

Ashland-Greenwood Public Schools
Board Agenda
Saunders County School District No. One
Monday, December 20, 2010
Office Conference Room, Ashland-Greenwood High School
1842 Furnas Street
Ashland, NE 68003

Regular Meeting
5:30 p.m.

Please note earlier meeting time!

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

1. Call to Order. Roll Call.
2. Acknowledgement of Open Meetings Law posting.
3. Recognition of public participation at the meeting, identification of speakers and determination of time limits on participation.
4. Visitors and Communications from the Public.
5. Approval of any changes in the mailed agenda and/or changes in the agenda order. (Note: All agenda action items must be submitted to the Superintendent of Schools at least 24 hours in advance.)
6. Approval of Consent Agenda Action Items
 - A. Approval of minutes of previous meetings. Pages 1-4
 - B. Financial Reports: District Funds. Pages 5-12
 - C. Action on Claims. Pages 13-17
 - D. Contract Renewals: None
7. Administrative and Practitioners Reports
 - A. In lieu of reports, the administrative staff will provide holiday cheer.
8. Old Business
 - A. Consideration and action on school calendar for 2010-11. Pages 18-19
 - B. Consideration and action on purchase of school bus. Page 20
 - C. Consideration and action on Data Manager's Position. Pages 21-28
 - D. Consideration and action on board policy 4133/4233. Pages 29-31
 - E. Construction update report and establishment of date for an open house.
9. New Business
 - A. Consideration and possible action on construction contracts.
 - a. Window Treatments
 - b. Security Camera System for High School
 - B. Consideration and action to accept the report of the Multicultural Committee. Page 32

- C. Consideration and action approving Cole Washburn as a middle school wrestling coach.
- D. Recognition of Randy Beranek for his service on the Ashland Greenwood Public Schools Board of Education.
- E. Consideration of personnel matters. The board will want to enter executive session for discussion purposes.

10. Information Items

- A. Certification of Election Results. Page 33-34

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

12. The next regular meeting is scheduled for January 17, 2011 at 7:30 p.m. in the Library at Ashland-Greenwood High School at 1842 Furnas Street in Ashland, NE 68003. This meeting will be both a regular meeting of the school board and the annual meeting for the school board.

Notices:

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

INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

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

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

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

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

**Ashland-Greenwood Public Schools
Board of Education
Meeting Minutes
November 15, 2010**

Opening

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session at 7:30 p.m. on 15th of November by President Melvin Cerny.

Present

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

Notice

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

Public Participation

No public requested participation in the agenda.

Visitors and Communication from the Public

No visitors or communication from the public were present.

Call to Order

The meeting was duly called to order.

Announcement of Open Meetings Act Posting

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

Agenda Change

There were no changes to the mailed agenda.

Consent Agenda

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

Administrative and Practitioners Reports

Rick Wintermute presented to the board on the progress of construction. Wintermute answered questions and provided explanations of change orders. Wintermute told board members that the next milestone will be the opening of the main entrance at the high school pending the fire marshall's approval this Friday. Wintermute advised that the classroom wing was complete and the corridors to that wing will be completed in the next thirty days. It is hoped that all interior work in the building should be completed in the next thirty days.

There will be some outside exterior work that will need to be completed this spring including the laying of buffalo grass sod in the courtyard.

Kylie Ebelin, (contracted speech pathologist from ESU #2), Jean Bernth, Kristin Fangmeyer and Rita Smits were present to give a practitioner report on special education. Presentation included information regarding identifying students, disability categories, and staff responsibilities. Sample folders of documentation were provided for the board for review.

Jill Flinkey presented the board an outline and reported on the NCLB consolidated application for federal grant dollars.

Brad Jacobsen reported extra curricular activities and failing students and presented a graph tracking the progress of failing students.

Supt. Pease congratulated Melvin Cerny, Karen Stille and Tom Walsh for winning the election.

Pease also told board members that Senator Haar was coming to tour the schools tomorrow and invited board members to come and visit with the Senator.

Construction Change Order

Supt. Pease presented to the board the remainder of the construction claims for possible approval. Discussion was held.

Motion by Berank with second by Stille to approve the remaining construction change orders. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner and Stille. Voting no: none. Member Nygren and Sapp were absent and not voting. Motion carried.

NEW BUSINESS

Personnel

Teresa Bray recommended Jody vonRenzell for the full-time para-professional position and Sheri Buck as a substitute para-professional. Brad Jacobsen made a recommendation to add Randall Turner as a substitute teacher.

Motion by Beranek with second by Garner to approve Jody vonRenzell as or the full-time para-professional position and Sheri Buck as a substitute para-professional and to approve Randall Turner as a substitute teacher. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner and Stille. Voting no: none. Member Nygren and Sapp were absent and not voting. Motion carried.

Data Manager Clerical Position.

