REGULAR BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE., HAYSVILLE, KS
September 9, 2024 – 7:00 P.M.
(A live link to this meeting is available on the USD 261 website.)

1.0 MEETING OPENING (No Documentation) – Board President
- 1.1 Call to Order (No Documentation)
- 1.2 Flag Salute - HWMS
- 1.3 President's Announcements (No Documentation)
- 1.4 Superintendent's Announcements (No Documentation)
  - USD261derful Presentation
  - Bond Update
- 1.5 Campus High School Student Council Report – Jeanett Barrera (No Documentation)
- 1.6 New and Good (No Documentation)
- 1.7 Approve / Amend Agenda (No Documentation)

2.0 DISTRICT PATRON/PERSONNEL TIME
- 2.1 Hearing of Scheduled District Patrons/District Personnel – 5 min.
- 2.2 Remarks/Comments from District Visitors – 2 min.

3.0 CONSENT AGENDA
- 3.1 Previous Meeting Minutes
- 3.2 Routine Personnel
- 3.3 Gifts and Grants
- 3.4 Site Council Membership Approval
- 3.5 Out-of-State Travel – CHS Bands to Washington DC for the Memorial Day Parade

MOTION TO APPROVE/AMEND 3.0 CONSENT AGENDA (No Documentation)

4.0 TREASURER'S REPORT / BILLS – Ryan - PDF – *(Student Engagement, Goal 1, 2, 3; Resources, Goal 1)*

5.0 REPORTS – Focus on Learning
- Influenza Update - Schutte

6.0 ACTION ITEMS
- 6.1 Bus Cameras – Bloomer - *(Resources, Goal 1)*
- 6.2 Social Media Specialist Position *(Resources, Goal 1)*
- 6.3 Director of School Safety and Security *(Resources, Goal 1)*
- 6.4 Changes to the Classified Handbook *(Student Engagement, Goal 2; Resources, Goal 1)*
- 6.5 Selection of External District Financial Auditor – Ryan – (No Documentation) - *(Resources, Goal 2)*
- 6.6 Adoption of the 2024-2025 USD 261 Budget – PDF - *(Student Engagement, Goal 2)*

7.0 FIRST READINGS
- 7.1 Phone System Upgrade – Soupene *(Community Engagement, Goals 1-2)*

8.0 DISCUSSION/REPORT ITEMS
- 8.1 Future Agenda Items
- 8.2 Board Calendar

9.0 EXECUTIVE SESSION – If Needed

10.0 ADJOURNMENT (No Documentation)

1.0 MEETING OPENING

No supporting documentation.

End of Section

1.1 Call to Order

No supporting documentation.

End of Section

1.2 Flag Salute

No supporting documentation.

End of Section

1.3 President's Announcements

No supporting documentation.

End of Section

1.4 Superintendent's Announcements

No supporting documentation.

End of Section

1.5 Campus High School Student Council Report

No supporting documentation.

End of Section

1.6 New and Good

No supporting documentation.

End of Section

1.7 Approve / Amend Agenda

No supporting documentation.

End of Section

2.0 DISTRICT PATRON / PERSONNEL TIME

No supporting documentation.

End of Section

2.1 Hearing of Scheduled District Patrons/District Personnel – 5 minutes

No supporting documentation.

End of Section

2.2 Remarks / Comments from District Visitors – 2 minutes

No supporting documentation.

End of Section

3.0 CONSENT AGENDA

No supporting documentation.

End of Section

BOARD OF EDUCATION MEETING U.S.D. # 261
NEEDS ASSESSMENT EVALUATION
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
August 19, 2024 – 6:00 P.M.
(A live link to this meeting has been made available on the USD 261 website.)

Subject to Board Approval

The meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order at 6:00 p.m., by Board President Jennifer Bain. Six Board members were present.

MEMBERS PRESENT
Jennifer Bain, President
Kelly Ramseyer, Vice President
Jeremy Bennett
Tosha White
Courtney Williams
Barb Walters
Greg Fenster (arrived at 6:32 p.m.)

OTHERS PRESENT
Mr. Jeff Hersh, Superintendent
Debbie Coleman, Board Clerk
Craig Ryan, Asst. Supt. of Business and Finance
Jennifer Reed, Asst. Supt. of Learning Services
Gillian Macias, Asst. Supt. of Personnel
Adia Ludwig, Communications Director
Others

1.0 MEETING OPENING

1.1 Call to Order
Board President, Jennifer Bain called the meeting to order at 6:00 p.m. with six members present.

2.0 NEEDS ASSESSMENT
Jennifer Reed presented information regarding the 2024-2025 Needs Assessment for Board review.
See attached supporting documentation.

Jeremy Bennett requested the following statement be included in the minutes.
"The state is putting an undue burden on all school districts to have all students achieve higher than grade level. It is an unattainable goal and is ridiculous for them to ask us to do that."

3.0 ADJOURN NEEDS ASSESSMENT MEETING
Meeting adjourned at 6:54 p.m.

_____
Jennifer Bain, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

2023-2024 State Assessments Review for 2024-2025 Budget Considerations

District:

Based upon your schools Needs Assessment and State Assessment results, please identify the following:

(A) The barriers that must be overcome for each student to achieve grade level proficiency on assessments

(B) The budget actions that should be taken to address and remove those barriers

(C) The amount of time the board estimates it will take for each student to achieve grade level proficiency on the state assessments if the budget actions would be implemented.

Jennifer Bain

Board President

8/20/24

Date

District	Grades Served	(A) Barriers Related to Student Needs	(B) Budget Actions	(C) Time for students to Achieve	Board Rationale/Comments
Haysville Public School District	PK-12	1 Chronic absenteeism 2 Proper funiding (including Special Education) 3 Fully fund Special Education 4 Social-Emotional needs 5 Behavioral needs 6 Lack of support staff to adequately support 7 HB 2567 8 Lack of parent involvement 9 Transportation (for students who live outside of the 2.5 mile radius) 10 Lack of test-taking skills 11 Test-taking fatigue 12 Communication between different schools to share success strategies	1. Parent University - The district needs to develop this to keep parents engaged 2. Incentive plan for staff attendance 3. Continue to support and fund attendance incentives 4. Funding for electives 5. Funding for classified pay	1. Until the state full funds Special Education, we cannot set a timeline to achieve this goal. 2. It is difficult to answer this questions because there are so many factors that go into this that we do not have control over. 3. Every child is different and comes to us from a different background with a different home life, so as a result, the deadline will change based on each child and their needs. We educate the public with limited funding and cannot pick and choose who comes through our doors. 4. This is unattainable.	See columns to the left for USD 261 Board of Education comments

BOARD OF EDUCATION MEETING U.S.D. # 261
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MEMBERS PRESENT
Jennifer Bain – President
Kelly Ramseyer, Vice President
Barbara Walters
Tosha White
Courtney Williams
Jeremy Bennett
Greg Fenster

OTHERS PRESENT
Jeff Hersh, Superintendent of Schools
Debbie Coleman, Clerk of the Board
Craig Ryan, Assistant Superintendent of Business and Finance
Gillian Macias, Assistant Supt. of Personnel
Jennifer Reed, Asst. Supt. of Learning Services
Dr. Angie Karraker, Director of Special Services
Jason Soupene, Director of IT
Adia Ludwig, Communications Director
Justin Bloomer, Director of Transportation
Carol Lipke-Hyle, Transportation Secretary
B.J. Knudson, Executive Director of Operations

Others

1.0 MEETING OPENING

1.1 Call to Order
Board President Jennifer Bain called the meeting to order at 7:00 p.m. with seven members present.

1.2 Flag Salute

1.3 President's Announcements (No Documentation)

- Welcome back to school, happy to see everyone and excited to kick off a new year.
- The KASB Annual Conference will be November 15th - 17th. If Board members plan to go please contact Debbie Coleman.

