REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS
June 17, 2019 – 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)
  - Set Budget Meeting Date and Time
  - Board Leadership Election Process Discussion - PFD
- 1.4 Superintendent's Announcements (No Documentation)
- 1.5 Campus High School Student Council Report (No Documentation) (Place Holder)
- 1.6 New and Good (No Documentation)
- 1.7 Approve / Amend Agenda (No Documentation)

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

3.0 CONSENT AGENDA
- 3.1 Previous Minutes
- 3.2 Routine Personnel - PDF
- 3.3 Gifts and Grants
- 3.4 Updated Wellness Policy
- 3.5 Microsoft Licenses
- 3.6 Annual Paper Bid

4.0 TREASURER'S REPORT / BILLS – PDF

5.0 REPORTS – Focus on Learning
- Bond Project Update – PDF – Schutte

6.0 ACTION ITEMS
- 6.1 Substitute and Education Support Handbooks
- 6.2 IT Job Descriptions

7.0 FIRST READINGS
- 7.1 Review the ASA Contract – PDF – Schutte
- 7.2 2019-2020 Rehired-Retired Teacher Work Agreement – Clagg

8.0 DISCUSSION/REPORT ITEMS
- 8.1 Schools for Fair Funding Report
- 8.2 Future Agenda Items
- 8.3 Board Calendar

9.0 EXECUTIVE SESSION – If Needed

10.0 ADJOURNMENT (No Documentation)

REGULAR BOE MEETING
1.0 MEETING OPENING

No supporting documentation.

1.1 Call to Order

No supporting documentation.

End of Section

1.2 Flag Salute

No supporting documentation.

End of Section

1.3 President's Announcements

No supporting documentation.

End of Section

1.4 Superintendent's Announcements

No supporting documentation.

End of Section

1.5 Campus High School Student Council Report (Place Holder)

No supporting documentation.

End of Section

1.6 New and Good

No supporting documentation.

End of Section

1.7 Approve / Amend Agenda

No supporting documentation.

End of Section

2.0 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

End of Section

SPECIAL MEETING U.S.D. # 261 – ATTORNEY-CLIENT PRIVILEGE
BOARD ROOM – CENTRAL OFFICE – 1745 WEST GRAND
HAYSVILLE, KANSAS
6:00 p.m. – June 3, 2019

Subject to Board Approval

The Special Meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order in the Board Room, 1745 W. Grand, Haysville, Kansas, at 6:00 p.m., by Board President Susan Walston. Five Board members were present.

MEMBERS PRESENT	OTHERS PRESENT
Susan Walston, President	Dr. John Burke, Superintendent
Paige Crum, Vice President	Debbie Coleman, BOE Clerk
Greg Fenster	Dr. Clint Schutte, Assistant Superintendent of Business
Glenn Crum	Sam Blasi, Attorney with KASB
Tom Gibson	

1.0 MEETING OPENING

1.1 Call to Order

Susan Walston opened the meeting at 6:00 p.m. with five Board members present.

2.0 EXECUTIVE SESSION FOR ATTORNEY-CLIENT PRIVILEGE

MOTION to go into executive session at 6:00 p.m. for 45-minutes, to return to the Board room no later than 6:45 p.m. for the discussion of Attorney-Client Privilege, in order to protect the privilege and the Board's position.
(Walston/Gibson) Motion carried 5-0.

The Board asked Mr. Blasi, Dr. Burke, Dr. Schutte and Dr. Clagg to join them in executive session.

Mr. Blasi, Dr. Burke, Dr. Schutte and Dr. Clagg joined the Board at 6:00 p.m.

The Board reconvened at 6:45 p.m. with four members.
(Walston, P. Crum, Fenster and Gibson)

MOTION to extend executive session for 15-minutes, to return at 7:00 p.m.
(Walston/P. Crum) Motion carried 4-0.

Mr. Blasi left the building at 7:00 p.m.
Dr. Burke, Dr. Schutte and Dr. Clagg returned to the Board room at 7:00 p.m.

The Board reconvened at 7:00 p.m. with five members present.

3.0 ACTION ITEM -

Action was not taken.

4.0 ADJOURNMENT

Meeting adjourned at 7:00 p.m.

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Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
May 20, 2019 – 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. Five Board members were present.

MEMBERS PRESENT
Susan Walston, President
Paige Crum, Vice President
Tom Gibson
Glenn Crum
Jeremy Bennett
Greg Fenster (arrived at 7:04 p.m.)

