REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS - April 15, 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)
  - Star Polisher Awards
  - Proclamation for Teacher Appreciation Week
  - Retiree Reception – May 20th, 6:30 p.m.
- 1.4 Superintendent's Announcements (No Documentation)
- 1.5 Campus High School Student Council Report (No Documentation)
- 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
- 3.3 Gifts and Grants
- 3.4 LEA Application for Federal Flow Through Funds – Estell – PDF
- 3.5 KASB Legal Assistance Fund and KASB Membership Renewal

4.0 TREASURER'S REPORT / BILLS – PDF

5.0 REPORTS – Focus on Learning
- Valley State Bank Update – Susan Holmes
- Campus High School FCCLA and Culinary Arts Students - Spangler
- Bond Project Update – PDF – Schutte
- Learning Report – Tosh

6.0 ACTION ITEMS
- 6.1 Elementary Schools Staff and Student Handbooks
- 6.2 Haysville Middle School Staff and Student Handbooks
- 6.3 Haysville West Middle School Staff and Student Handbooks
- 6.4 Temporary Summer Help – Schutte
- 6.5 Kindergarten Readiness Program

7.0 FIRST READINGS
- 7.1 Campus High School Staff, Student, Activities and Athletic Handbooks - PDF
- 7.2 Haysville High School Staff and Student Handbooks – PDF
- 7.3 5th Grade Grade Card and Grade Card Updates – Tosh
- 7.4 Mechanic Job Description - Schutte

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 – Climate Survey Review – Non-Elected Personnel

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

JOINT BOE/STUDENT COUNCIL MEETING U.S.D. # 261
CAMPUS HIGH SCHOOL – Main Conference Room
2100 W. 55TH St. So., Wichita, Kansas
7:00 A.M. – March 28, 2019

Subject to Board Approval

The Joint meeting of the Board of Education of Haysville School District # 261 and the Campus High School Student Council was called to order in the Main Conference Room at Campus High School, 2100 W. 55th St. So., at 7: 00 a.m., by Board President Susan Walston.

MEMBERS PRESENT
Susan Walston
Tom Gibson
Glenn Crum
Dr. Susan Norton
Jeremy Bennett
Greg Fenster

OTHERS PRESENT
Dr. John Burke, Superintendent
Debbie Coleman, Clerk of the Board
Dr. Clint Schutte, Assistant Superintendent of Business
David Morford, Campus High School Principal

STUDENT COUNCIL MEMBERS PRESENT
Lauren Kliewer, Sponsor
Hannah Davis, Executive President
Kylie Luong, Sophomore Executive Treasurer
Nya Kord, Executive Representative
Evan Mann, Exec. Freshman Representative
Sophie Martins, Executive Sophomore Representative
Wrylie Finkle, Co-Sponsor
Destyni Lietzke, Executive Vice President
Hannah Schutte, Executive Representative
Jade Owings, Executive Representative
Alayja Davis, Freshman Representative
Sierra Johnson, Sophomore Exec. Representative

CALL to ORDER
Board President Susan Walston called the meeting to order at 7:00 a.m.

INTRODUCTIONS
Those present introduced themselves and stated their titles.

- Student Council provided a wonderful breakfast for the BOE.

ROLES, RESPONSIBILITIES AND QUESTIONS
Student Council members asked BOE members questions pertaining to life experiences and membership on the BOE.

The Board asked Student Council members about their experience on Council and at Campus. The general consensus of the Student Council members was that they loved Campus and felt very safe there.

ADJOURNMENT
The meeting was adjourned at 7:50 a.m.

_____
Susan Walston, Board of Education President

_____
Debbie Coleman, Board of Education Clerk

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
March 18, 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. Six Board members were present.

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

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
Ildo Martins, Haysville West Middle School Principal
Carla Wulf, Ruth Clark Elementary School Principal
Angie Estell, Director of Special Services
Liz Hames, 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 six members present.