1.4 Superintendent's Announcements (No Documentation)

- We had a good start to the school year.
- USD 261derful – Danielle Blount – Instructional Coach at Freeman and Tiffany Brown – Instructional Coach at Hemphill.
- On August 29th State Board of Education member, Betty Arnold, will visit the McKinney Vento program area and the School Based Health Clinic.
- On Thursday, August 22nd, Mr. Hersh, Jason Soupene, and Debbie Coleman will meet with a representative from BoardDocs and review their product.
- Upcoming Special Meetings
  - Revenue Neutral Rate Hearing – Special BOE Meeting on September 9, 2024 at 6:15 p.m.
  - Budget Hearing Schedule Superintendent's Evaluation – Special BOE Meeting on September 9, 2024 at 6:30 p.m.
  - The Regular BOE Meeting in September will be held on Monday, September 9th, at 7:00 p.m.
- The Campus Homecoming Parade will be held the afternoon of October 10th at 2:00 p.m. Board members have been invited to participate. This will be the first year that Oatville and Ruth Clark Elementary Schools will be watching the parade. Transportation will provide buses to get the students to the parade route.

1.5 Campus High School Student Council Report
No Student Council Report

1.6 New and Good (No Documentation)
Jennifer Bain

- The middle school pool party for HMS and HWMS went great! Kids had a lot of fun, met new friends and were excited to come back to school on Monday!

1.7 Approve/Amend Agenda (No Documentation)
MOTION to approve the agenda as presented.
(Williams/Ramseyer) Motion carried 7-0.

2.0 DISTRICT PATRON/PERSONNEL TIME

2.1 Hearing of Scheduled District Patrons/District Personnel – 5 min.
None

2.2 Remarks/Comments from District Visitors – 2 min.
None

3.0 CONSENT AGENDA

3.1 Previous Minutes

3.2 Routine Personnel

- KSDE Record Retention
  Ms. Gillian Macias presented information to the Board regarding KSDE Record Retention.

3.3 Gifts and Grants

- Support/Homeless Services received a donation of 50+ T-shirts and sweatpants from Delma Head.

3.4 PANDO Memorandum of Understanding

3.5 Early Graduation Requests

APPROVE/AMEND 3.0 CONSENT AGENDA
MOTION to approve 3.0 Consent Agenda as presented.
(Bennett/White) Motion carried 6-1. Greg Fenster voted no.

4.0 TREASURER'S REPORT / BILLS – PDF
Mr. Craig Ryan presented information to the Board regarding the Treasurer's Report and Bills.
MOTION to approve the Treasurer's Report/Bills as presented.
(Bennett/Bain) Motion carried 7-0.

- Budget Workshop
  Mr. Ryan guided the Board through the Budget Workshop.

5.0 REPORTS – Focus on Learning

- Enterprise Fleet
  B.J. Knudson, Justin Bloomer, and Justin Harper with Enterprise presented information to the Board regarding the Enterprise fleet of vehicles used by USD 261 and additional needs.
- 2024-2025 Certified Negotiations Update
  Ms. Gillian Macias presented an update to the Board on the 2024-2025 certified negotiations.

6.0 ACTION ITEMS

6.1 Bond Resolution

Stephen and Bret Shogren with Stiefel Public Finance presented information to the Board regarding the Bond Resolution.

MOTION to approve Bond Resolution 2024-2025-8.19.24 as presented, but not to exceed $79,725,000.00.

(Bian/White) Motion carried 6-1. Greg Fenster voted no.

7.0 FIRST READINGS

7.1 Bus Cameras

Mr. Bloomer presented information to the Board regarding bus cameras.

This was a first reading with no action requested from the Board.

7.2 Social Media Specialist Position

Mr. Hersh presented information to the Board regarding a new Social Media Specialist position.

This was a First Reading with no Action requested from the Board.

7.3 Director of School Safety and Security

Mr. Hersh presented information to the Board regarding a new Director of School Safety and Security position.

This was a First Reading with no Action requested from the Board.

7.4 Changes to the Classified Handbook

Ms. Gillian Macias presented information to the Board regarding changes to the Classified Employee Handbook.

This was a First Reading with no Action requested from the Board.

7.5 Selection of External District Financial Auditor

Mr. Craig Ryan presented information to the Board regarding the selection of an external District financial auditor. Mr. Ryan shared that the Loyd Group, LLC. will be the recommendation.

This was a First Reading with no Action requested from the Board.

8.0 DISCUSSION/REPORT ITEMS

8.1 Future Agenda Items

- All First Readings (if any) moved to Action Items
- 261derful Presentation
- Flag Salute
- Board Policy Update – Macias – September
- Introduction of the representative from the Loyd Group, LLC - September
- Revenue Neutral Rate Hearing @ 6:15 on September 9, 2024 – September - Ryan
- Budget Hearing @ 6:30 on September 9, 2024 – September - Ryan
- Site Council Membership Approval – Consent Agenda – September
- Summer School – Reed – October
- Crisis / Safety Report – Knudson - October
- Enrollment Numbers – Hersh & Ryan - October
- Update the District on the cyber security process – Soupene – October
- American Education Week 2024 Proclamation – Bain - October

8.2 Board Calendar

9.0 EXECUTIVE SESSION

1. Negotiations - Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.

MOTION to go into executive session at 9:33 p.m. for 20-minutes, to return at 9:53 p.m. for the discussion of Negotiations.
(Bain/Bennett) Motion carried 7-0.

Ms. Bain declared a 5-minute break at 9:28 p.m. to return at 9:33 p.m.

The Board invited Mr. Hersh, Ms. Gillian Macias and Mr. Craig Ryan to join them in Executive Session at 9:33 p.m.

Seven members of the Board, Gillian Macias, Craig Ryan and Mr. Hersh returned to the Boardroom at 9:53 p.m.

MOTION to approve ratification of the 2024-2025 contract as presented giving certified staff $1.527 million which is equivalent to a 6% package.
(Bain/White) Motion carried 7-0.

MOTION to provide a 6% increase to classified staff and to members of the non-bargaining unit.
(Bennett/Ramseyer) Motion carried 7-0.

10.0 ADJOURNMENT

Meeting adjourned at 9:57 p.m.

_____

Jennifer Bain, Board of Education President

_____

Debra M. Coleman, Board of Education Clerk

New Hires						
Staff Last Name	Staff First Name	Position	Building / Department	Years of Experience	Effective Date	Position Type
Alexander	Noah	Assistant Boys Tennis Coach	HWMS	NA (Supplemental Position)	9/3/2024	Supplemental
Austin	Haley	Assistant Girls Basketball Coach	HMS	NA (Supplemental Position)	8/27/2024	Supplemental
Baker	Katina	SpEd Para	CHS	0	8/21/2024	Classified
Balint	Brittany	SpEd Para	Prairie	0	8/27/2024	Classified
Capps	Tabitha	Yearbook Sponsor-Split Position	Oatville	NA (Supplemental Position)	8/14/2024	Supplemental
Clark	Andrea	Bus Driver	Transportation	0	8/20/2024	Classified
Davis	Dexter	8th Grade Head Football Coach	HMS	NA (Supplemental Position)	8/1/2024	Supplemental
Davis	Samantha	Bus Aide	Transportation	1	8/27/2024	Classified
Dunn	David	District Courier	Maintenance	1	9/3/2024	Classified
Gallegos	Adrianna	Para (Special Programs)	Tri-City	3	9/4/2024	Classified
Grissom	Deanna	SpEd Para	Ruth Clark	0	9/9/2024	Classified
Henschel	Eva	GenEd Para	Oatville	0	8/28/2024	Classified
Jackson	Kenneth	Bus Driver	Transportation	0	8/20/2024	Classified
Janisch	Barbara	Early Childhood Para	Rex	5	9/3/2024	Classified
Kindle	Christina	Yearbook Sponsor-Split Position	Oatville	NA (Supplemental Position)	8/14/2024	Supplemental
Kirkpatrick	Erin	GenEd Para	Ruth Clark	0	9/3/2024	Classified
Kline	Dani	Avid Site Coordinator	CHS	NA (Supplemental Position)	8/7/2024	Supplemental
Lair	Eva	Para (Special Programs)	Ruth Clark	0	8/28/2024	Classified
May	Darrin	Head Boys Tennis Coach	HWMS	NA (Supplemental Position)	9/3/2024	Supplemental
Michaud	Candice	ELA Department Chairperson	HWMS	NA (Supplemental Position)	8/27/2024	Supplemental
Miller	Andrew	SpEd Para	HMS	1	9/3/2024	Classified
Nowak-Pierce	Jaclyn	Yearbook Sponsor-Split Position	Rex	NA (Supplemental Position)	8/1/2024	Supplemental
Overson	Mark	Bus Driver	Transportation	3	9/3/2024	Classified
Sheler	Derek	Assistant Track Coach	HMS	NA (Supplemental Position)	8/15/2024	Supplemental
Smith	Kelly	SpEd Teacher (Math)	CHS	0	8/1/2024	Certified
Speirs	Amber	SpEd Teacher	CHS	0	8/1/2024	Certified
Stoner	Ashlynn	Yearbook Sponsor	Ruth Clark	NA (Supplemental Position)	8/22/2024	Supplemental
Swaney	Jessica	Custodian	HHS	1	08/22/2024	Classified
Tucker	Jaquelyn	SpEd Para	Ruth Clark	0	9/3/2024	Classified
Vaughn	Constance	SpEd Para	Ruth Clark	0	9/3/2024	Classified
Venegas	Margarita	Cook/Food Service	CHS	5	9/9/2024	Classified
Weisz	Hannah	Para (Special Programs)	Rex	0	9/3/2024	Classified
Winkleman	Alyssa	SpEd Para	HMS	0	8/23/2024	Classified

