

Section 2. Number and Qualification of Directors. The authorized number of voting Directors of the corporation shall be no fewer than eleven (11) and no more than twenty-four (~~240~~)~~seventeen (197)~~ until changed by amendment of this bylaw.

Section 3. Election and Term of Office.

Permanent Directors. There shall be thirteen (13) permanent Directors, of which ~~ten~~ (10) are voting members as follows: Chamber CEO, EDC Chair, Chamber Chair, City Commissioner, County Commissioner, USD 497 Board Member, University of Kansas representative, and a representative of the Lawrence Home Builders Association. An agency that provides workforce services and a Union will each have board representation on a permanent basis as well, as voting members. However, the individuals serving in those capacities will have two-year terms, but may be reelected.

The remaining three (3) permanent Directors are ex-officio, non-voting; City Manager of Lawrence, Douglas County Administrator, and ~~and~~ USD 497 Superintendent. All of these positions may be filled by a delegate of the Director.

Non-Permanent Directors. At the discretion of the Board of Directors, ~~th~~There shall also be no less than one (1) and no more than eleven (11)~~one (1), or three (3), five (5), or seven (7)~~ non-permanent, at-large, Directors, which shall initially hold one, two and three-year terms so that their terms will be staggered. All subsequent terms shall be of three years and members may be reelected.

~~At the discretion of the Board of Directors, one or more of the Non-Permanent Director(s) may be a community representative (Douglas County, Kansas resident); may be elected by a simple majority of the voting Directors. Authority to make nominations for a community representative shall reside with the Executive Committee. In the event a community representative is elected, they shall serve a three-year term. The community representative may be reelected during the election of Directors at the annual meeting following the expiration of their term; provided, that the expiring term of the community representative shall be extended until such election. In the event the Board of Directors will reduce or increase by one the number of non-permanent, at-large members.~~

The Non-Permanent Directors for the succeeding year shall be elected at the annual meeting each year by a majority of the members of the Board whose terms are not expiring. All Directors shall hold office until their respective successors are elected or they resign their positions provided that a Director may be removed from office pursuant to Article II, Section 4.

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Peaslee Tech
 Facility Usage and Enrollment Report
 4th Quarter 2018

The following summarizes tenant, third party trainers, community, community college and Peaslee Tech usage of the 2920 Haskell facility for the period 1/1-12/31/2018.

<u>Tenant Activity</u>	<u>Count</u>
• Lawrence Workforce Center (not unduplicated)	9,100
• Senior Resource Center (not unduplicated)	1,121
• API America (employees on three shifts)	<u>30</u>
	<u>Total 10,251</u>

<u>Community Events/Meetings/K-12 Outreach</u>	
• Community Events/Meetings –26 events	556
• K-12 Outreach – 19 events	<u>264</u>
	<u>Total 820</u>

<u>Third Party Training/Courses</u>	
• BuckleUp (auto driving school, unduplicated)	363
• Laborers Local 265 – Asbestos Removal Training (unduplicated)	12
• Lawrence-Douglas County Fire Medical (unduplicated)	20
• City of Lawrence Computer Training (unduplicated)	42
• Osher Classes (2 classes – six sessions)	<u>70</u>
	<u>Total 507</u>

Community College Enrollment (All Lawrence and duplicated spring-fall, w/high school enrollment)

• Flint Hills Technical College	6
• Johnson County Community College (not unduplicated) - 64 at Peaslee	145
• Neosho County Community College (not unduplicated) - 56 at Peaslee	<u>192</u>
	<u>Total 343</u>

Peaslee Tech Programs

• Contract Training (Hallmark, ICL, AAKC/TAC, McFarlane)	174
• Open Enrollment (unduplicated)	
○ Pharmacy Technician	18
○ Commercial Driving	28
○ Court Reporting	4
○ Cisco Networking	<u>6</u>
Sub-Total	<u>56</u>
	56



Peaslee Board of Directors

February 2019 Board/Annual Meeting

**February 21, 2019, 3:00-4:00 p.m., Board Committee Meetings; Academic Classroom B,
Executive Committee – Kevin’s office, Finance Committee – Classroom C,
Planning Committee – Classroom E**

**February 21, 2019, 4:00-5:30 p.m., Peaslee Tech Directors’ Meeting, Classroom C
February Board Meeting Agenda—4:00 p.m.-5:30 p.m.**

