

REGULAR MEETING USD # 261
ADMINISTRATION BUILDING BOARD ROOM - 1745 W. GRAND AVE., HAYSVILLE,
KANSAS
October 20, 2014 – 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)
 - 1.3.1 IBB Training Date – October 29, 2014
 - 1.4 Superintendent's Announcements (No Documentation)
 - 1.5 New and Good (No Documentation)
 - 1.6 Approve / Amend Agenda (No Documentation)

- 2.0 DISTRICT PATRON/PERSONNEL TIME
 - 2.1 Hearing of Scheduled District Patrons/District Personnel – 5 min.
 - 2.2 Remarks/Comments from District Visitors – 2 min.

- 3.0 CONSENT AGENDA
 - 3.1 Previous Minutes
 - 3.2 Routine Personnel
 - 3.3 Gifts and Grants

- 4.0 TREASURER'S REPORT / BILLS – PDF

- 5.0 REPORTS – Focus on Learning
 - Audit Report – Schutte – See PDF
 - Facilities Report – Schutte – See PDF
 - Recreation Commission Report – Schutte – See PDF
 - Seclusion Report – Cezar

- 6.0 FIRST READINGS
 - 6.1 Policy Review
 - CEI-R – Evaluating the Superintendent
 - JGCA – Local Wellness Policy
 - JGFGBB – Accommodating Students with Diabetes

- 7.0 ACTION ITEMS
 - 7.1 Policy Approval
 - IB – School Site Councils
 - ICA – Pilot Projects
 - IDACA – Special Education Services
 - IDACB – Section 504 Accommodations for Students
 - IDAE – Student Privacy Policy
 - 7.2 Capital Outlay Bid Request – Schutte – See PDF

- 8.0 DISCUSSION/REPORT ITEMS
 - 8.1 Schools for Fair Funding Report
 - 8.2 Future Agenda Items
 - 8.3 Board Calendar

- 9.0 EXECUTIVE SESSION – Attorney/Client Privilege

- 10.0 ADJOURNMENT (No Documentation)

1.0 MEETING OPENING

No supporting documentation.

End of Section

1.1 Call to Order
No Supporting Documentation

End of Section

1.2 Flag Salute
No Supporting Documentation

End of Section

1.3 President's Announcements

No supporting documentation.

End of Section

1.3.1 IBB Training Date

End of Section

1.4 Superintendent's Announcements

No supporting documentation.

End of Section

1.5 New and Good

No supporting documentation.

End of Section

1.6 Approve / Amend Agenda

No supporting documentation.

End of Section

2.0 DISTRICT PATRON / PERSONNEL TIME

No supporting documentation.

End of Section

2.1 Hearing of Scheduled District Patrons / District Personnel

No supporting documentation.

End of Section

2.2 Remarks / Comments from District Visitors

No supporting documentation.

End of Section

3.0 CONSENT AGENDA

End of Section

3.1 Previous Minutes

End of Section

BOARD OF EDUCATION MEETING U.S.D. # 261
ADMINISTRATION BUILDING, 1745 W. GRAND AVE.
HAYSVILLE, KANSAS
September 15, 2014 – 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. Four Board members were present.

MEMBERS PRESENT

Susan Walston, President
Paige Crum, Vice President
Glenn Crum
Greg Fenster
Misty Harding (arrived at 7:06 p.m.)

OTHERS PRESENT

Dr. John Burke, Superintendent of Schools
Debbie Coleman, Clerk of the Board
Dr. Clint Schutte, Asst. Supt. of Business and Finance
Dr. Mike Clagg, Asst. Supt. of Personnel
Teresa Tosh, Asst. Supt. of Learning Services
Myron Regier, Campus High School Principal
Dr. David Engelking, Prairie Elementary School Principal
David Herbert, Director of Information Services
Liz Hames, Community Relations Coordinator
Others

1.0 MEETING OPENING

1.1 Call to Order

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

1.2 Flag Salute

1.3 President's Announcements

***1.3.1 Discussion of Placement of Treasurer's Report**

Discussion of this item was delayed until Ms. Harding arrived.

- Susan was a member of the Nomination Committee for the President-elect of KASB School Board.
- The KASB Fall Education Summit will be held in Clearwater on October 1st.
- The ribbon cutting for the new City fountain was held on Monday, September 8th.

1.4 Superintendent's Announcements and New and Good

- CHS Physical Education Teacher/Athletic Trainer Dennis Munk was named to the Kansas Teacher of the Year Team. He is one of only eight finalists for the Kansas Teacher of the Year Award. The State Teacher of the Year Banquet will be held on November 22nd at the Wichita Marriott.
- A Social Contract has been developed with the staff in the Administration Building. The BOE will be next in developing a Social Contract.

1.5 New and Good

Paige Crum:

- Haysville Middle School 8th grade football team currently has a 2-0 season.
- Haysville Middle School Cross Country also has a 2-0 season.
- KASB Honor Roll Level I recipients are Dr. Burke, Susan Walston, Paige Crum and Glenn Crum.

1.6 Approve / Amend Agenda

MOTION to approve the Agenda as presented.

(G. Crum / P. Crum) Motion carried 4-0.

***4.0 Reports were moved to this time in order to allow those presenters not wishing to remain at the BOE meeting to leave after their presentation.**

- **Haysville SPARK – Linda Long, Dr. Maurer, former student Isaac Hess and current students Kaylee Hueser and Levi Coffey, and parent Marti Dunn presented information to the Board regarding the Haysville SPARK program.**
- **Homeless Report – Long Linda Long presented a brief update on the Homeless population of USD 261.**
- **International Baccalaureate (IB) Report – Sailors CHS Assistant Principal Joe Sailors and students Caleb Parker, Madison Busch, Chelsea Hampton and Julisa Martinez gave a short report on the IB program.**
- **FCCLA – Spangler Campus teachers Ms. Jan Tamson and Ms. Renae Spangler, and students Danielle Fox, Taylor Spangler, Jessica Robbins, Katie Stolp and Hope Wilson presented an informational report to the Board on the FCCLA club.**

1.3.1 Discussion of Placement of Treasurer’s Report

**Dr. Burke suggested to separate this issue and make it its own line item for a 6-month trial period. Treasurer’s Report would be placed at 4.0.
MOTION to separate the Treasurer’s Report and make it its own line item for a 6-month trial period.
(Harding / P. Crum) Motion carried 5-0.**

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**
Mr. Jeremy Watkins shared his concern of Common Core with the Board.
Ms. Teresa Tosh went with Mr. Watkins to the Admin. Building Conference room to visit with Mr. Watkins about his concerns.

