BUDGET HEARING - ADMINISTRATION BUILDING – BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS - August 15, 2016 – 7:00 P.M.

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

REGULAR MEETING USD # 261 - ADMINISTRATION BUILDING BOARD ROOM
1745 W. GRAND AVE., HAYSVILLE, KANSAS – August 15, 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)
- 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
- Bond Project Update – PDF – Schutte

6.0 ACTION ITEMS
- 6.1 Policy Approval
  GAAF – Emergency Safety Interventions
- 6.2 Rehired-Retired Teacher Work Agreement - PDF - Clagg
- 6.3 Bond Refunding - PDF
- 6.4 Bond Project Change Orders – PDF
- 6.5 Updated 2016 Wellness Policy - PDF

7.0 FIRST READINGS

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 BUDGET HEARING

No supporting documentation.

End of Section

REGULAR BOE MEETING
1.0 MEETING OPENING

No supporting documentation.

1.1 Call to Order

No supporting documentation.

End of Section

1.2 Flag Salute

No supporting documentation.

End of Section

1.3 President's Announcements

No supporting documentation.

End of Section

1.4 Superintendent's Announcements

No supporting documentation.

End of Section

1.5 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

End of Section

SPECIAL BOE MEETING - BUDGET REVIEW
U.S.D. # 261 BOARD ROOM – CENTRAL OFFICE – 1745 WEST GRAND
HAYSVILLE, KANSAS
July 28, 2016 – 6:30 p.m.

Subject to Board Approval

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

MEMBERS PRESENT
Susan Walston
Paige Crum
Glenn Crum
Tom Gibson
Pat Lemmons
Forrest Hummel

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

1.0 MEETING OPENING

1.1 Call to Order

Susan called the meeting to order at 6:30 p.m. with six members present.

2.0 BUDGET REVIEW

Dr. Clint Schutte presented information to the Board regarding the 2016-2017 budget.
MOTION to approve publishing the 2016-2017 Budget as presented.
(Gibson/Lemmons) Motion carried 6-0.

3.0 SET BUDGET HEARING

MOTION to set the Budget Hearing for 7:00 p.m. on Monday, August 15, 2016 just prior to the Regular Board of Education Meeting. Action will be taken.
(P. Crum/Lemmons) Motion carried 6-0.

4.0 ADJOURNMENT

Meeting adjourned at 6:55 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
July 18, 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 in the Board Room, 1745 W. Grand, Haysville, Kansas, at 7:00 p.m., by Board President Susan Walston.
Five Board members were present.

MEMBERS PRESENT
Susan Walston - President
Glenn Crum
Greg Fenster
Tom Gibson
Pat Lemmons
Paige Crum – Vice President
– present via phone at 7:37 p.m.

OTHERS PRESENT
Dr. John Burke, Superintendent of Schools
Debbie Coleman, Clerk of the Board
Dr. Clint Schutte, Assistant Supt. of Finance
Dr. Michael Clagg, Asst. Supt. of Personnel
Teresa Tosh, Asst. Supt. of Learning Services
Angie Estell, Director of Special Services
David Herbert, Director of Information Services
Liz Hames, Communications Director
B.J. Knudson, Executive Director of Operations
Bob Faires, Howard and Helmer Architect Firm
Others

1.0 REORGANIZATION MEETING OPENING

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

1.2 Flag Salute

1.3 President's Announcements (No Documentation)
- USD 261 is gearing up for the start of school.
- Toured the new Transportation Building. It is very nice and should be ready for the start of school.
- The new windows at Rex Elementary School will make a huge difference.

1.4 Superintendent's Announcements (No Documentation)
- Dr. Burke presented information to the Board regarding an enrollment incentive program. MOTION to approve the Enrollment Incentive Rebate Program as presented. (Fenster/G. Crum) Motion carried 5-0.
- Teresa Tosh and Dr. Burke attended training on Principal's Supervisors in New York City.

1.5 New and Good (No Documentation)
Glenn Crum
- The Haysville Swim Club went undefeated this season and became League champions.

