REGULAR MEETING USD # 261
BOARD ROOM – CENTRAL OFFICE 1745 W.GRAND AVE, HAYSVILLE, KANSAS
July 15, 2013 – 7:00 P.M.
Oath of Office to elected Board of Education member(s) (Coleman)

1.0 MEETING OPENING
- 1.1 Call to Order
- 1.2 Flag Salute
- 1.3 President's Announcements
- 1.4 Superintendent's Announcements
  Budget Hearing – Date and Time
- 1.5 New and Good
- 1.6 Approve / Amend Agenda

2.0 BOARD REORGANIZATION - PDF
Standard BOE reorganization as required by Kansas Statutes and BOE Policy - Action Requested
- 2.1 Election of Board Officers
- 2.2 Designate Regular Meeting Date, Time, and Place
- 2.3 Personnel Appointments and Resolutions
  - 2.3.1 Clerk of the Board
  - 2.3.2 Deputy Clerk of the Board
  - 2.3.3 Treasurer of the Board
  - 2.3.4 Assistant Treasurer of the Board
  - 2.3.5 Custodian of Office Records
    - a. Early Childhood Program
    - b. Parents As Teachers Program
    - c. Oatville Elementary
    - d. Rex Elementary
    - e. Nelson Elementary
    - f. Freeman Elementary
    - g. Ruth Clark Elementary
    - h. Prairie Elementary
    - i. Haysville Middle School
    - j. Haysville West Middle School
    - k. Campus High School
    - l. Haysville High School
    - m. Tri-City Day School
  - 2.3.6 Representative for Title Projects
  - 2.3.7 Attorney for the Board
  - 2.3.8 KPERS Designated Agent
  - 2.3.9 Freedom of Information Officer
  - 2.3.10 Food Service/Lunch Agreement Representative
  - 2.3.11 Hearing Officer for Free & Reduced Meal Application Appeals
  - 2.3.12 Attendance Officer
    - a. Early Childhood Program
    - b. Parents As Teachers Program
    - c. Oatville Elementary
    - d. Rex Elementary
    - e. Nelson Elementary
    - f. Freeman Elementary
    - g. Ruth Clark Elementary
    - h. Prairie Elementary
    - i. Haysville Middle School
    - j. Haysville West Middle School
    - k. Campus High School
    - l. Haysville High School
    - m. Tri-City Day School

2.3.13 Title VI Coordinator
2.3.14 504 Coordinator
2.3.15 Coordinator for Homeless Children
2.3.16 Resolutions
2.3.16.1 1116 Hour School Year
2.3.16.2 Surety Bond for District Treasurer, High School and Middle School Principals
2.3.16.3 Official Newspaper
2.3.16.4 Participation in Federal Programs
2.3.16.5 Early Payment of Bills
2.3.16.6 Official Depository of Funds
2.3.16.7 Rescinding Policy Statement and Adoption of New Board Policies
2.3.16.8 Waiver of GAAP Resolution
2.3.16.9 Home Rule Resolution
2.3.16.10 Disposal of School Property valued less than $5,000.00
2.3.16.11 Re-funding of bonds

MOTION to approve items 2.3.1 through 2.3.16.11

2.3.17 Appointment of Board Member(s) / KASB Governmental Relations Network
2.3.18 Haysville Forward Representative
2.3.19 CIS Representative

3.0 DISTRICT PATRON/PERSONNEL TIME
3.1 Hearing of Scheduled District Patrons/District Personnel – 5 min.
3.2 Remarks/Comments from District Visitors – 2 min.

4.0 CONSENT AGENDA
4.1 Previous Minutes
4.2 Routine Personnel
4.3 Gifts and Grants
4.4 Treasurer's Report / Bills – PDF
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

5.0 REPORTS – Focus on Learning
- Tech. Camp Report

6.0 FIRST READINGS
6.1 Policy Review - PDF
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

7.0 ACTION ITEMS
- 7.1 Bus Driver Handbook - PDF
- 7.2 District Technology Plan – PDF - Cundiff

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

9.0 EXECUTIVE SESSION – If Needed

10.0 ADJOURNMENT

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 BOARD REORGANIZATION

No supporting documentation.