3.0 CONSENT AGENDA

- 3.1 **Previous Minutes**
- 3.2 **Routine Personnel – Additional Personnel Items were placed on the Board table**
- 3.3 **Gifts and Grants**
Haysville Middle School received a check in the amount of \$88.72 from Target.
Nelson Elementary School received a check in the amount of \$176.82 from Target.
- 3.4 **Treasurer’s Report / Bills – PDF**
MOTION to approve the Consent Agenda as presented.
(P. Crum / G. Crum) Motion carried 4 -1. Greg Fenster voted no.

***4.0 REPORTS – Focus on Learning – This item was presented after 1.6 Approve/Amend Agenda**

- **Haysville SPARK – Long**
- **Homeless Report – Long**
- **International Baccalaureate (IB) Report – Sailors**
- **FCCLA – Spangler**
- **Seclusion Rooms – Cezar**
Becky Cezar was not present for the report. The report to the Board on Seclusion Rooms will be postponed until the October BOE meeting.

4.0 FIRST READINGS

5.1 Policy Review - PDF

IB – School Site Councils

ICA – Pilot Projects

IDACA – Special Education Services

IDACB – Section 504 Accommodations for Students

IDEA – Student Privacy Policy

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

6.0 ACTION ITEMS

6.1 Policy Approval

CGI – Administrator Evaluation

EBB – Safety

GACC – Recruitment and Hiring

GAT – Staff Use of Communication Devices

GBQA – Reduction of Teaching Staff

MOTION to approve as CGI – Administrator Evaluation, EBB – Safety, GACC –

Recruitment and Hiring, GAT – Staff Use of Communication Devices and GBQA –

Reduction of Teaching Staff as presented.

(Walston / P. Crum) Motion carried 5-0.

7.0 DISCUSSION/REPORT ITEMS

7.1 Schools for Fair Funding Report

Dr. Mike Clagg presented information to the Board regarding the latest meeting on Schools for Fair Funding. A final decision is expected before the November General Elections.

7.2 Future Agenda Items

- Policy Review and Approval
- Focus on Learning Report
- First Readings
- Food Service Report
- Safe Room at Ruth Clark
- Building Reports
- Class Numbers
- Personnel Plan
- IBB Training Date – October 29, 2014
- Facilities Report – possible building tours after the Facilities Report
- Audit Report
- Seclusion Report
- Securities Exchange Commission Report

7.3 Board Calendar

No Changes

8.0 EXECUTIVE SESSION

Greg Fenster requested the Board go into Executive Session to discuss a personnel issue. Mr. Fenster requested only Board members attend the Executive Session.

MOTION to go into Executive Session to discuss a personnel issue.

(Fenster /) Motion failed due to lack of a second.

9.0 ADJOURNMENT
Meeting adjourned at 8:04 p.m.

Susan Walston, Board of Education President

Debra M. Coleman, Board of Education Clerk

3.2 Routine Personnel

End of Section

PERSONNEL RESUME

Name Virginia Swecker

For Position As Interim Director of Special Education

<u>Education</u>	<u>Date</u>	<u>Degree</u>	<u>Major</u>
<u>Undergraduate</u>			
Southwest Missouri State	1965	BS	Fine Arts

<u>Graduate</u>			
Wichita State University	1998		Administration
Fort Hays State University	1989	MS	Special Education

<u>Related Experience</u>	<u>Location</u>	<u>Dates</u>
Director of Special Education	Sumner County Educational Services Interlocal	2001-2011

Salary Offered \$48,000

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: October 20, 2014

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Kelly Shultz, Language Arts Teacher at Haysville High School, effective September 29, 2014.

CA

TO: Board of Education

FROM: Dr. Michael Clagg
Assistant Superintendent for Personnel

DATE: October 20, 2014

RE: Resignation

Please let this statement serve as a recommendation to the Board of Education to accept the resignation of Becky Cezar, Director of Special Education, effective December 1, 2014.

CA

3.3 Gifts and Grants

End of Section

SONIC RESTAURANTS, INC.
300 Johnny Bench Drive, Suite 400
Oklahoma City, OK 73104

Bank of America, N.A.

64-1278
611

OK Date 10/03/14

Check # 2292185

PAY Seventy-Eight and 20/100 Dollars

Vendor # 1014895

VOID AFTER 180 DAYS

Pay This Amount
78.20

To The Order Of HAYSVILLE MIDDLE SCHOOL
900 W GRAND AVENUE
HAYSVILLE KS 67060



DETACH HERE

SONIC CORP Subsidiaries, Partnerships & Affiliates 300 Johnny Bench Dr., Okla City, OK 73104 (405)225-5000					
INVOICE	DATE	COST CENTER/LOCATION	GROSS AMOUNT	DISCOUNT	NET
22322014-09-23	9/23/2014	2232 HAYSVILLE, KS (E.GRAND AVE) SONIC NIGHT FUNDRAISER ATTN PENNY HATFIELD	78.20	.00	78.20

1014895

HAYSVILLE MIDDLE SCHOOL

2292185

10/03/14

78.20

donation

✕ DELETE ← REPLY ⇐ REPLY ALL → FORWARD ...



Ty Hamilton

Fri 10/3/2014 8:53 AM

Mark as unread

To:  Debbie Coleman;

Good Morning Debbie,

We had a pop-up canopy donated to our athletic department by Jason and Tricia Dial. I wanted to make you aware for proper documentation.

Thanks!

Ty Hamilton

Asst Principal | Athletic Director

Haysville West Middle School

316.554.2370 (office)

316.554.2377 (fax)



Ruth Clark Elementary
1900 W. 55th St. So.
Wichita, KS 67217

To: Haysville Board of Education
From: Kelley Keais, Ruth Clark Elementary
Re: Check
Date: October 2, 2014

To Whom It May Concern:

Our school received a fundraiser check from Sonic for the amount of \$76.04 on October 2, 2014. We are requesting approval of acceptance of this check.

Thank You,

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

USD 261

HAYSVILLE

Prairie Elementary School

David Engelking
Principal

Date: September 17, 2014
To: USD 261 Board Members, Dr. Burke, Dr. Schutte
From: David Engelking
RE: PTO Donation

Please accept the following donation provided by the Prairie Elementary PTO:

\$2500 cash donation to supplement the Instructional Supply budget. These funds will help offset the expenses incurred for instructional software subscription renewals at Prairie Elementary

Thank you,

A large, stylized handwritten signature in black ink, appearing to read 'David Engelking', is written over a large, light-colored oval shape.

