



**Ashland-Greenwood Public Schools  
Board of Education Meeting  
April 21, 2014  
6:00 PM  
Conference Room, High School  
1842 Furnas Street  
Ashland, NE 68003  
Regular Meeting**

1. Call to Order. Roll Call.
2. Acknowledgement of Open Meetings Law posting.
3. Pledge of Allegiance.
4. Recognition of public participation.
5. Visitors and Communication from the public.
6. Approval of changes in the mailed agenda and/or changes in the agenda order.
7. Approval of Consent Agenda Items
  - a. Approval of minutes of previous meetings (pgs. 1-7)
  - b. Acceptance of Financial Reports (pgs. 8-16)
  - c. Action on Claims (pgs. 17-22)
  - d. Renewal of Contracts/Agreements
    - i. PowerSchool Cooperative (pgs. 23-31)
8. Administrators' and Practitioners' reports
  - A. Ms. Bray
  - B. Mr. Jacobsen
  - C. Ms. Finkey
  - D. Dr. Kassebaum
9. Old Business
  - a. Update on heating and air project.
  - b. Discussion and action to approve updated extra duty assignments for 2014-15. (pg. 32)
  - c. Update on District Office Relocation and elementary parking/playground renovation.

## 10. New Business

- a. Discussion and action to approve revisions to Accounting Procedures Manual. (pgs. 33-46)
- b. Discussion and action to approve the rental of wrestling mats.
- c. Discussion and action to approve non-certificated substitutes:
  - i. Diana Sillman
  - ii. Eric Beranek
- d. Discussion on school calendar.
- e. Discussion and action to approve Assistant MS Track Coach.
- f. Discussion on Teammates Mentoring Program.
- g. Discussion and action to approve overnight travel request and financial support of FBLA National Qualifiers. (pgs. 47-50)
- h. Discussion on district safety drill.
- i. Discussion and action to approve modifications to the school crisis response procedure manual. (To be acted on after closed session).
- j. Establish a date and time for the Non-Certified Wage and Benefit Committee to meet to review wage and benefits for 2014-15 for employees working in non-certified positions.
- k. Closed Session: RE: Discussion in regard to safety and security procedures including but not limited to deployment of security devices.

## 11. Informational items

- a. NASB School Law Seminar: June 5-6, 2014
- b. NASB/NASA State Education Conference: November 19-21, 2014

12. The next meeting is set for Monday, May 19, 2014 at 6:00 PM in the conference room at the Ashland-Greenwood High School; 1842 Furnas Street; Ashland, NE 68003. An agenda for the meeting shall be kept continuously current in the Office of the Superintendent of Schools at 1842 Furnas Street in Ashland, NE 68003.

**Ashland-Greenwood Public Schools  
Board of Education  
Meeting Minutes  
March 17, 2014**

**Opening**

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened open and public session on March 17, 2014

**Attendance**

The roll was called and the following Board members were present:

**Attendance Taken at 7:32 PM:**

Present Board Members:

Melvin Cerny  
Kevin Garner  
David Nygren  
Suzanne Sapp  
Karen Stille  
Tom Walsh

**Notice**

Notice of the meeting was posted in advance in the Superintendent's Office, 1225 Clay Street, Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Centennial Bank, 2433 Silver St., 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.

A brief summary of board proceedings and list of claims will be published in the Ashland Gazette.

**1. Call to Order. Roll Call.**

Discussion:

A regular meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session at 7:30 p.m. on 17th day of March, 2014 by President Garner.

**2. Acknowledge of Open Meetings Law posting.**

Discussion:

President Garner announced and informed the public of the current copy of the Open Meetings Act in the meeting room.

**3. Pledge of Allegiance.**

Discussion:

All stood and recited the Pledge of Allegiance.

**4. Recognition of public participation**

Discussion:

There was no public participation requests.

## 5. Visitors and Communication from the public.

Discussion:

There were no visitors or communication from the public.

## 6. Approval of changes in the mailed agenda and/or changes in the agenda order.

Discussion:

There were no changes to the mailed agenda.

## 7. Approval of Consent Agenda Items.

**Motion Passed:** Approval of consent agenda including previous board meeting minutes, current monthly financial statements for all accounts and current monthly claims for all accounts. No contracts were presented. passed with a motion by Melvin Cerny and a second by Karen Stille.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

## 8. Administrators' and Practitioners' Reports

Discussion:

Dr. Kassebaum reported to the board that the administration teams plans to continue to review specific goals. Tonight the team will report on Guarantee the curriculum/instructional model and ensure a direct correlation to the evaluation tool.

Board Reports were shared by administrators.

### 8.1. Ms. Bray

Discussion:

Mrs. Bray shared a sample of a lesson plan template. Principals always meet with teachers ahead of a formal observation to review the lesson plans; there are eight learning targets. Mrs. Bray shared how the template lesson plan form was being used.

Discussion was held regarding the frequency of the form use and how it may be used in the future.

### 8.2. Mr. Jacobsen

Discussion:

Mr. Jacobsen reported on The ARt and Science of Teaching Framework; Enacted on the Spot. Mr. Jacobsen shared what administrators will look for in routines and procedures including teacher and student evidence.

Jacobsen presented some resources that are available to assist teachers in developing usable strategies.

### 8.3. Ms. Finkey

Discussion:

Mrs. Finkey presented the board a copy of the learning map that is being used by staff and demonstrated the iobservation tool. Principals also provided information on the use of the iobservation tool during observations.

IObservations in the tool that matches the Marzano Framework. Administrators stated they like the use of the evaluation tool.

#### **8.4. Dr. Kassebaum**

Discussion:

Dr. Kassebaum reported that Jill Finkey, Kristi Bundy and himself presented at the Education Forum in Feburary on the teacher evaluation pilot program and how AGPS was implementing the program this year.

Dr. Kassebaum reported that Senator Kintner visited the district today for about two hours. Senator Kintner visited both schools as well as individual classrooms and staff members.

Dr. Kassebaum reported that the construction project timeline he had shared earlier was on right on target.

The AGPS Foundation held its scholarship review and letters will be sent to award winners. He shared with the board that it was a very rewarding process.

### **9. Old Business**

#### **9.1. Motion to excuse/approve the absence of board members**

Discussion:

No board members were absent.

#### **9.2. Discussion and action to approve capital outlay expenditures for 2014-15 and give the superintendent authority to take action on Priority 1 items as budget allows.**

Discussion:

Dr. Kassebaum presented the proposed 2014-15 capital outlay, he outlined items for priority 1 which includes the 1:1 Renew, district office copier, renovations, discussion on a set of Chromebooks to demo in the high school, two scoreboards at the high school, acoustical panels at the elementary gym.

**Motion Passed:** Approval of 2014-15 capital outlay expenditures and give the superintendent authority to take action on priority one items as budget allows passed with a motion by David Nygren and a second by Suzanne Sapp.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

### **10. New Business**

#### **10.1. Discussion and action to approve major equipment and furniture requests for 2014-15 and give the superintendent authority to purchase items as budget allows.**

Discussion:

Dr. Kassebaum stated that the proposed requests have been reduced to \$89,700. He explained the process of determining the need. Discussion was held, questions were addressed.

**Motion Passed:** Approval of 2014-15 Major Equipment and Furniture and to give authority to superintendent to purchase items as budget allows passed with a motion by Melvin Cerny and a second by Suzanne Sapp.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### **10.2. Discussion and action to approve staffing levels for 2014-15**

Discussion:

Dr. Kassebaum presented to the board the staffing levels. No change to the 2014-15 certificated staff members. The non certificated staff level for 2014-15 will be reduced by 1.0 FTE. Jeff Laughlin position will be reduced as we now contract services for tech support.

**Motion Passed:** Approval of 2014-15 certificated and non certificated staffing levels passed with a motion by David Nygren and a second by Tom Walsh.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### **10.3. Discussion and action to identify district office, connected furniture/equipment and additional listed items as surplus to be sold or disposed of in accordance to state statute**

**Motion Passed:** Approval of District Office at 1225 Clay, connected furniture/equipment and listed items as surplus to be sold or disposed of passed with a motion by Tom Walsh and a second by David Nygren.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### **10.4. Discussion and action to approve overnight travel requests. Football Camp. State Speech**

**Motion Passed:** Approval of overnight travel to Football Camp June 18 - June 20, 2014 Bookings, South Dakota and overnight travel to State Speech competition March 26 and March 27 2014 passed with a motion by David Nygren and a second by Tom Walsh.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### **10.5. Discussion and action to approve use of school transportation for post prom**

**Motion Passed:** Approval of use of school transportation for post prom passed with a motion by Suzanne Sapp and a second by Karen Stille.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes

Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### 10.6. Discussion and action to add certificated substitute

**Motion Passed:** Approval of Robert Barry as a certificated substitute teacher passed with a motion by Tom Walsh and a second by Melvin Cerny.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### 10.7. Discussion and action to accept the resignation of certificated staff member

**Motion Passed:** Approval with regret of the retirement of Patricia Scholfield and thank her for her service of forty years passed with a motion by Suzanne Sapp and a second by David Nygren.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### 10.8. Approval of the resignation of non certificated staff member

**Motion Passed:** Approval of the resignation of Elaine Flowerday passed with a motion by Melvin Cerny and a second by Tom Walsh.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### 10.9. Discussion and action to approve the hiring of new certificated staff members

Discussion:

Principals made recommendations to the board for hiring certificated personnel.

**Motion Passed:** Approval of the hiring of Amy Anderson, Elementary Education, Robert Barry, MS/HS Special Education, Megan Brand, Elementary Education, Erica Jones, Speech Pathologist, and Patrick Mencke, Elementary Education passed with a motion by Tom Walsh and a second by Suzanne Sapp.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### 10.10. Discussion and action to approve extra duty assignments.

Discussion:

Dr. Kassebaum outlined changes in the proposed extra duty assignments. There are still some open positions as well as some positions that will be filled if needed based on student numbers.

**Motion Passed:** Approval of the 2014-15 extra duty assignments passed with a motion by Tom Walsh and a second by Melvin Cerny.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### **10.11. Discussion and action to approve superintendent and administrator contracts**

Discussion:

This matter will be moved to the end of the agenda.

#### **10.12. Action to move to closed session. Personnel: For the protection of public interest and for the prevention of needless injury to the reputation of individual**

**Motion Passed:** Approval of entry to closed session at 8:50 p.m. for discussion strategy session in regard to collective bargaining for protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law passed with a motion passed with a motion by David Nygren and a second by Tom Walsh.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### **10.13. Reconvene**

**Motion Passed:** Approval to reconvene from closed session at 10:45 p.m. passed with a motion by Kevin Garner and a second by Tom Walsh.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### **10.14. Discussion and action to approve superintendent and administrator contracts**

**Motion Passed:** Approval of the 2014-15, 2015-16, 2016-17 contract of the superintendent of schools and the 2014-15 administrators contracts passed with a motion by Suzanne Sapp and a second by Tom Walsh.

Melvin Cerny	Yes
Kevin Garner	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Yes

#### **11. Informational Items**

Discussion:

No informational items were presented.

#### **12. Call for Next Meeting**



**Discussion:**

The next meeting is set for Monday, April 21, 2014 at 7:30 p.m. All meetings are held in Ashland-Greenwood Middle/High School, Conference Room at 1842 Furnas Street, Ashland, NE 68003. Notice of the meeting are posted in advance in the Superintendent's Office, 1225 Clay Street, Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and CORE Bank, 2433 Silver St., Ashland, NE. All meetings are open to the public. An agenda for the meeting shall be kept continuously current in the Office of the Superintendent of Schools at 1225 Clay Street.

**13. Adjournment.**

**Discussion:**

Meeting adjourned at 10:57 p.m.

## ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING Mar-14

## GENERAL FUND

Beginning Balance		\$	5,204,609.28
-------------------	--	----	--------------

RECEIPTS

3/3/2014 Cass County Taxes	\$10,731.93
3/10/2014 Sarpy County Property Taxes	\$0.39
3/10/2014 Sarpy County Property Taxes	\$126.89
3/14/2014 Saunders County MV	\$9,821.09
3/14/2014 Saunders CountyFines	\$2,003.39
3/14/2014 Saunders Co Property	\$23,445.10
3/14/2014 Saunders Co Homestead Exemption	\$14,318.05
3/14/2014 Title I	\$88.00
3/14/2014 Title IIA	\$332.00
3/14/2014 Title I	\$34,364.00
3/14/2014 Title IIA	\$8,668.00
3/17/2014 State of NE Sped SA Trans	\$8,645.00
3/14/2014 Cass County MV	\$5,760.32
3/14/2014 Cass County Fines & Licenses	\$1,299.92
3/14/2014 Cass County Property Taxes	\$18,762.54
3/14/2014 Cass County Homestead Exempt	\$2,226.64
3/20/2014 Sped SA 13-14 REIMB	\$69,941.00
3/20/2014 NASP Medicaid Admin	\$7,298.60
3/27/2014 Saunders County MV	\$12,479.04
3/27/2014 Saunders Co Property	\$20,402.00
3/27/2014 Saunders Co Homestead Exemption	\$14,318.05
3/28/2014 Cass County Property Taxes	\$48,269.13
3/31/2014 NE State Aid	\$188,327.62
3/31/2014 NLAF Interest	\$27.85
3/31/2014 F & M Interstet	\$52.05

	\$501,708.60	\$	5,706,317.88
--	--------------	----	--------------

DISBURSEMENTS

March Claims	\$	674,299.99
Payment/Stipend Paid/Dividend		

<b>Total</b>	\$	674,299.99	\$	5,032,017.89
--------------	----	------------	----	--------------

ENDING BALANCE		\$	<u>5,032,017.89</u>
----------------	--	----	---------------------

RECONCILIATION

NLAF Liquid Balance	\$	2,894,018.74
Plus: F& M Bank Balance	\$	704,284.47
Plus General Fund Investments		\$1,438,064.01
Less: Outstanding Claims	\$	4,349.33

Reconciled Balance	\$	5,032,017.89	\$	<u>5,032,017.89</u>
--------------------	----	--------------	----	---------------------

## ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING Mar-14

## ADMINISTRATIVE OPERATIONS ACCOUNT

	Beginning Balance		\$	1,244.67
	<u>RECEIPTS</u>			
3/18/14	GF Deposit	\$	801.48	
	<b>Total</b>		\$	801.48
			\$	2,046.15
	<u>DISBURSEMENTS</u>			
3/4/14	B Jacobsen, Principal Mileage	\$	140.25	
3/4/14	R Wiese: Mileage	\$	235.40	
3/7/14	K Bundy, Mileage	\$	170.50	
3/21/14	J Finkey, Curr Director Mileage	\$	128.70	
3/21/14	K Nonella Travel To Reading Recovery	\$	30.80	
3/27/14	Wisner Pilger PS Quiz Bowl Entry	\$	50.00	
	<b>Total</b>		\$	755.65
	Ending Balance		\$	1,290.50
	<u>RECONCILIATION</u>			
	Bank Balance	\$	1,384.50	
	Less: Claims Outstanding clearing error	\$	94.00	
	Reconciled Balance	\$	1,290.50	\$
				1,290.50

## PAYROLL ACCOUNT

	Beginning Balance		\$	16,072.73
	<u>RECEIPTS</u>			
	General Fund	\$	460,042.90	
	Hot Lunch	\$	14,836.96	
	Employee CS Payment	\$	120.06	
	FM National Bank: Interest	\$	2.18	
	Emp Monthly Prem	\$	1,105.37	
	<b>Total</b>		\$	476,107.47
			\$	492,180.20
	<u>DISBURSEMENTS</u>			
	Net Payroll	\$	284,339.42	
	Retirement	\$	80,659.76	
	State Tax Withholdings	\$	12,691.16	
	Federal/FICA Taxes	\$	97,189.52	
	CS Payment	\$	120.06	
	Retiree Life Insurance Mo. Premium	\$	170.68	
	Emp Health Insurance Mo Premium	\$	1,105.37	
	Deposit Slip Order	\$	49.11	
	<b>Total</b>		\$	476,325.08
	Ending Balance		\$	15,855.12
	<u>RECONCILIATION</u>			
	Bank Balance	\$	15,855.12	
	Claims Outstanding	\$	-	
		\$	15,855.12	
	Receipts Outstanding	\$	-	
	Reconciled Balance	\$	15,855.12	\$
				15,855.12

## ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING Mar-14

**EMPLOYEE BENEFIT (SECTION 125) ACCOUNT**

	Beginning Balance		\$	6,568.02
	<b>RECEIPTS</b>			
	Employee Payroll Deposit	\$	9,788.93	
	Centennial Bank: Interest	\$	0.37	
	<b>Total</b>		\$	9,789.30
			\$	16,357.32
	<b>DISBURSEMENTS</b>			
3/3/14	Payflex, Employee Benefit	\$	1,370.24	
3/6/14	Payflex, Employee Benefit	\$	1,542.94	
3/13/14	Payflex, Employee Benefit	\$	1,692.71	
3/20/14	Payflex, Employee Benefit	\$	2,101.63	
3/28/14	Payflex, Employee Benefit	\$	1,353.92	
	<b>Total</b>		\$	8,061.44
			\$	8,295.88
	Ending Balance			<u>\$ 8,295.88</u>
	<b>RECONCILIATION</b>			
	Bank Balance	\$	8,295.88	
	Outstanding Claims			
	Misdirected Deposit	\$	-	
	<b>Reconciled Balance</b>	\$	8,295.88	<u>\$ 8,295.88</u>

**SPECIAL BUILDING ACCOUNT**

	Beginning Balance		\$	967,639.66
	<b>RECEIPTS</b>			
	F& M Interest	\$	105.44	
	NLAF - Money Market: Interest	\$	3.19	
	<b>Total</b>		\$	108.63
			\$	967,748.29
	<b>DISBURSEMENTS</b>			
	<b>Total</b>		\$0.00	\$ 967,748.29
	Ending Balance			<u>\$ 967,748.29</u>
	<b>RECONCILIATION</b>			
	F&M Bank Balance	\$	620,857.21	
	NLAF #9300590 Balance	\$	346,891.08	
	Outstanding Claims	\$	-	
	<b>Reconciled Balance</b>	\$	967,748.29	<u>\$ 967,748.29</u>

## ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING Mar-14

**QUALIFIED CAPITAL PURPOSE FUND**

Beginning Balance			\$	41,470.24
-------------------	--	--	----	-----------

RECEIPTS

Sarpy County	\$	1.32		
Saunders County	\$	149.95		
Saunders County	\$	973.40		
Saunders County	\$	682.63		
Interest		\$3.59		

<b>Total</b>			\$	1,810.89
--------------	--	--	----	----------

DISBURSEMENTS

<b>Total</b>			\$	-
--------------	--	--	----	---

Ending Balance			\$	<u>43,281.13</u>
----------------	--	--	----	------------------

RECONCILIATION

Bank Balance	\$	43,281.13		
Less: Outstanding Claims	\$	-		
Plus: Outstanding Deposits misdirected deposit				
Reconciled Balance	\$	<u>43,281.13</u>		

	\$	<u>43,281.13</u>
--	----	------------------

**DEPRECIATION FUND**

Beginning Balance			\$	339,353.72
-------------------	--	--	----	------------

RECEIPTS

F&M National Bank, Interest	\$	28.82		
-----------------------------	----	-------	--	--

<b>Total</b>			\$	28.82	\$	339,382.54
--------------	--	--	----	-------	----	------------

DISBURSEMENTS

<b>Total</b>			\$	-	\$	339,382.54
--------------	--	--	----	---	----	------------

Ending Balance			\$	<u>339,382.54</u>
----------------	--	--	----	-------------------

RECONCILIATION

F & M Bank Balance	\$	339,380.12		
NLAF Balance	\$	2.42		
Less: Outstanding Claims	\$	-		
	\$	<u>339,382.54</u>		

Reconciled Balance	\$	<u>339,382.54</u>		\$	<u>339,382.54</u>
--------------------	----	-------------------	--	----	-------------------

## ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING Mar-14

## STUDENT FEE FUND

Beginning Balance			\$	4,130.95
<u>RECEIPTS</u>				
Participation Fees	\$	70.00		
Interest	\$	0.17		
<b>Total</b>			\$70.17	\$ 4,201.12
<u>DISBURSEMENTS</u>				
<b>Total</b>			\$	-
Ending Balance				<u>\$ 4,201.12</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	4,201.12		
Claims Outstanding	\$	-		
Misdirected Deposit				
<b>Reconciled Balance</b>	\$	<u>4,201.12</u>		<u>\$ 4,201.12</u>

## HOT LUNCH ACCOUNT

		Beginning Balance		\$	42,881.72
<u>RECEIPTS</u>					
Student and Staff Deposits	\$	13,135.40			
Online Student Deposits	\$	11,900.02			
Federal & State Reimbursement	\$	18,279.90			
F&M National Bank: Interest	\$	4.37			
Vending Proceeds					
<b>Total</b>			\$	43,319.69	\$ 86,201.41
<u>DISBURSEMENTS</u>					
Wages & Benefits	\$	15,054.22			
Food/ Supplies/ Contracted Services	\$	26,591.60			
<b>Total</b>			\$	41,645.82	\$ 44,555.59
Ending Balance					<u>\$ 44,555.59</u>
<u>RECONCILIATION</u>					
Bank Balance	\$	44,053.55			
Claims Outstanding		\$432.86			
	\$	<u>43,620.69</u>			
Receipts Outstanding	\$	934.90			
<b>Reconciled Balance</b>	\$	<u>44,555.59</u>			<u>\$ 44,555.59</u>
Student and Staff Deposits Held on Account - End of Month	\$			14,423.00	

## ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING Mar-14

## INVESTMENTS

Date Bought	Security Description	Maturity Date	Rate	Investment
<b>General Fund Investments</b>				
1/30/14	Farmers & Merchants Bank, Ashland	01/30/15	0.3000%	\$840,096.09
10/22/13	Core Bank, Ashland	10/22/14	0.4000%	\$101,967.92
11/7/13	One West Bank, California	11/07/14	0.7000%	\$248,000.00
11/7/13	Israel Discount Bank, NY, NY	11/07/14	0.7000%	\$248,000.00
	<b>Total Investments</b>			<u>\$1,438,064.01</u>

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

## CENTENNIAL BANK

FDIC INSURANCE

\$ 250,000.00

Total Secured

\$ 250,000.00

## FARMERS AND MERCHANTS BANK

FDIC INSURANCE

\$ 250,000.00

## Pledged Safekeeping Security

Various pledged amounts at Agencies, Municipals, SBA, CD's etc,  
monitored by: Farmers Merchant Bank