1.6 Approve / Amend Agenda (No Documentation)
MOTION to approve the agenda as amended by postponing 2.1 Election of Board Officers until the August BOE meeting.
(G. Crum/Gibson) Motion carried 5-0.

2.0 BOARD REORGANIZATION - PDF

Standard BOE reorganization as required by Kansas Statutes and BOE Policy - Action Requested

2.1 Election of Board Officers

Due to limited attendance of Board members 2.1 Election of Board Officers was postponed until the August 15, 2016 Board meeting.

2.2 Designate Regular Meeting Date, Time, and Place

The regular Board of Education meetings for 2016-2017 will be held on the third* Monday of each month at 7:00 p.m. in the Board of Education room of the Administration Building located at 1745 W. Grand, Haysville, Kansas.

*Exceptions would be the following designated dates:

- January 23rd rather than January 16th (Non-Contract Day)
- February 27th rather than February 20th (President's Day)
- March 27th rather than March 20th (Spring Break)
- April 24th rather than April 17th (Non-Contract Day)

MOTION to approve the Designated Regular Meeting Date, Time and Place as presented. (G. Crum/Gibson) Motion carried 5-0.

2.3 Personnel Appointments and Resolutions

2.3.1	Clerk of the Board	Debra M. Coleman
2.3.2	Deputy Clerk of the Board	Dr. Mike Clagg
2.3.3	Treasurer of the Board	Dr. Clint Schutte
2.3.4	Assistant Treasurer of the Board	Nadine Foreman
2.3.5	Custodian of District Office Records	Dr. Clint Schutte
a.	Custodian of Early Childhood Program	Prog. Administrator
b.	Parents As Teachers Program	Prog. Administrator
c.	Custodian of Oatville Elementary Office Records	Building Principal
d.	Custodian of Rex Elementary Office Records	Building Principal
e.	Custodian of Nelson Elementary Office Records	Building Principal
f.	Custodian of Freeman Elementary Office Records	Building Principal
g.	Custodian of Ruth Clark Elementary Office Records	Building Principal
h.	Custodian of Prairie Elementary School Office Records	Building Principal
i.	Custodian of Haysville Middle School Office Records	Building Principal
j.	Custodian of Haysville West Middle Schl. Office Records	Building Principal
k.	Custodian of Campus High School Office Records	Building Principal
l.	Custodian of Haysville High School	Asst. Bldng. Principal
m.	Custodian of Tri-City Day School	Bldng. Administrator
2.3.6	Representative for Title Projects	Teresa Tosh
2.3.7	Attorney for the Board of Education	Foulston & Siefkin
2.3.8	KPERS Designated Agent	Dr. Clint Schutte
2.3.9	Freedom of Information Officer	Communications Dir.
2.3.10	Kansas Educational Risk Management Insurance Pool Rep.	Dr. Clint Schutte
2.3.11	Food Service/Lunch Agreement Representative	Dir. of Food Service
2.3.12	Hearing Officer for Free & Reduced Meal Application Appeals	Dr. Clint Schutte
2.3.13	Attendance Officer	
a.	Early Childhood Program	Angie Estell
b.	Attendance Officer for Parents As Teachers	Angie Estell
c.	Attendance Officer for Oatville Elementary	Building Principal
d.	Attendance Officer for Rex Elementary	Building Principal
e.	Attendance Officer for Nelson Elementary	Building Principal
f.	Attendance Officer for Freeman Elementary	Building Principal
g.	Attendance Officer for Ruth Clark Elementary	Building Principal
h.	Attendance Officer for Prairie Elementary	Building Principal
i.	Attendance Officer for Haysville Middle School	Bldng. Prin. / Bldng. Asst. Prins.

j.	Attendance Officer for Haysville West Middle Schl.	Building Principal / Building Asst. Prins.
k.	Attendance Officer for Campus High School	Building Principal / Blding Asst Prins.
l.	Attendance Officer for Haysville High School	Asst. Bldng. Principal
m.	Attendance Officer for Tri-City Day School	Bldng. Administrator
2.3.14	Title VI Coordinator	Asst. Supt. of Personnel
2.3.15	504 Coordinator	Asst. Supt. of Personnel
2.3.16	Coordinator for Homeless Children	Linda Long
2.3.17	Resolutions	Agenda Topics

2.3.17.1 – 2.3.17.11

RE: Comments and Recommendations of the superintendent.

