REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS
March 18, 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)
- 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

4.0 TREASURER'S REPORT / BILLS – PDF

5.0 REPORTS – Focus on Learning
- Bond Project Update – PDF – Schutte
- 2018 Assessment Reports Haysville West Middle School, Ruth Clark and Freeman Elementary Schools - PDF

6.0 ACTION ITEMS
- 6.1 Bond Project Change Order (Place Holder for Items Needing Action Taken) PDF
- 6.2 Capital Outlay – Schutte – PDF
- 6.3 Coding Course for HMS – PDF
- 6.4 2019 – 2020 District Calendar

7.0 FIRST READINGS
- 7.1 Elementary Schools Staff and Student Handbooks
- 7.2 Haysville Middle School Staff and Student Handbooks
- 7.3 Haysville West Middle School Staff and Student Handbooks
- 7.4 Temporary Summer Help – Schutte
- 7.5 Kindergarten Readiness Program

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

9.0 EXECUTIVE SESSION – If Needed

10.0 ADJOURNMENT (No Documentation)

REGULAR BOE MEETING

1.0 MEETING OPENING

No supporting documentation.

1.1 Call to Order

No supporting documentation.

End of Section

1.2 Flag Salute

No supporting documentation.

End of Section

1.3 President's Announcements

No supporting documentation.

End of Section

1.4 Superintendent's Announcements

No supporting documentation.

End of Section

1.5 Campus High School Student Council Report (Place Holder)

No supporting documentation.

End of Section

1.6 New and Good

No supporting documentation.

End of Section

1.7 Approve / Amend Agenda

No supporting documentation.

End of Section

2.0 DISTRICT PATRON / PERSONNEL TIME

No supporting documentation.

End of Section

2.1 Hearing of Scheduled District Patrons / District Personnel

No supporting documentation.

End of Section

2.2 Remarks / Comments from District Visitors

No supporting documentation.

End of Section

3.0 CONSENT AGENDA

End of Section

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
February 25, 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
Greg Fenster
Tom Gibson
Glenn Crum
Susan Norton
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
David Engelking, Prairie Elementary School Principal
Natalie Rust, Oatville Elementary School Principal
Angie Estell, Director of Special Services
Liz Hames, Director of Community Relations
Jennifer Reed, Curriculum & Assessment Director
Lisa Cundiff, Director of Instructional Technology
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

- USD 261staff recently participated in the Polar Plunge at Riggs Park.
- Congratulations to Gina Keirns who received the Building Administrator of the Year Award from the Midwest Symposium for Behavior Disorders.
- Ms. Walston suggested the Board schedule Thursday, March 28th at 7:00 a.m. to hold a joint breakfast meeting with Campus High School's Student Council.
  MOTION to hold a Special Board Meeting with Campus High School's Student Council on Thursday, March 28th at 7:00 a.m.
  (Walston/Gibson) Motion carried 6-0.

1.4 Superintendent's Announcements

- The Campus High School wrestling team qualified 9 wrestlers for the state tournament and took 5th place over all. Five wrestlers took 2nd place in their weight class and 1 wrestler took 6th place.
- Boys' and girls' bowling teams were crowned regional champions. State competition will be on Friday, March 1st at North Rock Lanes.
- The Campus High School Girls' basketball team will host a play-in game on Tuesday at 7:00 p.m. The boys' team will host sub state on Wednesday at 6:00 p.m.
- Campus High School boys' swim team completed Swim To A Wish on Sunday.

1.5 Campus High School Student Council Report

Hannah Schutte, Student Council Representative, gave a brief update on Student Council activities including:

A joint meeting with the Board of Education and Campus High School's Student Council on Thursday, March 28th at 7:00 a.m.; a Dodgeball Tournament will be held March 23rd with proceeds going to the beneficiary for GEM 5K; a Variety Show will be held on February 26th at 5:00 p.m.; Student Council will work with the 060 on Dude Be Nice Week beginning April 8th and Student Council elections will be in April.

1.6 New and Good

Dr. Clint Schutte:

- Coonrod and Associates Construction received the KAN-STRUCT Award of Honor for their work on Tri-City Day School.

Greg Fenster:

- The HWMS 8th grade boys' basketball team are league champions.

Teresa Tosh:

- The Super Colts basketball game was great.

1.7 Approve / Amend Agenda

MOTION to approve the Agenda as presented including additional Personnel information placed at Board members' seats.

(Walston/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

District patron Ildo Martins spoke about how both Swim To A Wish and the Super Colts are a result of the Capturing Kids Hearts initiative. Mr. Martins quoted a Campus student saying "the greatest thing about Campus High School is the Super Colts". Mr. Martins praised USD 261 for initiating Capturing Kids Hearts and the resulting Swim To A Wish and Super Colts programs.