Supt. Pease reported to the board on the consideration of a position that would involve managing student data on Powerschool and assisting with the reporting of the data. Pease explained to the board that the amount of data being reported is increasing and a centralized person to enter and report this data could ease the burden from administrative staff and reduce reporting errors. Accuracy of this data reported to the NDE is vital as is tied to funding, AYP and PLAS. A possible job description was also provided for boards review and recommendation. Discussion was held. This matter will be brought back to the board at a future board meeting.

Surplus Property

Supt. Pease presented to items for the board to approve as surplus property and sold. The items to be approved are: a 3-phase natural gas fired back up generator and two sections of a wrestling mat.

Motion by Stille with second by Garner to approve the 3-phase natural gas fired back up generator and two sections of a wrestling mat. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner and Stille. Voting no: none. Member Nygren and Sapp were absent and not voting. Motion carried.

2011-12 Preliminary School Calendar

Supt. Pease presented to the board a preliminary 2011-12 school calendar. The calendar is built similar to the last few years calendar. Pease presented the calendar to the board for their review and input. Pease will share the preliminary calendar with staff for their comment. Pease will bring those comments back to the board. The proposed calendar will be on the December agenda for possible adoption.

2009-10 District Audit

Board members were mailed a copy of the 2009-10 audit. The audit was completed by Dana Cole & Company.

Motion by Beranek with second by Stille to accept the 2009-10 financial audit. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner and Stille. Voting no: none. Member Nygren and Sapp were absent and not voting. Motion carried.

Overnight Travel

A request was received by Pat Yunker for permission for three qualifying students and one alternate student to travel overnight to Nebraska Music Educators Convention on November 18, 19, 20 in Lincoln Nebraska.

Motion by Beranek with second by Garner to approve over night travel for qualifying students to Nebraska Music Educators Convention on November 18, 19, 20 in Lincoln Nebraska. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner and Stille. Voting no: none. Member Nygren and Sapp were absent and not voting. Motion carried.

School Bus Specification

Supt. Pease presented to the board for review the specifications of a new school bus. Pease highlighted items the district will be requiring in the vehicle. Discussion was held. Pease will send the specifications out for bids and after bids are received this will be brought back to the board.

Policy 4133-4233

Supt. Pease presented to the board for review revisions of policy 4133/4233 regarding job activities. This policy is being prepared and recommended to assist us in compliance with IRS rules. Discussion was held. This policy will be brought back to the board for possible adoption at the next board meeting.

Conference Room Furniture

Discussion was held regarding conference room furniture. Supt. Pease and Principal Jacobsen had research possible furniture for the room. The board reviewed the two selections provided. A nesting table made by HON and custom built table by Cornhusker Industries. Discussion was held regarding features of the tables. Board was in agreement to purchase the HON nesting tables. Members felt they would be a good choice and provide many options for use.

Information Items

The State Conference for Boards of Education of Nebraska school districts is set for November 17-19 at the LaVista Conference Center/Embassy Suites in Omaha. A pre-conference is planned for November 17th. Board members are encouraged to consider attending the meeting.

Other business presented for future considerations

Discussion was held regarding an open house for both buildings when the construction is completed.

Adjournment

President Cerny adjourned the meeting at 9:42 p.m. The next Regular Meeting will be held 5:30 p.m. on Monday December 20, 2010 in the Conference Room of the High School at 1842 Furnas Street, Ashland, Nebraska. All meetings are open to the public. An agenda for the meeting, kept continuously current, is available for public inspection during normal business hours at the Superintendent's Office, 1225 Clay Street, Ashland, Nebraska.

Minutes submitted by:

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Nov-10

GENERAL FUND

Beginning Balance \$ 3,748,146.52

RECEIPTS

11/1/10	Cass County Property Taxes	\$	5,312.89
11/2/10	Ashland Auction House, Sale of Surplus Pr	\$	189.00
11/2/10	Student Assgn Notebook	\$	5.00
11/4/10	Student Book Fine	\$	8.00
11/5/10	Sale of Property - Lunch Tables	\$	125.00
11/10/10	Sarpy County Property Taxes	\$	3.52
11/12/10	Donation Student Assgn Notebooks	\$	5.00
11/15/10	Saunders County: Property Tax	\$	21,991.54
11/15/10	Saunders County: Motor Vehicle Fees	\$	8,911.31
11/15/10	Saunders County Fines	\$	2,091.89
11/16/10	Cass County Property Taxes	\$	21,206.69
11/16/10	Cass County Fines & Licenses	\$	1,288.08
11/16/10	Cass County Motor Vehcile	\$	9,930.08
11/16/10	MV Pro rate Alloc	\$	418.07
11/16/10	Student Assgn Notebook	\$	5.00
11/19/10	Title I Scheduled pay	\$	7,694.00
11/19/10	Title I Scheduled pay	\$	8,480.00
11/30/10	NDE Nov State Aid	\$	155,874.34
11/30/10	Saunders County: Property Tax	\$	10,837.85
11/30/10	Saunders County: Motor Vehicle Fees	\$	7,212.83
11/30/10	Cass County Property Taxes	\$	1,988.15
11/30/10	NLAF Interest	\$	105.85

Total	\$	263,684.09	\$	4,011,830.61
--------------	-----------	-------------------	-----------	---------------------

