REGULAR BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE., HAYSVILLE, KS
August 19, 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 (No Documentation)
- 1.3 President's Announcements (No Documentation)
- 1.4 Superintendent's Announcements (No Documentation)
  - USD261derful Presentation (Place Holder)
- 1.5 Campus High School Student Council Report – Place Holder – (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
  - KSDE Record Retention
- 3.3 Gifts and Grants
- 3.4 PANDO Memorandum of Understanding - *(Student Engagement, Goal 1, 2, 3; Resources, Goal 1, 2, 3)*
- 3.5 Early Graduation Requests *(Student Engagement, Goal 1, 2, 3; Resources, Goal 1)*

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)*
- Budget Workshop

5.0 REPORTS – Focus on Learning
- Enterprise Fleet – Knudson & Bloomer - *(Resources, Goal 1)*
- 2024-2025 Certified Negotiations Update – Macias - *(Resources, Goal 2)*

6.0 ACTION ITEMS
- 6.1 Bond Resolution – PDF - *(Resources, Goal 1)*

7.0 FIRST READINGS
- 7.1 Bus Cameras – Bloomer – (No Documentation) - *(Resources, Goal 1)*
- 7.2 Social Media Specialist Position – (*Resources, Goal 1)*
- 7.3 Director of School Safety and Security *(Resources, Goal 1)*
- 7.4 Changes to the Classified Handbook *(Student Engagement, Goal 2; Resources, Goal 1)*
- 7.5 Selection of External District Financial Auditor – Ryan - *(Resources, Goal 2)*

8.0 DISCUSSION/REPORT ITEMS
- 8.1 Future Agenda Items
- 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.

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
FACILITIES and GROUNDS REVIEW
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
July 29, 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. Five Board members were present.

MEMBERS PRESENT
Jennifer Bain, President
Kelly Ramseyer, V. Pres. – arrived at 6:13
Jeremy Bennett
Greg Fenster
Courtney Williams
Barb Walters

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
Angie Karraker, Director of Special Services
B.J. Knudson, Executive Director of Operations
Jeff Hohnbaum, Hutton Construction
Jimmy Soliz, Hutton Construction
Eric Henderson, Hutton Construction
Steve Shogren, Stifel Public Finance
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 five members present.

Mr. Hersh gave a brief overview of the facilities and grounds study then introduced Mr. Jeff Hohnbaum of Hutton Construction.

2.0 HUTTON CONSTRUCTION and STIFEL PUBLIC FINANCE

Jeff Hohnbaum of Hutton Construction and Steve Shogren, of Stifel Public Finance presented information to the Board regarding the results of the facilities and grounds study of USD 261. Jimmy Soliz, and Eric Henderson were also present representing Hutton Construction.

At the conclusion of the presentation the Board (Bain, Ramseyer, Bennett, Fenster, Williams, and Walters) agreed to move forward with Stifel Public Finance developing a draft resolution for the Board to review during the Regular BOE Meeting on August 19, 2024.

MOTION to grant authority for administration to seek an RFP for an architect in support of the needs assessment.
(Bennett/Ramseyer) Motion carried 6-0.

2.0 ADJOURN NEEDS ASSESSMENT MEETING

Meeting adjourned at 8:14 p.m.

_____
Jennifer Bain, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
July 15, 2024 – 7:00 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 7:00 p.m., by Board President Jennifer Bain. Six members were present.

MEMBERS PRESENT	OTHERS PRESENT
Jennifer Bain – President	Jeff Hersh, Superintendent of Schools
Jeremy Bennett – Vice President	Debbie Coleman, Clerk of the Board
Kelly Ramseyer	Craig Ryan, Assistant Supt. of Business and Finance
Courtney Williams	Gillian Macias, Assistant Supt. of Human Resources and Student Services
Tosha White	Jennifer Reed, Asst. Supt. of Learning Services
Barb Walters	Dr. Angie Karraker, Director of Special Services
	Jason Soupene, Director of IT
	Adia Ludwig, Community Relations Director
	Others

1.0 REORGANIZATION MEETING OPENING

1.1 Call to Order

Board President Jennifer Bain called the meeting to order at 7: 00 p.m. with six members present.

1.2 Flag Salute

1.3 President's Announcements (No Documentation)

- The KASB Annual Convention will be held in Wichita at the Hyatt Regency, November 15 – 17.

1.4 Superintendent's Announcements (No Documentation)

- USD261derful Presentation
  Heather Nichols, Kristan Walker, and Luetta Yoder from the Human Resources Department and Melinda Smith, Courtnie Louia, and Jennifer Shumaker from the Business Department were recognized for their great efforts in updating records, retro-active payroll and preparing for the 2024-2025 year.
- Open Enrollment has started. The Board approved taking up to 240 student applicants, 140 applied. Originally the District decided not to take kindergarten students. It now looks like we may have a lower kindergarten enrollment than anticipated. Mr. Hersh asked for authority from the Board to accept kindergarten out-of-district applicants if numbers allow.
  The Board gave authority for the District to accept out-of-District kindergarten students if numbers allow. Mr. Hersh will keep the Board informed as enrollment winds down and the decision is made to accept the current kindergarten applicants.
- Update on Retreat – The Community Retreat will be held on July 31, 2024, at Campus High School. One goal of the retreat will be to determine what a portrait of a USD 261 graduate looks like. The District will also share the future improvement needs of District facilities and grounds.
  The District is looking to hold a Special Board Meeting on July 29, 2024, at 6:00 p.m. The purpose of the meeting will be to meet with Hutton Construction and Stifel Public Finance to discuss the future improvement needs of the District facilities and grounds.
- The Back-to-School event will be held on August 7, 2024, 8:00 – 9:45 a.m. The event will be held at Campus High School and divided into two sessions to accommodate staff numbers.

- The Board will hold three budget related Special Board Meetings:
  - Needs Assessment on Monday, August 19th, 6:00 p.m.
  - Revenue Neutral Rate Hearing on Monday, September 9th, 6:15 p.m.
  - Budget Hearing on Monday, September 9th, 6:30 p.m.
- CHS is separating the ISS and Acellus students in order to provide appropriate support to students. In doing this an additional classified person will be hired to assist with attendance and reporting for the ISS program.