Total Face Value

Actual Value

\$ 3,415,516.00

\$ 2,845,516.00

Total Secured

\$ 3,095,516.00

**FINANCIAL STATEMENT  
ACTIVITY FUND**
**FOR MONTH ENDING Mar-14**

				<b>Beginning Balance</b>		<b>\$ 77,786.66</b>
<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Description</b>	<b>Receipt</b>	<b>Disbursed</b>	<b>Balance</b>
<b>ATHLETICS</b>						<b>\$ 8,816.87</b>
3/4/14		Gate	MSGB vs Wahoo	\$ 177.00		
3/11/14		Lincoln Christian	FB Admission	\$ 159.00		
3/11/14		Douglas Co School Dist	Girls Subdistrict Reimburseme	\$ 182.98		
3/11/14		Douglas Co School Dist	Boys Subdistrict Reimburseme	\$ 188.98		
3/11/14		Ashland Rotary	Sponsorship of HS Track Mee	\$ 821.99		
3/11/14		Raymond Central	Refund CC entry fee-meet ca	\$ 60.00		
3/11/14		Palmyra, W Water	MSWR Trny Entry Fees	\$ 180.00		
3/13/14		Various	MSWR Entry Fees	\$ 270.00		
3/14/14		Gretna Public Schools	Wrestling Entry Fee	\$ 90.00		
3/17/14	011740	Main Street Designs Inc	Parking Lot Banners		\$ 190.00	
3/17/14	011743	Nebraska Wesleyan Univ	HSTR Fee		\$ 150.00	
3/17/14	011737	Scott Hayman	HSTR Starter		\$ 200.00	
3/17/14	011736	Fort Calhoun Schools	MSWR Fee		\$ 85.00	
3/17/14	011738	Knockout Sportswear	Singlets		\$ 1,483.00	
3/19/14	011744	VISA	State Wrestling Lodging		\$ 1,995.00	
3/25/14		Various	MSWR Trny Entry Fees	\$ 270.00		
10-3-13	011498	Raymond Cent. PS	CC Fee(previously voided)		\$ 60.00	
<b>TOTALS</b>				<b>\$ 2,399.95</b>	<b>\$ 4,163.00</b>	<b>\$ 7,053.82</b>
<b>ALUMNI DIGITAL DISPLAY</b>						<b>\$ 3,452.91</b>
				<b>\$0.00</b>	<b>\$ -</b>	<b>\$ 3,452.91</b>
<b>BAND</b>						<b>\$ 1,950.54</b>
<b>TOTALS</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,950.54</b>
<b>DRAMA</b>						<b>\$ 3,839.80</b>
3/31/14		Gate	Play Production 3-28-14	\$ 556.00		
3/31/14		Gate	Play Production 3-29-14	\$ 338.00		
				<b>\$ 894.00</b>	<b>\$ -</b>	<b>\$ 4,733.80</b>
<b>ELM BOOK FAIR</b>						<b>\$ 744.23</b>
<b>TOTALS</b>				<b>\$ -</b>	<b>\$ -</b>	<b>\$ 744.23</b>
<b>ELM STAFF</b>						<b>\$ 2,849.49</b>
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$ -</b>	<b>\$ 2,849.49</b>
<b>ELM STUDENT COUNCIL</b>						<b>\$ 7,300.34</b>
3/11/14		Various	Memory Books Sales	\$ 475.00		
3/11/14		Various	Memory Books Sales	\$ 85.00		
3/12/14		Various	Memory Books Sales	\$ 28.00		
3/12/14		Various	Memory Books Sales	\$ 168.00		
3/17/14		Various	Memory Books Sales	\$ 14.00		
3/17/14	011739	LIFETOUCH	Memory Books		\$ 1,393.72	
3/19/14		Various	Memory Books Sales	\$ 21.00		
3/25/14	011745	Bredeaux Pizza	Pizza-Science Night		\$ 54.00	
3/28/14		Various	Memory Books Sales	\$ 35.00		
<b>TOTALS</b>				<b>\$826.00</b>	<b>\$ 1,447.72</b>	<b>\$ 6,678.62</b>
<b>FBLA</b>						<b>\$ 4,312.97</b>



**FINANCIAL STATEMENT  
ACTIVITY FUND**
**FOR MONTH ENDING Mar-14**

3/17/14	011740	Main Street Designs Inc	Parking Lot Banners	\$	95.00			
3/17/14	011741	Midland University	Midland Business Competition	\$	40.00			
3/18/14		Various	Dodge Ball Fees/ Concession	\$	390.25			
<b>TOTALS</b>				\$	390.25	\$	135.00	\$ 4,568.22
<b>FFA</b>								\$ 19,517.66
3/11/14		Various	Worker Auction Donations	\$	1,150.00			
3/12/14		Various	Worker Auction Donations	\$	180.00			
3/14/14	011735	Nebraska FFA Assn	State Officer Fees	\$	40.00			
3/17/14	011740	Main Street Designs Inc	Parking Lot Banners	\$	190.00			
3/17/14	011742	Nebraska FFA Assn	2 Memberships	\$	36.00			
3/24/14		Patron	Worker Auction Donations	\$	100.00			
<b>TOTALS</b>				\$	1,430.00	\$	266.00	\$ 20,681.66
<b>HONOR SOCIETY</b>								\$ 1,055.46
<b>TOTALS</b>				\$	0.00	\$	-	\$ 1,055.46
<b>HS STUDENT COUNCIL</b>								\$ 2,032.32
<b>TOTALS</b>				\$	-	\$	-	\$ 2,032.32
<b>MS/HS STAFF</b>								\$ 1,324.27
<b>TOTALS</b>				\$	0.00	\$	-	\$ 1,324.27
<b>MS STUDENT COUNCIL</b>								\$ 1,282.07
<b>TOTALS</b>				\$	-	\$	-	\$ 1,282.07
<b>PROM ACCT (established 7-2012)</b>								\$ 2,233.79
3/21/14		Various	Prom Dinner Fees	\$	120.00			
				\$	120.00	\$	-	\$ 2,353.79
<b>SCHOOL STORE</b>								\$ 186.10
<b>TOTALS</b>				\$	-	\$	-	\$ 186.10
<b>SENIORS (created 7-2012)</b>								\$ 518.24
3/21/14		Various	T-Shirt Sales	\$	550.50			
				\$	550.50	\$	-	\$ 1,068.74
<b>SHOP</b>								\$ 591.39
<b>TOTALS</b>				\$	-	\$	-	\$ 591.39
<b>SPANISH CLUB</b>								\$ 244.11
<b>TOTALS</b>				\$	-	\$	-	\$ 244.11
<b>SPIRIT SQUAD</b>								\$ 5,369.18
3/25/14		Gate	Dance Extravaganza Donatio	\$	55.00			
3/31/14		Student	Fundraising	\$	100.00			
<b>TOTALS</b>				\$	155.00	\$	-	\$ 5,524.18
<b>SPEECH</b>								\$ 1,871.10
3/8/14	011734	Waverly Public Schools	Entry Fee			\$	173.00	
<b>TOTALS</b>				\$	0.00	\$	173.00	\$ 1,698.10
<b>TALENTED/GIFTED ACTIVITES (Formerly OM)</b>								\$ 345.68
<b>TOTALS</b>				\$	-	\$	-	\$ 345.68

**FINANCIAL STATEMENT  
ACTIVITY FUND**
**FOR MONTH ENDING Mar-14**

<b>VOCAL MUSIC</b>				\$	3,320.10
<b>TOTALS</b>				\$0.00	\$ - \$ 3,320.10
<b>YEARBOOK/ANNUAL</b>				\$	2,616.14
3/7/14	Students	MS & HS Yearbooks	\$	47.00	
3/11/14	Various	MSHS Yearbooks	\$	259.00	
3/12/14	Various	HS Yearbooks, DVD, Tribute	\$	160.00	
3/14/14	Various	Tribute & Yearbook	\$	110.00	
3/17/14	Various	Tributes, DVDS & Yrbooks	\$	265.00	
3/18/14	Various	Tributes, Yrbooks	\$	297.00	
3/21/14	Various	MS & HS Yearbooks	\$	87.00	
3/28/14	Various	MS & HS Yearbooks	\$	526.00	
3/31/14	Various	MS & HS Yearbooks	\$	114.00	
<b>TOTALS</b>				\$1,865.00	\$ - \$ 4,481.14
<b>INTEREST</b>					\$ 2,011.90
3/31/14	CORE Bank	Interest	\$	3.44	
	CORE Bank	Deposits Slips			\$ 58.13
<b>TOTALS</b>				\$ 3.44	\$ 58.13 \$ 1,957.21
<b>ACTIVITY FUND TOTALS ALL ACCOUNTS</b>				\$ 8,634.14	\$ 6,242.85 \$ 80,177.95

<b>Ending Balance</b>	\$ 80,177.95
Plus: Outstanding Checks	\$ 1,299.00
Less: Outstanding Receipts	
<b>Equals: Bank Balance</b>	<u>\$ 81,476.95</u>

**March 17, 2014 Incomplete  
General Fund Disbursements**

<b>Check</b>	<b>Payable to</b>	<b>Amount</b>	<b>Description</b>
032063	Father Flanagan's Boys' Home	\$ 2,360.75	Student Tuition
032064	Baylor Test Prep	\$ 4,450.00	ACT Test Prep Class
032065	Iowa School For The Deaf	\$ 35.68	Sped: Transp Services

authorized by:

---

---

**Ashland-Greenwood Public Schools' Claims**  
**General Fund Claims**  
**21-Apr-14**

Check No.	Vendor	Amount	Description
032066	Seminole Retail Energy	\$ 7,050.91	Natural Gas
032067	AG Payroll Acct	\$ 288,121.34	April Net Payroll
032068	AGEA	\$ 2,667.50	Employee Dues
032069	Blue Cross Blue Shield	\$ 90,405.26	Payroll Employee Health Ins
032070	COREBank	\$ 9,763.93	Payroll Section 125 Deduct
032071	Guardian	\$ 770.69	Payroll Employee Life Prem
032072	Madison National Life	\$ 1,170.69	Payroll LTD Insurance Prem
032073	MidAmerica 403b	\$ 1,775.00	Payroll Annuity Deduction
032074	AG Payroll Acct	\$ 13,105.93	Payroll State Tax Wthhldg
032075	AG Payroll Acct	\$ 360.17	Child Support Order
032076	AG Payroll Acct	\$ 99,210.13	Payroll Federal Tax Wthhldg
032077	Retirement	\$ 81,228.19	Payroll Retirement Wthhldg
032078	TheStandard	\$ 832.64	Employee Vision Plan
032079	Academic Superstore	\$ 67.00	Inst. Tech: Software
032080	Ashland-Greenwood Act Acct	\$ 562.50	Oxbow trophies
032081	AmSan	\$ 2,896.49	Custodial: Supplies
032082	Ashland Disposal Service	\$ 230.00	Custodial: Waste Removal
032083	Awards Unlimited, Inc.	\$ 401.25	Instruction: Academic Awards
032084	Barnes & Noble Inc	\$ 88.04	Title II A: Supplies
032085	Plains Equipment Group	\$ 317.36	Maint: Watering tank
032086	Bishop Business Equipment Co Inc	\$ 4,891.19	Copier Use/Dist Office Copier
032087	C & L Hardware	\$ 128.74	Maintenance: Supplies
032088	Calloway House Inc	\$ 68.91	Circle of Friends Grant
032089	Brooke L Cheleen	\$ 737.28	Physical Therapy
032090	City Of Ashland	\$ 1,697.25	All Areas: Water & Sewer
032091	Cornhusker State Industries	\$ 358.00	Supt Off: Keyboard Trays
032092	Datavision	\$ 1,260.00	Inst. Tech.: Comp. Service
032093	DSI Door & Hardware	\$ 18.00	Maintenance: Keys
032094	Esu #3	\$ 26,648.60	Vision Services
032095	Follett School Solutions, Inc.	\$ 983.39	Media: library books
032096	GovConnection Inc.	\$ 1,617.18	Chromebooks/Printer Cartridges
032097	Jennifer S Haralson	\$ 2,279.06	Visually Impaired Services
032098	Rachel Hegwood	\$ 130.00	Respiratory Care Services
032099	Hillyard/Sioux Falls	\$ 329.35	Custodial: Supplies
032100	Jewish Federation of Omaha/IHE	\$ 126.00	Instruction: Holocaust Education
032101	J. W. Pepper & Son, Inc	\$ 180.48	Instrumental Music: Supplies
032102	Jeffrey Laughlin	\$ 100.00	Inst. Tech. Comp. Service
032103	Lincoln Public Schools	\$ 1,500.00	Instruction: DL Courses (4) L
032104	Matheson Tri-Gas/Linweld	\$ 251.71	Voc Ag: supplies
032105	Woodwind & Brasswind, Inc	\$ 475.99	Vocal Music: instruments
032106	MCI Communications Serv	\$ 101.87	Long Distance Service
032107	MidAmerica Admi & Retire. Sol	\$ 250.00	TPA Admin Fees
032108	NCSA	\$ 400.00	Curr. Sup: WS Regis.

