

BUDGET HEARING
ADMINISTRATION BUILDING BOARD ROOM - 1745 W. GRAND AVE., HAYSVILLE, KANSAS

April 15, 2013 – 7:00 P.M.

- 1.0 MEETING OPENING (No Documentation)
- 2.0 ADOPTION OF BUDGET – Action
- 3.0 ADJOURNMENT

REGULAR MEETING USD # 261

ADMINISTRATION BUILDING BOARD ROOM - 1745 W. GRAND AVE., HAYSVILLE, KANSAS

April 15, 2013 – 7:00 P.M.

- 1.0 MEETING OPENING (No Documentation)
 - 1.1 Call to Order (No Documentation)
 - 1.2 Flag Salute (No Documentation)
 - 1.3 President’s Announcements (No Documentation)
 - 1.4 Superintendent’s Announcements (No Documentation)
 - 1.5 New and Good (No Documentation)
 - 1.6 Approve / Amend Agenda (No Documentation)
- 2.0 DISTRICT PATRON/PERSONNEL TIME
 - 2.1 Hearing of Scheduled District Patrons/District Personnel – 5 min.
 - 2.2 Remarks/Comments from District Visitors – 2 min.
- 3.0 CONSENT AGENDA
 - 3.1 Previous Minutes
 - 3.2 Routine Personnel
 - 3.3 Gifts and Grants
 - 3.4 Treasurer’s Report / Bills – pdf
- 4.0 REPORTS – Focus on Learning
 - Middle School Math Update
 - Safety and Security
- 5.0 FIRST READINGS
 - 5.1 Library Software – Tosh - pdf
 - 5.2 Campus High School Staff, Student and Activities Handbooks
 - 5.3 Haysville High School Staff and Student Handbooks
 - 5.4 Permission to Let Bids for New Teacher Laptops
 - 5.5 Summer Temporary Tech. Help
 - 5.6 Summer Temporary Maintenance and Transportation Personnel
 - 5.7 Substitute Teacher Handbook - pdf
 - 5.8 Educational Support Handbook - pdf
- 6.0 ACTION ITEMS
 - 6.1 Policy Approval
 - KG & KG-R – Use of District Facilities
 - 6.2 Elementary School Staff and Student Handbooks
 - 6.3 Haysville Middle School Staff and Student Handbooks- pdf
 - 6.4 Haysville West Middle School Staff and Student Handbooks
 - 6.5 Job Descriptions – Network Analyst II & Systems Analyst I
 - 6.6 Capital Outlay Bids
 - 6.7 Capital Outlay – High School Practice Field
- 7.0 DISCUSSION/REPORT ITEMS
 - 7.1 Schools for Fair Funding Report
 - 7.2 Future Agenda Items
 - 7.3 Board Calendar
- 8.0 EXECUTIVE SESSION – If Needed
- 9.0 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
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
March 25, 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 at the Administration Building, 1745 W. Grand Ave., Haysville, Kansas, at 7:00 p.m., by Board President Susan Walston. Seven Board members were present.

MEMBERS PRESENT

Susan Walston, President
Glenn Crum, Vice President
Regina Schutt
Pat Lemmons
Emily Davis
Greg Fenster
Forrest Hummel

OTHERS PRESENT

Clint Schutte, Assistant Superintendent of Finance
Debbie Coleman, Clerk of the Board
Dr. Michael Clagg, Asst. Supt. of Personnel
Teresa Tosh, Assistant Superintendent of Learning Services
Myron Regier, Campus High School Principal
Ildo Martins, HWMS Principal
Dr. Mike Maurer, HMS Principal
David Herbert, Director of Information Services
Galen Davis, Executive Director of Maintenance
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

- Ms. Walston thanked the Campus High School Student Council for meeting with the Board on Thursday, March 14th. Congratulations to Ms. Moree for her award.
- Thank you to Mr. Galen Davis for the information he presented to the Board on the Safety and Security of USD 261.
- Candidates Night forum will be held on Tuesday, March 26, 2013 at 7:00 p.m. at the Haysville Community Library.
- The New Board Member Workshop for newly elected Board members will be held on April 24th in Clearwater.
- The District Fine Arts Show will be held at Campus High School on April 4th & 5th.
- A presentation to Haysville Chamber members was given by Suzanne Graham CEO of Communities In Schools (CIS).
- CIS Star luncheon will be held on April 23rd.

1.4 Superintendent's Announcements – no announcements

1.5 New and Good

- Caylene Burns, Special Education teacher at Campus, applied for and was awarded a grant.
- Penny Schuckman working with Karon Waters and Linda Long received grants that will be applied to the Spark, Hope and Homeless programs.

1.6 Approve / Amend Agenda

MOTION to approve the Agenda as presented.

(Crum / Schutt) Motion carried 6-1. Greg Fenster voted no.

2.0 DISTRICT PATRON/PERSONNEL TIME

- 2.1 Hearing of Scheduled District Patrons/District Personnel – 5 minutes
None
- 2.2 Remarks/Comments from District Visitors – 2 minutes
None

3.0 CONSENT AGENDA

- 3.1 Previous Minutes
- 3.2 Routine Personnel
- 3.3 Gifts and Grants
 - Freeman Elementary School was made beneficiary of memorial funds by the family of Laura Kristek.
 - Oatville Elementary School received a donation from Lifetouch Pictures for \$211.00.
 - Ruth Clark Elementary School received a fundraising check from Sonic for \$52.05.
- 3.4 Treasurer's Report / Bills – PDF
- 3.5 Temporary Construction Easement
MOTION to approve the Consent Agenda as presented with the additional donation for Ruth Clark Elementary School placed at each Board members seat.
(Crum / Hummel) Motion carried 5-2. Emily Davis and Greg Fenster voted no.