End of Section

Agenda Topics 2.1, 2.2, 2.3 – 1-17,

2.1 Election of Board Officers

It is recommended that a Board President be elected. Nominations from the floor are in order. No second is needed in that nomination of officers is not a motion. A motion may be made and seconded to end nominations at any time. After nominations cease by no further nominating or a motion to end such, a general vote should be taken.

It is further recommended that a Board Vice-President be elected. The procedure for election would be a repeat of the above steps. Upon completion of voting, the current Board President, if re-elected, or a newly elected President will chair the remainder of the meeting.

2.2 Designate Regular Meeting Date, Time, and Place- Please see the attached example of a resolution relative to this agenda item for Board information.

2.3 Personnel Appointments – The superintendent suggests the following appointments and wording for agenda items 2.3.

"Be it resolved that the Board of Education of Unified School District 261does hereby appoint the below listed individuals by name, responsibility and / or title:"

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 **<u>Official Newspaper</u>** –
"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 **<u>Participation in Federal Programs</u>** –
"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 **<u>Early Payment of Bills</u>** –
"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 **<u>Official Depository of Funds</u>** –
Please see the attached resolution example.

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

2.3.16.8 **<u>Waiver of GAAP Resolution</u>** –
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 items 2.3.1 through 2.3.16.11.

2.3.17 Appointment of Board Member(s)/KASB Governmental Relations Network

2.3.18 Haysville Forward Representative

2.3.19 CIS Representative

RESOLUTION ESTABLISHING MEETING SCHEDULES FOR BOARD OF EDUCATION

Pursuant to K.S.A. 72-8205, the Board of Education of USD 261, Sedgwick County, Kansas, by resolution duly adopted at its regular meeting held July 15, 2013, established the following meeting schedule for regular Board of Education meetings to be held during the 2013-2014 school year:

Hour of commencing the meeting: 7:00 p.m.

Day of the week the meeting will be held: Monday

Week of the month the meeting will be held: Third *

Meeting Place: Board of Education Room, Administration Building
1745 West Grand, Haysville, Kansas

If the established date falls on a legal holiday or a holiday specified by the Board of Education, such regular meeting would be held on a date specified by the Board, commencing at the same hour as detailed above.

The Board of Education reserves the right to adjourn any regular meeting to another time and place.

_____

Board President

_____

Attest: Clerk of the Board

* Exceptions to include:
- 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 20th (Promotion)

2.3.16.6

RESOLUTION

BE IT RESOLVED by the Board of Education of Unified School District No. 261, (Haysville) Sedgwick County, State of Kansas, that all banks in Sedgwick County be designated as official depositories and that the following bank be and is hereby designated as depository bank for Unified School District No. 261 funds for the budget year beginning July 1, 2013, and ending June 30, 2014:

Intrust Bank

and

BE IT RESOLVED that withdrawals from all accounts of Unified School District No. 261 now carried with the within named bank, shall be made by check signed by the following duly elected officers of the Board of Education, _____, President, and countersigned by Clint Schutte, the Treasurer of USD 261, and Debra M. Coleman, Clerk.

BE IT FURTHER RESOLVED, that such signatures of any officer may be affixed mechanically in facsimile, provided that such facsimile signatures shall be valid only when used on standard Unified School District No. 261 check forms, and provided that the facsimile signature shall correspond to the specimen thereof, submitted and certified to the bank by the Clerk of the Board of Education of Unified School District No. 261 to execute, and to the bank to accept, signatures as provided above, and that any action consistent with this Resolution is hereby ratified and confirmed.

ADOPTED: July 15, 2013.