The superintendent suggests the below resolutions for agenda topics 2.3.17.1 – 2.3.17.11.

2.3.17.1 **<u>1116-Hour School Year</u>** –

"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize the 1116 hour policy calendar as defined by the Kansas State Department of Education for the 2016-2017 school year."

2.3.17.2 **<u>Surety Bond for District Treasurer and High School and Middle School Principals</u>** –

"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize the procurement of surety bonds for the district treasurer and high school and middle school principals."

2.3.17.3 **<u>Official Newspaper</u>** –

"Be it resolved that the Board of Education of Unified School District 261 does hereby designate the Wichita Eagle and the Haysville Sun-Times as the official newspaper publications of the district for the 2016-2017 school year."

2.3.17.4 **<u>Participation in Federal Programs</u>** –

"Be it resolved that the Board of Education of Unified School District 261 does hereby approve and authorize the district to participate in federal programs to include Title I and II."

2.3.17.5 **<u>Early Payment of Bills</u>** –

"Be it resolved that the Board of Education of Unified School District 261 does hereby authorize Dr. John Burke, superintendent of schools, and Dr. Clint Schutte, assistant superintendent of business and finance, to make early payment of bills when such payments result in a reduction in the amount charged to the district for goods or services or penalty or interest." This resolution is allowed for in Board policy DJEJ.

2.3.17.6 **<u>Official Depository of Funds</u>** –

Please see the attached resolution example.

2.3.17.7 **<u>Rescinding Policy Statement and Adoption of New Board Policies</u>** –

(a & b) Please see Exhibit # 2.3.17.7 a & b for supporting information.

2.3.17.8 **<u>Waiver of GAAP Resolution</u>** –

Please see the attached resolution example.

2.3.17.9 **<u>Home Rule Resolution</u>** –

Please see the attached resolution example.

2.3.17.10 **<u>Authority to Dispose of School Property with Value of Less than $5,000.00 Resolution</u>** -

Please see the attached resolution example.

2.3.17.11 **<u>Authority to Re-Fund Bonds if in Best Interest of USD 261 Resolution</u>**-

Please see the attached resolution example.

MOTION to approve 2.3.1 through 2.3.17.11 as presented.

(G. Crum/Lemmons) Motion carried 4-1. Tom Gibson voted no.

2.3.18 Appointment of Board Member(s) / KASB Governmental Relations Network
MOTION to appoint Paige Crum as the KASB Governmental Relations Network representative.
(G. Crum/Gibson) Motion carried 5-0.

2.3.19 Haysville Forward Representative
MOTION to appoint Susan Walston as the Haysville Forward representative.
(G. Crum/Gibson) Motion carried 5-0.

2.3.20 PANDO Initiative Representative
MOTION to appoint Susan Walston as the PANDO Initiative Representative.
(G. Crum/Gibson) Motion carried 5-0.

3.0 DISTRICT PATRON/PERSONNEL TIME
- 3.1 Hearing of Scheduled District Patrons/District Personnel - None
- 3.2 Remarks/Comments from District Visitors - None

4.0 CONSENT AGENDA
- 4.1 Previous Minutes
- 4.2 Routine Personnel
- 4.3 Gifts and Grants

MOTION to approve the consent agenda as presented.
(G. Crum/Gibson) Motion carried 5-0.

5.0 TREASURER'S REPORT / BILLS – PDF
MOTION to approve the Treasurer's Report/Bills as presented.
(G. Crum/Gibson) Motion carried 4-1. Greg Fenster voted no.

Paige Crum arrived via phone at 7:37 p.m.

