BUDGET HEARING - ADMINISTRATION BUILDING – BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS - August 19, 2013 – 7:00 P.M.

1.0 BUDGET HEARING (No Documentation)
- 1.1 Open Budget Hearing (No Documentation)
- 1.2 Approval of Budget (No Documentation)
- 1.3 Adjourn Budget Hearing (No Documentation)

REGULAR MEETING USD # 261
ADMINISTRATION BUILDING BOARD ROOM - 1745 W. GRAND AVE., HAYSVILLE, KANSAS
August 19, 2013 – 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 New and Good (No Documentation)
- 1.6 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 Treasurer's Report / Bills – PDF

4.0 REPORTS – Focus on Learning
- Joint Recreation Commission
- School Security Update

5.0 FIRST READINGS
- 5.1 Policy Review
  - GAAE – Bullying by Staff
  - GAOF – Salary Deductions
  - JDDC - Bullying

6.0 ACTION ITEMS
- 6.1 Policy Approval
  - BBC – Board Committees
  - FC – Memorials and Naming of District Facilities
  - GAAF – Emergency Safety Interventions
  - GANA – Expense Reimbursement and Credit Cards
  - GAOC – Use of Tobacco Products and Electronic Cigarettes
  - JBC – Enrollment
  - JCDAA – Tobacco and Electronic Cigarettes
  - KGD – Disruptive Act at School or School Activities
  - KN – Complaints
  - Visitors to District Property/Events (Handbook)
- 6.2 Personnel Department Clerk Job Description
- 6.3 Asbestos Abatement Bids – HMS Science Classroom
- 6.4 Science Room Remodel Bids – Capital Outlay
- 6.5 Permission to Seek Bus Bids - PDF

7.0 DISCUSSION/REPORT ITEMS
- 7.1 Schools for Fair Funding Report
- 7.2 Future Agenda Items
- 7.3 Board Calendar

8.0 EXECUTIVE SESSION – If Needed

9.0 ADJOURNMENT (No Documentation)

1.0 MEETING OPENING

No supporting documentation.

End of Section

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 New and Good

No supporting documentation.

End of Section

1.6 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

No Supporting Documentation

End of Section

BOARD OF EDUCATION MEETING U.S.D. # 261
BOARD ROOM - CENTRAL OFFICE - 1745 WEST GRAND
HAYSVILLE, KANSAS
July 15, 2013 -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 in the Board Room, 1745 W. Grand, Haysville, Kansas, at 7:00 p.m., by Board President Susan Walston.
Six Board members were present.

MEMBERS PRESENT	OTHERS PRESENT
Susan Walston	Dr. John Burke, Superintendent of Schools
Glenn Crum	Debbie Coleman, Clerk of the Board
Greg Fenster	Clint Schutte, Assistant Supt. of Finance
Pat Lemmons*	Dr. Michael Clagg, Asst. Supt. of Personnel
Paige Crum*	David Herbert, Director of Information Services
Misty Harding*	Lisa Cundiff, Director of Instructional Technology
	Galen Davis, Executive Director of Maintenance
	B.J. Knudson, Director of Transportation
	Liz Hames, Public Relations Coordinator
	Others

*Board of Education Clerk, Debbie Coleman, issued the Oath of Office to newly elected Board of Education members.

1.0 REORGANIZATION MEETING OPENING

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

1.2 Flag Salute

1.3 President's Announcements (No Documentation)

- Susan welcomed new Board members Paige Crum and Misty Harding and thanked past Board members Emily Davis and Regina Schutt for their service on the Board.
- Ms. Walston reminded everyone that they could become mentors and contribute to the Education Foundation.
- The new practice field is looking good and is almost done.
- Ms. Walston was glad that USD 261 was able to assist the Red Cross with those displaced as a result of the emergency situation at the Southlake Village apartments.
- The CIS grant was approved and CIS will continue in Haysville Schools.
- Susan attended the KASB Advocacy Training and toured Wichita Technical Institute.
- After school begins Board members should go to HWMS and have ID badges made.

1.4 Superintendent's Announcements (No Documentation)

- Arthur Brown held his Future Elite Linebackers Camp at the Campus High School Football Stadium. USD 261 received good media attention.
- It was gratifying to collaborate with the Red Cross and provide shelter for the emergency at Southlake Village Apartments.
- Dr. Burke and Board members attended Advocacy Training at the Wichita Technical Institute. After the Training they took a tour of WTI which was very informative.
- Dr. Burke and Board members discussed the possibility of changing the timeline for final output of the Board agenda. As a result of the discussion ongoing drafts of the agenda will be sent to the Board prior to the BOE meeting. The final agenda and supporting documentation will be on line by Wednesday prior to the Monday meeting during the

summer months and by Thursday before the Monday meeting during the months that school is in session. This process will be tried for a few months then the process will be reevaluated to see if it is meeting the needs of the Board and administration.

- The practice football field will be completely done by August 6th.

1.5 New and Good (No Documentation)

New and Good was shared in President's and Superintendent's Announcements.
Updates of competitions attended by student groups during the summer will be provided to the Board after school begins.

1.6 Approve / Amend Agenda (No Documentation)

MOTION to approve the agenda as presented.
(G. Crum / Lemmons) Motion carried 6-0.