OTHERS PRESENT
Dr. John Burke, Superintendent
Debbie Coleman, Clerk of the Board
Dr. Clint Schutte, Asst. Supt. of Business and Finance
Dr. Mike Clagg, Asst. Supt. of Personnel
Teresa Tosh, Asst. Supt. of Learning Services
David Morford, Campus High School Principal
Mike Mitchener, Nelson Elementary School Principal
Mark Foster, Haysville High School Assistant Principal
Angie Estell, Director of Special Services
Adia Ludwig, Director of Community Relations
Jennifer Reed, Curriculum & Assessment Director
David Herbert, Director of Information Services
Others

The Haysville USD 261 Board of Education recognized the following retiring staff members just prior to the Regular Board of Education Meeting:
Terri Zehr – 14 years, Pamela Schrader – 4 years, Mary Frances Dunn – 43 years, Karon Waters – 27 years, Gayle Nelson – 16 years, Sherry Morris – 12 years, Kimberly Anderson – 5 years, Lisa McKeown – 18 years, Pamela Kennedy – 15 years, Helen McLean – 19 years, Robin Converse – 27 years, Michael Bohanan – 31 years, Ronald Suiter – 20 years, Elizabeth Hames – 10 years, Terry Nicklaus – 12 years, Dennis Shipman – 10 years, Janice Dreher – 23 years, Elizabeth Brickman – 21 years and Michael Gilbert – 15 years.

1.0 MEETING OPENING

1.1 Call to Order
Susan Walston called the meeting to order at 7:00 p.m. with five members present.

1.2 Flag Salute

1.3 President's Announcements Superintendent's Announcements

- Ms. Walston congratulated the 2019 District retirees.
- Thank you to staff for wrapping up another school year.
- Thanks to everyone for all of the celebrations…
  Our first academic signing celebration at Campus High School; the promotions and graduations – 325 Campus High School students graduated and 69 Haysville High School graduated; and the retirements.
- Thank you to HEA for another positive year of IBB.
- Congratulations to Ruth Clark Elementary School on receiving the KSBE Challenge Award presented by Mrs. Kathy Busch.
- Thank you to all of our schools for becoming a Capturing Kids Hearts District.

- Campus High School Bowling Teams
  Susan Walston introduced the Campus High School Boys' and Girls' Bowling Teams.
  Girls' Bowling Team members: Taylor Cessna, Rebecca Herd, Piper Reams, Dakota Lennen, Casey Feast, Ella Adkins.
  Boys' Bowling Team members: Brennen Cope Mendez, William Day, Michael Hausler, Nathan Kleindscrodt, Cole Clough, Ethan Denning.
  The Girls' Team went 10 and 0 and the boys' team went 10 and 2.
  The teams dominated the Great Plains Classic, the AVCTL League and State.
  The sponsors for both teams are Kenny Fulkerson and Bret Marrs.

- Booster Club Report
  Dr. Burke presented Mr. Kevin McMullins with a plaque showing appreciation from USD 261 for his leadership and involvement in the Campus High School Booster Club.
  Mr. McMullins gave a brief report on the Campus High Booster Club.

1.4 Superintendent's Announcements (No Documentation)

- The Campus High School Baseball Team qualified for State.
  Tyler Kahmann was named 1st Team All State Shortstop. Jackson Hartley was named 1st Team All State Utility, Honorable Mention Pitcher. Tanner Leslie was named 1st Team All State Outfield, 1st Team Pitcher, and 6A Player of the Year.
- The Campus High School Softball Team lost at Regional play 1-0 and did not qualify for State.
- The Campus High School Boys' Track Team finished 3rd at the regional track meet last week.
- Dr. Burke was honored to receive the Friends of Education Award from the South Central Kansas KNEA.

1.5 Campus High School Student Council Report (Place Holder)
No report

1.6 New and Good
Paige Crum:

- Ms. Crum pointed out that USD 261 is the Two Time Defending Champion for a Capturing Kids' Hearts District.
- Graduations went very well.
- Project Graduation was a success. Project Graduation was headed up by Jennifer Schroeder and Laura Nicholas.

