REGULAR MEETING USD # 261
ADMINISTRATION BUILDING BOARD ROOM - 1745 W. GRAND AVE., HAYSVILLE, KANSAS
APRIL 28, 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)
- 1.4 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
- All-Day Kindergarten

5.0 FIRST READINGS
- 5.1 Policy Review
  - JBH - Release of a Student during the School Day
  - JBH-R – Release of a Student during the School Day
  - JCAB – Searches
  - JCAB-R - Searches
- 5.2 Campus High School Staff, Student, Activities and Athletics Handbooks - PDF
- 5.3 Haysville High School Staff and Student Handbooks - PDF
- 5.4 Request for Additional Special Education Staff – Cezar
- 5.5 Elementary Curriculum Proposal
- 5.6 Enrollment Fees
- 5.7 Equity in School Lunch Prices - PDF

6.0 ACTION ITEMS
- 6.1 Policy Approval
  - JBCA – Homeless Students
  - JBD – Absences and Excuses
  - JBE - Truancy
- 6.2 District Calendar 2014-2015 - PDF
- 6.3 Elementary School Staff and Student Handbooks - PDF
- 6.4 Haysville Middle School Staff and Student Handbooks - PDF
- 6.5 Haysville West Middle School Staff and Student Handbooks
- 6.6 Summer Temporary Personnel Requests
- 6.7 Secondary Curriculum Proposals - PDF
- 6.8 Request for Additional ECC Staff
- 6.9 Capital Outlay Bids

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 – If Needed

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

SPECIAL MEETING U.S.D. # 261 –Dr. Maurer
HAYSVILLE MIDDLE SCHOOL
900 W. Grand Ave.
HAYSVILLE, KANSAS
6:30 P.M.
March 24, 2014

Subject to Board Approval

The special meeting of the Board of Education of Haysville Unified School District # 261, Haysville, Kansas was called to order at the Haysville Middle School, 900 W. Grand Ave., Haysville, Kansas, at 6:30 p.m. by Board President Susan Walston. Six Board members were present.

MEMBERS PRESENT	OTHERS PRESENT
Susan Walston	Dr. John Burke, Superintendent
Pat Lemmons	Debbie Coleman, Clerk
Glenn Crum	Dr. Clint Schutte, Asst. Superintendent of Finance
Paige Crum	Dr. Mike Maurer, Haysville Middle School Principal
Misty Harding	
Forrest Hummel	

1.0 MEETING OPENING

1.1 Call to Order

Ms. Walston called the meeting to order at 6:30 p.m. with six Board members present.

2.0 TOUR OF HMS SCIENCE ROOMS

Dr. Maurer gave the Board a tour of the newly remodeled science rooms at Haysville Middle School.

3.0 ADJOURNMENT

Meeting adjourned at 6:43 p.m.

_____
Debra M. Coleman, Board of Education Clerk

_____
Susan Walston, Board of Education President

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
March 24, 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 7:00 p.m., by Board President Susan Walston. Seven Board members were present.

MEMBERS PRESENT
Susan Walston, President
Glenn Crum, Vice President
Paige Crum
Greg Fenster
Pat Lemmons
Forrest Hummel
Misty Harding

OTHERS PRESENT
Dr. John Burke, Superintendent of Schools
Clint Schutte, Asst. Supt. of Business and Finance
Debbie Coleman, Clerk of the Board
Teresa Tosh, Asst. Supt. of Learning Services
Dr. Mike Clagg, Asst. Supt. of Personnel
Myron Regier, Campus High School Principal
Dr. Mike Maurer, Haysville Middle School Principal
Ildo Martins, Haysville West Middle School Principal
Carla Wulf, Ruth Clark Elementary School Principal
Becky Cezar, Director of Special Services
Liz Hames, Community Relations Coordinator
David Herbert, Director of Information Services
Jamie Kondo, Prairie Elementary School Teacher
Others

1.0 MEETING OPENING

1.1 Call to Order

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

1.2 Flag Salute

1.3 President's Announcements

- Susan Walston, as Board President, presented the Campus Swim Team with Awards of Excellence for completing 100-hours of swimming and earning $12,500.00 for the Make-A-Wish Swim-a-thon. This year's swimmers were: Jon Fleming, Jon Greenlee, Tim Pitts, Brandon Elkins and Dylan Purcey. Last year's swimmers participating in this event were Ryan Howerton, Navante Peacock, John Paschal, Henry Luu and Tony Carr. Kelly Kennedy and Steve Crum are the coaches for the Campus Swim Team.
- The District Fine Arts Fair will be this Thursday and Friday, March 27th and 28th at Campus High School.

1.4 Superintendent's Announcements

- During the February BOE meeting Greg Fenster mentioned a book by Simon Sinek. Dr. Burke found a YouTube video of a presentation by Mr. Sinek on leadership and shared the video with Cabinet.

1.5 New and Good

Dr. Burke:

- USD 261 has four schools that have been recognized by Gallup. Those schools are Oatville, Ruth Clark, Nelson and Haysville West Middle School.
- Last year Campus High School was nominated and chosen as a National Blue Ribbon School. This year Oatville Elementary has been nominated and is waiting for the results.

