

**BOARD OF EDUCATION MEETING U.S.D. # 261
BOARD ROOM - CENTRAL OFFICE - 1745 WEST GRAND
HAYSVILLE, KANSAS
July 15, 2013 -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

Susan Walston
Glenn Crum
Greg Fenster
Pat Lemmons*
Paige Crum*
Misty Harding*

OTHERS PRESENT

Dr. John Burke, Superintendent of Schools
Debbie Coleman, Clerk of the Board
Clint Schutte, Assistant Supt. of Finance
Dr. Michael Clagg, Asst. Supt. of Personnel
David Herbert, Director of Information Services
Lisa Cundiff, Director of Instructional Technology
B.J. Knudson, Director of Transportation
Liz Hames, Public Relations Coordinator
Others

*Board of Education Clerk, Debbie Coleman, issued the Oath of Office to newly elected Board of Education members.

1.0 REORGANIZATION 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 (No Documentation)

- Susan welcomed new Board members Paige Crum and Misty Harding and thanked past Board members Emily Davis and Regina Schutt for their service on the Board.
- Ms. Walston reminded everyone that they could become mentors and contribute to the Education Foundation.
- The new practice field is looking good and is almost done.
- Ms. Walston was glad that USD 261 was able to assist the Red Cross with those displaced as a result of the emergency situation at the Southlake Village apartments.
- The CIS grant was approved and CIS will continue in Haysville Schools.
- Susan attended the KASB Advocacy Training and toured Wichita Technical Institute.
- After school begins Board members should go to HWMS and have ID badges made.

1.4 Superintendent's Announcements (No Documentation)

- Arthur Brown held his Future Elite Linebackers Camp at the Campus High School Football Stadium. USD 261 received good media attention.
- It was gratifying to collaborate with the Red Cross and provide shelter for the emergency at Southlake Village Apartments.
- Dr. Burke and Board members attended Advocacy Training at the Wichita Technical Institute. After the Training they took a tour of WTI which was very informative.
- Dr. Burke and Board members discussed the possibility of changing the timeline for final output of the Board agenda. As a result of the discussion ongoing drafts of the agenda will be sent to the Board prior to the BOE meeting. The final agenda and supporting documentation will be on line by Wednesday prior to the Monday meeting during the summer months and by Thursday before the Monday meeting during the months that

school is in session. This process will be tried for a few months then the process will be reevaluated to see if it is meeting the needs of the Board and administration.

- The practice football field will be completely done by August 6th.
- The budget review and request to publish the budget meeting will be held on August 5th at 6:00 p.m., at the Administration Building. The meeting to approve the budget will be held at the opening of the Regular BOE meeting on August 19th.

1.5 New and Good (No Documentation)

New and Good was shared in President's and Superintendent's Announcements.

Updates of competitions attended by student groups during the summer will be provided to the Board after school begins.

1.6 Approve / Amend Agenda (No Documentation)

MOTION to approve the agenda as presented.

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

2.0 BOARD REORGANIZATION - PDF

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

2.1 Election of Board Officers

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

Glenn Crum nominated Susan Walston for president.

Ms. Walston asked if there were additional nominations.

Hearing none, a motion was made that nominations cease.

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

Susan Walston received 6 votes.

Susan Walston was elected Board president.

Newly elected Board president Susan Walston opened the floor for nominations for vice-president.

Susan Walston nominated Glenn Crum for vice-president.

Susan Walston asked if there were additional nominations.

Hearing none, a motion was made that nominations cease.

(Lemmons / Harding) Motion carried 6-0.

Glenn Crum received 6 votes.

Glenn Crum was elected Board vice-president.

2.2 Designate Regular Meeting Date, Time, and Place

The regular Board of Education meetings for 2013-2014 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 27th rather than January 20st (Non-Contract Day)
- February 24th rather than February 17th (President's Day)
- March 24th rather than March 17th (Spring Break)
- May 12th rather than May 19th (Promotion)

MOTION to approve the Designated Regular Meeting Date, Time and Place as presented.

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

2.3 Personnel Appointments and Resolutions

2.3.1 Clerk of the Board

Debra M. Coleman

2.3.2 Deputy Clerk of the Board

Liz Hames

2.3.3 Treasurer of the Board

Clint Schutte

2.3.4 Assistant Treasurer of the Board

Nadine Foreman

2.3.5 Custodian of District Office Records

Clint Schutte

a. Custodian of Early Childhood Program

Program Administrator

b. Parents As Teachers Program

Program 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	Assistant Building Principal in Charge of HHS
m.	Custodian of Tri-City Day School	Building 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	Clint Schutte
2.3.9	Freedom of Information Officer	Coord. Community Relations
2.3.10	Food Service/Lunch Agreement Representative	Director of Food Service
2.3.11	Hearing Officer for Free & Reduced Meal Application Appeals	Clint Schutte
2.3.12	Attendance Officer	
a.	Early Childhood Program	Becky Cezar
b.	Attendance Officer for Parents As Teachers	Becky Cezar
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	Building Principal / Building Assistant Principals
j.	Attendance Officer for Haysville West Middle Schl.	Building Principal / Building Assistant Principals
k.	Attendance Officer for Campus High School	Building Principal / Building Assistant Principals
l.	Attendance Officer for Haysville High School	Assistant Building Principal in Charge of HHS
m.	Attendance Officer for Tri-City Day School	Building Administrator
2.3.13	Title VI Coordinator	Asst. Superintendent of Personnel
2.3.14	504 Coordinator	Asst. Superintendent of Personnel
2.3.15	Coordinator for Homeless Children	Linda Long
2.3.16	Resolutions	Agenda Topics 2.3.16.1 – 2.3.16.11

