

Ashland-Greenwood Public Schools
Board Agenda
Saunders County School District No. One
Monday, December 21, 2009
Library, Ashland-Greenwood High School
1842 Furnas Street
Ashland, NE 68003

Regular Meeting
6:00 p.m.

Please note earlier meeting time!

If this agenda is not completed by 7:00 p.m., the meeting should be recessed to a later date.

1. Call to Order. Roll Call.
2. Acknowledgement of Open Meetings Law posting.
3. Recognition of public participation at the meeting, identification of speakers and determination of time limits on participation.
4. Visitors and Communications from the Public.
5. Approval of any changes in the mailed agenda and/or changes in the agenda order. (Note: All agenda action items must be submitted to the Superintendent of Schools at least 24 hours in advance.)
6. Approval of Consent Agenda Action Items
 - A. Approval of minutes of previous meetings. Pages 1-7
 - B. Financial Reports: District Funds. Pages 8-17
 - C. Action on Claims. Pages 18-22
 - D. Contract Renewals: None
7. Administrative and Practitioners Reports
 - A. Ms. Finkey
 - B. Ms. Bray
 - C. Mr. Jacobsen
 - D. Mr. Pease
8. Old Business
 - A. Consideration and action on school calendar for 2009-10. Pages 23-24
9. New Business
 - A. Consideration and action to approve personnel.
 1. Consideration and action to continue appointment of Nancy Ray as a long term substitute in the High School English department indefinitely.
 2. Consideration and action to approve appointment of an Assistant Activities Director and compensate the position at Category II on the Extra Curricular Schedule
 3. Consideration and action to make a change in the Classified Wage Scale to place the position of Technology Technician at Level II and adjust pay accordingly effective with the January payroll. Pages 25-32
 - B. Consideration of Board Policy 5142.1 related to Physical Restraint and Seclusion. Pages 33-38

10. Information Items

- A. ACT Scores History Page 39
- B. Notice on Board of Education Election. Page 40

11. Other items presented by Board members for future consideration.

12. The next regular meeting is scheduled for January 18, 2010 at 7:30 p.m. in the Library at Ashland-Greenwood High School at 1842 Furnas Street in Ashland, NE 68003. This meeting will be both a regular meeting of the school board and the annual meeting for the school board. The Board may need to meet on January 4, 2010 for the purpose of reviewing and acting on bids on construction projects.

Notices:

COPY OF OPEN MEETINGS ACT: The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the North wall of the meeting room west of the main entrance.

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward, sign your name and address on the sign-in sheet and state your name to the Board of Education.

Time Limit: You may speak only one time and must limit comments to 5 minutes or less.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.

General Rules: Please remember that this is a meeting of the Board of Education held in public for conducting the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

**Ashland-Greenwood Public Schools
Board of Education
Meeting Minutes
November 16, 2009**

Opening

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session at 7:30 p.m. 16th of November, 2009 by President Kevin Garner.

Present

The roll was called and the following Board members were present: Melvin Cerny, Kevin Garner, Suzanne Sapp and Karen Stille. Members Randy Beranek and David Nygren were absent.

Notice

Notice of the meeting was posted in advance in the Superintendent's Office, 1225 Clay Street, Ashland, NE. Notice of this meeting was given in advance to all members of the Board of Education. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the public.

Public Participation

No public requested participation in the agenda.

Visitors and Communication from the Public

No visitors or communication from the public were present.

Call to Order

The meeting was duly called to order.

Announcement of Open Meetings Act Posting

At the beginning of this meeting, President Garner announced and informed the public that a current copy of the Open Meetings Act is posted on the north wall of the meeting room, behind the board members.

Agenda Change

There were no changes to the mailed agenda. Item 9 A will be moved to the beginning of the agenda as suggested in the mailed agenda.

Consent Agenda

A motion was made by Cerny with second by Sapp to approve all of the items on the consent agenda including a renewal contract for Iowa School for the Deaf. After discussion and on roll call vote, the board voted as follows: Voting yes: Cerny, Garner, Sapp and Stille. Voting no: none. Members Beranek and Nygren were absent and not voting. Motion carried.

Administrative and Practitioners Reports

Cheryl Devlin, Collen Lewin, Halie Lewin, Trevor Nichelson, Katie Peters, Gabe Lyons, Brett Kitrell, Stefanie Sherman represented the fifth grade classes and reported to the

Administrative and Practitioners Reports, continued

the board on the DAN, Discover Ashland News. DAN is a news broadcast operated by the students. Mrs. Lewin told board members that the three classes work together to use technology to report news and then broadcast on the school channel. All students are involved and teams are randomly selected between the classrooms. Lewin stated that Mr. Flynn and Mr. Wendelin provide the students technical assistance. The students reported to the board on the many roles needed to operate a news broadcast including director, interviewer, camera person, anchor, and editor. The students told board members of the many topics covered include farming, school sports, local area businesses and many other current events. Lewin told board members last year the students had an exclusive interview with Clayton Anderson. Mrs. Delvin reported that the broadcast incorporates into their writing curriculum by allowing students to use research, writing, speaking, and listening skills. Board members asked students questions about their roles and interviews and thanked the fifth grade for reporting on this topic.

Mrs. Bray reported to the board on events recently held for elementary students. Guitarist Ronald Radford performed for students. Bray told board members that the performance was provided to students through assistance from the Ashland Area Arts Council and tied in with the students' Spanish curriculum. Another event, National Readers Day, was held in the elementary school and many community members visited and read to classroom students. Bray reported that, on Veterans' Day elementary students attended a program presented to the children by area veterans from Ashland American Legion Post 129.

Mr. Jacobsen reported on school events. Jacobsen stated that the middle school and high school students had also attended a Veterans' Day Program. Band and vocal music students performed at the program. Jacobsen also reported that winter sports practices had begun. The One Act will perform on November 17, 23 and 30.

Mr. Jacobsen reported to the board on staff training and development. Jacobsen stated he had received training on Powerschool and school accounting matters and used that knowledge to further train staff. Jacobsen reported that he had been visiting classrooms and doing evaluations on teachers and reviewing staff performance goals.

Mr. Jacobsen updated the board on baseball. Jacobsen reported that principals from Yutan, Mead and Ashland-Greenwood Public Schools had interviewed candidates and the positions will be filled by Kurt Finkey as head coach, Mike Pitzmeyer and Clark Washburn as assistant coaches. Jacobsen also reported that Athletic Directors had met with Kurt Finkey to discuss rules and policies. A team meeting is scheduled for this Saturday, November 21.

Mr. Pease reported to the board that tomorrow a bid opening will be held in the elementary school cafeteria. The bid set will include 39 items for the elementary building project.

Pease reported that the grading and dirt work is complete at the high school and work is being done on footings for the project. The design documents are almost finished for the high school and middle school addition and he expects that a bid opening will follow in two to three weeks.

Pease reported that the high school parking lot concrete repair work was completed.

Administrative and Practitioners Reports, continued

Pease also reported to the board that the State of Nebraska is reporting a shortage of funds. Legislation LB5 proposes reducing any increases in state aid. Pease reports that early numbers could reduce the district budget by \$400,000 or more. Pease reminded the board that the district does maintain an adequate cash reserve and the short term should not be a problem. The long term effect of the reduction of aid combined with the expropriation of federal stimulus stabilization of funds is a concern.

OLD BUSINESS

There is no old business.

NEW BUSINESS

Contract Renewal

Consideration and action to approve contract renewal with Sparkling Klean for cleaning the elementary school building.

Motion by Sapp with second by Cerny to approve contract renewal for Sparkling Klean. After discussion and on roll call vote, the board voted as follows: Voting yes: Cerny, Garner, Sapp and Stille. Voting no: none. Members Beranek and Nygren were absent and not voting. Motion carried.

Personnel Matters

Teresa Bray recommended to the board the hiring of Lori Rocke as a para professional to replace Peggy Petersen who has resigned. Teresa Bray recommending to the board the hiring of Christine Herzog and Peggy Peterson as substitute para professionals for the district.

Supt. Pease advised the board that no action would be taken regarding the agenda item on screening personnel.

Motion by Cerny with second by Sapp to approve the hiring of Lori Rocke as a para professional and Chris Herzog and Peggy Petersen as substitute para professionals. After discussion and on roll call vote, the board voted as follows: Voting yes: Cerny, Garner, Sapp and Stille. Voting no: none. Members Beranek and Nygren were absent and not voting. Motion carried.

Overnight Travel

Supt. Pease presented a request from the Vocal Music department for overnight travel for Hannah Luebbe to stay overnight at the All-State Music Clinic in Lincoln. Discussion was held.

Motion by Cerny with second by Stille to a request for overnight travel for All State Music Clinic in Lincoln. After discussion and on roll call vote, the board voted as follows: Voting yes: Cerny, Garner, Sapp and Stille. Voting no: none. Members Beranek and Nygren were absent and not voting. Motion carried.

