124.76
1721050	9781328522573 ¡Arriba la lectura! Bookstix Grade 2	\$5.55	1	\$5.55	\$1.11	\$4.44
1742530	9780358056478 ¡Arriba la Lectura! Trade Classroom Library Single Copy Set Grade 2	\$30.90	1	\$30.90	\$6.18	\$24.72
1742519	9780358056362 ¡Arriba la lectura! Instructional Card Kit Grade 2	\$93.50	1	\$93.50	\$18.70	\$74.80
1742541	9780358056584 ¡Arriba la lectura! Start Right Reader Set 6 Grade 2	\$213.85	1	\$213.85	\$42.77	\$171.08
1721092	9781328522993 ¡Arriba la lectura! Tabletop Minilessons Reading Grade 2	\$38.50	1	\$38.50	\$7.70	\$30.80
1745397	9780358074267 Aventuras Revistas Student Magazine (quantity 6) Grade 2	\$57.70	1	\$57.70	\$11.54	\$46.16
Student Materials						
1750590	9780358119708 2020 ¡Arriba la lectura! Student myBook Softcover Set 7 Year Print Grade 2	\$42.00	20	\$840.00	\$168.00	\$672.00
1746985	9780358092711 ¡Arriba la lectura! Know It Show It 7 Year Print Grade 2	\$77.80	20	\$1,556.00	\$466.80	\$1,089.20
1775863	9780358294191 ¡Arriba la lectura! Read and Respond Journal 7 Year Print Grade 2	\$77.80	6	\$466.80	\$140.04	\$326.76
Total for A la Carte Items Available for Purchase		\$2,829.24				
Total for Grade 2		\$7,516.44				

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 3						
Student Digital Licenses						
1893252	9798202062452	Into Reading Vrs3 Student License with HMH Digital Readers WA 7 Year Grades K-6	\$292.95	482	\$141,201.90	\$28,240.38
Package Includes: Into Reading Vrs3 Digital Student Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 7 Year Grades K-6 Waggle ELA Digital Student Resources 7 Year Grades K-6 Implementation Success						
Total for Student Digital Licenses				\$112,961.52		
Teacher Digital Licenses						
1893260	9798202062537	Into Reading VRS3 Teacher License with HMH Digital Readers WA 7 Year Grades K-6	\$1,186.00	37	\$43,882.00	\$43,882.00
Package Includes: Into Reading Vrs3 Digital Teacher Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner						
Total for Teacher Digital Licenses				\$0.00		
A la Carte Items Available for Purchase						
Teacher Materials						
1886185	9798202028199	Into Reading Vrs3 Teacher's Guide Set Grade 3	\$203.30	30	\$6,099.00	\$1,219.80
1886173	9798202028137	Into Reading Vrs3 Teaching Pal Set Grade 3	\$42.75	30	\$1,282.50	\$256.50
1889792	9798202043390	Into Reading Vrs3 Decodable Library Collection Grade 3	\$1,294.99	30	\$38,849.70	\$7,770.00
1889902	9798202043734	Into Reading Vrs3 Vocabulary Cards Grade 3	\$26.55	30	\$796.50	\$159.30
1721086	9781328522931	Into Reading Tabletop Minilessons Reading Grade 3	\$34.95	30	\$1,048.50	\$209.70
1716737	9781328491633	Into Reading Tabletop Minilessons English Language Development Grade 3	\$34.95	30	\$1,048.50	\$209.70
1736150	9781328639127	Into Reading Focal Text Single Copy Set Grade 3	\$28.00	30	\$840.00	\$168.00
Student Materials						
1886029	9798202027413	Into Reading Vrs3 Student myBook Softcover Set 7 Year Print Grade 3	\$42.00	482	\$20,244.00	\$4,048.80
1886123	9798202027888	Into Reading Vrs3 Know It Show It Set 7 Year Print Grade 3	\$70.66	482	\$34,058.12	\$10,218.40
1775858	9780358294146	Into Reading Read and Respond Journal 7 Year Print Grade 3	\$70.65	193	\$13,635.45	\$4,091.60
Total for A la Carte Items Available for Purchase				\$89,550.47		
Total for Grade 3				\$202,511.99		

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 4						
Student Digital Licenses						
1893252	9798202062452	Into Reading Vrs3 Student License with HMH Digital Readers WA 7 Year Grades K-6	\$292.95	465	\$136,221.75	\$27,244.35
Package Includes: Into Reading Vrs3 Digital Student Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 7 Year Grades K-6 Waggle ELA Digital Student Resources 7 Year Grades K-6 Implementation Success						
Total for Student Digital Licenses				\$108,977.40		
Teacher Digital Licenses						
1893260	9798202062537	Into Reading VRS3 Teacher License with HMH Digital Readers WA 7 Year Grades K-6	\$1,186.00	37	\$43,882.00	\$43,882.00
Package Includes: Into Reading Vrs3 Digital Teacher Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner						
Total for Teacher Digital Licenses				\$0.00		
A la Carte Items Available for Purchase						
Teacher Materials						
1886187	9798202028205	Into Reading Vrs3 Teacher's Guide Set Grade 4	\$203.30	30	\$6,099.00	\$1,219.80
1886175	9798202028144	Into Reading Vrs3 Teaching Pal Set Grade 4	\$42.75	30	\$1,282.50	\$256.50
1889914	9798202043741	Into Reading Vrs3 Vocabulary Cards Grade 4	\$26.55	30	\$796.50	\$159.30
1721087	9781328522948	Into Reading Tabletop Minilessons Reading Grade 4	\$34.95	30	\$1,048.50	\$209.70
1716738	9781328491640	Into Reading Tabletop Minilessons English Language Development Grade 4	\$34.95	30	\$1,048.50	\$209.70
1736151	9781328639134	Into Reading Focal Text Single Copy Set Grade 4	\$28.00	30	\$840.00	\$168.00
Student Materials						
1886045	9798202027499	Into Reading Vrs3 Student myBook Softcover Set 7 Year Print Grade 4	\$42.00	465	\$19,530.00	\$3,906.00
1886139	9798202027963	Into Reading Vrs3 Know It Show It Set 7 Year Print Grade 4	\$70.65	465	\$32,852.25	\$9,858.00
1775859	9780358294153	Into Reading Read and Respond Journal 7 Year Print Grade 4	\$70.66	186	\$13,142.76	\$3,943.20
Total for A la Carte Items Available for Purchase				\$56,709.81		
Total for Grade 4				\$165,687.21		

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**Proposal for
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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Grade 5						
Student Digital Licenses						
1893252	9798202062452 Into Reading Vrs3 Student License with HMH Digital Readers WA 7 Year Grades K-6	\$292.95	517	\$151,455.15	\$30,291.03	\$121,164.12
Package Includes: Into Reading Vrs3 Digital Student Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Student Resources 7 Year Grades K-6 Waggle ELA Digital Student Resources 7 Year Grades K-6 Implementation Success						
Total for Student Digital Licenses		\$121,164.12				
Teacher Digital Licenses						
1893260	9798202062537 Into Reading VRS3 Teacher License with HMH Digital Readers WA 7 Year Grades K-6	\$1,186.00	37	\$43,882.00	\$43,882.00	
Package Includes: Into Reading Vrs3 Digital Teacher Resources 7 Year Grades K-6 HMH Readers Vrs3 Digital Library Teacher Resources 7 Year Grades K-6 Waggle ELA Digital Teacher Resources 7 Year Grades K-6 Access to Teacher's Corner						
Total for Teacher Digital Licenses		\$0.00				
A la Carte Items Available for Purchase						
Teacher Materials						
1886189	9798202026966 Into Reading Vrs3 Teacher's Guide Set Grade 5	\$203.30	30	\$6,099.00	\$1,219.80	\$4,879.20
1886177	9798202028151 Into Reading Vrs3 Teaching Pal Set Grade 5	\$42.75	30	\$1,282.50	\$256.50	\$1,026.00
1889916	9798202043727 Into Reading Vrs3 Vocabulary Cards Grade 5	\$26.55	30	\$796.50	\$159.30	\$637.20
1721088	9781328522955 Into Reading Tabletop Minilessons Reading Grade 5	\$34.95	30	\$1,048.50	\$209.70	\$838.80
1716739	9781328491657 Into Reading Tabletop Minilessons English Language Development Grade 5	\$34.95	30	\$1,048.50	\$209.70	\$838.80
1736153	9781328639141 Into Reading Focal Text Single Copy Set Grade 5	\$28.00	30	\$840.00	\$168.00	\$672.00
Student Materials						
1886061	9798202027574 Into Reading Vrs3 Student myBook Softcover Set 7 Year Print Grade 5	\$42.00	517	\$21,714.00	\$4,342.80	\$17,371.20
1886155	9798202028045 Into Reading Vrs3 Know It Show It Set 7 Year Print Grade 5	\$70.65	517	\$36,526.05	\$10,960.40	\$25,565.65
1775860	9780358294160 Into Reading Read and Respond Journal 7 Year Print Grade 5	\$70.65	207	\$14,624.55	\$4,388.40	\$10,236.15
Total for A la Carte Items Available for Purchase		\$62,065.00				
Total for Grade 5		\$183,229.12				

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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
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<i>Total Savings:</i>	\$631,857.72
<i>Subtotal Purchase Amount:</i>	\$1,158,823.03
<i>Shipping & Handling:</i>	\$31,715.04
<i>Total Cost of Proposal (PO Amount):</i>	\$1,190,538.07

****Please add proper sales tax to your order****

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Total Cost of Proposal (PO Amount): \$1,190,538.07

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- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
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1205 FLEMING ST	1205 FLEMING ST
GARDEN CITY, KS 67846-4751	GARDEN CITY, KS 67846-4751
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Date of Proposal: 12/11/2025

Proposal Expiration Date: 12/28/2025



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Proposal #009528728
Prepared For
Garden City Unif Sch Dist 457

Attention:
Heather Stegman
hstegman@gckschools.com

For the Purchase of:

Into Reading VRS3 with HMH Readers & Waggle / Arriba la Lectura with Waggle: Professional Development

Prepared By
Krista Hedrick
krista.hedrick@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

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**Proposal for
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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Professional Services- Into Reading Vrs3 WA K-6						
Coaching						
1815084	9780358609803 HMH Professional Learning Live Online Course and Coaching Grades K- 12 The Live Online Course and Coaching professional learning offering provides an ongoing learning experience to help teachers deepen the impact of instruction. Whether aligned to an HMH program or not, participants will focus on specific instructional practices and strategies to progress student learning. Choose from a variety of modules that can be delivered independently or as part of a series. Includes planning time and six, one-hour shared learning sessions that can be delivered over time to meet your instructional needs.	\$4,200.00	1	\$4,200.00	\$840.00	\$3,360.00
1893686	9798202064791 Into Reading Vrs3 WA Coaching In-Person 6-Hour Grades K-6	\$4,200.00	5	\$21,000.00	\$4,200.00	\$16,800.00
Total for Coaching		\$20,160.00				
Total for Professional Services- Into Reading Vrs3 WA K-6		\$20,160.00				

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**Proposal for
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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Professional Services - Arriba la lectura Solution WA						
Implementation Support for Arriba la lectura Solution WA						
1886370	9798202029660	¡Arriba la lectura! Solution WA Coaching In-Person 6-Hour Grades K-6	1	\$4,200.00	\$840.00	\$3,360.00
1886363	9798202029592	¡Arriba la lectura! Solution WA Getting Started Live Online 2-Hour Grades K-6	4	\$800.00	\$640.00	\$2,560.00
	<p>This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed.</p> <p>Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.</p>					
1886366	9798202029622	¡Arriba la lectura! Solution WA Leader Success Live Online 1-Hour Grades K-6	1	\$400.00	\$400.00	\$400.00
	<p>During this one-hour live online session, leaders learn about the design and resources of their HMH program. To help leaders develop a plan to guide implementation and set up teachers for a successful start, HMH Coaches share tools and best teaching and student learning practices to observe in the classroom. Leaders also preview the Teacher Success Pathways and resources on HMH Ed for ongoing support.</p>					
Total for Implementation Support for Arriba la lectura Solution WA				\$5,920.00		
Total for Professional Services - Arriba la lectura Solution WA				\$5,920.00		

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hstegman@gckschools.com

Send **Orders** to:
orders@hmhco.com
FAX: 800-269-5232

HMH Confidential and Proprietary

Proposal for
Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
------	-------	-------	----------	------------------------	-------------------------	----------------------------

<i>Total Savings:</i>	\$6,920.00
<i>Subtotal Purchase Amount:</i>	\$26,080.00
<i>Shipping & Handling:</i>	\$0.00
<i>Total Cost of Proposal (PO Amount):</i>	\$26,080.00

****Please add proper sales tax to your order****

Coupon Code: PRODPB20

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Chicago, IL 60693

Attention:
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hstegman@gckschools.com

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Proposal for
Garden City Unif Sch Dist 457

Total Cost of Proposal (PO Amount): \$26,080.00

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- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
 - o Email address for Accounts Payable contact
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to:	Sold to:
Garden City Unif Sch Dist 457	Garden City Unif Sch Dist 457
1205 FLEMING ST	1205 FLEMING ST
GARDEN CITY, KS 67846-4751	GARDEN CITY, KS 67846-4751
- Please provide funding start and end dates.
- Please note HMH bills products and services as they are fulfilled. You may receive multiple invoices for your order.
- HMH reserves the right to transmit documents electronically.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Any proposed shipping or tax amount provided on this proposal, is based on the Ship To account location quoted within.
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Date of Proposal: 12/11/2025

Proposal Expiration Date: 12/28/2025



Coupon Code: PRODPB20

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Chicago, IL 60693

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HMH



Proposal #009529672
Prepared For
Garden City Unif Sch Dist 457

Attention:
Heather Stegman
hstegman@gckschools.com

For the Purchase of:
**Into Literature V2 with Writable Gr 6-12:
Professional Development**

Prepared By
Krista Hedrick
krista.hedrick@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

For greater detail, the complete Terms of Purchases may be reviewed here:
<http://www.hnhco.com/common/terms-conditions>

Coupon Code: PRODPB20

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Chicago, IL 60693

Attention:
Heather Stegman
hstegman@gckschools.com

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**Proposal for
Garden City Unif Sch Dist 457**