**Ashland-Greenwood Public Schools' Claims**  
**General Fund Claims**  
**21-Apr-14**

Check No.	Vendor	Amount	Description
032109	Nebraska Department Of Ed.	\$ 25,818.50	Student Tuition
032110	Nebraska Department of Labor	\$ 100.00	Cust: Elev Inspection
032111	NETA	\$ 750.00	Inst Tech: Staff Inservice
032112	NE Dept of Labor	\$ 967.31	Unemployment Compensation
032113	O'Keefe Elevator Co.	\$ 264.54	Custodial: Elev Maint
032114	Omaha Public Power District	\$ 9,736.29	All Areas: Electricity
032115	Optimum Data, Inc.	\$ 475.00	Inst. Tech: Supplies
032116	Perry, Guthery, Haase & Gessf	\$ 280.00	Legal Services
032117	Pitney Bowes Postage By Phone	\$ 1,000.00	Meter Postage
032118	Pitney Bowes Global Fin Serv LLC	\$ 39.09	Gen Bus: Supplies
032119	Platte Valley Sanitation Inc	\$ 325.00	Waste Removal/Recycling
032120	Quill Corp	\$ 52.78	Gen Bus: Supplies
032121	Ramada Inn Columbus	\$ 395.80	Marzanno Wkshop Rms
032122	Raymond Geddes & Company Inc	\$ 125.68	Circle of Friends Grant
032123	Reid's Variety	\$ 24.47	School Nurse: supplies
032124	Saunders Medical Center	\$ 100.00	Transp: Empl Physical
032125	Scholastic Inc.	\$ 625.00	Inst. Tech: Software
032126	School Specialty Inc	\$ 1,047.81	Supt: File Cabinets
032127	Sparkling Klean	\$ 5,867.60	Janitorial Services
032128	Specialized Engineering Solutions	\$ 25,852.96	Bldg/Grnds Renovations
032129	Omaha Theater Co/The Rose	\$ 571.00	Elem Instruction: 3rd Gr Fld Trip
032130	Todd Valley Plbg. & Htg	\$ 21.64	Maint Grounds Parts
032131	University Of Nebraska-Lincoln	\$ 200.00	Title II A: SIP WS
032132	US Mechanical Service Inc	\$ 1,579.50	Maintenance: Heat Pump Repair
032133	U.S. Post Office	\$ 375.00	Bulk Mail Acct
032134	Voyager Fleet Systems, Inc.	\$ 4,253.16	Fuel
032135	Wahoo-Waverly-Ashland Newspapers	\$ 93.35	Bd of Ed: Adv & Printing
032136	Randy Wiese	\$ 399.30	Pupil Support Mileage
032137	Beverly Wlggs	\$ 3,579.22	Occupational Therapy
032138	Willow Point Gallery/Museum	\$ 217.12	Instr/Bd/Gen B: Restore Pictures
032139	U Save Foods Inc/Nash Finch Co	\$ 39.60	Custodial: Supplies

**Incompletes**

Administrative Operations		Workshops., Mileage, lodging
Delta Construction Serv		District Office Remodel
CSI		Supt Office Conf Table
Electronic Sound	\$1,507.04	Phone System Dist Office
Fairfield Inn	\$ 199.90	Rooms Data Conference
Father Flanagans		Student Tuition
General Fire & Safety		Fire Alarm-HS-District Office
Nurses Motel Conf Lodging		Rooms
Nurses Summer Conference		Registration Fees

**Ashland-Greenwood Public Schools' Claims**

**General Fund Claims**

**21-Apr-14**

<b>Check No.</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
	Payflex		Employee Benefit
	Seminole		Natural Gas
	U Save No Frills		Food and Supplies
	VISA		Supplies, Equipment, Travel
	Windstream		Local Telephone Service

Authorized by:

---

---

Ashland-Greenwood Public Schools  
Hot Lunch Claims  
Apr-14

Check #	VENDOR	Amount	Description	DATE
009858	Nebraska Food Distribut. Pro.	\$ 2,362.32	HL: Food	3/20/2014
009859	U Save Foods Inc/Nash Finch Co	\$ 6.93	Food Supplies	4/3/2014
009860	AG Payroll Account	11722.27	April Net Payroll	4/11/2014
009862	COREBank	\$ 25.00	APRIL 14 PR	4/11/2014
009863	Guardian	\$ 58.31	APRIL 14 PR	4/11/2014
009864	Madison National Life	\$ 28.20	APRIL 14 PR	4/11/2014
009865	AG Payroll Account	\$ 407.11	APRIL 14 PR	4/11/2014
009866	AG Payroll Account	\$ 3,948.56	APRIL 14 PR	4/11/2014
009867	Retirement	\$ 3,035.02	APRIL 14 PR	4/11/2014
009868	TheStandard	\$ 50.16	APRIL 14 PR	4/11/2014
009869	Cash-Wa Distributing Co.	\$ 5,281.22	HL: Food	4/21/2014
009870	Great Plains Pest Serv Inc	\$ 68.50	Pest Services	4/21/2014
009871	Hiland Dairy Foods Company LLC	\$ 3,513.99	HL: Food	4/21/2014
009872	Nebraska School Nutrition Assn	\$ 150.00	HL: Conf Regist	4/21/2014
009873	Sysco Lincoln, Inc	\$ 9,084.73	HL: Food & Supplies	4/21/2014
009874	The Thompson Co	\$ 5,911.21	HL: Food & Supplies	4/21/2014
009875	U Save Foods Inc/Nash Finch Co	\$ 13.98	Hot Lunch: food supplies	4/12/2014

**Incompletes**

U Save No Frills

Food

Nebraska Food Distribut. Pro.

Food

Authorized by:

---

**Ashland-Greenwood Public Schools****Activities Account**

March 18, 2014 to April 16, 2014

<b>Date</b>	<b>Check #</b>	<b>Vendor</b>	<b>Description</b>	<b>Disbursed</b>
3/19/14	011744	VISA	State Wrestling Lodging	\$ 1,995.00
3/25/14	011745	Bredeaux Pizza	Pizza-Science Night	\$ 54.00
10/3/13	011498	Raymond Central PS	Cros Country Fee	\$ 60.00
4/3/14	011746	Bennington Public Schools	HS Track Fee	\$ 150.00
4/3/14	011747	C & L Hardware	One Act Supplies	\$ 48.97
4/3/14	011748	Louisville PSDist Cass 32	District Entry Fee	\$ 168.75
4/3/14	011749	Milford Public Schools	HS TR Fee	\$ 160.00
4/3/14	011750	U Save Foods Inc/Nash Finch Co	Track Supplies	\$ 50.82
4/3/14	011750	U Save Foods Inc/Nash Finch Co	Family Night & Young Authors Su	\$ 98.35
4/3/14	011750	U Save Foods Inc/Nash Finch Co	Worker Auction Supplies	\$ 98.75
4/3/14	011751	South Sarpy School Dist 46	JVVG Fee	\$ 80.00
4/3/14	011752	Reid's Variety	Track Supplies	\$ 20.94
4/3/14	011753	Trackwrestling.com LLC	MSWR Web Service	\$ 90.00
4/3/14	011754	Douglas County West Comm. Schls	HSTR Fee	\$ 275.00
4/3/14	011755	VS Athletics, Inc.	Track Supplies	\$ 279.97
4/3/14	011756	Walsworth Publishing Company	Deposit Middle School	\$ 287.95
4/3/14	011758	South Sarpy School Dist 46	MSTR Fee	\$ 160.00
4/12/14	011769	U Save Foods Inc/Nash Finch Co	FBLA Week Supplies	\$ 26.26
4/12/14	011769	U Save Foods Inc/Nash Finch Co	POD & Natl FFA Supp	\$ 34.80
4/12/14	011769	U Save Foods Inc/Nash Finch Co	MS Dance supplies	\$ 78.40
4/12/14	011769	U Save Foods Inc/Nash Finch Co	Supplies	\$ 20.72
4/21/14	011759	Katrina L Brown	Judge Dance Tryouts	\$ 30.00
4/21/14	011760	Lindsay Kellams	Judge Dance Tryouts	\$ 30.00
4/21/14	011761	Nebraska Sports	Track Supplies	\$ 99.25
4/21/14	011762	National FFA Organization	Supplies	\$ 150.50
4/21/14	011763	Nebraska FFA Assn	Colt Fees	\$ 675.00
4/21/14	011764	Nicole Pointer	Judge Dance Tryouts	\$ 30.00
4/21/14	011765	Natalie Sherman	Judge Dance Tryouts	\$ 30.00
4/21/14	011766	Jennifer Smith	Judge Dance Tryouts	\$ 30.00
4/21/14	011767	University Of Nebraska-Lincoln	State Convention Fees	\$ 242.00
4/21/14	011768	Nebraska FFA Assn	State Convention Reg	\$ 240.00

**Ashland-Greenwood Public Schools****Student Fee Account**

March 18, 2014 to April 16, 2014

4/16/14	1283	Kent Rung Productions	Prom DJ	\$ 400.00
---------	------	-----------------------	---------	-----------

Authorized by:



# *Southeast Nebraska PowerSchool Cooperative*

Administrative Agency: Educational Service Unit No. 5  
900 W Court St Beatrice NE 68310-3526  
phone: 402.223.5277 fax: 402.223.5279

**Board Members**

Gil Kettelhut  
ESU No. 3

Jon Fisher  
ESU No. 4

Brian Gegg  
ESU No. 5

Dan Shoemake  
ESU No. 6

Trudy Clark  
Bruning-Davenport  
Unified Schools

Dan Schnoes  
DC West Community  
Schools

Mike Meyerle  
Diller-Odell Public  
Schools

Clint Kimbrough  
HTRS Public Schools

Mark Norvell  
*President*  
Fillmore Central Public  
Schools

John Skretta  
Norris School District

Stephen Grizzle  
Pawnee City Public  
Schools

Ken Heinz  
Weeping Water Public  
Schools

**Staff**

Sheri Schultis  
Database Administrator  
Phone: 402-223-5277  
[sschultis@esu5.org](mailto:sschultis@esu5.org)

Kristi Kuhns  
Support and Training  
Phone: 402-223-5277  
[kkuhns@esu5.org](mailto:kkuhns@esu5.org)

Darrell Vitosh  
Support and Training  
Phone: 402-223-5277  
[dvtosh@esu5.org](mailto:dvtosh@esu5.org)

**Date:** April 1, 2014  
**To:** PowerSchool Member Districts  
**From:** Jan Reimer, Business Manager  
**Subject:** PowerSchool Interlocal Agreement

The Board of Directors for the Southeast Nebraska PowerSchool Cooperative has approved the enclosed Interlocal Agreement for a two-year term (September 1, 2014 – August 31, 2016). The membership fee for the PowerSchool Cooperative will be \$5,550 per year plus the cost of the student maintenance fee.

I have enclosed two copies of the Interlocal Agreement and Resolution. **Please sign and return one copy to me by mail no later than April 21, 2014, to:**

Educational Service Unit No. 5  
Attn: Jan Reimer  
900 West Court Street  
Beatrice, NE 68310

If you have any questions, please feel free to call me at 402-223-5277 or by email at [jreimer@esu5.org](mailto:jreimer@esu5.org).

Enclosures

**SOUTHEAST NEBRASKA POWERSCHOOL COOPERATIVE  
INTERLOCAL COOPERATION ACT AGREEMENT**

**THIS AGREEMENT** is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2014, by and between Member Entities as shown on "Exhibit A" or an attachment thereto, all of which are incorporated herein and made a part of this Agreement by this reference, all being bodies politic and corporate hereinafter referred to collectively as the "Southeast Nebraska PowerSchool Cooperative" and hereinafter referred to individually as "members", "Member", "Member Entity" or by individual name, or as "parties".

