REGULAR MEETING USD # 261 - BOARD ROOM
CENTRAL OFFICE 1745 W.GRAND AVE, HAYSVILLE, KANSAS
October 17, 2011 – 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.
  Andrew Cookson
- 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 Auditor's Report (Mike Lowry)
- 5.2 Strategic Plan Update
- 5.3 Homeland School Safety Report
- 5.4 Drug Prevention Report

6.0 FIRST READINGS
- 6.1 Policy Review
  IFBDA-Professional Libraries
  IFBH-Outside Speakers
  IFBH-R-Outside Speakers
  IFC-Community Resources
  IFC-R-Community Resources
  BK Board Self-Evaluation
- 6.2 Bus Specifications
- 6.3 Bids for CHS Building 'A' Renovation
- 6.4 Learning Facilitator Job Description

7.0 ACTION ITEMS
- 7.1 Policy Approval
  IF - Textbooks, Instructional Materials and Media Centers
  IF-R - Textbooks, Instructional Materials and Media Centers
  IFAB – Supplementary Materials Selection and Adoption
  IFB – Instructional Services
  IFBC – Instructional Materials Centers
- 7.2 Schools for Fair Funding Dues
- 7.3 International Baccalaureate

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

BOARD OF EDUCATION MEETING U.S.D. # 261
BOARD ROOM - CENTRAL OFFICE - 1745 WEST GRAND
HAYSVILLE, KANSAS
September 19, 2011 -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.
Six Board members were present.

MEMBERS PRESENT	OTHERS PRESENT
Glenn Crum	Dr. John Burke, Superintendent of Schools
Susan Walston	Dr. Perry McCabe, Assistant Superintendent of Business and Finance
Forrest Hummel	Clint Schutte, Assistant to the Asst. Supt. of Business and Finance
Emily Davis	Debbie Coleman, Clerk of the Board
Barb Walters	Teresa Tosh, Assistant Superintendent of Learning Services
Regina Schutt	Dr. Michael Clagg, Asst. Supt. of Personnel
	Liz Hames, Coordinator of Community Relations
	Becky Cezar, Director of Special Services
	Dr. Mike Maurer, H.M.S. Principal
	Ildo Martins, H.W.M.S. Principal
	Myron Regier, Campus High School Principal
	Joe Sailors, Campus High School Assistant Principal
	David Herbert, Director of Information Services
	Brian Howard, Rex Elementary Principal
	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 informed Board members that the Colt bus would be available for them to ride on during the Campus High School Home Coming Parade.
- Susan thanked Liz Hames for the photo sheet containing new staff members.
- Susan suggested the Board set a date to meet for a retreat to discuss the Board self and 360 degree evaluations, and to meet with Donna Whiteman from KASB.
  MOTION to schedule the Board Retreat on October 10, 2011, from 5:30 p.m. to 9:00 p.m., at the Learning Center. The purpose of discussion will be Board self and 360 degree evaluations and Board training by Donna Whiteman from KASB.
  (Walston / Walters) Motion carried 6-0.
- Ms. Walston asked if the Board would like to meet with Student Council. It was the consensus of the Board to schedule a meeting with Student Council before school.
- Susan informed the Board about two School Finance training meetings for BOE members. The first training will be on September 29th in Topeka and the second will be on October 29th in Wichita.
- Ms. Walston attended training on the Legal Responsibilities of Board Members.
- Susan presented Dr. Perry McCabe with a distinguished service plaque from the Board of Education. Dr. McCabe has been the Assistant Superintendent of Business and Finance for USD 261 for the past 10 years and will be retiring in October.

1.4 Superintendent's Announcements

- Dr. Burke presented Susan Walston with an Honor Roll Level I Certificate for the Boardsmanship Academy training seminars.

1.5 New and Good

Dr. Burke:

- Attended the Kansas Teacher of the Year (KTOY) regional banquet. USD 261 has two teachers that are in the running for KTOY; Kelyn Draut for secondary level and Laura Rowley for elementary level. Laura Rowley moved up to the next level of competition.
- Campus student Bryant Keirns competed in a 5-K Run and sat a new school record.

Barb Walters:

- Dr. Burke was the speaker at the Haysville Chamber luncheon.

Dr. Burke:

- The Haysville Chamber is having a golf tournament on Tuesday, September 20th and several school district employees will be playing.

1.6 Approve / Amend Agenda

MOTION to approve the agenda as presented.
(Hummel / Crum) Motion carried 6-0.

2.0 DISTRICT PATRON/PERSONNEL TIME

2.1 Hearing of Scheduled District Patrons/District Personnel

None

2.2 Remarks/Comments from District Visitors

None

3.0 CONSENT AGENDA

3.1 Previous Minutes
3.2 Routine Personnel
3.3 Gifts and Grants
3.4 HMS and HWMS Dismissal Requests
3.5 Resolution
3.6 TAPS: Elementary After School Program
3.7 Youth Friends Agreement

An additional Routine Personnel item was placed at each Board member's seat.
MOTION to approve the consent agenda as presented.
(Crum / Hummel) Motion carried 6-0.

4.0 TREASURER'S REPORT / BILLS

Dr. Perry McCabe presented information to the Board regarding the Treasurer's Report and Bills.
Greg Fenster reviewed the report and discussed the bills.
MOTION to approve the Treasurer's report and bills as presented.
(Crum / Schutte) Motion carried 5-1. Emily Davis voting no.

5.0 REPORTS – Focus on Learning

5.1 Classroom Numbers

Dr. Burke reviewed classroom numbers as of September 9th with the Board. The official headcount will be taken on September 20th.

5.2 Carl Hall Family Sports Complex (No Documentation)

Dr. Burke informed the Board that the Haysville Baseball and Softball Association would like to have new lights on some of the fields at the Carl Hall Family Sports Complex. Dr. Burke stated that the money donated by the Extreme Home Makeover group will go toward replacing the lights.

5.3 Administrators Attending School during Working Hours (No Documentation)
Dr. Burke discussed the issue of District administrators attending school during working hours with the Board.

6.0 FIRST READINGS

***6.4 QZAB Bonds**

Clint Schutte and Dr. Perry McCabe presented information to the Board regarding QZAB Bonds.
MOTION to approve using the remaining $1.1 million dollars of QZAB bonds for additional district projects as presented.
(Crum / Schutt) Motion carried 5-1. Emily Davis voting no.

Forrest Hummel left the Board room at 7:34 p.m. Mr. Hummel returned to the Board room at 7:35 p.m.

6.1 Policy Review
IF - Textbooks, Instructional Materials and Media Centers
IF-R - Textbooks, Instructional Materials and Media Centers
IFAB – Supplementary Materials Selection and Adoption
IFB – Instructional Services
IFBC – Instructional Materials Centers
This was a first reading with no action required from the Board.

6.2 2011-2012 Rehired-Retired Teacher Work Agreement
Dr. Michael Clagg presented information to the Board on the 2011-2012 Rehired-Retired Teacher Work Agreement.
MOTION to approve the 2011-2012 Rehired-Retired Teacher Work Agreement as presented.
(Crum / Hummel) Motion carried 6-0.

