REGULAR MEETING USD # 261
BOARD ROOM – CENTRAL OFFICE 1745 W.GRAND AVE, HAYSVILLE, KANSAS
March 26, 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 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
- 5.1 Parental Notice Opt Out Form
- 5.2 Teacher / Student Social Media Guidelines

6.0 FIRST READINGS
- 6.1 Policy Review
  - IKB – Controversial Issues
  - IKCA – Human Sexuality and AIDS
  - IKD – Religion in Curricular or School Sponsored Activities
  - IKD-R - Religion in Curricular or School Sponsored Activities
  - IKDA – Religious Objections to Activities
  - IKDA-R - Religious Objections to Activities
- 6.2 2012-2013 School Calendar - PDF
- 6.3 Elementary Handbooks
- 6.4 HMS Handbooks - PDF
- 6.5 HWMS Handbooks
- 6.6 Summer Temporary Maintenance and Transportation Personnel Request

7.0 ACTION ITEMS
- 7.1 Policy Approval
  - IIBG - Staff Handbook
  - IIBG - Student Handbook
  - IIBGA – Children's Internet Protection Act
  - IJ – Evaluation of Instructional Program
  - IJ-R Evaluation of Instructional Program
- 7.2 Capturing Kids Hearts - PDF
- 7.3 Health Care Exploration Course – PDF
- 7.4 Capital Outlay Bids
- 7.5 Supplemental and Extended Duty Recommendations

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)

## 1.0 MEETING OPENING

No supporting documentation.

End of Section

1.1 Call to Order

No Supporting Documentation

End of Section

1.2 Flag Salute

No Supporting Documentation

End of Section

1.3 President's Announcements

No supporting documentation.

End of Section

1.4 Superintendent's Announcements

No supporting documentation.

End of Section

1.5 New and Good

No supporting documentation.

End of Section

1.6 Approve / Amend Agenda

No supporting documentation.

End of Section

## 2.0 DISTRICT PATRON / PERSONNEL TIME

No supporting documentation.

End of Section

2.1 Hearing of Scheduled District Patrons / District Personnel

No supporting documentation.

End of Section

2.2 Remarks / Comments from District Visitors

No supporting documentation.

End of Section

## 3.0 CONSENT AGENDA

No Supporting Documentation

End of Section

**SPECIAL MEETING U.S.D. # 261 – BOARD RETREAT**
**TECH. CONFERENCE ROOM - CENTRAL OFFICE - 1745 WEST GRAND**
**HAYSVILLE, KANSAS**
**5:30 P.M.**
**February 27, 2012**

Subject to Board Approval

The special meeting of the Board of Education of Haysville Unified School District # 261, Haysville, Kansas was called to order in the Tech. Conference Room of the Central Office, 1745 W. Grand Ave., Haysville, Kansas, at 5:30 p.m. by Board President Susan Walston. Five Board members were present.

| MEMBERS PRESENT | OTHERS PRESENT |
|---|---|
| Susan Walston | Dr. John Burke, Superintendent |
| Barb Walters | Debbie Coleman, Clerk |
| Glenn Crum | Teresa Tosh, Assistant Superintendent of Learning Services - Facilitator |
| Forrest Hummel | |
| Emily Davis (arrived at 6:35 p.m.) | |
| Regina Schutt | |

MEETING OPENING

1.0 Call to Order
Ms. Walston called the meeting to order at 5:30 p.m. with five Board members present.

2.0 Introductions
Susan introduced Ms. Teresa Tosh, who facilitated the meeting.

3.0 Review of Self-Evaluation
The individual Board members reviewed the results of the Self-Evaluation prior to coming to the meeting.

4.0 Review of BOE 360 Degree Evaluation
The individual Board members reviewed the results of the 360 Degree Evaluation prior to coming to the meeting.

5.0 Goal Setting for BOE Improvement
Ms. Tosh walked the Board through an active engagement activity which enabled members to prioritize Board meeting goals or norms.
The goals/norms for Board meetings are…

- ***Be Present at Board Meetings and District Events***
- ***Be Focused on the Implementation of the Strategic Plan***
- ***Be Prepared and Ready to Act***
- ***Be Available to Constituents***
- ***Be Honest and Trustworthy***
- ***Be Open Minded to Others Ideas and Opinions***
- ***Be Flexible***
- ***Be Respectful of Board Decisions***
- ***Be Respectful to Others and Their Thoughts***

6.0 ADJOURNMENT
Meeting adjourned at 6:45 p.m.

_____
Debra M. Coleman, Board of Education Clerk

_____
Susan Walston, Board of Education President

**BOARD OF EDUCATION MEETING U.S.D. # 261**
**BOARD ROOM - CENTRAL OFFICE - 1745 WEST GRAND**
**HAYSVILLE, KANSAS**
**February 27, 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.
Seven Board members were present.

| MEMBERS PRESENT | OTHERS PRESENT |
|---|---|
| Susan Walston, President | Dr. John Burke, Superintendent of Schools |
| Glenn Crum, Vice President | Clint Schutte, Assistant to the Asst. Supt. of Business and Finance |
| Forrest Hummel | Debbie Coleman, Clerk of the Board |
| Regina Schutt | Dr. Michael Clagg, Asst. Supt. of Personnel |
| Greg Fenster | Teresa Tosh, Assistant Superintendent of Learning Services |
| Emily Davis | Becky Cezar, Director of Special Services |
| Barb Walters | Myron Regier, Campus High School Principal |
| | Ildo Martins, H.W.M.S. Principal |
| | Clint Shipley, H.M.S. Assistant Principal |
| | David Engelking, Prairie Elementary School Principal |
| | Liz Hames, Community Relations Coordinator |
| | Gina Keirns, Tri-City Day School Administrator |
| | Others |

1.0 MEETING OPENING

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

1.2 Flag Salute

1.3 President's Announcements
Thank you to Teresa Tosh for facilitating the Special Board Meeting for the Board Retreat.
The Job Fair held by the District was a big success with 62 potential candidates attending.
Susan discussed the Kansas State High School Activities Association ballots for The Board of Directors and the Appeal Board. Ms. Walston notified the Board of the candidate running for each position. The Board approved submitting in the vote for each candidate.

