REGULAR MEETING USD # 261
ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS
September 15, 2014 – 7:00 P.M.

1.0 MEETING OPENING (No Documentation)
- 1.1 Call to Order (No Documentation)
- 1.2 Flag Salute (No Documentation)
- 1.3 President's Announcements (No Documentation)
  - 1.3.1 Discussion of Placement of Treasurer's Report
- 1.4 Superintendent's Announcements (No Documentation)
- 1.5 New and Good (No Documentation)
- 1.6 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 Minutes
- 3.2 Routine Personnel
- 3.3 Gifts and Grants
- 3.4 Treasurer's Report / Bills – PDF

4.0 REPORTS – Focus on Learning
Haysville SPARK Program – Long
Homeless Report - Long
IB Report - Sailors
FCCLA – Spangler
Seclusion Rooms – Cezar

5.0 FIRST READINGS
- 5.1 Policy Review
  - IB – School Site Councils
  - ICA – Pilot Projects
  - IDACA – Special Education Services
  - IDACB – Section 504 Accommodations for Students
  - IDEA – Student Privacy Policy

6.0 ACTION ITEMS
- 6.1 Policy Approval
  - CGI – Administrator Evaluation
  - EBB – Safety
  - GACC – Recruitment and Hiring
  - GAT – Staff Use of Communication Devices
  - GBQA – Reduction of Teaching Staff

7.0 DISCUSSION/REPORT ITEMS
- 7.1 Schools for Fair Funding Report
- 7.2 Future Agenda Items
- 7.3 Board Calendar

8.0 EXECUTIVE SESSION – Non-Elected Personnel

9.0 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 New and Good

No supporting documentation.

End of Section

1.6 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

No supporting documentation.

End of Section

2.2 Remarks / Comments from District Visitors

No supporting documentation.

End of Section

3.0 CONSENT AGENDA

No Supporting Documentation

End of Section

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
August 18, 2014 — 7:00 P.M.

Subject to Board Approval

The meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order at the Administration Building, 1745 W. Grand Ave., Haysville, Kansas, at 7:01p.m., by Board President Susan Walston. Six Board members were present.

MEMBERS PRESENT	OTHERS PRESENT
Susan Walston, President	Dr. John Burke, Superintendent of Schools
Paige Crum, Vice President	Debbie Coleman, Clerk of the Board
Forrest Hummel	Dr. Clint Schutte, Asst. Supt. of Business and Finance
Greg Fenster	Dr. Mike Clagg, Asst. Supt. of Personnel
Pat Lemmons	Teresa Tosh, Asst. Supt. of Learning Services
Glenn Crum	Myron Regier, Campus High School Principal
	Ildo Martins, Haysville West Middle School Principal
	Dr. Andi Williams, Freeman School Principal
	David Herbert, Director of Information Services
	Liz flames, Community Relations Coordinator
	Others

1.0 MEETING OPENING

1.1 Call to Order

Susan called the meeting to order at 7:01 p.m. with six Board members present.

1.2 Flag Salute

1.3 Presidents Announcements

- Dr. Burke made a great presentation to the staff at the District Staff Inservice.
- Susan and Paige Crum attended the Board Leadership Workshop in Topeka.
- CHS student, Taylor Spangler, has been selected as a National Officer for FCCLA.
- The grounds and buildings at Campus look great.
- Susan notified the Board that they need to designate a representative of the Board to oversee an appeal of the findings of the Sick Leave Bank committee.
  It was the consensus of the Board to appoint Dr. Clint Schutte as the representative of the Board.

1.3.1 Discussion of Placement of Treasurer's Report

Due to the absence of Misty Harding this item was postponed until the September meeting.

1.4 Superintendent's Announcements

- USD 261 is off to a great start and we are still enrolling students.
- Dr. Burke ran a 5-K in the Boots and Daisy Dukes race over the weekend. He came in first place in his age group.

1.5 New and Good

Paige Crum:

- Paige attended the SPED pool party for returning students. Everyone had a great time.

1.6 Approve / Amend Agenda

MOTION to approve the Agenda as presented.
(P. Crum / G. Crum) Motion carried 6-0.