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Professional Services - Into Literature VRS2 WR Gr 7-8						
Implementation Success						
1893654	9798202064470 Into Literature VRS2 WR Getting Started Live Online Classcraft 2-Hour Grades 6-8 This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed. Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.	\$800.00	2	\$1,600.00	\$1,600.00	
1787472	9780358385356 Getting Started: Introduction to Writable for Into Literature Live Online 2-Hour Grade 6-12 This session walks teachers through how to use Writable in their classroom to improve writing with flexible tools that guide students to develop purposeful drafts, incorporate personalized feedback, and produce writing that shines. This initial session is the first step on the way to a successful first 30 days. Additional training and support will be provided via Teacher's Corner on Ed. There, teachers will access a guided learning pathway based on their HMH program(s), grade level and implementation timeline. A recommended sequence of live sessions and on-demand interactive media and videos will help teachers plan, teach and assess learning using their new HMH program. Note: To ensure a successful training, please schedule this session after teachers are rostered on Ed, HMH teaching and learning platform.	\$800.00	2	\$1,600.00	\$1,600.00	
1893663	9798202064562 Into Literature VRS2 WR Leaders Success Live Online Classcraft 1-Hour Grades 6-8 During this one-hour live online session, leaders learn about the design and resources of their HMH program. To help leaders develop a plan to guide implementation and set up teachers for a successful start, HMH Coaches share tools and best teaching and student learning practices to observe in the classroom. Leaders also preview the Teacher Success Pathways and resources on HMH Ed for ongoing support.	\$400.00	1	\$400.00	\$400.00	
Total for Implementation Success		\$0.00				
Courses						
1815084	9780358609803 HMH Professional Learning Live Online Course and Coaching Grades K- 12 Maximize your investment with live online professional learning courses aligned to your district's strategic literacy plan. Partner with HMH coaches to design a personalized live online course experience to cultivate the next generation of critical thinkers through reading and writing. Each live online course experience includes 1 hour of consultative planning and 6 1-hour shared learning sessions that can be delivered over time to meet your needs.	\$4,200.00	1	\$4,200.00	\$840.00	\$3,360.00
Total for Courses		\$3,360.00				
Total for Professional Services - Into Literature VRS2 WR Gr 7-8		\$3,360.00				

Coupon Code: PRODPB20

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Proposal for Garden City Unif Sch Dist 457

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
Professional Services - Into Literature 9-12 WR						
Implementation Success Plan						
1857551	9780358878339 Into Literature Connected Solution WR Getting Started Live Online 2-Hour Grades 9-12 <small>This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed.</small> <small>Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.</small>	\$800.00	3	\$2,400.00	\$2,400.00	
1787472	9780358385356 Getting Started: Introduction to Writable for Into Literature Live Online 2-Hour Grade 6-12 <small>This session walks teachers through how to use Writable in their classroom to improve writing with flexible tools that guide students to develop purposeful drafts, incorporate personalized feedback, and produce writing that shines.</small> <small>This initial session is the first step on the way to a successful first 30 days. Additional training and support will be provided via Teacher's Corner on Ed. There, teachers will access a guided learning pathway based on their HMH program(s), grade level and implementation timeline. A recommended sequence of live sessions and on-demand interactive media and videos will help teachers plan, teach and assess learning using their new HMH program.</small> <small>Note: To ensure a successful training, please schedule this session after teachers are rostered on Ed, HMH teaching and learning platform.</small>	\$800.00	3	\$2,400.00	\$2,400.00	
1872622	9780358966272 Into Literature Connected Solution WR Leader Success Live Online 1-Hour Grades 9-12 <small>During this one-hour live online session, leaders learn about the design and resources of their HMH program. To help leaders develop a plan to guide implementation and set up teachers for a successful start, HMH Coaches share tools and best teaching and student learning practices to observe in the classroom. Leaders also preview the Teacher Success Pathways and resources on HMH Ed for ongoing support.</small>	\$400.00	1	\$400.00	\$400.00	
Total for Implementation Success Plan		\$0.00				
Coaching						
1858759	9780358885481 Connected Solutions Into Literature V2 Coaching In-Person 6-Hour Grades 6-12	\$4,200.00	5	\$21,000.00	\$4,200.00	\$16,800.00
Total for Coaching		\$16,800.00				
Total for Professional Services - Into Literature 9-12 WR		\$16,800.00				

Coupon Code: PRODPB20

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Attention:
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Proposal for
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ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
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<i>Total Savings:</i>	\$5,040.00
<i>Subtotal Purchase Amount:</i>	\$20,160.00
<i>Shipping & Handling:</i>	\$0.00
<i>Total Cost of Proposal (PO Amount):</i>	\$20,160.00

****Please add proper sales tax to your order****

Coupon Code: PRODPB20

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Total Cost of Proposal (PO Amount): \$20,160.00

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- HMH reserves the right to transmit documents electronically.
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Date of Proposal: 11/13/2025

Proposal Expiration Date: 12/28/2025



Coupon Code: PRODPB20

Attention:
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hstegman@gckschools.com

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Erin Kinard

SVP Product Management & Strategy
Core and Supplemental Solutions



January 6, 2026

Garden City Public Schools
1205 Fleming Street
Garden City, Kansas 67846

Dear Partner in Education,

HMH programs, specifically *Into Reading* and *Into Literature*, meet Kansas state standards and are in compliance with Kansas regulation.

HMH programs are based on the content and concepts outlined in academic curriculum standards. We provide objective, accurate and age-appropriate materials to help teachers and students meet their educational goals. HMH programs do not advocate for a particular ideology, political organization or cause, and do not draw upon or cover critical race theory.

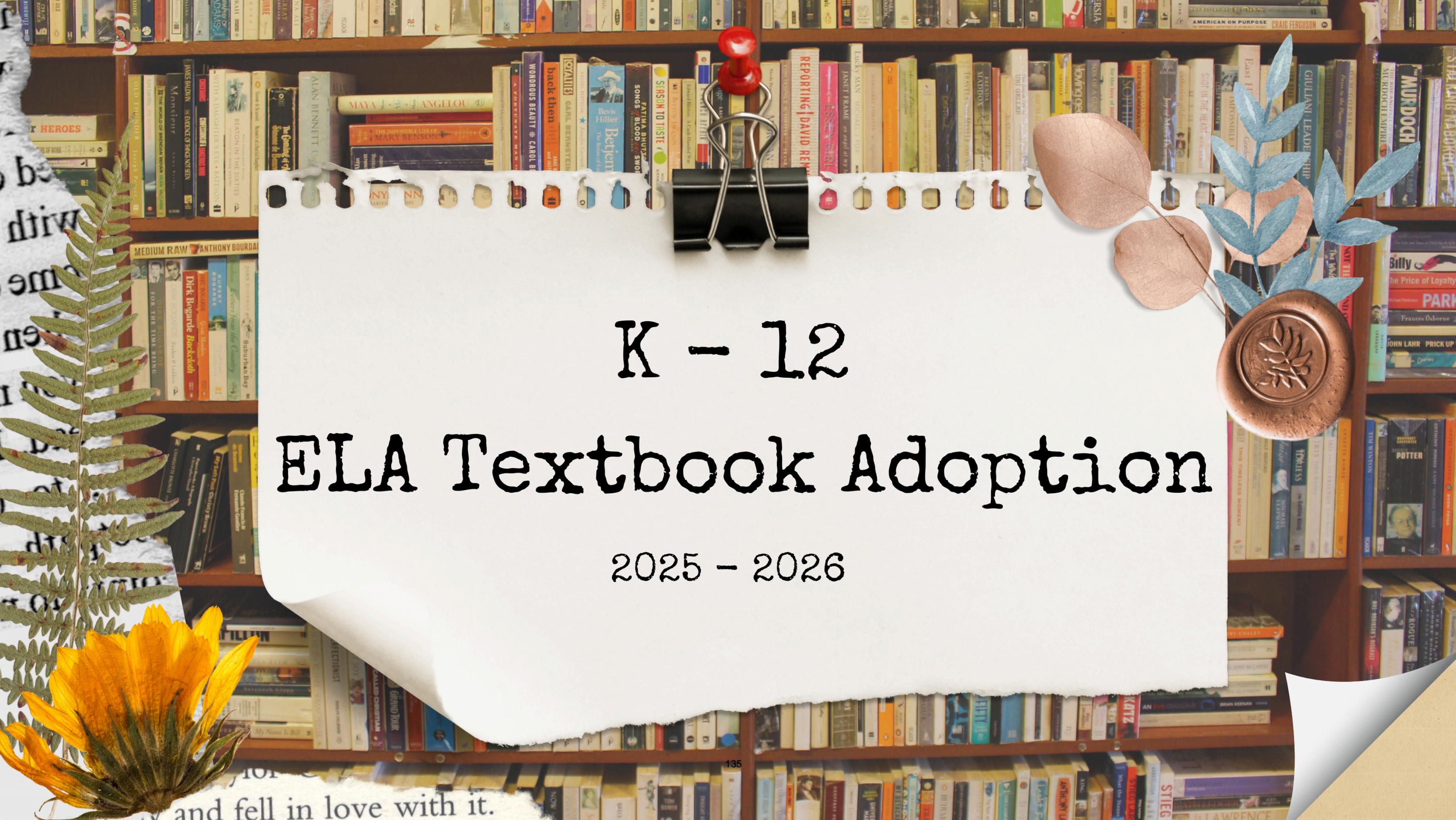
As the largest K-12 educational technology company, we are honored to play a role in the learning journeys of millions of students and educators each day.

We look forward to continuing our partnership in service of students and educators, and the impact we will achieve together.

Sincerely,

A handwritten signature in black ink that reads 'Erin Kinard'.

Erin Kinard
SVP Product Management & Strategy
Core and Supplemental Solutions



K - 12

ELA Textbook Adoption

2025 - 2026

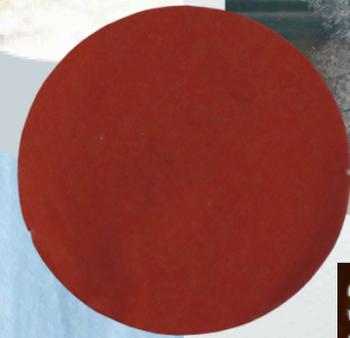
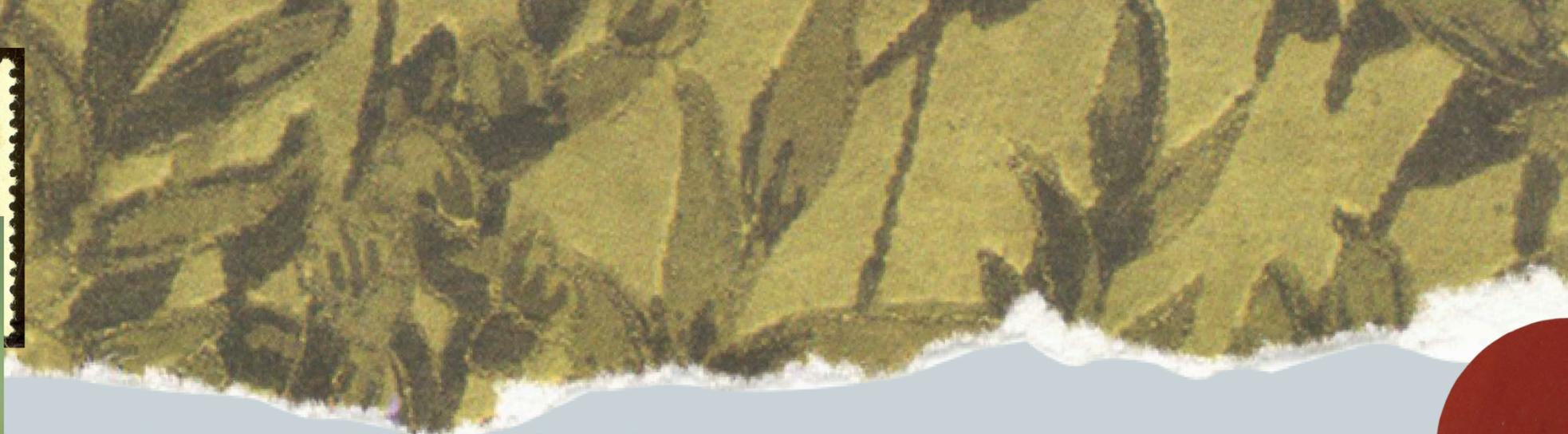
Curriculum Reviewed

- Amplify/CKLA
- HMH
- Savvas





Living with Life



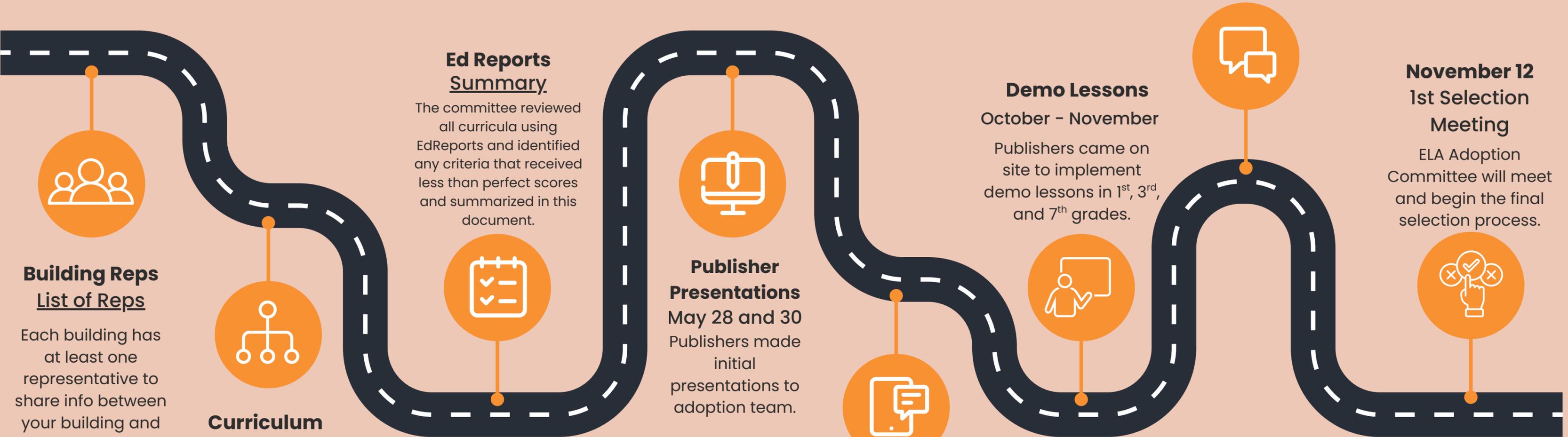
Textbook Adoption Timeline



ELA Adoption 2025

Timeline for Adoption

Completed tasks are highlighted in yellow



Building Reps List of Reps

Each building has at least one representative to share info between your building and the committee

Curriculum Reviewed

Demo Account Logins

- CKLA/Amplify
- HMH Into Reading/ Into Literature
- Savvas MyView/ MyPerspectives

Ed Reports Summary

The committee reviewed all curricula using EdReports and identified any criteria that received less than perfect scores and summarized in this document.