6.3 International Baccalaureate
Campus High Assistant Principal Joe Sailors, Campus teachers: Ryan Painter, Lisa Wehkamp, Tina Foster, Jim Stenhholm, Casey Meier, Katie Smithhisler, Bill Roudybush, Regina Miller, Christi Robert, Martha Brohammer, Caylene Burns, Mandy Moree, Cathy Voss, Kelly Owens, Campus students Olyvia Crum, Sage Robert, Rayha Robert, Jerimiah Robert, and Jace Robert, and Hutchinson IB Coordinator Todd Ray presented information to the Board regarding the proposed International Baccalaureate program.

Susan Walston declared a 5-minute break from 9:05 p.m. to 9:10 p.m.
The Board returned to the Board table at 9:10 p.m. with six members present.

MOTION to approve paying $10,000.00 for the I.B. Program.
(Hummel / Crum) Motion carried 4-2. Emily Davis and Barb Walters voting no.

***6.4 QZAB Bonds – Presented just before 6.1**

7.0 ACTION ITEMS

7.1 IBB Representatives and Alternate
Clint Schutte asked the Board to appoint IBB Representatives and an Alternate to serve on the IBB team.
MOTION to appoint Glenn Crum and Susan Walston as the IBB Representatives from the Board.
(Walters / Schutt) Motion carried 6-0.

7.2 IBB Training
Clint Schutte informed the Board that IBB Training will be held on October 12th from 8:30 a.m. until 3:30 p.m. in the Learning Center.

8.0 DISCUSSION/REPORT ITEMS

8.1 Schools for Fair Funding Report

Dr. McCabe informed the Board the next Schools for Fair Funding meeting will be held on October 14th.

8.2 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Schools for Fair Funding
- Food Service – When this discussion takes place the Board would like to have a Special Meeting
- Capital Outlay Items/Bids
- Curriculum Proposals
- Homeland School Safety Report

8.3 Board Calendar

No changes

10.0 EXECUTIVE SESSION – No Executive Session Needed

11.0 ADJOURNMENT

Meeting adjourned at 9:28 p.m.

_____

Susan Walston, Board of Education President

_____

Debra M. Coleman, Board of Education Clerk

3.2 Routine Personnel

No supporting documentation.

End of Section

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: October 7, 2011

To Whom It May Concern:

Our school received a donation check from VFW Ladies Auxiliary for the amount of $100.00 on October 7, 2011 . We are requesting approval of acceptance of this check.

Thank You,

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

NELSON ELEMENTARY

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

Thursday, October 6, 2011

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

We would respectfully request that we accept a recent gift from the V.F.W. AUX. 6957 for needy students. We were presented with a check dated 10-05-2011 for the amount of $100.00. The check is number 1044. 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
UNIFIED SCHOOL DISTRICT 261
The excitement in education

Freeman Elementary School
316-554-2265
Fax # 316-554-2295
7303 South Meridian
Haysville, Kansas 67060

Andi Williams
Principal

Dear USD 261 Board of Education,

October 6, 2011

Recently, The Ladies Auxiliary to the V.F.W. Post 6957 donated $100 to each of the six elementary schools to help ensure that all students have what they need to begin the school year and continue their education. I'd ask that you approve this donation for such.

The staff and students at Freeman Elementary send their thanks and gratitude to the Ladies Auxiliary for this generous offer. We intend to use the funds toward our bully prevention efforts.

Regards to Education,

Andi Williams

Andi Williams, Principal

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: September 30, 2011

To Whom It May Concern:

Our school received a fundraiser check from Sonic for the amount of $92.26 on September 30, 2011. We are requesting approval of acceptance of this check.

Thank You,

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

HAYSVILLE USD #261

RESOLUTION#: 4

DATED: 10/17/2011

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

PAYROLL

DATE _____ DIRECT DEPOSIT _____ Ck# _____ Email _____ _____

_____ _____

_____ _____

ACCOUNTS PAYABLE

DATE				
9/16/2011	Manuals	100592-100604		19,736.22
9/20/2011	Manuals	100605-100607		1,878.05
9/20/2011	Manuals	100608		200.00
9/22/2011	Manuals	100609-100621		18,307.32
9/29/2011	Manuals	100622		160.00
9/30/2011	Manuals	100623-100636		20,589.06
10/17/2011	Cks			966,519.73
	Void Ck			(6,963.59)
			TOTAL REGISTER:	1,020,426.79

SUBMITTED BY: _____
TREASURER

APPROVED BY: _____
BOARD PRESIDENT

ATTESTED BY: _____
BOARD CLERK

Cash Summary Report

ALL Data

Date Range: 09/01/2011 thru 09/30/2011

Arranged by:
Fund ID

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
02	GENERAL FUND							
	1,293,575.53	2,093,560.02	-2,274,898.79	0.00	1,112,236.76	-495,425.10	-15,876.76	600,934.90
03	SUPPLEMENTAL GENERAL							
	418,601.16	261,288.80	-257,504.41	0.00	422,385.55	-582,877.73	-533.64	-161,025.82
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)							
	410,453.42	0.00	-30,542.82	0.00	379,910.60	-194.60	0.00	379,716.00
13	AT RISK (K-12)							
	1,163,642.46	-280.00	-192,173.24	0.00	971,189.22	-3,183.84	0.00	968,005.38
14	BILINGUAL FUND							
	166,945.49	0.00	-14,944.61	0.00	152,000.88	-201.79	0.00	151,799.09
16	CAPITAL OUTLAY							
	3,571,458.84	70,663.40	-205,798.07	0.00	3,436,324.17	-307,664.16	-3,897.00	3,124,763.01
19	DRIVER EDUCATION							
	335,110.91	-50.00	0.00	-198.00	334,862.91	0.00	0.00	334,862.91
20	TITLE I - LOW INCOME/01							
	28,419.68	0.00	-55,698.59	0.00	-27,278.91	-10,056.85	0.00	-37,335.76
23	TITLE II - A TEACHER QUALITY							
	34,668.80	10,000.00	-14,939.58	0.00	29,729.22	-41,031.26	0.00	-11,302.04
24	TITLE II - D ED. TECH							
	1,374.00	0.00	-1,331.95	0.00	42.05	-36.00	0.00	6.05
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							
	349,859.05	0.00	-20,102.66	0.00	329,756.39	0.00	0.00	329,756.39
34	VOCATIONAL EDUCATION							
	615,874.56	0.00	-38,885.58	0.00	576,988.98	-9,952.84	0.00	567,036.14
36	TITLE III							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	EDUCATION FOR HOMELESS							
	40.00	0.00	-1,095.27	0.00	-1,055.27	-1,441.60	0.00	-2,496.87
40	TITLE I - SCHOOL IMPROVEMENT							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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							
	-2,198.87	9,800.00	-24,027.89	0.00	-16,426.76	-13,972.65	0.00	-30,399.41