1.2 Flag Salute

1.3 President's Announcements

- A welcoming celebration for WSU/GEAR UP was held with WSU Dignitaries and new staff. We are looking forward to a great relationship.
- Flip Flippen gave a great reaffirming talk to staff before spring break. He talked about the difference they are making in the lives of our students and each other.
- Kansas Board of Education members Kathy Busch and Jim McNiece along with Dr. Randy Watson toured Campus. They had a chance to visit with teachers and counselors. As always sharing information is important.
- Ms. Walston reminded the Board of the Joint Breakfast Meeting with the Board and Campus High School Student Council on March 28, 2019 at 7:00 a.m.
- The Campus High School Fine Arts Fair will be held this Thursday and Friday in Gym 1 and the Wrestling Room.
- The Board thanks Ms. Liz Hames for her service to USD 261.

1.4 Superintendent's Announcements

- Rusty Eck donated a vehicle to the Campus High School Automotive Department for students to work on.

1.5 Campus High School Student Council Report
No Report

1.6 New and Good
Tom Gibson:

- Campus High School produced their first T-Shirt. Great job.
- The Campus High School Boys and Girls Bowling Teams are State Bowling Champions.

Paige Crum:

- Campus High School will have a theater production this coming weekend.
- 060 Walks will be April 1 – 28th. Teams are forming.

1.7 Approve / Amend Agenda
MOTION to approve the Agenda as presented.
(P. Crum/Gibson) 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 member's place.

3.3 Gifts and Grants
MOTION to approve the Consent Agenda as presented.
(G. Crum/Bennett) Motion carried 6-0.

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 progress is being made on the Learning Center. Rework is being done.
- Haysville West Middle School, Ruth Clark Elementary School and Freeman Elementary School 2018 Assessment Reports
  Curriculum and Assessment Director Jennifer Reed, Haysville West Middle School Principal Ildo Martins, Ruth Clark Principal Carla Wulf and Freeman Principal Tonette Haight presented information to the Board regarding Assessment Reports for Haysville West Middle School, Ruth Clark Elementary and Freeman Elementary Schools.

  Learning Reports will be given the next 3 months.

6.0 ACTION ITEMS

6.1 Bond Project Change Order (Place Holder)
No Change Orders

6.2 Capital Outlay – Schutte
Dr. Schutte presented information to the Board regarding Capital Outlay requests. Projects will include roof replacement over classrooms at Campus High School, Freeman and Rex Elementary Schools, leasing technology for the 9-12 One-to-One program and bus replacement for 2 – 72 passenger busses for a total amount of $1,619,840.00.
MOTION to approve the Capital Outlay requests as presented.
(Bennett/G. Crum) Motion carried 5-1. Greg Fenster voted no.

6.3 Coding Course for HMS
Dr. Mike Maurer, HMS principal, was present to address questions from the Board regarding the new elective offering Computer Science Discoveries Coding Course for HMS.
MOTION to approve the Coding Course for HMS as presented.
(G. Crum/Bennett) Motion carried 6-0.

6.4 2019-2020 District Calendar
Dr. Burke was present to answer questions from the Board regarding the 2019-2020 District Calendar. Calendar draft #5 was presented to the Board for consideration.
MOTION to approve District Calendar Draft #5 as presented.
(G. Crum/Bennett) Motion carried 5-1. Greg Fenster voted no.

7.0 FIRST READINGS

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

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

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

7.4 Temporary Summer Help
Dr. Schutte presented information to the Board regarding Temporary Summer Help.
This was a first reading with no action requested from the Board.

7.5 Kindergarten Readiness Program
Dr. Burke presented information to the Board regarding the Kindergarten Readiness Program.
This was a first reading with no action requested from the Board.
Dr. Burke requested permission from the Board to advertise an anticipated open position for this program.
Consensus was given from the Board to go ahead and advertise the anticipated open position.

8.0 DISCUSSION/REPORT ITEMS

8.1 Schools for Fair Funding Report

Dr. Clagg reported that the Senate Bill is not long enough and the House Bill is corrupt from the beginning. Dr. Clagg encourages everyone to contact your representative and ask that they vote no on the House Bill.

8.2 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Building Reports
- Class Numbers
- Bond Change Order
- Handbooks
- Elementary Level Foreign Language
- Star Polisher Awards
- Teacher Appreciation Proclamation

8.3 Board Calendar

No Change

9.0 EXECUTIVE SESSION – If Needed

No Executive Session.

