

# BOARD OF EDUCATION AGENDA

## Unified School District #326

July 13, 2015

8:00 p.m.

Quorum _____	Members Present:	Shane DeBoer _____
Colby Greving _____	Lynette Stockman _____	Lloyd Schneider _____
Chris Delimont _____	Ryan Grammon _____	Phil Gottstine _____

1. Call to Order
2. Election of Officers 2015-16 school year
  - a. Nominations for President:
  - b. Nominations for Vice-President

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

3. Appointments:
  - a) Clerk and KPERS Representative (Joan Long)
  - b) KPERS Alternate Signer (Karen Boys)
  - c) Treasurer (Rachelle Leggett)
  - d) Truancy Officer (Kellen Adams)
  - e) Authorized Officer for all federal programs (Mike Gower)
  - f) Official District Newspaper (*The Logan Republican*)
  - g) NCKSEC Board Representative (Ryan Grammon)
  - h) School Attorney - KASB Attorney
  - i) Freedom of Information Officer (Mike Gower)

Discussion \_\_\_\_\_  
\_\_\_\_\_

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

4. Consent Agenda
  - A. APPROVAL OF MINUTES - June 8, 2015
  - B. APPROVAL OF PURCHASE ORDER
  - C. APPROVAL OF WARRANTS
  - D. ITEMS ADDED TO THE AGENDA
  - E. APPROVAL OF AGENDA

Discussion \_\_\_\_\_  
\_\_\_\_\_

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

5. Community Presentations

6. Principal's Report

A. Personnel Transactions

Discussion \_\_\_\_\_

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Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

B. Update on CCC Instructor Requirements & Course Offerings

7. Superintendent's Report

A. Substitute Teacher Rate

Discussion \_\_\_\_\_

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Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

B. Stage Curtains

8. Policy & Handbook Updates

Discussion \_\_\_\_\_

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Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

9. Set 2015-16 BOE Meetings

Date: Second Monday of each month

Time: 8:00 p.m.

Place: High School Library

Discussion \_\_\_\_\_

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Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

10. Establish/adopt/approve the following:

a) 1116 hour calendar

b) Official depository for school district funds

- First National Bank (District Funds)

- Farmer's National Bank (Activity Fund)

c) Annual waiver of requirements for generally accepted accounting principles (GAAP)

d) Home Rule Resolution

e) Destruction of School Records

f) Petty cash limits (\$1500 HS and District Office each)

g) Mileage rate reimbursement (currently \$.40/mile)

h) Inclement weather snow days (May 12, 13 & 16, 2016)

Discussion \_\_\_\_\_  
Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

11. Personnel (Executive Session)

Discussion: \_\_\_\_\_  
\_\_\_\_\_

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

12. NCKSEC Report

Discussion \_\_\_\_\_  
\_\_\_\_\_

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Action \_\_\_\_\_

13. Adjournment \_\_\_\_\_ Time \_\_\_\_\_

*These minutes are not official until voted upon at the next Board of Education meeting.*

MINUTES  
UNIFIED SCHOOL DISTRICT #326 – LOGAN  
MONDAY, June 8, 2015

Logan Unified School District #326 Board of Education, met in regular session to conduct school business. Members present when the meeting was called to order were: Colby Greving, President; Phillip Gottstine, Vice-President; Lynette Stockman, member; Christina Delimont, member and Ryan Grammon, member. Lloyd Schneider and Jeff Hofaker, members were absent.

Officials present: Michael Gower, Superintendent; Kellen Adams, Principal, and Joan Long, Clerk.

Other interested persons: Shane DeBoer.

**CALL TO ORDER:** Colby Greving, President, called the meeting to order at 8:00 p.m.

**CONSENT AGENDA:** Phil Gottstine moved the consent agenda; minutes of the May 7, 2015, regular meeting; purchase orders, and warrants to be approved as presented. Ryan Grammon seconded the motion. Motion carried 5-0.

