

REGULAR MEETING USD # 261
BOARD ROOM – CENTRAL OFFICE 1745 W.GRAND AVE, HAYSVILLE, KANSAS
July 18, 2011 – 7:00 P.M.

Oath of Office to re-elected Board of Education members (Coleman)

1.0 MEETING OPENING

- 1.1 Call to Order
- 1.2 Flag Salute
- 1.3 President's Announcements
- 1.4 New and Good
- 1.5 Approve / Amend Agenda

2.0 BOARD REORGANIZATION - PDF

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

- 2.1 Election of Board Officers
- 2.2 Designate Regular Meeting Date, Time, and Place
- 2.3 Personnel Appointments and Resolutions
 - 2.3.1 Clerk of the Board
 - 2.3.2 Deputy Clerk of the Board
 - 2.3.3 Treasurer of the Board
 - 2.3.4 Assistant Treasurer of the Board
 - 2.3.5 Custodian of Office Records
 - a. Early Childhood Program
 - b. Parents As Teachers Program
 - c. Oatville Elementary
 - d. Rex Elementary
 - e. Nelson Elementary
 - f. Freeman Elementary
 - g. Ruth Clark Elementary
 - h. Prairie Elementary
 - i. Haysville Middle School
 - j. Haysville West Middle School
 - k. Campus High School
 - l. Alternative High School
 - m. Tri-City Day School
 - 2.3.6 Representative for Title Projects
 - 2.3.7 Attorney for the Board
 - 2.3.8 KPERS Designated Agent
 - 2.3.9 Freedom of Information Officer
 - 2.3.10 Food Service/Lunch Agreement Representative
 - 2.3.11 Hearing Officer for Free & Reduced Meal Application Appeals
 - 2.3.12 Attendance Officer
 - a. Early Childhood Program
 - b. Parents As Teachers Program
 - c. Oatville Elementary
 - d. Rex Elementary
 - e. Nelson Elementary
 - f. Freeman Elementary
 - g. Ruth Clark Elementary
 - h. Prairie Elementary
 - i. Haysville Middle School
 - j. Haysville West Middle School
 - k. Campus High School
 - l. Alternative High School
 - m. Tri-City Day School

- 2.3.13 Title VI Coordinator
- 2.3.14 504 Coordinator
- 2.3.15 Coordinator for Homeless Children
- 2.3.16 Resolutions
 - 2.3.16.1 1116 Hour School Year
 - 2.3.16.2 Surety Bond for District Treasurer, High School and Middle School Principals
 - 2.3.16.3 Official Newspaper
 - 2.3.16.4 Participation in Federal Programs
 - 2.3.16.5 Early Payment of Bills
 - 2.3.16.6 Official Depository of Funds
 - 2.3.16.7 Rescinding Policy Statement and Adoption of New Board Policies
 - 2.3.16.8 Waiver of GAAP Resolution
 - 2.3.16.9 Home Rule Resolution
 - 2.3.16.10 Disposal of School Property valued less than \$5,000.00
 - 2.3.16.11 Re-funding of bonds
 - 2.3.16.12 MOTION to approve items 2.3.1 through 2.3.16.11
- 2.3.17 Kansas Association of School Boards Membership
- 2.3.18 Kansas Association of School Boards Legal Assistance Fund
- 2.3.19 Appointment of Board Member(s)/KASB Governmental Relations Network
- 2.3.20 Haysville Forward Representative
- 2.3.21 CIS Representative

3.0 DISTRICT PATRON/PERSONNEL TIME

- 3.1 Hearing of Scheduled District Patrons/District Personnel
- 3.2 Remarks/Comments from District Visitors

4.0 CONSENT AGENDA

- 4.1 Previous Minutes
- 4.2 Routine Personnel
- 4.3 Gifts and Grants

5.0 TREASURER'S REPORT / BILLS – PDF

6.0 REPORTS – Focus on Learning

- 6.1 Strategic Plan

7.0 FIRST READINGS

- 7.1 Policy Review
 - GAAD – Child Abuse
 - GAOE – Workers Compensation
 - JDDDB – Reporting to Law Enforcement
 - JRB – Release of Student Records
 - KGD – Crowd Control at School Sponsored Activities
- 7.2 Food Service Truck