1.7 Approve / Amend Agenda
MOTION to approve the Agenda as presented.
(P. Crum/Bennett) Motion carried 6-0.

2.0 DISTRICT PATRON/PERSONNEL TIME

2.1 Hearing of Scheduled District Patrons/District Personnel – 5 minutes
None
Remarks/Comments from District Visitors – 2 minutes
None

3.0 CONSENT AGENDA

3.1 Previous Minutes

3.2 Routine Personnel - Additional Personnel information was placed at each Board members' seat.

3.3 Gifts and Grants

- Parents as Teachers has received a donation check from Kona Ice in the amount of $35.00.
- Oatville Elementary School was selected by Cox Charities to receive an $8,244.00 grant to support Full STEAM Ahead. – This item was placed at Board members' seat.
- Freeman Elementary School received two $50.00 Walmart gift cards from Schoolstore.com.

3.4 *Review the ASA Contract (This line item will return to the Board at the June BOE Meeting.)

The Board discussed the ASA contract (advertising).

Ms. Crum requested the ASA Contract be brought back to the Board at the June Meeting. Paige asked administration to get the opinions of athletic staff and financial information regarding ASA.

MOTION to approve the line items 3.1 Previous Minutes, 3.2 Routine Personnel, and 3.3 Gifts and Grants of the Consent Agenda as presented. *Line item 3.4 will be brought back to the Board at the June BOE Meeting.

(Gibson/Bennett) Motion carried 5-1. Greg Fenster voted no.

4.0 TREASURER'S REPORT / BILLS - PDF

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

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

(G. Crum/Gibson) Motion carried 5-1. Greg Fenster voted no.

5.0 REPORTS – Focus on Learning

- Bond Project Update

  Dr. Schutte informed the Board that work on the Learning Center is close to being completed. Work is ready to start on the Rex Elementary School roof as soon as weather permits and warranty work is being reviewed.

  Sedgwick County has approved installing a complete traffic light with turn arrows at 55th and Meridian. The County will also install sidewalks from CHS to Ruth Clark Elementary School. The quality of flooring used at HHS/Tri-City is being looked into.
- Learning Reports

  Ms. Jennifer Reed presented information to the Board regarding the Outside Visiting Team visit. Ms. Reed said that USD 261 "Wowed" the Team.

6.0 ACTION ITEMS

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

David Morford was present to answer questions from the Board regarding the Campus High School Staff, Student, Activities and Athletic Handbooks.

MOTION to approve the Campus High School Staff, Student, Activities and Athletic Handbook as presented.

(P. Crum/Gibson) Motion carried 6-0.

6.2 Haysville High School Staff and Student Handbooks
Mark Foster present to answer questions from the Board regarding the Haysville High School Staff and Student Handbooks.
MOTION to approve the Haysville High School Staff and Student Handbooks as presented.
(G. Crum/Gibson) Motion carried 6-0.

6.3 5th Grade-Grade Card and Grade Card Updates
Tersa Tosh was present to answer questions from the Board regarding the 5th Grade Grade Card and Grade Card Updates.
MOTION to approve the 5th Grade Grad Card and Grade Card Update as presented.
(P. Crum/Bennett) Motion carried 6-0.

6.4 Mechanic Job Description
Dr. Clint Schutte was present to answer questions from the Board regarding changes made to the Mechanic Job Description.
MOTION to approve the Mechanic Job Description as presented.
(Bennett/G. Crum) Motion carried 6-0.

7.0 FIRST READINGS

7.1 Substitute and Education Support Handbooks
Dr. Clagg presented information to the Board regarding the Substitute and Education Support Handbooks.
This was a first reading with no action requested from the Board.

7.2 IT Job Description
Information was presented to the Board regarding the IT Job Description.
This was a first reading with no action requested from the Board.

8.0 DISCUSSION/REPORT ITEMS

8.1 Schools for Fair Funding Report
Dr. Mike Clagg reported to the Board that the State is still waiting for the Court's decision which should be in by June 30th.

8.2 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Building Reports
- Class Numbers
- Handbooks
- Elementary Level Foreign Language
- Set Budget Meeting Date and Time
- Crisis / Safety Report
- Approve Updated Wellness Policy
- Micro Soft Licenses
- ASA Agreement

8.3 Board Calendar
No Change

9.0 EXECUTIVE SESSION – Negotiations

MOTION to take a 5-minute break from 8:00 – 8:05 p.m. then go into executive session at 8:05 p.m. for 30-minutes, to return at 8:35 p.m. for discussion of the Negotiated Agreement to protect the public interest in negotiating a fair and equitable contract.
(Walston/P. Crum) Motion carried 6-0.

The Board asked Dr. Schutte and Dr. Clagg to join them in executive session.
Dr. Schutte and Dr. Clagg joined the Board at 8:05 p.m.

