**BUDGET HEARING - ADMINISTRATION BUILDING – BOARD ROOM**
**1745 W. GRAND AVE., HAYSVILLE, KANSAS - August 20, 2012 – 7:00 P.M.**

Oath of Office to Appointed Board of Education Member Pat Lemmons (Coleman)

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

**REGULAR MEETING USD # 261 – ADMINISTRATION BUILDING BOARD ROOM,**
**1745 W. GRAND AVE., HAYSVILLE, KANSAS - August 20, 2012 – 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 ELECTION OF BOARD OFFICERS

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 Resolution Regarding the Amended Cafeteria Plan (Concerning Flex Accounts)

5.0 TREASURER'S REPORT / BILLS – PDF

6.0 REPORTS – Focus on Learning
Common Core Standards
District Improvement

7.0 FIRST READINGS
- 7.1 Policy Review
  - IJ - Evaluation of Instructional Program
  - JBE – Truancy
  - JDDA – Drug-Free Schools
  - KGA – Use of District Personal Property and Equipment
  - LDD – Federal Government-Drug Free Schools

8.0 ACTION ITEMS
- 8.1 Policy Approval
  - GAOA – Drug Free Workplace
  - GAOB – Drug Free Workplace
  - IIBG – Computer and Device Use
  - IIBGA – Children's Internet Protection Act

9.0 DISCUSSION/REPORT ITEMS
- 9.1 Schools for Fair Funding Report
- 9.2 Future Agenda Items
- 9.3 Board Calendar

10.0 EXECUTIVE SESSION – If Needed

11.0 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 ELECTION OF BOARD OFFICERS

No supporting documentation.

End of Section

## 2.0 ELECTION OF BOARD OFFICERS

**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.

## 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**
**BOARD ROOM - CENTRAL OFFICE - 1745 WEST GRAND**
**HAYSVILLE, KANSAS**
**July 16, 2012 -7:00 P.M.**

Subject to Board Approval

The meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order in the Board Room, 1745 W. Grand, Haysville, Kansas, at 7:00 p.m., by Board President Susan Walston. Five Board members were present.

| MEMBERS PRESENT | OTHERS PRESENT |
|---|---|
| Glenn Crum | Dr. John Burke, Superintendent of Schools |
| Susan Walston | Clint Schutte, Assistant Supt. of Finance |
| Greg Fenster | Debbie Coleman, Clerk of the Board |
| Emily Davis | Dr. Michael Clagg, Asst. Supt. of Personnel |
| Regina Schutt | Teresa Tosh, Assistant Supt. of Learning Services |
| | David Herbert, Director of Information Services |
| | Others |

1.0 REORGANIZATION 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
- The Board received a thank you from Communities In Schools
- Susan has been asked to be on the KASB Nominating Committee and has accepted
- The New Teacher luncheon will be August 6, 2012
- Former Campus graduate Tim Aziere has been selected for the Wichita Business Journal's 40-Under-40.

1.4 Superintendent's Announcements (No Documentation)
- The Administration Building parking lot project has been completed
- Nelson Elementary School's parking lot project has been started

1.5 New and Good (No Documentation)
Dr. Burke:
- Two football camps were held at USD 261 with nearly 150 campers in attendance

1.6 Approve / Amend Agenda (No Documentation)
MOTION to approve the agenda as presented.
(Crum / Schutt) Motion carried 5-0.

2.0 BOARD REORGANIZATION - PDF
Standard BOE reorganization as required by Kansas Statutes and BOE Policy - Action Requested

2.1 Election of Board Officers – **Postponed until the August 20th BOE meeting.**

2.2* Designate Regular Meeting Date, Time, and Place

The regular Board of Education meetings for 2012-2013 will be held on the third Monday of each month at 7:00 p.m. in the Board of Education room of the Administration Building located at 1745 W. Grand, Haysville, Kansas.

Exceptions would be the following designated dates:

- January 28th rather than January 21st (Non-Contract Day)
- February 25th rather than February 18th (President's Day)
- March 25th rather than March 18th (Spring Break)
- May 13th rather than May 20th (Promotion)

*This item was overlooked and not voted on. A Special BOE Meeting will be held on Monday, July 30, 2012 at 11:30 a.m. at the USD 261 Administration Building. Board members may either attend the meeting in person or cast their vote by phone call. Action will be taken at this meeting. This meeting is open to the public.

2.3 Personnel Appointments and Resolutions

2.3.16.12 MOTION to approve 2.3.1 through 2.3.16.11 as presented with the exceptions 2.3.3 Treasurer of the Board, 2.3.5 Custodian of District Office Records, 2.3.8 KPERS Designated Agent, 2.3.11 Hearing Officer for Free & Reduced Meal Application Appeals, and 2.3.16.5 Early Payment of Bills which are to be changed to Clint Schutte.
(Crum / Schutt) Motion carried 5-0.

