REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS
April 24, 2017 – 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)
  - Star Polisher Awards
  - Proclamation for Teacher Appreciation
- 1.4 Superintendent's Announcements (No Documentation)
- 1.5 Campus High School Student Council Report (No Documentation)
- 1.6 New and Good (No Documentation)
- 1.7 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

4.0 TREASURER'S REPORT / BILLS – PDF

5.0 REPORTS – Focus on Learning
- Bond Project Update – PDF – Schutte

6.0 ACTION ITEMS
- 6.1 Approval of Board Policy
  - EE – Food Services Management - Schutte
- 6.2 Bond Project Change Order (Place Holder for Items Needing Action Taken) – PDF
  - Detention Pond by Transportation Building
- 6.3 Elementary Staff and Student Handbooks
- 6.4 Middle School Staff and Student Handbooks
  - 6.3.1 Haysville Middle School
  - 6.3.2 Haysville West Middle School
- 6.5 USD 261 2017-2018 District Calendar
- 6.6 Equity in School Lunches – PDF - Schutte
- 6.7 Temporary Summer Help for Maintenance and IT – PDF - Schutte
- 6.8 Approval of Bid for Freezer and Cooler at Nelson Elementary School – PDF - Schutte
- 6.9 District Fiber Optic Project – PDF - Herbert
- 6.10 Request to Hire Additional Teachers - Clagg

7.0 FIRST READINGS
- 7.1 Campus High School Handbooks
- 7.2 Haysville High School Staff and Student Handbooks
- 7.3 Tri-City Staff and Student Handbooks
- 7.4 Substitute and Educational Support Handbooks

8.0 DISCUSSION/REPORT ITEMS

- 8.1 Schools for Fair Funding Report
- 8.2 Future Agenda Items
- 8.3 Board Calendar

9.0 EXECUTIVE SESSION – If Needed

10.0 ADJOURNMENT (No Documentation)

REGULAR BOE MEETING
1.0 MEETING OPENING

No supporting documentation.

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 Campus High School Student Council Report

No supporting documentation.

End of Section

1.6 New and Good

No supporting documentation.

End of Section

1.7 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

End of Section

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
March 27, 2017 - 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 Paige Crum. Seven Board members were present.

MEMBERS PRESENT
Paige Crum, President
Susan Walston, Vice President
Greg Fenster
Pat Lemmons
Glenn Crum
Forrest Hummel
Tom Gibson

OTHERS PRESENT
Dr. John Burke, Superintendent
Dr. Clint Schutte, Asst. Supt. of Business and Finance
Debbie Coleman, Clerk of the Board
Teresa Tosh, Asst. Supt. of Learning Services
Dr. Mike Clagg, Asst. Supt of Personnel
Ildo Martins, Haysville West Middle School Principal
Dr. Mike Maurer, Haysville Middle School Principal
Dr. Donna Ferguson, Freeman Ele. School Principal
Myron Regier, Campus High School Principal
Liz Hames, Director of Community Relations
David Herbert, Director of Information Services
B.J. Knudson, Executive Director of Maintenance
Angie Estell, Director of Special Services
Gina Keirns, Tri-City Day School Administrator
Avery Finch, Campus Student Council
Bob Faires, Howard and Helmer Architect Firm
Matt Billingsley, Engineer with PEC
Others

1.0 MEETING OPENING

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

1.2 Flag Salute

1.3 President's Announcements

- Campus High School Swim to a Wish Team
  The BOE recognized the Campus High School Swim to a Wish Team and Coaches. Team members recognized were Blake Chadd, Daine Crum, TJ Lolling, Max Shetler and Ashton Whitehead. Swim to a Wish raised over $68,000.00.
  Coach Kelly Kennedy and Coach Steve Crum were also recognized.
- The Campus High School Girl's Bowling Team was recognized by the Board for placing 2nd at the State Tournament and one member placed 1st in individual scores. Team members recognized were Taylor Cessna, Brittani Magee, Rebecca Herd, Cami Mills, Kalina Feat and Jordyn Wattman.
  The Board also recognized Coach Kenny Fulkerson and Coach Bret Marrs.
- The Haysville District Art Fair will be held at Campus High School on Thursday, March 30th and Friday, March 31st.
- The filing deadline for the next Board election is Thursday, June 1, 2017.
- A reminder that the Joint Special Meeting between the BOE and CHS Student Council will be Wednesday, March 29th at 7:00 a.m. The meeting will be held in the new Campus south safe room.

- Campus High School teacher, Mr. Meier, will be acquiring Virtual Reality headsets to walk through historical events as a result of donations received through DonorsChoose.org.
- Campus High School Theater put on "And then they came for me".
- Emily Ramey, graduate student from Newman University, was observing the Haysville Board of Education Meeting as part of her studies.

1.4 Superintendent's Announcements

- Dr. Burke congratulated the Swim to a Wish team and the CHS Girl's Bowling team for their outstanding accomplishments.
- Dr. Burke, Paige Crum, Susan Walston, Dr. Schutte and Steve Crum attended the NSBA Convention in Denver, CO. Dr. Burke, Susan Walston, Dr. Schutte and Steve Crum were presenters at the Conference. The presentation was on Interest Based Bargaining: Getting Board Members, Administrators and Teachers to Work as a Powerful Team for Student Success.

1.5 Campus High School Student Council

- Campus High School Student Council President Avary Finch informed the Board of upcoming Student Council events: The GEM 5K fundraiser will be on April 1st. Opening ceremony will begin at 8:45 a.m. at Colt Stadium. This fundraiser will benefit HMS 7th grader Tyler Little. Runners can still register the morning of the race for $20.00 – this will include a shirt (while supplies last).
- Student Council elections for the 2017-2018 school year begin April 3rd and end in early May for the upcoming freshmen.
- Community Service Week—April 10-14—Student Council will be working with the Haysville Library and the Historic District on projects.
- Constitution Revisions – looking at revising how Homecoming Court is selected.
- The final event for the Class of the Year competition will be the COTY Olympics on April 12th at 6:00 p.m. The winner will get a day off from school.

1.6 New and Good

Susan Walston:

- The National School Board Association Convention was very good. Ms. Walston attended a presentation by McGraw Hill regarding online text books and visited with bus companies about seat belts on buses.

Dr. Mike Clagg:

- We have a new Doctor in the house! Congratulations to Dr. Charla Heddin, Assistant Director of Special Services.

1.7 Approve / Amend Agenda

MOTION to approve the Agenda as presented.
(Walston/Hummel) Motion carried 7-0.

2.0 DISTRICT PATRON/PERSONNEL TIME

2.1 Hearing of Scheduled District Patrons/District Personnel – 5 minutes

None

2.2 Remarks/Comments from District Visitors – 2 minutes

None

3.0 CONSENT AGENDA

3.1 Previous Minutes

3.2 Routine Personnel - Additional Personnel items may have been placed at each Board member's place.

3.3 Gifts and Grants

- Homeless Program received a $150.00 donation from Haysville resident Ron Hutson.
- Ruth Clark teacher, Mandy Faust, received a donation of $637.25 from Donor's Choice.

MOTION to approve the Consent Agenda as presented.
(Walston/Lemmons) Motion carried 6-1. Tom Gibson abstained.