The Board reconvened at 8:35 p.m. with four members.
(Walston, P. Crum, Bennett and Gibson)

MOTION to extend executive session for 20-minutes, to return at 8:55 p.m.
(Walston/Bennett) Motion carried 4-0.

Dr. Burke, Dr. Schutte and Dr. Clagg returned to the Board room at 8:55 p.m.

The Board reconvened at 8:55 p.m. with four members present.
(Walston, P. Crum, Bennett and Gibson)

MOTION to extend executive session for 20-minutes, to return at 9:15 p.m.
(Walston/Bennett) Motion carried 4-0.

The Board reconvened at 9:15 p.m. with four members present.
(Walston, P. Crum, Bennett and Gibson)

MOTION to extend executive session for 10-minutes, to return at 9:25 p.m.
(Walston/Bennett) Motion carried 4-0.

The Board requested Dr. Burke join them in executive session at 9:15 p.m.

The Board and Dr. Burke reconvened at 9:25 p.m. with six members present.

MOTION to approve the Ratified 2019-2020 Negotiated Agreement as presented.
(P. Crum/Gibson) Motion carried 6-0.

MOTION to approve an increase in salary and benefits for all classified employees as presented.
(P. Crum/Bennett) Motion carried 6-0.

MOTION to approve an increase in salary and benefits for all administrative staff as presented.
(P. Crum/Gibson) Motions carried 5-1. Greg Fenster voted no.

10.0 ADJOURNMENT

Meeting adjourned at 9:31 p.m.

_____

Susan Walston, Board of Education President

_____

Debra M. Coleman, Board of Education Clerk

PERSONNEL RESUME

Name Ashley George

For Position As 5th Grade Teacher

Building Nelson Elementary School

Education

Undergraduate	Date	Degree	Major
Ft. Hays State University	2019	BS	Elementary Education

Graduate	Date	Degree	Major

Student Teaching Experience	Location	Date
1st Grade	Maize, KS	2019

Salary Offered $40,119 **Degree** BS **Level** A

PERSONNEL RESUME

Name Allison Summers

For Position As 4th Grade Teacher

Building Ruth Clark Elementary School

Education

Undergraduate	Date	Degree	Major
Northwestern Oklahoma State U.	2016	BS	Elementary Education

Graduate	Date	Degree	Major

Teaching Experience	Location	Dates	Years
4th/5th Grade Teacher	Ponca City, OK	Jan. 2017-19	3

Salary Offered $41,958 **Degree** BS **Level** C

PERSONNEL RESUME

Name Kent Hicks

For Position As Special Education Teacher

Building Rex/Nelson Elementary Schools

Education

Undergraduate	Date	Degree	Major
Wichita State University	1999	BA	Accounting

Graduate	Date	Degree	Major
Wichita State University	2011	MA	Spanish Literature

Teaching Experience	Location	Dates	Years
Spanish/Social Studies Teacher	Wichita, KS	2011-2019	8
Spanish Teacher	Goddard, KS	2006-2011	5
Spanish Teacher	Arkansas City, KS	2004-2006	2

Salary Offered $58,798 **Degree** MS **Level** I

PERSONNEL RESUME

Name Kyong Duncan

For Position As 5th Grade Teacher

Building Rex Elementary School

Education

Undergraduate	Date	Degree	Major
Oklahoma Baptist University	2001	BS	Elementary Education

Graduate	Date	Degree	Major

Teaching Experience	Location	Dates	Years
3rd Grade Teacher	McCloud, OK	2018-2019	1
Elem./M.S. Teacher	Shawnee, OK	2005-2018	13
5th Grade Teacher	Tecumseh, OK	2002-2004	2

Salary Offered $49,312 **Degree** BS **Level** K

PERSONNEL RESUME

Name Sandra Beck

For Position As Assistant Director of Special Education

Building Administration Building

Education

Undergraduate	Date	Degree	Major
Newman University	1998	BS	Secondary Education

Graduate	Date	Degree	Major
Emporia State University	2006	MS	Special Education
Wichita State University	2001	ME	Curriculum & Instruction

Experience	Dates
Gifted Teacher/ Goddard, KS	2018-2019
Asst. Dir. Of the SCKSCEC/Dir of Early Childhood Programs	2014-2018
Gifted Teacher/Wichita, KS	2010-2014
Gifted Facilitator/Haysville, KS	2004-2010
Teacher/Haysville, KS	1998-2003

Salary Offered $83,000

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: June 17, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Kevin Loss, Special Education Teacher at Chisholm Live Skills, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: June 17, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Kasahra Cotton, 5th Grade Teacher at Nelson Elementary School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: June 17, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Greg Slade, Physical Education Teacher at Campus High School, effective May 17, 2019.