Publisher Presentations

May 28 and 30
Publishers made initial presentations to adoption team.

Survey of Current Users

Google Form

Google forms were sent out to administrators in districts that were recent adopters in order to gather teacher perspectives of each curriculum.

Demo Lessons

October - November

Publishers came on site to implement demo lessons in 1st, 3rd, and 7th grades.

Lesson Planning

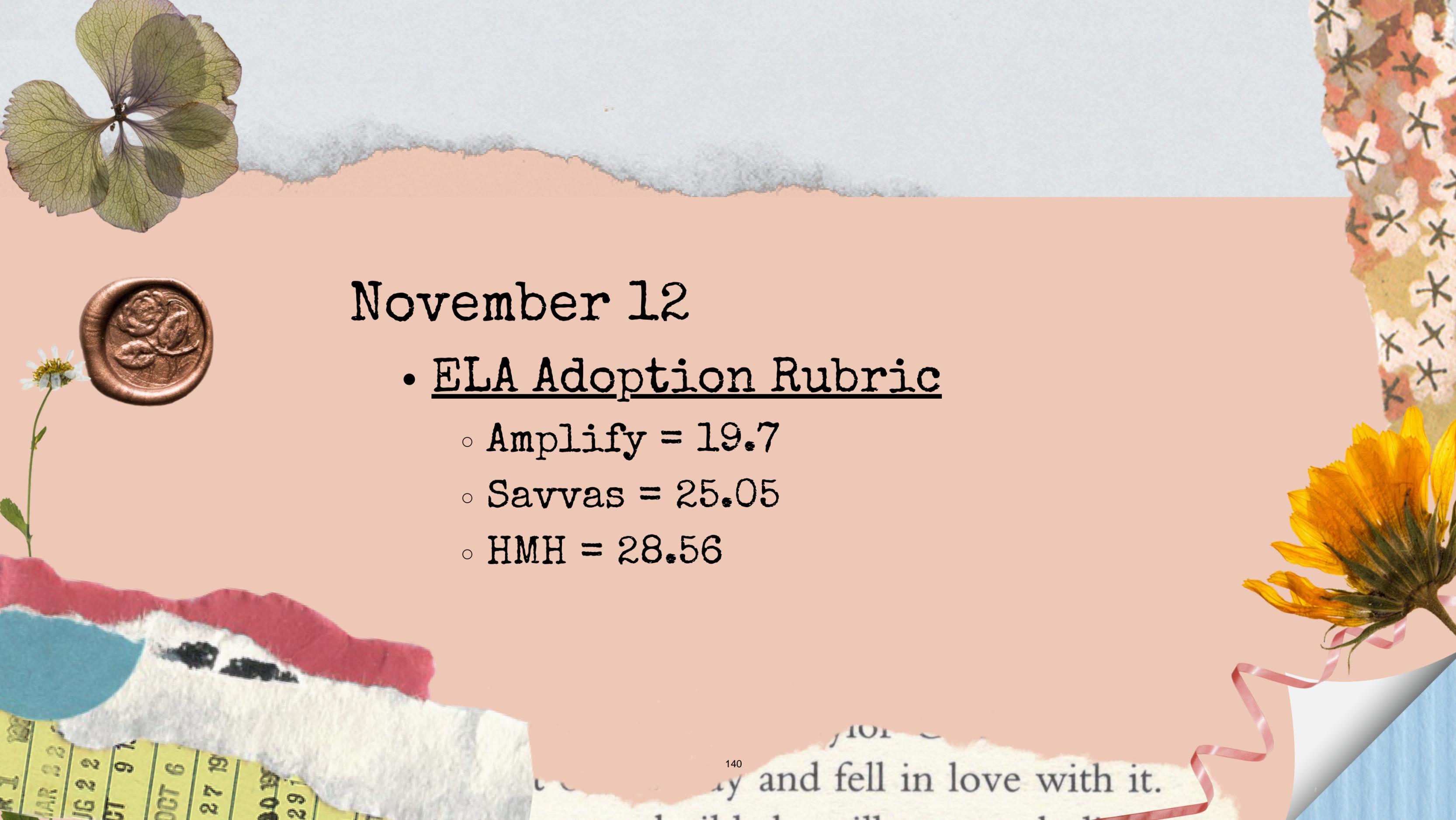
Team members were asked to plan a lesson and complete an evaluation form for all curricula being reviewed

November 12 1st Selection Meeting

ELA Adoption Committee will meet and begin the final selection process.

Voting Results
89.3% HMH





November 12

- ELA Adoption Rubric

- Amplify = 19.7
- Savvas = 25.05
- HMH = 28.56

Strengths of Into Reading Grades K - 5

- Student and teacher friendly
- One curriculum that addresses all 5 pillars of reading
- Explicit instruction in Structured Literacy
- Phonics looks like UFLI so it will be an easy transition for teachers
- Sight words taught using “heart words” which is familiar to teachers and students
- Texts are diverse, engaging, and familiar
- Incorporates critical thinking, discussion, and language development
- Close reading strategies are embedded
- Anchor charts and introductory videos for lessons
- Amira--AI digital reading tutor
- Includes poetry
- Daily grammar lessons
- Writing support
- Compiles data
- Scripted
- Training videos on the website to support teachers

Weaknesses of Into Reading Grades K - 5

- A lot of materials that may seem overwhelming at first
- Will take a lot of planning
- Scripted
- Students may need extra support to complete independent practice
- Student workbooks are big so look overwhelming to them
- Amira is a separate cost
- Grammar lessons are not integrated into the literature, they are stand alone
- Not all resources in one location so teachers have to search

Strengths of Into Literature Grades 6 - 12

- Check for Understanding questions embedded in the text
- State Assessment practice after each selection
- Poetry included in every unit
- Frequent use of paired texts
- Variety of text types
- More explicit/elaborate writing instruction
- Grammar skills embedded in text dependent activities
- Signposts help alert students when annotation might be appropriate and provide student support
- Academic vocabulary relevant and equivalent to that seen on state assessment
- Strong questions and tasks to analyze the text
- Relevant text dependent conversation prompts
- EdReports: Perfect scores in text quality
- AI feedback for essays
- Language options
- Assessment options

Weaknesses of Into Literature Grades 6 - 12

- Embedded grammar starts at grade level, assumes students have mastered grammar basics
- Grammar lessons are not integrated into the literature, they are stand alone
- Novel lesson plans after initial introduction are very generic
- Less diversity in authors than Springboard
- A lot of materials that may seem overwhelming at first
- Scripted lessons

Lesson Planning

- Ease of Use: 4.28 out of 5
- Organization of Physical Materials: 4.4 out of 5
- Organization of Online Materials: 4 out of 5
- Strengths
 - Slides and supporting materials are created
 - Module and Week at a Glance
 - Follows the TNTP Model we have been implementing
 - HMH has been receptive when support is needed
 - Tier 2 and 3 Materials available and meaningful
- Weaknesses
 - Lessons sometimes need modification to fit student needs and class time
 - Will take time for teachers to become familiar with platform. There is a lot on the platform so seems overwhelming at first.
 - Slow load times
 - Tier 2 and 3 Materials are located in various locations

Grade 3 Student Feedback

We really enjoyed the lesson today! The students LOVE the books! We like the familiar, published stories in the textbook. They also think it is great to have 2 big books, rather than 10 small books. Also, they really like the vocab cards and the intro video! The video was very engaging and fun!

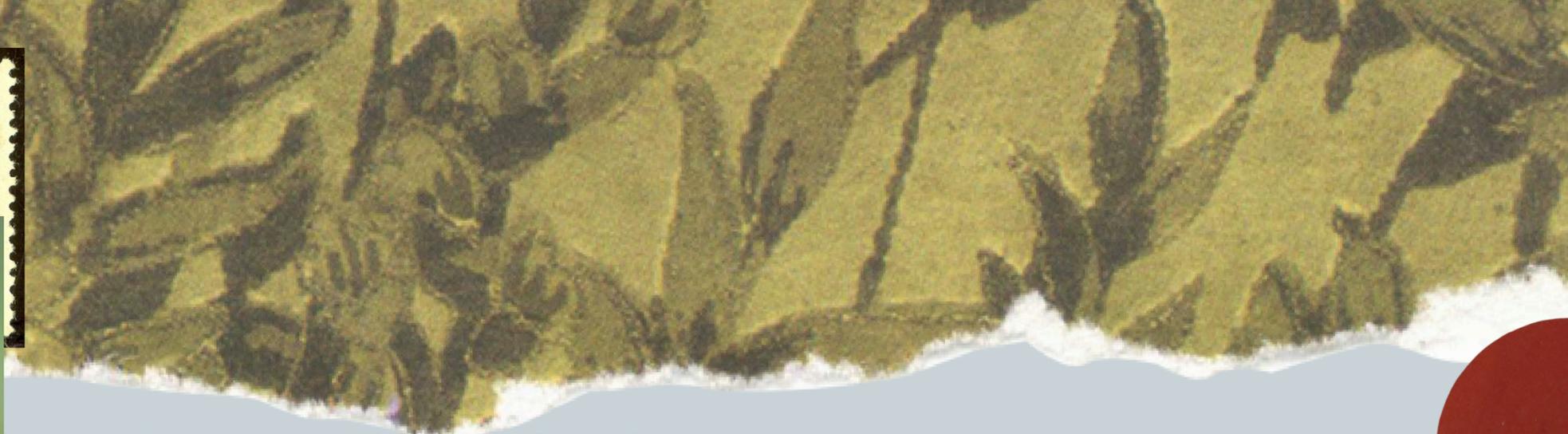
As an observer, I think it would be very easy to implement TNTP strategies and Close Reads with the text.

Grade 7 Student Feedback

- Did you enjoy the lesson?
 - I loved it: 7 students
 - It was ok: 9 students
 - I did not enjoy it much: 1 student
- What did you like the most about the lesson?
 - Vocabulary
 - Engagement
 - Synonym and antonyms
- What didn't you like (or what could be better)?
 - Lesson moved to slow
 - Wanted more details about the story
- Are you interested in reading the story "Mirror Image" that goes with this lesson?
 - 12 replied yes
 - 5 replied no



Living with Life



Materials	Cost
Into Reading	\$1,190,538.07
Into Literature	\$889,265.30
Amira	\$336,000.00
Professional Development	\$48,160.00
Total	\$2,463,963.37



Questions?

and fell in love with it.



MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Heather Stegman, Director of Curriculum and Instruction
DATE: 1/12/2026
RE: 2025 Early Childhood Curriculum Adoption

ISSUE:

Elementary Curriculum Director Stegman will provide a presentation updating the 2025-2026 Early Childhood Curriculum Adoption. Members of the curriculum adoption team will be present to share their recommendation.

BACKGROUND:

Garden City has a 7-year curriculum adoption cycle. The early childhood adoption team reviewed and are recommending Frogstreet as the Early Childhood Curriculum. This recommendation went before Curriculum Council on December 9 and was approved by the council.

ALTERNATIVES:

The Board may approve or deny Frogstreet as our new early childhood curriculum.

RECOMMENDATION:

The Curriculum and Instruction department recommends that the Board of Education consider and approve Frogstreet per the attached quote.

FISCAL NOTE:

The quote is in the amount of \$146,629.30 for curriculum. It has been budgeted out of Textbooks and Student Materials, 036 E 1000 21 0000 008 00 644. The quote is a seven-year contract extending from 2026 through June 2033.

There is an additional quote for professional development to support teacher implementation of the new materials in the amount of \$7,300.00. It has been budgeted out of the Professional Development account, 026 E 2213 03 0000 008 00 582.

ATTACHMENTS:

Frogstreet Quote

Frogstreet Professional Development Quote



Quote Number:
00047074

Expiration Date: 5/13/2026
Created Date: 12/12/2025
Prepared by: Sara Alcantar
Prepared by ID: 0100

Email: salcantar@frogstreet.com
Customer Number: UNI0143

Frog Street Press, LLC | 423 Bank Street, Suite #100 | Southlake, TX 76092

Bill To Information

Bill To: Garden City Unified School District 457 1205 Fleming St Garden City, KS 67846-4751	Prepared for: Heather Stegman Title: Director of Curriculum Email: hstegman@gckschools.com
Billing Contact: Heather Stegman Phone: Email: hstegman@gckschools.com	PD Manager: Heather Stegman ECE Director: Heather Stegman Platform Administrator: Heather Stegman

Ship To Information

Ship To: Garden City Unified School District 457 1205 Fleming St Garden City, KS 67846-4751	Shipping Contact: Heather Stegman Phone: Email: hstegman@gckschools.com
----------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

Shipping Instructions:

Product	Description	Quantity	Unit Price	List Price	Discount	Total
FS24400	Pre-K Patterns English	25	\$ 124.99	\$ 3,124.75		\$ 3,124.75
FREIGHT	Shipping and Handling	1	\$ 19,125.56	\$ 19,125.56		\$ 19,125.56
FS24402	Pre-K Patterns Spanish	1	\$ 124.99	\$ 124.99		\$ 124.99
FS31001-7	Frog Street Pre-K English- 7 years: Includes digital access, 1 user, expires 6/30/32	25	\$ 4,779.00	\$ 119,475.00		\$ 119,475.00
FS31002-7	Frog Street Pre-K Spanish- 7 years: Includes digital access, 1 user, expires 6/30/32	1	\$ 4,779.00	\$ 4,779.00		\$ 4,779.00

Subtotal: \$146,629.30
GRAND TOTAL: \$146,629.30

Additional Information / Comments:

Terms & Conditions

- **General:** Prices are subject to change without notice.
- **Sales Tax:** Estimated tax is based on the ship-to address. If your organization is tax-exempt, forward your exemption certificate referencing this quote to TAX@frogstreet.com.
- **Freight:** Freight charges are estimated based on shipping, handling and delivery to a single location. Multiple locations may incur additional charges.
- **Payment Via Credit Card:** A 3% fee will be added for credit card payments over \$50,000.
- **Order Submission:** Send your PO to customercare@frogstreet.com or fax (800) 759-3828. For payment, call (800) 884-3764.



