REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS – January 28, 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)
  - Board Representatives for Negotiations
- 1.4 Superintendent's Announcements (No Documentation)
  - Presentation of KASB Honor Roll Levels I and II
- 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 Renewal of PaperCut Software - PDF
- 3.5 Elementary Summer School - PDF

4.0 TREASURER'S REPORT / BILLS – PDF

5.0 REPORTS – Focus on Learning
- Bond Project Update – PDF – Schutte
- Campus High School, Rex Elementary School and Nelson Elementary School 2018 Assessment Reports

6.0 ACTION ITEMS
- 6.1 Bond Project Change Order (Place Holder for Items Needing Action Taken) PDF

7.0 FIRST READINGS
- 7.1 Parents as Teachers Handbooks – Goetz
- 7.2 Tri-City Day School Handbooks – Keirns
- 7.3 One-to-One Access Plan for Grades 9 – 12 – Tosh - PDF
- 7.4 IIBG - Computer Use Policy Update – Herbert
- 7.5 Facility Review Results from Boundary Committee – Schutte - PDF
- 7.6 Van Driver Job Description – Clagg
- 7.7 Support/Homeless Services Coordinator Job Description - Clagg

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

9.0 EXECUTIVE SESSION – To Discuss Negotiations

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
December 17, 2018 - 5:30 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 5:30 p.m., by Board President Susan Walston. Six Board members were present.

MEMBERS PRESENT
Susan Walston, President
Paige Crum, Vice President
Tom Gibson
Glenn Crum
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
Bruce Lolling, Campus High School Asst. Principal
Dr. Mike Maurer, Haysville Middle School Principal
Ildo Martins, Haysville West Middle School Principal
Toniette Haight, Freeman Elementary School Principal
Angie Estell, Director of Special Services
Liz Hames, Director of Community Relations
David Herbert, Director of Information Services
Others

1.0 MEETING OPENING

1.1 Call to Order
Susan Walston called the meeting to order at 5:30 p.m. with six members present.

1.2 Flag Salute

1.3 President's Announcements

- An additional Personnel item has been placed at Board member's seats.
- The KASB Advocacy in Action workshop will be held in Topeka – January 16th & 17th. If you are interested in attending let Debbie know and how many nights, you will need.
- The first Campus home swim meet went smoothly and was well attended.
- The BOE received an invitation to meet with IB students. Mr. Sailors is also asking if any BOE members would be available to attend a workshop?
- The IBB presentation was well received at the KASB State Convention and follow up information requests have been received.
- Thank you to the staff at Campus High School and Tri-City Day School for entering Christmas Tree competitions.
- PANDO's 100 Men That Cook event will be held on Saturday, April 13th. Dr. Burke will be competing.
- Schedule Superintendent's Evaluation
  Ms. Walston proposed the Board receive the information for evaluating the Superintendent electronically.

1.4 Superintendent's Announcements

- Gina Keirns has been named the Administrator of the Year by the Midwest Symposium for Leadership in Behavior Disorders.
- At the National Blue Ribbon Schools Conference, Dr. Burke attended a session put on by a school district in West Virginia. One of their strategies was to contact individuals by phone if they have posted anything negative on the school district Facebook page. USD 261 will be doing this too.

1.5 Campus High School Student Council Report

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

- Winter Wishes just finished and raised $3,000.00.
- Together Trick or Treat on Main Street and Powderpuff Football earned $1,200.00 for United Way.
- The food pantry should be up and running by the beginning of second semester thanks to a significant donation from a local church.

1.6 New and Good

Tom Gibson:

- FCCLA's Hope That Fits was a great effort and received nice TV exposure.

Paige Crum:

- Paige attended the KASB Finance Workshop. It was very informative.

1.8 Approve / Amend Agenda

MOTION to approve the Agenda as amended by removing Joseph Clay from 2.1 Hearing of Scheduled District Patrons/District Personnel. Mr. Clay was not present at the Board Meeting.
(Norton/Bennett) Motion carried 6-0.