8.0 ACTION ITEMS

- 8.1 Curriculum Guides (PDF)
(K-5 Library Media, 1-12 Music, 1012 PE/Health, 1-12 Technology, 9-12 Theater, 9-12 Art)
- 8.2 New Fine Arts Curriculum Materials (PDF)
- 8.3 New Science Curriculum Materials (PDF)
- 8.4 District Assessment Plan and Scantron (PDF)
- 8.5 Educational Support Personnel Handbook
- 8.6 Johnson Controls Preliminary Pricing and Savings (PDF)

- 9.0 SUPERINTENDENT'S REPORT

- 10.0 DISCUSSION/REPORT ITEMS
 - 10.1 Schools for Fair Funding Report
 - 10.2 Future Agenda Items
 - 10.3 Board Calendar

- 11.0 EXECUTIVE SESSION - Negotiations

- 12.0 ADJOURNMENT

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 New and Good

No supporting documentation.

End of Section

1.5 Approve / Amend Agenda

No supporting documentation.

End of Section

2.0 BOARD REORGANIZATION

See Supporting Documentation in PDF

End of Section

3.0 DISTRICT PATRON / PERSONNEL TIME

No supporting documentation.

End of Section

3.1 Hearing of Scheduled District Patrons/District personel

No supporting documentation.

End of Section

3.2 Remarks-Comments from District Visitors

No supporting documentation.

End of Section

4.0 CONSENT AGENDA

No supporting documentation.

End of Section

REGULAR BOARD of EDUCATION MEETING – USD 261
BOARD ROOM - CENTRAL OFFICE - 1745 WEST GRAND
HAYSVILLE, KANSAS
June 20, 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 Ave. at 7:00 p.m., by Board President Susan Walston. Seven Board members were present.

MEMBERS PRESENT

Susan Walston
Greg Fenster
Emily Davis
Forrest Hummel
Regina Schutt
Barb Walters
Glenn Crum

OTHERS PRESENT

Dr. John Burke, Superintendent
Dr. Perry McCabe, Assistant Supt. of Finance
Debbie Coleman, Clerk of the Board
Teresa Tosh, Asst. Supt. of Learning Services
Liz Hames, Community Relations Coordinator
Myron Regier, Campus High School Principal
Clint Shipley, H.M.S. Assistant Principal
David Herbert, Director of Information Services
Galen Davis, Executive Director of Maintenance
Clint Schutte, Director of Transportation
Others

1.0 MEETING OPENING

1.1 Call to Order

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

1.2 Flag Salute

1.3 President's Announcements

- Susan attended the Kansas Learning Network
- Kansas Department of Education held a Budget Workshop in El Dorado members of USD 261 were in attendance
- Chisholm Life Skills received a grant from Lowes

1.4 New and Good

Dr. Burke:

- Oatville Elementary placed 17th in the Odyssey of the Mind World Competition

Susan Walston:

- USD 261 had 334 graduates this year – Congratulations to all of the graduates

1.5 Approve / Amend Agenda

MOTION to approve the agenda as presented.

***Dr. Perry McCabe asked to allow the presentations from 6.6 Johnson Control and 7.2 IKON to be given after the approval of the Consent Agenda due to weather conditions and travel time of the presenters.**

(Hummel/Crum) Motion carried 7-0.

2.0 DISTRICT PATRON/PERSONNEL TIME

2.1 Hearing of Scheduled District Patrons/District Personnel – 5 min.

None

2.2 Remarks/Comments from District Visitors – 2 min.

None

3.0 CONSENT AGENDA

- 3.1 Previous Minutes
- 3.2 Routine Personnel
 - 3.2.1 Coordinator of Support Services
- 3.3 Gifts and Grants
- 3.4 Adopted Social Studies Curriculum Materials (PDF)
- 3.5 Soccer Fields Agreement
- 3.6 Expulsion Report

MOTION to approve the Consent Agenda as presented.