DISBURSEMENTS

Nov Claims	\$	605,881.35
ESU #2 Sub Reimb	\$	(269.12)

Total	\$	605,612.23	\$	3,406,218.38
--------------	-----------	-------------------	-----------	---------------------

ENDING BALANCE				<u><u>\$ 3,406,218.38</u></u>
----------------	--	--	--	-------------------------------

RECONCILIATION

NLAF Liquid Balance	\$	1,729,602.60
Plus: F& M Bank Balance	\$	258,534.47
Plus General Fund Investments		\$1,419,726.99
Less: Outstanding Claims	\$	1,645.65
check clearing error	\$	0.03
Reconciled Balance	\$	3,406,218.38

				<u><u>\$ 3,406,218.38</u></u>
--	--	--	--	-------------------------------

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Nov-10

ADMINISTRATIVE OPERATIONS ACCOUNT

Beginning Balance			\$	1,213.24
<u>RECEIPTS</u>				
GF Deposit	\$	946.37		
Total		<hr/>	\$	946.37
			\$	2,159.61
<u>DISBURSEMENTS</u>				
11/3/10	R Kissel, Custodial Mileage	\$	11.40	
11/10/10	USPO, Bd of Ed Postage	\$	36.71	
11/12/10	R Rist, Maint: Mileage	\$	200.50	
11/12/10	R Rist, Tranp: Learners Permit	\$	12.50	
11/15/10	B Jacobsen, MSHS Principal: Mileage	\$	391.00	
11/15/10	C Tucker, Nurse: Mileage	\$	7.50	
11/16/10	C Caswell, Elem Counselor: Mileage	\$	24.40	
11/17/10	J Gude-Rung Sped: Mileage/Travel	\$	33.00	
11/22/10	C Caswell, Elem Counselor: Mileage	\$	75.10	
11/22/10	P Yardley, Title I Mileage	\$	36.00	
11/22/10	C Pease Supt: Mileage	\$	134.50	
11/22/10	C Pease, Supt: Supples	\$	8.78	
11/24/10	Lincoln NE HS, Regis, Acad. Decath	\$	80.00	
11/30/10	M Hohensee, Transp: Bus Permit	\$	77.50	
11/30/10	ASCD, Supt: Dues	\$	49.00	
			<hr/>	\$1,177.89
			\$	981.72
Ending Balance			\$	<u>981.72</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	1,445.72		
Less: Claims Outstanding	\$	464.00		
	\$	<hr/> 981.72		
Reconciled Balance	\$	<hr/> 981.72		\$ <u>981.72</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Nov-10

PAYROLL ACCOUNT

	Beginning Balance		\$ 14,285.46
<u>RECEIPTS</u>			
General Fund	\$ 406,591.50		
Hot Lunch	\$ 15,018.66		
FM National Bank: Interest	\$ 8.80		
Emp Monthly Prem	\$ 2,020.42		
Child Support Payment	\$ 327.00		
Total		\$ 423,966.38	\$ 438,251.84

<u>DISBURSEMENTS</u>			
Net Payroll	\$ 262,682.84		
Retirement	\$ 62,130.82		
State Tax Withholdings	\$ 12,090.33		
Federal/FICA Taxes	\$ 84,706.17		
Retiree Life Insurance Mo. Premium	\$ 102.00		
Emp Health Insurance Mo Premium	\$ 1,010.21		
Child Support Payment	\$ 327.00		
Employee Payroll Stipend Advance	\$ 616.59		
Employee Payroll Stipend Advance	\$ 626.30		
Total		\$ 424,292.26	\$ 13,959.58

Ending Balance \$ 13,959.58

<u>RECONCILIATION</u>			
Bank Balance	\$ 76,716.70		
Claims Outstanding	\$ 62,757.12		
	\$ 13,959.58		
Receipts Outstanding	\$ -		
Reconciled Balance	\$ 13,959.58		<u>\$ 13,959.58</u>

EMPLOYEE BENEFIT (SECTION 125) ACCOUNT

Beginning Balance			\$ 19,763.86
<u>RECEIPTS</u>			
Employee Payroll Deposit	\$ 9,191.44		
Centennial Bank: Interest	\$ 1.51		
Total		\$ 9,192.95	\$ 28,956.81

<u>DISBURSEMENTS</u>			
11/5/10 Payflex	\$ 2,586.97		
11/12/10 Payflex	\$ 4,041.72		
11/19/10 Payflex	\$ 5,490.05		
11/26/10 Payflex	\$ 1,806.82		
Total		\$ 13,925.56	\$ 15,031.25

Ending Balance \$ 15,031.25

<u>RECONCILIATION</u>			
Bank Balance	\$ 15,031.25		
Outstanding Claims	\$ 15,031.25		
Outstanding Receipt	\$ -		
Reconciled Balance	\$ 15,031.25		<u>\$ 15,031.25</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Nov-10