4.0 TREASURER'S REPORT / BILLS - PDF

Dr. Schutte presented information to the Board regarding the Treasurer's Report/Bills.
MOTION to approve Treasurer's Report/Bills as presented.
(Walston/Lemmons) Motion carried 6-1. Greg Fenster voted no.

5.0 REPORTS – Focus on Learning

- Bond Project Update – Schutte

Matt Billingsley, engineer with PEC, spoke to the Board on issues with the retaining pond located by the Transportation Building.
Dr. Schutte and Bob Faires of Howard and Helmer Architect Firm, presented an update on the District's Bond construction project timeline, Campus High School, Haysville High School/Tri-City Day School, Haysville Middle School, Ruth Clark Elementary School, Rex Elementary School, Nelson Elementary School, Freeman Elementary School, Oatville Elementary School, Prairie Elementary School, HWMS and the Natatorium.

6.0 ACTION ITEMS

6.1 New Computers for District Libraries

David Herbert was present to answer questions from the Board regarding new computers for District libraries.
MOTION to approve purchasing 330 new computers at a cost of $148,500.00 for District libraries as presented.
(Walston/G. Crum) Motion carried 7-0.

6.2 Bond Project Change Orders (Place Holder)

There were no change orders.

6.3 Permission to Let Bids for a Freezer and Cooler at Nelson Elementary School

Dr. Schutte presented information to the Board and requested Board permission to let bids for a new freezer / cooler combination at Nelson Elementary School.
MOTION to approve seeking bids for a new freezer / cooler combination at Nelson Elementary School as requested.
(Lemmons/G. Crum) Motion carried 7-0.

7.0 FIRST READINGS

7.1 Policy Review

EE – Food Services Management
Dr. Clint Schutte presented information to the Board regarding additions made to the current Board Policy EE-Food Services Management.
This was a first reading with no action required from the Board.

7.2 Elementary Staff and Student Handbooks

Elementary Staff and Student Handbook changes were presented to the Board.
This was a first reading with no action required from the Board.

7.3 Middle School Staff and Student Handbooks

7.3.1 Haysville Middle School

Haysville Middle School Staff and Student Handbook changes were presented to the Board.

This was a first reading with no action required from the Board.

7.3.2 Haysville West Middle School

Haysville West Middle School Staff and Student Handbook changes were presented to the Board.

This was a first reading with no action required from the Board.

7.4 USD 261 2017-2018 District Calendar

Dr. Burke presented the purposed Draft A - 2017-2018 District Calendar to the Board.
This was a first reading with no action required from the Board.

7.5 Equity in School Lunches

Dr. Schutte presented information to the Board regarding equity in school lunch prices. Due to Federal mandates school lunches for the 2017-2018 school year will need to increase by $.10 in order to move toward the National Standard lunch price.
This was a first reading with no action required from the Board.

7.6 Temporary Summer Help for Maintenance and IT

Dr. Clint Schutte presented information to the Board and requested Board approval to hire six grounds crew members, four paint crew members, three bus cleaning crew members as temporary summer help for Maintenance and four temporary positions for IT.
This was a first reading with no action required from the Board.

7.7 Self-Provisioned Fiber Optic Project Update

David Herbert presented information to the Board regarding the self-provisioned fiber optics project.
This was a first reading with no action required from the Board.

8.0 DISCUSSION/REPORT ITEMS

8.1 Schools for Fair Funding Report

Dr. Mike Clagg informed the Board that the Kansas Supreme Court said the school finance system is inadequate under the Kansas Constitution. Legislators are attempting to work on solutions for the funding. The next meeting will be on Friday, March 31st in Newton.

8.2 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Building Reports
- Class Numbers
- Handbooks – Elementary and both Middle Schools – Action
  Campus High School Staff, Student, Activities and Athletic
  Haysville High School Staff and Student and
  Tri-City Day School Staff and Student
- USD 261 2017-2018 District Calendar
- Star Polisher Awards
- Proclamation for Teacher Appreciation

8.3 Board Calendar

No Changes

9.0 EXECUTIVE SESSION – If Needed
No Executive Session

10.0 ADJOURNMENT
Meeting adjourned at 8:50 p.m.

_____
Paige Crum, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

JOINT BOE/STUDENT COUNCIL MEETING U.S.D. # 261
CAMPUS HIGH SCHOOL – South Safe Room
2100 W. 55TH St. So., Wichita, Kansas
7:00 A.M. – March 29, 2017

Subject to Board Approval

The Joint meeting of the Board of Education of Haysville School District # 261 and the Campus High School Student Council was called to order in the south Safe Room at Campus High School, 2100 W. 55th St. So., at 7: 00 a.m., by Student Council President Avary Finch.

MEMBERS PRESENT
Susan Walston
Tom Gibson
Glenn Crum
Paige Crum

OTHERS PRESENT
Dr. John Burke, Superintendent
Debbie Coleman, Clerk of the Board
Dr. Clint Schutte, Assistant Superintendent of Business
Myron Regier, Campus High School Principal
Glenda Cowell, Campus High School Assistant Principal
Rolla Crum, Community Member

STUDENT COUNCIL MEMBERS PRESENT
Mrs. Moree, Sponsor
Lauren Kliewer, Senior Class Sponsor
Sarah Roman, Student Council Treasurer
Megan Boomer, Freshman Representative
Logan Combs, Junior Representative
Wrylie Finkle, Sponsor
Avary Finch, Student Council Executive President
Hanah Denning, Student Council Secretary
Jacob Gallegos, Sophomore Representative
Abby Acosta, Senior Representative

CALL to ORDER
Student Council President Avary Finch called the meeting to order at 7:00 a.m.

INTRODUCTIONS
Those present introduced themselves and stated their titles.

ROLES, RESPONSIBILITIES AND QUESTIONS
Board President, Paige Crum explained the election process, roles and responsibilities of the Board of Education.
Student Council Executive President Avary Finch explained the election and membership process for Student Council.
Various topics were discussed including how students would feel about a later start time, why BOE members decided to run for office and how the students feel about the construction at Campus.

ADJOURNMENT
The meeting was adjourned at 8:02 a.m.

