UNIFIED SCHOOL DISTRICT NO. 410
(Durham-Hillsboro-Lehigh)

REGULAR BOARD MEETING
Monday, November 10, 2014
7:00 pm

USD 410 District Office Conference Room
416 S. Date
Hillsboro, KS 67063
A. Meeting called to order
B. Approval of regular and consent agenda
   1. October 13 Regular Board Meeting Minutes (Appendix A)
   2. Donations
   3. Disposal of School Records
C. Citizen’s open forum
D. FACT Annual Report
E. Action/Discussion Items
   1. Community Service Project
   2. HES Playground Project (Appendices B & C)
   3. Bus Driver Performance Evaluation (Appendix D)
   4. Fuel Contracting
   5. KASB Legislative Committee Report (Appendix E)
   6. KASB Delegate Certification
F. Executive Session for Personnel
G. Personnel
   1. Resignations
      a. Ronda Wiens – HMS/HHS Custodian
      b. Lance Sawyer – HHS Asst. Boys BB Coach
   2. Work Agreements
      a. Sara Bennett – HMS/HHS Custodian
   3. Supplemental Contracts
      a. Lance Sawyer – HMS Asst. Boys BB Coach
      b. Nick Talbott – HHS Asst. Wrestling Coach; HMS Head Wrestling Coach
H. Reports
   1. Superintendent
      a. State of the District Report
      b. Board Retreat
   2. TEEN (Appendix F)
   3. MCSEC (Appendix G)
   4. Business Manager (Financials)
I. Communications
J. Adjournment
Annotated BOE Agenda
November 10, 2014

A. Meeting Called to Order

B. Approval of Regular and Consent Agenda

Consent Agenda
The U.S.D. 410 Board of Education uses the consent agenda as a way to operate more efficiently. Items on the consent agenda are routine in nature and generally do not require discussion by the board. Prior to approval of the consent agenda, board members may request that items be removed and placed on the regular agenda.

1. Board Meeting Minutes [Appendix A]
Minutes from the October 13 regular BOE meeting are included as Appendix A.

Recommended Action
- Motion to approve the October 13 regular board meeting minutes.

2. Donations

<table>
<thead>
<tr>
<th>From</th>
<th>Item</th>
<th>Amount</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anonymous</td>
<td>Bag of Yarn</td>
<td></td>
<td>To PAT</td>
</tr>
<tr>
<td>Anonymous</td>
<td>Music CD's for Toddlers</td>
<td></td>
<td>To PAT</td>
</tr>
<tr>
<td>Anonymous</td>
<td>Size 18 months Jacket</td>
<td></td>
<td>To PAT</td>
</tr>
<tr>
<td>The Little Nut Hut</td>
<td>Yates Center, KS $625.00 Toward HHS Softball</td>
<td></td>
<td>HES Playground Project</td>
</tr>
<tr>
<td>Shelley Plett</td>
<td>Hillsboro, KS $10.00 HES Playground Project</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Recommended Action
  Motion to accept donations as listed.

3. Disposal of School Records
Authorize the custodian of records to destroy records as identified by state law K.S.A. 72-5369 and K.S.A. 72-5370.

- Recommended Action
  Motion to approve disposal of records as provided by state law.

- Recommended Action for Regular and Consent Agenda:
  Motion to approve the regular agenda.
  Motion to approve the consent agenda.

C. Citizen’s Open Forum

This is an open forum where patrons have the opportunity to speak and/or present to the board items that are otherwise not on the agenda. It is recommended the board not take any immediate action relating to issues presented in citizens open forum.
**D. Families and Communities Together (FACT) Annual Report**

Ashlee Gann, Director of FACT, will be here to present the annual FACT report to the board.

**E. Action / Discussion Items**

1. **Community Service Project**
   
The HHS Student Council is designing a service project for the entire student body. The service project involves raking leaves for residents of Hillsboro. The date selected for this service project is Tuesday, November 25. The plan is to go to school on this date and after lunch, begin the service project and work until 3:15. The student council is requesting approval from administration that all students be allowed to participate in this project on the afternoon of November 25.

   ➢ **No Action Requested**

2. **HES Playground Project (Appendices B & C)**
   
The playground committee at HES has decided on the vendor and the total amount for the project. Erin Beavers, chairperson of the playground committee, will be here to present their updated proposal for the board to consider (Appendix B). The committee has chosen Athco as the vendor pending board approval. Athco out of Lenexa, KS is an approved vendor on the State Bid List and the Greenbush contract for that is found in Appendix C.

   Landscape Structures is the playground equipment partner for Athco. Their pour in place surfacing partner is DuraPlay and the shredded rubber partner is Rubberiffic. Part of the proposal contains a Waste Tire Management Grant Application through KDHE for surfacing as well as a “Kaboom” equipment grant through Landscape Structures. These Athco partners are approved for the grants identified as part of the proposal. Athco allows for local contracting for concrete and dirt work separate from their contract. We are currently exploring our local options for concrete and dirt work and will present these to the board for approval at a later meeting.

   The total cost for the project, including our local concrete and dirt work option, is estimated to be $185,000. The recommendation below asks the board to consider three issues: 1) Approving the Vendor; 2) Approving a budget for the project; and 3) Approving Capital Outlay money for the project. These approvals will assist the committee in their grant writing efforts. Once the grants, donations, and local contracts are finalized, we will come back to the board for final bid and project approval.

   ➢ **Recommended Actions**
      
     Motion to approve “Athco” as the builder for the HES Playground Project.
     Motion to approve a total budget of $185,000 for the HES Playground Project
     Motion to approve $55,000 of Capital Outlay money for the HES Playground Project in FY ’15.