- Campus had three wrestlers who placed in the top 6 spots at the State Wrestling competition.
- The Wichita Business Journal did a nice article on All-Day-Kindergarten in USD 261.
- KSN will be showing an interview they with Teresa Tosh on the 10:00 p.m. news.

Paige Crum:

- Special Olympics participated in the State wide basketball tournament in Hays.

Dr. Burke:

- Susan Walston was recognized by KASB for her achieving Honor Roll – Level I status.

1.6 Approve / Amend Agenda
MOTION to approve the Agenda as presented.
(G. Crum / Lemmons) Motion carried 7-0.

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

3.3 Gifts and Grants
Ruth Clark Elementary School received a donation from Sally Holliday for $300.00.

3.4 Treasurer's Report / Bills – PDF
MOTION to approve the Consent Agenda as presented with the addition of one personnel item placed at Board members seat.
(Lemmons / P. Crum) Motion carried 5-2. Greg Fenster and Misty Harding voted no.

4.0 REPORTS – Focus on Learning

4.1 Secondary School Discipline Report
Myron Regier – CHS principal, Dr. Mike Maurer – HMS principal and Ildo Martins – HWMS principal presented the Secondary School Discipline report to the Board.

5.0 FIRST READINGS

5.1 Policy Review
JBCA – Homeless Students
JBD – Absences and Excuses
JBE - Truancy
This was a first reading with no action requested from the Board.

5.2 District Calendar – 2014 - 2015
Dr. Burke presented information to the Board regarding the 2014-2015 District Calendar.
This was a first reading with no action requested from the Board.

5.3 Elementary Schools Student and Staff Handbooks – PDF
Carla Wulf presented information to the Board regarding the Elementary Schools Student and Staff Handbooks.
This was a first reading with no action requested from the Board.

5.4 Haysville Middle School Student and Staff Handbooks – PDF
Dr. Mike Maurer presented information to the Board regarding the Haysville Middle School Student aud Staff Handbooks.
This was a first reading with no action requested from the Board.

5.5 Haysville West Middle School Student and Staff Handbooks

Ildo Martins presented information to the Board regarding the Haysville West Middle School Student and Staff Handbooks.
This was a first reading with no action requested from the Board.

5.6 Summer Temporary Personnel Requests
Dr. Clint Schutte presented information to the Board regarding Summer Temporary Personnel Requests.
This was a first reading with no action requested from the Board.

5.7 Secondary Curriculum Proposals – English Language Arts for Secondary
Teresa Tosh and Jamie Kondo presented information to the Board regarding Secondary Curriculum Proposals.
This was a first reading with no action requested from the Board.

5.8 Request for Additional ECC Staff
Becky Cezar presented information to the Board requesting Additional ECC Staff.
This was a first reading with no action requested from the Board.

6.0 ACTION ITEMS

6.1 Policy Approval
JA-Goals and Objectives
JB-Attendance Records
JBC-Enrollment
MOTION to approve Board Policies JA-Goals and Objectives, JB-Attendance Records and JBC-Enrollment as presented.
(G. Crum / Hummel) Motion carried 7-0.

6.2 Recommendations for Additional Positions
Dr. Clint Schutte was present to answer questions from the Board regarding Supplemental and Extended Duty positions.
MOTION to approve the Recommendations for Additional Positions as presented.
(G. Crum / P. Crum) Motion carried 6-1. Greg Fenster voted no.

6.3 Plagens Carpenter Sports Complex Request
Dr. Clint Schutte presented information to the Board regarding the Plagens Carpenter Sports Complex Request.
MOTION to approve the Plagens Carpenter Sports Complex Request for Funds up to $35,000.00 as presented.
(Lemmons / P. Crum) Motion carried 7-0.

6.4 Capital Outlay Projects
Dr. Clint Schutte presented information to the Board on Capital Outlay Projects.
Dr. Schutte asked for Board approval of the low bid for replacing the roof at Campus High School, Hall D from Buckley Roofing for project labor ($144,900), and the State of Kansas for roofing materials by Greenbush SE Kansas Educational Service Center / Weatherproofing Technologies, Inc. ($180,290.29) for a grand total of $325,190.29.
MOTION to approve the Capital Outlay Project for replacing the roof at Campus High School, Hall D as presented.
(G. Crum / Hummel) Motion carried 7-0.

7.0 DISCUSSION/REPORT ITEMS

7.1 Schools for Fair Funding Report
Dr. Mike Clagg informed the Board that the Kansas Supreme Court ruled in favor of Kansas Schools. The Court identified inequity in the funding and has given the State until July 1, 2014 to determine what an adequate education is.