1.4 Superintendent's Announcements
No announcements.

1.5 New and Good
Dr. Burke:

- Five Campus wrestlers qualified for state
- Campus Boys Bowling Team won league and came in second at regional
- Several Campus swimmers qualified for state
- Learning Forward – The State staff development association will be giving our District an award for our Classified Leadership Academy
- Tool Time for Parents As Teachers Tuesday evening
- State assessment season is upon us
- Lots of parent participation at Parent/Teacher Conferences
- 9th Annual Kristen Swartzendruber Special Olympics Basketball Tournament was last weekend

1.6 Approve / Amend Agenda
MOTION to approve the agenda as presented.
(Crum / Walters) 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
(One additional Personnel item was placed on the table – Resignation of Lynda Racobs)

3.3 Gifts and Grants

3.4 Plagen's Carpenter Sports Complex Agreement

MOTION to approve the Consent Agenda as presented including the additional Personnel item.
(Crum / Schutt) Motion carried 7-0.

4.0 TREASURER'S REPORT / BILLS

Clint Schutte presented information to the Board regarding the Treasurer's Report and Bills.
Emily Davis reviewed the report and discussed the bills.
In the future Literacy First expenditures will be added to the Payables report.
MOTION to approve the Treasurer's report and bills as presented.
(Crum / Walters) Motion carried 5-2. Emily Davis and Greg Fenster voted no.

**6.3* Health Care Exploration Course – Mr. Munk presented at this time due to a prior commitment.**
**Mr. Dennis Munk presented information to the Board on the Health Care Exploration course.**
**This was a first reading with no action requested from the Board.**

5.0 REPORTS – Focus on Learning

5.1 Kansas Learning Network (KLN) Common Core
Teresa Tosh presented an update to the Board regarding Kansas Learning Network (KLN) Common Core.

5.2 All-Day Kindergarten
Teresa Tosh presented a mid-year update to the Board regarding All-Day Kindergarten.

5.3 Office of Civil Rights
Dr. Mike Clagg presented information to the Board regarding the findings of the Office of Civil Rights.

6.0 FIRST READINGS

6.1 Policy Review
Staff Handbook*
Student Handbook*
IIBGA – Children's Internet Protection Act
IJ – Evaluation of Instructional Program
IJ-R Evaluation of Instructional Program
*The policy identification that goes with these items is:
IIBG - Staff Handbook, and IIBG – Student Handbook
This was a first reading with no action requested from the Board.

6.2 Capturing Kids Hearts
Teresa Tosh presented information to the Board on Capturing Kids Hearts.
Dawn Blue could not attend the BOE meeting, but submitted a written statement regarding the Teen Leadership component of Capturing Kids Hearts.
Clint Shipley spoke to the BOE on the Coaching Greatness component of Capturing Kids Hearts.
This was a first reading with no action requested from the Board.

**6.3* Health Care Exploration Course**
**This item was presented just prior to 5.0**

Board President, Susan Walston, declared a 5-minute break at 8:16 p.m.
The Board reconvened at 8:21p.m. with 7 members present.

7.0 ACTION ITEMS

7.1 Policy Approval
IHEA-Make-Up Opportunities
IHF-Graduation Requirements
II-Educational Testing Program
IIA-Performance-Based Credits
IIBG-Computer Use
MOTION to approve IHEA – Make Up Opportunities, IHF-Graduation Requirements, II-Educational Testing Program, IIA-Performance-Based Credits, IIBG-Computer Use as presented.
(Crum / Davis) Motion carried 7-0.

7.2 Capital Outlay Requests
Clint Schutte was present to answer questions from the Board regarding the Capital Outlay Requests.
MOTION to approve letting bids for the Capital Outlay Requests as presented.
(Crum / Hummel) Motion carried 7-0.

7.3 Parents As Teachers Handbook
MOTION to approve the Parents As Teachers Handbook as presented.
(Crum / Schutt) Motion carried 7-0.

7.4 Tri-City Handbooks
Gina Keirns was present to answer questions regarding the Tri-City Handbooks.
In addition to demographic/calendar changes there was a suggested change to the Tri-City Day School mission statement.
MOTION to approve the Tri-City Handbooks as presented.
(Hummel / Crum) Motion carried 7-0.

8.0 DISCUSSION/REPORT ITEMS

8.1 Schools for Fair Funding Report
Board members receive the latest information from Schools for Fair Funding via email.

8.2 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
- Curriculum Proposals
- Capturing Kids Hearts
- 2012 School Calendar
- Parental Notice Regarding the Book Opt Out Form

8.3 Board Calendar
No changes

10.0 EXECUTIVE SESSION – Non-Elected Personnel and Negotiations
MOTION to go into executive session at 8:30 p.m. for 20-minutes, to return at 8:50 p.m. for discussion of Non-Elected Personnel and Negotiations.
(Walston / Crum) Motion carried 7-0.

The Board requested Clint Schutte and Dr. Clagg join them in executive session at 8:30 p.m. Dr. Clagg and Mr. Schutte returned to the Board room at 8:33 p.m.

The Board reconvened at 8:50 p.m. with seven Board members present.

MOTION to extend the Administrator's contracts through the 2014-2015 year.
(Crum / Schutt) Motion carried 7-0.

11.0 ADJOURNMENT
Meeting adjourned at 8:51p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: March 26, 2012

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Juliana Crane, early childhood teacher at Nelson Elementary School, effective May 23, 2012.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: March 26, 2012

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Jennifer Sailer, Language Arts teacher at Haysville Middle School, effective May 23, 2012.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: March 26, 2012

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Joshua Axline, Social Studies teacher at Campus High School, effective May 23, 2012.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Asst. Supt. for Personnel

DATE: March 26, 2012

RE: Retirement

Please let this statement serve as a recommendation to the Board of Education to accept the retirement of Lloyd Holt, Science Teacher at Haysville West Middle School, effective May 23, 2012.

CA

Ruth Clark Elementary
1900 W. 55th St. So.
Wichita, KS 67217

To: Haysville Board of Education
From: Kelley Keais, Ruth Clark Elementary
Re: Check
Date: March 1, 2012

To Whom It May Concern:

Our school received a fundraiser check from Education Funding Group, LLC for the amount of $780.00 on March 1, 2012. We are requesting approval of acceptance of this check.