3. **Bus Driver Performance Evaluation (Appendix D)**
   
The new evaluation form for our bus drivers can be found in Appendix D. This will replace a more generalized classified staff evaluation form previously used. The new form is better aligned to bus driving duties and will provide more relevant evaluative feedback.

   ➢ **Recommended Actions**
      
     Motion to approve the Bus Driver Performance Evaluation instrument as presented in Appendix D.
4. Fuel Contracting
We will be receiving a bid from Cooperative Gran and Supply for contracting our gasoline and diesel fuel for the remainder of the school year. With prices at the pump at their lowest in some time, this may be an opportunity for the district to contract the remainder of the fuel and reduce the overall cost of fuel for the budget.

➢ **Recommended Actions**
Consider fuel contracting for the remainder of the school year pending review of the proposed fuel contract on Monday.

5. **KASB Legislative Committee Report** *(Appendix E)*
Each year, the KASB Legislative Committee reviews the association’s policy positions and makes recommendations for amendments and resolutions. KASB’s resolutions are effective until the Delegate Assembly changes them. KASB resolutions are adopted for one year only and expire at the next Delegate Assembly. Resolutions are usually designed to address major current issues. These are permanent statements of policy or position that continue until changed by a vote of the Delegate Assembly. For 2014, the priority resolution is “Successful Students, The Kansas Way” and contains 7 goals. To achieve these seven goals, KASB recommends three strategies: 1) Standards for Success; 2) Funding for Success; 3) Local Leadership for Success.

The Delegate Assembly has the opportunity to debate and amend the goals and strategies when it meets on Sunday, December 7, 2014 at 8:30 a.m. in Overland Park. The Delegate Assembly will consider each policy amendment and resolution presented in the report included as **Appendix E**.

➢ **No Action Requested**

6. **KASB Delegate Certification**
Each school board holding membership in the Kansas Association of School Boards shall be entitled to elect one delegate, and as many alternates as it may desire, to the Delegate Assembly. Each delegate and alternate shall be a school board member. Discussion in the Delegate Assembly shall be limited to delegates, association officers, committee members, and association staff.

➢ **Recommended Action:**
Motion to appoint __________________________ as our representative at the KASB Delegate Assembly Sunday, December 7, 2014 at 8:30 a.m. in Overland Park.

---

**F. Executive Session for Personnel**

Motion for the Board to go into executive session at ______ for the purpose of discussing matters related to personnel and the Board return to open meeting at __________ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

---

**G. Personnel**

1. Resignations
   a. Ronda Wiens – HMS/HHS Custodian
   b. Lance Sawyer – HHS Asst. Boys BB Coach

➢ **Recommended Actions**
Motion to approve the resignations as presented
2. Work Agreements  
a. Sara Bennett – HMS/HHS Custodian  

➤ **Recommended Actions**  
Motion to approve Work Agreements as presented  

3. Supplemental Contracts  
a. Lance Sawyer – HMS Asst. Boys BB Coach  
b. Nick Talbott – HHS Asst. WR Coach; HMS Head WR Coach  

➤ **Recommended Action**  
Motion to approve the Supplemental Contracts as Presented  

---

**H. Reports**

1. Superintendent  
a. State of the District Report  
b. Board Retreat  
c. Board Elections  

2. TEEN *(Appendix F)*

3. MCSEC *(Appendix G)*

4. Business Manager *(Financials)*

---

**I. Communications**

---

**J. Adjournment**
Executive Session Motions (if needed at any time in the meeting)

1. **Personnel**
   Motion for the Board to go into executive session at ______ for the purpose of discussing matters related to personnel and the Board return to open meeting at _______ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

2. **Negotiations**
   Motion for the Board to go into executive session at _______ for the purpose of discussing matters related to negotiations and the Board return to open meeting at _______ in this room. The executive session is required to protect the board’s negotiating interests.

3. **Student(s)**
   Motion for the Board to enter into executive session at ______ for the purpose of discussing matters related to students and the Board return to open meeting at ______ in this room. The executive session is required to protect the privacy rights of identifiable individuals.

4. **Attorney/Client**
   Motion for the board to go into executive session for the purpose of consultation with the district’s attorney; and the board return to the open meeting at _____________ o’clock in this room. This executive session is required to protect attorney-client privilege and the public interest.

5. **Transactions Related to Real Property**
   Motion that the board go into executive session for the purpose of discussion related to the transaction of real property and the Board return to open meeting at _______ p.m. in this room. This executive session is required to protect the district’s financial interest and bargaining position.
A. Meeting Called to Order
President Eddie Weber called the meeting to order at 7:01 p.m.

B. Approval of Regular and Consent Agenda
Joe Sechrist moved to approve the regular and consent agendas. Motion seconded by Mark Rooker. Carried 6-0.

Items on the consent agenda included the following:
1. Motion to approve the minutes of the September 8, 2014, regular board meeting
2. Motion to approve the Annual PDC Report
3. Motion to accept the following donations:
   Donation of $100 from Carol Bichet to be used for Hillsboro Middle and High School band projects
   Donation of $100 from Carol Bichet to be used for the Hillsboro High School softball team
   Donation of $56 from Hillsboro Animal Clinic to be used for the Hillsboro High School FFA
   Donation of $100 from Fleming’s Mini Stor-All to be used toward the Hillsboro Elementary School carnival and the Hillsboro Elementary School playground project supported by the carnival
   Donation of $500 from Rod’s Tire & Service, Inc. to be used toward the Hillsboro Elementary School carnival and the Hillsboro Elementary School playground project supported by the carnival
   Donation of $100 from Hillsboro Ford to be used toward the Hillsboro Elementary School carnival and the Hillsboro Elementary School playground project supported by the carnival
Donation of $50 from Jost Fabricating, LLC to be used toward the Hillsboro Elementary School carnival and the Hillsboro Elementary School playground project supported by the carnival.