1.5 Campus High School Student Council Report (No Report)

1.6 New and Good (No Documentation)

- Tosha White informed the Board that the Campus Booster Club has three new sponsors. Two sponsors are at the diamond level and one of those sponsors is a new sponsor.
- Jennifer Bain reported that her daughter is almost finished with driver's ed.
- Jeremy Bennett's daughter is also in driver's ed.

1.7 Approve / Amend Agenda (No Documentation)
MOTION to approve the agenda as presented.
(Bennett/Ramseyer) Motion carried 6-0.

2.0 BOARD REORGANIZATION - PDF
Standard BOE reorganization as required by Kansas Statutes and BOE Policy - Action Requested

2.1 Designate Regular Meeting Date, Time, and Place
The regular Board of Education meetings for 2024-2025 will be held on the third* Monday of each month at 7:00 p.m. in the Board of Education room of the Administration Building located at 1745 W. Grand, Haysville, Kansas.
*Exceptions to include the following designated dates:

- September 9th rather than September 16th (in order to immediately follow the Special BOE Meetings for Revenue Neutral Rate Hearing and Budget Hearing)
- December 9th rather than December 16th (Due to Holiday Music Programs)
- January 27th rather than January 20th (MLK Day Holiday)
- February 24th rather than February 15th (President's Day)
- March 10h rather than March 15th (Need to meet before Spring Break)
- April 14th rather than April 21st (No school)
- May 12th rather than May 19th (HWMS Promotion Parade)

MOTION to approve the Designated Regular Meeting Date, Time and Place as presented.
(Ramseyer/Bennett) Motion carried 6-0.

2.2 Personnel Appointments and Resolutions

2.2.1	Clerk of the Board	Debra M. Coleman
2.2.2	Deputy Clerk of the Board	Gillian Macias
2.2.3	Treasurer of the Board	Craig Ryan
2.2.4	Custodian of District Office Records	Craig Ryan
a.	Custodian of Early Childhood Program	Prog. Administrator
b.	Parents As Teachers Program	Prog. Administrator
c.	Custodian of Oatville Elementary Office Records	Building Principal
d.	Custodian of Rex Elementary Office Records	Building Principal
e.	Custodian of Nelson Elementary Office Records	Building Principal
f.	Custodian of Freeman Elementary Office Records	Building Principal
g.	Custodian of Ruth Clark Elementary Office Records	Building Principal
h.	Custodian of Prairie Elementary School Office Records	Building Principal
i.	Custodian of Haysville Middle School Office Records	Building Principal
j.	Custodian of Haysville West Middle Schl. Office Records	Building Principal
k.	Custodian of Campus High School Office Records	Building Principal
l.	Custodian of Haysville High School	Building Principal
m.	Custodian of Tri-City Day School	Building Coordinator
2.2.5	Representative for Title Projects	Jennifer Reed

2.2.6	Attorney for the Board of Education	John Robb with Somers Robb & Robb
2.2.7	KPERS Designated Agent	Craig Ryan
2.2.8	Freedom of Information Officer	Communications Dir.
2.2.9	Kansas Educational Risk Management Insurance Pool Rep.	Craig Ryan
2.2.10	Food Service/Lunch Agreement Representative	Dir. of Food Service
2.2.11	Hearing Officer for Free & Reduced Meal Application Appeals	Craig Ryan
2.2.12	Attendance Officer	
a.	Early Childhood Program	Dir. of Special Services
b.	Attendance Officer for Parents As Teachers	Dir. of Special Services
c.	Attendance Officer for Oatville Elementary	Building Principal
d.	Attendance Officer for Rex Elementary	Building Principal
e.	Attendance Officer for Nelson Elementary	Building Principal
f.	Attendance Officer for Freeman Elementary	Building Principal
g.	Attendance Officer for Ruth Clark Elementary	Building Principal
h.	Attendance Officer for Prairie Elementary	Building Principal
i.	Attendance Officer for Haysville Middle School	Building Principal
j.	Attendance Officer for Haysville West Middle Schl.	Building Principal
k.	Attendance Officer for Campus High School	Building Principal
l.	Attendance Officer for Haysville High School	Building Principal
m.	Attendance Officer for Tri-City Day School	Building Coordinator
2.2.13 a.	Title Six Coordinator	Asst. Supt. of Human Resources and Student Services
b.	Title Nine Coordinator	Asst. Supt. of Human Resources and Student Services
2.2.14	504 Coordinator	Asst. Supt. of Human Resources and Student Services
2.2.15	Coordinator for Homeless Children	McKinney-Vento Coordinator

2.2.16 Resolutions - Agenda Topics - 2.2.16.1 – 2.3.16.11

RE: Comments and Recommendations of the superintendent.

The superintendent suggests the below resolutions for agenda topics 2.2.16.1 – 2.2.16.11.

2.2.16.1 1116 - Hour School Year –

"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize the 1116 hour policy calendar as defined by the Kansas State Department of Education for the 2024-2025 school year."

2.2.16.2 Surety Bond for District Treasurer and High School and Middle School Principals –

"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize the procurement of surety bonds for the district treasurer and high school and middle school principals."

2.2.16.3 Official Newspaper –

"Be it resolved that the Board of Education of Unified School District 261 does hereby designate the Times Sentinel as the official newspaper publication of the district for the 2024-2025 school year."

2.2.16.4 Participation in Federal Programs –

"Be it resolved that the Board of Education of Unified School District 261 does hereby approve and authorize the district to participate in federal programs as appropriate."

2.2.16.5 Early Payment of Bills –
"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize Mr. Jeff Hersh, superintendent of schools, and Craig Ryan, associate superintendent of business and finance, to make early payment of bills when such payments result in a reduction in the amount charged to the district for goods or services or penalty or interest." This resolution is allowed for in Board policy DJEJ.

2.2.16.6 Official Depository of Funds –
Please see the attached resolution example.

2.2.16.7 Rescinding Policy Statement and Adoption of New Board Policies –
(a & b) Please see Exhibit # 2.2.17.7 a & b for supporting information.

