

**REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS – OCTOBER 17, 2016 – 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)
 - National Education Week – November 13-19, 2016
 - 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
 - 3.4 Site Council Member List
 - 3.5 CIPA Online Enrollment - Herbert
- 4.0 TREASURER'S REPORT / BILLS – PDF
- 5.0 REPORTS – Focus on Learning
 - Bond Project Update – PDF – Schutte
 - Auditor Report
 - Accreditation Report - Tosh
- 6.0 ACTION ITEMS
 - 6.1 Policy Approval
 - FC – Memorials, Funerals, and Naming of District Facilities
 - GAF – Staff-Student Relations
 - GAOC – Use of Tobacco Products and Nicotine Delivery Devices
 - 6.2 Bid Approval Capital Outlay Project – Concrete Work at Stadium – PDF – Schutte
 - 6.3 HWMS Bond Project Bids - PDF - Schutte
- 7.0 FIRST READINGS
 - 7.1 Policy Review
 - Family Medical Leave Plan
 - GBRE – Additional Duty
 - IDEA – Student Privacy Policy
- 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)

1.1 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

**SPECIAL MEETING U.S.D. # 261
BOARD ROOM – CENTRAL OFFICE – 1745 WEST GRAND
HAYSVILLE, KANSAS
BOND PROJECT – Pool 6:00 p.m.
October 3, 2016**

Subject to Board Approval

The Special Meeting of the Board of Education of Haysville School District # 261, Haysville, Kansas was called to order in the Board Room, 1745 W. Grand, Haysville, Kansas, at 6:00 p.m., by Board President Paige Crum. Five Board members were present at the meeting.

MEMBERS PRESENT

Paige Crum – President
Susan Walston – Vice-President
Glenn Crum
Pat Lemmons
Tom Gibson

OTHERS PRESENT

Dr. John Burke, Superintendent
Debbie Coleman, BOE Clerk
Dr. Clint Schutte, Asst. Superintendent of Finance
Teresa Tosh, Assistant Superintendent of Learning Services
Bob Faires, Howard and Helmer Architect Firm
Kelly Kennedy, CHS Swim Team Coach
Steve Crum, CHS Swim Team Assistant Coach
Georgie Carter, City of Haysville
Randy Dorner, City of Haysville
Others

1.0 MEETING OPENING

1.1 Call to Order

Paige Crum called the meeting to order at 6:00 p.m. with five members present.

2.0 DISCUSSION of BOND PROJECT - Action May Be Taken

Dr. Clint Schutte and Bob Faires of Howard and Helmer Architect Firm presented the Board with possible design options for the Natatorium (pool).

A-1. Not raising seating, seating capacity of 498 and removing the bulkhead for a cost of approximately \$8,685,107.00.

A-2. Not raising seating, seating capacity of 682 and removing the bulkhead for a cost of approximately \$9,106,446.00.

B-1. Raising seating 39 inches, seating capacity of 498 and removing the bulkhead for a cost of approximately \$9,026,202.

B-2. Raising seating 39 inches, seating capacity of 682 and removing the bulkhead for a cost of approximately \$9,574,009.

C. Raising seating very high to a balcony seating level which will result in elevating the building to a second story and will require an elevator and stairs to be installed. Seating capacity will increase to 664 seats for a cost of approximately \$11,608,777.00.

3.0 MOTION to approve design option A-1 as presented.

(Walston/Gibson) Motion carried 5-0.

4.0 Meeting adjourned at 6:27 p.m.

Paige Crum, Board of Education President

Debra M. Coleman, Board of Education Clerk

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
September 19, 2016 -7:00 P.M.