_____
Paige Crum, Board of Education President

_____
Debbie Coleman, Board of Education Clerk

PERSONNEL RESUME

Name Jenifer Cerre

For Position As Kindergarten Teacher

Building Oatville Elementary School

Education

Undergraduate	Date	Degree	Major
Wichita State University	2015	BA	Education

Graduate	Date	Degree	Major

Teaching Experience	Location	Dates	Years
1st Grade	Indianapolis, IN	2015-2017	2

Salary Offered $38,945 **Degree** BS **Step** 3

PERSONNEL RESUME

Name Roya Eck

For Position As Family and Consumer Science Teacher

Building Campus High School

Education

Undergraduate	Date	Degree	Major
Missouri Central University	1994	BS	Education

Graduate	Date	Degree	Major

Teaching Experience	Location	Dates	Years
Family &Consumer Science	Wichita, KS	2002-2017	15

Salary Offered $46,796 **Degree** BS **Step** 12

PERSONNEL RESUME

Name Amanda Whearty

For Position As Kindergarten Teacher

Building Oatville Elementary School

Education

Undergraduate	Date	Degree	Major
Emporia State University	2010	BS	Elementary Education

Graduate	Date	Degree	Major

Teaching Experience	Location	Dates	Years
1st Grade	Augusta, KS	2010-2017	7

Salary Offered $40,689 **Degree** BS **Step** 5

PERSONNEL RESUME

Name Michelle Ramirez

For Position As 3rd Grade Teacher

Building Nelson Elementary School

Education

Undergraduate	Date	Degree	Major
Southwestern College	2016	BA	Early Childhood Education

Graduate	Date	Degree	Major

Student Teaching Experience	Location	Dates
Pre-K/K Grade	Haysville, KS	2016

Salary Offered $37,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Sarah Balzer

For Position As 2nd Grade Teacher

Building Oatville Elementary School

Education

Undergraduate	Date	Degree	Major
Emporia State University	2009	BS	Elementary Education

Graduate	Date	Degree	Major
Baker University	2012	MS	School Leadership

Teaching Experience	Location	Dates	Years
Intervention Specialist	Fallbrook, CA	2016-2017	1
2nd Grade Teacher	Haysville, KS	2014-2015	1
1st Grade Teacher	China	2013-2014	1
4th Grade Teacher	Haysville, KS	2012-2013	1
1st Grade Teacher	Augusta, KS	2009-2012	3

Salary Offered $47,653 **Degree** MS **Step** 5

PERSONNEL RESUME

Name Joshua Godwin

For Position As Assistant Principal/Athletic Director

Building Campus High School

Education

Undergraduate	Date	Degree	Major
Wichita State University	2006	BA	Physical Education

Graduate	Date	Degree	Major
Baker University	2014	MS	School Leadership

Experience	Location	Dates
Director of Transportation	Haysville, KS	2015-2017
Teacher	Haysville, KS	2006-2015

Salary Offered $72,000

PERSONNEL RESUME

Name Katherine Rose-Landa

For Position As Foreign Language Teacher

Building Campus High School

Education

Undergraduate	Date	Degree	Major
Kansas State University	2009	BS	Spanish Education

Graduate	Date	Degree	Major
Baker University	2012	MA	Education

Teaching Experience	Location	Dates	Years
M.S. Math	Killeen, TX	2015-2017	2
Spanish	Haysville, KS	2009-2014	5

Salary Offered $49,393 **Degree** MS+12 **Step** 5

PERSONNEL RESUME

Name Heather Betzen

For Position As 2nd Grade Teacher

Building Ruth Clark Elementary School

Education

Undergraduate	Date	Degree	Major
Wichita State University	2017	BA	Elementary Education

Graduate	Date	Degree	Major

Student Teaching Experience	Location	Dates
2nd/4th Grade	Wichita, KS	2017

Salary Offered $37,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Danielle Brown

For Position As Early Childhood Teacher

Building Rex Elementary School

Education

Undergraduate	Date	Degree	Major
Fort Hays State University	2017	BS	Elementary Education

Graduate	Date	Degree	Major

Student Teaching Experience	Location	Dates
Pre-K/3rd Grade	Haysville, KS	2017

Salary Offered $37,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Matthew Peschel

For Position As Physical Education Teacher

Building Rex Elementary School

Education

Undergraduate	Date	Degree	Major
Ft. Hays State University			Transition to Teaching
Emporia State University	2006	BS	Recreation

Salary Offered $37,200 **Degree** BS **Step** 1

PERSONNEL RESUME

Name Renee Bowmaker

For Position As 3rd Grade Teacher

Building Ruth Clark Elementary School

Education

Undergraduate	Date	Degree	Major
Emporia State University	2006	BS	Elementary Education

Graduate	Date	Degree	Major
Emporia State University	2008	MS	Curriculum and Instruction

Teaching Experience	Location	Dates	Years
3rd Grade	Holy Spirit Catholic School	2011-2017	6
2nd/3rd Grade	USD 259	2009-2011	2
3rd Grade	Olathe, KS	2006-2009	3

Salary Offered $50,911 **Degree** MS **Step** 7

PERSONNEL RESUME

Name Jennifer Logan

For Position As Occupational Therapist

Education

Undergraduate	Date	Degree	Major
Friends University	2004	BS	Elementary Education

Graduate	Date	Degree	Major
Western New Mexico University	2016	MS	Occupational Therapy

Experience	Location	Dates
Occupational Therapist	South Central KS Coop.	2016-2017

Salary Offered $54,394

PERSONNEL RESUME

Name Josh Franklin

For Position As Physical Education Teacher

Building Oatville Elementary School

Education

Undergraduate	Date	Degree	Major
Wichita State University	2006	BA	Physical Education

Graduate	Date	Degree	Major
Newman University	2012		

Teaching Experience	Location	Dates	Years
Physical Education	USD 259	2007-2017	10

Salary Offered $45,375 **Degree** BS+12 **Step** 8

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Roxana Stitt, Drama Teacher at Campus High School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Connie Jacobs, Special Education Teacher at Prairie Elementary School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Stephanie Hays, 2nd Grade Teacher at Ruth Clark Elementary School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Anna Calven, Special Education Teacher at Freeman Elementary/Haysville Middle Schools, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Tracy Roe, Math Teacher at Campus High School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Kelyn Draut, Language Arts Teacher at Haysville Middle School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Brian Box, Language Arts/Debate & Forensics Teacher at Campus High School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Amanda Hawkinson, Kindergarten Teacher at Oatville Elementary School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Sara Johnson, 2nd Grade Teacher at Oatville Elementary School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Megan Sorell, Kindergarten Teacher at Oatville Elementary School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Early Retirement

Please let this letter serve as a recommendation to the Board of Education to accept the early retirement request submitted by Patsy Lee, Library Media Specialist at Nelson Elementary School, effective at the end of the 2017-2018 school year.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Marta Maril, English Teacher at Haysville West Middle School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Rhonda McDaniel, Math Teacher at Haysville West Middle School, effective May 19, 2017.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 24, 2017

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Shari Brown, Special Education Teacher at Haysville Middle School, effective May 19, 2017.

CA

Nelson Elementary

USD 261 HAYSVILLE SCHOOLS

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

Thursday, March 30, 2017

To: Dr. Burke & USD 261 BOE

Re: Acceptance of Donors Choose Items

From: Michael Mitchener

We recently had two staff members who were successful in their projects being funded by Donors Choose. Kindergarten Teacher Desiree Waterman is receiving materials valued at $841.45 plus miscellaneous additional requested resources. First Grade Teacher Kasahra Cotton is receiving materials valued at $162.83. Please see the attached pages for an itemization of these materials.

We would respectfully request the Donors Choose items valued as noted above, and listed on the attached pages be accepted by the USD 261 BOE.

Sincerely,

Michael D. Mitchener

Nelson El. Principal

CC-Dr. Clint Schutte

Debbie Coleman

TO: Principal and Administrators at Nelson Elementary School
FROM: DonorsChoose.org (212-239-3615)
RE: Mrs. Cotton got funding for her classroom

Give Mrs. Cotton a high five! Mrs. Cotton recently earned funding at DonorsChoose.org for a classroom project called "Social Skills and Technology!". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mrs. Cotton's classroom.

