USD 261
HAYSVILLE SCHOOLS

1745 W. Grand Ave.
Haysville, Kansas 67060
Office: (316) 554-2200
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TO: Haysville Board of Education

FR: Dr. Clint Schutte, Assistant Superintendent of Business & Finance

DA: March 22, 2021

RE: Summer Temporary Personnel Requests

History / Relevance: Traditionally, during the summer months, the district hires temporary, seasonal employees to assist with summer grounds, paint, bus cleaning, and technology projects.

What: We are asking for approval to hire six ground crew positions, three paint crew positions, and three bus-cleaning positions. Please see the attached requests.

Why: The summer projects completed by these employees are often difficult or impossible to achieve during the school year while students are in attendance.

Where: These requests will affect Operations.

When: The staffing increase will be from May through August.

How: The Operations Director and the Director of Facilities will take an application. Upon review of the application and interviews of the candidates, offers will be made to fill the positions.

Who: The additional staff will work under the supervision of Director of Transportation, Maintenance / Custodial Supervisor, and Executive Director of Operations.

How Much: The cost for all twelve positions is estimated at $50,000.

If you have any questions, please contact me.

Thank you for your consideration.

cls

attch:

USD 261 Service Center

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B.J. Knudson
Executive Director of Operations

March 4, 2021

TO: Clint Schutte
FROM: B.J. Knudson, Executive Director of Operations
REF: Summer Temporary Maintenance and Transportation Personnel

Director of Facilities Freddy Robinson, Director of Transportation Chris Long and I would like to request the following summer maintenance and transportation temporary positions for the months of Late May, June, July and August. These positions are needed to provide additional care and maintenance for our buildings, grounds, and transportation fleet.

Grounds crew –We are requesting six temporary summer positions to do mowing, trimming, fertilizing, dirt work, and tree trimming for approximately 270 acres.

Paint crew – We are requesting three summer temporary positions to paint classrooms, hallways, offices, as well as other interior and exterior areas.

Bus cleaning crew – We are requesting three summer temporary positions to clean the exterior and interior of our 78 Transportation Department fleet vehicles as well as to repair vehicle interiors as needed.

We take great pride in maintaining our school district facilities, grounds and vehicles. We are making this request to ensure that we continue to improve the maintenance of these important assets.

Thank you for considering our request.