7.2 Future Agenda Items
- Policy Review and Approval

- Focus on Learning Report
- First Readings
- Handbooks
- Food Service Report
- Elementary Curriculum Proposals
- Safe Room at Ruth Clark
- Building Reports
- Negotiations
- Class Numbers
- Capital Outlay Lists
- Appoint two Board members to modify the Superintendent's evaluation form
- Personnel Plan

7.3 Board Calendar
No Changes

8.0 EXECUTIVE SESSION – Negotiations
MOTION to take a 5-minute break from 8:45 p.m. to 8:50 p.m. then go into executive session at 8:50 p.m. for 10-minutes, to return at 9:00 p.m. for discussion of Negotiations.
(Walston / G. Crum) Motion carried 7-0.

Dr. Clint Schutte and Dr. Mike Clagg were invited to join the Board in Executive Session at 8:50 p.m.
Dr. Clint Schutte returned to the Board room at 9:00 p.m.
Dr. Clagg returned to the Board room at 9:00 p.m.

The Board reconvened at 9:00 p.m. with seven Board members present.

9.0 ADJOURNMENT
Meeting adjourned at 9:00 p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

PERSONNEL RESUME

Name Tabitha Fowler

For Position As 1st Grade Teacher (2014-2015)

Building Oatville Elementary School

Education	Date	Degree	Major
Undergraduate			
Northeastern State University	2011	BS	Early Childhood Education
Graduate			
Northeastern State University	2013	ME	Reading

Teaching Experience	Location	Dates	Years
Pre-Kindergarten Teacher	Mannford, OK	2011-2014	3

Salary Offered $46,023 **Degree** MS **Step** 4

CA

PERSONNEL RESUME

Name Laurien Taton

For Position As Elementary Orchestra Teacher

Education	Date	Degree	Major
Undergraduate			
Baker University	2005	BA	Music Education
Graduate			
Wichita State University	2008	MA	Music Education

Teaching Experience	Location	Dates	Years
Instrumental Music Teacher	Wichita, KS	2008-2014	6

Salary Offered $46,023 **Degree** MS **Step** 4

CA

PERSONNEL RESUME

Name Joshua Bargdill

For Position As Special Education Teacher

Building Tri-City Day School

Education	Date	Degree	Major
Undergraduate			
Wichita State University	2010	BA	Education
Graduate			
Wichita State University			

Teaching Experience	Location	Dates	Years
Special Education Teacher	Wichita, KS	2011-2014	3

Salary Offered $42,440 **Degree** BS+24 **Step** 4

CA

PERSONNEL RESUME

Name Claudette Suffolk

For Position As Math Teacher

Building Haysville High School

Education	Date	Degree	Major
Undergraduate			
Alcorn State University	1987	BS	Mathematics
Graduate			

Teaching Experience	Location	Dates	Years
Math Teacher	Goddard, KS	2013-2014	1
Math Teacher	Houston, TX	1989-2011	22

Salary Offered $46,796 **Degree** BS **Step** 12

CA

PERSONNEL RESUME

Name Deborah Whitfield

For Position As 1st Grade Teacher

Building Nelson Elementary School

Education	Date	Degree	Major
Undergraduate			
Fort Hays State University	2012	BS	Early Childhood Education
Graduate			
Fort Hays State University			

Teaching Experience	Location	Dates	Years
Special Education Teacher	Derby, KS	2012-2014	2

Salary Offered $40,067 **Degree** BS+12 **Step** 3

CA

PERSONNEL RESUME

Name Maggie Knobbe

For Position As 2nd Grade Teacher

Building Nelson Elementary School

Education	Date	Degree	Major
Undergraduate			
Kansas State University	2013	BS	Elementary Education
Graduate			

Student Teaching Experience	Location	Date
5th Grade	Manhattan, KS	2013

Salary Offered $37,200 **Degree** BS **Step** 1

CA

PERSONNEL RESUME

Name Paul Graves

For Position As Music/Technology Teacher

Building Haysville Middle School

Education	Date	Degree	Major
Undergraduate			
Southwestern Oklahoma State University	1994	BA	Music Education
Graduate			

Teaching Experience	Location	Dates	Years
Music Teacher	Clearwater, KS	2010-2011	1
Music Teacher	Altus, OK	2005-2009	4
Music Teacher	Oklahoma City, OK	2004-2005	1
Music Teacher	Edmond, OK	1997-2004	7
Music Teacher	Yukon, OK	1996-1997	1

Salary Offered $46,796 **Degree** BS **Step** 12

CA

PERSONNEL RESUME

Name Kasahra Cotton

For Position As Kindergarten Teacher

Building Nelson Elementary School

Education	Date	Degree	Major
Undergraduate			
Southwestern College	2011	BA	Elementary Education
Graduate			
Wichita State University			

Student Teacher Experience	Location	Date
5th Grade	Haysville, KS	2011

Salary Offered $38,688 **Degree** BS+24 **Step** 1

CA

PERSONNEL RESUME

Name Michael Allard

For Position As Science Teacher

Building Haysville Middle School

Education	Date	Degree	Major
Undergraduate			
Emporia State University	2011	BS	Education
Graduate			