Surplus Property

Supt. Pease presented a list to the board of surplus property to approve for sale. Larger items may be sold through e-bay. A date for a garage sale has not been set.

Surplus Property, continued

Motion by Sapp with second by Cerny to approve the list of surplus items to be sold by district. After discussion and on roll call vote, the board voted as follows: Voting yes: Cerny, Garner, Sapp and Stille. Voting no: none. Members Beranek and Nygren were absent and not voting. Motion carried.

2010 – 11 School Calendar

Supt Pease presented a preliminary 2010-11 school calendar for your board review and consideration. The calendar is built similar to the 2009-10 calendar.

Starting later is being proposed as Pease believes it could add time to help with the construction projects. Supt. Pease asked for the board's input on Commencement in 2011 due to the baseball and track district and state meet dates. Discussion was held and a date of Sunday May 15, 2010 was suggested for commencement. Pease will distribute the calendar to staff for comments and bring the comments back to the board for review and adoption at a future meeting.

2008-09 Audit

Board members were mailed a copy of the 2008-09 audit. The audit was completed by Dana Cole & Company.

Motion by Sapp with second by Cerny to accept the 2008-09 financial audit. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp and Stille. Voting no: none. No member was absent and not voting. Motion carried.

Information Item

That State Conference for Boards of Education of Nebraska school districts is set for November 18-20 at the LaVista Conference Center/Embassy Suites in Omaha.

Other business presented for future considerations

No additional items were presented.

Adjournment

President Garner adjourned the meeting at 8:42 p.m. The next Regular Meeting will be held 6:00 p.m. on Monday November 23, 2009 in the Library of the High School at 1842 Furnas Street, Ashland, Nebraska. All meetings are open to the public. An agenda for the meeting, kept continuously current, is available for public inspection during normal business hours at the Superintendent's Office, 1225 Clay Street, Ashland, Nebraska.

Minutes submitted by:

**Ashland-Greenwood Public Schools
Board of Education
Meeting Minutes
November 23, 2009**

Opening

A meeting of the Board of Education of Ashland-Greenwood Public School was convened in open and public session at 6:00 p.m. on November 23, 2009 by President Kevin Garner.

Present

The roll was called and the following Board members were present: Melvin Cerny, Kevin Garner, Suzanne Sapp and Karen Stille. Member Nygren arrived at 6:06 p.m. and Member Randy Beranek arrived at 6:14 p.m. No members were absent.

Notice of the meeting was posted in advance in the Superintendent's Office, 1225 Clay Street, Ashland, NE. Notice of this meeting was given in advance to all members of the Board of Education. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the public.

Call to Order

The meeting was duly called to order.

Announcement of Open Meetings Act Posting

At the beginning of this meeting, President Garner announced and informed the public that a current copy of the Open Meetings Act is posted on the wall behind the board members in the meeting room.

Agenda Change

There was no change to the mailed agenda.

OLD BUSINESS

Elementary Project Bid Package

Paul Kelly and Rick Wintermute were present at the meeting to discuss construction, architectural plans and the bids received for The Ashland-Greenwood Bid Set #2, Elementary Building Project. Paul Kelly went over the final elementary plans with the board. Rick Wintermute reviewed with the board each contractor bid proposal and provided information on vendors, pricing, product and irregularities on the bids. Wintermute had research most bids that had irregularities by either contacting the vendor or legal counsel. Budgeted figures were also reviewed. Discussion was held. Garner asked if there was a reason to wait to approve some of the bids. Wintermute stated that the bids are good for 60 days. It is a good idea to bid work needed to start a project and then review the master budget to see if adjustments need to be made in product or service to allow for the project to fit into the master budget. Wintermute feels it is reasonable to wait to approve or rebid the other items.

Motion by Cerny with second Nygren to approve the bids of the Ashland-Greenwood Elementary School , Bid Set #2 as follows:

#5	Site Clearing & Earthwork	Gana	\$88,547.00
#6	Termite Controls	Kingery Construction	\$1,950.00
#8	Exterior Paving & Walks	PlatteValley PreCast	Reject Bid Non Conforming
#8	Exterior Paving & Walks	Kingery Construction	\$181,100.00
#9	Site Utilities	Eyman Plumbing	\$36,572.00
#13	Concrete Foundation	PlatteValley PreCast	Reject Bid Non Conforming
#13	Concrete Foundation	Stephens & Smith	\$32,830.00
#14	Building Flatwork	PlatteValley PreCast	Reject Bid Non Conforming
#14	Building Flatwork	GEM Contractors Norfolk	\$30,337.00
#15	Reinforcing Steel	Concrete Industries Inc	\$4,007.00
#16	Structural PreCast	Artisan Stone	\$128,540.00
#18	Steel	Katelman's Steel	\$38,800.00
#19	PreCast & Steel Erection	Pleskac & Pleskac	\$38,700.00
#20	Rough Carpentry	Remcon	\$8,487.00
#22	Roofing	Weathercraft of Omaha	\$40,500.00
#22	Joint Sealers	Nebraskaland Waterproofing	\$7,550.00
#24	Doors, Frames & Hardware	Metal Doors & Hardware	\$32,416.00
#27b	Windows w/out blinds	Chicago Lumber	\$38,895.00
#28	Skylights	Swanson Gentlemen Hart	\$59,160.00
#30	Gypsum Board	Drywall Inc	\$31,800.00
#40	Fire Sprinkler	Meininger Fire	\$21,302.00
#41	Plumbing	Eyman Plumbing	\$90,243.00 *
#41	Plumbing	Bryant HVAC	\$136,180.00 *
#41	Plumbing	HEP Inc	\$154,400.00
#42	HVAC	Vision Mechanical	\$123,000.00
#43	Electrical	Willmar Electric	\$83,350.00

Notes: * #41 awarded to Eyman Plumbing for \$90,243. If Eyman declines bid awarded to Bryant HVAC for \$136,180.00. If Bryant HVAC declines bid awarded to HEP Inc for \$154,400.

After discussion and on roll call vote, the board voted as follows: Roll call: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp, Stille. Voting no: none. No members were absent and not voting. Motion carried.

MSHS Building Project

Paul Kelly reported to the board members that he expected the plans for the middle school high school project to be complete as early as this Wednesday. Plans will then be sent to the printer. Wintermute thought the middle school/high school project would be bid in two separate packages one for the steel portion of the project the other package would contain the remainder of the work. The separate bidding process will assist in keeping the project moving in a timely manner.

Informational Items

No informational items were presented.

Adjournment

President Garner adjourned the meeting at 7:35 p.m. The next Regular Meeting at **6:00** p.m. on Monday, December 21, 2009 in the Library of the High School at 1842 Furnas Street, Ashland, Nebraska. All meetings are open to the public. An agenda for the meeting, kept continuously current, is available for public inspection during normal business hours at the Superintendent's Office, 1225 Clay Street, Ashland, Nebraska.

Minutes submitted by:

GENERAL FUND

Beginning Balance \$ 2,782,507.57

RECEIPTS

1/12/09	Sarpy Co MV Tax	\$	65.42
11/12/09	NE Medicaid Admin Plan	\$	77,588.75
11/13/09	Cass County Property Taxes	\$	15,321.80
11/13/09	Cass County MV Taxes	\$	8,998.86
11/13/09	Cass County Fines	\$	1,933.77
11/13/09	Cass County Vehicle Prorate	\$	264.86
11/13/09	Saunders County Property Taxes	\$	16,689.62
11/13/09	Saunders County MV Taxes	\$	10,715.24
11/13/09	Saunders County Fines	\$	2,061.23
11/13/09	Saunders MV Pro Rate	\$	568.55
11/16/09	Bus Fees Donation	\$	50.00
11/17/09	N H & H Medicaid In PS	\$	390.90
11/17/09	N H & H Medicaid In PS	\$	116.24
11/20/09	Booster Club Printing	\$	120.00
11/23/09	ESU #3 Mileage Reimb Teacher	\$	88.00
11/27/09	Cass County Property Taxes	\$	5,041.16
11/27/09	Saunders County Property Taxes	\$	5,296.39
11/27/09	Saunders County MV Taxes	\$	9,346.71
11/27/09	State Aide	\$	219,723.09
11/30/09	NLAF Interest	\$	289.02
11/30/09	F & M CD Interest		

Total

\$ 374,669.61 \$ 3,157,177.18

DISBURSEMENTS

Nov Claims \$ 577,292.05

Total

\$ 577,292.05 \$ 2,579,885.13

ENDING BALANCE

\$ 2,579,885.13

RECONCILIATION

NLAF Liquid Balance	\$	1,097,510.84
NLAF CD Balance	\$	495,000.00
Less: Outstanding Claims	\$	74,505.02
Plus: F & M National Bank Balance	\$	240,122.49
F&M Certificate of Deposit	\$	821,756.82
Plus: Receipt in Transit		
Reconciled Balance	\$	2,579,885.13

