

**REGULAR BOARD OF EDUCATION MEETING U.S.D. # 261  
ADMINISTRATION BUILDING, 1745 W. GRAND AVE., HAYSVILLE, KS  
July 18, 2022 – 7:00 P.M.**

**(A link to this meeting has been made available on the USD 261 website.)**

**1.0 MEETING OPENING**

- 1.1 Call to Order
- 1.2 Flag Salute
- 1.3 President's Announcements
- 1.4 Superintendent's Announcements
  - 261derful Presentation
- 1.5 Campus High School Student Council Report - Place Holder - (No Documentation)
- 1.6 New and Good
- 1.7 Approve / Amend Agenda

**2.0 BOARD REORGANIZATION**

Standard BOE reorganization as required by Kansas Statutes and BOE Policy - Action Requested

- 2.1 Designate Regular Meeting Date, Time, and Place
- 2.2 Personnel Appointments and Resolutions
  - 2.2.1 Clerk of the Board
  - 2.2.2 Deputy Clerk of the Board
  - 2.2.3 Treasurer of the Board
  - 2.2.4 Assistant Treasurer of the Board
  - 2.2.5 Custodian of Office Records
    - a. Early Childhood Program
    - b. Parents As Teachers Program
    - c. Oatville Elementary
    - d. Rex Elementary
    - e. Nelson Elementary
    - f. Freeman Elementary
    - g. Ruth Clark Elementary
    - h. Prairie Elementary
    - i. Haysville Middle School
    - j. Haysville West Middle School
    - k. Campus High School
    - l. Haysville High School
    - m. Tri-City Day School
  - 2.2.6 Representative for Title Projects
  - 2.2.7. Attorney for the Board - John Robb – Somers Robb & Robb
  - 2.2.8 KPERS Designated Agent
  - 2.2.9 Freedom of Information Officer
  - 2.2.10 Kansas Educational Risk Management Insurance Pool Rep.
  - 2.2.11 Food Service/Lunch Agreement Representative
  - 2.2.12 Hearing Officer for Free & Reduced Meal Application Appeals
  - 2.2.13 Attendance Officer
    - a. Early Childhood Program
    - b. Parents As Teachers Program
    - c. Oatville Elementary
    - d. Rex Elementary
    - e. Nelson Elementary
    - f. Freeman Elementary
    - g. Ruth Clark Elementary
    - h. Prairie Elementary
    - i. Haysville Middle School
    - j. Haysville West Middle School
    - k. Campus High School
    - l. Haysville High School
    - m. Tri-City Day School

- 2.2.14 Title VI Coordinator
- 2.2.15 504 Coordinator
- 2.2.16 Coordinator for Homeless Children
- 2.2.17 Resolutions
  - 2.2.17.1 1116 Hour School Year
  - 2.2.17.2 Surety Bond for District Treasurer, High School and Middle School Principals
  - 2.2.17.3 Official Newspaper
  - 2.2.17.4 Participation in Federal Programs
  - 2.2.17.5 Early Payment of Bills
  - 2.2.17.6 Official Depository of Funds
  - 2.2.17.7a&b Rescinding Policy Statement and Adoption of New Board Policies
  - 2.2.17.8 Waiver of GAAP Resolution
  - 2.2.17.9 Home Rule Resolution
  - 2.2.17.10 Disposal of School Property valued less than \$5,000.00
  - 2.2.17.11 Re-funding of bonds

MOTION to approve items 2.2.1 through 2.2.17.11

- 2.2.18 Appointment of Board Member(s) / KASB Governmental Relations Network
- 2.2.19 PANDO Representative
- 2.2.20 Site Council BOE Reps.
- 2.2.21 Crisis Team Representative
- 2.2.22 Classified/Administrative Sick Leave Bank Representative
- 2.2.23 Live Streaming Board Meetings

### 3.0 DISTRICT PATRON/PERSONNEL TIME

- 3.1 Hearing of Scheduled District Patrons/District Personnel – 5 min.
- 3.2 Remarks/Comments from District Visitors – 2 min.

### 4.0 CONSENT AGENDA

- 4.1 Previous Meeting Minutes
- 4.2 Routine Personnel
- 4.3 Gifts and Grants
- 4.4 Auditor's Understanding of Engagement
- 4.5 Rehired/Retired Teacher Work Agreement – Macias
- 4.6 Policy EE-Food Services Management – Lee
- 4.7 Transportation Driver, Student and Parent Handbooks – Bloomer – PDF

### 5.0 TREASURER'S REPORT / BILLS – PDF

### 6.0 REPORTS – Focus on Learning

- Needs Assessment Report – Schutte and Reed – 5 min. - PDF
- DARE – Reed, Knudson, HPD Representative – 5 min. - PDF

### 7.0 ACTION ITEMS

- 7.1 Student Information System Coordinator Job – Macias – PDF
- 7.2 2022 Campus High School Security Proposal – Morford – PDF

### 8.0 FIRST READINGS

### 9.0 DISCUSSION/REPORT ITEMS

- 9.1 Future Agenda Items
- 9.2 Board Calendar

### 10.0 EXECUTIVE SESSION – Negotiations – Matters relating to employer-employee negotiations whether or not in consultation with the representative or representatives of the body or agency.

### 11.0 ADJOURNMENT

## 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 (Place Holder)

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 BOARD REORGANIZATION

No supporting documentation.

End of Section

## Agenda Topics 2.1, 2.2, – 1-17

**2.1 Designate Regular Meeting Date, Time, and Place-** Please see the attached example of a resolution relative to this agenda item for Board information.

**2.2 Personnel Appointments** – The superintendent suggests the following appointments and wording for agenda items 2.2.

“Be it resolved that the Board of Education of Unified School District 26 ldoes hereby appoint the below listed individuals by name, responsibility and / or title:”

|         |                                                             |                                   |
|---------|-------------------------------------------------------------|-----------------------------------|
| 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                                      | Dr. Clint Schutte                 |
| 2.2.4   | Assistant Treasurer of the Board                            | Nadine Foreman                    |
| 2.2.5   | Custodian of District Office Records                        | Dr. Clint Schutte                 |
| a.      | Custodian of Early Childhood Program                        | Program Administrator             |
| b.      | Parents As Teachers Program                                 | Program 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 Principal                |
| 2.2.6   | Representative for Title Projects                           | Jennifer Reed                     |
| 2.2.7a. | Attorney for the Board of Education                         | Foulston & Siefkin                |
| 2.2.7b. | John Robb – Option                                          | Somers, Robb & Robb               |
| 2.2.8   | KPERS Designated Agent                                      | Dr. Clint Schutte                 |
| 2.2.9   | Freedom of Information Officer                              | Communications Director           |
| 2.2.10  | Kansas Educational Risk Management Insurance Pool Rep.      | Dr. Clint Schutte                 |
| 2.2.11  | Food Service/Lunch Agreement Representative                 | Director of Food Service          |
| 2.2.12  | Hearing Officer for Free & Reduced Meal Application Appeals | Dr. Clint Schutte                 |
| 2.2.13  | 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 /              |
|         |                                                             | Building Assistant Principals     |
| j.      | Attendance Officer for Haysville West Middle Schl.          | Building Principal /              |
|         |                                                             | Building Assistant Principals     |
| k.      | Attendance Officer for Campus High School                   | Building Principal /              |
|         |                                                             | Building Assistant Principals     |
| l.      | Attendance Officer for Haysville High School                | Building Principal                |
| m.      | Attendance Officer for Tri-City Day School                  | Building Principal                |
| 2.2.14  | Title VI Coordinator                                        | Asst. Superintendent of Personnel |
| 2.2.15  | 504 Coordinator                                             | Asst. Superintendent of Personnel |
| 2.2.16  | Coordinator for Homeless Children                           | Linda Long                        |

2.2.17 Resolutions

Agenda Topics 2.2.17.1–2.2.17.11

RE: Comments and Recommendations of the superintendent

The superintendent suggests the below resolutions for agenda topics 2.2.17.1 – 2.2.17.11.