2.0 DISTRICT PATRON/PERSONNEL TIME

2.1 Hearing of Scheduled District Patrons/District Personnel — 5 minutes
None

2.2 Remarks/Comments from District Visitors — 2 minutes
None

3.0 CONSENT AGENDA

3.1 Previous Minutes

3.2 Routine Personnel — Additional Personnel Items were placed on the Board table

3.3 Gifts and Grants
Ruth Clark received a check in the amount of $77.41 from Sonic.

3.4 Treasurer's Report / Bills — PDF
MOTION to approve the Consent Agenda as presented.
(G. Crum / P. Crum) Motion carried 5-1. Greg Fenster voted no.

6.5* Bond Refinancing - Ms. Walston invited Mr. Chuck Boully to present the information on Bond Refinancing to the Board at this time to prevent him from having to stay longer into the evening.
Mr. Chuck Boully of Gillmore and Bell, P.C. presented information to the Board regarding the General Obligation Refunding Bonds, Series 2014.
MOTION to approve Bond Refinancing Resolution as presented.
(G. Crum / Hummel) Motion carried 6-0.

4.0 REPORTS — Focus on Learning
No Report.

5.0 FIRST READINGS

5.1 Policy Review - PDF
CGI — Administrator Evaluation
EBB — Safety
GACC — Recruitment and Hiring
GAT — Staff Use of Communication Devices
GBQA — Reduction of Teaching Staff
This was a first reading with no action requested from the Board.

6.0 ACTION ITEMS

6.1 Policy Approval
Guidelines for Animals on District Property
MOTION to approve Guidelines for Animals on District Property as presented.
(Hummel / P. Crum) Motion carried 6-0.

6.2 Truancy Officer — New Position
MOTION to approve the new position of Truancy Officer as presented.
(G. Crum / P. Crum) Motion carried 5-1. Pat Lemmons voted no.

6.3 Transportation Handbook
MOTION to approve the Transportation Handbook as presented with changes.
(G. Crum / P. Crum) Motion carried 6-0.

6.4 Graphic Design Textbook Request
MOTION to approve the Graphic Design Textbook as presented.
(G. Crum / Hummel) Motion carried 6-0.

6.5* Bond Refinancing — This item was presented just prior to line item 4.0 REPORTS.

7.0 DISCUSSION/REPORT ITEMS

7.1 Schools for Fair Funding Report

No additional information.

7.2 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report — IB Report
- First Readings
- Food Service Report
- Safe Room at Ruth Clark
- Building Reports
- Class Numbers
- Personnel Plan
- 1BB Training Date — October 29, 2014
- SPARK Report
- Homeless Update
- Report on How Seclusion Rooms are Used
- Transgender Information

7.3 Board Calendar

No Changes

8.0 EXECUTIVE SESSION —No Executive Session

9.0 ADJOURNMENT

Meeting adjourned at 7:26 p.m.

_____

Susan Walston, Board of Education President

_____

Debra M. Coleman, Board of Education Clerk

BUDGET HEARING U.S.D. # 261
BOARD ROOM — CENTRAL OFFICE — 1745 WEST GRAND
HAYSV1LLE, KANSAS
August 18, 2014 – 7:00 P.M.

Subject to Board Approval

The budget meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order in the Board Room, 1745 W. Grand Ave., Haysville, Kansas, at 7:00 p.m., by Board President Susan Walston. Six Board members were present.

MEMBERS PRESENT	OTHERS PRESENT
Susan Walston, President	Dr. John Burke, Superintendent of Schools
Paige Crum, Vice President	Dr. Clint Schutte, Assistant Supt. of Finance
Forrest Hummel	Teresa Tosh, Asst. Supt. of Learning Services
Greg Fenster	Debbie Coleman, BOE Clerk
Pat Lemmons	Dr. Mike Clagg, Asst. Supt. of Personnel
Glenn Crum	Liz Hames, Coordinator of Community Relations
	David Herbert. Director of Information Services
	Becky Cezar, Director of Special Services
	Myron Regier, Campus High School Principal
	Ildo Martins, Haysville West Middle School Principal
	Dr. Andi Williams, Freeman Elementary School Principal
	Others

1.0 MEETING OPENING

1.1 Call to Order

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

2.0 BUDGET HEARING

Dr. Clint Schutte was present to answer questions from the Board regarding the proposed 2014-2015 budget. Dr. Schutte requested the Board approve the 2014-2015 budget as presented.

