REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS
February 25, 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
- 3.4 Plagens Carpenter Sports Complex Agreement
- 3.5 Renewal of Skyward Software

4.0 TREASURER'S REPORT / BILLS – PDF

5.0 REPORTS – Focus on Learning
- Bond Project Update – PDF – Schutte
- IB Student Presentation
- Haysville Middle School, Oatville and Prairie Elementary School s Assessment Reports

6.0 ACTION ITEMS
- 6.1 Bond Project Change Order (Place Holder for Items Needing Action Taken) PDF
- 6.2 Parents as Teachers Handbooks – Goetz
- 6.3 Tri-City Day School Handbooks – Keirns
- 6.4 One-to-One Access Plan for Grades 9 – 12 – Tosh - PDF
- 6.5 IIBG - Computer Use Board Policy Update – Herbert
- 6.6 Facility Review Results from Boundary Committee – Schutte - PDF
- 6.7 Van Driver Job Description – Clagg
- 6.8 Support/Homeless Services Coordinator Job Description - Clagg

7.0 FIRST READINGS
- 7.1 Capital Outlay – Schutte – PDF
- 7.2 Coding Course for HMS – PDF
- 7.3 2019 – 2020 District Calendar (2nd Calendar Draft – PDF)

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 and Non-Elected Personnel
Administrative Contracts

10.0 ADJOURNMENT (No Documentation)

REGULAR BOE MEETING

1.0 MEETING OPENING

No supporting documentation.

1.1 Call to Order

No supporting documentation.

End of Section

1.2 Flag Salute

No supporting documentation.

End of Section

1.3 President's Announcements

No supporting documentation.

End of Section

1.4 Superintendent's Announcements

No supporting documentation.

End of Section

1.5 Campus High School Student Council Report (Place Holder)

No supporting documentation.

End of Section

1.6 New and Good

No supporting documentation.

End of Section

1.7 Approve / Amend Agenda

No supporting documentation.

End of Section

2.0 DISTRICT PATRON / PERSONNEL TIME

No supporting documentation.

End of Section

2.1 Hearing of Scheduled District Patrons / District Personnel

No supporting documentation.

End of Section

2.2 Remarks / Comments from District Visitors

No supporting documentation.

End of Section

3.0 CONSENT AGENDA

End of Section

SPECIAL MEETING U.S.D. # 261 - NON-ELECTED PERSONNEL
BOARD ROOM – CENTRAL OFFICE – 1745 WEST GRAND
HAYSVILLE, KANSAS
6:15 p.m. - January 28, 2019

Subject to Board Approval

The Special Meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order in the Board Room, 1745 W. Grand, Haysville, Kansas, at 6:15 p.m., by Board President Susan Walston. Seven Board members were present.

MEMBERS PRESENT	OTHERS PRESENT
Susan Walston, President	Dr. John Burke, Superintendent
Paige Crum, Vice President	Debbie Coleman, BOE Clerk
Jeremy Bennett	Dr. Clint Schutte, Assistant Superintendent of Business
Glenn Crum	Dr. Mike Maurer, Haysville Middle School Principal
Tom Gibson	Liz Hames
Dr. Susan Norton	Jennifer Reed, Curriculum and Assessment Director
Greg Fenster	Others

1.0 MEETING OPENING

1.1 Call to Order

Susan Walston opened the meeting at 6:15 p.m. with seven Board members present.

2.0 EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL

MOTION to go into executive session at 6:15 p.m. for 40-minutes, to return to the Board room no later than 6:55 p.m. for the discussion of Non-Elected Personnel – Superintendent's Evaluation. (Walston/Bennett) Motion carried 7-0.

The Board reconvened at 6:55 p.m. with seven members present.

3.0 ACTION ITEM - Superintendent's Contract

Action was not taken.

4.0 ADJOURNMENT

Meeting adjourned at 6:55 p.m.

_____

Susan Walston, Board of Education President

_____

Debra M. Coleman, Board of Education Clerk

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
January 28, 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
Susan Norton
Jeremy Bennett
Greg Fenster

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
Brian Howard, Rex Elementary School Principal
Mike Mitchener, Nelson Elementary School Principal
Angie Estell, Director of Special Services
Liz Hames, Director of Community Relations
Gina Keirns, Tri-City Day School Administrator
Teresa Miller, Nelson Ele. School Learning Facilitator
Emily Goetz, Parents As Teachers Coordinator
David Herbert, Director of Information Services
Penny Schuckman, Learning Center Director
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

- Tri-City Day School provided cookies for Board Appreciation Month.
- Haysville Middle School 7th grade student Tristin Ireri was recognized by 93.5 Radio as the Super Car Guy for 2018.
- Ms. Walston, Paige Crum and Dr. Burke attended KASB's Advocacy in Action workshop. While in Topeka they visited with Representatives Howard and Moore and met up with the Haysville Mayor's Leadership group in Senator Kerschen's office.
- Oatville Elementary School held their Wax Museum. Bryce Brown, Running Back for the Philadelphia Eagles loaned his team shirt to the student playing his character.

Board Representatives for Negotiations

MOTION to nominate Jeremy Bennett as a Board representative for the Negotiations Team.

(P. Crum/Norton) Motion carried 7-0

MOTION to nominate Tom Gibson as a second Board representative for the Negotiations Team.