Cash Summary Report

ALL Data

Date Range: 09/01/2011 thru 09/30/2011

Arranged by:
Fund ID

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
43	**BOND AND INTEREST**							
	2,778,633.62	145,710.47	0.00	0.00	2,924,344.09	0.00	0.00	2,924,344.09
45	**MENTORING GRANT**							
	-4,768.92	78,000.00	-26,674.96	0.00	46,556.12	-45,000.00	0.00	1,556.12
46	**TITLE I -- ARRA**							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47	**ECC STATE GRANT**							
	-160.53	0.00	-2,471.07	0.00	-2,631.60	-486.73	0.00	-3,118.33
50	**LEARNING BY DESIGN**							
	4,167.21	0.00	-4,167.21	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**							
	29,242.47	0.00	0.00	0.00	29,242.47	0.00	0.00	29,242.47
54	**ALL DAY KINDERGARTEN**							
	15,500.00	6,875.00	-4,252.64	0.00	18,122.36	0.00	0.00	18,122.36
55	**TEXTBK/STUDENT MAT'L REVOLVING**							
	1,137,701.93	8,819.82	-576,287.38	0.00	570,234.37	-116,588.35	0.00	453,646.02
57	**PARENT EDUCATION**							
	106,397.02	0.00	-19,611.93	0.00	86,785.09	-448.51	0.00	86,336.58
70	**SPECIAL EDUCATION**							
	2,558,178.21	2,899.26	-602,846.06	0.00	1,958,231.41	-19,866.81	-195.95	1,938,168.65
88	**CARL PERKINS IMPROV.GRANT**							
	391.18	0.00	-487.95	0.00	-96.77	-4,435.44	-185.03	-4,717.24
90	**FOOD SERVICE**							
	1,447,731.63	197,173.58	-206,491.06	0.00	1,438,414.15	-131,902.66	-1,220.18	1,305,291.31
95	**PAYROLL CLEARING ACCT**							
	-176.00	29,070.46	-13,903.03	0.00	14,991.43	0.00	0.00	14,991.43
Report Totals:	**19,498,255.40**	**2,913,530.81**	**-4,589,136.75**	**-198.00**	**17,822,451.46**	**-1,784,766.92**	**-21,908.56**	**16,015,775.98**

HAYSVILLE USD #261

CASH BALANCES

September 30, 2011

NEGATIVE UNENCUMBERED CASH BALANCES:

03	SUPPLEMENTAL GENERAL FUND.....	Awaiting State Funds
20	TITLE I – LOW INCOME.....	Awaiting Fed Funds
23	TITLE II – A TEACHER QUALITY.....	Awaiting Fed Funds
39	EDUCTION FOR HOMELESS.....	Awaiting Fed Funds
42	21st CENTURY COMMUNITY LEANING	Awaiting Fed Funds
47	ECC STATE GRANT.....	Awaiting State Funds
88	CARL PERKINS IMPROV. GRANT.....	Awaiting Fed Funds

Bank Statement Reconciliation Summary

1.	Statement Balance	358,119.67
2.	- Outstanding Checks	403,168.21
3.	+ Outstanding Receipts/Adj.	9,500.00
4.	Total	-35,548.54
5.	+ Investments	17,858,000.00
6.	Book Balance	17,822,451.46

Bank Balance
17,822,451.46 General Ledger Balance

-0-

HAYSVILLE USD #261

INTRUST BANK, N.A.

CHECKING ACCOUNT

September 30, 2011

BALANCE PER BANK STATEMENT:	
08/31/11 Statement Balance.....	357,619.12
Deposits.....	2,917,038.75
Withdrawals.....	4,259,130.17
09/30/11 Statement Balance.....	358,119.67
OUTSTANDING CHECKS-INTRUST BANK.....	403,168.21
PETTY CASH ACCOUNTS.....	9,500.00
INVESTMENTS	
Regular Repurchase Account.....	17,858,000.00
ADJUSTMENTS	-0-
GENERAL LEDGER BALANCE 09/30/11..... .	17,822,451.46

TRANSFERS

Account	Description	Published Budget	Disbursed YTD	Account
02 GENERAL FUND				
				02 GENERAL FUND
02-00-5200-940	Transfer To Driver	41,206.00	0.00	02-00-5200-940
02-00-5200-938	Transfer To Capital	0.00	0.00	02-00-5200-938
02-00-5200-951	Transfer To Technology	0.00	0.00	02-00-5200-951
02-00-5200-949	Transfer To Summer	0.00	0.00	02-00-5200-949
02-00-5200-946	Transfer To Inservice	0.00	0.00	02-00-5200-946
02-00-5200-952	Transfer To	0.00	0.00	02-00-5200-952
02-00-5200-950	Transfer To Special	4,059,950.00	0.00	02-00-5200-950
02-00-5200-954	Transfer To Vocational	100,000.00	0.00	02-00-5200-954
02-00-5200-944	Transfer To Food	0.00	0.00	02-00-5200-944
02-00-5200-936	Transfer To Bilingual	0.00	0.00	02-00-5200-936
02-00-5200-948	Transfer To Parent Ed	0.00	0.00	02-00-5200-948
02-00-5200-932	Transfer To Adult Ed	0.00	0.00	02-00-5200-932
02-00-5200-972	Transfer To Contingency	0.00	0.00	02-00-5200-972
02-00-5200-978	Transfer to At Risk	2,000,000.00	0.00	02-00-5200-978
02-00-5200-976	Transfer to At Risk (4	200,000.00	0.00	02-00-5200-976
02-00-5200-974	Transfer to Textbook	100,000.00	0.00	02-00-5200-974
02-00-5200-937	Transfer to Virtual	150,000.00	0.00	02-00-5200-937
02 GENERAL FUND		6,651,156.00	0.00	**02 GENERAL FUND**
03 SUPPLEMENTAL GENERAL				
				03 SUPPLEMENTAL GENERAL
03-00-5200-946	Transfer To Inservice	100,000.00	0.00	03-00-5200-946
03-00-5200-948	Transfer To Parent Ed	90,000.00	0.00	03-00-5200-948
03-00-5200-949	Transfer To Summer	0.00	0.00	03-00-5200-949
03-00-5200-936	Transfer To Bilingual	150,000.00	0.00	03-00-5200-936
03-00-5200-940	Transfer To Driver Ed	100,000.00	0.00	03-00-5200-940
03-00-5200-943	Transfer To Extra	0.00	0.00	03-00-5200-943
03-00-5200-944	Transfer To Food	0.00	0.00	03-00-5200-944
03-00-5200-950	Transfer To Special Ed	2,346,361.00	0.00	03-00-5200-950
03-00-5200-951	Transfer To Technology	0.00	0.00	03-00-5200-951
03-00-5200-952	Transfer To Transp	0.00	0.00	03-00-5200-952
03-00-5200-954	Transfer To Vocational	500,000.00	0.00	03-00-5200-954
03-00-5200-934	Transfer to Adult Suppl	0.00	0.00	03-00-5200-934
03-00-5200-974	Transfer to Textbook &	0.00	0.00	03-00-5200-974
03-00-5200-976	Transfer to At Risk (4	200,000.00	0.00	03-00-5200-976
03-00-5200-978	Transfer to At Risk	2,000,000.00	0.00	03-00-5200-978
03 SUPPLEMENTAL GENERAL		5,486,361.00	0.00	**03 SUPPLEMENTAL GENERAL**
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	0.00	

4.0 TREASURER'S REPORT / BILLS

See Supporting Documentation in PDF

End of Section

5.0 REPORTS – Focus on Learning

No supporting documentation.

End of Section

6.0 FIRST READINGS

No supporting documentation.