Subject to Board Approval

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

MEMBERS PRESENT

Susan Walston, President
Paige Crum, Vice President
Greg Fenster
Tom Gibson
Glenn Crum
Forrest Hummel

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
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
Bob Faires, Howard and Helmer Architect Firm
Bret Shogren, of George K. Baum
Avary Finch, Campus Student Council President
Erica Rodriguez, Campus Student Council Vice-President
Lindsey Hostetler, Fort Hays Intern
Addie Tripp, Fort Hays Intern
Deb Shepard, KS House of Representative Candidate
Others

1.0 MEETING OPENING

1.1 Call to Order

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

1.2 Flag Salute

1.3 President's Announcements

- Ms. Walston welcomed Dr. Burke back to school.
- Susan welcomed the Campus High School Student Council President, Avary Finch, and Vice-President Erica Rodriguez, to the BOE meeting. Representatives from the Student Council will be attending future Board meetings and presenting Student Council activities to the Board.
- Thank you to Dr. Burke for the great back to school event with Food Trucks.
- Thank you to Intrust Bank and the Haysville Chamber of Commerce for the "Welcome Back" breakfast for District staff.
- The ribbon cutting for the new Transportation Building was held Friday, September 16th.
- October 7th is Homecoming for Campus High School.
- Pando (formerly CIS) is going to have a "100 Men Cooking" fundraiser. Dr. Burke has agreed to help cook.

1.4 Superintendent's Announcements
See New and Good

1.5 Campus High School Student Council

Campus High School Student Council President, Avary Finch, and Vice-President, Erica Rodriguez, informed the Board of upcoming Council events.

- At the last pep assembly Class of the Year competitions took place with Seniors taking first, Juniors taking second, Freshmen were in third place and Sophomores in fourth.
- Homecoming week will be celebrated October 3rd – 7th, with the Homecoming Parade at 2:00 p.m. on October 7th. This year's theme is Disney.
- Student Council officers attended a leadership training on September 11th.
- Student Council representatives are hoping to attend the National Conference to be held in Portland, OR in June.

1.6 New and Good

Dr. Burke:

- A new teacher working at Freeman this year was heard saying that "Working in Haysville is like Christmas Every Day!"
- Fridays have been designated "Black Out Day" and all staff and students have been encouraged to wear a Black Out shirt (sold by the Campus Booster Club) or a black shirt.
- For the first Black Out Day chips and salsa from Carlo's O'Kellys were provided to all staff by the District's Fun Team.

Paige Crum:

- Nelson Elementary School practiced a mock emergency evacuation drill.
- Campus High School soccer team is 4-2.
- Paige reminded everyone to write to Governor Brownback, the senators and representatives giving your thoughts on the school funding formula.

1.7 Approve / Amend Agenda

MOTION to approve the Agenda as presented.

(G. Crum/Gibson) Motion carried 6-0.

2.0 ELECTION OF BOARD OFFICERS

Ms. Walston opened the floor for nominations for Board president.

Forrest Hummel nominated Paige Crum for president.

Ms. Walston asked if there were additional nominations. There were no additional nominations therefore, Paige Crum was elected Board president.

Newly elected Board president Paige Crum opened the floor for nominations for vice-president.

Forrest Hummel nominated Susan Walston for vice-president.

Paige Crum asked if there were additional nominations. There were no additional nominations therefore, Susan Walston was elected Board vice-president.

3.0 DISTRICT PATRON/PERSONNEL TIME

3.1 Hearing of Scheduled District Patrons/District Personnel – 5 minutes
None

3.2 Remarks/Comments from District Visitors – 2 minutes

Ms. Deb Shepard, Republican candidate for the Kansas House of Representatives for District 93 appeared before the Board and asked the Board and guests to vote in the upcoming election.

4.0 CONSENT AGENDA

- 4.1 Previous Minutes
- 4.2 Routine Personnel - Additional Personnel items were placed at each Board member's place.
- 4.3 Gifts and Grants
- 4.4 Class Cancellation HMS and HWMS for hosting the League Music Festivals
- 4.5 Site Council Membership Approval
- 4.6 Pando Initiative
- 4.7 VI-B Federal Flow Through Application

MOTION to approve the Consent Agenda as presented.

(Walston/G. Crum) Motion carried 5-1. Greg Fenster voted no.

5.0 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/Hummel) Motion carried 5-1. Greg Fenster voted no.