Donation of $50 from Greenhaw Pharmacy to be used toward the Hillsboro Elementary School carnival and the Hillsboro Elementary School playground project supported by the carnival.

Donation of $50 from The Real Estate Center, Inc. to be used toward the Hillsboro Elementary School carnival and the Hillsboro Elementary School playground project supported by the carnival.

Donation of $50 from State Farm Insurance to be used toward the Hillsboro Elementary School carnival and the Hillsboro Elementary School playground project supported by the carnival.

Donation of $430 from Trinity Mennonite Church to be used toward Hillsboro Elementary School after-school programs.

Donation of $28.10 from Target to be used by Hillsboro High School.

Donation of $100 from Hillsboro High School FFA to be used toward the Hillsboro Elementary School carnival and the Hillsboro Elementary School playground project supported by the carnival.

Donation of the preschool play fort on the Hillsboro Elementary School playground from McPherson/Marion County Head Start.

Donation of four books from Hillsboro Elementary School to the Marion County Parents as Teachers program.

C. Citizen's Open Forum

D. Recognition of Service

E. Action/Discussion Items
   1. Elementary School Playground Project
      Chad Nowak moved to approve the removal and disposal of the middle playground area at Hillsboro Elementary School with the wooden fort to be salvaged and sold through a sealed bid process and the rock to be retained by the school district. Motion seconded by Joe Sechrist. Carried 6-0.

   2. Hillsboro Recreation Program Field Trip
      Chad Nowak moved to approve the use of a district bus and driver to transport children to the Tanganyika Park on October 20 with Hillsboro Recreation Commission paying for the cost of the driver and the fuel. Motion seconded by Mark Rooker. Carried 6-0.

   3. Fiscal Year 2014 Financial Audit Report
      Mark Rooker moved to approve the Fiscal Year 2014 Financial Audit Report. Motion seconded by Deb Geis. Carried 6-0.
F. Executive Session for Personnel

Eddie Weber moved that the Board go into executive session with the Superintendent and the Technology Director at 7:48 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:15 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Joe Sechrist. Carried 6-0.

Regular Session

Eddie Weber moved that the Board go into executive session with the Superintendent and the Technology Director at 8:15 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:25 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Joe Sechrist. Carried 6-0.

Regular Session

Eddie Weber moved that the Board go into executive session with the Superintendent and the Technology Director at 8:25 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:35 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Joe Sechrist. Carried 6-0.

Regular Session

Eddie Weber moved that the Board go into executive session with the Superintendent and the Technology Director at 8:35 p.m. for the purpose of discussing matters relating to personnel and that the Board return to open meeting at 8:40 p.m. in this room. The executive session is required to protect the privacy rights of identifiable individuals. Motion seconded by Joe Sechrist. Carried 6-0.

G. Personnel

1. Resignations
   a. Matt Hiebert – Activity Route Bus Driver
   b. Robert Haude III – Assistant High School Boys’ Basketball Coach
      Chad Nowak moved to approve the resignations of Matt Hiebert from his position as District Activity Route Bus Driver and Robert Haude III from his position as Assistant High School Boys’ Basketball Coach. Motion seconded by Mark Rooker. Carried 6-0.

2. Supplemental Contract
   a. Sharon Loewen – Hillsboro High School Academic Detention Supervisor
      Chad Nowak moved to approve the issuance of a supplemental contract to Sharon Loewen to serve as Hillsboro High School Academic Detention Supervisor. Motion seconded by Joe Sechrist. Carried 6-0.
3. Work Agreements
   a. Tanner Lacy – Hillsboro Elementary School Lunchroom Supervisor (1.5 Additional Hours Per Day)
   b. Charlene Pschigoda – Chums Bus Route (4.0 Hours Per Week)
      Joe Sechrist moved to approve the addition of 1.50 hours per day for Tanner Lacy to work as Hillsboro Elementary School Lunchroom Supervisor and to approve the hiring of Charlene Pschigoda to serve as Chums Bus Route Bus Driver. Motion seconded by Deb Geis. Carried 6-0.
   c. District Technology Assistant Position
      Mark Rooker moved to approve the addition of a District Technology Assistant position. Motion seconded by Kim Klein. Carried 6-0.

H. Reports
   1. Superintendent
      a. SO 66 Report
      b. Board Retreat on October 29
   2. TEEN
   3. MCSEC
   4. Business Manager
      Chad Nowak moved to approve the payment of bills totaling $159,855.09 and the following financial reports. Motion seconded by Joe Sechrist. Carried 7-0.
      Electronic Funds Transfer Report
      Elementary School Activity Account Report
      Elementary School Activity Account Bank Reconciliation
      High School/Middle School Activity Account Report
      High School/Middle School Activity Account Bank Reconciliation
      District Cash Summary Report
      District Accounts Bank Reconciliation, Bank Account Balance Report, and Securities Report
      District Expense Budget Report
      Report of Transfers

I. Communications

J. Adjournment
   President Eddie Weber declared the meeting adjourned at 9:29 p.m.

        Jerry Hinerman, Clerk
Hillsboro Elementary School Playground – Plan A

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PIP Surfacing (4914 sq. ft) for North</td>
<td>$56,264</td>
</tr>
<tr>
<td>Concrete Work for North</td>
<td>$25,740</td>
</tr>
<tr>
<td>Dirt Work for North</td>
<td>$7,550</td>
</tr>
<tr>
<td>Shredded Rubber Mulch (4742 sq. ft) for West</td>
<td>$35,942</td>
</tr>
<tr>
<td>Dirt work for West</td>
<td>$7,850</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$185,346</strong></td>
</tr>
</tbody>
</table>