2.3.17 Haysville Forward Representative
MOTION to appoint Forrest Hummel as the Haysville Forward representative.
(Crum / Fenster) Motion carried 5-0.

2.3.18 CIS Representative
MOTION to appoint Susan Walston as the CIS Representative.
(Crum / Schutt) Motion carried 5-0.

3.0 DISTRICT PATRON/PERSONNEL TIME

3.1 Hearing of Scheduled District Patrons/District Personnel - None

3.2 Remarks/Comments from District Visitors - None

4.0 CONSENT AGENDA

4.1 Previous Minutes

4.2 Routine Personnel

4.3 Gifts and Grants

MOTION to approve the consent agenda as presented.
**Additional Personnel information was distributed to the Board for approval.**
(Crum / Davis) Motion carried 5-0.

5.0 TREASURER'S REPORT / BILLS*

Clint Schutte presented information to the Board regarding the Treasurer's Report and Bills.
Greg Fenster reported to the Board that he had reviewed the report and discussed the bills.
MOTION to approve the Treasurer's report and bills as presented.
(Crum / Schutt) Motion failed 3-2. Greg Fenster and Emily Davis voting no.

6.0 REPORTS – Focus on Learning

No Reports

7.0 FIRST READINGS

7.1 Policy Review

Dr. Burke presented information to the Board regarding Board Policies GAOA – Drug Free Workplace, GAOB – Drug Free Workplace, IIBG – Computer and Device Use and IIBGA – Children's Internet Protection Act.
This was a first reading with no action requested from the Board.

8.0 ACTION ITEMS

8.1 Pre K & Kindergarten Grade Card

Teresa Tosh was present to answer questions from the Board regarding Pre K & Kindergarten Grade Card.
MOTION to approve the Pre K & Kindergarten Grade Card as presented.
(Crum / Schutt) Motion carried 5-0.

8.2 Elementary Handbook Kindergarten Time Change.

Teresa Tosh was present to answer questions from the Board regarding the Kindergarten Time Change.
MOTION to approve the Elementary Handbook Kindergarten Time Change as presented.
(Crum / Davis) Motion carried 5-0.

8.3 Board Vacancy

MOTION to adopt the Board Vacancy Resolution regarding the Board vacancy resulting from the resignation of Barb Walters.
(Davis / Schutt) Motion carried 5-0.

MOTION to hold a Special Board of Education meeting on Monday, August 6, 2012 at 6:30 p.m. for the purpose of discussing the Board vacancy process. Action may be taken.
(Walston / Fenster) Motion carried 5-0.

MOTION to hold a Special Board of Education meeting on Monday, August 6, 2012 at 7:00 p.m. for a Budget meeting. Action may be taken.
(Walston /Fenster) Motion carried 5-0.

MOTION to hold a Special Board of Education meeting on Monday, August 13, 2012 at 6:30 p.m. for the purpose of interviewing candidates and selecting a replacement for the Board vacancy. Action may be taken.
(Walston / Davis) Motion carried 5-0

9.0 DISCUSSION/REPORT ITEMS

9.1 Board of Education Vacancy

9.2 Schools for Fair Funding Report

The court case is over, but no resulting information at this time.

9.3 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Food Service – When this discussion takes place the Board would like to have a Special Meeting
- Safe Room at Ruth Clark
- Board consensus to hold Board election of officers at August BOE meeting
- Transportation (bus) Report
- Budget Hearing and Budget Approval

9.4 Board Calendar
No changes.

The Board took a 5-minute break from 8:00 p.m. to 8:05 p.m.
Five Board members returned at 8:05 p.m.

10.0 EXECUTIVE SESSION – No Executive Session

***8:12 p.m. Forrest Hummel joined the BOE meeting by phone.**
**MOTION to revisit payment of the bills.**
**(Crum / Schutt) Motion carried 4-2. Emily Davis and Greg Fenster voted no.**

**MOTION to approve payment of the bills.**
**(Crum / Schutt) Motion carried 4-2. Emily Davis and Greg Fenster voted no.**

**8:15 p.m. the phone conversation with Forrest Hummel ended.**

11.0 ADJOURNMENT
Meeting adjourned at 8:24 p.m.

_____
Debra M. Coleman, Board of Education Clerk

_____
Susan Walston, Board of Education President

**SPECIAL MEETING U.S.D. # 261**
**BOARD ROOM – CENTRAL OFFICE – 1745 WEST GRAND**
**HAYSVILLE, KANSAS**
**July 30, 2012 – 11:30 a.m.**

Subject to Board Approval

The Special Meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order in the Board Room, 1745 W. Grand, Haysville, Kansas, at 11:30 a.m., by Board President, Susan Walston. Four Board members were present and two Board members participated by phone.

| MEMBERS PRESENT | OTHERS PRESENT |
|---|---|
| Susan Walston | Dr. John Burke, Superintendent of Schools |
| Greg Fenster - phone | Debbie Coleman, Board Clerk |
| Emily Davis - phone | Clint Schutte, Transportation Director |
| Glenn Crum | Others |
| Regina Schutt | |
| Forrest Hummel | |

1.0 MEETING OPENING

1.1 Call to Order

Susan Walston opened the meeting at 11:30 a.m. with four members present and two members by phone.