2.0 BOARD REORGANIZATION - PDF

Standard BOE reorganization as required by Kansas Statutes and BOE Policy - Action Requested

2.1 Election of Board Officers

Ms. Walston opened the floor for nominations for Board president.
Glenn Crum nominated Susan Walston for president.
Ms. Walston asked if there were additional nominations.
Hearing none, a motion was made that nominations cease.
(G. Crum / P. Crum) Motion carried 6-0.
Susan Walston received 6 votes.
Susan Walston was elected Board president.

Newly elected Board president Susan Walston opened the floor for nominations for vice-president.
Susan Walston nominated Glenn Crum for vice-president.
Susan Walston asked if there were additional nominations.
Hearing none, a motion was made that nominations cease.
(Lemmons / Harding) Motion carried 6-0.
Glenn Crum received 6 votes.
Glenn Crum was elected Board vice-president.

2.2 Designate Regular Meeting Date, Time, and Place

The regular Board of Education meetings for 2013-2014 will be held on the third Monday of each month at 7:00 p.m. in the Board of Education room of the Administration Building located at 1745 W. Grand, Haysville, Kansas.
Exceptions would be the following designated dates:

- January 27th rather than January 20st (Non-Contract Day)
- February 24th rather than February 17th (President's Day)
- March 24th rather than March 17th (Spring Break)
- May 12th rather than May 19th (Promotion)

MOTION to approve the Designated Regular Meeting Date, Time and Place as presented.
(G. Crum / Lemmons) Motion carried 5-1. Greg Fenster voted no.

2.3 Personnel Appointments and Resolutions

2.3.1	Clerk of the Board	Debra M. Coleman
2.3.2	Deputy Clerk of the Board	Liz Hames
2.3.3	Treasurer of the Board	Clint Schutte
2.3.4	Assistant Treasurer of the Board	Nadine Foreman
2.3.5	Custodian of District Office Records	Clint Schutte
a.	Custodian of Early Childhood Program	Program Administrator
b.	Parents As Teachers Program	Program Administrator
c.	Custodian of Oatville Elementary Office Records	Building Principal
d.	Custodian of Rex Elementary Office Records	Building Principal
e.	Custodian of Nelson Elementary Office Records	Building Principal

f.	Custodian of Freeman Elementary Office Records	Building Principal
g.	Custodian of Ruth Clark Elementary Office Records	Building Principal
h.	Custodian of Prairie Elementary School Office Records	Building Principal
i.	Custodian of Haysville Middle School Office Records	Building Principal
j.	Custodian of Haysville West Middle Schl. Office Records	Building Principal
k.	Custodian of Campus High School Office Records	Building Principal
l.	Custodian of Haysville High School	Assistant Building Principal in Charge of HHS
m.	Custodian of Tri-City Day School	Building Administrator
2.3.6	Representative for Title Projects	Teresa Tosh
2.3.7	Attorney for the Board of Education	Foulston & Siefkin
2.3.8	KPERS Designated Agent	Clint Schutte
2.3.9	Freedom of Information Officer	Coord. Community Relations
2.3.10	Food Service/Lunch Agreement Representative	Director of Food Service
2.3.11	Hearing Officer for Free & Reduced Meal Application Appeals	Clint Schutte
2.3.12	Attendance Officer	
a.	Early Childhood Program	Becky Cezar
b.	Attendance Officer for Parents As Teachers	Becky Cezar
c.	Attendance Officer for Oatville Elementary	Building Principal
d.	Attendance Officer for Rex Elementary	Building Principal
e.	Attendance Officer for Nelson Elementary	Building Principal
f.	Attendance Officer for Freeman Elementary	Building Principal
g.	Attendance Officer for Ruth Clark Elementary	Building Principal
h.	Attendance Officer for Prairie Elementary	Building Principal
i.	Attendance Officer for Haysville Middle School	Building Principal / Building Assistant Principals
j.	Attendance Officer for Haysville West Middle Schl.	Building Principal / Building Assistant Principals
k.	Attendance Officer for Campus High School	Building Principal / Building Assistant Principals
l.	Attendance Officer for Haysville High School	Assistant Building Principal in Charge of HHS
m.	Attendance Officer for Tri-City Day School	Building Administrator
2.3.13	Title VI Coordinator	Asst. Superintendent of Personnel
2.3.14	504 Coordinator	Asst. Superintendent of Personnel
2.3.15	Coordinator for Homeless Children	Linda Long
2.3.16	Resolutions	Agenda Topics 2.3.16.1 – 2.3.16.11

RE: Comments and Recommendations of the superintendent
The superintendent suggests the below resolutions for agenda topics 2.3.16.1 – 2.3.16.11.

2.3.16.1 **<u>1116-Hour School Year</u>** –
"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize the 1116 hour policy calendar as defined by the Kansas State Department of Education for the 2013-2014 school year."

2.3.16.2 **<u>Surety Bond for District Treasurer and High School and Middle School Principals</u>** –
"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize the procurement of surety bonds for the district treasurer and high school and middle school principals."