10.0 ADJOURNMENT

Meeting adjourned at 8:25 p.m.

_____

Susan Walston, Board of Education President

_____

Debra M. Coleman, Board of Education Clerk

PERSONNEL RESUME

Name Robert Taylor

For Position As Counselor

Building Haysville Middle School

Education

Undergraduate	Date	Degree	Major
Wichita State University	2004	BA	Elementary Education

Graduate	Date	Degree	Major
Wichita State University	2016	ME	Counseling

Teaching Experience	Location	Dates	Years
4th Grade Teacher	Wichita, KS	2004-2019	15

Salary Offered $62,232 **Degree** MS **Step** 12

PERSONNEL RESUME

Name Tiffany Meairs

For Position As Special Education Teacher

Building Tri-City Day School

Education

Undergraduate	Date	Degree	Major
Newman University	2018	BA	Elementary Education

Graduate	Date	Degree	Major

Salary Offered $39,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Amy Ducote

For Position As English Teacher

Building Haysville Middle School

Education

Undergraduate	Date	Degree	Major
Lamar University	1993	BS	Interdisciplinary Studies

Graduate	Date	Degree	Major
Newman University	2011	MTS	Theological Studies
Emporia State University			

Teaching Experience	Location	Dates	Years
Computer Teacher	St. Peter Catholic School	2011-2019	8
Computer Teacher	Resurrection Catholic School	2000-2002	2
6th-8th Grade Teacher	St. Mary Catholic School	1996-2000	4
6th Grade Teacher	Trinity Episcopal School	1994-1996	2

Salary Offered $62,232 **Degree** MS **Step** 12

PERSONNEL RESUME

Name Lindsey McClain

For Position As 4th Grade Teacher

Building Prairie Elementary School

Education

Undergraduate	Date	Degree	Major
Emporia State University	2019	BS	Elementary Education

Graduate	Date	Degree	Major

Student Teaching Experience	Location	Date
KDG/5th Grade	Haysville, KS	2019

Salary Offered $39,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Amanda Williams

For Position As Coding

Building Haysville Middle School

Education

Undergraduate	Date	Degree	Major
Wichita State University	2005	BA	Elementary Education

Graduate	Date	Degree	Major
Graceland University	2012	ME	Differentiated Instruction

Teaching Experience	Location	Dates	Years
4th/5th Grade Teacher	Derby, KS	2005-2019	14

Salary Offered $62,232 **Degree** MS **Step** 12

PERSONNEL RESUME

Name Alexandria Brumbaugh

For Position As Kindergarten Teacher

Building Prairie Elementary School

Education

Undergraduate	Date	Degree	Major
Emporia State University	2019	BS	Elementary Education

Graduate	Date	Degree	Major

Student Teaching Experience	Location	Date
5th Grade/Kindergarten	Haysville, KS	2019

Salary Offered $39,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Nichole Burns

For Position As Special Education Teacher

Building Tri-City Day School

Education

Undergraduate	**Date**	**Degree**	**Major**
Friends University	2015	BA	Accounting

Graduate	**Date**	**Degree**	**Major**
Wichita State University			

Salary Offered $39,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Shonna Miller

For Position As 3rd Grade Teacher

Building Rex Elementary School

Education

Undergraduate	Date	Degree	Major
Southwestern College	2019	BA	Elementary Education

Graduate	Date	Degree	Major

Student Teaching Experience	Location	Date
1st Grade	Haysville, KS	2018

Salary Offered $39,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Sara Loewenstein

For Position As Speech Language Pathologist

Building Rex

Education

Undergraduate	Date	Degree	Major
Wichita State University	2005	BA	Communication Sciences and Disorders

Graduate	Date	Degree	Major
Wichita State University	2007	MS	Speech Language Pathology

Experience	Location	Dates	Years
Speech Pathologist	Wichita, KS	2008-2019	11

Salary Offered $60,515 **Degree** MS **Step** 11

PERSONNEL RESUME

Name Annarose Friesen

For Position As Speech Language Pathologist

Building

Education

Undergraduate	Date	Degree	Major
Misericordia University	2015	BS	Health Sciences

Graduate	Date	Degree	Major
Misericordia University	2017	MS	Speech Language Pathology