6.0 REPORTS – Focus on Learning
- Bond Project Update – Schutte
  Dr. Clint Schutte presented information to the Board regarding the Bond Project.
  Dr. Schutte gave a short update to the Board on the Transportation Building, HMS, CHS, HHS/Tri-City, Ruth Clark, Rex, Freeman and Haysville West Middle School.

7.0 ACTION ITEMS

7.1 Policy Approval
AEB-Extended School Year
DJEF-Requisitions & DJEF-R Requisitions
EBC-Safety and Security
MOTION to approve AEB-Extended School Year, DJEF-Requisitions & DJEF-R Requisitions and EBC-Safety and Security as presented.
(G. Crum/Gibson) Motion carried 6-0.

7.2 Secondary Math Adoptions – PDF
Teresa Tosh was present to answer questions from the Board regarding the Secondary Math Adoptions.
MOTION to approve the Secondary Math Adoptions as presented.
(G. Crum/Lemmons) Motion Carried 6-0.

7.3 Pre K – Grade-2 Grade Cards
Ms. Tosh was present to answer questions from the Board regarding the Pre K – Grade-2 Grade Cards.
MOTION to approve the Pre K – Grade-2 Grade Cards as presented.
(G. Crum/Gibson) Motion carried 6-0.

7.4 City of Haysville Pool Agreement

Dr. Clint Schutte presented information to the Board regarding the City of Haysville Pool Agreement.

MOTION to approve the City of Haysville Pool Agreement as presented.
(Gibson/Lemmons) Motion carried 5-1. Greg Fenster voted no.
*Board members comments/concerns will be individually submitted to Board Clerk and attached to the minutes.

Ms. Walston declared a 5-minute break at 8:38 p.m.
Six Board members returned to the Board Meeting at 8:43 p.m.
(Paige Crum returned to the meeting at 8:43 p.m. via phone.)
Mr. Greg Fenster left the BOE meeting at 8:43 p.m.

7.5 City of Haysville Real Estate Agreement

Dr. Clint Schutte presented information to the Board regarding the City of Haysville and USD 261 Real Estate Agreement which delays exchange of property until Tri-City exits the current building.

MOTION to approve the City of Haysville Real Estate Agreement as presented with specific District personnel listed as contacts.
(Lemmons/Gibson) Motion carried 5-0.

7.6 Pool Consultant Agreement

Dr. Clint Schutte presented information to the Board regarding the Pool Consultant Agreement.

MOTION to approve the Pool Consultant Agreement with Lamp, Rynearson and Associates, INC. DBA Larkin Aquatics as presented.
(Lemmons/Gibson) Motion carried 5-0.

7.7 Bond Project Cost Changes

Dr. Clint Schutte presented information to the Board regarding Bond Project Cost Changes.
MOTION to approve the Bond Project Cost Changes regarding changing the asphalt parking lot at Oatville to concrete and the Weight Room flooring at Campus. The railing in the Campus gym will be placed at the bottom of the project list and revisited if money exists at the end of the building project.
(Gibson/G. Crum) Motion carried 5-0.

8.0 FIRST READINGS

8.1 Policy Review

GAAF – Emergency Safety Interventions

Dr. Burke presented information to the Board regarding Board Policy GAAF-Emergency Safety Interventions.

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

8.2 Rehired-Retired Teacher Work Agreement – Clagg

Dr. Clagg presented information to the Board regarding the changes to the Rehired-Retired Teacher Work agreement.

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

9.0 DISCUSSION/REPORT ITEMS

9.1 Schools for Fair Funding Report

Dr. Clagg reported that the Courts are now determining the Adequacy part of the law suit.

9.2 Future Agenda Items

- Policy Review and Approval

- Focus on Learning Report
- All First Readings moved to Action Items
- Special BOE Meeting on July 28, 2016 at 6:30 for a Budget Review
- Election of Board Officers
- ASA Advertising Contract
- Haysville High School – Tri-City Turning Lane Agreement

9.3 Board Calendar
The Board Calendar will be changed to reflect the changes by the legislature.

10.0 EXECUTIVE SESSION – No Executive Session

11.0 ADJOURNMENT
Meeting adjourned at 9:16 p.m.

_____
Susan Walston, Board of Education President

_____
Debra M. Coleman, Board of Education Clerk

*BOARD MEMBER COMMENTS/CONCERNS
RELATED TO 7.4 CITY OF HAYSVILLE POOL AGREEMENT

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: August 15, 2016

RE: New Personnel

The following personnel are presented for your approval.

