



LIONS ROAR

USD 405 Staff Newsletter

August 20, 2009

Welcome to all new and returning staff members!!

FROM THE SUPERINTENDENT...

A new year allows those of us that have had numerous years in education the opportunity to reflect upon past school years. The years blur together until we delineate them with specific names and events that are memorable. When a face is attached to a personal success or failure it allows us to reflect upon the magnitude of our jobs as educators. We remember our favorite students and experiences from years past. Our students remember their favorite teachers and experiences. I hope that you have had the pleasure of being identified as a "favorite teacher."

I recently found an article that eloquently identifies what makes successful teachers. I hope when you read this article it reinforces the traits that you demonstrate on a daily basis. Have a great school year.

Six Traits Of Successful Teachers

by Beth Lewis:

Successful teachers hold high expectations: The most effective teachers expect great accomplishments from their students, and they don't accept anything less. In education, expectations form a self-fulfilling prophecy. When teachers believe each and every student can soar beyond any imagined limits, the children will sense that confidence and work with the teacher to make it happen.

They think creatively: The best teachers think outside the box, outside the classroom, and outside the norm. They leap outside of the classroom walls and take their students with them! As much as possible, top teachers try to make classroom experiences exciting and memorable for the students. They seek ways to give their students a real world application for knowledge, taking learning to the next action-packed level.

Top teachers are versatile and sensitive: The best teachers live outside of their own needs and remain sensitive to the needs of others, including students,

parents, colleagues, and the community. It's challenging because each individual needs something different, but the most successful teachers are a special breed who play a multitude of different roles in a given day with fluidity and grace, while remaining true to themselves.

They are curious, confident, and evolving: They have strong core principles, but somehow still evolve with changing times. They embrace new technologies and confidently move forward into the future.

They are imperfectly human: The most effective educators bring their entire selves to the job. They celebrate student successes, show compassion for struggling parents, tell stories from their own lives, laugh at their mistakes, share their unique quirks, and aren't afraid to be imperfectly human in front of their students. Top teachers admit it when they don't know the answer. They apologize when necessary and treat students with respect.

Successful teachers emphasize the fun in learning and in life: The teachers admired the most create lighthearted fun out of serious learning. They aren't afraid to be silly because they can snap the students back into attention at will - with just a stern look or a change in tone of voice.

Benefit Enrollment Dates

John Webb will be in the district the following dates to complete your Benefit Selection Form. Please plan to meet with him in your building if you have not already done so.

August 20th Park School 7:30 a.m. – 11:30 a.m.

August 20th FEC 12:00 p.m. - 2:30 p.m.

August 21st Lyons High School 7:30 a.m. - 2:00 p.m.

August 21st Central School 11:00 a.m. - 3:00 p.m.

August 24th Lyons Middle School 7:30 a.m. – 12:00 p.m.

August 24th Sterling Elem. & High 12:30 p.m. -2:30 p.m.



Welcome to USD 405: New Employees and Assignment Changes

Park Elementary-Emily Gibson, RCSSC Interrelated Teacher; Kalie Leiker, 1st Grade Teacher; Melinda Browning, RCSSC Paraeducator; Roxana Cardonne, ELL Paraeducator; Francine Fundenberger, Crossing Guard;
Central Elementary-Doug Higgins, Principal; Bren McGuire, Writing Lab Teacher; **Lyons Middle School**-David Martin, RCSSC Interrelated Teacher; Sharyna Reece, RCSSC Interrelated Teacher; Mindy Hoskins, RCSSC Paraeducator; Rachelle Keeley, RCSSC Paraeducator; Ashley Nagel, RCSSC Paraeducator; Richard Roughton, ELL Paraeducator; **Lyons High School**-Bob Turner, Athletic Director/Assistant Principal; Corey Braxton, 6-12 Vocal Music Teacher; Hilary Thomas, English Teacher; Marie Deering, RCSSC Paraeducator; Matthew Gilreath, AFJROTC Teacher; Ryan Hall, Technology Support Asst.; Tami McCloud, Asst. Cheerleading Sponsor; Yvonna Nave, Asst. Cheerleading Sponsor; **RCSSC**-Tanna Walker, USD 444 Windom Interrelated Teacher; Jim Ward, RCSSC Building and Trades Teacher; Sherilyn McPherson, RCSSC Paraeducator; Laura Neff, RCSSC Paraeducator; **Frisbie Education Center**-Leanne Hollinger, PAT Parent Educator; Susie Turner, RCSSC MIS Data Clerk.

BUSINESS OFFICE NEWS...



Please Update Your Information

If you have moved over the summer, please update your contact information with Tara (tlogan@usd405.com or 257-5196 Ext. 120) at the FEC so that we may keep your records current.



Board of Education Highlights

The Board of Education Highlights from the August 10th meeting are posted in each building. The next regular meeting of the Board of Education will begin at 5:30 p.m. on September 14, 2009 at Park Elementary.