Teaching Experience	Location	Dates	Years
Science Teacher	Lyndon, KS	2013-2014	1

Salary Offered $38,072 **Degree** BS **Step** 2

CA

PERSONNEL RESUME

Name Nancy Williams

For Position As Reading Teacher

Building Haysville Middle School

Education	Date	Degree	Major
Undergraduate			
Wayne State College	1982	BA	English Education
Graduate			
University of Nebraska	1990	MA	Speech Communications

Teaching Experience	Location	Dates	Years
Language Arts Teacher	Cozad, NE	1996-2014	18
Language Arts Teacher	Alma, NE	1984-1996	12

Salary Offered $59,057 **Degree** MS **Step** 12

CA

PERSONNEL RESUME

Name Tyler Hamilton

For Position As Assistant Principal/Athletic Director

Building Haysville West Middle School

Education	Date	Degree	Major
Undergraduate			
Fort Hays State University	2006	BS	Education
Graduate			
Fort Hays State University	2011	MS	Educational Administration

Experience	Location	Dates	Years
Asst. Principal/Athletic Director	Liberal, KS	2012-2014	2
Athletic Director	St. Francis of Assisi	2009-2012	3

Salary Offered $63,300

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Asst. Supt. for Personnel

DATE: April 28, 2014

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Peggy Johnston, Learning Facilitator at Ruth Clark Elementary School, effective May 22, 2014.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 28, 2014

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Krystal Darbyshire, Physical Education Teacher at Campus High School, effective May 22, 2014.

CA

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

To: Haysville Board of Education
From: Kelley Keais, Ruth Clark Elementary
Re: Check
Date: March 25, 2014

To Whom It May Concern:

Our school received a fundraiser check from Sonic for the amount of $87.87 on March 25, 2014. We are requesting approval of acceptance of this check.

Thank You,

Kelley Keais
Ruth Clark Elementary
1900W. 55th St. So

Ruth Clark Elementary

1900 W. 55th St. So.

Wichita, KS 67217

To: Haysville Board of Education

From: Janie Sowell, Ruth Clark Elementary

Re: Check

Date: April 16, 2014

To Whom It May Concern:

Our school received a fundraiser check from Sonic for the amount of $68.46 on April 16, 2014. We are requesting approval of acceptance of this check.

Thank You,

Janie Sowell

Ruth Clark Elementary

1900 W. 55th St. So.

HAYSVILLE USD #261

RESOLUTION#: 10

DATED: 4/28/2014

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

PAYROLL

DATE	3/12/2014	DIRECT DEPOSIT	11725-12752 Ck#	1026-1027	1,783,940.20
		WITHHOLDING		80242-80278	1,346,547.38
		WITHHOLDING			

ACCOUNTS PAYABLE

DATE	4/1/2014	Manuals	52333-52342	8,239.24
	4/4/2014	Manuals	52343-52354	7,627.21
	4/8/2014	Manuals	52355-52359	2,796.16
	4/16/2014	Manuals	52360-52374	97,429.66
	4/28/2014	Cks	52375-52629	518,197.53
		Void Cks	51908	909.47

TOTAL REGISTER: 3,765,686.85

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

3.4 Treasurer's Report / Bills

See Supporting Documentation in PDF

End of Section

4.0 REPORTS

No supporting documentation.

End of Section

5.0 FIRST READINGS

No supporting documentation.

End of Section

April Board Policies

BOE Policy	Administrative Recommendation
Release of a Student during the School Day	**No Changes**
Release of a Student during the School Day JBH-R	**No Changes**
Searches of Property JCAB	**No Changes**
Searches of Property JCAB-R	**No Changes**

Release of a Student during the School Day JBH
In recognition of the responsibility of the school district to parents for the health, welfare and safety of students, building principals will not release a student during the school day except to a student's lawful custodian as defined by Kansas law and whose identification is verified to the satisfaction of the principal or upon written or verbal request of a lawful custodian, which request shall be verified to the satisfaction of the principal. The name, address and telephone number of the lawful custodian shall be entered on the permanent record of the student in accordance with Board Policy JBC and JBH-R.
BOE Approved: July 7, 2003
Cross Reference: EBB and EBBD

Release of a Student during the School Day JBH-R
Before releasing a student during the school day, the building principal shall be responsible for verifying the identity of the person seeking release of the student.
If the principal is not satisfied with the identification provided by the person seeking release of a student, the student's release may be refused.
Students shall not be allowed to run personal errands for school employees off school premises during the school day.
BOE Approved: July 7, 2003

Searches of Property JCAB
Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.
BOE Approved: July 7, 2003
Cross Reference: JCABB

Searches of Property JCAB-R
Search of Lockers
Lockers in the district schools shall be under supervision of the principal. Students shall have no expectation of privacy in any school locker.
The combinations and/or keys to all locker locks shall be in the possession of the principal and stored in a place designed to guard against unauthorized access or use. The principal may search any locker at any time without notice. Students shall not place locks, other than those approved by the school, on any locker.
Searches of Property
Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

If a law enforcement officer desiring to search a student's locker or property has a search warrant, the principal shall permit the search, which shall be made in the presence of the principal.
Prohibited items found during the search shall remain in the custody of either the building principal or the law enforcement officer. If any items are turned over to law enforcement officials the principal shall receive a receipt for the items.
(Whenever the principal is mentioned in this rule, it shall be construed so as to include the superintendent "or designated representative.")
BOE Approved: July 7, 2003 Unless otherwise noted all of the following policies were re-adopted July 15, 2013.

