

Mulvane Public Schools USD 263

HR Focus

JANUARY 24, 2008

HUMAN RESOURCES CONTACTS

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From the Superintendent

Welcome Back!

We have bid farewell to 2007 and have turned the calendar to a new year. It sure is amazing to consider how fast time passes. New Year's resolutions that affect some aspect of our life, can in turn and in time affect the whole. The New Year has given each of you the opportunity to make resolutions, revise plans, design new teaching strategies, and implement new ideas. Regardless if you are responsible for administrating, supervising, teaching, preparing lunches maintaining a building, health services or technology, it is important to remember that each of us in the Mulvane District take pride in working with and educating children.

I appreciate the wonderful service you provide to the young people, parents, and citizens of our community. We all have different roles and responsibilities in life; still, everyone plays an important part. My monthly visits to schools and classrooms will increase which will reinforce the caring and competent people doing our very best for this district and community.

Thanks again for being you and for being here. We are and will continue to be among the finest school districts simply because of you.

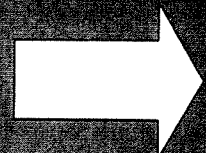
Sincerely,

Dr. Donna

HR Mission Statement:

The Human Resources Department will support the Mulvane School District vision by delivering superior customer service through recruiting, training, developing, and assisting our people in caring, trustworthy and timely manner.

Look Inside For Certified Contest



Teacher's: Share your Thoughts, Success and Ideas

Push for the Finish (Rethink and Improve)

Being a newbie this year we have been through lots of our own experimenting. I'm sure the first semester will be much different than second; I think it's important too, to keep learning and adjusting so we keep improving as a district.

So, how do you approach second semester? Does your teaching style change from one semester to the next? Do you evaluate your performance? What keeps you motivated for second semester? Send your comments to amundell@usd263.com Your comments will be posted in the next HR Focus and your name entered into a drawing for a prize.

In-House Postings for 2008/09 School Year

Certified Teachers: if you are interested in any potential openings occurring in the district for the upcoming school year, please notify your building principal in writing before close of business Friday, February 22, 2008 by submitting a written letter of interest. You need to include what grade level(s) you are interested in. All requests for internal movement will be considered from the letters of interest on file received by this date.

Supplemental Interest: If you are interested in any potential supplemental positions occurring in the district for the upcoming school year, please notify your building principal in writing before close of business Friday, February 22, 2008 by submitting a written letter of interest. You need to include what supplemental you are interested in. All requests will be considered from the letters of interest on file received by this date.

Current Postings: As we quickly move toward the spring we anticipate a limited number of certified openings in our district. We are working with principals and developing the procedures for teachers that have requested a transfer. We will continue posting open positions on our website, www.usd263.com, all position announcements will be posted in each building, and we will send the position announcement out via the group all e-mail list.

Teachers Planning on Retiring

Are you planning on retiring this year? If so, you have important items to consider in making your decision. Some are local and can be found in the Negotiated Agreement. Other decisions can be made through information provided by and interaction with KPERS.

Teachers providing Early Retirement Notification to the BOE between January 16 through February 15th 2008 and the teacher shall receive an incentive stipend of \$250.00.

Tax Sheltered Annuities

As many of our employees might already be aware, the IRS has recently passed new regulations regarding 403(b) pretax payroll deductions (otherwise known as Tax Sheltered Annuities or TSA's). The Mulvane School District is working on the major changes required by the new regulations and soon will be sending out information to employees about the changes and how it affects those of you who already contribute to a TSA.

Kansas Performance Assessment (KPA)

The following statement is being issued following the January 2008 State Board of Education meeting.

