

**ASHLAND-GREENWOOD**  
**PUBLIC SCHOOLS**  
**GOALS**



- I. Continue the alignment of curriculum, instruction, and assessments.
- II. Continue to develop and implement support services and programs that meet the needs of a diverse student population.
- III. Explore and implement effective strategies to communicate with parents and to involve them in the education of their children.
- IV. Develop an expanded schedule of staff development to ensure opportunities throughout the school year for teachers to focus on strategies to improve student achievement.
- V. Guarantee the curriculum/instructional model and ensure a direct correlation to the evaluation tool.
- VI. Maintain the current quality of the facilities and continue to review, update, and implement the long-range plan for capital outlay.



**Ashland-Greenwood Public Schools  
Board of Education Regular Meeting  
July 20, 2015  
6:00 PM  
Conference Room, High School  
1842 Furnas Street  
Ashland, NE 68003**

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. Action Items
  - a. Public Hearing on Parental Involvement Policy 1240 and review of Title I parental involvement policy 5800.
    - 1.) Hold Public Hearing to discuss, consider and receive input on the Parental Involvement Policy. The Public will be given the opportunity to present information and opinions on the proposed Parental Involvement Policy.
    - 2.) Discuss, consider, and take action to either alter the Parental Involvement Policy and then adopt the policy as altered, or to reaffirm the Parental Involvement Policy. (pgs. 1-5)
  - b. Public Hearing on Student Fee Policy 5500 (pgs. 6-12)
    - i. Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2014-2015 school year. (pg. 6)
    - ii. Hold Public Hearing to discuss, consider, and receive input on a proposed Student Fee Policy. The public will be given the opportunity to present information and opinions on a proposed Student Fee Policy.

- iii. Discuss, consider, and take action to adopt Student Fee Policy.
  - c. Bullying Policy:
    - i. Review Anti-Bullying policy 5415. (pg. 13)
    - ii. Discuss, consider, and take action to either alter the Anti-Bullying Policy and then adopt the policy as alter, or to reaffirm the Anti-Bullying Policy.
  - d. Attendance Policy 5008:
    - i. Review attendance policy. (pgs. 14-17 )
    - ii. Discuss, consider, and take action to adopt an amended Attendance Policy, if determined appropriate.
8. Approval of Consent Agenda Items
- a. Approval of minutes of previous meetings (pgs. 18-22)
  - b. Acceptance of Financial Reports (pgs. 23-31)
  - c. Action on Claims (pgs. 32-38)
  - d. Contract Renewals
9. Administrators' and Practitioners' reports
- A. Ms. Bray
  - B. Mr. Jacobsen
  - C. Ms. Finkey
  - D. Dr. Kassebaum
10. Old Business
- a. Motion to excuse/approve the absence of board member(s)
11. New Business
- a. Discussion and action to approve the hiring of certificated staff.
  - b. Discussion on estimated property valuations. (pg. 39)
  - c. Discussion and action to approve certificated substitute teacher(s).
  - d. Discussion and action to approve the resignation of non-certificated staff.  
(To be distributed)
    - i. Alisa Durst
    - ii. Jessica Fick
  - e. Report on Ashland-Greenwood Public Schools Census Report. (pg. 40)

- f. Discussion and action to approve the hiring of non-certified staff:
  
- g. Discussion and action to approve substitute pay rates. (pgs. 41-42)
  
- h. Discussion and action to approve policy additions and revisions:
  - i. Revised Policies 1300/5002/4010 (pgs. 43-52)
  - ii. Revised Policy 3280 (pgs. 53-54)
  - iii. Revised Policy 3323/7400 (pgs. 55-61)
  - iv. Revised Policy 3560 (pgs. 62-68)
  - v. Revised Policy 4111 (pgs.69-70)
  - vi. Revised Policy 5110.1 (pgs. 71-78)
  - vii. Revised Policy 6122 (pgs. 79-80)
  - viii. New Policy 6286 (pg. 81)
  - ix. Revised Policy 6600 (pgs. 82-85)
  - x. Revised Policy 9369 (pgs. 86-87)
  
- i. Closed Session: For the protection of the public interest and for the prevention of needless injury to the reputation of an individual(s): Personnel and the evaluation of job performance.

12. Informational items

- NASB Area Membership Meeting: Wednesday, September 16<sup>th</sup> at Regency Marriott in Omaha 10220 Regency Circle. Begins at 4:45 PM and concludes at 8:00 PM.

13. The next meeting is set for **Monday, August 17<sup>th</sup>, 2015 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.

**BOARD OF EDUCATION MEETING INFORMATION:**

*The Ashland-Greenwood Public Schools Board of Education is empowered to act on any item listed on the agenda at any time during the meeting, irrespective of the time or order listed. Pages listed, or further detail, are available upon request. The Open Meetings Act requires and the intention of the Board is that agenda items be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. The Ashland-Greenwood Board of Education releases its agenda well in advance of most meetings and desires that all interested persons are fully informed. Any interested person who has a question or needs clarification about the sufficiency of a descriptive item should contact the Office of the Superintendent of Schools.*

**COPY OF OPEN MEETINGS ACT:**

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

**INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:**

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

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

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

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

**REQUEST FOR CLOSED SESSIONS:**

The Ashland-Greenwood Public Schools is authorized by state statute to hold closed sessions. Closed sessions may be held when clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual. Reasons that meet this standard include but are not limited to: a) strategy sessions with respect to collective bargaining, real estate matters, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body; b) discussion regarding deployment of security personnel or devices; c) investigative proceedings regarding allegations of criminal misconduct; (d) evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; and e) legal advice.

Community Relations

PARENTAL INVOLVEMENT IN SCHOOLS

It is the policy of this school district to foster and facilitate, to the extent appropriate, parental information about, and involvement in, the education of their children. Along these lines:

A. Textbooks, tests, and other curriculum materials used in this school district are, and shall be, available for review by parents at school upon request. Since textbooks, tests, and other curriculum materials constantly change, and may be discarded when no longer needed by school district, parents wishing to review such items must govern their requests accordingly.

B. Parents are welcome to visit school. Parents wishing to attend and monitor courses, assemblies, counseling sessions and other instructional activities must obtain prior approval of and from the proper teacher, counselor, and administrator, or they may be asked to leave. Parents attending or monitoring courses, assemblies, counseling sessions, and other instructional activities with prior approval who, by their conduct or presence interfere with the educational process or constitute an interference with school purposes, will be asked to leave.

C. The school district may excuse students from testing, classroom instruction, and other school experiences, upon parental request, when the testing, classroom instruction or other school experience interferes with sincerely held family or religious beliefs. Parental requests must be in writing and submitted to the proper teacher and administrator a reasonable time prior to the testing, classroom instruction, or other school experience and must be accompanied by written reasons acceptable to the school district or for which an excuse is mandated by law. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parental request.

D. Parents and others will be provided access to records of students according to law (e.g.1 Family Educational Rights & Privacy Act, 20 U.S.C. Section 1232g or Section 79-4, 157, R.R.S.1 et seq.);

E. Testing shall occur in this school district as determined appropriate from time to time by district staff to assure proper measurement of educational progress and achievement.

F. Participation in surveys by students shall occur in this district from time to time when determined appropriate by district staff for educational purposes. Students may decline to participate in surveys. Parents may request in advance that their child not participate in a survey. Surveys shall consist of those instruments in which students are asked questions in which they provide an opinion and which are not graded by staff. District staff shall notify parents and shall seek approval from their building principal when surveying students on topics which may be deemed sensitive. Sensitive topics shall include but not be limited to political affiliations, mental or psychological problems, sex behavior or attitudes, illegal, antisocial or self-incriminating behavior, critical appraisals of individuals with whom the child has close family relationship; religious practices and affiliations; or questions about income.

R.R.S. 79-530 through 79-533; Parental Involvement, Legislative Findings

Adopted: June 19, 1995  
Revised: August 18, 2003

## STUDENTS

### Title I Parental Involvement Policy

This Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act of 2001. Ashland-Greenwood Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Ashland-Greenwood Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I law. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

### Expectations for Parental Involvement

It is the expectation of Ashland-Greenwood Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

- A. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
- B. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance.
- C. Building the schools' and parents' capacity for strong parental involvement.
- D. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
- E. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
- F. Involving parents in the activities of the schools served under Title I.

### Policy Involvement

*Each school served under the Title I program shall:*

- A. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
- B. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
- C. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
- D. Provide parents of participating children-(1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
- E. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

#### Shared responsibilities for High Student Academic Achievement

As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall-(1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:(A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; and (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

#### Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District-(1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent



practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice for all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

#### Accessibility

In carrying out the parental involvement activities for this Title I Parental Involvement policy the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Ashland-Greenwood Schools

Date of Adoption: August 18, 2003

Legal Authorities: No Child Left Behind Act of 2001, Sections 1118 and 9201(32);  
20 U.S.C. §§6318 and 7801(32)

**Recap for the Student Fee Fund  
2014-15 Budget  
Ashland-Greenwood Public Schools**

<u>Income</u>	2014-15 Budgeted	Total Projected Expenses 14-15	+ or - Budget
Beginning Balance	\$ 3,237.78	\$ 4,093.57	\$ 855.79
Miscellaneous(Replacement IDs & Interest)	\$ 25.00	\$ -	\$ (25.00)
Collection of Student Participation Fees students at \$25 ea.	\$ 5,000.00	\$ 4,800.00	\$ (200.00)
Collection of Graduation Fees students at \$22ea.	\$ 2,100.00	\$ 1,950.00	\$ (150.00)
Interest	\$ 5.00	\$ 2.60	
<b>Total All Income</b>	<u>\$ 10,367.78</u>	<u>\$ 10,846.17</u>	<u>\$ 480.79</u>
<u>Expenses</u>			
Fund Supplies	\$ 100.00	\$ 279.61	\$ (179.61)
Graduation Caps and Gowns	\$ 1,750.00	\$ 1,788.80	\$ (38.80)
Dance DJs (MS/HS Dances - Prom, Homecoming, Etc.)	\$ 1,200.00	\$ 1,150.00	\$ 50.00
MS Incentive Party (End of Year Party Expenses)	\$ 500.00	\$ 150.00	\$ 350.00
Student Admissions for Play/Musical	\$ 800.00	\$ 336.00	\$ 464.00
Uniform Needs (Waiver student uniforms Cheerleaders, Dance FFA, Music Groups)	\$ 1,000.00	\$ -	\$ 1,000.00
Athletic Admissions (Admission for Pep Band, Cheerleaders, Dance Team Personnel w/o passes to State and District NSAA events when passes are not provided)	\$ 1,500.00	\$ 1,962.00	\$ (462.00)
Miscellaneous Expenses and Carry over Balance	\$ 3,517.78	\$ -	\$ 3,517.78
<b>Total Fund Expenses</b>	<u>\$ 10,367.78</u>	<u>\$ 5,666.41</u>	<u>\$ 4,701.37</u>
<b>Ending Balance</b>	<u>\$ -</u>	<u>\$ 5,179.76</u>	

## STUDENTS

### STUDENT FEES POLICY

The Board of Education of Ashland-Greenwood Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children that extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services.