RE: Comments and Recommendations of the superintendent
The superintendent suggests the below resolutions for agenda topics 2.3.16.1 – 2.3.16.11.

2.3.16.1 **1116-Hour School Year** –
“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 2013-2014 school year.”

2.3.16.2 **Surety Bond for District Treasurer and High School and Middle School Principals** –
“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.”

- 2.3.16.3** **Official Newspaper** –
 “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 2013-2014 school year.”
- 2.3.16.4** **Participation in Federal Programs** –
 “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.”
- 2.3.16.5** **Early Payment of Bills** –
 “Be it resolved that the Board of Education of Unified School District 261 does hereby authorize Dr. John Burke, superintendent of schools, and 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.
- 2.3.16.6** **Official Depository of Funds** –
 Please see the attached resolution example.
- 2.3.16.7** **Rescinding Policy Statement and Adoption of New Board Policies** –
 (a & b) Please see Exhibit # 2.3.16.7 a & b for supporting information.
- 2.3.16.8** **Waiver of GAAP Resolution** –
 Please see the attached resolution example.
- 2.3.16.9** **Home Rule Resolution** –
 Please see the attached resolution example.
- 2.3.16.10** **Authority to Dispose of School Property with Value of Less than \$5,000.00 Resolution** -
 Please see the attached resolution example.
- 2.3.16.11** **Authority to Re-Fund Bonds if in Best Interest of USD 261 Resolution**-
 Please see the attached resolution example.

MOTION to approve 2.3.1 through 2.3.16.11 as presented.

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

- 2.3.17 Appointment of Board Member(s) / KASB Governmental Relations Network
 MOTION to appoint Susan Walston as the KASB Governmental Relations Network representative.
 (G. Crum / Lemmons) Motion carried 6-0.
- 2.3.18 Haysville Forward Representative
 MOTION to appoint Pat Lemmons as the Haysville Forward representative.
 (G. Crum / Harding) Motion carried 6-0.
- 2.3.19 CIS Representative
 MOTION to appoint Misty Harding as the CIS Representative.
 (G. Crum / P. Crum) Motion carried 6-0.

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
 4.4 Treasurer’s Report / Bills

- 4.5 2013-14 Rehired-Retired Teacher Work Agreement
- 4.6 TAPS Program
- 4.7 KASB Legal Assistance Fund
- 4.8 KASB Dues
- 4.9 Schools for Fair Funding Dues and Litigation Support – Pulled**

MOTION to approve the consent agenda **minus the invoice for 4.9 Schools for Fair Funding which is to be brought back to the Board for further discussion.**

Additional Personnel information was distributed to the Board for approval.

(Lemmons / Fenster) Motion carried 6-0.

5.0 REPORTS – Focus on Learning

- Tech. Camp Report
Ms. Lisa Cundiff presented information to the Board regarding the Tech. Camp.

6.0 FIRST READINGS

6.1 Policy Review

BBC – Board Committees

FC – Memorials and Naming of District Facilities

GAAF – Emergency Safety Interventions

GANNA – Expense Reimbursement and Credit Cards

GAOC – Use of Tobacco Products and Electronic Cigarettes

JBC – Enrollment

JCDAA – Tobacco and Electronic Cigarettes

KGD – Disruptive Act at School or School Activities

KN – Complaints

Visitors to District Property/Events (Handbook)

Dr. Burke presented information to the Board regarding Board Policies.

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

6.2 Personnel Department Clerk Job Description

Information was presented to the Board regarding the Personnel Department Clerk Job description. Dr. Clagg was present to answer questions from the Board.

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

7.0 ACTION ITEMS

7.1 Bus Driver Handbook - PDF

B.J. Knudson was present to answer questions from the Board regarding the Bus Driver Handbook.

MOTION to approve the Bus Driver Handbook as presented.

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

7.2 District Technology Plan – PDF

Lisa Cundiff was present to answer questions from the Board regarding the District Technology Plan.

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

8.0 DISCUSSION/REPORT ITEMS

8.1 Schools for Fair Funding Report

No Report

8.2 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Budget Hearing and Budget Approval

- Joint Recreation Commission
- Schools for Fair Funding Report

8.4 Board Calendar
No changes.

9.0 EXECUTIVE SESSION – No Executive Session

10.0 ADJOURNMENT
Meeting adjourned at 7:56 p.m.

Susan Walston, Board of Education President

Debra M. Coleman, Board of Education Clerk