1. Approval of November 2018 Minutes–vote
2. Treasurer’s Report–vote
3. Bylaws revision for the addition of Community Representative voting Board Member position – vote
4. Revision of Inclement Weather policy – vote
5. Board Membership-Terms/Renewals/Vacancy/Nominating Committee—vote
6. Election of Board officers – vote
7. Development of Peaslee Stewardship Committee
8. Updates:
 - New programs for 2019
 - Campus Activity & Enrollment Report
 - ABE/ESL Program
9. Other Business
10. Adjourn

Peaslee Tech

Building Closing, Class Cancellation, & Early Dismissal Policy

The following processes will be applied for building closings and class specific cancellations. Decisions related to general or specific class cancellations are made by the Executive Director. Decisions regarding and responsibility for informing students and instructors for community college and other provider class cancellations lies with each organization. In the event of a building closing, a message will be placed on the phone system providing details of the cancellation.

1. The "Inclement Weather" tab on the Peaslee Tech website will direct visitors to dial 785.856.1801, extension 103 for details.
2. General closings and class cancellation procedures will be posted in all instructional areas of the building.
3. The Peaslee Tech phone system will include an option for callers to get cancellation information.
4. Individual class cancellations or early dismissals are the decision of the Executive Director.
5. In the event an individual class cancellation is approved by the Executive Director, Peaslee staff will place a notice on the door of the class location and inform participants of the cancellation.
6. In the event circumstances arise where an instructor's discretion is exercised in the early dismissal of class, the instructor will inform the executive director as soon as reasonably possible. This discretion should only be exercised if no Peaslee Tech staff are in the building.



**PEASLEE
TECH**

2920 Haskell Avenue
Suite 100
Lawrence, KS 66046
785-856-1801
peasleetech.org

BOARD MEMBERS

Shirley Martin-Smith, President
Adecco Employment Services, Owner

Sandy Dixon, Vice President
Lawrence Chamber, Representative

Cynthia Yulich, Treasurer
Emprise Bank, President

Willie Amison, Secretary
University of Kansas
Academic Advisor and Consultant

Neil Gaskin
Lawrence Home Builders Association,
Board Member

Nancy Thellman
Douglas County, Commissioner

GR Gordon-Ross
USD 497, Board Member

Tracy Green
BA Green Construction, President

Lisa Larsen
City of Lawrence, Commissioner

Luke Livingston
J.M. Smucker Company
Plant Manager

Bonnie Lowe
Lawrence Chamber, CEO

Chris Pandino
Hallmark Lawrence
Engineering Manager

Reginald Robinson
University of Kansas
Vice Chancellor

Rick Salyer
Plumbers and Pipefitters #441
Business Representative

Pat Slabaugh
Economic Development Corporation
Chair

Diane Stoddard
City of Lawrence
Assistant City Manager

Anthony Lewis
USD 497, Superintendent

Sarah Plinsky
Douglas County, Interim Administrator

Randy Weseman
Kansas Association of School Boards
Assistant Executive Director

Cheryl White
KansasWorks
Regional Operations Manager

Resolution of Recognition and Appreciation

WHEREAS, the Dwayne Peaslee Technical Training Center has been fortunate to have a community leader so committed to its mission, and

WHEREAS, we, as members of the Board of Directors wish to extend our utmost appreciation for the work that this community leader has done to grow the educational opportunities possible for the citizens and organizations of Douglas County, Kansas, and

NOW THEREFORE BE IT RESOLVED, that the Dwayne Peaslee Technical Training Center Board of Directors recognizes and appreciates the service of;

Hugh Edward Carter

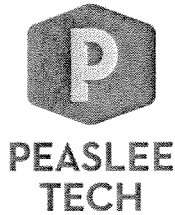
and hereby establishes the Hugh Edward Carter Scholarship. The scholarship will be funded annually through unrestricted donations in an amount of up to \$5,000. Further, it is resolved, that this resolution of Appreciation and Support be duly recorded and spread across the minutes of the Dwayne Peaslee Technical Training Center on this 21st day of the month of February in the year 2019.

President

Vice-President

Secretary

Treasurer



2920 Haskell Avenue
Suite 100
Lawrence, KS 66046
785-856-1801
peasleetech.org

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Kansas Association of School Boards
Assistant Executive Director

Cheryl White
KansasWorks
Regional Operations Manager

Resolution of Recognition and Appreciation

WHEREAS, the Dwayne Peaslee Technical Training Center has been fortunate to have a dedicated Board Director committed to its mission, and

WHEREAS, this Board Director will embark on new adventures in life, and

WHEREAS, we, as members of the Board of Directors wish to extend our utmost appreciation for the work that this Board member has done to grow the educational opportunities possible for the citizens and organizations of Douglas County, Kansas, and

NOW THEREFORE BE IT RESOLVED, that the Dwayne Peaslee Technical Training Center Board of Directors recognizes and appreciates the service of the Board Director being:

Michael David Gaughan

and wishes him well in all future endeavors, and, further, that this resolution of Appreciation and Support be duly recorded and spread across the minutes of the Dwayne Peaslee Technical Training Centre on this 21st day of the month of February in the year 2019.