6.0 REPORTS – Focus on Learning

- Bond Project Update
Dr. Schutte, 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.
The Board voiced interest in touring the construction sites.
- September 23rd Inservice
Dr. Mike Maurer presented information to the Board on the District's September 23rd Inservice. The speaker will be Mr. John O'Leary.

7.0 ACTION ITEMS

- 7.1 Bond Refinancing
Mr. Bret Shogren of George K. Baum, presented information to the Board regarding the General Obligation Refunding Bonds, Series 2016-2.
MOTION to adopt a resolution authorizing and directing the issuance, sale and delivery of general obligation refunding bonds, series 2016-2 Bond Refinancing Resolution as presented.
(Walston/Hummel) Motion carried 6-0.
- 7.2 KASB Policy DFAB – Standard of Conduct for Federally Funded Contracts
Dr. Clint Schutte presented information to the Board regarding KASB Policy DFAB – Standard of Conduct for Federally Funded Contracts.
MOTION to approve KASB Policy DFAB – Standard of Conduct for Federally Funded Contracts as presented.
(Gibson/G. Crum) Motion carried 6-0.

8.0 FIRST READINGS

- 8.1 Policy Review
 - FC – Memorials, Funerals, and Naming of District Facilities
 - GAF – Staff-Student Relations
 - GAOC – Use of Tobacco Products and Nicotine Delivery Devices
 - Dr. Burke presented information to the Board regarding policies FC – Memorials, Funerals, and Naming of District Facilities, GAF – Staff-Student Relations and GAOC – Use of Tobacco Products and Nicotine Delivery Devices.
- This was a first reading with no action required from the Board.

- 8.2 Capital Outlay Project – Concrete Work at Stadium
Dr. Clint Schutte presented information to the Board regarding Capital Outlay Project – Concrete Work at the Stadium.

The Board requested Dr. Schutte let bids on this project.
MOTION to let bids for concrete work at the stadium.
(Hummel/Walston) Motion carried 6-0.

9.0 DISCUSSION/REPORT ITEMS

9.1 Schools for Fair Funding Report

Dr. Mike Clagg informed the Board that the Supreme Court will meet on Wednesday, September 21st to hear oral arguments regarding whether the current funding for school districts is adequate.

9.2 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Building Reports
- Class Numbers
- Site Council Membership Approval – Consent Agenda
- The Board has requested a tour of the District construction sites in September or later
- Audit Report
- Proclamation for National Education Week
- Bids for concrete work at stadium

9.3 Board Calendar

None

10.0 EXECUTIVE SESSION – Not Needed

11.0 ADJOURNMENT

Meeting adjourned at 8:44 p.m.

Paige Crum, Board of Education President

Debra M. Coleman, Board of Education Clerk

3.2 Routine Personnel

No supporting documentation.

End of Section

Nelson Elementary



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

Monday, September 19, 2016

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

We would respectfully request that we accept a recent gift from Homeland Foods in Haysville. We have been fortunate over the years to have had a partnership with Homeland Foods. Homeland has a program whereby shoppers could designate a school to receive a small percentage of their groceries bill by utilizing their Homeland One Card. We received a check on Monday, Sept. 12, 2016 to Nelson School for \$29.02. The check is number [REDACTED] and is dated 9-07-16. We will be depositing this in our "Nelson Life Touch Account" number [REDACTED] 2025.

For Kids Learning,

A handwritten signature in cursive script, reading 'Michael Mitchener'.

Michael Mitchener

Principal

CC: Clint Schutte

Debbie Coleman

To; Board of Education
From; Janie Sowell, Ruth Clark Secretary
Re; Sonic Check
Date; September 22, 2016

To Whom It May Concern;

Our school received a donation of school supplies, poster board paper and markers from one of our grandparents (Kathy Harris). We are requesting acceptance of this donation.