The District's general policy is to continue to encourage and to require, to the extent permitted by law, such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies: this policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Addendum "1". This provides further specifics of student fees and materials required of students for the upcoming school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

#### (1) Guidelines for non-specialized attire required for specified courses and activities

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

#### (2) Personal or consumable items and miscellaneous items

##### Extra-Curricular Activities

Students have the responsibility to furnish any personal or consumable items for participation in the extra-activities provided by the District.

##### Courses

## (i) General Course Materials

Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring minor personal or consumable items including, but not limited to, pencils, paper, pens, erasers, protractors, math calculators and notebooks. A student supply list shall be established annually for each grade, course and activity and shall be distributed to students and parents annually as a part of the student handbook or as an addendum to the student handbook. Such supply list shall be approved as part of the review of this policy and shall be considered a part of this policy. The list may include refundable damage or loss deposits required for usage of certain District property.

## (ii) Damage

Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

## (iii) Materials required for course projects

Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

## (iv) Music Course Materials

Students must furnish musical instruments for participation in optional music courses that are not extracurricular activities. Use of a musical instrument without charge is available under the District's fee waiver policy (Section 12); however, the District is not required to provide for the use of a particular type of musical instrument for any student.

## (v) Parking

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

## (3) Extracurricular Activities Specialized Equipment or attire

Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District.

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Students may furnish their own specialized equipment and/or attire rather than that which is provided by the district provided that equipment and/or attire meets standards established by the district and has the approval of the coach, leader, conductor or sponsor.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

#### (4) Extracurricular Activities-Fees for Participation

The District charges a fee established annually for participation in extra-curricular activities except those activities which are a required part of a curricular class that leads to earning credit towards graduation or grade promotion. Such fee schedule shall be established annually by the Board of Education, shall be published in the student handbook and such fee schedule shall be considered to be a part of this policy. Any fee for participation in extra-curricular activities collected shall be used for the purpose for which it is collected and shall be kept separate and apart from all other funds in a student fee fund. The Board of Education shall establish annually as a part of the fee schedule the purpose of the fee and approve all disbursement of monies from such fund. Fees collected under the fee schedule shall permit the student to take part in school activities as a participant or as a spectator. Fees shall be waived for free and reduced lunch students in accordance with the waiver policy. (Section 12).

Admission fees for extracurricular activities and events may be charged by the district at a rate established by the board of education as a part of the student fee schedule.

#### (5) Postsecondary education costs

Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

#### (6) Transportation costs

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

#### (7) Copies of student files or records

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations. The district shall also provide duplicates of records for other school districts or post-secondary institutions a student plans to attend at no charge.

#### (8) Participation in before-and-after-school or Pre-kindergarten services

Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

#### (9) Participation in summer school or night school

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

#### (10) Breakfast and lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like.

**(11) Waiver Policy**

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under the United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities.

Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section.

**(12) Distribution of Policy**

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to students of the District at no cost.

**(13) Student Fee Fund**

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**CERTIFICATION**

On the 21st day of June, 2003, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2002-03 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws. The policy was revisited and approved June 2012.

**Legal References:**

Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act) Neb. Constitution, Article VII, section 1.

Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or prekindergarten services)

Neb. Rev. Stat. §§ 79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: June 3, 2002

Revised July 21, 2003

Revised June 18<sup>th</sup>, 2012

5500

Regulation

Students

Student Fees

Fee Schedule:

7-12 Students - Extra-curricular Activity Fee	\$25
Reproduction of Records	50 cents per page
*Waived to send to other educational institutions.	
Commencement Exercises Participation	\$30

### Admission

Varsity Athletic Events/School Plays and Musicals

Adults: \$5

Students: \$4

Non-varsity Athletic Events and other school events.

Adults: \$3

Students: \$2

The building principal or his/her designee may waive admission fees for all spectators at an event at his or her discretion.

### Travel

The district shall collect fees for transportation to and from school as permitted by law. The district shall not collect fees for travel to and from school extra-curricular activities or the travel portion of school sponsored trips including those which are considered to over night or long-distance travel under policy 6153.1. Overnight and long distance travel may take place if it meets the criteria of district policies for such travel and provided that the expenses for such travel are borne by the district either through tax supported funds or through student activity funds.

All group travel shall include the entire group or a select portion of the group with a selection process that is not discriminatory based on the district's discrimination policy. The ability of a student to pay shall not be a criteria for participation in school sponsored travel.

Nothing precludes an individual or staff member to travel on his or her own without school sponsorship. Nothing precludes staff from traveling with or without students at their own expense and without be compensated to travel by the district.

### Uniforms

The District will generally furnish students with specialized equipment except as stipulated within Policy 5500 and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire.

The district shall provide all uniforms that are not fitted to a particular student and the equipment required by the district to be a part of a club, team, organization or squad except for that specified in policy 5500. The district shall not collect funds from free and reduced price lunch students for such uniforms or equipment. Such funds may come from tax supported funds or from student activity funds.

Uniforms that are specially fitted to a particular student and that cannot be reused for others shall become the property of that student. Funds for these types of uniforms shall be paid for by the student or through fundraising by the group or organization. The district shall pay for any specially fitted uniform for a free and reduced lunch student but reserves the right to retain ownership of the uniform upon completion of the activity.

The administration shall approve any uniform prior to final selection in order to consider its appropriateness to school dress codes and its cost to students and the district.

Nothing shall preclude groups or individuals from making donations to a particular club, team or squad provided the



donation meets the district criteria for the acceptance of a donation and provided the donation is being made to the benefit of the entire club, team, organization or squad. Nothing precludes a student, with permission from the coach or sponsor, to purchase and provide his or her own equipment and/or specialized attire.

Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities. For music courses that are extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

The provision of uniforms and equipment may be limited by the district and in no case shall the funds exceed the available funds on hand unless a reasonable plan has been established to remove any deficit spending.

#### Organizational and Class Dues

The district shall not charge students dues or fees to participate in a school organization, class, squad, team, club or non-optional school activities except that which is established as a part of the fee schedule.

Students

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

**Legal Reference:**       Laws 2008, LB 205  
                              Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296  
                              NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: June 16, 2008

StudentsStudent AttendanceAttendance Policy and Excessive Absenteeism

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of student attendance.

A. Attendance and Absences.

1. Circumstances of Absences – Definitions. The circumstances for all absences from school will be identified as School Excused or Not School Excused. Absences should be cleared through the Principal's office in advance whenever possible. All absences, except for illness and/or death in the family, require advance approval.
  - a. School Excused. Any of the following circumstances that lead to an absence will be identified as a *School Excused* absence, provided the required attendance procedures have been followed:
    - (1) Impossible or impracticable barriers outside the control of the parent or child prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to documented illness, court, death of a family member, or suspension.
    - (2) Other absences as determined by the principal or the principal's designee.
  - b. Not School Excused. Absences that are not school excused may result in a report to the county attorney and may be classified as follows:
    - (1) Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent's responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.
    - (2) Other absences are those in which the parent has not communicated a reason for the student's absence.
2. Absence Procedure. In its Student Information System, the District may identify many different codes that provide greater definition to the circumstances of a child's absence, but all of the codes need to be identified to parents and students as fitting into one of the above defined absence circumstances.
3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a

statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in [Name] Public Schools or resides in the [Name] Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance

impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

4. Reporting and Responding to Excessive Absenteeism. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child of mandatory school attendance age to attend school regularly without lawful reason, shall within three days report such violation to the superintendent or such person(s) who the superintendent designates to be the attendance officer (hereafter, "attendance officer"). The attendance officer shall immediately cause an investigation into any such report to be made. The attendance officer shall also investigate any case when of his or her personal knowledge, or by report or complaint from any resident of the district, the attendance officer believes there is a violation of the compulsory attendance laws. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to address the problem of excessive absenteeism. Such services shall include, as appropriate, the services listed below under "Excessive Absenteeism" and "Reporting Excessive Absenteeism."
5. Excessive Absenteeism. Students who accumulate seven (7) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
- a. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
  - b. One or more meetings between the school and the county attendance officer, the child's parent or guardian, and the child, when appropriate, to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
    - (i) Illness related to physical or behavioral health of the child.
    - (ii) Educational counseling;
    - (iii) Educational evaluation;
    - (iv) Referral to community agencies for economic services;
    - (v) Family or individual counseling; and
    - (vi) Assisting the family in working with other community services.

If the parent/guardian refuses to participate in such meeting, the principal shall place documentation of such refusal in the child's attendance records.

6. Reporting Excessive Absenteeism to the County Attorney.

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts to address excessive absences, the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and the student has accumulated more than twenty (20) absences per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney. A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Legal Reference:       Neb. Rev. Stat. " 79-201 and 79-209

Date of Adoption:       June 18<sup>th</sup>, 2012  
Revised:                 June 16, 2014

**Ashland-Greenwood Public Schools**  
**Board of Education**  
**Meeting Minutes**  
June 15, 2015

**Opening**

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened open and public session on June 15, 2015

**Attendance**

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

**Attendance Taken at 6:30 PM:**

Present Board Members:

Kevin Garner  
Ally Miller  
David Nygren  
Suzanne Sapp  
Karen Stille

Absent Board Members:

Tom Walsh

**Notice**

Notice of the meeting was posted in advance in the Superintendent's Office, 1842 Furnas Street, Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and CORE 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 6:30 p.m. on 15th day of June, 2015 by Vice President Nygren

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

Discussion:

Vice President Nygren 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:

No public requested participation at this meeting.

**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 Suzanne Sapp and a second by Kevin Garner.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

## **8. Administrators' and Practitioners' Reports**

### **8.1. Ms. Finkey**

Discussion:

Mrs. Finkey shared information about the state's new accountability system. AQuESST; schools will be classified in excellent, great, good, needs improvement. Six tenets will be rated with the student data. The quality indicators have not been released. She stated that the administrative team feels pretty good about where the district will stand with the upcoming changes.