**COMMUNITY PRESENTATIONS:** None.

**PRINCIPAL'S REPORT:** Mr. Adams presented the following personnel transactions: a letter of resignation from Ellie Stansbury, as Jr. High Social Studies Instructor and Karl Skinner, as bus driver, effective immediately. He also presented, for approval, contracts for employment to Logan Waters, as K-12 Physical Education Instructor, Head JH Boys Football Coach, and Head HS Girls Basketball Coach; Elaine Holloway, 4-yr Old Pre-School Para; Irene Koester, 3-yr Old Pre-School Para; Nicki Sammons, Head HS girls Cheerleader Sponsor and Mike Jenner, Summer Weight room Coordinator for the 2015-2016 school year. Lynette Stockman moved to accept the resignations and employment contracts as presented. Chris Delimont seconded the motion. Motion carried 5-0.

Lloyd Schneider arrived at 8:05 p.m.

Mr. Adams then presented to the board the offering of a shared contract with NCKSEC for Cher Greving as 5-8<sup>th</sup> Social Studies Instructor. This will be on a pro-rated basis with Cher Greving teaching possibly three hours for USD 326. Ryan Grammon moved to accept the employment contract, seconded by Chris Delimont. Motion carried 5-0 with 1 abstaining.

**SUPERINTENDENT'S REPORT:** Mr. Gower discussed with the board the shortage of bus drivers. After advertising locally with no inquiries, it was decided to extend the advertising to Nex-Tech classifieds, Norton and Phillipsburg newspapers.

**TRANSFER OF FUNDS RESOLUTION:** Lynette Stockman made a motion that any unused

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budget can be transferred to Special Education, Driver Education, Capital Outlay, Professional Development, Contingency Reserve and Food Service fund(s) at the discretion of the Superintendent of Schools. Phil Gottstine seconded the motion. Motion carried 6-0.

**NEGOTIATED AGREEMENT:** Lynette Stockman made a motion at 8:10 p.m. to go into executive session for a period of 5 minutes to discuss personnel and to protect the privacy interest of the individual(s) to be discussed. Ryan Grammon seconded the motion. Motion carried 6-0. Mr. Gower and Mr. Adams were asked to attend the session.

The board reconvened at 8:15 p.m. A motion to return to executive session for a period of 3 additional minutes at 8:16 p.m. to discuss personnel to protect the privacy interests of the individual(s) to be discussed was made by Lynette Stockman, seconded by Ryan Grammon. Motion carried 6-0. Mr. Gower was asked to attend the session.

The board reconvened at 8:19 p.m.

Lynette Stockman moved that the Board ratify the proposed changes to the Master Agreement with the Logan Teachers' Association as accepted by the Teachers' Association with a 1.25% increase to their salaries. Phil Gottstine seconded the motion. Motion carried 6-0.

**NCKSEC REPORT:** Mr. Gower and Lynette Stockman reported on the recent meeting. There will be a 2.5% district assessment increase for next year to all districts. The cost to USD 326 will now be \$77,559 for the 2015-16 year.

**ADJOURNMENT:** With no further business, President Greving adjourned the meeting at 8:23 p.m.

**MINUTES APPROVED:**

PRESIDENT \_\_\_\_\_

MINUTES RECORDED:

CLERK \_\_\_\_\_

DATE: \_\_\_\_\_

Vendor Name	PO Number	PO Date	Account Number	Description	Current Amount	Fund Description
06						
AF Plan Serv	1601883	07/07/2015	06-2300-890	Plan 403B Fee	10.00	GENERAL FUND
Fire Alarm Specialist,	1501883	06/30/2015	06-X800-000	Annual Fire Alarm Inspection	580.00	GENERAL FUND
Harris Computer	1601884	07/07/2015	06-2300-590	Annual Support - Karen/Joan	3,977.92	GENERAL FUND
J & L Plumbing &	1601884	07/07/2015	06-2600-438	E Bldg Restrooms - Repair	159.18	GENERAL FUND
KSHSAA	1601884	07/07/2015	06-1000-801	Dues / Catastrophic Ins	675.04	GENERAL FUND
KSHSAA	1601884	07/07/2015	06-1000-801	Registration - Coaches Clinic	560.00	GENERAL FUND
Kiser Ag Service	1501879	06/23/2015	06-X800-000	Maint - Glystar chemical	50.00	GENERAL FUND
Ks Employment Security	1601884	07/07/2015	06-1000-250	Unemployment Fee - Add'l 2nd q	761.03	GENERAL FUND
Logan Hardware	1601884	07/07/2015	06-2600-619	Misc Supplies - Maint	159.23	GENERAL FUND
National School	1501870	05/05/2015	06-X800-000	Misc Instruc Material - Spanis	1,107.36	GENERAL FUND
National School	1601885	07/07/2015	06-1000-670	Instr Mat - Spanish / Shipping	119.94	GENERAL FUND
Nex-Tech	1601885	07/07/2015	06-2300-532	Telephone / Internet	151.14	GENERAL FUND
Nex-Tech	1601885	07/07/2015	06-1000-683	Ethernet Circuit - ITV	590.91	GENERAL FUND
Nex-Tech Wireless, LLC	1601885	07/07/2015	06-2300-532	Cell Phones	35.04	GENERAL FUND
Norton Telegram	1601885	07/07/2015	06-1000-801	Student Act - State Track Cong	40.00	GENERAL FUND
Petty Cash District	1501880	06/23/2015	06-X800-000	Stamps, Fuel, KLN Inst Mat	49.00	GENERAL FUND
Petty Cash District	1501880	06/23/2015	06-X800-000	Stamps, Fuel, KLN Inst Mat	168.02	GENERAL FUND
Petty Cash HS	1501883	06/30/2015	06-X800-000	Student Activities - Stamps /	193.50	GENERAL FUND
Petty Cash HS	1501883	06/30/2015	06-X800-000	Student Activities - Stamps /	49.00	GENERAL FUND
Rangeland	1601885	07/07/2015	06-2710-626	Trans - Fuel Buses	647.49	GENERAL FUND
Sawyer's Ace Hardware	1501881	06/23/2015	06-X800-000	Maint - Paint, cart tires	425.65	GENERAL FUND
Teacher Innovations,	1601885	07/07/2015	06-1000-800	Subscrip - Teacher Plan Books	237.60	GENERAL FUND
Tom's Music House	1501882	06/23/2015	06-X800-000	Repair Instruments	980.00	GENERAL FUND
Tri-central Office	1601885	07/07/2015	06-2300-701	Service Agreement - Copiers 2	600.14	GENERAL FUND
USD 399	1501879	06/23/2015	06-X800-000	July Consortium	284.55	GENERAL FUND
VISA	1501883	06/30/2015	06-X800-000	State Track Hotel/Fuel - Anti-	45.50	GENERAL FUND
VISA	1501883	06/30/2015	06-X800-000	State Track Hotel/Fuel - Anti-	204.08	GENERAL FUND
VISA	1501883	06/30/2015	06-X800-000	State Track Hotel/Fuel - Anti-	687.36	GENERAL FUND
					13,548.68	
08						
Academic Industries,	1501877	06/23/2015	08-X800-000	Instr Mater - Graph Labels	42.00	SUPPLEMENTAL GENERAL
Apple Computer, Inc.	1501874	05/28/2015	08-X800-000	Computers - 20 laptops	3,039.00	SUPPLEMENTAL GENERAL
Atomic Learning	1501877	06/23/2015	08-X800-000	Site License Renewal	1,000.00	SUPPLEMENTAL GENERAL
CDW Government, Inc	1501877	06/23/2015	08-X800-000	Toner, Microsoft Office 2011 S	120.00	SUPPLEMENTAL GENERAL
CDW Government, Inc	1501877	06/23/2015	08-X800-000	Toner, Microsoft Office 2011 S	718.47	SUPPLEMENTAL GENERAL
CDW Government, Inc	1501878	06/23/2015	08-X800-000	Computer - Printhead Replace K	110.00	SUPPLEMENTAL GENERAL
CDW Government, Inc	1501878	06/23/2015	08-X800-000	Computer drives, speakers, cab	180.84	SUPPLEMENTAL GENERAL

Warrant List.