SPECIAL BUILDING ACCOUNT

Beginning Balance			\$ 2,575,721.06
<u>RECEIPTS</u>			
11/1/10	Cass County Property Taxes	\$	10.37
11/30/10	NLAF Interest	\$	98.08
11/30/10	F & M Interest	\$	3.84
	Total		\$ 112.29
			\$ 2,575,833.35
<u>DISBURSEMENTS</u>			
001203	Ace Plumbing; HS Plumbing	\$	13,132.00
001204	Artisan Stone Co; Elem Precast Final	\$	6,427.00
001205	BCDM; Architectural Services	\$	4,810.15
001206	V V P America, Inc; HS Alum Framing	\$	20,165.65
001207	Concrete Industries, Inc; HS Concrete	\$	1,166.71
001208	Cornhusker Tile & Marble Co; HS Tile	\$	28,500.00
001209	Drywallers Inc; HS Gypsum Board	\$	4,792.75
001210	Floors Inc; HS Carpet & Floor	\$	1,809.75
001211	HEP Inc.; Elem Pumbing	\$	3,410.50
001212	Innov. Labs; HS Casework	\$	33,519.80
001213	Paul L Kess; HS Ceilings/Ext Finishes	\$	7,125.00
001214	Kingery Const; CMR Services	\$	68,485.13
001215	Mark Sass&Assoc.; HS Carpentry	\$	11,400.00
001216	McArtor Masonry Inc; HS Masonry	\$	2,103.87
001217	Meininger Fire Pro.; HS Fire Supression	\$	1,197.00
001218	NE Waterproofing; Elem Sealers	\$	9,004.10
001219	Porter-Trustin; HS Doors & Grilles	\$	760.00
001220	Progressive; HS Electrical	\$	23,750.00
001221	Scott Enterprises Inc; HS Roofing	\$	31,435.50
001222	Senegal Specialty; HS Joint Sealers	\$	1,140.00
001223	True-Line Undergrd.;HS Site Utilities	\$	2,850.00
001224	JB Const./Consolid. Concr.; HS Concrete	\$	32,943.72
	Total		\$309,928.63
			\$ 2,265,904.72
Ending Balance			<u><u>\$ 2,265,904.72</u></u>
<u>RECONCILIATION</u>			
	F&M Bank Balance	\$	18,701.95
	NLAF #9300590 Balance	\$	1,768,195.76
	Special Building Investments		\$511,950.73
	Outstanding Claims	\$	32,943.72
	Outstanding Receipts		
Reconciled Balance		<u>\$ 2,265,904.72</u>	<u><u>\$ 2,265,904.72</u></u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Nov-10

QUALIFIED CAPITAL PURPOSE FUND

Beginning Balance			\$	300.69
<u>RECEIPTS</u>				
Total			\$	-
<u>DISBURSEMENTS</u>				
Total			\$	-
Ending Balance			\$	<u>300.69</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	300.69		
Less: Outstanding Claims				
Plus: Outstanding Deposits				
Reconciled Balance	\$	<u>300.69</u>	\$	<u>300.69</u>

DEPRECIATION FUND

Beginning Balance			\$	419,470.75
<u>RECEIPTS</u>				
F&M National Bank	Interest	\$	43.59	
NLAF	Interest	\$	10.67	
Total			\$	54.26
Total			\$	419,525.01
<u>DISBURSEMENTS</u>				
Total			\$	-
Total			\$	-
Total			\$	419,525.01
Ending Balance			\$	<u>419,525.01</u>
<u>RECONCILIATION</u>				
F & M Bank Balance	\$	212,187.63		
NLAF Balance	\$	207,337.38		
Less: Outstanding Claims				
	\$	<u>419,525.01</u>		
Reconciled Balance	\$	<u>419,525.01</u>	\$	<u>419,525.01</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Nov-10

STUDENT FEE FUND

Beginning Balance \$ 4,354.72

RECEIPTS

11/3/10	Various; Cap & Gown Fees	\$	66.00
11/4/10	Various; Cap & Gown Fees	\$	66.00
11/5/10	Student; Cap & Gown Fee	\$	22.00
11/11/10	Student; Lap Top Fee	\$	30.00
11/12/10	Various; Cap & Gown Fees	\$	66.00
11/12/10	Student; Cap & Gown Fee	\$	22.00
11/24/10	Student; Cap & Gown Fee	\$	22.00
11/30/10	Interest	\$	0.35

Total \$ 294.35 \$ 4,649.07

DISBURSEMENTS

11/1/10	Kent Rung Productions; DJ MS Dance	\$	150.00
11/1/10	Fremont Pub Schls; VB Sub Dist Admis	\$	20.00
11/2/10	AG Activities Acct; Admiss FB Playoffs	\$	333.00
11/12/10	AG Activities Acct; Admiss FB Playoffs	\$	331.00