### **8.2. Ms. Bray**

Discussion:

Mrs. Bray reported that Elementary summer school is being held in June. Student numbers are up. Trisha Nichelson, Jessica Manion and Megan Rossell are teaching. Bus service is provided to Greenwood. Mrs. Bray reported that June is a busy time at the Elementary Office, handbooks and schedules are prepared for the upcoming year also kindergarten class lists were sent out this week. Diane Starnes and Pat Yardley will be presenting at the 2015 Iowa Reading Association/ESEA Title I Annual Conference on June 23, 2015.

### **8.3. Mr. Jacobsen**

Discussion:

Mr. Jacobsen reported that summer school is also in session at the MSHS. He explained the criteria of summer school at the secondary level.

Mr. Jacobsen stated that he has been working to build a schedule for the coming year. Every year poses challenges. This year over 80% of MS students wish to take band and chorus.

Mr. Jacobsen reported that several staff members attended a conference on Framework for understanding poverty. Discussion was held on poverty in the district.

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

Discussion:

Dr. Kassebaum shared the administrative team is getting together for a retreat June 22 and June 23 for planning the next school year.

Dr. Kassebaum reported on summer projects. Office of civil rights compliance work is almost complete. Skylight work has started at the elementary and middle school. Construction has



begun at the football field. Light sensors are going in MSHS. Increase in security cameras at the MSHS. June 23 widening the garage doors at the bus barn. The elementary sign placement will be determined this week. Fourteenth street work will continue into the beginning of the school year. Ideas for phase two of the elementary playground have begun. Budget work has begun.

**9. Old Business**

**9.1. Motion to excuse /approve the absence of board member(s)**

**Motion Passed:** Motion to excuse the absence of Tom Walsh from tonight's meeting passed with a motion by Karen Stille and a second by Suzanne Sapp.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

**9.2. Discussion and action to approve Staff Handbooks**

Discussion:

Dr. Kassebaum presented staff handbook revisions for 15-16. Revisions include change from dress to presentation to keep work areas safe and clean, change current state statute regarding staff development, notice on language in care of books, equipment, video surveillance, prohibit weapons and social network sites will be listed not individual sites.

**Motion Passed:** Approval of staff handbook revisions for 2015-16 passed with a motion by Kevin Garner and a second by Karen Stille.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

**9.3. Discussion and action to approve Student Handbooks**

Discussion:

Mr. Jacobsen presented student handbook changes to both elementary, middle school and high school. These updates include language and clarification, discrimination statement, cell phone searches, shoes and bullying definition.

**Motion Passed:** Approval of 2015-16 student handbook revisions passed with a motion by Suzanne Sapp and a second by Ally Miller.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

**10. New Business**

**10.1. Discussion and action to approve Hot Lunch prices for 2015-16 school term**

Discussion:

Schools now use a calculator tool provided by the Nutrition department to determine the pricing of meals. This determined the rate of increase which again is 10 cents.

**Motion Passed:** Approval of the recommended meal prices for 2015-16 passed with a motion by Karen Stille and a second by Suzanne Sapp.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

**10.2. Discussion and action to approve overnight travel requests: Speech, Basketball Camp.**

**Motion Passed:** Approval of overnight travel for speech students to Kearney, NE on July 31 and August 1 and girls basketball players to a basketball camp in Sioux Falls, South Dakota on June 16 and June 17 passed with a motion by Suzanne Sapp and a second by Karen Stille.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

**10.3. Discussion and action to accept resignation of certificated staff member**

**Motion Passed:** Approval of the resignation of Kendra Craven passed with a motion by Kevin Garner and a second by Karen Stille.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

**10.4. Discussion and action to opt out of open enrollment for the 2015-16 school term**

**Motion Passed:** Approval to opt out of 2015-16 open enrollment for health insurance passed with a motion by Kevin Garner and a second by Suzanne Sapp.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

**10.5. Discussion and action to hire non certificated staff member(s)**

**Motion Passed:** Approval to hire Tracy Davis as a non certificated staff member passed with a motion by Kevin Garner and a second by Suzanne Sapp.

Kevin Garner	Yes
Ally Miller	Yes
David Nygren	Yes
Suzanne Sapp	Yes
Karen Stille	Yes
Tom Walsh	Absent

**11. Informational Items**

**12. Call for Next Meeting**

Discussion:

The next meeting is set for Monday, July 20, 2015. All meetings are held in Ashland-Greenwood Middle/High School, Conference Room at 1842 Furnas Street, Ashland, NE 68003. The meeting will include the holding of a public hearing to discuss, consider, and receive input on the student fee policy, the parental involvement policy, attendance policy and bullying policy. Notice of the meetings are posted in advance in the District Office, 1842 Furnas St., 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 District Office at 1842 Furnas St., Ashland, NE 68003

**13. Adjournment.**

Discussion:

The meeting adjourned at 7:32 p.m.

**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT**

**MONTH ENDING Jun-15**

**GENERAL FUND**

Beginning Balance			\$ 6,982,535.23
<u>RECEIPTS</u>			
5/29/15	Sale of Property, Band Uniforms	\$ 2,000.00	
6/4/15	transfer to NLAf		
6/9/15	Title IIA	\$ 6,709.00	
6/9/15	Saunders County MV	\$ 14,582.91	
6/9/15	Saunders County Property Tax	\$ 12,389.83	
6/9/15	Saunders County Fines	\$ 3,413.66	
6/11/15	ICF International Survey for PE Donation	\$ 1,000.00	
6/15/15	Cass County MV	\$ 7,547.67	
6/15/15	Cass County fines	\$ 1,563.40	
6/15/15	Cass County Homestead	\$ 4,171.85	
6/15/15	Cass County Property Taxes	\$ 12,632.84	
6/15/15	NE HHS MIPS	\$ 490.80	
6/15/15	NE HHS MIPS	\$ 907.67	
6/19/15	SPED SA Reimb 13-14	\$ 87,294.00	
6/22/15	State of NE IDEA 4410	\$ 4,012.00	
6/22/15	State of NE Title 1	\$ 44,842.00	
6/22/15	State of NE IDEA PS	\$ 18,752.00	
6/22/15	State of NE IDEA 4410	\$ 69,602.00	
6/23/15	Saunders County MV	\$ 11,211.99	
6/23/15	Saunders County Homestead	\$ 15,086.96	
6/23/15	Saunders County Property Tax	\$ 55,009.97	
6/30/15	State Aid	\$ 187,955.68	
6/30/15	NLAf Interst	\$ 45.22	
6/30/15	F & M Interest	\$ 45.06	
			\$ 561,266.51
			\$ 7,543,801.74
<u>DISBURSEMENTS</u>			
	June Claims	\$ 697,498.49	
	Payment/Sub Reimbursement	\$ (7,016.49)	
			\$ 690,482.00
			\$ 6,853,319.74
	<b>Total</b>		<u>\$ 6,853,319.74</u>
 ENDING BALANCE			
<u>RECONCILIATION</u>			
	NLAf Liquid Balance	\$ 4,513,661.43	
	Plus: F& M Bank Balance	\$ 915,317.79	
	Plus General Fund Investments	\$ 1,441,651.20	
	Less: Outstanding Claims	\$ 17,310.68	
	Reconciled Balance	\$ 6,853,319.74	<u>\$ 6,853,319.74</u>

**ADMINISTRATIVE OPERATIONS ACCOUNT**

Beginning Balance			\$	597.52
<u>RECEIPTS</u>				
GF # 033566	\$	1,279.93		
<b>Total</b>			\$	1,279.93
			\$	1,877.45
<u>DISBURSEMENTS</u>				
6/2/15 K Alley Bus Permit	\$	7.50		
6/2/15 T Morgan, Bus Permit	\$	7.50		
6/10/15 R Kissel, Mileage voided clerical error	\$	171.60		
6/15/15 C Holz Mileage	\$	25.30		
6/15/15 M Hohensee Mileage	\$	165.55		
6/17/15 Subway, Staff working Lunch	\$	30.60		
6/19/15 reissue check 5-19 # 5491 for \$39.38				
6/22/15 Terri Maxon, Nurse Mileage	\$	173.80		
6/25/15 US Treasury PCOR fee	\$	2.00		
6/26/15 NCA, Coaches Clinic	\$	90.00		
<b>Total</b>			\$673.85	\$ 1,203.60
Ending Balance				\$ <u>1,203.60</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	1,859.40		
Less: Claims Outstanding	\$	655.80		
	\$	-		
Reconciled Balance	\$	1,203.60		\$ <u>1,203.60</u>

**PAYROLL ACCOUNT**

Beginning Balance			\$	15,594.63
<u>RECEIPTS</u>				
General Fund	\$	462,783.02		
Hot Lunch	\$	13,577.82		
Emp Prem	\$	462.54		
FM National Bank: Interest	\$	5.11		
Child Support Payment	\$	369.00		
<b>Total</b>			\$	477,197.49
			\$	492,792.12
<u>DISBURSEMENTS</u>				
Net Payroll	\$	285,412.87		
Retirement	\$	80,438.35		
State Tax Withholdings	\$	12,861.82		
Federal/FICA Taxes	\$	97,647.80		
BCBS Emp Prem	\$	462.54		
Retiree Life Insurance Mo. Premium	\$	147.00		
Retiree Eye Insurance Mo Premium	\$	33.28		
Child Support Payment	\$	369.00		
<b>Total</b>			\$	477,372.66
			\$	15,419.46
Ending Balance				\$ <u>15,419.46</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	15,419.46		
Claims Outstanding	\$	-		
	\$	15,419.46		
Receipts Outstanding	\$	-		
Reconciled Balance	\$	15,419.46		\$ <u>15,419.46</u>

**EMPLOYEE BENEFIT (SECTION 125) ACCOUNT**

Beginning Balance			\$	12,615.25
<b>RECEIPTS</b>				
Employee Payroll Deposit	\$	9,676.10		
CORE Bank: Interest	\$	0.58		
<b>Total</b>			\$	9,676.68
			\$	22,291.93
<b>DISBURSEMENTS</b>				
6/5/15 Employee Benefit	\$	670.78		
6/12/15 Employee Benefit	\$	852.19		
6/19/15 Employee Benefit	\$	3,724.45		
6/26/15 Employee Benefit	\$	555.72		
<b>Total</b>			\$	5,803.14
			\$	16,488.79
Ending Balance				<u>\$ 16,488.79</u>
<b>RECONCILIATION</b>				
Bank Balance	\$	16,488.79		
Outstanding Claims				
Misdirected Deposit	\$	-		
Reconciled Balance	\$	16,488.79		<u>\$ 16,488.79</u>