(Norton/Bennett) Motion carried 7-0.

1.4 Superintendent's Announcements

- KASB Certificate Presentation

  Dr. Burke presented KASB Honor Roll Level I certificates to Board members Jeremy Bennett, Dr. Susan Norton and Glenn Crum. KASB Honor Roll Level II certificates were presented to Board members Susan Walston, Paige Crum and Dr. John Burke.
- ATG Sports presented Haysville USD 261 with the Best Turf Field in Wichita award.

1.5 Campus High School Student Council Report

Hannah Davis, Student Council Representative, gave a brief update on Student Council activities including: The Colt's Cupboard/Pantry is up and running – startup was provided by the First Christian Church of Haysville; February 2nd Mrs. Kliewer, Mrs. Moree, Miss Finkle and Officer Jax will participate in the Polar Plunge for Special Olympics. StuCo is using their donut sales for the semester to raise money to donate on behalf of the Campus Colts team; Homecoming is first full week in February. The theme will be "Seasons", with each class representing a season; Student Council will hold a teacher appreciation week during the week of Parent/Teacher conferences ending with a breakfast on Valentine's Day; the Variety Show will be held on February 26th; Student Council will be looking for a beneficiary for their annual GEM 5K event – tentatively set for April 6th.

1.6 New and Good

Dr. Burke:

- The Campus High School Wrestling Team won the Fredonia Wrestling Tournament.
- The Campus Girls' Basketball Team and Bowling Team are having an outstanding year.
- Dr. Burke announced Nelson Elementary School's third-grade teacher, Michelle Ramirez, as a 2019 Horizon Award Winner for Kansas' Fourth Congressional District. The award is given to outstanding first year teachers.

Paige Crum:

- Campus High School's Boys' Swimming Team won the Emporia Swim Meet.
- Ruth Clark Elementary School had Grandparents to Lunch in January with over 160 guests.
- The Super Colts will have their first basketball game on February 1st at 1:00 p.m. The team is coached and managed by Campus High School students.
- Nelson Singers performed the National Anthem at the Wichita Thunder Game on February 2nd.
- Dr. Burke, Susan Walston and Paige Crum attended the KASB Advocacy In Action Conference in Overland Park.

Dr. Schutte:

- Coonrod and Associates Construction won the KAN-STRUCT award for their work on Tri-City Day School.

1.7 Approve / Amend Agenda
MOTION to approve the Agenda as presented.
(P. Crum/Norton) 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 place.

3.3 Gifts and Grants

- Tri-City Day School received a donation in the amount of $300.00 from Kansas Star Casino.

3.4 Renewal of PaperCut Software
Dr. Clint Schutte presented information to the Board regarding the renewal of PaperCut Software. The total cost for the package will be $41,989.20 or $1,553.24 per month for 36 months.

3.5 Elementary Summer School
Teresa Tosh presented information to the Board regarding Elementary Summer School. Elementary school principals have requested a K-2 summer school early intervention approach. This session will begin in June 2019 at Nelson Elementary School. The instruction will be for 3 hours a day for K-3 students who are behind in Reading and Math. The cost will be $56,256.00.
MOTION to approve the Consent Agenda as presented.
(P. Crum/Bennett) Motion carried 7-0.

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.
(Gibson/Bennett) Motion carried 6-1. Greg Fenster voted no.

5.0 REPORTS – Focus on Learning

- Bond Project Update
  Dr. Clint Schutte presented information to the Board regarding an update on financials and the storage tank at Campus High School.
- Campus High School, Rex Elementary School and Nelson Elementary School 2018 Assessment Reports
  Curriculum and Assessment Director Jennifer Reed, Campus High School Principal David Morford, Rex Principal Brian Howard, Nelson Principal Mike Mitchener and Nelson Learning Facilitator Teresa Miller presented information to the Board regarding Assessment Reports for Campus High School, Rex and Nelson Elementary Schools.

6.0 ACTION ITEMS

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

7.0 FIRST READINGS

7.1 Parents as Teachers Handbooks – Goetz

Ms. Emily Goetz, Coordinator of Parents as Teachers, was present to answer questions from the Board regarding the Parents as Teachers Handbooks.

This was a first reading with no action requested from the Board.

7.2 Tri-City Day School Handbooks – Keirns

Ms. Keirns was present to answer questions from the Board regarding the Tri-City Day School Handbooks.

This was a first reading with no action requested from the Board.

7.3 One-to-One Access Plan for Grades 9-12 – Tosh

Teresa Tosh presented information to the Board regarding the One-to-One Access Plan for Grades 9-12.

This was a first reading with no action requested from the Board.

7.4 IIBG – Computer Use Policy Update – Herbert

Mr. David Herbert presented information to the Board regarding updating Board Policy IIBG-Computer Use.

This was a first reading with no action requested from the Board.

7.5 Facility Review / Boundary Change Proposal – Schutte

Dr. Schutte presented information to the Board regarding proposed changes to District Boundaries and additional staff.

This was a first reading with no action requested from the Board.

7.6 Van Driver Job Description

Dr. Clagg presented information to the Board regarding the Van Driver job description.

This was a first reading with no action requested from the Board.