Name	Position	Location	Contract Amount
Katie Fooshee	Social Worker	Tri-City	$47,653

CA

To; Board of Education

From; Janie Sowell, Ruth Clark Secretary

Re; Sonic Check

Date; August 4, 2016

To Whom It May Concern;

Our school received a fundraiser check in the amount of $72.00. We are requesting acceptance of this check.

Thank you,

Janie Sowell, Secretary

SCHOOLS FOR FAIR FUNDING, INC.

308 E. 1ST, NEWTON, KS 67114-3846

RUSSELL MILLER, TREASURER ◙ TELEPHONE: 316 284 6200 ◙ EMAIL: RUSSELL.MILLER@USD373.ORG

May 11, 2016

INVOICE

FY17 Assessment

John Burke
Haysville U.S.D. 261
1745 W Grand Ave
Haysville, KS 67060-1234

FY17 Base Member Dues at $2.50/FTE 2015 Enrollment (exc4yr at risk)	
5,122.4 FTE x $2.50	$ 12,806.00
FY17 Additional Assessment for Litigation Support at $1.50/FTE 2015 Enrollment (exc4yr at risk)	
5,122.4 FTE x $1.50	$ 7,683.60
Total Amount Due	$ 20,489.60

Please Remit to:

Schools For Fair Funding, Inc.
Russell Miller, Treasurer
308 E. 1st St.
Newton, KS 67114-3846

991000.doc

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

GAAF **Emergency Safety Interventions** (See GAO, JRB, JQ, and KN)**GAAF**

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook. Notice of the online availability of this policy shall be provided to parents during enrollment each year.

Definitions (See K.A.R. 91-42-1)

"Campus police officer" means a school security officer designated by the board of education of any school district pursuant to K.S.A. 72-8222, and amendments thereto.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Emergency Safety Intervention" is the use of seclusion or physical restraint, but does not include physical escort or the use of time-out.

"Incident" means each occurrence of the use of an emergency safety intervention.

"Law enforcement officer" and "police officer" mean a full-time or part-time salaried officer or employee of the state, a county, or a city, whose duties include the prevention or detection of crime and the enforcement of

criminal or traffic law of this state or any Kansas municipality. This term includes a campus police officer.

"Legitimate law enforcement purpose" means a goal within the lawful authority of an officer that is to be achieved through methods or conduct condoned by the officer's appointing authority.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Parent" means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d)(2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; ~~or~~ (6) a foster parent, unless the student is a child with an exceptionality; or (7) a student who has reached the age of majority or is an emancipated minor.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Physical Restraint" means bodily force used to substantially limit a student's movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance, or instruction shall not be deemed to be physical restraint.

"School resource officer" means a law enforcement officer or police officer employed by a local law enforcement agency who is assigned to a district through an agreement between the local law enforcement agency and the district.

"School security officer" means a person who is employed by a board of education of any school district for the purpose of aiding and supplementing

state and local law enforcement agencies in which the school district is located, but is not a law enforcement officer or police officer.

"Seclusion" means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being ~~confined~~secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of communication;
- Using chemical restraint, except as prescribed treatments for a student's ~~by a licensed healthcare professional for treatment of a~~ medical or psychiatric condition by a person appropriately licensed to issue such treatments; and
- Use of mechanical restraint, ***except***:
    - Protective or stabilizing devices required by law or used in accordance with an order from a ~~licensed healthcare~~

p~~rofessional~~ person appropriately licensed to issue the order for the device;

- Any device used by a certified law enforcement officer~~s~~ to carry out law enforcement duties; or
- Seatbelts and other safety equipment when used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to effect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment, or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

~~Seclusion~~ ESI Restrictions

A student shall not be subjected to ~~seclusion~~ ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ~~seclusion~~ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Such written statement shall include an explanation of the student's diagnosis, a list of any reasons why ESI would put the student in mental or physical danger, and any suggested alternatives to ESI. Notwithstanding the provisions of this subsection, a student may be subjected to ESI, if not subjecting the student to ESI would result in significant physical harm to the student or others.