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

3.4 Plagens Carpenter Sports Complex Agreement

3.5 Renewal of Skyward Software

MOTION to approve the Consent Agenda as presented including the additional Personnel information placed at Board members' seats.

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

5.0 REPORTS – Focus on Learning

- Bond Project Update
  Dr. Clint Schutte presented information to the Board regarding new signage at Campus High School, the Learning Center and roofing projects.
- IB Student Presentation
  IB students Jordan Huynh, Sydney Cooper and Hannah Schutte presented information to the Board regarding the IB Program. Also present was the IB teacher Caylene Burns.
- Haysville Middle School, Oatville Elementary School and Prairie Elementary School 2018 Assessment Reports
  Curriculum and Assessment Director Jennifer Reed, Haysville Middle School Principal Dr. Mike Maurer, Oatville Principal Natalie Rust, and Prairie Principal Dr. David Engelking presented information to the Board regarding Assessment Reports for Haysville Middle School, Oatville and Prairie Elementary Schools.

6.0 ACTION ITEMS

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

6.2 Parents as Teachers Handbooks – Goetz
MOTION to approve the Parents as Teachers Handbooks as presented.
(Norton/Gibson) Motion carried 6-0.

6.3 Tri-City Day School Handbooks – Keirns
MOTION to approve the Tri-City Day School Handbooks as presented.
(Norton/Gibson) Motion carried 6-0.

6.4 One-to-One Access Plan for Grades 9 – 12 – Tosh
Teresa Tosh was present to answer questions from the Board regarding One-to-One Access Plan for Grades 9 – 12.
MOTION to approve One-to-One Access Plan for Grades 9 – 12 as presented.
(Bennett/Norton) Motion carried 6-0.

6.5 IIBG – Computer Use Board Policy Update
David Herbert was present to answer questions from the Board regarding IIBG – Computer Use Policy Update.
MOTION to approve IIBG – Computer Use Board Policy with changes as presented.
(G. Crum/Gibson) Motion carried 6-0.

6.6 Facility Review / Boundary Change Proposal – Schutte
Dr. Schutte presented information to the Board regarding proposed changes to District Boundaries and additional staff at Prairie and Nelson Elementary Schools. The anticipated cost of the additional staff will be between $180,000.00 and $200,000.00.
MOTION to approve Facility Review / Boundary Change to include additional staffing at Prairie and Nelson Elementary Schools as presented.
(Bennett/Norton) Motion carried 6-0.

6.7 Van Driver Job Description – Clagg
Dr. Clagg was present to answer questions from the Board regarding the Van Driver job description.
*MOTION to approve Van Driver Job Description was combined with 6.8 Support/Homeless Services Coordinator Job Description.

6.8 Support/Homeless Services Coordinator Job Description
Dr. Clagg was present to answer questions from the Board regarding the Support/Homeless Services Coordinator job description.
*MOTION to approve the Van Driver Job Description and the Support/Homeless Services Coordinator Job Description as presented.
(Norton/Gibson) Motion carried 6-0.

7.0 FIRST READINGS

7.1 Capital Outlay – Schutte

Dr. Clint Schutte presented information to the Board regarding Capital Outlay. 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.
This was a first reading with no action requested from the Board.

7.2 Coding Course for HMS

Dr. Mike Maurer, HMS principal, presented information to the Board regarding the new elective course offering Computer Science Discoveries Coding Course for HMS.
This was a first reading with no action requested from the Board.

7.3 2019-2020 District Calendar

Dr. Burke presented information to the Board regarding the 2019-2020 District Calendar. Two draft copies were presented to the Board for consideration.
After discussion an additional draft copy was later presented to the Board for consideration.
This was a first reading with no action requested from the Board.

8.0 DISCUSSION/REPORT ITEMS

8.1 Schools for Fair Funding Report

No additional information.

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
- HWMS, Ruth Clark and Freeman Elementary Schools Assessment Reports
- Temporary Summer Help

8.3 Board Calendar

9.0 EXECUTIVE SESSION – To Discuss Negotiations and Non-Elected Personnel

MOTION to take a 5-minute break from 8:35 – 8:40 p.m. then go into executive session at 8:40 p.m. for 30-minutes, to return at 9:10 p.m. for discussion of negotiations to protect the public interest in negotiating a fair and equitable contract and Non-Elected Personnel to discuss nonelected personnel in order to protect the privacy interests of the individual(s) to be discussed. (Walston/G. Crum) Motion carried 6-0.

The Board asked Dr. Schutte and Dr. Clagg to join them in executive session.
Dr. Schutte and Dr. Clagg joined the Board at 8:40 p.m.

Dr. Schutte and Dr. Clagg returned to the Board room at 8:48 p.m.
The Board reconvened at 9:10 p.m. with four members present.
(Walston, Norton, Bennett and Gibson)
MOTION to extend executive session for 10-minutes, to return at 9:20 p.m.
(Walston/Bennett) Motion carried 4-0.