Vendor Name	PO Number	PO Date	Account Number	Description	Current Amount	Fund Description
08 City Of Logan	1501879	06/23/2015	08-X800-000	Utilities - Water/Waste	410.89	SUPPLEMENTAL GENERAL
Continuum Retail	1601884	07/07/2015	08-2600-621	Utilities - Gas	183.70	SUPPLEMENTAL GENERAL
Crutchfield	1501878	06/23/2015	08-X800-000	Instr Mater - Kats / Jansonius	92.46	SUPPLEMENTAL GENERAL
Demco Media	1501878	06/23/2015	08-X800-000	Instr Mat - Jansonius	33.19	SUPPLEMENTAL GENERAL
Hometown Market	1601884	07/07/2015	08-2600-610	Misc Supplies	3.78	SUPPLEMENTAL GENERAL
Houghton Mifflin	1501879	06/23/2015	08-X800-000	Instr Mat - Yoxall	18.75	SUPPLEMENTAL GENERAL
IXL Learning	1501879	06/23/2015	08-X800-000	Math Site License	1,403.00	SUPPLEMENTAL GENERAL
InTune	1501879	06/23/2015	08-X800-000	Instr Mat - Still	179.40	SUPPLEMENTAL GENERAL
Midwest Energy Inc	1601884	07/07/2015	08-2600-621	Utilities - Gas	163.39	SUPPLEMENTAL GENERAL
Paper 101	1501880	06/23/2015	08-X800-000	Office Supplies - Paper	53.52	SUPPLEMENTAL GENERAL
Perfection Learning	1501880	06/23/2015	08-X800-000	Instr Mat - Brown	118.20	SUPPLEMENTAL GENERAL
Phillips County	1601885	07/07/2015	08-2600-411	Waste Disposal - Landfill	15.17	SUPPLEMENTAL GENERAL
Prairie Land Electric	1501880	06/23/2015	08-X800-000	Utilities - Electric	2,732.80	SUPPLEMENTAL GENERAL
Par-O-Zone	1501880	06/23/2015	08-X800-000	Maint Supplies	5,294.18	SUPPLEMENTAL GENERAL
Renaissance Learning,	1501881	06/23/2015	08-X800-000	AR Book Labels	24.83	SUPPLEMENTAL GENERAL
Renaissance Learning,	1501881	06/23/2015	08-X800-000	Web Fees - Quote #1347147	1,390.05	SUPPLEMENTAL GENERAL
SOCs	1501881	06/23/2015	08-X800-000	Web Hosting Agreement	1,900.00	SUPPLEMENTAL GENERAL
Tumbleweed Press, Inc.	1501882	06/23/2015	08-X800-000	TumbleBooks Library Renewal	599.00	SUPPLEMENTAL GENERAL
Vocabulary Spelling	1501883	06/23/2015	08-X800-000	Instr Mat - Vocabulary Spelling	52.95	SUPPLEMENTAL GENERAL
11 Janet Gottstine	1601884	07/07/2015	11-1000-590	Reimb Supplies Preschool Playh	76.57	At-Risk 4yr old
26 Kansas State	1501879	06/23/2015	26-X800-000	Superintendent Mentoring - Ada	1,450.00	Professional Development
34 ACTE	1601883	07/07/2015	34-1000-670	ACTE Mbrship App - Gottstine	233.00	VOCATIONAL EDUCATION
Redmond Machinery	1501883	06/30/2015	34-X800-000	Instr Material - Parts - Plane	522.95	VOCATIONAL EDUCATION
35 Apple Computer, Inc.	1501874	05/28/2015	35-X800-000	Computers - 20 laptops	755.95	
39 Petty Cash District	1501880	06/23/2015	39-X800-000	Stamps, Fuel, KLN Instr Mat	13,541.00	SMALL RURAL SCHOOL GRANT
					13,541.00	
					321.35	TITLE I FUND
					321.35	

