**REGULAR MEETING USD # 261**
**ADMINISTRATION BUILDING BOARD ROOM - 1745 W. GRAND AVE., HAYSVILLE, KANSAS**
**March 25, 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
- 3.5 Temporary Construction Easement

4.0 REPORTS – Focus on Learning
- Johnson Controls Report-pdf
- Book Review – Tosh
- Affordable Care Act-pdf
- IE-Instructional Arrangements

5.0 FIRST READINGS
- 5.1 Elementary School Staff and Student Handbooks
- 5.2 Haysville Middle School Staff and Student Handbooks- pdf
- 5.3 Haysville West Middle School Staff and Student Handbooks
- 5.4 Job Descriptions – Network Analyst II & Systems Analyst I

6.0 ACTION ITEMS
- 6.1 Policy Approval
  KG & KG-R – Use of District Facilities
- 6.2 2013-2014 District Calendar - pdf
- 6.3 Capital Outlay Projects

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**
**ADMINISTRATION BUILDING, 1745 W. GRAND AVE.**
**HAYSVILLE, KANSAS**
**February 28, 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. Six Board members were present. This meeting was rescheduled from February 25th to the 28th due to snow.

MEMBERS PRESENT
Susan Walston, President
Glenn Crum, Vice President
Regina Schutt
Pat Lemmons
Emily Davis
Greg Fenster

OTHERS PRESENT
Dr. John Burke, Superintendent of Schools
Debbie Coleman, Clerk of the Board
Dr. Michael Clagg, Asst. Supt. of Personnel
Teresa Tosh, Assistant Superintendent of Learning Services
Clint Schutte, Assistant Superintendent of Finance
Myron Regier, Campus High School Principal
Ildo Martins, HWMS Principal
Dr. Mike Maurer, HMS Principal
Glenda Cowell, Campus High School Assistant Principal
Mark Foster, Haysville High School Assistant Principal
Liz Hames, Community Relations Coordinator
David Herbert, Director of Information Services
Galen Davis, Executive Director of Maintenance
Others

1.0 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

- Thank you to the staff for the planning that took place to ensure the safety of students and staff during the snow storm and for the snow removal.
- Susan attended the Governmental Relations meeting in Topeka and shared information from the conference and also shared information from the Kansas Council for Economic Education.
- The CIS Reality Fair at Campus High School will be held on April 16th and 17th.
- Suzan Graham from CIS will be the presenter at the March Chamber luncheon.
- The meeting with the BOE and Campus Student Council had to be cancelled due to bad weather.

  The meeting will be rescheduled to March 14, 2013, at 7:00 a.m. in room E-1 at Campus.

1.4 Superintendent's Announcements – no announcements

1.5 New and Good

Dr. Burke:

- Campus qualified four wrestlers for the state tournament with one of the wrestlers placing 3rd.
- Both Boys and Girls bowling teams at Campus qualified for state.
- Campus is finishing its Blue Ribbon School application.
- Most recently we had four snow days.

Dr. Clagg:

- The District Job Fair held at Haysville Middle School was a success.

1.6 Approve / Amend Agenda
MOTION to approve the Agenda as presented.
(Crum / Schutt) Motion carried 5-1. Greg Fenster voted no.

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

3.3 Gifts and Grants
Gifts were received from Sonic for Ruth Clark Elementary School in the amount of $61.91 and Cargill Corporation for Haysville Middle School in the amount of $1,300.00 for a 32 unit vote set for the mathematic classrooms.

3.4 Treasurer's Report / Bills – PDF
MOTION to approve the Consent Agenda as presented.
(Crum / Lemmons) Motion carried 4-2. Emily Davis and Greg Fenster voted no.

4.0 REPORTS – Focus on Learning

- AYP Report – Campus High School , Haysville Middle School and Haysville West Middle School
  Campus High School assistant principal Glenda Cowell and Haysville High School assistant principal Mark Foster presented the Campus High School AYP presentation to the Board.
  Haysville Middle School principal Dr. Mike Maurer presented the Haysville Middle School AYP Report to the Board.
  Haysville West Middle School principal Ildo Martins presented the Haysville West Middle School AYP update to the Board.
- School Safety and Security
  Mr. Galen Davis presented a brief report to the Board regarding School Safety and Security to the Board.

MOTION to hold a Special Board meeting for discussion of School Safety and Security information on March 25th at 6:00 p.m. (Walston / Lemmons) Motion carried 6-0.

5.0 FIRST READINGS

5.1 Policy Review
KG & KG-R – Use of District Facilities
Dr. Burke presented information to the Board regarding Board policy KG & KG-R – Use of District Facilities.
This was a first reading with no action required from the Board.

5.2 2013 – 2014 District Calendar
Dr. Burke presented information to the Board regarding the 2013-2014 District Calendar
This was a first reading with no action required from the Board.

6.0 ACTION ITEMS

6.1 Policy Approval
JBCA-Homeless Students
MOTION to approve Board Policy JBCA-Homeless Students
(Crum / Schutt) Motion carried 5-1. Emily Davis voted no.

6.2 Parents As Teachers Handbooks – PDF
MOTION to approve the Parents As Teachers Handbook as presented.
(Crum / Schutt) Motion carried 6-0.

6.3 Tri-City Day School Handbooks – PDF
Gina Keirns was present to answer questions from the Board regarding the Tri-City Day School Staff and Student Handbooks.
MOTION to approve the Tri-City Day School Handbook as presented.
(Schutt / Crum) Motion carried 6-0.

6.4 Job Descriptions
Teresa Tosh was present to answer questions from the Board regarding the job description for Learning Facilitator.
MOTION to approve the job description for Learning Facilitator as presented.
(Crum / Schutt) Motion carried 6-0.

7.0 DISCUSSION/REPORT ITEMS

7.1 Schools for Fair Funding Report
The next meeting is scheduled for April 19, 2013.

7.2 Future Agenda Items
- New Board Policies
- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Curriculum Proposals
- Safe Room at Ruth Clark
- Johnson Controls Report
- Capital Outlay Projects – Action
- Class Size Guidelines Policy Review

7.3 Board Calendar
No changes

8.0 EXECUTIVE SESSION – Non-Elected Personnel
MOTION to take a 5-minute break then go into executive session at 9:10 p.m. for 15-minutes, to return at 9:25 p.m. for discussion of Non-Elected Personnel.
(Walston / Crum) Motion carried 6-0.

Mr. Clint Schutte and Dr. Mike Clagg were invited to join the Board in Executive Session at 9:10 p.m.
Mr. Schutte and Dr. Clagg returned to the Board room at 9:23p.m.

The Board reconvened at 9:25p.m. with four Board members present.
(Walston, Fenster, Davis and Lemmons)
MOTION to return to Executive Session for 10-minutes to return at 9:35 p.m.
(Walston / Lemmons) Motion carried 4-0.

The Board reconvened at 9:35 p.m. with six Board members present.

MOTION to extend the Administrator's contracts by one year as presented.
(Crum / Schutt) Motion carried 6-0.

Steve Crum gave a brief clarification to the Board regarding the Swim Team fundraiser.

9.0 ADJOURNMENT

Meeting adjourned at 9:39 p.m.