2.3.16.3 **Official Newspaper** –
"Be it resolved that the Board of Education of Unified School District 261 does hereby designate the Wichita Eagle and the Haysville Sun-Times as the official newspaper publications of the district for the 2013-2014 school year."

2.3.16.4 **Participation in Federal Programs** –
"Be it resolved that the Board of Education of Unified School District 261 does hereby approve and authorize the district to participate in federal programs to include Title I and II."

2.3.16.5 **Early Payment of Bills** –
"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize Dr. John Burke, superintendent of schools, and Clint Schutte, assistant superintendent of business and finance, to make early payment of bills when such payments result in a reduction in the amount charged to the district for goods or services or penalty or interest." This resolution is allowed for in Board policy DJEJ.

2.3.16.6 **Official Depository of Funds** –
Please see the attached resolution example.

2.3.16.7 (a & b) **Rescinding Policy Statement and Adoption of New Board Policies** –
Please see Exhibit # 2.3.16.7 a & b for supporting information.

2.3.16.8 **Waiver of GAAP Resolution** –
Please see the attached resolution example.

2.3.16.9 **Home Rule Resolution** –
Please see the attached resolution example.

2.3.16.10 **Authority to Dispose of School Property with Value of Less than $5,000.00 Resolution** -
Please see the attached resolution example.

2.3.16.11 **Authority to Re-Fund Bonds if in Best Interest of USD 261 Resolution**-
Please see the attached resolution example.

MOTION to approve 2.3.1 through 2.3.16.11 as presented.
(G. Crum / Lemmons) Motion carried 6-0.

2.3.17 Appointment of Board Member(s) / KASB Governmental Relations Network
MOTION to appoint Susan Walston as the KASB Governmental Relations Network representative.
(G. Crum / Lemmons) Motion carried 6-0.

2.3.18 Haysville Forward Representative
MOTION to appoint Pat Lemmons as the Haysville Forward representative.
(G. Crum / Harding) Motion carried 6-0.

2.3.19 CIS Representative
MOTION to appoint Misty Harding as the CIS Representative.
(G. Crum / P. Crum) Motion carried 6-0.

3.0 DISTRICT PATRON/PERSONNEL TIME

3.1 Hearing of Scheduled District Patrons/District Personnel - None
3.2 Remarks/Comments from District Visitors - None

4.0 CONSENT AGENDA

4.1 Previous Minutes
4.2 Routine Personnel
4.3 Gifts and Grants
4.4 Treasurer's Report / Bills
4.5 2013-14 Rehired-Retired Teacher Work Agreement
4.6 TAPS Program

4.7 KASB Legal Assistance Fund
4.8 KASB Dues
4.9 Schools for Fair Funding Dues and Litigation Support – Pulled

MOTION to approve the consent agenda **minus the invoice for 4.9 Schools for Fair Funding which is to be brought back to the Board for further discussion.**
Additional Personnel information was distributed to the Board for approval.
(Lemmons / Fenster) Motion carried 6-0.

5.0 REPORTS – Focus on Learning
- Tech. Camp Report
  Ms. Lisa Cundiff presented information to the Board regarding the Tech. Camp.

6.0 FIRST READINGS
6.1 Policy Review
BBC – Board Committees
FC – Memorials and Naming of District Facilities
GAAF – Emergency Safety Interventions
GANA – Expense Reimbursement and Credit Cards
GAOC – Use of Tobacco Products and Electronic Cigarettes
JBC – Enrollment
JCDAA – Tobacco and Electronic Cigarettes
KGD – Disruptive Act at School or School Activities
KN – Complaints
Visitors to District Property/Events (Handbook)
Dr. Burke presented information to the Board regarding Board Policies.
This was a first reading with no action requested from the Board.
6.2 Personnel Department Clerk Job Description
Information was presented to the Board regarding the Personnel Department Clerk Job description. Dr. Clagg was present to answer questions from the Board.
This was a first reading with no action requested from the Board.

7.0 ACTION ITEMS
7.1 Bus Driver Handbook - PDF
B.J. Knudson was present to answer questions from the Board regarding the Bus Driver Handbook.
MOTION to approve the Bus Driver Handbook as presented.
(G. Crum / Lemmons) Motion carried 6-0.
7.2 District Technology Plan – PDF
Lisa Cundiff was present to answer questions from the Board regarding the District Technology Plan.
(G. Crum / Harding) Motion carried 6-0.

8.0 DISCUSSION/REPORT ITEMS
8.1 Schools for Fair Funding Report
No Report
8.2 Future Agenda Items
- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Budget Hearing and Budget Approval
- Joint Recreation Commission
- Schools for Fair Funding Report

8.4 Board Calendar
No changes.

9.0 EXECUTIVE SESSION – No Executive Session

10.0 ADJOURNMENT
Meeting adjourned at 7:56 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: August 19, 2013

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Jeff Pacha, Math Teacher at Haysville Middle School.