\$ 2,579,885.13

ADMINISTRATIVE OPERATIONS ACCOUNT

Beginning Balance \$ 1,003.50

RECEIPTS

Deposit GF Check \$ 1,412.58

Total

\$ 1,412.58 \$ 2,416.08

Chk # DISBURSEMENTS

4511	Seminole Energy, Addl Invoice Heating Fuel	\$ 4.59
4512	C Tucker, Nurse: Mielage	\$ 7.43
4513	J Davis, Title IID Wkshp Instructor Mile./ Meals	\$ 378.09
4514	L Masier, Title IID Wkshop Instructor Mileage	\$ 33.00
4515	R Kissel, Custodial: Mileage	\$ 24.42
4516	Phi Delta Kappa, Supt Dues	\$ 124.00
4517	Creighton Prep, Academic Decathlon	\$ 32.00
4518	M Flynn, Title IID Tech Wkshp Mileage	\$ 46.20
4519	D Welling, PS Mileage	\$ 29.15
4520	J Laughlin Title IID Window 7 Presentation	\$ 35.20
4521	C Cook, Elem Guidance: Mileage	\$ 27.50
4522	C Pease, Supt Mileage	\$ 145.70
4523	C Tucker, Nurse: Supplies	\$ 28.80
4524	J Finkey, Curr Super: Mileage	\$ 129.80
4525	K Bundy, Title IIA SIP Vocab Wkshop Mileage	\$ 44.00
4536	R Schwartz, Title II A Digital Wkshp Mileage	\$ 39.60
4527	P Yardley, Title I Mileage	\$ 39.60
4528	J Mohrmann, Sec Instruct	\$ 29.70
4529	C Holz, Bus Off Mileage	\$ 171.60
4530	T Luers, Elem Mileage	\$ 88.00
4531	The Rose Theater, Elem: Student Admissn	\$ 319.50

\$1,777.88 \$ 638.20

Ending Balance

\$ 638.20

RECONCILIATION

Bank Balance \$ 672.03

Less: Claims Outstanding \$ 33.83

\$ 638.20

Reconciled Balance

\$ 638.20

\$ 638.20

PAYROLL ACCOUNT

	Beginning Balance		\$ 14,781.32
<u>RECEIPTS</u>			
General Fund	\$ 392,743.96		
Hot Lunch	\$ 12,277.80		
FM National Bank: Interest	\$ 5.04		
Retiree Yearly Prem	\$ -		
Emp Monthly Prem	\$ 976.03		
Total		\$ 406,002.83	\$ 420,784.15
<u>DISBURSEMENTS</u>			
Net Payroll	\$ 254,806.72		
Retirement	\$ 59,564.67		
State Tax Withholdings	\$ 11,431.27		
Federal/FICA Taxes	\$ 79,019.10		
Retiree Life Insurance Mo. Premium	\$ 84.00		
Emp Health Insurance Mo Premium	\$ 976.03		
Emp Child Support Payment	\$ 200.00		
F & M Deposit Slip Order	\$ 29.60		
Total		\$ 406,111.39	\$ 14,672.76
Ending Balance			<u>\$ 14,672.76</u>
<u>RECONCILIATION</u>			
Bank Balance	\$ 77,262.10		
Claims Outstanding	\$ 62,589.34		
	\$ 14,672.76		
Receipts Outstanding	\$ -		
Reconciled Balance	\$ 14,672.76		<u>\$ 14,672.76</u>

EMPLOYEE BENEFIT (SECTION 125) ACCOUNT

	Beginning Balance		\$ 21,674.99
<u>RECEIPTS</u>			
Employee Payroll Deposit	\$ 10,598.33		
Centennial Bank: Interest	\$ 1.77		
Total		\$ 10,600.10	\$ 32,275.09
<u>DISBURSEMENTS</u>			
11/6/09 Payflex	\$ 2,595.66		
11/13/09 Payflex	\$ 2,863.26		
11/20/09 Payflex	\$ 3,327.07		
11/27/09 Payflex	\$ 5,384.34		
Total		\$ 14,170.33	\$ 18,104.76
Ending Balance			<u>\$ 18,104.76</u>
<u>RECONCILIATION</u>			
Bank Balance	\$ 18,104.76		
Outstanding Claims	\$ 18,104.76		
Outstanding Receipt	\$ -		
Reconciled Balance	\$ 18,104.76		<u>\$ 18,104.76</u>

SPECIAL BUILDING ACCOUNT

	Beginning Balance				\$ 7,827,144.32
	<u>RECEIPTS</u>				
11/12/09	Sarpy County	MV Pro Rate	\$	0.04	
11/13/09	Cass County	Property Taxes	\$	1,225.22	
11/13/09	Cass County	MV Pro Rate	\$	21.19	
11/13/09	Saunders County	Property Taxes	\$	1,300.38	
11/13/09	Saunders County	MV Pro Rate	\$	45.50	
11/16/09		Interest on CD Maturity	\$	2,237.17	
11/25/09	Saunders County	Property Taxes	\$	423.82	
11/25/09	Cass County	Property Taxes	\$	403.39	
11/30/09	NLAF	Interest # 148790625420	\$	88.72	
11/30/09	F & M	Interest	\$	147.44	
11/30/09	NLAF	Interest # 9300590	\$	105.81	
	Total				
					\$ 5,998.68
					\$ 7,833,143.00
	<u>DISBURSEMENTS</u>				
11/16/09	BCDM	Architectural Services	\$	57,013.75	
11/16/09	Kingerly Construct.	CMR Fees	\$	23,079.33	
11/17/09		Fee Transaction for CD Renewal	\$	1,480.86	
11/30/09	F & M	Service Charge (will be refunded)	\$	5.00	
	Total				
					\$ 81,578.94
					\$ 7,751,564.06
	Ending Balance				<u>\$ 7,751,564.06</u>
	<u>RECONCILIATION</u>				
	F&M Bank Balance		\$	1,322.20	
	F&M Certificate of Deposit 68-0677		\$	508,261.86	
	NLAF #148790625420 Balance		\$	414,524.17	
	NLAF #9300590 Balance		\$	638,455.83	
	NLAF CD Program		\$	6,189,000.00	
	Outstanding Claims				
	Outstanding Receipts				
	Reconciled Balance		\$	<u>7,751,564.06</u>	<u>\$ 7,751,564.06</u>

QUALIFIED CAPITAL PURPOSE FUND

Beginning Balance \$ 5,581.92

RECEIPTS

11/30/09 F&M National Bank \$ 0.92

Total \$ 0.92

DISBURSEMENTS

Total \$ -

Ending Balance \$ 5,582.84

RECONCILIATION

Bank Balance \$ 5,582.84

Less: Outstanding Claims

Plus: Outstanding Deposits

Reconciled Balance \$ 5,582.84 \$ 5,582.84

DEPRECIATION FUND

Beginning Balance \$ 418,657.93

RECEIPTS

11/30/09 F&M National Bank Interest \$ 52.17

11/30/09 NLAF Interest \$ 44.33

Total \$ 96.50 \$ 418,754.43

DISBURSEMENTS

Total \$ - \$ 418,754.43

Ending Balance \$ 418,754.43

RECONCILIATION

F & M Bank Balance \$ 211,629.46

Plus: NLAF Investment Fund \$ 207,124.97

Less: Outstanding Claims

\$ 418,754.43

Reconciled Balance \$ 418,754.43 \$ 418,754.43

STUDENT FEE FUND

Beginning Balance			\$	5,128.31
-------------------	--	--	----	----------

RECEIPTS

11/10/09	Cap & Gown Fee		\$	44.00
11/12/09	Cap & Gown Fee		\$	22.00
11/13/09	Cap & Gown Fee		\$	22.00
11/16/09	Laptop Fee		\$	30.00
11/17/09	Cap & Gown Fee		\$	66.00
11/20/09	Cap & Gown Fee		\$	22.00
11/23/09	Cap & Gown Fee		\$	22.00
11/30/09	Cap & Gown Fee		\$	22.00
11/30/09	Interest		\$	0.41

Total			\$	250.41	\$	5,378.72
--------------	--	--	----	--------	----	----------

DISBURSEMENTS

11/2/09	AG Activity Account	Cheer/Band Adm FB	\$	299.00
11/4/09	Boystown	Band Admins for FB	\$	306.00
11/24/09	AG Activity Acct	Student Adm for One Act	\$	288.00

Total			\$	893.00
--------------	--	--	----	--------

Ending Balance			\$	<u>4,485.72</u>
----------------	--	--	----	-----------------

RECONCILIATION

Bank Balance	\$	4,550.72
Claims Outstanding	\$	-
Missdirected Deposit	\$	65.00
	\$	<u>4,485.72</u>