2.2.16.8 Waiver of GAAP Resolution –
Please see the attached resolution example.

2.2.16.9 Home Rule Resolution –
Please see the attached resolution example.

2.2.16.10 Authority to Dispose of School Property with Value of Less than $5,000.00 Resolution -
Please see the attached resolution example.

2.2.16.11 Authority to Re-Fund Bonds if in Best Interest of USD 261 Resolution-
Please see the attached resolution example.

MOTION to approve items 2.2.1 through 2.2.16.11.
(Bain/Williams) Motion carried 6-0.

2.2.17 Appointment of Board Member(s) / KASB Governmental Relations Network
MOTION to appoint Tosha White as the KASB Governmental Relations Network representative.
(Bennett/Bain) Motion carried 6-0
MOTION to appoint Jeremy Bennett as an alternate Governmental Relations Network representative.
(Bain/Walters) Motion carried 6-0.

2.2.18 PANDO Initiative Representative
MOTION to appoint Jeremy Bennett as the PANDO Initiative representative and Jennifer Bain as the alternate representative.
(Bain/Kelly) Motion carried 6-0.

2.2.19 Site Council BOE Representatives
Freeman Elementary School – Jeremy Bennett
Nelson Elementary School – Kelly Ramseyer
Oatville Elementary School – Greg Fenster
Prairie Elementary School – Barb Walters
Rex Elementary School - Jennifer Bain
Ruth Clark Elementary School – Courtney Williams
HMS – Jennifer Bain
HWMS – Tosha White
Campus High School – Jeremy Bennett
MOTION to approve Site Council BOE representatives as presented.
(Bain/Bennett) Motion carried 6-0.

2.2.20 Crisis Team Representative
MOTION to appoint Barb Walters as the BOE representative.
(Williams/Kelly) Motion carried 6-0.

2.2.21 Classified/Administrative Sick Leave Bank Representative
MOTION to appoint Courtney Williams as the Board representative for the Classified/Administrative Sick Leave Bank.
(Bain/Kelly) Motion carried 6-0.

2.2.22 District Professional Advisory Committee (DPAC) Representative
MOTION to appoint Kelly Ramseyer as the BOE representative for the District Professional Advisory Committee (DPAC) and Barb Walters as the alternate.
(Bennett/Bain) Motion carried 6-0.

2.2.23 Board Representation for Negotiations
MOTION to appoint Jennifer Bain, Jeremy Bennett, and Kelly Ramseyer as the Board Representation for Negotiations for the 24-25 school year.
MOTION to approve Jennifer Bain, Jeremy Bennett, and Kelly Ramseyer as the Board Representation for Negotiations for the 24-25 school year.
(Bain/White) Motion carried 6-0.

3.0 DISTRICT PATRON/PERSONNEL TIME

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

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

4.0 CONSENT AGENDA

4.1 Previous Minutes
4.2 Routine Personnel - PDF
4.3 Gifts and Grants
- Support/Homeless Services received a $100.00 donation from LaRue Gorychka

4.4 Acellus Licenses
4.5 FastBridge Renewal
4.6 MobileMind Renewal
4.7 HMH for Middle School Tiered Classes

MOTION to approve the consent agenda as presented.
(Williams/Ramseyer) Motion carried 6-0.

5.0 TREASURER'S REPORT / BILLS – PDF

Mr. Craig Ryan presented information to the Board regarding the Treasurer's Report and Bills.
- 2023-2024 Closeout Update

MOTION to approve the Treasurer's Report/Bills as presented.
(Bennett/Walters) Motion carried 6-0.

6.0 REPORTS – Focus on Learning

- Insurance Update – Ryan
  - Medical
  - Property

  Mr. Ryan presented information to the Board regarding the District's Medical and Property insurance.
- Strategic Plan Update – Macias
  Ms. Macias gave the Board an update on the Strategic Plan.

7.0 ACTION ITEMS

7.1 Update to the Campus High School 2024-2025 Student Handbooks – Macias
Ms. Macias presented information to the Board regarding the Update to the Campus High School 2024-2025 Student Handbooks.
MOTION to approve the Campus High School 2024-2025 Student Handbooks with changes as presented.
(Bennett/Ramseyer) Motion carried 6-0.

7.2 Update to the Tri-City Day School Staff Handbooks – Macias - PDF
Ms. Macias presented information to the Board regarding the Update to the Tri-City Day School Staff Handbooks.
MOTION to approve the Update to the Tri-City Day School Staff Handbooks with changes as presented.
(Ramseyer/Williams) Motion carried 6-0.

8.0 FIRST READINGS
(No First Readings)

9.0 DISCUSSION/REPORT ITEMS

9.1 Future Agenda Items

- Enterprise Fleet – Knudson & Bloomer – August
- Crisis / Safety Report – Knudson –August
- Budget Workshop – Ryan – Report – August 19, 2024
- Needs Assessment – Ryan - Special BOE Meeting – August 19, 2024 at 6:00 p.m.
- Bus Cameras – Bloomer – August
- PANDO Initiative – Consent Agenda - August
- Board Policy Update - August
- Approve JGCA Wellness Policy – Schutte - August or September
- Update the District on the cyber security process – Soupene - October

9.2 Board Calendar
No Changes

10.0 EXECUTIVE SESSION – Negotiations and Non-Elected Personnel
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 8:34 p.m. for 45-minutes, to return at 9:20 p.m. for the discussion of Negotiations.
(Bain/Bennett) Motion carried 6-0.

The Board invited Hersh, Macias and Ryan to join them in Executive Session at 8:34 p.m.

The Board reconvened at 9:20 p.m. with four members present.
(Bain, Bennett, Walters, and White - Mr. Hersh and Ms. Macias were also present)

MOTION to extend executive session for 20-minutes to return at 9:40 p.m.
(Bain/Bennett) Motion carried 4-0.

The Board reconvened at 9:40 p.m. with four members present.
(Bennett, Walters, Ramseyer and Bain – Mr. Hersh and Ms. Macias were also present)

MOTION to extend executive session for 20-minutes to return at 10:04 p.m.
(Bain/Walters) Motion carried 4-0.

Hersh, Macias, and Ryan returned to the Board Room at 10:04 p.m.

The Board reconvened at 10.04 p.m. with six members present.

No action taken.

