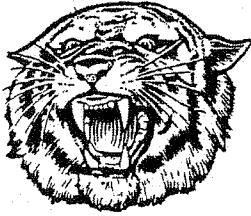


HR Focus

APRIL / MAY 2008



HUMAN RESOURCES CONTACTS

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2008 Employee Recognition Assembly

We will again have the opportunity of honoring three distinguished retiring teachers and one administrator at our Annual Employee Recognition Assembly. We will also honor dedicated employees for years of service.

The assembly will be held on Tuesday, May 27, 2008 in the auditorium at the High School. Breakfast will begin at 8am followed by the awards ceremony.

It promises to be a significant occasion that will capture the year's activities.

Your presence will be a much appreciated tribute to the teachers and support staff of our schools. There will also be fun giveaways and maybe a few surprises!
(see page 3, End of Year Celebration)

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 a caring, trustworthy and timely manner.

Employee Survey

I would like to express my appreciation to each of you that participated in the recent "Employee Benefits Survey". Your survey responses will help the district gain a better understanding of the needs of our employees, and the direction we should move with current and future benefits for all of us.

We will provide a preliminary report of the survey data in the coming weeks. We also plan on conducting an informational meeting to share the results with individuals. This report will contain the findings, observations and conclusions, based on our analysis of the survey responses.

Thanks again for participating in the survey. If you have any questions please contact me at tkeil@usd263.com

FMLA Amendment

There is an amendment to the Family Medical Leave Act (FMLA).

On Jan. 28, President George W. Bush signed the National Defense Authorization Act, which amends the FMLA to provide broader leave protections to families of members of the armed services. This act has expanded FMLA leave to care for an ill or injured service member. Under the act, the spouse, son, daughter, parent or next of kin of a covered service member may take unpaid leave to care for the service member. This leave is not in addition to the 12 weeks of FMLA leave.

To access the required forms for all FMLA leaves, go to usd263.com or call 777-1155.

"Big Losers" at USD 263

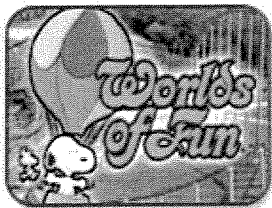
- Munson Primary employees have lost a total of over 285.25 pounds in 12 weeks!
- District Office Employees have lost a total of 58 pounds in 3 weeks!

Worlds of Fun / Oceans of Fun Discount Tickets

If you are planning a trip to Kansas City this summer, stop by the Human Resource office before you go! We have discount tickets to Worlds of Fun and Oceans of Fun.

The tickets are good from April 12 - November 2, 2008. They are valid for up to 4 all-day regular admissions. Tickets are on a first come / first serve basis!

So hurry in and pick yours up today!



Classified Bi-Monthly Pay - July 2008

Much anticipation has centered on the need to transition from a monthly pay schedule to Bi-Monthly pay frequency for non-exempt Classified Employees. We wanted to make sure we educate you and provide adequate lead time to ensure a smooth transition. The information below will help explain the transition process.

The change in pay frequency will begin July 2008. All non-exempt employees will be paid twice a month.

Payroll checks for classified employees will be issued on or close to the 15th and last day of the month. This will depend on the pay period ending date. Direct Deposit employees will be issued a paper check recap or may choose to receive an electronic copy via email. We are still completing the payroll date calendar which should be finalized in the next few days. If the pay dates falls on a weekend or holiday, the non-exempt employees will be paid on the last work day prior to the weekend or holiday.

All non exempt employees will be paid based on the hours worked. Therefore, non exempt employee payments may fluctuate depending on the number of worked hours in a pay period. As a result of this change, non-exempt employees will still earn the same amount as what they would have been paid under the monthly payroll for a year.

July 2008 will be the transition month and the first month under the new pay schedule. All non-exempt employees will receive a check on July 24th, 2008 for time worked during the previous month. June 1st to July 5th 2008. After July 1st, 2008, pay dates will follow the schedule of the 15th and the last day of each month. Your pay check on July 31st, 2008 will be for weeks ending July 12th and July 19th.

Your deductions will be divided in half and will come out of each check. The deductions made over the course of the calendar year would be the same as made under the monthly pay check.

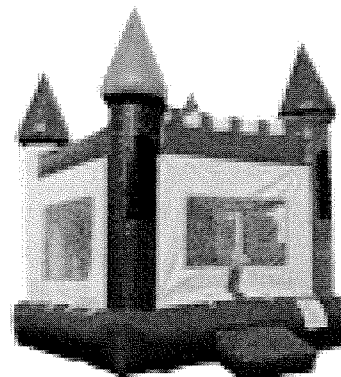
Q: How will my deductions for taxes (federal tax, FICA & Medicare) be affected by the change to semi-monthly payments?