7.7 Support/Homeless Services Coordinator Job Description

Dr. Clagg presented information to the Board regarding the Support/Homeless Services Coordinator 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

The next meeting will be March 22nd.

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
- Report of Administrative Evaluations
- Extension of Administrative Contracts
- Capital Outlay Report
- HAC Agreement regarding the Baseball Field

8.3 Board Calendar
No Changes

9.0 EXECUTIVE SESSION – To Discuss Negotiations
MOTION to go into executive session at 8:33 p.m. for 10-minutes, to return at 8:43 p.m. for discussion of negotiations to protect the public interest in negotiating a fair and equitable contract. (Walston/P. Crum) Motion carried 7-0.

The Board asked Dr. Schutte and Dr. Clagg to join them in executive session.
Dr. Schutte and Dr. Clagg joined the Board at 8:33 p.m.

Dr. Schutte and Dr. Clagg returned to the Board room at 8:43 p.m.

The Board reconvened at 8:43 p.m. with seven members present.

10.0 ADJOURNMENT
Meeting adjourned at 8:43 p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

PERSONNEL RESUME

Name Candice Michaud

For Position As English/Reading Teacher

Building Haysville West Middle School

Education

Undergraduate	Date	Degree	Major
Wichita State University	2019	BA	English Language Arts

Graduate	Date	Degree	Major

Student Teaching Experience	Location	Date
M.S. Language Arts	Wichita, KS	2019

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

PERSONNEL RESUME

Name Jamie Cruce

For Position As Physical Education Teacher/Head Football Coach

Building Campus High School

Education

Undergraduate	Date	Degree	Major
Bethany College	1999	BS	Behavioral Science

Graduate	Date	Degree	Major
Northern State University	2006	MS	Teaching

Teaching Experience	Location	Dates	Years
H.S. P.E. Teacher	Pratt, KS	2013-2019	6
P.E. Instructor	Bethany College	2007-2013	6

Salary Offered $65,462 **Degree** MS+12 **Step** 12

PERSONNEL RESUME

Name Sheila Fulton

For Position As Mathematics Teacher

Building Campus High School

Education

Undergraduate	Date	Degree	Major
Philippine Normal University	2001	BA	Mathematics

Graduate	Date	Degree	Major
Philippine Normal University	2004	MA	Mathematics

Teaching Experience	Location	Dates	Years
H.S. Math Teacher	South Haven, KS	2016-2019	3
Instructor	National American University	2014-2017	2
Instructor	Wright Career College	2012-2016	4
H.S. Math Teacher	Wichita, KS	2007-2010	3
Math Teacher	Pangasinan, Philippines	2002-2007	5

Salary Offered $75,152 **Degree** MS+48 **Step** 12

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: January 28, 2019

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Bruce Lolling, Assistant Principal at Campus High School, effective June 15, 2019.

CA

3.3 Gifts and Grants

No supporting documentation.

End of Section

CITY OF HAYSVILLE, KANSAS

RECREATION DEPARTMENT - 523 SARAH LANE/ P.O. BOX 404
HAYSVILLE, KANSAS 67060 - (316) 529-5922 (316) 529-5923 - FAX

AGREEMENT

This Agreement is made and entered into as of this 1ST day of FEB, *2019*, by and between the **City of Haysville, Kansas (City)**, and the **Unified School District No. 261 ("District")**.

WHEREAS, **City** owns and operates a developing Sports Complex commonly known as Plagens Carpenter Sports Complex (Sports Complex) located at 665 West 63rd Street South, Haysville, KS; and

WHEREAS, **District** desires to obtain the right to use Field One, Two, Three, Five and Six located at Sports Complex for baseball/softball games played by students of Campus High School, and **City** is willing to permit such use upon the terms and conditions provided for herein.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, **City** and **District** agree as follows:

I. **City** agrees to and does hereby allow **District** use of Field One, Two and Three and necessary appurtenances thereto, for Campus baseball games, tournaments and practices and use of Field Five and Six and necessary appurtenances thereto, for Campus softball practices.

II. Term: **District** and **City** agree that this Agreement shall commence on the date first above written and shall terminate no later than *May 24, 2019*, or on such earlier date as the **District** and **City** may determine by written agreement.

III. **District** agrees to abide by the Plagen's Carpenter Sports Complex Rules and Regulations established by **City**, and to ensure that players, guests, invitees and other persons associated with **District** games and activities conducted at Sports Complex abide by the same:

A. A preseason meeting will be held between the **District** coaches and **City** to discuss field and equipment usage as well as field maintenance.

B. District shall replace divots and smooth pitching mounds and home plate areas and first base area at the conclusion of each practice and/or game on all fields that were utilized.

C. **District** shall provide adequate personnel to supervise activities and participants at the Sports Complex.

D. No vehicles will be allowed to pass through any gate without PRIOR permission.

E. **District Team** shall pick up trash in and around the sports complex after each home game and dispose in trash receptacles provided at sports complex by City.

F. Campus Booster Club and/or Campus HS Activities Group shall collect and dispose of the concession stand trash and collect and dispose of trash in and around the sports complex after each home game.