Staff Development Registrations and Professional Leave Reminder

All certified teaching personnel MUST use the electronic Professional Development Activity Request form on My Learning Plan (mylearningplan.com) to attend **any workshop or other staff development activity**. This form will electronically process your registration and any fee, transportation, substitute, hotel or commercial travel requests (if applicable) and your PDC licensure and salary movement documentation. The form replaces the other forms for all staff development requests.

Note: Certified staff will still use the current leave request forms for any leave not related to staff development. The current forms for transportation requests and purchase requisitions will still be used for all other non-staff development related needs.

Hotel Reservations

When professional development seminars and other professional meetings require an overnight stay, Jessica Goforth will make the reservation via the information submitted on My Learning Plan. Please state the motel at which you are choosing to stay, the check-in and check-out dates, the number of rooms you are requesting, an estimated cost per night and the names of the individuals needing lodging. Once the reservation has been made, Jessica will email you with the confirmation number and any other pertinent information.

Overnight accommodations will be made when the meeting location is more than 1 ½ hours away and you would have to leave before 6:30 a.m. to arrive on time.

We will use government or conference rates to reserve motel rooms that are in the vicinity of the meeting and will not exceed a \$79.00/night rate, whenever possible. In some cases, the motel reservation may not be made at the same location as the meeting; however, if a staff member requests to personally pay the difference in cost, that arrangement can be made. Double occupancy is expected when applicable.

Outgoing Mail



All district mail is routed through the FEC for metering/postage. If you have items to be mailed the same day, they must be at the FEC by 11:30 a.m., to allow time for processing. Items received after this time will be mailed the next business day, unless special arrangements are made. Out-going mail is typically picked up from the FEC by 1:30 p.m.

BUSINESS OFFICE NEWS (cont.)...

Purchasing

A requisition form, available online, **MUST** be filled out and approved by your building principal for all purchases except local ones. If you make a purchase at a local business, be sure to **sign the ticket legibly with your name and reason for the purchase** (i.e. custodial, office, club name, etc.) **and give it to your building secretary or send to Jessica at the FEC.**

Any problems with purchase orders should be reported to Jessica Goforth, Accounts Payable (jgoforth@usd405.com). Please state the PO number, the problem with the PO and the company name. Problems could include not receiving items, receiving incorrect items, backordered items, etc. **Please do not** call the company to cancel or change an order without FEC approval. This will reduce confusion when payment time arrives.

Movement on the Salary Schedule



Teachers who plan to move on the salary schedule this year have until August 24 to enter "Knowledge Validation Forms" for inservice, workshops, and college hours on My Learning Plan for approval at the PDC meeting on August 26. Your signed PDC "Completed Activity by Purpose" form must be submitted to Linda Brunk at the Frisbie Education Center (FEC) no later than Friday, September 4th. An amended contract will be issued to you by September 9.

PDC representatives are: Central (Nancy Allison), Park (Teri Dwyer), LMS (Melinda Rose), LHS (Craig Allison), RCSSC (Greg Konda). Please contact them if you have questions.

Temporary Leave Bank (TLB)

Certified Representatives Needed for Park and Central

The balance in the TLB as of June 30, 2009 is 138.11 days. A Contribution/Waiver Form will be sent to the new and returning certified/licensed staff members to offer them a chance to participate. A minimum of 2 days is required. Information regarding the TLB can be found in the Negotiated Agreement on pages 11 – 15 which is on the district website (www.usd405.com). Please contact your building representative if you have any questions:

Central (Sally Mullen); Park (see Dee Orth); LHS (Julie Tommer); LMS (Vicki Cavit); RCSSC (Ruth Poovey).

Workers' Compensation

If you should become injured on the job, please notify your supervisor immediately. He/she will then give you the appropriate paperwork to complete.

The workers' compensation insurance for USD #405 and Rice County Special Services Cooperative employees is carried by KASB Workers Compensation Fund, Inc.

USD #405 has identified the following medical providers for the "initial" treatment of job related injuries incurred under the workers' compensation coverage:

Lyons Medical Center
Hutchinson Clinic
The Medical Center (Hutchinson)
Sterling Medical Clinic

Any one of these clinics may be used for the primary treatment of a workers' compensation covered injury.

Further medical referrals may be authorized by any doctor if additional medical attention is necessary.

If an employee seeks initial treatment from a doctor or chiropractor not authorized by the employer, the employer or its insurance carrier is only liable up to \$500.

If an employee is injured while on the job or performing job related duties, even if he/she does not see a medical provider, please follow the steps listed below.

1. Call or email to report the injury immediately. Jessica Goforth (jgoforth@usd405.com or 257-5196 ext. 153)
2. The injured employee must complete the "Report by Injured Employee" form and submit it to the Frisbie Education Center (FEC) within ten days. Provide a detailed report of the accident/injury. The form is available in your building office.
3. The "Report by Eyewitness" form must be completed if there is a witness to the accident/injury.
4. The "Supervisor's Accident Investigation Report" must be completed and forwarded to the FEC as soon as the accident is reported by the injured employee. Bills incurred for treatment of the employee should be sent to the Frisbie Education Center to be forwarded to KASB Workers Compensation Fund, Inc.