Kaboom Grant (only through ATHCO) - $15,000
KDHE Grant - $46,103

**Total Cost if grants are awarded** $124,243
TO: Erin Beavers  
Hillsboro Elementary

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Regarding</th>
<th>Payment Terms</th>
<th>Exp. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matt Cline</td>
<td>Landscape Structures</td>
<td>Net 30 days</td>
<td>30 days from signed Proposal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Line Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Landscape Structures Design #79466-1-3 with: E-Pod Step, Gyro Twister</td>
<td>$32,153.00</td>
<td>$32,153.00</td>
</tr>
<tr>
<td></td>
<td>Spinner, Surf Slide, RingTangle Climber, Hemisphere Climber (1 Arch w/ 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach Points), Pod Climber 8”, Spider Web Climber, Starburst Climber,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flywheel Spinner, and OmniSpin Spinner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>4-Post Tire Swing with TenderTuff Chains</td>
<td>$2,845.00</td>
<td>$2,845.00</td>
</tr>
<tr>
<td>1</td>
<td>34’ ZipKrooz. Existing Pea Gravel Surfacing to be used under ZipKrooz.</td>
<td>$8,712.00</td>
<td>$8,712.00</td>
</tr>
<tr>
<td>1</td>
<td>3-Bay Single Post Swing with: (5) Belt Swings and (1) Molded Bucket</td>
<td>$3,639.00</td>
<td>$3,639.00</td>
</tr>
<tr>
<td></td>
<td>Seats w/Harness and ProGuard Chains</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4,483</td>
<td>Square Feet DuraPlay Poured-In-Place Surfacing. 50% Color/50% Black.</td>
<td>$56,264.00</td>
<td>$56,264.00</td>
</tr>
<tr>
<td></td>
<td>Includes (5) rubber mats underneath belt swings. Installation is included.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All the above for the sum of $103,613.00

- Installation $13,412.00
- Freight $1,750.00
- Sales Tax N/A
- Total $118,775.00

Quotation prepared by: Matt Cline

REMARKS:

- Turnkey installation is based on removal of existing equipment by others. Assumes no rock at footing locations. Concrete base for PIP by others.
- Landscape Structures net equipment cost is reflected above per Greenbush/Education Plus reciprocal agreement
- Lead time for equipment delivery is approx. 2-3 weeks after receipt of order

Thank you!

ATHCO LLC 13500 W. 108th St., Lenexa, KS 66215 Phone 800-255-1102 Fax 913-469-8134
Cooperating School Districts

Contract Between

Cooperating School Districts

and

Southeast Kansas Educational Service Center

By mutual agreement of Business Services Division (BSD) of Cooperating School Districts (CSD) and the vendors included in said BSD Playground Equipment Contract with ATHCO, the Southeast Kansas Education Service Center (SEKESC) and the participating schools it represents, shall be allowed to utilize the products included in the BSD Sole Source Contract dated November 8, 2010 as set forth by Business Services, a division of the Cooperating School Districts.

Category
- Playground Equipment

Contract Period
- Start Date November 8, 2010 through December 31, 2013
- Automatically renewed for an additional 2 year period ending December 31, 2015 if not disputed by either party each January 1st

Termination Option
- Contract may be terminated 30 days following written notice by either party of any reason

Amendments
- Contract details may be amended with mutual agreement by both parties following 30 days notice by either party on intent to renegotiate terms.

Cooperative Procurement Purchasing
- This contract provides cooperative procurement purchasing for members, Missouri and Kansas Educational facilities and all political subdivisions of the states of Missouri and Kansas.

SEKESC Responsibilities
- Provide BSD with sales analysis for purchases of Kansas schools and political subdivisions of the state of Kansas
- Provide an equal rebate share.
- Provide sales leads and sales support
- Provide an equal rebate share
- Provide sales leads and sales support
- Allow BSD and SEKESE to jointly attend conferences and seminars and distribute literature. This may include having BSD and SEKESE personnel in booths
- Allow joint sales visits to qualified entities
- Provide other marketing and support as requested to the best of their ability

CSD Responsibilities
- Provide SEKESE with sales analysis for purchases to Kansas schools and political subdivisions of the state of Kansas
- Provide an equal rebate share
- Provide sales leads and sales support
- Allow BSD and SEKESE to jointly attend conferences and seminars and distribute literature. This may include having BSD and SEKESE personnel in booths
- Allow joint sales visits to qualified entities
- Provide other marketing and support as requested to the best of their ability

Signed
Cooperating School Districts
Stephen H. Keyser
Deputy Executive Director/CFO
1460 Craig Road
St. Louis, MO 63146-4842
skeyser@csd.org

2/22/17
Date

Signed
Southeast Kansas Education Service Center
John Staton
Associate Executive Director and Chief Financial Officer, CPA
PO Box 189 – 947 West 47 Hwy
Girard, KS 66743
John.satron@greenbush.org

2/23/17
Date
# BUS DRIVER PERFORMANCE EVALUATION

Bus drivers are evaluated annually on their performance in the previous year. Evaluations are completed by June 30 of each year and are based on the essential functions stated in the job descriptions. The employee performance is evaluated and assigned a rating based on the criteria stated below.