Thank you,

Janie Sowell, Secretary



International Brotherhood of
Electrical Workers Local No. 271

1040 S. BROADWAY • WICHITA, KANSAS 67211 • TELEPHONE (316) 267-8255 • FAX (316) 267-1706

ROGER D. KING

BUSINESS MANAGER AND
FINANCIAL SECRETARY

September 1, 2016

To: Haysville West Middle School Administration and the Science/Physics
Department

From: International Brotherhood of Electrical Workers Local Union # 271

Re: STEAM City Prize Drawing

The IBEW Local Union # 271 of Wichita had a booth at Riverfest 2016 STEAM City where we used Snap Circuit kits to illustrate a few basic concepts of electricity. The Local Union purchased the kits with the intention of giving them away in a drawing at the conclusion of Riverfest. Every student who participated in our booth at Riverfest 2016 STEAM City was entered in the drawing. The drawing took place at the next regular meeting, but we wanted to wait to distribute the prizes until after the start of the new school year. The membership also decided that the kit should be given to the student's school in the hopes that it would be shared with all students who are interested. Your student, **Amara Finley**, was one of our winners for a Sanp Circuit Kit.

It is the belief of IBEW Local Union # 271 that a student's education is deficient when hands-on skills are omitted from curricula. We also understand that limitations such as school budgets and educator resources can severely curtail classroom activities outside of text book learning. Our hope is that this kit will be used in your classroom(s) to help foster a deeper understanding of the concepts that are being illustrated and that it might ignite a real curiosity in your students about the world of science—and electricity.

On behalf of the members of IBEW Local Union # 271 we would like to say congratulations and good luck in the new school year.

Fraternally,

A handwritten signature in blue ink that reads "Roger D. King".

Roger D. King
Business Manager & Financial Secretary



Dr. David Engelking
Principal
Prairie Elementary School

7101 S. Meridian
Haysville, KS 67060
Office: (316)554-2350
Fax: (316)554-2357

Date: September 26, 2016

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

From: David Engelking

RE: PTO Donation

Please accept the following donations:

\$2671.60 donation from Prairie PTO for the cost of classroom magazine subscriptions for Kdg-5th.

Thank you,

A handwritten signature in blue ink, appearing to be 'D. Engelking', with a large, stylized flourish above it.

Dr. David Engelking
Principal

To; Board of Education
From; Janie Sowell, Ruth Clark Secretary
Re; Sonic Check
Date; October 6, 2016

To Whom It May Concern;

Our school received a donation of school supplies, folders and poster board, from one of our parents (Rushia Ramhi). We are requesting acceptance of this donation.

Thank you,

Janie Sowell, Secretary

CHS Site Council Member

Debbie Cielo	<u>dkcielo@yahoo.com</u>
Mark Foster	<u>mfoster@usd261.com</u>
Will Black	<u>wblack@haysville-ks.com</u>
Donna Houck	<u>donna.houck@yahoo.com</u>
Paige Crum	<u>pcrum@usd261.com</u>
Glenn Crum	<u>glcrum@usd261.com</u>
Barb Greenup	<u>bgreenup@usd260.com</u>
Mardy Moree	<u>mmoree@usd261.com</u>
Avary Finch	<u>avaryfinch@gmail.com</u>
Rhonda Townson	<u>rtownson@usd261.com</u>
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Penny Schuckman	<u>pschuckman@usd261.com</u>
Susan Holmes	<u>sholmes@valleystatebank.com</u>
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Andrea Hill	<u>ahill@usd261.com</u>
Heather Nichols	<u>hnichols@usd261.com</u>
Grant Jones	<u>gjones@usd261.com</u>
Gayle Nelson	<u>gnelson@usd261.com</u>

To: Board of Education

From: David Herbert

Date: 10/11/2016

RE: CIPA (Children's Internet Protection Act) Online Enrollment Acceptable Use Statement

To be compliant with the new Federal CIPA policy, it is recommended that our Online Enrollment Acceptable Use statement be updated as follows:

Student Internet Access Acceptable Use Agreement

USD 261 believes the use of the Internet can enhance our students' educational experiences. The District has taken precautions, including but not limited to enforcing the use of filters that block access to obscenity, child pornography and other materials harmful to minors. Subject to staff supervision, computer activity may be disabled for adults or, in the case of minors, minimized only for genuine research or other lawful purposes. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students and employees may procure material which is not consistent with our educational goals.