Thank You,

Kelley Keais
Ruth Clark Elementary
1900W. 55th St. So

**Ruth Clark Elementary**
**1900 W. 55th**
**Wichita, KS 67217**

To: Haysville Board of Education
From: Linda Sexton, Ruth Clark Elementary secretary
Re; check
Date: February 28, 2012

To Whom It May Concern:

Our school received a check from Haysville Sonic Drive In on Tuesday, February 28, 2012. We are requesting approval of acceptance of this check.

Thank You,

Linda Sexton
Ruth Clark Elementary
1900 W. 55th St. So.
Wichita, KS 67217

# NELSON ELEMENTARY

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

Friday, March 2, 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 $99.90. The check is number 327265 and is dated 02-24-12. 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

# HAYSVILLE USD #261

RESOLUTION#: 8

DATED: 3/26/2012

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| DATE | 3/12/2012 | DIRECT DEPOSIT | 79161-79218 | Ck# | 27992-27995 | Email 1-957 | 1,811,222.20 |
| | | | | | 102312-102343 | | 1,234,947.75 |

**ACCOUNTS PAYABLE**

| | | | |
|---|---|---|---|
| DATE | 2/21/2012 | Manuals 102298-102299 | 183.68 |
| | 2/12/2012 | Manuals 102300-102311 | 49,368.66 |
| | 3/26/2012 | Cks 102344-102537 | 370,371.01 |
| | | Void Ck | (97.50) |
| | | TOTAL REGISTER: | 3,465,995.80 |

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

# Bank Statement Reconciliation Summary

| | | |
|---|---|---|
| 1. | Statement Balance | 358,424.97 |
| 2. | - Outstanding Checks | 427,874.70 |
| 3. | + Outstanding Receipts/Adj. | 9,500.00 |
| 4. | Total | -59,949.73 |
| 5. | + Investments | 20,136,000.00 |
| 6. | Book Balance | 20,076,050.27 |

Bank Balance
20,076,050.27 General Ledger Balance

Haysville Unified School District #261

-0-

# Cash Summary Report

ALL Data

Date Range: 02/01/2012 thru 02/29/2012

Arranged by:
Fund ID

| Fund | Beginning | Revenue | Expenditures | Other | Ending | Encumbrances | Payables | Unencumbered |
|---|---|---|---|---|---|---|---|---|
| 02 | **GENERAL FUND** | | | | | | | |
| | 1,889,142.84 | 1,588,834.00 | -2,169,973.04 | 0.00 | 1,308,003.80 | -367,224.95 | 75.66 | 940,854.51 |
| 03 | **SUPPLEMENTAL GENERAL** | | | | | | | |
| | 4,090,857.72 | 2,534,105.68 | -605,053.08 | 0.00 | 6,019,910.32 | -212,676.66 | 0.00 | 5,807,233.66 |
| 04 | **CONTINGENCY RESERVE** | | | | | | | |
| | 3,037,592.55 | 0.00 | 0.00 | 0.00 | 3,037,592.55 | 0.00 | 0.00 | 3,037,592.55 |
| 11 | **AT RISK (4 Yr. Old)** | | | | | | | |
| | 226,402.11 | 0.00 | -37,035.03 | 0.00 | 189,367.08 | 0.00 | 0.00 | 189,367.08 |
| 13 | **AT RISK (K-12)** | | | | | | | |
| | 88,738.01 | 400,830.00 | -202,749.40 | 0.00 | 286,818.61 | -2,077.24 | 0.00 | 284,741.37 |
| 14 | **BILINGUAL FUND** | | | | | | | |
| | 74,269.89 | 0.00 | -19,269.05 | 0.00 | 55,000.84 | 0.00 | 0.00 | 55,000.84 |
| 16 | **CAPITAL OUTLAY** | | | | | | | |
| | 3,181,940.71 | 5,652.27 | -15,310.53 | 0.00 | 3,172,282.45 | -211,081.81 | 0.00 | 2,961,200.64 |
| 19 | **DRIVER EDUCATION** | | | | | | | |
| | 354,639.00 | 18,440.00 | -277.25 | 0.00 | 372,801.75 | 0.00 | 0.00 | 372,801.75 |
| 20 | **TITLE I - LOW INCOME/01** | | | | | | | |
| | 10,028.55 | 0.00 | -42,619.05 | 0.00 | -32,590.50 | -10,056.85 | 0.00 | -42,647.35 |
| 23 | **TITLE II - A TEACHER QUALITY** | | | | | | | |
| | 48,259.36 | 0.00 | -3,302.65 | 0.00 | 44,956.71 | -37,955.68 | 0.00 | 7,001.03 |
| 24 | **TITLE II - D ED. TECH** | | | | | | | |
| | 211.77 | 0.00 | 0.00 | 0.00 | 211.77 | -36.00 | 0.00 | 175.77 |
| 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** | | | | | | | |
| | 317,694.24 | 0.00 | -21,767.05 | 0.00 | 295,927.19 | -4,761.79 | 0.00 | 291,165.40 |
| 34 | **VOCATIONAL EDUCATION** | | | | | | | |
| | 396,552.08 | 0.00 | -33,311.36 | 0.00 | 363,240.72 | -3,515.57 | 0.00 | 359,725.15 |
| 36 | **TITLE III** | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 39 | **EDUCATION FOR HOMELESS** | | | | | | | |
| | -693.60 | 0.00 | -1,301.88 | 0.00 | -1,995.48 | -235.00 | 0.00 | -2,230.48 |
| 40 | **TITLE I - SCHOOL IMPROVEMENT** | | | | | | | |
| | 36,855.11 | 0.00 | -3,074.75 | 0.00 | 33,780.36 | -4,242.00 | 0.00 | 29,538.36 |
| 41 | **TITLE I (CARRYOVER )** | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 42 | **21st CENTURY COMMUNITY LEARNIN** | | | | | | | |
| | 46,655.56 | 90.00 | -14,717.57 | 0.00 | 32,027.99 | -9,552.69 | 0.00 | 22,475.30 |