4.0 REPORTS – Focus on Learning

- Johnson Controls
Clint Schutte presented information to the Board regarding Johnson Controls and energy savings to the District.
- Book Review
Teresa Tosh assisted the Board in reviewing the book The 5 Languages of Appreciation in the Workplace.
- Affordable Care Act
Clint Schutte and Jamie McDonald from the Hays Company presented information to the Board regarding the Affordable Care Act and how the District will be impacted by the Act.
- IE-Instructional Arrangements
Clint Schutte presented information to the Board regarding Board Policy IE-Instructional Arrangements and financial implications of changing the classroom limitations.

5.0 FIRST READINGS

- 5.1 Elementary School Staff and Student Handbooks
Mrs. Carla Wulf presented information to the Board regarding the Elementary School Staff and Student Handbooks.
This was a first reading with no action required from the Board.
- 5.2 Haysville Middle School Handbooks
Dr. Mike Maurer of Haysville Middle School presented information to the Board regarding the Staff and Student Handbooks.
This was a first reading with no action required from the Board.
- 5.3 Haysville West Middle School Handbooks
Mr. Ildo Martins of Haysville West Middle School presented information to the Board regarding the Staff and Student Handbooks.
This was a first reading with no action required from the Board.
- 5.4 Job Descriptions – Network Analysis II and Systems Analyst I
Dr. Mike Clagg and Clint Schutte presented information to the Board regarding the Network Analysis II and Systems Analyst I job descriptions.
This was a first reading with no action required from the Board.

6.0 ACTION ITEMS

6.1 Policy Approval

KG & KG-R-Use of District Facilities

MOTION to bring back Board Policy KG & KG-R-Use of District Facilities to the April BOE meeting with suggested changes.

(Lemmons / Fenster) Motion carried 7-0.

6.2 2013-2014 District Calendar

Mr. Clint Schutte was present to answer questions from the Board regarding the 2013-2014 District Calendar.

MOTION to approve the 2013 – 2014 District Calendar as presented with the stipulation that the number of Student Days – 176 is correct as presented or the calendar will be brought back to the Board.

(Crum / Schutt) Motion carried 4-3. Emily Davis, Greg Fenster and Forrest Hummel voted no.

6.3 Capital Outlay Projects

Clint Schutte presented information to the Board regarding letting bids for Capital Outlay Projects for USD 261.

MOTION to approve letting bids on the Capital Outlay Projects as presented.

(Hummel / Lemmons) Motion carried 7-0.

7.0 DISCUSSION/REPORT ITEMS

7.1 Schools for Fair Funding Report

No new information.

7.2 Future Agenda Items

- New Board Policies
- Policy Review and Approval
- Focus on Learning Report
- All First Readings moved to Action Items
- Curriculum Proposals
- Safe Room at Ruth Clark
- Campus High School and Haysville High School Staff
- Board Policy KG&KG-R – Use of District Facilities
- Safety and Security – Executive Session
- Library Software – First Reading

7.3 Board Calendar

No changes

8.0 EXECUTIVE SESSION – No Executive Session

9.0 ADJOURNMENT

Meeting adjourned at 8:52 p.m.

Susan Walston, Board of Education President

Debra M. Coleman, Board of Education Clerk

**SPECIAL MEETING U.S.D. # 261
CENTRAL OFFICE – 1745 WEST GRAND
HAYSVILLE, KANSAS
6:00 P.M.
March 25, 2013**

Subject to Board Approval

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

MEMBERS PRESENT

Susan Walston
Glenn Crum
Greg Fenster
Forrest Hummel
Pat Lemmons
Regina Schutt – arrived @ 6:01 p.m.
Emily Davis – arrived @ 6:04 p.m.

OTHERS PRESENT

Dr. Mike Clagg, Asst. Superintendent of Personnel
Debbie Coleman, Clerk
Teresa Tosh, Asst. Superintendent of Learning Services
Galen Davis, Executive Director of Maintenance
Clint Schutte, Asst. Superintendent of Finance

1.0 MEETING OPENING

1.1 Call to Order

Susan Walston called the meeting to order at 6:00 p.m., with five Board members present.

2.0 EXECUTIVE SESSION

Ms. Walston announced the purpose of the Special Meeting was to discuss the safety and security of USD 261.

MOTION to go into executive session at 6:00 p.m., for 30 minutes to return at 6:30 p.m. (Walston / Hummel) Motion carried 5-0.

The Board invited Galen Davis, Clint Schutte and Dr. Mike Clagg to join them in executive session at 6:00 p.m.

The Board reconvened at 6:30 p.m. with four members present. (Walston, Lemmons, Schutt, and Hummel)

MOTION to return to executive session for an additional 15 minutes to return at 6:45 p.m. (Walston / Hummel) Motion carried 4-0.

The Board reconvened at 6:45 p.m. with seven Board members present.

3.0 ADJOURNMENT

Meeting adjourned at 6:48p.m.

Debra M. Coleman, Board of Education Clerk

Susan Walston, Board of Education President

**SPECIAL BOARD OF EDUCATION MEETING
REPUBLISH BUDGET
U.S.D. # 261 BOARD ROOM – CENTRAL OFFICE – 1745 WEST GRAND
HAYSVILLE, KANSAS
April 2, 2013 – 12:00 P.M.**

Subject to Board Approval

The Special BOE budget 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 12:00 - noon, by Board President Susan Walston. Four Board members were present.

MEMBERS PRESENT

Susan Walston, President
Glenn Crum
Forrest Hummel
Pat Lemmons – via phone

OTHERS PRESENT

Dr. John Burke, Superintendent of Schools
Debbie Coleman, BOE Clerk
Dr. Mike Clagg, Assistant Superintendent of Personnel
David Herbert, Director of Information Systems
Liz Hames, Coordinator of Community Relations
Others

1.0 MEETING OPENING

1.1 Call to Order

Susan called the meeting to order at 12:00 – noon with four Board members present. Susan Walston, Glenn Crum, and Forrest Hummel were in the Board Room and Pat Lemmons was present via speaker phone.