_____

Susan Walston, Board of Education President

_____

Debra M. Coleman, Board of Education Clerk

**SPECIAL JOINT BOE/STUDENT COUNCIL MEETING U.S.D. # 261**
**CAMPUS HIGH SCHOOL – ROOM E-1**
**2100 W. 55TH ST. SO., WICHITA, KANSAS**
**7:00 A.M.**
**March 14, 2013**

Subject to Board Approval

The Special Joint meeting of the Board of Education of Haysville School District # 261 and the Campus High School Student Council was called to order in room E-1 at Campus High School, 2100 W. 55th St. So., at 7: 00 a.m., by Board President Susan Walston.

| MEMBERS PRESENT | OTHERS PRESENT |
|---|---|
| Susan Walston | Dr. John Burke, Superintendent |
| Pat Lemmons | Debbie Coleman, Clerk of the Board |
| Glenn Crum | Myron Regier, Campus High School Principal |
| Regina Schutt – arrived at 7:03 a.m. | Glenda Cowell, Campus High School Asst. Principal |
| Liz Hames, Community Relations Coordinator | |

STUDENT COUNCIL MEMBERS PRESENT

| | |
|---|---|
| Mrs. Moree, Sponsor | Mrs. Gayle Nelson, Assistant Sponsor |
| Cassandra Nguyen | Cloe Coons |
| Josh Woods | Yesenia Ybarra |
| Caitlin Roush | Darren Reeves |
| Shelby Bettles | |

1.0 CALL to ORDER

Board President Susan Walston called the meeting to order at 7:00 a.m. with three Board members and seven Student Council members present.

2.0 Q & A BOARD ROLES and RESPONSIBILITIES

Board members explained their roles and responsibilities to the students and community then took questions from the Student Council members.

Student Questions:

1. Are the Board's decisions influenced by public opinion?
2. Why did the Board members choose to run for public office?
3. How do you handle conflict on the Board?
4. What qualifies you to run for the Board of Education?
5. What is the best thing about being on the Board?
6. When you were in high school how did the Board of Education influence you?
7. What do you hope to achieve while you are on the Board?

Individual Board members responded to each of these questions.

Mrs. Walston informed the Council that a public forum will be held at the Haysville Community Library on Tuesday, March 26th to meet the candidates and ask questions of them.

3.0 ADJOURNMENT

The meeting was adjourned at 7:44 a.m.

_____
Susan Walston, Board of Education President

_____
Debbie Coleman, Board of Education Clerk

# PERSONNEL RESUME

**Name** Dani Kline

**For Position As** Language Arts Teacher

**Building** Campus High School

| Education | Date | Degree | Major |
|---|---|---|---|
| **Undergraduate** | | | |
| Wichita State University | 2010 | BA | Education |
| **Graduate** | | | |

| Student Teacher Experience | Location | Date |
|---|---|---|
| Language Arts | Rose Hill, KS | 2010 |

**Salary Offered** $36,700 **Degree** BS **Step** 1

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: March 25, 2013

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Sarah Watts, 4th Grade Teacher at Rex Elementary School, effective May 23, 2013.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: March 25, 2013

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Hollie Reece, Kindergarten Teacher at Rex Elementary School, effective May 23, 2013.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: March 25, 2013

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Laura Stanley, Reading Teacher at Haysville Middle School, effective May 23, 2013.

CA

USD 261
HAYSVILLE
Oatville Elementary School

4335 S. Hoover
Wichita, Kansas 67215
316-554-2290

Shane P. Dent
Principal

To: USD 261 Board Members, Dr. Burke and Clint Schutte

From: Oatville Elementary, Shane Dent, Principal

Date: March 11, 2013

Please accept the following donation to Oatville Elementary from Lifetouch Pictures for $211.00. This is to be used for instructional materials for the students at Oatville. Please accept this donation and place in Oatville Lifetouch account 02-06-2401-619.

Shane Dent

Principal Oatville Elementary

USD 261
HAYSVILLE
Freeman Elementary School

7303 South Meridian
Haysville, Kansas 67060
316-554-2265
Fax# 316-554-2295

Andi Williams
Principal

Dear USD 261 Board of Education,

March 4, 2013

Recently, Freeman was named a beneficiary of memorial funds by the family of Laura Kristek, our co-worker and friend. Laura was a health clerk at Freeman and created the idea of a coat swap, an event which we include in our fall Family Night.

The Freeman staff has decided to use the funds to perpetuate "Laura's Coat Closet." The coat closet serves multiple needs: families can donate coats no longer in use and families can trade for new or newer coats as their children grow and as their needs change. Students and their parents have benefitted from this.

Some funds have come to us through the family and some funds have been mailed directly to us. To date, $2,460 has been received in Laura's name. I respectfully request that you approve acceptance of these donations for the purpose of our project, "Laura's Coat Closet."

We have acknowledged and thanked each donor. We have also let them know what the funds will be used for. Laura's family is most appreciative that this is a good way to capture the essence of Laura while also taking care of Freeman families.

Regards to Education,

Andi Williams

# HAYSVILLE USD #261

RESOLUTION#: 9

DATED: 3/25/2013

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

**PAYROLL**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| DATE: | 3/12/2013 | DIRECT DEPOSIT | 79537-79554 | CK# | 28832 | Email 1-1017 | 1,788,886.56 |
| | | WITHHOLDING | | | 106055-106084 | | 1,297,213.02 |

**ACCOUNTS PAYABLE**

| DATE: | | | |
|---|---|---|---|
| 2/15/2013 | MANUAL CK | 106040 | 522.92 |
| 2/15/2013 | MANUAL CK | 106041 | 445.84 |
| 3/1/2013 | MANUAL CK | 106042-106096 | 95,522.52 |
| 3/8/2013 | MANUAL CK | 106085-106096 | 84,556.39 |
| 3/12/2013 | MANUAL CK | 106097-106100 | 31,495.64 |
| 3/13/2013 | MANUAL CK | 16101-16102 | 897.12 |
| 3/25/2013 | CKS | 16103-16308 | 360,563.92 |
| | Void Checks | | |

TOTAL REGISTER: 3,660,103.93

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

## Bank Statement Reconciliation Summary

| | | |
|---|---|---|
| 1. | Statement Balance | 370,677.95 |
| 2. | - Outstanding Checks | 352,652.15 |
| 3. | + Outstanding Receipts/Adj. | 9,500.00 |
| 4. | Total | 27,525.80 |
| 5. | + Investments | 20,542,000.00 |
| 6. | Book Balance | 20,569,525.80 Bank Balance |
| | | 20,569,525.80 General Ledger Balance |
| | | -0- |