Experience	Location	Dates	Years
Speech Pathologist	Mulvane, KS	2018-2019	1
Speech Pathologist	Wichita, KS	2017-2018	1

Salary Offered $45,064 **Degree** MS **Step** 2

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Helen McLean, Early Childhood Teacher at Oatville Elementary School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Pamela Kennedy, Special Education Teacher at Tri-City Day School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Jenna Lundy, 4th Grade Teacher at Prairie Elementary School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Marcie Sutton, Special Education Teacher at Nelson Elementary School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Lisa Slade, Special Education Teacher at Haysville West Middle School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Resignation

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

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Ciara Pyle, 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: April 15, 2019

RE: Resignation

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

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Kay Meyer, Kindergarten Teacher at Prairie Elementary School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Andrew Burchill, Special Education Teacher at Oatville Elementary School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Sondra Stieber, Science Teacher at Haysville Middle School, effective May 17, 2019.

CA

USD 261
HAYSVILLE SCHOOLS

Freeman Elementary School

7303 South Meridian
Haysville, Kansas 67060
316-554-2265
Fax# 316-554-2295

Date: Mar 19, 2019

To: USD 261 Board of Education

From: Jerri Clagg, Secretary

RE: Donation

Freeman Elementary received a donation of 2 basketball nets

with the monetary value of $24.00 from Cora L Friesen.

We are requesting acceptance of this donation.

Thank you,

Jerri Clagg
Secretary
Freeman Elementary

3.4 LEA Application for Federal Flow Through Funds

See Supporting Documentation in PDF

End of Section

Kansas Association of School Boards

1420 SW Arrowhead Road
Topeka, KS 66604-4024

Invoice

Date	Invoice #
3/22/2019	11019

Bill To
Haysville USD 261 1745 W Grand Ave Haysville, KS 67060-1234

Quantity	Description	Rate	Amount
	Option 1		
1	Membership Renewal - USD 2019-20	12,558.42	12,558.42
	Option 2		
	Season Pass 2019-20 (Optional)	1,500.00	1,500.00
	Membership Renewal - 2019-20 with Season Pass		14,058.42

KASB LEAD OUR FUTURE

Total	$14,058.42
Payments/Credits	$0.00
Balance Due	$14,058.42

Kansas Association of School Boards

1420 SW Arrowhead Road
Topeka, KS 66604-4024

Invoice

Date	Invoice #
3/22/2019	10815

Bill To
Haysville USD 261 1745 W Grand Ave Haysville, KS 67060-1234

Quantity	Description	Rate	Amount
	LAF Contract Renewal 19-20	2,100.00	2,100.00

Total	$2,100.00
Payments/Credits	$0.00
Balance Due	$2,100.00

4.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section

HAYSVILLE USD #261

RESOLUTION#: 10

DATED: 4/15/2019

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

PAYROLL

3/12/2019	DIRECT DEPOSIT	34595-35744	Ck#	999-1001	2,395,543.79
	WITHHOLDING		Ck#	69765-69798	1,647,848.05
	WITHHOLDING		Ck#	69966-69967	203,737.78

ACCOUNTS PAYABLE

3/22/2019	Manual Cks	69968-69995	237,219.39
4/6/2019	Manual Cks	69996-70018	155,537.01
4/15/2019	CKS	70051-70301	503,593.01
	Void Cks		