End of Section

10-17-11 BOE Policies

Board Policies	Administrative Recommendation
IFBDA Professional Libraries	No Changes
IFBH Outside Speakers	No Changes
IFBH-R Outside Speakers	No Changes
IFC Community Resources	No Changes
IFC-R Community Resources	No Changes
BK Board Self-Evaluation	No Changes

IFBDA Professional Libraries IFBDA
A professional library will be maintained in each school's library. A professional library may also be maintained in the district offices.
BOE Approved: July 7, 2003

IFBH Outside Speakers (See IKB) IFBH
With administrative approval, outside speakers may be invited to meet with groups of students as part of the educational process.
The board shall establish rules governing the selection and behavior of outside speakers.
BOE Approved: July 7, 2003

IFBH-R Outside Speakers IFBH-R
Outside speakers should be selected so that various points of view are presented.
Speakers shall be informed of this policy and its rules when they are invited to make a presentation.
Language cannot be used that calls for students to be disruptive.
The teacher/sponsor or any member of the school administration may interrupt or suspend any proceedings if the speaker is not abiding by these regulations.
With prior board approval an honorarium may be paid to outside speakers.
BOE Approved: July 7, 2003

IFC Community Resources IFC
The use of community resources is encouraged where legitimate educational objectives may be advanced.
School Volunteers (See KFD)
BOE Approved: July 7, 2003

IFC-R Community Resources IFC-R
The certified staff shall maintain a list of suitable community resources, which may be utilized for field trips and other excursions.
BOE Approved: July 7, 2003

BK Board Self-Evaluation BK
The board shall conduct an annual self-evaluation. Each board member shall use a self-evaluation instrument to appraise individual performance or the performance of the board as a whole. Results of these evaluations shall be discussed at least annually, and revised standards

and priorities shall be developed to guide the board's development in the coming year.
The board considers the following conditions crucial to self-evaluation:
1. Board members should be involved in developing the standards and process to be used. The standards may include, but not be limited to:

□ _educational leadership;

• _policy development;

□ _board member development and performance;

□ _relationships with the superintendent and other staff members;

□ _communications with the public;

□ _fiscal management;

□ _board meeting organization and committee performance;

□ _relations with cooperating agencies and other governmental organizations.

2. Evaluation shall be at a scheduled time and place with all {at least 6} board members present.
3. The evaluation shall be a composite of the individual board members' opinion.
4. The evaluation shall discuss strengths as well as areas needing improvement.

The evaluation results shall be discussed in detail, and the board shall formulate a series of objectives for the coming year. These objectives shall be stated in the form of behavioral change or productivity gains.
BOE Approved: July 7, 2003; BOE Reviewed and Approved: January 7, 2008

Specifications for a 2013 Blue Bird
Forward Engine School Bus Body/Chassis

1. Vehicle shall be new, 2013 year model transit design, built to 2003 FMVSS joint strength standards.
2. CHASSIS AND BODY ARE TO BE DESIGNED, ENGINEERED, AND BUILT IN U.S.A. BY ONE MANUFACTURER AS ONE COMPLETE AND INTEGRATED VEHICLE.
3. Vehicle capacity to be 72 passenger minimum.
4. Wheelbase will be 211 inches maximum.
5. Turning radius at curb not to exceed 31 feet.
6. Minimum body length to be 37 feet.

CHASSIS REQUIREMENTS

1. AIR CLEANER (Combustion)

Must be dry type with an appropriate restriction indicator monitoring air flow from the cleaner to the engine intake is required.

2. AIR INTAKE (Combustion)

The combustion air source for the engine must be located at front above coach floor level and protected from direct road spray for cleanest possible air.

3. ALTERNATOR

Must be 240 Amp Leece Neville, High-Output. **NO EXCEPTIONS.**

4. AXLES / SUSPENSION

Front

Must be Hendrickson steer axle w/fabricated box beam assembly, 14,600 lbs. capacity, Rated at 14,600 Lbs. Oil lubed wheel bearings. Hubcaps with window seal included. Must have 40-degree wheel turn angle – **NO EXCEPTIONS.**

Rear

Must be Meritor, 21,000 lbs. capacity single speed with 5.29 to 1 ratio. Synthetic oil lubed wheel bearings.

SHOCK ABSORBERS

Front and Rear

Heavy duty dual acting shocks (1 per side)

SPRINGS

Front

Must be 4" x 60", two-leaf parabolic taper springs. Maintenance free rubber bushings each end of spring & at shackle bracket. Softek, 14,600# at ground. One-inch spacer block between the front spring and the axle.

Rear

Must be 3"wide, 2-stage, variable rate, flat leaf springs (2), with total rated capacity of 21,000 lbs at the ground. Maintenance free, rubber bushed radius leaf to permit axle adjustment for dog tracking.

5. BATTERIES

Three group 31, 12V batteries, 2100 CCA (combined). 2/0 gauge battery cables are included.

6. BRAKING SYSTEM

Service

Both front and rear systems must have 15" diameter x 1.438" thick rotor "Meritor Quadraulic" hydraulic disc, ABS anti-lock brakes. Dual 70MM diameter, 4 pistons per caliper, self-adjusting design. Dustshields front and rear.

Emergency/Parking

Internal expanding, transmission mounted, 9" diameter x 3" wide. Mechanical operation with hand control application at driver's left.

7. BUMPERS

a. Smooth front bumper must be one-piece 1/4" thick steel plate. Front bumper must include step holes for cleaning windshield.
b. Rear bumper to be 12" after forming and have 14" wraparound at corners with double "A" frame bracing for greater rear impact resistance. Rear bumper must be one piece 3/16" thick smooth steel plate which includes die formed 90 degree top and bottom flanges.
c. Front and rear bumpers must be die-formed, 12" high, after forming, with 90° flanges, top and bottom.

8. CONTROLS

a. Electronic fast idle
b. Key type starter
c. Column mounted headlight dimmer
d. Hazard switch on steering wheel
e. Self canceling turn signal with indicator lights
f. Rheostat dimmer for driver instrument illumination
g. Dash mounted transmission shifter
h. Backlit rocker switches for all accessories must be mounted for easy access at driver's left below window.

9. COOLING SYSTEM

a. Charge air and down-flow radiator mounted in tandem at vehicle front.
b. A 25" dia. nylon cooling fan with nine blades equipped with a "Fully-On" or "Fully-Off" electromagnetic fan clutch driven by polyvee fan belt with spring loaded tensioner; fan controlled by Engine ECM.
c. Black rubber coolant hose with constant torque clamps to hold seals in place.
d. Transmission fluid cooled by 2100 BTU/Min. heat exchanger mounted external to radiator
e. Cool-Gard Coolant to provide anti-freeze protection to -34°F.

10. DRIVE LINE

Must be SPL 70 Series with protective guard around shaft with lubed for life components.

11. ENGINE

Cummins ISB-10 series 220 HP; 520 Ft. Lbs. Must include a 750W, minimum, internal engine block heater. Must include 15-gallon DEF tank mounted on the RH side between the wheels.

12. EXHAUST

4" O.D. 2-Ply stainless steel with catalytic converter, bellow flex style piping from engine turbo-charge to in line muffler. Stainless steel muffler. 5" O.D. 16 gauge aluminized steel tailpipe, exits ahead of rear axle, road side. Wide band exhaust clamps used at all joints.

13. FLOOR, DRIVER AREA

Must be raised 2", minimum, above floor, with .62" plywood with .19" ribbed rubber floor cover.