**SPECIAL BUILDING ACCOUNT**

Beginning Balance			\$	969,251.65
<b>RECEIPTS</b>				
F& M Interest	\$	102.30		
NLAF Interest	\$	3.22		
<b>Total</b>			\$	105.52
			\$	969,357.17
<b>DISBURSEMENTS</b>				
<b>Total</b>			\$0.00	\$ 969,357.17
Ending Balance				<u>\$ 969,357.17</u>
<b>RECONCILIATION</b>				
F&M Bank Balance	\$	622,419.77		
NLAF #9300590 Balance	\$	346,937.40		
Outstanding Claims	\$	-		
Reconciled Balance	\$	969,357.17		<u>\$ 969,357.17</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING Jun-15

**QUALIFIED CAPITAL PURPOSE FUND**

Beginning Balance \$ 93,013.55

RECEIPTS

6/8/15	Saunders County Property Tax	\$	12.12	
6/22/15	Saunders County Property Tax	\$	7.63	
6/30/15	F & M Interest	\$	7.65	

<b>Total</b>		\$	27.40	\$ 93,040.95
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DISBURSEMENTS

<b>Total</b>		\$	-	
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Ending Balance \$ 93,040.95

RECONCILIATION

Bank Balance	\$	93,040.95	
Less: Outstanding Claims	\$	-	
Plus: Outstanding Deposits			
Reconciled Balance	\$	93,040.95	\$ 93,040.95

**DEPRECIATION FUND**

Beginning Balance \$ 500,394.21

RECEIPTS

F&M National Bank, Interest	\$	41.13	
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<b>Total</b>		\$	41.13	\$ 500,435.34
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DISBURSEMENTS

<b>Total</b>		\$	-	\$ 500,435.34
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Ending Balance \$ 500,435.34

RECONCILIATION

F & M Bank Balance	\$	500,432.92	
NLAF Balance	\$	2.42	
Less: Outstanding Claims	\$	-	
	\$	500,435.34	

Reconciled Balance	\$	500,435.34	\$ 500,435.34
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**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT**

**MONTH ENDING Jun-15**

**STUDENT FEE FUND**

Beginning Balance			\$	4,093.57
<u>RECEIPTS</u>				
6/15/15	Participation Fees	\$	180.00	
6/30/15	Interest	\$	0.18	
	<b>Total</b>		\$	180.18
			\$	4,273.75
<u>DISBURSEMENTS</u>				
	<b>Total</b>		\$	-
Ending Balance			\$	<u>4,273.75</u>
<u>RECONCILIATION</u>				
	Bank Balance	\$	4,273.75	
	Claims Outstanding	\$	-	
	Misdirected Deposit			
	Reconciled Balance	\$	<u>4,273.75</u>	\$ <u>4,273.75</u>

**HOT LUNCH ACCOUNT**

	Beginning Balance		\$	50,062.98
<u>RECEIPTS</u>				
	Student and Staff Deposits	\$	797.70	
	Online Student Deposits	\$	285.66	
	Federal & State Reimbursement	\$	16,078.19	
	F&M National Bank: Interest	\$	3.91	
	Vending Proceeds			
	<b>Total</b>		\$	17,165.46
			\$	67,228.44
<u>DISBURSEMENTS</u>				
	Wages & Benefits	\$	13,917.35	
	Food/ Supplies/ Contracted Services	\$	17,697.21	
	Rebate/ Food Payment	\$	(69.04)	
	<b>Total</b>		\$	31,545.52
			\$	35,682.92
Ending Balance			\$	<u>35,682.92</u>
<u>RECONCILIATION</u>				
	Bank Balance	\$	35,682.92	
	Claims Outstanding	\$	-	
	Receipts Outstanding	\$	35,682.92	
	Reconciled Balance	\$	<u>35,682.92</u>	\$ <u>35,682.92</u>
Student and Staff Deposits Held on Account - End of Month		\$	8,649.45	



**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Jun-15**

**INVESTMENTS**

<b>Date Bought</b>	<b>Security Description</b>	<b>Rate</b>	<b>Investment</b>
<b>General Fund Investments</b>			
1/30/15	Farmers & Merchants Bank, Ashland	\$ 0.55	\$ 843,761.95
10/22/14	Core Bank, Ashland	\$ 0.60	\$ 102,889.25
11/7/14	One West Bank, California	\$ 0.70	\$ 247,000.00
11/7/14	First Capital Bank, Tennessee	\$ 0.50	\$ 248,000.00
<b>Total Investments</b>			<u><u>\$ 1,441,651.20</u></u>

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

<b>CENTENNIAL BANK</b>		
FDIC INSURANCE		<u>\$ 250,000.00</u>
Total Secured		<u><u>\$ 250,000.00</u></u>
<b>FARMERS AND MERCHANTS BANK</b>		
FDIC INSURANCE		\$ 250,000.00
<b>Pledged Safekeeping Security</b>		<b>Actual Value</b>
Various pledged amounts at Agencies, Municipals, SBA, CD's etc, monitored by: Farmers Merchant Bank	<b>Total Face Value</b>	\$ 2,845,516.00
Total Secured		<u><u>\$ 3,095,516.00</u></u>

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING Jun-15**

				Beginning Balance		\$	64,027.11
Date	Check #	Payee	Description	Receipt	Disbursed	Balance	
<b>ATHLETICS</b>							
6/4/15		Re run Check - Sunset West	Facility Use	\$ 415.00		\$	2,589.07
6/4/15	012246	NO FRILLS	Athletics Supplies		\$ 41.87		
6/15/15		Various	Lost Locker Room locks	\$ 28.00			
6/15/15		Elkhorn	Golf Trny Entry Fee	\$ 95.00			
6/15/15		Various	Lost MS Track Sweats	\$ 95.00			
6/15/15		Various	Track Entry Fees	\$ 240.00			
6/15/15	012249	Nebraska Sports	FB Jersey's		\$ 4,986.50		
6/17/15	012074	return funds from voided check 1-6-15			\$ (285.00)		
6/17/15	012076	return funds from voided check 1-6-15			\$ (120.00)		
6/26/15		NSAA	State Reimbursement	\$ 3,247.00			
TOTALS				\$ 4,120.00	\$ 4,623.37	\$	2,085.70
<b>ALUMNI DIGITAL DISPLAY</b>							
						\$	3,702.91
				\$ -	\$ -	\$	3,702.91
<b>BAND</b>							
TOTALS				\$ -	\$ -	\$	688.53
<b>BLUEJAY BACKERS (established 9-14)</b>							
6/22/15	012255	VISA	Supplies	\$ -	\$ 133.09	\$	190.50
				\$ -	\$ 133.09	\$	57.41
<b>DRAMA</b>							
6/4/15	012246	NO FRILLS	Drama Theatre Supplies	0	\$ 14.74	\$	3,856.31
				\$ -	\$ 14.74	\$	3,841.57
<b>ELM BOOK FAIR</b>							
TOTALS				\$ -	\$ -	\$	743.38
<b>ELM STAFF</b>							
TOTALS				\$ -	\$ -	\$	743.38
				\$ 0.00	\$ -	\$	2,041.38
<b>ELM STUDENT COUNCIL</b>							
6/4/15	012246	NO FRILLS	Elem Student Co Supplies		\$ 13.14	\$	7,077.66
6/4/15		Various	Memory Book Sales	\$ 77.00			
6/15/15	012248	Gina L Judds	Supplies		\$ 26.29		
6/15/15	012251	Reid Variety Inc	Pioneer Festival Supplies		\$ 33.35		
6/16/15		Patron	Memory Book Sales	\$ 7.00			
6/17/15		Target	Donation	\$ 25.00			
6/22/15	012255	VISA	Supplies		9.39		
TOTALS				\$ 109.00	\$ 82.17	\$	7,104.49
<b>FBLA</b>							
6/15/15	012252	VFW Ashland Food Pantry Pc	Donation		\$ 292.39	\$	1,322.98
6/23/15	012256	Chase Parker	FBLA NLC Stipend		\$ 50.00		
6/23/15	012257	Jeb Vavak	FBLA NLC Stipend		\$ 50.00		
TOTALS				\$ -	\$ 392.39	\$	930.59

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING Jun-15**

<b>FFA</b>									\$ 20,999.81
6/1/15		Students	1st Dep. Nat'l Convention	\$ 200.00					
6/4/15	012246	NO FRILLS	FFA Supplies		\$ 85.14				
6/4/15	012246	NO FRILLS	FFA Supplies		\$ 76.67				
6/5/15		H Wall	1st Dep Nat'l convention	\$ 100.00					
6/8/15		NE Vog Ag Found.	Reimb. Room	\$ 27.00					
6/22/15	012253	National FFA Organization	FFA Shirts		\$ 228.00				
		<b>TOTALS</b>		\$ 327.00	\$ 389.81			\$	20,937.00
<b>HONOR SOCIETY</b>									\$ 420.46
		<b>TOTALS</b>		\$0.00	\$ -			\$	420.46
<b>HS STUDENT COUNCIL</b>									\$ 1,782.32
		<b>TOTALS</b>		\$ -	\$ -			\$	1,782.32
<b>MS/HS STAFF</b>									\$ 1,506.86
		<b>TOTALS</b>		\$0.00	\$ -			\$	1,506.86
<b>MS STUDENT COUNCIL</b>									\$ 1,644.25
6/15/15	012250	NO FRILLS/	Supplies		\$ 193.82				
		<b>TOTALS</b>		\$ -	\$ 193.82			\$	1,450.43
<b>PROM ACCT</b>									\$ 1,123.31
6/15/15	012247	Blooms Floral	Attendants Flowers		\$ 48.15				
		<b>TOTALS</b>		\$0.00	\$ 48.15			\$	1,075.16
<b>SCHOOL STORE</b>									\$ 186.10
		<b>TOTALS</b>		\$ -	\$ -			\$	186.10
<b>SENIORS</b>									\$ 290.12
		<b>TOTALS</b>		\$ -	\$ -			\$	290.12
<b>SHOP</b>									\$ 1,052.21
		<b>TOTALS</b>		\$ -	\$ -			\$	1,052.21
<b>SPANISH CLUB</b>									\$ 244.11
		<b>TOTALS</b>		\$ -	\$ -			\$	244.11
<b>SPIRIT SQUAD</b>									\$ 2,738.83
6/4/15		Various	Cheer Dance Camp paymnts	\$ 400.00					
6/11/15		Various	Cheer Dance Camp paymnts	\$ 312.50					
6/16/15		Various	Summer Camp/Gear Fees	\$ 1,282.85					
6/18/15		Various	Cheer Dance Camp/varsity paymnts	\$ 478.90					
6/22/15	012254	Universal Cheerleaders A	Spirit Squad Camp		\$ 1,630.00				
6/25/15		Various	Camp/Mug/Varsity Paymnts	\$ 582.55					
		<b>TOTALS</b>		\$ 3,056.80	\$ 1,630.00			\$	4,165.63
<b>SPEECH</b>									\$ 2,599.21
6/4/15	012246	NO FRILLS	Speech Banquet supplies		\$ 10.25				
		<b>TOTALS</b>		\$0.00	\$ 10.25			\$	2,588.96