TOTAL REGISTER: 5,143,479.03

SUBMITTED BY: C F Schmitt
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
06	GENERAL FUND	122,592.44	3,244,824.00	-3,201,320.24	166,096.20	-134,642.95	31,453.25	0.00
07	FEDERAL FUNDS	-361,576.50	265,775.00	-63,687.95	-159,489.45	-25,847.68	-185,337.13	0.00
08	SUPPLEMENTAL GENERAL	1,878,266.60	90,935.00	-839,946.85	1,129,254.75	-83,585.02	1,045,669.73	0.00
11	AT-RISK (4 YEAR OLD)	57,819.24	50,000.00	-59,073.95	48,745.29	-1,865.09	46,880.20	0.00
13	AT-RISK (K-12)	813,389.85	585.00	-274,417.98	539,556.87	-2,249.50	537,307.37	0.00
14	BILINGUAL	78,498.00	0.00	-15,872.30	62,625.70	0.00	62,625.70	0.00
16	CAPITAL OUTLAY	872,320.36	221,516.93	-623,378.36	470,458.93	-69,817.00	400,641.93	0.00
18	DRIVER TRAINING	322,100.04	5,175.00	-1,375.04	325,900.00	-1,305.76	324,594.24	0.00
24	FOOD SERVICE	3,177,593.94	265,091.35	-226,541.25	3,216,144.04	-47,218.84	3,168,925.20	0.00
26	PROFESSIONAL DEVELOPMENT	70,390.01	0.00	-9,978.80	60,411.21	-5,180.68	55,230.53	0.00
28	PARENTS AS TEACHERS PROGRAM	41,639.93	38,702.00	-26,134.74	54,207.19	-862.43	53,344.76	0.00
30	SPECIAL EDUCATION	58,353.18	1,214,912.51	-1,038,177.48	235,088.21	-606.23	234,481.98	0.00
31	CONSTRUCTION	-438,815.21	434,022.79	0.00	-4,792.42	0.00	-4,792.42	0.00
34	VOCATIONAL EDUCATION	108,445.11	0.00	-56,796.40	51,648.71	-7,460.00	44,188.71	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	451,733.92	12,351.02	-7,061.33	457,023.61	-34,034.61	422,989.00	0.00
62	BOND & INTEREST #1	5,215,187.61	74,369.85	0.00	5,289,557.46	0.00	5,289,557.46	0.00
70	ECC STATE GRANT	-8,015.18	110.49	-11,538.62	-19,443.31	-266.62	-19,709.93	0.00
95	PAYROLL CLEARING	231,641.96	45,653.33	-9,186.14	268,109.15	0.00	268,109.15	0.00

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
TOTAL		13,747,267.85		-6,464,487.43		-414,942.41		0.00
			5,964,024.27		13,246,804.69		12,831,862.28	

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

- 9500.00 Petty Cash
13,237,304.69 Bank Deposit
13,237,304.69 General Ledger Balance
- 0 -

Bank Statement Closing Date: 03/31/2019
Bank Cash Account: PAY (Checking)
Cash Account #: ** A 9010 000 0000 000
Reconciled: YES **Reconciliation Date:** 04/04/2019 **Reconciled By:** Nadine Foreman
Transitional Reconciliation: NO **Initial Reconciliation:** NO

Bank Statement Balance

Ending Balance Shown on this Bank Statement:		13,851,458.58	
Items Not Listed on this Statement			
Checks:	-614,153.89		
Cash Receipts Sources:	0.00		
Journal Entries Sources:	0.00		
Subtotal of Skyward Sources not on Statement:		-614,153.89	
Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			13,237,304.69

Ending Cash Balance as of 03/31/2019

Beginning Cash Balance:		13,737,767.85	
Items from Skyward Sources			
Accounts Payable Sources:	-2,791,006.30		
Cash Receipts Sources:	4,689,701.64		
Journal Entries Sources:	-3,614.71		
Payroll Sources:	-2,395,543.79		
Subtotal of Skyward Sources:		-500,463.16	
Month End Balance:			13,237,304.69

Variance:	0.00

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

FD	T	FUNC	OBJ	BLDG	PRG	FD	T	FUNC	OBJ	BLDG	PRG	2018-19 Revised Budget	March 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	795,314.00	3,165,765.00	0.00	2,606,215.00
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	50,000.00	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	845,314.00	8,515,765.00	0.00	6,356,215.00

Number of Accounts: 23

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

HAYSVILLE USD #261

CASH BALANCES

March 31, 2019

NEGATIVE UNENCUMBERED CASH BALANCES:

07	FEDERAL FUNDS.....	Awaiting Federal Funds
31	CONSTRUCTION.....	Awaiting Construction Draw
70	ECC STATE GRANT.....	Awaiting State Funds

5.0 REPORTS

No supporting documentation.

End of Section

6.0 ACTION ITEMS

No supporting documentation.