**2.2.17.1 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 2022-2023 school year.”

**2.2.17.2 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.”

**2.2.17.3 Official Newspaper –**

“Be it resolved that the Board of Education of Unified School District 261 does hereby designate the Haysville Sun-Times as the official newspaper publication of the district for the 2022-2023 school year.”

**2.2.17.4 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 to include Title I and II.”

**2.2.17.5 Early Payment of Bills –**

“Be it resolved that the Board of Education of Unified School District 261 does hereby authorize Jeff Hersh, superintendent of schools, and Dr. Clint Schutte, 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.

**2.2.17.6 Official Depository of Funds –**

Please see the attached resolution example.

**2.2.17.7 Rescinding Policy Statement and Adoption of New Board Policies –**

(a & b) Please see Exhibit # 2.2.16.7 a & b for supporting information.

**2.2.17.8 Waiver of GAAP Resolution –**

Please see the attached resolution example.

**2.2.17.9 Home Rule Resolution –**

Please see the attached resolution example.

**2.2.17.10 Authority to Dispose of School Property with Value of Less than \$5,000.00 Resolution –**

Please see the attached resolution example.

**2.2.17.11 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 2.2.17.11.**

**2.2.18 Appointment of Board Member(s)/KASB Governmental Relations Network**

**2.2.19 PANDO Initiative Representative**

**2.2.20 Site Council BOE Representatives**

**2.2.21 Crisis Team Representative**

**2.2.22 Classified/Administrative Sick Leave Bank Representative**

**2.2.23 Live Streaming Board Meetings**

## RESOLUTION ESTABLISHING MEETING SCHEDULES FOR BOARD OF EDUCATION

Pursuant to K.S.A. 72-8205, the Board of Education of USD 261, Sedgwick County, Kansas, by resolution duly adopted at its regular meeting held July 18, 2022, established the following meeting schedule for regular Board of Education meetings to be held during the 2022-2023 school year:

Hour of commencing the meeting: 7:00 p.m.

Day of the week the meeting will be held: Monday

Week of the month the meeting will be held: Third

Meeting Place: Board of Education Room, Administration Building  
1745 West Grand, Haysville, Kansas

If the established date falls on a legal holiday or a holiday specified by the Board of Education, the regular meeting would be held on a date specified by the Board, commencing at the same hour as detailed above.

The Board of Education reserves the right to adjourn any regular meeting to another time and place.

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**Board President**

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**Attest: Clerk of the Board**

\* Exceptions to include:

- November 14<sup>th</sup> rather than November 21<sup>st</sup> (Thanksgiving Break)
- December 19<sup>th</sup> BOE Meeting start time 5:30 p.m. (Due to Holiday Music Programs)
- January 23<sup>rd</sup> rather than January 16<sup>th</sup> (Non-Contract Day)
- February 13<sup>th</sup> rather than February 20<sup>th</sup> (President's Day)
- March 6<sup>th</sup> rather than March 20<sup>th</sup> (Preference is to meet before Spring Break)
- May 22<sup>nd</sup> rather than May 15<sup>th</sup> (Promotion/Graduation)
- June 12<sup>th</sup> rather than June 19<sup>th</sup> (Juneteenth Day)

**RESOLUTION**

BE IT RESOLVED by the Board of Education of Unified School District No. 261, (Haysville) Sedgwick County, State of Kansas, that all banks in Sedgwick County be designated as official depositories and that the following bank be and is hereby designated as depository bank for Unified School District No. 261 funds for the budget year beginning July 1, 2022, and ending June 30, 2023:

Intrust Bank

and

BE IT RESOLVED that withdrawals from all accounts of Unified School District No. 261 now carried with the within named bank, shall be made by check signed by the following duly elected officers of the Board of Education, Tom Gibson, President, and countersigned by Dr. Clint Schutte, the Treasurer of USD 261, and Debra M. Coleman, Clerk of the Board of Education.

BE IT FURTHER RESOLVED, that such signatures of any officer may be affixed mechanically in facsimile, provided that such facsimile signatures shall be valid only when used on standard Unified School District No. 261 check forms, and provided that the facsimile signature shall correspond to the specimen thereof, submitted and certified to the bank by the Clerk of the Board of Education of Unified School District No. 261 to execute, and to the bank to accept, signatures as provided above, and that any action consistent with this Resolution is hereby ratified and confirmed.

ADOPTED: July 18, 2022

ATTEST: UNIFIED SCHOOL DISTRICT NO. 261  
(HAYSVILLE) SEDGWICK COUNTY, KANSAS

\_\_\_\_\_  
CLERK

BY: \_\_\_\_\_  
PRESIDENT

2.2.17.7a

**RESOLUTION FOR RESCINDING POLICY  
STATEMENTS FOUND IN BOARD MINUTES**

Mr. / Ms. President,

I move the adoption of the following resolution:

**RESOLUTION**

Be it resolved that all policy statements found in the minutes of this board of education prior to June 30, 2023, be rescinded, and that the board of education adopt the policy manual (or written policies) as presented and recommended by the superintendent of schools, to govern this school district during the 2022-2023 school year, subject to periodic review, amendment, and revision by the board of education.

**RESOLUTION TO ADOPT NEW BOARD POLICIES**

Mr. / Ms. President, I move the adoption of the following resolution:

**RESOLUTION**

Be it resolved that the Board of Education of Unified School District No. 261 adopt the new policies, Board Policy book, and administrative rules attached to the official agenda of the board meeting of July 18, 2022, with said new policies and administrative rules to become effective July 1, 2022.

FURTHER, be it resolved that all policies and administrative rules adopted prior to June 30, 2022 be declared as null and void and of no effect as of July 18, 2022.

FURTHER, be it resolved that the full text of said newly adopted board policies and administrative rules be attached to and incorporated in the board minutes of the July 18, 2022 board meeting; however, said new board policies and administrative rules will be actually filed in the superintendent's office in a permanent file to be established and maintained by said superintendent or his/her designated representative. All such newly adopted policies and administrative rules adopted this date will be marked with the effective date in the appropriate place on each such page of the policies and rules.