G. The use of a barbeque grill will be allowed by the Campus Booster Club and/or Campus HS Activities Group in association with operating the concession stand, but a grease catch must be placed underneath the grill during use and the grease must be disposed of properly after each use. No grease may be disposed of in sinks, and no hot grease may be disposed of in any trash receptacle. The grill may be stored at the concession stand for during the home game season and removed from the premises immediately after the last game of the season.

H. All beverage products sold must be COCA-COLA products.

I. No alcoholic beverages are allowed on **City** property, including parking lots.

J. Deliberately hitting baseballs into the fences is not allowed.

K. Use of the sound system during practices and games is allowed but volume must be kept at a level that will not disturb the surrounding neighborhood.

IV. Any and all **District** games cancelled due to inclement weather or poor field conditions shall be rescheduled through approved by either **City**'s Recreation Director or Assistant Recreation Director. The final decision to play after inclement weather will be made by the **City**.

V. All concessions shall be handled by **District** unless other written arrangements are negotiated and agreed to by **City** and **District**, and shall conform to all health code standards and regulations of the City, County, and State.

A. Lessee shall furnish all necessary equipment, supplies and utilities for cooling, refrigeration, cooking or heating purposes.

B. Lessee shall abide by all public health rules and regulations and shall not sell or offer for sale any food or drink for immediate consumption unless said food or drink is wrapped or boxed to prevent contamination by flies, dust, dirt, or other contaminants.

C. All soft drinks shall be dispensed in a paper cup, aluminum can, or in another similar container, but shall not be dispensed in or with a glass bottle.

D. Lessee shall verify that all vendors of food, beverage, and other goods for sale during the contract period herein set forth have obtained and hold current all licenses and permits required by law.

VI. **City** will provide mowing, watering and grading of the Sports Complex fields, and **City** staff will be in charge of field maintenance for all games.

VII. **District** shall furnish a Certificate of Insurance evidencing coverage for any damage caused by **District**, or **District**'s agents, servants, employees, guests, invitees, volunteers and/or individuals participating in the event(s) described herein. Such Certificate of Insurance shall name "City of Haysville, Kansas, and its officers, employees and agents" as additional insured's and shall be in the amount of $500,000.00 combined single limit per occurrence for bodily injury, personal injury, and property damage. Said Certificate shall be submitted to the attention of Janie Cox, Haysville City Clerk, 200 W. Grand, Haysville, Kansas, 67060. Said Certificate shall also contain a clause granting a minimum of ten (10) calendar days prior notice to **City** before any material change or

cancellation of insurance is effective. Failure of **District** to provide **City** an approved Certificate of Insurance prior to use of fields shall cancel and make void this agreement.

VIII. **District** shall reimburse **City** for any cost associated with damage to the Sports Complex fields and/or facility that exceed normal or routine maintenance requirements.

IX. **District** will be issued four sets of keys to the Plagen's Carpenter Sports complex. If keys are lost the **District** will be billed for the costs associated with replacing all locks at the sports complex and generating the necessary number of keys for each new lock.

X. **City** will provide trash service and receptacles for the sports complex.

XI. **District** shall be able to solicit to obtain corporate sponsors, and such sponsors may display signage or banners in the complex. The size of the signs shall be limited to 4' x 8' or 3' x 10'. Such signage/banners should not contain inappropriate language or images (alcohol, cigarettes, lewd or suggestive images or statements) or be derogatory in any manner. **District** will be in charge of putting up and taking down the signs/banners. **City** may request any banner to be removed that is deemed by **City** to be inappropriate or offensive to the Community as a whole. Banners can be displayed year round.

XII. **District** will have use of the LED sign only during games.

XIII. **City** shall remove and abate immediately all nuisances that are potentially of a hazardous character and shall address issues of unsightliness in a timely manner.

XIV. USE OF TOBACCO PRODUCTS IS PROHIBITED at all times in or on all **City** owned or leased personal or real property.

XV. **District** agrees to indemnify and hold harmless **City**, its agents, servants, employees or invitees, from and against any and all claims of every kind or character for injuries and/or damages to persons and/or property arising out of or in connection with the use and occupancy of said Sports Complex, and not caused by **City** negligence. **City** shall give to **District** notice of any claim made or litigation instituted which directly or indirectly contingently or otherwise in any way affects or might affect **District**. **District** shall have the right to compromise and participate in the defense of the same to the extent of their own interests.

XVI. This agreement may be canceled and/or terminated at any time by mutual agreement, or by either party upon giving thirty (30) days prior written notice of the cancellation to the other party.

XVII. This agreement may be modified, changed, or amended only as may be mutually agreed in writing between **City** and **District.**

XVIII. It is understood that this agreement supersedes and cancels any and all prior existing arrangement(s) between the parties hereto and their predecessors concerning the uses provided for herein. If any covenant, condition or provision herein contained is held to be invalid by any court of competent jurisdiction, the invalidity of any such covenant,

condition or provision shall in no way affect any other covenant, condition or provision herein contained; provided, however, that the invalidity of any such convent, condition, or provision does not materially prejudice either **District** or **City** in the respective rights and obligations contained in the valid covenants, conditions, or provisions in this agreement.

XIX. It is understood and agreed that **District** shall not sell, sign or transfer any of its rights or privileges granted hereunder without the prior written consent of **City**.

IN WITNESS WHEREOF, **City** and **District** have executed this Agreement as of the day and year first above written.