A: Deductions for taxes (federal tax, FICA, KPERs and Medicare) are calculated as a percentage of the bi-monthly pay amount. The same amount will be deducted on an annual basis as under the monthly pay. There will be no impact on the taxes as a result of this change. Please contact Tom Keil with questions.

End of Year Celebration

The end of the school year is quickly approaching. With the summer just around the corner many of you will celebrate family birthdays, family reunions or maybe just get the family together for a fun family BBQ.

Make your event a little extra special and enter for your chance to win a free moonwalk rental for the kids (12 & under). Rental includes delivery and setup in the Mulvane area. Register at amundell@usd263.com. You must be a district employee. Drawing will be held on May 27th during the awards assembly.



APRIL & MAY

Anniversaries

- Susan Gonzales - 14 years
- Craig Harrington - 11 years
- Janice Anderson - 9 years
- Yasuko Blake - 9 years
- Margie Page - 8 years
- Alisa Neff - 7 years
- Nancy Vayaphat - 7 years
- Ken Blaine - 1 years
- Deborah Hobbs - 1 year
- Nicky Gibson - 1 year

I have always argued that change becomes stressful and overwhelming only when you've lost any sense of the constancy of your life. You need firm ground to stand on. From there you can deal with that change.

Richard Nelson Bolles

Important Dates

- April 28
Board Meeting 7pm
- May 3
Classified Pay Period Ends
- May 5
Classified Time Cards Due
- May 8
Sedgwick Co. Health Mobile Clinic
- May 12
Board Meeting 7pm
- May 17
MHS Graduation 11am
- May 23
Pay Day
Last Day of School
- May 26
Memorial Day
- May 27
Employee Recognition Assembly
Board Meeting 7pm

Birthdays

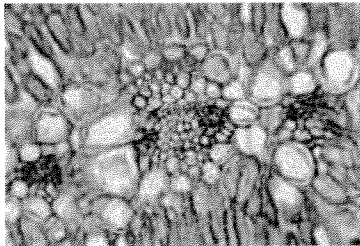
- | | | | |
|-------------------|-------------------|----------------------|-------------------|
| Rhoda Kloth | Joe Clausen | Robert Vayaphat | Patty Sweeney |
| Sherry Creasy | Robin Spotts | Jessica Florio | Heather Newbury |
| Richard Flores | Harold Harrington | Pattie Bonck | Katie Shepard |
| Sarah Slayton | Doug Evers | Cynthia Bailey | Mary Bagby |
| Nancy Vayaphat | Susan Wilson | Corrina Hein | Christina Gutzmer |
| Maniseng Phimmala | Scott Keys | Barbie Hamlin | Suzannah Walker |
| Tamara Withrow | LaNetta Miller | Mariah Branine | Carla Gilbert |
| Cynthia Wasinger | Jamie Helbing | Craig Harrington | Cindy Wirths |
| Grace Jarrett | Rosella Lemer | Jodie Copeland-Baker | Leon Stranathan |
| | Karen LaPlant | Michelle Prizevoits | |



HARDMAN BENEFIT PLANS

... APRIL 2007 ...

QUICK TAKES



Fast Facts: Cancer

Diet choices can affect cancer risk — learn which foods fight cancer, and which may promote it.

What is it?

- Cancer is a family of diseases characterized by the uncontrolled growth of abnormal cells.
- Cells continue to reproduce until they form a mass of tissue, or tumor. If cancer cells gain access to the circulatory system, they can become deadly.

Steps to Reduce Your Risk

- A diet rich in fruits, vegetables and whole grains, and limited in meat, processed foods and calories, may reduce cancer risk.
- An active lifestyle offers general protection against cancer, primarily because it helps prevent obesity, which is a common risk factor.
- Replacing saturated and hydrogenated fats in the diet with monounsaturated fats and fats rich in omega-3 fatty acids may offer some protection. ■

8 Ways . . .

Protect Yourself from Skin Cancer

The dangers of sun exposure are real. According to the American Cancer Society and U.S. Environmental Protection Agency, here's how you can take action today to protect yourself.

1. Check Yourself!

Early detection is the key to reducing the risks of skin cancer. The best way to do this is to perform regular skin checks.

- Stand in a well-lit room in front a full length mirror, using a hand-held mirror for hard-to-see areas.
- Learn the pattern of moles, blemishes, freckles and other marks on your skin, so you'll know if something changes.
- Check your skin once a month.
- See your doctor if you have questions, find any trouble spots or notice any unusual changes.

2. Beware the Midday Sun

Seek shade to limit sun exposure between 10 a.m. and 4 p.m., when the sun's rays are the strongest.

3. Wear Sunglasses

To greatly reduce the risk of cataracts and other eye damage, wear sunglasses with lenses that provide 99 - 100% protection for both UVA and UVB rays. Check the label before buying!