Proposed changes to the Kansas teacher licensure, anticipated to take effect as of July 1, 2008, currently do not change the KPA. However, in light of feedback received from educators across the state, the KPA will be reviewed and revised over the course of the next year. In light of anticipated changes, the Kansas State Board of Education, at its January 8, 2008 meeting, endorsed the following actions:

Current regulations require the successful completion of a Performance Assessment enabling a teacher to move from the conditional (initial) license to the professional license. As a result, teachers will still need to engage in this activity. However, effective with the June, 2008 scoring a no-fault period will be implemented. What this means, is that the performance assessment will be scored, but the score will not impact the receipt of a professional license. The KPA task force is working toward transitioning the KPA into the pre-service program, that is, into the university/college preparation program. Until the revisions to this process are completed and changes to the regulations are adopted, the performance assessment will still be required. The score will continue to be part of the educator's record history, however, during the no fault period, scores will not prevent the teacher from moving to the professional license.

Safety Tip: Beware of Identity Theft

Identity theft occurs when someone uses personally identifying information, like a name, Social Security number or credit card number, to commit fraud or other crimes. Thieves can get this information in a variety of ways, including taking purses from offices and school buildings, entering vehicles in parking lots, or stealing computers containing personal information. The Federal Trade Commission (FTC) provides several tips for those who suspect they may be a victim of identity theft:

- Place a "Fraud Alert" on credit reports and review the reports carefully.
- Close any accounts that have been tampered with or established fraudulently.
- Call the security or fraud departments of each company where an account was opened or changed without your permission.
- Ask for verification that the disputed account has been closed and any fraudulent debts discharged.
- Keep copies of documents and records of your conversations about the theft.
- File a police report.

Report the theft to the FTC.

Additional information, including ways to deter, detect and defend against identity theft, visit the FTC identity theft page at www.ftc.gov/idtheft.

District Safety Team Investigates Concern

The district safety team received concern from one of our employees about the safety of students and staff at MGS. The committee members investigated the concerns which included a visual inspection of the area. The committee finalized the investigation with a written report and recommendation which included the following:

#1: Temporarily provide a safety barrier of some sort that will reduce the likelihood of a student or employee falling into a hole creating injury.

#2 Install temporary construction type fencing around the hazardous areas where drainage is a problem and the ground is eroding. Three corners of the building.

#3 Consider unlocking the south door of the grade school for a period of time each morning. This will provide additional entry points for students and reduce the number of students entering the main entrance. This may also reduce some of the traffic congestion as well.

We are pleased to report that all recommendations above have been implemented which should reduce the likelihood of an injury on district property.

We appreciate the feedback regarding safety concerns in our district. We hope this information helps communicate the importance of reducing hazards on district property. Please send safety concerns to tkeil@usd263.com

Snow & Ice Can Make Walking Hazardous

The District takes extensive efforts to clear snow and ice from roads, sidewalks and parking lots. However, no matter how hard the District tries; some snow and ice will exist, requiring employees and students to be prepared to walk on snow and ice.

Helpful Hints for Walking on Snow or Ice

1. Plan ahead, give yourself sufficient time and plan your route. Traffic moves slowly in snowy conditions. Don't assume that a clear path for driving and walking will be available.
2. Wear shoes or boots that provide traction on snow and ice. Footwear made of rubber and neoprene composite provides better traction than plastic and leather soles. Products are available with abrasive soles and cleats that provide special traction for walking on snow and ice.
3. Use special care when entering and exiting vehicles, climbing or descending stairs, entering or leaving buildings. Move slowly. Use handrails for support. Try to keep your center of gravity over your support leg.
4. Walk on designated walkways as much as possible. Taking shortcuts over snow piles and areas where snow and ice removal is not feasible can be hazardous. Look ahead when you walk. A sidewalk completely covered with ice may require travel along its grassy edge for traction.
5. Walk safely on snow or ice:
 - Take short steps or shuffle for stability.
 - Bend slightly forward and walk flat-footed with your center of gravity directly over your feet as much as possible.
 - Be prepared to fall. If you fall, do so with sequential contacts at your thigh, hip and shoulder and avoid using your arms to protect against breakage.
 - Bend your back and head forward to avoid hitting your head against the ground.

