REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS
May 20, 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)
- 1.4 Superintendent's Announcements (No Documentation)
  - Bowling Teams
- 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.
- 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 Review the ASA Contract – PDF - Schutte

4.0 TREASURER'S REPORT / BILLS – PDF

5.0 REPORTS – Focus on Learning
- Bond Project Update – PDF – Schutte
- Learning Report – Tosh
- Booster Club Report - McMullin

6.0 ACTION ITEMS
- 6.1 Campus High School Staff, Student, Activities and Athletic Handbooks - PDF
- 6.2 Haysville High School Staff and Student Handbooks - PDF
- 6.3 5th-Grade Grade Card and Grade Card Updates – Tosh
- 6.4 Mechanic Job Description - Schutte

7.0 FIRST READINGS
- 7.1 Substitute and Education Support Handbooks
- 7.2 IT Job Descriptions

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 – Negotiations – Action will be taken

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

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
April 15, 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. Seven Board members were present.

MEMBERS PRESENT
Susan Walston, President
Paige Crum, Vice President
Tom Gibson
Glenn Crum
Greg Fenster
Jeremy Bennett
Dr. Susan Norton

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
Dr. Mike Maurer, Haysville Middle School Principal
Mark Foster, Haysville High School Assistant Principal
Carla Wulf, Ruth Clark Elementary School 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

1.0 MEETING OPENING

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

1.2 Flag Salute

1.3 President's Announcements

- Campus High School FCCLA and Culinary Arts Students
  The FCCLA and Culinary Arts Students prepared and presented a wonderful meal for BOE and visitors. Students presented a brief overview of projects they participated in through FCCLA.
  Ms. Renae' Spangler, Ms. Roya Eck, Chef Jen Ward and Gina Armstrong oversaw the group. FCCLA Students: Timothy Pierce, Javen Freshour, Linn Mong, Brianna Dunn, Taylor Roddy, Kasan Williams, Lanssa Wright, Morgan Prideaux, Nina Armstrong, Alyce Fletcher, Ashley Snapp, Shelbie Fosterand Elizabeth Baalmann.
- Ms. Walston welcomed Adia Ludwig to the District as the new Director of Communications.
- Susan announced the recipients of the Star Polisher Award are Becky Hughes – Certified and Holly Easterby – Classified.
- Swim to a Wish was recognized for raising over $17, 000.00.
  Swimmers: Blake Chad, Brendon Chad (not present), Daine Crum, T.J. Lolling and Tyler Gains.
- Ms. Walston read the Proclamation for Teacher Appreciation Week which will be the week of May 6, 2019.
- Ms. Walston reminded Board members that the Retiree Reception will be held before the May 20th BOE Meeting at 6:30 p.m.

1.4 Superintendent's Announcements

- Dr. Burke informed the Board that all eleven of USD 261 schools have been awarded the distinction of a Capturing Kids' Hearts School. And for the second year in a row USD 261 is a National Showcase District.

1.5 Campus High School Student Council Report

Hannah Davis, Student Council Representative, gave a brief update on Student Council activities including…

The Variety Show was held on March 28th; the GEM 5K raised $5,000.00 for Mr. Andy Rust; N.I.C.E. Week activities included Community Service Day, a scavenger hunt, COTY Olympics and a benefit volleyball tournament; Ms. Davis thanked the Board for attending the breakfast meeting with Student Council; and Ms. Davis announced the new Student Council Executive Board.

1.6 New and Good

Paige Crum:

- 237 of 571 (nearly 50%) students made the Yearly Honor Roll at Haysville West Middle School.

David Morford:

- Campus High School Principal, David Morford, informed the Board of a new event at Campus. On April 29th, 10:00 a.m. in the Main Gym there will be an Academic Signing Event.
- Campus freshman Marisa Aulback received a Micro Soft Certification. She scored 1000 out of 1000 possible points.

1.7 Approve / Amend Agenda

MOTION to approve the Agenda as presented.
(G. Crum/Bennett) Motion carried 7-0.

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 member's seat.

3.3 Gifts and Grants

- Freeman Elementary School received two basketball nets valued at $24.00 from Cora Friesen.