ALL Data

# Cash Summary Report

Arranged by:
Fund ID

Date Range: 02/01/2012 thru 02/29/2012

| Fund | Beginning | Revenue | Expenditures | Other | Ending | Encumbrances | Payables | Unencumbered |
|---|---|---|---|---|---|---|---|---|
| **43** | **BOND AND INTEREST** | | | | | | | |
| | 2,655,794.15 | 0.00 | 0.00 | 0.00 | 2,655,794.15 | 0.00 | 0.00 | 2,655,794.15 |
| **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** | | | | | | | |
| | -3,168.77 | 0.00 | -4,537.29 | 0.00 | -7,706.06 | -308.00 | 0.00 | -8,014.06 |
| **50** | **LEARNING BY DESIGN** | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **51** | **KPERS SPECIAL RETIREMENT FUND** | | | | | | | |
| | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **53** | **SUMMER SCHOOL** | | | | | | | |
| | 29,086.75 | 0.00 | 0.00 | 0.00 | 29,086.75 | 0.00 | 0.00 | 29,086.75 |
| **54** | **ALL DAY KINDERGARTEN** | | | | | | | |
| | 24,795.17 | 6,000.00 | -4,286.69 | 0.00 | 26,508.48 | 0.00 | 0.00 | 26,508.48 |
| **55** | **TEXTBK/STUDENT MAT'L REVOLVING** | | | | | | | |
| | 342,669.96 | 9,558.67 | -13,632.32 | 0.00 | 338,596.31 | -15,311.27 | 0.00 | 323,285.04 |
| **57** | **PARENT EDUCATION** | | | | | | | |
| | 15,514.14 | 45,000.00 | -17,534.24 | 0.00 | 42,979.90 | -159.01 | 0.00 | 42,820.89 |
| **70** | **SPECIAL EDUCATION** | | | | | | | |
| | 810,394.91 | 45,125.16 | -768,890.13 | 0.00 | 86,629.94 | -9,354.97 | 0.00 | 77,274.97 |
| **88** | **CARL PERKINS IMPROV.GRANT** | | | | | | | |
| | 8,982.30 | 0.00 | -2,346.83 | 0.00 | 6,635.47 | -4,684.60 | 0.00 | 1,950.87 |
| **90** | **FOOD SERVICE** | | | | | | | |
| | 1,595,723.20 | 252,906.65 | -229,179.67 | 0.00 | 1,619,450.18 | -50,119.08 | 0.00 | 1,569,331.10 |
| **95** | **PAYROLL CLEARING ACCT** | | | | | | | |
| | 84,727.10 | 26,055.13 | -10,043.24 | 0.00 | 100,738.99 | 0.00 | 0.00 | 100,738.99 |
| **Report Totals:** | **19,363,664.81** | **4,932,597.56** | **-4,220,212.10** | **0.00** | **20,076,050.27** | **-943,353.17** | **75.66** | **19,132,772.76** |

**HAYSVILLE USD #261**

**INTRUST BANK, N.A.**

**CHECKING ACCOUNT**

**February 29, 2012**

| | |
|---|---|
| BALANCE PER BANK STATEMENT: | |
| 01/31/11 Statement Balance..... | 358,356.43 |
| Deposits..... | 4,545,739.09 |
| Withdrawals..... | 3,598,362.20 |
| 02/29/12 Statement Balance..... | 358,424.97 |
| OUTSTANDING CHECKS-INTRUST BANK..... | 427,874.70 |
| PETTY CASH ACCOUNTS..... | 9,500.00 |
| INVESTMENTS ..... | |
| Regular Repurchase Account..... | 20,136,000.00 |
| ADJUSTMENTS ..... | -0- |
| GENERAL LEDGER BALANCE 02/29/12..... . | 20,076,050.27 |

**HAYSVILLE USD #261**

**CASH BALANCES**

**February 29, 2012**

NEGATIVE UNENCUMBERED CASH BALANCES:

| | | |
|---|---|---|
| 20 | TITLE I-LOW INCOME..... | Awaiting Fed Funds |
| 39 | EDUCATION FOR HOMELESS..... | 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 | 1,925,321.00 | 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 | 1,925,321.00 | **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 | 45,000.00 | 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 | 400,000.00 | 03-00-5200-978 |
| **03 SUPPLEMENTAL GENERAL** | | 5,486,361.00 | 445,000.00 | **03 SUPPLEMENTAL GENERAL** |
| **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** |
| | | 12,137,517.00 | 2,370,321.00 | |