5.2 Campus High School Staff, Student, Activities and Athletic Handbooks

See Supporting Documentation in PDF

End of Section

5.3 Haysville High School Staff and Student Handbooks

See Supporting Documentation in PDF

End of Section

Request For Additonal Special Education Staff

March 24, 2013

Submitted By; Becky Cezar Director of Special Education

Over the past three years, the number of students living in our district with severe multiple disabilities has increased from Pre-K through high school Students with this level of disability require the services of a self-contained classroom as well as the support of various related service providers (speech language, occupational therapy, physical therapy and adaptive physical education to name a few) With this being said ,most students needing this support have enrolled at the elementary level. Specific data for classroom at each level is attached for your viewing.

Because of the influx in this student population, we are asking for additional teaching staff to divide the current number of students at the elementary level.

This classroom will be placed in one of our elementary buildings. This placement will be determined after the Director of Special Education, the Assistant Superintendent of Business and Elementary Building Principals have met to discuss classroom space.

This conversation will occur tentatively before the April BOE meeting. If the proposal is approved, a final decision of classroom placement will be made after BOE approval of the requested position.

If the position is approved, the position will be posted. The Director of Special Education, assigned building principal and other identified staff will conduct interviews. After interview, the Director of Special Education will recommend to our personnel department the chosen candidate to be submitted to the BOE for approval.

Cost estimates are attached for your review.

Thank you for your consideration.

To: Dr. Mike Clagg/Dr. Clint Schutte

From: Becky Cezar

Re: Request for Additional Special Education Staff

Date: March 24, 2014

Over the past 4 years, we have had an increase in the number of special education students with severe multiple disabilities. The number of students enrolled in current classrooms this year are as follows;

Elementary/Zehr 14	2012/9 students	2011/8 students	2010/7students
Middle School/Bush 12	2012/8 students	2011/7 students	2010/8 students
High School/Robinson 9	2012/ 7 students	2011/7 students	2010/6 students

I have checked residency for all students and have found that 4 of them live out of district. These students have been informed that they will need to apply at the home schools for the upcoming school year.

Projections for the 2014/2015 school year excluding out of district students are as follows

Elementary/Zehr 14 (three out of district leaving but three pre-K moving into her classroom)

Middle School/Bush 10 (one out of district leaving, one graduating)

High School/Robinson 9 (all returning none out of district or graduating)

Requested Position

1 Functionally endorsed teacher

Projected Costs:

1 Teacher	$50,000
Categorical Aid	-28,000
	$22,000

Please let me know if you have any questions regarding this information.

5.5 Elementary Curriculum Proposal

See Supporting Documentation in PDF

End of Section

2013-2014 Fees

Pre-Kindergarten Enrollment Fees

Program	Instructional
5 Day Student	$100.00
3 Day Student	$60.00
2 Day Student	$40.00

Kindergarten

Enrollment Fee	$45.00

Grades 1-5

Enrollment Fee	$75.00	$5.00 of increase for agenda/planners

Grades 6-12

Enrollment Fee	$85.00
Locker & ID/Planner	$15.00

Additional Fees:

Yearbook	$40.00 (CHS, HMS, & HWMS)
P.E. Uniform	$15 (Grades 7-12)
Driver's Education	$215.00 $265.00.00 Out of District
Parking (Optional)	$5.00
Activity Pass	$30.00
Athletic Fee	$20.00 per season(Fall, Winter, Spring)

Proposed 2014-2015 Fees

Pre-Kindergarten Enrollment Fees

Program	Instructional
5 Day Student	$100.00
3 Day Student	$60.00
2 Day Student	$40.00

Grades K-5

Enrollment Fee	$75.00	$5.00 for agenda/planner

Grades 6-12

Enrollment Fee	$85.00
Locker & ID/Planner	$15.00

Additional Fees:

Yearbook	$40.00 (CHS, HMS, & HWMS)	
P.E. Uniform	$15 (Grades 7-12)	
Driver's Education	$215.00	$265.00.00 Out of District
Parking (Optional)	$5.00	
Activity Pass	$30.00	
Athletic Fee	$20.00 per season (Fall, Winter, Spring)	

5.7 Equity in School Lunch Prices

See Supporting Documentation in PDF

End of Section

6.0 ACTION ITEMS

No supporting documentation.

End of Section

March 2014 BOE Policies

Board Policies	Administrative Recommendation
Homeless Students JBCA	No Changes
Absences and Excuses JBD	No Changes
Truancy JBE	Change S.R.S. to D.C.F.

Homeless Students JBCA

The district, in accordance with state and federal law and the Kansas state plan, will ensure that homeless children in the school district have access to a free and appropriate public education. Homeless students are individuals who lack a fixed, regular and adequate nighttime residence.

Coordinator

The board shall designate a homeless coordinator for the district.