2.0 DESIGNATE REGULAR MEETING DATE, TIME, AND PLACE

The regular Board of Education meetings for 2012-2013 will be held on the third Monday of each month at 7:00 p.m. in the Board of Education room of the Administration Building located at 1745 W. Grand, Haysville, Kansas.

Exceptions would be the following designated dates:

- January 28th rather than January 21st (Non-Contract Day)
- February 25th rather than February 18th (President's Day)
- March 25th rather than March 18th (Spring Break)
- May 13th rather than May 20th (Promotion)

MOTION to approve the designated Regular Board of Education meeting dates, time and place as presented. (Walston / Hummel) Motion carried 6-0. Emily Davis and Greg Fenster voting by phone.

3.0 ADJOURNMENT

Meeting adjourned at 11:33 a.m.

_____
Debra M. Coleman, Board of Education Clerk

_____
Susan Walston, Board of Education President

**SPECIAL MEETING U.S.D. # 261**
**BOARD ROOM – CENTRAL OFFICE – 1745 WEST GRAND, HAYSVILLE, KANSAS**
**BOARD CANDIDATE INTERVIEW PROCESS – 6:30 p.m.**
**August 6, 2012**

**Subject to Board Approval**

The Special Meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order in the Board Room, 1745 W. Grand, Haysville, Kansas, at 6:30 p.m., by Board President, Susan Walston. Six Board members were present.

| MEMBERS PRESENT | OTHERS PRESENT |
|---|---|
| Susan Walston | Dr. John Burke, Superintendent |
| Glenn Crum | Debbie Coleman, Board Clerk |
| Greg Fenster | Liz Hames, Coordinator of Community Relations |
| Emily Davis | Others |
| Forrest Hummel | |
| Regina Schutte | |

1.0 MEETING OPENING

1.1 Call to Order

Susan Walston opened the meeting at 6:30 p.m. with six Board members present.

2.0 BOARD VACANCY INTERVIEW PROCESS

The Board reviewed questions used for previous Board vacancy applicants. A new set of questions was produced for the upcoming Board applicant interview scheduled for Monday, August 13, 2012 at 6:30 p.m.

The Board discussed how to proceed with filling the vacancy.
The Board will interview the candidates in open session on Monday, August 13, 2012 at 6:30 p.m. with a 3-minute introduction period, 2-minutes to respond to each question and 2-minutes for closing remarks.

After all candidates have gone through the interview process the Board will select a candidate to fill the Board vacancy by vote.

3.0 ADJOURNMENT

Meeting adjourned at 6:56 p.m.

_____
Debra M. Coleman, Board of Education Clerk

_____
Susan Walston, Board of Education President

**BUDGET HEARING U.S.D. # 261**
**BOARD ROOM – CENTRAL OFFICE – 1745 WEST GRAND**
**HAYSVILLE, KANSAS**
**August 6, 2012 – 7:00 P.M.**

Subject to Board Approval

The budget meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order in the Board Room, 1745 W. Grand Ave., Haysville, Kansas, at 7:00 p.m., by Board President Susan Walston. Six Board members were present.

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

OTHERS PRESENT
Dr. John Burke, Superintendent of Schools
Clint Schutte, Assistant Supt. of Finance
Debbie Coleman, BOE Clerk
Liz Hames, Coordinator of Community Relations
Others

1.0 MEETING OPENING

1.1 Call to Order

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

2.0 BUDGET HEARING

Clint Schutte presented information to the Board and requested permission to publish the 2012-13 budget.

MOTION to approve publishing the 2012-13 budget as presented.
(Crum / Schutt) Motion carried 6-0.