1. Citizenship Book Series quantity 1, $44.03 each
2. Schoolmate Deluxe Stereo/Mono Headphone w/ ... quantity 10, $11.88 each

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mrs. Cotton when packages arrive.

If Mrs. Cotton is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

DonorsChoose.org is a free nonprofit website where teachers at your school can receive funding for student resources. All we ask teachers to provide in return is a "thank-you package" for their donors. For information about control or use of resources funded through our site, visit www.donorschoose.org/resourcepolicy.

Thank you for fostering an environment where teachers go above and beyond for their students!

The DonorsChoose.org Team

P.S. Mrs. Cotton inspired donations from:

Rowena Regala (Oakland, CA)
Kansas EdChat (Frontenac, KS)
Casey Meier (Kansas)
Aspect Ventures *has given to your school 3+ times!

See why these donors gave at https://www.donorschoose.org/project/social-skills-and-technology/2360516/.

134 West 37th Street, 11th Floor | New York, NY 10018
www.donorschoose.org | principals@donorschoose.org | 212-239-3615

Erin Allen (Kansas)
Casey Meier (Kansas)
Terena Barkley (Kansas)
Aspect Ventures *has given to your school 3+ times!
The DonorsChoose.org Community

See why these donors gave at https://www.donorschoose.org/project/i-can-do-it-hands-on-centers/2449439/.

134 West 37th Street, 11th Floor | New York, NY 10018
www.donorschoose.org | principals@donorschoose.org | 212-239-3615

TO: Principal and Administrators at Nelson Elementary School
FROM: DonorsChoose.org (212-239-3615)
RE: Mrs. Waterman got funding for her classroom

Give Mrs. Waterman a high five! Mrs. Waterman recently earned funding at DonorsChoose.org for a classroom project called "I Can Do It Hands-On Centers". A list of your donors is at bottom of this fax!

The resources for this project will arrive soon, and we hope you'll ensure they promptly reach Mrs. Waterman's classroom.

1. TT280X - Early Math Instant Learning Center... quantity 1, $229.00 each
2. TT830X - Language Instant Learning Centers ... quantity 1, $229.00 each
3. HH745X - Pop & Match Beginning Phonics Game... quantity 1, $99.50 each
4. LL925X - Teaching Reading Skills Activity C... quantity 1, $139.00 each
5. RR632 - Ten-Frames Activity Dice quantity 1, $19.99 each
6. EE830X - Self-Checking Magnetic Math Cards ... quantity 1, $49.99 each
7. PP291 - Self-Checking Magnetic Board quantity 3, $24.99 each
8. And some additional requested resources.

Please tell your front office to expect delivery of any materials within the next few weeks, and ask them to inform Mrs. Waterman when packages arrive.

If Mrs. Waterman is no longer teaching at your school, or if there is another reason this donation should not be made, please contact us immediately at principals@donorschoose.org. Save this notice if you need documentation of grants received.

DonorsChoose.org is a free nonprofit website where teachers at your school can receive funding for student resources. All we ask teachers to provide in return is a "thank-you package" for their donors. For information about control or use of resources funded through our site, visit www.donorschoose.org/resourcepolicy.

Thank you for fostering an environment where teachers go above and beyond for their students!

The DonorsChoose.org Team

P.S. Mrs. Waterman inspired donations from:

Bethany Craig (Kansas)
Desiree Waterman (Kansas) *has given to your school 3+ times!
Anonymous (Kansas)
Jack Mann (Haysville, KS)
Christi Wise (Kansas)
Melissa Ortiz (Kansas)
Darlene Sherrod (Kansas)

Kansas Association of School Boards
1420 SW Arrowhead Road
Topeka, KS 66604-4024

Invoice

Date	Invoice #
3/31/2017	7437

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

P.O. No.	Terms	Project

Description	Rate	Amount
Option 1 Membership Renewal - USD 2017-18	12,128.00	12,128.00
Option 2 Season Pass 2017-18 (Optional)	1,500.00	1,500.00
Membership Renewal - USD 2017-18 with Season Pass		13,628.00

Please fill in the Option total selected.

Total

Kansas Association of School Boards
1420 SW Arrowhead Road
Topeka, KS 66604-4024

Invoice

Date	Invoice #
3/31/2017	7106

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

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

4.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section

HAYSVILLE USD #261

RESOLUTION#: 10

DATED: 4/24/2017

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

PAYROLL

DATE	3/12/2017	DIRECT DEPOSIT	7051-8144	Ck# 686-687	1,035.94
				688	1,945,453.84
		WITHHOLDING		62412-62445	1,550,494.18
		WITHHOLDING		62453-62455	201.00
		WITHHOLDING			

ACCOUNTS PAYABLE

DATE 4/7/2017	Manual Cks	62717-62736	86,764.53
4/13/2017	Manual Cks	62737-62745	1,994,067.35
4/24/2017	CKS	62746-62951	484,482.31
	Void Cks		(297.00)

TOTAL REGISTER: 6,062,202.15

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
06	GENERAL FUND	553,542.08	2,955,290.46	-3,098,694.82	410,137.72	-150,920.05	259,217.67	0.00
07	FEDERAL FUNDS	-232,221.89	98,915.00	-57,702.05	-191,008.94	-18,306.66	-209,315.60	0.00
08	SUPPLEMENTAL GENERAL	5,143,521.10	74,094.25	-213,033.58	5,004,581.77	-295,960.55	4,708,621.22	0.00
11	AT-RISK (4 YEAR OLD)	247,689.17	0.00	-34,785.62	212,903.55	-547.27	212,356.28	0.00
13	AT-RISK (K-12)	898,431.43	800.00	-247,274.72	651,956.71	-383.35	651,573.36	0.00
14	BILINGUAL	167,631.92	0.00	-13,721.88	153,910.04	0.00	153,910.04	0.00
16	CAPITAL OUTLAY	1,425,458.83	34,502.40	-66,267.90	1,393,693.33	-234,525.62	1,159,167.71	0.00
18	DRIVER TRAINING	324,747.60	7,900.00	0.00	332,647.60	-20.00	332,627.60	0.00
24	FOOD SERVICE	3,014,794.36	302,101.04	-225,371.54	3,091,523.86	-649.02	3,090,874.84	0.00
26	PROFESSIONAL DEVELOPMENT	152,985.52	0.00	1,915.19	154,900.71	0.00	154,900.71	0.00
28	PARENTS AS TEACHERS PROGRAM	13,661.94	49,345.00	-20,839.14	42,167.80	-231.43	41,936.37	0.00
30	SPECIAL EDUCATION	137,178.61	1,015,513.08	-833,675.19	319,016.50	-498.81	318,517.69	0.00
31	CONSTRUCTION	-2,664,711.79	4,000,000.00	-1,686,892.60	-351,604.39	-1,262,745.33	-1,614,349.72	0.00
34	VOCATIONAL EDUCATION	100,159.73	25,043.25	-48,928.29	76,274.69	-7,775.03	68,499.66	0.00
51	KPERS RETIREMENT CONTRIBUTIO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
53	CONTINGENCY RESERVE	1,055,702.55	0.00	0.00	1,055,702.55	0.00	1,055,702.55	0.00
55	TEXTBOOK & STUDENT MATERIAL	736,296.02	10,068.52	-10,452.37	735,912.17	-19,396.83	716,515.34	0.00
62	BOND & INTEREST #1	5,143,330.45	78,657.42	0.00	5,221,987.87	0.00	5,221,987.87	0.00
70	ECC STATE GRANT	-13,178.13	7,231.02	-3,406.15	-9,353.26	-10,059.23	-19,412.49	0.00
71	ALL DAY KINDERGARDEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FUND	DESCRIPTION	BEGINNING	REVENUE	EXPENDITURE	ENDING	ENCUMBRANCES	UNENCUMBERED	OUTSTANDING LIABILITIES
95	PAYROLL CLEARING	172,836.51	38,384.90	-13,109.85	198,111.56	0.00	198,111.56	0.00
TOTAL		16,377,856.01		-6,572,240.51		-2,002,019.18		0.00
			8,697,846.34		18,503,461.84		16,501,442.66	