Receipts Outstanding

Reconciled Balance	\$	<u>4,485.72</u>	\$	<u>4,485.72</u>
--------------------	----	-----------------	----	-----------------

HOT LUNCH ACCOUNT

	Beginning Balance		\$ 37,480.26
<u>RECEIPTS</u>			
Student and Staff Deposits	\$ 33,216.28		
Federal Reimbursement	\$ 15,693.89		
State Reimbursement	\$ -		
Snack Reimbursement	\$ 170.20		
First Choice Vending Proceeds	\$ 481.48		
F&M National Bank: Interest	\$ 10.21		
Total		\$ 49,572.06	\$ 87,052.32
<u>DISBURSEMENTS</u>			
Wages & Benefits	\$ 14,542.85		
Food	\$ 15,376.09		
Supplies	\$ 911.91		
Contracted Services	\$ 68.50		
Other lunch deposit refunds	\$ 32.50		
Total		\$ 30,931.85	\$ 56,120.47
Ending Balance			<u>\$ 56,120.47</u>
<u>RECONCILIATION</u>			
Bank Balance	\$ 54,598.59		
Claims Outstanding	\$ 298.60		
	\$ 54,299.99		
Receipts Outstanding	\$ 1,820.48		
Reconciled Balance	\$ 56,120.47		<u>\$ 56,120.47</u>
Student and Staff Deposits Held on Account - End of Month			\$ 15,408.20

LOCAL BANK SECURITIES PLEDGE TO SCHOOL DISTRICT DEPOSITS & FDIC INSURANCE ON DEPOSITS

CENTENNIAL BANK			
FDIC INSURANCE			<u>\$ 250,000.00</u>
Total Secured			<u>\$ 250,000.00</u>
FARMERS AND MERCHANTS NATIONAL BANK			
FDIC INSURANCE			\$ 250,000.00
FHLB (Irrevocable Letter of Credit)	No. 18774		<u>\$ 2,125,000.00</u>
Total Secured			<u>\$ 2,375,000.00</u>

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING

November, 200 - 15 -

				Beginning Balance		
						\$ 99,804.01
Date	Check #	Payee	Description	Receipt	Disbursed	Balance
ATHLETICS						\$ 4,590.03
11/1/09	010057	Keps Nebraska	Basketball Shorts		\$ 1,304.50	
11/1/09	010058	NSAA District II	NSAA Dist II fees		\$ 40.00	
11/1/09	010063	Ron Stohlman & CO	Football Officials 10/29		\$ 320.00	
11/2/09		Lincoln Lutheran	V VB & Golf Entries	\$ 170.00		
11/2/09		Gate/FB Playoffs	AG Adms Sprit Squad/Bar	\$ 299.00		
11/2/09		NE Capitol Conf	Hosting Reimb. VB Trny.	\$ 398.55		
11/2/09		Filmore Central	V VB Trny Entry Fee	\$ 90.00		
11/2/09		Blair High School	Girls Golf Trny Entry Fee	\$ 90.00		
11/6/09	010071	Larry Janis	Dist. VB officials		\$ 57.00	
11/6/09	010073	NSAA	FB Playoffs Proceed		\$ 1,376.56	
11/6/09	010074	Terry Wilds	VB Dist. officials		\$ 57.00	
11/6/09	010075	Wisner-Pilger Schls	FB Playoff Proceed		\$ 705.63	
11/9/09		Gate	Dist. VB Benn./Lin. Luth.	\$ 2,078.75		
11/17/09	010080	Awards Unlimited	MS BB TRNY AWRD		\$ 50.83	
11/17/09	010081	Bennington Schls	District VB reimb		\$ 284.33	
11/17/09	010082	Community Rehab	FB plyff trner		\$ 135.00	
11/17/09	010083	Chris Janda	MSBB officials		\$ 165.00	
11/17/09	010084	Lincoln Lutheran	District VB Reimb		\$ 272.99	
11/17/09	010085	NE Coaches Assn	Sprtshp regis		\$ 125.00	
11/17/09	010086	NSAA	District VB reimb		\$ 746.69	
11/17/09	010087	Ken Scheel	MSBB officials		\$ 165.00	
11/20/09		Gate	MS BBB vs Louisvle.	\$ 268.00		
11/20/09		Waverly	VB Dist. Reimb.	\$ 58.36		
11/20/09		Boys Town	FB Playoff Reimb.	\$ 1,536.40		
11/25/09		Gate	MS BB v Ray. Central	\$ 194.00		
TOTALS				\$ 5,183.06	\$ 5,805.53	\$ 3,967.56
ATHLETIC EQUIPMENT						\$ 4,915.62
TOTALS				\$ -	\$ -	\$ 4,915.62
BAND						\$ 3,460.33
TOTALS				\$ -	\$ -	\$ 3,460.33
CLASS OF 2010						\$ 764.17
TOTALS				\$ -	\$ -	\$ 764.17
CLASS OF 2011						\$ 6,110.28
TOTALS				\$ -	\$ -	\$ 6,110.28
ELM BOOK FAIR						\$ 1,542.22
11/16/09	010076	Drawer Change	Startup Cash		\$ 200.00	
11/17/09		Various	Elem Book Fair	\$ 1,991.81		
11/18/09		Various	Elem Book Fair	\$ 1,941.23		
11/19/09		Various	Elem Book Fair	\$ 606.24		
11/19/09		Various	Elem Book Fair	\$ 694.70		
11/20/09		Various	Elem Book Fair	\$ 583.17		
TOTALS				\$ 5,817.15	\$ 200.00	\$ 7,159.37
ELM STAFF						\$ 1,333.25
TOTALS				\$ -	\$ -	\$ 1,333.25
ELM STUDENT COUNCIL						\$ 9,705.94
11/1/09	010061	School Specialty	Supplies		\$ 147.89	
TOTALS				\$ -	\$ 147.89	\$ 9,558.05

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING

November, 200. - 16 -

				<i>Beginning Balance</i>		
						\$ 99,804.01
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>
FBLA						
11/2/09		Concession	Concession Sales	\$ 470.08		\$ 858.43
11/17/09	010078	American Natl Bank	Donation		\$ 325.46	
TOTALS				\$ 470.08	\$ 325.46	\$ 1,003.05
HONOR SOCIETY						
TOTALS				\$ -	\$ -	\$ 779.61
FFA						
11/2/09		Student	Jacket	\$ 65.00		\$ 35,329.40
11/3/09		Various	Fruit Sales	\$ 504.00		
TOTALS				\$ 569.00	\$ -	\$ 35,898.40
HS STUDENT COUNCIL						
TOTALS				\$ -	\$ -	\$ 685.57
MS/HS STAFF						
TOTALS				\$ -	\$ -	\$ 1,251.94
MS STUDENT COUNCIL						
11/2/09		Gate/Pop Sales	MS Student Council Danci	\$ 197.95		\$ 653.17
11/16/09	010077	No Frills	Supplies		\$ 52.02	
TOTALS				\$ 197.95	\$ 52.02	\$ 799.10
SCHOOL STORE						
11/1/09	010056	AG Hot Lunch	Sept 09 Online Sales		\$ 3,975.12	\$ 9,490.15
11/1/09	010056	AG Hot Lunch	Vending Proceeds		\$ 481.48	
11/2/09		Payschools	online deposit	\$ 310.00		
11/3/09		Payschools	online deposit	\$ 170.00		
11/4/09		Payschools	online deposit	\$ 70.00		
11/5/09		Payschools	online deposit	\$ 380.00		
11/6/09		Payschools	online deposit	\$ 270.00		
11/9/09		Payschools	online deposit	\$ 90.00		
11/10/09		Payschools	online deposit	\$ 190.00		
11/12/09		Payschools	online deposit	\$ 360.00		
11/13/09		Payschools	online deposit	\$ 260.00		
11/13/09		Payschools	online deposit	\$ 440.00		
11/16/09		Payschools	online deposit	\$ 370.00		
11/16/09		NSBA PAYSCHOOL	Fees		\$ 217.13	
11/17/09		Payschools	online deposit	\$ 230.00		
11/17/09	010079	AG Hot Lunch	Oct 09 Online Sales		\$ 5,672.87	
11/19/09		Payschools	online deposit	\$ 70.00		
11/20/09		Payschools	online deposit	\$ 340.00		
11/23/09		Payschools	online deposit	\$ 340.00		
11/24/09		Payschools	online deposit	\$ 450.00		
11/25/09		Payschools	online deposit	\$ 150.00		
11/27/09		Payschools	online deposit	\$ 170.00		
11/30/09		Payschools	online deposit	\$ 250.00		
11/30/09		Payschools	online deposit	\$ 550.00		
TOTALS				\$ 5,460.00	\$ 10,346.60	\$ 4,603.55