**WITNESSETH:**

**WHEREAS**, the parties hereto desire to enter into an Agreement pursuant to the Nebraska Interlocal Cooperation Act, Neb. Rev. Stat. §13-801 et seq. (Reissue 1991), as now existing or hereinafter amended, to provide services and support to all members of the Southeast Nebraska PowerSchool Cooperative and for other lawful purposes; and,

**WHEREAS**, the members have agreed to cooperatively provide such services to all members of the Southeast Nebraska PowerSchool Cooperative; and,

**WHEREAS**, the parties hereto have reached an Agreement for jointly providing such services agreed to by the parties as provided herein, and desire to reduce the terms and conditions of such Agreement to writing;

**NOW THEREFORE**, in consideration of the foregoing recitals and the terms and conditions hereinafter set forth, the parties covenant and agree as follows:

1. **INTERLOCAL AGREEMENT.** The parties hereto agree, pursuant to Neb. Rev. Stat. §13-801 et seq. (Reissue 1991), to jointly provide, the following services and any other services otherwise agreed to as provided herein, to all members of the Southeast Nebraska PowerSchool Cooperative members:

- A. To establish and maintain standardized student data fields for submission to the NSSRS (Nebraska Student and Staff Reporting System)
- B. To assist districts in maintaining accurate, complete, and timely data
- C. Create and standardize staff fields and screens in PowerSchool for reporting to NSSRS (Nebraska Student and Staff Reporting System)
- D. Offer PowerSchool training opportunities for new and existing PowerSchool functions
- E. Provide quick turn-around phone and email support and troubleshooting
- F. Assist district in setting up 'Case Manager' logins for teachers of special needs students to monitor student progress

- G. Provide training to teachers of special needs students to monitor student progress
- H. Make available detailed handouts for districts to distribute to staff members
- I. Develop fields and screens for future data storage as deemed necessary by staff developers/curriculum directors
- J. Provide information and assistance regarding PowerSchool software upgrades
- K. Assist districts in importing data into PowerSchool from other district management systems allowing PowerSchool to function as cumulative student database and main source for NSSRS submission
- L. Create and make accessible (via the website) instructional help movies for PowerSchool functions and uses
- M. Encourage and assist districts in using all current and future functions of the PowerSchool management system
- N. To perform such other and further services as are subsequently agreed upon by the "Cooperative Governing Board" and Member Entities hereinafter established or as evidenced by a written addendum executed on behalf of the Members.

(See Exhibit "B" which is attached hereto and incorporated herein by this reference for additional detailed support information.)

The Southeast Nebraska PowerSchool Cooperative shall be managed and controlled in accordance with the terms of this Agreement. The governing body of each Member Entity shall approve this Agreement by Resolution. A copy of each resolution shall be kept on file at the office of the Southeast Nebraska PowerSchool Cooperative managing agent. The Members agree that Educational Service Unit No. 5 (hereinafter referred to as ESU 5), whose office and business address is 900 West Court, Beatrice, Nebraska 68310-3526 (or at such other business office and address as otherwise designated by Educational Service Unit No. 5), in addition to being a member, shall also be the managing agent for the Cooperative. The "Cooperative Governing Board", as hereinafter established, may change the managing agent or subsequent managing agents and shall establish the duties and responsibilities of the "Managing Agent," if any, from time to time as the "Cooperative Governing Board" and the Managing Agent agree.

**2. DURATION AND AUTHORIZED OFFICIAL.** The term of this Agreement shall commence on September 1, 2014, and continue through August 31, 2016; provided, however, the term of this Agreement may be extended by joint resolution adopted by the Member Governing Body of each Member Entity. This Agreement shall be effective for all Members who have executed this instrument or a counterpart thereof. At the time of approval of this Agreement, each Member Entity shall designate an "authorized official" for the Member Entity who shall have full power and authority to act for and on behalf of the Member Entity as provided herein and otherwise in the administration of this Agreement.

**3. GOVERNANCE. THE SOUTHEAST NEBRASKA POWERSCHOOL COOPERATIVE GOVERNING BOARD.** The Cooperative shall be administrated by a twelve (12) person "Cooperative Governing Board" composed of four (4) persons being the ESU administrator or another designee from each of ESU's 3, 4, 5 & 6, and eight (8) persons being two Superintendents or another designee from Member Entities in each of the four participating Educational Service Units. The four (4) Cooperative Governing Board seats for each of the ESU's are permanent and the Educational Service Unit Administrator or another designee from each ESU shall serve as a permanent member to the Board. The eight (8) Cooperative Governing Board seats for Member Entities are not are permanent and the Superintendents or another designee from Member Entities as provided herein for these Cooperative Governing Board seats will serve a two-year term. Only Superintendents or another designee will stand for the office of President, President-elect or Treasurer. The office of President-elect will alternate between Educational Service Units 3, 4, 5 & 6. The initial eight (8) Cooperative Governing Board seats for Member Entities shall be filled in accordance with the requirements as provided herein by agreement of the Member Entity authorized officials. If the authorized officials are unable to agree, an election or meeting of such authorized officials will occur to determine a method to fill the initial eight (8) Cooperative Governing Board seats for Member Entities.

Members on the "Cooperative Governing Board" shall herein before and hereinafter be referred to as the "Cooperative Governing Board", which shall have full power and authority to transact and run the business of the Cooperative.

With the recommendation of the ESU Administrators and current "Cooperative Board Members", the President of the "Cooperative Governing Board" at the fall meeting or whenever a term expires or vacancy occurs on the "Cooperative Governing Board" will appoint new members to the Board in accordance with the requirements as provided herein or according to a method as otherwise approved by the Cooperative Governing Board .

The Cooperative shall have a PowerSchool Administrator who initially shall be employed by ESU 5, and who shall have such duties and responsibilities as agreed to by ESU 5, and as assigned by the Managing Agent or the Cooperative Governing Board from time to time and who shall also serve as an ex-officio member of and shall act as facilitator for the Cooperative Governing Board. If subsequently agreed by the Cooperative Governing Board, the ESU 5, PowerSchool Administrator may be employed by the Cooperative or others or may be eliminated.

At Cooperative Governing Board meetings, each board member of the twelve (12) person Cooperative Governing Board shall have one vote on matters coming before the Cooperative Governing Board. A majority of all twelve (12) board members shall constitute a quorum for the transaction of any Cooperative business. All business and acts of the Southeast Nebraska PowerSchool Cooperative shall be determined by an affirmative vote of a majority of the Cooperative board members in attendance at a meeting of the "Cooperative Governing Board". Any member may call meetings of the "Cooperative Governing Board". A written notice of the meeting and agenda shall be provided to all Cooperative members by email, mail, or fax at least seven (7) days prior to each such meeting or as otherwise provided by Cooperative policies or bylaws.

In addition to serving as a "Cooperative Governing Board" member when appointed and meeting and voting responsibilities for members, each of the Southeast Nebraska PowerSchool Cooperative Members shall have the following duties:

1. To administer the Members' local budget and financial support activities of and for the Southeast Nebraska PowerSchool Cooperative ;
2. To develop policy and procedural recommendations for action by the Southeast Nebraska PowerSchool "Cooperative Governing Board";
3. To administer and complete any required individual contractual Agreements or Lease Purchase Contracts between Members, the Cooperative, and others in order to conduct Cooperative business and to administer contractual agreements for staff participation and instruction for the Southeast Nebraska PowerSchool Cooperative;
4. To plan and prepare proposals regarding issues such as growth and expansion of the Cooperative for action by the "Cooperative Governing Board"; and,
5. To perform such other and further administrative or management functions as assigned by the Southeast Nebraska PowerSchool "Cooperative Governing Board" from time to time.

The governing body of each member entity hereby agrees and delegates and grants to its authorized official and the "Cooperative Governing Board" full power and authority to run and transact all business of the Cooperative and all power and authority to establish policies, procedures, regulations and bylaws in order to carry out the business of the Cooperative and the purposes of this Agreement and further agrees to make all payments, and to pay all costs, fees, assessments, and expenses for services rendered, or as otherwise required by this Agreement or the "Cooperative Governing Board".

**A. PRINCIPAL'S COUNCIL.** The principal of each Member Entities building or other designee served by the Southeast Nebraska PowerSchool Cooperative shall serve as a member of the Principal's Council, hereinafter referred to as "Principal's Council." A staff development representative from each of the Educational Service Units may serve on the Principal's Council. The "Cooperative Governing Board" shall have full power and authority over the Principal's Council and may abolish, change or alter the Principal's Council's responsibilities, makeup or procedures for operation from time to time. The PowerSchool Administrator, as long as such position exists, shall serve as ex-officio member of and facilitator for the Principal's Council. The Principal's Council shall administer and manage the day to day operations of the district's PowerSchool database and shall perform functions including, but not limited to the following:

1. Coordinate communication between Southeast Nebraska PowerSchool Cooperative's support team members;
2. Recommend to the Southeast Nebraska PowerSchool Cooperative's PowerSchool Administrator proposed PowerSchool screens and reports for the PowerSchool Cooperative;
3. Supervise and provide in-service instruction to staff and students regarding Southeast Nebraska PowerSchool Cooperative policies and procedures;

4. Perform such other and further duties as directed by the Southeast Nebraska PowerSchool "Cooperative Governing Board".

4. **POWERS.** The Southeast Nebraska PowerSchool "Cooperative Governing Board", in addition to powers as otherwise set forth herein, shall also have such additional powers as are allowed by the Interlocal Cooperation Act, or any amendment thereto, and shall also have such additional powers as hereinafter set forth, including, but not limited to, the following powers:

- A. To make and execute contracts, Lease Purchase Agreements, and other Agreements necessary or convenient to the exercise of its powers;
- B. To make, amend, and repeal policies, procedures, by-laws, rules, and regulations to carry out and effectuate its powers and purposes;
- C. To sue and be sued;
- D. To insure to provide for the overall protection of all Members;
- E. To purchase, lease, plan, develop, construct, equip, maintain, and improve equipment, vehicles and other property, including real or personal, that may be necessary for the fulfillment of its purposes;
- F. To employ, lease, or share personnel to provide support and services needed to carry out the purposes of Southeast Nebraska PowerSchool Cooperative ;
- G. To acquire, hold, use, and dispose of any real or personal property of the purposes of Southeast Nebraska PowerSchool Cooperative ;
- H. To make or cause to be made studies and surveys necessary or useful and convenient for carrying out the functions of Southeast Nebraska PowerSchool Cooperative ;
- I. To contract with and compensate consultants for professional services including, but not limited to, architects, engineers, planners, lawyers, accountants, and others found necessary or useful and convenient for the stated purposes of Southeast Nebraska PowerSchool Cooperative ;
- J. To provide for a system of budgeting, accounting, auditing, and reporting of all Southeast Nebraska PowerSchool Cooperative funds and transactions, for a depository, and for the bonding of employees;
- K. To consult with representatives of federal, state, and local agencies, departments, and their officers and employees and to contract with such agencies and departments;
- L. To exercise such other powers as are available under the then existing law of each Member;
- M. To accept grants, contributions, and property from, and enter into contracts, leases, Lease Purchase Agreements, or other transactions with individuals, corporations or other entities, or with municipal, county, state or federal government, including any member; and,

- N. To acquire, hold, invest or reinvest any funds or monies of the Cooperative or Cooperative members in investment permitted by law, and to enter into checking accounts, savings accounts, other depository accounts, or indentures of trust and to enter into any transaction appropriate or necessary to secure financing for Cooperative business; and,
- O. To receive any money from any source and to make payments to carry out the purpose of this Agreement.

5. **BUDGETING.** The Southeast Nebraska PowerSchool Cooperative shall, during the term of this Agreement, annually prepare a budget based on a fiscal year commencing on September 1<sup>st</sup> and ending on August 31<sup>st</sup> for the operation of the Southeast Nebraska PowerSchool Cooperative, and such annual budget shall be adopted by the Southeast Nebraska PowerSchool "Cooperative Governing Board" no later than June 1<sup>st</sup> prior to commencement of the next budget and fiscal year. The budget for the first year of operation may be accomplished according to procedure, policies, or bylaws adopted by the "Cooperative Governing Board" from time to time.

6. **ANNUAL FINANCIAL CONTRIBUTION TO BUDGET OR FOR LEASE PURCHASE PAYMENTS FOR MEMBERS.** In addition to funds, which the Cooperative may receive from grants, financing, or any other sources, to annually fund its budget, if necessary, during the term of this Agreement, each Member Entity agrees to provide or pay to the Cooperative an amount determined by the "Cooperative Governing Board" sufficient to fund the Cooperative budget, and further each Member Entity agrees to pay amounts sufficient to cover payments under any Lease Purchase Agreement for equipment, technology or other materials as may be entered into by and between the Cooperative and the Member. Member Entity annual payments, if any, required to fund the Cooperative annual budget shall be made by each Member Entity in accordance with procedures and payment deadlines established by the "Cooperative Governing Board".