As the parent of a USD 261 student, I agree that my child may participate in structured Internet activities. I will support the rules stated below regarding appropriate use of Internet privileges. I understand the Internet is an excellent resource. I am also aware that some Internet sites are inappropriate.

Furthermore, my child agrees to the following:

- He/She will not use the Internet for transmission of any materials in violation of any federal or state regulations. (Transmission of copyrighted material, threatening or obscene materials, materials protected by trade secrets, product advertisement or political lobbying is also prohibited.)
- He/She will refrain from using profanity and vulgarities on the Internet, and will not use the Internet for illegal activities or inappropriate conversations.
- He/She will handle all computer equipment and accessories with care and to ask for help as needed.
- He/She is subject to the consequences for not following the rules regarding acceptable use of the Internet, which may include loss of Internet access privileges and potential disciplinary action.
- He/She will not disclose personal information (such as name, address, etc.) while on the Internet.

Teachers will monitor student use of the Internet and will communicate with the Parent/Guardian any infraction of the above mentioned Acceptable Use Rules. See BOE policy IIBG (also GAA and JCDA)

4.0 TREASURER'S REPORT / BILLS - PDF

No supporting documentation.

End of Section

5.0 REPORTS

No supporting documentation.

End of Section

6.0 ACTION ITEMS

No supporting documentation.

End of Section

Board Policy	Administrative Recommendation
FC <u>Memorials, Funerals, and Naming of District Facilities</u>	Adopt the new policy
GAF <u>Employee-Student Relations</u>	Adopt the new policy
GAOC <u>Use of Tobacco Products and Nicotine Delivery Devices</u>	Adopt the new policy

New Policy

FC Memorials, Funerals, and Naming of District Facilities (See KG) FC

Requests to use district buildings and/or facilities for displaying permanent memorials, hosting funeral or memorial services, or honoring a person with its name shall be considered in accordance with the following provisions.

Memorials

As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students.

Any permanent memorials in existence before the adoption of this policy can only be removed by board action.

Funerals

Use of school facilities for funerals is discouraged. If requests are made to hold funeral or memorial services at district facilities, such requests will only be considered if any services are scheduled after school has dismissed for the day or on weekends.

The superintendent shall handle requests for funeral and memorial services and shall report the disposition of those requests to the board.

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system

FC Memorials, Funerals, and Naming of District Facilities FC

~~and has been deceased for at least {10} years. The board shall consider naming requests after they are recommended by the superintendent.~~

Approved:

KASB Recommendation – 6/13; 6/16

Old Policy

Memorials and Naming of District Facilities FC

Memorials

As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials for students or staff. Permanent memorials for deceased students or staff shall be limited in form to perpetual awards or scholarships for district students.

Any permanent memorials in existence before the adoption of this policy can only be removed by board action.

Naming of Facilities

The board will consider requests from school and community groups to name an athletic or other school activity facility, building, or a portion thereof for a person provided the proposed name has special significance and/or the person has made an outstanding contribution to the school or the school system and has been deceased for at least 10 years. The board may waive the years deceased requirement. The board shall consider naming requests after they are recommended by the superintendent.

BOE Reviewed KASB Recommendation and Adopted: August 19, 2013

New Policy

GAF Employee-Student Relations

GAF

(See GAAC, GAACA JGEC, JGECA and KN)

____ Employee members shall maintain professional relationships with students, which are conducive to an effective educational environment. Employee members shall not submit students to bullying, sexual harassment, or racial harassment discrimination prohibited by board policy. Employee members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age ~~or status~~ or consent.