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING Jun-15**

<b>TALANTED/GIFTED ACTIVITES (Formerly OM)</b>				\$	345.68
TOTALS				\$ -	\$ -
<b>TEAMMATES (established 9-14)</b>				\$	345.68
TOTALS				\$ -	\$ -
<b>VOCAL MUSIC</b>				\$	2,898.38
TOTALS				\$0.00	\$ -
<b>YEARBOOK/ANNUAL</b>				\$	2,189.06
6/26/15	Target	Donation	\$ 25.00		
TOTALS				\$25.00	\$ -
<b>INTEREST</b>				\$	1,793.68
6/30/15	CORE Bank	Interest	\$ 2.69		
TOTALS				\$ 2.69	\$ -
<b>ACTIVITY FUND TOTALS ALL ACCOUNTS</b>				\$ 7,640.49	\$ 7,517.79
				\$	64,149.81

<b>Ending Balance</b>	\$	64,149.81
Plus: Outstanding Checks	\$	818.04
Less: Outstanding Receipts		
<b>Equals: Bank Balance</b>	\$	64,967.85

Ashland-Greenwood Public Schools' Claims  
 General Fund Claims  
 20-Jul-15

Check No.	Vendor	Amount	Description
033594	Charter Communications	\$ 90.73	Cable
033595	Continuum Retail Energy Services	\$ 399.86	All Areas: Natual Gas
033596	AG Payroll Account	\$ 268,558.78	Net Payroll
033597	AGEA	\$ 2,592.76	Employee Dues
033598	Blue Cross and Blue Shield	\$ 91,561.90	Payroll Employee Health Ins
033599	COREBank	\$ 9,194.10	Payroll Section 125 Deduct
033600	Guardian	\$ 780.70	Payroll Employee Life Prem
033601	Madison National Life	\$ 1,111.40	Payroll LTD Insurance Prem
033602	MidAmerica 403b	\$ 1,900.00	Payroll Annuity Deduction
033603	AG Payroll Account	\$ 13,975.25	Payroll State Tax Wthhldg
033604	AG Payroll Account	\$ 98,203.68	Payroll Federal Tax Wthhldg
033605	Retirement	\$ 77,427.93	Payroll Retirement Wthhldg
033606	TheStandard	\$ 971.20	Payroll Employee Vision Ins
033607	Abante LLC	\$ 180.56	General: Safety STAFF Lanyard
033608	Apple Computer	\$ 467.00	SPED/HS Instr: Vision equipment
033609	Ashland Disposal Service	\$ 555.00	Waste Removal
033610	Ashland Gazette/Wah-Wav	\$ 75.00	Media: Periodicals
033611	Barnes & Noble Inc	\$ 1,541.97	El Guide/Instr/Title IIA/COF: Supplies
033612	C & L Hardware	\$ 1,892.33	Maintenance: Supplies
033613	Calloway House Inc	\$ 139.40	Instruction: LA supplies
033614	Carson-Dellosa Publishing	\$ 97.71	Elem Instruction: Supplies
033615	Cengage Learning	\$ 5,299.58	Online Access Adv Accting/Textbks
033616	Brooke L Cheleen	\$ 520.75	Physical Therapy
033617	City Of Ashland	\$ 2,240.00	All Areas: Water & Sewer
033618	Council Bluffs WinSupply Co	\$ 303.17	Maintenance: Supplies
033619	Egan Supply Co.	\$ 231.08	Custodial: Supplies
033620	Electronic Sound, Inc.	\$ 496.00	Phone Repair
033621	Exceptional Teaching Inc	\$ 423.17	SPED: Vision equipment and su
033622	Flinn Scientific Inc	\$ 697.53	Instruciton: GEN SCIENCE SUPP
033623	Foundation Building Materials	\$ 4,433.00	Maintenance-Gym panels
033624	Frey Scientific	\$ 790.25	Instruction: Science lab supplies
033625	Fry & Associates, Inc	\$ 1,035.00	Elem Instruction: benches
033626	GovConnection Inc.	\$ 224.42	Instruction: FFA Equipment
033627	Jennifer S Haralson	\$ 4,011.44	Visually Impaired Serv
033628	HARRIS	\$ 7,402.23	Software Maintenance
033629	Holiday Inn Express	\$ 747.00	Title II A: Lodging
033630	Iowa School For The Deaf	\$ 105.84	Student Transportation
033631	Nebraska Sports	\$ 2,047.87	Pupil Support: HSFb helmet
033632	Robert Krepel Jr. LLC	\$ 50.00	Maintenance: Asbestos Tr
033633	Lakeshore Learning Materials	\$ 813.91	Elementary SpEd :Supplies
033634	Lion Rinnovations Inc	\$ 4,909.00	Transportation: Widen Bus Doors
033635	Maxi Aids Inc	\$ 34.80	SPED: Vision supplies

Ashland-Greenwood Public Schools' Claims  
 General Fund Claims  
 20-Jul-15

Check No.	Vendor	Amount	Description
033636	MCI Comm. Services, Inc.	\$ 67.34	Long Distance Service
033637	Menard Inc	\$ 1,463.52	Maintenance: Supplies
033638	Michael Todd & Co. Inc	\$ 282.20	Maintenance: Supplies
033639	NASCO (Aristotle Corporation)	\$ 1,226.69	Instruction: AG science supplies
033640	National Safety Council	\$ 344.81	School Nurse: CPR Training wk
033641	Nebraska Council of School Admin	\$ 1,589.00	Workshop/Administrator Days Reg.
033642	Nebraska Central Equipment Inc	\$ 246.11	Transportation: Parts, Fee
033643	Nebraska ASCD	\$ 1,250.00	Title II A: Cont. Serv
033644	Nebraska Scientific	\$ 136.70	Instruction: 6th grade supplies
033645	NETCHEMIA	\$ 1,100.00	Talent Ed Annual Fees & Training
033646	O'Keefe Elevator Co.	\$ 220.00	Annual Elev Test
033647	Omaha Paper Co Inc	\$ 643.99	Admin: Supplies
033648	Omaha World Herald	\$ 379.40	Princ: Adv & Printing
033649	Omaha Public Power District	\$ 8,723.06	All Areas: Electricity
033650	Optimum Data, Inc.	\$ 300.00	Security: Comp. Hardware
033651	Perry, Guthery, Haase & Gessf	\$ 980.00	Admin: Legal Fees
033652	Pitney Bowes Postage By Phone	\$ 1,000.00	All Areas: Postage
033653	Pitney Bowes Global Financial Serv	\$ 383.49	Meter Lease
033654	Plak Smaker	\$ 164.85	Nurse: supplies
033655	POWER LIFT	\$ 3,295.00	Free Standing Combo Unit
033656	Quill Corp	\$ 25.82	Instruction: Supplies
033657	Ralston Public Schools	\$ 894.75	Deaf-Hard of Hearing Services
033658	Reid Variety Inc	\$ 664.00	Supt: Vertical Blinds
033659	Riverside Technologies Inc. (RTI)	\$ 7,800.00	Chromebook bags
033660	Scholastic Magazines	\$ 345.13	Instruction: 6th gr Periodical
033661	School Specialty Inc	\$ 6,491.48	All Areas Supplies
033662	Sexauer/SupplyWorks	\$ 376.34	Maintenance: Supplies
033663	Social Studies School Service	\$ 77.27	Instruction: SS supplies
033664	Sundance/Newbridge	\$ 298.32	Elem Sped: supplies
033665	University Of NE at Kearney	\$ 150.00	Transportation: Fee
033666	University Of Nebraska-Lincoln	\$ 105.00	9-12 Reg. Instr.: Cont. Serv.
033667	U.S. Post Office	\$ 375.00	Bulk Mailing
033668	Utah State University/TAESE	\$ 210.00	SPED: Conf Registration
033669	Voss Electric Co	\$ 8,089.67	WII Pk FB Field/Spot Light-HS /Supp.
033670	Voyager Fleet Systems, Inc.	\$ 1,215.07	Transp: Fuel
033671	Wahoo-Waverly-Ashland Newspapers	\$ 309.74	Bd of Ed/Principals: Adv & Pri
033672	William V Macgill & Co	\$ 823.91	Nurse: HS/Elem supplies
033673	Wisconsin Department of Corrections	\$ 557.00	Elem Sped: Braille health text
033674	Cox Subscriptions, Inc	\$ 706.21	Media: periodicals
033675	Yutan Public Schools	\$ 3,130.48	Baseball Coop 14-15

Ashland-Greenwood Public Schools' Claims  
General Fund Claims  
20-Jul-15

Check No.	Vendor	Amount	Description
	<b>Incompletes</b>		
	School Specialty		Supplies
	Spartan Nash/No Frills		Food, supplies
	Payflex		Employee Benefit
	Continuum/Post Rock		Natural Gas
	Administrative Operations		Travel, fees
	Charter		Cable
	Windstream		Local Telephone
	Paper Tiger Shredding		Shredding
	Lion Rinnovations		Reroof MS Locker Room
	Engineered Controls		Contract Services
	VISA		Travel, Supplies, fees
	Sparkling Klean		Cleaning Services

Authorized by:

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**June 2015 Incomplete  
General Fund Disbursements**

<b>Check</b>	<b>Payable to</b>	<b>Amount</b>	<b>Description</b>	<b>date</b>
033586	Douglas Meyo	\$ 9,807.50	Inspections/ BB Stops/parts	6/22/15
033587	PayFlex Systems USA Inc	\$ 260.00	Employee Benefit	6/22/15
033588	Sparkling Klean	\$ 5,867.60	Elem Cleaning	6/22/15
033589	VISA	\$ 99.98	Admin: Evernote Premium Licen	6/22/15
033590	Williams Sales & Service	\$ 7,480.08	Bus Inspections	6/22/15
033591	Windstream	\$ 225.42	Local Telephone/Intern Service	6/22/15
033592	NCSA	\$ 350.00	NCE Conference	6/25/15
033953	NDE	\$ 70.00	Elem Supplies	6/25/15

Authorized by:

  

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Ashland-Greenwood Public Schools  
July 20, 2015  
Administrative Operations Account