Dr. David Engelking
Principal

4.0 TREASURER'S REPORT / BILLS - PDF

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End of Section

HAYSVILLE USD #261

RESOLUTION#: 4

DATED: 10/20/2014

AUTHORIZATION FOR PAYMENT OF CLAIMS AS FOLLOWS:

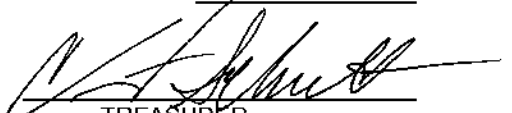
		<u>PAYROLL</u>		
DATE	<u>9/12/2014</u>	DIRECT DEPOSIT <u>17199-18206</u> Ck#	<u>1213-1233</u>	<u>1,903,572.25</u>
		WITHHOLDING	<u>80499-80535</u>	<u>1,531,488.68</u>

ACCOUNTS PAYABLE

DATE	<u>9/11/2014</u>	Manual Cks	<u>54055</u>	<u>2,620.44</u>
	<u>9/12/2014</u>	Manual Cks	<u>54056-54077</u>	<u>207,332.92</u>
	<u>9/19/2014</u>	Manual Cks	<u>54078-54081</u>	<u>1,322.20</u>
	<u>9/26/2014</u>	Manual Cks	<u>54082-54090</u>	<u>9,846.05</u>
	<u>9/29/2014</u>	Manual Cks	<u>54091</u>	<u>2,554.75</u>
	<u>10/3/2014</u>	Manual Cks	<u>54092</u>	<u>174,976.00</u>
	<u>10/6/2014</u>	Manual Cks	<u>54093-54111</u>	<u>438,220.52</u>
		Voided	<u>54112-54126</u>	
	<u>10/10/2014</u>	Manual Cks	<u>54127-54141</u>	<u>521,638.12</u>
	<u>10/14/2014</u>	Manual Cks	<u>54142-54147</u>	<u>68,491.24</u>
	<u>10/20/2014</u>	Cks	<u>54148-54445</u>	<u>695,447.19</u>

TOTAL REGISTER: 5,557,510.36

SUBMITTED BY:


TREASURER

APPROVED BY:

BOARD PRESIDENT

ATTESTED BY:

BOARD CLERK

Accounting Cycle: FY14-15; Bank: INTRUST BANK, N.A. -; Bank Account: 1110260100 -; Statement Date: 09/30/2014

	Bank Reconciliation	+ Outstanding	= Expected GL	- Actual GL	= Difference
Beginning Balance	\$ 19,690,876.26	+ \$ (430,110.61)	= \$ 19,260,765.65	- \$ 19,260,765.65	= \$ -
Deposits/Debits	\$ 3,076,529.87	+ \$ -	= \$ 3,076,529.87	- \$ 3,114,042.61	= \$ (37,512.74)
Withdrawals/Credits	\$ (4,563,863.49)	+ \$ (49,434.12)	= \$ (4,603,297.61)	- \$ (4,640,810.35)	= \$ 37,512.74
Total	\$ 18,213,542.64	\$ (479,544.73)	\$ 17,733,997.91	\$ 17,733,997.91	\$ -

9500.00	PETTY CASH
<u>\$ 17,743,497.91</u>	Bank Balance
\$ 17,743,497.91	General Ledger Balance

Accounting Cycle: FY14-15; Beginning Period: Period 03 (09/01/2014 - 09/30/2014); Ending Period: Period 03 (09/01/2014 - 09/30/2014); Show Prior Year Expense: Yes; Prior Year Ending Balance for Beginning Balance: No; Include Transactions after the Last Period: None; Exclude Closing Entries: No

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Available	Liabilities
06	GENERAL FUND	\$ 624,342.96	\$ 2,218,715.00	\$ (2,645,953.61)	\$ (99,070.92)	\$ 98,033.43	\$ (194,893.85)	\$ (96,850.42)	\$ -
07	FEDERAL FUNDS	\$ 51,916.81	\$ 427.00	\$ (44,022.11)	\$ (14,707.91)	\$ (6,386.21)	\$ (7,667.89)	\$ (14,054.10)	\$ -
08	SUPPLEMENTAL GENERAL	\$ 658,972.33	\$ 335,179.46	\$ (225,680.09)	\$ (25,089.43)	\$ 743,382.27	\$ (349,904.39)	\$ 393,477.88	\$ -
11	AT-RISK (4 Year Old)	\$ 488,408.39	\$ -	\$ (35,451.88)	\$ -	\$ 452,956.51	\$ (177.50)	\$ 452,779.01	\$ -
13	AT-RISK (K-12)	\$ 1,255,741.81	\$ 475.00	\$ (238,160.60)	\$ -	\$ 1,018,056.21	\$ (1,283.12)	\$ 1,016,773.09	\$ -
14	BILINGUAL	\$ 260,771.18	\$ -	\$ (18,435.32)	\$ -	\$ 242,335.86	\$ -	\$ 242,335.86	\$ -
16	CAPITAL OUTLAY	\$ 2,697,829.99	\$ 61,721.91	\$ (42,963.33)	\$ -	\$ 2,716,588.57	\$ (49,944.49)	\$ 2,666,644.08	\$ -
18	DRIVER TRAINING	\$ 322,071.16	\$ -	\$ -	\$ -	\$ 322,071.16	\$ -	\$ 322,071.16	\$ -
24	FOOD SERVICE	\$ 2,069,006.92	\$ 252,892.70	\$ (264,215.05)	\$ -	\$ 2,057,684.57	\$ (134,675.58)	\$ 1,923,008.99	\$ -
26	PROFESSIONAL DEVELOP	\$ 310,094.33	\$ -	\$ (18,115.56)	\$ -	\$ 291,978.77	\$ (1,327.90)	\$ 290,650.87	\$ -
28	PARENTS AS TEACHERS F	\$ 135,004.35	\$ -	\$ (21,442.08)	\$ -	\$ 113,562.27	\$ (210.00)	\$ 113,352.27	\$ -
30	SPECIAL EDUCATION	\$ 2,831,512.07	\$ 477.75	\$ (760,048.29)	\$ -	\$ 2,071,941.53	\$ (22,615.11)	\$ 2,049,326.42	\$ -
34	VOCATIONAL EDUCATION	\$ 645,344.16	\$ -	\$ (45,778.60)	\$ -	\$ 599,565.56	\$ (18,254.16)	\$ 581,311.40	\$ -
51	KPERS Retirement Contribu	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
53	CONTINGENCY RESERVE	\$ 2,972,592.55	\$ -	\$ -	\$ -	\$ 2,972,592.55	\$ -	\$ 2,972,592.55	\$ -
55	TEXTBOOK & STUDENT M/	\$ 950,086.96	\$ 11,367.18	\$ (60,941.62)	\$ -	\$ 900,512.52	\$ (21,137.09)	\$ 879,375.43	\$ -
62	BOND & INTEREST #1	\$ 2,976,096.60	\$ 133,911.64	\$ -	\$ -	\$ 3,110,008.24	\$ -	\$ 3,110,008.24	\$ -
70	ECC STATE GRANT	\$ 2,067.71	\$ 893.14	\$ (921.78)	\$ (2,361.95)	\$ (322.88)	\$ (291.39)	\$ (614.27)	\$ -
71	ALL DAY KINDERGARDEN	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	PAYROLL CLEARING	\$ 18,405.37	\$ 33,402.28	\$ (12,870.67)	\$ -	\$ 38,936.98	\$ -	\$ 38,936.98	\$ -
	Subtotal of Year: Current	\$ 19,270,265.65	\$ 3,049,463.06	\$ (4,435,000.59)	\$ (141,230.21)	\$ 17,743,497.91	\$ (802,382.47)	\$ 16,941,115.44	\$ -
06	GENERAL FUND	\$ -	\$ -	\$ (99,070.92)	\$ 99,070.92	\$ -	\$ -	\$ -	\$ -
07	FEDERAL FUNDS	\$ -	\$ -	\$ (14,707.91)	\$ 14,707.91	\$ -	\$ (47,545.11)	\$ (47,545.11)	\$ -
08	SUPPLEMENTAL GENERAL	\$ -	\$ -	\$ (25,089.43)	\$ 25,089.43	\$ -	\$ (462,497.62)	\$ (462,497.62)	\$ -
16	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (19,427.08)	\$ (19,427.08)	\$ -
70	ECC STATE GRANT	\$ -	\$ -	\$ (2,361.95)	\$ 2,361.95	\$ -	\$ (1,189.14)	\$ (1,189.14)	\$ -
	Subtotal of Year: Prior	\$ -	\$ -	\$ (141,230.21)	\$ 141,230.21	\$ -	\$ (530,658.95)	\$ (530,658.95)	\$ -
	Total	\$ 19,270,265.65	\$ 3,049,463.06	\$ (4,576,230.80)	\$ -	\$ 17,743,497.91	\$ (1,333,041.42)	\$ 16,410,456.49	\$ -