2.0 DISTRICT PATRON/PERSONNEL TIME

2.1 Hearing of Scheduled District Patrons/District Personnel – 5 minutes

Joseph Clay – was not present at the Board Meeting.

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

- Campus High School received a $500.00 donation from Hi-Tech Interiors, INC. for instructional materials and student supplies in the woods department
- Haysville West Middle School received an anonymous $1,000.00 donation to their Band and Orchestra programs.

MOTION to approve the Consent Agenda as presented.
(G. Crum/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.
(Norton/G. Crum) Motion carried 6-0.

5.0 REPORTS – Focus on Learning

- Bond Project Update

  Dr. Clint Schutte presented information to the Board regarding an update on financials and progress on the Learning Center.

6.0 ACTION ITEMS

6.1 Bond Project Change Order (Place Holder)

No Change Orders

6.2 Acellus Expanded License

MOTION to approve the Acellus Expanded License proposal as presented.
(P. Crum/G. Crum) Motion carried 6-0.

6.3 Curriculum Proposals

- 11th and 12th Grade English Language Arts Curriculum Proposal

  Ms. Wehkamp was present to answer questions from the Board regarding the 11th and 12th Grade English Language Arts Curriculum Proposal. Currently no cost is anticipated for this.

- Energy Pathway

  Mr. Marrs was present to answer questions from the Board regarding the Energy Pathway. This pathway will consist of Introduction to Energy, Energy Industry Fundamentals and Research and Design for Energy Comprehensive. The cost of the Energy Pathway will be textbooks, and material for in-class projects.

- Engineering Pathway

  Mr. Marrs was present to answer questions from the Board regarding the Engineering Pathway.

  The need for this pathway results from students needing this subject in order to complete the current pathway and acquire additional training in the engineering field. The cost will be textbooks, and material for in-class projects.

- Vocational Curriculum Proposal

  Mr. Marrs was present to answer questions form the Board regarding the proposal for a student ran Colt Screen Printing business/class beginning in the 2019-2020 school year. Mr. Marrs is asking for a loan from the BOE in the amount of $30,000.00 to be paid back over time. Mr. Marrs will teach the class.

MOTION to approve the 11th and 12th Grade English Language Arts Curriculum Proposal, the Energy Pathway, the Engineering Pathway and the Vocational Curriculum Proposal as presented.
(Norton/G. Crum) Motion carried 5-1. Tom Gibson voted no.

6.4 Public Use of Campus Pool

Dr. Schutte was present to answer questions regarding a change to Board Policy KG-Use of District Facilities to include pool usage guidelines. This change was shared with the City of Haysville and they were in favor of the change.
MOTION to approve the change to Board Policy KG-Use of District Facilities as presented.
(Norton/Gibson) Motion carried 6-0.

6.5 Consideration of LOB

Dr. Clint Schutte was present to answer questions from the Board regarding the consideration of an LOB.
MOTION to approve publishing a resolution giving authorization to take the LOB from 30% to 33% as presented.
(Norton/Gibson) Motion carried 6-0.

6.6 Teacher Laptop Purchase

David Herbert was present to answer questions from the Board regarding teacher laptop purchase. Mr. Herbert is requesting Board approval to purchase 400 laptops for teachers at $500.00 per unit. The approximate total cost with shipping will be $200,000.00.

MOTION to approve purchasing teacher laptops as presented.

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

6.7 HWMS Greenhouse Bid Approval

Dr. Schutte presented information to the Board regarding the HWMS Greenhouse bid approval.

Three bid requests were sent out, however, only one bid was received from Stuppy Greenhouse. The project will begin in the Spring of 2019 at a cost of $94,500.00 with alternates. The greenhouse will be paid for from Capital Outlay funds.

MOTION to approve the bid from Stuppy Greenhouse for the construction of a Greenhouse on HWMS property at a cost of $94,500.00 with alternates as presented.

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

7.0 FIRST READINGS

No First Readings

8.0 DISCUSSION/REPORT ITEMS

8.1 Schools for Fair Funding Report

No additional information at this time.