(Crum/Schutt) Motion carried 5-2. Greg Fenster and Emily Davis voting no.

***6.6 Johnson Controls Preliminary Pricing and Savings (PDF)**

Dr. Perry McCabe presented information to the Board regarding upgrading the HVAC system at Haysville Middle School.

MOTION to proceed with the detailed audit including HVAC system at Haysville Middle School. (Hummel/Fenster) Motion carried 6-1. Emily Davis voting no.

***7.2 Printing/Copier Supplier Recommendation**

Dr. Perry McCabe introduced Dan Master from IKON, who presented information to the Board regarding a centralized copy center for USD 261. The team that researched the feasibility of a centralized copy center recommended IKON as the supplier for MFP's or copiers.

MOTION to approve the Printing/Copier team's recommendation of IKON as the supplier for MFP's or copiers (5 year lease) as presented. (Crum/Schutt) Motion carried 6-1. Greg Fenster voting no.

4.0 TREASURER'S REPORT / BILLS - PDF

Dr. Perry McCabe presented information to the Board regarding the Treasurer's Report and Bills.

Emily Davis reported to the Board that she had met with Dr. McCabe, reviewed the report and discussed the bills. Ms. Davis voiced concerns she had regarding payments for the International Baccalaureate program and curriculum.

MOTION to approve the Treasurer's report and bills as presented.

(Crum/Schutt) Motion carried 5-2. Greg Fenster and Emily Davis voting no.

5.0 REPORTS – Focus on Learning

5.1 All Day Kindergarten

Teresa Tosh presented information to the Board regarding All Day Kindergarten.

Ms. Tosh informed the Board that 2 sessions of All Day Kindergarten would be held during the 2011/2012 year. One session will be held at Nelson and the second session at Ruth Clark.

6.0 FIRST READINGS

6.1 Curriculum Guides (PDF)

Teresa Tosh presented information to the Board regarding curriculum guides for K-5 Library Media, 1-12 Music, 1-12 PE/Health, 1-12 Technology, 9-12 Theater, 9-12 Art.

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

- 6.2 New Fine Arts Curriculum Materials (PDF)
Teresa Tosh presented information to the Board regarding the new Fine Arts curriculum materials.
This was a first reading with no action requested from the Board.
- 6.3 New Science Curriculum Materials (PDF)
Teresa Tosh presented information to the Board regarding the new Science curriculum materials.
This was a first reading with no action requested from the Board.
- 6.4 District Assessment Plan and Scantron (PDF)
Teresa Tosh presented information to the Board regarding the District Assessment Plan and Scantron.
This was a first reading with no action requested from the Board.
- 6.5 Educational Support Personnel Handbook
Clint Schutte answered questions from the Board regarding the Educational Support Personnel Handbook.
This was a first reading with no action requested from the Board.
- *6.6 Johnson Controls Preliminary Pricing and Savings (PDF)
(Presented after 3.0 Consent Agenda)**

7.0 ACTION ITEMS

- 7.1 Policy Approval
IEB – Charter Schools
IECA – Special Education Class-Size
IEH – Independent Study
Dr. Burke presented information to the Board regarding Board Policies IEB-Charter Schools, IECA-Special Education Class Size, and IEH-Independent Study.
MOTION to approve policies IEB-Charter Schools, IECA-Special Education Class-Size, IEH-Independent Study as presented.
(Schutt/Hummel) Motion carried 7-0.
- *7.2 Printing/Copier Supplier Recommendation
(Presented after 3.0 Consent Agenda)**
- 7.3 Change in Lunch Prices
Dr. Perry McCabe presented information to the Board regarding a proposed Change in Lunch Prices.
MOTION to approve increasing the paid lunch prices by \$.05 at each level to make it \$1.80 for elementary, \$2.00 for middle school, and \$2.15 for high school in order to meet the mandate of the Equity in School Lunch pricing.
(Schutt/Walston) Motion carried 5-2. Greg Fenster and Emily Davis voting no.
- 7.4 School Calendar
Dr. Burke presented information to the Board regarding changes to the 2011-2012 school calendar.
MOTION to approve the addition of two “Non-Contract” days to the 2011-2012 school calendar as presented.
(Crum/Walters) Motion carried 6-1. Greg Fenster voting no.