CA

4.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
06	GENERAL FUND	-333,926.85	1,985,002.00	-6,139,540.33	-4,488,465.18	-119,413.09	-4,607,878.27	0.00
07	FEDERAL FUNDS	-225,207.32	76,370.00	-177,486.84	-326,324.16	-29,919.52	-356,243.68	0.00
08	SUPPLEMENTAL GENERAL	928,889.71	910.00	-366,496.24	563,303.47	-6,705.00	556,598.47	0.00
11	AT-RISK (4 YEAR OLD)	-20,156.78	18,168.00	-119,737.84	-121,726.62	-1,240.75	-122,967.37	0.00
13	AT-RISK (K-12)	255,573.97	9,183.88	-767,610.33	-502,852.48	-16,306.20	-519,158.68	0.00
14	BILINGUAL	44,934.37	0.00	-37,881.78	7,052.59	0.00	7,052.59	0.00
16	CAPITAL OUTLAY	455,582.81	9,851.98	-19,700.27	445,734.52	-98,227.83	347,506.69	0.00
18	DRIVER TRAINING	334,212.08	8,718.00	-455.00	342,475.08	-1,000.00	341,475.08	0.00
24	FOOD SERVICE	3,234,817.72	289,397.96	-293,654.11	3,230,561.57	-24,873.48	3,205,688.09	0.00
26	PROFESSIONAL DEVELOPMENT	56,668.62	0.00	-11,796.76	44,871.86	-7,669.66	37,202.20	0.00
28	PARENTS AS TEACHERS PROGRAM	25,912.69	0.00	-71,626.02	-45,713.33	-2,689.72	-48,403.05	0.00
30	SPECIAL EDUCATION	-130,392.07	16,461.11	-2,090,845.60	-2,204,776.56	-1,611.34	-2,206,387.90	0.00
31	CONSTRUCTION	0.00	0.00	-156,138.40	-156,138.40	0.00	-156,138.40	0.00
34	VOCATIONAL EDUCATION	-4,248.60	0.00	-184,318.15	-188,566.75	-35,942.68	-224,509.43	0.00
51	KPERS RETIREMENT CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53	CONTINGENCY RESERVE	1,055,702.55	0.00	0.00	1,055,702.55	0.00	1,055,702.55	0.00
55	TEXTBOOK & STUDENT MATERIAL	442,933.43	17,096.67	-16,951.90	443,078.20	-32,745.29	410,332.91	0.00
62	BOND & INTEREST #1	4,872,588.07	0.00	0.00	4,872,588.07	0.00	4,872,588.07	0.00
70	ECC STATE GRANT	-33,362.95	11,538.62	-23,620.73	-45,445.06	-6,393.13	-51,838.19	0.00
71	KANSAS PRESCHOOL PILOT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
95	PAYROLL CLEARING	300,130.93	45,112.04	-8,179.84	337,063.13	0.00	337,063.13	0.00
TOTAL		11,260,652.38		-10,486,040.14		-384,737.69		0.00
			2,487,810.26		3,262,422.50		2,877,684.81	

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

-9,500.00 Petty Cash
3,252,922.50 Bk. Balance
3,252,922.50 General Ledger Balance
-0-

HAYSVILLE USD #261

CASH BALANCES

May 31, 2019

NEGATIVE UNENCUMBERED CASH BALANCES:

06	GENERAL FUNDS.....	Awaiting State Funds
07	FEDERAL FUNDS.....	Awaiting Federal Funds
11	AT-RISK (4 Yr Olds).....	Awaiting State Funds
13	AT-RISK (K-12).....	Awaiting State Funds
28	PARENT AS TEACHER PROGRAM.....	Awaiting State Funds
30	SPECIAL EDUCATION.....	Awaiting State Funds
31	CONSTRUCTION.....	Awaiting Transfer of Funds
34	VO-ED.....	Awaiting State Funds
70	ECC STATE GRANT.....	Awaiting State Funds