- 9500.00 Petty Cash
18,493,961.84 Bank Balance
18,493,961.84 General Ledger Balance

********** End of report **********

Bank Statement Closing Date: 03/31/2017
Bank Cash Account: PAY (Checking)
Cash Account #: ** A 9010 000 0000 000
Reconciled: YES **Reconciliation Date:** 04/07/2017 **Reconciled By:** Nadine Foreman
Transitional Reconciliation: NO **Initial Reconciliation:** NO

Bank Statement Balance

Ending Balance Shown on this Bank Statement:		18,715,159.49	
Items Not Listed on this Statement			
Checks:	-221,197.65		
Cash Receipts Sources:	0.00		
Journal Entries Sources:	0.00		
Subtotal of Skyward Sources not on Statement:		-221,197.65	
Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			18,493,961.84

Ending Cash Balance as of 03/31/2017

Beginning Cash Balance:		16,368,356.01	
Items from Skyward Sources			
Accounts Payable Sources:	-3,917,360.95		
Cash Receipts Sources:	7,993,792.72		
Journal Entries Sources:	-3,667.07		
Payroll Sources:	-1,947,158.87		
Subtotal of Skyward Sources:		2,125,605.83	
Month End Balance:			18,493,961.84

Variance: 0.00

********** End of report **********

FD T FUNC OBJ BLDG PRG	FD T FUNC OBJ BLDG PRG	2016-17 Revised Budget	March 2016-17 Monthly Activity	2016-17 FY Activity	Encumbered Amount	2016-17 Available Funds
06 E 5208 931 0000 000	06 E 5208 931 0000 000	0.00	0.00	0.00	0.00	0.00
06 E 5211 911 0000 000	06 E 5211 911 0000 000	200,000.00	0.00	0.00	0.00	200,000.00
06 E 5213 913 0000 000	06 E 5213 913 0000 000	1,500,000.00	0.00	0.00	0.00	1,500,000.00
06 E 5216 918 0000 000	06 E 5216 918 0000 000	0.00	0.00	0.00	0.00	0.00
06 E 5230 930 0000 000	06 E 5230 930 0000 000	5,026,600.00	697,867.00	2,816,055.00	0.00	2,210,545.00
06 E 5234 934 0000 000	06 E 5234 934 0000 000	0.00	25,043.25	25,043.25	0.00	-25,043.25
06 E 5251 951 0000 000	06 E 5251 951 0000 000	4,234,703.00	0.00	1,777,903.70	0.00	2,456,799.30
06 E 5253 953 0000 000	06 E 5253 953 0000 000	0.00	0.00	0.00	0.00	0.00
06 - ---- --- ---- ---	06 - ---- --- ---- ---	10,961,303.00	722,910.25	4,619,001.95	0.00	6,342,301.05
08 E 5211 000 0000 000	08 E 5211 000 0000 000	200,000.00	0.00	0.00	0.00	200,000.00
08 E 5213 000 0000 000	08 E 5213 000 0000 000	4,100,000.00	0.00	2,000,000.00	0.00	2,100,000.00
08 E 5214 000 0000 000	08 E 5214 000 0000 000	200,000.00	0.00	0.00	0.00	200,000.00
08 E 5226 000 0000 000	08 E 5226 000 0000 000	0.00	0.00	0.00	0.00	0.00
08 E 5228 000 0000 000	08 E 5228 000 0000 000	100,000.00	0.00	0.00	0.00	100,000.00
08 E 5230 000 0000 000	08 E 5230 000 0000 000	2,700,000.00	0.00	0.00	0.00	2,700,000.00
08 E 5234 000 0000 000	08 E 5234 000 0000 000	500,000.00	0.00	0.00	0.00	500,000.00
08 E 5255 000 0000 000	08 E 5255 000 0000 000	200,000.00	0.00	0.00	0.00	200,000.00
08 - ---- --- ---- ---	08 - ---- --- ---- ---	8,000,000.00	0.00	2,000,000.00	0.00	6,000,000.00
53 E 5206 930 0000 000	53 E 5206 930 0000 000	0.00	0.00	938,000.00	0.00	-938,000.00
53 E 5208 931 0000 000	53 E 5208 931 0000 000	0.00	0.00	0.00	0.00	0.00
53 - ---- --- ---- ---	53 - ---- --- ---- ---	0.00	0.00	938,000.00	0.00	-938,000.00
Grand Expense Totals		18,961,303.00	722,910.25	7,557,001.95	0.00	11,404,301.05

Number of Accounts: 18

********** End of report **********

HAYSVILLE USD #261

CASH BALANCES

March 31, 2017

NEGATIVE UNENCUMBERED CASH BALANCES:

07	FEDERAL FUNDS	Awaiting Federal Funds
31	CONSTRUCTION	Awaiting Construction Draw
70	ECC	Awaiting State Funds

5.0 REPORTS

No supporting documentation.

End of Section

6.0 ACTION ITEMS

No supporting documentation.

End of Section

A supervisor may be hired by the board to oversee the district's food service program.

Sanitation Inspections

The building principal shall inspect each lunchroom to ensure that proper sanitation procedures are being followed.

Records

The supervisor shall be responsible for keeping food service records required by state and federal laws and regulations.

The supervisor shall be under the direct supervision of the superintendent and shall have control over all aspects of the district's food service programs subject to board policy, rules and state and federal regulations.

Meal Prices

Meal prices shall be determined by the board.

Free and Reduced Price Meals

Parents or guardians of students attending schools participating in federal school meal programs must be informed of the availability of reimbursable school meals and provided with information about eligibility and the process for applying for free or reduced price meals on or before the start of school each year.

Unpaid Meal Charges

The district's meal charging requirements are as follows.

A charge account for students paying full or reduced price for meals may be established with the district. Students may charge no more than $5

worth of meals to this account. Charging of a la carte or extra items to this account will not be permitted.

Any student failing to keep his/her account solvent as required by the district shall not be allowed to charge further meals until the negative account balance has been paid in full. Students who have charged the maximum allowance to this account and cannot pay out of pocket for a meal will be provided an alternate meal consisting of cereal and milk.

Balances will be maintained in Power School and My School Bucks. Payments for school meals may be made at the school or online at www.myschoolbucks.com . Students, parents, and guardians of students are encouraged to prepay meal costs.