11.0 ADJOURNMENT

Meeting adjourned at 10:05 p.m.

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Jennifer Bain, Board of Education President

_____

Debra M. Coleman, Board of Education Clerk

In-District Transfers							
Staff Last Name	Staff First Name	Current Position	Current Building/Department	New Position	New Building/Department	Effective Date	Position Type
Brohammer	Martha	Assistant Forensics (50% of Stipend)	CHS	Assistant Forensics (100% of Stipend)	CHS	8/13/2024	Supplemental
Bush	David	Courier	Maintenance	General Maintenance	Maintenance	8/5/2024	Classified
Converse	Robin	SpEd Teacher	Rex	SpEd IEP Writer	HMS	8/7/2024	Certified
Downing	Jason	General Maintenance	Maintenance	Grounds	Maintenance	8/5/2024	Classified
Marrs	Brett	Assistant Bowling Coach	CHS	Girls Head Bowling Coach	CHS	7/24/2024	Supplemental
Reichenbach	Janet	Food Service	Ruth Clark	Early Childhood Para	Nelson	8/7/2024	Classified
Richardson	Olivia	Lunch/Recess Para	Nelson	SpEd Para - Special Programs	Nelson	8/7/2024	Classified
Saavedra	Maria	Food Service	Nelson	Van Driver	Transportation	7/17/2024	Classified
Sheler	Derek	Substitute Teacher	Admin	SpEd Para	HMS	8/7/2024	Classified
Sokol	Gabrielle	3rd Grade Teacher	Oatville	ESOL Teacher	Oatville	8/1/2024	Certified
Waters	Karon	Para	Tri-City	SpEd Teacher	Tri-City	8/7/2024	Classified

New Hires						
Staff Last Name	Staff First Name	Position	Building / Department	Years of Experience	Effective Date	Position Type
Alexander	Noah	Assistant Drama Coach	CHS	NA - Supplemental Position	8/1/2024	Supplemental
Beck	Ashley	Audiologist	Hemphill	17	8/7/2024	Certified
Brodeson	Kristi	Early Childhood Para	Freeman	5	8/7/2024	Classified
Caldwell	Alfonso	Security Guard	CHS	5	8/7/2024	Classified
Cantrell	Garrett	Assistant Football Coach	CHS	NA - Supplemental Position	8/19/2024	Supplemental
Cantrell	Garrett	Assistant Track Coach	CHS	NA - Supplemental Position	8/19/2024	Supplemental
Church	Gerald	Custodian	Oatville	5	7/30/2024	Classified
Converse	Robin	SpEd IEP Writer	HMS	16	08/01/2024	Certified
Cooper	Laython	GenEd Para	Oatville	0	8/7/2024	Classified
Craytor	Morgan	4th Grade Teacher	Oatville	5	8/1/2024	Certified
Davis	Tayler	SpEd Para	CHS	4	8/7/2024	Classified
Davy	Alicia	Nurse	Freeman	16	8/1/2024	Certified
Eck	Alyssa	4th Grade Teacher	Rex	0	8/1/2024	Certified
Garrison	Jessica	SpEd Para	Freeman	0	8/7/2024	Classified
Goodman	Bryonika	Early Childhood Para	Ruth Clark	5	8/7/2024	Classified
Graber	Miracle	GenEd Para	Oatville	0	8/7/2024	Classified
Griffin	Cierra	GenEd Para	Nelson	2	8/7/2024	Classified
Hale	Lindsay	GenEd Para	Prairie	5	8/7/2024	Classified
Harris	Cynthia	SpEd Secretary	Hemphill	5	8/1/2024	Classified
Hensen	Kendra	3rd Grade Teacher	Oatville	0	8/1/2024	Certified
Horner	Kylie	Library Para	CHS	1	8/7/2024	Classified
Keller	Christina	Early Childhood Para	Freeman	0	8/7/2024	Classified
King	Julia	Library Para	Freeman	1	8/13/2024	Classified
Kliewer	Zac	Weights Coach (33% of Stipend)	CHS	NA - Supplemental Position	8/1/2024	Supplemental
Latas	Sara	Van Driver	Transportation	0	8/7/2024	Classified
Lockwood	Joyce	Food Service	HWMS	0	8/7/2024	Classified
Lund	Maria	SpEd Para	Nelson	5	8/7/2024	Classified
Mader-Cauble	Brandon	SpEd Para	Rex	0	8/7/2024	Classified
Malone	Rhonda	Speech Pathologist	Hemphill	24	8/1/2024	Certified
Mink	Lydia	SpEd Para - Special Programs	CHS	4	8/7/2024	Classified
Moore	William	Head Custodian	Nelson	4	8/9/2024	Classified
Mutchler	Darrin	Para - Special Program (In-School Suspension)	CHS	5	8/7/2024	Classified
Peabody	Nicholas (Cody)	Weights Coach (67% of Stipend)	CHS	NA - Supplemental Position	8/1/2024	Supplemental
Perry	Lauren	GenEd Para	Nelson	0	8/7/2024	Classified
Pierson	Alexander	Assistant Scholars Bowl	CHS	NA - Supplemental Position	8/19/2024	Supplemental
Radar	Courtney	GenEd Para	Freeman	1	8/12/2024	Classified
Reavis	Kayla	Bus Driver	Transportation	1	8/7/2024	Classified
Reinstatler	Debbie	SpEd Para - Special Programs	Freeman	5	8/7/2024	Classified
Richardson	Tyanna	Library Para	Prairie	0	8/7/2024	Classified
Rosiere	Dalen	Boys Head Bowling Coach	CHS	NA - Supplemental Position	8/19/2024	Supplemental
Sears	Brittany	Food Service	Ruth Clark	0	8/7/2024	Classified
Sherwood	Brian	SpEd Para	CHS	0	8/7/2024	Classified
Simmons	Kyleigh	SpEd Para	Prairie	2	8/7/2024	Classified
Spencer	Wade	Assistant Football Coach	CHS	NA - Supplemental Position	8/1/2024	Supplemental
Swaney	Megan	SpEd Para - Special Programs	Tri-City	3	8/7/2024	Classified
Swartz	Tammy	SpEd Para	Prairie	5	8/7/2024	Classified
Turner	James	Custodian	HHS	1	7/24/2024	Classified
Valenzuela-Martinez	Adriana	Food Service	Nelson	0	8/7/2024	Classified
Van Dolah	Shandi	SpEd Para	Nelson	0	8/7/2024	Classified
Walter	Reygan	3rd Grade Teacher	Ruth Clark	2	8/1/2024	Certified
Webb	Celeste	SpEd Para - Special Programs	CHS	3	8/7/2024	Classified
Wells	Stephanie	Custodian	HWMS	2	7/15/2024	Classified
White	Maddolynne	SpEd Para	Nelson	0	8/19/2024	Classified
Williams	Jennifer	Food Service	HMS	5	8/7/2024	Classified
Wittig	Jeremy	National Honor Society Sponsor	CHS	NA - Supplemental Position	8/1/2024	Supplemental