8.0 SUPERINTENDENT’S REPORT

- Graduations and promotions went very well

9.0 DISCUSSION/REPORT ITEMS

9.1 Schools for Fair Funding - PDF

Information from last Schools for Fair Funding meeting was attached as a PDF.

MOTION to review the policy addressing administrators going to school during the work hours and getting paid to do so to Future Agenda Items.

(Davis/Fenster) Motion carried 5-2. Susan Walston and Regina Schutt voting no.

9.2 Future Agenda Items

- Policy Review, Changes and Approval
- Review the policy addressing administrators going to school during the work hours and getting paid to do so
- Focus on Learning Report
- All First Readings
- Schools for Fair Funding
- Food Service – When this discussion takes place the Board would like to have a Special Meeting
- School District / City Meeting
- Capital Outlay Items/Bids
- Curriculum Proposals
- Central Copy Center
- Strategic Plan Report
- International Baccalaureate Program
- PBIS Report
- Drug Report

9.3 Board Calendar

No changes.

Dr. Perry McCabe suggested the Board consider holding a Special BOE meeting to discuss the budget.

MOTION to hold a Special Board of Education meeting on Monday, August 1, 2011 at 6:30 p.m. to discuss the Budget. Action will be taken.

(Walston/Fenster) Motion carried 7-0.

The Budget Hearing will be at 7:00 p.m. on August 15, 2011 just prior to opening the Regular Board of Education Meeting.

10.0 EXECUTIVE SESSION –Non-Elected Personnel

MOTION to go into executive session at 8:25 p.m. for 5-minutes, to return at 8:30 p.m. for discussion of Non-Elected Personnel.

(Walston / Hummel) Motion carried 7-0.

The Board reconvened at 8:30 p.m. with seven Board members present.

MOTION to approve the request from Megan Carney and Cathy Medlin to waive the penalty for turning in a late resignation.

(Davis / Fenster) Motion carried 6-1. Forrest Hummel voting no.

11.0 ADJOURNMENT
Meeting adjourned at 8:37 p.m.

Susan Walston, Board of Education President

Debra M. Coleman, Board of Education Clerk

PERSONNEL RESUME

Name Stacy Helten
For Position As 5th Grade
Building Freeman Elementary School

<u>Education</u>	<u>Date</u>	<u>Degree</u>	<u>Major</u>
<u>Undergraduate</u> Wichita State University	2006	BS	Elementary Education
<u>Graduate</u> Wichita State University	2009	MS	Educational Leadership

<u>Professional Experience</u>	<u>Location</u>	<u>Dates</u>	<u>Years</u>
Kdg & 6 th Grade Teacher	Haven USD 312	2006-2011	5

Salary Offered \$43,559 **Degree** MS **Step** 3

CA

PERSONNEL RESUME

Name Denise Bowen
For Position As Library Media Specialist
Building Nelson and Ruth Clark Elementary Schools

<u>Education</u>	<u>Date</u>	<u>Degree</u>	<u>Major</u>
<u>Undergraduate</u> Newman University	1994	BS	Secondary Education
<u>Graduate</u> Emporia State University	2001	MS	Library Science

<u>Teaching Experience</u>	<u>Location</u>	<u>Dates</u>	<u>Years</u>
Library Media Specialist	Wellington, KS	2007-2010	4
M.S. Gifted Teacher	Wichita, KS	2004-2007	3
H.S. Librarian	Andover, KS	1999-2001	2
Elementary Librarian	Wichita, KS	1998-1999	1

Salary Offered \$48,354 **Degree** MS **Step** 6

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: July 18, 2011

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Megan Carney, 3rd grade teacher at Freeman Elementary School, effective May 25, 2011.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: July 18, 2011

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Cathy Medlin, 5th grade teacher at Prairie Elementary School, effective May 25, 2011.