3.0 ADJOURNMENT

Meeting adjourned at 7:51p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

# PERSONNEL RESUME

**Name** Cody Flory Robertson

**For Position As** .50 Orchestra Teacher

**Building** Haysville West Middle School

| Education | Date | Degree | Major |
|---|---|---|---|
| **Undergraduate** | | | |
| Northern Arizona University | 2002 | BA | Fine Arts |
| **Graduate** | | | |

| Teaching Experience | Location | Dates | Years |
|---|---|---|---|
| Art Teacher | Tucson, AZ | 2010-2011 | 1 |

**Salary Offered** $18,781 **Degree** BS **Step** 2

CA

# PERSONNEL RESUME

**Name** April (Robyn) Thomas

**For Position As** .50 Kindergarten Teacher

**Building** Nelson Elementary School

| Education | Date | Degree | Major |
|---|---|---|---|
| **Undergraduate** | | | |
| Wichita State University | 2012 | BA | Elementary Education |
| **Graduate** | | | |

| Student Teaching Experience | Location | Dates |
|---|---|---|
| Kdg. Student Teacher | Derby, KS | 2012 |

**Salary Offered** $18,350 **Degree** BS **Step** 1

CA

# PERSONNEL RESUME

**Name** Stacy Hamilton

**For Position As** .50 Kindergarten Teacher

**Building** Ruth Clark Elementary School

| Education | Date | Degree | Major |
|---|---|---|---|
| **Undergraduate** | | | |
| Wichita State University | 2012 | BA | Elementary Education |
| **Graduate** | | | |

| Student Teaching Experience | Location | Dates |
|---|---|---|
| 3rd Grade Student Teacher | Wellington, KS | 2012 |

**Salary Offered** $18,350 **Degree** BS **Step** 1

CA

## 4.3 Gifts and Grants

No supporting documentation.

End of Section

# NELSON ELEMENTARY

245 N. Delos
Haysville, KS 67060-1313
Ph-316-554-2273 Fax-316-554-2275
*Michael D. Mitchener Principal*

Thursday, August 9, 2012

Dr. Burke & U.S.D. 261 Board of Education:

We would respectfully request that we accept a recent gift from Homeland Foods in Haysville. Homeland has a program whereby shoppers may designate a school to receive a small percentage of their groceries bill by utilizing their Homeland One Card. We received a check today to Nelson School for $107.74. The check is number 339359 and is dated 08-06-12. We will be depositing this in our "Nelson Life Touch Account" number 02-03-2401-619 via Ce Ce Haywood.

For Kids Learning,

Michael Mitchener
Principal

CC: Clint Schutte
Debbie Coleman
Ce Ce Haywood

## ADOPTING RESOLUTION

The undersigned Principal of Haysville USD 261 (the Employer) hereby certifies that the following resolutions were duly adopted by the Employer on _____, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of amended Cafeteria Plan including a Dependent Care Flexible Spending Account and Health Flexible Spending Account effective September 1, 2012, presented to this meeting is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that attached hereto as Exhibits A and B, respectively, are true copies of Haysville USD 261 Flexible Benefits Plan as amended and restated and the Summary Plan Description approved and adopted in the foregoing resolutions.

_____
Principal

Date: _____

## 5.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section

# HAYSVILLE USD #261

RESOLUTION#: 2

DATED: 8/20/2012

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

| | | | | | | |
|---|---|---|---|---|---|---|
| DATE | 8/10/2012 | DIRECT DEPOSIT | 79373-79384 | Ck# | 28168-28170 | 454,861.28 |
| | | | | | 103814-103834 | 363,682.07 |

**ACCOUNTS PAYABLE**

| | | | | |
|---|---|---|---|---|
| DATE | 7/16/2012 | Manuals | 103791 | 2,846.74 |
| | 7/18/2012 | Manuals | 103792-103796 | 11,174.54 |
| | 7/23/2012 | Manuals | 103797-103798 | 62.09 |
| | 7/25/2012 | Manuals | 103799-103809 | 31,431.17 |
| | 7/30/2012 | Manuals | 103810-103812 | 56,752.90 |
| | 8/1/2012 | Manuals | 103813 | 919.32 |
| | 8/20/2012 | Cks | 103835-104040 | 642,513.81 |
| | | Void Ck | | |

TOTAL REGISTER: 1,564,243.92

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

## Bank Statement Reconciliation Summary

| | | |
|---|---|---|
| 1. | Statement Balance | 372,492.63 |
| 2. | - Outstanding Checks | 489,162.01 |
| 3. | + Outstanding Receipts/Adj. | 9,500.00 |
| 4. | Total | -107,169.38 |
| 5. | + Investments | 19,992,000.00 |
| 6. | Book Balance | 19,884,830.62 |