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

Separations (Resignations, Retirements, Terminations)					
Staff Last Name	Staff First Name	Position	Building / Department	Effective Date	Position Type
Beckes	Alexander	Custodian	CHS	6/25/2024	Classified
Bishop	Janella	Food Service	Nelson	5/21/2024	Classified
Caw	Hayley	Assistant Track Coach	HMS	7/31/2024	Supplemental
Chadd	Blake	SpEd Para	Ruth Clark	7/6/2024	Classified
Chapman	Andrew	Assistant Football Coach	CHS	8/8/2024	Supplemental
Cooper	Kyea	Custodian	Nelson	8/15/2024	Classified
Ecklund	Jamie	SpEd Para	CHS	8/7/2024	Classified
Gephart	Elaine	Food Service	Freeman	5/21/2024	Classified
Harlin	Hayleigh	Custodian	Prairie	7/16/2024	Classified
Heins	Julana	SpEd Para	HMS	5/21/2024	Classified
Hillard	Grace	SpEd Para	CHS	5/21/2024	Classified
Hilt	Angelia	Teacher of Visually Impaired Students	Hemphill	7/12/2024	Certified
Jantzen	Ethan	Custodian	Nelson	5/24/2024	Classified
King	Shaylin	ESOL Teacher	Oatville	7/13/2024	Certified
Kuker	Caryn	SpEd Para	CHS	5/21/2024	Classified
Ladd	Rebecca	SpEd Para	HWMS	5/21/2024	Classified
Landwehr	Madison	Health Para	Prairie	5/21/2024	Classified
Lindsay	Isabella	GenEd Para	Prairie	5/21/2024	Classified
Moore	Jameson	Assistant Football Coach	CHS	8/1/2024	Supplemental
Nelson	Dalton	SpEd Para	Prairie	8/8/2024	Classified
Phillips	Erica	Secretary	Ruth Clark	08/05/2024	Classified
Phillips	Natasha	Early Childhood (Pre-K) Teacher	Freeman	8/12/2024	Certified
Reddick	Maria	Food Service	CHS	5/21/2024	Classified
Samuel	Jeremy	Drama	CHS	5/22/2024	Supplemental
Tackitt	Josie	Speech Language Pathologist	Hemphill	5/22/2024	Certified
Tregellas	Martha	GenEd Para	Nelson	5/21/2024	Classified
Unruh	Julie	Bus Aide	Transportation	7/31/2024	Classified

KANSAS STATE DEPARTMENT OF EDUCATION

RECORD RETENTION

Topics: Timelines for destruction of certain school records, Reproduction of records; School records of pupils; Student Transcripts; FERPA

* These timelines are governed by Kansas law (Kansas Statutes Annotated)
Resource: Office of the Revisor of Statutes | website: http://ksrevisor.org/ksa.html

* Timelines for Destruction of Certain School Records

Type of Record	Can Be Destroyed After
Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders	5 years
Official bonds of surety or indemnity	5 years after the termination of the employment of the covered employee
Insurance Policies	5 years after the expiration of the policy
Formal Audit Reports	5 years
Financial reports relating to programs supported by federal funds	3 years or the time specified in federal law
Financial papers (warrants, checks, receipts, etc.)	6 months after formal audit reports are filed
Bonds or coupons stamped "paid" or "canceled" and returned to the district by the state fiscal agent	6 months after the next formal audit of the district

K.S.A. 72-1629. **Destruction of records by school districts and community junior colleges.** The board of education of any school district or the board of trustees of any community junior college may, by resolution, provide for and authorize any officer, official or employee charged with or having custody of the following records, documents or other papers to destroy the same at the time indicated herein, and if more than one time can be made to apply, the longer time shall apply:

(a) Bookkeeping and accounting records which are original books of entry, claims, vouchers and purchase orders, five (5) years.
(b) Formal audit reports, five (5) years.
(c) Financial papers of any type relating to programs supported by federal funds, three (3) years or such longer time as may be required by applicable federal law.
(d) All financial papers not otherwise specified in this section may be destroyed at any time after formal audit reports have been completed and filed in the appropriate offices for a period of six (6) months, and this provision shall apply to the following: Warrants, warrant checks, receipts, canceled checks, and requisitions.
(e) Official bonds of surety or indemnity, five (5) years after the termination of the term of employment.
(f) Insurance policies, five (5) years after the expiration of the term thereof.
(g) Bonds and coupons stamped paid or canceled and returned by the state fiscal agent, six (6) months after the next following annual formal audit of the school district.

History: L. 1955, ch. 335, § 1; L. 1970, ch. 282, § 1; L. 1975, ch. 372, § 1; July 1. Source or Prior Law: 72-5369

K.S.A. 72-1631. **Reproduction of records.** The governing body of any school district may cause any or all records, documents or papers to be photographed, microphotographed or otherwise reproduced... The device used to reproduce ... shall be one which accurately reproduces the original thereof in all details. The school district may use reproduction methods which include the digital storage and retrieval of official school district records."

K.S.A. 72-1630. **Application.** Nothing in K.S.A. 72-1629 shall be deemed to apply to records, documents, or papers not specifically mentioned nor to authorize the destruction of records, documents or papers which in their nature should be preserved permanently, nor to prohibit destruction of records, documents or papers obviously of only temporary value after a reasonable time.