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING

November, 200 - 17 -

				Beginning Balance		\$ 99,804.01
Date	Check #	Payee	Description	Receipt	Disbursed	Balance
SHOP						
11/6/09	010072	Mead Lumber Co.	Shop Supplies		\$ 559.50	\$ 258.54
TOTALS				\$ -	\$ 559.50	\$ (300.96)
SPANISH CLUB						
TOTALS				\$ -	\$ -	\$ 633.58
SPIRIT SQUAD						
11/1/09	010059	Reid's Variety	Spirit Squad: Supplies		\$ 183.98	\$ 5,393.90
TOTALS				\$ -	\$ 183.98	\$ 5,209.92
TALENTED/GIFTED ACTIVITES (Formerly OM)						
TOTALS				\$ -	\$ -	\$ 345.68
THESPIANS						
11/18/09		Gate	Night of One Acts	\$ 665.00		\$ 1,517.68
11/20/09		Gate	Night of One Acts	\$ 15.00		
11/25/09		Gate	Night of One Acts	\$ 288.00		
TOTALS				\$ 968.00	\$ -	\$ 2,485.68
VOCAL MUSIC						
11/1/09	010060	Rivar's Inc	Mens Costume		\$ 519.75	\$ 1,910.55
11/1/09	010062	Southeastern	Uniform		\$ 99.00	
11/2/09		Various	Show Choir Camp Reg.	\$ 227.00		
11/5/09		Various	Show Choir Camp Reg.	\$ 153.00		
11/6/09		Insufficient Funds	Show Choir Camp Reg.	\$ (38.00)		
11/9/09		Patron	Show Choir Camp Reg.	\$ 35.00		
11/20/09		Yearbook	T Shirt Screening Services		\$ 370.00	
TOTALS				\$ 377.00	\$ 988.75	\$ 1,298.80
YEARBOOK/ANNUAL						
11/2/09		Various	Sr. Tribute	\$ 40.00		\$ 6,055.00
11/2/09		Various	Yearbook Sales	\$ 30.00		
11/2/09		Various	Yearbook Ad	\$ 40.00		
11/5/09		Kresak	Yearbook Sales	\$ 30.00		
11/5/09		Caseys Gen. Stores	Yearbook Ad	\$ 50.00		
11/6/09	010070	Jackie Fudge	Fundraiser Product		\$ 72.00	
11/12/09		Parent	Yearbook sales	\$ 30.00		
11/20/09		Musical	T Shirt Screening Serv.	\$ 370.00		
TOTALS				\$ 590.00	\$ 72.00	\$ 6,573.00
INTEREST						
10/31/09		Centennial Bank	Interest	\$ 8.50		\$ 2,218.97
TOTALS				\$ 8.50	\$ -	\$ 2,227.47
ACTIVITY FUND TOTALS ALL ACCOUNTS				\$ 19,640.74	\$ 18,681.73	\$ 100,763.02

Ending Balance	\$ 100,763.02
Plus: Outstanding Checks	\$ -
Less: Outstanding Receipts	\$ 65.00
Equals: Bank Balance	\$ 100,698.02

Ashland-Greenwood Public Schools
 General Fund Disbursements
 21-Dec-09

Check #	Vendor	Amount	Description
026941	AG Payroll Acct	\$ 259,111.86	Net Payroll
026942	AGEA	\$ 2,130.35	Employee Dues
026943	Blue Cross/Blue Shield	\$ 70,814.34	Payroll Employee Health Ins
026944	Centennial Bank	\$ 10,398.33	Payroll Section 125 Deduct
026945	Credit Mangnt Serv.	\$ 412.17	Garnishment
026946	Guardian	\$ 687.93	Payroll Employee Life Prem
026947	Guardian	\$ 535.56	Employee Vision Plan
026948	GWN Marketing	\$ 1,685.00	Payroll Annuity Deduction
026949	National Insurance Serv	\$ 996.29	Payroll LTD Insurance Prem
026950	AG Payroll Acct	\$ 11,649.39	Payroll State Tax Wthhldg
026951	AG Payroll Acct	\$ 78,845.09	Payroll Federal Tax Wthhldg
026952	Retirement	\$ 59,404.90	Payroll Retirement Wthhldg
026953	AmSan LLC	\$ 3,122.52	Custodial: Supplies
026954	Ashland Auto Parts	\$ 385.92	Transportation: Fuel Filter
026955	BIZCO TECHNOLOGIES	\$ 161.96	Inst. Tech.: Software
026956	Maris Buller	\$ 150.00	Sped Instruction: respiratory
026957	City Of Ashland	\$ 1,821.75	Custodial: Water and Sewer
026958	Colin Electric Motor Serv	\$ 465.49	Maintenance: Motor Repair
026959	Control Services, Inc.	\$ 2,262.00	Maint: 3rd Qtrly HVAC Service
026960	Ctbs Mcgraw-Hill	\$ 163.05	LEP: Testing Supplies
026961	Dietze Music House	\$ 88.75	Instruction: Repairs
026962	Eakes Office Plus	\$ 337.22	Supt Office: Copy Usage
026963	Electronic Sound, Inc.	\$ 34.45	Repair Microphone cable
026964	Farm & Home Pub. Ltd	\$ 91.10	Gen. Business: Supplies
026965	Karen Fricke	\$ 159.50	Fall Activity Worker
026966	Tyler Gibson	\$ 128.69	Fall Activity Worker
026967	GovConnection Inc.	\$ 382.80	Instr. Tech.: Supplies
026968	HARRIS	\$ 40.00	Bus Off: Wkshop
026969	Heartland Foundation/School	\$ 7,506.00	Sped: Student Tuition
026970	Hillyard/Sioux Falls	\$ 774.00	Custodial: Scrubber Batteries
026971	Hometown Leasing	\$ 118.00	Superintendent: Copier Lease
026972	Lori Howard	\$ 186.69	Fall Activity Worker
026973	Staci Jacobsen	\$ 97.88	Fall Activity Worker
026974	Johnstone Supply	\$ 25.02	Maintenance: Oil
026975	J. W. Pepper & Son, Inc	\$ 196.99	Band: Music
026976	Lee Sapp Ford-Mercury	\$ 80.85	Maint: Contract Services
026977	Life Track Services Inc	\$ 881.25	Instruction: Survey
026978	Lincoln Family Med. Group	\$ 125.00	Transportation: Empl. Phys.
026979	Linweld	\$ 37.24	Voc Ag: Tank/Gas
026980	Zach Lusienksi	\$ 146.82	Fall Activity Worker
026981	MCI-Mega Preferred	\$ 86.89	Long Distance Service
026982	Mead Lumber Co.	\$ 167.65	All Areas: Supplies Parts
026983	Midwest Office Automations	\$ 265.00	Instruction: Copier Contract
026984	NASB	\$ 374.00	Supt/Bd of Ed: Conf. Regist.
026985	Nebraska Council of School Admin	\$ 75.00	Bus Off: MVSP Conference
026986	Nebraska Music Educators Assn	\$ 60.00	All State Auditions Fees
026987	Nicholson & Associates	\$ 82.00	Transportation: Pre-Empl. Test
026988	No Frills Supermarkets	\$ 113.67	All Areas: Supplies