CA

PERSONNEL RESUME

Name Chelsea Clay

For Position As Math Teacher

Building Haysville Middle School

Education	Date	Degree	Major
Undergraduate			
Wichita State University	2011	BA	Music Education M.S. Math Endorsement
Graduate			

Teacher Experience	Location	Dates	Years
M.S. Math	Wichita, KS	2012-2013	1

Salary Offered $37,561 **Degree** BS **Step** 2

CA

July 24, 2013
1455 North Chambers Street
Wichita, KS 67212

Haysville USD 261
1745 West Grand
Haysville, KS 67060

To Whom it May Concern (Dr. Burke, Dr. Clagg, Board Members, and other attendees):

It is with great disappointment that I must resign my teaching position at Haysville USD 261 for personal and family reasons. I have enjoyed educating the students of the district and I hope that I have made a difference in their lives.

Many of you know my dedication to and involvement in HMS and USD 261; serving on the HMS QPA team, Math Department Chair, District MTSS Guiding Coalition, HMS Technology team, Course Scheduling team, Mentoring new teachers, Math Relays Coach, in addition to working tirelessly for the children of HMS. I happily did this because I so enjoyed taking part and being a part of the USD 261 and HMS families. Saying good bye to working with all of the youth and great people at Haysville will be difficult. The reason for me departure follows.

This summer I had surgery to alleviate digestive issues that I was having for the past year. It recently became apparent that the surgery was only partially successful in relieving those issues and I am still working with doctors to define what is going on. I have found it necessary to find work with health coverage at a lower cost to my family of six. Additionally, I will have my first of four children entering college soon. As much as I enjoy the USD 261 district and our students, I felt it was important to consider the needs of my own family and my health. I feel I must support my family as best I can both physically and financially. I hope you will understand the reasons for my resignation and waive any fees related to my departure.

Thank you for the opportunity to work with a wonderful staff and students. I am happy to say I learned to be a teacher at Haysville and will always recall my experiences with fondness. Let me know if I can be of assistance during the transition.

Sincerely,

Jeff Pacha

Cc: Mike Maurer, Principal, Haysville Middle School

3.3 Gifts and Grants

No supporting documentation.

End of Section

Bank Account Reconcilation Report

	Bank Reconciliation	+ Outstanding	= Expected GL	- Actual GL	= Difference
Beginning Balance	$ 19,295,197.32	+ $ (1,985,870.86)	= $ 17,309,326.46	- $ 20,757,312.46	= $ (3,447,986.00)
Deposits/Debits	$ 5,831,599.63	+ $ -	= $ 5,831,599.63	- $ 26,695,285.67	= $ (20,863,686.04)
Withdrawals/Credits	$ (3,494,952.24)	+ $ 1,515,285.22	= $ (1,979,667.02)	- $ (26,291,339.06)	= $ 24,311,672.04
Total	**$ 21,631,844.71**	**$ (470,585.64)**	**$ 21,161,259.07**	**$ 21,161,259.07**	

$9,500.00 Petty Cash
$21,170,759.07 Bank Balance
$21,170,759.07 General Ledger Balance