GOVERNING BODY OF HAYSVILLE, KANSAS

ATTEST:

_____
BRUCE ARMSTRONG, Mayor

_____
JANIE COX, City Clerk

UNIFIED SCHOOL DISTRICT, NO. 261

_____
Glenn Crum, Board President

SKYWARD®

ATTN: HAYSVILLE USD 261

Greetings,

On June 30, 2019, the term of your Software as a Service (SaaS) agreement with Skyward will be expiring. The specific software covered under this agreement is listed on the following page.

You came to Skyward to become more efficient and deliver a better experience for your district. Hopefully, you've accomplished even more than you originally set out for.

It has been an exciting time for the Skyward family, with the recent release of some much-anticipated enhancements. Along with these features and functionality, our state and federal compliance team will continue to ensure the software reflects any updates to your tracking and reporting requirements.

To aid your district budgeting, Skyward is offering a SaaS Renewal that locks in your district license fees for three years effective on July 1, 2019. This amendment is an extension of the original agreement signed with Skyward and locks in a discounted rate for three more years. Please execute and return the enclosed SaaS Renewal Amendment to protect your district's budget.

If a signed SaaS Renewal Amendment is not received by March 15, 2019, the one-year extension per the original agreement will be assumed and Skyward will revise your per student rate for fiscal year 2020 as stated.

We greatly appreciate your business and look forward to continuing to support your needs for three more years.

Sincerely,
Skyward Sales Administration Department

Selection Page follows

3909050

SKYWARD®

Selection Page

HAYSVILLE USD 261

Product	3-year offer* FY 2020 through FY 2022 (July 1, 2019 through June 30, 2022)	1-year renewal* FY 2020 (July 1, 2019 through June 30, 2020)
School Business Suite - Core	$3.65	$4.02
Support – School Business Suite	$2.00	$2.20
Professional Development Center (Business)	$0.20	$0.22
FastTrack	$1.00	$1.10
School Based Accounting	$1.00	$1.10
True Time	$2.00	$2.20

All rates presented are per student unless indicated as yearly.

Our district is electing (please check selection):

X **Three (3) year commitment with guaranteed pricing**
If the three-year commitment is selected, please sign and return the enclosed Amendment.

_____ **One (1) year extension**
One-year extension selected by:

_____ District Representative – Signed

_____ District Representative – Printed

_____ District Representative – Title

_____ Date

Please return this selection page and the enclosed Amendment to take advantage of the three-year commitment by **March 15, 2019** to SalesDepartment@skyward.com. If a response is not received by March 15, 2019, the one-year extension will be assumed and Skyward will revise your per student rate for fiscal year 2020 as stated above.

** This renewal offer includes Skyward products only. Any third-party product renewals will continue to be determined by third-party vendors.*
Student counts are gathered from corresponding state website data.

If you have additional questions, please contact Reece Leyh, your Skyward Account Manager, at 800-236-7274.

AMENDMENT
TO
SAAS HOSTED SOFTWARE LICENSE AGREEMENT

This Amendment to SaaS Hosted Software License Agreement ("Amendment") is made and entered into effective the 1st day of July, 2019 (the "Effective Date"), by and between **Skyward, Inc.**, a Wisconsin corporation, with its principal offices located at 2601 Skyward Drive, Stevens Point, Wisconsin, 54482, ("Skyward"), **Integrated Systems Corporation**, a Wisconsin corporation, with its principal offices located at 10325 North Port Washington Road, Mequon, Wisconsin 53092 ("ISCorp"), and **HAYSVILLE USD 261**, a KS K-12 public school ("Customer").

WHEREAS, Skyward, ISCorp and Customer previously entered into a SaaS Hosted Software License Agreement (the "Agreement"); and

WHEREAS, the initial term of said Agreement expires on June 30, 2019 and Skyward, ISCorp and Customer wish to extend the term of the Agreement for an additional three (3) years.

NOW, THEREFORE, Skyward, ISCorp and Customer hereby amend the terms and conditions of the Agreement to extend the term of the Agreement for an additional three (3) calendar years commencing immediately following the expiration of the initial term. The annual per student license fee for each of the three (3) calendar years of the extended term shall be as follows:

Product	**3-year offer*** **FY 2020 through FY 2022** (July 1, 2019 through June 30, 2022)
School Business Suite - Core	**$3.65**
Support – School Business Suite	$2.00
Professional Development Center (Business)	**$0.20**
FastTrack	$1.00
School Based Accounting	**$1.00**
True Time	$2.00

Skyward, ISCorp and Customer hereby ratify and approve of the remaining terms and conditions of the Agreement as amended by this Amendment, and the Agreement shall continue in full force and effect, as amended by this Amendment.

Signature page follows

HAYSVILLE USD 261

AMENDMENT
TO
SAAS HOSTED SOFTWARE LICENSE AGREEMENT

The undersigned have hereby agreed to the terms and conditions of this Amendment as of the date first above written.