#### **WAIVER OF GAAP RESOLUTION**

“Be it resolved by the Board of Education of Haysville USD 261, Haysville, Kansas, in the regular meeting assembled this 18<sup>th</sup> day of July 2022, that the Board of Education waives the requirements of K.S.A. 75-1120, that the Board of Education waived the requirements of K.S. A. 75-1120a (a) (as amended) as they apply to the Haysville USD 261 for the year ended June 30, 2022.”

“Be it further resolved that the Board of Education shall cause the financial statements and financial reports of the Haysville USD 261 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State.”

2.2.17.9

**RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION**

Mr. / Ms. President,

I move the adoption of the following resolution:

**RESOLUTION**

WHEREAS, the Board of Education of Unified School District No. 261, Sedgwick County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 261, Sedgwick County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District 261, Sedgwick County, Kansas,  
the 18<sup>th</sup> day of July, 2022.

2.2.17.10

**RESOLUTION TO DISPOSE OF SCHOOL PROPERTY**

Mr. / Ms. President,

I move the adoption of the following resolution:

**RESOLUTION**

The Board of Education authorizes the superintendent and the associate superintendent for business and finance to dispose of school property valued at \$5,000 or less. Such disposal shall be reported to the Board at the next school board meeting following such disposal.

2.2.17.11

**RESOLUTION FOR RE-FUNDING OF BONDS**

Mr. / Ms. President,

I move the adoption of the following resolution:

**RESOLUTION**

In the event that the district's bonding company informs the superintendent and the associate superintendent for business and finance that it would be to the district's advantage to refinance its bonds, the Board of Education authorizes the superintendent and associate superintendent for business and finance to approve such refinancing. This refinancing shall be reported to the Board at its next regular meeting.

2.2.18 Appointment of Board Member(s) / KASB Governmental Relations Network

No supporting documentation.

End of Section

#### 2.2.19 PANDO Initiative Representative

No supporting documentation.

End of Section

#### 2.2.20 Site Council BOE Representatives

No supporting documentation.

End of Section

#### 2.2.21 Crisis Team Representative

No supporting documentation.

End of Section

2.2.22 Classified/Administrative Sick Leave Bank Representative

No supporting documentation.

End of Section

### 2.2.23 Live Streaming Board Meetings

No supporting documentation.

End of Section

### 3.0 DISTRICT PATRON / PERSONNEL TIME

No supporting documentation.

End of Section

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

No supporting documentation.

End of Section

3.2 Remarks-Comments from District Visitors – 2 minutes

No supporting documentation.

End of Section

#### 4.0 CONSENT AGENDA

No supporting documentation.

End of Section

**BOARD OF EDUCATION MEETING U.S.D. # 261**  
**ADMINISTRATION BUILDING, 1745 W. GRAND AVE. HAYSVILLE, KANSAS\***

**June 27, 2022 – 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 Tom Gibson. Seven members were present.

**MEMBERS PRESENT**

Tom Gibson – President  
Jennifer Bain – Vice President  
Greg Fenster  
Courtney Williams  
Kelly Ramseyer  
Dr. Susan Norton  
Jeremy Bennett

**OTHERS PRESENT**

Jeff Hersh, Superintendent of Schools – Present via Zoom  
Debbie Coleman, Clerk of the Board  
Dr. Clint Schutte, Associate Supt. of Business and Finance  
Dr. Mike Clagg, Assistant Supt. of Personnel  
Jennifer Reed, Asst. Supt. of Learning Services  
Dr. Angie Karraker, Director of Special Services  
David Herbert, Director of IT  
Adia Ludwig, Communications Director  
Others

**1.0 ORGANIZATION MEETING OPENING**

**1.1 Call to Order**

Tom Gibson called the meeting to order at 7:00 p.m. with seven members present.

**1.2 Flag Salute – Community Helpers: Charlie Beckwith, Zalyn Mills, Sam Cachero, Jack Cachero, Owen Stobart, Alex Stobart, Evan Stobart**

**1.3 President's Announcements (No Documentation)**

Mr. Gibson asked the Board to look at their calendars, find a date, and time for the following Special Board of Education Meetings:

- Set Budget Meeting Date and Time for a Budget Workshop Meeting.  
MOTION to hold a Special Board Meeting for a Budget Workshop on August 15, 2022 at 5:30 p.m.  
(Bain/Norton) Motion carried 7-0.
- Set a Needs Assessment Meeting Date and Time.  
MOTION to hold a Special Board Meeting for Needs Assessment on September 12, 2022 at 6:30 p.m.  
(Williams/Bain) Motion carried 7-0.
- Set a Revenue Neutral Rate Hearing Date and Time.  
MOTION to hold a Special Board Meeting for a Revenue Neutral Rate Hearing on September 19, 2022 at 6:30 p.m.  
(Bennett/Ramseyer) Motion carried 7-0.
- Set a Budget Hearing Meeting Date and Time.  
MOTION to hold a Special Board Meeting for a Budget Hearing on September 19, 2022 at 6:45 p.m.  
(Bennett/Ramseyer) Motion carried 7-0.

**1.4 Superintendent's Announcements (No Documentation)**

- 261derful Presentation – Jennifer Reed  
Haysville Middle School Assistant Principals Dawn Blue and Samantha Glover were the recipients of the June 261derful presentation.
- Dr. Clagg introduced new Haysville USD 261 District administrators:  
Mr. Jeremy Winter – Haysville High School Principal, Brandon Johnson – Haysville West Middle School Assistant Principal and Athletic Director, Savannah Wright Fox – Campus High School Assistant Principal, and Ms. Gillian Macias – Assistant Superintendent for Personnel.

- Mr. Hersh reviewed the KASB Policy Review process.
- The summer food program is going well. At the recommendation of Food Services Director, Gina Lee, security was added for the safety of students and staff.
- Mr. Hersh told Board members that he will be contacting them to schedule individual times to have lunch with them in the next 6-8 weeks.
- Mr. Hersh presented Dr. Mike Clagg with a 261derful presentation. This was Dr. Clagg's last meeting before his retirement. Dr. Clagg has 40+ years in education and 10+ years with Haysville USD 261.

1.5 Campus High School Student Council Report – Place Holder  
No Report

1.6 New and Good (No Documentation)  
No New and Good

1.7 Approve/Amend Agenda (No Documentation)  
MOTION to approve the agenda as presented.  
(Norton/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

3.3 Gifts and Grants

3.4 Annual Paper Bid – PDF

The low bid from Contract Paper Group (CPG) was accepted.

MOTION to approve the Consent Agenda as presented.

(Bennett/Bain) Motion carried 7-0.

## 4.0 TREASURER'S REPORT / BILLS – PDF

Dr. Clint Schutte presented information to the Board regarding the Treasurer's Report and Bills.

MOTION to approve the Treasurer's Report/Bills as presented.

(Norton/Williams) Motion carried 6-1. Greg Fenster voted no.