ATTEST: UNIFIED SCHOOL DISTRICT NO. 261
(HAYSVILLE) SEDGWICK COUNTY, KANSAS

_____ BY: _____

CLERK **PRESIDENT**

2.3.16.7a

RESOLUTION FOR RESCINDING POLICY STATEMENTS FOUND IN BOARD MINUTES

Mr. / Ms. President,

I move the adoption of the following resolution:

RESOLUTION

Be it resolved that all policy statements found in the minutes of this board of education prior to June 30, 2013, be rescinded, and that the board of education adopt the policy manual (or written policies) as presented and recommended by the superintendent of schools, to govern this school district during the 2013-2014 school year, subject to periodic review, amendment, and revision by the board of education.

2.3.16.7b

RESOLUTION TO ADOPT NEW BOARD POLICIES

Mr. / Ms. President, I move the adoption of the following resolution:

RESOLUTION

Be it resolved that the Board of Education of Unified School District No. 261 adopt the new policies, Board Policy book, and administrative rules attached to the official agenda of the board meeting of July 15, 2013, with said new policies and administrative rules to become effective July 1, 2013.

FURTHER, be it resolved that all policies and administrative rules adopted prior to June 30, 2013 be declared as null and void and of no effect as of July 15, 2013.

FURTHER, be it resolved that the full text of said newly adopted board policies and administrative rules be attached to and incorporated in the board minutes of the July 15, 2013 board meeting; however, said new board policies and administrative rules will be actually filed in the superintendent's office in a permanent file to be established and maintained by said superintendent or his/her designated representative. All such newly adopted policies and administrative rules adopted this date will be marked with the effective date in the appropriate place on each such page of the policies and rules.

WAIVER OF GAAP RESOLUTION

"Be it resolved by the Board of Education of Haysville USD 261, Haysville, Kansas, in the regular meeting assembled this 15th day of July 2013, that the Board of Education waives the requirements of K.S.A. 751120, that the Board of Education waived the requirements of K.S. A. 75-1120a (a) (as amended) as they apply to the Haysville USD 261 for the year ended June 30, 2013."

"Be it further resolved that the Board of Education shall cause the financial statements and financial reports of the Haysville USD 261 to be prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of this State."

2.3.16.9

RESOLUTION TO ESTABLISH HOME RULE BY BOARD OF EDUCATION

Mr. / Ms. President,

I move the adoption of the following resolution:

RESOLUTION

WHEREAS, the Board of Education of Unified School District No. 261, Sedgwick County, Kansas, has determined that the exercise of powers granted by the legislature is of benefit to the board and local patrons; and

WHEREAS, Kansas law authorizes the board to transact all school district business; and

WHEREAS, the board intends to adopt policies that the board deems appropriate to perform its constitutional duty to maintain, develop and operate local public schools; and

WHEREAS, the board acknowledges that the power granted by law shall not be construed to relieve the board from any obligations to comply with state law; and

WHEREAS, the board acknowledges that the powers granted by law and this resolution shall not be construed to relieve any other unit of government of its duties and responsibilities prescribed by law; and

WHEREAS, the board acknowledges that the powers granted by law do not create any responsibility on the part of the district to assume the duties or responsibilities that are required of another unit of government;

NOW THEREFORE, BE IT RESOLVED, by the Board of Education of Unified School District No. 261, Sedgwick County, Kansas, that the board shall exercise the power granted by law and by this resolution.

ADOPTED by the Board of Education of Unified School District 261, Sedgwick County, Kansas, the 15th day of July, 2013.

2.3.16.10

RESOLUTION TO DISPOSE OF SCHOOL PROPERTY

Mr. / Ms. President,

I move the adoption of the following resolution:

RESOLUTION

The Board of Education authorizes the superintendent and the assistant superintendent for business and finance to dispose of school property valued at $5,000 or less. Such disposal shall be reported to the Board at the next school board meeting following such disposal.

2.3.16.11

RESOLUTION FOR RE-FUNDING OF BONDS

Mr. / Ms. President,

I move the adoption of the following resolution:

RESOLUTION

In the event that the district's bonding company informs the superintendent and the assistant superintendent for business and finance that it would be to the district's advantage to refinance its bonds, the Board of Education authorizes the superintendent and assistant superintendent for business and finance to approve such refinancing. This refinancing shall be reported to the Board at its next regular meeting.