FD	T	FUNC	OBJ	BLDG	PRG	FD	T	FUNC	OBJ	BLDG	PRG	2018-19 Revised Budget	May 2018-19 Monthly Activity	2018-19 FY Activity	Encumbered Amount	2018-19 Available Funds
06	E	5208	931	0000	000	06	E	5208	931	0000	000	0.00	0.00	0.00	0.00	0.00
06	E	5211	911	0000	000	06	E	5211	911	0000	000	0.00	0.00	0.00	0.00	0.00
06	E	5213	913	0000	000	06	E	5213	913	0000	000	0.00	0.00	0.00	0.00	0.00
06	E	5216	918	0000	000	06	E	5216	918	0000	000	0.00	0.00	0.00	0.00	0.00
06	E	5226	926	0000	000	06	E	5226	926	0000	000	100,000.00	0.00	0.00	0.00	100,000.00
06	E	5228	928	0000	000	06	E	5228	928	0000	000	200,000.00	0.00	100,000.00	0.00	100,000.00
06	E	5230	930	0000	000	06	E	5230	930	0000	000	5,771,980.00	0.00	3,965,140.00	0.00	1,806,840.00
06	E	5234	934	0000	000	06	E	5234	934	0000	000	50,000.00	0.00	0.00	0.00	50,000.00
06	E	5251	951	0000	000	06	E	5251	951	0000	000	0.00	0.00	0.00	0.00	0.00
06	E	5253	953	0000	000	06	E	5253	953	0000	000	0.00	0.00	0.00	0.00	0.00
08	E	5211	000	0000	000	08	E	5211	000	0000	000	200,000.00	0.00	250,000.00	0.00	-50,000.00
08	E	5213	000	0000	000	08	E	5213	000	0000	000	4,400,000.00	0.00	2,000,000.00	0.00	2,400,000.00
08	E	5214	000	0000	000	08	E	5214	000	0000	000	150,000.00	0.00	0.00	0.00	150,000.00
08	E	5226	000	0000	000	08	E	5226	000	0000	000	0.00	0.00	0.00	0.00	0.00
08	E	5228	000	0000	000	08	E	5228	000	0000	000	0.00	0.00	0.00	0.00	0.00
08	E	5230	000	0000	000	08	E	5230	000	0000	000	3,200,000.00	0.00	2,600,000.00	0.00	600,000.00
08	E	5234	000	0000	000	08	E	5234	000	0000	000	600,000.00	0.00	400,000.00	0.00	200,000.00
08	E	5255	000	0000	000	08	E	5255	000	0000	000	200,000.00	0.00	0.00	0.00	200,000.00
30	E	5253	953	0000	000	30	E	5253	953	0000	000	0.00	0.00	0.00	0.00	0.00
53	E	5206	910	0000	000	53	E	5206	910	0000	000	0.00	0.00	0.00	0.00	0.00
53	E	5206	930	0000	000	53	E	5206	930	0000	000	0.00	0.00	0.00	0.00	0.00
53	E	5208	931	0000	000	53	E	5208	931	0000	000	0.00	0.00	0.00	0.00	0.00
53	E	5230	930	0000	000	53	E	5230	930	0000	000	0.00	0.00	0.00	0.00	0.00
Grand Expense Totals												14,871,980.00	0.00	9,315,140.00	0.00	5,556,840.00

Number of Accounts: 23

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

Bank Statement Closing Date: 05/31/2019
Bank Cash Account: PAY (Checking)
Cash Account #: ** A 9010 000 0000 000
Reconciled: NO **Reconciliation Date:** **Reconciled By:**
Transitional Reconciliation: NO **Initial Reconciliation:** NO

Bank Statement Balance			
Ending Balance Shown on this Bank Statement:		4,823,317.66	
Items Not Listed on this Statement			
Checks:	-1,570,395.16		
Cash Receipts Sources:	0.00		
Journal Entries Sources:	0.00		
Subtotal of Skyward Sources not on Statement:		-1,570,395.16	
Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			3,252,922.50
Ending Cash Balance as of 05/31/2019			
Beginning Cash Balance:		11,251,152.38	
Items from Skyward Sources			
Accounts Payable Sources:	-5,295,319.45		
Cash Receipts Sources:	2,594,805.78		
Journal Entries Sources:	-4,380.46		
Payroll Sources:	-5,293,335.75		
Subtotal of Skyward Sources:		-7,998,229.88	
Month End Balance:			3,252,922.50
Variance:			0.00

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

5.0 REPORTS

No supporting documentation.

End of Section

6.0 ACTION ITEMS

No supporting documentation.

End of Section

TO: Board of Education

FROM: Dr. Michael Clagg, Assistant Superintendent for Personnel

DATE: April, 2019

RE: Updated Educational Support Personnel Handbook for the 2019-2020 school year.