Total \$ 834.00

Ending Balance \$ 3,815.07

RECONCILIATION

Bank Balance	\$	3,815.07
Claims Outstanding	\$	-
	\$	<u>3,815.07</u>

Receipts Outstanding
 Reconciled Balance \$ 3,815.07 \$ 3,815.07

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Nov-10

HOT LUNCH ACCOUNT

	Beginning Balance		\$ 47,252.43
<u>RECEIPTS</u>			
Student and Staff Deposits	\$ 26,109.52		
Federal Reimb	\$ 10,423.02		
State Reimb	\$ 3,049.54		
Breakfast Reimb	\$ 2,791.50		
Vending Proceeds			
F&M National Bank: Interest	\$ 9.54		
Total		\$ 42,383.12	\$ 89,635.55
<u>DISBURSEMENTS</u>			
Wages & Benefits	\$ 17,197.52		
Food	\$ 23,286.47		
Supplies	\$ 1,912.53		
Contracted Services	\$ 2,210.73		
Other	\$ 49.45		
Total		\$ 44,656.70	\$ 44,978.85
Ending Balance			<u>\$ 44,978.85</u>
<u>RECONCILIATION</u>			
Bank Balance	\$ 56,826.29		
Claims Outstanding	\$ 12,942.99		
	\$ 43,883.30		
Receipts Outstanding	\$ 1,095.55		
Reconciled Balance	\$ 44,978.85		<u>\$ 44,978.85</u>
Student and Staff Deposits Held on Account - End of Month			\$ 14,775.05

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Nov-10

INVESTMENTS

Date Bought	Security Description	Maturity Date	Rate	Investment
General Fund Investments				
7/30/10	Farmers & Merchants Bank, A	01/30/11	0.8500%	\$824,176.73
10/22/10	Centennial Bank, Ashland	10/22/11	0.9000%	\$100,550.26
10/22/10	Onwest Bank FSB, CA	04/21/11	0.5500%	\$248,000.00
11/2/79	Orrstown Bank, PA	10/24/11	0.9000%	\$247,000.00
Total Investments				<u><u>\$1,419,726.99</u></u>

Special Building Fund Investments

7/24/10	Farmers & Merchants Bank, A	01/30/11	0.8500%	\$511,950.73
Total Investments				<u><u>\$511,950.73</u></u>

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

CENTENNIAL BANK

FDIC INSURANCE		<u>\$ 250,000.00</u>
Total Secured		<u><u>\$ 250,000.00</u></u>

FARMERS AND MERCHANTS NATIONAL BANK

FDIC INSURANCE		\$ 250,000.00
FHLB (Irrevocable Letter of Credit)	23458	<u>\$ 2,125,000.00</u>
Total Secured		<u><u>\$ 2,375,000.00</u></u>

**November 2010 Incomplete
General Fund Disbursements
15-Nov-10**

Check	Payable to	Amount	Description
028227	PayFlex Systems USA Inc	\$ 317.20	Employee Benefit
028228	Windstream	\$ 1,052.38	Local Telephone Service
028229	Ashland Disposal Service	\$ 658.20	Cust: Waste Removal & Dumpsters
028230	Seminole Energy Services	\$ 419.84	All Areas: Natural Gas

Authorized by:

**Ashland-Greenwood Public Schools
General Fund Claims
December 20, 2010**

Check #	Vendor	Amount	Description
028231	AG Payroll Acct	\$ 268,272.39	Net Payroll
028232	AGEA	\$ 2,129.24	Employee Dues
028233	BCBS	\$ 75,159.80	Payroll Employee Health Ins
028234	Centennial Bank	\$ 9,016.44	Payroll Section 125 Deduct
028235	Guardian	\$ 889.58	Payroll Employee Life Prem
028236	Guardian	\$ 643.86	Employee Vision Plan
028237	HSBC Bank Nevada N.A. AS SUCC	\$ 494.93	Garnishment
028238	National Ins Serv	\$ 1,039.12	Payroll LTD Insurance Prem
028239	MidAmerica 403b	\$ 1,840.00	Payroll Annuity Deduction
028240	AG Payroll Acct	\$ 12,552.35	Payroll State Tax Wthhldg
028241	AG Payroll Acct	\$ 327.00	Employee Child Support Paymnt
028242	AG Payroll Acct	\$ 85,801.76	Payroll Federal Tax Wthhldg
028243	AG Payroll Acct	\$ 1,242.89	Add'l Nov 10 Employee PR Net
028244	Retirement	\$ 62,744.06	Payroll Retirement Wthhldg
028245	AmSan LLC	\$ 2,846.68	Custodial: Supplies
028246	ASCD	\$ 254.00	Curr. Supervision: Dues
028247	Ashland Auto Parts	\$ 7.80	Maintenance: Supplies
028248	Awards Unlimited, Inc.	\$ 191.17	Board of Ed: Awards -Name Plates
028249	City Of Ashland	\$ 1,620.50	All Areas: Water & Sewer
028250	Dana F Cole & Co., LLP	\$ 4,004.00	Gen. Business: Audit Services
028251	Cornhusker International Trucks, Inc.	\$ 16.22	Transportation: Parts
028252	DATAVISION LLC	\$ 1,232.50	Inst. Tech: Computer Service
028253	Demco Inc.	\$ 213.58	Media: MS/HS Supplies
028254	Eakes Office Plus	\$ 230.42	Copier Maintenance
028255	Enchanted Learning, LLC	\$ 125.00	Media: Elem Software Renewal
028256	Esu #3	\$ 2,563.50	Special Ed: Student Tuition
028257	Foundation for Educational Services, Inc.	\$ 370.00	Instruction: Software Renewal
028258	Follett Educational Services	\$ 701.39	Media: MS/HS books
028259	Fricke & Associates Inc	\$ 40.00	Bus Office: Notary Bond Renewal
028260	GovConnection Inc.	\$ 1,597.48	Instruction: Equipment
028261	Grainger	\$ 38.76	Maintenance: Electrical Cord
028262	Grolier Online/Scholastic Library	\$ 1,856.00	Media: Subscription Renewals
028263	Heartland Foundation/School	\$ 5,548.00	Special Ed: Student Tuition
028264	Hewlett-Packard Company	\$ 868.20	Reg. Instr.: Laptop Replacment
028265	Hillyard/Sioux Falls	\$ 984.05	Custodial: Supplies
028266	Hometown Leasing	\$ 118.00	Copier Lease
028267	HMH Pub DBA Holt, Rinehart Winston	\$ 654.17	Reg. Inst: HS Textbooks
028268	Husker Electric	\$ 785.03	Maint: Parts/ Audio & Video
028269	Instru-med	\$ 50.00	Nurse: Audiometer Calibration
028270	Cascio Music Co., Inc./Interstate Music	\$ 272.67	Band: Supplies & Equipment
028271	Johnstone Supply	\$ 246.60	Maintenance: HVAC Motors
028272	J. W. Pepper & Son, Inc	\$ 103.99	Band: Christmas Music
028273	Larry's Boiler Service, Inc	\$ 94.00	Maint: Boiler Startup & Inspection
028274	Laune Sales & Service	\$ 3.50	Maintenance: Broom Parts
028275	Lee Sapp Ford-Mercury *	\$ 16.95	Transportation: Spare keys*
028276	LifeTrack Services Inc	\$ 879.75	Senior & Post Graduate Survey
028277	Lincoln Family Med. Group	\$ 138.00	Transportation: Driver Physical

**Ashland-Greenwood Public Schools
General Fund Claims
December 20, 2010**

Check #	Vendor	Amount	Description
028278	Linweld Inc.	\$ 439.17	Voc Ag: Supplies
028279	LTR Towing & Recovery	\$ 2,000.00	Transportation: Towing Bus 06
028280	Gerard Lusienki	\$ 69.98	Bus Off: Supplies
028281	MCI Communications Services, Inc.	\$ 128.59	All Areas: Long Distance Service
028282	Mead Lumber Co.	\$ 3,637.21	All Areas: Supplies, Building
028283	Midwest Office Automations	\$ 284.00	Instruction: Copier Use
028284	Jensen Printing Company	\$ 515.45	Instruction: Office Supplies
028285	NASB	\$ 800.00	Board of Ed: Workshop fee
028286	Nebraska Council of School Admin.	\$ 335.00	Curr. Supervision Dues
028287	Nebraska Department Of Ed.	\$ 23,189.00	Special Ed Student Tuition
028288	Nebraska DOL Office & Labor Standards	\$ 340.00	Annual Boiler Inspection & Permits
028289	Nebraska Safety Council	\$ 150.86	Nurse: CPR Materials
028290	Tyler Williams	\$ 1,725.00	Maintenance: Tree Service
028291	NEXTEL	\$ 115.18	All Areas: Cell Phone Use
028292	Nicholson & Associates	\$ 126.95	Transp. Annual Fee CDL Drug Test
028293	No Frills Supermarkets	\$ 11.65	Supt Office: Supplies
028294	Northwest Evaluation Association	\$ 5,515.00	Reg. Inst: NRT Achievement Testing
028295	O'Keefe Elevator Co.	\$ 244.59	Elevator Quarterly Maintenance
028296	Omaha Symphony Assoc	\$ 245.00	Elem Instruct: Field trip fee
028297	Omaha Public Schools	\$ 80.00	Office Manager Workshop Fee
028298	One Source, Inc	\$ 57.00	Personnel Background Checks
028299	Omaha Public Power District	\$ 9,166.46	All Areas: Electricity
028300	Perry, Guthery, Haase & Gessf	\$ 88.00	Administration: Legal Services
028301	Pitney Bowes Postage By Phone	\$ 500.00	All Areas: Postage
028302	Plank Road Publishing, Inc.	\$ 34.40	Elem Vocal Music: Music CD
028303	Platte Valley Sanitation Inc	\$ 325.00	Custodial: Garbage Service
028304	Mark Powell	\$ 770.00	Event Security
028305	Quill Corp	\$ 326.67	Supplies
028306	Reid's Variety	\$ 5.29	Nurse: Supplies
028307	Renaissance Learning, Inc.	\$ 131.56	Media: Elem. Software
028308	School Specialty Inc	\$ 402.89	Instruction: Supplies
028309	Skyline Physical Therapy, Inc	\$ 897.50	Physical Therapy
028310	Solution One	\$ 659.19	Instruction: Copier Use
028311	Sparkling Klean	\$ 5,696.60	Custodial: Janitorial Service
028312	TEACHING STRATEGIES INC	\$ 223.94	Preschool Sped: Kndg Assessment
028313	Three Rivers Health Department	\$ 60.00	Employee Vaccination
028314	Ty's Outdoor Power & Service Inc	\$ 1,789.90	Maint: Snow Equipment
028315	University Of NE at Kearney	\$ 150.00	Transp: Course Registration
028316	US Mechanical Service Inc	\$ 6,482.40	Maint: MPR RTU Repair
028317	U.S. Post Office	\$ 223.78	Administration: Bulk Mailing
028318	Voss Construction Inc	\$ 9,535.24	Maintenance: Playground Concrete
028319	Voyager Fleet Systems, Inc.	\$ 3,728.77	Transportation: Fuel
028320	Wahoo-Waverly-Ashland Newspapers	\$ 93.35	Board of Ed: Adv. & Printing
028321	Walkers Uniform Rental	\$ 155.00	Uniform Rental
028322	Walsworth Publishing Company	\$ 174.00	Instr: Yearbook Workshop
028323	Walton Seed	\$ 189.00	Maint: Fertilizer
028324	Beverly Wiggs	\$ 1,984.50	Occupational Therapy