End of Section

2019-20
Changes for the Elementary Parent and Student Handbook and Elementary Staff Handbook

The 2018-19 Elementary Staff Handbook and the Elementary Parent and Student Handbook are available online for your review – the following changes will be made for 2019-20

Changes: In addition to specific changes noted below, various typographical errors and spacing errors have been corrected and fixed as the handbooks are updated.

Elementary Parent and Student Handbook
The handbook is available online and only printed for parents who do not have internet access and those requesting a paper copy.



Front Cover and throughout document
Change dates for 2019-20
Add District Calendar for 2019-20

Changes noted on the following pages:

Page 1 Update Names and Positions – BOE members and Administrative Staff

Page 3 Change dates for enrollment in Kindergarten and 1st grade (state regulations)

Page 18 Update immunization requirement dates

Page 22 LUNCH PROGRAM – change dates, possible lunch fee increased pending annual review

Changes in Elementary Staff Handbook

Changed dates to 2019-20 – throughout the document

HMS Changes Student/Staff Handbooks for 2019-2020

All 2018-2019 dates changed to 2019-2020

****

Children's Internet Protection Act — **BOE Policy IIBGA**

Computer Use — **BOE Policy IIBG**

****

Emergency Drill Section

Critical Incident Drills:

Standard Response Protocol

- **Student Safety**
  - **A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.**
- **SRP**
  - **Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate directions will be called on the PA.**
- **Lockout** – "Secure the Perimeter"
- **Lockdown** – "Locks, Lights, Out of Sight"
- **Evacuate** – "To the Announced Location"
- **Shelter** – "For a Hazard Using Safety Strategy"

****

Guided Study

This period will be a block of 75 minutes built into the schedule in the middle of the day. The 75-minute block of time will be split into three 25 minute periods. Each child will have one period for Advisory, one period for Lunch, and one period of enrichment activities. The Study Skills curriculum will continue to be implemented during the Advisory period within this format.

****

HMS Bell Schedule - Report/Duty Time – 7:05 – 7:35 a.m. & 2:50 – 3:05 p.m.

2nd Chance Breakfast Option

1st hour	**7:35 a.m.**	**8:21 a.m.**	**46 minutes**	
Passing Period	8:21 a.m.	8:24 a.m.	3 minutes	
2nd hour	**8:24 a.m.**	**9:20 a.m.**	**56 minutes**	
Passing Period	9:20 a.m.	9:23 a.m.	3 minutes	
3rd hour	**9:23 a.m.**	**10:09 a.m.**	**46 minutes**	
Passing Period	10:09 a.m.	10:12 a.m.	3 minutes	
4th hour	**10:12 a.m.**	**10:58 a.m.**	**46 minutes**	
Passing Period	10:58 a.m.	11:01 a.m.	3 minutes	
5th hour	**11:01 a.m.**	**11:26 a.m.**	**46 minutes**	**6L – 7GS – 8E**
Passing Period	11:26 a.m.	11:29 a.m.	3 minutes	
6th hour	**11:29 a.m.**	**11:54 a.m.**	**46 minutes**	**6GS – 7L – 8GS**
Passing Period	11:54 a.m.	11:57 a.m.	3 minutes	
7th hour	**11:57 a.m.**	**12:22 p.m.**	**46 minutes**	**6E – 7E – 8L**
Passing Period	12:22 p.m.	12:26 p.m.	4 minutes	
8th hour	**12:26 p.m.**	**1:12 p.m.**	**46 minutes**	
Passing Period	1:12 p.m.	1:15 p.m.	3 minutes	
9th hour	**1:15 p.m.**	**2:01 p.m.**	**46 minutes**	
Passing Period	2:01 p.m.	2:04 p.m.	3 minutes	
10th hour	**2:04 p.m.**	**2:50 p.m.**	**46 minutes**	

2nd hour time structure may be adjusted to accommodate the more accurate amount of time required for the 2nd chance breakfast initiative to be successful. This would be determined at the conclusion of the 4th grading period trial

run process, approximately May 1st. If changed, this would then impact the start/end time of each class, 3rd through 10th hour.