The following changes made to the Educational Support Personnel Handbook are presented for your approval.

Page 6 – removed a. : The maximum entry level will be step 3 unless an exception is made by the Assistant Superintendent for Personnel.

Page 12 – addition to b.: Official transcripts confirming credit hours must be filed in the Personnel Office on or before September 15th to qualify for a higher salary classification to be paid during the current school year.

Unified School District 261

Phone 316-554-2203
Fax: 316-554-2230
1745 West Grand Aveune
Haysville, Kansas 67060

David Herbert
Director of Information Services
dherbert@usd261.com

To: Dr. Clint Schutte

From: David Herbert

Date: May 10th, 2019

RE: Information Technology Job Descriptions

Dr. Schutte,

Enclosed you will find three IT (Information Technology) job descriptions. Two are current job descriptions with revisions, and the System Analyst II is a new job description. These changes/additions are being requested to keep these IT job descriptions current with the changing landscape of the IT department, which includes, but is not limited to, the Chromebook initiative for grades 9th – 12th starting next school year. Also, I am requesting the job description for Network Analyst be renamed to Network Analyst I for consistency purposes. Please feel free to contact me if you have any questions.

David Herbert
Director of Information Services
Haysville Public Schools

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **ASSISTANT DIRECTOR OF INFORMATION SERVICES**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent (Microsoft training a plus).
2. Knowledge of company supported network platforms Windows desktop and Windows Server operating systems.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Assist the Director of Information Services with all technical and administrative tasks as assigned for the purpose of maintaining continuity in the absence of the Director of Information Services.
2. Configure and deploy Windows Server, Active Directory, Virus Protection, and Data at Rest Protection
3. Install, manage and maintain the district's Windows virtual servers.
4. Preform backup and restore procedures for the district's Windows virtual servers
5. Maintain Windows Active Directory and Group Policy
6. Perform system monitoring of all hardware, server resources, systems, and key processes
7. Verify completion of scheduled jobs such as backups
8. Periodically deploy/patch software to employee devices
9. Investigate and troubleshoot IT issues
10. Ensure security, performance, and analyze diagnostics on all IT assets
11. Repair and recover from hardware or software failures
12. Create and maintain server documentation, procedures, and diagrams
13. Implement best practices while growing and learning about the latest technologies
14. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost effective information systems tailored to the users' needs.
15. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
16. Help setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.
17. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.

18. Help plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
19. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.
20. Serve as technical specialist in technical problems, issues, and emergencies for the purpose of providing leadership during unscheduled downtime.
21. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.
22. Help establish user profiles, user environments, directories, and security for networks being installed to allow users the proper access to the network resources.
23. Work as a team member with other technical staff, to ensure connectivity and compatibility between systems for the purpose of providing maximum up-time for the network.
24. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.
25. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring data is secure.
26. Document network problems and resolutions for future reference for the purpose of ensuring that repeat problems can be avoided.
27. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
28. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must be able to work independently without continuous supervision.
5. Must occasionally work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 03/23/2009

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **NETWORK ANALYST II**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Knowledge of company supported network platforms Windows desktop, Windows Server operating systems and advanced knowledge of wireless networking.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Be a technical resource for devices that connect to the district's wireless networks in support of the district's BYOD Initiative.
2. Plan, recommend, implement, configure, and test security strategies for wireless networks.
3. Administer the local security ID card program.
4. Execute the security access control standard operating procedures the district's ID card system.
5. Process new and replacement photo ID card and track all temporary ID cards.
6. Process access requests and status changes to the district's ID card system.
7. Administer database records for ID card readers, cardholders, door contacts, and alarm processing functions.
8. Install, maintain, repair and test electronic door locks, access card readers, CCTV cameras, and other security systems related hardware.
9. Test security systems hardware and software and correct malfunctions to restore the conformance of the equipment to established standards.
10. Assist ID cardholders, security staff, and other customers with ID card and access control related issues
11. Setup, install, and maintain wireless access points and wireless security for the purpose of providing secure and easy access to the network.
12. Recommend, install, setup, and configure wireless access points using vendor supplied hardware/software to control and configure groups of access points.
13. Setup, configure, troubleshoot, and manage V-LAN network for multiple networks.
14. Assist in the setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.
15. Assist in the termination, installation and testing fiber optic cabling for the purpose of providing fast secure networks.
16. Analyze and resolve technical problems for established networks for the purpose of keeping maximum up-time.
17. Plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.