*Please Note: The maximum years of experience a new hire for Classified Staff can be given is five years.

In-District Transfers							
Staff Last Name	Staff First Name	Current Position	Current Building/Department	New Position	New Building/Department	Effective Date	Position Type
Gains	Tyler	Para (Special Programs)	Tri-City	SpEd Para	CHS	8/7/2024	Classified
Gingraux	Michelle	GenEd Para	Oatville	SpEd Para	Oatville	8/26/2024	Classified
King	Amber	Van Driver	Transportation	Secretary	Ruth Clark	9/6/2024	Classified
Lair	Eva	Para (Special Programs)	Ruth Clark	Para (Special Programs)	Tri-City	8/29/2024	Classified
Taton	Laurien	Orchestra Teacher	Prairie	Orchestra Teacher	Rex	8/16/2024	Certified

Separations (Resignations, Retirements, Terminations)					
Staff Last Name	Staff First Name	Position	Building / Department	Effective Date	Position Type
Fritsch	Anthony	Custodian	HMS	8/9/2024	Classified
Jones	Audrey	Head Custodian	Nelson	8/30/2024	Classified
Layton	Marrisa	Para (Special Programs)	Tri-City	5/21/2024	Classified
Ormond	Teresa	Health Para	Freeman	9/13/2024	Classified
Shipman	Lexi	Custodian	HWMS	9/4/2024	Classified
Slaughter	Lawrence	Plumber	Maintenance	11/29/2024	Classified
Turner	James	Custodian	Prairie	8/22/2024	Classified
Umana	Marisol	Food Service	HWMS	8/14/2024	Classified
Warner	Julie	GenEd Para	Ruth Clark	8/26/2024	Classified

USD#261-Haysville Food Service Department
132 Stewart Door #15
Haysville,KS 67600
(316)554-2219

Haysville Food Service Department
132 Stewart Door#15
Haysville,KS 67060

To: Haysville Board of Education
From: Gina Lee, Food Service Director

Re: Donation

To Whom It May Concern:

August 14, 2024: Food Service Department received a $100.00 check for the Angel Fund account at Prairie Elementary School from an anonymous donor.

August 14, 2024: Food Service Department received a $25.00 check for the Angel Fund account at Rex Elementary School from an anonymous donor.

Thank You,

Gina Lee

Food Service Department

USD 261
HAYSVILLE
SCHOOLS

Debbie Coleman <dcoleman@usd261.com>

Donation

1 message

Savannah Wright Fox <swrightfox@usd261.com> Fri, Aug 23, 2024 at 3:20 PM
To: Debbie Coleman <dcoleman@usd261.com>

To: Haysville Board of Education
From: Prairie Elementary
Re: Donation
Date: 8/23/2024

Prairie Elementary received a donation from Chick-Fil-A Derby Marketplace of 40 menu item cards for their building wide positive rewards system aimed to promote positive behavior.

Savannah Fox
Principal
7101 S Meridian
Haysville, KS 67060

Savannah Fox
Principal - USD 261 - Prairie Elementary

Ruth Clark Elementary
1900 W. 55th St. S
Wichita, KS 67217

To:Haysville Board of Education
From: Ruth Clark Staff
RE: Donations
Date:08/22/82024

To whom it may concern:

Amy Driskill, Karlee McCaffree, Caleb McCaffree, Heather Mark, Shauna Black, Mandy Faust, Kathy Schaller and Heidi Mead each received $400 from Adopt-A-School.

Adopt-A-School
Reflection Ridge
7700 W. Reflection Rd.
Wichita, KS 67205

Thank you,
Tristan Cassity
Ruth Clark Elementary Secretary

USD 261 HAYSVILLE SCHOOLS

Debbie Coleman <dcoleman@usd261.com>

Site Council Members

Tonette Haight <thaight@usd261.com>
To: Debbie Coleman <dcoleman@usd261.com>

Wed, Sep 4, 2024 at 8:40 AM

Freeman Site Council Members		
Parents	Staff	Administrators
Shelley Burke	Dana Barrientos	Toni Haight
Thomas Grindley	Julia King	Amber Dougan
Kelsy Baldridge	Angela Gibson	Jeremy Bennett
	Tina Abury	



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Nelson Site Council

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M20

	A	B	C	D	E	F	G
1	Last Name	First Name	email address	Position			
2	Oller	Chad & Tracie	tracieoller1992@gmail.com	parents			
3	Williams	Kelly	KKWilliams@txtav.com	PTA parent			
4	Palmer	Jacob	jacobpalmer94.jp@gmail.com	parent			
5	Taylor	Katie	katietaylor111416@outlook.com	parent			
6	Torres	Jessica	jessicaryann1@yahoo.com	parent			
7	Maki	Cheryl	cmaki@usd261.com	staff			
8	Alderson	Casey	calderson@usd261.com	staff			
9	King-Reid	Jenny	jkingreid@usd261.com	admin			
10	Zimmerman	Kalte	kzimmerman@usd261.com	admin			
11	Ramseyer	Kelly	kjlosl@yahoo.com	BOE			
12							
13	Meeting Dates: September 25, November 6, February 19, April 23						
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Sheet1

Oatville Elementary School Site Council		
Name	Role (teacher, community member, parent, etc.)	E-Mail Address
Chaney Rice	Parent	Chaney@VMSM.Net
Lauren King	parent	laurenpking1996@gmail.com
Tiffany Tran	parent	vantiffanyy@live.com
Darrah Hodge	parent	DarrahCHodge2214@yahoo.com
Jennifer Peterson	Parent	Jennifermpeterson@ymail.com
Brianna Newell	parent	newellbri5@gmail.com
Brooke Roads	Parent	Brookemichelle11@gmail.com
Stacie Montgomery	Parent	smonty17@yahoo.com
William Paul	Parent	wpaul1991@gmail.com
Daniel Johnson	Parent	DaJ505@gmail.com
Greg Forster	BOE	gforster@usd261.com
Still getting teachers		

smonty17@yahoo.com

USD 261 HAYSVILLE SCHOOLS

Debbie Coleman <dcoleman@usd261.com>

Site Council Membership

Savannah Wright Fox <swrightfox@usd261.com> Wed, Aug 21, 2024 at 12:42 PM
To: Debbie Coleman <dcoleman@usd261.com>

Savannah Wright Fox
Barbara Walters
Janelle Durham
Kristin Bearup
Shannon Smith

Savannah Fox
Principal - USD 261 - Prairie Elementary

On Wed, Aug 21, 2024 at 12:16 PM Debbie Coleman <dcoleman@usd261.com> wrote:
[Quoted text hidden]

S

Shane Paulus

Here are the names for Rex Elementary School Site Council:

Angela Salisbury
Brenda Lolling
Catherine Helms
Danielle Brown
Holly Easterby
Jen Hauber
Jennifer Bain
Josh Hamilton
Kaitlin Zimmerman
Kelly Carter
Kent Hicks
Pamela Cowden
Sarah Belt
Sarah Hime
Megan Gobel

USD 261 HAYSVILLE SCHOOLS

Debbie Coleman <dcoleman@usd261.com>

Site Council RCES

Carla Wulf <cawulf@usd261.com> Fri, Aug 30, 2024 at 7:57 AM
To: Debbie Coleman <dcoleman@usd261.com>

Stacee and Eric Hendrickson will remain on the Site Council at Ruth Clark as well.