Bank Balance
19884830.62 General Ledger Balance
-0-

# Cash Summary Report

ALL Data

Date Range: 07/01/2012 thru 07/31/2012

Arranged by:
Fund ID

| Fund | Beginning | Revenue | Expenditures | Other | Ending | Encumbrances | Payables | Unencumbered |
|---|---|---|---|---|---|---|---|---|
| 02 | GENERAL FUND | | | | | | | |
| | 484,203.93 | 1,000,000.00 | -431,802.39 | 0.00 | 1,052,401.54 | -551,403.49 | 0.00 | 500,998.05 |
| 03 | SUPPLEMENTAL GENERAL | | | | | | | |
| | 901,474.80 | 1,087.50 | -92,525.26 | 0.00 | 810,037.04 | -566,734.43 | 0.00 | 243,302.61 |
| 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) | | | | | | | |
| | 396,632.89 | 0.00 | -345.49 | 0.00 | 396,287.40 | 0.00 | 0.00 | 396,287.40 |
| 13 | AT RISK (K-12) | | | | | | | |
| | 1,372,017.75 | 3,090.50 | -22,029.87 | 0.00 | 1,353,078.38 | -1,371.31 | 0.00 | 1,351,707.07 |
| 14 | BILINGUAL FUND | | | | | | | |
| | 179,517.90 | 0.00 | 0.00 | 0.00 | 179,517.90 | -169.80 | 0.00 | 179,348.10 |
| 16 | CAPITAL OUTLAY | | | | | | | |
| | 3,323,296.71 | 17,127.80 | -27,371.66 | 0.00 | 3,313,052.85 | -449,627.65 | 0.00 | 2,863,425.20 |
| 19 | DRIVER EDUCATION | | | | | | | |
| | 380,783.13 | 0.00 | -26,076.85 | 0.00 | 354,706.28 | 0.00 | 0.00 | 354,706.28 |
| 20 | TITLE I - LOW INCOME/01 | | | | | | | |
| | 45,360.17 | 0.00 | 0.00 | 0.00 | 45,360.17 | -45,360.17 | 0.00 | 0.00 |
| 23 | TITLE II - A TEACHER QUALITY | | | | | | | |
| | 67,704.09 | 0.00 | 0.00 | 0.00 | 67,704.09 | -71,529.09 | 0.00 | -3,825.00 |
| 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 | | | | | | | |
| | 322,470.61 | 0.00 | 0.00 | 0.00 | 322,470.61 | -4,976.08 | 0.00 | 317,494.53 |
| 29 | HOPE GRANT (21st CCLC) | | | | | | | |
| | -32,819.28 | -2,219.00 | 6,305.50 | 0.00 | -28,732.78 | -47,481.55 | 0.00 | -76,214.33 |
| 34 | VOCATIONAL EDUCATION | | | | | | | |
| | 648,568.82 | 0.00 | 0.00 | 0.00 | 648,568.82 | -4,198.56 | 0.00 | 644,370.26 |
| 36 | TITLE III | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 39 | EDUCATION FOR HOMELESS | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 40 | TITLE I - SCHOOL IMPROVEMENT | | | | | | | |
| | 35,710.13 | 0.00 | 0.00 | 0.00 | 35,710.13 | -31.00 | 0.00 | 35,679.13 |
| 41 | TITLE I (CARRYOVER ) | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

# Cash Summary Report

ALL Data

Date Range: 07/01/2012 thru 07/31/2012

Arranged by:
Fund ID

| Fund | Beginning | Revenue | Expenditures | Other | Ending | Encumbrances | Payables | Unencumbered |
|---|---|---|---|---|---|---|---|---|
| **42** | **21st CENTURY COMMUNITY LEARNIN** | | | | | | | |
| | 12,493.56 | 75.00 | -7,730.21 | 0.00 | 4,838.35 | -13,523.56 | 0.00 | -8,685.21 |
| **43** | **BOND AND INTEREST** | | | | | | | |
| | 2,895,128.52 | 0.00 | 0.00 | 0.00 | 2,895,128.52 | 0.00 | 0.00 | 2,895,128.52 |
| **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** | | | | | | | |
| | -23,793.91 | 31,596.43 | 0.00 | 0.00 | 7,802.52 | -8,793.77 | 0.00 | -991.25 |
| **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 | 1,024,848.46 | -1,024,848.46 | 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** | | | | | | | |
| | 9,413.88 | 7,250.00 | 0.00 | 0.00 | 16,663.88 | 0.00 | 0.00 | 16,663.88 |
| **55** | **TEXTBK/STUDENT MAT'L REVOLVING** | | | | | | | |
| | 539,745.61 | 123,282.20 | -2,310.05 | 0.00 | 660,717.76 | -67,994.98 | 0.00 | 592,722.78 |
| **57** | **PARENT EDUCATION** | | | | | | | |
| | 77,309.72 | 0.00 | 0.00 | 0.00 | 77,309.72 | -1,143.88 | 0.00 | 76,165.84 |
| **70** | **SPECIAL EDUCATION** | | | | | | | |
| | 3,071,753.82 | 0.00 | -82,332.02 | 0.00 | 2,989,421.80 | -25,790.09 | 0.00 | 2,963,631.71 |
| **88** | **CARL PERKINS IMPROV.GRANT** | | | | | | | |
| | 4,279.60 | 0.00 | 0.00 | 0.00 | 4,279.60 | -4,279.60 | 0.00 | 0.00 |
| **90** | **FOOD SERVICE** | | | | | | | |
| | 1,611,952.98 | 26,524.65 | -19,441.83 | 0.00 | 1,619,035.80 | -12,711.28 | 0.00 | 1,606,324.52 |
| **95** | **PAYROLL CLEARING ACCT** | | | | | | | |
| | 162,926.03 | 9,691.63 | -85,739.97 | 0.00 | 86,877.69 | 0.00 | 0.00 | 86,877.69 |
| **Report Totals:** | **19,458,724.01** | **2,242,355.17** | **-1,816,248.56** | **0.00** | **19,884,830.62** | **-1,877,120.29** | **0.00** | **18,007,710.33** |