Quote Number:
00047075

Expiration Date: 5/13/2026

Created Date: 12/11/2025

Prepared by: Sara Alcantar

Prepared by ID: 0100

Email: salcantar@frogstreet.com

Customer Number: UNI0143

Frog Street Press, LLC | 423 Bank Street, Suite #100 | Southlake, TX 76092

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Billing Contact: Heather Stegman Phone: Email: hstegman@gckschools.com	PD Manager: Heather Stegman ECE Director: Heather Stegman Platform Administrator: Heather Stegman

Ship To Information

Ship To: Garden City Unified School District 457 1205 Fleming St Garden City, KS 67846-4751	Shipping Contact: Heather Stegman Phone: Email: hstegman@gckschools.com
----------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------

Shipping Instructions:

Product	Description	Quantity	Unit Price	List Price	Discount	Total
TRIMPPK6	PreK or Preschool Implementation Onsite	1	\$ 3,650.00	\$ 3,650.00		\$ 3,650.00
TRFOLLOWP6	PreK or Preschool Follow-up Onsite	1	\$ 3,650.00	\$ 3,650.00		\$ 3,650.00
Subtotal:						\$7,300.00
GRAND TOTAL:						\$7,300.00

Additional Information / Comments:

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EARLY CHILDHOOD

Textbook Adoption



CURRICULUMS REVIEWED

- Amplify
- Savvas
- Frogstreet



RECOMMENDATION

Frogstreet



STRENGTHS

- Clear plans
- Aligned to Kansas Early Learning Standards
- Hands on materials included
- Solid routines
- Covers all Learning domains
- Strong Social Emotional Learning lessons
- Comprehensive professional development support
- Has more Phonemic Awareness practice than current curriculum
- Flexible scheduling for full or ½ day
- Integrates well with elementary selection of HMH



WEAKNESSES

- While it has more PA practice than current curriculum, it does fall short of Heggerty in the daily routines
- More material than can be covered in our school year
- It is written for a full day schedule, so some materials will have to be omitted to fit our $\frac{3}{4}$ day schedule. Frogstreet provides support to accomplish this work.



1

Materials
\$146,629.30

COST

2

Professional Development
\$7,300.00

3

Total
\$153,929.30

QUESTIONS?



MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Tracy Johnson, Director of Nutrition Services
DATE: January 12, 2026
RE: Purchase of Box Truck

ISSUE:

The Board of Education is asked to consider and approve the purchase of a new truck chassis and use existing box from 2011 truck for the purpose of delivering groceries and hot boxes.

BACKGROUND:

We accepted bids for the purchase of a delivery truck. We received two bids for consideration for the truck. We will use the box and lift from the retired 2011 truck

ALTERNATIVES:

No other alternatives

RECOMMENDATION:

The Nutrition Department recommends that the Board of Education consider and approve the purchase of a truck from Burtis Motors.

FISCAL NOTE:

The quote is in the amount of \$55063.94 . This will be paid out of the Equipment Account, 024 E 3151 21 0000 054 01 630

ATTACHMENTS:

Quotes as presented.

Bidders List Delivery Truck

Robert Brogdens

% Jose Rodriguez
409 E Fulton St
Garden City, KS 67846
jrodriguez@brogdenauto.com

Lewis Motors

%Mike Shook
1903 East US 50
Garden City, KS 67846
mike_shook@buylewis.com

Burtis Motor Company, Inc.

%Ryan Kirchoff
601 W Kansas
Garden City, KS 67846
rkirchoff@burtismotor.com

Legacy Auto Center

%Jason Dougherty
1621 E Fulton St
Garden City, KS 67846
jason@legacyautocenter.net

**Bid Tabulations
Delivery Truck**

Bid Opening: December 12, 2025

Bid 2026-04

<u>Vendor</u>	<u>Truck</u>
Burtis Motor Company, Inc.	<u>\$55,063.94</u>
Legacy Auto Center	<u>\$59,223.00</u>
Lewis Motors	<u>No Bid</u>
Robert Brogdens	<u>No Bid</u>

RECOMMENDATION: Purchase Truck from Burtis Motors

Payment to be made from budgeted funds in account:

024 E 3151 21 0000 054 01 630

Equipment



Preview Order 1234 - F5G 4x2 Reg Chas Cab DRW: Order Summary Time of Preview: 12/04/2025 11:05:52 Receipt: 12/1/2025

Dealership Name: Burtis Motor Company, Inc.

Sales Code : F53592

Dealer Rep.	Ryan Kirchoff	Type	Fleet	Vehicle Line	Superduty	Order Code	1234
Customer Name	USD 457	Priority Code	A3	Model Year	2026	Price Level	630

DESCRIPTION	MSRP	DESCRIPTION	MSRP
F550 4X2 CHASSIS CAB DRW/205	\$57240	PLATFORM RUNNING BOARDS	\$320
205 INCH WHEELBASE	\$0	18000# GVWR PACKAGE	\$0
TOTAL BASE VEHICLE	\$57240	50 STATE EMISSIONS	\$0
OXFORD WHITE	\$0	SPARE TIRE AND WHEEL	\$350
CLOTH 40/20/40 SEAT	\$100	JACK	\$0
MEDIUM DARK SLATE	\$0	40 GAL AFT OF AXLE FUEL TNK	\$0
PREFERRED EQUIPMENT PKG.660A	\$0	EXTRA HEAVY DUTY FRONT END SUS	\$285
.XL TRIM	\$0	CONN PKG: 1 YR INCL W/FORD APP	\$0
.AIR CONDITIONING -- CFC FREE	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
.AM/FM STEREO MP3/CLK	\$0	SPECIAL FLEET ACCOUNT CREDIT	\$0
.7.3L DEVCT NA PFI V8 ENGINE	\$0	FUEL CHARGE	\$0
10-SPEED AUTO TORQSHIFT	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
225/70R19.5G BSW ALL POSITION	\$0	PRICED DORA	\$0
4.88 RATIO NON LTD SLIP AXLE	\$0	ADVERTISING ASSESSMENT	\$0
FORD FLEET SPECIAL ADJUSTMENT	\$0	DESTINATION & DELIVERY	\$2595
FRONT LICENSE PLATE BRACKET	\$0		
			MSRP
TOTAL BASE AND OPTIONS			\$60890
DISCOUNTS			NA
TOTAL			\$60890

ORDERING FIN: QB875 END USER FIN: QB875

Customer Name:	Customer Email:
Customer Address:	Customer Phone:

164

Customer Signature

Date

BID FORM

By signing this bid form, the vendor certifies the forms being offered meets or exceeds all requirements and conditions of the bid, special provisions and specifications. In compliance with the above and subject to all the conditions hereof, the undersigned offers and agrees to furnish all items upon which prices are quoted, at the price set opposite each item.

The undersigned certifies that no Federal, State, County or Municipal tax is included in the above quoted prices and that none will be added.

Public schools are EXEMPT. Exemption certificates will be provided upon request.

Requirement	Proposed Equipment	
Manufacturer:	Ram	
Model:	4500	
Pricing		
Unit Cost (Including All Options, Destination Charges and Less any Applicable Incentives)	\$ 59,223	
Lead Time to Delivery		
From the date of receipt of order, what is the estimated lead-time to delivery?	90	Days

WE HEREBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

BY: Isaac Dougherty DATE: 12/11/2025
 TITLE: Sales Manager FIRM: Legacy Chrysler Dodge Jeep Ram
 PHONE: 620-805-5202 EMAIL: Isaac@legacyautocenter.net

LEGACY CHRYSLER DODGE JEEP RAM
 1621 E FULTON STREET
 GARDEN CITY, KS 678466138

Configuration Preview

Date Printed: 2025-12-11 1:17 PM VIN: Quantity: 1
 Estimated Ship Date: VON: Status: BA - Pending order

Sold to: LEGACY CHRYSLER DODGE JEEP RAM (45658)
 1621 E FULTON STREET
 GARDEN CITY, KS 678466138

Ship to: LEGACY CHRYSLER DODGE JEEP RAM (45658)
 1621 E FULTON STREET
 GARDEN CITY, KS 678466138

Vehicle: 2025 4500 REG CAB CHASSIS 4X4 (204.5 in WB - CA of 120 in) (DP9L66)

	Sales Code	Description	MSRP(USD)
Model:	DP9L66	4500 REG CAB CHASSIS 4X4 (204.5 in WB - CA of 120 in)	57,815
Package:	2XA	Customer Preferred Package 2XA	0
	ESL	6.4L V8 HEMI HD Engine	0
	DFZ	8-Spd TorqueFlite HD Auto Trans	0
Paint/Seat/Trim:	PAU	Granite Crystal Met. Clear Coat	295
	APA	Monotone Paint	0
	*TX	HD Vinyl 40/20/40 Split Bench Seat	0
Options:	-X8	Black/Diesel Gray	0
	AMP	Chrome Appearance Group	1,525
	5N6	Easy Order	0
Discounts:	174	Zone 74-Denver	0
	4EX	Sales Tracking	0
Destination Fees:	YG6	6.2 Additional Gallons of Gas	0
			2,095

Total Price: **61,730**

Dealer discounted price: \$58,500
Dealer Fees: \$723

\$59,223

Order Type: Retail
 Scheduling Priority: 4-Dealer Order
 Salesperson:
 Customer Name:
 Customer Address:

PSP Month/Week:
 Build Priority: 99

Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Shane Burns, Director of Transportation
DATE: 01/05/2026
RE: Purchase of Two-Way Radios

ISSUE:

The Board of Education is asked to approve the bid for Two-Way Radios from First Wireless Inc.

BACKGROUND:

We sent out 3 Requests for Bids for 61 Two-Way Radios. We received 2 bids for consideration. Radios meet the bid specs.

ALTERNATIVES:

No other alternatives applicable.

RECOMMENDATION:

1. Approve the bid from First Wireless Inc.
2. Deny the bid
3. Rebid the purchase

FISCAL NOTE:

Funds are available.

016.E.1000.07.0000.002.00.730 Equipment-Shared Funds

Total - \$44,857.01

ATTACHMENTS:

First Wireless Bid
VLS Communications Bid

**Bidders List
Motorola Radios**

First Wireless, Inc.

Doug Kreutzer

DougK@firstwirelessinc.com

VLS Communications

Vance Scott

vlscommunications@hotmail.com

Snyder Radio Service, Inc.

Scott Snyder

snyderradio@kscoxmail.com

628@gmail.com

BID OPENING: 12/16/2025

**Bid Tabulations
Motorola Radios**

Bid Opening: December 16, 2025

Bid 2026-03

Vendor	Bid	
First Wireless, Inc.	<u>\$44,857.01</u>	Used Radios
Snyder Radio Service, Inc.	<u>No Bid</u>	
VLS Communications	<u>\$170,965.00</u>	New & Used

RECOMMENDATION: To accept the bid of First Wireless, Inc in the amount of \$44,857.01

Payment to be made from budgeted funds in account: 016 E 1000 07 0000 002 00 730

BID FORM

By signing this bid form, the vendor certifies the equipment being offered meets or exceeds all requirements and conditions of the bid, special provisions and specifications. In compliance with the above and subject to all the conditions hereof, the undersigned offers and agrees to furnish all items upon which prices are quoted, at the price set opposite each item.

The undersigned certifies that no Federal, State, County or Municipal tax is included in the quoted prices and that none will be added. Public schools are EXEMPT. Exemption certificates will be provided upon request.

Pricing (Unit Cost Including All Options and Less any Applicable Incentives)

Vendor Name: FIRST WIRELESS INC. / MOBILE RADIO SERVICE INC.

Radios \$ \$44,857.01 For USED Motorola Radios

How long to receive these (calendar days): WITHIN 60 DAYS AFTER ORDER

WE HEARBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

Signature:  Date: 12/09/2025

Printed Name: Mark Bartak Title: President

Email: markb1@firstwirelessinc.com

Addenda to Bid (Y/N) Y



GARDEN CITY
PUBLIC SCHOOLS

Jessica Nothern, Chief Financial Officer
1205 Fleming St
Garden City, KS 67846
jnothern@gckschools.com
(620) 805-7007

The undersigned bidder does, by their signature below, agree that they received the addenda; that they understand the content of the addenda and shall comply with all of the conditions of the addenda specified.

Bidders Signature: 

Addenda #: _____

Date: 12/9/2025

GARDEN CITY PUBLIC SCHOOLS

BID FORM

BIDDER IS AN INDIVIDUAL-

Name of Individual: _____
Name of Business: _____
Mailing Address: _____
Business Phone No.: _____
Business Fax No.: _____

BIDDER IS A PARTNERSHIP-

Name of Partnership: _____
Names of Principal Partners: _____
Mailing Address: _____
Business Phone No.: _____
Business Fax No.: _____
The full names of all partners: _____

BIDDER IS A CORPORATION-

Full Corporation Name: FIRST WIRELESS INC.
State of Incorporation: KANSAS AND NEBRASKA
Mailing Address: 13444 L STREET OMAHA, NE 68137
Business Phone No.: (402) 895-6100
Business Fax No.: (402) 895-6260
Name & Address of Resident Agent: PATRICK MCGURK
156 S HIGHWAY 281 GREAT BEND KS 67530

BID FORM

By signing this bid form, the vendor certifies the equipment being offered meets or exceeds all requirements and conditions of the bid, special provisions and specifications. In compliance with the above and subject to all the conditions hereof, the undersigned offers and agrees to furnish all items upon which prices are quoted, at the price set opposite each item.

The undersigned certifies that no Federal, State, County or Municipal tax is included in the quoted prices and that none will be added. Public schools are EXEMPT. Exemption certificates will be provided upon request.

Pricing (Unit Cost Including All Options and Less any Applicable Incentives)

Vendor Name: VLS Communications Inc.