Use of Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times.

All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student, ~~and shall be~~ well-ventilated, and sufficiently lighted.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on ~~the use of emergency safety interventions~~ESI. The intensity of the training provided will depend upon the employee's position. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with

students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain written or electronic documentation regarding the training that was provided and a list of participants, which shall be made available for inspection by the state board of education upon request.

Notification and Documentation

The principal or designee shall notify the parent~~, or if a parent cannot be notified then shall notify an emergency contact person for such student,~~ the same day ~~the ESI was used~~as an incident. The same-day notification requirement of this subsection shall be deemed satisfied if the school attempts at least two methods of contacting the parent. A parent may designate a preferred method of contact to receive the same-day notification. Also, a parent may agree, in writing, to receive only one same-day notification from the school for multiple incidents occurring on the same day.

Documentation of the ESI used shall be completed and provided to the student's parents no later than the school day following the day ~~on which the ESI was used~~of the incident. Such written documentation shall include: (A) The events leading up to the incident; (B) student behaviors that necessitated the ESI; (C) steps taken to transition the student back into the educational setting; (D) the date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI; (E) space or an additional form for parents to provide feedback or comments to the school regarding the incident; (F) a statement that invites and strongly encourages

parents to schedule a meeting to discuss the incident and how to prevent future incidents; and (G) email and phone information for the parent to contact the school to schedule the ESI meeting. Schools may group incidents together when documenting the items in subparagraphs (A), (B) and (C) if the triggering issue necessitating the ESIs is the same.

The parent shall be provided the following information after the first and each subsequent incident ~~in which an ESI is used~~ during each school year: (1) a copy of this policy which indicates when ESI can be used; (2) a flyer on the parent's rights; (3) information on the parent's right to file a complaint through the local dispute resolution process (which is set forth in this policy) and~~, once it has been developed,~~ the complaint process of the state board of education; and (4) information that will assist the parent in navigating the complaint process, including contact information for Families Together and the Disability Rights Center of Kansas. Upon the first occurrence of an incident ~~involving the use of emergency safety interventions~~of ESI, the foregoing information shall be provided in printed form or, upon the parent's written request, by email. U~~and u~~pon the occurrence of a second or subsequent incident, the parent shall be provided ~~through~~ with a full and direct website address containing such information.

Law Enforcement, School Resource, and Campus Security Officers

Campus police officers and school resource officers shall be exempt from the requirements of this policy when engaged in an activity that has a legitimate law enforcement purpose. School security officers shall not be exempt from the requirements of this policy.

If a school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. A school shall not be required to provide written documentation to a parent, as set forth above, regarding law enforcement use of an emergency safety intervention, or report to the state department of education any law enforcement use of an emergency safety intervention. For purposes of this subsection, mechanical restraint includes, but is not limited to, the use of handcuffs.

Documentation of ESI Incidents

~~In addition~~Except as specified above with regard to law enforcement or school resource officer use of emergency safety interventions, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the ~~intervention~~ESI,
- Type of ~~intervention~~ESI,
- Length of time the ~~intervention~~ ESI was used, ~~and~~
- School personnel who participated in or supervised the ~~intervention~~ESI,
- Whether the student had an individualized education program at the time of the incident,
- Whether the student had a section 504 plan at the time of the incident, and whether the student had a behavior intervention plan at the time of the incident.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the

superintendent or the superintendent's designee on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

~~Three (3) Incidents of ESI for Same Student~~Parent Right to Meeting on ESI Use

After each incident, a parent may request a meeting with the school to discuss and debrief the incident. A parent may request such meeting verbally, in writing, or by electronic means. A school shall hold a meeting requested under this subsection within 10 school days of the parent's request. The focus of any such meeting shall be to discuss proactive ways to prevent the need for emergency safety interventions and to reduce incidents in the future.

