



LIONS ROAR

USD 405 Staff Newsletter

August 20, 2010

Welcome to all new and returning staff members!!

FROM THE SUPERINTENDENT...

Each year USD 405 identifies goals that are approved by the Board of Education. The goals identified have always been noble and necessary for continuous improvement. It has been my concern that these goals have become short term without any procedural follow up. With that in mind, I have asked the USD 405 Board of Education to allow me to begin the process of writing a strategic plan. This is a major undertaking that will require the cooperation of the BOE, staff, and patrons to make it a viable project. It has been suggested that the following items be considered as part of the plan:

- Leadership
- Teaching and Learning
- Facilities Management
- Retaining and hiring quality staff
- Increasing enrollment

There are three basic questions that will need to be answered:

- 1) Where are we now?
- 2) Where are we going?
- 3) How will we get there?

I believe the final plan will be an excellent method to assist us in allocating our resources for

continued improvement. "While traditional organizations require management systems that control people's behavior, learning organizations invest in improving the quality of thinking, the capacity for reflection and team learning, and the ability to develop shared visions and shared understanding of complex issues." (Michael Fullan, *Change Forces*, 1993). USD 405 has been a pioneer in the Whole Faculty Study Group and Professional Learning Communities concept. This has allowed the staff to already have deep understanding of education issues. The USD 405 staff is very capable of assisting in the development of a strategic plan. My hope is that this plan will position USD 405 for the future in our endeavor to educate our students.

Benefit Enrollment a Success

John Webb, Webb & Associates, was in the district August 4, 5, 6 and 9th and met with nearly all our employees at the Frisbie Education Center. We would like to note this was our most successful benefit enrollment. Thank you for taking a moment to meet with him to complete your benefit enrollment forms.



Welcome to USD 405: New Employees and Assignment Changes

Park Elementary-Karen Gogolski, RCSSC Interrelated Teacher; Gladys Holguin, Secretary; Nicole Jacoby, RCSSC Paraeducator; **Central Elementary**-Susan Reazin, 3rd Grade Teacher; Kindra Rowley, RCSSC Interrelated Teacher; Aimee Sarver, Writing Lab Teacher; Ashley Zimmerman, 5th Grade Teacher; Suzy Royer, RCSSC Paraeducator; Ashley Showalter, RCSSC Paraeducator; Matt Strickland, RCSSC Paraeducator; Tammy Ward, RCSSC Paraeducator; **Lyons Middle School**-Marlin Clark, Head Custodian; Ashley Graber, ELL Paraeducator; Damaris Mack, ELL Paraeducator; Georgette Wadsworth, Evening Housekeeper; **Lyons High School**-Sherry Pruter, Counselor; Michael Jones, RCSSC Paraeducator; Amie Kreis, Asst. Volleyball Coach; Bob Schirer, RCSSC Paraeducator; **RCSSC**-Melissa Crank, 376 Elementary RCSSC Paraeducator; Angela Mahoney, 376 Elementary RCSSC Paraeducator; and Robin Shaw, 444 MSHS RCSSC Paraeducator.

BUSINESS OFFICE NEWS...



Please Update Your Information

If you have moved over the summer, or changed your phone number, 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 9th meeting are posted in each building. The next regular meeting of the Board of Education will begin at 5:30 p.m. on September 13, 2010 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.

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 12:30 p.m.

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.

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.

BUSINESS OFFICE NEWS (cont.)...

Movement on the Salary Schedule



Teachers who plan to move on the salary schedule this year have until August 23 to enter "Knowledge Validation Forms" for inservice, workshops, and college hours on My Learning Plan for approval at the PDC meeting on August 25. Your signed PDC "Completed Activity by Purpose" form must be submitted to Tara Logan at the Frisbie Education Center (FEC) no later than Friday, September 3th. An amended contract will be issued to you by September 10.

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

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 Kansas State Department of Education (KSDE) consultant assigned to the numbers that correspond to the last 4 digits of your social security number.

Nikk Nelson, nnelson@ksde.org
785-291-3371, 1000-1999, 7000-7999

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

Sungti Hsu, shsu@ksde.org
785-291-3573, 0000-0999, 5000-5999,
6000-6999

Lori Adams, ladams@ksde.org
785-296-3835, 8000-8999

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

TBA 785-291-3678, 2000-2999, 3000-3999

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.

BUSINESS OFFICE NEWS (cont.)...

Temporary Leave Bank (TLB)

The balance in the TLB as of June 30, 2010 is 149.11 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 (Shannon Hendrichs); LHS (Julie Tommer); LMS (Vicki Cavit); RCSSC (Ruth Poovey).

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 21 for payment on January 10. Forms dated January thru May must be sent to the Frisbie Education Center no later than May 27 for payment on June 13.

Effective July 1, 2010, the state mileage rate changed to **\$.50 per mile** and was approved by the Board of Education.

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

Central/MS to Park	0.7
Park to FEC	0.5
Central/MS to FEC	0.8
Park to High School	1.0
Central/MS to High School	1.5
FEC to High School	0.5

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) Staff

620-257-5196 Phone/620-257-5197 Fax

Mr. Gary L. Sechrist

Superintendent (Ext. 124)

Mr. Mitch Neuenschwander

RCSSC Director (Ext. 159)

Dave Vesper

MIS Data Clerk Clerk (Ext. 167)

Linda Brunk

Deputy Clerk (Ext. 125)

Marsha Huggans

Treasurer/Payroll Clerk (Ext. 123)

Jessica Goforth

Clerk/Accounts Payable (Ext. 153)

Tara Logan

Business Manager/Supt's Secretary (Ext. 120)

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 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 23:

Deadline to enter Knowledge Validation Forms for PDC Approval

August 25:

PDC Meeting

September 3:

Deadline for Movement on the Salary Schedule-Certified Staff

September 6:

Labor Day - No School

September 13:

Board of Education Meeting,
Park Elementary School

September 15:

Staff Development - No School



**Have a
GREAT
School Year!**