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

MOTION to return to executive session at 9:25 p.m. for 5-minutes to return at 9:30 p.m. in order to continue discussion on Non-Elected Personnel.
(Walston/Gibson) Motion carried 6-0.

The Board reconvened at 9:30 p.m. with six members present.

MOTION to approve extending the Administrative contracts as recommended by the superintendent.
(Norton/Gibson) Motion carried 6-0.

10.0 ADJOURNMENT

Meeting adjourned at 9:35 p.m.

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Susan Walston, Board of Education President

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Debra M. Coleman, Board of Education Clerk

3.2 Routine Personnel

No supporting documentation.

End of Section

3.3 Gifts and Grants

No supporting documentation.

End of Section

4.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
06	GENERAL FUND	-594,528.71	3,189,633.03	-2,472,511.88	122,592.44	-123,814.40	-1,221.96	0.00
07	FEDERAL FUNDS	-299,575.57	665.00	-62,665.93	-361,576.50	-24,071.81	-385,648.31	0.00
08	SUPPLEMENTAL GENERAL	418,103.66	3,793,621.00	-2,333,458.06	1,878,266.60	-281,956.20	1,596,310.40	0.00
11	AT-RISK (4 YEAR OLD)	6,614.08	118,169.00	-66,963.84	57,819.24	-1,608.89	56,210.35	0.00
13	AT-RISK (K-12)	190,339.59	900,122.50	-277,072.24	813,389.85	-2,142.98	811,246.87	0.00
14	BILINGUAL	102,877.73	0.00	-24,379.73	78,498.00	0.00	78,498.00	0.00
16	CAPITAL OUTLAY	394,807.33	916,774.08	-439,261.05	872,320.36	-134,378.67	737,941.69	0.00
18	DRIVER TRAINING	284,645.04	37,455.00	0.00	322,100.04	0.00	322,100.04	0.00
24	FOOD SERVICE	3,149,057.45	310,324.68	-281,788.19	3,177,593.94	-32,116.92	3,145,477.02	0.00
26	PROFESSIONAL DEVELOPMENT	71,000.30	0.00	-610.29	70,390.01	-5,180.68	65,209.33	0.00
28	PARENTS AS TEACHERS PROGRAM	-31,982.06	100,000.00	-26,378.01	41,639.93	-994.32	40,645.61	0.00
30	SPECIAL EDUCATION	82,422.64	1,000,000.00	-1,024,069.46	58,353.18	-179.28	58,173.90	0.00
31	CONSTRUCTION	-432,643.80	0.00	-6,171.41	-438,815.21	0.00	-438,815.21	0.00
34	VOCATIONAL EDUCATION	14,923.59	150,000.00	-56,478.48	108,445.11	-8,214.83	100,230.28	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	490,703.95	9,594.94	-48,564.97	451,733.92	-24,857.10	426,876.82	0.00
62	BOND & INTEREST #1	5,215,187.61	0.00	0.00	5,215,187.61	0.00	5,215,187.61	0.00
70	ECC STATE GRANT	-8,495.82	560.64	-80.00	-8,015.18	-89.29	-8,104.47	0.00
95	PAYROLL CLEARING	196,744.69	43,990.10	-9,092.83	231,641.96	0.00	231,641.96	0.00

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
TOTAL		10,305,904.25		-7,129,546.37		-639,605.37		0.00
			10,570,909.97		13,747,267.85		13,107,662.48	

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

950.00 Petty Cash
13,737,762.85 Bk. Balance
13,737,762.85 General Ledger Balance
- 0 -

Bank Statement Closing Date: 02/28/2019
Bank Cash Account: PAY (Checking)
Cash Account #: ** A 9010 000 0000 000
Reconciled: YES **Reconciliation Date:** 03/05/2019 **Reconciled By:** Nadine Foreman
Transitional Reconciliation: NO **Initial Reconciliation:** NO

Bank Statement Balance			
Ending Balance Shown on this Bank Statement:		14,125,939.57	
Items Not Listed on this Statement			
Checks:	-388,171.72		
Cash Receipts Sources:	0.00		
Journal Entries Sources:	0.00		
Subtotal of Skyward Sources not on Statement:		-388,171.72	
Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			13,737,767.85
Ending Cash Balance as of 02/28/2019			
Beginning Cash Balance:		10,296,404.25	
Items from Skyward Sources			
Accounts Payable Sources:	-2,554,206.54		
Cash Receipts Sources:	8,372,642.18		
Journal Entries Sources:	-4,017.47		
Payroll Sources:	-2,373,054.57		
Subtotal of Skyward Sources:		3,441,363.60	
Month End Balance:			13,737,767.85
Variance:			0.00