The district will provide a copy of this unpaid meal charges policy to all households at or before the start of school each year and to families and students that transfer into the district at the time of transfer. The terms of this policy will also be communicated to all district staff responsible for enforcing any aspect of the policy. Records of how and when it is communicated to households and staff will be retained.

Approved:

KASB Recommendation - 4/07; 12/16

6.2 Bond Project Change Orders

See Supporting Documentation in PDF

End of Section

2017-18
Changes for the Elementary Parent and Student Handbook
and Elementary Staff Handbook

The 2016-17 Elementary Staff Handbook and the Elementary Parent and Student Handbook are available online for your review – changes will be made for 2017-18

Changes: In addition to specific changes noted below, various typographical errors and spacing errors have been corrected and fixed as the handbooks 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 2017-18
Add District Calendar for 2017-18

Changes noted on the following pages:

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

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

Page 7 Latchkey fees may increase but it has not been determined at this time

Page 23 LUNCH PROGRAM – change dates, possible lunch fee increased pending annual review

Changes in Elementary Staff Handbook

Changed dates to 2017-18 – throughout the document no other changes necessary at this time

Staff/Student Handbook Changes for 2017 - 18

All 2016 - 17 will be changed to 2017 - 18.

Any name changes due to departures from HMS and/or USD 261 will be changed as necessary.

HMS Master Schedule will be changed to form **six (6) core academic teams**. No changes to the bell schedule, no changes to passing periods, no changes to plan time given, and no changes to report times. Simply creating six academic core teams, with each of those teams having a common plan time. No specifications to how the plan time is to be utilized, other than the expectation of collaboration that already exists.

Lunch - **An additional acceptable means for lunch line speed is the physical placement of the child's bar code on their cell phone for scanning purposes. This does not include a picture of the ID card or bar code on the phone itself.**

Parent-Teacher Conferences - **. HMS utilizes a free computerized program, called PTCFast.com for scheduling purposes. A link to this program will be placed on the school website one week in advance to the scheduled conference time.**

Suspension and Expulsion Section - **Reserve Suspension Provision – on an individual by individual case, the administration may propose to the parent/guardian that the assigned in-school and/or out-of-school suspension be modified if the parent/guardian comes to school with their child for the duration of the assigned consequence. No exceptions shall be made to the parent/guardian provision.**

Nine Week Student Grade Check – the addition of a two page document for nine week by nine week grade check/tracking by the student.

FYI - My building leadership team is still holding discussion surrounding a building-wide late work policy, and a building-wide homework policy. This discussion has been taking place most of the year, and we have yet to arrive with consensus. I may need to bring back to you at a later date, one or both of these policies if they actually emerge.

No other changes to content in either handbook; student or staff.

Dr. Mike Maurer

HAYSVILLE WEST MIDDLE SCHOOL
HOME OF THE GORILLAS

ILDO MARTINS – PRINCIPAL NICKI MCMULLIN – ASST. PRINCIPAL TY HAMILTON – ASST. PRINCIPAL/ATHLETIC DIRECTOR

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

HWMS Staff and Student Handbooks

Updating of dates, names, district policy and general editing will be made to the Staff and Student Handbooks for the 2017-18 school year.

Ildo S. Martins
Principal

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

Draft A
3-10-2017

HAYSVILLE USD 261

2017-2018 School Calendar

July 2017				
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
31				

August 2017				
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	

September 2017				
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

October 2017				
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	31			

November 2017				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2017				
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

January 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March 2018				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2018				
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				

May 2018				
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	

June 2018				
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

July 4	Fourth of July Holiday
Aug 1-10	New Teacher Orientation
Aug 11	District Inservice
Aug 14	Building Inservice
Aug 15	1/2 Building Inservice-1/2 Work Day
Aug 16	Teachers' Work Day
Aug 17	1st Day of School K-6, 9
Aug 18	1st Day of School 7-8, 10-12
Sept 4	Labor Day Holiday
Sept 22	Building Inservice ***No School**
Oct 13	End of 1st Nine Weeks
Oct 13	1/2 Work Day-1/2 Collaboration ***No School**
Oct 16-20	Parent/Teacher Conferences
Oct 19	Parent/Teacher Conferences ***No School**
Oct 20	Conference Release Day **No School**
Nov 10	Veterans Day Observed **No School**
Nov 22-24	Thanksgiving Break
Dec 21	End of 1st Semester
Dec 21	1/2 Collaboration/1/2 Building Inservice ***No School**
Dec 21-Jan 3	Winter Break for Students
Dec 22-Jan 2	Winter Break for Staff
Jan 3	Teachers' Work Day ***No School**
Jan 12	Building Inservice ***No School**
Jan 15	Non-Contract Day **No School**
Feb 5-9	Parent Teacher Conferences
Feb 8	Parent/Teacher Conferences ***No School**
Feb 9	Conference Release Day **No School**
Feb 19	Presidents' Day Holiday
March 9	End of 3rd Nine Weeks
March 9	1/2 Work Day -1/2 Collaboration ***No School**
March 19-23	Spring Break **No School**
March 30	Non-Contract Day **No School**
April 2	Non-Contract Day **No School**
May 17	Last Day of School Early Release **No Lunch**
May 18	Teachers' Work Day
May 28	Memorial Day Holiday

Graduation / Promotion Dates

- HHS @ Imm. Baptist, 10:00 am
- CHS @ Koch Arena, 2:00 pm
- HWMS @ CHS Main Gym, 7:00 pm
- HMS @ CHS Main Gym. 7:00 pm

No School for Students indicated by double underline.

9 Weeks Report Period	No. of Days	9 Weeks Report Period	No. of Days
Aug 17-Oct 13	41.50	Jan 4-March 9	43.25
Oct 16-Dec 21	43.75	March 12-May 17	42.00

BOE Mtg

1/2 Building Inservice-1/2 Work Day | Building Inservice | All Offices Closed | Parent-Teacher Conf.
1/2 Work Day-1/2 Collaboration | Teachers' Work Day | District Inservice | New Teacher Orientation

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

6.6 Equity in School Lunches

See Supporting Documentation in PDF

End of Section

6.7 Temporary Summer Help for Maintenance and IT

See Supporting Documentation in PDF

End of Section

6.8 Approval of Bid for Freezer and Cooler at Nelson Elementary School

See Supporting Documentation in PDF

End of Section

6.9 District Fiber Optic Project

See Supporting Documentation in PDF

End of Section

To: Haysville USD 261 Board of Education

From: Dr. Michael Clagg

RE: Additional teaching positions

Date: April 12, 2017

Due to an anticipated enrollment increase and the desire to appropriately accommodate reasonable class size as soon as possible, we are recommending the addition of the following teaching positions:

4th Grade at Rex

3rd Grade at Ruth Clark

Elementary (Grade TBD) at Nelson

Thank you for your consideration of this request.

REQUEST FOR ADDITIONAL POSITION

To: Board of Education
From: Dr. Michael Clagg
RE: Additional Physical Education Teacher
Date: April 24, 2017

With the new and improved Haysville High School and Tri City Day School coming on line next fall, we are finally going to have the facilities to offer our students Physical Education as a critical part of their educational process. We are requesting permission to add a K-12 Certified Physical Education Teacher to serve the students at Tri City Day School and Haysville High School beginning with the 2017 – 2018 academic year.