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
- Schedule Superintendent's Evaluation
- Handbooks
- Elect Board Negotiations Team
- School Bd. Appreciation Mo.
- Elementary Level Foreign Language

8.3 Board Calendar

No Changes

9.0 EXECUTIVE SESSION – To Discuss Non-Elected Personnel

MOTION to go into executive session at 6:25 p.m. for 10-minutes, to return at 6:35 p.m. for discussion of non-elected personnel to protect the privacy interests of the individual to be discussed.

(Walston/Gibson) Motion carried 6-0.

The Board asked Dr. Burke to join them in executive session.

Dr. Burke joined the Board at 6:25 p.m.

Dr. Burke returned to the Board room at 6:40 p.m.

The Board reconvened at 6:35 p.m. with four members present.

(Walston, Norton, Gibson and Bennett)

MOTION to extend executive session 5-minutes to return to the Board Room at 6:40 p.m.

(Walston/Norton) Motion carried 4-0.

The Board returned to the Board Room at 6:40 p.m. with six members present.
Ms. Walston stated the Board's process will be:
Debbie will send the information to each Board member's email January 3, 2019. Upon completion of the evaluation the Board members will email their evaluation to Susan Walston by January 24th.
Ms. Walston will compile the information and send it out via email to Board members for review prior to the January 28th Board Meeting. Board members will meet on January 28, 2019 at 6:15 p.m. to evaluate the Superintendent. The Board will meet at 6:15 p.m. then go into executive session. Action will be taken.

10.0 ADJOURNMENT
Meeting adjourned at 6:43 p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

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 Pamela Schrader, Reading Teacher at Haysville West Middle School, effective May 17, 2019.

CA

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 Teresa Tosh, Assistant Superintendent for Learning Services, effective June 30, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: January 28, 2019

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Terri Zehr, Special Education Teacher at Prairie Elementary School, effective May 17, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: January 28, 2019

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Mary Francis Dunn, Speech Language Pathologist at Rex Elementary School, effective June 1, 2019.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: January 28, 2019

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Gayle Nelson, Learning Facilitator at Campus High School, effective June 1, 2019.

CA

memo

USD 261
HAYSVILLE SCHOOLS

To: USD261 Board Member
Dr. John Burke, Superintendent
Dr. Clint Schutte, Asst. Superintendent/Finance

From: Gina Keirns, Administrator/Tri-City Day School

Date: January 11, 2019

Re: Trees of Hope, Sponsored by Kansas Star Casino

Please accept the following donation to Tri-City Day School from the Kansas Star Casino in the amount of $300.00. This money will be used to help pay for expenses and/or provide items needed for students throughout the school year and holiday seasons.

tg

3.4 Renewal of PaperCut Software

See Supporting Documentation in PDF

End of Section

3.5 Elementary Summer School

See Supporting Documentation in PDF

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	97,923.83	3,879,801.15	-4,279,446.69	-301,721.71	-106,796.56	-408,518.27	0.00
07	FEDERAL FUNDS	-235,193.54	1,000.00	-78,008.71	-312,202.25	-23,145.28	-335,347.53	0.00
08	SUPPLEMENTAL GENERAL	995,016.30	62,271.01	-157,274.20	900,013.11	-74,221.04	825,792.07	0.00
11	AT-RISK (4 YEAR OLD)	62,441.06	0.00	-79,289.01	-16,847.95	-254.48	-17,102.43	0.00
13	AT-RISK (K-12)	279,990.52	115.49	-305,609.86	-25,503.85	-673.50	-26,177.35	0.00
14	BILINGUAL	138,194.60	0.00	-18,037.87	120,156.73	0.00	120,156.73	0.00
16	CAPITAL OUTLAY	131,460.21	44,911.07	42,889.45	219,260.73	-4,288.53	214,972.20	0.00
18	DRIVER TRAINING	284,395.04	0.00	0.00	284,395.04	0.00	284,395.04	0.00
24	FOOD SERVICE	3,141,795.31	282,609.03	-275,044.78	3,149,359.56	-12,604.58	3,136,754.98	0.00
26	PROFESSIONAL DEVELOPMENT	90,319.10	0.00	-2,080.60	88,238.50	-5,228.70	83,009.80	0.00
28	PARENTS AS TEACHERS PROGRAM	29,265.04	0.00	-32,727.02	-3,461.98	-2,100.58	-5,562.56	0.00
30	SPECIAL EDUCATION	160,589.08	1,119,440.79	-1,159,656.96	120,372.91	-257.46	120,115.45	0.00
31	CONSTRUCTION	-263,192.14	300,000.00	-342,767.07	-305,959.21	0.00	-305,959.21	0.00
34	VOCATIONAL EDUCATION	87,270.66	0.00	-61,311.21	25,959.45	-9,465.12	16,494.33	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	541,414.42	7,934.66	-44,877.67	504,471.41	-25,593.94	478,877.47	0.00
62	BOND & INTEREST #1	3,816,853.65	77,898.87	0.00	3,894,752.52	0.00	3,894,752.52	0.00
70	ECC STATE GRANT	-28,106.47	12,905.16	-560.64	-15,761.95	-72.55	-15,834.50	0.00
95	PAYROLL CLEARING	127,012.07	44,387.96	-9,811.16	161,588.87	0.00	161,588.87	0.00