**HAYSVILLE USD #261**

**INTRUST BANK, N.A.**

**CHECKING ACCOUNT**

**July 31, 2012**

| | |
|---|---|
| BALANCE PER BANK STATEMENT: | |
| 06/30/12 Statement Balance..... | 355,282.12 |
| Deposits..... | 5,456,947.15 |
| Withdrawals..... | 2,985,280.32 |
| 07/31/12 Statement Balance..... | 372,492.63 |
| OUTSTANDING CHECKS-INTRUST BANK..... | 489,162.01 |
| PETTY CASH ACCOUNTS..... | 9,500.00 |
| INVESTMENTS ..... | |
| Regular Repurchase Account..... | 19,992,000.00 |
| ADJUSTMENTS ..... | -0- |
| GENERAL LEDGER BALANCE 07/31/12..... . | 19,884,830.62 |

**HAYSVILLE USD #261**

**CASH BALANCES**

**July 31, 2012**

NEGATIVE UNENCUMBERED CASH BALANCES:

| | | |
|---|---|---|
| 23 | TITLE II-A TEACHER QUALITY..... | Awaiting State Funds |
| 29 | HOPE GRANT ..... ..... | Awaiting Fed Funds |
| 42 | 21ST CENTURY COMMUNITY LEARNING..... | Awaiting Fed Funds |
| 47 | ECC STATE GRANT..... ..... | Awaiting State Funds |

# TRANSFERS

| Account | Description | Published Budget | Disbursed YTD | Account |
|---|---|---|---|---|
| **02 GENERAL FUND** | | | | |
| | | | | **02 GENERAL FUND** |
| 02-00-5200-940 | Transfer To Driver | 41,206.00 | 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 | 4,059,950.00 | 0.00 | 02-00-5200-950 |
| 02-00-5200-954 | Transfer To Vocational | 100,000.00 | 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 | 2,000,000.00 | 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 | 100,000.00 | 0.00 | 02-00-5200-974 |
| 02-00-5200-937 | Transfer to Virtual | 150,000.00 | 0.00 | 02-00-5200-937 |
| **02 GENERAL FUND** | | 6,651,156.00 | 0.00 | **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** |
| | | 12,137,517.00 | 0.00 | |

# REVENUE REPORTING ACCOUNTS

| Description | Published Budget | Receipts YTD | Receipt -July |
|---|---|---|---|
| General Fund Revenue | 30,330,478.00 | 1,000,000.00 | 1,000,000.00 |
| Supplemental General | 10,137,826.00 | 1,087.50 | 1,087.50 |
| 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 | 0.00 | 0.00 |
| At Risk (K-12) | 4,030,000.00 | 3,090.50 | 3,090.50 |
| Bilingual Fund Revenue | 200,000.00 | 0.00 | 0.00 |
| Capital Outlay Revenue | 685,023.00 | 17,127.80 | 17,127.80 |
| Textbook Revenue | 0.00 | 0.00 | 0.00 |
| Drivers Education | 158,500.00 | 0.00 | 0.00 |
| Title I - Low Income | 543,785.00 | 0.00 | 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 | 0.00 | 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 | 0.00 | -2,219.00 | -2,219.00 |
| 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 | 21,440.00 | 0.00 | 0.00 |
| Title IIA - Carryover | 0.00 | 0.00 | 0.00 |
| Title I - Carryover | 80,000.00 | 0.00 | 0.00 |
| Title V - Carryover | 141,197.00 | 75.00 | 75.00 |
| Bond and Interest | 4,541,344.00 | 0.00 | 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 | 31,596.43 | 31,596.43 |
| New Charter School | 0.00 | 0.00 | 0.00 |
| KPERS Special | 3,657,354.00 | 1,024,848.46 | 1,024,848.46 |
| Charter School | 0.00 | 0.00 | 0.00 |
| Summer School | 0.00 | 0.00 | 0.00 |
| All Day Kindergarten | 0.00 | 7,250.00 | 7,250.00 |
| Textbook/Student | 552,025.00 | 123,282.20 | 123,282.20 |
| Textbook Rental | 0.00 | 0.00 | 0.00 |
| Parent Education | 211,980.00 | 0.00 | 0.00 |
| Student Transportation | 0.00 | 0.00 | 0.00 |
| Special Education | 8,831,436.00 | 0.00 | 0.00 |
| Carl Perkins | 30,905.00 | 0.00 | 0.00 |
| Student Sales (Lunch) | 657,550.00 | 40.00 | 40.00 |
| Student School | 40,100.00 | 0.00 | 0.00 |
| Adult & Ala Carte Sales | 218,300.00 | 191.65 | 191.65 |
| Misc & Special | 0.00 | 0.00 | 0.00 |