# Cash Summary Report

ALL Data

Date Range: 02/01/2013 thru 02/28/2013

Arranged by:
Fund ID

| Fund | Beginning | Revenue | Expenditures | Other | Ending | Encumbrances | Payables | Unencumbered |
|---|---|---|---|---|---|---|---|---|
| 02 | GENERAL FUND | | | | | | | |
| | 1,901,451.70 | 1,117,029.00 | -2,136,740.55 | 0.00 | 881,740.15 | -284,219.06 | 1,246.22 | 598,767.31 |
| 03 | SUPPLEMENTAL GENERAL | | | | | | | |
| | 4,237,889.94 | 2,519,918.00 | -142,263.40 | 0.00 | 6,615,544.54 | -251,123.57 | 0.00 | 6,364,420.97 |
| 04 | CONTINGENCY RESERVE | | | | | | | |
| | 2,972,592.55 | 0.00 | 0.00 | 0.00 | 2,972,592.55 | 0.00 | 0.00 | 2,972,592.55 |
| 11 | AT RISK (4 Yr. Old) | | | | | | | |
| | 197,765.29 | 0.00 | -40,125.63 | 0.00 | 157,639.66 | 0.00 | 0.00 | 157,639.66 |
| 13 | AT RISK (K-12) | | | | | | | |
| | 258,721.03 | 1,095.00 | -190,330.18 | 0.00 | 69,485.85 | -1,585.06 | 0.00 | 67,900.79 |
| 14 | BILINGUAL FUND | | | | | | | |
| | 87,302.17 | 0.00 | -17,925.77 | 0.00 | 69,376.40 | -169.80 | 0.00 | 69,206.60 |
| 16 | CAPITAL OUTLAY | | | | | | | |
| | 3,007,303.13 | 2,075.00 | -264,548.56 | 0.00 | 2,744,829.57 | -19,155.21 | 0.00 | 2,725,674.36 |
| 19 | DRIVER EDUCATION | | | | | | | |
| | 347,526.99 | 19,328.50 | 0.00 | 0.00 | 366,855.49 | -750.00 | 0.00 | 366,105.49 |
| 20 | TITLE I - LOW INCOME/01 | | | | | | | |
| | 80,682.59 | 0.00 | -47,215.32 | 0.00 | 33,467.27 | -5,519.89 | 0.00 | 27,947.38 |
| 23 | TITLE II - A TEACHER QUALITY | | | | | | | |
| | 37,254.57 | 0.00 | -1,238.16 | 0.00 | 36,016.41 | -20,640.00 | 0.00 | 15,376.41 |
| 24 | TITLE II - D ED. TECH | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 25 | TITLE IVA - DRUG FREE SCHOOLS | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 26 | PROFESSIONAL DEVELOPMENT | | | | | | | |
| | 269,781.56 | 0.00 | -50.80 | 0.00 | 269,730.76 | -1,298.40 | 0.00 | 268,432.36 |
| 29 | HOPE GRANT (21st CCLC) | | | | | | | |
| | 43,214.37 | 1,415.70 | -8,899.09 | 0.00 | 35,730.98 | -2,560.00 | 0.00 | 33,170.98 |
| 34 | VOCATIONAL EDUCATION | | | | | | | |
| | 442,254.91 | 0.00 | -34,895.58 | 0.00 | 407,359.33 | -3,069.11 | 0.00 | 404,290.22 |
| 36 | TITLE III | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 39 | EDUCATION FOR HOMELESS | | | | | | | |
| | 2,054.71 | 0.00 | -1,238.88 | 0.00 | 815.83 | -523.40 | 0.00 | 292.43 |
| 40 | TITLE I - SCHOOL IMPROVEMENT | | | | | | | |
| | 42.93 | 0.00 | 0.00 | 0.00 | 42.93 | -68.88 | 0.00 | -25.95 |
| 41 | TITLE I (CARRYOVER ) | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

ALL Data

# Cash Summary Report

Arranged by:
Fund ID

Date Range: 02/01/2013 thru 02/28/2013

| Fund | Beginning | Revenue | Expenditures | Other | Ending | Encumbrances | Payables | Unencumbered |
|---|---|---|---|---|---|---|---|---|
| 42 | 21st CENTURY COMMUNITY LEARNIN | | | | | | | |
| | 18,368.84 | 0.00 | -8,228.73 | 0.00 | 10,140.11 | -3,911.57 | 0.00 | 6,228.54 |
| 43 | BOND AND INTEREST | | | | | | | |
| | 2,721,315.22 | 0.00 | 3,603.30 | 0.00 | 2,724,918.52 | 0.00 | 0.00 | 2,724,918.52 |
| 45 | MENTORING GRANT | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 46 | TITLE I -- ARRA | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 47 | ECC STATE GRANT | | | | | | | |
| | -6,470.41 | 1,981.17 | -5,069.18 | 0.00 | -9,558.42 | -1,893.89 | 0.00 | -11,452.31 |
| 50 | LEARNING BY DESIGN | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 51 | KPERS SPECIAL RETIREMENT FUND | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 53 | SUMMER SCHOOL | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 54 | ALL DAY KINDERGARTEN | | | | | | | |
| | 34,722.41 | 5,875.00 | -5,830.38 | 0.00 | 34,767.03 | 0.00 | 0.00 | 34,767.03 |
| 55 | TEXTBK/STUDENT MAT'L REVOLVING | | | | | | | |
| | 648,267.86 | 7,389.10 | -7,815.53 | 0.00 | 647,841.43 | -31,420.29 | 0.00 | 616,421.14 |
| 57 | PARENT EDUCATION | | | | | | | |
| | 44,227.04 | 0.00 | -17,940.88 | 0.00 | 26,286.16 | -347.61 | 0.00 | 25,938.55 |
| 70 | SPECIAL EDUCATION | | | | | | | |
| | 1,081,439.03 | 178,619.93 | -745,943.23 | 0.00 | 514,115.73 | -9,663.98 | 0.00 | 504,451.75 |
| 88 | CARL PERKINS IMPROV.GRANT | | | | | | | |
| | -2,593.36 | 8,000.00 | -701.01 | 0.00 | 4,705.63 | -5,691.20 | 0.00 | -985.57 |
| 90 | FOOD SERVICE | | | | | | | |
| | 1,806,508.68 | 244,089.34 | -198,896.68 | 0.00 | 1,851,701.34 | -19,441.99 | 0.00 | 1,832,259.35 |
| 95 | PAYROLL CLEARING ACCT | | | | | | | |
| | 86,711.85 | 28,663.28 | -11,994.58 | 0.00 | 103,380.55 | 0.00 | 0.00 | 103,380.55 |
| **Report Totals:** | **20,318,335.60** | **4,135,479.02** | **-3,884,288.82** | **0.00** | **20,569,525.80** | **-663,052.91** | **1,246.22** | **19,907,719.11** |