CUSTOMER:

_____
Signature

_____
Printed Name

_____
Printed Title

_____
Date

SKYWARD, INC.:

_____
Signature

Raymond Ackerlund
Printed Name

President
Printed Title

2/6/2019
Date

INTEGRATED SYSTEMS CORPORATION

_____
Signature

Jeff Zillner
Printed Name

VP Operations
Printed Title

2/6/2019
Date

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	-301,721.71	2,706,547.00	-2,999,354.00	-594,528.71	-121,016.65	-715,545.36	0.00
07	FEDERAL FUNDS	-312,202.25	79,786.00	-67,159.32	-299,575.57	-21,745.72	-321,321.29	0.00
08	SUPPLEMENTAL GENERAL	900,013.11	1,021,321.46	-253,230.91	1,668,103.66	-289,636.58	1,378,467.08	0.00
11	AT-RISK (4 YEAR OLD)	-16,847.95	0.00	-76,537.97	-93,385.92	-223.85	-93,609.77	0.00
13	AT-RISK (K-12)	-25,503.85	132.50	-284,289.06	-309,660.41	-831.16	-310,491.57	0.00
14	BILINGUAL	120,156.73	0.00	-17,279.00	102,877.73	0.00	102,877.73	0.00
16	CAPITAL OUTLAY	219,260.73	676,359.02	-500,812.42	394,807.33	-111,511.18	283,296.15	0.00
18	DRIVER TRAINING	284,395.04	250.00	0.00	284,645.04	0.00	284,645.04	0.00
24	FOOD SERVICE	3,149,359.56	260,962.17	-261,264.28	3,149,057.45	-49,462.40	3,099,595.05	0.00
26	PROFESSIONAL DEVELOPMENT	88,238.50	0.00	-17,238.20	71,000.30	-5,771.10	65,229.20	0.00
28	PARENTS AS TEACHERS PROGRAM	-3,461.98	0.00	-28,520.08	-31,982.06	-204.00	-32,186.06	0.00
30	SPECIAL EDUCATION	120,372.91	516,128.08	-1,154,078.35	-517,577.36	-1,597.77	-519,175.13	0.00
31	CONSTRUCTION	-305,959.21	0.00	-126,684.59	-432,643.80	0.00	-432,643.80	0.00
34	VOCATIONAL EDUCATION	25,959.45	0.00	-61,035.86	-35,076.41	-6,967.10	-42,043.51	0.00
41	KPERS RETIREMENT CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
43	CONTINGENCY RESERVE	1,055,702.55	0.00	0.00	1,055,702.55	0.00	1,055,702.55	0.00
45	TEXTBOOK & STUDENT MATERIAL	504,471.41	16,216.12	-29,983.58	490,703.95	-30,065.23	460,638.72	0.00
72	BOND & INTEREST #1	3,894,752.52	1,320,435.09	0.00	5,215,187.61	0.00	5,215,187.61	0.00
0	ECC STATE GRANT	-15,761.95	7,376.62	-110.49	-8,495.82	0.00	-8,495.82	0.00
5	PAYROLL CLEARING	161,588.87	43,601.44	-8,445.62	196,744.69	0.00	196,744.69	0.00

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
TOTAL		9,542,812.48		-5,886,023.73		-639,032.74		0.00
			6,649,115.50		10,305,904.25		9,666,871.51	

- 9500.00 PCH# CASH
10.296.104.25 BK Balance
10.296.104.26 General Ledger Balance

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

Bank Statement Closing Date: 01/31/2019
Bank Cash Account: PAY (Checking)
Cash Account #: ** A 9010 000 0000 000
Reconciled: NO **Reconciliation Date:** **Reconciled By:**
Transitional Reconciliation: NO **Initial Reconciliation:** NO

Bank Statement Balance			
Ending Balance Shown on this Bank Statement:		10,624,931.46	
Items Not Listed on this Statement			
Checks:	-328,527.21		
Cash Receipts Sources:	0.00		
Journal Entries Sources:	0.00		
Subtotal of Skyward Sources not on Statement:		-328,527.21	
Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			10,296,404.25
Ending Cash Balance as of 01/31/2019			
Beginning Cash Balance:		9,533,312.48	
Items from Skyward Sources			
Accounts Payable Sources:	-3,274,532.12		
Cash Receipts Sources:	6,664,163.50		
Journal Entries Sources:	-3,056.68		
Payroll Sources:	-2,623,482.93		
Subtotal of Skyward Sources:		763,091.77	
Month End Balance:			10,296,404.25
Variance:			0.00

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

HAYSVILLE USD #261

CASH BALANCES

January 31, 2019

NEGATIVE UNENCUMBERED CASH BALANCES:

06	GENERAL FUND.....	Awaiting State Funds
07	FEDERAL FUNDS.....	Awaiting Federal Funds
28	PARENT AS TEACHERS.....	Awaiting State 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	January 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	0.00	0.00	200,000.00
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	100,000.00	0.00	100,000.00
08 E 5213 000 0000 000	08 E 5213 000 0000 000	4,400,000.00	500,000.00	1,100,000.00	0.00	3,300,000.00
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	600,000.00	1,600,000.00	0.00	1,600,000.00
08 E 5234 000 0000 000	08 E 5234 000 0000 000	600,000.00	50,000.00	250,000.00	0.00	350,000.00
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	1,250,000.00	5,420,451.00	0.00	9,451,529.00

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

January 4, 2019

Parents as Teachers 2019-2020 Student and Staff Handbook

Update names and dates.

Update 'Family File' contents to reflect current forms.