Note: The reader is encouraged to review regulations and forms for related information.

Approved: KASB Reeommendation – 7/03; 4/07

BOE Approved: June 15, 2009

BOE Reviewed and Approved: January 28, 2013

Cross Reference: EDAA and JBC

Homeless Student Regulations

Required by Federal and State Law

NOTE: This document MUST be approved by board action to become policy. File with clerk, distribute to principals and duplicate as necessary in district newsletters and other documents.

Homeless students shall, by definition, include the following:

1. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youth who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

Enrollment/Placement (See JBC)

The administration shall consider the best interest of the child, with parental involvement, in determining whether the child should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless child or youth is actually living are eligible to attend. To the extent feasible, and in accordance with the child or youth's best interest, the child or youth should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the youth is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the youth in deciding where the youth will be educated.

The choice regarding placement shall be made regardless of whether the child or youth lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless child or youth to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless child or youth's parent or guardian, or to the homeless youth if unaccompanied, if the district sends the child or youth to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the child or youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The child, youth, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

A complaint regarding the placement or education of a homeless child or youth shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written complaint must include the following information: date of filing, description of concerns, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

Services

Each homeless child or youth shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the child meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted and talented students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficieney. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

Transportation (See EDAA, JBC and JGG)

If it is in the best interest of the homeless child or youth to attend the school of origin, transportation to and from that school will be provided at the request of the parent or guardian or, in the case of an unaccompanied youth, the homeless coordinator. If the student's temporary housing is outside the attendance area of the school of origin, then the district will work with the school of origin to agree on a method to apportion the responsibility and costs for transporting the child. If an agreement cannot be reached, the costs will be shared equally.

Records (See JR and JGCB)

Any records ordinarily kept by the school, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs of each homeless child or youth shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless child or youth enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act.

Coordinator

The Board designates the following individual to act as the district's homeless coordinator: (Name of Office) (Business Address) (Phone-Fax) The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless children and youths are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless children and youths enroll in, and have a full and equal opportunity to succeed in, schools in the district.
3. Homeless families, children and youths receive educational services for which such families, children and youths are eligible, including Head Start, Even Start and preschool programs administered by the district and referrals to health care services, dental services, mental health services and other appropriate services.
4. The parents or guardians of homeless children and youths are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.

7. The parent or guardian of a homeless child or youth, and any unaccompanied youth, is fully informed of all transportation services, including transportation to the school of origin and is assisted in accessing transportation to the school selected.

8. Unaccompanied youths will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.

9. Children or youths who need to obtain immunizations, or immunization or medical records, will receive assistance.

Complaint Form
PROGRAMS FOR HOMELESS STUDENTS
(Assignment to a School Other than School of Origin/School Requested by the Parent)

After reviewing the situation, it would be in the best interest of your child or youth to be educated at _____.

Explanation of decision:

_____
_____
_____
_____

If you so choose, you may appeal this decision in the following manner:
You may verbally and informally state your complaint to the district's homeless coordinator. If the complaint is not promptly resolved, you may complain in writing to the homeless coordinator. You must include the following information: date of filing, description of the complaint, the name of the person or persons involved and an explanation of the action taken during the informal charge stage. Within five (5) working days after receiving the complaint, the coordinator will provide you a written decision, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the result.

Approved: KASB Recommended Regulation – 7/03; 4/07

BOE Approved: June 15, 2009;

BOE Reviewed and Approved: January 28, 2013

Cross Reference: EDAA, JBC, JGCB, JGG, and JR

Absences and Excuses JBD

When a student is absent from school an attempt shall be made to contact the parent or guardian to determine the reason for the absence. The principal has been designated to determine the acceptability and validity of excuses presented by the parent(s) or the student.

Each building principal shall establish specific rules governing absences and excuses that are consistent with board policies. These rules shall be approved annually by the board and shall be included in student and parent handbooks developed by principals, which govern the day-to-day operation of the schools.

BOE Approved: July 7, 2003

Cross Reference: AEB, IHEA, JDD and JBE

The building principal (or designee) shall report students who are inexcusably absent from school to the appropriate authority.

Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first. School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant.

Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age), a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.

Waiver of Compulsory Attendance Requirements

Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order.

Involvement of Law Enforcement

Law enforcement officers may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues.

Reporting to Parents

If a truant child is returned to school by a law enforcement official, the principal shall notify the parent or guardian.

Concurrent Enrollment Students (See IDCE and JQ)

Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant, for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University.

BOE Approved: July 7, 2003

BOE Revised and Approved: September 5, 2006

BOE Approved KASB Recommendation: September 17, 2012

Cross Reference: AEB, IDCE, JBD, JBE and JQ

6.2 District Calendar

See Supporting Documentation in PDF

End of Section

6.3 Elementary School Student and Staff Handbooks

See Supporting Documentation in PDF

End of Section

6.4 Haysville Middle School Student and Staff Handbooks

See Supporting Documentation in PDF

End of Section

HAYSVILLE WEST MIDDLE SCHOOL

HOME OF THE GORILLAS

ILDO MARTINS – PRINCIPAL NICKI MCMULLIN – ASST. PRINCIPAL JEROMY SWEARINGEN – ASST. PRINCIPAL/ATHLETIC DIRECTOR

To: BOE
From:HWMS Administration
CC: Dr. Burke

HWMS Staff and Student Handbooks

Updating of dates, names, and district policy will be the changes made to the Staff and Student Handbooks for the 2014-15 school year.