# TRANSFERS

| Account | Description | Published Budget | Disbursed YTD | Account |
|---|---|---|---|---|
| **02 GENERAL FUND** | | | | |
| | | | | **02 GENERAL FUND** |
| 02-00-5200-940 | Transfer To Driver | 0.00 | 0.00 | 02-00-5200-940 |
| 02-00-5200-938 | Transfer To Capital | 0.00 | 0.00 | 02-00-5200-938 |
| 02-00-5200-951 | Transfer To Technology | 0.00 | 0.00 | 02-00-5200-951 |
| 02-00-5200-949 | Transfer To Summer | 0.00 | 0.00 | 02-00-5200-949 |
| 02-00-5200-946 | Transfer To Inservice | 0.00 | 0.00 | 02-00-5200-946 |
| 02-00-5200-952 | Transfer To | 0.00 | 0.00 | 02-00-5200-952 |
| 02-00-5200-950 | Transfer To Special | 4,653,298.00 | 1,871,917.00 | 02-00-5200-950 |
| 02-00-5200-954 | Transfer To Vocational | 0.00 | 0.00 | 02-00-5200-954 |
| 02-00-5200-944 | Transfer To Food | 0.00 | 0.00 | 02-00-5200-944 |
| 02-00-5200-936 | Transfer To Bilingual | 0.00 | 0.00 | 02-00-5200-936 |
| 02-00-5200-948 | Transfer To Parent Ed | 0.00 | 0.00 | 02-00-5200-948 |
| 02-00-5200-932 | Transfer To Adult Ed | 0.00 | 0.00 | 02-00-5200-932 |
| 02-00-5200-972 | Transfer To Contingency | 0.00 | 0.00 | 02-00-5200-972 |
| 02-00-5200-978 | Transfer to At Risk | 1,000,000.00 | 0.00 | 02-00-5200-978 |
| 02-00-5200-976 | Transfer to At Risk (4 | 200,000.00 | 0.00 | 02-00-5200-976 |
| 02-00-5200-974 | Transfer to Textbook | 0.00 | 0.00 | 02-00-5200-974 |
| 02-00-5200-937 | Transfer to Virtual | 0.00 | 0.00 | 02-00-5200-937 |
| **02 GENERAL FUND** | | 5,853,298.00 | 1,871,917.00 | **02 GENERAL FUND** |
| **03 SUPPLEMENTAL GENERAL** | | | | |
| | | | | **03 SUPPLEMENTAL GENERAL** |
| 03-00-5200-946 | Transfer To Inservice | 100,000.00 | 0.00 | 03-00-5200-946 |
| 03-00-5200-948 | Transfer To Parent Ed | 90,000.00 | 0.00 | 03-00-5200-948 |
| 03-00-5200-949 | Transfer To Summer | 0.00 | 0.00 | 03-00-5200-949 |
| 03-00-5200-936 | Transfer To Bilingual | 150,000.00 | 0.00 | 03-00-5200-936 |
| 03-00-5200-940 | Transfer To Driver Ed | 100,000.00 | 0.00 | 03-00-5200-940 |
| 03-00-5200-943 | Transfer To Extra | 0.00 | 0.00 | 03-00-5200-943 |
| 03-00-5200-944 | Transfer To Food | 0.00 | 0.00 | 03-00-5200-944 |
| 03-00-5200-950 | Transfer To Special Ed | 2,346,361.00 | 0.00 | 03-00-5200-950 |
| 03-00-5200-951 | Transfer To Technology | 0.00 | 0.00 | 03-00-5200-951 |
| 03-00-5200-952 | Transfer To Transp | 0.00 | 0.00 | 03-00-5200-952 |
| 03-00-5200-954 | Transfer To Vocational | 500,000.00 | 0.00 | 03-00-5200-954 |
| 03-00-5200-934 | Transfer to Adult Suppl | 0.00 | 0.00 | 03-00-5200-934 |
| 03-00-5200-974 | Transfer to Textbook & | 0.00 | 0.00 | 03-00-5200-974 |
| 03-00-5200-976 | Transfer to At Risk (4 | 200,000.00 | 0.00 | 03-00-5200-976 |
| 03-00-5200-978 | Transfer to At Risk | 2,000,000.00 | 0.00 | 03-00-5200-978 |
| **03 SUPPLEMENTAL GENERAL** | | 5,486,361.00 | 0.00 | **03 SUPPLEMENTAL GENERAL** |
| **04 CONTINGENCY RESERVE** | | | | |
| | | | | **04 CONTINGENCY RESERVE** |
| 04-00-5200-978 | Transfer to At Risk | 0.00 | 0.00 | 04-00-5200-978 |
| **04 CONTINGENCY RESERVE** | | 0.00 | 0.00 | **04 CONTINGENCY RESERVE** |
| **23 TITLE II - A TEACHER** | | | | |
| | | | | **23 TITLE II - A TEACHER** |
| 23-00-5200-022 | Transfer to Title V | 0.00 | 0.00 | 23-00-5200-022 |
| **23 TITLE II - A TEACHER** | | 0.00 | 0.00 | **23 TITLE II - A TEACHER** |

# TRANSFERS

| Account | Description | Published Budget | Disbursed YTD | Account |
|---|---|---|---|---|
| **53 SUMMER SCHOOL** | | | | |
| | | | | **53 SUMMER SCHOOL** |
| 53-00-5200-930 | Transfer to General | 0.00 | 0.00 | 53-00-5200-930 |
| **53 SUMMER SCHOOL** | | 0.00 | 0.00 | **53 SUMMER SCHOOL** |
| | | 11,339,659.00 | 1,871,917.00 | |

# REVENUE REPORTING ACCOUNTS

| Description | Published Budget | Receipts YTD | Receipt -Feb |
|---|---|---|---|
| General Fund Revenue | 30,618,029.00 | 16,906,700.03 | 1,117,029.00 |
| Supplemental General | 10,041,603.00 | 7,354,588.71 | 2,519,918.00 |
| Contingency Reserve | 0.00 | 0.00 | 0.00 |
| Class Reduction | 0.00 | 0.00 | 0.00 |
| Adult Ed Revenue | 0.00 | 0.00 | 0.00 |
| At Risk (4 Yr Olds) | 400,000.00 | 2,682.10 | 0.00 |
| At Risk (K-12) | 4,025,000.00 | 6,552.88 | 1,095.00 |
| Bilingual Fund Revenue | 200,000.00 | 0.00 | 0.00 |
| Capital Outlay Revenue | 770,428.00 | 580,334.00 | 2,075.00 |
| Textbook Revenue | 0.00 | 0.00 | 0.00 |
| Drivers Education | 57,500.00 | 32,940.50 | 19,328.50 |
| Title I - Low Income | 543,785.00 | 238,316.00 | 0.00 |
| Title I - Migrant | 0.00 | 0.00 | 0.00 |
| Title V - Innovative | 0.00 | 0.00 | 0.00 |
| Title IIA - Teacher | 118,343.00 | 68,758.00 | 0.00 |
| Title IID- Ed Tech | 0.00 | 0.00 | 0.00 |
| Title IV - Drug Free | 0.00 | 0.00 | 0.00 |
| Professional | 53,000.00 | 0.00 | 0.00 |
| Hope Grant (21st | 80,657.00 | 162,012.18 | 1,415.70 |
| Construction Revenue | 0.00 | 0.00 | 0.00 |
| FEMA Aid Revenue | 0.00 | 0.00 | 0.00 |
| School Safety Grant | 0.00 | 0.00 | 0.00 |
| Vocational Education | 500,000.00 | 0.00 | 0.00 |
| Technology Education | 0.00 | 0.00 | 0.00 |
| Title III - Consortium | 16,593.00 | 0.00 | 0.00 |
| Haysville/Pretty Prairie | 0.00 | 0.00 | 0.00 |
| Community Learning | 0.00 | 0.00 | 0.00 |
| Education for Homeless | 17,581.00 | 7,581.00 | 0.00 |
| Title IIA - Carryover | 0.00 | 0.00 | 0.00 |
| Title I - Carryover | 80,000.00 | 80,000.00 | 0.00 |
| Title V - Carryover | 121,237.00 | 64,743.00 | 0.00 |
| Bond and Interest | 4,436,799.00 | 2,990,006.28 | 0.00 |
| Juvenile Justice Grant | 0.00 | 0.00 | 0.00 |
| Mentoring Grant | 79,933.86 | 0.00 | 0.00 |
| ARRA - Stabilization | 0.00 | 0.00 | 0.00 |
| ECC State Grant | 55,940.00 | 46,951.14 | 1,981.17 |
| New Charter School | 0.00 | 0.00 | 0.00 |
| KPERS Special | 3,260,867.00 | 2,219,167.02 | 0.00 |
| Charter School | 0.00 | 0.00 | 0.00 |
| Summer School | 0.00 | 0.00 | 0.00 |
| All Day Kindergarten | 50,000.00 | 43,255.00 | 5,875.00 |
| Textbook/Student | 602,650.00 | 338,584.12 | 7,389.10 |
| Textbook Rental | 0.00 | 0.00 | 0.00 |
| Parent Education | 211,007.00 | 63,004.00 | 0.00 |
| Student Transportation | 0.00 | 0.00 | 0.00 |
| Special Education | 8,728,797.00 | 2,316,951.33 | 178,619.93 |
| Carl Perkins | 30,905.00 | 11,854.00 | 8,000.00 |
| Student Sales (Lunch) | 657,550.00 | 472,083.88 | 55,789.06 |
| Student School | 40,100.00 | 23,438.92 | 2,277.45 |
| Adult & Ala Carte Sales | 218,300.00 | 134,178.20 | 15,686.16 |
| Misc & Special | 0.00 | 9,098.52 | 739.07 |