No 2nd Chance Breakfast Option

1st hour	**7:35 a.m.**	**8:23 a.m.**	**48 minutes**	
Passing Period	8:23 a.m.	8:26 a.m.	3 minutes	
2nd hour	**8:26 a.m.**	**9:14 a.m.**	**48 minutes**	
Passing Period	9:14 a.m.	9:17 a.m.	3 minutes	
3rd hour	**9:17 a.m.**	**10:06 a.m.**	**48 minutes**	
Passing Period	10:06 a.m.	10:09 a.m.	3 minutes	
4th hour	**10:09 a.m.**	**10:56 a.m.**	**47 minutes**	
Passing Period	10:56 a.m.	10:59 a.m.	3 minutes	
5th hour	**10:59 a.m.**	**11:24 a.m.**	**25 minutes**	**6L – 7GS – 8E**
Passing Period	11:24 a.m.	11:27 a.m.	3 minutes	
6th hour	**11:27 a.m.**	**11:52 a.m.**	**25 minutes**	**6GS – 7L – 8GS**
Passing Period	11:52 a.m.	11:55 a.m.	3 minutes	
7th hour	**11:55 a.m.**	**12:20 p.m.**	**25 minutes**	**6E – 7E – 8L**
Passing Period	12:20 p.m.	12:23 p.m.	3 minutes	
8th hour	**12:23 p.m.**	**1:10 p.m.**	**47 minutes**	
Passing Period	1:10 p.m.	1:13 p.m.	3 minutes	
9th hour	**1:13 p.m.**	**2:00 p.m.**	**47 minutes**	
Passing Period	2:00 p.m.	2:03 p.m.	3 minutes	
10th hour	**2:03 p.m.**	**2:50 p.m.**	**47 minutes**	

****

Emergency Safety Interventions – BOE Policy GAAF

****

Student Only

Attendance

In order for a student/athlete to participate in an athletic practice, the student/athlete must be in attendance the final five hours (sixth through tenth hours) of the school day, unless administratively excused.

Staff Only

COPYRIGHT LAWS

Addition to this section:

Printing and Duplicating Services: BOE Policy ECH

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls with the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use." The legal of insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

HAYSVILLE WEST MIDDLE SCHOOL

HOME OF THE GORILLAS

ILDO MARTINS – PRINCIPAL NICKI MCMULLIN – ASST. PRINCIPAL TY HAMILTON – ASST. PRINCIPAL/ATHLETIC DIRECTOR

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

HWMS Staff and Student Handbooks

Updating of dates, names, district policy and general editing will be made to the Staff and Student Handbooks for the 2019-20 school year. No further changes/action is being requested.

Ildo S. Martins
Principal

1956 W. GRAND, HAYSVILLE, KS 67060 (316) 554-2370 - OFFICE (316) 554-2377 - 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: Dr. Clint Schutte, Assistant Superintendent of Business/Finance

DA: March 18, 2019

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 three technology positions, six 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 affect Operations and Informational Services.

When: The staffing increase will be from May through August.

How: The Executive Director of Operations and the Director of Information services will take the 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 sixteen positions is estimated at $85,000.

If you have any questions, please contact me.

Thank you for your consideration.

cls

attach:

USD 261
HAYSVILLE SCHOOLS

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

To: Dr. Schutte

From: David Herbert

Date: March 4th, 2019

RE: Summer 2019 Technology Positions

Dr. Schutte,

I am requesting three technology positions this summer to assist with upgrades, installation and maintenance of technology related systems. This will be one less than approved last summer (2018). These 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:

Wire, install and test new intercom system at Transportation Building
Complete Crisis Preparedness Materials List assigned to IT
New Electronics for all District Intercom Systems
Old Teacher Laptop Imaging and deployment
Chromebook Imaging and deployment
Upgrade classroom projectors as needed
Installing additional security cameras (district wide)
Networking upgrades
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

HAYSVILLE SCHOOLS
USD 261

USD 261 Service Center
1745 W. Grand
Haysville, KS 67060
Phone: 316-554-2210
bknudson@usd261.com

B.J. Knudson
Executive Director of Operations

March 4, 2019

TO: Clint Schutte
FROM: B.J. Knudson, Executive Director of Operations
REF: Summer Temporary Maintenance and Transportation Personnel

Director of Facilities Freddy Robinson, Director of Transportation Chris Long 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 six temporary summer positions to do mowing, trimming, fertilizing, dirt work, and tree trimming for approximately 270 acres.