Ashland-Greenwood Public Schools
 General Fund Disbursements
 21-Dec-09

Check #	Vendor	Amount	Description
026989	O'Keefe Elevator Co.	\$ 235.19	Custodial: Contract Services
026990	Omaha Paper Co Inc	\$ 1,982.00	Instruction: Paper
026991	One Source, Inc	\$ 65.00	Princ/Transp: Empl Screenings
026992	OPPD	\$ 7,825.26	All Areas: Electricity
026993	Nick Pease	\$ 201.19	Fall Activity Worker
026994	Perry, Guthery, Haase & Gessf	\$ 131.50	Admin Legal Services
026995	Debbie Pike	\$ 150.44	Fall Activity Worker
026996	Pitney Bowes	\$ 500.00	All Areas: Postage
026997	Pitney Bowes Global Fin.	\$ 55.98	General Business: Meter Tape
026998	Platte Valley Sanitation	\$ 325.00	All Areas: Waste/Recycle
026999	Mark Powell	\$ 700.00	Title IID: Resource Officer
027000	Quill Corp	\$ 373.58	Supplies
027001	Nancy Ray	\$ 239.25	Fall Activity Worker
027002	Renae Regner	\$ 99.69	Fall Activity Worker
027003	Renaissance Learning, Inc.	\$ 95.68	Media: AR quizzes
027004	Suzanne Sapp	\$ 128.69	Fall Activity Worker*
027005	Saunders County Clerk	\$ 4,869.19	Bd of Ed: Election Expenses
027006	School Specialty Supply	\$ 148.46	Media: Chair
027007	Shiffler Equipment Sales	\$ 238.72	Custodial: Supplies
027008	Skyline Physical Therapy	\$ 884.35	Sped: Physical Therapy
027009	Solution One	\$ 464.57	Instruction: Copier Use
027010	Sparkling Klean	\$ 4,893.93	Custodial: Cleaning Services
027011	Sara Spargen	\$ 59.81	Fall Activity Worker
027012	Branson Starns	\$ 12.69	Fall Activity Worker
027013	Amanda Stuthman	\$ 2,407.15	Sped: Speech Therapy
027014	Todd Valley Plbg. & Htg	\$ 3.06	Maintenance: Pipe Insulation
027015	Univ Of NE At Omaha	\$ 150.00	Honor Choir Fees
027016	U.S. Post Office	\$ 214.98	Bulk Mailing
027017	Gloria Valencia	\$ 80.00	Elem Instruction: Interpreter
027018	Voss Lighting	\$ 87.04	Custodial: Lighting Supp
027019	Voyager Fleet Systems	\$ 3,057.61	Transportation: Fuel
027020	Wah.-Wav.-Ashland News	\$ 81.95	Board Of Ed: Publications
027021	The Waldinger Corporation	\$ 20,414.01	Final Elem Boiler Payment
027022	Walkers Uniform Rental	\$ 190.50	Uniform Rental
027023	Ben Wiese	\$ 63.44	Fall Activity Worker
027024	Karen Wiese	\$ 197.57	Fall Activity Worker
027025	Beverly Wiggs	\$ 1,229.10	Sped: Occupational Therapy
027026	Shelby Wigle	\$ 76.13	Fall Activity Worker
027027	Williams Sales & Service	\$ 1,782.09	Transportaton: Oil
027028	Windstream	\$ 1,045.99	All Areas: Local Phone Service
027029	Guardian Life Ins	\$ 3.00	Employee Life Ins.

\$ 573,630.15

Ashland-Greenwood Public Schools
General Fund Disbursements
21-Dec-09

Check #	Vendor	Amount	Description
TBD	Admin Operations	INC	Fees, Mileage
TBD	Ashland Disposal	INC	Garbage Disposal
TBD	Payflex	INC	Employee Benefit
TBD	VISA	INC	Travel, Supplies, Equipment
TBD	Seminole	INC	Heating Fuel
TBD	Voss Construction	INC	Snow Removal
TBD	Nextel		District Cell Phones

Authorized by:

*Conflict of Interest

**Ashland-Greenwood Public Schools
General Fund Disbursements
16-Nov-09**

Page

Check	Payable to	Amount	Description
26940	Seminole Energy Services	\$ 1,752.12	All Areas: Natural Gas

Authorized by:

**Ashland-Greenwood Public Schools
Special Building Disbursements
21-Dec-09**

Page

Check	Payable to	Amount	Description
1004	BCDM	\$ 80,545.75	Architectural Services

Authorized by:



Ashland-Greenwood Public Schools 2010-11 School Year Calendar Proposed

190 Staff Days
180 Student Days

Other Key Dates

Aug-02	Building Offices Open
Aug-09	Softball Practice Begins
Aug-16	Fall Practice Begins
Aug-16	Staff Return
Aug-23	Students Return
Sep-06	Labor Day
Sep-17	Constitution Day
Oct-11,12	Girls State Golf
Oct-13,14,15	State SB October
Oct-23	State Band
Oct-23	ACT Testing
Oct-28	FB First Rounds
Nov-03	FB -2nd Round
Nov-09	FB -Quarterfinals
Nov-11	Veterans Day
Nov 11,12,13	State VB Tourney
Nov-16	FB - Semi-Finals
Nov-15	Winter Practice Begins
Nov-23	State Football Finals
Nov 25-26	Thanksgiving Break
Dec-10	State Play Production
Dec 22-26	NSAA Moratorium
Feb 17-19	State Wrestling
Feb-28	Spring Practices Begin
March 3-5	Girls State Bball Tourney
March 10-12	Boys State Bball Tourney
Mar-24	State Speech Contest
April 9	ACT Testing
April 14-16	District Music Contest
Apr-24	Easter Sunday
May 6-10	Baseball Districts
May-12	District Track Meet
May 14-19	State Baseball
May 15	Commencement
May 20-21	State Track