14. FRAME

Main Frame - Dual "C" channels, 9.63" high with 3" flanges made of .25 thick, 50,000 PSI steel, section Modulus = 10.1 in. cu.

Sub-Frame - Dual "C" channels, 9" high with 2 3/8" flanges made of .25 thick, 50,000 PSI steel, Section Modulus = 8.4 in. cu.

All permanent fixtures on frame are to be attached with hi-tensile strength "Huck-Spin" fasteners with swaged lock nuts. – **NO EXCEPTIONS**

Tapered rails are **not** acceptable – **any deviation from this specification will result in the rejection of your bid.**

15. FUEL SYSTEM

Must be 100 gallon capacity, minimum, aluminized steel, safety tank mounted between frame rails. Includes a sender inspection plate and right hand fill opening with spring loaded, locking door.

Primary fuel filter/water separator must be Racor 490R30, rated @ 90 GPH, 30 Micron filter.

Fuel pump must be mounted on engine.

16. HORN

Electrical dual with non-glare horn button emblem.

17. INSTRUMENTS

a. Electronic speedometer/odometer with seven digits, with trip odometer
b. Fuel level gauge
c. Voltmeter
d. Oil Pressure gauge
e. Low coolant warning light
f. Tachometer with built in hour meter
g. Dash mounted digital clock
h. Coolant temperature gauge
i. Cruise Control
j. High temp./low oil pressure engine warning buzzer.
k. Ammeter

18. STEERING

Must be TRW THP-60 with gear driven hydraulic pump.

Tilt telescoping steering column with 18" diameter, two-spoke, padded steering wheel.

19. TIRES

Michelin tubeless radial tires 275/80R – 22.5LRG XZE2 highway tread.

20. TOW HOOKS

Two front and two rear, tow hooks must be frame mounted.

21. TRANSMISSION

Allison PTS 2500 Series transmission, 5 Forward speeds, and 1 reverse. Transmission fluid must be synthetic.

22. WHEELS

Hub-piloted steel 10 stud disc wheels, single front, dual rear, 22.5 x 8.25 rims.

BODY REQUIREMENTS

1. ACCESS PANELS

Interior

Hinged access door on engine hood for access for routine daily engine inspection & service.

Exterior

Electrical Terminal: 27" x 16" hinged door located exterior below driver's windows for access to body electrical junction, terminals and circuit breakers. Door must have retainer to hold in open position. Front Grill: Hinged downward for service access to fill and sight glass

Right Front: 19" x 15 1/2" hinged door to permit access to heater air intake screen, air restriction indicator, windshield washer reservoir and wiper motor.

Left Front: 19" x 15 1/2" hinged door to permit access to power steering reservoir and wiper motor. All access panels must include keyed, locked latches.

2. AIR INTAKE

Heater intake must be on right front below the windshield level is electrically controlled. Driver fresh air must be located on the left side by the driver's feet.

3. COMPARTMENTS

Battery

Enclosed sliding tray 231/2" x 15 1/2" with locking hinged door.

Glove Box

An 11" x 6 1/2" door above windshield on right side with door and latch must be provided for driver storage.

4. CONSTRUCTION

a. ALL RIVETED BODY CONSTRUCTION. THIS UNIT MUST MEET 2003 FMVSS JOINT STRENGTH REQUIREMENTS.

b. Rubber isolators to be located between body and chassis in front cowl area and rear body tie-down area – **any deviation from this specification will result in the rejection of your bid.**

c. Body sheet metal must be fastened with buck rivets on exterior and pull rivets on interior side and ceiling panels. Roof sheets must also be riveted to each and every roof bow. Roof sheets riveted only where seamed are not acceptable to our district. SHEET METAL SCREWS NOT ACCEPTABLE – **any deviation from this specification will result in the rejection of your bid.**

d. Roof sheets must lay vertical (window top to window top) and be one-piece, double lapped and secured with two rows of rivets for maximum strength. Formed rain visors, embossed in roof panels are REQUIRED by the district – **any deviation from this specification will result in the rejection of your bid.**

e. One-piece, 14 gauge hat-shaped roof bows, without welds, from floor overhead to floor on other side must be used. Bows must not extend past floor on either side of bus – **any deviation from this specification will result in rejection of your bid.**
f. A minimum of (4) protective 16-gauge steel rub rails, including snow rail on bottom must be used. These rails must be RIVETED to structural bows and side panels with buck rivets. **Sheet metal screws NOT acceptable.**
g. Zinc coated body panels (roof, inner sides, headlining)
h. All body parts must be thoroughly rust-proofed after fabrication and before assembly.
i. Body must be fully undercoated before mounting to the chassis
j. Outside side panels must be constructed of 20 gauge fluted steel. Side panels must extend from below the side windows to a distance of 19 3/4" below the floor.
k. A removable 18-gauge steel front upper inner panel must be installed to allow access to the front roof cap area. A removable 20-gauge steel rear upper inner panel must be installed to allow access to the rear roof cap area. Removable composite wire moldings, right and left must be installed to allow access to body wiring harnesses. Textured aluminized fully hemmed steel inside side panels.
l. A steel kick panel must also be installed in driver's area side walls.

5. DEFROSTER

Sufficient defroster warm air outlets/snorkels must be provided to keep windshield and driver's window, free of fog, snow, and ice.

6. DOORS

Emergency

Rear center emergency door with 37.7" wide x 52.5" high opening. Latching mechanism includes a single-point bar lock. Door includes upper and lower tempered green tinted safety glass.

A 5" fire-block upholstered header pad is to be included along with a telescopic prop support attached to the top inside of the emergency door to hold it open at approx. 95°.

A Slide-bolt security latch with an audible alarm must also be included to warn the driver if the lock is activated after the engine is running.

Entrance

Entrance door must be ball bearing suspended, outward opening, two-panel door and seal against outside edge of lower step when door is shut. Include a heavy duty chrome-plated control with an automatic latching device built into the handle for holding the door closed. Door must be laminated green tinted glass and include a manual lock, locking mechanism built into the forward outward opening door assembly. Vandal lock must be included. A 4" fire-block upholstered header pad over the interior of the entrance door along with a stainless steel assist rail at the rear of the stepwell.

7. ELECTRICAL

Power Socket Accessory with Cap must be provided. This socket must provide 12-volt power for connecting electrical accessories such as cellular phones, CB radios, etc.

8. FENDERS

Front and Rear fenders, black rubber

9. FLOOR

a. 3/16" thick ribbed **tan** rubber in aisles and at entrance aisle area. Aluminum aisle trim over joint in floor covering, full length of body
b. 1/8" Smooth **tan** rubber. Cove molding at wall is to be galvanized steel.

c. Front and rear molded black smooth rubber wheelhousing. Galvanized steel wheelhouse trim.
d. 5/8" treated plywood sub floor, attached with screws.

10. HEADROOM

Full 74", over floor covering and 5/8" plywood sub floor, measured at center aisle.