Carla Wulf
Principal Ruth Clark Elementary
316-554-2333
cawulf@usd261.com

Kindness is a gift everyone can afford to give.

On Thu, Aug 22, 2024 at 9:21 AM Carla Wulf <cawulf@usd261.com> wrote:

> So far the members are as follows
>
> Courthey Williams
> Carla Wulf
> Caleb McCaffree
> Heather NIchols
> Rachel Nida
> Dani Kline
>
> Waiting on Eric Hendrickson's response as to whether he will continue since he has no students here.
>
> Carla Wulf
> Principal Ruth Clark Elementary
> 316-554-2333
> cawulf@usd261.com
>
> Kindness is a gift everyone can afford to give.

J

Jarrod Craig

10:56 AM (29 minutes ago)

to me

Good morning,

Please see the following list for HMS Site Council.

Michael Graham - Staff/ Parent
Brandi Burkett - Parent
Katie Taylor - Staff/ Parent
Jennifer Bain - School Board/ Parent
Mandy Williams - Staff
Sarah Belt - Parent
Justin Bruster - Parent

Thank you,

Jarrod

USD 261 HAYSVILLE SCHOOLS

Debbie Coleman <dcoleman@usd261.com>

Site Council Membership

Kasahra Cotton <kcotton@usd261.com> Wed, Sep 4, 2024 at 1:11 PM
To: Debbie Coleman <dcoleman@usd261.com>

I'm sorry, I didn't know if those changed year to year.

Here is HWMS Site Council List for this year...

Board Member:
Tosha White

Parents:
Kim Peitz
Sean Greenlee
Becky Stobart
Raven Charters
Rebecca Shaver
Eric Henderson
Stacee Henderson
Laura Briley

Staff:
Cassidy Luton
Traci Jacobs
Angela Stieber

Students:
Lily Clark
Kayleigh Goforth
Halle Marrs
Anna Peitz

Kasahra Cotton
Assistant Principal
Haysville West Middle School
316-554-2370

[Quoted text hidden]

USD 261 HAYSVILLE SCHOOLS

Debbie Coleman <dcoleman@usd261.com>

(no subject)

1 message

Shane Seeley <sseeley@usd261.com>
To: Debbie Coleman <dcoleman@usd261.com>

Tue, Sep 3, 2024 at 11:09 AM

Here are the people that have confirmed they will be at the joint site council meeting.

- Shane Seeley — Organizer
- Grant Jones
- Jeremy Bennett
- Jeremy Willig
- Jeremy Winter
- Becky Quintero *
- Luke Ellis *
- Melissa Bonds
- Martha Moree
- Tosha White *
- Will Black *

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Campus High School
Haysville, Kansas

Shane Seeley
Principal
316-554-2236
sseeley@usd261.com

CAMPUS
HIGH SCHOOL

Website:
www.usd261.com/Campus

Telephone: 316.554.2236
Fax: 316.554.2241

Shane Seeley, Principal
Suzie Cochran, Assistant Principal
Anthony Fulton, Assistant Principal

Bethany Craig, Assistant Principal
Chris Jensen, Assistant Principal
Ron Allan, Athletic Director

To: Haysville Board of Education

From: Campus High School

Re: CHS Bands to Washington DC for the National Memorial Day Parade

The CHS Marching Band under the direction of Ms. Hughes, would like to request permission for out-of-state travel to participate in the National Memorial Day Parade in Washington, DC. Bands from around the country participate each year in the nationally televised march down Constitution Avenue and alongside the National Mall. Our students will be exposed to culture and history as well as an experience that they will never forget.

Trip Date: May 21 to May 27, 2025 (dates may vary by two days on either side of these dates)

Strategic Plan Alignment: The trip will benefit school culture through building relationships, engagement from the experience, and community engagement as we represent CHS, the community of Haysville, and the State of Kansas.

Cost to the BOE: None. The per-student cost is approximately $1600. This will be covered through fundraising, payments, and potential sponsorships.

Total Students: 60 or more.

Link: https://marching.com/events/national-memorial-day-parade/

APPROVE / AMEND CONSENT AGENDA

(No Documentation)

End of Section

4.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section

HAYSVILLE USD #261

14

DATED: 9/9/2024

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

AUGUST PAYROLL

DATE	8/12/2024	DIRECT DEPOSIT	Checks	1734-1736	$	698,921.93
DATE		DIRECT DEPOSIT	Checks			
	8/12/2024	WITHHOLDING	Checks	86057-86075	$	574,977.73
	8/12/2024	WITHHOLDING	Checks	86254	$	950.00

ACCOUNTS PAYABLE

DATE	8/30/2024	Checks	86255-86272	$ 112,049.20
	9/9/2024	Checks	86275-86401	$ 721,646.82
		Checks		
		Checks		
		Checks		
		Checks		
		Checks		
		Checks		
		Void Ck		
		Void Ck		

TOTAL REGISTER: $ 2,108,545.68

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

5.0 REPORTS

No supporting documentation.

End of Section

Current Guidelines

Influenza (Flu)

	**Only individual cases of novel influenza A virus infection are reportable to KDHE within 4 hours of identification by phone.**
	**Influenza infections resulting in the death of any child less than 18 years of age is reportable in the state of Kansas and must be reported to public health authorities within 24 hours following suspicion, regardless of laboratory evidence.**
Signs and Symptoms	Abrupt onset of fever, headache, muscle aches, cough, sore throat, and malaise; some people have vomiting and diarrhea.
Infectious Agent	Influenza virus
Mode of Spread	Influenza is spread from person-to-person, primarily by respiratory tract droplets created by coughing or sneezing. Contact with respiratory tract droplet-contaminated surfaces is another possible mode of transmission.
Incubation Period	Usually 1 to 4 days, with an average of 2 days
Period of Communicability	One day before symptoms develop and up to seven days after onset of symptoms.
Control Measures	Yearly influenza vaccination is recommended for everyone six months and older. Students should be taught about importance of hand washing and covering nose and mouth when sneezing and coughing. Antiviral drugs can be administered if warranted to exposed individuals.
Contact Investigation	Contact investigation for influenza is only needed in the event of an outbreak situation. Focus on individuals who are in a setting where there was a high likelihood of contact with respiratory droplets and/or body fluids of an infected person. Examples of close contact include kissing or embracing, sharing eating or drinking utensils, physical examination, or any other contact between persons that is likely to result in exposure to respiratory droplets.
Duration of Illness	Usually 2 to 7 days
Exclusion and Readmission Criteria	Persons with influenza are required to remain in home isolation for 5 days following onset of illness or until fever free for 24 hours without the aid of fever reducing medications, **whichever is longer**, except when seeking medical care.
Additional Resources	CDC Website – Influenza Memorandum 10/24/2019 CDC Fact Sheet: Kids CDC Fact Sheet: Parents

Division of Public Health
Curtis State Office Building
1000 SW Jackson St., Suite 300
Topeka, KS 66612-1368

Kansas Department of Health and Environment

Phone: 785-296-1086
www.kdheks.gov

Janet Stanek, Secretary

Laura Kelly, Governor

MEMORANDUM

Date: 5/22/2024

To: Local health officers, local health department administrators, school administrators, and medical professionals

From: Dereck Totten, MD, MPH
State Medical Director

Farah Ahmed, MPH, PhD
State Epidemiologist and Environmental Health Officer

Subject: Updated recommendations regarding the management of persons with influenza

Background

Influenza viruses circulate annually in the United States from late fall through early spring. The Centers for Disease Control and Prevention (CDC) estimates that influenza results in between 13 million to 27 million illnesses, 120,000 to 260,000 hospitalizations, and 7,300 to 21,000 deaths annually. The burden of influenza disease can vary widely each season depending on the type of circulating influenza viruses, the length of the season, the effectiveness of the seasonal vaccine, and the number of persons vaccinated.