## 5.0 REPORTS – Focus on Learning

- Communications Dept. Report – Ludwig  
Ms. Ludwig gave a brief report to the Board on the Communications Department.
- SAEBRS Report – Reed  
Ms. Jennifer Reed presented information to the Board on SAEBRS.
- Crisis/Safety Report – Knudson  
Mr. Knudson presented a brief report on USD 261 Crisis and Safety.
- Insurance Update – Schutte  
Dr. Clint Schutte presented an update to the Board regarding the District's employee benefit insurance, property insurance and worker's comp. insurance.
- ECC & PAT Study - Hersh

MOTION to take a break from 9:06 p.m. until 9:15 p.m.

(Bennett/Fenster) Motion carried 7-0.

The Board returned at 9:15 p.m. with seven members present.

## 6.0 ACTION ITEMS

### 6.1 Revenue Neutral Rate – Schutte

Dr. Schutte presented information to the Board on the Revenue Neutral Rate.  
No action was taken. The vote will be taken during the Special Board Meeting on September 19, 2022 at 6:30 p.m.

### 6.2 Board Policy EE-Food Services Management – Lee – PDF

Ms. Gina Lee was present to answer questions from the Board regarding Board Policy EE-Food Services Management.

MOTION to approve the change to Board Policy EE-Food Services Management as presented.  
(Bain/Bennett) Motion carried 7-0.

### 6.3 Food Service Meal Prices – Lee & C. Schutte - PDF

Ms. Lee and Dr. Schutte were present to answer questions from the Board regarding Food Services Meal Prices.

MOTION to approve increasing breakfast by \$ .50 and lunch by \$ .25 as presented, in addition, approving the universal free breakfast program for the 2022-2023 year.

(Norton/Bennett) Motion carried 4-3. Greg Fenster, Kelly Ramseyer and Courtney Williams voted no.

### 6.4 2022 Campus High School Security Proposal – Howard

Campus High School Assistant Principal Brian Howard was present to address questions and concerns from the Board.

MOTION to approve hiring two security positions for a total cost of \$75,000.00 and table the other items listed under 6.4 until the July 2022 Board meeting.

(Norton/Fenster) Motion carried 6-1. Tom Gibson voted no.

### 6.5 Patriot League North Band Festival

MOTION to approve the Patriot League North Band Festival Proposal to cancel school on March 22, 2023 in order for Haysville Middle School to host the Patriot League North Band Festival as presented.

(Bain/Norton) Motion carried 6-1. Greg Fenster voted no.

## 7.0 FIRST READINGS

### 7.1 Transportation Handbooks

Mr. Justin Bloomer presented information to the Board regarding the Transportation Handbooks for Drivers and Students and Parents.

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

### 7.2 Student Information System Coordinator Job

Mr. David Herbert presented information to the Board and requested to add Student Information System Coordinator as a new position in anticipation of the need for this in the future.

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
- July BOE Organizational Meeting – July
- Retired – Rehired Teacher Work Agreement - July
- Schools for Fair Funding Dues – PDF - July
- PANDO Initiative Memorandum of Understanding – PDF - July
- Auditor's Understanding of Engagement – PDF - July
- ASA – Schutte - September

### 8.2 Board Calendar

9.0 EXECUTIVE SESSION –

1. Nonelected Personnel – Matters for nonelected personnel – To discuss a late resignation

Justification: To protect the privacy interests of an identifiable individual.

MOTION to go into executive session at 10:20 p.m. for 10-minutes, to return at 10:30 p.m. for the discussion of Nonelected Personnel.

(Gibson/Norton) Motion carried 7-0.

The Board invited Mr. Hersh, Dr. Schutte, Dr. Clagg and Dr. Angie Karraker to join them in Executive Session at 10:20 p.m.

Mr. Hersh, Dr. Schutte, Dr. Clagg and Dr. Angie Karraker returned to the Board Room at 10:30 p.m.

The Board reconvened at 10:30 p.m. with seven members present.

No action taken.

10.0 ADJOURNMENT

Meeting adjourned at 10:32 p.m.

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Tom Gibson, Board of Education President

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Debra M. Coleman, Board of Education Clerk

2022-2023

PERSONNEL RESUME

Name Terry Blount Jr.  
For Position As Science Teacher  
Building Haysville Middle School

Education

| <u>Undergraduate</u>     | <u>Date</u> | <u>Degree</u> | <u>Major</u> |
|--------------------------|-------------|---------------|--------------|
| Wichita State University | 2020        | BA            | Education    |

| <u>Graduate</u> | <u>Date</u> | <u>Degree</u> | <u>Major</u> |
|-----------------|-------------|---------------|--------------|
|-----------------|-------------|---------------|--------------|

| <u>Experience</u>                     | <u>Location</u> | <u>Dates</u> | <u>Years</u> |
|---------------------------------------|-----------------|--------------|--------------|
| 7 <sup>th</sup> Grade Science Teacher | Valley Center   | 2020-2022    | 2            |

Salary Offered \$41,243 BS Level B

**2022-2023**

**PERSONNEL RESUME**

**Name**                      Tiffany Way  
**For Position As**        4<sup>th</sup> Grade Teacher  
**Building**                      Oatville Elementary School

**Education**

| <b><u>Undergraduate</u></b> | <b><u>Date</u></b> | <b><u>Degree</u></b> | <b><u>Major</u></b>  |
|-----------------------------|--------------------|----------------------|----------------------|
| Ft. Hays University         | 2022               | BS                   | Elementary Education |

| <b><u>Student Teaching Experience</u></b> | <b><u>Location</u></b> | <b><u>Dates</u></b> | <b><u>Years</u></b> |
|-------------------------------------------|------------------------|---------------------|---------------------|
| Student Teacher                           | Derby, KS              | 2021-2022           |                     |

**Salary Offered**    \$40,319    Level A

TO: Board of Education

FROM: Gillian Macias  
Assistant Superintendent for Personnel

DATE: July 18, 2022

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Krystina Paul, Teacher at Haysville Middle School, effective May 18, 2022.

CA

TO: Board of Education

FROM: Gillian Macias  
Assistant Superintendent for Personnel

DATE: July 18, 2022

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Reegan Innes, Teacher at Rex Elementary School, effective May 18, 2022.

CA



## USD 261 Service Center

1745 W. Grand

Haysville, KS 67060

Phone: 316-554-2210 • Fax 316-554-2212

bknudson@usd261.com

B.J. Knudson  
Executive Director of  
Operations

Memo: TO: Board of Education

FR: B.J. Knudson, Executive Director of Operations

DA: July 17<sup>th</sup>, 2022

RE: Safe and Secure Schools Grant

We are excited to announce that USD 261 Haysville has been awarded \$101,857 in Safe & Secure School funding. Our school district will match this grant in the amount of \$101,857. These funds will be used for security cameras for schools at all levels, a network server to support the cameras dual sided locks as well as a visitor management system.

July 7, 2022

Board of Education  
Haysville Unified School District #261  
1745 W. Grand Ave.  
Haysville, KS 67060-1234

Dear Board Members:

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Haysville Unified School District #261's (District) financial statements and compliance as of and for the year ending June 30, 2022.