# REVENUE REPORTING ACCOUNTS

| Description | Published Budget | Receipts YTD | Receipt -Feb |
|---|---|---|---|
| State Food Assistance | 25,400.00 | 14,191.88 | 2,606.16 |
| Federal Child Nutrition | 1,110,705.00 | 954,800.59 | 166,991.44 |
| Payroll Clearing Acct | 0.00 | 196,444.73 | 28,663.28 |
| | 67,152,709.86 | 35,339,218.01 | 4,135,479.02 |
| | 67,152,709.86 | 35,339,218.01 | 4,135,479.02 |

**HAYSVILLE USD #261**

**CASH BALANCES**

**February 28, 2013**

NEGATIVE UNENCUMBERED CASH BALANCES:

| | | |
|---|---|---|
| 47 | ECC STATE GRANT..... ..... | Awaiting State Funds |
| 88 | CARL PERKINS..... | Awaiting Fed Funds |

## 3.4 TREASURER'S REPORT / BILLS

See Supporting Documentation in PDF

End of Section

## TEMPORARY CONSTRUCTION EASEMENT

THIS EASEMENT made this 25th day of March, 2013, by and between Haysville USD 261 and Security Bank of Kansas City, of the first part and the City of Haysville, Kansas of the second part.

WITNESSETH: That the said first party in consideration of the sum of One Dollar ($1.00) and other valuable consideration, the receipt whereof is hereby acknowledged, do hereby grant and convey unto the said second party a temporary right-of-way and easement for the purpose of constructing sanitary sewer improvements, over, along and under the following described real estate situated in Sedgwick County, Kansas, to wit:

A Temporary Construction Easement described as follows:
**COMMENCING** at the Southwest corner of Lot 1, Grand Lane Addition to Haysville, Sedgwick County, Kansas; Thence Bearing N00°00'00"W, along the West line of said Lot 1, a distance of 161.00 feet to the South line of a 10' K.G. & E. Easement recorded at Misc. Bk. 441, Page 291 at the Sedgwick County Register of Deeds Office, also being the **POINT OF BEGINNING**; Thence continuing Bearing N00°00'00"E, along said West line, a distance of 20.00 feet; Thence Bearing N89°59'54"E, parallel with and 20.00 feet North of the North line of said 10' K.G. & E. Easement, a distance of 166.09 feet to a point on the East line of a 20' Utility Easement as shown on the recorded plat of said Grand Lane Addition; Thence Bearing N48°56'00"E, along the East line of said 20' Utility Easement, a distance of 79.13 feet to a P.I. in the boundary of said 20' Utility Easement; Thence Bearing S89°49'30"E, along the South line of said 20' Utility Easement, a distance of 34.32 feet to a point on the East line of said Lot 1; Thence Bearing S03°43'00"W, along said East line, a distance of 21.65 feet to the North line of a 20' Drainage Easement as shown on the recorded plat of said Grand Lane Addition; Thence Bearing S44°36'00"W, along the North line of said 20' Drainage Easement, a distance of 70.61 feet to the South line of aforesaid 10' K.G. & E. Easement; Thence Bearing S89°59'54"W, along said South line, a distance of 209.09 feet to the **POINT OF BEGINNING**.
(Said Temporary Construction Easement containing 0.165 acres, more or less)

This easement does not include a right-of-way over land occupied by a permanent structure. Said easement shall expire upon completion of the sanitary sewer improvements construction.

IN WITNESS WHEREOF: The said first party has signed these presents the day and year first written.

HAYSVILLE USD 261

By: _____
Susan Walston, Board President

SECURITY BANK OF KANSAS CITY

By: _____
Shawn T. Hoebener, Trust Officer

STATE OF KANSAS )
)SS
SEDGWICK COUNTY )

Personally appeared before me a notary public in and for the County and State aforesaid Susan Walston, Board President for Haysville USD 261, to me personally known to be the same person who executed the foregoing instrument of writing and said person duly acknowledged the execution thereof.

Dated this _____ day of _____, 2013.

_____
Notary Public

My Commission Expires _____

STATE OF KANSAS )
)SS
SEDGWICK COUNTY )

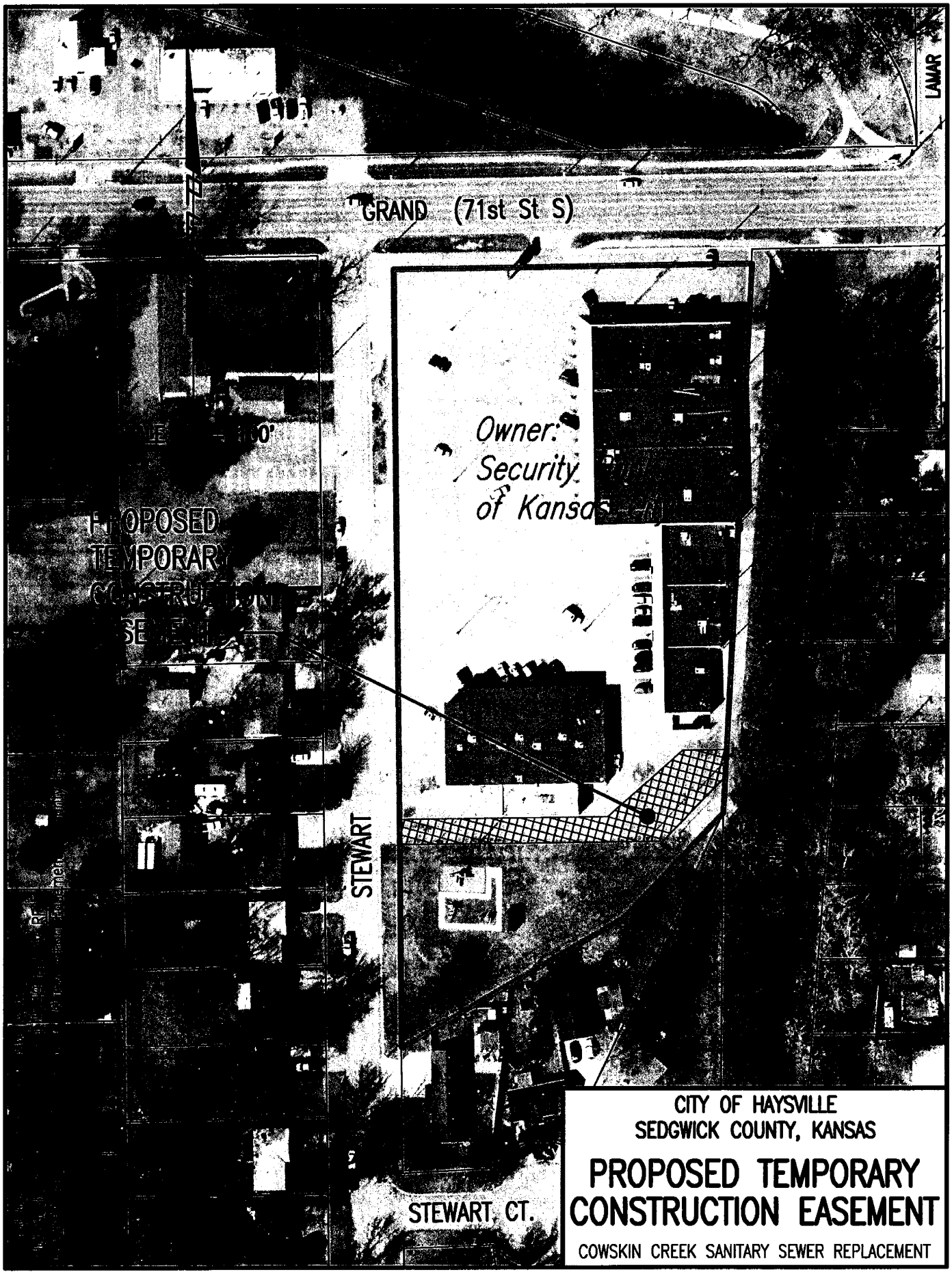
Personally appeared before me a notary public in and for the County and State aforesaid Shawn T. Hoebener, Trust Officer for Security Bank of Kansas City, to me personally known to be the same person who executed the foregoing instrument of writing and said person duly acknowledged the execution thereof.