# REVENUE REPORTING ACCOUNTS

| Account | Description | Published Budget | Receipts YTD | Receipt - Feb |
|---|---|---|---|---|
| 02-0000 | General Fund Revenue | 29,640,656.00 | 17,294,008.78 | 1,588,834.00 |
| 03-0000 | Supplemental General | 9,667,678.00 | 7,412,324.41 | 2,534,105.68 |
| 04-0000 | Contingency Reserve | 0.00 | 0.00 | 0.00 |
| 07-0000 | Class Reduction | 0.00 | 0.00 | 0.00 |
| 10-0000 | Adult Ed Revenue | 0.00 | 0.00 | 0.00 |
| 11-0000 | At Risk (4 Yr Olds) | 400,000.00 | 0.00 | 0.00 |
| 13-0000 | At Risk (K-12) | 4,025,000.00 | 403,078.00 | 400,830.00 |
| 14-0000 | Bilingual Fund Revenue | 185,000.00 | 0.00 | 0.00 |
| 16-0000 | Capital Outlay Revenue | 727,361.00 | 486,901.01 | 5,652.27 |
| 18-0000 | Textbook Revenue | 0.00 | 0.00 | 0.00 |
| 19-0000 | Drivers Education | 158,500.00 | 40,836.84 | 18,440.00 |
| 20-0000 | Title I - Low Income | 590,446.00 | 214,000.00 | 0.00 |
| 21-0000 | Title I - Migrant | 0.00 | 0.00 | 0.00 |
| 22-0000 | Title V - Innovative | 0.00 | 0.00 | 0.00 |
| 23-0000 | Title IIA - Teacher | 141,984.00 | 40,000.00 | 0.00 |
| 24-0000 | Title IID- Ed Tech | 5,642.00 | 0.00 | 0.00 |
| 25-0000 | Title IV - Drug Free | 0.00 | 0.00 | 0.00 |
| 26-0000 | Professional | 53,000.00 | 15,000.00 | 0.00 |
| 30-0000 | Construction Revenue | 0.00 | 0.00 | 0.00 |
| 31-0000 | FEMA Aid Revenue | 0.00 | 0.00 | 0.00 |
| 32-0000 | School Safety Grant | 0.00 | 0.00 | 0.00 |
| 34-0000 | Vocational Education | 500,000.00 | 0.00 | 0.00 |
| 35-0000 | Technology Education | 0.00 | 0.00 | 0.00 |
| 36-0000 | Title III - Consortium | 13,811.00 | 0.00 | 0.00 |
| 37-0000 | Haysville/Pretty Prairie | 0.00 | 0.00 | 0.00 |
| 38-0000 | Community Learning | 0.00 | 0.00 | 0.00 |
| 39-0000 | Education for Homeless | 21,440.00 | 7,500.00 | 0.00 |
| 40-0000 | Title IIA - Carryover | 0.00 | 86,000.00 | 0.00 |
| 41-0000 | Title I - Carryover | 82,000.00 | 0.00 | 0.00 |
| 42-0000 | Title V - Carryover | 141,197.00 | 119,872.00 | 90.00 |
| 43-0000 | Bond and Interest | 4,541,344.00 | 3,013,819.30 | 0.00 |
| 44-0000 | Juvenile Justice Grant | 0.00 | 0.00 | 0.00 |
| 45-0000 | Mentoring Grant | 79,933.86 | 78,000.00 | 0.00 |
| 46-0000 | ARRA - Stabilization | 0.00 | 0.00 | 0.00 |
| 47-0000 | ECC State Grant | 55,940.00 | 36,989.64 | 0.00 |
| 50-0000 | New Charter School | 0.00 | 0.00 | 0.00 |
| 51-0000 | KPERS Special | 2,606,797.00 | 2,769,440.40 | 0.00 |
| 52-0000 | Charter School | 0.00 | 0.00 | 0.00 |
| 53-0000 | Summer School | 0.00 | 0.00 | 0.00 |
| 54-0000 | All Day Kindergarten | 0.00 | 52,125.00 | 6,000.00 |
| 55-0000 | Textbook/Student | 552,025.00 | 346,304.82 | 9,558.67 |
| 56-0000 | Textbook Rental | 0.00 | 0.00 | 0.00 |
| 57-0000 | Parent Education | 216,000.00 | 106,169.00 | 45,000.00 |
| 60-0000 | Student Transportation | 0.00 | 0.00 | 0.00 |
| 70-0000 | Special Education | 8,057,944.00 | 2,049,874.94 | 45,125.16 |
| 88-0000 | Carl Perkins | 30,905.00 | 18,200.00 | 0.00 |
| 90-1611 | Student Sales (Lunch) | 657,550.00 | 513,071.20 | 79,890.45 |
| 90-1612 | Student School | 40,100.00 | 24,750.34 | 3,771.05 |
| 90-1620 | Adult & Ala Carte Sales | 218,300.00 | 147,859.46 | 23,984.82 |
| 90-1990 | Misc & Special | 0.00 | 6,807.59 | 1,804.90 |
| 90-3203 | State Food Assistance | 21,875.00 | 14,151.64 | 2,530.72 |

# REVENUE REPORTING ACCOUNTS

| Account | Description | Published Budget | Receipts YTD | Receipt - Feb |
|---|---|---|---|---|
| 90-4550 | Federal Child Nutrition | 1,110,705.00 | 844,060.08 | 140,924.71 |
| 95-0000 | Payroll Clearing Acct | 0.00 | 188,363.73 | 26,055.13 |
| | | 64,543,133.86 | 36,329,508.18 | 4,932,597.56 |

## 4.0 TREASURER'S REPORT / BILLS

See Supporting Documentation in PDF

End of Section

## 5.0 REPORTS

No supporting documentation.

End of Section



# CAMPUS HIGH SCHOOL

Home of the Campus Colts

To parents of (insert class name) students:

Your student is a part of a group that has chosen to read (insert book title and author) as his/her class discusses the literary techniques and themes of fiction. While the book features some excellent points for class discussion, it also contains sensitive subject matter that may be considered by some to be too mature for adolescents. It is our policy in the English department to consider each work of literature in its entirety, rather than to judge based upon individual aspects of the work. However, parents should be aware that the characters in (insert book title) experience the following controversial issues:

- (insert specifics from the book)
-

Young adult literature like (insert book title) is written with teenagers in mind. Such literature can be a powerful learning and coping tool when a young reader connects with teenage characters and what they are experiencing. It often confronts issues that are of great importance to some teens and their families in a safe and nonthreatening environment -- that of the classroom.

Because of the sensitive subject matter contained in the book, your consent will be required for your student to read the book and participate in the group activities. Respond by indicating your consent (or non-consent) below and return the form to your student's teacher as soon as possible. Please feel free to contact (teacher's name and contact information) if you have further questions or concerns.

---

I give my student, _____, **permission** to read (insert book title) and to participate in the group activities connected to the book.

**OR**

I **DO NOT** ALLOW MY STUDENT, _____, TO READ OR PARTICIPATE IN GROUP ACTIVITIES RELATED TO (insert book title). Please provide an alternate reading selection and activities for my student.

_____ _____

Parent/Guardian Signature Date

**Parent Notification -- Reading Material**

Unfortunately, our students are growing up in a world where adult themes, adult language, violence, and other societal issues often find their way into television, music, and books.

It is our policy in the English department to consider each work of literature in its entirety, rather than to judge based upon individual aspects of the work. However, ***parents and students alike should be aware that some of the works of literature taught in (COURSE TITLE HERE) contain strong language, sexual content, or violent material.*** The texts we will read for class are listed below and in the student syllabus; I encourage you to research these texts and become familiar with their contents.