<b>Date</b>	<b>Check No</b>	<b>Description</b>	<b>Amount</b>
6/17/15	5503	Subway, Staff working Lunch	\$ 30.60
6/19/15	5504	reissue check 5-19 # 5491 for \$39.38	
6/22/15	5505	Terri Maxon, Nurse Mileage	\$ 173.80
6/25/15	5506	US Treasury PCOR fee	\$ 2.00
6/26/15	5507	NCA, Coaches Clinic	\$ 90.00
7/6/15	5508	B Jacobsen, Mileage	\$ 202.90
7/6/15	5509	D Starns, Elem Instruct: Mileage	\$ 228.14
7/14/15	5510	Subway, Staff working Lunch	\$ 63.18

\*this may be updated

Authorized by:

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**Ashland-Greenwood Public Schools**  
**Activities Account**  
**June 16, 2015 to July 20, 2015**

<i>Date</i>	<i>Check #</i>	<i>Vendor</i>	<i>Description</i>	<i>Disbursed</i>
6/17/15	012074	return funds from voided c	Athletics	\$ (285.00)
6/17/15	012076	return funds from voided c	Athletics	\$ (120.00)
6/22/15	012253	National FFA Organizatio	FFA Shirts	\$ 228.00
6/22/15	012254	Universal Cheerleaders A	Spirit Squad Camp	\$ 1,630.00
6/22/15	012255	VISA	Bluejay Backer Supplies	\$ 133.09
6/22/15	012255	VISA	Elem Student CouncilSupplies	9.39
6/23/15	012256	Chase Parker	FBLA NLC Stipend	\$ 50.00
6/23/15	012257	Jeb Vavak	FBLA NLC Stipend	\$ 50.00
7/20/15	012258	Apple Computer	Athletics Computer Hardware	\$ 379.00
7/20/15	012259	BSN Sports	Athletics Supplies/Equipment	\$ 676.68
7/20/15	012260	CB Win Supply Co	HS Student Co.Supplies	\$ 1,183.88
7/20/15	012261	GovConnection Inc.	Athletics Computer Hardware	\$ 33.74
7/20/15	012262	Nebraska Sports	MS VB Uniforms	\$ 1,228.82
7/20/15	012263	Menard Inc	Athletics Ladder	\$ 78.00
7/20/15	012264	Pro Tuff Decals	Athletics Supplies	\$ 586.00
7/20/15	012265	Rogers Athletic Company	Football Equipment	\$ 2,500.00
7/20/15	012266	Shoot-a-Way	Athletics Equipment	\$ 47.00
7/20/15	012267	VS Athletics, Inc.	Athletics Supplies	\$ 79.99
7/20/15	012268	Graham West	Spirit Squad Camp Refund	\$ 40.00

Authorized by:

Ashland-Greenwood Public Schools  
**Hot Lunch Claims**  
**Jul-15**

<b>Check #</b>	<b>VENDOR</b>	<b>Amount</b>	<b>Description</b>	<b>DATE</b>
010137	Bennett Refrigeration Inc	\$ 1,288.70	Walk in Freezer Repair	6/23/2015
010138	AG Payroll Acct	\$ 1,880.75	July Net Payroll	7/8/2015
010139	Blue Cross and Blue Shield	\$ 31.05	July 15 PR	7/8/2015
010140	Guardian	\$ 18.30	July 15 PR	7/8/2015
010141	Madison National Life	\$ 1.64	July 15 PR	7/8/2015
010142	AG Payroll Acct	\$ 45.95	July 15 PR	7/8/2015
010143	AG Payroll Acct	\$ 511.58	July 15 PR	7/8/2015
010144	Retirement	\$ 343.42	July 15 PR	7/8/2015
010145	Holiday Inn Hotel	\$ 269.85	Conference Lodging	7/20/2015
010146	Karee Nielsen	\$ 169.40	HL: Mileage	7/20/2015
010147	Anthony Petersen	\$ 70.00	HL: Pest Control	7/20/2015

Authorized by:

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Assessed Values by County  
 Ashland-Greenwood Public Schools  
 2015-16 Proposed Budget

General Fund; 9-12 AFF Bond Fund and Building Fund

County	2013	2014	2015	Change	% Change
Cass	\$ 190,018,977	\$ 201,734,177	\$ 211,282,533	\$ 9,548,356	5.0%
Sarpy	\$ 625,486	\$ 708,009	\$ 899,695	\$ 191,686	30.6%
Saunders	\$ 412,577,830	\$ 443,356,997	\$ 486,796,705	\$ 43,439,708	10.5%
<b>TOTAL</b>	<b>\$ 603,222,293</b>	<b>\$ 645,799,183</b>	<b>\$ 698,978,933</b>	<b>\$ 53,179,750</b>	<b>8.8%</b>

County School District No. One  
Ashland-Greenwood Public Schools  
Census History

Age as of June 30	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
0	34	41	49	42	34	40	45	43	40	42	51	43
1	47	45	53	55	48	44	51	52	52	45	51	44
2	44	57	47	53	63	60	58	54	54	61	68	56
3	51	48	59	52	65	69	62	56	50	56	62	56
4	53	55	49	62	59	71	71	65	64	60	65	72
5	74	67	58	68	72	68	64	74	70	74	65	80
6	60	78	60	63	62	66	70	64	72	78	84	66
7	62	62	76	66	64	66	77	75	67	76	84	67
8	49	68	64	78	63	66	56	70	72	71	84	77
9	70	56	68	71	81	66	65	59	67	76	79	87
10	65	75	61	72	64	75	60	69	59	64	65	70
11	56	65	76	56	75	68	78	64	70	59	65	74
12	62	63	67	78	59	79	65	73	57	70	70	69
13	46	65	64	65	82	62	77	67	75	60	55	66
14	76	48	68	66	70	82	61	77	69	73	73	73
15	58	78	47	73	67	75	82	62	75	70	67	69
16	74	57	77	49	74	72	68	82	65	78	78	74
17	65	75	56	79	48	75	70	81	84	65	78	70
18	58	66	69	58	81	48	75	68	63	67	59	74
Total 5-18 % +/-	875 #REF!	923 5.49%	911 -1.30%	942 3.40%	962 2.12%	968 0.62%	968 0.00%	985 1.76%	965 -2.03%	981 1.66%	1006 2.54%	1016 1.09%
Grand Total % +/-	1104 #REF!	1169 5.89%	1168 -0.09%	1206 3.25%	1231 2.07%	1252 1.71%	1255 0.24%	1255 0.00%	1225 -2.39%	1245 1.63%	1269 1.93%	1287 1.39%

Note: to follow an age group through the census reporting read the chart diagonally

**Proposed Substitute Teacher Pay Rates  
Ashland-Greenwood Public Schools  
2015-2016**

**Daily Short Term Rate**

2014-15	\$135
2015-16	<b>\$155</b>

**Daily Long Term Rate**

2015-16	\$135
2015-16	<b>\$155</b>

Note: The long term rate is used when a substitute serves more than 10 days consecutive in the same assignment. The long term rate begins on the 11th day of the assignment.

School	2014-15		2015-16		Long-Term	Kick-in	Notes
	Daily	Long-Term	Daily	Long-Term			
Bellevue*	\$135.00	\$145.00	\$135.00	\$145.00	10 days	No changes are proposed	
Bennington	\$135.00	\$145.00	\$135.00	\$145.00	10 days	No Change	
Blair*	\$135.00	\$176.47	\$135.00	\$177.67	10 days	No Change	
Elkhorn	\$135.00	\$145.00	\$135.00	\$145.00	10 days	No Change	
Fremont*	\$130.00	\$175.97	\$130.00	\$178.76	10 days	No Change	
Gretna	\$135.00	\$145.00	\$135.00	\$145.00	10 days	No changes are proposed	
Millard	\$140.00	\$150.00	\$140.00	\$150.00	15 days	No changes are proposed	
OPS	\$140.00	\$145.00	\$145.00	\$155.00	10 days	Proposed add \$5 to short & long	
Papio LV	\$135.00	\$145.00	\$135.00	\$145.00	15 days	No Change	
Plattsmouth*	\$130.00	\$140.00	\$130.00	\$140.00	10 days	No changes are proposed	
Ralston*	\$140.00	\$150.00	\$140.00	\$150.00	10 days	No changes are proposed	
Westside	\$140.00	\$150.00	\$140.00	\$150.00	10 days	No Change	
Arlington	\$130.00	\$140.00	\$135.00	\$145.00	10 days	Proposed add \$5 to short & long	
Ashland	\$135.00	\$155.00	\$140.00	\$155.00	10 days	Proposed add \$5 to short-term	
DC West	\$130.00	\$145.00	\$130.00	\$145.00	10 days	No changes are proposed	
Fort Calhoun	\$100.00	\$125.00	\$100.00	\$135.00	10 days	Added \$10 to Long-term	
Springfield*	\$115.00	\$175.27	\$115.00	\$177.28	10 days	No Change	
Average	\$131.76	\$150.16	\$132.65	\$151.98			
<b>Number of Substitute Days in 2014-15 = appx. 1,317.5</b>							
Bellevue: \$140 after 25 days of total subbing for year and 91st day of continuous work for one position will be placed appropriately on salary schedule							
Blair: Long-term is dependent on base/contracted days (Base = \$33,225/187)							
Fremont: Long-term is dependent on base/contracted days (Base = \$33,071/185)							
Plattsmouth - Beginning with the 11th day \$140 for next 20 consecutive days. Beginning with the 31st consecutive day, it is \$160 per day.							

Community Relations

Personnel - All Employees (& Students)

Anti-discrimination, Anti-harassment, and Anti-retaliation

**A. Elimination of Discrimination.**

The Ashland-Greenwood Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Ashland-Greenwood Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Building Principals, Ashland, NE 68003; HS: (402)-944-2114 or ELE: (402) 944-7083.

Employees and Others: Building Principals, Ashland, NE 68003; MS/HS: (402)-944-2114 or ELE: (402) 944-7083.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**

**1. Purpose:**

The Ashland-Greenwood Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:



Community Relations

Personnel - All Employees (& Students)

Anti-discrimination, Anti-harassment, and Anti-retaliation

**A. Elimination of Discrimination.**

The Ashland-Greenwood Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Ashland-Greenwood Public Schools does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, religion, veteran status, marital status, pregnancy, childbirth or related medical condition, age or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities and provides equal access to the Boy Scouts and other designated groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:  
Students: Building Principals, Ashland, NE 68003; HS: (402)-944-2114 or ELE: (402) 944-7083.

Employees and Others: Building Principals, Ashland, NE 68003; MS/HS: (402)-944-2114 or ELE: (402) 944-7083.