MOTION TO APPROVE ITEMS 2.3.1 THROUGH 2.3.16.11

End of Section

2.3.17 Appointment of Board Member(s) / KASB Governmental Relations Network

No supporting documentation.

End of Section

2.3.18 Haysville Forward Representative

No supporting documentation.

End of Section

2.3.19 CIS Representative

No supporting documentation.

End of Section

3.0 DISTRICT PATRON / PERSONNEL TIME

No supporting documentation.

End of Section

3.1 Hearing of Scheduled District Patrons / District Personnel

No supporting documentation.

End of Section

3.2 Remarks / Comments from District Visitors

No supporting documentation.

End of Section

4.0 CONSENT AGENDA

No supporting documentation.

End of Section

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
June 17, 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 at the Administration Building, 1745 W. Grand Ave., Haysville, Kansas, at 7:00 p.m., by Board President Susan Walston. Five Board members were present.

MEMBERS PRESENT
Susan Walston, President
Glenn Crum, Vice President
Forrest Hummel
Regina Schutt
Emily Davis

OTHERS PRESENT
Dr. John Burke, Superintendent of Schools
Clint Schutte, Assistant Superintendent of Finance
Debbie Coleman, Clerk of the Board
Dr. Michael Clagg, Asst. Supt. of Personnel
Teresa Tosh, Assistant Superintendent of Learning Services
Myron Regier, Campus High School Principal
Becky Cezar, Director of Special Services
David Herbert, Director of Information Services
Penny Schuckman, Director of the Learning Center
Galen Davis, Executive Director of Maintenance
B. J. Knudson, Transportation Director
Liz Hames, Public Relations Coordinator
Others

1.0 MEETING OPENING

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

1.2 Flag Salute

1.3 President's Announcements

- Recognition of Retiring Board Members
  Susan Walston recognized the service given to the Board of Education and USD 261 by retiring Board members Emily Davis and Regina Schutt. Ms. Walston presented Emily and Regina with plaques.
- Recognition of Kansas Friends of Education award recipients
  Susan recognized the Kansas Friends of Education award recipients Mr. Cam Tran, Brenda Garcia, and Emily Ames.
- Ms. Walston thanked everyone for the great graduations and promotions.

1.4 Superintendent's Announcements

- Dr. Burke reviewed the information that was presented to District staff during this year's Turbo Rocket Ice Cream tour.
- Budget Meeting – Set Date and Time
  Mr. Clint Schutte suggested the Board schedule the Budget Meeting for August 5, 2013 at 6:00 p.m. in the Conference Room of the Administration Building.
  MOTION to schedule the Budget Meeting for August 5, 2013 at 6:00 p.m. in the Conference Room of the Administration Building.
  (Crum / Schutt) Motion carried 5-0.
- Dr. Burke reviewed the past year's accomplishments for the Board.

1.5 New and Good

- District graduations and promotions
- Leadership Coaching for High Performance training. The training was very successful.

1.6 Approve / Amend Agenda
MOTION to approve the Agenda as amended by **adding 3.6 Auditor's Agreement to 3.0 CONSENT AGENDA, and removing 6.2 Capital Outlay Bid Approval.**
(Hummel / Schutt) Motion carried 5-0.

2.0 DISTRICT PATRON/PERSONNEL TIME

2.1 Hearing of Scheduled District Patrons/District Personnel – 5 minutes
None

2.2 Remarks/Comments from District Visitors – 2 minutes
None

3.0 CONSENT AGENDA

3.1 Previous Minutes

3.2 Routine Personnel
Ms. Walston informed Board members additional Personnel items were placed at their seats.

3.3 Gifts and Grants
There were no Gifts or Grants.

3.4 Treasurer's Report / Bills – PDF

3.5 HWMS Division I Band Festival April 30, 2014 – Student Dismissal

3.6 Auditor's Agreement
MOTION to approve the Consent Agenda as amended by **adding 3.6 Auditor's Agreement** and additional Personnel items.
(Hummel / Schutt) Motion carried 4-1. Emily Davis voted no.