MOTION to approve the 2014-15 budget as presented.
(G.Crum / Hummel) Motion carried 5-1. Greg Fenster voted no.

3.0 ADJOURNMENT

Meeting adjourned at 7:01 p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

3.2 Routine Personnel

No supporting documentation.

End of Section

3.3 Gifts and Grants

No supporting documentation.

End of Section



2561799

HAYSVILLE MIDDLE SCHOOL
ATTN PRINCIPAL
900 W GRAND AVE
HAYSVILLE, KS 67060-1219

Dear Principal,

Congratulations' We are excited to present your 2014 Take Charge of EducationDdieck.

Thanks to parents, teachers and other supporters in your community, your school is benefiting from Take Charge of Education. Every time they shop with their REDcara, Targetr donates 1% of purchases at Target and Target.cont to the eligible K-12 school they have designated.

Please cash this check and use It for what you need. Turn if into books, field trips, art supplies or new technology. Then tell us your story. We love to hear what schools like yours are able to do with these funds. Send us an email at Community.Relafions@Target.com.

Target is on track to give $1 billion for education by the end of 2015 and we're thrilled you are part of this. To learn more about the program and how to engage additional support in your community, visit Target.corn/TCOE.

Please note two changes regarding Take Charge of Education donations to your school:
- Beginning In February 2015, your Take Charge of Education check will be issued in February rather than In September.
- As of April 1, 2014, the Y2% donation from Target Visa Credit Card purchases made at locations other than Target and Target:corn was discontinued; Target guests can continue to designate 1% of Target RECcard purchases made at Target and Targelcom.

Congratulations and best wishes for another successful school year.

Sincerely,

Laysha Ward

Laysha Ward
President, Community Relations

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The face of this document has a security background and micro printing in ihe signature line.

TARGET
Take Charge of Education
Mail Stop 5CF
PO BOX 59214
Minneapolis, MN 55459-0214

take charge of education

02.169
1021

PAY NCIIITY -EIGHT AND 72/100 DOLLAttS

:741:16.4`1

08/25/2014

188.72

VOID AFTER 7 MONTHS

Pay to the order of HAYSVILLE MIDDLE SCHOOL

Ca3bank,

Aspen, Colorado 131051

Senior Vice President, Target Corporation

Nelson Elementary

245 N. Delos
Haysville, KS 67060
Ph-316-554-2273 Fax-316-554-2275
Michael D. Mitchener, Principal

Monday, September 8, 2014

Dr. Burke & U.S.D. 261 Board of Education:

We would respectfully request that we accept check #2566732 from Target dated 08-25-2014 in the amount of $176.82. Target has a program whereby shoppers may designate a school to donate up to 1% of the purchases made using the RED card with the "Take Charge of Education Program." We are fortunate to have our Nelson parents to designate their purchases so we can give back to the students through special programs and events. We will be depositing this in our Nelson "Life Touch" discretionary account #06-2400-619-33-3095.

For Kids Learning,

Michael Mitchener

CC: Dr. Clint Schutte

Debbie Coleman

Ce Ce Haywood

3.4 Treasurer's Report / Bills

See Supporting Documentation in PDF

End of Section

HAYSVILLE USD #261

RESOLUTION#: 3

DATED: 9/15/2014

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

PAYROLL

DATE	8/12/2014	DIRECT DEPOSIT 16833-17198 Ck#		501,110.05
		WITHHOLDING	80474-80498	924,426.62
		WITHHOLDING		

ACCOUNTS PAYABLE

DATE	8/15/2014	Manuals	53761-53768	15,076.60
	8/19/2014	Manuals	53769	350.00
	8/22/2014	Manuals	53770-53780	16,167.22
	8/29/2014	Manuals	53781-53789	30,047.91
	9/4/2014	Manuals	53790-53800	56,689.85
	9/15/2014	Cks	53801-54054	882,116.47

TOTAL REGISTER: 2,425,984.72

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

Accounting Cycle: FY14-15; Bank: INTRUST BANK, N.A. -; Bank Account: 1110260100 -; Statement Date: 08/31/2014