3.4 LEA Application for Federal Flow Through Funds

3.5 KASB Legal Assistance Fund and KASB Membership Renewal

MOTION to approve the Consent Agenda as presented.
(P. Crum/Norton) Motion carried 6-1. 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/Norton) Motion carried 6-1. Greg Fenster voted no.

5.0 REPORTS – Focus on Learning

- Cole Thompson gave a brief recap of N.I.C.E. Week which culminated with honoring Mike Charbonneau and presenting him with tickets to a concert in Colorado and lodging.
- Valley State Bank Update
  Ms. Susan Holmes and student worker Cole Thompson from Valley State Bank presented information to the Board regarding the Campus High School Valley State Bank branch.
- Bond Project Update
  Dr. Schutte informed the Board that work on the Learning Center is completed. Signage should be going up after May 17th. Work on the Rex Elementary School roof should begin around May 17th as well.
- Learning Reports
  Ms. Teresa Tosh presented a Learning Report on Kansas Vision for Education. Ms. Tosh explained the areas that the State views as crucial areas for a successful high school graduate.

6.0 ACTION ITEMS

6.1 Elementary Schools Staff and Student Handbooks
Ms. Carla Wulf was present to answer questions from the Board regarding the Elementary Schools Staff and Student Handbooks.

6.2 Haysville Middle School Staff and Student Handbooks
Dr. Mike Maurer was present to answer questions from the Board regarding the Haysville Middle School Staff and Student Handbooks.

6.3 Haysville West Middle School Staff and Student Handbooks
Mr. Ildo Martins was present to answer questions from the Board regarding the Haysville West Middle School Staff and Student Handbooks.
MOTION to approve 6.1 Elementary Schools Staff and Student Handbooks, 6.2 Haysville Middle School Staff and Student Handbooks and 6.3 Haysville West Middle School Staff and Student Handbooks as presented.
(G. Crum/Bennett) Motion carried 7-0.

6.4 Temporary Summer Help
Dr. Clint Schutte was present to answer questions from the Board regarding the Temporary Summer Help request.
MOTION to approve the Temporary Summer Help request as presented.
(Gibson/G. Crum) Motion carried 7-0.

6.5 Kindergarten Readiness Program
Dr. Burke Teresa Tosh was present to answer questions from the Board regarding the Kindergarten Readiness Program.
MOTION to approve the Kindergarten Readiness Program as presented.
(G. Crum/Gibson) Motion carried 7-0.

7.0 FIRST READINGS

7.1 Campus High School Staff, Student, Activities and Athletic Handbooks
David Morford presented information to the Board regarding the Campus High School Staff, Student, Activities and Athletic Handbooks.
This was a first reading with no action requested from the Board.

7.2 Haysville High School Staff and Student Handbooks
Mark Foster presented information to the Board regarding the Haysville High School Staff and Student Handbooks.
This was a first reading with no action requested from the Board.

7.3 5th Grade Grade Card and Grade Card Updates
Tersa Tosh presented information to the Board regarding the 5th Grade Grade Card and Grade Card Updates.
This was a first reading with no action requested from the Board.

7.4 Mechanic Job Description
Dr. Clint Schutte presented information to the Board regarding changes made to the Mechanic 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 briefs are being prepared regarding the Schools for Fair Funding proceedings.

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
- Substitute and Education Support Handbooks
- Review the ASA Contract
- Retiree Reception

8.3 Board Calendar
No Change

9.0 EXECUTIVE SESSION – Climate Survey Review – Non-Elected Personnel
MOTION to take a 5-minute break from 8:55 – 9:00 p.m. then go into executive session at 9:00 p.m. for 20-minutes, to return at 9:20 p.m. for discussion of the Climate Survey - Non-Elected Personnel to discuss nonelected personnel in order to protect the privacy interests of the individual(s) to be discussed.
(Walston/Norton) Motion carried 7-0.

The Board reconvened at 9:20 p.m. with seven members present.

10.0 ADJOURNMENT
Meeting adjourned at 9:20 p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

3.2 Routine Personnel

See Supporting Documentation in PDF

End of Section

Haysville Parents As Teachers
1745 W. Grand
Haysville, KS 67060
Phone: 316-554-2303 • Fax: 316-554-2272

HAYSVILLE
UNIFIED SCHOOL DISRICT 261
The excitement in Education

To: Board of Education

From: Amy Sheler, Parents As Teachers

Date: May 2, 2019

RE: Kona Ice Check

To Whom It May Concern:

Parents As Teachers has received a donation check from Kona Ice in the amount of $35.00. We are requesting acceptance of this check.