The Superintendent or his or her designee shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

**B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**

**1. Purpose:**

The Ashland-Greenwood Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

**2. Anti-retaliation:**

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

**3. Grievance (or Complaint) Procedures:**

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

*i. Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to

begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have

engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

*ii. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*iii. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

**4. Remedies:**

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.

- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
  - i. Know the school's prohibition against discrimination, harassment, and retaliation.
  - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
  - iii. Understand how and to whom to report any incidents of discrimination.
  - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
  - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

##### **5. Confidentiality:**

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged

harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

#### **6. Training:**

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

**7. Designated Compliance Coordinators:**

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

**8. Preventive Measures:**

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.



Legal Authorities: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.  
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;  
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.  
Section 504 of the Rehabilitation Act of 1973 (Section 504)  
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)  
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.

Date of Adoption: [August 1<sup>st</sup>, 2011]  
Revised and Adopted [November 21<sup>st</sup>, 2011]  
Revised (July 20<sup>th</sup>, 2015)

Business

Gifts, Grants and Bequests

The board may accept on behalf of and for the school district any bequest or gift of money or property. Gifts, grants and bequest will be accepted when the gift, grant or bequest is in compliance with these criteria:

Acceptance of the gift, grant or bequest does not place either a restriction or an obligation upon the district in the use of the gift, grant or bequest.

Acceptance of the gift, grant or bequest is not in conflict with provisions of the school code, public law or board policies.

Acceptance of the gift, grant or bequest does not require board commitment of district funds except when the board would choose to expend district funds for the same purposes for which the gift, grant or bequest is offered.

Acceptance of the gift, grant or bequest is judged to be in the best interests of providing quality education for the pupils of the school district.

All gifts, grants, and bequests shall become school district property.

Legal reference:           R.R.S.  
79-405 District body corporate; powers; name.  
79-501 School board; property; maintenance; hiring of superintendent,  
teachers, and personnel.

Adopted: October 4, 1983

**BUSINESS**

**Bequests, Gifts, Grants and Memorials**

A. Gifts, grants and bequests to the school district or a school building which represent capital or a program improvements may be accepted by the board of education under the following conditions:

1. The gift shall not promote a political cause or a religious view.
2. Gifts become the property of the school district which shall assume the right to remove or change the items or to use them in another school building.
3. Gifts shall be accepted by the board of education for the district but without collateral agreements for maintenance of the article, restrictions or conditions on its use, or commitment for replacement.
4. Gifts must, when applicable, conform to minimum specification of quality standards as established by the district.
5. A recommendation shall be made to the board of education prior to acceptance of any gift.
6. Publicity releases and/or announcements about gifts made to the district should not precede action of acceptance by the board of education.

B. Gifts, grants and/or bequests to the school district or a school building which represent or constitute memorials, including but not limited to pictures, plaques, or busts, commemorating or memorializing a student, staff member or community member will not be accepted for placement or attachment on school district buildings or grounds.

Legal reference: R.R.S.  
79-405 District body corporate; powers; name.  
79-501 School board; property; maintenance; hiring of superintendent, teachers, and personnel.

Date of Adoption: October 4, 1983  
Revised: July 20<sup>th</sup>, 2015

CURRENT POLICY

Policy 3323

Business Operations

Procedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is over \$40,000.00. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.
6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans,

specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Adopted: October 4, 1993  
Revised: February 6, 2006  
Revised: June 16, 2014

BUSINESS OPERATIONS

## Procedures-Bidding Constructions Projects

The District shall bid every project for the construction, remodeling, or repair of any school owned building or for site improvements when the contemplated expenditures for such project are forty thousand dollars or more. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidder, or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders for any project shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidder, or representatives of the bidders.
4. Additional Procedures Payment and performance bonds in the amount of the contract shall be provided by the person to whom the contract is awarded in a sum no less than the contract price, except for projects with a total cost of fifteen thousand dollars or less, unless required by the bid notice or contract documents. Each bid for which a payment and performance bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriated for a particular project.

## Legal Source:

Neb. Rev. Stat. §73-101 et seq.,; Nev. Rev. Stat. § 73-106;  
Neb. Rev. State § 52-119

Adopted: October 4, 1983  
Revised June 21, 2004  
Revised: March 17, 2008

Business OperationsProcedures—Bidding Construction Projects and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$100,000, or such sum as adjusted pursuant to §73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of \$100,000.00, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.
6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Date of Adoption: October 4, 1983

Revised: June 21, 2004

Revised: March 17, 2008

Revised : July 20<sup>th</sup>, 2015



Business OperationsProcedures—Bidding Construction Projects and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$100,000, or such sum as adjusted pursuant to §73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of \$100,000.00, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.
6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.

7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Date of Adoption: October 4, 1983

Revised: February 6, 2006

Revised: June 16<sup>th</sup>, 2014

Revised: July 20<sup>th</sup>, 2015

## CURRENT POLICY

3560  
Policy

### Business Operations

#### Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
  - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
  - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require longterm retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
    - i. Transitory messages. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.
    - ii. Less than permanent retention records. These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or

receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

- iii. Permanent/archival retention records. These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
  - i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
  - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.
  - iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
  - iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

Legal Reference:       Neb. Rev. Stat. §§ 84-712 through 84-712.09  
                              Neb. Rev. Stat. §§ 84-1201 to 84-1227  
                              State Records Administrator Guidelines:  
                                  Schedule 10: Records of Local School Districts (Feb. 1989)  
                                  Schedule 24: Local Agencies General Records (March 2005)  
                                  Electronic Imaging Guidelines (March 2003)

Adopted: August 20, 2007

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
  - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
  - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
    - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.
    - ii. *Less than permanent retention records*. These records are governed by the retention period for equivalent hard copy records as specified in the

approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

- iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
  - d. Proper Use of Electronic Messages.
    - i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
    - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.
    - iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter

any portion of a previously sent electronic message without administrative authorization.

- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

#### 4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

#### 4-5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

#### 5-6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.



The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference:   Neb. Rev. Stat. ' ' 84-712 through 84-712.09  
                      Neb. Rev. Stat. ' ' 84-1201 to 84-1227  
                      Laws 2010, LB 742  
                      State Records Administrator Guidelines:  
                          Schedule 10: Records of Local School Districts (Feb. 1989)  
                          Schedule 24: Local Agencies General Records (March 2005)  
                          Electronic Imaging Guidelines (March 2003)

Date of Adoption:   August 20, 2007  
Revised: July 20<sup>th</sup>, 2015

PersonnelRecruitment and Selection of Professional Personnel

The superintendent of schools shall be responsible for determining the personnel needs of the school district and shall prepare both long-range and annual staffing plans and shall specify, in writing, the procedures to be used for the recruitment and selection of professional personnel. Rules and regulations for the selection of professional personnel shall be in accord with any requirements or limitations established by statute, court decree or negotiated agreement with professional employees. Rules, regulations and procedures established by the superintendent for the recruitment and selection of professional personnel shall be submitted, in writing, to the board of education for review.

All professional employees shall be nominated for employment by the board of education only upon the recommendation of the superintendent or his or her designee. Should the board choose to reject a nomination for employment made by the superintendent or his or her designee, it shall be the duty of the superintendent or his or her designee to nominate another qualified person.

Upon verification of teaching experience from previous employment, the superintendent or designee may place a new teacher to the district on the appropriate step of the salary schedule. Full credit for each verified year of experience may be allowed for that salary placement.

Legal Reference: R.R.S.  
79-818 School board; employment of teachers and administrators;  
contracts; how executed; prohibitions.  
79-843 Teachers and school nurses; contract; renewal; exceptions;  
amend or terminate; notice; hearings; decision.

Revised: September 18, 2006

Revised: August 24, 2009

Personnel

Recruitment and Selection of Professional Personnel

Equal Opportunity Employment

It is the policy of Ashland-Greenwood Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

The superintendent of schools shall be responsible for determining the personnel needs of the school district and shall prepare both long-range and annual staffing plans and shall specify, in writing, the procedures to be used for the recruitment and selection of professional personnel. Rules and regulations for the selection of professional personnel shall be in accord with any requirements or limitations established by statute, court decree or negotiated agreement with professional employees. Rules, regulations and procedures established by the superintendent for the recruitment and selection of professional personnel shall be submitted, in writing, to the board of education for review.

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Legal Reference: R.R.S.  
79-818 School board; employment of teachers and administrators; contracts; how executed; prohibitions.  
79-843 Teachers and school nurses; contract; renewal; exceptions; amend or terminate; notice; hearings; decision.  
81-1355 Public policy; equal employment opportunity

Revised: September 18, 2006

Revised: August 24, 2009

Revised: July 20<sup>th</sup>, 2015

## Students

### Homeless Students

This School District will comply with the federal and state law related to homeless students.

A "homeless children" for purposes of this Policy is a child who lacks a fixed, regular, and adequate nighttime residence, as defined by applicable federal and state law related to homeless students. An "unaccompanied youth" is a child who is not in the physical custody of a parent or guardian.

1. Homeless Coordinator: The District's designated Homeless Coordinator is the Superintendent. The Homeless Coordinator may delegate the specified duties as the Homeless Coordinator determines to be appropriate. The Homeless Coordinator shall serve as the school liaison for homeless children and youth.
  - a. Responsibilities. The responsibilities of the Homeless Coordinator are to assist with identification, enrollment, and placement of homeless children and to provide staff development activities to all school personnel regarding the educational rights and needs of homeless children and youth. The Homeless Coordinator shall ensure that:
    - i. homeless children are identified by school personnel;
    - ii. homeless children enroll in, and have a full and equal opportunity to succeed in, school;
    - iii. homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services;
    - iv. the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
    - v. public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens;
    - vi. enrollment disputes are mediated in accordance with law; and
    - vii. the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law.
  - b. Coordination. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. Coordination activities with area shelters and other homeless service providers are to be established by the Homeless Coordinator.
  - c. Financial. The Homeless Coordinator shall ensure that financial records are maintained to show expenditures are for authorized activities. Title I, Part A homeless set-aside funds are also to be used for services for homeless children. Materials and equipment purchased with grant funds are properly identified and inventoried.
  - d. Program Activities. The Homeless Coordinator shall design program activities to meet the greatest need as determined by the District and homeless service providers.
  - e. Documentation. The Homeless Coordinator shall document the number of homeless children and youth receiving services.
  - f. Student Records. The Homeless Coordinator shall ensure that any record ordinarily kept related to students, including immunization or medical records, academic records, birth

certificates, guardianship records, and evaluations for special services or programs, are maintained so that the records of a homeless child are available, in a timely fashion, when the child enters a new school or school district and in a manner consistent with the Federal Education Rights and Privacy Act.