	Bank Reconciliation		Outstanding		ExpectedGL		ActualGL13-14		ActualGL14-15		Difference
Beginning Balance	$ 20,860,220.45	+	$ (888,276.87)	=	$ 19,971,943.58	-	$ 20,246,071.68		$ (274,127.70)	=	$ 20,246,071.28
Deposits/Debits	$ 1,502,812.82	+	$ -	=	$ 1,502,812.82	-	$ -		$ 1,514,873.59	=	$ (12,060.77)
Withdrawals/Credits	$ (2,672,157.01)	+	$ 457,916.26	=	$ (2,214,240.75)	-	$ -		$ (2,226,301.92)	=	$ 12,061.17
Total	**$ 19,690,876.26**		**$ (430,360.61)**		**$ 19,260,515.65**		**$ 20,246,071.68**		**$ (985,556.03)**		**$ 20,246,071.68**

$ 20,246,071.68	
$ (985,556.03)	
$ 19,260,515.65	
$ 9,500.00	Petty Cash
$ 19,270,015.65	General Ledger Balance
$ 19,270,015.65	Bank Balance

Accounting Cycle: FY14-15; Beginning Period: Period 01 (07/01/2014 - 07/31/2014); Ending Period: Period 02 (08/01/2014 - 08/31/2014); Show Prior Year Expense: Yes; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: Yes

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Available	Liabilities
06	GENERAL FUND	$ 982,538.38	$ 1,999,046.00	$ (1,480,292.18)	$ (876,949.24)	$ 624,342.96	$ 330,143.13	$ (688,338.55)	$ -
07	FEDERAL FUNDS	$ 79,462.31	$ 4,574.00	$ (31,695.17)	$ (674.33)	$ 51,666.81	$ 1,195.98	$ (28,991.48)	$ -
08	SUPPLEMENTAL GENERAL	$ 963,748.57	$ 2,830.00	$ (260,357.56)	$ (47,248.68)	$ 658,972.33	$ 98,580.57	$ (403,356.81)	$ -
11	AT-RISK (4 Year Old)	$ 493,593.18	$ -	$ (5,184.79)	$ -	$ 488,408.39	$ 106.34	$ (5,291.13)	$ -
13	AT-RISK (K-12)	$ 1,327,422.74	$ 926.00	$ (72,606.93)	$ -	$ 1,255,741.81	$ 638.73	$ (72,319.66)	$ -
14	BILINGUAL	$ 260,771.18	$ -	$ -	$ -	$ 260,771.18	$ 814.20	$ (814.20)	$ -
16	CAPITAL OUTLAY	$ 2,705,429.87	$ 150,914.54	$ (158,514.42)	$ -	$ 2,697,829.99	$ 52,991.59	$ (60,591.47)	$ -
18	DRIVER TRAINING	$ 367,608.43	$ -	$ (45,537.27)	$ -	$ 322,071.16	$ -	$ (45,537.27)	$ -
24	FOOD SERVICE	$ 1,980,526.07	$ 167,044.22	$ (78,563.37)	$ -	$ 2,069,006.92	$ 139,850.22	$ (51,369.37)	$ -
26	PROFESSIONAL DEVELOPI	$ 327,245.02	$ -	$ (17,150.69)	$ -	$ 310,094.33	$ 10,242.42	$ (27,393.11)	$ -
28	PARENTS AS TEACHERS F	$ 71,736.27	$ 63,500.00	$ (231.92)	$ -	$ 135,004.35	$ 2,132.20	$ 61,135.88	$ -
30	SPECIAL EDUCATION	$ 3,079,265.07	$ 375.88	$ (248,128.88)	$ -	$ 2,831,512.07	$ 35,254.54	$ (283,007.54)	$ -
34	VOCATIONAL EDUCATION	$ 647,096.80	$ -	$ (1,752.64)	$ -	$ 645,344.16	$ 16,941.46	$ (18,694.10)	$ -
51	KPERS Retirement Contribut	$ -	$ 1,228,989.96	$ (1,228,989.96)	$ -	$ -	$ -	$ -	$ -
53	CONTINGENCY RESERVE	$ 2,972,592.55	$ -	$ -	$ -	$ 2,972,592.55	$ -	$ -	$ -
55	TEXTBOOK & STUDENT MA	$ 840,681.94	$ 274,272.67	$ (164,867.65)	$ -	$ 950,086.96	$ 36,070.46	$ 73,334.56	$ -
62	BOND & INTEREST #1	$ 2,976,096.60	$ -	$ -	$ -	$ 2,976,096.60	$ -	$ -	$ -
70	ECC STATE GRANT	$ (16,636.71)	$ 34,035.26	$ (1,363.41)	$ (13,967.43)	$ 2,067.71	$ 232.46	$ 18,471.96	$ -
71	ALL DAY KINDERGARDEN	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
95	PAYROLL CLEARING	$ 196,393.41	$ 23,669.99	$ (201,658.03)	$ -	$ 18,405.37	$ -	$ (177,988.04)	$ -
Subtotal of Year: Current		**$ 20,255,571.68**	**$ 3,950,178.52**	**$ (3,996,894.87)**	**$ (938,839.68)**	**$ 19,270,015.65**	**$ 725,194.30**	**$ (1,710,750.33)**	**$ -**
06	GENERAL FUND	$ -	$ -	$ (876,949.24)	$ 876,949.24	$ -	$ 92,500.00	$ (92,500.00)	$ -
07	FEDERAL FUNDS	$ -	$ -	$ (674.33)	$ 674.33	$ -	$ 62,253.02	$ (62,253.02)	$ -
08	SUPPLEMENTAL GENERAL	$ -	$ -	$ (47,248.68)	$ 47,248.68	$ -	$ 486,508.51	$ (486,508.51)	$ -
16	CAPITAL OUTLAY	$ -	$ -	$ -	$ -	$ -	$ 19,427.08	$ (19,427.08)	$ -
70	ECC STATE GRANT	$ -	$ -	$ (13,967.43)	$ 13,967.43	$ -	$ 3,551.09	$ (3,551.09)	$ -
Subtotal of Year: Prior		**$ -**	**$ -**	**$ (938,839.68)**	**$ 938,839.68**	**$ -**	**$ 664,239.70**	**$ (664,239.70)**	**$ -**
Total		**$ 20,255,571.68**	**$ 3,950,178.52**	**$ (4,935,734.55)**	**$ -**	**$ 19,270,015.65**	**$ 1,389,434.00**	**$ (2,374,990.03)**	**$ -**