11. HEATER/DEFROSTER

a. 90K BTU front system with continuous defroster duct under windshield and driver window.
b. 6" fan mounted to wire molding, located in the upper left, above driver's window.
   6" fan mounted to windshield header, center of body.
c. 12K BTU driver heater at left under driver seat, single speed fan
d. 80K BTU, underseat, mid-ship minimum. Dual fans with separate 2-speed motors (must have washable filters)
e. 80K BTU, rear underseat minimum. Dual fans with separate 2-speed motors (must have washable filters)
f. Heater water booster pump must also be installed
g. Dual ball type heater cut-off valves must be provided to isolate heater system from engine / radiator.
h. Manual ball type water flow control valve on heater next to driver must be provided, for temperature control.
i. Goodyear Hi-Miler heater hose with constant torque clamps at all joints. Includes all heater hoses and hose clamps within the body heater system.
j. Electrically controlled water regulating valve.

12. INSULATION

The roof front and rear (including corners & roof bows) are to be insulated with 1 1/2" thick fiberglass providing an "R" Value of 5.75. Sides are insolated with 1 1/2"" thick high density mineral wool. Fiberglass insulation in sidewalls will result in rejection of your bid.

Sound deadening and vibration reducing material must be sprayed on unexposed surface of interior and exterior roof panels.

Perforated acoustic headlining panels spanning the entire length of the bus.
Polyester insulation in the roof, fiberglass in the bow cavities.

13. LETTERING

a. School district side lettering as furnished by our district (5 inches).
   HAYSVILLE UNIFIED SCHOOL DISTRICT 261
b. Bus number to be applied as furnished by our district. _____
   Locations: Both sides, LH rear and front of bus

14. LIGHTS

a. Warning System - **LED** 8 light non-sequential system with dual hoods. – **No deviation from hooded.**
b. Headlights - Four rectangular, Halogen single-sealed beam.
c. Daytime Running - Head lamps, tail, license plate, clearance & marker lights
d. Dome - Two rows equally spaced at center over aisle, two switches, left and right with a separate switch for the rearmost 2 lights. Driver's dome light to be activated with separate switch.

e. **LED** Stop and Tail - Two combination lights, 4" right and left rear license panel in combination with 7" stop and tail lights with clear red lens. activated when engine is running.
f. **LED** Directional - two 7" front amber and two 7" amber mounted on rear. Side Directional – Amber sealed shock mounted, side directional mounted at front belt line area.
g. **LED** Back-Up - two 4" clear right and left rear.
h. **LED** stepwell light to operate with ID lights when entrance door is open.
i. **LED** exterior landing light by entrance door.
j. **LED** Clearance - two amber front and two red rear single, with shields.
k. **LED** Side Marker - Amber right and left intermediate side marker lights.
l. **LED** Cluster - three amber front and three red rear with shields.
m. White flashing roof strobe mounted approx. 4' from rear. (required)
n. 100 amp solenoid to control body electrical circuits.

15. MIRRORS

Exterior

All exterior mirrors are to be remote control and heated. Heat to be controlled by an on/off switch.

Crossview

Rosco "Mini-Hawkeye" crossview mirror system with tinted upper portion to reduce glare supported by a center mounting post with ball stud mounted, on both LH and RH sides of the bus. The mirror mounting posts must be attached to the front cowls, and feature a breakaway pivot to reduce damage in the event of accidental contact – **any deviation from this specification will result in the rejection of your bid.**

Rearview

Rosco "Avia" rearview mirror system. The Rearview mirror system must be comprised of a 74 sq. in. flat and a 38 sq. in. convex, 36" radius, on both RH an LH sides. The rearview mirrors on both RH and LH sides must feature a spring breakaway indexed pivot and be adjustable without tools – **any deviations from these specifications will result in the rejection of your bid.**

Interior

10" x 30" with clear safety glass with padded edges.

16. MUD FLAPS

Required front and rear mud flaps

17. PAINT

Exterior

National school bus yellow with black trim and black bumpers. OEM, heat cured, polyurethane. Roof to be painted white.

Interior

Astro White, hot sprayed-on baked enamel, except aluminized inner side panels.

18. RADIO

AM/FM/PA/CD with 8 deluxe speaker system.

19. REFLECTORS

a. Two 3" red mounted on side of body near rear installed with screws.
b. Two 3" red, mounted on rear of body installed with screws.

c. Two 3" amber right and left intermediate side reflectors installed with screws.
d. Two 3" amber mounted on side of body near front installed with screws.

20. REFLECTIVE TAPE

a. 3M Diamond Grade tape one-inch minimum width strip must surround each emergency exit, 1 3/4" wide rear structure, and 2" wide strip on each side of unit at approximately floor level.
b. 3M Diamond Grade tape front and rear roof cap, with black 8" "SCHOOL BUS" lettering.

21. SAFETY EQUIPMENT

a. Fire extinguisher – 5lb. Dry with hose
b. 24 unit standard first aid kit
c. Triangular warning devices – floor mounted
d. Body fluid clean up kit
e. Reverse activated back up alarm
f. Locking toolbox with lid
g. Roof vent/hatches, two (2), must be installed in body roof, with buzzer to driver's area. Transpec "Triple Value".

22. SEATS

a. Driver's

National NS 2000 air-ride driver's seat with dedicated compressor. This seat has 7.5" height adjustment, 7" fore and aft seat slides, recline angle infinitely adjustable, two position front cushion, mechanical lumbar adjustment.

b. Upholstery

All Passenger seats and barriers must have burgundy fire-block upholstery.

c. Passenger seats

First seat on the RH side must be a C.E. White Child Restraint seat. All remaining passenger seats frames must be seatbelt ready and deluxe, fully padded safety back school bus seats, Department of Education approved. Protective barriers must also be installed forward of the front seats. All seats/barriers to be installed with bolts – **No deviation from bolted seats.**

23. STEPWELL

Stainless steel step treads with white abrasive stripe inserted and bonded into a recessed area. 3" white rubber wear plate is located at the floor level step of the entrance door. Stepwell design must be designed to National standards 1990.

24. STOP ARM

Specialty Solid State electric operated high intensity reflective octagonal stop arm, red with 6" high lettering on both sides. Includes red LED STROBE lights over and under the word "STOP" on both sides.

25. SUN VISOR

Transparent dark green tint 6.5" x 30" smooth edge plastic, located in front of driver.

26. SWITCH PANEL

Mounted on left of driver with rocker-type, illuminated switches for electrical equipment. Brightness of illumination must be controlled by an additional rheostat switch.

27. VENTILATION

Static non-closing type in front roof.

28. WINDOWS

Driver's

Double sliding aluminum sash with security fastener for locking both sashes, tempered, tinted safety glass.

Side

9" split sash, tempered-tinted glass in aluminum frame, provides 9" opening when lowered. Push out windows each side, 2RH/2LH, with buzzer to driver's area.

Rear Vision

Tempered - tinted.

29. WINDSHIELD

Two-piece curved tinted and shaded safety plate glass. Grip handles mounted on both sides, right and left cowls, to facilitate cleaning of the windshield.

30. WINDSHIELD/WIPERS

Electric, intermittent single switch, wet arm wipers. Bottom mounted with non-glare arms and blades. Electric windshield washer with hard plastic 6-quart capacity reservoir located behind RH access door, washer outlets mounted on wiper arms.

31. WIRING

Colored and continuously number coded in composite molding on top of side windows for access to harness without removing window. Body wiring protected by automatic resetting circuit breakers.

32. LUGGAGE

Luggage compartments built into body sidewalls with locking doors, minimum capacity to be 61.4 cu. ft.