Dated this 13th day of March, 2013.

_____
Notary Public

My Commission Expires 3-26-2013

NADINE FOREMAN
Notary Public - State of Kansas
My Appt. Expires 3-26-2013



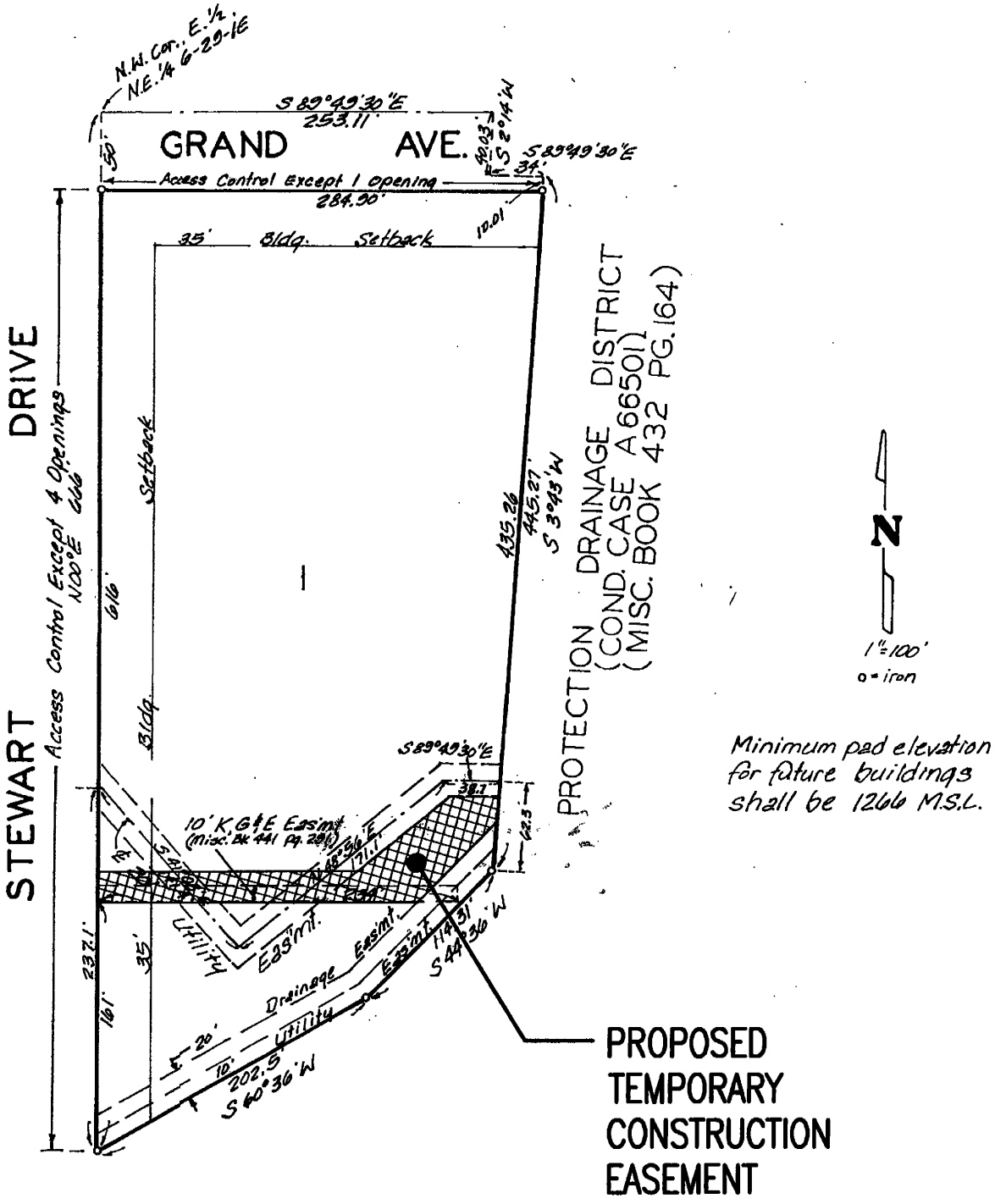

CITY OF HAYSVILLE
SEDGWICK COUNTY, KANSAS

# PROPOSED TEMPORARY CONSTRUCTION EASEMENT

COWSKIN CREEK SANITARY SEWER REPLACEMENT

# GRAND LANE ADDITION

## TO HAYSVILLE, SEDGWICK COUNTY, KANSAS



## 4.0 REPORTS

No supporting documentation.

End of Section

Johnson Controls

See Supporting Documentation in PDF

End of Section

Book Review

No supporting documentation.

End of Section

Affordable Care Act

No supporting documentation.

End of Section

| Board Policy | Administrative Recommendations |
|---|---|
| IE Instructional Arrangements | No Changes |

IE Instructional Arrangements

IE
Each building principal shall organize the instructional program in a manner compatible with these policies.

Class Size

Class size shall be determined by: class enrollment, teacher availability, budget and facility limitations.Pupil-teacher ratios in the district will be determined by class enrollment, teacher availability, budget limitations and facility utilization and shall not be subject to the meet and confer process.
BOE Approved: July 7, 2003

The board will attempt to keep the class size of the district's classrooms as follows:

Kindergarten - Grade 3 Maximum of 23 students

Grades 4-5 Maximum of 27 students

Scheduling for Instruction
Class schedules shall be developed to meet district instructional goals and learning objectives.

Pre-enrollment

The administration shall develop and coordinate pre-enrollment activities each spring.

BOE Approved: July 7, 2003
BOE Reviewed and Approved: May 16, 2011

## 5.0 FIRST READINGS

No supporting documentation.