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
TOTAL		10,513,151.29		-6,803,614.00		-264,702.32		0.00
			5,833,275.19		9,542,812.48		9,278,110.16	

9,500.00 Petty Cash
9,533,312.48 Bank Balance
9,533,312.48 General Ledger Balance
-0-

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

Bank Statement Closing Date: 12/31/2018
Bank Cash Account: PAY (Checking)
Cash Account #: ** A 9010 000 0000 000
Reconciled: YES **Reconciliation Date:** 01/07/2019 **Reconciled By:** Nadine Foreman
Transitional Reconciliation: NO **Initial Reconciliation:** NO

Bank Statement Balance			
Ending Balance Shown on this Bank Statement:		9,613,794.41	
Items Not Listed on this Statement			
Checks:	-80,481.93		
Cash Receipts Sources:	0.00		
Journal Entries Sources:	0.00		
Subtotal of Skyward Sources not on Statement:		-80,481.93	
Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			9,533,312.48
Ending Cash Balance as of 12/31/2018			
Beginning Cash Balance:		10,503,651.29	
Items from Skyward Sources			
Accounts Payable Sources:	-3,129,765.76		
Cash Receipts Sources:	4,884,735.92		
Journal Entries Sources:	-3,613.53		
Payroll Sources:	-2,721,695.44		
Subtotal of Skyward Sources:		-970,338.81	
Month End Balance:			9,533,312.48
Variance:			0.00

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

HAYSVILLE USD #261

CASH BALANCES

December 31, 2018

NEGATIVE UNENCUMBERED CASH BALANCES:

06	GENERAL FUND.....	Awaiting State Funds
07	FEDERAL FUNDS.....	Awaiting Federal Funds
11	AT RISK (4 YR OLD).....	Awaiting State Funds
13	AT RISK (K-12).....	Awaiting State 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	December 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	1,107,024.00	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	0.00	0.00	0.00	200,000.00
08	E	5213	000	0000	000	08	E	5213	000	0000	000	4,400,000.00	0.00	600,000.00	0.00	3,800,000.00
08	E	5214	000	0000	000	08	E	5214	000	0000	000	150,000.00	0.00	0.00	0.00	150,000.00
08	E	5226	000	0000	000	08	E	5226	000	0000	000	0.00	0.00	0.00	0.00	0.00
08	E	5228	000	0000	000	08	E	5228	000	0000	000	0.00	0.00	0.00	0.00	0.00
08	E	5230	000	0000	000	08	E	5230	000	0000	000	3,200,000.00	0.00	1,000,000.00	0.00	2,200,000.00
08	E	5234	000	0000	000	08	E	5234	000	0000	000	600,000.00	0.00	200,000.00	0.00	400,000.00
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	1,107,024.00	4,170,451.00	0.00	10,701,529.00

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

7.0 FIRST READINGS

No supporting documentation.

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.

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

See Supporting Documentation in PDF

End of Section

Computer Use IIBG

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 23, 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

7.5 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

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