(Insert your reading list for the school year here)

By signing below, you acknowledge that you are aware that your student's English class will some objectionable material. As the instructor for the course, I will be careful to treat any issues that arise with sensitivity and objectivity. The classroom will be a safe and nurturing place for discussion.

***As a parent/guardian, you have the right to request that an alternate assignment of comparable length be issued for your student. All requests for an alternate assignment should be submitted at least two weeks in advance; in writing; listing reasons for the request.***

Sincerely,

Teacher's Signature

Your Name
Subject
Campus High School
Email

---

***Acknowledgement of reading list for (course title)***

_____

Parent Signature

_____

Student's Name (PLEASE PRINT)

5.2 Teacher / Student Social Media Guidelines

No supporting documentation.

End of Section

## 6.0 FIRST READINGS

No supporting documentation.

End of Section

# March Policies

| Policies | Administrative Recommendation |
|---|---|
| **IKB Controversial Issues** | No Changes |
| **IKCA Human Sexuality and AIDS Education** | No Changes |
| **IKD Religion in Curricular or School Sponsored Activities** | No Changes |
| **IKD-R Religion in Curricular or School Sponsored Activities** | No Changes |
| **IKDA Religious Objections to Activities** | No Changes |
| **IKDA-R Religious Objections to Activities** | See ~~Strikethrough~~ |

**IKB Controversial Issues (See IAA) IKB**

When a controversial subject arises in the classroom, teachers may use the opportunity to teach about the controversy.

Teachers shall ensure that various positions concerning any controversial subject are presented and that students have the opportunity to freely discuss the topic.

In determining appropriate methods for specifying controversial issues, the following ideas should be considered:

a. Included in the area of controversial subjects are ideas, words, movies still pictures, religions, books, socio-economic aspects of life and political policies, theories and platforms, which may be reasonably expected to generate strong and diverse opinions. Teachers should be aware, therefore, that controversy may spring from the most innocuous beginnings and be prepared for it to the best of their ability.

b. The topic should be geared to grade level and within the emotional, intellectual and social abilities of the class.

c. Materials should be available to the student, which present all sides of the issue.

d. Students should feel the topic is of importance and interest to them.

e. The teacher should feel qualified to lead the discussion both personally and academically.

f. The issue should evolve naturally from classes being taught and agree with the general aims and objectives of the schools.

The use of new instructional materials and classroom presentations that may involve controversial issues should be planned by the individual teacher and discussed with the department chairman and the building principal before they are initiated in the classroom. The individual teacher shall exercise his/her professional judgment in his implementation and selection of supplementary materials within the guidelines established by the administration and the curriculum committee for the subject area.

BOE Approved: July 7, 2003 Unless otherwise noted all of the following policies were re-adopted July 18, 2011.

**IKCA Human Sexuality and AIDS Education IKCA**

Opt-Out Procedure and Form

Parents or guardians (or a student over eighteen years of age) who does not want the student involved in all or some portion of the district's Human Sexuality and AIDS education classes shall be provided a written copy of the goals and objectives for the student's appropriate Human Sexuality and AIDS class. Following review of the curriculum goals on file at the board of education office, the parent or guardian must complete the district opt-out form and state the portion(s) of the curriculum in which the student is not to be involved.

Opt-Out Form

Parents or guardians (or students eighteen years of age or older) may obtain the opt-out request form from the principal, completing and signing the form and returning the form to the principal. The signed form will be kept on file in the principal's office.

The building principal shall receive a copy of the signed form so the named student shall be excused from all or a portion of the Human Sexuality and AIDS classes. Arrangements shall also be made for class reassignment of the student during the opt-out period.

Annual Request Required

Opt-out requests shall be required annually and are valid only for the school year in which they are submitted.

Notice of Availability

Public notice of the availability of the Human Sexuality and AIDS curriculum goals and objectives shall be made by means of newsletters, distribution at enrollment, etc.

BOE Approved: July 7, 2003; Revised: August 28, 2006 Unless otherwise noted all of the following policies were re-adopted July 18, 2011.

**IKD Religion in Curricular or School Sponsored Activities IKD**

No religious belief or non-belief shall be promoted or disparaged by the district or its employees. Students and staff should be tolerant of each other's religious views. Students and staff members may be excused from participating in practices contrary to their religious beliefs unless there are clear issues of overriding concern, which prevent it.

Teaching About Religion

Teachers may teach about religion, religious literature and history but are prohibited from promoting, expounding, criticizing or ridiculing a religion. Religious texts may be used to teach about religion, but the use of religious texts is prohibited if used to promote a particular religious doctrine.

Religion in the Curriculum and School Activities

In compliance with these rules, religious themes may be presented in the curriculum and as part of school activities.

Religious Symbols in the Classroom

Temporary display of religious symbols is permitted as part of the curriculum.

Religious Holidays (See AEA)

Holidays, which have a religious and a secular basis, may be observed.

Graduation and Other Ceremonies

School ceremonies shall be secular in nature.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 18, 2011 Unless otherwise noted all of the following policies were re-adopted July 18, 2011.

**IKD-R Religion in Curricular or School Sponsored Activities IKD-R**

Religion in the Curriculum and School Activities

Music, art, literature and drama having a religious theme or basis are permitted as part of the curriculum or as part of a school activity if they are presented in a balanced and objective manner and are a traditional part of the cultural and religious tradition of a particular holiday or field of study. The emphasis on religious themes in the arts, literature and history should be only as extensive as necessary for a balanced and thorough study of these areas. These studies should never foster any particular religious tenets or demean any religious beliefs or non-beliefs.

Religious Symbols in the Classroom

The temporary use of religious symbols such as a cross, menorah, crescent, Star of David, crèche, symbols of native American religions or other symbols that are a part of a religious holiday are permitted as a teaching aid if they are displayed as an example of a holiday's cultural and religious heritage.

Religious Holidays (See AEA)

School vacations shall have secular designations, e.g., Winter Vacation, Spring Break.

Graduation and Other Ceremonies

The district seeks to maintain traditions significant to the community. While recognizing the significance of tradition, the board requires that graduation exercises and dedication ceremonies be secular in nature. Inspirational addresses, which do not promote religion, may be permitted at these ceremonies.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: April 18, 2011 Unless otherwise noted all of the following policies were re-adopted July 18, 2011.