End of Section

**2013-14**
**Changes for the Elementary Parent and Student Handbook**
**and Elementary Staff Handbook**

**The 2012-13 Elementary Staff Handbook and the Elementary Parent and Student Handbook are available online for your review – changes will be made for 2013-14**

**Changes**: In addition to specific changes noted below, various typographical errors and spacing errors have been corrected and fixed as the books are updated.

**Elementary Parent and Student Handbook**
The handbook is available online and only printed for parents who do not have internet access and those requesting a paper copy.



Front Cover and throughout document
Change dates for 2013-14
Add District Calendar for 2013-14

Table of Contents - Changes noted in page numbers

Page 4 Update Names and Positions – BOE members and Administrative Staff

Page 5 Change dates for enrollment in Kdg. and 1st grade (state regulations)

Page 9 **Latch Key Program** will change dates and will update fees for new school year. (as of 2/07/13 no fee increase)

Page 11 Update - **Fees Charged** - Updates / changes will be made as determined by the BOE

Page 16 Student computer usage added the following statement:

*Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.*

*Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.*

Page 19-20 Update Immunizations according to KDHE requirements

Page 23 LUNCH PROGRAM – change dates, fees, and so forth as it becomes available

## Changes in Elementary Staff Handbook

The Staff Handbook is available online and will not be printed for staff.

The Staff Handbook had no significant changes

Changed dates to 2013-14 – throughout the document – also add new school calendar

Page 25 Added the following statement to equipment use:

*Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.*

*Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.*

**Appendices – minor changes for building specific information – maps, committees, etc.**

**Appendix G -** Alphabetical listing / spacing – minor changes and updates

5.2. Haysville Middle School Handbook Information

See Supporting Documentation in PDF

End of Section

# HAYSVILLE WEST MIDDLE SCHOOL

## HOME OF THE GORILLAS

ILDO MARTINS – PRINCIPAL  NICKI MCMULLIN – ASST. PRINCIPAL  JEROMY SWEARINGEN – ASST. PRINCIPAL/ATHLETIC DIRECTOR


To: BOE
From:HWMS Administration
CC: Dr. Burke

HWMS Staff and Student Handbooks

Updating of dates, names, and district policy will be the changes made to the Staff and Student Handbooks for the 2013-2014 school year. Additionally, a reference will be added regarding the location of the District/BOE policy manual on the district website.

Ildo S. Martins
Principal


1956 W. GRAND, HAYSVILLE, KS 67060  (316) 554-2370 - OFFICE  (316) 554-2377 - FAX

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **NETWORK ANALYST II**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Knowledge of company supported network platforms Windows desktop, Windows Server operating systems and advanced knowledge of wireless networking.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSETIAL FUNCTIONS:

1. Be a technical resource for devices that connect to the district's wireless networks in support of the district's BYOD Initiative.
2. Plan, recommend, implement, configure, and test security strategies for wireless networks.
3. Setup, install, and maintain wireless access points and wireless security for the purpose of providing secure and easy access to the network.
4. Recommend, install, setup, and configure wireless access points using vendor supplied hardware/software to control and configure groups of access points.
5. Setup, configure, troubleshoot, and manage V-LAN network for multiple networks.
6. Assist in the setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.
7. Assist in the termination, installation and testing fiber optic cabling for the purpose of providing fast secure networks.
8. Analyze and resolve technical problems for established networks for the purpose of keeping maximum up-time.
9. Plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
10. Provide advanced network documentation, including, but not limited to, baseline traffic and normal traffic analysis of district wired and wireless networks.
11. Serve as technical specialist in network problems and emergencies for the purpose of providing leadership during unscheduled downtime.
12. Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system to maintain an upgraded and working information system.
13. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services for the purpose of allowing users the proper access to the network resources.
14. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.

15. Maintain confidentiality with regard to the information being processed, stored or accessed by the network for the purpose of ensuring data is secure.
16. 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.
17. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

ADDITIONAL RESPONSIBILITIES

1. Assist personnel of other departments as a technical resource
2. Oversee the installation of hardware, software, and networking equipment
3. Provide on-the-job training to new department staff members
4. Provide orientation to access the district's wireless network to new district staff

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must be able to work independently without continuous supervision.
5. . Must occasionally work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

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

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SYSTEMS ANALYIST I**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent (Microsoft training a plus).
2. Knowledge of company supported Windows Servers and Windows desktop operating systems.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Study, analyze, and understand all major software systems deemed as mission critical by the Director of Information Services.
2. Design and implement system integration and data sharing with all major systems
3. Program and code system integration systems including, but not limited to HTML, Java, PHP, Windows base COMMAND sets and applications.
4. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost effective information systems tailored to the users' needs.
5. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
6. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.
7. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
8. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.
9. Help plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
10. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.
11. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.

12. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring secure data.
13. 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.
14. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
15. Stay current on all production operating systems and basic applications to keep up with the increased demands of Information Technology.
16. Provide proactive communication and notification to staff of pending or upcoming problems, outages, or other service issues in order to provide courteous and timely assistance to staff.
17. 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.
18. Perform other duties as assigned.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.
5. Must be able to work independently without continuous supervision.

.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

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

## 6.0 ACTION ITEMS

No supporting documentation.

End of Section

**February BOE Policy**

| Board Policy | Administrative Recommendation |
|---|---|
| **KG Use of District Facilities** | No Changes |
| **KG –R Use of District Facilities** | See Suggested Changes |

**KG Use of District Facilities KG**

The public schools and their facilities are the property of the citizens. USD 261 Board of Education recognizes the concept that learning is a lifelong process and that resources and facilities should be available to all the citizens of the community. Therefore, the use of school facilities as community centers is permitted and encouraged as set out in the guidelines below. All laws and statutes of a prohibitive nature pertaining to school districts shall also apply to those groups using USD 261's facilities. Those include the prohibition of the use of tobacco, alcohol, or illegal drug products in school facilities and on school property. It would also include the prohibition of weapons of any kind on school property.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: February 22, 2010 Unless otherwise noted all of the following policies were re-adopted July 16, 2012.

**Exemptions to Fees**

**Class I**: No building rental fees shall be charged to the following groups for activities serving district residents:

1. School affiliated organizations including, but not limited to, parent teacher groups, booster clubs, alumni organizations, or community service meetings.
2. Governmental units.
3. Local (public school age) youth groups such as Boys Scouts and Girl Scouts.
4. The Haysville Chamber of Commerce.
5. In-district non-school sports/activity groups open to all district residents.
6. Other civic and community organizations as determined by the USD 261 superintendent or designee.

***Any group may incur a custodial expense when custodians are not already on duty.***

**Class II**: Fees shall be charged to local non-profit and service organizations:

1. In-district churches (located within the boundaries of Haysville USD 261).
2. Private individuals.
3. Private or social groups.

**Class III**: For-profit business concerns, sectarian, partisan, and out-of-district groups or organizations shall not be granted rental rights without approval of Supt. or Designee~~the BOE~~. Utilization fees and other charges will be set by the Supt. or Designee~~BOE~~.

1. For-profit businesses that utilize facilities on multiple occasions may be charged an escalating fee. This fee will be determined by the Superintendent or designee.

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**Adopted January 7, 2002**

Haysville USD 261

# Guidelines for Use of District Facilities

As outlined by USD 261 Board Policy KG, these guidelines are to be made available at the time a request is made by any individual or group desiring to use district facilities.