Update ages of program participation to reflect birth - 5 year old.

Update safety and security to reflect current KS State Fire Marshall protocol.

Thank you

Emily Goetz, Coordinator

USD 261
HAYSVILLE SCHOOLS

To: USD 261 Board of Education

From: Gina Keirns, Administrator
Tri-City Day School

Re: Student-Parent & Staff Handbooks for 2019-2020

Date: January 3, 2019

Currently, our Student/Parent and Staff Handbooks will need revisions with general updates such as the calendar, staff, titles and BOE members.

Staff Handbook

- Emergency Drills – In addition to fire and tornado drills, under *Emergency Drills*, updates will be made to include lock out, lock down, evacuate and shelter - notating an appendage with instructions at the back of the handbook.

Student/Parent Handbook

- Graduation Requirements – May need revisions.
- Breakfast & Lunch Program – Lunch service times will be corrected.

6.4 One-to-One Access Plan for Grades 9 – 12

See Supporting Documentation in PDF

End of Section

Use of District Computers and Devices/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff shall or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright

Software acquired by staff using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

Installation

No software, including freeware or shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

Unless otherwise noted all of the following policies were re-adopted July 16, 2012.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the student's or staff member's possession.

Staff Handbook

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Student Handbook

Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.
Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

BOE Adopted: July 7, 2003

BOE Revised and BOE Approved: April 5, 2004

BOE Reviewed and Approved KASB Recommendation: September 22, 2008

BOE Reviewed and Approved: March 26, 2012

Reviewed and Approved KASB Recommendation: August 20, 2012

Cross Reference: ECH, JCDA and KBA

Use of District Computers and Devices/Privacy Rights

The District supports the use of advanced technology including, but not limited to, computer systems, electronic devices, computer networks, the Internet, electronic mail, online services, and other applications, including social media networks and tools, that facilitate access to information, resource sharing, research, collaborative learning, communications and integrated technology instruction. These provided technologies are for educational and professional use only. All created, and/or stored information is considered district property and is subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Copyright

Software acquired by staff using either district or personal funds and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

Installation

No software, including freeware or shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's or superintendent's designee's approval to be installed on any district server or computer.

Hardware

Unapproved hardware shall not be installed on district computers or electronic devices and any software setting that supports district hardware shall not be changed.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

Unless otherwise noted all of the following policies were re-adopted January 16, 2019.

Electronic Communication Privacy Rights

Employees and/or students shall have no expectation of privacy. Communication and activities on the district network are not private. The administration may review directories, electronic files, and e-mails from time to time to prevent misuse and to perform system maintenance. Any e-mail or computer application or information in district computers or computer systems or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the student's or staff member's possession.

Staff Handbook

Employees shall have no expectation of privacy when using district e-mail or other forms of electronic communication which use district equipment or networks. Electronic messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use these systems according to these guidelines or other guidelines published by the administration.

Any electronic communication, computer application and/or information on district computers or computer systems are subject to monitoring by the administration. The district retains the right to duplicate any information on the system or on any storage device. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Student Handbook

Students shall have no expectation of privacy when using district e-mail or other forms of electronic communication which use district equipment or networks. Electronic messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use these systems following guidelines approved by teachers or the administration.

Any electronic communication, computer application and/or information on district computers or computer systems and/or networks are subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students on a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including expulsion from school.

BOE Adopted: July 7, 2003

BOE Revised and BOE Approved: April 5, 2004

BOE Reviewed and Approved KASB Recommendation: September 22, 2008

BOE Reviewed and Approved: March 26, 2012

Reviewed and Approved KASB Recommendation: August 20, 2012

Cross Reference: ECH, JCDA and KBA

6.6 Facility Review Results from Boundary Committee

See Supporting Documentation in PDF

End of Section

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **VAN DRIVER**

SUPERVISOR: Director of Transportation

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Complete state-required physical examination for Van Driver (after employment offer is made).
3. Valid License.
4. Meet all State requirements for Van Drivers, including Defensive Driving, CPR, and First Aid Certification.
5. Must pass and is subject to drug tests as required by federal and state law and the policies regarding drug testing.
6. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Provide clean, safe and reliable transportation to ensure students benefit from district programs and activities.
2. Ensure all activities conform to State school transportation guidelines to provide a safe and secure environment.
3. Communicate effectively and work cooperatively with school district staff and community members to ensure a positive work environment.
4. React to change and frequent interruptions in a productive and positive manner, meeting deadlines as assigned to ensure that all activities are completed in a timely fashion.
5. Implement all mandatory safety regulations for vans to abide by local and state policies.
6. Maintain discipline and report those who are not abiding by the rules to the proper authority to maintain order while on the van.
7. Keep assigned van clean for the purpose of ensuring safety, appearance, and sanitation of vehicle.
8. Keep to assigned schedule to provide minimal school disruptions.
9. Check van before each operation for mechanical defects and notify the proper authority in case of mechanical failure or lateness for the purpose of maintaining efficiency of the vans.
10. Discharge students only at authorized stops in order to accurately account for the whereabouts of each and every student.