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Available	Liabilities
06	GENERAL FUND	$ 984,572.16	$ 999,500.00	$ (426,645.46)	$ -	$ 1,557,426.70	$ 131,495.43	$ 1,425,931.27	$ -
07	FEDERAL FUNDS	$ (25,048.07)	$ 457.00	$ (8,670.73)	$ -	$ (33,261.80)	$ 3,430.68	$ (36,692.48)	$ -
08	SUPPLEMENTAL GENERAL	$ 970,920.60	$ 2,530.00	$ (57,100.64)	$ (83,604.00)	$ 832,745.96	$ 6,505.37	$ 826,240.59	$ -
11	AT-RISK (4 Year Old)	$ 437,929.46	$ -	$ (191.32)	$ -	$ 437,738.14	$ -	$ 437,738.14	$ -
13	AT-RISK (K-12)	$ 1,377,618.02	$ 200.00	$ (27,226.80)	$ -	$ 1,350,591.22	$ -	$ 1,350,591.22	$ -
14	BILINGUAL	$ 243,532.40	$ -	$ -	$ -	$ 243,532.40	$ 186.78	$ 243,345.62	$ -
16	CAPITAL OUTLAY	$ 3,423,901.11	$ 34,617.89	$ (13,413.73)	$ -	$ 3,445,105.27	$ 67,906.82	$ 3,377,198.45	$ -
18	DRIVER TRAINING	$ 386,590.17	$ -	$ (25,177.84)	$ -	$ 361,412.33	$ 2,865.00	$ 358,547.33	$ -
24	FOOD SERVICE	$ 1,835,169.47	$ 34,857.38	$ (27,121.32)	$ -	$ 1,842,905.53	$ 10,436.36	$ 1,832,469.17	$ -
26	PROFESSIONAL DEVELOPM	$ 338,184.91	$ -	$ (1,115.80)	$ -	$ 337,069.11	$ 3,825.00	$ 333,244.11	$ -
28	PARENTS AS TEACHERS PI	$ 59,116.51	$ -	$ (219.36)	$ -	$ 58,897.15	$ -	$ 58,897.15	$ -
30	SPECIAL EDUCATION	$ 3,144,181.10	$ 219.70	$ (100,697.27)	$ (64.49)	$ 3,043,639.04	$ 280.95	$ 3,043,358.09	$ (64.49)
34	VOCATIONAL EDUCATION	$ 667,108.45	$ -	$ -	$ -	$ 667,108.45	$ 2,893.96	$ 664,214.49	$ -
51	KPERS Retirement Contributi	$ -	$ 1,108,604.42	$ (1,108,604.42)	$ -	$ -	$ -	$ -	$ -
53	CONTINGENCY RESERVE	$ 2,972,592.55	$ -	$ -	$ -	$ 2,972,592.55	$ -	$ 2,972,592.55	$ -
55	TEXTBOOK & STUDENT MA	$ 618,648.06	$ 181,594.80	$ 24.50	$ -	$ 800,267.36	$ 72,184.32	$ 728,083.04	$ -
62	BOND & INTEREST #1	$ 3,157,772.63	$ -	$ -	$ -	$ 3,157,772.63	$ -	$ 3,157,772.63	$ -
70	ECC STATE GRANT	$ (21,777.89)	$ 9,284.35	$ -	$ -	$ (12,493.54)	$ -	$ (12,493.54)	$ -
71	ALL DAY KINDERGARDEN	$ 13,059.09	$ 2,375.00	$ -	$ -	$ 15,434.09	$ -	$ 15,434.09	$ -
95	PAYROLL CLEARING	$ 173,241.73	$ 9,693.49	$ (90,658.74)	$ -	$ 92,276.48	$ -	$ 92,276.48	$ -
Subtotal of Year: Current		**$ 20,757,312.46**	**$ 2,383,934.03**	**$ (1,886,818.93)**	**$ (83,668.49)**	**$ 21,170,759.07**	**$ 302,010.67**	**$ 20,868,748.40**	**$ (64.49)**
06	GENERAL FUND	$ -	$ -	$ -	$ -	$ -	$ 984,572.16	$ (984,572.16)	$ -
07	FEDERAL FUNDS	$ -	$ -	$ -	$ -	$ -	$ 1,422.00	$ (1,422.00)	$ -
08	SUPPLEMENTAL GENERAL	$ -	$ -	$ (83,604.00)	$ 83,604.00	$ -	$ 699,552.15	$ (699,552.15)	$ -
13	AT-RISK (K-12)	$ -	$ -	$ -	$ -	$ -	$ 5,110.95	$ (5,110.95)	$ -
16	CAPITAL OUTLAY	$ -	$ -	$ -	$ -	$ -	$ 191,743.00	$ (191,743.00)	$ -
18	DRIVER TRAINING	$ -	$ -	$ -	$ -	$ -	$ 750.00	$ (750.00)	$ -
26	PROFESSIONAL DEVELOPM	$ -	$ -	$ -	$ -	$ -	$ 75.70	$ (75.70)	$ -
34	VOCATIONAL EDUCATION	$ -	$ -	$ -	$ -	$ -	$ 1,061.49	$ (1,061.49)	$ -
55	TEXTBOOK & STUDENT MA	$ -	$ -	$ -	$ -	$ -	$ 6,309.37	$ (6,309.37)	$ -
70	ECC STATE GRANT	$ -	$ -	$ -	$ -	$ -	$ 876.07	$ (876.07)	$ -
Subtotal of Year: Prior		**$ -**	**$ -**	**$ (83,604.00)**	**$ 83,604.00**	**$ -**	**$ 1,891,472.89**	**$ (1,891,472.89)**	**$ -**
Total		**$ 20,757,312.46**	**$ 2,383,934.03**	**$ (1,970,422.93)**	**$ (64.49)**	**$ 21,170,759.07**	**$ 2,193,483.56**	**$ 18,977,275.51**	**$ (64.49)**

HAYSVILLE USD #261

CASH BALANCES

July 31, 2013

NEGATIVE UNENCUMBERED CASH BALANCES:

07	FEDERAL FUNDS.....	Awaiting State Funds
47	ECC STATE GRANT.....	Awaiting State Funds

Revenue Report

Account Code	Description	Actual (July)	Budget (YTI	Actual (YTD)	Encumbrance (YTD	Available (YTD)	% of Budget
06-3110-000-00-0000	General State Aid	$ (999,500.00)	$ -	$ (999,500.00)	$ -	$ 999,500.00	0.00
Subtotal of Element: [Fund] 06 - GENERAL FUND		**$ (999,500.00)**	**$ -**	**$ (999,500.00)**	**$ -**	**$ 999,500.00**	0.00
07-1300-000-00-4604	Spark Misc Fees	$ (457.00)	$ -	$ (457.00)	$ -	$ 457.00	0.00
Subtotal of Element: [Fund] 07 - FEDERAL FUNDS		**$ (457.00)**	**$ -**	**$ (457.00)**	**$ -**	**$ 457.00**	0.00
08-1912-000-80-0000	Rental of Facilities	$ (2,530.00)	$ -	$ (2,530.00)	$ -	$ 2,530.00	0.00
Subtotal of Element: [Fund] 08 - SUPPLEMENTAL GENERAL		**$ (2,530.00)**	**$ -**	**$ (2,530.00)**	**$ -**	**$ 2,530.00**	0.00
13-1315-000-00-0029	Summer School	$ (200.00)	$ -	$ (200.00)	$ -	$ 200.00	0.00
Subtotal of Element: [Fund] 13 - AT-RISK (K-12)		**$ (200.00)**	**$ -**	**$ (200.00)**	**$ -**	**$ 200.00**	0.00
16-1510-000-00-0000	Interest On Idle Funds	$ (1,464.48)	$ -	$ (1,464.48)	$ -	$ 1,464.48	0.00
16-1990-000-00-0000	Misc Local Revenue	$ (33,153.41)	$ -	$ (33,153.41)	$ -	$ 33,153.41	0.00
Subtotal of Element: [Fund] 16 - CAPITAL OUTLAY		**$ (34,617.89)**	**$ -**	**$ (34,617.89)**	**$ -**	**$ 34,617.89**	0.00
24-1611-000-10-0000	Student Sales Type A	$ (105.00)	$ -	$ (105.00)	$ -	$ 105.00	0.00
24-1611-000-20-0000	Student Sales Type A	$ (33.00)	$ -	$ (33.00)	$ -	$ 33.00	0.00
24-1611-000-36-0000	Student Sales Type A	$ (100.00)	$ -	$ (100.00)	$ -	$ 100.00	0.00
24-1611-000-37-0000	Student Sales Type A	$ (15.00)	$ -	$ (15.00)	$ -	$ 15.00	0.00
24-4550-000-00-0242	Summer School Assistance	$ (34,604.38)	$ -	$ (34,604.38)	$ -	$ 34,604.38	0.00
Subtotal of Element: [Fund] 24 - FOOD SERVICE		**$ (34,857.38)**	**$ -**	**$ (34,857.38)**	**$ -**	**$ 34,857.38**	0.00
30-4570-000-00-0000	Medicaid	$ (219.70)	$ -	$ (219.70)	$ -	$ 219.70	0.00
Subtotal of Element: [Fund] 30 - SPECIAL EDUCATION		**$ (219.70)**	**$ -**	**$ (219.70)**	**$ -**	**$ 219.70**	0.00
51-3221-000-00-0000	KPERS Contributions	$ (1,108,604.42)	$ -	$ (1,108,604.42)	$ -	$ 1,108,604.42	0.00
Subtotal of Element: [Fund] 51 - KPERS Retirement Contributions		**$ (1,108,604.42)**	**$ -**	**$ (1,108,604.42)**	**$ -**	**$ 1,108,604.42**	0.00
55-1740-000-10-1073	CHS Yearbook	$ (10,240.00)	$ -	$ (10,240.00)	$ -	$ 10,240.00	0.00
55-1740-000-10-1145	CHS Towel & PE Uniform	$ (3,545.00)	$ -	$ (3,545.00)	$ -	$ 3,545.00	0.00
55-1740-000-10-1146	CHS Sports Fee	$ (2,850.00)	$ -	$ (2,850.00)	$ -	$ 2,850.00	0.00
55-1740-000-10-1150	CHS Parking Decal Fees	$ (1,090.00)	$ -	$ (1,090.00)	$ -	$ 1,090.00	0.00
55-1740-000-10-1151	CHS Activity Card	$ (3,515.00)	$ -	$ (3,515.00)	$ -	$ 3,515.00	0.00
55-1740-000-10-1152	CHS ID/Organizer	$ (11,800.00)	$ -	$ (11,800.00)	$ -	$ 11,800.00	0.00
55-1740-000-18-1152	AHS ID/Planner/Parking	$ (225.00)	$ -	$ (225.00)	$ -	$ 225.00	0.00
55-1740-000-20-2073	HMS Yearbook	$ (1,600.00)	$ -	$ (1,600.00)	$ -	$ 1,600.00	0.00
55-1740-000-20-2145	HMS PE Uniform & Towel	$ (1,335.00)	$ -	$ (1,335.00)	$ -	$ 1,335.00	0.00
55-1740-000-20-2146	HMS Sports Fee	$ (1,020.00)	$ -	$ (1,020.00)	$ -	$ 1,020.00	0.00
55-1740-000-20-2152	HMS ID/Organizer Fee	$ (4,030.00)	$ -	$ (4,030.00)	$ -	$ 4,030.00	0.00
55-1740-000-21-2073	HWMS Yearbook	$ (3,440.00)	$ -	$ (3,440.00)	$ -	$ 3,440.00	0.00
55-1740-000-21-2145	HWMS PE Uniform & Towel	$ (2,115.00)	$ -	$ (2,115.00)	$ -	$ 2,115.00	0.00
55-1740-000-21-2146	HWMS Sports Fee	$ (1,725.00)	$ -	$ (1,725.00)	$ -	$ 1,725.00	0.00
55-1740-000-21-2152	HWMS ID/Organizer Fee	$ (5,670.00)	$ -	$ (5,670.00)	$ -	$ 5,670.00	0.00
55-1912-000-10-1150	CHS PE Lock Fees	$ (22.50)	$ -	$ (22.50)	$ -	$ 22.50	0.00
55-1942-000-10-0000	CHS Textbook Rental	$ (43,054.30)	$ -	$ (43,054.30)	$ -	$ 43,054.30	0.00
55-1942-000-18-0000	Alt HS Textbook Rental-Day Prog	$ (495.00)	$ -	$ (495.00)	$ -	$ 495.00	0.00
55-1942-000-20-0000	HMS Textbook Rental	$ (12,703.00)	$ -	$ (12,703.00)	$ -	$ 12,703.00	0.00
55-1942-000-21-0000	HWMS Textbook Rental	$ (20,260.00)	$ -	$ (20,260.00)	$ -	$ 20,260.00	0.00
55-1942-000-33-0000	Nelson Textbook Rental	$ (10,055.00)	$ -	$ (10,055.00)	$ -	$ 10,055.00	0.00
55-1942-000-34-0000	Rex Textbook Rental	$ (8,565.00)	$ -	$ (8,565.00)	$ -	$ 8,565.00	0.00
55-1942-000-35-0000	Freeman Textbook Rental	$ (5,145.00)	$ -	$ (5,145.00)	$ -	$ 5,145.00	0.00
55-1942-000-36-0000	Oatville Textbook Rental	$ (10,480.00)	$ -	$ (10,480.00)	$ -	$ 10,480.00	0.00
55-1942-000-37-0000	Prairie Textbook Rental	$ (6,635.00)	$ -	$ (6,635.00)	$ -	$ 6,635.00	0.00
55-1942-000-39-0000	Ruth Clark Textbook Rental	$ (9,935.00)	$ -	$ (9,935.00)	$ -	$ 9,935.00	0.00
55-1990-000-10-1060	CHS Wood Shop Fees	$ (45.00)	$ -	$ (45.00)	$ -	$ 45.00	0.00
Subtotal of Element: [Fund] 55 - TEXTBOOK & STUDENT MATERI		**$ (181,594.80)**	**$ -**	**$ (181,594.80)**	**$ -**	**$ 181,594.80**	0.00
70-3200-000-47-0000	ECC State Grant	$ (9,284.35)	$ -	$ (9,284.35)	$ -	$ 9,284.35	0.00
Subtotal of Element: [Fund] 70 - ECC STATE GRANT		**$ (9,284.35)**	**$ -**	**$ (9,284.35)**	**$ -**	**$ 9,284.35**	0.00
71-1310-000-00-0508	Tuition	$ (2,375.00)	$ -	$ (2,375.00)	$ -	$ 2,375.00	0.00
Subtotal of Element: [Fund] 71 - ALL DAY KINDERGARDEN		**$ (2,375.00)**	**$ -**	**$ (2,375.00)**	**$ -**	**$ 2,375.00**	0.00
95-1900-000-00-0000	Payroll Clearing Receipts	$ (9,693.49)	$ -	$ (9,693.49)	$ -	$ 9,693.49	0.00
Subtotal of Element: [Fund] 95 - PAYROLL CLEARING		**$ (9,693.49)**	**$ -**	**$ (9,693.49)**	**$ -**	**$ 9,693.49**	0.00
Total		**$ (2,383,934.03)**	**$ -**	**$ (2,383,934.03)**	**$ -**	**$ 2,383,934.03**	0.00