7.0 FIRST READINGS

No supporting documentation.

End of Section

Campus
HIGH SCHOOL

"Learning for All"
2013 National Blue Ribbon School
2100 West 55th Street South
Wichita, KS 67217

316.554.2236 – Fax 316.554.2241

Myron Regier	Glenda Cowell	Richard Elliott	Bruce Lolling	Joe Sailors
Principal	Assistant Principal	Assistant Principal	Assistant Principal	Assistant Principal

To: Dr. Burke and USD 261 Board of Education
From: Myron Regier
Date: April 18, 2017
Re: CHS Faculty Handbook

Dates and times will be updated in the Campus High School Faculty handbook.

Myron Regier
Principal
Campus High School

"USD261 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities."

CHS Student Handbook Changes for 2017-2018

- Update the year
- Update faculty and staff
- Remove references to 2017 and Class of 2017
- Update clubs based on the Activities Handbook
- Update club sponsors and coaches
- Update early release criteria:

  Campus High School will follow a slightly modified schedule on the last day of each week for the purpose of allowing students to earn early release from school. Sophomore, Junior and Senior students who have all grades a C or better ~~meet the following criteria~~ will be released from school at 2:04 on the last day of each week: ~~all grades a C or better, 5 or less absences, 5 or less discipline points~~. In an effort to give students time to communicate with their guardian and arrange for transportation, students who have earned early release will be notified on the first day of each week.

- Update Valedictorian/Salutatorian criteria

  VALEDICTORIAN/SALUTATORIAN DETERMINATION

  - Must attend 8 semesters of high school.
  - Must complete five classes each semester of senior year.
  - Must complete the Kansas Scholar Curriculum or complete the I.B. Diploma Program.

- Update the map of the school

CHS Activities Handbook Changes for 2017-2018

- Update Year
- Update Table of Contents as needed
- Add the following statement to the fundraising Authorization form:
    - Will a SQUARE READER be needed for sales? _____ Yes _____ No
- Updated the Bake Sale Guidelines:

Bake Sale Guidelines

1. Bake sales may be scheduled ~~on a weekly basis before school. Items sold will be limited to home baked items and purchased donuts.~~ according to the wellness guidelines.

2. ~~The only exceptions will be made for curriculum related sales with prior approval.~~ Set up and clean-up will be the responsibility of the club/group.

APPROVED BY HHS STAFF 3/2/2017

USD 261
HAYSVILLE SCHOOLS

HHS Proposed Handbook Changes for 2017-2018

CHANGES TO THE HANDBOOK

Page 11 of the Handbook

NEW

COURSE WORK AND GRADES

Students enrolled in the day session must earn a grade of 60% or higher in order to receive credit. Parents and students will have access to grades through Power School. Twenty percent of each nine-week session course will be a comprehensive final exam created by the course instructor.

OLD

COURSE WORK AND GRADES

Students enrolled in the day session must earn a grade of 60% or higher in order to receive credit. Progress reports are issued after the fourth week of each session, at which time parent conferences will take place. Report cards are issued after each nine-week session. Twenty percent of each nine-week session course will be a comprehensive final exam created by the course instructor.

ADD

Page 13

VALEDICTORIAN/SALUTATORIAN

Valedictorian/Salutatorian will be the students with the highest two GPAs and must also meet the following criteria:

1. **Must have attended classes on campus at Haysville High School for a minimum of eighteen weeks (two nine-week grading periods).**
2. **Must graduate on time and be eligible to participate in graduation ceremonies.**
3. **Must finish as a student in good standing with no outstanding obligations such as detention or community service.**

CHANGE

Page 2

NEW

DISMISSAL

If a student accumulates fifty points in any one session, he or she, may be dismissed from Haysville High School. A dismissal would constitute a ten-day suspension and requirements to complete a minimum of ten hours of community service at an approved community service organization and paperwork for two VPL courses before the student would be allowed to return. A deadline would be set for completion of the community service/academic requirement which would coincide with the culmination of the ten-day suspension. Failure to meet the

APPROVED BY HHS STAFF 3/2/2017

requirements to return to school and/or failure to return to school would result in a Truancy Report, if the student is under 18 or listing the student as a high school dropout if the student is 18 or older. Students dismissed three times are not allowed to return to HHS.

OLD

POINTS MAY ACCUMULATE TO A MAXIMUM TOTAL OF 50 POINTS. IF A STUDENT REACHES 50 POINTS, HE/SHE MAY BE SUSPENDED FOR THE REMAINDER OF THE SESSION. STUDENTS AND PARENTS WILL BE REQUIRED TO SCHEDULE AN INTERVIEW WITH THE PRINCIPAL IN ORDER TO APPLY FOR READMISSION.

Page 21

ADD Highlighted text to existing content.

DETENTION

Students who are referred to the office will be assigned one hour of after school detention for each five points accumulated or may be assigned In-School Suspension at the discretion of the administration.

ADD

Page 24

Behavior Contract Violation: A student may be placed on a behavior contract when needed as determined by the administration. Violation of a behavior contract will be considered a Class A Offense.

ADD Highlighted text to existing content.

Page 28

Disruption Of School/Classroom Or School Facilities: Action that results in the disruption of the normal school day or the normal operation of school facilities. Violations include, but are not limited to: using electronic equipment that detracts from the learning environment; dispersing of chemicals with the intent to disrupt. Egregious violations could result in escalated consequences up to and including suspension and recommendation of expulsion as well as an increase in the number of discipline points assigned.

ADD Highlighted text to existing content.

Page 34 **DRESS CODE**

3.No hats, do-rags, sunglasses, hoods, blankets, pajamas, or bandanas.

APPROVED BY HHS STAFF 3/2/2017

NEW

Page 15 of the Handbook-NEW

2017-2018 Schedule

Monday-Thursday (Non-Seminar Days)

Breakfast HHS	7:15-7:40
Breakfast Tri-City	7:45-8:05
1st Period	7:45-9:20
2nd Period	9:25-10:55
3rd Period	11:00-1:05
1st Lunch Tri-City (Bell @ 11:17)	**10:50-11:20**
2nd Lunch (Bell @ 11:57)	**11:30-12:00**
3rd Lunch (Bell @ 12:37)	**12:10-12:40**
4th Period	1:10-2:40
5th Period (Ext. Day)	2:45-3:15

Friday Schedule (Seminar Days)

Breakfast HHS	7:15-7:40
Breakfast Tri-City	7:45-8:05
1st Period	7:45-8:35
CCR	8:40-9:25
2nd Period	9:30-10:20
3rd Period	10:25-11:15
4th Period	11:20-12:10
1st Lunch Tri-City	**10:50-11:20**
2nd Lunch HHS	**12:10-12:35**
Seminar	12:40-2:40

COLLEGE AND CAREER READY (CCR)

CCR is an advisory period for students to meet with a mentor teacher to focus on developing an Individual Plan of Study; to develop educational and career goals using survey results from career, interest, and other surveys. Important topics such as goal setting, organization, time-management, interviewing techniques, developing a resume, life skills, and interpersonal skills will also be addressed. All attempts will be made to keep students with the same CCR teacher throughout their high school career.