HAYSVILLE USD #261

CASH BALANCES

September 30, 2014

NEGATIVE UNENCUMBERED CASH BALANCES:

06	GENERAL FUND.....	Awaiting State Funds
07	FEDERAL FUNDS.....	Awaiting Federal Funds
70	ECC.....	Awaiting State Funds

Cycle: FY14-15; 1st Detail Element: Fund; 1st Detail Level: Lowest; 2nd Detail Element: Source; 2nd Detail Level: Lowest; 3rd Detail Element: None; 3rd Detail Level: None; 4th Detail Element: None; 4th Detail Level: None; 5th Detail Element: None; 5th Detail Level: None; Filter: ([Fund] >= '06') AND ([Source] Between '0111' AND '5253'); 1st Subtotal Element: None; 1st Subtotal Rollup Level: None; 2nd Subtotal Element: None; 2nd Subtotal Rollup Level: None; 3rd Subtotal Element: None; 3rd Subtotal Rollup Level: None; 4th Subtotal Element: None; 4th Subtotal Rollup Level: None; 5th Subtotal Element: None; 5th Subtotal Rollup Level: None; Begin Date: 9/1/2014; End Date: 9/30/2014; Subtotal on Account Type: No; Include Encumbrances: No

REVENUE REPORTING ACCOUNTS

Fund	Source	Actuals (September)	Adopted Budget	Current Budget	Actuals (YTD)	Available	% of Budget
06 - GENERAL FUND	3110 - General State Aid	\$ (2,218,715.00)	\$ -	\$ -	\$ (4,217,761.00)	\$ 4,217,761.00	
07 - FEDERAL FUNDS	1300 - Tuition	\$ (427.00)	\$ -	\$ -	\$ (5,001.00)	\$ 5,001.00	
08 - SUPPLEMENTAL GENERAL	1100 - Taxes Levied / Assessed by the I	\$ -	\$ (79,091.00)	\$ (79,091.00)	\$ -	\$ (79,091.00)	0.00
08 - SUPPLEMENTAL GENERAL	1110 - Ad Valorem Taxes	\$ (111,963.70)	\$ (1,282,928.00)	\$ (1,282,928.00)	\$ (111,963.70)	\$ (1,170,964.30)	8.73
08 - SUPPLEMENTAL GENERAL	1140 - Back Taxes (Delinquent taxes, Pr	\$ (23,646.23)	\$ (110,414.00)	\$ (110,414.00)	\$ (23,646.23)	\$ (86,767.77)	21.42
08 - SUPPLEMENTAL GENERAL	1912 - User Charges	\$ (1,185.01)	\$ -	\$ -	\$ (3,720.01)	\$ 3,720.01	
08 - SUPPLEMENTAL GENERAL	1950 - Services Provided Other LEA's	\$ (3,155.01)	\$ -	\$ -	\$ (3,450.01)	\$ 3,450.01	
08 - SUPPLEMENTAL GENERAL	2440 - Motor Vehicle Tax (does not incl.	\$ -	\$ (586,574.00)	\$ (586,574.00)	\$ -	\$ (586,574.00)	0.00
08 - SUPPLEMENTAL GENERAL	3140 - Supplemental State Aid	\$ (195,229.51)	\$ (8,575,295.00)	\$ (8,575,295.00)	\$ (195,229.51)	\$ (8,380,065.49)	2.28
11 - AT-RISK (4 Year Old)	5206 - Transfer from General Fund	\$ -	\$ (200,000.00)	\$ (200,000.00)	\$ -	\$ (200,000.00)	0.00
11 - AT-RISK (4 Year Old)	5208 - Transfer from Supplemental Gen	\$ -	\$ (300,000.00)	\$ (300,000.00)	\$ -	\$ (300,000.00)	0.00
13 - AT-RISK (K-12)	1315 - Tuition From Individuals (Summer	\$ (475.00)	\$ (30,000.00)	\$ (30,000.00)	\$ (1,401.00)	\$ (28,599.00)	4.67
13 - AT-RISK (K-12)	5206 - Transfer from General Fund	\$ -	\$ (1,000,000.00)	\$ (1,000,000.00)	\$ -	\$ (1,000,000.00)	0.00
13 - AT-RISK (K-12)	5208 - Transfer from Supplemental Gen	\$ -	\$ (3,900,000.00)	\$ (3,900,000.00)	\$ -	\$ (3,900,000.00)	0.00
14 - BILINGUAL	5208 - Transfer from Supplemental Gen	\$ -	\$ (200,000.00)	\$ (200,000.00)	\$ -	\$ (200,000.00)	0.00
16 - CAPITAL OUTLAY	1100 - Taxes Levied / Assessed by the I	\$ -	\$ (13,362.00)	\$ (13,362.00)	\$ -	\$ (13,362.00)	0.00
16 - CAPITAL OUTLAY	1110 - Ad Valorem Taxes	\$ (18,851.83)	\$ (933,019.00)	\$ (933,019.00)	\$ (18,851.83)	\$ (914,167.17)	2.02
16 - CAPITAL OUTLAY	1140 - Back Taxes (Delinquent taxes, Pr	\$ (4,307.81)	\$ (18,592.00)	\$ (18,592.00)	\$ (4,307.81)	\$ (14,284.19)	23.17
16 - CAPITAL OUTLAY	1510 - Interest on Investments	\$ (868.94)	\$ -	\$ -	\$ (1,571.76)	\$ 1,571.76	
16 - CAPITAL OUTLAY	1960 - Miscellaneous	\$ (400.00)	\$ (50,000.00)	\$ (50,000.00)	\$ (150,609.72)	\$ 100,609.72	301.22
16 - CAPITAL OUTLAY	2440 - Motor Vehicle Tax (does not incl.	\$ (37,295.33)	\$ (107,347.00)	\$ (107,347.00)	\$ (37,295.33)	\$ (70,051.67)	34.74
16 - CAPITAL OUTLAY	3223 - Capital Outlay Aid	\$ -	\$ (705,189.00)	\$ (705,189.00)	\$ -	\$ (705,189.00)	0.00
18 - DRIVER TRAINING	1310 - Tuition From Individuals	\$ -	\$ (35,000.00)	\$ (35,000.00)	\$ -	\$ (35,000.00)	0.00
18 - DRIVER TRAINING	3208 - State Safety (Driver's Ed)	\$ -	\$ (21,250.00)	\$ (21,250.00)	\$ -	\$ (21,250.00)	0.00
24 - FOOD SERVICE	1611 - Student Sales - School Lunch Pr	\$ (86,523.74)	\$ (640,000.00)	\$ (640,000.00)	\$ (165,109.77)	\$ (474,890.23)	25.80
