



LIONS ROAR

USD 405 Staff Newsletter

October 20, 2011

FROM THE SUPERINTENDENT...

Thank You

Thank you for a great start to the 2011-2012 school year. I have been in many of your classrooms and am amazed at the learning that is accomplished due to your great efforts. It is with great pride that I wish to announce the list of the Standards of Excellence designations in our district:

Central Elementary - 3rd grade reading, 4th grade reading, 5th grade reading, reading-building wide, 3rd grade math, 4th grade math, 5th grade math, math-building wide.

Lyons Middle School - 6th grade reading, 7th grade reading, 8th grade reading, reading-building wide.

Lyons High School – reading-building wide.

Park School is not eligible for “Standards of Excellence” designations but it would be remiss of me if I did not thank the Park School staff for creating the foundation of learning needed for these awards.

Central School has also been awarded several Challenge Awards for their test scores. Central School will be recognized in Junction City in November. Congratulations!

Make USD 405 the District of Choice

One of the purposes of our Strategic Plan is to “make USD 405 the district of choice for all families and students.” Our district has an informal goal of doubling the total subscribers to our electronic communication formats in an effort to publicize the good works of our students and staff. Timely information is necessary to keep these electronic communication formats valid and up-to-date. Some of your peers are regular contributors to these electronic communication systems.

Please consider writing articles for the website and posting information on the Facebook page. With this goal, it is necessary to make Facebook available to the staff during the school day. Please use this opportunity to assist us with our goal of increasing usage of Facebook. There is tremendous potential worldwide to demonstrate the great things occurring in our district.

I wish to publicly thank Susan Tobias and Kelli Kootz for keeping our website and Facebook page valid. These individuals have spent untold hours in an effort to make these electronic pages valid for our students, staff and patrons.

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Our Representatives

Jay Emler, R-Lindsborg
jayscott.emler@senate.ks.gov
Bob Bethell, R-Alden
bob.bethell@house.ks.gov

Incident Weather

In the event of severe weather conditions, the following television and radio stations will be contacted:

- | | |
|--------------------|-----------------|
| KWCH Channel 12 | KSNC Channel 03 |
| KAKE Channel 10 | KSAL-1150 AM |
| KHUT-FM 102.9 | KHMY-FM 93.1 |
| KFDI-1070 AM | 101.3 FM |
| KSKU/KGGG-106.1 FM | 97.1 FM |

School closing or delayed start decisions will be made as soon as all pertinent facts have been evaluated. The notice will be issued prior to 7:00 a.m. each morning. If possible, a decision will be reached the preceding night. You will be contacted by using School Reach, the one-call phone system.

Board of Education Highlights



The Board of Education Highlights from the October 10th meeting are posted in each building. The next regular meeting of the Board of Education will begin at 5:30 p.m. on November 14, 2011 at Park Elementary.

BUSINESS OFFICE NEWS...

Please HELP!

When making local purchases, please be sure to send a copy of the receipt to Jessica Goforth at the Frisbie Education Center OR give a copy to your building secretary with the following information on the receipt:

Your Signature (Legible)
Your Name (Printed)
Reason for Purchase
(ie: Football, Classroom Supplies, etc.)

We are receiving statements from local vendors with tickets we have not received and are spending time tracking down these purchases. We are also receiving tickets with unreadable signatures, and without information regarding the purchase.

We appreciate your help with these purchases in the future.

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.

Temporary Leave Bank (TLB)

The balance in the TLB as of June 30, 2011 is 146.02 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:

Park (Shannon Hendrichs); Central (Bren McGuire); LMS (Vicki Cavit); LHS (Julie Tommer); RCSSC (Patty Myers).

Flexible Spending Accounts: Medical Reimbursement and Dependent Care



The 2010-2011 Plan Year will end on September 30, 2011. Claim forms for services provided during the plan year (10/01/2010 thru 9/30/2011) must be submitted no later than **90 days after the plan year ends** to receive reimbursement. Any funds left in the account will be returned to the school district.

KPERS Beneficiaries

Why name a beneficiary?

- Return of contributions and interest
- Basic group life insurance (150% of your annual salary)
- Optional group life insurance

When no beneficiary is named, benefits are paid according to law:

- Surviving spouse
- Dependent children (under 18 years old)
- Dependent parents
- Non-dependent children
- Non-dependent parents
- Estate

Scenario: You listed your spouse as your primary beneficiary. You have children who are 10, 17 and 20, but have not listed them as beneficiaries. You and your spouse die in a car accident. Your basic and optional life insurance will be divided evenly between the children who are 10 and 17 years old. The 20 year old will not receive any benefits.

Your beneficiaries are listed on your annual statement, and they can be changed any time. You may contact Jessica Goforth (jgoforth@usd405.com) at the Frisbie Education Center for the necessary forms.



Please Update Your Information

If you have moved, or changed your phone number, please update your contact information with Tara Logan (tlogan@usd405.com or 257-5196 Ext. 120) at the FEC so that we may update our School Reach system and keep your records current.

BUSINESS OFFICE NEWS...

Direct Deposit Simplifies Everything!



If you would like your paycheck to be direct deposited, please stop by the FEC and fill out the Direct Deposit form. A voided check or deposit slip will also be needed to start the process.

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.

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 22 for payment on January 9. Forms dated January thru May must be sent to the Frisbie Education Center no later than May 25 for payment on June 11.

Effective July 1, 2011, the state mileage rate of **\$51 per mile** 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.

License Renewal Increases/Changes

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.**

Effective August 1, 2011 fingerprinting will be required for all expired certificates/licenses. This is a change from the six month expiration date for certificates/licenses.

Fee increases became effective September 1, 2011. The increase will be on a structured scale by license type calculated as a \$3.00 increase per year based on the length of license.

One Year	\$42.00
Two Year	\$45.00
Three Year	\$48.00
Five Year	\$54.00
Ten Year	\$69.00

Adding an endorsement to an existing license or duplicate license request will not change.

BUSINESS OFFICE NEWS...

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.

Frisbie Education Center Staff

620-257-5196

Gary L. Sechrist

Superintendent (Ext. 124)

Marsha Huggans

Treasurer/Payroll Clerk (Ext. 123)

Jessica Goforth

Clerk/Accounts Payable

Tara Logan

Business Manager (Ext. 120)

Linda Brunk – Part Time

Deputy Clerk (Ext. 125)

RCSSC Staff

Mitch Neuenschwander

RCSSC Director (Ext. 159)

Dave Vesper

MIS Data Clerk (Ext. 167)



SAVE ENERGY

Learn How!

Town Hall Meeting

Information on How to Save Money on Energy Bills –
Make your home more energy efficient.

Wednesday, October 26

7:00 p.m.

Rice County Extension Building

*First 100 to register that evening
win an Energy Saving Kit!*



Sponsored by the Rice County Energy Coalition

TRANSPORTATION NEWS

from Greg Konda, Transportation Director

Use of School Vehicles



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 what account to 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

October 20

Parent-Teacher Conferences (PK-12)
End 1st Nine Weeks

October 21

Staff Development a.m./Workday p.m.

October 25

Parent-Teacher Conferences (6-12)

October 26

District Wide Site Council Meeting, Noon at FEC

October 28

No School (LMS and LHS ONLY)

November 6

Daylight Savings Time Ends

November 11 and 12

LHS Musical 7:00 p.m. at LHS

November 14

Board of Education Meeting, 5:30 p.m. @ Park
First Day of Winter Sports Practice (High School)

November 16

PDC Meeting, 3:45 p.m. at FEC

November 18

RCSSC Meeting, 1:00 p.m. at FEC