*Total*  
**\$ 49,573.12**

Report Totals

# YTD Cash Balance Report

ALL Data

YTD through 06/30/2015

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ATHLETICS</b>					
1010 JH/HS ACTIVITIES	17,772.83	19,565.39	23,687.91	-407.64	13,242.67
1020 REGIONAL VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
1030 CHEYENNE CONF. BASKETBALL	0.00	0.00	0.00	0.00	0.00
1040 SUB-STATE BASKETBALL	0.00	8,224.79	6,567.66	0.00	1,657.13
1050 REGIONAL FOOTBALL	0.00	0.00	0.00	0.00	0.00
1060 CHEYENNE CONFERENCE	0.00	0.00	0.00	0.00	0.00
1070 BI-DISTRICT FOOTBALL	0.00	0.00	0.00	0.00	0.00
1080 GNEC BASKETBALL	0.00	0.00	0.00	0.00	0.00
2000 INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
<b>A ATHLETICS Totals:</b>	17,772.83	27,790.18	30,255.57	-407.64	14,899.80
<b>B CLUB &amp; ORGANIZATIONS</b>					
1090 HS VOLLEYBALL	1,102.81	2,870.00	3,370.31	570.00	1,172.50
1091 JH VOLLEYBALL	60.00	442.17	442.17	-60.00	0.00
1095 POSITIVE SQUAD	99.99	0.00	0.00	0.00	99.99
2010 STUDENT COUNCIL	4,448.60	3,503.40	3,650.18	-570.00	3,731.82
2015 STUCO CONCESSIONS	3,271.20	15,156.03	17,640.60	66.80	853.43
2020 K.A.Y.	1,042.85	10,523.64	11,149.45	0.00	417.04
2021 K.A.Y. CONFERENCE	0.00	0.00	0.00	0.00	0.00
2030 HS CHEERLEADER	3,544.78	5,923.30	8,309.85	0.00	1,158.23
2035 JH CHEERLEADER	2,397.00	1,785.92	864.12	0.00	3,318.80
2040 SPANISH CLUB	151.57	0.00	0.00	0.00	151.57
2045 FCA	0.00	396.00	396.00	0.00	0.00
2050 FFA	14,303.90	16,078.75	20,462.13	0.00	9,920.52
2070 ART	14.15	0.00	0.00	0.00	14.15
2075 MUSIC	2,242.73	2,078.45	2,244.50	0.00	2,076.68
2080 DANCE TEAM/FLAGS	165.68	1,574.84	396.00	0.00	1,344.52
2089 JH TRACK	201.00	0.00	0.00	0.00	201.00
2090 HS TRACK	856.95	492.50	446.50	0.00	902.95
2091 HS FOOTBALL	773.12	2,090.00	1,014.84	0.00	1,848.28
2092 JH FOOTBALL	0.00	223.50	218.50	0.00	5.00
2093 HS BOYS BASKETBALL	712.17	1,866.37	2,212.63	0.00	365.91
2094 HS GIRLS BASKETBALL	1,594.16	2,531.00	2,615.01	0.00	1,510.15
2096 JH BOYS BASKETBALL	167.97	340.00	315.00	0.00	192.97
2097 JH GIRLS BASKETBALL	368.00	559.00	980.50	160.00	106.50
2098 WEIGHTS	100.00	0.00	0.00	0.00	100.00
<b>B CLUB &amp; ORGANIZATIONS Totals:</b>	37,618.63	68,434.87	76,728.29	166.80	29,492.01
<b>C GRADUATING CLASSES</b>					
3100 8TH GRADE	124.21	265.77	196.19	0.00	193.79
3101 SENIORS	1,245.40	843.99	2,089.39	0.00	0.00
3102 JUNIORS	1,444.52	5,378.45	5,646.74	0.00	1,176.23
3103 SOPHOMORES	1,322.73	1,143.07	0.00	0.00	2,465.80
3104 FRESHMEN	248.74	478.86	0.00	0.00	727.60
3106 7TH GRADE	0.00	265.77	0.00	0.00	265.77
<b>C GRADUATING CLASSES Totals:</b>	4,385.60	8,375.91	7,932.32	0.00	4,829.19
<b>D DISTRICT MONIES</b>					
4010 ACCOUNTING	0.00	17.50	17.50	0.00	0.00
4030 USER FEES	0.00	0.00	0.00	0.00	0.00
4040 TEXTBOOK RENTAL FEES	0.00	3,260.00	3,260.00	0.00	0.00
4050 ART/PHOTO CLASS FEES	0.00	15.00	15.00	0.00	0.00
4060 BAND/SUPPLIES/EQUIP.	0.00	786.00	786.00	0.00	0.00
4070 SHOP FEES AND SUPPLIES	0.00	1,056.25	1,056.25	0.00	0.00