4.0 REPORTS – Focus on Learning

- District Professional Development Plan
  Ms. Penny Schuckman presented information to the Board regarding the District Professional Development Plan.
- Grants Funded
  Ms. Schuckman spoke to the Board about grants that have been funded for USD 261.
- Learning Center Workshop Totals
  Ms. Schuckman presented the Learning Center Workshop totals to the Board. To date this year the Learning Center has hosted 122 workshops.
- Facilities Strategic Plan
  Clint Schutte presented information to the Board regarding the District's Facilities Strategic Plan.
- Strategic Plan Update
  Dr. Burke reviewed the past years accomplishments in regard to the Strategic Plan.
  A representative from each unit presented information regarding the District's Strategic Plan.
- Lap Top Purchase Update
  David Herbert presented an update to the Board regarding lap top purchases.

5.0 FIRST READINGS

5.1 District Technology Plan
Lisa Cundiff presented information to the Board regarding the District Technology Plan.
This was a first reading with no action required from the Board.

5.2 Bus Driver Handbook
B.J. Knudson presented information to the Board regarding updating the Bus Driver Handbook.
This was a first reading with no action required from the Board.

6.0 ACTION ITEMS

6.1 Police Approval
GAAD – Child Abuse
MOTION to approve Board Policy GAAD as presented.
(Crum / Hummel) Motion carried 4-1. Emily Davis voted no.

6.2 Capital Outlay Bid Approval - removed

7.0 DISCUSSION/REPORT ITEMS

7.1 Schools for Fair Funding Report
No Report

7.2 Future Agenda Items

- New Board Policies
- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Safe Room at Ruth Clark
- Handbooks
- Bond Information
- Facility Committee development proposal
- Budget Hearing date and time

7.3 Board Calendar
No changes

8.0 EXECUTIVE SESSION – No Executive Session

9.0 ADJOURNMENT
Meeting adjourned at 8:19 p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

PERSONNEL RESUME

Name Kathleen Jones

For Position As Math Teacher

Building Haysville West Middle School

Education	Date	Degree	Major
Undergraduate			
Southwestern College	2009	BA	Elementary Education
Graduate			

Teaching Experience	Location	Date	Years
M.S. Math Teacher	Derby, KS	2009-2011	2

Salary Offered $38,421 **Degree** BS **Step** 3

CA

PERSONNEL RESUME

Name Aubrey Simmons

For Position As Special Education Teacher

Building Freeman Elementary School

Education	Date	Degree	Major
Undergraduate			
Wichita State University	2010	BA	Elementary Education
Graduate			

Teaching Experience	Location	Date	Years
2nd Grade Teacher	Dodge City, KS	2011-2013	2

Salary Offered $38,421 **Degree** BS **Step** 3

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: July 15, 2013

RE: Supplemental Contracts

The following supplemental contracts for the 2013-2014 school year are recommended for your approval:

Julie Balderas	H.S. Asst. Volleyball Coach
Shawn Becker	Rex Paid Plan Period
Marcus James	Summer Conditioning
Eric McCormack	Summer Conditioning
Nicole Miller	Asst. Special Olympics Coach
Rick Morrison	Campus Paid Plan Period
Laura Vargas	Special Olympics Coach
Perry Warden	HMS Paid Plan Period
Pat Willig	Asst. Special Olympics Coach

CA

Memo

TO: Haysville Board of Education

FR: Clint Schutte, Assistant Superintendent of Business/Finance

DA: July 1, 2013

RE: Check 3616

The Campus High Theatre department received a check for $300 from the Haysville Community Library for their participation in the summer reading program. We are requesting approval to accept this check.

cls

4.4 Treasurer's Report / Bills - PDF

No supporting documentation.

End of Section

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: July 15, 2013

RE: 2013-2014 Rehired-Retired Teacher Work Agreement

Please let this statement serve as a recommendation to the Board of Education to approve the 2013-2014 Rehired-Retired Teacher Work Agreement with changes to dates.