This column hopes to increase our safety awareness as district employees to the everyday hazards and exposures present in our work environment that lead to employee injuries and damage to District property. Comments, contributions and suggestions for topics will always be welcomed. Please send them to tkeil@usd263.com

Mulvane: Great Schools, Great People!

Inspiring Excellence Award

Has your colleague done something to deserve recognition? Is he or she described as: Diligent, Hardworking, Reliable and Dedicated? Might this person also show: Initiative, Extraordinary Teamwork and Leadership? Is he or she known in the district for providing Excellent Customer Service, Positive Attitude, and outstanding work ethics? If so, reward this employee by nominating him or her for an "Inspiring Excellence Award? For more information go to www.usd263.com or contact the HR office today!

KAKE Golden Apple

The KAKE Golden Apple Award recognizes Wichita-AREA teachers who have gone beyond the call of duty for children. We have many fine quality teachers right here in Mulvane that could easily be the recipient of this award. They are looking for individuals who demonstrate creative teaching, develop youth community programs, and have an exceptional attitude despite adversity or any other activities that add greater value to learning. Eligible teachers include Pre-K through 12 in the Wichita-area who inspire and motivate students to great heights in education. Contact amundell@usd263 for a nomination form or nominate a teacher online at www.kake.com

Retirement Announcements

Katherine Hensley has announced her intent to retire from the Mulvane School District at the end of the 2007-08 school year. Mrs. Hensley has been employed with the district for 33 years. Mrs. Hensley is current responsible for the district's Special Education program.

Debbie Good has announced her intent to retire at the end of the 2007-08 school year. She has been employed with the district for 31 years. Debbie's current position is a 2nd grade teacher at Munson Primary.

Time & Attendance Updates

Time and Attendance is our recording system that was implemented to streamline the timekeeping and payroll process. Time and Attendance clocks are installed in all buildings throughout the district as well as individual computer stations. The time clock system is used to record in and out times.

- You are responsible for maintaining your card and clocking in and out using the time clocks or the computer system daily. Employees must clock in and out at the primary location they are assigned.
- Employees are not to allow anyone to swipe in or out for them. Violation of this policy will be grounds for disciplinary action up to and including termination of employment.
- Employees must clock in and out for lunch at the primary location assigned. All employees must clock in and out for lunch when the actual lunch is taken.
- Employees must report any problems with employee swipes to the Building Principal. Any edits, corrections, or revisions will be approved by the building principal. The HR Department will not adjust time without prior approval from the principal.

FEBRUARY

Anniversaries

Cindy Martin - 13 years
Rosella Lemer - 13 years
Sandy Titus - 11 years
Frances Schild - 6 years
Nicole Behrend - 3 years
Becky Dillow - 3 years
Lila Grandon - 2 years
James Stough - 2 years
Lana Taylor - 1 year

Important Dates

February 2
Classified Pay Period Ends
February 4
Classified Time Cards Due
February 11
Board Meeting 7pm
February 14
Valentines Day
Sedgwick Co. Health Dept.
Mobile Clinic

***"Time is what we want most,
but what we use worst."***

-William Penn

February 18
No School, Staff/Students
February 22
Pay Day
February 25
Board Meeting 7pm

Birthday's

Wendy Cline	Nicole Behrend	Jason Ball
Greg Schott	Joyce Harting	Patricia Carpenter
Lori Smith	Steve Wilson	Linda Miller
Lisa Anderson	Lauri Terhune	Nikki Coppins
Sue Heersche	Rita Snider	Pam DePriest
Norma Lazcano	Tom Terrel	Charlene McFerson
Rebecca Veron	Patricia Trooien	Diane Blake
Kathy Nichols	Deborah Hobbs	Suzanna Dayton
Charmaine Blausler	Marilyn Turner	Rebecca Coursey