### **Communication**

Effective two-way communication between our firm and the Board of Education (Board) is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the District and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other known or likely fraud, noncompliance with provisions of laws, statutes, regulations, rules, provisions of contracts or grant agreements or abuse that is likely to have a material effect on the financial statements. We will also communicate illegal acts, instances of noncompliance or fraud that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Additionally, we will communicate significant unusual transactions, matters that are difficult or contentious for which the auditor consulted outside the engagement team, and circumstances that affect the form and content of the auditor's report. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing.

### **Independence**

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, our partners or professional employees are restricted in their ability to own a direct financial interest or a material indirect financial interest in a client or any affiliate of a client. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies prohibit us from providing certain non-attest services and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

## **The Audit Planning Process**

Our audit approach places a strong emphasis on obtaining an understanding of how your entity functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of business objectives, strategies, risks and performance.

As part of obtaining an understanding of your organization and its environment, we will obtain an understanding of your system of internal control. We will use this understanding to identify risks of material misstatement and noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement and noncompliance. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance.

## **The Concept of Materiality in Planning and Executing the Audit**

We apply the concept of materiality in both planning and performing the audit, evaluating the effect of identified misstatements or noncompliance on the audit and the effect of uncorrected misstatements, if any, on the financial statements, forming the opinion in our report on the financial statements, and determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial and compliance informational needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

## **Significant Risks of Material Misstatement**

Our audit of the financial statements includes the performance of risk assessment procedures in order to identify risks of material misstatement, whether due to fraud or error. As part of these risk assessment procedures, we determine whether any risks identified are a significant risk. A significant risk is an identified risk of material misstatement for which the assessment of inherent risk is close to the upper end of the spectrum of inherent risk due to the degree to which inherent risk factors affect the combination of the likelihood of a misstatement occurring and the magnitude of the potential misstatement should that misstatement occur, or that is to be treated as a significant risk in accordance with generally accepted auditing standards in the United States of America. As part of our initial risk assessment procedures, we identified the following risks as significant risks. Additional significant risks may be identified as we perform additional audit procedures.

| Risk Name                       | Risk Description                                                                                                                                             |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Management override of controls | The recording of transactions is vulnerable to the override of the controls by management. As a result, this is considered a significant risk.               |
| Fraudulent revenue recognition  | The recognition of revenue is a significant component to any financial statement, and due to the significance, is considered a significant risk to an audit. |

### **Our Approach to Internal Control and Compliance Relevant to the Audit**

Our audit of the financial statements, including compliance, will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of the entity's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue reports on internal control related to the financial statements and major programs. These reports describe the scope of testing of internal control and the results of our tests of internal control. Our reports on internal control will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act, and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* at 2 CFR 200 (Uniform Guidance).

We will issue reports on compliance with laws, statutes, regulations, and the terms and conditions of federal awards. We will report on any noncompliance that could have a material effect on the financial statements and any noncompliance that could have a direct and material effect on each major program. Our reports on compliance will address material errors, fraud, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with the requirements of the standards identified above.

### **Timing of the Audit**

Preliminary audit work took place the week of June 27<sup>th</sup>, and we have scheduled field work for the weeks of July 11<sup>th</sup> and 18<sup>th</sup>. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

### **Closing**

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the Haysville Unified School District #261.

This communication is intended solely for the information and use of the Board of Education and is not intended to be, and should not be, used by anyone other than this specified party.

Respectfully,

Allen, Gibbs & Houlik L.C.

CC: Mr. Jeff Hersh  
Dr. Clint Schutte

TO: Board of Education

FROM: Gillian Macias  
Assistant Superintendent for Personnel

DATE: July 18, 2022

RE: 2022-2023 Rehired-Retired Teacher Work Agreement

Please let this statement serve as a recommendation to the Board of Education to approve the 2022-2023 Rehired-Retired Teacher Work Agreement with changes to dates and staff names.

## Proposed

POLICY EE -FOOD SERVICES MANAGEMENT

Revised to be approved

on July 18, 2022

### Unpaid Meal Charges

Meal accounts will not be allowed to fall below \$0.00. Charging of a la carte or extra items will not be permitted. Students who cannot pay for a meal will be provided an alternate food item for breakfast or lunch. When a child is not provided a meal by their parent or guardian on a regular basis, they may be considered a child in need of care which may result in a referral to the Department of Children and Family Services (DCF).

Written low-balance reminders will be sent to households when account balances fall below \$5.00. In the event that a student meal account incurs a negative balance, written communication will be sent to the household by the Food Service Manager requesting payment. Included with the written communication will be information on the free/reduced application for them to consider completing to determine if they would qualify for free/reduced price meals. If the child qualifies for the free or reduced-price meals, the negative balance will require payment per federal guidelines. Parents or guardians can send lunches with the student, but the negative balance will require payment. If payment of the negative balance is not received within ten working days, the debt will be turned over to the superintendent or superintendent's designee for collection per board policy JS. If the debt is not paid within twenty days of mailing the final notice of the negative account balance under policy JS, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Balances will be maintained in Mosaic, Power School and [www.MySchoolBucks.com](http://www.MySchoolBucks.com).

Payments for school meals

may be made at the school or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students, parents, or guardians of students are encouraged to prepay meal costs.

The district will provide a copy of account balances and the meal charge policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer.

The terms of this policy will be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained

### Unpaid Meal Charges

Meal accounts will not be allowed to fall below \$0.00. Charging of a la carte or extra items will not be permitted. Students who cannot pay for a meal will be provided an alternate alternative food items for breakfast or lunch. When a child is not provided a meal by their parent or guardian on a regular basis, they may be considered a child in need of care which may result in a referral to the Department of Children and Family Services (DCF).

Written low-balance reminders will be sent to households when account balances fall below \$5.00. In the event that a student meal account incurs a negative balance, the superintendent and the director of food service will develop a procedure for the collection of money.

These procedures will include written communication to parents or guardians. Part of the procedure will be to provide the parent or guardian with a free/reduced lunch application for them to complete to determine if they would qualify for the free or reduced priced meals. If the child qualifies for the free or reduced-price meals, the negative balance will require payment per federal guidelines. Parents or guardians can send lunches with the student, but the negative balance will require payment. If payment of the negative balance is not received within ten working days, the debt will be turned over to the superintendent or superintendent's designee for collection per board policy JS. If the debt is not paid within twenty days of mailing the final notice of the negative account balance under policy JS, it shall be considered bad debt for the purposes of federal law concerning unpaid meal charges.

Balances will be maintained in Power School and [www.MySchoolBucks.com](http://www.MySchoolBucks.com).

Payments for school meals may be made at the school or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Students, parents, or guardians of students are encouraged to prepay meal costs.

The district will provide a copy of account balances and the meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer.