Paint crew – We are requesting four summer temporary positions to paint classrooms, hallways, offices, as well as other interior and exterior areas.

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.

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.

Haysville USD 261

1745 W. Grand Avenue
Haysville, Kansas 67060

To: Haysville USD 261 Board of Education
From: John K. Burke, Ph.D.

Kindergarten Readiness Program

History/Relevance: Starting in August of 2018 elementary principals noticed an extreme difference in the behavior of several kindergarten students. Ordinary methods for working with these students have not worked.

What: We are asking for approval to start a new program (Camp Kinder) where these students would be identified early and placed in special classroom with specific personnel and appropriate strategies.

Why: These students are coming to us having failed preschool or never attending preschool or with a history of extreme temper tantrums. They have no ability to self-regulate their behavior and have extreme and violent outbursts. It is our hope that by providing them with a small, caring environment they will be able to learn to self-regulate and develop more positive behaviors.

Where: These students would be placed in a room in a yet unidentified elementary classroom in our school district.

When: This program would begin two weeks before the regular school year starts and run through the end of the 2019-20 school year. It would continue as long as there is a need for the program. The teacher would work with the paraprofessionals for two days prior to the students arriving in order to teach them the strategies, processes, and procedures that they would need to use once the students arrived.

How: Students would be identified for inclusion in this program by modifying the kindergarten enrollment form to provide an opportunity for parents or guardians to report indicators that the student might need this program. This program would provide a very small pupil teacher ratio so that students would be cared for and taught appropriate behaviors. Students would begin the school year by coming half days. Student time in this program would increase as the students demonstrate that they can successfully handle longer periods in school. As the school year proceeds the students would be gradually reintroduced into the regular classrooms with paraprofessional support. This reintegration would continue and build during the year with the student gradually being fully integrated into a regular classroom.

Who: We are estimating that we would identify five to ten students who would need this program. We would also work with the parents to help them to learn the strategies we are teaching the students in class. One teacher and as many paraprofessionals as needed to ensure the student/adult ratio was 1:1 would be employed. Additional support people (counselors, social workers, school psychologists, and others) would provide assistance as needed.

How much: It is estimated that the cost of the teacher would be approximately $60,000. Each paraprofessional would cost about $15,000. Depending on the number of the students identified as needing this program the cost would range from $105,000 to $135,000 depending on the number of paraprofessionals that are needed.

7.0 FIRST READINGS

No supporting documentation.

End of Section

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

See Supporting Documentation in PDF

End of Section

7.2 Haysville High 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.

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	**January**
Organizational Meeting	Superintendent Evaluation/Contract
Budget Workshop - Scheduling	Handbooks
	Elect Board Negotiations Team
	School Bd. Appreciation Mo.
August	**February**
Budget Hearing	Report of Admin. Evaluations
Approve Budget	Extension of Admin. Contracts
Budget Workshop	Handbooks
	Capital Outlay
September	**March**
Site Council Mmbrshp. Apprvl – Consent Agnd.	School Calendar Proposals
School Dude Inspection Report Review / Means and Methods for Asset Works	Handbooks
October	**April**
Audit Report	Handbooks
Enrollment Numbers	Star Polisher Awards
National Education Week (Dates)	Proclamation for Teacher Appreciation
November	**May**
KASB Delegates/Voting	Handbooks
Curriculum Proposals	Graduations/Promotions
Star Polisher Awards	Retiree Reception
	Review ASA Contract - Reports
December	**June**
Schedule Superintendent Evaluation	Handbooks
	Set Budget Meeting Date and Time
	Approve Updated Wellness Policy
Yearly Activities:	
Joint BOE/City Meeting (a 5th Monday)	**On Going:**
Crisis / Safety Report	Policy Review (monthly)
Emergency Safety Interventions Reports - Personnel	Advertising Revenue (periodic)
Joint BOE/Stu-Co Meeting	
KASB State Convention	
KASB Spring & Fall Regional Mtgs.	

9.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section