# YTD Cash Balance Report

ALL Data

YTD through 06/30/2015

Arranged by:  
Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
4075 FACS	0.00	60.00	60.00	0.00	0.00
4095 SANSOM SCHOLARSHIP	0.00	691.02	691.02	0.00	0.00
4096 STATES SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00
4097 LTA SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00
7035 PLANNERS	0.00	420.00	420.00	0.00	0.00
<b>D DISTRICT MONIES Totals:</b>	0.00	6,305.77	6,305.77	0.00	0.00
<b>E YEARBOOK</b>					
7000 YEARBOOK	10,906.35	11,040.31	9,826.76	0.00	12,119.90
<b>E YEARBOOK Totals:</b>	10,906.35	11,040.31	9,826.76	0.00	12,119.90
<b>F MISC</b>					
1000 GRANTS	478.28	0.00	0.00	0.00	478.28
4090 RONALD ROSE MEMORIAL	2.90	0.00	0.00	0.00	2.90
7005 MASS MEDIA	54.32	10.00	0.00	0.00	64.32
7010 MISC.	0.00	0.00	0.00	0.00	0.00
7020 PADLOCK FEE	10.00	0.00	0.00	0.00	10.00
7030 CALCULATOR RENTAL	1,452.85	630.00	267.00	0.00	1,815.85
7040 PHOTO DEPOSIT	0.00	15.00	0.00	0.00	15.00
7045 PHYSICALS	0.00	875.00	875.00	0.00	0.00
7091 GAINES SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00
7092 LIBRARY	153.68	0.00	0.00	0.00	153.68
7093 COMPUTER	0.00	0.00	0.00	0.00	0.00
7094 PSAT FEE	0.00	0.00	0.00	0.00	0.00
7095 PLAY	1,492.25	0.00	0.00	0.00	1,492.25
7096 BOOK FAIR	0.00	2,249.08	2,249.08	0.00	0.00
7097 COKE SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
8000 PRESCHOOL	557.47	0.00	-50.00	0.00	607.47
<b>F MISC Totals:</b>	4,201.75	3,779.08	3,341.08	0.00	4,639.75
<b>G SALES TAX</b>					
8010 SALES TAX	179.23	4,378.05	4,369.37	240.84	428.75
<b>G SALES TAX Totals:</b>	179.23	4,378.05	4,369.37	240.84	428.75
<b>Report Totals:</b>	75,064.39	130,104.17	138,759.16	0.00	66,409.40

## USD 326 Board of Education Meeting

### Principal's Report

*July 13, 2015*

A.) Personnel Transactions (See list below).

B.) Update on CCC Instructor Requirements & Course Offerings

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A.) ***Retirement(s):***

None

***Resignation(s):***

None

***Employment:***

Paul Prewo – High School Scholar's Bowl Sponsor

Nancy Jenner – High School Cheerleading Assistant Coach

***A motion is required for approval.***

B.) An update of recent changes regarding Colby Community College (CCC) Adjunct Instructor requirements will be provided. In addition, information pertaining to how these changes will affect this school year's schedule (9-12), as well as subsequent school years will be provided.

**Proposed Policy & Handbook Updates**  
**2015-16 School Year**  
**July 13, 2015**

**Board Policy Updates**

*Article VII – Section 5*

Classified Personnel - Holidays, Vacation, & Bereavement - The following classified employees, clerk, building secretaries, maintenance and custodial personnel, will be granted vacation days as follows:

1. 1<sup>st</sup> and 2<sup>nd</sup> full years – five (5) days;
2. 3<sup>rd</sup> through 10<sup>th</sup> full years – ten (10) days; and
3. From 11<sup>th</sup> full year, add one (1) day for each full year with a maximum of twenty (20) days accrued. (Adopted: 7-9-80)

All hourly employees, clerk, secretaries, para-educators, cooks, and custodians will be paid for the following holidays:

1. Labor Day;
2. Thanksgiving Day (including the Friday following);
3. Christmas Day;
4. New Year's Day;
5. Good Friday;
6. Memorial Day;
7. Independence Day; and

The extra holiday in March, providing the holiday(s) occur while the employee is under contract. (Adopted: 7-9-1980, Revised: 6-25-2012)

All Vacation time must be spent by June 30<sup>th</sup> of each year by each employee. Any unused vacation time after this date is considered null and void.