President

Vice-President

Secretary

Treasurer

The Dwayne Peaslee Technical Training Center Registration, Enrollment, & Student Record Process

To ensure accurate and consistent processing of student registrations, enrollment, and records; the following processes will be followed for all enrollments in the Dwayne Peaslee Technical Training Center classes and programs.

1. **Contract Training Process:** As a provider of customized training for Douglas County organizations, Peaslee Tech will maintain accurate enrollment records by the following process. Contract training maybe involve one or more organizations but is not open for enrollment by the public.
 - a. **Registration.** Employees' names will be listed in a single registration in the registering company's account record. The resulting record is permanently maintained, to include offsite recording.
 - b. **Enrollment.** Enrollment of employees in the contract training is completed with payment in full by the contracting organization.
 - c. **Student Record.** No individual student record will be maintained for contract training. However, individual certificates may be awarded upon verification of attendance.
2. **Open Course/Program Process:** Individuals meeting criteria established in the current Peaslee Tech catalog may enroll in courses listed in our annual open-enrollment schedule.
 - a. **Registration.** Individuals may register for classes online, by telephone, by mail, or in-person during regular business hours.
 - b. **Enrollment.** Individual enrollment is completed when payment has been made, or in the case of third-party funding, payment arrangements have been made.
 - c. **Student Record.** An individual student record is created and permanently maintained, to include off-site recording, for all open enrollment students. Additionally, individual course and program enrollments are transcribed.
3. **Apprenticeships Process:** Individuals meeting criteria approved by the Kansas Apprenticeship Commission and having an approved sponsor, may enroll in Peaslee Tech apprenticeships.
 - a. **Registration.** Individuals and their employers must complete an apprenticeship application. The information provided in the application will be used to complete apprenticeship registrations at Peaslee Tech.
 - b. **Enrollment.** Upon receipts of an individual's apprentice number from the Kansas Apprenticeship Commission and eligibility verification by Heartland Works, the apprentice will be enrolled in Peaslee Tech.
 - c. **Student Record.** An individual student record is created and permanently maintained, to include off-site recording, for all apprentices.



1705 N 1399 Rd
 Lawrence, KS 66046
 785-842-9100

To: Peaslee Tech	Contact: Kevin Kelley
Address: Lawrence, KS	Phone:
	Fax:
Project Name: Peaslee Tech Parking Lot Improvements_REV 2.6.19	Bid Number:
Project Location:	Bid Date: 2/6/2019
Item Description	

Mobilization
 Tilling Under Old Surface Material (Green Areas)
 Demo Curb For New Entrance
 Grade For New Asphalt Pavements
 Install Curbs For New Entrance
 Install New 4" Asphalt Paving (Green Areas)
 Restripe Parking Stalls On New Pavements
 Demo Pavement For New Trash Enclosure Pavements
 Install New 4" AB-3 Concrete Pavement Subgrade
 Install New Concrete Pavement For Trash Enclosure
 Crack Seal And Seal Coat (Yellow Area)
 Relocate ADA Parking And Restripe First Row Of Parking North Of Building
 Spread Asphalt Millings +/- 3" Thick