CA

Haysville Schools, USD 261
1745 W. Grand Ave, Haysville, Ks
(316) 554-2200

USD 261
HAYSVILLE SCHOOLS

To: **Board of Education**

From: **Elementary Principals**

Re: **2013-2014 TAPS (Teaching Assessment Preparation Skills)**

Proposed Program Rubric

a. Explanation and program purpose: TAPS is an after school learning program that allows students to receive additional learning opportunities and instruction in reading and math. Students learn and practice skills not previously mastered. In addition, students learn to apply valuable test-taking skills in preparation for state assessments.

b. Justified need: As more emphasis is being placed on the academic issues regarding proficiencies in reading and math, alternatives to assisting students is becoming more and more necessary. Moreover, as students progress to more challenging course work in the upper grades, parents have difficulty assisting their children with schoolwork. Strategy 3 of the district's strategic plan stated, "We want curriculum and instruction that maximize student achievement." TAPS will help to maximize student achievement by having a better student-to-teacher ratio (10:1). This will give our students the added assistance in smaller settings that they need to show maximum achievement on the various state assessments.

c. Involved parties and criteria: Each site consists of one coordinator, two teachers, and one paraprofessional. The teaching positions at each site are each responsible for teaching a small group of students in either reading and math strategies. In order to maintain an appropriate student-to-teacher ratio, additional staff may be needed as interest and enrollment may increase. The TAPS coordinator/lead teacher at each building, with input from classroom teachers and each building's SIT team, determine which students would benefit from TAPS. Students in TAPS must meet one or more of the following qualification criteria: academically struggling, SES/disadvantaged, flagged on previous state assessments, low AIMS scores, low Literacy First Assessments, and those with other specific academic needs. Only third through fifth grade students are eligible to attend, as these are the grades administered Kansas state assessments.

d. Program structure: TAPS consists of tutoring 4 nights per week for one hour per night. The coordinator/lead teacher oversees the teacher(s) and paraprofessional(s), tracks timesheets, communicates and coordinates with transportation, retains substitute teachers when needed, and leads groups of students. The student-to-teacher ratio would be maintained at no more than 10 students to 1 teacher. Associated costs within this proposal are attached.

e. Research base: The need for quality after school programs is supported by Noam (2002), who documented the association of attendance at after school programs with better grades; along with helping to strengthen learning and reaching academic goals.

Other research also supports the theory that after school tutoring and enrichment programs make a reported difference in the academic skills of students, especially at-risk student. After-school programs have helped reduce the achievement gap between low ses students and other students.

Noam, Gil G. "Afterschool Education: A New Ally for School Reform," *Harvard Education Letter Research Online*. November/December, 2002.

Cohen, P. A., Kulik, J. A., & Kulik, C. L. C. (1982). Educational outcomes of tutoring: A meta-analysis of findings. *American Educational Research Journal*, *19*(2), 237-248.

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f. Program evaluation: Each child participating in TAPS will have been picked due to classroom teacher recommendations, prior state assessment scores, AIMSWeb scores. Another factor determining program effectiveness is based on future data on classroom assignments, grades, AIMSWeb, MAPS, and state assessment scores.

g. Existing interventions: Extra pull-out and additional time already occur during the regularly scheduled day by classroom teachers, special education, and Title staff that is vital. Considering that TAPS will provide additional time, support, and remediation on specific skills deficits in reading and math above and beyond the regular day, TAPS teachers will be able to provide more focused remediation in assessment prep activities. They will also be able to conduct more frequent progress monitoring to assess learning.