2.0 REPUBLISH BUDGET

Dr. John Burke presented information to the Board regarding the 2012-2013 budget. MOTION to republish the 2012-13 General Fund budget as presented. (Crum / Hummel) Motion carried 4-0.

3.0 ADJOURNMENT

Meeting adjourned at 12:03 p.m.

Susan Walston, Board of Education President

Debra M. Coleman, Board of Education Clerk

PERSONNEL RESUME

Name Lisa Slade
For Position As Gifted Teacher
Building HWMS/Oatville Elementary

<u>Education</u>	<u>Date</u>	<u>Degree</u>	<u>Major</u>
<u>Undergraduate</u> Benedictine College	1989	BA	Elementary Education

<u>Graduate</u> Wichita State University	1992	ME	Elementary Education
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<u>Teaching Experience</u>	<u>Location</u>	<u>Dates</u>	<u>Yrs.</u>
5 th /M.S. Lang. Arts Teacher	Rose Hill, KS	2000-2013	13
Rdg./Lang. Arts/Gifted Teacher	Derby, KS	1991-2000	9
Gifted Facilitator	Butler Coop.	1990-1991	1

Salary Offered \$58,263 **Degree** MS **Step** 12

CA

PERSONNEL RESUME

Name Krystal Kenrick
For Position As Special Education Teacher
Building Prairie Elementary School

<u>Education</u>	<u>Date</u>	<u>Degree</u>	<u>Major</u>
<u>Undergraduate</u> Wichita State University	2006	BA	Elementary Education

<u>Graduate</u> Wichita State University	2010	ME	Special Education
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<u>Teaching Experience</u>	<u>Location</u>	<u>Dates</u>	<u>Yrs.</u>
Special Education Teacher	Wichita, KS	2006-2013	7

Salary Offered \$47,012 **Degree** MS **Step** 5

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2013

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Mike Stoppel, Business Teacher at Campus High School, effective May 23, 2013.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2013

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Denise Bowen, Library Media Specialist at Nelson Elementary School and Ruth Clark Elementary School, effective May 23, 2013.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: April 15, 2013

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Rebecca Stanfield, Science Teacher at Haysville Middle School, effective May 23, 2013.

CA

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: March 26, 2013

To Whom It May Concern:

Our school received a fundraiser check from Sonic for the amount of \$77.59 on March 26, 2013 . We are requesting approval of acceptance of this check.

Thank You,

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

3.4 TREASURER'S REPORT / BILLS

See Supporting Documentation in PDF

End of Section

4.0 REPORTS

No supporting documentation.

End of Section

5.0 FIRST READINGS

No supporting documentation.

End of Section

5.1 Library Software

See Supporting Documentation in PDF

End of Section

CAMPUS HIGH SCHOOL

Changes to the 2013-14 Faculty Handbook:

PAGE 9

A couple of changes were made to administrative responsibilities:

All administrators will share the responsibilities associated with the following areas:

AdvancEd	Crisis Intervention	Cafeteria Supervision
Evaluations		

*Changed from NCA

Myron Regier, Principal

ADA	AdvancEd	Appeals
Building & Grounds	Climate Surveys	Community Relations
Department Chairs	Discipline (seniors)	Educational Field Trips
Enrollment Coordination	Faculty Handbook	General Budget
General Supervision	Site Council	

*Changed from NCA

*Changed from Freshman to seniors

Richard Elliott, Assistant Principal & Athletic Director

Athletics	Athletic Budget	Athletic Handbook
Athletic Officials	Athletic Transportation	Booster Club
Facility Usage	Inservice	Key Inventory
KSHSAA Activities	KSHSAA Reports	Locks & Lockers
Lunch Schedule	Parking	Supervision of Coaches

*Added Athletic Officials and Athletic Transportation

*Deleted Discipline (seniors)

Glenda Cowell, Assistant Principal & Activities Director

Activities Budget	Activities & Clubs	Activities Trips & Transp.
Assemblies	Building Calendar	Discipline (juniors)
Inservice	Literacy First	Mentor Program
Seminar Schedule	Staff Development	Testing & Assessment Supervision

*Added "& Activities Director"

*Changed Discipline from sophomores to juniors

*Deleted Facility Usage, Field Trips, Reading State Assessments, and Social Studies Assessment

*Added Testing & Assessment Supervision

Tracey Repp, Assistant Principal

AVID

Discipline (sophomores)

Technology

Bus Discipline

Inservice

Crisis Coordinator

Student Planner

*Changed Discipline from juniors to sophomores

*Deleted Athletic Officials, Athletic Transportation, Common Assessment, Event Management, Math Assessment, Science Assessment, and Assistant Athletic & Activities Director (from his title)

Joe Sailors, Assistant Principal

Attendance (freshman)

IB Program

New Student Orientation

Auditorium Seating

Inservice

PBIS

Discipline (freshman)

Link Crew

Teen Leadership

*Added Discipline (freshman), Attendance (freshman), and Teen Leadership

*Deleted Scantron Testing

PAGE 15-16

Will update Semester and Planning Guides according to the 2013-2014 School Calendar

PAGE 21

Updated Progress Report dates according to 2013-2014 School Calendar.
Changed Conferences from "late September" to "October".

PAGE 22

Added Under Computer Use:

The USD 261 Haysville Public School district complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It shall be the responsibility of all members of the USD 261 Haysville Public school staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

PAGE 25

Added Under Computer Use:

Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.

Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.

PAGE 27

Updated under Absences:

“in half day to full day increments only.”