CA

From : ["McCabe,Perry" <pmccabe@usd261.com>](mailto:pmccabe@usd261.com) **Date :** Tue, 12 Jul 2011 22:09:59 +0000
[+]
To : [Debbie Coleman <dcoleman@usd261.com>](mailto:dcoleman@usd261.com) [+]
Subject : Undesignated Gift from Carol Sooby

Carol Sooby came by and gave an undesignated gift of \$40 to Haysville USD 261. I would recommend the BOE accept this gift with their thanks to Ms. Sooby. It is also my recommendation that we put these monies into the "Homeless Fund" administered by Linda Long to be used for necessary purchases for some of the designated homeless students. If you have questions, I will be glad to try and answer them.

Dr. Perry McCabe
Assistant Superintendent for Business and Finance
Haysville USD 261
1745 West Grand
Haysville, KS 67060
316-554-2200 (Work)
620-200-0526 (Cell)
316-554-2230 (FAX)
pmccabe@usd261.com

HAYSVILLE USD #261

RESOLUTION#: 1

DATED: 7/18/2011

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

JUNE 30TH CLEANUP PAYROLL

DATE: <u>6/30/2011</u>	DIRECT DEPOSIT	Ck# <u>27333-27335</u>	Email <u>1-115</u>	<u>59,847.56</u>
<u>6/20/2011</u>	WITHHOLDING	<u>99686-99689</u>		<u>16,474.50</u>
		Ck# <u>99684-99685</u>		<u>984.91</u>

PAYROLL

DATE <u>7/12/2011</u>	DIRECT DEPOSIT	78728-78757	Ck# <u>27336-27337</u>	Email <u>1-251</u>	<u>310,436.07</u>
			<u>99875-99896</u>		<u>263,789.42</u>

ACCOUNTS PAYABLE JUNE 30TH

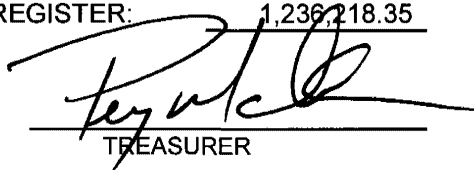
DATE <u>6/30/2011</u>	CK.# <u>99706-99874</u>	<u>541,229.13</u>
<u>6/29/2011</u>	Manual <u>99690-99705</u>	<u>60,157.56</u>

ACCOUNTS PAYABLE

DATE <u>7/18/2011</u>	Ck# <u>99897-99949</u>	<u>66,277.17</u>
	Ck# _____	_____
	Voids _____	<u>(5,671.00)</u>

TOTAL REGISTER: 1,236,218.35

SUBMITTED BY:



TREASURER

APPROVED BY:

BOARD PRESIDENT

ATTESTED BY:

BOARD CLERK

5.0 TREASURER'S REPORT / BILLS

See Supporting Documentation in PDF

End of Section

6.0 REPORTS – Focus on Learning

No supporting documentation.

End of Section

6.1 Strategic Plan

No supporting documentation.

End of Section

7.0 FIRST READINGS

No supporting documentation.

End of Section

July 18, 2011 BOE Policies

Board Policy	Administrative Recommendation
GAAD Child Abuse	No Changes
GAOE Workers Compensation	No Changes
JDDDB Reporting to Law Enforcement	No Changes
JRB Release of Student Records	No Changes
KGD Crowd Control at School Sponsored Activities	No Changes

GAAD Child Abuse (See JCAC and JGEC) GAAD

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. Employees may file a report of suspected abuse anonymously to either the Department of Social and Rehabilitation Services (SRS) by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

SRS Access to Students on School Premises

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview.

Cooperation Between School and Agencies

Principals shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local SRS office or law enforcement if SRS is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the

cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

GAOE Workers Compensation (See KFD) GAOE

The district will participate in workers compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

All employees of the district shall be covered by workers compensation.

Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify ; however, the amount of workers compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute .

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable .

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary . Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorata amount equal to the percentage of salary paid by the district.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job.