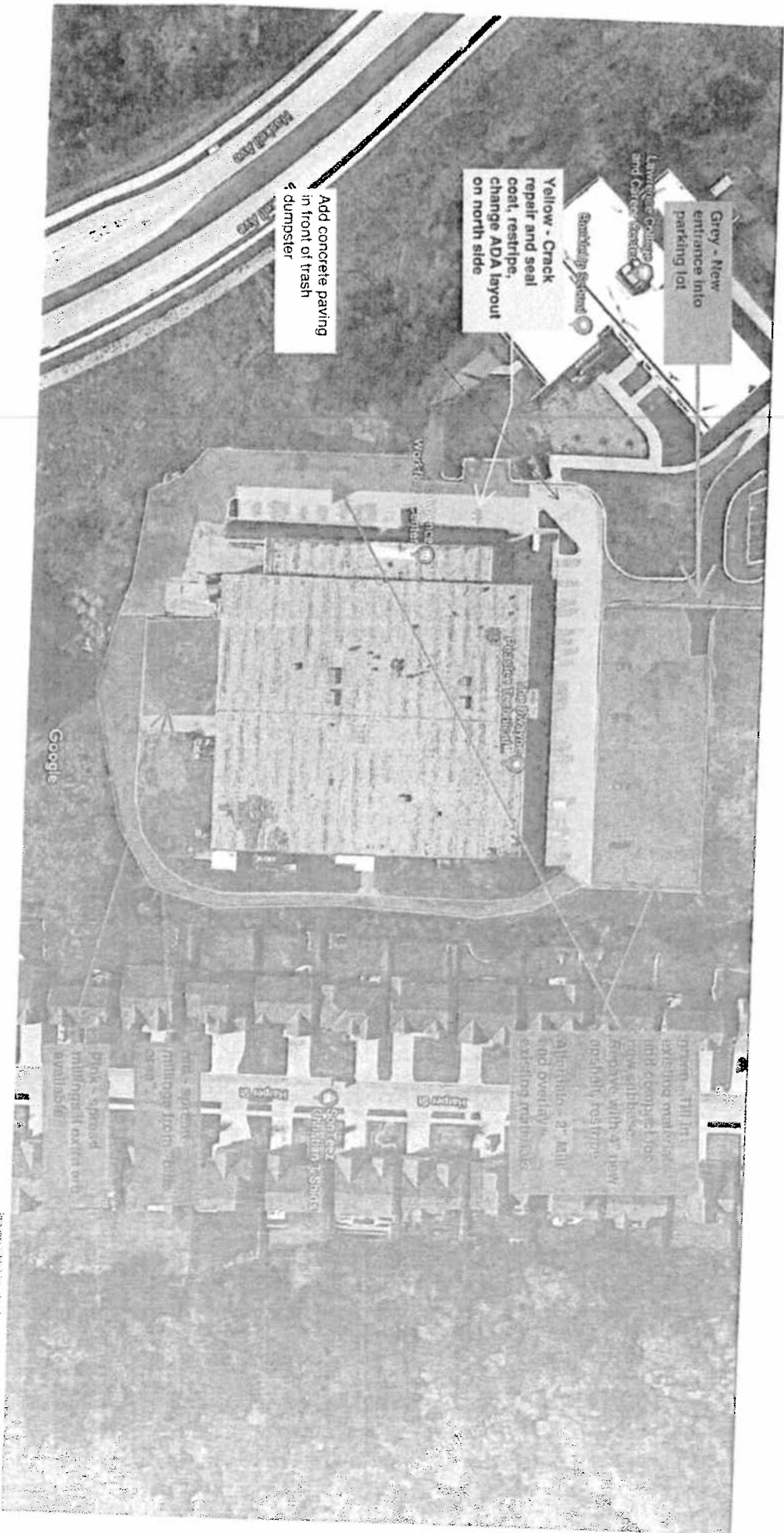
Total Bid Price: \$189,895.00

Notes:

- The above prices include all applicable taxes and are based on standard wage rates.
- Bid was prepared upon review of the project site with the owner.
- Formal grading elevations were not provided. Positive sheet drainage across the lot will be maintained as best as possible. A civil engineer should be retained prior to construction if drainage is a concern.
- Sidewalk Removal and replacement unit price - \$950/panel.
- **Exclusions:**
 Bond (Add 1.5% if required), Testing of utilities lines beyond our termination point, Landscaping, Sodding, As-built drawings, NPDES Permit or any other permits, Soil testing, Utility fees, Utility relocation, Removal or replacement of existing utilities except as noted, Undercutting or replacement of unsuitable material, Hazardous waste removal, Rock excavation, Flow able fill backfill, Replacement due to normal construction traffic, Construction fencing of any kind, Temporary seeding, Participation in liquidated damages, Sheeting or shoring of any kind, Electrical work of any kind, Conduit sleeve crossings, Retaining wall excavation or backfill, Retaining wall drain tile or perforated pipe, maintenance or removal of concrete wash pit, Traffic control, Street sweeping, Fly-ash sub-grade treatment, Trash enclosure fencing, Bike racks or other site furniture, monument signs, light pole bases, trench drains, Irrigation work of any kind, dust control, maintenance or repair of BMP's, Erosion control measures not identified on plans, slope shoring, soil nailing, haul roads, or temporary excavations for site access, temporary haul roads, Staking and layout of any kind, removal or replacement of site damages caused by others,