<table border="0" style="width: 100%;"> <tr> <th colspan="5" style="text-align: center;">August</th> <th colspan="5" style="text-align: center;">September</th> </tr> <tr> <td></td><td></td><td></td><td></td><td style="border: 1px solid black; text-align: center;">15N</td> <td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td> </tr> <tr> <td></td><td></td><td></td><td></td><td></td> <td style="text-align: center;">V</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td> </tr> <tr> <td style="border: 1px solid black; text-align: center;">16s</td><td style="border: 1px solid black; text-align: center;">17s</td><td style="border: 1px solid black; text-align: center;">18s</td><td style="border: 1px solid black; text-align: center;">19s</td><td style="border: 1px solid black; text-align: center;">20s</td> <td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td> </tr> <tr> <td style="text-align: center;">23B</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27⁷</td> <td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24²¹</td> </tr> <tr> <td style="text-align: center;">30</td><td style="text-align: center;">31</td><td></td><td></td><td style="text-align: center;">12</td> <td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">21</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <th colspan="5" style="text-align: center;">October</th> <th colspan="5" style="text-align: center;">November</th> </tr> <tr> <td></td><td></td><td></td><td></td><td style="text-align: center;">1</td> <td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td> </tr> <tr> <td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td> <td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td> </tr> <tr> <td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14Q</td><td style="border: 1px solid black; text-align: center;">15s</td> <td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td> </tr> <tr> <td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">V¹⁹</td> <td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24E</td><td style="text-align: center;">V</td><td style="text-align: center;">V²⁰</td> </tr> <tr> <td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27E</td><td style="text-align: center;">28</td><td style="text-align: center;">29²⁰</td> <td style="text-align: center;">29</td><td style="text-align: center;">30</td><td></td><td></td><td style="text-align: center;">20</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <th colspan="5" style="text-align: center;">December</th> <th colspan="5" style="text-align: center;">January</th> </tr> <tr> <td></td><td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td> <td></td><td></td><td></td><td></td><td style="text-align: center;">V</td> </tr> <tr> <td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td> <td style="border: 1px solid black; text-align: center;">3s</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td> </tr> <tr> <td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td> <td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td> </tr> <tr> <td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">22Q</td><td style="text-align: center;">V</td><td style="text-align: center;">V¹⁶</td> <td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21¹⁹</td> </tr> <tr> <td style="text-align: center;">V</td><td style="text-align: center;">V</td><td style="text-align: center;">V</td><td style="text-align: center;">V</td><td style="text-align: center;">V¹⁶</td> <td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28²⁰</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <th colspan="5" style="text-align: center;">February</th> <th colspan="5" style="text-align: center;">March</th> </tr> <tr> <td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td> <td></td><td style="text-align: center;">1</td><td style="text-align: center;">2</td><td style="text-align: center;">3Q</td><td style="border: 1px solid black; text-align: center;">4s</td> </tr> <tr> <td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td> <td style="text-align: center;">7</td><td style="text-align: center;">8</td><td style="text-align: center;">9E</td><td style="text-align: center;">10</td><td style="text-align: center;">V</td> </tr> <tr> <td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="border: 1px solid black; text-align: center;">18s</td> <td style="text-align: center;">14</td><td style="text-align: center;">15</td><td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td> </tr> <tr> <td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25¹⁹</td> <td style="text-align: center;">21</td><td style="text-align: center;">22</td><td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25²¹</td> </tr> <tr> <td style="text-align: center;">28</td><td></td><td></td><td></td><td style="text-align: center;">20</td> <td style="text-align: center;">28</td><td style="text-align: center;">29</td><td style="text-align: center;">30</td><td style="text-align: center;">31</td><td style="text-align: center;">22</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <th colspan="5" style="text-align: center;">April</th> <th colspan="5" style="text-align: center;">May</th> </tr> <tr> <td></td><td></td><td></td><td></td><td style="text-align: center;">1</td> <td style="text-align: center;">2</td><td style="text-align: center;">3</td><td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">4</td><td style="text-align: center;">5</td><td style="text-align: center;">6</td><td style="text-align: center;">7</td><td style="text-align: center;">8</td> <td style="text-align: center;">9</td><td style="text-align: center;">10</td><td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">11</td><td style="text-align: center;">12</td><td style="text-align: center;">13</td><td style="text-align: center;">14</td><td style="text-align: center;">15</td> <td style="text-align: center;">16</td><td style="text-align: center;">17</td><td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td> </tr> <tr> <td style="text-align: center;">18</td><td style="text-align: center;">19</td><td style="text-align: center;">20</td><td style="text-align: center;">21</td><td style="text-align: center;">V</td> <td style="text-align: center;">23</td><td style="text-align: center;">24</td><td style="text-align: center;">25</td><td style="text-align: center;">26Q</td><td style="border: 1px solid black; text-align: center;">27s¹⁹</td> </tr> <tr> <td style="text-align: center;">V</td><td style="text-align: center;">26</td><td style="text-align: center;">27</td><td style="text-align: center;">28</td><td style="text-align: center;">29¹⁹</td> <td></td><td></td><td></td><td></td><td style="text-align: center;">20</td> </tr> </table>	August					September									15N			1	2	3						V	7	8	9	10	16s	17s	18s	19s	20s	13	14	15	16	17	23B	24	25	26	27 ⁷	20	21	22	23	24 ²¹	30	31			12	27	28	29	30	21	October					November									1	1	2	3	4	5	4	5	6	7	8	8	9	10	11	12	11	12	13	14Q	15s	15	16	17	18	19	18	19	20	21	V ¹⁹	22	23	24E	V	V ²⁰	25	26	27E	28	29 ²⁰	29	30			20	December					January							1	2	3					V	6	7	8	9	10	3s	4	5	6	7	13	14	15	16	17	10	11	12	13	14	20	21	22Q	V	V ¹⁶	17	18	19	20	21 ¹⁹	V	V	V	V	V ¹⁶	24	25	26	27	28 ²⁰	February					March						1	2	3	4		1	2	3Q	4s	7	8	9	10	11	7	8	9E	10	V	14	15	16	17	18s	14	15	16	17	18	21	22	23	24	25 ¹⁹	21	22	23	24	25 ²¹	28				20	28	29	30	31	22	April					May									1	2	3	4	5	6	4	5	6	7	8	9	10	11	12	13	11	12	13	14	15	16	17	18	19	20	18	19	20	21	V	23	24	25	26Q	27s ¹⁹	V	26	27	28	29 ¹⁹					20	<p>B = First Day of School 19</p> <p style="border: 1px solid black; padding: 2px;">s</p> <p>V = Vacation No Students/Staff</p> <p>Q = End of Quarter</p> <p>E = Early Dismissal</p> <p style="border: 1px solid black; padding: 2px;">N</p> <p style="text-align: right;"><i>NOTE: This Calendar may need to be adjusted to accommodate school building construction.</i></p>
August					September																																																																																																																																																																																																																																																																																																								
				15N			1	2	3																																																																																																																																																																																																																																																																																																				
					V	7	8	9	10																																																																																																																																																																																																																																																																																																				
16s	17s	18s	19s	20s	13	14	15	16	17																																																																																																																																																																																																																																																																																																				
23B	24	25	26	27 ⁷	20	21	22	23	24 ²¹																																																																																																																																																																																																																																																																																																				
30	31			12	27	28	29	30	21																																																																																																																																																																																																																																																																																																				
October					November																																																																																																																																																																																																																																																																																																								
				1	1	2	3	4	5																																																																																																																																																																																																																																																																																																				
4	5	6	7	8	8	9	10	11	12																																																																																																																																																																																																																																																																																																				
11	12	13	14Q	15s	15	16	17	18	19																																																																																																																																																																																																																																																																																																				
18	19	20	21	V ¹⁹	22	23	24E	V	V ²⁰																																																																																																																																																																																																																																																																																																				
25	26	27E	28	29 ²⁰	29	30			20																																																																																																																																																																																																																																																																																																				
December					January																																																																																																																																																																																																																																																																																																								
		1	2	3					V																																																																																																																																																																																																																																																																																																				
6	7	8	9	10	3s	4	5	6	7																																																																																																																																																																																																																																																																																																				
13	14	15	16	17	10	11	12	13	14																																																																																																																																																																																																																																																																																																				
20	21	22Q	V	V ¹⁶	17	18	19	20	21 ¹⁹																																																																																																																																																																																																																																																																																																				
V	V	V	V	V ¹⁶	24	25	26	27	28 ²⁰																																																																																																																																																																																																																																																																																																				
February					March																																																																																																																																																																																																																																																																																																								
	1	2	3	4		1	2	3Q	4s																																																																																																																																																																																																																																																																																																				
7	8	9	10	11	7	8	9E	10	V																																																																																																																																																																																																																																																																																																				
14	15	16	17	18s	14	15	16	17	18																																																																																																																																																																																																																																																																																																				
21	22	23	24	25 ¹⁹	21	22	23	24	25 ²¹																																																																																																																																																																																																																																																																																																				
28				20	28	29	30	31	22																																																																																																																																																																																																																																																																																																				
April					May																																																																																																																																																																																																																																																																																																								
				1	2	3	4	5	6																																																																																																																																																																																																																																																																																																				
4	5	6	7	8	9	10	11	12	13																																																																																																																																																																																																																																																																																																				
11	12	13	14	15	16	17	18	19	20																																																																																																																																																																																																																																																																																																				
18	19	20	21	V	23	24	25	26Q	27s ¹⁹																																																																																																																																																																																																																																																																																																				
V	26	27	28	29 ¹⁹					20																																																																																																																																																																																																																																																																																																				





Message

Tue, Nov 24, 2009 10:58 AM

From: Cheryl Devlin
To: Jolene Wagner

Subject: calendar

This is an idea that Waverly uses. I heard about it last night at exercise. They use the comp day after conferences as a day off on the day before Thanksgiving. That would mean that during fall conference week we would teach on Friday, but then we would not have school the Wednesday before Thanksgiving. I'm not sure how others would feel about this, but I thought it might be something to think about.

Cheryl Devlin
5th grade teacher
Ashland-Greenwood Elementary
1200 Boyd Street
Ashland, Ne 68003
402-944-7083

Blessed are the flexible... for they shall not be bent out of shape.

**Ashland-Greenwood Public Schools
2009-10 Non-Certificated Staff Wage Schedule**

Salary Schedule		Minimum Wage	Maximum Wage
Level IA	Superintendent's Office Manager	\$ 30,000	\$ 39,762
Level IB	School Nurse	\$ 18.50	\$ 21.30
Level II	Principal's Secretaries	\$ 11.50	\$ 16.70
Level III	Other Clerical	\$ 10.00	\$ 15.15

Hourly Schedule

Level I	Transportation & Maintenance Supervisor Food Service Supervisor Regular Local Route Bus Drivers Special Ed Route Driver	\$15.00	\$19.15
Level II	Supervisor of Custodial Services Head Custodian Superintendent's Clerical Maintenance Director <i>Technology Technician</i>	\$12.50	\$16.00
Level IIIA	Activity Bus Drivers	\$11.75	\$13.60
Level IIIB	Custodian (Full-Time) Cooks (Full-Time) Lunch Cashiers	\$10.00	\$13.25
Level IV	Para-Professional Staff Substitute Custodial & Cook Custodian (Part-time) Cooks (Part-time) Kitchen Server	\$9.20	\$12.20
Level V	Substitute Clerical Substitute Aide	\$8.00	\$10.00
Level VI	Student Help	\$7.25	
Special	Nighttime Differential for Shifts that the majority of which end after 5:00 PM		\$ 0.60
	Differential pay for Para-professional staff providing personal care including but not limited to feeding; diaper changing; suctioning, etc.		\$ 1.00

Ashland-Greenwood Public Schools
Technology Technician - Job Description

It is the policy of Ashland-Greenwood Public Schools Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. **Job Title:** Technology Technician
- B. **Department:** Support Services - Media
- C. **FLSA Status:** Non-Exempt
- D. **Essential Requirements:**
 - 1. Physically able to perform required responsibilities
 - 2. **Education Level and Certification:** B.A. Degree or 3 years min. successful work experience in the area of technology
 - 3. Strong Computer and business machines knowledge
 - 4. Organizational skills
 - 5. Demonstrates flexibility necessary to work with children
 - 6. Demonstrates desirable human relations and work habits.
 - 7. First aid knowledge
 - 8. Knowledge of Operating Systems, MS Office Software and other software
 - 9. Knowledge of Networking Systems and Operations
 - 10. Knowledge of computer/technology repair and maintenance
 - 11. Skills in public relations
 - 12. Willing to acquire training as directed.
 - 13. Able to maintain confidentiality
 - 14. Clean personal record – no history of child abuse/neglect.
- E. **Reports To:** Technology Integration Specialist, Curriculum Supervisor, Superintendent
- F. **May Receive Guidance From:** Director of Technology and Principal
- G. **Essential Job Functions:**
 - 1. Effectively manage district technology and devices.
 - 2. Supervise students as necessary.
 - 3. Perform clerical tasks as assigned.
 - 4. Maintain confidentiality regarding individual student performance and activities.
- H. **Working Conditions:**
 - 1. Inside heated and air conditioned building
 - 2. Outside supervision

3. Stressful at times

I. Job Tasks:

1. Responsible for supervision and use of computer equipment with the Middle School/High School in accordance with the student and staff handbooks and board policies.
2. Responsible for assisting the director of technology with the school district's information management system and other technology based services.
3. Assist technology integration specialist and director of technology in the management of all technology hardware and software applications to see that they are properly deployed and working as designed including the monitoring of system security and system disaster recovery systems.
4. Assist technology integration specialist and director of technology in working directly with students and teachers to help them troubleshoot technology problems, and repair and update technology software and hardware.
5. Manage school district warranties on hardware, process the warranty of equipment that is under warranty by contacting the warranty vendor, arranging for repair of equipment, checking equipment following repairs to see that the equipment is fixed and returning repaired equipment to the inventory.
6. Responsible for recording, inventorying, and managing technology equipment including scheduling the use of equipment and monitoring the equipment to see that the equipment has not been lost or stolen.
7. Operating a help desk for students and teachers to assist them with computer operational issues and assist them in troubleshooting user errors.
8. Discuss assigned duties with classroom teachers in order to coordinate instructional efforts.
9. Supervise students in classrooms, halls, cafeterias, school yards, on school buses and gymnasiums, or on field trips as assigned
10. Enforce administration policies and rules governing students.
11. Develop a sense of understanding of students without developing feelings of sympathy.
12. Maintain good public relations with parents and staff.