The terms of this policy will be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

#### 4.7 Transportation Driver, Student and Parent Handbooks

See Supporting Documentation in PDF

End of Section

## 5.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section



DATED: 7/18/2022

**PAYROLL**

## ACCOUNTS PAYABLE

TOTAL REGISTER: 5,488,885.98

C. F. Schrott  
TREASURER

BOARD PRESIDENT

BOARD CLERK

| FUND | DESCRIPTION                  | BEGINNING     | REVENUE      | EXPENDITURE   | ENDING        | ENCUMBRANCES | UNENCUMBERED  | OUTSTANDING<br>LIABILITIES |
|------|------------------------------|---------------|--------------|---------------|---------------|--------------|---------------|----------------------------|
| 06   | GENERAL FUND                 | -4,141,707.22 | 8,004,959.00 | -3,863,251.98 | -0.20         | 0.00         | -0.20         | 0.00                       |
| 07   | FEDERAL FUNDS                | -1,400,659.81 | 445,327.00   | -611,384.88   | -1,566,717.69 | 0.00         | -1,566,717.69 | 0.00                       |
| 08   | SUPPLEMENTAL GENERAL         | 478,328.97    | 2,985,822.49 | -3,151,726.28 | 312,425.18    | 0.00         | 312,425.18    | 0.00                       |
| 11   | AT-RISK (4 YEAR OLD)         | -68,957.81    | 123,038.45   | -54,080.64    | 0.00          | 0.00         | 0.00          | 0.00                       |
| 13   | AT-RISK (K-12)               | -686,626.55   | 6,095,041.13 | -5,408,414.58 | 0.00          | 0.00         | 0.00          | 0.00                       |
| 14   | BILINGUAL                    | 20,912.10     | -12,239.04   | -8,673.06     | 0.00          | 0.00         | 0.00          | 0.00                       |
| 15   | VIRTUAL EDUCATION            | -15,219.25    | 15,219.25    | 0.00          | 0.00          | 0.00         | 0.00          | 0.00                       |
| 16   | CAPITAL OUTLAY               | 725,326.94    | 879,210.17   | -940,151.35   | 664,385.76    | 0.00         | 664,385.76    | 0.00                       |
| 18   | DRIVER TRAINING              | 226,713.87    | 1,657.00     | -50,857.97    | 177,512.90    | 0.00         | 177,512.90    | 0.00                       |
| 24   | FOOD SERVICE                 | 3,530,873.97  | 274,578.72   | -373,923.08   | 3,431,529.61  | 0.00         | 3,431,529.61  | 0.00                       |
| 26   | PROFESSIONAL DEVELOPMENT     | 10,422.64     | -9,475.59    | -947.05       | 0.00          | 0.00         | 0.00          | 0.00                       |
| 28   | PARENTS AS TEACHERS PROGRAM  | -71,666.24    | 111,098.62   | -39,432.38    | 0.00          | 0.00         | 0.00          | 0.00                       |
| 30   | SPECIAL EDUCATION            | -1,404,355.56 | 4,416,327.32 | -1,332,602.63 | 1,679,369.13  | 0.00         | 1,679,369.13  | 0.00                       |
| 31   | CONSTRUCTION                 | -1,100,000.00 | 0.00         | 0.00          | -1,100,000.00 | 0.00         | -1,100,000.00 | 0.00                       |
| 34   | VOCATIONAL EDUCATION         | -104,444.11   | 200,000.00   | -95,555.89    | 0.00          | 0.00         | 0.00          | 0.00                       |
| 51   | KPERS RETIREMENT CONTRIBUTIO | 0.00          | 0.00         | 0.00          | 0.00          | 0.00         | 0.00          | 0.00                       |
| 53   | CONTINGENCY RESERVE          | 1,055,702.55  | 0.00         | 0.00          | 1,055,702.55  | 0.00         | 1,055,702.55  | 0.00                       |
| 55   | TEXTBOOK & STUDENT MATERIAL  | 689,024.81    | 967.50       | -9,335.90     | 680,656.41    | 0.00         | 680,656.41    | 0.00                       |
| 62   | BOND & INTEREST #1           | 8,904,756.28  | 1,102,058.59 | 0.00          | 10,006,814.87 | 0.00         | 10,006,814.87 | 0.00                       |
| 70   | ECC STATE GRANT              | -30,816.04    | 2,437.28     | 14,748.40     | -13,630.36    | 0.00         | -13,630.36    | 0.00                       |

| FUND  | DESCRIPTION                  | BEGINNING    | REVENUE       | EXPENDITURE    | ENDING        | ENCUMBRANCES | UNENCUMBERED  | OUTSTANDING<br>LIABILITIES |
|-------|------------------------------|--------------|---------------|----------------|---------------|--------------|---------------|----------------------------|
| 71    | KANSAS PRESCHOOL PILOT GRANT | 0.00         | 0.00          | 0.00           | 0.00          | 0.00         | 0.00          | 0.00                       |
| 95    | PAYROLL CLEARING             | 387,507.62   | 49,479.32     | -9,071.53      | 427,915.41    | 0.00         | 427,915.41    | 0.00                       |
| TOTAL |                              | 7,005,117.16 |               | -15,934,660.80 |               | 0.00         |               | 0.00                       |
|       |                              |              | 24,685,507.21 |                | 15,755,963.57 |              | 15,755,963.57 |                            |

9,000.00 *Petty Cash*  
15,746,963.57 *Bank Balance*  
15,746,963.57 *General Ledger Balance*  
 - 0 -

Bank Statement Closing Date: 06/30/2022

Bank Cash Account: PAY (Checking)

Cash Account #: \*\* A 9010 000 0000 000

Reconciled: YES Reconciliation Date: 07/07/2022 Reconciled By: Nadine Foreman

Transitional Reconciliation: NO Initial Reconciliation: NO

---

Bank Statement Balance

Ending Balance Shown on this Bank Statement: 15,349,685.85

Items Not Listed on this Statement

|                                               |               |               |
|-----------------------------------------------|---------------|---------------|
| Checks:                                       | -1,885,238.28 |               |
| Cash Receipts Sources:                        | 0.00          |               |
| Journal Entries Sources:                      | 0.00          |               |
| Subtotal of Skyward Sources not on Statement: | -1,885,238.28 |               |
| Manual Adjustments:                           | 2,282,516.00  |               |
| Adjusted Bank Statement Balance:              |               | 15,746,963.57 |

---

Ending Cash Balance as of 06/30/2022

Beginning Cash Balance: 6,996,117.16

Items from Skyward Sources

|                              |               |               |
|------------------------------|---------------|---------------|
| Accounts Payable Sources:    | -3,174,233.38 |               |
| Cash Receipts Sources:       | 14,724,932.09 |               |
| Journal Entries Sources:     | -2,107.76     |               |
| Payroll Sources:             | -2,797,744.54 |               |
| Subtotal of Skyward Sources: | 8,750,846.41  |               |
| Month End Balance:           |               | 15,746,963.57 |

---

Variance: 0.00BANK RECONCILIATION NOTES

| <u>NOTE CATEGORY</u> | <u>ENTERED BY</u> | <u>DATE</u> | <u>TIME</u> |
|----------------------|-------------------|-------------|-------------|
| Bank Rec Adjustments | Nadine Foreman    | 07/07/2022  | 1:45 PM     |

State payments of 2,282,516.00 hit the bank in July but we have to back date them to June.