Radios \$ 170,965 Total
see attached Quote and Documents.

How long to receive these (calendar days): 60 days OR less from Quote Acceptance.

WE HEARBY AGREE TO FURNISH THE ITEMS ON WHICH PRICES ARE QUOTED ABOVE IN ACCORDANCE WITH ALL TERMS AND CONDITIONS PREVIOUSLY LISTED AND ANY ATTACHED SPECIFICATIONS.

Signature: Vance S. Scott **Date:** 12-14-25

Printed Name: Vance S. Scott **Title:** President/owner

Email: viscommunications@hotmail.com

Addenda to Bid (Y/N) _____

GARDEN CITY PUBLIC SCHOOLS

 WWW.GCKSCHOOLS.COM

 1205 N FLEMING STREET

 620-805-7000

BID FORM

BIDDER IS AN INDIVIDUAL-

Name of Individual: _____
 Name of Business: _____
 Mailing Address: _____
 Business Phone No.: _____
 Business Fax No.: _____

BIDDER IS A PARTNERSHIP-

Name of Partnership: _____
 Names of Principal Partners: _____
 Mailing Address: _____
 Business Phone No.: _____
 Business Fax No.: _____
 The full names of all partners: _____

BIDDER IS A CORPORATION-

Full Corporation Name: VLS Communications Inc.
 State of Incorporation: Kansas
 Mailing Address: 15023 180th Ave, Collyer, KS 67631
 Business Phone No.: 785-743-2179
 Business Fax No.: cell 785-567-6032
 Name & Address of Resident Agent: Vance Scott
15023 180th Ave, Collyer, KS 67631

USD # 457

1205 Fleming Street

Garden City, KS 67846

December 1, 2025

Specifications and equipment for: 52 new/used Motorola XTL2500, 9 new/used Motorola XTS1500 Portable Radios, 5 headsets for Portable Radios, 52 Antennas

Notes: Any deviations from stated specifications **MUST** be noted for bid to be valid.

Minimum: is the least acceptable requirement for that item

Required: Any deviation must be noted.

Requested Specifications:

- New/Used Radios
- 5 - New Headsets
- P25 State Trunking System
- 52 - Motorola XTL2500 Model # M28URM9PW1AN
- 9 - Motorola XTS1500 Model # H66UCD9PW5AN
- Programming Each Radio
- 52 - 450-460 MHZ NO GROUND PLAN 5.5DBD GAIN Antenna

300 Wrong Band

Bogle, Trudy

From: Vance Scott <vlsccommunications@hotmail.com>
Sent: Sunday, December 14, 2025 5:25 PM
To: Nothern, Jessica
Cc: Burns, Michael (Shane); Bogle, Trudy
Subject: RE: BID-Radios
Attachments: BID-Radios USD457 12-14-25.pdf; Bid Form Page 2.pdf; Bid Form Page 3.pdf; smartconnect-apx-fs.pdf; motorola-apx900-specsheet.pdf; APX_4000_NA_Datasheet.pdf; APX 6000 Data Sheet.pdf; APX4000 APX6000 Pix.jpg; APX2500 4500 Sub Pix.jpg; Bid Form Page 1.pdf; apx2500-product-data-sheet.pdf

THIS MESSAGE ORIGINATES FROM OUTSIDE USD-457

Jessica,

Please see attached Quote, Supporting Documents, and applicable filled out portions of the Bid Request. If I have missed anything or there are any questions or modifications that need made, please let me know.

Some of the radios are currently in stock, others will need ordered in.

Explanation of SmartConnect feature on APX6000 and APX900 will allow for radio traffic over WIFI in areas that don't have radio signal from the state system, assuming WIFI would be available. This feature does not work on these models over cellular networks. WIFI network info would need added at time of programming.

Thank you for the opportunity to offer a quote.

Vance Scott
Owner/Technician

VLS Communications Inc.
15023 180th Ave
Collyer, KS 67631

Office: 785-743-2179
Cell: 785-567-6032
Email: vlsccommunications@hotmail.com

From: Bogle, Trudy <TBogle@gckschools.com>
Sent: Tuesday, December 2, 2025 2:18 PM
To: vlsccommunications@hotmail.com
Cc: Burns, Michael (Shane) <mburns@gckschools.com>
Subject: Bid Request

Attached please find the bid specs and request for bid for some Motorola radios.



Vendor: VLS Communications inc.
 Date: December 14, 2025
 Attn: Vance Scott
 15023 180th Ave
 Collyer, KS 67631
 Phone: 785-743-2179 Cell: 785-567-6032
vlscommunications@hotmail.com



Customer: USD 457
 Garden City Public Schools

Quote No.: 121425VS1

Per Request from Dec 2, 2025
 Quote Description: Radio Quote

Qty	Part Number	Description	Each	Extended
52	M24URS9PW1AN	NOS APX2500 sub for APX4500 800Mhz mobile radio with Accy's New Old Stock Radio. O2 Black control head, Simple Black Mic. (ADP, AES encryption, TDMA, 1 YEAR IN HOUSE WARRANTY) Programming Accy's and optimization included. No external speaker included, radio has built in speaker. NOTES: APX2500 RADIO IS IN NEW UNUSED CONDITION	\$ 2,750.00	\$ 143,000.00
9	H98UCF9PW6BN OR H51UCF9PW6AN	USED Model 2.5 APX4000 (2 knob) or APX6000 (Customer Choice) 800Mhz Portable radio (ADP, AES encryption, TDMA, 1 YEAR IN HOUSE WARRANTY) (APX6000 has Smartconnect option for WIFI connections) (Both Models have Bluetooth capabilities) Programming Accy's and optimization included. H98UCF9PW6BN APX6000 H51UCF9PW6AN APX4000 (OPTIONAL APX900 NEW OLD STOCK SAME PRICE)	\$ 2,550.00	\$ 22,950.00
52	HAF4017	MOTOROLA ANTENNA KIT 3DB with coax cable. ANT 3DB COLLINEAR 762-870MHZ Optional Antenna Only: B8065NGP \$90 ea. (No Ground Plane) Coax Cable: \$25	\$ 50.00	\$ 2,600.00
5	PMLN7466A	Heavy-Duty, Over-the-Head Headset With Noise-Canceling Boom Microphone	\$ 483.00	\$ 2,415.00



Optional Headset:
 IMPRES Temple Transducer (bone conduction) With Boom Microphone and Inline Push-to-Talk
 PMLN5101A \$290 ea.



Notes: **Headsets Priced are direct wired. Other options are available upon request.**
(Including BT speaker mic with earpiece)
 Radios will be hand delivered in person at no additional charge.
 No installation services are quoted or included in this quote.
 Mobile radio accessories are all new.
 Portable radio accessories may be used or new.
 Used Portables are in good condition.
 Programming and Alignment included in this quote.
 All radios listed are capable of working on the KS State Trunking System.

Quotes valid for 30 days. Taxes or shipping if applicable may be added to invoice totals.

To accept this quote please fill out lines below and return.

Printed Name:
 Signature:
 Title:
 Date:

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Total \$ 170,965.00

MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 1/5/2026
RE: **Consider and Act on Service Order #07 for the Educational Support Center Flooring Upgrades with a proposed design and bid fee of \$6,000.**

ISSUE & BACKGROUND:

Under our Master Agreement with GMCN as our Architect of Record here is proposed Service Order #7. This project would be to Flooring Upgrades at the Educational Support Center.

Director of Plant Facilities, Brandon Anderson will be present and stand for questions.

ALTERNATIVES:

RECOMMENDATION:

Staff's recommendation would be to approve GMCN to design and bid the flooring upgrades at the ESC for a proposed fee cost of \$6,000 and approve the director to sign the agreement and then bring bids back to the board for final approval when received.

FISCAL NOTE:

Flooring upgrades to the hallways, entryways and 2 conference rooms are in the 2026 LRP and is estimated to cost around for a cost of \$36,000.

ATTACHMENTS:

Proposed Service Order #7 from
GMCN



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 07 made as of the Fifth day of January in the year Two Thousand Twenty-Six
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Garden City Schools U.S.D. 457
1205 Fleming Street
Garden City, KS 67846
620-805-8704

and the Architect:
(Name, legal status, address, and other information)

GMCN Architects, Inc.
115 E Laurel St.
Garden City, KS 67846
620-276-3244

for the following **PROJECT**:
(Name, location, and detailed description)

Educational Support Center Flooring Upgrades
1205 Fleming Street
Garden City, KS 67846

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-fourth day of November in the year Two Thousand Twenty-Five
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

§ 2.1.1.1 Schematic Design Phase Services

§ 2.1.1.1.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 2.1.1.1.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 2.1.1.1.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 2.1.1.1.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 2.1.1.1.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building

systems and construction materials shall be noted on the drawings or described in writing.

§ 2.1.1.1.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service under Article 4 of the main service agreement.

§ 2.1.1.1.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 2.1.1.1.6 The Architect shall submit to the Owner an opinion of probable Cost of the Work.

§ 2.1.1.1.7 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

§ 2.1.1.2 Design Development Phase Services

§ 2.1.1.2.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 2.1.1.2.2 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.2.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the opinion of probable Cost of the Work, and request the Owner's approval.

§ 2.1.1.3 Construction Documents Phase Services

§ 2.1.1.3.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.5.4.

§ 2.1.1.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 2.1.1.3.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 2.1.1.3.4 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.3.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 2.1.1.4 Procurement Phase Services

§ 2.1.1.4.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 2.1.1.4.2 Competitive Bidding

§ 2.1.1.4.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 2.1.1.4.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 2.1.1.4.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 2.1.1.4.3 Negotiated Proposals

§ 2.1.1.4.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 2.1.1.4.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 2.1.1.4.2.1.1.2 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 2.1.1.5 Construction Phase Services

§ 2.1.1.5.1 General

§ 2.1.1.5.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 2.1.1.5.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 2.1.1.5.1.3 Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.5.6.5, the Architect's

responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 2.1.1.5.2 Evaluations of the Work

§ 2.1.1.5.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 2.1.1.5.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 2.1.1.5.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.1.1.5.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.1.1.5.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 2.1.1.5.3 Certificates for Payment to Contractor

§ 2.1.1.5.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.5.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 2.1.1.5.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 2.1.1.5.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 2.1.1.5.4 Submittals

§ 2.1.1.5.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or

withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 2.1.1.5.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.1.1.5.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 2.1.1.5.4.4 Subject to Article 4 of the Master Agreement, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 2.1.1.5.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 2.1.1.5.5 Changes in the Work

§ 2.1.1.5.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Article 4 of the Master Agreement, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 2.1.1.5.5.2 The Architect shall maintain records relative to changes in the Work.

§ 2.1.1.5.6 Project Completion

§ 2.1.1.5.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 2.1.1.5.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 2.1.1.5.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any,

for final completion or correction of the Work.

§ 2.1.1.5.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 2.1.1.5.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

To be Determined

.2 Substantial Completion date:

To be Determined

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

Six Thousand Dollars (\$6,000.00)

.2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

.3 Other
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage	Limits
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ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Brandon Anderson
Garden City Schools U.S.D. 457
1205 Fleming Street
Garden City, KS 67846
620-805-8704
banderson1@gckschools.com

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Julie Hopkins
GMCN Architects, Inc.
115 E. Laurel St.
Garden City, KS 67846
620-276-3244
jhopkins@gmcnarchitects.com

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)
- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.



OWNER *(Signature)*

ARCHITECT *(Signature)*

(Printed name and title)

BY: Julie Hopkins, Director of Design

(Printed name, title, and license number if required)



MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 1/5/2026
RE: **Consider and Act on Service Order #06 for Alta Brown Flooring Upgrades with a proposed design and bid fee of \$15,000.**

ISSUE & BACKGROUND:

Under our Master Agreement with GMCN as our Architect of Record here is proposed Service Order #6. This project would be to Flooring Upgrades at Alta Brown Elementary.

Director of Plant Facilities, Brandon Anderson will be present and stand for questions.

ALTERNATIVES:

RECOMMENDATION:

Staff's recommendation would be to approve GMCN to design and bid the flooring upgrades at Alta Brown for a proposed fee cost of \$15,000 and approve the director to sign the agreement and then bring bids back to the board for final approval when received.

FISCAL NOTE:

Flooring upgrades to the hallways and all classrooms are in the 2026 LRP and is estimated to cost around for a cost of \$237,000.

ATTACHMENTS:

Proposed Service Order #6 from GMCN



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 06 made as of the Fifth day of January in the year Two Thousand Twenty-Six
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Garden City Schools U.S.D. 457
1205 Fleming Street
Garden City, KS 67846
620-805-8704

and the Architect:
(Name, legal status, address, and other information)

GMCN Architects, Inc.
115 E Laurel St.
Garden City, KS 67846
620-276-3244

for the following **PROJECT**:
(Name, location, and detailed description)

Alta Brown Elementary School Flooring
1110 East Pine
Garden City, KS 67846

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-fourth day of November in the year Two Thousand Twenty-Five
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

§ 2.1.1.1 Schematic Design Phase Services

§ 2.1.1.1.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 2.1.1.1.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 2.1.1.1.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 2.1.1.1.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 2.1.1.1.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building

systems and construction materials shall be noted on the drawings or described in writing.

§ 2.1.1.1.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service under Article 4 of the main service agreement.

§ 2.1.1.1.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 2.1.1.1.6 The Architect shall submit to the Owner an opinion of probable Cost of the Work.

§ 2.1.1.1.7 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

§ 2.1.1.2 Design Development Phase Services

§ 2.1.1.2.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 2.1.1.2.2 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.2.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the opinion of probable Cost of the Work, and request the Owner's approval.

§ 2.1.1.3 Construction Documents Phase Services

§ 2.1.1.3.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.5.4.