**IKDA Religious Objections to Activities IKDA**

A parent or guardian (or a student eighteen years of age or older) may request that the student be excused from participating in activities for religious reasons. Ordinarily, the parent, guardian, or adult student must complete the district opt-out form for religious objections, stating the specific activity, the portion of the curriculum in which the activity exists, and the reasons for the request. This request will begin with the classroom teacher. The request may be granted by the principal.

This policy shall not be interpreted to allow parents to prevent the dissemination of information which parents find religiously objectionable. Rather, this policy only extends to actual participation by their child in an activity, the performance of which is contrary to the child's religious teachings.

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

**IKDA-R Religious Objections to Activities IKDA-R**

A parent or guardian seeking to opt-out their child from activities contrary to the child's religious teachings must complete the district's Activity Participation Opt-Out Form regarding religious objections, which is available in the school office or the District website. Parents desiring to opt-out their children from activities due to religious reasons must return the completed and signed form to the principal. The form must be submitted within a reasonable amount of time prior to the scheduled activity in order to allow time for the principal to consider the request. The completed form shall be kept on file with the clerk and the superintendent shall receive a copy.

The principal shall review the request and determine whether the request should be granted or denied. The principal shall notify the parents of the decision within a reasonable amount of time after the request is submitted. If the parents are dissatisfied with the principal's decision, they may appeal, in writing, to the superintendent.Unless otherwise noted all of the following policies were re-adopted July 18, 2011.

**IKDA-R Religious Objections to Activities IKDA-R-2**

If the opt-out request is granted, students who opt-out of activities for religious reasons may ~~still be required to view the activity, to learn the subject matter of the activity, or to discuss the activity. The student may~~ be reassigned during the activity or given alternative class assignments.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

BOE Approved: July 7, 2003; BOE Reviewed and Approved: May 16, 2011 Unless otherwise noted all of the following policies were re-adopted July 18, 2011.

6.2 2012 – 2013 School Calendar

See Supporting Documentation in PDF

End of Section

**2012-13**
**Changes for the Elementary Parent and Student Handbook**
**and Elementary Staff Handbook**

**The 2011-12 Elementary Staff Handbook and the Elementary Parent and Student Handbook are available online for your review – changes will be made for 2012-13**

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

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



Front Cover and throughout document
Change dates for 2012-13
Add District Calendar for 2012-13

Table of Contents - Changes noted in page numbers

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

Page 4 Changed notice of non-discrimination to reflect the new disclosure notice as follows:

> Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: **Dr. Michael Clagg, Assistant Superintendent for Personnel, 1745 West Grand, Haysville, Kansas 67060 Office Phone (316)–554–2206, Email:** mclagg@usd261.com

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

Page 9 **Latch Key Program** will change dates and will update fees for new school year.

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

Page 16 Added compliance notice on computer usage as follows:

> The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It is the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

Page 20 Updated Immunizations according to KDHE requirements

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

## Changes in Elementary Staff Handbook

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

The Staff Handbook had no significant changes

Changed dates to 2012-13 – throughout the document – also new school calendar

Pages 3 and 4 Changed Power Grade to Power Teacher

Page 17 added new non-discrimination disclosure

> Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: **Dr. Michael Clagg, Assistant Superintendent for Personnel, 1745 West Grand, Haysville, Kansas 67060 Office Phone (316)–554–2206, Email:** mclagg@usd261.com

Page 25 Added the computer usage compliance notice as follows:

> The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It is the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

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

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

## 6.4 HMS Handbooks

See Supporting Documentation in PDF

End of Section

# HAYSVILLE WEST MIDDLE SCHOOL

## HOME OF THE GORILLAS

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


TO: USD 261 BOE, and BOE Clerk

FROM: HWMS Admin

CC: Dr. John Burke

DATE: March 12, 2012

SUBJECT: HWMS Student and Staff Handbook(s)

HWMS administration and the HWMS Handbook Committee will make updates regarding names and date changes to the 2012-2013 Student and Staff Handbooks. The statement below will also be added to the Computer section in both handbooks per instructions from the District IT office.

"The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It is the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws."


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

March 5, 2012

TO: Clint Schutte; Dr. Burke; Haysville USD 261 Board of Education
FROM: Galen Davis, Executive Director of Operations
REF: Summer Temporary Maintenance and Transportation Personnel

Maintenance Supervisor Freddy Robinson, Transportation Director B.J. Knudson and I would like to request the following summer maintenance and transportation temporary positions for the months of June and July. These positions are needed to provide additional maintenance for our buildings, grounds, and transportation fleet. The total number of temporary positions requested is the same as in 2010 and 2011, which is a reduction from previous years.

Grounds crew – three positions to do mowing, trimming, fertilizing, dirt work, and tree trimming for approximately 190 acres. (2009 there were five positions)

Paint crew – three positions to paint classrooms, hallways, as well as other interior and exterior areas. (2009 there were six positions)

Bus cleaning crew – two positions to clean the exterior and interior of 78 Transportation Department fleet vehicles as well as repair bus seats as needed. (2009 there were two positions)

Transportation garage – one position to do brake repairs and front end alignment work. (2009 we contracted this out. This position in 2010 and 2011 saved a significant amount in our fleet maintenance budget)

Thank you for considering this request.

Respectfully,

Galen Davis

## 7.0 ACTION ITEMS

No supporting documentation.

End of Section

# February 2012 BOE Policies

| Board Policies | Administrative Recommendation |
|---|---|
| **IIBG Staff Handbook** | No Changes |
| **IIBG Student Handbook** | No Changes |
| **IIBGA Children's Internet Protection Act** | No Changes |
| **IJ Evaluation of Instructional Program** | No Changes |
| **IJ-R Evaluation of Instructional Program** | No Changes |

**Staff Handbook**
Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.
Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

**Student Handbook**
Students shall have no expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.
Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.
Adopted: July 7, 2003; Revised and BOE Approved: April 5, 2004; Reviewed and Approved KASB Recommendation: September 22, 2008 Unless otherwise noted all of the following policies were re-adopted July 18, 2011.