\*\*\*\*\* End of report \*\*\*\*\*

| FD                   | T | FUNC | OBJ | BLDG | PRG | Account Level<br>Description   | 2021-22<br>Revised Budget | June 2021-22<br>Monthly Activity | 2021-22<br>FY Activity | Encumbered<br>Amount | 2021-22<br>Available Funds |
|----------------------|---|------|-----|------|-----|--------------------------------|---------------------------|----------------------------------|------------------------|----------------------|----------------------------|
| 06                   | E | 5208 | 931 | 0000 | 000 | Transfer to Supplemental Gener | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 06                   | E | 5211 | 911 | 0000 | 000 | Transfer to At Risk (4 Yr. Old | 275,000.00                | 0.00                             | 200,000.00             | 0.00                 | 75,000.00                  |
| 06                   | E | 5213 | 913 | 0000 | 000 | Transfer to At Risk (K-12)     | 1,075,000.00              | 5,095,041.13                     | 5,895,041.13           | 0.00                 | -4,820,041.13              |
| 06                   | E | 5216 | 918 | 0000 | 000 | Transfer To Capital Outlay     | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 06                   | E | 5226 | 926 | 0000 | 000 | Transfer to Professional Devel | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 06                   | E | 5228 | 928 | 0000 | 000 | Transfer To Parent Ed          | 100,000.00                | -800.00                          | 99,200.00              | 0.00                 | 800.00                     |
| 06                   | E | 5230 | 930 | 0000 | 000 | Transfer To Special Education  | 8,592,445.00              | 2,041,167.45                     | 6,606,719.45           | 0.00                 | 1,985,725.55               |
| 06                   | E | 5234 | 934 | 0000 | 000 | Transfer To Vocational Ed      | 100,000.00                | 0.00                             | 0.00                   | 0.00                 | 100,000.00                 |
| 06                   | E | 5251 | 951 | 0000 | 000 | Transfer to KPERS              | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 06                   | E | 5253 | 953 | 0000 | 000 | Transfer To Contingency Reser  | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 08                   | E | 5211 | 000 | 0000 | 000 | Transfer to At Risk (4 Yr. Old | 372,662.00                | 123,038.45                       | 223,038.45             | 0.00                 | 149,623.55                 |
| 08                   | E | 5213 | 000 | 0000 | 000 | Transfer to At Risk (K-12)     | 1,982,044.00              | 999,790.00                       | 2,899,790.00           | 0.00                 | -917,746.00                |
| 08                   | E | 5214 | 000 | 0000 | 000 | Transfer To Bilingual          | 202,829.00                | -12,239.04                       | 190,589.96             | 0.00                 | 12,239.04                  |
| 08                   | E | 5215 | 000 | 0000 | 000 | Transfer to Virtual            | 125,000.00                | 15,219.25                        | 121,754.00             | 0.00                 | 3,246.00                   |
| 08                   | E | 5226 | 000 | 0000 | 000 | Transfer to Professional Devel | 100,000.00                | -9,475.59                        | 90,524.41              | 0.00                 | 9,475.59                   |
| 08                   | E | 5228 | 000 | 0000 | 000 | Transfer To Parent Ed          | 150,000.00                | 73,270.62                        | 223,270.62             | 0.00                 | -73,270.62                 |
| 08                   | E | 5230 | 000 | 0000 | 000 | Transfer To Special Ed         | 5,100,000.00              | 1,528,923.80                     | 5,528,923.80           | 0.00                 | -428,923.80                |
| 08                   | E | 5234 | 000 | 0000 | 000 | Transfer To Vocational Ed      | 850,000.00                | 200,000.00                       | 850,000.00             | 0.00                 | 0.00                       |
| 08                   | E | 5255 | 000 | 0000 | 000 | Transfer to Textbook & Student | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 30                   | E | 5253 | 953 | 0000 | 000 | Transfer to Contingency Reserv | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 53                   | E | 5206 | 910 | 0000 | 000 | Transfer to General Fund       | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 53                   | E | 5206 | 930 | 0000 | 000 | Transfer to General Fund       | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 53                   | E | 5208 | 931 | 0000 | 000 | Transfer to Supplemental Gener | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| 53                   | E | 5230 | 930 | 0000 | 000 | Transfer to Special Education  | 0.00                      | 0.00                             | 0.00                   | 0.00                 | 0.00                       |
| Grand Expense Totals |   |      |     |      |     |                                | 19,024,980.00             | 10,053,936.07                    | 22,928,851.82          | 0.00                 | -3,903,871.82              |

Number of Accounts: 24

\*\*\*\*\* End of report \*\*\*\*\*

| FD                   | FD                             | 2021-22<br>Revised Budget | 2021-22<br>FYTD Activity | 2021-22 FYTD<br>Unexpended Bal | Encumbered<br>Amount | 2021-22 FYTD<br>Unencumbered Bal | 2021-22<br>FYTD % |
|----------------------|--------------------------------|---------------------------|--------------------------|--------------------------------|----------------------|----------------------------------|-------------------|
| 06                   | GENERAL FUND                   | 41,548,624.00             | 41,548,624.00            | 0.00                           | 0.00                 | 0.00                             | 100.00            |
| 07                   | FEDERAL FUNDS                  | 3,527,251.89              | 4,633,925.48             | -1,106,673.59                  | 0.00                 | -1,106,673.59                    | 131.37            |
| 08                   | SUPPLEMENTAL GENERAL           | 13,669,758.00             | 13,669,758.00            | 0.00                           | 0.00                 | 0.00                             | 100.00            |
| 11                   | AT-RISK (4 YEAR OLD)           | 597,662.00                | 423,038.45               | 174,623.55                     | 0.00                 | 174,623.55                       | 70.78             |
| 13                   | AT-RISK (K-12)                 | 8,802,450.00              | 8,801,096.13             | 1,353.87                       | 0.00                 | 1,353.87                         | 99.98             |
| 14                   | BILINGUAL                      | 202,829.00                | 190,589.96               | 12,239.04                      | 0.00                 | 12,239.04                        | 93.97             |
| 15                   | VIRTUAL EDUCATION              | 121,754.00                | 121,754.00               | 0.00                           | 0.00                 | 0.00                             | 100.00            |
| 16                   | CAPITAL OUTLAY                 | 3,698,317.00              | 3,573,234.07             | 125,082.93                     | 0.00                 | 125,082.93                       | 96.62             |
| 18                   | DRIVER TRAINING                | 148,600.00                | 104,065.92               | 44,534.08                      | 0.00                 | 44,534.08                        | 70.03             |
| 24                   | FOOD SERVICE                   | 3,945,000.00              | 3,462,863.80             | 482,136.20                     | 0.00                 | 482,136.20                       | 87.78             |
| 26                   | PROFESSIONAL DEVELOPMENT       | 100,000.00                | 90,524.41                | 9,475.59                       | 0.00                 | 9,475.59                         | 90.52             |
| 28                   | PARENTS AS TEACHERS PROGRAM    | 480,000.00                | 476,984.62               | 3,015.38                       | 0.00                 | 3,015.38                         | 99.37             |
| 30                   | SPECIAL EDUCATION              | 13,831,723.00             | 13,161,769.76            | 669,953.24                     | 0.00                 | 669,953.24                       | 95.16             |
| 31                   | CONSTRUCTION                   | 0.00                      | 0.00                     | 0.00                           | 0.00                 | 0.00                             | 0.00              |
| 34                   | VOCATIONAL EDUCATION           | 850,000.00                | 850,000.00               | 0.00                           | 0.00                 | 0.00                             | 100.00            |
| 51                   | KPERS RETIREMENT CONTRIBUTIONS | 6,916,609.00              | 6,382,601.43             | 534,007.57                     | 0.00                 | 534,007.57                       | 92.28             |
| 53                   | CONTINGENCY RESERVE            | 0.00                      | 0.00                     | 0.00                           | 0.00                 | 0.00                             | 0.00              |
| 55                   | TEXTBOOK & STUDENT MATERIAL -R | 900,465.25                | 271,549.53               | 628,915.72                     | 0.00                 | 628,915.72                       | 30.16             |
| 62                   | BOND & INTEREST #1             | 7,554,339.00              | 7,554,338.78             | 0.22                           | 0.00                 | 0.22                             | 100.00            |
| 70                   | ECC STATE GRANT                | 60,000.00                 | 60,000.00                | 0.00                           | 0.00                 | 0.00                             | 100.00            |
| 95                   | PAYROLL CLEARING               | 0.00                      | 490,711.85               | -490,711.85                    | 0.00                 | -490,711.85                      | 0.00              |
| Grand Expense Totals |                                | 106,955,382.14            | 105,867,430.19           | 1,087,951.95                   | 0.00                 | 1,087,951.95                     | 98.98             |