Approved:

KASB Recommendation – 2/98; 7/03; 4/07; 6/07; 6/16

Old Policy

Staff-Student Relations GAF Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

BOE Reviewed and Approved: November 16, 2009 BOE Approved KASB Recommendation: August 16, 2010

New Policy

GAOC Use of Tobacco Products and Nicotine Delivery Devices-Cigarettes
GAOC

(See JCDA A)

_____The use of tobacco products in any form and/or ~~electronic cigarettes~~ of any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; in other district facilities; and in school vehicles. For the purposes of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

Approved:

KASB Recommendation - 2/98; 4/07; 6/13; 6/16

Old Policy

Use of Tobacco Products GAOC

The use of tobacco products in any form and/or electronic cigarettes is prohibited in any school building owned or operated by the district and in school vehicles. {Any use of tobacco products or electronic cigarettes on district property shall be only in areas designated for such purpose.}

BOE Approved: July 7, 2003 BOE Reviewed and Approved: February 22, 2010 BOE Revised and Adopted: August 19, 2013

6.2 Bid Approval Capital Outlay Project

See Supporting Documentation in PDF

End of Section

6.3 HWMS Bond Project Bids

See Supporting Documentation in PDF

End of Section

7.0 FIRST READINGS

No supporting documentation.

End of Section

October Board Policies

Board Policy	Administrative Recommendation
Family and Medical Leave Plan	Replace as Recommended
GBRE <u>Additional Duty</u>	Approve as Recommended
IDAE <u>Student Privacy Policy</u>	Approve as Recommended

(Remove this page from the policy book)

SAMPLE: FAMILY AND MEDICAL LEAVE PLAN

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses who are eligible for FMLA leave and are both employed by the district may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Leave is available for the following:

- (1) the birth of a son or daughter of the employee and to care for the newborn child;
- (2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
- (3) to allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- (4) a serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
- (5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
- (6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

(Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement.

This leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave that is available for use because of the reason for the leave, the paid leave shall be used concurrently with the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as is practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a. whether or not the employee is eligible for FMLA leave, and the reasons that leave will or will not count as family and medical leave;
 - b. any requirements for medical certification;
 - c. employer requirement of substituting paid leave;
 - d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
 - e. right to be restored to same or equivalent job; and
- any employer required fitness-for-duty certifications.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child. Family leave for reasons 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

The board may establish other educational assignments that may extend beyond the school day or time class is in session. Compensation for such assignments, if any, will be as specified in the negotiated agreement.

Approved:

KASB Recommendation – 2/98; 4/07; 6/16

Current Policy

Additional Duty GBRE

The board may establish other educational assignments that may extend beyond the school day or time class is in session.

BOE Approved: July 7, 2003

BOE Reviewed and Approved: May 17, 2010

IDAE Student Privacy Policy

(See BCBK, ICA, ICAA, II, and JR et seq.)

IDAE

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to ~~or~~ and maintained ~~in~~ by a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian's signature; and 2) shall state student data submitted to ~~or~~ and maintained by ~~in~~ a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school

IDAE Student Privacy Policy

IDAE-2

performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security- restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may

only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

IDAE Student Privacy Policy

IDAE-3

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student

consents in writing. “Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student’s or the student’s parents’ or guardians’ personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- the parent or guardian is notified in writing; and
- the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal

laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,

- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Approved:

KASB Recommendation – 7/03; 6/04; 4/07; 6/14; 6/16

Current Policy

Student Privacy Policy IDAE

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.
- Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:
 - purpose, scope, and duration of the data-sharing agreement;
 - recipient of student data use such information solely for the purposes specified in agreement;
 - recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
 - student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall

with the NISTSP800-88 standards of data destruction.

Student Privacy Policy IDEA- 2

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data.

“Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student’s physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student consents in writing. “Biometric data” includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Student Privacy Policy IDAE - 3

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

A. the parent or guardian is notified in writing; and

A. the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Annual Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.
- Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:
- purpose, scope and duration of the data-sharing agreement;

Unless otherwise noted all of the following policies were re-adopted July 18, 2016.

Student Privacy Policy IDAE - 4

- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.
- *A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

As the parent or legal guardian of [name of student(s)], I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

Parent Signature

Date

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14
BOE Approved KASB Recommendation: October 20, 2014

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

[illegible]

9.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section