Kansas regulations only require health care providers to report pediatric influenza deaths, novel influenza A infections, and outbreaks. Mandatory reporters are not required to report influenza to KDHE outside of these specified instances. KDHE monitors influenza activity through seven mechanisms: the U.S. Outpatient Influenza-like Illness Surveillance Network (ILINet), syndromic surveillance (ESSENCE), laboratory surveillance, respiratory panel testing, influenza-associated hospitalizations, outbreak reporting, and mortality surveillance.

Prevention and Control Measures

Immunization: An annual seasonal influenza vaccine is the best protection against getting influenza. The benefits of influenza vaccination include reducing the risk and severity of illnesses, hospitalizations and even the risk of influenza-related deaths in children. For the 2023-2024 flu season, the Advisory Committee on Immunization Practices recommends annual influenza vaccination for everyone 6 months and older with any licensed influenza vaccine that is appropriate for the recipient's age and health status. There are many vaccine options to choose from, but the most important thing is for all people 6 months and older is to get a flu vaccine every year.

Isolation: K.S.A 65-128 provides authority for the Secretary of the Kansas Department of Health and Environment (KDHE) to adopt administrative regulations regarding the isolation and quarantine requirements for designated infectious diseases. These requirements have been established in K.A.R. 28-1-6. Additionally, the Requirements for Isolation and Quarantine of Infectious or Contagious Diseases document adopted by reference in K.A.R. 28-1-6 details specific isolation and quarantine requirements for infectious diseases as necessary for the protection of public health.

Currently, for the control of influenza, K.A.R. 28-1-6 requires:

- For each person hospitalized with a case, droplet precautions shall be followed for seven days following onset of illness or for the duration of the illness if the case is in an immune-compromised patient.
- For each person with a case shall remain in home isolation for seven days following onset of illness or for the duration of illness if the case is immune-compromised, except when seeking medical care.

On March 1, 2024, CDC released an updated Respiratory Virus Guidance which aligns guidance for a range of common respiratory viral illnesses, including influenza. This guidance is meant to apply to the general population and community settings, and not healthcare settings. This guidance also may not apply in outbreak situations where more stringent measures may be needed.

In the Background for CDC's Updated Respiratory Virus Guidance, CDC recommends people with respiratory virus symptoms that are not better explained by another cause stay home and away from others until at least 24 hours after both resolution of fever AND overall symptoms are getting better. This recommendation addresses the period of greatest infectiousness and highest viral load for most people, which is typically in the first few days of illness and when symptoms, including fever, are worst.

Therefore, KDHE is recommending this change to the isolation requirement for the control of influenza in the general population and community settings only.

- For each person with a case shall remain in home isolation **until fever-free for 24 hours without the aid of fever reducing medications AND overall symptoms are getting better, ill persons may leave home isolation temporarily while seeking medical care.**

For healthcare settings specifically, CDC provides Prevention Strategies for Seasonal Influenza in Healthcare Settings. In this guidance, recommendations are made for both healthcare personnel and patients with influenza. **At this time, there is no change to the KDHE isolation requirements for hospitalized influenza patients.**

KDHE will be working on revisions to K.A.R. 28-1-6 that will update isolation requirements in permanent regulations. If you have any questions, please feel free to contact our office via the Epidemiology Hotline at 877-427-7317 or kdhe.epihotline@ks.gov.

Other Control Measures: In the updated Respiratory Virus Guidance, CDC recommends additional measures to help control the spread of respiratory viruses. These steps include:

- Improve hygiene by covering your mouth and nose with a tissue when coughing or sneezing, washing your hands often with soap and water, or using alcohol-based hand sanitizers, and cleaning high touch surfaces regularly.
- Taking steps for cleaner air including bringing fresh air in and using a portable high-efficiency particulate air (HEPA) cleaner.
- Wearing a comfortable but well-fitting mask.
- Physically distance yourself from others if you have respiratory virus symptoms and avoid being near people with symptoms.
- Get tested to help make decisions about treatment and other control measures.

Sincerely,

Dereck Totten, MD, MPH
Chief Medical Officer
Kansas Department of Health and Environment

Farah S. Ahmed, MPH, PhD
State Epidemiologist and Environmental Health Officer
Kansas Department of Health and Environment

6.0 ACTION ITEMS

No supporting documentation.

End of Section

USD 261 HAYSVILLE TRANSPORTATION

USD 261 Transportation

7337 S. Meridian Ave
Haysville, KS 67060
Phone: 316-554-2213 • Fax 316-554-2278
jbloomer@usd261.com

Justin Bloomer

Director of Transportation

To: Board of Education

From: Justin Bloomer, Transportation Director

Re: Purchasing Bus Camera

Date: 8/27/2024

History/Relevance: Over the last 20 years transportation has slowly upgraded and purchased cameras for the bus fleet but has only purchased a one camera system. As technology continues to evolve the current camera system, we have for are fleet is growing outdated and antiquated.

What: We are requesting to purchase 57 bus cameras units off TIPS-USA purchasing.

Why: Transportation currently has one backward facing camera on all buses but with the uptick in behaviors we would like to increase our student visibility on the buses to four cameras.

Where: Bob Curless Transportation Facility

When: Upon board approval.

How much: The total cost for 57 camera units will be $175,000-$200,000.

USD 261
HAYSVILLE SCHOOLS

To: USD 261 Board of Education
From: Jeff Hersh
Re: Social Media Specialist

USD 261 Board of Education:

As emphasized in the Community Strategic Plan, the Haysville Public Schools will *"communicate to all stakeholders on a timely and effective manner,"* and *"utilize a variety of resources to celebrate the accomplishments of students and staff."*

As our school district strives to strengthen its connection with students, parents, and the broader community, it has become increasingly clear that a dedicated Social Media Specialist is essential to manage and enhance our online presence effectively.

The proposed Social Media Specialist will be responsible for developing, implementing, and overseeing the district's social media strategy. This role will focus on fostering positive communication, promoting district achievements, and ensuring timely dissemination of important information. The primary goals are to:

1. Enhance Community Engagement: By maintaining an active and responsive presence on platforms like Facebook, Twitter, Instagram, and others, we can better engage with students, parents, and community members.

2. Promote District Achievements: A dedicated Social Media Specialist can highlight student accomplishments, teacher innovations, and district initiatives, ensuring that our successes are visible to the community and beyond.

3. Crisis Communication: In times of emergency or crisis, rapid and clear communication is crucial. The Social Media Specialist will ensure that accurate information is disseminated quickly across all channels, helping to maintain calm and order.

4. Support Marketing and Enrollment Efforts: With competition from other educational options, a strong online presence is vital for showcasing our district as a top choice for education. The Social Media Specialist will work to attract new families and retain current ones through targeted messaging.

Currently, social media duties are handled by various staff members who have other primary responsibilities, resulting in inconsistent messaging and engagement. By hiring a dedicated Social Media Specialist, the district can ensure a professional and cohesive approach to our online presence. This role is not only about managing posts but also about

strategically enhancing our district's reputation, building stronger community ties, and supporting our overall communication efforts.

I recommend the position be paid at a Level 5, starting pay not to exceed $18.30 per hour.

Investing in a Social Media Specialist is a proactive step towards ensuring that our district remains a leader in education and community engagement. I respectfully request that the Board of Education consider and approve the creation of this position to support our district's goals and the needs of our community.