**Bereavement Leave**

a. Three (3) days bereavement leave will be granted for a death in the immediate family. The immediate family is hereby defined as: father, father-in-law, mother, mother-in-law, sister, sister-in-law, brother, brother-in-law, husband, wife, son, son-in-law, daughter, or daughter-in-law. In addition, it shall include any relative living in the employee's household.

b. One (1) day of bereavement leave will be granted per year to attend the funeral of friends or distant relatives upon approval of the building principal. (adopted 4/12/81, revised 7/10/00)

*Article XXIX – Section 12*

Section 12 – Activities, Social – Attendance at all school social activities shall be limited to bona fide students of USD #326 and approved adult sponsors or supervisors. This includes all school parties and dances, excluding formal activities for the high school. Outside guests will be permitted at formal high school activities upon approval through

the office of the principal. **Guests must be currently enrolled in a high school and will be subject to completion of a permission form.** Teachers and sponsors or parties in grades one (1) through five (5) will not permit dancing, except square dancing as taught in the music department.

*(See also Sec 2 in this ART and ART XXI, Sec 1-4 for additional eligibility information regarding activities.)*

## Student Handbook Updates

### **ATHLETIC/ACTIVITY ELIGIBILITY, 6-12**

Academic standing is very important and students must be performing in the classroom in order to represent USD #326. This eligibility rule applies to all students in grades six (6) through twelve (12) participating in any extra-curricular activities. This includes any and all extra-curricular activities, including dances, with the only exception being class-related activities that would negatively affect a student's grade. The building administrator will make the final decision regarding eligibility.

Teachers will turn in grades weekly on Monday. If a student has a failing grade(s) in subject, he/she will have until the next Monday to raise her/his grade(s). If at that time there is still an "F" in any subject, the student will be ineligible beginning immediately until the following Monday. He/she will remain ineligible until all grades are passing at check time.

NOTE: If a teacher has not entered at least one (1) new grade for the week following a student's ineligibility, the student will again become eligible for that week. Grades will be determined on an accumulative basis each marking period. Eligibility will not be checked until the 3<sup>rd</sup> Monday of each new marking period. This allows two (2) weeks for grades to be accumulated before beginning weekly checks.

Students will be allowed to practice during the time of eligibility. **Ineligible athletes will not be allowed to travel to away contests but will be required to attend home games with their team. Ineligible athletes will not be allowed to attend home or away activities with their team. In addition, ineligible students will not be allowed to attend home or away activities (for example, but not limited to team attendance at college games, team lock-in's, team motivational activities)** with their school organization during or after school hours.

Eligibility for all high school dances will be determined exactly as it is for any other activity, but it will be done three weeks prior to the dance week. Three weeks prior to the Monday before the dance, if a student is deemed ineligible at that time, they will be ineligible for the dance. Improvement of their grades in subsequent weeks does not change the eligibility for the dance, but will affect the student's other activities.

[See also Board Policy, ART XXII, Sec 1-4, Pgs 39-40]

### **FOOD SERVICE**

School breakfast may be obtained at a cost of one dollar \$1.50 for grades Kindergarten (K) through twelve (12) students and \$1.65 for adults. School lunch at noon may be obtained at a cost of ~~\$1.90~~ **\$1.95** for grades Kindergarten (K) through six (6), ~~\$2.20~~ **\$2.25** for grades seven (7) through twelve (12), and ~~\$3.35~~ **\$3.40** for adults. Reduced price breakfasts will be \$.30 each and reduced price lunches will be \$.40 each. Extra afternoon milk may be purchased for grades Kindergarten (K) through six (6). All payments for meals and afternoon milk will be made to the cafeteria accountant.