Ildo S. Martins
Principal

1956 W. GRAND, HAYSVILLE, KS 67060 (316) 554-2370 - OFFICE (316) 564-2377 - FAX

USD 261
HAYSVILLE SCHOOLS

1745 W. Grand Ave.
Haysville, Kansas 67060
Office: (316) 554-2200
Fax: (316) 554-2230

TO: Haysville Board of Education

FR: Clint Schutte, Assistant Superintendent of Business/Finance

DA: March 24, 2014

RE: Summer Temporary Personnel Requests

History / Relevance: Traditionally during the summer months the district hires temporary seasonal employees to assist with summer grounds, paint, bus cleaning, and technology projects.

What: We are asking for approval to hire six technology positions, four ground crew positions, four paint crew positions, and three bus cleaning positions. Please see the attached requests.

Why: The summer projects completed by these employees are often difficult or impossible to complete during the school year while students are in attendance.

Where: These requests will effect Operations and Informational Services.

When: The staffing increase will be from May 27th through August 1st.

How: The Operations Director and the Director of Information services will take application. Upon review of the application and interviews of the candidates offers will be made to fill the positions.

Who: The additional staff will work under the supervision of Director of Transportation, Maintenance / Custodial Supervisor, Executive Director of Operations, and Director of Information Services.

How Much: The cost for all 17 positions is estimated at $60,000.

If you have any questions, please contact me.

Thank you for your consideration.

cls

attch:

USD 261
HAYSVILLE SCHOOLS

David Herbert
Director of Information Services
Haysville Public Schools
Email: dherbert@usd261.com

To: Dr. Schutte

From: David Herbert

Date: February 28, 2014

RE: Summer 2014 Technology Positions

Clint,

I am requesting six positions for summer upgrades, installation and maintenance of technology related systems. The positions will be full time, temporary positions that will start the last week in May and last through the end of July. Work areas that are scheduled, but not limited to, are:

Major re-wiring of Haysville Middle School
Major re-wiring of Ruth Clark Elementary
Food Service server upgrade
Installation of new Layer 3 switches district wide
New access point systems (Aruba, as installed in the secondary schools) at Ruth Clark, Prairie, Nelson, and Rex
Second computer lab at Haysville High School
Library upgrades as needed
Building to building wireless upgrade as needed
Online Enrollment Programming

Please feel free to contact me if you have any questions.

David Herbert
Director of Information Services
Haysville Public Schools
1745 West Grand Ave.
Haysville, Kansas 67060
316-554-2203
dherbert@usd261.com

February 21, 2014

TO: Clint Schutte
FROM: Galen Davis, Executive Director of Operations
REF: Summer Temporary Maintenance and Transportation Personnel

Maintenance Supervisor Freddy Robinson, Transportation Director B.J. Knudson and I would like to request the following summer maintenance and transportation temporary positions for the months of Late May, June, July and August. These positions are needed to provide additional care and maintenance for our buildings, grounds, and transportation fleet.

Grounds crew –We are requesting four temporary summer positions to do mowing, trimming, fertilizing, dirt work, and tree trimming for approximately 270 acres. This is an increase of one temporary position compared to the last four summers. For the previous four summers we have worked to care for our district's ground with three temporary summer positions. We have not had the personnel to properly care for the grounds in our school district. Additionally, we will be responsible for caring for the Nelson Elementary School softball and baseball fields that were formerly cared for by the youth sports association. In 2008 there were six summer temporary positions for this function.

Paint crew – We are requesting four summer temporary positions to paint classrooms, hallways, offices, as well as other interior and exterior areas. This is the same number of positions that we requested in 2013. In 2008 there were nine summer temporary positions for this function.

Bus cleaning crew – We are requesting three summer temporary positions to clean the exterior and interior of our 78 Transportation Department fleet vehicles as well as to repair vehicle interiors as needed. This is an increase of one temporary position compared to the last five summers. We have not been able to properly clean and repair the interiors and exteriors of our vehicles with only two on the bus cleaning crew. In 2008 there were three summer temporary positions for this function.

We take great pride in maintaining our school district facilities, grounds and vehicles. We are making this request to ensure that we continue to improve the maintenance of these important assets.

Thank you for considering our request.

USD 261
HAYSVILLE

Teresa Tosh, Assistant Superintendent
Learning Services
Email: ttosh@usd261.com

1745 W. Grand
Haysville, Kansas 67060
Office: (316) 554-2205
Fax: (316) 554-2230

To: USD 261 BOE and Dr. Burke

From: Teresa Tosh, Asst. Superintendent for Learning Services

Re: Secondary ELA Adoption

Date: March 24, 2014

History/Relevance: The materials currently used in our classrooms have a copyright date of 2005.