History: L. 1955, ch. 335, § 2; June 30. Source or Prior Law: 72-5370

Laws governing student records:

K.S.A. 72-6310. **School records of pupils, withholding prohibited; school district property, return or payment for, exception.** (excerpt)

(b) All school district property in the possession of any pupil shall be returned to the proper school district authority or paid for by the pupil upon transfer of the pupil from the school district. The school records of any such pupil shall not be withheld for any reason. A school district authority, upon request, shall provide a fully itemized list of the school district property in the possession of the pupil. In the event that such school district authority receives an affidavit stating that the pupil's parents are unable to return the school district property which is lost or missing, such school district authority shall note in the school records of the pupil that the pupil has complied with the provisions of this section. In the event that a school district authority receives an affidavit from the board of education of another school district or from the governing authority of a nonpublic school stating that a pupil's records are being requested as proof of identity of the pupil pursuant to the provisions of K.S.A. 2017 Supp. 72-9934, and amendments thereto, such school district authority shall forward a certified copy of that part of the pupil's records which provides information regarding the identity of the pupil.

(c) The school records of each pupil are the property of the pupil and shall not be withheld by any school district. Upon request of a pupil or the parent of a pupil, the school records of the pupil shall be given to such pupil or parent, or upon transfer to a nonpublic school, shall be forwarded to another school district or nonpublic school. A pupil's records forwarded to another school district due to transfer will include original copies of all the students records, including transcripts, grade cards, results of tests, assessments or evaluations, and all other personally identifiable records, files and data directly related to the pupil.

History: L. 1963, ch. 378, § 1; L. 1986, ch. 268, § 2; L. 1991, ch. 220, § 3; L. 1999, ch. 116, § 49; July 1. Source or Prior Law: 72-5386

Family Educational Rights and Privacy Act (FERPA)

FERPA also applies to the destruction of any student's personally identifiable information. Schools must destroy personally identifiable student information in a way that prevents disclosure.

For more information (U.S. Department of Education) on Family Educational Rights and Privacy Act (FERPA): https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

Student Transcripts:

K.S.A. 72-1632: Same; deemed original record; evidence; transcript. Such photographs, microphotographs or photographic film shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies. A transcript, exemplification or certified copy thereof shall, for all purposes recited herein, be deemed to be a transcript, exemplification, or certified copy of the original.

History: L. 1955, ch. 335, § 4; June 30. Source or Prior Law: 72-5372

K.A.R. 91-31-34(e) requires accredited schools to permanently maintain records related to each student's academic performance, attendance, and activities.

If you have questions,
call School Finance at (785) 296-3872.

For more information, contact:

Dale Brungardt, Director
School Finance (785) 296-3872
DBrungardt@ksde.org

Kansans CAN

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212

(785) 296-3201

www.ksde.org

P:Budget/workshop2022/record retention

Haysville USD #261
1745 W. Grand
Haysville, KS 67060

To: Haysville Board of Education
From: Linda Long, Support/Homeless Services Coordinator & Foster Care Liaison
Re: Donations
Date: 08/08/2024

To Whom It May Concern:

Support/Homeless Services received the following donation:

Delma Head
4406 S. St. Paul Circle
Wichita, KS 67217 — 50+ kids t-shirts and sweat pants

Thank You,

Linda Long
Support/Homeless Services Coordinator
Foster Care Liaison

pando initiative
CONNECT · ENGAGE · THRIVE

Exhibit A

USD 261 school sites included in the Memorandum of Understanding for 2024 - 2025, for the remuneration of the sum of ***$28,000*** :

Prairie Elementary School , 7101 S Meridian St., Haysville, KS 67060
316-554-2350

pando initiative
HELPING STUDENTS THRIVE

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("Memorandum") is made this 19th day of Aug., 2024, between Unified School District #261, Sedgwick County, Kansas (the "District"), and The Pando Initiative, Inc., a Kansas not-for-profit corporation.

WHEREAS, The Pando Initiative helps young people at risk of dropping out of school to successfully learn, stay in school, and prepare for life by connecting needed community resources with selected schools.

WHEREAS, The Pando Initiative believes that each young person needs and deserves individualized support. As a means of helping each student to develop his or her unique potential, The Pando Initiative focuses on providing the following fundamental resources to each student it assists: (1) a one-on-one relationship with a caring adult; (2) a safe place to learn and grow; (3) a healthy start and a healthy future; (4) a marketable skill to use upon graduation; and (5) a chance to give back to peers and community.

WHEREAS, The Pando Initiative staff and District support staff can form a multidisciplinary team to offer at-risk students and their families access to the services needed to solve social, educational, health and emotional problems impeding student success. This education, health, and human service delivery system emphasizes the principles of connectedness, accountability, and teamwork.

WHEREAS, the District and The Pando Initiative recognize the value of these collaborative efforts and intend to continue them on a year to year basis with the objective of providing more and improved services and resources to at-risk students.

NOW, THEREFORE, in consideration of the mutual agreements, covenants, and representations set forth herein, the parties hereto do hereby agree as follows:

1. Identification of At-Risk Students. The District and The Pando Initiative will work together to identify at-risk populations in schools within the District that are suitable for special attention and resources, including those for whom the implementation or development of The Pando Initiative model should be attempted.

2. Site Issues. At the school sites that are listed on **Exhibit A** hereto, which list may be amended by The Pando Initiative and the District from time to time, The Pando Initiative and the District's site personnel will enter into a Student Support Plan as to the terms and conditions upon which The Pando Initiative will coordinate the delivery of existing volunteer and social services to at-risk students and their families and upon which the School will provide the essential support required to implement The Pando Initiative model successfully. Such Student Support Plan will be in substantially the form of **Exhibit B** to this Memorandum and shall not require further approval by the District. Each new Pando Initiative site will include, at a minimum:

(a) a Pando Initiative Student Support Advocate;

(b) the District support services personnel as well as indicated community agency personnel and volunteers; and,

(c) appropriate staff development about The Pando Initiative for teachers, administrators, and other site personnel to enhance the success of identified students.

In addition, at each school site, The Pando Initiative and the District's site personnel will enter into a confidentiality agreement, substantially in the form of **Exhibit C** hereto.