§ 2.1.1.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 2.1.1.3.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 2.1.1.3.4 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.3.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 2.1.1.4 Procurement Phase Services

§ 2.1.1.4.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 2.1.1.4.2 Competitive Bidding

§ 2.1.1.4.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 2.1.1.4.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 2.1.1.4.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 2.1.1.4.3 Negotiated Proposals

§ 2.1.1.4.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 2.1.1.4.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 2.1.1.4.2.1.1.2 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 2.1.1.5 Construction Phase Services

§ 2.1.1.5.1 General

§ 2.1.1.5.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 2.1.1.5.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 2.1.1.5.1.3 Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.5.6.5, the Architect's

responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 2.1.1.5.2 Evaluations of the Work

§ 2.1.1.5.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 2.1.1.5.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 2.1.1.5.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.1.1.5.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.1.1.5.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 2.1.1.5.3 Certificates for Payment to Contractor

§ 2.1.1.5.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.5.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 2.1.1.5.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 2.1.1.5.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 2.1.1.5.4 Submittals

§ 2.1.1.5.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or

withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 2.1.1.5.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.1.1.5.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 2.1.1.5.4.4 Subject to Article 4 of the Master Agreement, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 2.1.1.5.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 2.1.1.5.5 Changes in the Work

§ 2.1.1.5.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Article 4 of the Master Agreement, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 2.1.1.5.5.2 The Architect shall maintain records relative to changes in the Work.

§ 2.1.1.5.6 Project Completion

§ 2.1.1.5.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 2.1.1.5.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 2.1.1.5.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any,

for final completion or correction of the Work.

§ 2.1.1.5.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 2.1.1.5.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

To be Determined

.2 Substantial Completion date:

To be Determined

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

Fifteen Thousand Dollars (\$15,000.00)

.2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

.3 Other
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Brandon Anderson
Garden City Schools U.S.D. 457
1205 Fleming Street
Garden City, KS 67846
620-805-8704
banderson1@gckschools.com

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Julie Hopkins
GMCN Architects, Inc.
115 E. Laurel St.
Garden City, KS 67846
620-276-3244
jhopkins@gmcnarchitects.com

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)
- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.



OWNER *(Signature)*

ARCHITECT *(Signature)*

(Printed name and title)

BY: Julie Hopkins, Director of Design

(Printed name, title, and license number if required)



MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 12/22/2025
RE: **Consider and Act on Service Order #02 for the Garfield Early Childhood Center HVAC Upgrades with a proposed fee of \$62,250 for the old area and \$33,250.00 for the new area or a total of \$95,500.00 for the entire area to be designed and bid.**

ISSUE & BACKGROUND:

Under our Master Agreement with GMCN as our Architect of Record here is proposed Service Order #2. This project would be to replace the 24 RTU's on the old portion of Garfield which were put in in 2009 and Alternate #1 would be to replace 18 on the new portion of the school that were put in around 2014 and have been problematic since installation. They would design the project and bid the base (Old Portion) with an Alternate #1 (New Portion) and when bids are received the board would be able to choose at that time.

Director of Plant Facilities, Brandon Anderson will be present and stand for questions.

ALTERNATIVES:

RECOMMENDATION:

Staff's recommendation would be to approve GMCN to design and bid the entire project for their proposed fee of \$95,500 and authorize the Director to sign the proposal and review bids and present to the board when received.

FISCAL NOTE:

Replacing the old portion of the school is in the 2026 LRP for a cost of \$1,170,000. In the interest of efficiency looking at a cost for both portions would be beneficial and if possible, do all of them at once. This would give Garfield both a new roof and New HVAC within the last 2 years.

ATTACHMENTS:

Proposed Service Order #2 from
GMCN



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 02 made as of the Nineteenth day of December in the year
Two Thousand Twenty-Five
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Brandon Anderson
1205 Fleming Street
Garden City, KS 67846
620-805-8704

and the Architect:
(Name, legal status, address, and other information)

GMCN Architects, Inc.
115 E Laurel St.
Garden City, KS 67846
620-276-3244

for the following **PROJECT**:
(Name, location, and detailed description)

Garfield Early Childhood Center HVAC Upgrades
121 W Walnut St.
Garden City, KS 67846

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-fourth day of November in the year Two Thousand Twenty-Five
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

§ 2.1.1.1 Schematic Design Phase Services

§ 2.1.1.1.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 2.1.1.1.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 2.1.1.1.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 2.1.1.1.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 2.1.1.1.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building

systems and construction materials shall be noted on the drawings or described in writing.

§ 2.1.1.1.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service under Article 4 of the main service agreement.

§ 2.1.1.1.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 2.1.1.1.6 The Architect shall submit to the Owner an opinion of probable Cost of the Work.

§ 2.1.1.1.7 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

§ 2.1.1.2 Design Development Phase Services

§ 2.1.1.2.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 2.1.1.2.2 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.2.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the opinion of probable Cost of the Work, and request the Owner's approval.

§ 2.1.1.3 Construction Documents Phase Services

§ 2.1.1.3.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.5.4.

§ 2.1.1.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 2.1.1.3.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 2.1.1.3.4 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.3.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 2.1.1.4 Procurement Phase Services

§ 2.1.1.4.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 2.1.1.4.2 Competitive Bidding

§ 2.1.1.4.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 2.1.1.4.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 2.1.1.4.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 2.1.1.4.3 Negotiated Proposals

§ 2.1.1.4.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 2.1.1.4.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 2.1.1.4.2.1.1.2 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 2.1.1.5 Construction Phase Services

§ 2.1.1.5.1 General

§ 2.1.1.5.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 2.1.1.5.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 2.1.1.5.1.3 Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.5.6.5, the Architect's

responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 2.1.1.5.2 Evaluations of the Work

§ 2.1.1.5.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 2.1.1.5.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 2.1.1.5.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.1.1.5.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.1.1.5.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 2.1.1.5.3 Certificates for Payment to Contractor

§ 2.1.1.5.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.5.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 2.1.1.5.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 2.1.1.5.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 2.1.1.5.4 Submittals

§ 2.1.1.5.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or

withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 2.1.1.5.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.1.1.5.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 2.1.1.5.4.4 Subject to Article 4 of the Master Agreement, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 2.1.1.5.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 2.1.1.5.5 Changes in the Work

§ 2.1.1.5.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Article 4 of the Master Agreement, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 2.1.1.5.5.2 The Architect shall maintain records relative to changes in the Work.

§ 2.1.1.5.6 Project Completion

§ 2.1.1.5.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 2.1.1.5.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 2.1.1.5.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any,

for final completion or correction of the Work.

§ 2.1.1.5.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 2.1.1.5.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

§ 2.1.2.1 Multiple preliminary designs – Architect shall provide a maximum of three preliminary design options for basic services. Multiple preliminary designs above those maximums shall be considered additional services.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

.1 Commencement of construction date:

To be Determine

.2 Substantial Completion date:

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum
(Insert amount)

Old Area: Sixty-Two Thousand Two Hundred Fifty Dollars (\$62,250.00)

New Area: Thirty-Three Thousand Two Hundred Fifty Dollars (\$33,250.00)

Total Fee: Ninety-Five Thousand Five Hundred Dollars (\$95,500.00)

.2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

.3 Other
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance

with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:

(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:

(List name, address, and other information.)

Brandon Anderson
1205 Fleming Street
Garden City, KS 67846
620-805-8704
banderson1@gckschools.com

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:

(List name, address, and other information.)

Nick Nemechek
115 E Laurel St.
Garden City, KS 67846
620-276-3244
nnemechek@gmcnarchitects.com

ARTICLE 7 ATTACHMENTS AND EXHIBITS

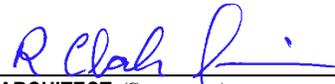
§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)
- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)



ARCHITECT (Signature)

BY: R Clark Simpson, Senior Principal Architect

(Printed name, title, and license number if required)



MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 1/5/2026
RE: **Consider and Act on Service Order #05 for the Florence Wilson Elementary to Re-Roof area D of the school with a proposed design and bid fee of \$17,000.**

ISSUE & BACKGROUND:

Under our Master Agreement with GMCN as our Architect of Record here is proposed Service Order #5. This project would be to re-roof areas D at Florence Wilson Elementary.

This past summer when staff and local contractors toured our problem roof areas this roof was deemed the worst need for the district.

Director of Plant Facilities, Brandon Anderson will be present and stand for questions.

ALTERNATIVES:

RECOMMENDATION:

Staff's recommendation would be to approve GMCN to design and bid the re-roof of area D for a proposed fee cost of \$17,000 and approve the director to sign the agreement and then bring bids back to the board for final approval when received.

FISCAL NOTE:

Re-Roofing areas D at Florence Wilson is not in the 2026 LRP but is an emergent need and is estimated to cost around for a cost of \$200,000.

ATTACHMENTS:

Proposed Service Order #5 from GMCN

AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 05 made as of the Fifth day of January in the year Two Thousand Twenty-Six
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Garden City Schools U.S.D. 457
1205 Fleming Street
Garden City, KS 67846
620-805-8704

and the Architect:
(Name, legal status, address, and other information)

GMCN Architects, Inc.
115 E Laurel St.
Garden City, KS 67846
620-276-3244

for the following **PROJECT**:
(Name, location, and detailed description)

Florence Wilsom Re-Roof Area 'D'
1709 Labrador Blvd
Garden City, KS 67846

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-fourth day of November in the year Two Thousand Twenty-Five
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 COMPENSATION
- 5 INSURANCE
- 6 PARTY REPRESENTATIVES
- 7 ATTACHMENTS AND EXHIBITS

ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

Complete tear off and replacement of roof area D.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

§ 2.1.1.1 Schematic Design Phase Services

§ 2.1.1.1.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 2.1.1.1.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 2.1.1.1.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 2.1.1.1.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 2.1.1.1.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some

combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 2.1.1.1.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service under Article 4 of the main service agreement.

§ 2.1.1.1.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 2.1.1.1.6 The Architect shall submit to the Owner an opinion of probable Cost of the Work.

§ 2.1.1.1.7 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

§ 2.1.1.2 Design Development Phase Services

§ 2.1.1.2.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 2.1.1.2.2 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.2.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the opinion of probable Cost of the Work, and request the Owner's approval.

§ 2.1.1.3 Construction Documents Phase Services

§ 2.1.1.3.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.5.4.

§ 2.1.1.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 2.1.1.3.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 2.1.1.3.4 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.3.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 2.1.1.4 Procurement Phase Services

§ 2.1.1.4.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 2.1.1.4.2 Competitive Bidding

§ 2.1.1.4.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 2.1.1.4.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 2.1.1.4.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 2.1.1.4.3 Negotiated Proposals

§ 2.1.1.4.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 2.1.1.4.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 2.1.1.4.2.1.1.2 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 2.1.1.5 Construction Phase Services

§ 2.1.1.5.1 General

§ 2.1.1.5.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 2.1.1.5.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 2.1.1.5.1.3 Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.5.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 2.1.1.5.2 Evaluations of the Work

§ 2.1.1.5.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 2.1.1.5.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 2.1.1.5.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.1.1.5.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.1.1.5.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 2.1.1.5.3 Certificates for Payment to Contractor

§ 2.1.1.5.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.5.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 2.1.1.5.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 2.1.1.5.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 2.1.1.5.4 Submittals

§ 2.1.1.5.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 2.1.1.5.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.1.1.5.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 2.1.1.5.4.4 Subject to Article 4 of the Master Agreement, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 2.1.1.5.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 2.1.1.5.5 Changes in the Work

§ 2.1.1.5.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Article 4 of the Master Agreement, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 2.1.1.5.5.2 The Architect shall maintain records relative to changes in the Work.

§ 2.1.1.5.6 Project Completion

§ 2.1.1.5.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 2.1.1.5.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 2.1.1.5.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of

the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 2.1.1.5.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 2.1.1.5.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

To be Determined

- .2 Substantial Completion date:

To be Determined

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

Seventeen Thousand Dollars (\$17,000.00)

- .2 Percentage Basis
(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

- .3 Other
(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the

exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage	Limits
----------	--------

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Brandon Anderson
Garden City Schools U.S.D. 457
1205 Fleming Street
Garden City, KS 67846
620-805-8704
banderson1@gckschools.com

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Clark Simpson
GMCN Architects, Inc.
115 E Laurel St.
Garden City, KS 67846
620-276-3244
csimpson@gmcnarchitects.com

ARTICLE 7 ATTACHMENTS AND EXHIBITS

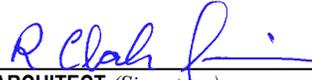
§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- 1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- 2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)
- 3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.

OWNER *(Signature)*

(Printed name and title)



ARCHITECT *(Signature)*

BY: R Clark Simpson, Senior Principal Architect

(Printed name, title, and license number if required)

MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 12/22/2025
RE: **Consider and Act on Service Order #03 for the Georgia Matthews Elementary to Re-Roof areas B & C of the school with a proposed design and bid fee of \$21,500.**

ISSUE & BACKGROUND:

Under our Master Agreement with GMCN as our Architect of Record here is proposed Service Order #3. This project would be to re-roof areas B & C at Georgia Matthews Elementary.

This past summer when staff and local contractors toured our problem roof areas this roof was deemed the worst need for the district.

Director of Plant Facilities, Brandon Anderson will be present and stand for questions.

ALTERNATIVES:

RECOMMENDATION:

Staff's recommendation would be to approve GMCN to design and bid the re-roof of areas B&C for a proposed fee cost of \$21,500 and approve the director to sign the agreement and then bring bids back to the board for final approval when received.

FISCAL NOTE:

Re-Roofing areas B & C at Georgia Matthews is in the 2026 LRP for a cost of \$575,000.

ATTACHMENTS:

Proposed Service Order #3 from GMCN



AIA[®] Document B221[™] – 2018

Service Order for use with Master Agreement Between Owner and Architect

SERVICE ORDER number 03 made as of the Nineteenth day of December in the year
Two Thousand Twenty-Five
(In words, indicate day, month, and year.)

BETWEEN the Owner:
(Name, legal status, address, and other information)

Garden City Schools U.S.D. 457
1205 Fleming Street
Garden City, KS 67846
620-805-8704

and the Architect:
(Name, legal status, address, and other information)

GMCN Architects, Inc.
115 E Laurel St.
Garden City, KS 67846
620-276-3244

for the following **PROJECT**:
(Name, location, and detailed description)

Georgia Matthews Re-Roof Area B & C
111 Johnson
Garden City, KS 67846-4437

THE SERVICE AGREEMENT

This Service Order, together with the Master Agreement between Owner and Architect dated the Twenty-fourth day of November in the year Two Thousand Twenty-Five
(In words, indicate day, month, and year.)

form a Service Agreement.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document provides the Architect's scope of services for the Service Order only and is intended to be used with AIA Document B121[™]–2018, Standard Form of Master Agreement Between Owner and Architect

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 SERVICES UNDER THIS SERVICE ORDER
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ARTICLE 1 INITIAL INFORMATION

§ 1.1 Unless otherwise provided in an exhibit to this Service Order, this Service Order and the Service Agreement are based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget and schedule, anticipated procurement method, Owner's Sustainable Objective, and other information relevant to the Project.)