**Rating Scale:**
- 0 – Employee has received formal discipline in this area
- 1 – Employee has received informal counseling or has had repeated concerns in this area
- 2 – Employee meets expectations for performance
- 3 – Employee consistently exceeds expectations in this area

<table>
<thead>
<tr>
<th>Rating</th>
<th>Essential Function</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Follows all established policies, practices, and procedures of the ISD/School District</td>
</tr>
<tr>
<td></td>
<td>Works effectively with children</td>
</tr>
<tr>
<td></td>
<td>Understands and has empathy for persons with disabilities</td>
</tr>
<tr>
<td></td>
<td>Maintains effective communication with others</td>
</tr>
<tr>
<td></td>
<td>Maintains a cooperative relationship with others</td>
</tr>
<tr>
<td></td>
<td>Performs effectively as part of a team</td>
</tr>
<tr>
<td></td>
<td>Follows all health and safety rules, policies and procedures</td>
</tr>
<tr>
<td></td>
<td>Perform duties according to safety and health policies</td>
</tr>
<tr>
<td></td>
<td>Dresses and behaves in a professional manner at all times</td>
</tr>
<tr>
<td></td>
<td>Performs CPI (Crisis Prevention Intervention) techniques, and lifts and positions students as needed</td>
</tr>
<tr>
<td></td>
<td>Safely operates all types of vehicles used to transport pupils</td>
</tr>
<tr>
<td></td>
<td>Follows assigned schedules and routes</td>
</tr>
<tr>
<td></td>
<td>Performs a pre-trip inspection prior to each run</td>
</tr>
<tr>
<td></td>
<td>Understands mechanical functions of a school bus</td>
</tr>
<tr>
<td></td>
<td>Reports vehicle defects using the established form</td>
</tr>
<tr>
<td></td>
<td>Follow district policies regarding reporting of accidents and/or incidents</td>
</tr>
<tr>
<td></td>
<td>Knows and obeys local, state and federal rules, regulations, ordinances and laws regarding school bus operation</td>
</tr>
<tr>
<td></td>
<td>Keeps assigned vehicle clean inside and out</td>
</tr>
<tr>
<td></td>
<td>Reacts appropriately and independently in emergency situations</td>
</tr>
<tr>
<td></td>
<td>Assists with medical and behavior problems</td>
</tr>
<tr>
<td></td>
<td>Keeps all student information confidential</td>
</tr>
<tr>
<td></td>
<td>Maintain accurate and timely records</td>
</tr>
<tr>
<td></td>
<td>Assure that students get on and off the bus in a safe and orderly fashion</td>
</tr>
<tr>
<td></td>
<td>Consistently uses universal precautions</td>
</tr>
<tr>
<td></td>
<td>Completes other duties as assigned by the Coordinator of Transportation</td>
</tr>
</tbody>
</table>

**Overall Average Score**
### ANNUAL REVIEW OF QUALIFICATIONS

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
<td>Employee possesses a current CDL license with a B, P, and S classification and Air Brake endorsements.</td>
</tr>
<tr>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
<td>Employee has successfully completed all necessary training to be a certified school bus driver.</td>
</tr>
<tr>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
<td>Employee has a current MDE physical and is current on TB test</td>
</tr>
<tr>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
<td>Employee meets driving record requirements for the position</td>
</tr>
<tr>
<td><strong>Y</strong></td>
<td><strong>N</strong></td>
<td>Employee meets Federal DOT drug/alcohol testing requirements</td>
</tr>
</tbody>
</table>

### SUMMARY OF:

### EMPLOYEE STRENGTHS

- 
- 
- 
- 
- 

### AREAS OF IMPROVEMENT NEEDED

- 
- 
- 
- 
- 

### PERFORMANCE GOALS FOR THE NEXT YEAR

- 
- 
- 
- 
- 

### EMPLOYEE COMMENTS

- 
- 
- 
- 
- 

---

Bus Driver ____________________ Date ____________________

Coordinator of Transportation ____________________ Date ____________________
1. Areas of Strength

2. Target Goals for Growth:

III. Evaluation of Previous Goals:

IV. Comments

Signature of Employee_________________________ Date_________________

Signature of Evaluator_________________________ Date_________________
KANSAS ASSOCIATION OF SCHOOL BOARDS

Legislative Committee Report

to the Delegate Assembly
Sunday, December 7, 2014
The KASB Legislative Committee submits the following proposal as a resolution to the Delegate Assembly. If approved, it will replace the current resolution “First in Education, the Kansas Way” that was adopted in December of 2013 and expires this year. KASB member boards are encouraged to review this resolution prior to the Delegate Assembly meeting in Overland Park on December 7, 2014, and to send a delegate to that meeting. The Assembly may amend this resolution by a majority vote. Questions about this proposal may be directed to committee members or to KASB staff.

KASB member boards may submit other resolutions or policy changes for consideration by the Delegate Assembly until November 10, 2014. After that, any item submitted must first receive a two-thirds vote to suspend the rules before consideration by the Delegate Assembly.

Committee Members:

Chair
Frank Henderson, Jr.
hendersf@msn.com

Region 1
Ronald Langston
ronlangston@embarqmail.com

Region 2
Laura Umphenour
laurauumph@hotmail.com

Region 3
Carole Farthing
carolef@cableone.net
carole.farthing4318@gmail.com

Region 4
Julia Alfers
alfersj@usd113.org

Region 5
Lori Blake
fnr1@hometelco.net

Regions 6
Janet Sprecker
jkspreck@yahoo.com

Region 7
Sharra Odle
shodle@agmarklic.com

Region 8
Jay Haremza
jay.haremza.boe@usd495.net

Region 9
Tracy Rogers
trogers@colbyeagles.org

Region 10
Jill Hill
tjhill@pld.com

Region 11
Sue Matson
smatson01@bluevalleyk12.org

Region 12
Deb Zila
debzila@smsd.org

Region 13
Victoria Meyer
vmeyer@wycokck.org

Region 14
Mike Rodee
mrodee2@gmail.com

Region 15
Rick Schier
rickschier@everestkc.net

KASB Staff:

John Heim
Executive Director
jheim@kasb.org

Mark Tallman
Associate Executive Director for Advocacy
mtallman@kasb.org

Tom Krebs
Governmental Relations Specialist
tkreb@kasb.org

Debbie Dyche
Advocacy/Research Assistant
ddyche@kasb.org
## Priority Resolution: Successful Students, the Kansas Way

<table>
<thead>
<tr>
<th>Goals: To meet the Kansas Constitution’s charge of providing for the intellectual, educational, scientific, and vocational improvement of Kansas students through a system of public schools, we endorse the following to realize the Rose Capacities through the implementation of the College and Career Ready Standards and achievement of the goals outlined in the Foresight 2020 Plan.</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moves goals out of section on raising standards to introductory section.</td>
<td></td>
</tr>
</tbody>
</table>

The goal adopted by the Legislature, Governor, and the Kansas Supreme Court that each student should be provided with the following measures, commonly known as the Rose Capacities:

- **Sufficient oral and written communication skills** to enable students to function in a complex and rapidly changing civilization;
- **Sufficient knowledge of economic, social, and political systems** to enable the student to make informed choices;
- **Sufficient understanding of governmental processes** to enable the student to understand the issues that affect his or her community, state, and nation;
- **Sufficient self-knowledge and knowledge of his or her mental and physical wellness**;
- **Sufficient grounding in the arts** to enable each student to appreciate his or her cultural and historical heritage;
- **Sufficient training or preparation for advanced training in either academic or vocational fields so as to enable each child to choose and pursue life work intelligently**; and
- **Sufficient levels of academic or vocational skills** to enable public school students to compete favorably with their counterparts in surrounding states, in academics or in the job market.

The Kansas State Board of Education’s definition that College and Career Ready means an individual has the **academic** preparation, **cognitive** preparation, **technical** skills, and **employability** skills to be successful in postsecondary education, in the attainment of an industry recognized certification or in the workforce, without the need for remediation.

The goal for Kansas educational attainment adopted by the Kansas Board of Regents in the Foresight 2020 Plan to increase to 60 percent the number of Kansas adults who have a certificate, associate degree, or bachelor’s degree by 2020.

To achieve these goals, we recommend the following plan:

KASB previously endorsed the State Board’s CCR definition.

Endorses Board of Regents goals for educational attainment, as presented at KASB Rose Standards Conference.
I. **STANDARDS FOR SUCCESS:**

- To produce successful students who are prepared for life, citizenship, and careers, we must raise education standards and hold schools accountable.
- Successful students will contribute to their community economically, socially and individually.

A. **Students Ready for Success**

1. **Career Interest Development Programs.** We support a requirement that every student have an individual plan for postsecondary preparation, developed and implemented by local boards of education under standards adopted by the State Board.

2. **Student Expectations.** We support development and implementation over time of a system to ensure all students graduating high school meet a higher standard than currently required. This should include:
   - (1) Demonstration of sufficient oral and written communications and other foundational skills by meeting a minimum statewide academic standard;
   - (2) Demonstration of sufficient economic, social, and political knowledge and understanding of governmental process, sufficient knowledge of mental and physical wellness, and sufficient grounding in the arts as determined by local boards of education under guidelines determined by the State Board; and
   - (3) Demonstration of preparation for postsecondary employment or education (technical certification or industry credential, associate’s degree, baccalaureate degree, etc.) based on the career interest of the student.

3. **Financial Education.** We support a requirement that each district adopt a policy for meeting the goal of providing each student with sufficient knowledge of economic systems to enable students to make informed choices, developed and implemented by local board of education.

B. **Effective Educators**

1. **Student Impact.** We support the new teacher and administrator evaluation system developed for the State Board, including the use of student improvement based on multiple measures once Kansas College and Career Ready Standards when valid and reliable state assessments have been established.

2. **Evaluation Input.** We support removing evaluation procedures from professional negotiations to facilitate improvement in instruction, with administrator and teacher input into the evaluation process independent of negotiations.

3. **Alternative Licensing.** We support options for licensing teachers who have not completed regular requirements for teacher training, provided such teachers annually receive high level evaluations for effectiveness.

4. **Retired educators.** We support extending current law allowing certified employees to return to work after retirement, provided it does not increase the liability of the system. We support exempting retired teachers hired for special education positions from the district KPERS surcharge.
### C. School Performance

1. **Accountability Measures.** We support public accountability based on reading and math assessments measuring the movement of students to increasingly higher achievement levels, annual student growth, narrowing the gap between high and low performing students, and reducing the number of non-proficient students.

2. **Intervention and Support.** We support funded interventions to assist low-performing or non-improving schools and districts.

3. **Assessment.** To assess student performance, we support implementation of an improved testing program aligned with the Kansas College and Career Ready Standards, measuring college and career readiness and higher-order skills, moving the high school state assessments to the earliest possible grade, and allowing students to choose a final assessment based on their district-approved individual plan.

   **Endorses policy proposed by State Board at KASB Rose Conference and KASB Fall Summits.**

### D. District Accreditation

1. **Broader Focus.** We support moving quickly to develop a new model of accreditation based on broader measures of school district performance, supported by appropriate resources from the state.

   **New language supports moving ahead with design of a new system, but with adequate support for the Kansas State Department of Education and State Board.**

2. **Other Measures.** We support a review of the Student Data Privacy Act and possible revisions, if necessary, to allow districts to collect student information to meet state educational goals.

   **New positions based on concerns that the 2014 law may impede schools and districts in collecting important information such as measuring physical and mental health.**
## II. FUNDING FOR SUCCESS:
- To produce successful students who will compete in the global economy, we must provide adequate funding to cover increasing costs, changing student needs, and to meet our higher expectations.
- Kansas outperforms other states for the money spent and the students educated. But other states are moving ahead in funding and achievement, while, in Kansas, revenue projections indicate school funding is in peril.