**IIBGA Children's Internet Protection Act IIBGA**
The district shall implement the Children's Internet Protection Act (CIPA). The superintendent shall develop a plan to implement the Children's Internet Protection Act. 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.
BOE Approved: July 7, 2003

**IJ Evaluation of Instructional Program (See IC, ICA, II & MK) IJ**
The superintendent shall develop guidelines to evaluate a portion of the instructional program each year. This evaluation shall be part of the district's school improvement efforts as required by current regulation.
BOE Approved: July 7, 2003

**IJ-R Evaluation of Instructional Program (See IC, ICA, II & MK) IJ-R**
The superintendent shall establish special curriculum committees to study the district's instructional program on a regular schedule. The superintendent shall require reports from these committees, which shall include the committee's recommendations for improvement, modification or elimination of any part of the instructional program. The superintendent shall submit a comprehensive report from the committees to the board.
BOE Approved: July 7, 2003

7.2 Capturing Kids Hearts

See Supporting Documentation in PDF

End of Section

## 7.3 Health Care Exploration Course

See Supporting Documentation in PDF

End of Section

## 7.4 Capital Outlay Bids

See Supporting Documentation in PDF

End of Section

# Memo

To: Haysville USD 261 BOE

Fr: Supplemental and Extended Duty Committee

Richard Elliot, Steve Crum, Jeremy Swearingen, Clint Shipley, Julie Dombo, JL walker, and Clint Schutte

Da: March 8, 2012

Re: Recommendations for Addition of Positions

As per the Negotiated Agreement for 2012-2013, the supplemental and extended duty committee is hereby submitting recommendations of the committee for additions of supplemental and extended positions to the superintendent so that the Board may consider the matter at the March Board meeting.

The committee makes the following recommendations based on requests submitted to the committee and endorsed by the committee as stated in the negotiated agreement:

Positions to Add:

1. MS Summer Conditioning coach for each middle school, Level 6 -- $2,936. (These positions will reduce CHS bussing cost for summer weights and conditioning)
2. MS Head Soccer Coach, Level 5 --$3,303 & MS Assistant Soccer Coach, Level 8 --$2,202 (This will allow the district to offer fall soccer at the middle school level)
3. MS Assistant Track Coach, (2 addt. Positions @ Level 6 -- $2,936) (These positions are needed because of the increase in the number of participants)

It is the BOE's authority to add or delete positions. The supplemental and extended duty recommended amounts to be paid are negotiable. The amounts listed are expected levels based on the increase in the base teacher salary. If funded at the recommended level, the additional positions would cost $23,121. In an effort to maintain the positions on the negotiated agreement supplemental and extended duty schedule, the committee is asking the Board to formally add these positions to the negotiated schedule. The committee also realizes the addition of the above positions is subject to availability of adequate financing and approval through the negotiations process. It is possible that only some of the approved positions may be funded in which case a priority order will be established by the supplemental and extended duty committee. If you have any questions, the committee will be glad to try and answer them.

# 2012 Middle School Soccer Proposal

**Proposal:** Haysville West Middle School would like to start a middle school soccer program beginning in the 2012-13 school year. Both middle schools plan on requesting from KSHSAA, to combine our schools and form a Cooperative Agreement per Rule 29-3-1.

**Purpose:** The purpose of the proposal is to allow 7th and 8th grade boys and girls the opportunity to play soccer in middle school. We also believe this will help in the success of our high school soccer teams in the future.

**Financial:** The cost of the program would be minimal. Haysville West Middle School and Haysville Middle School could fund the program with its current budget for uniforms, equipment, officials, and transportation. **We are asking to add one level (5) head coach, and one level (8) assistant coach.**

**Benefits:** Create another opportunity for middle school students to participate in an activity.

Provide Campus with soccer players of greater skills and familiarity with team concepts.

Help bridge the gap between elementary students who participate in Peach Capital Soccer (K-6TH Grade) and Campus High School.

Continue to offer students avenues to become life-long learners in physical education.

# 2012-13 Haysville Summer Conditioning Proposal

**Proposal:** Haysville Middle School and Haysville West Middle School would like to propose to the district to add an instructional summer conditioning position(s) for each middle school.

**Purpose:** The purpose of the proposal is to allow ALL students the opportunity to be able to be physically active with positive instructions that support the development of student athletes and students who want to be more physically fit during the summer break.

**Benefits** The student benefits from the program:

- Create a continuous bond between the school and our current students
- Provide "At Risk" students an opportunity to have a positive support system
- Challenge student athletes to be more competitive within their respective sports
- Develop and maintain a "connection" between elementary school students and the middle school staff as well as familiarity with each building.
- Life-long learning in physical education
- After training sessions – students can participate in the summer meal program

**Financial:** The cost of the program could be shared by the high school summer weights program and/or it could be added positions (example: 1- Level 6 position at each school or 2-level 8 positions at each school or 3-level 10s). The program would save on the busing of students from HMS to Campus HS for summer weight conditioning for football.

**Football:** This would dramatically influence the football programs by allowing the coaching staff to have direct contact with the players and future players of each program. Players would get to know the coaches and develop positive relationships with fellow teammates. The following schedule would be provided at both schools:

- Tues/Thurs - Weights for 4-6$^{th}$ grade elementary school football players
  Weights for 7$^{th}$-8$^{th}$ grade middle school football players
- Weds - 4$^{th}$-8$^{th}$ Football conditioning/agilities/team workouts (off/def)

**Non-football:** Participants will have weights on Tues/Thurs with conditioning/agilities on Weds.

Perry Warden, Haysville Middle School

Josh Godwin, Haysville West Middle School

## 8.0 DISCUSSION / REPORT ITEMS

No supporting documentation.

End of Section

8.1 Schools for Fair Funding

No supporting documentation.

End of Section

8.2 Future Agenda Items

No supporting documentation.

End of Section

| 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 | | |
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| | | |
| September | | March |
| Enrollment Numbers | | School Calendar Proposals |
| | | 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 | | |

9.0 EXECUTIVE SESSION

No Supporting Documentation

End of Section

## 10.0 ADJOURNMENT

No supporting documentation.

End of Section