33. TRAINING

Successful bidder must provide mechanical training/service school pertaining to the bus being Quoted within 30 miles of the district. Service school must be offered biannually at a minimum, and consist of approximately 14 hours of classroom instruction.

34. WARRANTY

Base warranty for the unit being bid must be for 3 years/unlimited mileage, and cover all body/chassis components, workmanship, and materials.

35. AUXILARY HEATER

Wabasto Scholastic series 45,000 BTU auxiliary heater with 7 day timer installed in a fully enclosed compartment.

PLEASE NOTE: These specifications represent the minimum specifications acceptable to the district. Any deviation here to must be specifically identified and described on an attached sheet. Failure to do so will result in the rejection of your bid and/or your product for reason of non-compliance with our invitation.

IMPORTANT: Bidder must include with his bid a list of fifteen (15) Kansas School districts that have taken delivery of the same model of bus as bidder is now offering to the distict. SAME MODEL is defined as bus whose chassis manufacturer and body manufacturer have remained constant and unchanged during the delivery period of the fifteen (15) units listed by the bidder. **FAILURE TO PROVIDE THIS LIST WILL RESULT IN THE REJECTION OF YOUR BID!!**

BID TABULATION

Haysville Campus High School Building 'A' Renovation - USD #261

	Accel	*Bauer & Sons*	*Caro*	*Commerce*	*Compton*	*Coonrod*	*Dondlinger*	*HFH*	*Law Co.*	*Sauerwein*
Bid Bond	yes	yes	yes	yes	yes	yes	yes	yes		yes
Addenda Acknowledged	1,2	1,2	1,2	1,2	1,2	1,2	1,2	1,2		1,2
Number of Days for Completion	112	140	180	120	100	90	110	150		116
BASE BID	**$265,800.00**	**$286,490.00**	**$296,900.00**	**$314,500.00**	**$318,000.00**	**$312,000.00**	**$314,000.00**	**$304,950.00**		**$302,800.00**
Mechanical	3r	3r	3r	3r	3r	3r	3r	3r		3r
Plumbing	3r	3r	3r	3r	3r	3r	3r	3r		3r
Electrical	Electotech/asso	southwestern	southwestern	CB electric	southwestern	southwestern	southwestern	southwestern		southwestern

Base Bids Due September 29, 2011 at 3:00 p.m. CT

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: October 17, 2011

RE: Certified Job Description

Please let this statement serve as a recommendation to the Board of Education to approve the following job description for Learning Facilitator.

CA

Job Description

Title: Learning Facilitator (LRS/Coach)

Reports To: Assistant Superintendent for Learning Services

Evaluation: As per Negotiated Agreement

Job Summary:
Through reflective dialogue and feedback the instructional coach will provide classroom support to teachers by planning and modeling effective instructional strategies in order to improve teacher performance and results for students. Coaches will develop and deliver staff development in the area of curriculum and instruction at the building and district level.

Qualifications:
Masters degree in subject area, curriculum/instruction, or administration.
Five years teaching experience (three years experience in Haysville).

Required knowledge, skills and abilities:
1. Knowledge of and experience with staff development.
2. Knowledge of teaching performance standards.
3. Knowledge of adult learning theory.
4. Knowledge of effective instructional practices.
5. Knowledge of curriculum standards.
6. Ability to tackle data analysis.
7. Ability to integrate some technology.

Performance Responsibilities:
1. Provide training and support for mentors and new teachers.
2. Work with building administration to develop staff inservices.
3. Work with district curriculum and instruction staff to develop plans for district inservices.
4. Conduct building/classroom visits for new teachers twice per semester.
5. Four days per week are devoted to classroom visits while one day per week is devoted to collaboration with other coaches, planning, as well as professional training/ development.
6. Follow-up visits with reflective dialogue and feedback.
7. Document observations, walk-throughs, trainings, and feedback discussions.
8. Analyze data on student performance to determine teacher effectiveness as well as to determine further staff development needs.
9. Conduct building and staff trainings related to school improvement efforts.

10. Attend and participate, as requested, in trainings related to curriculum development, writing of assessments, standards training, effective instructional practices, differentiation, professional development, mentoring, and cognitive coaching.
11. Expand and maintain a library of resource materials that may be loaned to building staff members.
12. Other duties as assigned.

Physical Requirements/Environmental Conditions:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

7.0 ACTION ITEMS

No supporting documentation.

End of Section

Board Policy	Administrative Recommendation
IF Textbooks, Instructional Materials and Media Centers	No Changes
IF-R Textbooks, Instructional Materials and Media Centers	See Strike Through and Italics
IFAB Supplementary Materials Selection and Adoption	No Changes
IFB Instructional Services	No Changes
IFBC Instructional Materials Centers	No Changes

IF Textbooks, Instructional Materials and Media Centers IF
All textbooks, instructional materials and the selection criteria for media center materials used in the district shall be subject to board approval.
Textbooks and instructional materials shall support the district's instructional goals and learning objectives. Media center materials shall support and supplement the curriculum, promote wise use of leisure time, develop literary discrimination and appreciation, and encourage students to become productive citizens.
Textbook selection criteria shall be established by the board.
Challenges to textbooks, instructional materials or media center materials shall be considered in a manner prescribed by board policy.
BOE Approved: July 7, 2003

IF-R Textbooks, Instructional Materials and Media Centers IF-R
Selection Criteria: Textbooks and Instructional Materials
Textbooks and instructional materials shall provide:
An effective education for all students;
Factual knowledge, literary appreciation, aesthetic values and ethical standards;
Practice for students to develop abilities in critical thinking, communication, mathematics and science skills.
Information which helps students develop an appreciation of American cultural, ethnic and racial diversity and balanced views concerning international, national, state and local issues and problems; and
Sufficient flexibility for meeting the special needs of individuals and groups.

IF-R Textbooks, Instructional Materials and Media Centers IF-R-2
The superintendent shall develop selection procedures, which meet the above criteria, which shall include a review of available material by instructional staff members.
Selection Criteria: Media Center Materials
Materials shall be chosen for accuracy, artistic quality, format and authoritativeness.
Materials shall be chosen on various reading levels presenting different points of view, including current issues.
Books and other media materials shall be evaluated before purchase, either through direct examination or by using reputable, unbiased, professionally prepared selection tools.
The media center(s) shall obtain, process and circulate materials and equipment and provide references and other services to students and faculty. Media specialists shall

work toward providing resources so that students have an opportunity to achieve high levels of performance.

Videotapes, DVDs, and/or other Movie Instructional Materials will be selected and assigned to give support directly to instructional learning
outcomes, goals, and/or objectives as established by the various district departments and disciplines, ~~the District Curriculum Coordinators~~, the Division of ~~Curriculum and Instruction~~ *Learning Services*, and the Board of Education.
In general, copyright guidelines permit in-classroom performance of a copyrighted videotape when it is used for instructional purposes in a teaching situation, is a lawfully made copy, and does not contain an FBI warning prohibiting its use for any reason other than personal viewing. (Video materials purchased through an educational vendor or videos purchased with a license will not contain the FBI warning.)