Included with this proposal is a draft copy of the job description for the position of Social Media Specialist.

Thank you for your consideration.

Respectfully,

Jeff Hersh

HAYSVILLE SCHOOLS
USD 261

Job Description

Haysville School District, USD 261

Job Title: Social Media Specialist

Supervisor: Director for Communications

Evaluation Completed By: Supervisor or Designee

Rate of Pay: According to USD 261 Classified Rate of Pay Scale

Job Summary:
Under the direction of the Director of Communications, the Social Media Specialist is responsible for creating content for and managing the district's social media platforms; designing and producing graphics and content; and developing strategic social media campaigns to inform and engage stakeholders.

Qualifications and Requirements:

1. Bachelor's degree in the subject areas of communications, marketing, public relations, and journalism is preferred.
2. Demonstrate skills in writing, proofreading, editing, and desktop publishing.
3. Excellent organizational, communication, and interpersonal skills.
4. Ability to read and comprehend instructions, short correspondence, and memos.
5. Ability to perform a variety of tasks, often changing assignments on short notice with little or no direction.
6. Ability to use software to develop spreadsheets, perform data analysis, and word processing.
7. Ability to maintain accurate and auditable records.
8. Ability to meet established deadlines and prioritize duties as needed.
9. Excellent computer skills and prior experience with office software.
10. Prior experience using graphic arts software products.
11. Ability to build positive working relationships with all stakeholders.

Performance Responsibilities:

1. Works collaboratively to assist in the planning and achievement of communication goals for the purposes of supporting school board goals and the district's mission and vision.
2. Read copy to detect errors in spelling, punctuation, and syntax.
3. Designs and posts engaging content for district-wide social media platforms including Facebook, Twitter, Instagram, Tic Tok, LinkedIn, and other platforms.
4. Develops social media calendar and executes social media campaigns to promote the district and increase engagement with families, students, staff, and community.
5. Creates/produces photo montages and short videos for social media platforms to engage and inform students, families, staff, and community.

6. Monitors district-wide social media messaging and responds accordingly.
7. Proofreads posts and publications for clarity and accuracy.
8. Identifies data collection measures to track social media outreach and growth.
9. Provides training and guidance to administrators, principals, public relations liaisons, and other district social media contacts.
10. Establishes and maintains guidelines for school district social media platforms.
11. Assists with the development of printed and electronic communication for families, students, employees, and community.
12. Assists with special events and community relations efforts; manages event tasks and logistics.
13. Maintains confidentiality in all matters.
14. Take photographs for district publications, presentations, and displays.
15. Maintain a log of media calls and information requests.
16. Assist in processing Public Information Requests.
17. Monitors media coverage related to district meetings, events, or programs.
18. Ability to work within timelines under pressure and often with minimal supervision; meets deadlines to enable appropriate reviews and approvals by the director and all internal stakeholders.
19. Utilizes communications best practices to support the Communications Department's implementation of Strategic Plan Initiatives.
20. Ensure all social media platforms across the district are aligned.
21. Hours may vary and may include attending evening and weekend events and activities.
22. This job description in no way states or implies that these are the only duties to be performed by this employee. The Social Media Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. Haysville Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Physical Requirements/Environmental Conditions:
To perform the duties of this job, the employee is required to stand, walk, sit, or hear, and freely move throughout the facility. Lifting up to 30 pounds may be required on an occasional basis. The employee is occasionally required to stoop, kneel, crouch, or crawl.

Terms of Employment: At Will Employee; Classified Employee; Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policies.

Exemption Status: Nonexempt Employee

Employee Acknowledgement:
This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties, responsibilities, and activities may change at any time with or without notice.

Reviewed By Employee: _____ Date: _____

USD 261
HAYSVILLE SCHOOLS

To: USD 261 Board of Education
From: Jeff Hersh
Re: Director of School Safety and Security

Members of the USD 261 Board of Education:

As emphasized in the Community Strategic Plan, the USD 261 Board of Education is "*committed to prioritizing resources that provide a safe and supportive learning environment for students and staff.*" In line with this commitment, the Board has asked me to explore the possibility of employing an individual to oversee safety and security within our district. To further enhance our efforts to maintain a secure educational environment, I recommend creating a new position: Director of School Safety and Security. This document outlines the rationale behind this request and the anticipated benefits this role would bring to our district.

Rationale

1. Increasing Safety Concerns: In recent years, schools across the nation have faced increasing challenges related to safety and security, including threats of violence, natural disasters, and other emergencies. Our district is not immune to these challenges. Establishing a dedicated position focused solely on safety and security would allow us to proactively address these concerns and implement best practices tailored to our district's unique needs.

2. Comprehensive Safety Strategy: Currently, safety and security responsibilities are dispersed among various administrative roles, which can lead to fragmented approaches and inconsistent implementation of policies. A Director of School Safety and Security would centralize these responsibilities, ensuring a coordinated and comprehensive strategy across all schools in the district.

3. Expertise and Training: The proposed position would require a candidate with specialized knowledge and experience in safety and security, including emergency preparedness, threat assessment, and crisis management. This expertise would not only enhance our current safety protocols but also provide ongoing training for staff and students, fostering a culture of preparedness and vigilance.

4. Community Confidence: The appointment of a Director of School Safety and Security would demonstrate our district's commitment to the well-being of our students and staff, helping to build trust and confidence among parents, guardians, and the wider community. This role would also serve as a liaison with local law enforcement, emergency services, and other relevant agencies, further strengthening our safety network.

Budget and Financial Considerations

The establishment of this position will require an initial investment to cover salary, benefits, and necessary resources. However, this cost is justified by the potential to prevent costly incidents, reduce liability, and, most importantly, protect the lives of our students and staff. I recommend the position be funded at an annual salary not to exceed $80,000.00.

As a result of the increasing complexities surrounding school safety, it is necessary that we take proactive steps to safeguard our district. The creation of a Director of School Safety and Security position is an investment in the well-being of our students, staff, and community. I request the Board approve this position and authorize the search for a qualified candidate to fill this critical role.

Included with this proposal is a draft copy of the job description for the position of Director of School Safety and Security.

Thank you for your consideration.

Respectfully,

Jeff Hersh

HAYSVILLE SCHOOLS USD 261

Job Description

Haysville School District, USD 261

Job Title: Director of School Safety and Security

Supervisor: Superintendent

Evaluation Completed By: Supervisor or Designee

Salary Range: Annual Salary to be Determined by the Board of Education

Qualifications and Requirements:

1. Bachelor's degree and a minimum of five or more years work experience in safety, security, and emergency management is preferred. Experience implementing safety and security plans in a school setting is preferred.
2. Preferred background in military, law enforcement, emergency management, and/or administrative-level experience in school safety. Considerable knowledge of the principles and practices of school safety.
3. Candidates should have experience in coordinating safety protocols, intervention, and prevention including the coordination of crisis response for a large organization.
4. Ability to demonstrate, deliver, and articulate oral presentations and written communication.
5. Ability to establish and maintain effective working relationships with school officials, administrators, community partners, and the public.
6. Experience working with school personnel and/or in school settings preferred.
7. Valid Kansas driver's license.
8. Self-motivated, flexible, strategic thinker.
9. High level of interpersonal skills.
10. Strong proficiency in a variety of computer software applications, security cameras and entry point systems.

Performance Responsibilities:

1. Provides leadership and direction in the development, implementation, and supervision of district programs pertaining to the promotion and maintenance of staff and student safety.
2. Collaborates with other school personnel including administrators, support staff, and teachers for crisis planning and training.
3. Evaluates, develops, promotes, implements, and reviews policies, protocols, and procedures that affect student safety.
4. Collaborates with others (ex: district leadership, other district personnel, community organizations, students, parents, etc.) for the purpose of identifying issues, resolving conflict, conveying information, and coordinating/implementing and maintaining safety programs.
5. Develops and administers program budgets; monitors and approves program expenditures and prepares related reports; coordinates cooperative agreements, grants, and partnerships between the district and community to ensure compliance and successful implementation of safety and prevention programs.
6. Regularly works with district staff to review data to identify gaps in services, monitors potential barriers, and ensures students and families have access to intervention services.