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

HAYSVILLE USD #261

CASH BALANCES

February 28, 2019

NEGATIVE UNENCUMBERED CASH BALANCES:

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

FD T FUNC OBJ BLDG PRG	FD T FUNC OBJ BLDG PRG	2018-19 Revised Budget	February 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	100,000.00	100,000.00	0.00	100,000.00
06 E 5230 930 0000 000	06 E 5230 930 0000 000	5,771,980.00	0.00	2,370,451.00	0.00	3,401,529.00
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	100,000.00	200,000.00	0.00	0.00
08 E 5213 000 0000 000	08 E 5213 000 0000 000	4,400,000.00	900,000.00	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	1,000,000.00	2,600,000.00	0.00	600,000.00
08 E 5234 000 0000 000	08 E 5234 000 0000 000	600,000.00	150,000.00	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	2,250,000.00	7,670,451.00	0.00	7,201,529.00

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 Bond Project Change Order

See Supporting Documentation in PDF

End of Section

6.2 Capital Outlay

See Supporting Documentation in PDF

End of Section

6.3 Coding Course for HMS

See Supporting Documentation in PDF

End of Section

Draft 5
2/25/19

HAYSVILLE USD 261
2019-2020 School Calendar

July 2019				
M	T	W	T	F
1	2	3	**4**	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	**30**	**31**		

August 2019				
M	T	W	T	F
			1	**2**
5	**6**	**7**	**8**	**9**
12	**13**	**14**	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	**27**
30				

October 2019				
M	T	W	T	F
	1	2	3	4
7	8	9	10	**11**
14	**15**	**16**	**17**	**18**
21	22	23	24	25
28	29	30	31	

November 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	**26**	**27**	**28**	**29**

December 2019				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	**20**
23	**24**	**25**	**26**	**27**
30	**31**			

January 2020				
M	T	W	T	F
		1	**2**	**3**
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
M	T	W	T	F
3	4	5	6	7
10	**11**	**12**	**13**	**14**
17	18	19	20	21
24	25	26	27	28

March 2020				
M	T	W	T	F
2	3	4	5	**6**
9	10	11	12	13
16	**17**	**18**	**19**	**20**
23	24	25	26	27
30	31			

April 2020				
M	T	W	T	F
		1	2	3
6	7	8	9	**10**
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	**21**	22
25	26	27	28	29

June 2020				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

July 4	Fourth of July Holiday
July 30-Aug 8	New Teacher Orientation
Aug 9	District Inservice
Aug 12	Building Inservice
Aug 13	1/2 Building Inservice-1/2 Work Day
Aug 14	Teachers' Work Day
Aug 15	1st Day of School 1-6, 9
Aug 16	1st Day of School 7-8, 10-12
Aug 19	1st Day of School Kindergarten
Sept 2	Labor Day Holiday
Sept 27	Building Inservice **No School**
Oct 11	End of 1st Nine Weeks
Oct 11	1/2 Work Day-1/2 Collaboration **No School**
Oct 14-18	Parent/Teacher Conferences
Oct 17	Parent/Teacher Conferences **No School**
Oct 18	Conference Release Day **No School**
Nov 11	Veterans Day Observed **No School**
Nov 25-29	Thanksgiving Break
Dec 20	End of 1st Semester
Dec 20	1/2 Collaboration/1/2 Building Inservice **No School**
Dec 20-Jan 6	Winter Break for Students
Dec 23-Jan 3	Winter Break for Staff
Jan 6	Teachers' Work Day **No School**
Jan 13	Building Inservice **No School**
Jan 20	Non-Contract Day **No School**
Feb 10-14	Parent Teacher Conferences
Feb 13	Parent/Teacher Conferences **No School**
Feb 14	Conference Release Day **No School**
Feb 17	Presidents' Day Holiday
March 6	End of 3rd Nine Weeks
March 6	1/2 Work Day -1/2 Collaboration **No School**
March 16-20	Spring Break **No School**
April 10	Non-Contract Day **No School**
April 13	Non-Contract Day **No School**
May 20	Last Day of School Early Release **No Lunch**
May 21	Teachers' Work Day
May 25	Memorial Day Holiday

Graduation / Promotion Dates

No School for Students indicated by double underline.

9 Weeks Report Period	No. of Days	9 Weeks Report Period	No. of Days
Aug 15-Oct 11	41.50	Jan 6-March 6	40.25
Oct 14-Dec 20	42.75	March 9-May 20	46.00

BOE Mtg

1/2 Building Inservice-1/2 Work Day	Building Inservice	All Offices Closed	Parent-Teacher Conf.
1/2 Work Day-1/2 Collaboration	Teachers' Work Day	District Inservice	New Teacher Orientation

This calendar may be altered at the discretion of the Board of Education and/or the administration.

7.0 FIRST READINGS

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

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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

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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.

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