7. **NOT FOR PROFIT.** It is expressly understood that the Southeast Nebraska PowerSchool Cooperative is to be operated not for profit, and no profit or dividend will inure to the benefit of any individual or Member Entity.

8. **NEGOTIABLE INSTRUMENTS.** All checks, drafts, bills of exchange, notes, Lease Purchase Agreements, indentures of trust, or other obligations or orders for payment of money to or by the Cooperative, or for the payment of bills or for investments, shall be executed, endorsed, acknowledged, and delivered by ESU 5 as the Managing Agent, or its successor, for the Southeast Nebraska PowerSchool Cooperative.

9. **MANNER OF ACQUIRING AND HOLDING PROPERTY.** The Cooperative, through the Managing Agent (ESU 5 or its successor), may lease, lease purchase, purchase, or acquire by any means from a Member Entity, or from any other source, such real and personal property as is required for the operation of the Southeast Nebraska PowerSchool Cooperative and for carrying out the purposes of this Agreement. The title to all such property, real or personal, shall be held in the name of the Managing Agent on behalf of the Cooperative. All conveyances of real or personal property acquired, owned or held in the name of the Managing Agent on behalf of the Southeast Nebraska PowerSchool Cooperative shall be authorized by resolution of the Southeast Nebraska PowerSchool "Cooperative Governing Board" and the governing body of the Managing Agent, if any, and shall be executed by the Managing Agent's Administrator or other designee on behalf of the Cooperative.

10. **NO SEPARATE ENTITY.** The Southeast Nebraska PowerSchool "Cooperative Governing Board", created hereunder, is not a separate or new legal entity and its powers are limited to those granted by this Agreement and by the provisions of the Interlocal Cooperation Act.

11. **EXPANSION OF MEMBERSHIP.** Participation in the Southeast Nebraska PowerSchool Cooperative shall be limited to the members who are parties to this Interlocal Cooperation Act Agreement; provided, however, the members may expand the membership of the Southeast Nebraska PowerSchool Cooperative by 2/3 consent of all of the "Cooperative Governing Board" members. The Southeast Nebraska PowerSchool "Cooperative Governing Board" shall receive and consider applications from educational institutions or others which request participation in the Southeast Nebraska PowerSchool Cooperative. The Southeast Nebraska PowerSchool "Cooperative Governing Board" shall act upon such requests and, if such request is granted, shall establish the fees, costs, charges, leases, assessments, and other conditions required for participation by the applicant in the Southeast Nebraska PowerSchool Cooperative. Any new Cooperative member shall also be bound by all terms and conditions of this Agreement.

12. **TERMINATION.** During the term of this Agreement or any subsequent extension thereof, this Agreement may be terminated by a 2/3 consent of all "Cooperative Governing Board" members which consent shall also include as a part thereof a liquidation plan for disposing of any Cooperative assets and winding up the business thereof. Unless this Agreement is terminated during its term by a 2/3 consent and agreement as herein before provided, the assets acquired by the Southeast Nebraska PowerSchool "Cooperative Governing Board" may only be liquidated or distributed in kind upon the expiration of the term of this Agreement according to a liquidation and winding up plan. Any funds or property acquired by the Southeast Nebraska PowerSchool "Cooperative Governing Board" shall be distributed among the Members upon termination on an equal basis. Such property may be distributed in cash or in kind, provided, however, if a dispute exists among the parties as to the value of any such property, such items shall be sold to the highest bidder and the proceeds shall be divided as described above. The Southeast Nebraska PowerSchool "Cooperative Governing Board" shall make a report of its activities within 120 days after termination and liquidation of its assets. Individual members may withdraw from the Cooperative in accordance with policies, regulations, procedures, or bylaws established by the "Cooperative Governing Board".

13. **AMENDMENT OF AGREEMENT.** In order to change or adopt an amendment to the Interlocal agreement, the amendment must be presented and recommended at a Cooperative Governing Board meeting. An amendment to the Interlocal agreement must be adopted by a 2/3 affirmative vote of the Cooperative Governing Board members and approved by the authorized official of each Member Entity.

14. **HEADINGS.** Headings in the Agreement are for convenience only and shall not be used to interpret or construe its provisions.

15. **GOVERNING LAW.** The Agreement shall be construed in accordance with and governed by the laws of the State of Nebraska.

16. **COUNTERPARTS.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall be one and the same instrument.




IN WITNESS WHEREOF the parties have executed this Agreement as of the day and year first above written.

By: \_\_\_\_\_  
Title: Superintendent  
Ashland-Greenwood School District

This agreement is a two (2) year agreement beginning on September 1, 2014 to August 31, 2016. This agreement may be renewed upon a new contract. This contract period will provide services at the rate of \$ 5,550.00 per year for the 2014-2015 and 2015-2016 school terms. The service will be billed yearly on an invoice designated as a PowerSchool contract agreement.

SOUTHEAST NEBRASKA POWERSCHOOL COOPERATIVE

By: Educational Service Unit No. 5, Administrative Agency

By:   
Name: Brian Gegg  
Title: ESU #5 Administrator

## Extra-curricular Assignments 2014-15

Activity	Position	Sponsor
Activities Director	Head	Randy Wiese
	Assistant	Trisha Nichelson
Football	Head Coach	Ryan Thompson
	Assistant Coach	ROBERT BARRY, Nate Tonjes, Cody Schweitzer, Dan Beranek
	Head 7&8 Coach	REED SCHWARTZ
Volleyball	Assistant 7&8 Coach	BARRY FANGMEYER, COLE WASHBURN *
	Head Coach	MEGAN BRAND
	Assistant Coach	PATRICK MENGKE, BEV HOHENSEE *
	Head 7&8 Coach	KAYLA LAUNE *
	Assistant 7&8 Coach	OPEN, OPEN
Softball	Head Coach	AMBER DUTCHER
	Assistant Coach(es)	SHARI NYGREN, KIRSTEN GOFF *
Cross Country	Head Coach	Philip Onwiler
	Volunteer Assistant	OPEN
Boys Basketball	Head Coach	Jacob Mohs
	Assistant Coach	ROBERT BARRY
	9th/C	Dan Pike
	Head 7&8 Coach	BRIAN THIMM
	Asst 7&8 Coach	Stu Essman, Brian Petermann
Girls Basketball	Head Coach	BARRY FANGMEYER
	Assistant Coach	Amber Dutcher, PATRICK MENCKE
	Head 7&8 Coach	Kristin Fangmeyer
	Asst 7&8 Coach	Bev Hohensee, OPEN
Wrestling	Head Coach	Dan Beranek
	Assistant Coach	Cody Schweitzer, Jake Nichelson
	Head 7&8 Coach	Cole Washburn
	Asst 7&8 Coach	Dan Beranek, Cody Schweitzer
Track	Head Girls	Brian Thimm
	Head Boys	Reed Schwartz
	Assistant	Ryan Thompson, Jacob Mohs
	7&8 Girls	AMY ANDERSON
	7&8 Boys	Philip Onwiler
	7&8 Assistant	Ashley Chvatal, OPEN
Golf	Head Coach	Jerry Wendelin
Elementary Choir		Sharon Bebout
Instrumental Music		Jonathan Jaworski
----Flag Corps	Sponsor	Brian Ogle
Vocal Music		Amy Krance-Wendt
Speech	Head	Kelsy Cooper
	Assistant	Kylie Penner
Drama	Head	Janice Jacobs
	Assistant	OPEN
Juniors		Vicki Washburn, Renee Kucera
SH Student Council		Brian Petermann
MS Student Council		Matt Flynn
Spirit Squad		Paige Petersen, Jane Spargen
--Choreography Coach		Jenifer Sloboth
Spanish Club		Vicki Washburn, Kylie Penner
Yearbook		Vicki Washburn
SAT Team Leaders		LouAnn Hoehner, Diane Starns
FFA Sponsor		AnnaLisa Estrela
FBLA Sponsor		Amber Dutcher
Academic Decathlon		Janice Jacobs, Jonathan Jaworski
National Honor Society		Laurie Duff

**Ashland-Greenwood Public Schools**  
**Accounting Policies and Procedures Manual**

**Adopted:**  
**August 25, 2008**  
**Updated:**  
**March 5, 2014**

# **Ashland-Greenwood Public Schools Accounting Policies and Procedures Manual**

## **Table of Contents**

• Introduction	1
• Division of Duties	2
• Cash Receipts Procedures	3
• Cash Disbursements Procedures	4
• Reconciliations	5
• Purchases	6
• Fixed Asset Management	8
• Payroll	8
• Financial Reporting	9
• Grant Compliance	10
• Governmental GAAP	10
• Fiscal Policy Statements	11
• Annual Meeting Checklist	12
• Computer System Backup Procedures	12

## **Introduction**

This manual has been prepared to document the internal accounting procedures for Ashland-Greenwood Public Schools. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of Ashland-Greenwood Public Schools' fiscal operations are expected to uphold the policies in this manual. It is the intention of Ashland Greenwood Public Schools that this accounting manual serve as our commitment to proper accurate financial management and reporting.

## **Division of Duties**

The following is a list of personnel who have responsibilities within the accounting department. In case of absence or office efficiency all duties except those assigned to the Board of Education may be assigned by the Superintendent to other personnel acting in place of the person assigned.

### Board of Education

1. Reviews and approves all financial reports including a list of receipts, claims, fund and bank balances and reconciliations.
2. Reviews and approves annual budget.
3. Reviews all vouchers/invoices for those checks which require board member signatures.
4. Reviews and approves all capital projects that exceed \$5,000.
5. Authorizes all interfund transfers and loans.

### Superintendent

1. Approves all purchase orders, vouchers, invoices and checks.
2. With input from the Board of Education develops the annual budget.
3. Reviews the payroll summary for the correct payee, hours worked and check amount
4. Reviews and approves all financial reports.
5. Reviews and approves list of pending check disbursements.
6. Reviews and approves reconciliations of the bank accounts.
7. Approves all reimbursements.
8. Manages the assets accounts.

### Office Manager and District Treasurer

1. Processes and records receipts and disbursements.
2. Processes the payroll, including payroll tax returns.
3. Receives unopened bank statements.
4. Submits requests for interfund transfers or loans.
5. Reviews and reconciles the bank accounts.
6. Maintains and reconciles the general ledger monthly.
7. Prepares all funds requests for reimbursements.
8. Manages the petty cash fund.
9. Audits all reimbursement requests against receipts provided.

### Superintendent's Secretary

1. Receives and opens all incoming mail, except the bank statements.
2. Makes all cash deposits during normal working hours and verifies all after hours deposits made by district personnel.
3. Prepares all purchase orders.
4. Processes and records receipts and disbursements.
5. Receives supplies and equipment and records receipt.
6. Mails all checks for payments.

### Hot Lunch Clerk/Other Clerical in Superintendent's Office

1. Records all hot lunch deposits and online payment for meals
2. Receives supplies and equipment and records receipt.

### Building Principal

1. Develops first draft of building budgets and works with the Superintendent to finalize.
2. Accountability to approved departmental budgets in purchasing decisions.

### Required Signatures

1. Check signing authority on funds in accordance with policy 3293.1

### Cash Receipts Procedures

The Superintendent's Secretary receives all incoming mail. All checks received by the Superintendent's Secretary will be recorded and stamped "for deposit only" by the office manager. For each cash deposit a deposit record is made to denote the fund and account to which the income is attributed. The deposit is transported to the bank by the Superintendent's Secretary. After hours, cash deposits may be made by night deposit. The Superintendent's Secretary shall be responsible for verifying the deposit was made and checking the bank's deposit slip against the deposit record made by the party making the cash deposit.

All check copies and other receipt records are to be filed according to month received.

A deposit not forwarded or mailed to the bank shall be locked in the accounting department's safe. No deposit shall be locked in the safe for more than 24 hours.

