



1745 W. Grand Ave.  
Haysville, Kansas 67060  
Office: (316) 554-2200  
Fax: (316) 554-2230

TO: Haysville Board of Education  
FR: Dr. Clint Schutte, Assistant Superintendent of Business/Finance  
DA: March 26, 2018  
RE: Summer Temporary Personnel Requests

**History / Relevance:** Traditionally during the summer months the district hires temporary seasonal employees to assist with summer grounds, paint, bus cleaning, and technology projects.

**What:** We are asking for approval to hire four technology positions, six ground crew positions, four paint crew positions, and three bus-cleaning positions. Please see the attached requests.

**Why:** The summer projects completed by these employees are often difficult or impossible to complete during the school year while students are in attendance.

**Where:** These requests will effect Operations and Informational Services.

**When:** The staffing increase will be from May through August.

**How:** The Operations Director and the Director of Information services will take application. Upon review of the application and interviews of the candidates offers will be made to fill the positions.

**Who:** The additional staff will work under the supervision of Director of Transportation, Maintenance / Custodial Supervisor, Executive Director of Operations, and Director of Information Services.

**How Much:** The cost for all seventeen positions is estimated at \$75,000.

If you have any questions, please contact me.

Thank you for your consideration.

cls

attch:



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

**To: Dr. Schutte**

**From: David Herbert**

**Date: February 27th, 2018**

**RE: Summer 2018 Technology Positions**

**Dr. Schutte,**

I am requesting four technology positions this summer to assist with upgrades, installation and maintenance of technology related systems. This will be the same number of positions approved last summer (2017). These positions will be full time temporary positions that will start the last week in May and last through the end of July. Work areas that are scheduled, but not limited to, are:

- Wire, install and test new intercom system at HWMS
- Wire, install and test new intercom system at Prairie Elementary School
- Major re-wiring maintenance facility
- Complete underground wiring between Freeman and Admin Bldg.
- Refresh computer labs at CHS
- Upgrade classroom projectors as needed
- Installing additional security cameras (district wide)
- Networking upgrades
- Online enrollment programming

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

David Herbert  
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Haysville Public Schools  
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## USD 261 Service Center

1745 W. Grand  
Haysville, KS 67060

Phone: 316-554-2210 • Fax 316-554-2212  
bknudson@usd261.com

B.J. Knudson  
Executive Director of  
Operations

Memo: TO: Haysville Board of Education

FR: B.J. Knudson, Executive Director of Operations

DA: March 26, 2018

RE: Summer Work

Director of Facilities Freddy Robinson, Director of Transportation Chris Long and I would like to request the following summer maintenance and transportation temporary positions for the months of Late May, June, July and August. These positions are needed to provide additional care and maintenance for our buildings, grounds, and transportation fleet.

Grounds crew –We are requesting six temporary summer positions to do mowing, trimming, fertilizing, dirt work, and tree trimming for approximately 270 acres.

Paint crew – We are requesting four summer temporary positions to paint classrooms, hallways, offices, as well as other interior and exterior areas.

Bus cleaning crew – We are requesting three summer temporary positions to clean the exterior and interior of our 78 Transportation Department fleet vehicles as well as to repair vehicle interiors as needed.

We take great pride in maintaining our school district facilities, grounds and vehicles. We are making this request to ensure that we continue to improve the maintenance of these important assets.

Thank you for considering our request.