18. Provide advanced network documentation, including, but not limited to, baseline traffic and normal traffic analysis of district wired and wireless networks.
19. Serve as technical specialist in network problems and emergencies for the purpose of providing leadership during unscheduled downtime.
20. Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system to maintain an upgraded and working information system.
21. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services for the purpose of allowing users the proper access to the network resources.
22. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.
23. Maintain confidentiality with regard to the information being processed, stored or accessed by the network for the purpose of ensuring data is secure.
24. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
25. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

ADDITIONAL RESPONSIBILITIES

1. Assist personnel of other departments as a technical resource
2. Oversee the installation of hardware, software, and networking equipment
3. Provide on-the-job training to new department staff members
4. Provide orientation to access the district's wireless network to new district staff

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must be able to work independently without continuous supervision.
5. . Must occasionally work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SYSTEMS ANALYST II**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent (Microsoft training a plus).
2. Knowledge of company supported Windows Servers and Windows desktop operating systems.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Serves as Google Account Administrator to manage end-user accounts, groups, and site security (resets passwords; creates, deletes, and manages memberships of groups; create and delete user accounts, etc).
2. Writes policies and procedures regarding the security and use of Google Education.
3. Plans, organizes, and manages administrative activities related to G Suite products and other information technology duties.
4. Provides coordination in the consistent and effective application of policies, procedures, and practices during the implementation of G Suite Products.
5. Assists in the day to day IT administration with focus on Google Education.
6. Implement backup and recovery systems for Google cloud Data and systems
7. Provide support for Chromebook device management, using centralized Chromebook management software.
8. Provides school support by regularly inventorying equipment, and making sure devices are in working order and software is up to date.
9. Implement and maintain the district's Single Sign On strategy using LDAP and other technology including Windows Domain Controller and Windows Active Directory
10. Study, analyze, and understand all major software systems deemed as mission critical by the Director of Information Services.
11. Design and implement system integration and data sharing with all major systems
12. Program and code system integration systems including, but not limited to HTML, Java, PHP, Windows base COMMAND sets and applications.
13. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost effective information systems tailored to the users' needs.
14. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.

15. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.
16. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
17. Help plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
18. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.
19. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.
20. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring secure data.
21. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
22. Provide proactive communication and notification to staff of pending or upcoming problems, outages, or other service issues in order to provide courteous and timely assistance to staff.
23. Stay current on all production operating systems and basic applications to keep up with the increased demands of Information Technology.
24. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.
5. Must be able to work independently without continuous supervision.

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TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

7.0 FIRST READINGS

No supporting documentation.

End of Section

7.1 Review the ASA Contract

See Supporting Documentation in PDF

End of Section

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: June 17, 2019

RE: 2019-2020 Rehired-Retired Teacher Work Agreement

Please let this statement serve as a recommendation to the Board of Education to approve the 2019-2020 Rehired-Retired Teacher Work Agreement with changes to dates.

CA

8.0 DISCUSSION/REPORT ITEMS

No supporting documentation.

End of Section

8.1 Schools for Fair Funding Report

End of Section

8.2 Future Agenda Items

End of Section

Haysville Board of Education Calendar

July

Organizational Meeting

Budget Workshop - Scheduling

August

Budget Hearing

Approve Budget

Budget Workshop

September

Site Council Mmbrshp. Apprvl – Consent Agnd.

School Dude Inspection Report
Review / Means and Methods for Asset Works

October

Audit Report

Enrollment Numbers

National Education Week (Dates)

November

KASB Delegates/Voting

Curriculum Proposals

Star Polisher Awards

December

Schedule Superintendent Evaluation

Yearly Activities:

Joint BOE/City Meeting (a 5th Monday)

Crisis / Safety Report

Emergency Safety Interventions Reports - Personnel

Joint BOE/Stu-Co Meeting

KASB State Convention

KASB Spring & Fall Regional Mtgs.

January

Superintendent Evaluation/Contract

Handbooks

Elect Board Negotiations Team

School Bd. Appreciation Mo.

February

Report of Admin. Evaluations

Extension of Admin. Contracts

Handbooks

Capital Outlay

March

School Calendar Proposals

Handbooks

April

Handbooks

Star Polisher Awards

Proclamation for Teacher Appreciation

May

Handbooks

Graduations/Promotions

Retiree Reception

Review ASA Contract - Reports

June

Handbooks

Set Budget Meeting Date and Time

Approve Updated Wellness Policy

On Going:

Policy Review (monthly)

Advertising Revenue (periodic)

9.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section