Thank You,

Amy M Sheler

Amy Sheler

Parents As Teachers

(316) 554-2303

3.4 Review the ASA Contract

See Supporting Documentation in PDF

End of Section

4.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section

HAYSVILLE USD #261

RESOLUTION#: 11

DATED: 5/20/2019

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

PAYROLL

E	4/12/2019	DIRECT DEPOSIT	35745-36900	Ck# 1002-1005	2,629,195.58
		WITHHOLDING		Ck# 70019-70050	1,731,409.75
		WITHHOLDING		Ck# 70308-70309	230,727.52

ACCOUNTS PAYABLE

E	4/11/2019	Manual Cks 70302-70307	6,703.85
	4/12/2019	Manual Cks 70310-70313	7,989.10
	4/18/2019	Manual Cks 70314-70325	44,244.98
	5/7/2019	Manual Cks 70357-70363	62,616.44
	5/10/2019	Manual Cks 70366-70379	106,134.18
	5/20/2019	CKS 70428-70646	958,886.67
		Void Cks	(11,253.66)

TOTAL REGISTER: 5,766,654.41

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
6	GENERAL FUND	166,096.20	3,274,875.59	-3,774,898.64	-333,926.85	-177,599.95	-511,526.80	0.00
7	FEDERAL FUNDS	-159,489.45	2,458.00	-68,175.87	-225,207.32	-28,912.66	-254,119.98	0.00
8	SUPPLEMENTAL GENERAL	1,129,254.75	2,075.00	-202,440.04	928,889.71	-58,026.42	870,863.29	0.00
1	AT-RISK (4 YEAR OLD)	48,745.29	0.00	-68,902.07	-20,156.78	-212.92	-20,369.70	0.00
3	AT-RISK (K-12)	539,556.87	1,388.00	-285,370.90	255,573.97	-7,499.12	248,074.85	0.00
4	BILINGUAL	62,625.70	0.00	-17,691.33	44,934.37	0.00	44,934.37	0.00
6	CAPITAL OUTLAY	470,458.93	16,215.15	-31,091.27	455,582.81	-121,074.00	334,508.81	0.00
8	DRIVER TRAINING	325,900.00	10,450.00	-2,137.92	334,212.08	-250.00	333,962.08	0.00
4	FOOD SERVICE	3,216,144.04	298,244.39	-279,570.71	3,234,817.72	-58,203.90	3,176,613.82	0.00
6	PROFESSIONAL DEVELOPMENT	60,411.21	0.00	-3,742.59	56,668.62	-7,337.21	49,331.41	0.00
8	PARENTS AS TEACHERS PROGRAM	54,207.19	0.00	-28,294.50	25,912.69	0.00	25,912.69	0.00
0	SPECIAL EDUCATION	235,088.21	822,921.22	-1,188,401.50	-130,392.07	-210.65	-130,602.72	0.00
1	CONSTRUCTION	-4,792.42	4,792.42	0.00	0.00	0.00	0.00	0.00
1	VOCATIONAL EDUCATION	51,648.71	0.00	-55,897.31	-4,248.60	-31,260.43	-35,509.03	0.00
L	KPERS RETIREMENT CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	CONTINGENCY RESERVE	1,055,702.55	0.00	0.00	1,055,702.55	0.00	1,055,702.55	0.00
5	TEXTBOOK & STUDENT MATERIAL	457,023.61	10,156.60	-24,246.78	442,933.43	-26,273.52	416,659.91	0.00
2	BOND & INTEREST #1	5,289,557.46	1,250,910.00	-1,667,879.39	4,872,588.07	0.00	4,872,588.07	0.00
)	ECC STATE GRANT	-19,443.31	80.00	-13,999.64	-33,362.95	-1,524.19	-34,887.14	0.00
)	PAYROLL CLEARING	268,109.15	40,409.73	-8,387.95	300,130.93	0.00	300,130.93	0.00