Complete tear off and replacement of roof areas B & C.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

ARTICLE 2 SERVICES UNDER THIS SERVICE ORDER

§ 2.1 The Architect's Services under this Service Order are described below or in an exhibit to this Service Order, such as a Scope of Architect's Services document.

§ 2.1.1 Basic Services

(Describe below the Basic Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

§ 2.1.1.1 Schematic Design Phase Services

§ 2.1.1.1.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 2.1.1.1.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 2.1.1.1.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 2.1.1.1.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 2.1.1.1.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some

combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 2.1.1.1.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as an Additional Service under Article 4 of the main service agreement.

§ 2.1.1.1.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 2.1.1.1.6 The Architect shall submit to the Owner an opinion of probable Cost of the Work.

§ 2.1.1.1.7 The Architect shall submit the Schematic Design Documents to the Owner and request the Owner's approval.

§ 2.1.1.2 Design Development Phase Services

§ 2.1.1.2.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 2.1.1.2.2 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.2.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the opinion of probable Cost of the Work, and request the Owner's approval.

§ 2.1.1.3 Construction Documents Phase Services

§ 2.1.1.3.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 2.1.1.5.4.

§ 2.1.1.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 2.1.1.3.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 2.1.1.3.4 The Architect shall update the opinion of probable Cost of the Work.

§ 2.1.1.3.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 2.1.1.4 Procurement Phase Services

§ 2.1.1.4.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 2.1.1.4.2 Competitive Bidding

§ 2.1.1.4.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 2.1.1.4.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 2.1.1.4.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 2.1.1.4.3 Negotiated Proposals

§ 2.1.1.4.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 2.1.1.4.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 2.1.1.4.2.1.1.2 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 2.1.1.5 Construction Phase Services

§ 2.1.1.5.1 General

§ 2.1.1.5.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 2.1.1.5.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 2.1.1.5.1.3 Subject to Article 4 of the Master Agreement and except as provided in Section 2.1.1.5.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 2.1.1.5.2 Evaluations of the Work

§ 2.1.1.5.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 2.1.1.5.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 2.1.1.5.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 2.1.1.5.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 2.1.1.5.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 2.1.1.5.3 Certificates for Payment to Contractor

§ 2.1.1.5.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 2.1.1.5.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 2.1.1.5.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 2.1.1.5.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 2.1.1.5.4 Submittals

§ 2.1.1.5.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 2.1.1.5.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 2.1.1.5.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 2.1.1.5.4.4 Subject to Article 4 of the Master Agreement, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 2.1.1.5.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 2.1.1.5.5 Changes in the Work

§ 2.1.1.5.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Article 4 of the Master Agreement, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 2.1.1.5.5.2 The Architect shall maintain records relative to changes in the Work.

§ 2.1.1.5.6 Project Completion

§ 2.1.1.5.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 2.1.1.5.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 2.1.1.5.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of

the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 2.1.1.5.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 2.1.1.5.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

§ 2.1.2 Additional Services

(Describe below the Additional Services the Architect shall provide pursuant to this Service Order or state whether the services are described in documentation attached to this Service Order.)

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 Unless otherwise provided in an exhibit to this Service Order, the Owner's anticipated dates for commencement of construction and Substantial Completion of the Work are set forth below:

- .1 Commencement of construction date:

To be Determined

- .2 Substantial Completion date:

To be Determined

ARTICLE 4 COMPENSATION

§ 4.1 For Basic Services described under Section 2.1.1, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum

(Insert amount)

Twenty-One Thousand Five Hundred Dollars (\$21,500.00)

- .2 Percentage Basis

(Insert percentage value)

() % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 4.4.

- .3 Other

(Describe the method of compensation)

§ 4.2 For Additional Services described under Section 2.1.2 or in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.3 For Reimbursable Expenses described in the Master Agreement, the Architect shall be compensated in accordance with the Master Agreement unless otherwise set forth below:

(Insert amount of, or basis for, compensation if other than as set forth in the Master Agreement. Where the basis of compensation is set forth in an exhibit to this Service Order, such as a Scope of Architect's Services document, list the exhibit below.)

§ 4.4 When compensation identified in Section 4.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

ARTICLE 5 INSURANCE

§ 5.1 Insurance shall be in accordance with section 3.3 of the Master Agreement, except as indicated below:
(Insert any insurance requirements that differ from those stated in the Master Agreement, such as coverage types, coverage limits, and durations for professional liability or other coverages.)

§ 5.2 In addition to insurance requirements in the Master Agreement, the Architect shall carry the following types of insurance.

(List below any other insurance coverage to be provided by the Architect, not otherwise set forth in the Master Agreement, and any applicable limits.)

Coverage

Limits

ARTICLE 6 PARTY REPRESENTATIVES

§ 6.1 The Owner identifies the following representative in accordance with Section 1.4.1 of the Master Agreement:
(List name, address, and other information.)

Brandon Anderson
Garden City Schools U.S.D. 457
1205 Fleming Street
Garden City, KS 67846-4751
banderson1@gckschools.com

§ 6.2 The Architect identifies the following representative in accordance with Section 1.5.1 of the Master Agreement:
(List name, address, and other information.)

Clark Simpson
GMCN Architects, Inc.
115 E. Laurel St.
Garden City, KS 67846
620-276-3244
csimpson@gmcnarchitects.com

ARTICLE 7 ATTACHMENTS AND EXHIBITS

§ 7.1 The following attachments and exhibits, if any, are incorporated herein by reference:

- .1 AIA Document, B121™-2018, Standard Form of Master Agreement Between Owner and Architect for Services provided under multiple Service Orders;
- .2 Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement.)
- .3 Other documents:
(List other documents, if any, including additional scopes of service forming part of this Service Order.)

This Service Order entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)


ARCHITECT (Signature)

BY: R Clark Simpson, Senior Principal Architect

(Printed name, title, and license number if required)



MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Interim Superintendent
FROM: Brandon Anderson, Director of Plant Facilities
DATE: 12/18/2025
RE: **Consider and Act on bids received for Gymnasium Window Replacement at Buffalo Jones Elementary.**

ISSUE & BACKGROUND:

In September we had an act of vandalism committed at Buffalo Jones Elementary School. During the event 15-20 windows were damaged or broken. We had Kinney Glass look at the block windows to fix and they stated that those block windows would be hard to find and if found would require an expert glazer to fix. We then asked for a quote to upgrade all the windows to an updated version of window and the quote exceeded \$20,000. This would mean that we would need to put the project out for bid. We did that and are presenting those tonight.

Director of Plant Facilities, Brandon Anderson will be present and stand for questions.

ALTERNATIVES:

RECOMMENDATION:

Bids are due on January 8th, 2026 and at that time bids will be reviewed and a recommendation made at that time.

FISCAL NOTE:

With the change in insurance coverage, our deductible is \$75,000 and the damage from the event would not be enough to trigger a claim.

ATTACHMENTS:

Bid Specs
Bids Received

Request for Bids/Quotes

A. Request for Bids/Quotes for Gym Windows at Buffalo Jones Elementary School at 708 Taylor Avenue in Garden City Ks.:

Window replacement at Buffalo Jones Elementary School Gymnasium

Project consists of:

Eight (8) 154" x 24" Thermal Broke Aluminum Storefront Windows

Three (3) 32" x 40" Thermal Broke Aluminum Storefront Windows

Please include removal and disposal of existing windows.

If you would like to quote an alternative to the request please designate as "alternative"

1. Hours of operation must be approved by the Director of Plant Facilities or his representative.
2. All licenses and insurance must be approved by the City of Garden City.

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

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

620-805-8704 or 940-521-2301 or banderson1@gckschools.com.

C. PROPOSALS All proposals shall be sealed and marked "Buffalo Jones Gym Window Bid", sealed proposals should be submitted to:

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

Or jnothern@gckschools.com

by 3:00pm on Thursday, January 8th, 2026 and will be publicly opened at that time. A first read of the proposal will take place at the board meeting on January 12th and board action could happen then or at their next scheduled meeting depending on board preference.

Bidders List
Windows for Gym at Buffalo Jones

Kinney Glass
415 N. 8th St.
Garden City, KS 67846
620-275-9687
johnh@kinneyglass.com

Roth Glass
[105 N. 8th St.](#)
Garden City, KS 67846
620-276-3253
rothglass@sbcglobal.net

[Jimlo Glass Center](#)
1205 Kansas Ave.
Great Bend, KS 67530
620-793-9675
jwondra@jimloglass.kscoxmail.com

**Bid Tabulations
Windows for Gym at Buffalo Jones**

Bid Opening: January 8th, 2026

Bid 2026-06

Vendor	Bid
Kinney Glass	<u>\$44,075.00</u>
Roth Glass	<u>\$53,745.00</u>
Jimlo Glass	<u>No Bid</u>

RECOMMENDATION: To accept the bid of Kinney Glass in the amount of \$44,075.00
Payment to be made from
budgeted funds in account:

016 E 4700 21 7124 056 00 610 Improvements-Buffalo Jones



**GARDEN CITY
PUBLIC SCHOOLS**

MEMORANDUM

TO: Board of Education
THRU: Josh Guymon, Superintendent
FROM: Drew Thon, Deputy Superintendent
DATE: 2-12-2025
RE: Review of Board Policy Revisions

ISSUE:

Administration is requesting Board approval to revise eight existing Board of Education policies and adopt one new policy. These updates are recommended by district legal counsel and the Kansas Association of School Boards to ensure compliance with current law, best practice, and evolving operational needs.

The following are updated policies:

BCBK
IKB
IKCA
IKD
IKDA
JBCC
JDDC

The following are new policies:

JQI

BACKGROUND:

School district policies must be periodically reviewed and updated to remain aligned with changes in state and federal law, legal precedent, and best practices in school governance. During the most recent policy review cycle, district legal counsel and KASB identified several policies that require revision to improve clarity, ensure legal compliance, and reduce potential liability for the district.

The recommended changes primarily:

- Clarify language and definitions
- Align procedures with current legal standards
- Update administrative processes to reflect current practice
- Address areas where policy language was outdated or ambiguous

Administration and legal counsel have reviewed these recommendations and believes the proposed revisions strengthen school governance, protect the district, and provide clearer guidance for staff, students, and families.

ALTERNATIVES:

Option 1: Approve the recommended policy revisions and adopt the new policy as presented.

Option 2: Table the policy revisions and request additional review or revisions before consideration at a future meeting.

Option 3: Decline to adopt the recommended changes and retain existing policy language.

RECOMMENDATION:

Administration recommends **Option 1**: approve the revised policies and adopt the new policy as presented.

These updates reflect guidance from both legal counsel and KASB, align district policy with current law and best practice, and reduce risk by providing clearer and more defensible policy language. Adopting the changes ensures the district remains proactive rather than reactive in matters of governance and compliance.

FISCAL NOTE:

There is no fiscal impact associated with the adoption of these policy revisions. The changes can be implemented within existing administrative structures and resources.

ATTACHMENTS:

- **Proposed Policy Updates**

BCBK - Executive Session

(See BBBB, BE, CN, CNA, ECA, IDAE, II, JDD, and JRB)

The board shall conduct executive sessions only as provided in the Kansas Open Meetings Act (“KOMA”).

Any motion to recess for a closed or executive session shall include:

1. A statement describing the subjects to be discussed during the closed or executive meeting;
2. the justification for closing the meeting; and
3. the time and place at which the open meeting shall resume.

A subject of executive session is the matter or issue presented for discussion, and the motion must include a brief description of the subject(s) to be discussed in the executive session while still protecting important privacy interests.

Acceptable justifications for recessing into executive session include the following:

- The non-elected personnel exception under KOMA;
- The exception for matters which would be deemed privileged in the attorney-client relationship under KOMA;
- The exception for employer-employee negotiations under KOMA;
- The exception for data relating to financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships under KOMA;
- The exception relating to actions adversely or favorably affecting a student under KOMA;
- The exception for preliminary discussion of the acquisition of real property under KOMA;
- The exception under KOMA for school security matters to ensure the security of the school, its buildings, and/or its systems is not jeopardized.

Discussion during the closed or executive session shall be limited to those subjects stated in the motion. No binding action shall be taken during closed or executive session. The complete motion to recess into closed or executive session shall be recorded in the minutes of the meeting and maintained as a part of the permanent records of the board.

If necessary, the closed or executive session may be extended with approval of another motion made after the board returns to open session.

Unless the recording of an executive session is required by law, such as when conducting a student disciplinary appeal hearing therein, any recording, livestreaming, or broadcasting of executive session, using any medium, is strictly prohibited, and the board or its administration shall press criminal charges against the offender for breach of privacy and any other applicable law.

Approved:

KASB Recommendation – 6/99; 6/00; 1/01; 4/07; 7/17; 6/24; [12/25](#)

IKB - Controversial Issues

(See [GAHB](#), [GBU](#), [IA](#), ~~and~~ [IFBH](#), [IKD](#), [AND IKDA](#))

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy [but shall take care to ensure that curricular content delivery remains the focus of the conversation.](#)

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic. [Teachers are discouraged from expressing personal viewpoints during these discussions which would violate any board policy or Kansas law, such as engaging in prohibited political acts using district time or property.](#)

Approved:

KASB Recommendation – 6/04; 4/07; [12/25](#)

IKCA – HUMAN SEXUALITY ~~AND AIDS~~ EDUCATION

Human Sexuality ~~and Aids~~ Education

I, _____, parent/guardian of
_____, request that my child be removed from those portions of the Human
Sexuality/~~AIDS~~ instruction noted below:

I have had the opportunity to review the curriculum goals and objectives or have had the
opportunity to have them explained to me by a school official.

Date

Signature of Parent/Guardian

IKDA - Religious Objections to Activities

(See [IF and IKD](#))

The board recognizes parents have the fundamental right to direct the religious upbringing of their children. Furthermore, Kansas law supports the ability of a parent or person acting as a parent to request their child not be required to participate in a school activity which is contrary to the religious teachings of their child. To assist district staff in consistently accommodating these rights, the board adopts the following policy.