13. Attend in-service activities and meetings as directed. Participate in on-going training in order to reinforce skills, develop new skills and be prepared for new advances in technology.
14. Carry out duty assignments as directed. This includes assisting the office personnel when necessary and supervision of students. Performs other duties as delegated by the technology integration specialist, curriculum supervisor or principal.

J. Knowledge:

1. Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.
2. English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Mathematics - Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
4. Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

K. Skills

1. Effectively communicate with building personnel and the public in both oral and written manner.
2. Able to use standard computer equipment including desktop and laptop computers, printers, switches, projectors, scanners, student response devices, interactive boards, and other instructional technologies.
3. Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
4. Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

5. Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
6. Writing - Communicating effectively in writing as appropriate for the needs of the audience.
7. Service Orientation - Actively looking for ways to help people.
8. Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
9. Coordination - Adjusting actions in relation to others' actions.
10. Confidentiality – Able to maintain confidentiality regarding student academic and personal progress and activities.

L. Abilities

1. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
2. Written Expression — The ability to communicate information and ideas in writing so others will understand.
3. Speech Clarity — The ability to speak clearly so others can understand you.
4. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
5. Written Comprehension — The ability to read and understand information and ideas presented in writing.
6. Near Vision — The ability to see details at close range (within a few feet of the observer).
7. Auditory Attention — The ability to focus on a single source of sound in the presence of other distracting sounds.
8. Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).
9. Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

10. Speech Recognition — The ability to identify and understand the speech of another person.

M. Work Activities:

1. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
2. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
3. Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
4. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
6. Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
7. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
8. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
9. Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
10. Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.

N. Required Employee Characteristics:

1. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
2. Integrity — Job requires being honest and ethical.

3. Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
5. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
6. Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Initiative — Job requires a willingness to take on responsibilities and challenges.
8. Persistence — Job requires persistence in the face of obstacles.
9. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
10. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

O. At Will Employment: Employment with the School District is not for any period of time, and employment may be terminated at any time at the convenience of the terminating party, with or without cause, and with or without notice. Employment with the School District is not governed by any express or implied contract of employment containing terms different from or inconsistent with those stated in an employment agreement. The terms of this employment agreement may not be modified except in writing signed by the Superintendent of Schools.

P. Evaluation: Performance of this job will be evaluated annually by the Technology Integration Specialist and Curriculum Supervisor.

Essential Functions: The essential functions of the Computer Technology Aide position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

Essential Physical Requirements Technology Aide	Item is not a requirement of the job	Occasional – up to 33% of time	Occasional/Essential – up to 33% of time, absolutely essential to the job	Frequent – between 34% - 66%	Continuous – over 66% of time
Stamina					
1. Sitting		X			
2. Walking				X	
3. Standing				X	
4. Sprinting/Running		X			
Flexibility					
5. Bending or twisting at the neck more than the average person		X			
6. Bending or twisting at the trunk more than the average person		X			
7. Squatting/Stooping/Kneeling		X			
8. Reaching above the head		X			
9. Reaching forward		X			
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job		X			
14. Typing non-stop		X			
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16. Finger dexterity (typing or putting a nut on a bolt)		X			
Lifting Requirements					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead		X			
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder	X				
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?					
	X				
Pushing/Pulling					
23. 25 to 50 pounds		X			
24. 51 to 75 pounds		X			
25. 76 to 90 pounds		X			
26. Over 90 pounds		X			
Carrying					
27. 10 to 25 pounds		X			
28. 26 to 50 pounds	X				
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				

[Existing Policy]

5142.1
Policy

Students

Use of Restraint

Physical restraint may be employed by any staff member entrusted with the care of students for the immediate necessity of protecting the staff member, protecting other individuals from harming themselves or others, and protecting school property from damage. Such physical restraint shall be reasonable under the circumstances, and shall not be used as punishment of any kind. In all cases, when physical restraint is used, the staff member must report the incident to the immediate supervisor.

Legal Reference: 79-295 Corporal punishment; prohibited
 79-255 to 79-292 Student Discipline

Note: The appropriateness of reporting physical restraint of a special education student to the immediate supervisor in all cases where such restraint is part of the Individual Education Program (IEP) will be determined by the supervisor and staff involved.

Adopted: May 07, 1990

[Proposed]

5142.1
Policy

Students

Safety

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Ashland-Greenwood Public Schools.

1. Definitions

- A. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.
- B. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior.

Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

2. Physical Restraint

- A. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
 - To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
 - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
 - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property

were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).

- To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
- In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Physical restraint may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

- B. Conditions. Use of physical restraint shall take into consideration the safety and security of the student.

In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.

If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

- C. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.
- D. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:

- Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
- A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
- The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
- Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
- Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
- Demonstration by participants of proficiency in administering physical restraint.

An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

3. Seclusion

A. When Seclusion May be Used. Seclusion may be used in the following circumstances:

- When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
- When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
- When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
- The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral

Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

B. Conditions. Use of seclusion shall take into consideration the safety and security of the student.

Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:

- Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
- Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
- If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
- Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
- If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

The procedures for use of seclusion include:

- An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.

- The adult responsible for supervising the student must periodically check on the student visually if possible.
- C. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.
- D. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

4. Documentation and Evaluation

A. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

- B. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.
- C. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send

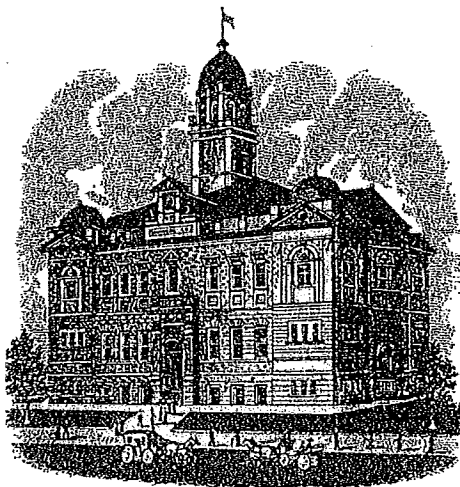
written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The notice shall inform the parent or guardian of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

- D. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
- A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
 - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
 - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Date of Adoption: January 18, 2009

PATTI J. LINDGREN


Saunders County Clerk
P.O. Box 61
Wahoo, NE 68066



DEE ANNE NICE

Deputy County Clerk
Phone (402) 443-8101
Fax (402) 443-5010

TO: Lower Platte North NRD, City of Ashland, City of Wahoo, City of Yutan,
Ashland-Greenwood Public Schools, Cedar Bluffs Public Schools,
Mead Public Schools, Raymond Central Public Schools, Wahoo Public Schools
and Yutan Public Schools

FROM: Patti J. Lindgren, County Clerk 

RE: Certification of Officers to be Elected

DATE: November 24, 2009

As per Nebr. State Statute 32-404(2) the election commissioner or county clerk shall give notice to each political subdivision of the filing deadlines for the statewide primary election. They are as follows:

FEBRUARY 15, 2010 – FOR INCUMBENTS

***Note:** An Incumbent is anyone holding any elected office.

MARCH 1, 2010 – FOR ALL OTHER CANDIDATES

Pursuant to Nebr. State Statute 32-404(2), the Governing Board of each Political Subdivision which will hold an election in conjunction with a statewide primary election shall certify to the election commissioner or county clerk the name of the subdivision, the number of officers to be elected, the length of the terms of office, the vacancies to be filled by election and length of remaining term, and the number of votes to be cast by a registered voter for each office.

This certification must be completed in full for each officer to be elected – **please make additional photocopies of the enclosed Certification.** If you have any questions please give me a call.

The Certifications are due in my office no later than January 5, 2010.