PAGE 34-36

Revised according to District Policy Changes:

GAAD Child Abuse (See JCAC)

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.~~ Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF 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.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse and shall act as appropriate to facilitate the agency's access to the child and to protect the students' interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating report 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 DCF office or law enforcement if DCF 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 DCF 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 good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Approved: KASB Recommendation – 2/98; 4/07; 6/07; 11/10; 8/12; 10/12; 11/12

CAMPUS HIGH SCHOOL

Changes in the 2013-2014 Student Handbook:

PAGE 1

OUR VISION FOR CAMPUS [WHAT CAN WE BE?]

1. Graduation rate of 90% by 2014.
2. Meet Annual Measureable Objectives in reading, writing and math.
3. Average score of 23 on the ACT.
4. Provide a safe, nurturing environment for our students.

Deleted "AYP" and replaced with "Annual Measureable Objectives"

Deleted "Meet standard of excellence in reading and math."

PAGE 4

Added in Credits for Classification: "Beginning with the Class of 2017: Senior (20), Junior (13), and Sophomore (6)."

PAGE 5

Beginning with Class of 2017

- 4 English (1 each 9th-11th/.5 English & .5 Speech for 12th)
- 3 Math (1 Algebra, 1 Geometry, 1 Algebra)
- 3 Science
 - 1 Physical Science (Lab Studies, Chemistry, Physics, Science of Tech);
 - 1 Biology; 1 Science Elective
- 3 Social Science
 - .5 World Studies; 1 World History; 1 US History; .5 Am. Government
- 1 Fine Arts (Forensics, Fine Arts, Art Education, and/or Music Education)
- 1 Physical Education
- 12 Electives
- 27 Total Credits**

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Added to Program of Studies:

3. Haysville Campus High School is an International Baccalaureate World School. Students who complete the International Baccalaureate curriculum have the opportunity to earn an International Baccalaureate Diploma in addition to the Campus High School Diploma.

PAGES 12-14

Updated Club Sponsors

Updated clubs based on Activities Handbook changes

PAGE 15

Updated coaching staff as known at this time

PAGE 16

Deleted Saturday School from all attendance policies

PAGE 18

Added to Computer & Internet Use Policy:

Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.

Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.

PAGE 32-37

Deleted Saturday School from all Discipline policies

CHS ACTIVITY HANDBOOK
REVISIONS, April 2013

1. Updated year
2. Updated portions of Quill and Scroll Constitution – Changes noted
3. Updated Articles IV & V of Colts for Christ Constitution – Changes are attached
4. Changed the name of Frantic Follies to Mane Stage Maniacs - Changes noted
5. Added Odyssey of the Mind Constitution - Attached
6. Updated Table of Contents and re-paged the book

Club Constitution

Club name: **Quill & Scroll**

This club's membership is restricted to high school media publication and broadcasting students at a chartered high school. Campus High School received their charter membership March 1, 1968, and students who are currently on staff of the newspaper ~~or~~, yearbook, ~~Media Now or Creative Writing Club~~ are eligible for nomination into Quill and Scroll if they meet eligibility standards as set by the International Organization.

Article I: Name

Section 1. The name of this organization shall be called the Quill and Scroll club.

Article II: Purpose

Section 1. The purpose of this club is to encourage and recognize individual student achievement in journalism and scholastic publication.

Section 2. To support projects that relate to journalism through business, art and photography, writing, layout design and public relations.

Section 3. To promote and enhance good journalism in the local community.

Article III: Membership

Section 1. According to the constitution of the Quill and Scroll, students must be enrolled or on staff at Campus High School, at the time of their election and meet the following requirements:

- A. ~~They must be of junior or senior classification; second semester sophomores may be initiated during the last grading period of their sophomore year, their membership becoming effective at the beginning of their junior year. The must be of sophomore, junior or senior classification.~~
- B. ~~They must be in the upper third of their class in general scholastic standing, either for the year of their election or for the cumulative total of all high school work. They must have the equivalent of a B grade average, or be in the upper third of their class in general scholastic standing, either for the year of the their election for for the cumulative total of all high school work.~~
- C. ~~They must have done superior work in some phase of journalism or school publications- media work. They may be staffers of a magazine, newspaper, yearbook, and news bureau or radio/television station. news organization, online site or radio/television station at the school, or one conducted by an external organization.~~
- D. ~~They must be recommended by the adviser supervisor or by the committee governing publications and productions: the media.~~
- E. ~~They must be approved by the Society's Executive Secretary, Richard P. Johns. Quill and Scroll Executive Director.~~
- F. There are no annual dues. When a candidate is recommended for membership, he/she ~~pays one half of a one-time initiation fee. pays a one-time initiation fee of \$20.00.~~ ~~The club pays the other half of the total fee, which is \$9.00. This fee entitles the member to an official membership pin or charm, a one-year subscription to Quill and Scroll magazine and participation in the yearly activities of the Quill and Scroll Celub.~~

Article IV: Activities

- Section 1. National writing and photo contest - Quill and Scroll may submit two entries in each of 10 categories: editorial, editorial cartoon, news story, feature story, investigative reporting (individual and team), sports story, advertisement and photography (news-feature and sports). Deadline for entries is early February each year.
- Section 2. Yearbook Excellence Contest - Quill and Scroll may submit two entries in each 12 categories: theme, student life, academics, clubs, sports, people, advertising, sports action photo, academic photo, feature photo, graphics and index. Deadline for entries is November 1 each year. Winners in each category of both contests receive Quill and Scroll's national Award Gold key and are eligible, as Seniors, to apply for one of the \$500 Edward J. Nell Memorial Scholarships in Journalism.
- Section 3. News Media Evaluations - An in-depth critique of school newspapers and yearbook.
- Section 4. The Formal Induction Ceremony - ~~This ceremony is held annually at Wichita Northwest High School where new initiates are recognized, guest speakers present the program and a formal reception is held following the ceremony.~~ Campus may have their own Formal Induction Ceremony where new initiates are recongnized, spreakers present the program and a reception is helad following the ceremony.