No single account shall contain more than \$100,000 - or the amount over which the FDIC will not insure. Each financial institute will carry additional securities for bank accounts in the excess of \$100,000.00. Investments may be made in accordance with board policy and the laws of the State of Nebraska. All investments shall be secured by government back securities.

- Funds Received by Wire Transfer

Whenever possible the District Treasurer shall have all wire transfers deposited directly into the appropriate district bank account. If wire transfers are not deposited into the correct bank account the District Treasurer shall direct the deposit to the correct bank account with the approval of the Superintendent.

Where appropriate - as in reimbursement of federal funds - the Office Manger shall prepare a financial statement and shall submit a request for reimbursement or advance, providing a copy to the program director.

- Inter-Fund Transfers

The fund checking accounts shall not exceed the level of secured funds at any time. All funds received shall be deposited into the appropriate bank account. It may be necessary to transfer funds from the bank checking account into the Nebraska Liquid Asset Fund money market or fixed investment account. In order to transfer funds from the checking into the NLAf account or from the NLAf account to a checking account, the following procedures shall be followed:

The School District Treasurer shall monitor the balance in the checking account, and determine if there are adequate funds to pay the daily expenses. The School District Treasurer shall notify the Superintendent of the availability of funds to transfer to NLAf. The Superintendent shall approve the transfer.

If it is necessary to transfer money from one fund to another the Treasurer, with the approval of the Superintendent shall make a request to the Board of Education to transfer monies from one fund to another. Once approval has been received the Treasurer shall make the transfer.

### Cash Disbursements Procedures

1. Incoming invoices will be received and opened by the Superintendent's Secretary (naming the staff person responsible for ordering the product or service) and matched to the purchase order.
2. The Superintendent's Secretary will check the validity of the invoice against purchase order (including the proposal/bid, etc. and work accomplished/product delivered) and prepare the completed purchase order for payment prior to monthly board meeting.
3. The completed purchase order shall be attached to the original vendor invoice, and/or any other supporting documentation. The voucher shall include the account codes to which the expense will be applied.
4. The voucher shall be audited by the Superintendent and his or her approval for an expense must be indicated on the completed purchase prior to payment.
5. The Superintendent's Secretary shall process the voucher and prepare the checks for payment.
6. Prior to the monthly board meeting held the third Monday of the month cash disbursements for all checks specified by the Board for board signatures shall be prepared by the Office Manager for signature by authorized Board of Education officials for expenses, debts and liabilities of Ashland-Greenwood Public Schools. For student, organizational and other funds designated by the board to require administrative signatures the checks shall be prepared by the Superintendent's Secretary on a scheduled basis for signature by the authorized administrators. All checks except for administrative operations (petty cash) accounts shall require two signatures.
7. The Superintendent's Secretary is responsible for the preparation of disbursements. The Ashland-Greenwood Public Schools may utilize electronic means to debit and credit bank accounts in accordance with policy 3293.12.
8. After inputting all the check requests, the Office Manager will prepare a master list of all checks to be signed by the Board of Education for approval by the Ashland-Greenwood Public Schools Board of Education.
9. The Office Manager shall then run an Expenditure of Expenses Report, which is generated by the accounting software.
10. For checks requiring board member signature, the President, Vice President, and/or Secretary of the Board of Education while signing each check, shall double check the check request voucher. The payment voucher with the invoice shall be available for board auditing. Facsimile signatures on checks will also be reviewed by board members, as stated above.
11. After the checks have been signed the Superintendent's Secretary will write the corresponding check number on each completed purchase order.
12. All checks will be mailed or hand delivered to the appropriate party as soon as this process is completed. Except in the case of athletic officials, other staff members shall not normally be permitted to receive checks to deliver to vendors.
13. Supporting documentation shall be filed by the Superintendent's Secretary in appropriate vendor files.
14. The Superintendent's Secretary and/or Office Manager will utilize the paid invoice files to respond to any discrepancies which arise with vendors or other payees.
15. Once monthly, the Superintendent's Secretary will check the completed purchase orders to determine if there are any outstanding invoices which have not yet been paid. If so, Superintendent's Secretary will investigate the nonpayment of these invoices with the responsible staff member and/or vendor.



## Reconciliations

### Cash Flow

Ashland-Greenwood Public Schools is to maintain a minimum reserve of ten percent (10%) of the operating budget at all times. In the event that balances fall below that amount the Board of Education shall be notified immediately.

### Bank Reconciliations

1. Bank statements are to be received unopened by the Superintendent's Secretary. The reviewed bank statement shall then be forwarded to the Office Manager to reconcile the bank accounts using the approved reconciliation form.
2. The Office Manager shall reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 14 days after receipt of the monthly bank statements. In the event it is not possible to reconcile the bank statements in this period of time, the President or Vice President shall be notified by a written memo from the Superintendent of Schools.
3. When reconciling the bank accounts, the following items shall be included in the procedures:
  - a. The dates and amounts of daily deposits as shown on the bank statements. Any discrepancies greater than one business day between the date of deposit and the record of the deposit in the cash receipts journal shall be noted on the reconciliation statement.
  - b. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
  - c. An investigation of items rejected by the bank, i.e., returned checks or deposits.
  - d. A comparison of wire transfers dates received with dates sent.
  - e. A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
  - f. An accounting for the sequence of checks both from month to month and within a month.
  - g. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
  - h. A review and proper mutilation of void check.
  - i. Investigate and write off checks which have been outstanding for more than twelve months.
4. Completed bank reconciliations shall be reviewed monthly by the Board of Education and accepted into the district's records.
5. The Office Manager upon receipt of the completed bank reconciliations prepares any general ledger adjustments.
6. Copies of the completed bank reconciliations will be kept on file at the Superintendent's Office.

### Reconciliations of Other General Ledger Accounts

1. Each month the Superintendent and Office Manager shall review the ending balance shown on balance sheet accounts. The Superintendent and Office Manager shall review the bank reconciliations. And reconcile all accounts and funds.

### Purchases

- Credit Card Purchase

1. Credit card purchases must be approved by building principals and/or supervisors through purchase order prior to the use of the card. Online purchases of supplies, airline tickets, etc will be placed by the District Administrative Office. Upon approval authorized business expenditures may be made by other employees using the credit card. In every case of credit card usage, the individual charging will be held personally responsible in the event that the charge is deemed personal or unauthorized. Upon approval of the purchase order the credit card can be checked out through the Superintendent's Secretary. Upon return of credit card receipts shall be turned to match expenditures.

2. Authorized uses of the credit card include:

- a. Airline or rail tickets (at coach class or lower rates) for properly authorized business trips. The account code will help reconcile the costs of travel with the proper program to be charged.
- b. Lodging and meal charges that do not exceed the authorized reimbursement rate for persons traveling on official business
- c. Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips
- d. Properly authorized expenditures for which a credit card is the only allowed method of payment
- e. Properly authorized expenditures from vendors with whom the district does not have an established account.
- f. Approved purchase for Online purchases to be placed by the District Administrative Office staff only.

3. Receipts shall be compiled and submitted with a purchase order for the district credit card vendor prior to making payment to the credit card vendor.

- Administrative Operations (Petty Cash) Account

The Ashland Greenwood Public Schools shall maintain an Administrative Operations or petty cash account. The purpose of such account shall be to reimburse expenses and pay district claims that cannot be held for processing by the board of education. The Office Manager shall manage this account. On the date of the regular monthly board meeting when financial reports are reviewed by the board, the Office Manager shall review the account balance and shall prepare a check to be signed by the board of education in order to bring the account balance to an amount not to exceed \$1,500 or other amount that may be approved by the board from time to time.

The Office Manager shall prepare for the Board of Education a listing of all expenses made from the Administrative Operations Account in the prior month to substantiate the claim.

All requests for payment from the Administrative Operations account shall be made on claim forms provided by the Office Manager. Documentation for Administrative Operations account shall be the same as required for all other claims. Reimbursements shall be made in accordance with district policies on reimbursements which shall at minimum require the same

documentation as required by the Nebraska Department of Administrative Services for reimbursement of expenses.

All claim forms shall be reviewed and approved by the Superintendent.

1. When expenses are paid for by an employee a request for reimbursement can be made through an Expense Reimbursement document. This document shall also be used for payment for mileage. All expenses shall have documentation. The Expense Reimbursement request shall be completed and forwarded with any order form or other documentation to the person's building principal or supervisor for approval. The request is then forwarded to the Superintendent for his approval.

2. Approved requests shall be sent to the Office Manager for payment.  
Proper Documentation is required for all Purchases

Every instance of purchase use must be documented with travel authorizations, receipts, individuals paid for, nature of business, etc. before the expense will be considered authorized and will be approved for reimbursement. See details below.

A. Lodging Provide an Itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided.

B. Meals/Entertainment - Provide a receipt showing separately the cost for food/beverage and gratuities, and including the names of every person for whom food or beverage was provided and the specific business purpose which was furthered by the expenditure. For example, "Luncheon Meeting with Nancy Neville, president of the Des Moines Economic Development Corporation, and Reginald Burke, executive director of the Iowa Housing Partnership, to finalize the speakers and program for the November 10-12, 1996 XXX annual conference in Des Moines."

C. Other Expenditures - A receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose which was furthered by each expenditure. For example, "Round trip coach flight Washington to Des Moines for Conference Director Susie Reed to review hotel proposals and facilities for the 1996 XXX annual conference."

The Office Manager will double check all reimbursement requests against receipts provided and run a calculator tape which will be attached to the reimbursement form.

- Capital Expenditures

All capital building improvement expenditures exceeding \$40,000 shall be bid in accordance with legal bidding requirements and approved by the board of education.

- Consultants

Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information such as work plan, etc. Justification for payment shall be submitted and approved by the school personnel supervising such consultative work.

- Contracts

Contracts for purchasing products or services, similar to a purchase order, shall be created and maintained for the file whenever appropriate.

Fixed Asset Management

1. A permanent inventory or database is to be maintained by the District Administrative Offices for all fixed assets purchased by Ashland-Greenwood Public Schools
2. The log shall contain the following information:
  - a. Year of purchase (if known)
  - b. description of item purchased
  - c. quantity of item purchased
  - d. cost or fair market value on the date receipt (if known)
  - e. identification/serial number (if appropriate)
  - f. vendor name (if known)
  - g. inventory tag number (all fixed assets shall be tagged with a unique identifying number)
3. Annually, a physical inspection shall be taken of all fixed assets and reviewed against the prior year's inspection.
4. The Superintendent's Secretary shall be informed, in writing, via an interoffice memorandum or e-mail of any material changes in the status of property and equipment. This shall include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.
5. All property that has value and is no longer needed by the district shall be declared surplus by the board of education and shall be sold in a public manner to receive a market value.

Payroll

- Personnel

1. The Superintendent is charged with the responsibility of maintaining personnel files on staff persons.
2. Each personnel file shall contain the following information, at a minimum.
  - a. Employment application or resume
  - b. A record of background investigation
  - c. Date of employment
  - d. 1-9 Immigration Form
  - e. Termination data, when applicable
3. All personnel records are to be kept in a file cabinet in the District Administrative Office in a location not generally accessible by the public. Access to these files other than by the Superintendent, Building Principals, Office Manager, Superintendent's Secretary or the auditor shall be requested in person and personnel files are not to leave the District Administrative Office.
4. Other payroll documentation will be maintained in files at the District Administrative Office.
  - a. Current position, pay rates and changes therein
  - b. Authorization of payroll deductions
  - c. W-4 Form, withholding authorization

5. Earnings records for non-active employees will be stored in the District Administrative Office.
- Payroll Preparation and Timekeeping
    1. Certificated staff are expected to report to work by 8:00 a.m. on regularly scheduled school days. Staff members will have completed their contractual obligation at 4:00 p.m. if all normal duties have been completed. It may be necessary for professional staff members as a part of normal duties to work beyond 4:00 p.m. or prior to 8:00 a.m. in order to The Board of Education of the Ashland-Greenwood Public Schools adopts each spring a yearly calendar outlining the operational time frame for the District. Typically the certificated staff will be asked to provide 175 days of in-classroom activities and also attend an additional ten (10) days of pre and post schoolwork sessions or school year professional days. Certificated Staff shall be paid monthly in twelve payments which are nearly equal as possible except as may be provided for in other parts of the master agreement between the Board of Education and the labor organization representing the teachers.
    2. Certificated Staff additional hours are paid by completing a monthly hour sheet to include specific time spent on each grant/project. Sheets are to be signed by the staff person and his/her supervisor. All approved timesheets shall be submitted to the School District Treasurer, who will verify the hours worked against his/her record.
    3. Employees who are designated as hourly employees must clock themselves in and out on the time clock for the calculation of wages. If an error needs to be corrected the employee shall contact their supervisor, building principal or the Office Manager. The district will not pay employees for working unauthorized hours.
    4. The Office Manager shall then process the time and report the information.
      - i. hours worked, by cost center
      - ii. changes in pay rates or employment status
      - iii. vacation, sick or personal hours used and earned
    5. The Superintendent shall review the monthly payroll hours and summary. The Office Manager is responsible for the preparation of disbursements. The Office Manager shall make payroll payments from the computer system.
    6. All Paychecks are paid through direct deposit into an employee's account on the 20th day of each month. Through direct deposit, payroll is deposited as cash into the employee's account on payday. Electronic pay stubs will be electronically emailed to employees prior to payday. A deposit slip is provided to employees without email by the Superintendent's Secretary on prior to payday.