For the purposes of this policy, terms shall have the following meanings.

“Activity” shall be deemed to include, but may not be limited to, any academic assignment, curricular lecture, presentation or planned classroom discussion; classroom project; subject-specific instruction; direct exposure to assigned reading material (whether read to or by the class or assigned to the student for independent consumption); or assembly. This term shall not be interpreted to apply to an entire course of study, except when a course of study is an elective course not required for graduation and alternative courses are available for the student’s enrollment and participation at the time of objection.

Parents or persons acting as parents shall be notified in advance and given the opportunity to opt their child out of any activity addressing topics that are known to be or are reasonably ascertainable to be contrary to the religious beliefs of the parents, persons acting as parents, or students themselves.

A parent or [guardian-person acting as a parent](#) (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. The parent, [guardian-person acting as a parent](#), or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. The request may be granted, or denied, or partially granted and partially denied.

~~This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.~~

A parent or [guardian-person acting as a parent](#) seeking to ~~remove~~[opt-out](#) their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections which is available in the [board-school](#) office. Parents [and persons acting as parents](#) desiring to ~~opt-out~~ their children ~~from~~[out of](#) activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to

consider the request. The completed form shall be kept on file ~~in the school office with the clerk,~~ and the ~~principal/superintendent~~ shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents or persons acting as parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal in writing to the superintendent.

If the opt-out request is granted, ~~students who opt out of activities for religious reasons may still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student/the school may~~ provide an appropriate alternative assignment or academic activity aligned with the same learning goals without penalty to the student~~be reassigned during the activity or given alternative class assignments.~~

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Nothing in this policy shall be interpreted to allow a parent, person acting as a parent, or adult student to opt a student out of entire courses which have been deemed required graduation requirements by the board or by the state of Kansas, except as otherwise provided by law. Parents and persons acting as parents of middle or high school students are encouraged to assist students in monitoring available course offerings and their descriptions near enrollment periods in order to make appropriate course selections in line with state required graduation requirements while still accommodating the child's sincerely held religious beliefs.

Approved:

KASB Recommendation – 6/04; 4/07; 12/25

IKDA - RELIGIOUS OBJECTIONS TO ACTIVITIES

Sample Only: Retype, remove from policy book and [maintain in the school office](#)~~file with the clerk.~~

Activity Participation Opt-Out Form

I, _____ (parent/guardian) request that my child, _____, be excused from participating in certain activities for religious reasons.

From what activity do you wish your child to be excused?

Identify where in the curriculum the activity exists. (Please identify the grade level, class, building.)

For what reason do you wish your child to be excused. (Please state the particular religious objection to this activity, including the religious teaching you believe this activity violates.)

I understand that I am requesting the school to excuse my child from certain activities and that my request is subject to review and determination by the school. I further understand that if my request is granted, [the school may provide an appropriate alternative assignment or academic activity aligned with the same learning goals without penalty to the student](#)~~my child may still be required to view the activity, discuss the activity or may otherwise be exposed to the subject matter of the activity.~~

Parent/Guardian Signature

Administrator Signature

Date Received _____

JBCC - Enrollment of Nonresident Students

(See JBC, JBCA, JBCB, and JQKA)

Kansas law requires the board to allow nonresident students to enroll in and attend the schools of the district if the board's capacity determination finds there are open seats for such students. In order to determine the district's capacity to accept nonresident students at each grade level in each district school, the board has adopted this policy.

Details concerning the nonresident enrollment and continued enrollment processes for nonresident students may be found in this policy, while general processes on enrollment documentation, assignment to buildings and classes, etc., may be found in board policy JBC.

This policy does not apply to any virtual school, as defined by Kansas law, or to any school located on a military installation.

Any child who is experiencing homelessness shall be permitted to enroll in and attend the school district of origin or the school district of residence without application and acceptance through this policy.

Definitions

For the purposes of this policy, the following definitions apply.

"Homeless child" means a child who lacks a fixed, regular and adequate nighttime residence and whose primary nighttime residence is:

- A. A supervised publicly or privately operated shelter designed to provide temporary living accommodations, including welfare hotels, congregate shelters and transitional housing for the mentally ill;
- B. an institution that provides a temporary residence for individuals intended to be institutionalized; or
- C. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for humans.

"Nonresident student" means a child of school age, pursuant to Kansas law, who resides in Kansas and is enrolled and in attendance at or seeking to enroll and attend a school located in a district where such student is not a resident.

"Parent" means and includes natural parents, adoptive parents, stepparents, and foster parents.

"Person acting as parent" means:

- A. A guardian or conservator; or
- B. a person, other than a parent, who:
 - i. Is liable by law to maintain, care for or support the child;

- ii. has actual care and control of the child and is contributing the major portion of the cost of support of the child;
- iii. has actual care and control of the child with the written consent of a person who has legal custody of the child; or
- iv. has been granted custody of the child by a court of competent jurisdiction.

"Receiving school district" means a school district of nonresidence of a student who attends school in such school district.

"Sibling" means a brother or sister of the whole or half blood, adoptive brother or sister, a stepbrother or stepsister or a foster brother or foster sister.

Determining Capacity for Nonresident Enrollment

The superintendent or designee has the responsibility for studying capacity in each school of the school district and at each grade level within each school and for making recommendations to the board regarding the district's capacity to accept nonresident students. To make recommendations to the board to assist with determining capacity, the superintendent or the superintendent's designee(s) shall do the following.

The superintendent or designee shall develop recommendations on capacity and classroom student-to-teacher ratios in each grade level in each school serving kindergarten students and students in grades one through eight. Such recommendations may be based on, but not be limited to, the following factors:

- Present classroom student-teacher ratios in each grade level in each school;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

The superintendent or designee shall develop recommendations on capacity and student-to-teacher ratios for each school building or program serving students in grades nine through twelve. Such recommendations may be based on, but not be limited to, the following factors:

- Present building or program student-teacher ratios;
- projected enrollment shifts based on the resident student population, which may include a percentage adjustment for anticipated growth or decline based on documented enrollment trends;

- anticipated demand for particular courses or programming; and
- maximum capacity of the classroom and associated learning, activity, and common area spaces.

On or before May 1st of each year, the superintendent shall present the recommendations concerning capacity and student-to-teacher ratios to the board for adoption or modification, and the board shall determine, for each grade level in each school building of the school district for the next succeeding school year, the following:

- Capacity based on the study conducted by the superintendent or the superintendent's designee;
- the number of students expected to attend school in the school district; and
- the number of open seats available to nonresidents at each grade, building, or program level.

On or before June 1st of each year, the district shall publish the number of open seats available to nonresident students in each grade level for each school building of the district for the next succeeding school year on the school district's website.

From January 1st through June 15th, district administration shall accept applications from nonresident students seeking to enroll in and attend the district in the next school year.

If the number of applications for a grade level in a school building is less than the number of available seats for that grade level in the school building, the nonresident students shall be accepted for enrollment and attendance at the school district, unless the nonresident student is deemed not in good standing.

If the number of applications for a grade level in a school building is greater than the number of available seats for the grade level in the school building, district administration shall randomly select nonresident students deemed in good standing using a confidential lottery process. This process shall be completed on or before July 15th of each year.

The district shall provide to the parent or person acting as a parent of a nonresident student who was not accepted for or denied enrollment at such school district the reason for the nonacceptance or denial and an explanation of the nonresident student selection process on or before July 30th of each year.

Priority in Filling Open Seats

Regardless of capacity determinations, the following categories of students shall be allowed to enroll as if resident students if they are deemed to be in good standing by district administration:

- any child who is in the custody of the Department for Children and Families and who is living in the home of a nonresident student who transfers to the district; or

- any nonresident student who has a parent or person acting as parent employed by the district, while the parent or person acting as a parent remains employed by the district.

Subject to having capacity to enroll nonresident students, the district shall give priority in enrollment to the following nonresident students deemed in good standing to enroll. These students shall receive open seats without necessity of being selected through any open-seat lottery:

- Any sibling of a nonresident student who is enrolled in and attending school in the district or who is accepted to enroll in and attend school in the district, with priority given when the nonresident student is first accepted and, if necessary, at any other time the district considers transfer applications; and
- any nonresident student who is a military student as defined in K.S.A. 72-5139, with priority given when the student is first accepted and, if necessary, at any other time the district considers transfer applications.

If one of these exceptions no longer applies to the student, the student’s enrollment status would be subject to review based upon the considerations for determining good standing in this policy.

Prohibitions Regarding Open Enrollment Provisions of this Policy

The district shall not:

- Charge tuition or fees to any nonresident student who transfers to the district pursuant to this policy, except fees that are otherwise charged to every student enrolled in and attending school in the district; or
- accept or deny a nonresident student transfer based on ethnicity; national origin; gender; income level; disabling condition; proficiency in the English language; or measure of achievement, aptitude, or athletic ability.

Except for a child in the custody of the Department for Children and Families or a child who is experiencing homelessness, a nonresident student shall not transfer more than once per school year to one or more receiving school districts pursuant to the provisions of this policy or authorizing Kansas law.

Transportation of Students

Neither a resident school district nor a receiving school district shall be required to provide transportation to nonresident students unless otherwise required by applicable law. If space is available on district transportation vehicles, the district may assign nonresident students an in-district bus stop to and from which transportation may be provided by the district for nonresident students. The receiving district may provide transportation from the student’s residence by notifying the sending district of the receiving district’s intent to provide transportation. The district shall ensure that transportation for nonresident homeless students is provided comparably to that of housed students.

KSHSAA Eligibility

Nothing in this policy or state law shall exempt a nonresident student who transfers into the district from the requirements of the Kansas State High School Activities Association (“KSHSAA”) regarding eligibility to participate in KSHSAA activities.

Information Share with the Kansas State Department of Education

The superintendent shall annually submit, or have submitted, to the Kansas State Department of Education this policy, the number of nonresident student transfers approved and denied in each grade level, and whether the denials were based on capacity or in accordance with the policy’s terms.

Nonresident Student Continued Enrollment

A nonresident student who has been accepted for enrollment and attendance at a district school shall be permitted to continue enrollment and attendance in the district until such student graduates from high school, reaches the age of 21 (if the student is a student with an exceptionality, not solely eligible for gifted services under an individualized education program), or receives a G.E.D., unless such student is no longer deemed by district administration to be in good standing.

Except as otherwise specified herein, nonresident students who were enrolled in and attending the district during school year 2023-2024, who were attending the district as a resident student in 2023-2024 but have since moved out of the district, or who have been accepted for enrollment by the school district on or after June 1, 2024, will be allowed to continue enrollment in the district as specified above. The district will not require parents of such students or adult or emancipated students to resubmit a new application each school year.

Determining Good Standing

Regardless of capacity to accept nonresident students at a nonresident student’s grade level or in the student’s designated school or program, an individual student may be denied enrollment or continued enrollment for not being in good standing. Nonresident student applicants for enrollment and nonresident students already enrolled in and attending school in the district shall be evaluated by district administration to determine standing for enrollment or continued enrollment.

Students may be denied enrollment or continued enrollment for the next school year based on the results of these evaluations. However, if the student has a disability, the student’s ability to meet these expectations shall be considered prior to denying continued enrollment in the district. Similarly, administration shall consider the adverse impact of homelessness on a student's attendance and any resulting suspensions or expulsions before making a determination on the enrollment or continued enrollment of a student who is homeless. As part of this reflection, administration shall consider the

obstacles a homeless student faces to arrive at school on time or each day due to housing instability, lack of transportation, or lack of other basic resources that can hinder consistent attendance.

A student meeting one or more of the following criteria shall automatically be deemed not in good standing and may be denied enrollment or continued enrollment based solely thereon.

- The nonresident student failed to maintain a 90% attendance rate in the last school year, excluding excused absences under board policy JBD and/or any relevant student handbook language;
- the nonresident student or the student's parent or person acting as a parent provided false or fraudulent information in the application process;
- the nonresident student is not a Kansas resident;
- the student is currently under a period of suspension or expulsion from any Kansas school district, and such suspension or expulsion will not expire until after the next school year has begun.
- the student has had three or more out-of-school suspensions in the current school year, excluding suspensions determined to be a manifestation of the student's disability or a failure on the part of school staff to implement an individualized education program, Section 504 plan, or behavior intervention plan; or
- the student has been given a long-term suspension or expulsion by a school district in the current school year.

Parents shall be informed of any administrative decision not to enroll or to discontinue enrollment of a nonresident student.

If district administration denies the enrollment application of a nonresident student due to the school district deeming the nonresident student as not in good standing, the parent or person acting as a parent of such student may appeal the decision to the board. A current nonresident student who is determined not to be in good standing shall not be entitled to the appeal process outlined herein.

Any student who has been denied enrollment or continued enrollment due to being deemed not in good standing may reapply for nonresident enrollment in subsequent school years.

Appeal Process

If a nonresident student's application for enrollment is denied because the student is determined not to be in good standing, the parent or person acting as a parent may appeal the administrative decision to the board.

If a parent or person acting as a parent wishes to appeal this decision, a written request for an appeal must be submitted to the clerk of the board within 10 days of receiving notice the student's application has been denied for lack of good standing. Such request shall include the individual's reasons for disagreeing with the administration's decision.

The board shall consider any appeal of these decisions and any supplemental documentation provided therewith at the next regularly scheduled board meeting following receipt of the request for appeal, and the board's designee shall notify the requestor of the result of the appeal in writing within 10 days of the board's decision thereon.

Enrollment of Out-of-State Students

If capacity for nonresident student enrollment remains after the aforementioned application, enrollment, and the disenrollment process has concluded, district administration may consider applications for enrollment submitted by students who are not Kansas residents. However, priority in enrollment shall be given to Kansas residents.

If a student who is an out-of-state resident is in good standing and has a parent or a person acting as a parent who is employed by the district, district administration may allow the student to enroll in and attend school in the district as if they were a resident of the district.

Approved:

KASB Recommendation – 6/23; 10/23; 5/24; [12/25](#)

JQI - Adult Students

Adult students who have not graduated from high school are encouraged to [complete the credits required to attain a high school diploma or equivalent](#)~~attend high school classes~~. [Placement will be determined by the administration in accordance with applicable law.](#)

Approved:

KASB Recommendation—7/96; 4/07; [12/25](#)