4. Always Use Sunscreen

Choose a broad spectrum sunscreen that protects against both UVA and UVB rays, and has a Sun Protection Factor (SPF) rated 15 or higher. Apply it liberally to exposed skin. Reapply every 2 hours, even on cloudy days, and after swimming or sweating.

5. Dress Smart

A wide-brimmed hat, tightly woven long-sleeve shirts and long pants are good ways to protect your skin.

6. Heads Up Vacationers

Beachgoers and snow enthusiasts should know that water, sand, snow and other highly reflective surfaces can double UV exposure.

7. Stay Off the Tanning Bed:

Avoid artificial sources of UV radiation. Like true sunlight, the light from sun beds and sunlamps will damage skin and unprotected eyes.

8. Check Your Local UV Index

The U.S. Environmental Protection Agency issues a UV Index daily for your city or town. Check it before heading outdoors. ■

Reduce Your Risk: *What can you do?*

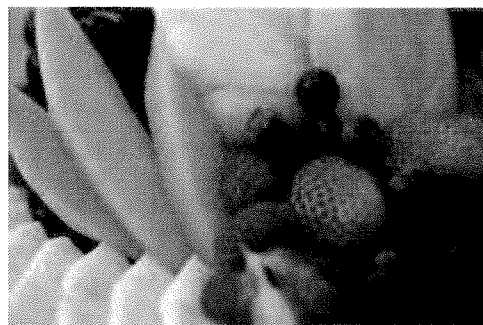
Cancer refers to a broad group of diseases in which body cells become abnormal, grow out of control, and are or become malignant (harmful).

Cancer is the second leading cause of death in the United States (heart disease is first). Current estimates say that about 1 in 3 of all Americans will develop some kind of cancer in their lifetime. The most common forms are cancer of the skin, lungs, colon and rectum, breast, prostate, urinary tract, and uterus.

Exactly what causes all cancers has not yet been found. Evidence suggests, however, that cancer could result from complex interactions of viruses, a person's genetic makeup, their immune status, and their exposure to other risk factors that may promote cancer.

However, measures can be taken to lower the risk for certain forms of cancer. Here are some ways you can change your diet and lifestyle to reduce your risk:

- Reduce the intake of total dietary fat to no more than 30% of total calories and reduce the intake of saturated fat to less than 10% of total calories.
- Eat more fruits, vegetables, and whole grains, especially:
 - Broccoli and other cabbage-family vegetables, including cabbage and Brussels sprouts. These contain cancer-fighting antioxidants.
 - Deep yellow-orange fruits and vegetables such as cantaloupe, peaches, tomatoes, carrots, sweet potatoes and squash, and very dark-green vegetables like spinach, greens, and broccoli for their beta-carotene and cancer-fighting chemical content.



- Strawberries, citrus fruits, broccoli, and green peppers for vitamin C.
- Whole-grain breads, cereals, fresh fruits and vegetables, and legumes for their dietary fiber content.
- Do not smoke, use tobacco products, or inhale secondhand smoke.
- Limit your exposure to the sun's ultraviolet (UV) rays, sun lamps, and tanning booths.
- Reduce stress. Emotional stress may weaken the immune system, which fights off stray cancer cells. ■

Since You Asked...

Is eating fish really healthier than eating beef or pork? You bet! Several studies have found that heart disease death rates are lowest among people who eat fish, but not red meat.

Vegetable Gumbo

Makes: 6 servings | Takes 30-60 minutes

Ingredients

Cooking spray
1 small onion, chopped
1 rib celery, tough strings peeled, sliced
1 clove garlic, chopped
1 10-oz can tomatoes with green chiles, drained
2 cups frozen corn kernels
1 cup sliced okra (fresh or frozen)
1 boiling potato, peeled and cubed
3 cups low-sodium vegetable broth
Salt and freshly ground black pepper to taste
Hot sauce to taste

1. Spray a soup pot with cooking spray. Add onions and celery and cook for 2 minutes. Stir in garlic and cook for 15 seconds.
2. Stir in tomatoes, corn, okra and potatoes. Add vegetable broth and bring to a boil. Reduce heat to a simmer. Cook until potatoes are soft and gumbo has thickened, about 30 minutes.

3. Season to taste with salt, pepper and plenty of hot sauce.
If you like, cook some shrimp or spicy, low-fat turkey sausage to add to the gumbo.

Tip: Make Ahead

The gumbo may be prepared in advance and stored in the refrigerator for up to 3 days or in the freezer for 1 month.



Nutrition Facts: Per serving – 82 Calories, 0.3g Fat, 0g Saturated fat, 3g Protein, 19g Carbohydrate, 3.4g Fiber, 25mg Sodium