IF-R Textbooks, Instructional Materials and Media Centers IF-R-3
No videotapes, DVDs, or other movie instructional material shall be shown for entertainment purposes.
Additional Criteria:
Video materials must be reviewed by the classroom teacher for a fair and objective presentation of sensitive subjects as the maturity level of its viewers. In this connection, the ratings adopted by the Motion Picture Association of America will be applied.
G Family audience
PG Parental guidance
PG-13 Special parental guidance for children 13 and under
R Children under 17 and under admitted only with parents
1. In grades Pre-School through grade 5, no videotapes other than G may be shown.
2. In grades 6 and 7, no videotapes other than G may be shown.

PG videos require administrative approval and custodial notification prior to a viewing by students.
3. In grade 8, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to a viewing by students. PG-13 tapes require both administrative approval and prior written lawful custodial permission. Students not in possession or presenting a lawful custodial permission form shall be afforded the opportunity to complete an alternative assignment that is fair and equitable to the assignment opted.
4, In grades 9 through 12, no videotapes other than G, PG, or PG-13 may be shown. PG videos require custodial notification prior to viewing by students. PG-13 tapes require administrative approval and custodial notification.

IF-R Textbooks, Instructional Materials and Media Centers IF-R-4
5. R rated films or videos or any portion of such will not be shown or utilized in classroom presentations in USD 261.
Collection Development
The media collection shall be developed systematically, be well balanced in coverage of subjects, include various types of materials and a variety of content in various formats.
The collection shall reflect, enrich and complement the broad interests represented in the curriculum. The collection should be large enough to allow materials to be placed in classrooms for extended periods of time.

Challenges of Materials (See IKD, KN)
Any person having a complaint about textbooks, media center or other instructional materials shall meet with the principal. If the matter cannot be resolved the principal shall notify the superintendent and ask the complainant to use a request for review form, which is available through building principals or at the district office. After receiving the completed form, the superintendent shall meet with the complainant to discuss the complaint.
If the complaint is not resolved at the meeting with the superintendent, the complainant may request that the board consider the complaint. If the board chooses to consider the complaint, it shall forward all appropriate written materials to a review committee.
Review Committee
When a review committee is established by the board to handle complaints concerning textbooks, media center or instructional materials, the review committee shall be composed of:
The building principal, media specialist, two subject area specialists and two community members.

IF-R Textbooks, Instructional Materials and Media Centers IF-R-5
The committee's charge shall be:
To review the material and prepare a written report containing conclusions and recommendations within 30 days;
To direct a written report to the board; and
To send the complainant a copy of the report.
The Review Committee Shall:
Examine and evaluate the material as a whole; consider the district's policy, procedure and philosophy for selection of textbook, instructional materials and media center materials; and
Weigh strengths and weaknesses and form opinions based upon the selection criteria.

Weigh strengths and weaknesses and form opinions based upon the selection criteria.
If the complainant is dissatisfied with the committee's recommendation, an appeal of the decision may be made to the board for a hearing and final decision. If an appeal is requested by the complainant, the superintendent shall request that the board schedule an appeal and shall prepare in advance of the appeal all appropriate documentation for the board's study.
Removing Challenged Materials
Challenged materials shall not be removed from use during the review period.
BOE Approved: July 7, 2003

IFAB Supplementary Materials Selection and Adoption (Cf. IF) IFAB
The responsibility for the business procedures governing procurement, storage, issuance, and delivery of all supplies and materials required in the operation of the school will be delegated by the superintendent of schools.
Basic textbooks shall be supplemented by the board of education with other books and instructional materials as determined by the budget allocations made each year.
Certain materials such as workbooks, notebooks, laboratory and shop materials and other special course materials are not included in the textbook rental fee.
The curriculum division responsible for developing criteria for the selection of educational supplies and instructional materials. The selection shall be made in consultation with classroom teachers and principals.

Standardized lists of instructional materials suitable to variable teaching situations shall be developed in consultation with representative classroom teachers who are best able to judge instructional materials on the basis of its performance in the classroom.

The principal may request supplies and instructional materials within his budget limitations providing the materials so listed will meet the classroom needs and such purchases can be justified educationally and cost wise.
The instructional materials, except those needed for special experiments shall be selected yearly based on a per pupil allocation from a source suggested by the director of curriculum and certified personnel.
BOE Approved: July 7, 2003

IFB Instructional Services IFB
The board recommends the use of all instructional services available to the school district.
BOE Approved: July 7, 2003

IFBC Instructional Materials Centers IFBC
The school district will endeavor to maintain instructional materials centers in each school. The superintendent shall explore the possibilities of utilizing funds from outside the district to be used to develop and maintain instructional materials center.
Recommendations: Recommendations received from the certified staff, students and patrons will be placed in a consideration file and will be reviewed to ascertain whether they meet selection criteria as set forth by the board.
Teachers' professional advice will be solicited in making selections of materials. Person(s) in charge of media centers or the building principal, as the case may be, may order for that level or department from standard selection tools.
Evaluation: The collection will be evaluated, from time to time, in relation to changing curriculum, new instructional methods and current needs of teachers and students.

Service: Materials will be purchased throughout the school year as needed. Areas of emphasis will be determined by needs of each media center as adjudged by the person in charge of the media center or the building principal, as the case may be, within budgetary limits.
Authority: The board authorizes the district's trained personnel to make selections for the media centers subject to board policies and rules.
Gifts: All gift materials must meet qualitative standards of selection as stated above. Gift materials will be acknowledged and credit given in the media center records.

SCHOOLS FOR FAIR FUNDING, INC.

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

RUSSELL MILLER, TREASURER ◙ TELEPHONE: 316 284 6200 ◙ EMAIL: RKMILLER@NEWTON.K12.KS.US

September 30, 2011

INVOICE

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

FY12 Base Member Dues at $2.50/FTE Enrollment (exc4yr at risk)	
4,873.6 FTE x $2.50	$12,184.00
FY12 Additional Assessment for Litigation Support at $1.45/FTE Enrollment (exc4yr at risk)	
4,873.6 FTE x $1.45	$7,066.72
Total Amount Due	**$19,250.72**

Please Remit to:

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

989720.doc

		IB Budget Proposal		
item	Cost		Cost	Cost
annual fee	9500		9500	9500
MIBS fee	175		175	175
trainings	10000	$2000/person	10000	10000
student fees	20250	$67.50/student at beginning of Jr. Year	10125	5062.5
		$45/exam/student .....6 exams taken		
Postage	6000	Depending on location	3000	1500
Textbooks **	**36000**		**18000**	**9000**
		Math SL $75		
$600/student		Math Studies $75		
		Biology $100		
		Chemistry $100		
		History $100		
		Spanish SL $75		
		Spanish Ab initio		
		Business/Mgt $75		
		TOK $75		
		Visual Arts $25		
		English $75		
English titles		Language arts department budget		
Lab consumables		Science department budget		
Group 4 project		Science department budget		
Exam packs	1000	$50/each subject	1000	1000
Support materials	1000	Test Question banks, study guides,	1000	1000
		marking schemes, sample tests, etc		
Extended essay guide	300		300	300
Total **	***84225***		***53100***	***37537.5***
# of DP students	*60*		*30*	*15*
**Start up cost				
Annual cost (Estimated)	**48225**		**35100**	**28537.5**
Minus textbook costs				
	*********	We will purchase texts with departmental		
		rotations over the next two years when		
		possible.		
Updated 9/13/11				

International Baccalaureate Power Point

See Supporting Documentation in PDF

End of Section

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		
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
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