Cycle: FY14-15; 1st Detail Element: Fund; 1st Detail Level: Lowest; 2nd Detail Element: Source; 2nd Detail Level: Lowest; 3rd Detail Element: None; 3rd Detail Level: None; 4th Detail Element: None; 4th Detail Level: None; 5th Detail Element: None; 5th Detail Level: None; Filter: ([Fund] >= '06') AND ([Source] Between '0111' AND '5253') ; 1st Subtotal Element: None; 1st Subtotal Rollup Level: None; 2nd Subtotal Element: None; 2nd Subtotal Rollup Level: None; 3rd Subtotal Element: None; 3rd Subtotal Rollup Level: None; 4th Subtotal Element: None; 4th Subtotal Rollup Level: None; 5th Subtotal Element: None; 5th Subtotal Rollup Level: None; Begin Date: 8/1/2014; End Date: 8/31/2014; Subtotal on Account Type: No; Include Encumbrances: No

Fund	Source	Actuals (August)	Adopted Budget	Current Budget	Actuals (YTD)	Available	% of Budget
06 - GENERAL FUND	3110 - General State Aid	$ (999,523.00)		$ -	$ (1,999,046.00)	$ 1,999,046.00	
07 - FEDERAL FUNDS	1300 - Tuition	$ (3,728.00)		$ -	$ (4,574.00)	$ 4,574.00	
08 - SUPPLEMENTAL GENERAL	1912 - User Charges	$ (620.00)		$ -	$ (2,535.00)	$ 2,535.00	
08 - SUPPLEMENTAL GENERAL	1950 - Services Provided Other LEA's	$ -		$ -	$ (295.00)	$ 295.00	
13 - AT-RISK (K-12)	1315 - Tuition From Individuals (Summer	$ (766.00)		$ -	$ (926.00)	$ 926.00	
16 - CAPITAL OUTLAY	1510 - Interest on Investments	$ -		$ -	$ (704.82)	$ 704.82	
16 - CAPITAL OUTLAY	1990 - Miscellaneous	$ (149,344.24)		$ -	$ (150,209.72)	$ 150,209.72	
24 - FOOD SERVICE	1611 - Student Sales - School Lunch Pro	$ (77,086.03)		$ -	$ (78,586.03)	$ 78,586.03	
24 - FOOD SERVICE	1612 - Student Sales - School Breakfast F	$ (2,560.10)		$ -	$ (2,560.10)	$ 2,560.10	
24 - FOOD SERVICE	1620 - Adults and Student Sales - Non-R	$ (12,871.04)		$ -	$ (12,871.04)	$ 12,871.04	
24 - FOOD SERVICE	1621 - Adult Meal Sales	$ (1,737.85)		$ -	$ (1,901.83)	$ 1,901.83	
24 - FOOD SERVICE	1630 - Special Functions	$ (141.63)		$ -	$ (382.28)	$ 382.28	
24 - FOOD SERVICE	4550 - Child Nutrition Aid (Food Service)	$ (34,617.23)		$ -	$ (70,742.94)	$ 70,742.94	
28 - PARENTS AS TEACHERS PROGR/	3200 - Restricted Grants-In-Aid	$ (63,500.00)		$ -	$ (63,500.00)	$ 63,500.00	
30 - SPECIAL EDUCATION	4570 - Medicaid (through SRS's contracto	$ (326.68)		$ -	$ (375.88)	$ 375.88	
51 - KPERS Retirement Contributions	3221 - KPERS	$ -		$ -	$ (1,228,989.96)	$ 1,228,989.96	
55 - TEXTBOOK & STUDENT MATERIAL	1310 - Tuition From Individuals	$ (570.00)		$ -	$ (1,007.50)	$ 1,007.50	
55 - TEXTBOOK & STUDENT MATERIAL	1740 - Fees	$ (34,426.38)		$ -	$ (87,611.61)	$ 87,611.61	
55 - TEXTBOOK & STUDENT MATERIAL	1912 - User Charges	$ 869.00		$ -	$ 33.00	$ (33.00)	
55 - TEXTBOOK & STUDENT MATERIAL	1942 - Textbook Rentals	$ (55,512.18)		$ -	$ (181,801.09)	$ 181,801.09	
55 - TEXTBOOK & STUDENT MATERIAL	1990 - Miscellaneous	$ (3,810.47)		$ -	$ (3,885.47)	$ 3,885.47	