# REVENUE REPORTING ACCOUNTS

| Description | Published Budget | Receipts YTD | Receipt -July |
|---|---|---|---|
| State Food Assistance | 22,925.00 | 26,293.00 | 26,293.00 |
| Federal Child Nutrition | 1,286,068.00 | 0.00 | 0.00 |
| Payroll Clearing Acct | 0.00 | 9,691.63 | 9,691.63 |
| | 67,602,045.86 | 2,242,355.17 | 2,242,355.17 |
| | 67,602,045.86 | 2,242,355.17 | 2,242,355.17 |

## 6.0 REPORTS

No supporting documentation.

End of Section

## 7.0 FIRST READINGS

No supporting documentation.

End of Section

# Board Policies

| Board Policies | Administrative Recommendation |
|---|---|
| IJ Evaluation of Instructional Program | No Changes |
| JBE Truancy | No Changes |
| JDDA Drug-Free Schools | No Changes |
| KGA Use of District Personal Property and Equipment | No Changes |
| LDD Federal Government-Drug Free Schools | No Changes |

IJ Evaluation of Instructional Program IJ
(See IC, ICAA, ID, II & MK)
The superintendent may develop guidelines to evaluate the instructional program. This evaluation shall be part of the district's school improvement efforts .
The superintendent may establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent may require reports from these commit tees which shall include the committee's recommendations for improvement, modification or elimination of any par t of the instructional program. The superintendent may submit a comprehensive report from the committees to the board.
Approved: KASB Recommendation – 6 / 0 4 ; 4 / 0 7 ; 6/12

JBE Truancy (See AEB, IDCE, JBD, and JQ) JBE
The building principal (or designee) shall report students who are inexcusably absent f rom school to t he appropriate authority .
Truancy is defined as any three consecutive unexcused absences, any five unexcused absences in a semester or seven unexcused absences in a school year, whichever comes first . School year means the period from July 1 to June 30. Students who are absent without a valid excuse for a significant part of any school day shall be considered truant .
Prior to reporting to either S.R.S. (if the student is under 13) or the county or district attorney (if the student is 13 or more years of age but less than 18 years of age) , a letter shall be sent to the student's parent(s) or guardian notifying them that the student's failure to attend school without a valid excuse shall result in the student being reported truant.
Waiver of Compulsory Attendance Requirements
Students 16 or 17 years of age may be exempt from compulsory attendance regulations if the parent(s) or person acting as parent attend(s) the counseling session required by law and signs the appropriate consent and waiver form; if the student earns a GED; or if the student is exempt from compulsory attendance requirements pursuant to a court order .
Involvement of Law Enforcement
Law enforcement office r s may return truant children to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the board to address truancy issues .

Reporting to Parents
If a truant child is returned to school by a law enforcement official, the

principal shall notify the parent or guardian .
Dual Enrollment Students
Eligible students who are enrolled in a board-approved dual enrollment program shall not be considered truant for the hours during the school day they attend classes at a Regent's university, community college, technical college, vocational educational school or Washburn University .
Approved: KASB Recommendation – 7/96; 9/97; 8/98; 7/02; 6/04; 6/06; 4/07; 6/10; 6/12

JDDA Drug-Free Schools (See GAOB and LDD) JDDA
Maintaining drug-free schools is important in establishing an appropriate learning environment for the district's students. The possession, use, sale or distribution of illicit drugs and alcohol by students at school, on or in school property, or at school sponsored activities or events is prohibited .
Student Conduct
As a condition o f continued enrollment in the district, students shall abide by the terms of this policy .
Students shall not manufacture, sell, distribute , dispense, possess or use illicit drugs, controlled substances or alcoholic beverages at school, on or in school district proper t y, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials , and will be subject to:

Appropriate disciplinary measures up to and including expulsion from school for a period not to exceed 186 school days.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance wit h other policies governing student discipline . If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents .
A list of area drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for the programs is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.
A copy of this policy will be provided to all students and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.
Approved: KASB Recommendation – 7 / 96; 9/97; 7/02; 4/07; 6 / 0 8 ; 6 / 12

KGA Use of District Personal Property and Equipment KGA
Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the boa r d . The superintendent may

establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district p r o p e r t y . The deposit will be paid to the principal (or/designee) and will be refunded when the equipment is returned in working order .