OLD

Page 15 of the Handbook-OLD

2017-2017 CLASS SCHEDULE

MONDAY – THURSDAY SCHEDULE

1ST Period	**7:45 a.m.-9:10 a.m.**
2nd Period (CCR)	**9:15 a.m.-9:45 a.m.**
3rd Period	**9:50 a.m.–11:15 a.m.**
Lunch	**11:15 a.m.–11:40 a.m. (Closed Campus)**
4th Period	**11:45 a.m.–1:10 p.m.**
5th Period	**1:15 p.m.–2:40 p.m.**

(Teacher Office Hours will be from 2:45-3:15 M-W for tutoring.)

FRIDAY-SEMINAR SCHEDULE

1ST Period	**7:45 a.m. - 8:35 a.m.**
2nd Period (CCR)	**8:40 a.m.-9:20 a.m.**
3rd Period	**9:25 a.m.-10:15 a.m.**
4th Period	**10:20 a.m.-11:10 a.m.**
5th Period	**11:15 a.m.-12:05 p.m.**
Lunch	***12:05 p.m.-12:30 p.m.***
Seminar	**12:35 p.m.-2:40 p.m.**

COLLEGE AND CAREER READY (CCR)

CCR is a class designed for students to meet with a mentor teacher to focus on developing an Individual Plan of Study; to develop educational and career goals using survey results from the Kansas Career Pipeline and other surveys. Important topics such as goal setting, organization, time-management, interviewing techniques, developing a resume, life skills, and interpersonal skills will also be addressed. All attempts will be made to keep students with the same CCR teacher throughout their high school career. CCR is worth .25 credits each nine weeks.

USD 261
HAYSVILLE SCHOOLS

To: USD 261 Board of Education

From: Gina Keirns, Administrator
Tri-City Day School

Re: Student-Parent & Staff Handbooks for 2017-2018

Date: April 19, 2017

After reviewing our Student-Parent and Staff Handbooks, revisions needed are general updates, i.e., the school address, calendar, staff changes, new school information, room numbers and any other basic housekeeping items.

However, Tri-City will be adding to both handbooks the following:

Tri City Day School staff have always cared about students and Capturing Kids Hearts (CKH) shows the students how much we truly care. Students will learn how to take responsibility for their actions and performance while in school. Teachers will build classroom rapport and encourage teamwork, while other staff will use this program to create a safe and trusting learning environment. This process increases students' willingness to learn and it empowers them to take charge with their learning process. The following are some components of this program your students can expect to see in their classrooms.

The **EXCEL** Model™ show students that teachers and staff care.

Engage: Staff members personally greet each student at the beginning of class.

X-plore: Teachers and staff look for opportunities to listen and interact with students about thoughts and feelings. Students may share their Good News to honor their lives and experiences.

Communicate: Interactions with students become more of a dialog between teacher and students, with the teacher becoming a resource and a facilitator to help students learn. Lessons in the classroom will be tied directly to reality in order to show students the real-world importance of their education.

Empower: Teachers and staff will empower students to interact more with peers, self-manage and peer-manage with behaviors in school, and problem-solve on their own.

Launch: A conscious effort to end each class with a positive thought, teachers will provide closure for the day and hope for the future.

The **Social Contract** is built in class to establish the guidelines and expectations for how students and teachers will treat each other. Students will work together to develop this contract and the teacher will act as a facilitator to encourage discussion. This contract is designed to help students internalize and practice character traits and employability skills that they will use in their future. It also lets all participants in a classroom know what behavior is acceptable and what is not. The goal is to help each student develop "self-managing" skills.

TO: Board of Education

FROM: Dr. Michael Clagg, Assistant Superintendent for Personnel

DATE: April, 2017

RE: Updated Substitute Handbook for the 2017-2018 school year.

The following addition/changes to the Substitute Handbook are presented for your approval.

Employment Requirements:

Paragraph 4: Removed

Such as Positive Behavior Interventions and Support (PBIS).

Paragraph 5: Reword

Your orientation attendance will allow you to substitute within our district for 3 years before attending another orientation or take an approved class at The Learning Center.

Pay Procedure:

Paragraph 1: Reword

Provide a copy of your teaching certificate/substitute license from the State of Kansas.

This information must be on file in the Personnel Office before starting employment.

Cell Phone Use: Reword

Cell phone use is not permitted anytime you are responsible for supervising students, during classroom time and when you are outside monitoring students.

Expectations as a Substitute:

Paragraph 5: Added

Attendance should strictly be done by the Substitute Teacher and not by a student.

TO: Board of Education

FROM: Dr. Michael Clagg, Assistant Superintendent for Personnel

DATE: April, 2017

RE: Updated Educational Support Personnel Handbook for the 2017-2018 school year.

The following changes made to the Educational Support Personnel Handbook are presented for your approval.

I. General Employment Provisions

B., 1., f. : Removed

excludes sub positions.

B., 6., a.: Reword

The personnel office will assign each employee their badge/proximity card number and enroll them on the timekeeping system. If you lose or damage your badge/proximity card, there will be a $20.00 replacement fee.

All employee's except Food Service, Health Service, and specific Para positions working six (6) hours or more per day must take a thirty (30) minute duty-free lunch break.

B., 6., b.: Removed

or converted to compensatory time.

B., 6., d., (1): Reword

Address and phone number changes should be done through Skyward.

I., 3., second paragraph: Reword

Employees may use any of the current year's allocation for sick, personal, or bereavement. These days are used first and any accumulated leave beyond the current year's allocation can be used for sick leave only.

8.0 DISCUSSION/REPORT ITEMS

No supporting documentation.

End of Section

8.1 Schools for Fair Funding Report

End of Section

8.2 Future Agenda Items

End of Section

Haysville Board of Education Calendar

July

- Organizational Meeting
- Budget Workshop - Scheduling

August

- Budget Hearing
- Approve Budget
- Budget Workshop

September

- Site Council Mmbrshp. Apprvl – Consent Agnd.
- School Dude Inspection Report
  Review / Means and Methods for Asset Works

October

- Audit Report
- Enrollment Numbers
- National Education Week (Dates)

November

- KASB Delegates/Voting
- Curriculum Proposals
- Star Polisher Awards

December

- Schedule Superintendent Evaluation

Yearly Activities:

- Joint BOE/City Meeting (a 5th Monday)
- Crisis / Safety Report
- Emergency Safety Interventions Reports - Personnel
- Joint BOE/Stu-Co Meeting
- KASB State Convention
- KASB Spring & Fall Regional Mtgs.

January

- Superintendent Evaluation/Contract
- Handbooks
- Elect Board Negotiations Team
- School Bd. Appreciation Mo.

February

- Report of Admin. Evaluations
- Extension of Admin. Contracts
- Handbooks
- Capital Outlay

March

- School Calendar Proposals
- Handbooks

April

- Handbooks
- Star Polisher Awards
- Proclamation for Teacher Appreciation

May

- Handbooks
- Graduations/Promotions
- Retiree Reception
- Review ASA Contract - Reports

June

- Handbooks
- Set Budget Meeting Date and Time
- Approve Updated Wellness Policy

On Going:

- Policy Review (monthly)
- Advertising Revenue (periodic)

9.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section