70 - ECC STATE GRANT	3200 - Restricted Grants-In-Aid	$ (34,035.26)		$ -	$ (34,035.26)	$ 34,035.26	
95 - PAYROLL CLEARING	1900 - Other Revenue From Local Source	$ (10,472.58)		$ -	$ (23,669.99)	$ 23,669.99	
Total		**$ (1,484,779.67)**	**$ -**	**$ -**	**$ (3,950,178.52)**	**$ 3,950,178.52**	

4.0 REPORTS

No supporting documentation.

End of Section

5.0 FIRST READINGS

No supporting documentation.

End of Section

5.1 Policy Review

No supporting documentation.

End of Section

Board Policies	Administrative Recommendation
IB School Site Councils	Approve as presented*
ICA Pilot Projects	Approve as presented*
IDACA Special Education Services	Approve as presented*
IDACB Section 504 Accommodations for Students	Approve as presented*
IDAE Student Privacy Policy	Approve as presented*

IB School Site Councils (See KA) **IB**

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

{Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.}

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least one time a year.

Approved: KASB Recommendation–7/96; 6/04; 4/07; 6/14

*It came to our attention that the Kansas State Board of Education has no desire to receive reports or otherwise monitor school site councils, and the statute on this subject, K.S.A. 72-6439, does not require this extra step, either. So, we took the extraneous language out of this policy recommendation to spare districts unnecessary work.

ICA Pilot Projects (See IDAE) **ICA**

The board supports the use of pilot projects before any new instructional technique is implemented on a district-wide basis.

Pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, audio/visual materials or any other supplementary instructional material to be used in connection with a pilot project shall be available for inspection by parents or guardians of students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project.

Student Surveys

Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14

*This policy was revised to specify that, if any of the survey topics covered by this legislative session's SB 367 are given with regard to the launch of a pilot project, then the terms of IDAE with regard to the Student Data Privacy Act would apply to these surveys.

IDACA Special Education Services **IDACA**

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

Approved: KASB Recommended – 6/14

*We added this policy as a 10,000 foot view of what is required for special education compliance. If you've been visited by the Office of Civil Rights lately, they may have asked for more specific policy language having to do with the provision of special education services, and this touches on topics such as child find, identification, and due process without going into a level of detail that will be constantly out of date with changes to federal and state law on the topic.