Club name: **Colts for Christ Bible Club** (Campus Life)
Open to all students

Article IV: Leadership Team and Elections

- A. Colts for Christ will have a leadership team of four to six students.
- B. The elections will be held in the last 9-weeks of each school year.
 - 1. To vote, a club member must meet the voting membership criteria.
 - 2. Members will be notified a week before elections if they are eligible to vote.
- C. Voting Membership criteria is as follows:
 - 1. Attend one meeting in the past month to hold voting membership status.
 - 2. Payment of dues anytime during the school year.
 - 3. Behave appropriately at meetings and club events.
 - 4. If a member fails to adhere to these guidelines, membership will be revoked without refund of membership dues.
- D. Leadership Team nominations will be made through a nomination process by any voting member.
 - 1. Anyone wishing to be a leadership team member must submit a completed application form.
 - 2. Candidates must sign a commitment form stating that if elected, he/she will abide by the leadership team member responsibilities or be removed from office (Article V).
 - 3. Sponsors may eliminate candidates based on their application and commitment forms.

Article V: Responsibilities of Leadership Team Members

- A. All major decisions will be decided by a vote of the leadership team members present at the team meetings and recommendations of the sponsor.
- B. Members of the leadership team will be expected to perform specific assigned duties:
 - 1. Set the agenda for weekly meetings and lead these meetings.
 - 2. Arrange speakers and activities or club meetings.
 - 3. Plan and implement service projects and fundraisers.
 - 4. Keep minutes of all meetings.
 - 5. Track attendance for all club activities.
 - 6. Record all club transactions.
 - 7. Keep club accounts updated.
 - 8. Publicize activities and meetings to the school using posters and intercom announcements.
 - 9. Maintain contact with the school and community regarding club activities.
 - 10. Send out notes to club members and officers regarding meetings, voting, special activities, etc.
- C. Responsibilities of Team Members
 - 1. Leadership Team members must attend all team meetings. All absences must be excused by a sponsor.
 - 2. Team members must maintain voting membership status.
 - 3. Team members must be positive role models.
- D. Removal of Team Members: Failure to fulfill any of the above Leadership Team responsibilities will result in the process of removal from the team.
 - 1. The team member will be addressed one on one about his/her failure to meet a responsibility.
 - 2. If the team member fails to correct the issue, the matter will be brought to a leadership team meeting.
 - 3. If the team member again fails to correct the issue, the team member will be removed by a majority vote of the team.

Club Constitution

| Club name: ~~Frantic Follies Improv Troupe~~ Mane Stage Maniacs

Mission Statement

To involve students in mind expanding comedy and acting games to improve their mental and physical acting ability.

Article I: Purpose or Goals

Give the students a chance to practice Improvisation. Show the student the importance of improv acting. Improve student's ability to think quickly. Be a service to our community and school.

Article II: Membership

| Students must audition before the ~~founders~~ leaders of the club before becoming a member. Any member may be dismissed at any time. They may be dismissed for behavior problems or repetitive attendance problems.

Club Constitution

Club Name: Odyssey of the Mind Team

Open to students participating in the Odyssey of the Mind Competitions.

Article I: Purpose and Goals

- A. Odyssey of The Mind Team members will have the opportunity to learn how to think divergently by exploring open-ended problems that appeal to a wide range of interests.
- B. Students develop team-building skills by working in groups of as many as seven students per team.
- C. Students learn to examine problems and to identify the real challenge without limiting the possible solutions and their potential success.
- D. The creative-thinking process is nurtured and developed as a problem-solving tool.

Article II: Sponsor

The club sponsor/coach of the Odyssey of the Mind team must be a CHS faculty member who will help to coordinate club activities with the Activities Director. The sponsor is expected to be a model of leadership, competence, and cooperation.

Article III: Membership

- A. Membership is open to any CHS student.
- B. There is a maximum of 7 and a minimum of 5 students per team for each of the 5 problems issued by Odyssey of the Mind. Should student interest exceed available team positions, an interview and audition will be held to select team members. The audition will consist of spontaneous and short improvisational performances.

Article IV: Removal from Membership:

- A. Members who fail to fulfill team commitments will be asked to meet with a sponsor and placed on a probationary status.
- B. If a student continues failing to fulfill team commitments, they may be removed from team membership.

Article V: Election of Officers

- A. Elections for the new school year will be held once team membership has been determined.
- B. Team members will vote for whichever candidate they feel will most benefit the Odyssey of the Mind Teams.

Article VI: Obligations of the Officers

A. President

- 1. Plans and conducts practice activities.

2. Attends all functions.
3. Confers with sponsor to ensure that all practices and fundraising meet the standards and goals of the CHS Activities program.
4. Works to determine fundraising activities.

B. Vice President

1. Attends all functions.
2. Assumes president position if president is unable to attend a function or a meeting.
3. Works to determine meeting times.
4. Works with president to determine practice and fundraising activities.

C. Secretary

1. Keeps minutes of all meetings.
2. Responsible for distributing and collecting all competition forms.

D. Treasurer

1. Records all club transactions.
2. Keeps club account updated.
3. Sets fundraising goals.
4. Works to distribute and collect fundraising materials.

Article VII: Procedure to determine spending of club money:

Club members must agree upon all expenditures of club funds. The student leadership and the sponsor must complete the club purchase requisition form and submit that form before the use of club money will be approved by CHS administration.

Article VIII: Club Activities

The Odyssey of the Mind team will meet initially several times for team building activities and general information. Fundraising activities will also begin. Teams will be selected and meeting times determined by December 1. Consistent practices will be set and all members will be expected to attend. Practices will increase as needed as the competition draws near. Meetings, practices and fundraising are not optional.