24 - FOOD SERVICE	1612 - Student Sales - School Breakfast	\$ (4,261.93)	\$ (36,500.00)	\$ (36,500.00)	\$ (6,822.03)	\$ (29,677.97)	18.69
24 - FOOD SERVICE	1620 - Adults and Student Sales - Non-F	\$ (18,367.73)	\$ (119,000.00)	\$ (119,000.00)	\$ (31,238.77)	\$ (87,761.23)	26.25
24 - FOOD SERVICE	1621 - Adult Meal Sales	\$ (2,465.80)	\$ (22,811.00)	\$ (22,811.00)	\$ (4,367.63)	\$ (18,443.37)	19.15
24 - FOOD SERVICE	1630 - Special Functions	\$ (517.48)	\$ -	\$ -	\$ (899.76)	\$ 899.76	
24 - FOOD SERVICE	3203 - Food Service	\$ (1,968.04)	\$ (24,600.00)	\$ (24,600.00)	\$ (1,966.04)	\$ (22,633.96)	7.99
24 - FOOD SERVICE	4550 - Child Nutrition Aid (Food Service)	\$ (138,789.98)	\$ (1,310,000.00)	\$ (1,310,000.00)	\$ (209,532.92)	\$ (1,100,467.08)	15.99
28 - PROFESSIONAL DEVELOPMENT	5208 - Transfer from Supplemental Gen	\$ -	\$ (50,000.00)	\$ (50,000.00)	\$ -	\$ (50,000.00)	0.00
28 - PARENTS AS TEACHERS PROGF	3200 - Restricted Grants-In-Aid	\$ -	\$ (129,037.00)	\$ (129,037.00)	\$ (63,500.00)	\$ (65,537.00)	49.21
28 - PARENTS AS TEACHERS PROGF	5208 - Transfer from Supplemental Gen	\$ -	\$ (100,000.00)	\$ (100,000.00)	\$ -	\$ (100,000.00)	0.00
30 - SPECIAL EDUCATION	1320 - Tuition From Other Government	\$ -	\$ (260,000.00)	\$ (260,000.00)	\$ -	\$ (260,000.00)	0.00
30 - SPECIAL EDUCATION	4570 - Medicaid (through SRS's contri	\$ (477.75)	\$ (260,000.00)	\$ (260,000.00)	\$ (953.63)	\$ (259,146.37)	0.33
30 - SPECIAL EDUCATION	4590 - Other Restricted Grants-In-Aid (F	\$ -	\$ (37,394.00)	\$ (37,394.00)	\$ -	\$ (37,394.00)	0.00
30 - SPECIAL EDUCATION	4592 - Title VI (Chapter 2)	\$ -	\$ (989,179.00)	\$ (989,179.00)	\$ -	\$ (989,179.00)	0.00
30 - SPECIAL EDUCATION	5206 - Transfer from General Fund	\$ -	\$ (4,645,600.00)	\$ (4,645,600.00)	\$ -	\$ (4,645,600.00)	0.00
30 - SPECIAL EDUCATION	5208 - Transfer from Supplemental Gen	\$ -	\$ (2,500,000.00)	\$ (2,500,000.00)	\$ -	\$ (2,500,000.00)	0.00
34 - VOCATIONAL EDUCATION	3225 - CTE Transportation State Aid	\$ -	\$ (13,500.00)	\$ (13,500.00)	\$ -	\$ (13,500.00)	0.00
34 - VOCATIONAL EDUCATION	5208 - Transfer from Supplemental Gen	\$ -	\$ (500,000.00)	\$ (500,000.00)	\$ -	\$ (500,000.00)	0.00
51 - KPERS Retirement Contributions	3221 - KPERS	\$ -	\$ (3,944,330.00)	\$ (3,944,330.00)	\$ (1,228,989.96)	\$ (2,715,340.04)	31.16
55 - TEXTBOOK & STUDENT MATERU	1310 - Tuition From Individuals	\$ (87.50)	\$ (5,000.00)	\$ (5,000.00)	\$ (1,095.00)	\$ (3,905.00)	21.90
55 - TEXTBOOK & STUDENT MATERU	1740 - Fees	\$ (5,242.17)	\$ (116,050.00)	\$ (116,050.00)	\$ (92,853.78)	\$ (23,196.22)	80.01
55 - TEXTBOOK & STUDENT MATERU	1912 - User Charges	\$ (675.00)	\$ (50.00)	\$ (50.00)	\$ (642.00)	\$ 592.00	1284.00
55 - TEXTBOOK & STUDENT MATERU	1942 - Textbook Rentals	\$ (4,897.51)	\$ (230,150.00)	\$ (230,150.00)	\$ (186,698.60)	\$ (43,451.40)	81.12
55 - TEXTBOOK & STUDENT MATERU	1990 - Miscellaneous	\$ (465.00)	\$ (127,430.00)	\$ (127,430.00)	\$ (4,350.47)	\$ (123,079.53)	3.41
55 - TEXTBOOK & STUDENT MATERU	5208 - Transfer from Supplemental Gen	\$ -	\$ (100,000.00)	\$ (100,000.00)	\$ -	\$ (100,000.00)	0.00
62 - BOND & INTEREST #1	1100 - Taxes Levied / Assessed by the I	\$ -	\$ (21,342.00)	\$ (21,342.00)	\$ -	\$ (21,342.00)	0.00
62 - BOND & INTEREST #1	1110 - Ad Valorem Taxes	\$ (32,025.34)	\$ (1,949,173.00)	\$ (1,949,173.00)	\$ (32,025.34)	\$ (1,917,147.66)	1.64
62 - BOND & INTEREST #1	1140 - Back Taxes (Delinquent taxes, Pr	\$ (12,973.41)	\$ (31,562.00)	\$ (31,562.00)	\$ (12,973.41)	\$ (18,588.59)	41.10
62 - BOND & INTEREST #1	1500 - Earnings on Investments	\$ (3,707.91)	\$ -	\$ -	\$ (3,707.91)	\$ 3,707.91	
62 - BOND & INTEREST #1	2440 - Motor Vehicle Tax (does not incl.	\$ (85,204.98)	\$ (224,640.00)	\$ (224,640.00)	\$ (85,204.98)	\$ (139,435.02)	37.93
62 - BOND & INTEREST #1	3110 - General State Aid	\$ -	\$ (2,801,343.00)	\$ (2,801,343.00)	\$ -	\$ (2,801,343.00)	0.00
70 - ECC STATE GRANT	3200 - Restricted Grants-In-Aid	\$ (893.14)	\$ (69,368.00)	\$ (69,368.00)	\$ (34,928.40)	\$ (34,439.60)	50.35
95 - PAYROLL CLEARING	1900 - Other Revenue From Local Sour	\$ (33,402.28)	\$ -	\$ -	\$ (57,072.27)	\$ 57,072.27	
Total		\$ (3,049,463.06)	\$ (39,406,120.00)	\$ (39,406,120.00)	\$ (6,999,641.68)	\$ (32,406,478.42)	17.76