Lost, Stolen, or Damaged Property or Equipment

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment . If school equipment is returned damaged beyond normal wear and tear of acceptable use, t h e request or shall be responsible for the cost to repair such equipment . The district may also require the purchase of insurance

Personal Use

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of {the superintendent ; the building principal ; o r designee}.

Approved: KASB Recommendation – 3 / 0 0 ; 4 / 0 7 ; 6/12

LDD Federal Government-Drug Free Schools LDD

(See GAOA, GAOB, IDAB and JDDA)

The unlawful possession, use, sale or distribution of illicit drugs and the possession, use, sale, or distribution of alcohol by students or school employees at school, on or in school property, or at school sponsored activities or events is prohibited. This policy, and any curriculum used in conjunction with it, shall be evaluated periodically using criteria developed by the superintendent and approved by the board. The board shall receive a report after each of these reviews is conducted.

Approved: KASB Recommendation – 9 /97; 4 / 9 9 , 3 / 0 0 ; 4 / 0 7 ; 6/08; 6/12

## 8.0 ACTION ITEMS

No supporting documentation.

End of Section

July 2012 BOE Policies

| Board Policy | Administrative Recommendation |
|---|---|
| GAOA Drug Free Workplace | No Changes |
| GAOB Drug Free Schools | No Changes |
| IIBG Computer and Device Use | No Changes |
| IIBGA Children's Internet Protection Act | No Changes |

**GAOA Drug Free Workplace** (See LDD) **GAOA**

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Approved: KASB Recommendation - 9/97; 2/98; 4/07; 6/12

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.

## GAOB Drug Free Schools (See JDDA and LDD)

GAOB

The unlawful possession, use, sale or distribution of controlled substances and the possession, use, sale or distribution of alcohol by school employees at school, on or while utilizing school property, or at school sponsored activities or events are prohibited.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages at school, on or while utilizing school property, or at school sponsored activities or events. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, c
5. Termination or nonrenewal of employment relationship.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts, if any, or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action. This policy is not intended to change any right, duty, or responsibilities in the

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.

current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. A list of area drug and alcohol counseling and rehabilitation programs along with names and addresses of contact persons for the programs is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

A copy of this policy shall be provided to all employees.

Approved: KASB Recommendation - 9/97; 2/98; 4/07; 6/08; 6/12

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.

Use of District Computers and Devices/Privacy Rights

District issued computer systems and electronic devices (including, but not limited to, Smartboards, iPads, iTouches, iPhones, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Copyright

Software acquired by staff, using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

Installation

No software, including freeware and shareware, or other applications may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software or application with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

Staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware.

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: KASB recommendation – 9/97; 9/00; 7/02; 7/03; 6/04; 4/07; 6/08; 6/12

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.

The district shall implement and enforce an internet safety plan meeting the requirements of the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act.

Such plan shall include measures to address the following issues:

(1) Access by minors to inappropriate matter on the Internet and World Wide Web,

(2) The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications,

(3) Unauthorized access, including so-called "hacking," and other unlawful activities by minors online;

(4) Unauthorized disclosure, use, and dissemination of personal information regarding minors; and

(5) Measures designed to restrict minors' access to materials that may be harmful to them.

For the purposes of this policy, "minor" shall be defined to mean any student who is 18 years of age or under. The board charges the superintendent to develop the CIPA implementing plan so that all of the protections provided by this policy and the corresponding plan may be afforded to all district students.

This plan shall be on file with the board clerk and in each school office with Internet access, and copies shall be available. The superintendent shall ensure compliance with CIPA by completing Federal Communication Commission forms as required.

©KASB. This material may be reproduced for use in the district. It may not be reproduced, either in whole or in part, in any form whatsoever, to be given, sold or transmitted to any person or entity including but not limited to another school district, organization, company or corporation without written permission from KASB.

## 9.0 DISCUSSION / REPORT ITEMS

No supporting documentation.

End of Section

9.1 Schools for Fair Funding

No supporting documentation.

End of Section

9.2 Future / Board 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 | | School Calendar Proposals |
| | | |
| | | |
| | | |
| September | | March |
| Enrollment Numbers | | Curriculum Proposals |
| | | |
| | | |
| | | |
| | | |
| October | | April |
| | | Teacher Non-Renewal Discussion |
| | | Capital Outlay Lists |
| | | Personnel Plan |
| | | Star Polisher Awards |
| | | |
| November | | May |
| KASB Delegates/voting | | Handbooks |
| | | Summer Work Requests |
| | | Graduations/Promotions |
| | | |
| | | |
| December | | June |
| Schedule Superintendent's Evaluation | | Handbooks |
| G.F. Requested to review Bd. Plcy IF in 2012 | | |
| | | |
| | | |
| 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 | | |

## 10.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

## 11.0 ADJOURNMENT

No supporting documentation.

End of Section