TAPS Proposal FY14
(Teaching Assessment Preparation Skills)
Updated June 17, 2013

Associated Costs

Personnel	Totals FY14 (76 days)	Totals FY13 (77 days)
6 Coordinators ($28/hour X 76 days X 6)	$12,768	$12,936
12 Teachers ($24/hour X 76 days X 12)	$21,888	$22,176
6 Paras ($9/hour X 76 days X 6)	$4104 (provided by sped)	$4158
Transportation		
($11.50/hr-2 hrs per route X 6 buses X 76 days)	$10,488 (@ FES, NES, OES, PES, RCES)	$10,626
Total	**$49,248**	$49,896
4th Teacher ($24/hr X 76 days x 5)	$ 9,120 Provided by sped (@ RCES, RES, NES, OES, PES)	$9240
Snack ($.25 X 180 students X 76 days)	$3420 *(Food Service will provide)*	$3465 (Bldg. provided)

Taps will run Mondays-Thursdays from Sept. 16, 2013 through Mar. 13, 2014.
Taps will not be in session on Oct.14-17, Nov. 25-26, Dec. 16-19, Jan. 20, Feb. 10-13, Feb. 17

Site Responsibilities

1. Building principal designates one site coordinator/lead teacher
2. Principal and coordinator select two teachers and one paraprofessional
3. Coordinator communicates with transportation regarding particulars
4. Coordinator communicates criteria to teachers.
5. Teachers complete referral forms based on criteria, submits to the coordinator.
5. Teachers discuss TAPS with parents of qualifying students and obtain parental consent.
6. Coordinator assigns students to their respective teacher (10-12 students per teacher per night)
7. Coordinator supplies all student names/addresses/etc. to transportation
8. TAPS begins; intense intervention based on student needs.
9. Coordinator will communicate with Food Service for snack needs.
10. Coordinator is responsible for staff timesheets, progress reports, and transportation communication.
11. Coordinator and instructors provide documentation for the evaluation of the program to district admin: (pretest, posttests, progress charts, CBMs, frequent probes, grades, state assessments, etc)
12. Andi Williams will serve as spokesperson for general TAPS communications, cancellations, etc.

Kansas Association of School Boards

1420 SW Arrowhead Road
Topeka, KS 66604-4024

Invoice

Date	Invoice #
3/20/2013	1670

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Legal Assistance Fund Service Fee	1,650.00	1,650.00

KASB Legal Assistance Fund Service Fee for July 1, 2013 to June 30, 2014

Total $1,650.00

Kansas Association of School Boards

1420 SW Arrowhead Road
Topeka, KS 66604-4024

Invoice

Date	Invoice #
3/20/2013	1337

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

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Membership Dues - USD	12,128.00	12,128.00

KASB Membership for July 1, 2013 to June 30, 2014

Total $12,128.00

SCHOOLS FOR FAIR FUNDING, INC.

308 E. 1ST, NEWTON, KS 67114-3846

RUSSELL MILLER, TREASURER ◙ TELEPHONE: 316 284 6200 ◙ EMAIL: RKMILLER@NEWTON.K12.KS.US

March 7, 2013

INVOICE

FY14 Assessment

John Burke
Haysville U.S.D. 261
1745 W Grand Ave
Haysville, KS 67060-1234

FY14 Base Member Dues at $3.50/FTE Enrollment (exc4yr at risk)	
5,005.0 FTE x $3.50	$ 17,517.50
FY14 Additional Assessment for Litigation Support at $2.95/FTE Enrollment (exc4yr at risk)	
5,005.0 FTE x $2.95	$ 14,764.75
Total Amount Due	$ 32,282.25

Please Remit to:

Schools For Fair Funding, Inc.
Russell Miller, Treasurer
308 E. 1st St.
Newton, KS 67114-3846

990191.doc

5.0 REPORTS

No supporting documentation.

End of Section

6.0 FIRST READINGS

No supporting documentation.

End of Section

6.1 Policy Review

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

7.0 ACTION ITEMS

No supporting documentation.

End of Section

7.1 Bus Driver Handbook - PDF

No supporting documentation.

End of Section

7.2 District Technology Plan - PDF

No supporting documentation.

End of Section

8.0 DISCUSSION/REPORT ITEMS

No supporting documentation.

End of Section

8.1 Schools for Fair Funding

No supporting documentation.

End of Section

8.2 Future Agenda Items

No supporting documentation.

End of Section

8.3 Board Calendar

No supporting documentation.

End of Section

9.0 EXECUTIVE SESSION – If Needed

No supporting documentation.

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section