## A. State Responsibility

1. **Base Funding.** We support increasing statewide education funding and the per pupil amount for each district, based upon the statutory level approved by previous legislatures, the Kansas Supreme Court and as recommended by the State Board; studies of educational costs, funding levels in the highest achieving states; traditional levels of educational funding compared to state income; and annual increases in operating costs and state requirements.

2. **Cost Differences.** We believe the school finance system should provide additional funding through weightings or other mechanisms for higher cost students (including at-risk, ELL and technical education); districts and programs, particularly those required by the state.

3. **Special Education.** We support full funding of special education as required by state law.

4. **Long-Term Funding.** We support continuation of multi-year funding for school districts.

## B. Funding Equity

1. **State and Local Balance.** We support a balanced plan for school funding increases that provides both increases in base aid and local option budget authority, contingent upon full funding of LOB state aid.

2. **Capital Costs.** We support continued state equalization aid for capital improvement bonds and capital outlay aid and support the current authorized uses of capital outlay funds.

## C. Targeted Aid

1. **At-Risk Students.** To help all students achieve state education goals, we support the use of income-based measures of student needs as the primary factor for at-risk funding in order to provide stable revenues for these successful programs. We support supplementing these measures with other non-income-based factors. We oppose reductions in at-risk funding.

2. **Early Childhood.** We support full funding for students in all day kindergarten and strengthening funding for other early childhood programs.

3. **Instruction.** To improve instruction, we support full funding of Professional Development State Aid, Teacher Mentoring and National Board Certification.

4. **Graduation.** To improve the graduation rate, we support state funding for the Communities in Schools.
<table>
<thead>
<tr>
<th></th>
<th><strong>Innovation.</strong> To promote new ways to achieve these goals, we support creating a grant program for innovative programs and strategies.</th>
<th>Adds position to support funding for additional costs associated with student career planning.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Career Interest Development.</strong> We support state funding to support implementation of student plans for postsecondary preparation.</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td><strong>Efficiency</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. <strong>Consolidation and Cooperation.</strong> We support maintaining current incentives for voluntary school district consolidation, and support additional incentives for consolidation and cooperation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. <strong>Operational Collaboration.</strong> We support a statewide study of ways to promote school district cooperation and sharing of academic programs, personnel and operations.</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td><strong>Tax Policy</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. <strong>State Revenues.</strong> We support state tax policies that provide increasing education funding necessary for increasing educational outcomes. If current tax policies do not provide revenue to meet these costs, state tax policies should be revised, such as maintaining current income tax rates. Changes in education funding and tax policy should not increase disparity in local tax efforts, and any new revenue source should be equalized.</td>
<td>Similar to previous position but specifies maintaining current income tax rates rather than continuing reductions as one way to maintain revenue.</td>
</tr>
<tr>
<td></td>
<td>2. <strong>Tax Policy.</strong> We support efforts to broaden the tax base by reducing special exemptions and credits and oppose further targeted tax reductions. We further support an independent study of the Kansas tax structure, including the impact of recent policy changes.</td>
<td>The committee believes there should be a comprehensive review of the overall impact of state polices.</td>
</tr>
<tr>
<td></td>
<td>3. <strong>Statewide Mill Levy.</strong> We support directing revenue from the 20 mill levy to local districts as local effort, rather than the state.</td>
<td>Supports reversing last session’s change in state law.</td>
</tr>
</tbody>
</table>
### III. LOCAL LEADERSHIP FOR SUCCESS:
- To produce successful students who will lead our state and country, we must have strong local school boards, accountable for results, making the best decisions to meet the unique needs of their communities.
- Local leaders that value their students and schools, and work to ensure their success, recognize the positive effects that high performing schools have on their communities.

### A. Effective school boards for engaged communities

1. **School District Impact.** We believe school board representatives should be included in any state-initiated planning, advisory or decision-making process that affects public education. *Adds position from KASB permanent policies to this resolution.*

2. **Local Engagement.** We believe public and parental engagement cannot be effectively legislated but is the responsibility of local schools and districts.

3. **Local Elections.** We believe public engagement in school district governance is best served by electing local board members in non-partisan April elections, rather than the November general elections.

4. **Board Development.** We support a requirement for locally-designed programs for the continuing education and development of school boards and their members. *Moved from Section I, same wording as last year.*

### B. Local Decision-Making

1. **Limit State Intervention.** We believe state policies should address outcomes to be achieved, not methods to achieve them. State intervention should be focused on schools or districts that fail to meet ambitious but reasonable standards.

2. **New Mandates.** To focus on the state educational goals, we oppose any new state or federal requirements with additional costs unless additional funding is provided or other requirements are relaxed, except for the proposals contained in this plan; and support development of a mandatory cost/benefit analysis before state education laws and regulations take effect. *The K-12 Performance and Efficiency Commission recommended the concept of cost/benefit requirement.*

### C. Innovation

1. **Local Flexibility.** We support giving local school boards more flexibility in developing programs and operations, with accountability based on outcomes.