3.4 TREASURER'S REPORT / BILLS

See Supporting Documentation in PDF

End of Section

4.0 REPORTS

No supporting documentation.

End of Section

5.0 FIRST READINGS

No supporting documentation.

End of Section

August BOE Policies

BOE Policy	Administrative Recommendation
GAAE Bullying by Staff	Changes to reflect new state law
GAOF Salary Deductions	clarification of withholding from salary
JDDC Bullying	Includes state law changes regarding bullying by parents

GAAE Bullying by Staff (See EBC, GAAB, JDD, JDDC, and KGC) **GAAE**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation- 6/08; 6/13

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GAOF Salary Deductions (See GAL) **GAOF**

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law. The district shall comply with the salary basis requirements of the Fair Labor Standards Act

(FLSA.)

The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board.

Approved: KASB Recommendation - 2/98; 11104; 4/07; 6113

JDDC Bullying (See EBC, GAAE, JCE, JDD, JGEC, JGECA, and KGC) **JDDC**

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the board.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation- 06/07; 6/08; 6/09; 6/13

6.0 ACTION ITEMS

No supporting documentation.

End of Section

6.1 Policy Approval

See Supporting Documentation in PDF

End of Section

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **PERSONNEL DEPARTMENT CLERK**

SUPERVISOR: Assistant Supt. for Personnel and Learning Services

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills
5. Maintain current TB testing as required by Health Department regulations. (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Process all new classified personnel for employment to ensure that all paperwork is properly completed.
2. Maintain classified personnel files for the purpose of keeping the records up to date.
3. Maintain on-line school district personnel directory to ensure that the most current information is available.
4. Update and maintain the Substitute Handbook for the purpose of having the most current information distributed each year.
5. Manage the AESOP substitute calling system to provide qualified substitutes to buildings in a timely manner.
6. Maintain job descriptions for classified positions in the district to promote clear work expectations.
7. Maintain and update Educational Support Personnel Handbook to ensure that the most current information is documented.
8. Maintain records of classified employee evaluations and send out memos to supervisors notifying them of evaluation due dates to ensure that employees are working effectively and cooperatively within their work environment.
9. Order name tags for all new employees for the purpose of identifying personnel.
10. Conduct exit interviews for all employees leaving the district to provide feedback leading to continuous improvement.
11. 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.
12. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
13. Plan and implement three or more substitute teacher training sessions per year.
14. Maintain records of Special Education paras to ensure their highly qualified status.