**Completion of Rental Agreement**

Any person, persons, or outside organization desiring to use the buildings or grounds shall complete a rental agreement and acquire the approval of the superintendent ~~or designee~~or designee. This agreement shall be completed and approved no less than seven days (one week) in advance of the intended use. A certificate of insurance may be required by the BOE to provide adequate proof of liability insurance. Guidelines for the use ~~of facilities~~of facilities will be provided at the time a facilities use form is requested.

**Regular Use of Facilities by Non-School Sports/Activity Groups**

For regular use of a facility during a sports/activity season, such groups shall meet with designees of Haysville USD 261 to draw up an agreement that will outline the rights and responsibilities of such groups during that season. This document will also set forth any fees that will be associated with the use. ~~The agreement will then be presented to the USD 261 Board of Education for approval.~~ These agreements will be reviewed annually in the process set forth above before being presented to the Board of Education for approval.

**Priority Usage**

The use of school facilities is subject to the following priorities outlined by the Board of Education. USD 261 school related activities will have the priority over all others on the priority list.

| | |
|---|---|
| *Priority One*: | Haysville Activity Center activities. |
| *Priority Two*: | In-district non-school sports/activity groups. |
| *Priority Three*: | Other tax supported community institutions. |
| *Priority Four*: | In-district businesses, churches, civic clubs, community events and individuals. |
| *Priority Five*: | Out-of-district groups, whose programs include district residents. |

**Schedule of Rental Rates for School Facilities (Per Day Per Use)**

| | | |
|---|---|---|
| A. | CHS Theater | $100.00 |
| | CHS Theater (stage only for rehearsals) | 20.00 |
| | CHS Gymnasiums | 100.00 |
| | CHS Swimming Pool | 100.00 |
| | CHS Cafeteria/Commons | 50.00 |
| | CHS Classroom | 15.00 |
| | HMS Gymnasiums | 100.00 |
| | HMS Cafeteria | 50.00 |
| | HMS Multipurpose Room | 50.00 |
| | HMS Classroom | 15.00 |
| | Elementary School Gymnasiums | 50.00 |
| | Elementary School Cafeterias | 25.00 |
| | Elementary School Classrooms | 15.00 |
| | Administrative Office Board Room or Conference Room | 25.00 |
| | Other District Facilities/Grounds | As determined by Supt. or Designee |

B. Kitchen facilities at any of the schools are available to outside groups only when authorized by the Supt. or Designee~~BOE~~. Any such approval for use of these areas will require the use of District food service employees and the utilization fee will be established by the Superintendent or designee.

C. If a custodian is required to be on duty or clean-up is involved, charges will be added at the rate of $20.00 per hour during the week and $30 per hour on weekends. A custodian must be on duty if the group using the facility numbers more than 30.

D. If special personnel are required, such as lighting or sound operators, charges will be added at the rate of $20.00 per hour during the week and $30 per hour on weekends.

E. Should users request air conditioning or heating when it is not otherwise in operation, a charge per hour will be assessed. If the facility requires pre-cooling/heating prior to actual use, a minimum of one hour's fee will be charged. Rates per hour will be $8.00 for small spaces and $15.00 per hour for large spaces.

F. Request for use of school facilities should be directed to the supervisor of the facility desired.

G. Additional fees may be charged if property of USD 261 is damaged or left in worse condition than when rented.

~~H. No activities may be scheduled before 12:00 noon or after 6:00 p.m. on Sundays unless approved by the Board of Education.~~

Draft 2
1/15/2013

# HAYSVILLE USD 261

## 2013-2014 School Calendar

| August 2013 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | | | 1 | 2 |
| | | 7 | 8 | |
| | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| September 2013 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| October 2013 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| November 2013 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | | | | 1 |
| 4 | 5 | 6 | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

| December 2013 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

| January 2014 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | | 1 | 2 | 3 |
| | 7 | 8 | 9 | 10 |
| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

| February 2014 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

| March 2014 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 3 | 4 | 5 | 6 | |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |
| 31 | | | | |

| April 2014 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |

| May 2014 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 |
| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | | 23 |
| 26 | 27 | 28 | 29 | 30 |

| June 2014 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| 2 | 3 | 4 | 5 | 6 |
| 9 | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | | | | |

| July 2014 | | | | |
|---|---|---|---|---|
| M | T | W | T | F |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | 31 | |

| | | | |
|---|---|---|---|
| Aug 5-6 | New Teacher Orientation | Jan 6 | Teachers' Workday ***No School** |
| Aug 7-8 | Building Inservice | Jan 17 | Building Inservice ***No School** |
| Aug 9 | District Inservice | Jan 20 | Non-Contract Day **No School** |
| Aug 12 | Teachers' Workday | Feb 10-13 | Parent Teacher Conferences |
| Aug 13 | 1st Day of School K-6, 9 | Feb 13 | Parent/Teacher Conferences ***No School** |
| Aug 14 | 1st Day of School 7-8, 10-12 | Feb 14 | Conference Release Day **No School** |
| Sept 2 | Labor Day Holiday | Feb 17 | Presidents' Day Holiday |
| Sept 27 | Building Inservice ***No School** | March 7 | End of 3rd Nine Weeks |
| Oct 11 | End of 1st Nine Weeks | March 7 | 1/2 Work Day -1/2 Collaboration ***No School** |
| Oct 11 | 1/2 Work Day-1/2 Collaboration ***No School** | March 17-21 | Spring Break **No School** |
| Oct 14-17 | Parent/Teacher Conferences | April 18 | Non-Contract Day **No School** |
| Oct 17 | Parent/Teacher Conferences ***No School** | April 21 | Non-Contract Day **No School** |
| Oct 18 | Conference Release Day **No School** | May 21 | Last Day of School |
| Nov 11 | Veterans Day **No School** | May 22 | Teachers' Workday |
| Nov 27-29 | Thanksgiving Break | May 26 | Memorial Day Holiday |
| Dec 20 | End of 1st Semester | July 3 | Fourth of July Holiday |
| Dec 20 | 1/2 Collaboration/1/2 Building Inservice ***No School** | | |
| Dec 20-Jan 6 | Winter Break for Students | | |
| Dec 23-Jan 3 | Winter Break for Staff | | |

***No School for Students**

| 9 Weeks Report Period | No. of Days | 9 Weeks Report Period | No. of Days |
|---|---|---|---|
| Aug 13-Oct 11 | 44.00 | Jan 6-March 7 | 41.00 |
| Oct 14-Dec 20 | 45.00 | March 24-May 21 | 46.00 |

| Legend | Parent-Teacher Conf | Building Inservice | All Offices Closed |
|---|---|---|---|
| Contract Days= | 183.00 | Student Days= | 176.00 |

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

# 2013-2014 Capital Outlay Request List

| Site | Item | Qty | Estimated Cost |
|---|---|---|---|
| Nelson | Replace Student Desks Grades 1-5 | 15 Rooms | $35,625 |
| Oatville | Roof Repair / Replacement Main Wing | 1 | $86,800 |
| CHS | Roof Repair / Replacement Auditorium Foyer | 1 | $48,000 |
| Service Center | Purchase 32' All Terrain Scissor Lift | 1 | $24,000 |
| HMS | Replace 2 Gym AHU's with RTU's with Controls | 1 | $113,450 |
| HMS / RC CHS | Replace Web Controls on RTU's for Upgrade | 1 | $72,937 |
| CHS | Replace Aaon RTU's 5 Units on Gym | 1 | $162,105 |
| HMS | Remodel Science Classrooms | 6 | $330,000 |

Total - $872,917

## 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