#### Financial Reporting

- Monthly Reports

Financial records of the district shall be maintained in accordance with procedures as specified by the State or by the board of education. The Superintendent shall prepare a set of monthly financial reports for distribution to the Board of Education. The Board of Education will review the financial reports and accept into district record.

The monthly statements will be filed and maintained at the District Administrative Office. The Office Manager shall file all fiscal reports as required by county, state or federal agencies.

- Year-End Report/Audit

At fiscal year-end, a year end Audit report shall be prepared summarizing the total income and expense activity for all funds for the district for the year. This report will be initially reviewed by the Superintendent and Office Manager and then by the Board of Education. The board of education shall cause to be examined annually by a public accountant or by a certified public accountant all financial records which are maintained directly or indirectly in the administration and management of district funds. A copy of the report shall be filed as required by state law.

### Grant Compliance

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Office Manager.
2. The Office Manager shall set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant.
3. It is the responsibility of the Office Manager to review the grant contract and submit documentation and financial records for reimbursement.
4. Each grant program shall have a designated program administrator. In the absence of a designated program administrator the Superintendent shall act as the program administrator for all grant funds. The Superintendent shall serve as the district's designated person for all grant programs and shall sign all documents prepared by the Office Manager or Program Administrator.

Currently, the publications include:

OMB Circular A-110 "Grants and Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations"

OMB Circular A-122 "Cost Principles for Non-Profit Organizations"

OMB Circular A-133 "Audits of Institutions of Higher Learning & Other Non-Profit Organizations"

### Governmental Generally Accepted Accounting Principles:

1. It is a policy of the Ashland Greenwood Public Schools to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, employees are expected to bring to the attention of management, any instances of non-compliance.
2. When expending federal funds, written approval from the Board of Education is required for the purchase of:
  - a. Capital expenditures for land or buildings
  - b. Purchase of supplies or services exceeding \$500.00.
3. Ashland-Greenwood Public Schools will never request federal funds to pay for the following costs:
  - a. Bad debt expense
  - b. Contingencies
  - c. Contributions or donations to others
  - d. Entertainment expenses
  - e. Fines and penalties
  - f. Interest, fundraising and other financial costs

4. Federal funds received in advance will be deposited into the general fund insured bank accounts. Any interest earned from those monies will be submitted to general fund.

#### Fiscal Policy Statements

1. All cash accounts owned by Ashland-Greenwood Public Schools will be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating.
2. All capital expenditures which exceed \$500.00 will be capitalized on the books and records of Ashland-Greenwood Public Schools
3. No salary advances will be made under any circumstances.
4. No travel cash advances will be made except under special conditions and preapproved by the Treasurer of the Board of Directors. Reimbursements will be paid upon full expense reporting using the official Expense Reimbursement document within the normal disbursement schedule.
5. Any item whose value exceeds \$50.00, received via donation, will be recorded in the books and records of Ashland-Greenwood Public Schools.
6. Fiscal Management personnel are required to take annual vacation which will not interfere with fiscal procedures. Variances to this policy shall be made in special circumstances, with written permission from the President of the Board of Education.
7. It is the policy of Ashland-Greenwood Public Schools to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
8. It is the policy of Ashland-Greenwood Public Schools to establish pay rates which equal or surpass the federal minimum wage.
9. It is the goal of Ashland-Greenwood Public Schools to maintain a minimum of ten percent (10%) of the operating budget between its operating and savings bank accounts at all times. In the event that balances fall below that amount the President and Treasurer shall be notified immediately.
10. All funds received by Ashland-Greenwood Public Schools for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds. A full computerized ledger accounting system will be maintained. Monthly financial statements including Balance Sheet and Statement of Revenues and Expenses will be produced for each project as a separate Department
11. All checks require two signatures. Signators of bank accounts are as designated in policy 3293.1.
12. Bank statements will be reconciled monthly in order to account for any outstanding or lost checks.
13. Expense reports will be maintained which will disclose the nature of expenses, and the dates incurred and presented to the Board of Education for approval.
14. Accounts will be reconciled monthly and financial statements will be presented to the Board of Education for approval.
15. Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each fiscal year.
16. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the fiscal year-end.

### Annual Meeting Checklist

During each annual meeting, the following procedures will be performed.

1. The board of directors shall approve new signers to each bank account.
2. The board of directors shall approve any new and necessary bank accounts.
3. As required, new signers shall complete the appropriate signature card and corporate resolutions.
4. Name, address and telephone directory of new board of directors' officers will be obtained for the Office Manager.
5. A review of the current operating procedures shall be made with the chairperson and treasurer and reaffirmed or revised.
6. All financial institutions shall be notified of any changes to the authorized signers of the accounts within three (3) business days following the annual meeting.

### Computer System Backup Procedures

1. The Office Manager is responsible for backing up the hard drive of the accounting system at the close of business each day.
2. The district director of technology shall also back up the district computerized accounting system daily.
3. A minimum of five days of backups are kept.
4. Weekly the Office Manager will make a backup file and lock up the digital media in a fire proof safe overnight. All files shall be kept in a fire proof safe at all times
5. At month's end, a back up disc shall be produced by the Office Manager and stored off premises in a safety deposit box at the local bank.
6. Annual discs are stored at the safety deposit box at the local bank.



## **Board of Education Approval- National Leadership Conference Trip**

- A) Itinerary**
  - a. See Attachment A
- B) Summary of cost and funding source**
  - a. Costs: See Attachment B
  - b. The trip is financed through FBLA's fundraising activities (concessions, Club's Choice), as well as through support of the Board of Education.
- C) Mode of Transportation**
  - a. Transportation will be by plane. Potential air times are displayed on Attachment C.
- D) List of students traveling**
  - a. Jeb Vavak & Logan Garber
- E) Sponsors-**
  - a. Shawna Kroger, the Arlington FBLA Advisor, has agreed to sponsor Jeb and Logan on my behalf. The authorization form for this procedure is shown on Attachment D.
- F) Plan for supervision-**
  - a. Sponsor will have a complete list of all students, and their list of competitions, and cell phone numbers. During the day, all students will be in competition where they are supervised by both Wade, and other advisors at the conference. While at the hotel, students will need to use the buddy system to complete simple task such as going to get ice, swimming, and going down to the front desk. In the case that female and male students are in the same room visiting the door **MUST** remain open to the hallway for the entire time of the visit.
  - b. Students have a specific bed check time each night; it varies depending on activities done that day. At that time, the group will meet to discuss the following days' plans.
- G) Eligibility**
  - a. School policy for extracurricular participation applies to the FBLA Chapter. Students will also sign a code of conduct contract, agreeing to behave in an appropriate manner at competition. A breach in contract will result in leaving the competition.

**Nebraska FBLA  
2014 National Leadership Conference  
Nashville Itinerary: June 28 – July 3**

**Required Activities:** 2 Nebraska meetings, the opening session, 2 regional meetings, Awards Program

*National Travel Systems (NTS) – Travel agency for Nebraska FBLA*

**June 28**

- Travel to Nashville  
*Casual attire if traveling with Nebraska FBLA and NTS—shorts and jeans acceptable*
- 6:00 pm Dinner and dancing at the Wild Horse Saloon
- 9:00 pm Nebraska meeting – **Required**

**June 29**

- 9:00 am Tour Ryman Auditorium followed by walk around downtown Nashville.  
Lunch on your own. *Casual attire*
- 2:00 pm Conference competition begins. *Business attire.*
- 7:00 pm NLC Opening General Session and Campaign Rally – **Required**  
*Business attire*

**June 30**

National Leadership Conference – *Business attire*

- 7:15 am – 5:30 pm Competitive Events
- 12:30 – 5:30 pm 12 Advisers Assist with Public Speaking II
- 5:30 – 6:30 pm Mountain Plains Regional Campaign Rally – **Required**

**July 1**

National Leadership Conference – *Business attire*

- 7:15 am – 5:30 pm Competitive Events
- 12:30 – 5:00 pm 2 Advisers Assist with Public Speaking II
- 2:00 – 5:00 pm Open Events
- 5:00 – 6:00 pm Nebraska Meeting – **Required**  
*Casual attire is acceptable, which includes jeans and shorts*
- 6:00 pm General Jackson Dinner Cruise and Show

**July 2**

National Leadership Conference – *Business attire*

- 10:00 – 11:30 am Mountain Plains Regional Voting and Recognition Session – **Required**
- 11:45 am – 12:45 pm Adviser Forum
- 6:00 – 9:00 pm Awards of Excellence Program – **Required**
- 9:30 – 11:30 pm Closing Social Event

**July 3**

- Travel to Nebraska  
*Casual attire if traveling with Nebraska FBLA and NTS—shorts and jeans acceptable*

*Travel coordinated by the Nebraska FBLA Board of Directors*



**Nebraska FBLA NLC 2014  
Nashville Tennessee**

**GROUP AIR BLOCKS**

**Group # 1 – 90 seats**

Date	From	To	Leave	Arrive	Airline #
Jun 28	Omaha	St Louis	6:45am	7:55am	SWA # 3199
	St Louis	Nashville	10:30am	11:30am	SWA # 2636
Jul 03	Nashville	Chicago	10:15am	11:40am	SWA # 746
	Chicago	Omaha	3:05pm	4:25pm	SWA # 4423

**Group # 2 – 90 seats**

Date	From	To	Leave	Arrive	Airline #
Jun 28	Omaha	Denver	7:00am	7:40am	SWA # 3114
	Denver	Nashville	10:20am	1:50pm	SWA # 2864
Jul 03	Nashville	Chicago	2:20pm	3:50pm	SWA # 4512
	Chicago	Omaha	5:30pm	6:50pm	SWA # 1390

**Group # 3 – 38 seats**

Date	From	To	Leave	Arrive	Airline #
Jun 28	OMA	Detroit	8:00am	11:00am	DL # 878
	Detroit	Nashville	12:00n	12:42pm	DL # 3386
Jul 03	Nashville	Atlanta	10:45am	12:52pm	DL # 1066
	Atlanta	OMA	2:55pm	4:21pm	DL # 1582

**Group # 4 – 38 seats**

Date	From	To	Leave	Arrive	Airline #
Jun 28	OMA	Atlanta	7:00am	10:13am	DL # 1326
	Atlanta	Nashville	11:05am	11:19am	DL # 1412
Jul 03	Nashville	Atlanta	5:30am	7:38am	DL # 742
	Atlanta	OMA	9:05am	10:26am	DL # 5086

**Group # 5 – 16 seats**

Date	From	To	Leave	Arrive	Airline #
Jun 28	OMA	Minneapolis	7:10am	8:22am	DL # 1620
	Minneapolis	Nashville	10:10am	12:20pm	DL # 3566
Jul 03	Nashville	Detroit	8:45am	11:27am	DL # 665
	Detroit	OMA	12:05pm	1:17pm	DL # 3821