IDACB Section 504 Accommodations for Students **IDACB**

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Approved: KASB Recommended – 6/14

*Similar to what we did for general special education services in the previous policy, this language discusses Section 504 compliance in broad terms and includes a nonretaliation phrase that the Office of Civil Rights is suggesting.

IDAE **Student Privacy Policy** **IDAE**
(See BCBK, ICA, ICAA, II, and JR et seq.)

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act ("FERPA").

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and

- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.
- Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency

or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data.

"Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent

or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student

consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

A. the parent or guardian is notified in writing; and

A. the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal

laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information n these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14

Annual Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

As the parent or legal guardian of [name of student(s)], I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

_____ _____

Parent Signature Date

*This policy is where we included the bulk of the changes brought about by SB 367's Student Data Privacy Act ("SDPA") passage this legislative session.

We took a lot of time trying to decide how best to handle the discrepancies between the SDPA and the Family Educational Rights and Privacy Act ("FERPA"). The slight differences in when and to whom disclosures of student records and student data could be given legally were, in our opinion, irreconcilable.

In the end, we decided the clearest and easiest way to address the bulk of the legislation was to limit its applicability to only student data submitted to and maintained by a statewide longitudinal data system, as Section 3 of the bill leaves room for that interpretation. In this way, your staff will have to learn the special protocol required for disclosure of student data when maintained in the KIDS system, for example, and may then use the FERPA requirements for all other student records.

Additional subjects covered in the bill and in this policy regard the collection of biometric data (handwriting, facial expressions, etc.) and taking surveys or questioning students concerning student and/or the student's family's attitudes toward topics such as sex, family life, morality, and religion.

Both provisions require prior written parent or adult student consent to participate. As with the inconsistencies between SDPA and FERPA, this language on surveys is contrary to the opt-out provisions of the Federal Protection of Pupil Rights Amendment language.

Knowing that these would be potential trouble areas for the conduction of student counseling sessions, student discipline investigations and hearings, and child abuse investigations, we wrote some exceptions into the policy to allow for limited use of biometric data and limited survey/questioning in these or similar situations.

6.0 ACTION ITEMS

No supporting documentation.

End of Section

6.1 Policy Approval

No supporting documentation.

End of Section

Board Policies

Board Policy		Administrative Recommendation
CGI	Administrator Evaluation	Changes Recommended by KASB
EBB	Safety	Changes Recommended by KASB
GACC	Recruitment and Hiring	Changes Recommended by KASB
GAT	Staff Use of Communication Devices	Changes Recommended by KASB
GBQA	Reduction of Teaching Staff	Changes Recommended by KASB

CGI **<u>Administrator Evaluation</u> (See CEI and GAK)** **CGI**

Administrative personnel shall be evaluated in writing by the superintendent in accordance with legal requirements for the first four years of employment and at least annually thereafter. Administrative personnel files and evaluations shall be available only to the board, the appropriate administrator, the superintendent, and others authorized by law.

The board's procedures concerning evaluation of district administrators shall be on file with the clerk in the central office and may be published in the appropriate handbook.

Approved: KASB Recommendation – 01/02; 4/07; 6/14

EBB Safety (See JBH)

The district shall make reasonable efforts to provide a safe environment for students and employees.

Safety Rules

The superintendent and staff shall develop necessary rules and regulations for student safety in school and at school activities.

Safety Unit

Teachers who instruct in hazardous curriculum areas will teach a unit each year or semester dedicated to safety rules inherent in the particular subject matter.

Appropriate safety signs, slogans, or other safety items shall be posted on or in the near vicinity of potentially dangerous devices or machinery.

No student will be permitted to participate in the class until satisfactory knowledge of the safety rules are demonstrated to the teacher. Teachers will conduct periodic reviews of safety rules during the school year.

Warning System

The board will seek to cooperate with local government officials, emergency preparedness authorities, and other related state agencies to maintain adequate disaster warning systems.

Safety Inspections

The superintendent, building principals, and maintenance personnel will regularly inspect each attendance center, playground and playground equipment, boilers, bleachers, and other appropriate areas to see that they are adequately maintained. Written records of these inspections shall be maintained.