**Haysville High School
Student Handbook Changes 2013-2014**

Ninth Grade Center

The Ninth-Grade Center is a school within a school for ninth and tenth-grade students who are severely behind in credit and need a more intensive approach to recovering credit, developing organizational skills, soft skills, setting goals, and presenting information. In this one-room schoolhouse students are enrolled in a smaller but traditional English 9 class with a hands-on approach to developing and improving reading and writing skills. The remainder of their day consists of utilizing Virtual Prescriptive Learning to recover credit. Students are also enrolled in Teen Leadership, a class that helps develop conflict resolution skills, organization, goal-setting, coping mechanisms and communication. Students are gradually moved over to Haysville High School as they make progress in recovering credit and demonstrate readiness through academics, behavior, and attendance.

Acceptable Use Policy

Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies. Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.

- Remove Saturday School References (Replace with references to detention where appropriate).**



HAYSVILLE

Unified School District 261

Phone: 316-554-2203
Fax: 316-554-2230
1745 West Grand
Haysville Kansas, 67060

David Herbert
Director of Information Services
Email: dherbert@usd261.com

To: Clint Schutte

From: David Herbert

Date: April 3, 2013

RE: Laptop Purchase

Mr. Schutte

Per the district's three year schedule for refreshing teacher laptops it's time, once again, to start this process. The Information Services Department is currently in negotiations with several different laptop vendors. Current plans are to purchase approximately 425 laptops for teacher use, and to cover currently scheduled departmental purchases, capital outlay requests, and spare laptops to provide minimal downtime if a laptop failure occurs.

The current price point is approximately \$475 a unit. Total cost of this purchase, with shipping, is around \$200,000.00. I am requesting that the Board of Education approve a purchase of laptop computers with the amount not to exceed \$200,000.00, the vendor, quantity, and final price to be left up to the school district's administration. As vendors are tooling up for newer, faster products, we are in a holding pattern as we seek the best price and performance value for the school district. As in all purchases this large, all state and local guidelines for bidding will be followed. The current teacher laptops will be refurbished in the fall and returned to each school for academic (student) use. Please feel free to contact me if you have any questions.

David Herbert
Director of Information Services
Haysville Public Schools



Phone: 316-554-2203
Fax: 316-554-2230
1745 West Grand
Haysville Kansas, 67060

David Herbert
Director of Information Services
Email: dherbert@usd261.com

To: Clint Schutte

From: David Herbert

Date: April 3, 2013

RE: Summer Technology Positions

Mr. Schutte,

I am requesting three positions for summer upgrades, installation and maintenance of technology related systems. The positions will be full time, temporary positions that will start the last week in May and continue through the end of July. This is one additional position from the last two years. Work areas that are scheduled, but not limited to, are:

- Teacher Laptop Cleanup/Possible Replacement
- Campus Security Re-wiring & Camera Installation
- Food Service Upgrade
- Nelson Building Rewire
- Library System Replacement and Upgrade
- Oatville Building Rewire
- Tri-City Networking Update
- On line Enrollment setup

Please feel free to contact me if you have any questions.

David Herbert
Director of Information Services
Haysville Public Schools

April 2, 2013

TO: Clint Schutte; Dr. Burke; Dr. Clagg; Haysville USD 261 Board of Education
FROM: Galen Davis, Executive Director of Operations
REF: Summer Temporary Maintenance and Transportation Personnel

Maintenance Supervisor Freddy Robinson, Transportation Director B.J. Knudson and I would like to request the following summer maintenance and transportation temporary positions for the months of June and July. These positions are needed to provide additional maintenance for our buildings, grounds, and transportation fleet.

Grounds crew – three temporary summer positions to do mowing, trimming, fertilizing, dirt work, and tree trimming for approximately 190 acres. (2009 there were five positions)

Paint crew – four summer temporary positions to paint classrooms, hallways, as well as other interior and exterior areas. (2009 there were six positions; 2012 three positions) We are asking for this increase of one position due to the increasing number of paint requests that we are receiving from the schools.

Bus cleaning crew – two summer temporary positions to clean the exterior and interior of 78 Transportation Department fleet vehicles as well as repair bus seats as needed. (2009 to present there were two positions)

Thank you for considering this request.

Respectfully,

Galen Davis

5.7 Substitute Teacher Handbook

See Supporting Documentation in PDF

End of Section

5.8 Educational Support Handbook

See Supporting Documentation in PDF

End of Section

6.0 ACTION ITEMS

No supporting documentation.

End of Section

Haysville USD 261

Guidelines for Use of District Facilities

As outlined by USD 261 Board Policy KG, these guidelines are to be made available at the time a request is made by any individual or group desiring to use district facilities.

Completion of Rental Agreement

Any person, persons, or outside organization desiring to use the buildings or grounds shall complete a rental agreement and acquire the approval of the superintendent or ~~designee or~~ *designee*. This agreement shall be completed and approved no less than seven days (one week) in advance of the intended use. A certificate of insurance may be required by the BOE to provide adequate proof of liability insurance. Guidelines for the use of ~~facilities of~~ *facilities* will be provided at the time a facilities use form is requested.

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Regular Use of Facilities by Non-School Sports/Activity Groups

For regular use of a facility during a sports/activity season, such groups shall meet with designees of Haysville USD 261 to draw up an agreement that will outline the rights and responsibilities of such groups during that season. This document will also set forth any fees that will be associated with the use. ~~The agreement will then be presented to the USD 261 Board of Education for approval.~~ These agreements will be reviewed annually in the process set forth above before being presented to the Board of Education for approval.

Priority Usage

The use of school facilities is subject to the following priorities outlined by the Board of Education. USD 261 school related activities will have the priority over all others on the priority list. *If conflicts in scheduling arise the following priority will be enforced.*

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- Priority One:* Haysville Activity Center activities.
- Priority Two:* In-district non-school sports/activity groups.
- Priority Three:* Other tax supported community institutions.
- Priority Four:* In-district businesses, churches, civic clubs, community events and individuals.
- Priority Five:* Out-of-district groups, whose programs include district residents.