5.0 REPORTS – Focus on Learning

End of Section

Audit Report - Schutte

Facilities Report - Schutte

Recreation Commission Report - Schutte

Seclusion Report - Cezar

6.0 FIRST READINGS

End of Section

6.1 Policy Review

End of Section

October 2014 Board Policies

Board Policy	Administrative Recommendation
CEI-R Evaluating the Superintendent	See Italics and Strike-through
JGCA Local Wellness Policy	This policy was updated to address changes in Federal law surrounding the National School Lunch Program
JGFGBB Accommodating Students with Diabetes	Accept as recommended by KASB

Evaluating the Superintendent CEI-R

Purpose

1. Provide an opportunity for the board and superintendent to meet and discuss the superintendent's performance and the district's management.
2. Review, clarify and discuss the immediate and long-term goals for the district and the superintendent.
3. Establish, clarify and discuss the major functions, responsibilities and roles of the superintendent and the board.
4. Facilitate a good working relationship between the board and the superintendent.
5. Encourage and recognize good administrative performance.
6. Improve the superintendent's leadership performance and management of the district by suggesting areas of responsibility and operating techniques that may be strengthened.
7. Set reasonable standards for continued employment of the superintendent.

Procedures

1. The superintendent shall be evaluated as per state statute; at a minimum. *This shall be done formally once of every three years. The other two years the superintendent will share with the board his progress on his goals from the previous year and work with the board to develop mutually agreeable goals for the next year.*
2. The board president shall provide all board members with the Superintendent Evaluation Form at the ~~second~~ board meeting in December.
3. The board members shall review the procedures and the document for clarity and understanding.
4. Board members shall have one week to complete the evaluation document and return it to the board president.
5. The board president and vice president shall meet to compile the results from the individual board members.
6. The board president and vice president shall meet with the superintendent prior to the ~~first~~ meeting in January to share the compiled evaluation with him/her.
7. ~~The board of education and the superintendent shall meet in executive session at a special meeting held just prior to the first meeting in January to discuss the evaluation.~~

Evaluating the Superintendent CEI-R-2

7. The board of education and the superintendent shall meet in executive session at a special meeting held just prior to the first meeting in January to discuss the evaluation.

8. The board and the superintendent will cooperatively create job targets for the superintendent for the coming year.

9. The board and superintendent will meet twice per year in executive session to informally discuss progress on job targets.

10. The clerk of the board will randomly select two-thirds of the superintendent's direct reports to participate in providing feedback on the superintendent's job performance. Those selected will receive a copy of the superintendent's evaluation form. Once the form is completed these forms will be sent directly to the board president to be compiled. The compiled feedback will be provided to the superintendent in executive session at the first meeting in January. This feedback will not be construed as the superintendent's evaluation.

BOE Approved: July 7, 2003

BOE Revised and Approved: April 14, 2008

JGCA Local Wellness Policy JGCA

The board is committed to providing a school environment that promotes student wellness as part of the total learning experience for its students. To this this end, the board shall promote and monitor a local wellness program. The program shall:

- Include goals for providing proper student nutrition at school, nutrition education, physical activity, and other school-based activities designed to promote student wellness in a manner that the board determines is appropriate;
- Include nutrition guidelines for all foods available in each school during the school day, with the objectives of the guidelines to be promoting student health and reducing childhood obesity; Ensure foods and beverages sold at breakfast and lunch meet the nutrition guidelines for the School Breakfast Program and National School Lunch Program;
- Provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students;
- Provide opportunities, support, and encouragement for students in grades K-12 to be physically active on a regular basis;
- Assure that guidelines for reimbursable school meals shall not be less restrictive than Federal and state statutes, regulations, and guidance issued by the Secretary of Agriculture, as they apply to schools;
- Involve parents, students, representatives of the school food authority, district physical education teachers, school health professionals, the school board, administrators, and

the public in the development, implementation, and periodic review of the school wellness policy; and

- Establish a plan for measuring implementation of the local wellness policy, including designation of one or more district employees who shall be charged with operational responsibility for ensuring the wellness policy is effectively enforced, is periodically measured, and that assessment of the implementation of the local school wellness policy available to the public. Such assessments shall measure the extent to which schools in the district are in compliance with this policy, shall compare the district's wellness policy with other model local school wellness policies, and shall describe the progress made in attaining the goals of this policy.

Approved: KASB Recommendation—6/05; 4/07; 6/14

JGFGBB Accommodating Students with Diabetes JGFGBB

As used in this policy, diabetes management and treatment plan means a plan prepared and implemented for a student with diabetes which is prescribed by a physician licensed to practice medicine and surgery; a certified, advanced registered nurse practitioner who has authority to prescribe drugs; or a licensed physician assistant who has authority to prescribe drugs pursuant to a written protocol with a responsible physician.

Student Eligibility

Self-care of diabetes may be allowed for students in grades K-12. To be eligible, a student shall meet all requirements of this policy.

Parents or guardians shall submit a written diabetes management and treatment plan from the student's health care provider.

The student shall provide written authorization from the student's health care provider and parent or guardian stating the student has been instructed on managing and caring for their diabetes and is authorized to do so in school. An annual written renewal of parental authorization for the self-care of diabetes shall be required.