Payment Terms:

All of the prices shown above are tied and are to be considered a lump sum total. Monthly requests for payments will be submitted based on percent complete. A schedule of values will be provided upon receipt of contract. Payments for invoices are due within 30 days





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 Lawrence, KS 66046
 785-842-9100

To: Peaslee Tech	Contact: Kevin Kelley
Address: Lawrence, KS	Phone:
	Fax:
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Project Location:	Bid Date: 2/6/2019

Item Description

- Mobilization
- Tilling Under Old Surface Material (Green Areas)
- Demo Curb For New Entrance
- Grade For New Asphalt Pavements
- Install Curbs For New Entrance
- Install New 4" Asphalt Paving (Green Areas)
- Restripe Parking Stalls On New Pavements
- Demo Pavement For New Trash Enclosure Pavements
- Install New 4" AB-3 Concrete Pavement Subgrade
- Install New Concrete Pavement For Trash Enclosure
- Crack Seal And Seal Coat (Yellow Area)
- Relocate ADA Parking And Restripe First Row Of Parking North Of Building
- Spread Asphalt Millings +/- 3" Thick

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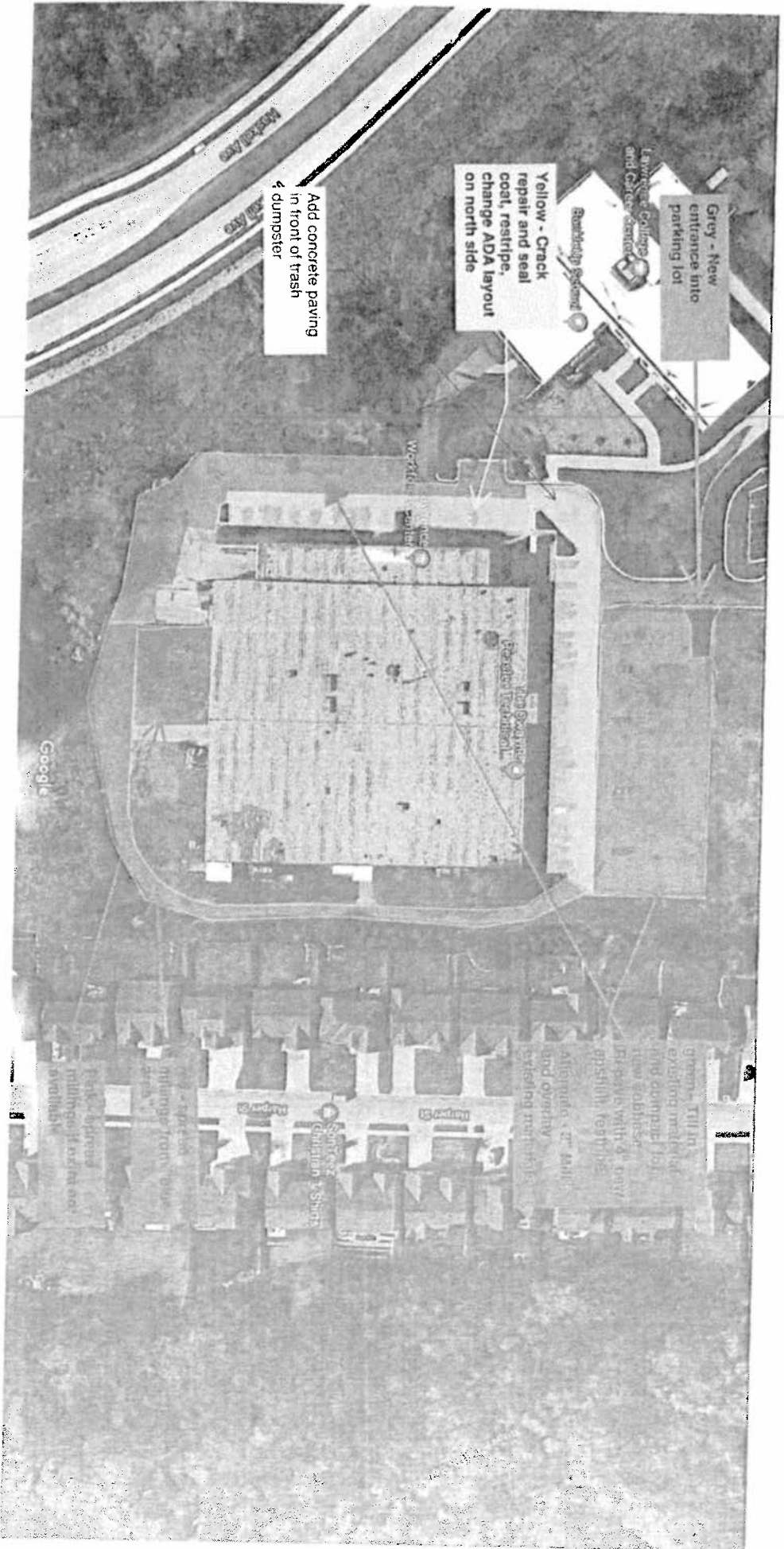
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Exclusions:

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QUOTE

QUOTE NO

4992

1457 N. 1823 Rd.
Lawrence, KS 66044
Phone: (785) 856-4590
Fax: (785) 856-4594

TO Peaslee Tech
2920 Haskell Ave
Lawrence, ks 66046

QUOTE DATE	VALID THRU	FOR	PAGE
1/31/2019	3/1/2019	Peaslee Tech Parking Lot	1

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
1	4,104 SY	Front lot mill edges clean tack and overlay with 3" of Hot Asphalt	\$15.75	\$64,638.00
2	770 SF	8" concrete pad for dumpster reinforced with rebar	\$9.36	\$7,207.20
3	2,343 SY	Sidelot mill edge clean tack and overlay with 3" of Hot Asphalt	\$16.81	\$39,385.83
4	500 SY	Grade and compact 80 tons of Asphalt Millings on side road	\$5.33	\$2,665.00
5	1,458 SY	Grade and compac 200 tons of Asphalt Millings on back lot	\$4.15	\$6,050.70

TOTAL AMOUNT \$119,946.73

NOTES:

1. Due to the unstable oil market, our asphalt suppliers will only guarantee their prices for the current month. If the work is done in a later month and the asphalt oil price has changed, our price will be adjusted only for the material price change.
2. Parking lots will be given as whole with no cars present
3. Owner will be responsible for removal of any vehicles
4. Additional work will be priced at Time and Material
5. No traffic control is covered
6. No State or Local Taxes included. Please provide a project-specific tax exempt certificate (PEC) prior to beginning work.

This Quote is offered subject to the terms and conditions on attached proposal notes. Please read conditions before signing. This proposal was prepared by: Eddie Anderson

(Please sign and return this quote to our office).

Proposal Accepted by:

Signature

Printed Name

Date: _____

Approved Paving LLC

10548 Sedgwick Rd
Atchison, KS 66002
Office : 913.367.3243
Fax : 913.367.1275

Proposal & Acceptance

Date
1/28/2019

Name / Address
Peaslee Tech 2920 Haskell Ave Lawrence, KS 66046

Description
<p>INSTALL MILLINGS OPTION: \$11,000.00 + tax (or Tax Exemption Certificate)</p> <ul style="list-style-type: none">~ Existing gravel road.~ Turn around area south side.~ Grassy area to storage.~ Grassy area to parking. <p>Mill existing gravel surfaces to loosen materials. Shape existing grade. Install 2" of processed millings. Roll to compact. Remove 4" of existing sod (parking / storage area). Install 4" of processed millings. Roll to compact.</p>
<p>ASPHALT OVERLAY OPTION: \$42,000.00 + tax (or Tax Exemption Certificate)</p> <ul style="list-style-type: none">~ West Side & North Side <p>Edge mill as needed to provide tie in joints to other permanent surfaced areas. Clean lot free from debris. Apply tack oil. Install asphalt leveling course as needed to level and strengthen weak areas. Install 2" of hot mix asphalt over areas except for drive lanes and parking on North Side as well as half of parking area on West Side. Roll to compact. NOTE: Approx. only 14' of West parking area is good enough to seal and not overlay. Line stripe as needed.</p>
<p>ASPHALT SEAL OPTION: \$5,800.00 + tax (or Tax Exemption Certificate)</p> <ul style="list-style-type: none">~ North Side Drive Lanes & One Parking Area <p>Blow out cracks using high pressure air and install hot rubberized crack sealer into cracks. Clean total surface to be sealed. Install two coats of Triton asphalt sealer. Line stripe as needed NOTE: Any 2" mill and patch that may be needed prior to sealing would cost \$3.50 per sq. ft..</p>
<p>CONCRETE OPTION: \$7,000.00 + tax (or Tax Exemption Certificate)</p>

Authorization Signature : _____

Date : _____

Web Address : www.approvedpaving.com

E-mail : phil@approvedpaving.com