Schedule of Rental Rates for School Facilities (Per Day Per Use)

A.	CHS Theater	\$100.00
	CHS Theater (stage only for rehearsals)	20.00
	CHS Gymnasiums	100.00
	CHS Swimming Pool	100.00
	CHS Cafeteria/Commons	50.00
	CHS Classroom	15.00
	HMS Gymnasiums	100.00
	HMS Cafeteria	50.00
	HMS Multipurpose Room	50.00
	HMS Classroom	15.00
	Elementary School Gymnasiums	50.00
	Elementary School Cafeterias	25.00
	Elementary School Classrooms	15.00
	Administrative Office Board Room or Conference Room	25.00
	Other District Facilities/Grounds	As determined by Supt. or Designee

B. Kitchen facilities at any of the schools are available to outside groups only when authorized by the Supt. or Designee BOE. Any such approval for use of these areas will require the use of District food service employees and the utilization fee will be established by the Superintendent or designee.

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C. If a custodian is required to be on duty or clean-up is involved, charges will be added at the rate of \$20.00 per hour during the week and \$30 per hour on weekends. A custodian must be on duty if the group using the facility numbers more than 30.

D. If special personnel are required, such as lighting or sound operators, charges will be added at the rate of \$20.00 per hour during the week and \$30 per hour on weekends.

E. Should users request air conditioning or heating when it is not otherwise in operation, a charge per hour will be assessed. If the facility requires pre-cooling/heating prior to actual use, a minimum of one hour's fee will be charged. Rates per hour will be \$8.00 for small spaces and \$15.00 per hour for large spaces.

F. Request for use of school facilities should be directed to the supervisor of the facility desired.

G. Additional fees may be charged if property of USD 261 is damaged or left in worse condition than when rented.

H. No activities may be scheduled before 12:00 noon or after 6:00 p.m. on Sundays unless approved by the Board of Education. Exceptions maybe made with Superintendent or Designee approval.

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Exemptions to Fees

Class I: No building rental fees shall be charged to the following groups for activities serving district residents:

1. School affiliated organizations including, but not limited to, parent teacher groups, booster clubs, alumni organizations, or community service meetings.
2. Governmental units.
3. Local (public school age) youth groups such as Boys Scouts and Girl Scouts.
4. The Haysville Chamber of Commerce.
5. In-district non-school sports/activity groups open to all district residents.
6. Other civic and community organizations as determined by the USD 261 superintendent or designee.

Any group may incur a custodial expense when custodians are not already on duty.

Class II: Fees shall be charged to local non-profit and service organizations:

1. In-district churches (located within the boundaries of Haysville USD 261).
2. Private individuals.
3. Private or social groups.

Class III: For-profit business concerns, sectarian, partisan, and out-of-district groups or organizations shall not be granted rental rights without approval of Supt. or Designee the BOE. Utilization fees and other charges will be set by the Supt. or Designee BOE.

1. For-profit businesses that utilize facilities on multiple occasions may be charged an escalating fee. This fee will be determined by the Superintendent or designee.

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Adopted January 7, 2002

2013-14
Changes for the Elementary Parent and Student Handbook
and Elementary Staff Handbook

The 2012-13 Elementary Staff Handbook and the Elementary Parent and Student Handbook are available online for your review – changes will be made for 2013-14

Changes: In addition to specific changes noted below, various typographical errors and spacing errors have been corrected and fixed as the books are updated.

Elementary Parent and Student Handbook

The handbook is available online and only printed for parents who do not have internet access and those requesting a paper copy.

Front Cover and throughout document
Change dates for 2013-14
Add District Calendar for 2013-14

Table of Contents - Changes noted in page numbers

Page 4 Update Names and Positions – BOE members and Administrative Staff

Page 5 Change dates for enrollment in Kdg. and 1st grade (state regulations)

Page 9 **Latch Key Program** will change dates and will update fees for new school year. (as of 2/07/13 no fee increase)

Page 11 Update - **Fees Charged** - Updates / changes will be made as determined by the BOE

Page 16 Student computer usage added the following statement:

Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.

Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.

Page 19-20 Update Immunizations according to KDHE requirements

Page 23 LUNCH PROGRAM – change dates, fees, and so forth as it becomes available



Changes in Elementary Staff Handbook

The Staff Handbook is available online and will not be printed for staff.

The Staff Handbook had no significant changes

Changed dates to 2013-14 – throughout the document – also add new school calendar

Page 25 Added the following statement to equipment use:

Personally owned Internet devices such as, smart phones, laptops, and tablets may be used by staff and students during the school day as approved by administration and in accordance with the Haysville USD 261 Board of Education Internet and Computer Use policies.

Students who do not have access to a personal device to use as part of an instructional program or lesson will not be penalized and alternate modes of participation will be available.

Appendices – minor changes for building specific information – maps, committees, etc.

Appendix G - Alphabetical listing / spacing – minor changes and updates

4.3 Haysville Middle School Handbook Information

See Supporting Documentation in PDF

End of Section

HAYSVILLE WEST MIDDLE SCHOOL

HOME OF THE GORILLAS

ILDO MARTINS – PRINCIPAL NICKI McMULLIN – ASST. PRINCIPAL JEROMY SWEARINGEN – ASST. PRINCIPAL/ATHLETIC DIRECTOR

To: BOE
From: HWMS Administration
CC: Dr. Burke

HWMS Staff and Student Handbooks

Updating of dates, names, and district policy will be the changes made to the Staff and Student Handbooks for the 2013-2014 school year. Additionally, a reference will be added regarding the location of the District/BOE policy manual on the district website.