4. School Support Plans; Annual Report on Program Outcomes. For each existing site, no later than October 10th of each school year, the District staff and The Pando Initiative will work together to develop a Site Operations Plan. Since School Support Plans do not typically include District services, The Pando Initiative will document the services provided by the District, The Pando Initiative and participating community professionals, organizations, and corporations. The Pando Initiative will annually report its activities and outcomes to the District. At comprehensive The Pando Initiative sites, the report will measure student outcomes as reflected in the areas of academics, behavior, attendance, and parental involvement.

5. The Pando Initiative Staffing. The role of a Pando Initiative staff member assigned to a school is to supplement staff and services at the School, not to serve as a substitute for them. The Pando Initiative staff members will generally perform the roles outlined on **Exhibit D**, attached hereto. The Pando Initiative staff will not be assigned regular or frequent school district personnel duties (e.g., hall monitoring, recess supervision, lunch supervision, door monitoring, teacher-in-charge duties, in-school suspension room duties, substitute teaching, etc.) If a personnel problem arises from a Pando Initiative employee or volunteer, The Pando Initiative will investigate and remove the personnel or volunteers if necessary while the investigation is underway and until the matter is settled to the reasonable satisfaction of the District and The Pando Initiative. If the District requests permanently removing any Pando Initiative personnel or volunteers from a site due to conflict with District staff members, violation of District policy or applicable law, or pending criminal charges, The Pando Initiative will comply.

6. Site Closures. The Pando Initiative may, at any time, close any or all sites, as determined by The Pando Initiative, based upon The Pando Initiative's review of its financial resources (both at the particular site and overall), the cooperation of District personnel at such site

or district-wide, and such other factors as The Pando Initiative determines are relevant, from time to time. Before closing any site(s), The Pando Initiative will consult with the District.

7. Additional District Services. At a minimum, the District will provide The Pando Initiative staff with administrative and site office space, telephone service/voice mail, and an internet connection as permitted by District policy. The Pando Initiative will take steps as the District may reasonably require to comply with all federal and state laws regulating the privacy of any such information.

8. Miscellaneous. This Memorandum, together with the Exhibits hereto, governs the issues and understandings related to the development, implementation, and operation of The Pando Initiative model in the District, and contains the entire understanding between the District and The Pando Initiative with respect to the issues addressed. This Memorandum will be reviewed on an annual basis by the parties.

9. Term. The term of this Memorandum shall be one year and shall renew automatically every year unless one of the parties notifies the other of its intent to terminate this Memorandum in writing, at least 60 days before the earlier of (i) the anniversary of this Memorandum, or (ii) the commencement of the school year covered by such renewal term.

10. Insurance. The Pando Initiative will provide the District with a Certificate of Insurance detailing coverages for general liability, umbrella liability, including bodily injury and property damage, workers' compensation, automobile liability, including bodily injury and property damage, and crime coverage. The District will be shown as an additional insured under the liability insurance policies. In the case of liability and property damage insurance, the amount thereof maintained shall not be less than One Million Dollars ($1,000,000) per occurrence, including the assurance that The Pando Initiatives' insurance company will provide ten (10) days'

notice to the District of cancellation, amendment, or modification of The Pando Initiative insurance coverage. The Pando Initiative shall promptly investigate and make a full written report to the District within five (5) days of receiving knowledge of any accident or claim for damage relating to the ownership, operation and maintenance of the program, including any damage or destruction of or by the program, and the estimated cost of repair, and shall cooperate and make any and all reports required by insurance company in connection therewith.

11. Compliance with Law. The Pando Initiative, its employees and agents agree to comply with all applicable local, state and federal laws and regulations governing the program, its operation, and concerning its employees and volunteers. The Pando Initiative agrees to obtain and maintain all necessary licenses in order to operate the program.

12. Board Policy. The Pando Initiative shall abide by all policies, rules and regulations of the District, specifically, but not limited to, those regarding student privacy, District property or facilities, and the conduct of persons in or on District property or facilities, whether now or hereafter adopted.

13. Facilities Use. The use of the property or facilities will not, in any way, interfere with the operations of the District or any of the programs or activities of the District. The District property, facilities or equivalent will be used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Good order and discipline shall be maintained. If required for District purposes, it is understood that the right is reserved by the District to terminate this Agreement on short notice.

14. Indemnity. Each party agrees to indemnify and hold harmless, the other party, its officers, directors, members, employees, agents, successors and assigns from and against any and all claims, demands, liability, causes of action, damages, costs (including reasonable attorney's

fees and disbursements), and judgments made or incurred by or found against any of them resulting from or arising out of any breach or default by the other party or any other representation or warranty of said party under this Agreement, any term or provision of this Agreement, or the operation of the program. In addition, The Pando Initiative agrees (a) to pay for and assume full liability for any loss or damages to person or property or claims therefore resulting to or arising from its use of District property or facilities by The Pando Initiative or any individual granted access to the facility thereby, whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas or otherwise; and (b) to reimburse and hold harmless the District, its members, agents and employees thereof from any such loss, damage or claim, including but not limited to reasonable attorney's fees.

15. Background Check. The Pando Initiative agrees that The Pando Initiative staff, agents and employees, who will be on school property or in regular contact with students, will undergo a criminal history records check, the results of which will be furnished to the District. The Pando Initiative will remove any personnel or volunteers from the site upon the District's request if the results of a criminal history records check are not accepted by the District. The board can terminate employment if the results of the criminal history records check reveal that the employee has been convicted of any offenses specified in the law.

16. Limited Engagement. The Pando Initiative is an independent contractor, and is not an agent, servant or employee of the District. The Pando Initiatives' engagement with the District is limited solely to the operation of this program.

17. Mandatory Contractual Provisions. The Provisions found in the Contractual Provisions Attachment (Form DA-146a, Rev. 07-19), which is attached hereto, are hereby incorporated in this Memorandum and made a part thereof to the extent they are applicable.

IN WITNESS WHEREOF, the District and The Pando Initiative, through their duly authorized representatives, have executed this Memorandum as of the day and year first written above.

Unified School District #261,
Sedgwick County, Kansas

By_____
USD 261 Board of Education President

The Pando Initiative, Inc.