While at school, each student capable of managing and caring for the student's diabetes will be allowed to:

- Perform blood glucose level check,
- Administer insulin through the delivery system the student uses,
- Treat hypoglycemia and hyperglycemia,
- Possess the supplies or equipment necessary to monitor and care for their diabetes, and
- Otherwise attend to the management and care of the student's diabetes in the classroom, in any area of the school, on school grounds, or at any school-related activity.

Notwithstanding the above, the district reserves the right to put reasonable place and manner procedural safeguards in place for the safe and nondisruptive exercise of such rights by students with diabetes.

Employee Immunity

The board and its employees and agents, who authorize the self-administration of medication and treatment for diabetes in compliance with the provision of this policy, shall not be liable in any action for any injury resulting from the self-administration of medication. The district shall provide written notification to the parent or guardian of a student for whom this policy is applicable that the board and its employees and agents are not liable for any injury resulting from the self-administration of medication. The parent or guardian shall sign such notice and acknowledge that the district incurs no liability for any injury resulting from the self-administration of medication and agrees to indemnify and hold the board and its employees and agents harmless against any claims relating to the self-administration of medication pursuant to this policy.

7.0 ACTION ITEMS

End of Section

7.1 Policy Approval

End of Section

Board Policies		Administrative Recommendation
IB	<u>School Site Councils</u>	Approve as presented*
ICA	<u>Pilot Projects</u>	Approve as presented*
IDACA	<u>Special Education Services</u>	Approve as presented*
IDACB	<u>Section 504 Accommodations for Students</u>	Approve as presented*
IDAE	<u>Student Privacy Policy</u>	Approve as presented*

IB School Site Councils (See KA)

IB

A site council shall be established in each district building. Each council shall be responsible for providing advice and counsel for evaluating state, school district, and school site performance goals and objectives and in recommending methods that may be employed at the school site to meet these goals and objectives. Discussions may include allocations of the school budget and administrative and management functions.

The membership of each council shall include, at a minimum, the building principal, and representatives of: teachers and other school personnel, parents of pupils attending the school, the business community, and community leaders.

{Each principal shall submit, for the board's consideration, names of individuals to be considered for appointment to the site council. The board shall appoint site council members.}

Each site council shall establish meeting schedules that shall be subject to board approval. Each council shall report to the board at least one time a year.

Approved: KASB Recommendation-7/96; 6/04; 4/07; 6/14

*It came to our attention that the Kansas State Board of Education has no desire to receive reports or otherwise monitor school site councils, and the statute on this subject, K.S.A. 72-6439, does not require this extra step, either. So, we took the extraneous language out of this policy recommendation to spare districts unnecessary work.

ICA Pilot Projects (See IDAE)

ICA

The board supports the use of pilot projects before any new instructional technique is implemented on a district-wide basis.

Pilot project means any research or experimentation program or project designed to explore or develop new, unproven teaching methods or techniques. All instructional materials, including teachers' manuals, audio/visual materials or any other supplementary instructional material to be used in connection with a pilot project shall be available for inspection by parents or guardians of students engaged in the program or project.

Pilot Project Evaluation

Before any pilot project proposal is submitted to the board for approval, an evaluation format shall be developed and included with the pilot project.

Student Surveys

Except as provided in board policy IDAE with regard to surveys about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion, any instrument designed to survey students, either by district staff or by an outside agency or individual, shall be made available for inspection by parents or guardians before the survey is administered.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14

*This policy was revised to specify that, if any of the survey topics covered by this legislative session's SB 367 are given with regard to the launch of a pilot project, then the terms of IDAE with regard to the Student Data Privacy Act would apply to these surveys.

IDACA Special Education Services

IDACA

In accordance with the provisions of Federal and state law, it is the policy of this district to provide a free appropriate public education for every exceptional child (as defined by K.S.A. 72-962) who is a resident of this district or attends a private or parochial school located in this district. Special education services are provided for such children, including individual educational programs offered in the least restrictive environment.

Child Find, Identification, and Eligibility

The district shall coordinate and maintain a system which schedules and structures available services for pupils who are referred to determine eligibility for special education services in accordance with procedural processes established in Federal and state law.

Actions and Due Process for Students

Parental involvement and cooperation is important to the success of these educational programs. In order to encourage the involvement and cooperation of parents in special education services and to safeguard the rights of exceptional children to a free appropriate public education, the board utilizes and refers parents to the "Procedural Safeguards in Parent Rights in Special Education" published by the Kansas State Department of Education.

In the provision of special education and related services, the district will implement all Federal and Kansas statutes, rules, and regulations.

*We added this policy as a 10,000 foot view of what is required for special education compliance. If you've been visited by the Office of Civil Rights lately, they may have asked for more specific policy language having to do with the provision of special education services, and this touches on topics such as child find, identification, and due process without going into a level of detail that will be constantly out of date with changes to federal and state law on the topic.

IDACB Section 504 Accommodations for Students

IDACB

In accordance with the provisions of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, the district is committed to providing students with disabilities the opportunity to participate in and benefit from its programs and activities. Accordingly, the district will make reasonable modifications to its programs and activities to accommodate otherwise qualified students with disabilities, unless such modifications would impose an undue burden on the operation of the particular program or activity or would fundamentally alter the nature or purpose of the program or activity. No district board member, employee, or contractor shall retaliate against any person because of his or her exercise of rights under Section 504.

Approved: KASB Recommended – 6/14

*Similar to what we did for general special education services in the previous policy, this language discusses Section 504 compliance in broad terms and includes a nonretaliation phrase that the Office of Civil Rights is suggesting.

IDAE **Student Privacy Policy**
(See BCBK, ICA, ICAA, II, and JR et seq.)

IDAE

The superintendent, the board and staff shall protect the right of privacy of students and their families in connection with any surveys or physical examinations conducted, assisted, or authorized by the board or administration. The district shall annually provide parents notice of their rights under the Protection of Pupil Rights Amendment and the Student Data Privacy Act, at the beginning of each school year, and at any other time the school district policies in the area are substantially changed.

Student Data Restrictions

Any student data submitted to or maintained in a statewide longitudinal student data system shall only be disclosed in accordance with the Student Data Privacy Act. Disclosure of all other student data or student record information maintained is governed by the Family Educational Rights and Privacy Act (“FERPA”).

Annual written notice presented to parents and legal guardians of district students shall: 1) require parent or guardian’s signature; and 2) shall state student data submitted to or maintained in a statewide longitudinal data system only be disclosed as follows.

Student data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and

- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.
- Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency

IDAE Student Privacy Policy

IDAE

or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope, and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations. Destruction shall comply with the NISTSP800-88 standards of data destruction.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data.

“Aggregate data” means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

IDAE Student Privacy Policy

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- Student directory information when necessary and the student’s parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student’s written consent.