What: We are asking for approval to purchase the Houghton Mifflin English Language Arts series, Collections, for our English Language Arts adoption at the secondary level.

Why: This adoption is part of our regular curriculum adoption process.

Where: The Collections series will be in all 6th through 12th grade English Language Arts classrooms in the district.

When: These books would be in our classrooms beginning in the 2014-2015 school year.

How: Once books are approved, we will provide training for staff on implementation. We will provide follow up throughout the 2014-2015 year as well.

Who: This proposal will allow us to provide current resources and align our English Language Arts classrooms in grades 6 through 12.

How much: The total is $416,541.50. The quote is attached.

If you have any questions, please contact me at ttosh@usd261.com or 554-2205.

Thank you for your consideration!

6.7 Secondary Curriculum Proposals

See Supporting Documentation in PDF

End of Section

BOE Presentation Request for Additional ECC Staff

March 3/2014

For several years, Haysville Public Schools has supported early childhood programs for both early childhood special education students (3-4 year old) as well as early childhood at-risk (4 year old) students. In addition to these two programs, our district also participates in a partner at-risk grant (KPP Grant) with Wichita Public Schools, Maize Public Schools and Rainbows United. The Sedgwick County Partnership Grant allows our district to provide early childhood education to an additional 18 at-risk students.

For the upcoming 2014/2015 school year, KSDE has implemented several new changes to the KPP Grant. One of the changes would require our district to provide home-based parent training for parents of students attending our schools under this grant.

To fulfill this requirement, I am asking for your approval of a .5 teaching position (parent educator). This parent educator will provide additional support so that our district will meet the new home-based parent component of the KPP grant.

The parent educator will work specifically with the 18 families enrolled in the KPP classroom located at Nelson Elementary.

This parent educator must be ready to begin serving families by August 2014.

If approved, our district will advertise for an individual certified for the PAT parent educator 3-5 curriculum. Becky Cezar would oversee the interview and hiring process.

Memo

TO: Haysville Board of Education

FR: Clint Schutte, Assistant Superintendent of Business/Finance

DA: April 28, 2014

RE: Freeman Elementary School Main Entrance Paving bids

Site	Item	Qty	Estimated Cost
FES	Freeman Entrance Drive Replacement	1	$42,000

On March 26th we faxed and sent U.S. Mail a request for sealed bids to six area paving companies to remove the aged asphalt paving and replace with new asphalt paving at the Freeman Elementary School main entrance and drive west to the dumpster area. The following bids were opened on April 14th.

APAC Kansas	$49,974
Cornejo & Sons	$36,928
Kansas Paving	$41,500

We did not receive bids from Holland Paving, Beran Concrete and Calvin Opp Concrete.

We are asking for a resolution authorizing Haysville USD 261 to accept the low bid for the Freeman Elementary School main entrance paving project of $36,928 by Cornejo & Sons.

cls

Memo

TO: Haysville Board of Education

FR: Clint Schutte, Assistant Superintendent of Business/Finance

DA: April 28, 2014

RE: Freeman Elementary School Bus Drive Concrete Paving

Site	Item	Qty	Estimated Cost
FES	Freeman Bus Drive Replacement	1	$61,000

On March 26th we faxed and sent U.S. Mail a request for sealed bids to six area paving companies to remove the asphalt paving from the Freeman Elementary bus drive and replace it with concrete paving. The following bids were opened on April 14th.

APAC Kansas	$76,150
Kansas Paving	$48,800
Cornejo & Sons	$65,200
Calvin Opp Concrete	$83,075

We did not receive bids from Holland Paving and Beran Concrete.

We are asking for a resolution authorizing Haysville USD 261 to accept the low bid for the Freeman Elementary School Bus Drive Concrete paving project of $48,800 by Kansas Paving.

cls

USD 261
HAYSVILLE SCHOOLS

1745 W. Grand Ave.
Haysville, Kansas 67060
Office: (316) 554-2200
Fax: (316) 554-2230

TO: Haysville Board of Education

FR: Clint Schutte, Assistant Superintendent of Business/Finance

DA: April 28, 2014

RE: Authorization to Seek Bids – CHS Speaker System for Gym 1

History / Relevance: During the Capital Outlay process the need to replace the current speaker system for gym 1 at Campus High School was noted. It was originally estimated to cost $12,000.

What: We are asking for a resolution authorizing Haysville USD 261 to seek bids for a speaker system upgrade for Gym 1 at Campus High School.

Why: After further evaluation of our current system it was determined that the overall cost of this project will exceed $20,000.

Where: This request pertains to the CHS Speaker System for Gym 1 capital outlay project only.

When: We will bring the bids back to the May board of education meeting for approval.

How: The Information Services Director will develop an RFP and seek competitive bids prior to the May BOE Meeting.

Who: Information Services Director & Campus High School Principal.

How Much: The cost of this project is projected to exceed $20,000.

If you have any questions, please contact me.

Thank you for your consideration.

cls

7.0 DISCUSSION / REPORT ITEMS

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