2. Enrollment and Placement of Homeless Children: The enrollment and placement of homeless children shall be in compliance with federal and state law.
  - a. Enrollment. A homeless child shall be immediately enrolled even if the child is unable to produce records normally required for enrollment. Lack of previous school records, immunization and medical records, birth certificate, or other documentation from the previous school will not delay the enrollment of a homeless child or youth. Guardianship issues, uniform or dress code requirements, and residency requirements will not be obstacles to delay or deny enrollment. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.
  - b. Obtaining Records. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records.
  - c. Placement. Placement decisions for a homeless child shall be made according to the District's determination of the child's best interests.
    - i. The placement shall be at either:
      1. The child's "school of origin," which is the school that the child attended when permanently housed or the school in which the child was last enrolled; or
      2. The school of the attendance area in which the child is actually living.
    - ii. If placed in the school of origin, the placement shall continue for the duration of the child's homelessness. If the child becomes permanently housed (no longer homeless) during the school year the placement in the school of origin will be continued for the remainder of that school year.
    - iii. To the extent feasible the placement shall be in the school of origin except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian.
    - iv. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal.
    - v. The grade placement for the homeless child will be the appropriate grade level as determined by the building principal or designee using the same procedures that are used for placing non-homeless children attending that school.
3. Educational Services and Stigmatization or Segregation: It is the District's policy that homeless children not be stigmatized or segregated on the basis of their status as homeless. Homeless children will be provided the same free, appropriate public education as other students. Homeless students will be provided services comparable to services offered to other students in the school in which the homeless child has been placed, including the following: transportation services, educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for

students with limited English proficiency, programs in vocational and technical education, programs for gifted and talented students, and school nutrition programs.

4. Transportation: Transportation will be provided to homeless students to the extent required by law.
  - a. Comparable Service. Transportation will be provided to a homeless student comparable to that provided to students who are not homeless.
  - b. School of Origin. When the homeless student attends the school of origin, transportation will be provided to and from the school of origin upon request of the parent or guardian of the homeless child, or upon request of the Homeless Coordinator in the case of an unaccompanied youth. If the homeless child relocates out of the District but continues to be enrolled in this School District based on it being the school of origin, this School District will negotiate with the school district in which the child is residing to develop a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin. If agreement is not reached, the responsibility and cost for transportation shall be shared equally.
  - c. Eliminate Barriers. Transportation will be provided when necessary to eliminate barriers to school enrollment and the retention of students experiencing homelessness.
  
5. Dispute Resolution. The process to resolve disputes concerning the enrollment or placement of a homeless child is as follows:
  - a. The homeless child and the parent, guardian or other person having legal or actual charge or control of the homeless child shall be referred to the Homeless Coordinator. The Homeless Coordinator shall carry out the dispute resolution process as expeditiously as possible after receiving notice of the dispute. The dispute resolution process is as follows:
    - i. The homeless child and parent/guardian will submit a written dispute statement to the Homeless Coordinator. The District's Dispute Resolution Form shall be used if such is available.
    - ii. When it is determined that additional information would be helpful, the Homeless Coordinator will schedule a meeting within 10 days, or such time as practicable, at which the homeless child and parent/guardian will be given the opportunity to provide information in support of their position.
    - iii. The Homeless Coordinator will contact school officials and others as determined appropriate to obtain information to corroborate the information provided in support of the positions of the homeless child and parent/guardian and the District.
    - iv. The Homeless Coordinator will provide a written response and explanation of a decision regarding the dispute within 30 calendar days after receiving the dispute statement.
    - v. The written response and explanation of the decision will include a notice of the right appeal using the appeal process provided for in Nebraska Department of Education Rules 19.
  - b. In the event of an enrollment dispute, the homeless child's placement shall be at the school in which enrollment is sought pending resolution of the dispute in accordance with the dispute resolution process. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Legal Reference:       Neb. Rev. Stat. § 79-215  
                              Nebraska Department of Education Rule 19  
                              McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.

Date of Adoption: August 20, 2007

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION  
& PLACEMENT REQUEST

Child's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade \_\_\_\_\_  
(Last Name) (First Name) (M.I.)

Parent/Guardian Name \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- \_\_\_\_\_ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
- \_\_\_\_\_ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
- \_\_\_\_\_ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
- \_\_\_\_\_ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
- \_\_\_\_\_ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- \_\_\_\_\_ None of the above.

b. How long do you anticipate living in current location? \_\_\_\_\_

2. School Most Recently Attended

School: \_\_\_\_\_  
(School Name) (City) (State)

Dates of Attendance: \_\_\_\_\_ to \_\_\_\_\_

Grade level when last attended: \_\_\_\_\_

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education services previously provided : \_\_\_\_\_

**STUDENTS**

- English Language Learners (ELL)  Gifted  Vocational Education
- Other \_\_\_\_\_

4. Possible Barriers to Education

- No Birth Certificate  No immunizations or other medical records
- No School Records  Transportation  School Selection
- Other issues/barriers \_\_\_\_\_

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation  Clothing to meet a school requirement  School supplies
- Early childhood program  Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling  Addressing needs related to domestic violence
- Staff professional development/awareness
- Other \_\_\_\_\_

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

b. Reason(s) for Request: \_\_\_\_\_

c. Name of "School of Origin" \_\_\_\_\_

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date \_\_\_\_\_

Has student been withdrawn? \_\_\_\_\_

If so, what was the withdraw date? \_\_\_\_\_

d. Distance from:

i. Residence to the school of origin (miles): \_\_\_\_\_

ii. Residence to the school requested (if not school of origin): \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian or Unaccompanied Youth's signature

\_\_\_\_\_  
Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act under No Child Left Behind. Please contact the Homeless Coordinator with any questions.



**WRITTEN NOTIFICATION OF  
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: \_\_\_\_\_

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
( Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

**Homeless student program eligibility:**

- \_\_\_\_\_ Child does not qualify under the homeless student program.
- \_\_\_\_\_ Child qualifies under the homeless student program. This determination was based upon: \_\_\_\_\_

**Placement** (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: \_\_\_\_\_  
( Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

**Notices:**

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:  
Education Specialist & Homeless Education / NCLB Programs  
Nebraska Department of Education  
<http://www.education.ne.gov/federalprograms/Title%20X.html>  
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

Written Notification Form was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: \_\_\_\_\_

Person completing form: \_\_\_\_\_  
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): \_\_\_\_\_

I wish to dispute the following decision: \_\_\_\_\_

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): \_\_\_\_\_

Persons who have information to support my position (include contact information): \_\_\_\_\_

I request that the following action be taken on this dispute: \_\_\_\_\_

Parent or Guardian or Unaccompanied Youth's signature \_\_\_\_\_

Date \_\_\_\_\_

-----For School Use-----

Date received by Homeless Coordinator \_\_\_\_\_

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian \_\_\_\_\_ Unaccompanied Youth \_\_\_\_\_  
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: \_\_\_\_\_

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

**STUDENTS**

Homeless Policy No. 5110.1

HEP Form 3

Education Specialist & Homeless Education / NCLB Programs

Nebraska Department of Education

<http://www.education.ne.gov/federalprograms/Title%20X.html>

Telephone: (402) 471-1419 Facsimile: (402) 471-0117

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on \_\_\_\_\_ (Date).

InstructionElementary and SecondaryAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education ("State Board"). The adoption of the academic content standards includes the Language Arts (reading and writing) standards that were adopted by the State Board on December 11, 2008 and revised by the State Board on April 2, 2009, the Mathematics standards that were approved by the State Board on October 8, 2009, the Science standards that were adopted by the State Board on October 6, 2010 and the Social Studies standards that were adopted by the State Board on December 7, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Adopted: September 21, 2009  
Revised: July 15<sup>th</sup>, 2013

InstructionElementary and SecondaryAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education ("State Board"). The adoption of the academic content standards includes the: Language Arts standards that were adopted by the State Board in September, 2014; Mathematics standards that were approved by the State Board in October 2010; Science standards that were adopted by the State Board in November, 2010; and Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Adopted: September 21, 2009

Revised: July 15<sup>th</sup>, 2013

Revised: July 20<sup>th</sup> 2015

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Legal Reference: LB 511.

Date of Adoption: July 20<sup>th</sup>, 2015

SPECIAL EDUCATION  
Instruction

Special Education Program

**Special Education Policies**

Ashland-Greenwood Public Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

**1. Free Appropriate Public Education**

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

**2. Full Educational Opportunity Goal**

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

**3. Child Find**

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

**4. Individualized Education Program (IEP)**

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

**5. Least Restrictive Environment**

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

**6. Procedural Safeguards**

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01

**7. Evaluation and Identification Procedures**

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

**8. Confidentiality of Personally Identifiable Information**

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

**9. Transition of Children from Part C to Preschool Programs**

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 51-007.16. By the third birthday of such a child, an individualized education program or an individualized family service plan shall be developed and be implemented for the child. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 51-007.16 through 007.16B1b

**10. Children in Nonpublic Schools**

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

**11. Personnel Standards and Personnel Development**

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010



**12. Participation in and Reporting of State and District Wide Assessments**

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

**13. Suspension and Expulsion Rates**

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

**14. Access to Instructional Materials**

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

**15. Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

**16. Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

**17. Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

**18. Surrogates**

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

**19. Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304  
Neb. Rev. Stat. § 79-1110 to 79-1167  
92 NAC 51

Date of Adoption: August 1, 2011  
(Replaces 6159 & 6600 previously adopted 6-1-2009)  
Revised: July 20<sup>th</sup>, 2015

Bylaws of the Board

Minutes

The board of education shall keep minutes of all meetings showing the time, place, members present and absent, and a summary of decisions.

The minutes shall be prepared by the executive secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting, at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting. Roll call votes shall be taken in the alphabetical order of the last names of the board members, but successively and consecutively rotated in such order from meeting to meeting to permit each member the opportunity and right, periodically, to vote first.

The vote to elect leadership within the board may be taken by secret ballot.

Legal Reference: R. R. S.

79-580 Class I, II, III, and VI school district; board of education; claims against; records of proceedings; secretary; duty to publish.

79-581 Class I, II, III, and VI school district; publication of claims and summary of proceedings; noncompliance by secretary; penalty

Adopted: November 7, 1983

Revised: March 21, 2005

Bylaws of the Board

Minutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

The minutes may be kept as an electronic record.

Voting

Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting. Roll call votes shall be taken in the alphabetical order of the last names of the board members, but successively and consecutively rotated in such order from meeting to meeting to permit each member the opportunity and right, periodically, to vote first.

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Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577

Neb. Rev. Stat. §§ 84-1408 to 1414

Adopted: November 7, 1983

Revised: March 21, 2005

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