Student Data Security Breach

If there is a security breach or unauthorized disclosure of student data or personally identifiable information of any student submitted to or maintained on a statewide student longitudinal data system, each affected student or the parent

or legal guardian of the student, if a minor, shall be immediately notified, and an investigation into the causes and consequences of the breach or unauthorized disclosure will be conducted.

Biometric Data

The district shall not collect biometric data from a student or use any device or mechanism to assess a student's physiological or emotional state, unless the adult student or the parent or legal guardian of the minor student

IDAE Student Privacy Policy

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consents in writing. "Biometric data" includes measurable biological or behavioral characteristics that can be used for automated recognition of an individual, such as fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting.

Nothing in this policy shall prohibit the collection of audio voice recordings, facial expression information, and student handwriting for:

- provision of counseling or psychological services,
- conducting student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Select Student Surveys

No test, questionnaire, survey, or examination containing any questions about a student's or the student's parents' or guardians' personal beliefs or practices on issues such as sex, family life, morality, or religion shall be administered to any student unless:

- A. the parent or guardian is notified in writing; and

- A. the parent or guardian of the student gives written permission for the student to participate.

Nothing shall prohibit school counselors from providing counseling services, including the administration of tests and forms as part of student counseling services. Any information obtained through such tests or counseling services shall not be stored on any personal mobile electronic device which is not owned by the school district. Storage of such information on personal

IDAE Student Privacy Policy

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laptops, tablets, phones, flash drives, external hard drives, or virtual servers not owned by the district is prohibited.

Students may be questioned:

- in the provision of psychological services,
- conducting of student threat assessments,
- completing student disciplinary investigations or hearings, or
- conducting child abuse investigations.

Collection of such information in these limited circumstances is permitted without prior written consent of the parent, guardian, or adult student.

Approved: KASB Recommendation – 7/03; 6/04; 4/07; 6/14

Annual Notice of Authorized Student Data Disclosures

In accordance with the Student Data Privacy Act and board policy IDAE, student data submitted to or maintained in a statewide longitudinal data system may only be disclosed as follows. Such data may be disclosed to:

- The authorized personnel of an educational agency or the state board of regents who require disclosures to perform assigned duties; and
- The student and the parent or legal guardian of the student, provided the data pertains solely to the student.

Student data may be disclosed to authorized personnel of any state agency, or to a service provider of a state agency, educational agency, or school performing instruction, assessment, or longitudinal reporting, provided a data-sharing agreement between the educational agency and other state agency or service provider provides the following:

- purpose, scope and duration of the data-sharing agreement;
- recipient of student data use such information solely for the purposes specified in agreement;
- recipient shall comply with data access, use, and security restrictions specifically described in agreement; and
- student data shall be destroyed when no longer necessary for purposes of the data-sharing agreement or upon expiration of the agreement, whichever occurs first.

*A service provider engaged to perform a function of instruction may be allowed to retain student transcripts as required by applicable laws and rules and regulations.

Unless an adult student or parent or guardian of a minor student provides written consent to disclose personally identifiable student data, student data may only be disclosed to a governmental entity not specified above or any public or private audit and evaluation or research organization if the data is aggregate data. "Aggregate data" means data collected or reported at the group, cohort, or institutional level and which contains no personally identifiable student data.

The district may disclose:

- Student directory information when necessary and the student's parent or legal guardian has consented in writing;
- directory information to an enhancement vendor providing photography services, class ring services, yearbook publishing services, memorabilia services, or similar services;
- any information requiring disclosure pursuant to state statutes;
- student data pursuant to any lawful subpoena or court order directing such disclosure; and
- student data to a public or private postsecondary educational institution for purposes of application or admission of a student to such postsecondary educational institution with the student's written consent.

As the parent or legal guardian of name of student(s), I acknowledge that I have been provided with notice of authorized student data disclosures under the Student Data Privacy Act.

Parent Signature

Date

*This policy is where we included the bulk of the changes brought about by SB 367's Student Data Privacy Act ("SDPA") passage this legislative session.

We took a lot of time trying to decide how best to handle the discrepancies between the SDPA and the Family Educational Rights and Privacy Act (“FERPA”). The slight differences in when and to whom disclosures of student records and student data could be given legally were, in our opinion, irreconcilable.

In the end, we decided the clearest and easiest way to address the bulk of the legislation was to limit its applicability to only student data submitted to and maintained by a statewide longitudinal data system, as Section 3 of the bill leaves room for that interpretation. In this way, your staff will have to learn the special protocol required for disclosure of student data when maintained in the KIDS system, for example, and may then use the FERPA requirements for all other student records.

Additional subjects covered in the bill and in this policy regard the collection of biometric data (handwriting, facial expressions, etc.) and taking surveys or questioning students concerning student and/or the student’s family’s attitudes toward topics such as sex, family life, morality, and religion.

Both provisions require prior written parent or adult student consent to participate. As with the inconsistencies between SDPA and FERPA, this language on surveys is contrary to the opt-out provisions of the Federal Protection of Pupil Rights Amendment language.

Knowing that these would be potential trouble areas for the conduction of student counseling sessions, student discipline investigations and hearings, and child abuse investigations, we wrote some exceptions into the policy to allow for limited use of biometric data and limited survey/questioning in these or similar situations.

7.2 Capital Outlay Bid Request

End of Section

8.0 DISCUSSION/REPORT ITEMS

End of Section

8.1 Schools for Fair Funding Report

End of Section

8.2 Future Agenda Items

End of Section

8.3 Board Calendar

End of Section

Haysville BOE Calendar

July

Organizational Board Meeting
Budget Workshop

January

Superintendent's Evaluation/Contract
Notice of Items for Negotiations
Elect Board Negotiations Team

August

Budget Hearing
Approve Budget

February

Report of Admin. Evaluations
Extension of Admin. Contracts

September

Enrollment Numbers
Summer Program Reports
Building Tours

March

Curriculum Proposals
School Calendar Proposals

October

Special Education Plan
Building Tours
Audit Report

April

Teacher Non-Renewal Discussion
Capital Outlay Lists
Personnel Plan

November

KASB Delegates/voting
BOE Retreat/Goal Setting/Evaluation

May

Handbooks
Summer Work Requests
Graduations/Promotions

December

Schedule Superintendent's Evaluation

June

Handbooks
Set Budget Meeting Date and Time

Yearly Activities

Joint BOE/CITY Meeting (5th Mon.)
Crisis/Safety Report
Drug Prevention Report
Joint BOE/StuCo Meeting
Audit Report to Board
KASB State Convention
KASB Spring/Fall Regional Mtgs.

On Going Activities

Policy Review (Monthly)

9.0 EXECUTIVE SESSION

End of Section

10.0 ADJOURNMENT

No supporting documentation.

End of Section