2. **Accountability.** We support promoting innovation within the public school system so successful initiatives can be replicated, rather than authorizing and funding charter schools and other institutions outside the constitutional authority of local boards. We support strengthening the Innovative Districts program to promote achievement of state education goals through experimentation, research and dissemination of information. *KASB has supported the concept of Innovative Districts. This position would further strengthen support of the process to develop more effective ways to achieve state education goals.*

### D. Employee Relations

1. **Professional Negotiations.** We support continuation of collective bargaining between school boards and teacher associations. We believe changes should be made in the Professional Negotiations Act to strengthen professionalism and efficient district operations, which we would seek to achieve through negotiations with teacher representatives. If agreements are reached that are acceptable to the KASB Board of Directors, KASB will oppose further amendments to the PNA. *KASB is currently in negotiations with representatives of Kansas NEA and United School Administrators on changes to the negotiations law. A report is expected by December 1.*
<table>
<thead>
<tr>
<th></th>
<th>Due Process. We support the authority of the local school boards to determine the nonrenewal of teachers, subject to appeal to the courts.</th>
<th>New wording reflects change in state law and KASB's long-standing position on the need for the local school board to determine its own employees.</th>
</tr>
</thead>
<tbody>
<tr>
<td>E. Constitutional System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. State Board. We support an elected Kansas State Board of Education with authority over the Commissioner and Kansas State Department of Education, with general supervision of local schools as provided by the Kansas Constitution.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Private Schools. We support the constitutional prohibition of state educational funding for religious organizations. We support the authority of local school boards to provide services to private school students. Any school receiving public funding benefits must meet state accreditation requirements, provide information about state and financing on the state basis as public schools, and accept all students on an equal, non-selective basis.</td>
<td>Wording is added to address private schools that could receive benefits from the new corporate tax credits for scholarship.</td>
<td></td>
</tr>
<tr>
<td>3. Judicial System. We support the role of an independent judiciary in enforcing constitutional provisions. We oppose either changing the selection process for judges or limiting the ability of the courts to enforce those provisions, which would weaken the traditional separation of powers in Kansas.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Members Present:
Mark Rooker, Chairperson (via phone)   Jan Helmer
Anna Gustafson (via phone)

Members Absent:
Jeff Bina      Shayla Clark

Others Present:
Lena Kleiner, Director   Jerry Hinerman, Clerk

1. **Call to Order**
Mark Rooker called the meeting to order at 6:05 p.m.

2. **Approval of Agenda**
Anna Gustafson moved to approve the agenda. Motion seconded by Jan Helmer. Carried 3-0.

3. **Approval of Minutes**
Jan Helmer moved to approve the minutes of the September 17, 2014, regular board meeting. Motion seconded by Anna Gustafson. Carried 3-0.

4. **Approval of Payment of Bills and Financial Reports**
Anna Gustafson moved to approve the payment of bills totaling $29,344.56 and the October 15, 2014, Income and Expenses reports. Motion seconded by Jan Helmer. Carried 3-0.

5. **Other/Discussion**
a. Bandwidth Monitoring
b. Fall Enrollment Final Numbers
c. Technology Integration
d. National Distance Learning Week

6. **Next Meeting**

7. **Adjournment**
Mark Rooker declared the meeting adjourned at 6:26 p.m.

Jerry Hinerman, Clerk
I. Call to Order
Anthony Zappone called the meeting to order at 7:11 p.m. in the MCSEC Conference Room at 1500 E. Lawrence, Marion, KS.

II. Adoption of Agenda
Duane Kirkpatrick moved to adopt the agenda, Terry Deines seconded. Carried 5 - 0

III. Consider Consent Agenda
A. Approve Minutes of September 15, 2014 Regular Meeting

B. Classified Staff Resignations
   1. Megan Suffield – Resignation – Para at MES

C. Classified Staff Appointments
   1. Erin Loewen, Para at MES
   2. Randy Talkington, Para at PES
   3. Joyce Edwards, Para at OASIS

D. Approve LEA Federal Grant Application in the Amount of $462,686 (ages 6-21) and $16,927 (ages 3-5)

E. Treasurer’s Report and Payment of Bills/Approve Journal Entries - Payroll in the amount of $231,688.53, Checks associated with payroll in the amount of $133,427.48, other payables in the amount of $38,064.22.
   Terry Deines moved to approve the consent agenda. Motion seconded by Duane Kirkpatrick. Carried 5 – 0

IV. Discussion/Action Items
   A. Director/Board Discussion/Comments
1. Bids on repairs to building soffit, guttering, etc.
2. KASB December Convention
3. KSDE Conference on Assessments

Anthony Zappone made a motion that we contact the contractors who are bidding on the repairs to the building and be more specific with the details of the repairs so the bids will be more accurate and aligned with each other. Motion was seconded by Joe Sechrist.

Carried 5 – 0

V. Executive Session
   A. Personnel

Duane Kirkpatrick moved to go into executive session at 7:52 p.m. for personnel matters relating to non-elected personnel, with the board members and Dr. David Sheppard present, and to return to open session at 8:07 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual. Motion seconded by Anthony Zappone.

Carried 5 – 0

At 8:07 p.m. Anthony Zappone declared the meeting out of executive session.

Duane Kirkpatrick moved to go into executive session at 8:08 p.m. for personnel matters relating to non-elected personnel, with the board members and Dr. David Sheppard present, and to return to open session at 8:18 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual. Motion seconded by Anthony Zappone.

Carried 5 – 0

At 8:18 p.m. Anthony Zappone declared the meeting out of executive session.

Duane Kirkpatrick moved to go into executive session at 8:19 p.m. for personnel matters relating to non-elected personnel, with the board members and Dr. David Sheppard present, and to return to open session at 8:24 p.m. in this room. The executive session is required to protect the privacy interests of an identifiable individual. Motion seconded by Anthony Zappone.

Carried 5 – 0

At 8:24 p.m. Anthony Zappone declared the meeting out of executive session.

VI. Agenda Items for Next Meeting November 17, 2014
   A. Update on ACA ESSDACK Para Health Insurance for October 1, 2015
   B. Update on Teacher Evaluations

VII. Adjournment

Anthony Zappone adjourned the meeting at 8:25 p.m.