7. Maintains confidentiality regarding district and student records.
8. Attends professional learning opportunities related to school safety, health, and prevention intervention/programming.
9. Conduct and/or coordinate safety, security, and emergency preparedness training by developing, scheduling, and/or facilitating training for staff, students, and public safety officials relating to school safety, security, emergency preparedness, and continuation of operations/disaster management.
    - Ensure the school district maintains tested safety protocols for training and emergency response.
    - Ensure the school district is current or developing safety trends to align with technological and educational advancements in school safety.
10. Responsible for the development of district-wide safety/security policies and procedures, such as controlled access procedures, proximity cards, and video surveillance for use and implementation.
11. Assist in maintaining the district crisis planning which includes:
    - Coordination of services and planning efforts with local, state and federal law enforcement and emergency agencies.
    - Staff safety orientation and training programs.
    - Visitor registration and identification programs and procedures.
    - Student and personnel identification procedures.
    - Building surveillance and physical safety and security systems.
    - Building communication systems.
    - Participation and engagement in district-level leadership training/meetings.
    - Participation and engagement in district-level committees as assigned or requested.
    - Provide training, guidance, and supervision to Security Guards assigned to school buildings.
12. Create and implement safety plans for sporting competitions, and other large events both locally and at away venues.
    - Training of ushers and other event workers.
    - Ensure mandated safety announcements are made at required events.
    - Coordinates the hiring of outside law enforcement when necessary.
13. Ensures compliance with all local, state, and federal laws related to school safety.
14. Assists with ensuring the safety of students and staff during inclement weather.
15. Functions as a liaison between law enforcement and district staff, as needed, with incidents of criminal activity within the district or involving district personnel or students.
16. Serves as district liaison to the School Resource Officer (SRO) Program; coordinates program operations with law enforcement agencies and individual schools as needed.
17. Receives and responds to inquiries, concerns, and complaints regarding issues, programs, policies, and procedures in areas of responsibility.

18. Responsible for managing the following programs:
    - Raptor Alert System
    - Speak Up
    - Fire and Entry Alarm Systems
    - SRP (Standard Response Protocol)
    - Other safety and security programs implemented by the district.
    - Responsible for responding to alarm calls during and outside of the scheduled workday and on weekends.

19. Prepares and coordinates annual updates to the district and individual School's Safety and Security Plans; ensures staff and students are trained to mitigate, prevent, and recover from disasters; collaborates with outside agencies to ensure proper response in emergency situations; serves as liaison to FEMA in recovery efforts as needed; responds to and assists in emergency situations district-wide as appropriate.
20. Serves as a resource to teachers, administrators, principals, and other staff; facilitates group meetings to discuss program coordination; coordinates and facilitates professional development and/or training opportunities for staff.
21. Performs general administrative work as required, including preparing correspondence, attending meetings, entering and retrieving computer data, copying and filing documents, preparing mail, and ordering supplies.
22. Serves on committees, task forces, and special projects as needed and assigned.
23. Keeps Superintendent and/or their designee abreast on district-wide matters related to safety and security.
24. Evaluates areas of need for and coordinates annual training opportunities for district Security Guards.
25. This job description in no way states or implies that these are the only duties to be performed by this employee. The Director of School Safety and Security will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent or appropriate administrator. Haysville Public Schools reserves the right to update, revise, or change this job description and related duties at any time.

Physical Requirements/Environmental Conditions:
To perform the duties of this job, the employee is required to stand, walk, sit, or hear, and freely move throughout the facility. Must have the physical dexterity and emotional ability to perform required work in a fast paced, intense work environment. Lifting up to 50 pounds may be required on an occasional basis. The employee is occasionally required to stoop, kneel, crouch, or crawl. Work will be done in both indoors and outdoors environments and during all-weather seasons.

Terms of Employment: At will: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policies.

Exemption Status: Exempt Employee

Employee Acknowledgement:
This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties, responsibilities, and activities may change at any time with or without notice.

Reviewed By Employee: _____ Date: _____

Page 15
The following change aligns with the Negotiated Agreement for certified staff, so that the same policy is used for both certified and classified staff:

1. **Early Retirement Program**

Program Requirements:

The Board of Education may alter the program at any time with notification to terminate, suspend, or amend the program given to staff with a thirty (30) day written notice of intent. Staff members already retired and participating in the program will not be affected by any alternation of the program they originally opted to activate. Should a retired classified employee reapply for a position with USD 261 and be offered such, they become ineligible for any future involvement in any form of district sponsored retirement.

Classified employees electing to participate in the district program must do so within the first year that they:

a. become eligible under the state KPERS plan of 85 and Out

b. meet the KPERS eligibility requirement of retirement at age 62 with ten (10) years of KPERS service whichever occurs first. Those employees electing to take advantage of the early retirement program at a date on or beyond when they are first eligible do so under the following scale:

First Year Eligible	Full Benefits
Second Year Eligible	90% of Base Early Retirement
Third Year Eligible	30% of Base Early Retirement
Fourth Year Eligible	10% of Base Early Retirement

c. should a retired employee reapply for a position in the district and be offered a contract with USD 261, all conditions of the Early Retirement Program shall become void. Said employee will not be eligible for or have the option to participate in the district retirement program in the future.

Page 16
The following change aligns with the Negotiated Agreement for certified staff, so that the same policy is used for both certified and classified staff:

1. **Early Retirement Program**

   Benefits:

   Retirees shall be entitled to the following:

   a. Thirty percent of the retiree's final yearly hourly salary.

   b. Overtime payments made during the final year. All supplemental salaries are excluded from the final salary figure used to calculate the retirement benefit.

   c. One percent of the final calculated base benefit for each year of service with the district in excess of ten (10) years.

   d. An amount equal to one (1) day of sick leave for every three (3) days that have been accumulated at the time of retirement at the employee's current daily rate of pay, up to the amount of ~~100~~ 130 accumulated sick days.

Page 18

H. Leaves and Absences

2. Attendance

a. All employees are expected to be regular in attendance and to be at their assigned workstations through the duty day. When it is necessary for an employee to be absent, the employee is expected to notify his/her supervisor at least thirty (30) minutes prior to the employee's report time. Failure to notify his/her supervisor of an absence on three (3) or more occasions could result in forfeiture of the job.

b. Absences which are without pre-approved leave and absences which extend beyond the leave balance, are subject to review by the immediate supervisor and/or the Human Resource Department.

c. The district may require, following prior written notification to the employee, that further use of sick or annual leave days may require verification by a licensed physician.

d. Once annual and/or accumulated sick leave is exhausted, the district may require, following prior written notification to the employee, that further absences may require verification by a licensed physician within 24 hours of the absence. Up to five (5) medical excusals will be accepted per school year.

H. Leaves and Absences

3. Annual Leave

Annual leave is a benefit granted to employees who must be absent from their employment duties.

All classified employees who work a minimum of six (6) hours per day on a regular basis shall be credited with annual leave. All benefit employees, shall be credited with twelve (12) days annual leave and shall have added to the sick leave amount any accumulated, unused days of leave from the previous years to a maximum of 130 days.

Employees working six (6) to seven (7) hours per day shall be credited with leave in proportion to their work schedule.

Part-time employees who work less than six (6) hours per day will receive prorated annual leave days.

Employees may use any of the current year's allocation for sick, personal, or bereavement. These days are used first and any accumulated leave beyond the current year's allocation can be used for sick leave only.

Sick leave may accumulate from year to year for consecutive service only. If an employee is off the payroll at any time during the normal working year, his/her leave accumulation is lost.

Upon separation (retirement or resignation) with the district, an employee will be paid one third (1/3) of up to the amount of 130 accumulation days of leave.

No salary will be allowed under the provision of this policy for days missed in excess of those accumulated or for reasons other than those specified. Following an employee's ninety (90) day orientation period, the employee will receive four (4) annual leave days, or prorated days for part-time employees who work less than six (6) hours per day. The employee will receive one (1) annual leave day, or prorated day for part-time employees who work less than six (6) hours per day, per month of employment following that time period, to be rendered on the first working day of each month. The maximum number of annual leave days an employee can accumulate in one (1) fiscal school year is twelve (12) days.