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
TOTAL		13,246,804.69		-7,721,128.41		-518,384.97		0.00
			5,734,976.10		11,260,652.38		10,742,267.41	

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

- 9500.00 Petty Cash
11,251,152.38 Bank Balance
11,251,152.38 General Ledger Balance
0-

Bank Statement Closing Date: 04/30/2019
Bank Cash Account: PAY (Checking)
Cash Account #: ** A 9010 000 0000 000
Reconciled: YES **Reconciliation Date:** 05/06/2019 **Reconciled By:** Nadine Foreman
Transitional Reconciliation: NO **Initial Reconciliation:** NO

Bank Statement Balance			
Ending Balance Shown on this Bank Statement:		11,307,481.92	
Items Not Listed on this Statement			
Checks:	-56,329.54		
Cash Receipts Sources:	0.00		
Journal Entries Sources:	0.00		
Subtotal of Skyward Sources not on Statement:		-56,329.54	
Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			11,251,152.38
Ending Cash Balance as of 04/30/2019			
Beginning Cash Balance:		13,237,304.69	
Items from Skyward Sources			
Accounts Payable Sources:	-2,669,714.40		
Cash Receipts Sources:	4,984,244.39		
Journal Entries Sources:	-1,671,486.72		
Payroll Sources:	-2,629,195.58		
Subtotal of Skyward Sources:		-1,986,152.31	
Month End Balance:			11,251,152.38
Variance:			0.00

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

HAYSVILLE USD #261

CASH BALANCES

April 30, 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
30	SPECIAL EDUCATION.....	Awaiting State 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	April 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	799,375.00	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	799,375.00	9,315,140.00	0.00	5,556,840.00

Number of Accounts: 23

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

5.0 REPORTS

No supporting documentation.

End of Section

6.0 ACTION ITEMS

No supporting documentation.

End of Section

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

See Supporting Documentation in PDF

End of Section

6.2 Haysville Middle School Staff and Student Handbooks

See Supporting Documentation in PDF

End of Section

USD 261
HAYSVILLE SCHOOLS

1745 W. Grand Ave.
Haysville, Kansas 67060

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: 5th Grade Card Implementation for 2019-2020

Date: April 10, 2019

History/Relevance: Our Pre-Kindergarten through 4th grade classrooms have a grade card that identifies skills students should master by the end of the year and provides parents detailed feedback on how their child is progressing within those skills.

What: We are asking for approval to create a similar grade card format for 5th grade students.

Why: The 5th grade teachers worked this year to create a grade card for their students that was similar to the one used in Pre-Kindergarten through 4th grade for a number of years. This will allow us to align the feedback provided to parents as well as give additional specific information on progress to parents.

Where: Students will receive grades quarterly following established district processes.

When: This will begin in the 2019-2020 school year.

How: Once materials are approved, we will create the grade card in Powerschool. We will provide follow up with teachers throughout the 2019-2020 school year to get their feedback after implementation.

Who: This feedback will support the 5th grade students and parents.

How much: There is no cost at this time.

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

Thank you for your consideration!

Teresa

Language Arts

Comprehension

- Determine the theme of a story, drama, or poem from details in the text
- Draw inferences and use context clues within text
- Accurately quote evidence from a text
- Compare and contrast within and across texts
- Determine meaning of words, phrases, & vocabulary
- Evaluate how point of view influences the description of events
- Summarize a text using key details that support the main idea
- Read and comprehend a variety of texts on grade level
- Reading Instructional Level

G1: G2: G3: G4:

Language

- Apply conventions of standard English grammar and usage when writing.
- Recognize & interpret figurative language

Writing

- Compose & publish writing in a variety of text types
- Research using a variety of resources with evidence
- Share knowledge in a variety of formats

Spelling

- Know and apply grade-level word analysis skills

Penmanship

- Maintain legible manuscript writing
- Maintain legible cursive writing

Art

- Participation in 5th grade art
- Craftsmanship in 5th grade art

Mathematics

- Apply various strategies to solve real world problems
- Write and interpret numerical expressions
- Read, write, compare, and round decimals to thousandths
- Explain patterns when multiplying/dividing by powers of 10
- Solve & explain multi-digit multiplication w/ whole numbers
- Solve & explain multi-digit division w/ whole numbers
- Use strategies to solve & explain all decimal operations to hundredths
- Add & subtract fraction with unlike denominators