Ildo S. Martins
Principal

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **NETWORK ANALYST II**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Knowledge of company supported network platforms Windows desktop, Windows Server operating systems and advanced knowledge of wireless networking.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSETIAL FUNCTIONS:

1. Be a technical resource for devices that connect to the district's wireless networks in support of the district's BYOD Initiative.
2. Plan, recommend, implement, configure, and test security strategies for wireless networks.
3. Setup, install, and maintain wireless access points and wireless security for the purpose of providing secure and easy access to the network.
4. Recommend, install, setup, and configure wireless access points using vendor supplied hardware/software to control and configure groups of access points.
5. Setup, configure, troubleshoot, and manage V-LAN network for multiple networks.
6. Assist in the setup, support, and maintain all network protocols for the purpose of making sure all the information systems communicate correctly.
7. Assist in the termination, installation and testing fiber optic cabling for the purpose of providing fast secure networks.
8. Analyze and resolve technical problems for established networks for the purpose of keeping maximum up-time.
9. Plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
10. Provide advanced network documentation, including, but not limited to, baseline traffic and normal traffic analysis of district wired and wireless networks.
11. Serve as technical specialist in network problems and emergencies for the purpose of providing leadership during unscheduled downtime.
12. Conduct technical research on network upgrades and components to determine feasibility, cost, time required, and compatibility with current system to maintain an upgraded and working information system.
13. Install, upgrade, and configure network printing, directory structures, user access, security, software, and file services for the purpose of allowing users the proper access to the network resources.
14. Work with vendors to resolve complex network problems for the purpose of networking with other information technology professionals.

15. Maintain confidentiality with regard to the information being processed, stored or accessed by the network for the purpose of ensuring data is secure.
16. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
17. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

ADDITIONAL RESPONSIBILITIES

1. Assist personnel of other departments as a technical resource
2. Oversee the installation of hardware, software, and networking equipment
3. Provide on-the-job training to new department staff members
4. Provide orientation to access the district's wireless network to new district staff

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must be able to work independently without continuous supervision.
5. . Must occasionally work in noisy and crowded environments, with numerous interruptions.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

USD 261 EDUCATIONAL SUPPORT STAFF
POSITION DESCRIPTION

POSITION TITLE: **SYSTEMS ANALYST I**

SUPERVISOR: Director of Information Services

PAYMENT RATE: Established by Board of Education

QUALIFICATIONS:

1. High School diploma or equivalent (Microsoft training a plus).
2. Knowledge of company supported Windows Servers and Windows desktop operating systems.
3. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Study, analyze, and understand all major software systems deemed as mission critical by the Director of Information Services.
2. Design and implement system integration and data sharing with all major systems
3. Program and code system integration systems including, but not limited to HTML, Java, PHP, Windows base COMMAND sets and applications.
4. Consult with users and evaluate requirements, recommend designs and layouts, provide cost analyses, plan short, medium, and long range projects, and coordinate tasks for installation of technologies for the purpose of providing secure, cost effective information systems tailored to the users' needs.
5. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
6. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.
7. Supervise technical assistance on computer systems, networks, applications, and other technologies to ensure that all systems are performing at top efficiency.
8. Analyze and resolve technical problems for established technologies for the purpose of keeping maximum up-time.
9. Help plan, test, recommend, and implement network, file server, mainframe, and workstation hardware and software for the purpose of providing secure network resources.
10. Provide network documentation, training, and guidance to computing system clients and programmers for the purpose of keeping the staff informed and trained on current systems.
11. Conduct technical research on technology upgrades and components to determine feasibility, cost, time required, and compatibility with current systems to maintain upgraded and working information systems.

12. Help maintain confidentiality with regard to the information being processed, stored, or accessed by the network for the purpose of ensuring secure data.
13. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
14. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
15. Stay current on all production operating systems and basic applications to keep up with the increased demands of Information Technology.
16. Provide proactive communication and notification to staff of pending or upcoming problems, outages, or other service issues in order to provide courteous and timely assistance to staff.
17. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
18. Perform other duties as assigned.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
2. Occasional stooping, bending or reaching.
3. Requires prolonged sitting or standing, and use of equipment including repetitive motions and computer eye fatigue.
4. Must occasionally work in noisy and crowded environments, with numerous interruptions.
5. Must be able to work independently without continuous supervision.

TERMS OF EMPLOYMENT:

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

6.6 Capital Outlay Bids

See Supporting Documentation in PDF

End of Section

Memo

TO: Haysville Board of Education

FR: Clint Schutte, Assistant Superintendent of Business & Finance

DA: April 3, 2013

RE: Capital Outlay - High School Practice Field

We are asking for a resolution authorizing Haysville USD 261 to seek bids for the replacement of the current high school practice field with a synthetic turf field that will accommodate Baseball, Softball, Football, Band, and Soccer. This project will be paid out of the 2013-2014 Capital Outlay funds.

cls

7.0 DISCUSSION / REPORT ITEMS

No supporting documentation.

End of Section

7.1 Schools for Fair Funding

No supporting documentation.

End of Section

7.2 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	Extension of Admin. Contracts
September	March
Enrollment Numbers	Curriculum Proposals
Summer Program Reports	School Calendar Proposals
Building Tours	
October	April
Special Education Plan	Teacher Non-Renewal Discussion
Building Tours	Capital Outlay Lists
Audit Report	Personnel Plan
November	May
KASB Delegates/voting	Handbooks
BOE Retreat/Goal Setting/Evaluation	Summer Work Requests
	Graduations/Promotions
December	June
Schedule Superintendent's Evaluation	Handbooks
	Set Budget Meeting Date and Time
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	
KASB State Convention	
KASB Spring/Fall Regional Mtgs.	

8.0 EXECUTIVE SESSION
No Supporting Documentation

End of Section

9.0 ADJOURNMENT

No supporting documentation.

End of Section