15. Manage "My Learning Plan" for classified employees, specifically Special Education paras.
16. Manage "Providence" Para Educator Network.
17. Schedule and maintain expulsion hearing documentation.
18. Post classified job vacancies on "School Recruiter".
19. File and follow up with recruitment trip credential files.

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.

APPROVED: 07/21/2008

Memo

TO: Haysville Board of Education

FR: Clint Schutte, Assistant Superintendent of Business/Finance

DA: August 13, 2013

RE: HMS Science Rooms - Asbestos Removal

We are asking for a resolution authorizing Haysville USD 261 to accept the low bid from Gerken Environmental Enterprises Inc. in the amount of $28,905, for the asbestos removal for the HMS Science Classrooms renovation project. The cost of this removal will be paid out of Capital Outlay Funds.

cls

attach

Clint Schutte

From: Galen Davis
Sent: Thursday, July 25, 2013 4:24 PM
To: Clint Schutte
Cc: Mike Maurer; Freddy Robinson; B.J. Knudson
Subject: Haysville Middle School Science Rooms Asbestos Abatement Bids

Follow Up Flag: Follow up
Flag Status: Flagged

Good afternoon Clint,

On July 17, 2013 an invitation to bid on asbestos removal as a part of the Haysville Middle School Science Rooms Remodeling project was sent to three asbestos removal contractors. The contractors attended a required walkthrough meeting on July 23rd to discuss the project. Today, July 25th at 3 PM sealed bids from contractors were opened.

They are:

Gerken Environmental Enterprises Inc. –Dean Parsons
Springfield, Missouri
Bid: $28,905

EnviroRemediation Inc.-Ron Ary
Wichita, Ks.
Bid: $38,000

ACM Removal LLC-Robin Siefkin
Wichita, Ks.
Bid: $30,200

We recommend Board of Education approval of the project low bid from Gerken Environmental Enterprises Inc. in the amount of $28,905.

Thank you for your support.

Galen

Memo

TO: Haysville Board of Education

FR: Clint Schutte, Assistant Superintendent of Business/Finance

DA: August 13, 2013

RE: HMS Science Rooms

We are asking for a resolution authorizing Haysville USD 261 to accept the low bid from Van Asdale Construction in the amount of $346,000, for the renovation of the Haysville Middle School Science Rooms. The cost of this renovation will be paid out of Capital Outlay Funds.

cls

attach

Clint Schutte

From: Galen Davis
Sent: Monday, August 12, 2013 11:43 AM
To: Clint Schutte
Cc: John Burke; Freddy Robinson; B.J. Knudson
Subject: Haysville Middle School Science Rooms Renovation Bid Opening

Good morning Clint,

On August 8th at 3pm sealed bids were opened at Haysville Middle School for the renovation of the Haysville Middle School Science Rooms. Seven construction companies submitted sealed bids.

They are:

Bauer and Sons Construction	$365,000
Caro Construction	$371,000
Compton Construction	$419,800
Sauerwein Construction	$423,050
Sutherland Construction	$387,700
Van Asdale Construction	$346,000
Walz, Harmon, Huffman Construction (WHH)	$393,000

We recommend Board of Education approval of the low bid from Van Asdale Construction in the amount of $346,000. Van Asdale Construction indicated in their bid that construction completion would be in 115 calendar days from the start date. This would allow the Haysville Middle School Science Teachers to use these rooms for second semester. Our project architectural firm Howard and Helmer has worked with Van Asdale Construction on other projects and supports their selection.

Thank you for consideration of this important project.

Galen

6.5 Permission to Seek Bus Bids

See Supporting Documentation in PDF

End of Section

7.0 DISCUSSION / REPORT ITEMS

No supporting documentation.

End of Section

7.1 Schools for Fair Funding

No supporting documentation.

End of Section

7.2 Future Agenda Items

No supporting documentation.

End of Section

Haysville BOE Calendar		
July		January
Organizational Board Meeting		Superintendent's Evaluation/Contract
Budget Workshop		Notice of Items for Negotiations
		Elect Board Negotiations Team
August		February
Budget Hearing		Report of Admin. Evaluations
Approve Budget		Extension of Admin. Contracts
September		March
Enrollment Numbers		Curriculum Proposals
Summer Program Reports		School Calendar Proposals
Building Tours		
October		April
Special Education Plan		Teacher Non-Renewal Discussion
Building Tours		Capital Outlay Lists
Audit Report		Personnel Plan
November		May
KASB Delegates/voting		Handbooks
BOE Retreat/Goal Setting/Evaluation		Summer Work Requests
		Graduations/Promotions
December		June
Schedule Superintendent's Evaluation		Handbooks
		Set Budget Meeting Date and Time
Yearly Activities		On Going Activities
Joint BOE/CITY Meeting (5th Mon.)		Policy Review (Monthly)
Crisis/Safety Report		
Drug Prevention Report		
Joint BOE/StuCo Meeting		
Audit Report to Board		
KASB State Convention		
KASB Spring/Fall Regional Mtgs.		

8.0 EXECUTIVE SESSION

No Supporting Documentation

End of Section

9.0 ADJOURNMENT

No supporting documentation.

End of Section