By_____
Lisa Elliott, Board Chair-Elect

ATTEST:

_____
USD 261 Clerk of the Board

By_____
Penny Olsen, Executive Director

The mission of The Pando Initiative is to connect with students to help them engage and thrive in education and their future.

The Pando Initiative
Pando Student Services Plan 2024 -2025
<School Name>
<Date>

School Summary

District	
Principal	
School Address	
Student Support Advocate	
SSA Phone	
SSA Email	
Practicum Student	
Caseload Goal	

Problem Areas

Academics	
Attendance	
Behavior	
High Family Mobility	
Low Commitment to School	
Low Socioeconomic Status	
Parent Engagement	
School Climate	
Socio-Emotional	
Other _____	

Available Student Services through Pando

Academic:	Basic Needs:
Attendance:	Parent Engagement:

Groups:	Literacy Supports (K-3)
Graduation Supports (9-12)	Other

2024-2025 Student Services Plan Approval

Principal Signature _____ Date _____

Student Support Advocate Signature _____ Date _____

Program Director Signature _____ Date _____

PandoKids.org

pando initiative
HELPING STUDENTS THRIVE.

School:_____

STUDENT ID: _____

USD 261 2024-2025 Pando Initiative Parental/Data Consent Form

As the parent/guardian of _____**(Student name),** I give my permission for my student to take part in all The Pando Initiative activities.

Information Release: I authorize representatives of USD 261 to release information about my students' grades, enrollment status, school attendance and behavior to Pando Initiative staff, and for Pando Initiative staff to share this information with school personnel and others who need it because of their work with my child as a part The Pando Initiative.

Programs/Activities: I authorize my child to participate in activities such as groups, mentoring and other programs coordinated by The Pando Initiative staff.

Transportation: I authorize The Pando Initiative Student Support Advocate or another representative of The Pando Initiative to provide transportation for my child, if necessary, with no less than 2 adults in the vehicle.

Publicity: Photos and/or audio or video tapes of my child may be used by The Pando Initiative for media, educational and/or publicity purposes.

The Pando Initiative is a non-profit agency funded, in part, by United Way of the Plains. Please help us provide statistical information regarding students served by sharing your annual household income. **This information is confidential.**

- ☐ Under $10,000 per year (less than $833 per month)
- ☐ $10,000 - $14,999 per year (between $833 - $1,249 per month)
- ☐ $15,000 - $24,999 per year (between $1,250 - $2,082 per month)
- ☐ $25,000 - $34,999 per year (between $2,083 - $2,915 per month)
- ☐ $35,000 - $49,999 per year (between $2,916 - $4,165 per month)
- ☐ $50,000 - $74,999 per year (between $4,166 - $6,249 per month)
- ☐ Over $75,000 per year (over $6,250 per month)

Employer_____

Employer_____

☐ I prefer not to share this information.

I acknowledge that this consent is voluntary and may be revoked at any time by informing The Pando Initiative staff, in writing, except that prior consent will still apply to the extent that agencies have already taken action in reliance of it.

Signature: _____ Date:_____

Printed Name: _____

REV. 6-13-23

pando initiative

EXHIBIT D

The Pando Initiative staff members will:

- Coordinate:
  - services to students and families
  - The Pando Initiative programs and activities
  - The Pando Initiative team at the school site
  - tutors, mentors and repositioned staff

- Recruit partners, volunteers and families for services.
- Maintain the evaluation and reporting process.
- Provide school-based and community-based referrals that will meet identified needs.
- Conduct a home visit or parent conference with each family to determine needs, clarify school policies/expectations and establish goals for the service/case plan.
- Asses family stability and determine additional needs through ongoing visits with students and families.
- Engage parents of referred students to encourage school participation.
- Conduct student groups to improve peer, family, and school relations (e.g. anger management, social skills, children of divorce support).

pando initiative
HELPING STUDENTS THRIVE.

June 15, 2024

INVOICE

BILL TO: USD #261
Attn: Craig Ryan
1745 W. Grand Ave.
Haysville, KS 67060

RE: The Pando Initiative 2024-2025 Services - Prairie Elementary

$ 28,000

We appreciate your support in our partnership!!

Please remit to: The Pando Initiative, Inc
Penny Olsen, Executive Director
412 S. Main
Wichita, KS 67202

The Superintendent recommends the Board of Education grant approval for the following students to graduate from Campus High School prior to May 18, 2025.

1. Madison Young
2. Anabelle Solorzano – Castro
3. Kenley Hoffman

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

13

DATED: 8/19/2024

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

JULY PAYROLL

DATE	7/12/2024	DIRECT DEPOSIT	Checks	1727-1733	$	704,914.70
DATE		DIRECT DEPOSIT	Checks			
	7/4/2024	WITHHOLDING	Checks	85918-85921	$	3,101.54
	7/12/2024	WITHHOLDING	Checks	85979-86000	$	536,335.38

ACCOUNTS PAYABLE

DATE	7/23/2024	Checks	86001-86006	$ 16,806.28
	7/24/2024	Checks	86007-86022	$ 50,105.37
	7/24/2024	Checks	86023	$ 38.11
	7/24/2024	Checks	86024	$ 118.07
	7/24/2024	Checks	86025	$ 26,855.77
	7/24/2024	Checks	86026	$ 153.71
	7/29/2024	Checks	86029-86033	$ 93,351.64
	8/2/2024	Checks	86035	$ 32.50
	8/7/2024		86036-86056	$ 119,599.97
	8/14/2024		86076-86253	$ 943,700.91
	7/25/2024	Void Ck	1691-1728	$ 2,362.67
	7/15/2024	Void Ck	85922-86027	$ 123,234.50

TOTAL REGISTER: $ 2,620,711.12

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

5.0 REPORTS

No supporting documentation.

End of Section

6.0 ACTION ITEMS

No supporting documentation.

End of Section

6.1 Bond Resolution
See Supporting Information in PDF

End of Section

7.0 FIRST READINGS

No supporting documentation.

End of Section

7.1 Bus Cameras

No supporting documentation.

End of Section

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: _____

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 450 600 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.~~

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.

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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.

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.

Page 19

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 30th each year. Any days above twenty (20) will be lost.

7.5 Selection of External District Financial Auditor

No supporting documentation.

End of Section

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