- Solve & interpret fractions as division problems
- Multiply a fraction or whole number by a fraction
- Solve word problems involving multiplication of fractions (area, scaling)
- Solve & explain division involving unit fractions & whole numbers
- Solve problems involving conversions of measurement
- Represent and interpret data displays with unit fractions
- Understand the concept of & find volume of rectangular prisms
- Recognize & solve problems with additive volume
- Graph & interpret points on a coordinate plane
- Classify two-dimensional figures by properties

Science

Life Science

- Justify plants get the materials they need from air & water.
- Represent interdependent relationships within an ecosystem
- Models the flow and transfer of energy within organisms

Physical Science

- Distinguish between the properties of matter (solid, liquid, gas)
- Investigate and observe chemical and physical reactions
- Justify that gravitational force is pulled towards Earth's center

Earth and Space

- Justify brightness of the sun, based on its distance to Earth
- Interpret patterns of daily changes caused by the Earth's rotations
- Demonstrate how Earth's systems interact
- Analyze the distribution of water on Earth's surface
- Understand human impact on Earth's systems

Engineering Design

- Utilize the engineering design process to create solutions

History, Government, Social Studies

- Analyze societies of North America & how they formed
- Justify New World exploration and colonization
- Examine factors that led to US independence
- Demonstrate understanding of the American Revolution
- Investigate the building of a New Nation
- Interpret historical primary sources

Physical Education

- Actively participates in physical education classes
- Exhibits self-discipline
- Exhibits respectful behavior
- Applies variety of motor skills related to movement
- Demonstrates knowledge of Health and Physical Activity

Technology

- Follows procedures for computer use and appropriate behavior
- Utilizes Productivity Tools
- Understands how to be safe online and in a digital world
- Uses online resources for research purposes
- Basic coding
- Keyboard at the rate of 15 WPM with 90% accuracy

Music

- Creating - compose and improvise music
- Performing - Interpret and present music
- Responding - Understand and evaluate music's meaning
- Participates appropriately in all music activities

Personal/Social

- Listen to and follow school and classroom rules
- Accept responsibility for behavior and assignment completion
- Solve conflict appropriately
- Show respect for peers, adults, and property
- Use time effectively to create quality work
- Participate and work well in a variety of settings (independently, whole class, small group)
- Demonstrate effort to learn and seek help when needed
- Demonstrate organizational & study skills

USD 261 EDUCATIONAL SUPPORT STAFF

POSITON DESCRIPTION

POSITION TITLE: MECHANIC

SUPERVISOR: Head Mechanic/ Director of Transportation

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. Experience desired in mechanical and maintenance work.
2. Must be knowledgeable in all phases of auto and truck mechanics.
3. Must be able to read, write, and comprehend written and oral communications.
4. Must possess or be eligible to obtain a CDL License in the state of Kansas.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Follow standard procedures for servicing buses on a regular basis for the purpose of keeping all buses operational.
2. Use diagnostic tools and software to diagnose problems and determine if vehicle will be repaired in-house or sent to a vendor.
3. Ability to read, interpret, understand, and apply technical manuals, schematics, diagrams, and specifications.
4. Use tools, equipment, machinery, and vehicles provided by the district to accomplish job tasks.
5. Trouble-shoot shop areas and keep tools and equipment in working order for the purpose of ensuring a safe and efficient work environment.
6. Communicate, work effectively, and cooperatively with staff members of the school district and community to ensure a coherent work environment.
7. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements. Also to maintain a professional work environment.
8. Preform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
9. Be able to work independently with minimal supervision.

PHYSICAL REQUIREMENTS/ENVIROMENTAL CONDITIONS:

1. Manage job requirements with physical mobility to move from place to place (walking, standing, stooping, pushing, pulling, kneeling, crawling, turning, reaching,

climbing, balancing, lift up to 60 pounds on a daily basis), and use large and heavy equipment.

2. Must work in and around dust, fumes, and odors.
3. Must work indoors and outdoors year-around in a variety of temperatures and conditions.
4. Must work in a noisy, crowded, environments, with numerous interruptions.
5. May be required to wear protective equipment.

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

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.

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