If repairs are necessary, the individual conducting the investigation shall immediately inform the building principal, superintendent, or immediate supervisor in writing. Necessary steps either to repair or to remove the defect will be taken as soon as possible. Defects requiring expenditure of money in excess of $20,000 will be reported to the board. Any defects not immediately removed, repaired, or otherwise eliminated shall be blocked off with fences or other restraining devices.

Heating and Lighting

All furnaces, boilers, and lighting fixtures will be inspected annually to ensure safety for students, district employees, and patrons. These devices shall meet minimum state and federal standards.

The use of space heaters in district buildings is permitted so long as all heaters are: UL listed and approved; plugged directly into the wall outlet and not used with an extension cord; and have a 3 foot clearance from any combustible items that may catch fire. Combustible items include, but are not limited to, paper products, clothing, and blankets. Staff members who wish to bring their own space heater shall first get the approval of their immediate supervisor.

Approved: KASB Recommendation–7/96; 04/07; 6/14

GACC Recruitment and Hiring

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring sequence

- Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;
- Acceptance by the candidate is received;
- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Approved: KASB Recommendation – 2/98; 6/00; 6/01; 4/07; 6/14

GAT Staff Use of Communication Devices (See IIBG and IIBGC) GAT

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

"Communication device" is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.

"Use/Using" for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount. Staff members electing to use district communication devices for personal reasons will be subject to income tax liability for such benefit.

Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of

personal communication devices in the school setting is not the responsibility of the district.

Approved: KASB Recommendation – 6/14

GBQA Reduction of Teaching Staff

GBQA

If the board decides that the size of the teaching staff must be reduced, guidelines in the following rule or the negotiated agreement, if applicable, shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

The following steps will be utilized by the district's administrative staff to reduce the teaching staff:

The number of teaching positions to be reduced shall be in accordance with the educational goals established by the board. The number of teachers needed to implement the district's educational program will then be determined by the administrative staff based on those educational goals in determining which teachers will be nonrenewed due to reduction in force.

The educational goals and needs of the district, individual certifications, qualifications, training, skills, evaluations, and interests shall be considered.

If all of the teachers in the area identified for reduction have similar certifications, qualifications, training, skills, evaluations and interests, the teacher(s) who best meets the needs of the district, considering the factors outlined above and any other relevant factors, will be retained.

Any certified employee who has not been reemployed as a result of reduction of the teaching staff shall be considered for reemployment if a vacancy exists for which the teacher would qualify. Certified employees who may be eligible for reemployment are required to notify the district of their current address. The superintendent will recommend to the board reinstatement of any teacher he/she deems qualified and able to serve the best interests of the district. The board shall not be required to consider reinstatement of any teacher after a period of one year from the date of nonrenewal.

Approved: KASB Recommendation – 2/98; 4/07; 6/14

7.0 DISCUSSION / REPORT ITEMS

No supporting documentation.

End of Section

7.1 Schools for Fair Funding

No supporting documentation.

End of Section

7.1 Schools for Fair Funding

No supporting documentation.

End of Section

7.2 Future Agenda Items

No supporting documentation.

End of Section

Haysville BOE Calendar

July	January
Organizational Board Meeting	Superintendent's Evaluation/Contract
Budget Workshop	Notice of Items for Negotiations
	Elect Board Negotiations Team
August	**February**
Budget Hearing	Report of Admin. Evaluations
Approve Budget	Extension of Admin. Contracts
September	**March**
Enrollment Numbers	Curriculum Proposals
Summer Program Reports	School Calendar Proposals
Building Tours	
October	**April**
Special Education Plan	Teacher Non-Renewal Discussion
Building Tours	Capital Outlay Lists
Audit Report	Personnel Plan
November	**May**
KASB Delegates/voting	Handbooks
BOE Retreat/Goal Setting/Evaluation	Summer Work Requests
	Graduations/Promotions
December	**June**
Schedule Superintendent's Evaluation	Handbooks
	Set Budget Meeting Date and Time
Yearly Activities	**On Going Activities**
Joint BOE/CITY Meeting (5th Mon.)	Policy Review (Monthly)
Crisis/Safety Report	
Drug Prevention Report	
Joint BOE/StuCo Meeting	
Audit Report to Board	
KASB State Convention	
KASB Spring/Fall Regional Mtgs.	

8.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

9.0 ADJOURNMENT

No supporting documentation.

End of Section