JDDB Reporting to Law Enforcement (See EBC and JDD) JDDB

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- ☑ in possession of a weapon,
- ☑ in possession of controlled substance or illegal drug; or
- ☑ to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the {principal/superintendent} shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

JRB Release of Student Records JRB

(See BCBK, CN, CNA, ECA, IDAE, JGGA, JR e t seq. and KBA)

Individual student files are not available for public inspection. The custodian of student records shall disclose the student's educational records only as provided for in policy .

Directory Information

Annual notice shall be given to parents and eligible students concerning the student's records. In addition, the custodian of the educational records shall give annual public notice of the class of records the institution has designated as directory information, and of the right of the parent or eligible student to object to the release of directory information without prior written consent . The appropriate forms for providing notice shall be on file in the office of the custodian of the educational records.

After giving notice, the custodian of records may make directory information available without parental or eligible student 's consent. The custodian of records shall make student recruiting information (name, address, and telephone listing) available to military recruiters and postsecondary institutions unless parents or eligible students request the information not be released without written consent .

For the purposes of this policy, school official means teacher, administrator, other certified employee or board of education. The district may disclose, without the parents or eligible students's consent, personally identifiable information to school officials with a legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff JRB Release of and law enforcement unit personnel); the school board (in executive session) ; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor , medical consultant, or therapist) ; or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

The custodian may disclose students' education records to the following persons without the prior consent of the parents :

- ☑ Other school officials, including teachers within the district who have legitimate educational interests;

- ☑ Officials of other schools or school systems in which the student intends to enroll . The school district will forward student records to such institutions without further notice to the parents or eligible student;
 - ☑ Authorized persons to whom a student has applied for or from whom a student has received financial aid;
 - ☑ State and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statutes;
 - ☑ Organizations conducting studies for educational agencies for the purpose of developing, validating or administering student tests or programs;
 - ☑ Accrediting organizations;
- Parents of a student 18 years of age if parents claim the student as a dependent for income tax purposes;
- ☑ Appropriate persons if knowledge of any information is necessary to protect the health or safety of the student or other persons in an emergency ; and
 - ☑ In compliance with a lawfully issued subpoena or judicial order

Access will be granted to any third party upon written authorization of the eligible student, parent or guardian.

No personally identifiable information contained in personal school records shall be furnished to any person other than those, herein. When there is written instruction from the student's parents, guardian or the eligible student specifying the records, the reasons and the person(s) to whom the release is to be made, a copy of the records to be released shall be made available to the student, parents or guardian upon request . When information is requested in compliance with a judicial order, or pursuant to any lawfully issued subpoena, parents, guardian and the student shall be notified of the orders or subpoenas in advance of compliance, with the order or subpoena unless the order or subpoena specifically forbids such disclosure.

Nothing contained in this policy shall preclude authorized representatives of the Comptroller General of the United States, the Secretary and an administrative head of an educational agency or state authorities from having access to student or other records which may be necessary in connection with the audit and evaluation of federally supported education programs or the enforcement of the federal legal requirements which relate to these programs, The data collection by such official with respect to individual students shall not include information (including social security numbers) which would permit the personal identification of students or their parents or guardian on the data collected and provided.

All persons, agencies or organizations desiring access to the records of a student shall be required to sign a form, which shall be kept permanently with the student's file, but only for inspection by the parents/guardian, the student or a school official responsible for record maintenance. The form signed shall indicate the specific educational or other interest of each person, agency or organization has in seeking this information .

Personal information shall be transferred to a third party only on the condition that such party shall not permit any other party to have access to such information without the written consent of the student's parents or the eligible student. The board and staff shall protect the rights of privacy of students and their families in connection with any surveys or data-gathering activities conducted, assisted or authorized by the board or administration .

Regulations established under this policy shall include provisions controlling the use, dissemination and protection of such data.

Forwarding Pupil Records

Administrators shall forward student's school records upon request and may not withhold them for any reason .