Classified staff returning to the district will receive twelve (12) annual leave days, or prorated days for part-time employees who work less than six (6) hours per day, per month of employment, to be rendered on the first working day of the fiscal year. The maximum number of annual leave days an employee can accumulate in one (1) fiscal school year is twelve (12) days.

Employees shall notify their immediate supervisor as soon as prudently possible when annual or sick leave is to be taken. The daily rate of pay granted for annual or sick leave will be based on the number of hours the employee works during a normal day.

Classified employees shall use available leave when absent from duty. A day without pay will be taken only when all leave has been used.

Sick Leave Bank

There shall be a sick leave bank jointly established for classified staff and administrative staff not covered by the Negotiated Agreement. The bank shall have the following qualifications:

1. To participate, the employee must contribute one (1) day of their annual leave annually or at their open enrollment. That qualifies the employee for use of the bank, if needed, for the entire fiscal school year, from July 1st through June 30th. If an employee utilized the Sick Leave Bank the previous school year, they will be required to contribute two (2) days of their annual leave at their open enrollment.

2. Unused days at the end of a plan year will be carried over to the succeeding year.

3. The classified employee or administrative employee must have used all of his/her accumulated annual and sick leave (including vacation leave) to be able to apply for use of the Sick Leave Bank.

4. An application requesting withdrawal of days from the sick leave bank must be filed with a governing committee. That committee will be appointed annually by the superintendent or designee to include representatives of both classified staff and administrative staff.

5. The days drawn from the bank shall be used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family.

6. The maximum number of days an employee may draw from the bank will be determined by the governing committee. In no case will that number of days overlap the beginning date of KPERS disability benefits for the employee.

7. The governing committee will set guidelines for staff to follow regarding the Sick Leave Bank.

8. *Classified/Administrative Employee Sick Leave Bank members will need to donate one (1) additional day to remain a member of the Sick Leave Bank if/when the balance of hours in the bank drops below 120 hours in a given year.*

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10. Vacation

Vacation allowance is provided only for full-time, twelve (12) month employees. Employees serving terms of less than twelve (12) months are not granted vacation with pay.

Vacation allowance is determined on the basis of two weeks (10 work days) per year for the first five (5) years of continuous service. After five years of continuous service, an employee shall be granted one additional day of vacation per year for each year above five (5) until a total of four weeks (20 work days) of vacation is allowed.

For new classified employees to the district, the employee will receive vacation days after completing ten (10) months of employment.

Classified staff returning to the district will receive all vacation leave upon their first day of employment for the fiscal year.

Vacations must be approved by the employee's immediate supervisor. Disruptions in the services to the school district should be considered before approving vacation schedules. Payment for vacation time will be based on the regular earnings of the employee.

Unused vacation days must be down to twenty (20) days by ~~June~~ August 30th each year. Any days above twenty (20) will be lost.

Page 26

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D. Paraeducator Career Ladder

1. The Board of Education has adopted a career ladder for instructional paraeducators. The following level definitions have been established to encourage professional development through inservice and college level instruction.

    a. Paraeducator 1:

    High school diploma or equivalent. Must participate in at least four inservice sessions totaling at least 20 hours of inservice training per school year.

    b. Paraeducator 2:

    Completion of 30 semester college hours of approved academic work related to instruction or the completion of 600 clock hours of approved inservice training. (Includes instructional paraeducators in categorical programs for the Hearing Impaired & Blind who meet experience criteria. Paraeducators for the Hearing Impaired must know sign language fluently and be able to readily translate. Paraeducators for the visually impaired must be able to read and write Braille.) Official transcripts confirming credit hours must be filed in the Personnel Office on or before September 15th to qualify for a higher salary classification to be paid during the current school year.

    c. Paraeducators 3:

    Completion of 60 semester college hours of approved academic work related to instruction or an associate degree, or from an approved paraeducator training program the equivalent of 900 clock hours of approved inservice training. Official transcripts confirming credit hours must be filed in the Personnel Office on or before September 15th to qualify for a higher salary classification to be paid during the current school year.

Please Note: The above policy listed in blue will remain in place until the Classified Salary Committee has completed their process. At that time, all information listed in blue will be removed from the Classified Staff Handbook, and the information listed below in red will be the new Paraeducator Career Ladder.

a. Paraeducators with 30 college hours, or 600 in-service hours, will receive $0.50 added to their rate of pay.

b. Paraeducators with 60 college hours, of 1,200 in-service hours, will receive $1.00 added to their rate of pay.

c. A verification of college hours must be provided by an official transcript confirming credit hours, which must be filed in the Human Resource Department on or before September 15th, in order to qualify for a higher salary classification to be paid during the current school year.

6.5 Selection of External District Financial Auditor

No supporting documentation.

End of Section

6.6 Adoption of the 2024-2025 USD 261 Budget
The 2024-2025 Budget Document is Posted on the Board Website
See Supporting Information in PDF Form

End of Section

7.0 FIRST READINGS

No supporting documentation.

End of Section

USD 261
HAYSVILLE
SCHOOLS

To: USD 261 Board of Education & Mr. Jeff Hersh
From: Jason Soupene
Re: Phone System Upgrade
Date: 9/9/2024

History/Relevance: Our current phone system is 20+ years old, and we are proposing a replacement system.

What: We are requesting a new district wide phone system.

Why: Our current phone system is 20 years old and lacks many features, replacement parts are not available, only one technician in the area is willing to support the system and have sporadic issues that are difficult to troubleshoot.

Where: All district owned buildings.

When: With Board approval, purchase would take place in October 2024 with implementation occurring in spring of 2025.

How: With Board approval the district will purchase the phone system from chosen vendor. This purchase will be covered under state contract.

Who: This phone system would be for all staff who currently have a phone.

How much: The phone system upgrade will not exceed $250,000.

Thank you,

Jason Soupene

Director of Technology

8.0 DISCUSSION/REPORT ITEMS

No supporting documentation.

End of Section

8.1 Future Agenda Items

No supporting documentation.

End of Section

Haysville Board of Education Calendar

July

Organizational Meeting

Budget Workshop - Scheduling

August

Budget Workshop

Budget Hearing

Approve Budget

September

Site Council Mmbrshp. Apprvl (C. A.)

October

Audit Report

Enrollment Numbers

American Education Week (Dates)

November

KASB Delegates/Voting

Curriculum Proposals

Send Invitation to Legislators for Dec. Meeting

School Based Health Clinic Evaluation

Review Superintendent's Goals

December

Yearly Activities:

Joint BOE/City Meeting (a 5th Monday)

Crisis / Safety Report

Emergency Safety Intervntns.– Prsnnl. (Reports)

Joint BOE/Stu-Co Meeting

KASB State Convention

KASB Spring & Fall Regional Mtgs.

On Going:

Policy Review (monthly)

Advertising Revenue (periodic)

January

Supt. Evaluation/Contract (Ex. Sssn.)

Elect Board Negotiations Team

School Bd. Appreciation Mo. (Certificates)

Legislative Meeting

Election of BOE Officers

Health Care Clinic Report

February

Report of Admin. Evaluations (Ex. Sssn.)

Extension of Admin. Contracts (Ex. Sssn.)

HAC Agreement re: Baseball Fields (C.A.)

Capital Outlay (1st Reading)

March

School Calendar Proposals

Handbooks (First Reading)

Temp. Summer Help

Free Breakfast Program Update

Capital Outlay (Action)

April

Handbooks (Action)

Proclamation for Teacher Appreciation

Graduation/Promotion Dates

May

Microsoft Licenses

June

President's Announcements:
Set Budget Workshop, Needs Assessment, Revenue Neutral Rate Hearing, and Budget Hearing Special Meetings Date and Time

Schedule Superintendent's Evaluation

Approve Updated Wellness Policy

Crisis / Safety Report

Annual Paper Bid

9.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section