For a student with an IEP or a Section 504 plan ~~has three incidents of ESI in a school year~~, ~~then~~ such student's IEP team or Section 504 plan team shall ~~meet within ten (10) days following the third incident to~~ discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention plan, or amend the behavior intervention plan if already in existence~~, unless the IEP team or Section 504 team has agreed on a different process~~.

For a student with a section 504 plan, such student's section 504 plan team shall discuss and consider the need for a special education evaluation. For

students who have an individualized education program and are placed in a private school by a parent, a meeting called under this subsection shall include the parent and the private school, who shall consider whether the parent should request an individualized education program team meeting. If the parent requests an individualized education program team meeting, the private school shall help facilitate such meeting.

~~If~~ For a student without an IEP or Section 504 plan, ~~has three incidents of ESI in a school year~~, ~~then~~ the school staff and the parent shall ~~meet within ten (10) days following the third incident to~~ discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings ~~after a third ESI incident~~ shall be invited to attend the meeting at the discretion of the parent. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student ~~who has not had three ESI incidents in a school year~~if such student would benefit from such measures.

If a parent believes that an emergency safety intervention has been used on the parent's child in violation of state law or board policy, the parent may file a complaint as specified below.

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. Once an informal complaint is received, the administrator handling such complaint shall investigate such matter, as deemed appropriate by the administrator. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ~~ESI~~incident.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report

the findings of fact and recommended corrective action, if any, to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education and shall be mailed to the parents and the state department within 30 days of the board's receipt of the formal complaint.

If desired~~Once such a procedure has been developed~~, a parent may file a complaint under the state board of education ~~complaint~~ administrative review process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

Approved:

KASB Recommendation – 6/19; 12/13; 6/15; 6/16

6.2 Rehired – Retired Teacher Work Agreement

See Supporting Documentation in PDF

End of Section

6.3 Bond Refunding

See Supporting Documentation in PDF

End of Section

6.4 Bond Project Change Orders - PDF

No supporting documentation.

End of Section

6.5 Updated 2016 Wellness Policy - PDF

No supporting documentation.

End of Section

7.0 FIRST READINGS

No supporting documentation.

End of Section

8.0 DISCUSSION/REPORT ITEMS

No supporting documentation.

End of Section

8.1 Schools for Fair Funding Report

End of Section

8.2 Future Agenda Items

End of Section

Haysville Board of Education Calendar

July
- Organizational Meeting
- Budget Workshop

August
- Budget Hearing
- Approve Budget

September
- Enrollment Numbers
- Summer Program Reports
- Building Tours

October
- Special Education Plan
- Building Tours
- Audit Report

November
- KASB Delegates/Voting
- BOE Retreat/Goal Setting/Evaluation

December
- Schedule Superintendent Evaluation

January
- Superintendent Evaluation/Contract
- Notice Items for Negotiations
- Elect Board Negotiations Team
- Handbooks

February
- Report of Admin. Evaluations
- Extension of Admin. Contracts
- Handbooks

March
- School Calendar Proposals
- Curriculum Proposals
- Handbooks

April
- Teacher Non-renewal discussion
- Capital Outlay Lists
- Personnel Plan
- Star Polisher Awards
- Handbooks
- Proclamation for Appreciation

May
- Handbooks
- Summer Work Requests
- Graduations/Promotions
- Retiree Reception
- Review ASA Contract

June
- Handbooks
- Set Budget Meeting Date and Time

Yearly Activities:
- Joint BOE/City Meeting (a 5th Monday)
- Crisis / Safety Report
- Drug Prevention Report
- Joint BOE/StuCo Meeting
- Audit Report to Board
- KASB State Convention
- KASB Spring & Fall Regional Mtgs

On Going:
- Policy Review (monthly)
- Advertising Revenue (monthly)

9.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section