11. Exercise responsible leadership and good judgment when on out-of-district school trips in order to provide a high level of care for our students.
12. Transport only authorized students for the purpose of ensuring the safety and welfare of students within the district.
13. Report all accidents and complete required reports for the purpose of providing detailed information to the proper authorities.
14. 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.
15. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Requires prolonged sitting.
2. Requires turning and reaching.
3. Requires driving skills, including the ability to operate vehicle at night.
4. Must work indoors and outdoors during the school year.
5. Must work in noisy, crowded, stressful environments, with numerous interruptions.
6. Must work in and around dust, fumes, and odors.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

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

APPROVED:

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SUPPORT/HOMELESS SERVICES COORDINATOR**

SUPERVISOR: Director of Learning Center and Grants

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:
1. Bachelor's degree in social service field, Master's degree preferred
2. Computer skills.
3. Ability to organize materials and maintain accurate records.
4. Conflict management skills.
5. Excellent written and verbal communication skills.
6. Detail oriented.
7. Maintain current TB testing as required by Health Department regulations

ESSENTIAL FUNCTIONS:
1.Host/attend the monthly meetings of our district counselors and collaborate for training for all grade levels tied to State Standards designed to prevent the isolation and stigmatization of homeless students. Collaborate with district counselors on all district inservice training days. Offer professional development on homelessness and trauma for inservice training.

2. Attend district events to distribute information on McKinney-Vento rights and services offered by USD #261: (Ex. Open House, Haysville Fall Festival, Parent-Teacher Conferences, and family special events at each building, including PAT and ECC).

3. Conduct face to face training for administrators, counselors, nurses and transportation staff on how to identify homeless students in order to increase district-wide awareness of McKinney-Vento laws and eligible students. Conduct video training (at minimum) for EVERY district staff member.

4. Conduct verification visit/phone call promptly with each student and /or parents or caregivers and connect them with any needed services, provide follow up, and document outcomes. Submit documentation when requested

5. Offer to make presentations to raise staff awareness concerning the rights of homeless students at staff meetings of every building in the district.

6. Coordinate transportation for students to and from area shelters or the residence they are staying at to their school of origin. Communicate daily or as needed with transportation staff

7. Assist with completion and submission of paperwork, applications and required documents to obtain Kancare, birth certificates, SNAP, social security, etc.

8. Maintain a master spreadsheet on all homeless students containing the student's name, school, grade, services provided and their outcome, and at what level the student scored on the State Reading and Math assessment, also keep individual records on each verified McKinney-Vento student to be shared only on as needed basis, as these records are highly confidential.

9. Provide Love & Logic or other classes for parents at least once per year to provide effective parenting skills.

10. 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.

11. Serve on building SIT teams when asked or attend SIT meetings when McKinney-Vento students are discussed

12. Attend IEP meetings whenever possible for McKinney-Vento students

13. Collaborate with community organizations and churches to leverage resources, make at least 2 presentations per school year

14. Attend area events/meetings to increase awareness of McKinney-Vento program (Chamber, Sedgwick County Continuation of Care, etc)

15. Maintain regular contact with area resources and shelters, develop ongoing working relationships with all Wichita area resources.

16. Immediately notify food service for all McKinney-Vento qualified students with required verification email.

17. Enter each qualified McKinney-Vento student into appropriate powerschool and KIDS system fields, run reports and share data when requested by district office for state reporting

18. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:
Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

TERMS OF EMPLOYMENT:
At will

PERFORMANCE REVIEW:
Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy

7.0 FIRST READINGS

No supporting documentation.

End of Section

7.1 Capital Outlay

See Supporting Documentation in PDF

End of Section

7.2 Coding Course - HMS

See Supporting Documentation in PDF

End of Section

Draft 3
2/19/19

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 27-29	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 10	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**
May 14	Last Day of School Early Release **No Lunch**
May 15	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	44.75	March 18-May 14	44.00

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.

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

9.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section

Haysville BOE Calendar (revised 2/2019)		
July		January
Organizational Board Meeting		Superintendent's Evaluation/Contract
Budget Workshop		Handbooks
		Elect Board Negotiations Team
		School Board Appreciation MO.
August		
Budget Hearing		
Approve Budget		February
Budget Workshop		Report of Admin. Evaluations
		Extension of Admin. Contracts
		Handbooks
September		Capital Outlay (1st reading)
Site Council Mmbrshp. Apprvl - Cnsnt Agnda.		HAC Agreement re: Baseball Fields
School Dude Inspection Report		
Review/Means and Methods for Asset Works		March
		School Calendar Proposals
		Handbooks
October		
Enrollment Numbers		
National Education Week (Dates)		April
Audit Report		Star Polisher Awards
		Proclamation for Teacher Appreciation
		Handbooks
November		
KASB Delegates/voting		
Curriculum Proposals		May
Star Polisher Awards		Handbooks
		Review ASA Contract - Reports
		Graduations/Promotions (Dates)
December		Retiree Reception
Schedule Superintendent's Evaluation		
		June
Yearly Activities		Handbooks
Joint BOE/CITY Meeting (5th Mon.)		Set Budget Meeting Date and Time
Emergency Safety Interventions Report - Personnel		Crisis / Safety Report
Joint BOE/StuCo Meeting		Approve Updated Wellness Policy
KASB State Convention		Microsoft Licenses
KASB Spring/Fall Regional Mtgs.		
		On Going Activities
		Policy Review (Monthly)