KGD Crowd Control at School Sponsored Activities KGD (See EBC and JCDBB)

Disorder and disruption of school activities will not be tolerated, and persons attempting to endanger the safety of students, school personnel or other adults; to damage school property; to interfere with school activities or the educational process; will be asked to leave the premises.

The school administration and staff are responsible for handling any problem caused by adults or students. The final decision for determining if assistance is needed is the responsibility of the school principal. In the absence of the principal, the determination shall be made by the assistant principal or person designated to be in charge of the building or activity. The superintendent shall be notified of any serious problem at the school.

Criminal Possession of a Firearm

It shall be illegal for any person, other than a law enforcement officer, to possess a firearm in or on any school property, school grounds, or any district building or structure used for student instruction, or attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. This prohibition includes concealed weapons even if the person has a legal permit. Appropriate signs shall be posted as directed by the board.

Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so requested or directed by an authorized school employee or any law enforcement officer shall be reported to law enforcement .

MEMO

To: Board of Education
Fr: Dr. Perry McCabe, Asst. Supt. of Business/Finance
Da: July 18, 2011
Re: Bids on Food Service Truck



Bids have been received for replacing the Food Service Delivery Truck. Listed below are the bid results:

<u>Vendors</u>	<u>Vehicle</u>	<u>Price</u>
Don Hattan	2011 Chevrolet Box Van w/Lift	\$29,345
Rusty Eck	2012 Ford E-Series with Box/Lift	\$29,297
Donovan	2011 GMC with Box/Lift	\$32,938

It is the administrative recommendation to approve the Rusty Eck bid for \$29, 297.

The current food service truck will be given to the USD 261 maintenance fleet for their use as needed. It is currently used quite frequently by maintenance when not in use by food service to make deliveries throughout the district since it does have the tommy lift on it.

Bids are available for your viewing in the maintenance department if you desire. If you have any additional questions, Galen or I will be glad to try and answer them.

8.0 ACTION ITEMS

No supporting documentation.

End of Section

8.1 Curriculum Guides

See Supporting Documentation in PDF

End of Section

g.2 New Fine Arts Curriculum Materials

See Supporting Documentation in PDF

End of Section

8.3 New Science Curriculum

See Supporting Documentation in PDF

End of Section

8.4 Scantron District Assessment Plan

See Supporting Documentation in PDF

End of Section

TO: Board of Education
FROM: Dr. Dan Stiffler, Assistant Superintendent for Personnel
DATE: June 20, 2011
RE: Updated Handbook

The following changes to the Educational Support Personnel Handbook are presented for your approval.

I. GENERAL EMPLOYMENT PROVISIONS

B. Employment Procedures

6. Timekeeping and Payroll Procedures: (change to read)

a. Time Clock

Personnel paid by the hour shall clock in and out on a time clock. The payroll office will assign each employee their badge number and enroll them on the timekeeping system.

All employee's except Food Service and Health Service working six (6) hours or more per day must take a thirty (30) minute duty-free lunch break. The (30) minute duty free lunch period will not be counted as time worked. The employee is expected to remain on the premises during the duty-free lunch period unless prior arrangements have been made with the employee's immediate supervisor.

II. BENEFITS

I. Leave of Absences

5. Student Teaching Leave of Absence

B. Eligibility (change to read)

2. Return to Service

Each applicant must sign a statement of intent to return to service in Unified School District 261 upon completion of the student teaching leave of absence for a period of two years.

3. Commitment to Repay

Each applicant must sign a commitment to repay the amount paid during the student teaching leave of absence on a prorated basis in the event the employee fails to return to Unified School District 261 and perform assigned services.

8.6 Johnson Controls Preliminary Pricing and Savings

See Supporting Documentation in PDF

End of Section

9.0 SUPERINTENDENT'S REPORT

No supporting documentation.

End of Section

10.0 DISCUSSION / REPORT ITEMS

No supporting documentation.

End of Section

10.1 Schools for Fair Funding Report

No supporting documentation.

End of Section

10.2 Future / Board 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 Numbres	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	

11.0 EXECUTIVE SESSION

No supporting documentation.

End of Section

12.0 ADJOURNMENT

No supporting documentation.

End of Section