Number of Accounts: 2533

\*\*\*\*\* End of report \*\*\*\*\*

HAYSVILLE USD #261

CASH BALANCES

June 30, 2022

NEGATIVE UNENCUMBERED CASH BALANCES:

|    |                      |                            |
|----|----------------------|----------------------------|
| 07 | FEDERAL FUND.....    | Awaiting Federal Funds     |
| 31 | CONSTRUCTION.....    | Awaiting Transfer of Funds |
| 70 | ECC STATE GRANT..... | Awaiting State Funds       |

## 6.0 REPORTS

No supporting documentation.

End of Section

## Needs Assessment Report

See Supporting Documentation in PDF

End of Section

DARE

See Supporting Documentation in PDF

End of Section

## 7.0 ACTION ITEMS

No supporting documentation.

End of Section

## 7.1 Student Information System Coordinator Job

See Supporting Documentation in PDF

End of Section

## 7.2 2022 Campus High School Security Proposal

See Supporting Documentation in PDF

End of Section



## USD 261 Service Center

1745 W. Grand

Haysville, KS 67060

Phone: 316-554-2210 • Fax 316-554-2212

bknudson@usd261.com

B.J. Knudson  
Executive Director of  
Operations

Memo: TO: Board of Education

FR: B.J. Knudson, Executive Director of Operations

DA: July 17<sup>th</sup>, 2022

RE: Safe and Secure Schools Grant

We are excited to announce that USD 261 Haysville has been awarded \$101,857 in Safe & Secure School funding. Our school district will match this grant in the amount of \$101,857. These funds will be used for security cameras for schools at all levels, a network server to support the cameras dual sided locks as well as a visitor management system.

## 8.0 FIRST READINGS

No supporting documentation.

End of Section

## 9.0 DISCUSSION/REPORT ITEMS

No Supporting Documentation

End of Section

9.1 Future Agenda Items

- All First Readings (if any) moved to Action Items
- 261derful Presentation
- Budget Workshop - August
- Budget Hearing - August
- Approving Budget – August
- Department Updates – Specials / PAT & EC - August
- ASA – Schutte – September
- SITE Council Membership Approval – September
- School Dude Inspection Report – September
- Department Updates – Health Services - September

# Haysville Board of Education Calendar

|                                                                            |
|----------------------------------------------------------------------------|
| <b>July</b>                                                                |
| Organizational Meeting                                                     |
| Budget Workshop - Scheduling                                               |
|                                                                            |
|                                                                            |
| <b>August</b>                                                              |
| Budget Hearing                                                             |
| Approve Budget                                                             |
| Budget Workshop                                                            |
|                                                                            |
|                                                                            |
| <b>September</b>                                                           |
| Site Council Mmbrshp. Apprvl (C. A.)                                       |
| School Dude Inspection Report ... Review Means and Methods for Asset Works |
|                                                                            |
|                                                                            |
| <b>October</b>                                                             |
| Audit Report                                                               |
| Enrollment Numbers                                                         |
| American Education Week (Dates)                                            |
|                                                                            |
| <b>November</b>                                                            |
| KASB Delegates/Voting                                                      |
| Curriculum Proposals                                                       |
| Star Polisher Awards                                                       |
| Send Invitation to Legislators for Jan. Meeting                            |
|                                                                            |
| <b>December</b>                                                            |
| Schedule Superintendent Evaluation                                         |
|                                                                            |
|                                                                            |
| <b>Yearly Activities:</b>                                                  |
| Joint BOE/City Meeting (a 5th Monday)                                      |
| Crisis / Safety Report                                                     |
| Emergency Safety Intervntns.- Prsnl. (Reports)                             |
| Joint BOE/Stu-Co Meeting                                                   |
|                                                                            |
| KASB State Convention                                                      |
| KASB Spring & Fall Regional Mtgs.                                          |
|                                                                            |
|                                                                            |

|                                            |
|--------------------------------------------|
| <b>January</b>                             |
| Supt. Evaluation/Contract (Ex. Ssn.)       |
| Handbooks                                  |
| Elect Board Negotiations Team              |
| School Bd. Appreciation Mo. (Certificates) |
| Legislative Meeting                        |
| Election of BOE Officers                   |
| <b>February</b>                            |
| Report of Admin. Evaluations (Ex. Ssn.)    |
| Extension of Admin. Contracts (Ex. Ssn.)   |
| Handbooks                                  |
| Capital Outlay (1 <sup>st</sup> Reading)   |
| HAC Agreement re: Baseball Fields (C.A.)   |
|                                            |
| <b>March</b>                               |
| School Calendar Proposals                  |
| Handbooks                                  |
|                                            |
| Temp. Summer Help                          |
|                                            |
| <b>April</b>                               |
| Handbooks                                  |
| Star Polisher Awards                       |
| Proclamation for Teacher Appreciation      |
|                                            |
| <b>May</b>                                 |
| Handbooks                                  |
| Graduations/Promotions (Dates)             |
| Review ASA Contract – Advrtng. (Reports)   |
|                                            |
|                                            |
| <b>June</b>                                |
| Handbooks                                  |
| Set Budget Meeting Date and Time           |
| Approve Updated Wellness Policy            |
| Microsoft Licenses                         |
| Crisis / Safety Report                     |
| Annual Paper Bid                           |
|                                            |
| <b>On Going:</b>                           |
| Policy Review (monthly)                    |
| Advertising Revenue (periodic)             |

## 10.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

## 11.0 ADJOURNMENT

No supporting documentation.

End of Section