If the accident/injury requires additional medical treatment, please keep the FEC informed. Some of the treatment may require pre-authorization by the workers' compensation carrier.

If you have any questions, please call Jessica Goforth at 257-5196 Ext. 153 or Linda Brunk at 257-5196 Ext. 125.

BUSINESS OFFICE NEWS (cont.)...

Mileage Reimbursement



Employees who are contracted to work in two or more school buildings may request payment for mileage for the “regular schedule” on the “Mileage & Absentee Report.” This form is to be used **only** for your “regular schedule” mileage. Please note if you are absent. Any other mileage reimbursement requests should be turned in on a “Reimbursement Form” which is posted on the district website.

Employees who drive only a few miles each month may submit the “Mileage & Absentee Report” forms twice a year. Forms dated August thru December must be sent to the Frisbie Education Center no later than December 18 for payment on January 11. Forms dated January thru May must be sent to the Frisbie Education Center no later than May 26 for payment on June 14.

Effective July 1, 2009, the state mileage rate increased to **\$.55 per mile** and was approved by the Board of Education.

The approved mileage between buildings (one way) is listed below:

Central/MS to Park	.7
Park to FEC	.5
Central/MS to FEC	.8
Park to High School	1.0
Central/MS to High School	1.5
FEC to High School	.5

The monthly forms are due in the FEC by the 1st of each month for payment after the regular board meeting.

FRISBIE EDUCATION CENTER (FEC) BUSINESS OFFICE STAFF 620-257-5196

Gary Sechrist - Superintendent (Ext. 124)
Linda Brunk - Business Manager (Ext. 125)
Jessica Goforth - Accounts Payable (Ext. 153)
Marsha Huggans - Payroll (Ext. 123)
Tara Logan - Superintendent's Secretary (Ext. 120)
Susie Turner - RCSSC MIS Data Clerk (Ext. 167)

License Renewal

All certified staff must have a current license/certificate on file in the FEC. When sending your renewal to the state, make sure that you allow at least 6 to 8 weeks for it to be processed. If you have not received your new license by the time your current one expires, by law, **we will hold your paycheck until we receive a copy.**

The license application fee is \$39.00. If you have questions about renewing your license, please contact the consultant assigned to the numbers that correspond to the last 4 digits of your social security number.

Diana Stephan, dstephan@ksde.org
785-296-2280, 0000-1999

Mark Frehe, mfrehe@ksde.org
785-296-1105, 2000-3999

Jessica Hellmer, jhellmer@ksde.org
785-296-5138, 4000-4999

Sungti Hsu, shsu@ksde.org
785-291-3573, 5000-6999

Lori Sieve, lsieve@ksde.org
785-296-3835, 7000-8999

Diana Stephan, dstephan@ksde.org
785-296-2280, 9000-9999

TRANSPORTATION NEWS...

Use of School Vehicles

by Greg Konda



Please follow the instructions listed below when requesting a vehicle or bus from USD #405. The request forms are available at each building office.

1. Request forms must be received by Greg Konda, Transportation Director, **10 working days prior to each trip.** He is located at LHS.
2. A separate request must be filled out for each trip.
3. Your building administrator must approve the request prior to sending it to the Transportation Director.
4. Please complete the following information on the request form:
 - a. Date of trip, school, destination, departure time, return time, group, number of riders, teacher in charge, date submitted, and charge to.
 - b. Also indicate if a driver is needed and if a bus or school vehicle is needed.
5. If the vehicle is needed prior to the event (i.e. the vehicle is needed the night before due to loading or early departure time), please indicate this as your

TRANSPORTATION NEWS (cont.)...

departure time. A vehicle will not be issued and cannot be picked up until the departure time on the request form.

6. Keys will be issued at LHS by the Transportation Director and can be retrieved from the LHS secretaries if the Transportation Director is unavailable. (Office #127)

a. Keys will have an individual ID number and will be checked out at the time they are issued and checked in when the vehicle is designated to return.

b. Please return keys to the LHS drop box, LHS school secretaries or Transportation Director upon return from trip. Please do not leave keys with secretaries in the individual buildings.

7. If for some reason your plans change and the vehicle is not needed, please contact the Transportation Director as soon as possible so the vehicle can be reassigned if needed.

8. Please fill out the trip report log found in each vehicle.

9. Please clean out trash and fill vehicle with gas upon return. School vehicles can be filled with gas at Jones Oil or COOP. Please make sure the following information is on the ticket or receipt:

- Vehicle number
- Activity attended
- Driver name
- Mileage at time of fill-up

10. When leaving on a trip out of town that will require filling when you reach your destination, you may check out a VISA Fuel Card from the LHS office. (The VISA card is only to be used when fueling out of town.)



Dates to Remember

August 25:

Benefit Enrollment Forms Due

August 26:

PDC Meeting

September 4:

Deadline for Movement on the
Salary Schedule

September 7:

Labor Day - No School

September 14:

Board of Education Meeting,
Park Elementary School

September 16:

Staff Development - No School