**Ashland-Greenwood Public Schools
General Fund Claims
December 20, 2010**

Check # Vendor	Amount	Description
028325 Williams Sales & Service	\$ 1,129.55	Transp: Bus Inspections - Repair
	\$ 635,757.95	

*Conflict of Interest

Incompletes

VISA		Supplies, equipment,
Windstream		Local Telephone Service
Ashland Disposal	\$ 205.00	Waste Removal
Payflex		
Admin Operations		

Authorized by:

**Ashland-Greenwood Public Schools
Special Building Disbursements**

Page

Check	Payable to	Amount	Description	
001224	JB Construction/Consolid.Concrete	\$ 32,943.72	HS Concrete Work	11/22/2010
001225	Ace Plumbing Heat & Air	\$ 5,814.00	HS Plumbing	12/20/2010
001226	Beringer Ciaccio Dennell Mabrey	\$ 5,152.18	Architectural Fees	12/20/2010
001227	V V P America, Inc	\$ 15,283.60	HS Windows	12/20/2010
001228	Cornhusker Tile & Marble Co	\$ 12,867.37	HS Tile Work	12/20/2010
001229	DSI Door & Hardware	\$ 1,795.50	HS Doors	12/20/2010
001230	Falcon Heatin & Air-Cond. Inc	\$ 81,080.00	HS HVAC	12/20/2010
001231	Floors Inc	\$ 2,344.60	HS/Elem Floors	12/20/2010
001232	Gana Trucking & Excavating, Inc	\$ 3,871.73	HS Earth Work	12/20/2010
001233	Innovative Laboratory Systems	\$ 912.00	HS Casework	12/20/2010
001234	Kaser Painting Inc	\$ 6,650.00	Elem Painting & Wallcover	12/20/2010
001235	Paul L Kess Inc	\$ 26,363.45	HS Interior/Exterior Walls	12/20/2010
001236	Kingery Construction	\$ 51,137.89	Painting & Small Contracts	12/20/2010
001237	Leick Landscaping Inc	\$ 859.00	Elem Retaining Wall	12/20/2010
001238	Mark Sass & Associates Inc	\$ 14,654.70	Carpentry Rough & Finish	12/20/2010
001239	Meininger Fire Protection Inc	\$ 2,707.50	HS Fire Supression	12/20/2010
001240	NE Nursery & Color Gardens LLC	\$ 28,500.00	Elem/HS Landscaping	12/20/2010
001241	Progressive Holdings, Inc d/b/a	\$ 8,550.00	HS Electrical	12/20/2010
001242	Scott Enterprises Inc	\$ 23,963.75	HS Roofing	12/20/2010
001243	Senegal Specialty Contracting LLC	\$ 6,270.00	HS Joint Sealers	12/20/2010
001244	Steel Fabricators Inc	\$ 6,718.40	HS Steel Material	12/20/2010
001245	Willmar Electric Service Corp	\$ 5,140.95	Elem Electrical	12/20/2010
001246	Hawkeye Flooring Com/Key Resin C	\$ 10,000.00	HS Flooring	12/20/2010
001247	Hawkeye Flooring Co.	\$ 29,604.55	HS Flooring	12/20/2010
		\$ 383,184.89		
INC	Saunders County Clerk	\$ 4.34	Return of Adjusted Taxes	
INC	JB Construction		HS Concrete Work	

Authorized by:





Ashland-Greenwood Public Schools

2011-12 School Year Calendar Preliminary

190 Staff Days
 181 Student Days
 5 Snow Days Built In
 1 Flex Staff Day

Other Key Dates

Aug-01	Building Offices Open
Aug-08	Softball & Football Begins
Aug-15	HS Vball Practice Begins
Aug-16	Back to School Night
Aug-18	1st Day of School
Sep-05	Labor Day
Sep-16	Constitution Day
Oct-12,13,14	State SB October
Oct-22	State Band
Oct-22	ACT Testing
Oct-27	FB First Rounds
Nov-02	FB -2nd Round
Nov-08	FB -Quarterfinals
Nov-11	Veterans Day
Nov 10,11,12	State VB Tourney
Nov-15	FB - Semi-Finals
Nov-14	Winter Practice Begins
Nov-22	State Football Finals
Nov 24-25	Thanksgiving Break
Dec-09	State Play Production
Dec 23-27	NSAA Moratorium
Feb 16-18	State Wrestling
Feb-27	Spring Practices Begin
March 1-3	Girls State Bball Tourney
March 8-10	Boys State Bball Tourney
Mar-22	State Speech Contest
April 7	ACT Testing
Apr-08	Easter Sunday
April 19-21	District Music Contest
May-10	District Track Meet
May 12-17	State Baseball
May 20	Commencement
May 18-19	State Track
May 22-23	Boys State Golf

August

M	T	W	TH	F
			11N	12S
15S	16S	17S	18B	19
22	23	24	25	26
29	30	31		

September

M	T	W	TH	F
			1	2
V	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October

M	T	W	TH	F
3	4	5	6	7
10	11	12	13Q	14S
17	18	19	20E	V
24	25	26	27	28
31				

November

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23E	V	V
28	29	30		

December

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22Q	V
V	V	V	V	V

January

M	T	W	TH	F
V	3S	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17s
20	21	22	23	24
27	28	29		

March

M	T	W	TH	F
			1Q	2s
5	6	7	8	V
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April

M	T	W	TH	F
2	3	4	5	V
V	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22Q	23S		

B = Start of School Year
 E = Early Dismissal

S = Staff In-Service
 Q = End of Quarter



Message

Wed, Dec 08, 2010 10:46 AM

From: Cheryl Devlin
To: Jolene Wagner

Subject: calendar

I was looking at the preliminary calendar for next year. I have a comment/suggestion and I think I remember these were to be sent to you. If I am wrong could you please let me know who I should send this comment to. Thanks.

Here is my comment: I think we should dismiss for Christmas on Wed. December 21 instead of Thursday December 22. Having only 1 day before Christmas Eve for preparations or travel is not enough. I would be glad to teach an extra day in May in exchange for more time at Christmas.

Thanks. Have a good holiday.
Cheryl Devlin
5th grade teacher
Ashland-Greenwood Elementary
1200 Boyd Street
Ashland, Ne 68003
402-944-7083

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

BUS BID OPENING - December 14, 2010
65 Passenger School Bus

Omaha Truck (Thomas Distributor)

\$85,599	Per Specifications
\$83,853	Stock Model - Near Specifications

Nebraska Central Equipment (Bluebird Distrubuter)

\$81,750

Voluntary Deduct	\$925 deduct if \$75,000 is put down on order
	\$200 deduct if Picked Up in Grand Island

Cornhusker International (International School Bus Distributor)

\$82,028.05

Ashland-Greenwood Public Schools
Data Manager Clerk - Job Description

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

A. Job Title: Data Manager Clerk

B. Department: Administration

C. FLSA Status: Non-Exempt

D. Essential Requirements:

1. High School graduate. Some college hours preferred
2. Computer literate and knowledge of business machines
3. Proficient in Microsoft Word and Excel
4. Experience with working with databases preferred
5. Experienced in secretarial and bookkeeping preferred
6. Ability to meet and greet people
7. Flexible
8. Ability to speak foreign language preferred
9. Able to maintain confidentiality

E. Reports To: Curriculum Supervisor

F. May Receive Guidance From: High School Principal, Superintendent

G. Essential Job Functions:

1. General business skills
2. Operates business machines including computers
3. Poised
4. Supervise a variety of tasks at the same time
5. Able to physically move about building in order to inspect facilities, lead others, retrieve materials
6. No history of child abuse or negligence
7. Good oral and written skills to effectively communicate with personnel and public
8. Proofreading skills
9. Maintain confidentiality regarding individual student performance and activities.

H. Working Conditions:

1. Inside heated and air conditioned office

I. Job Tasks:

1. Utilizes the computerized student information management system (*Powerschool*) to maintain database on student enrollment to include student's demographic data, immunization record, emergency/medical information and school records.
2. With the use of student information data management system, prepares and maintains a database of daily student attendance, absences and tardiness and prepares local and state reports including but not limited to excessive absences report for the Nebraska Department of Education, county truancy officer and the county attorney.
3. Prepares and establishes master schedules within the student data management system which shows courses, classrooms, time, periods, teachers, and other relevant information; runs student schedules and inputs changes and corrections.
4. Maintain rosters of student clubs, organizations and athletic teams and post participation to the student information management system and prepares reports for Nebraska Department of Education, Nebraska School Activities Association and other relevant organizations.
5. Assist student organization with financial accounting duties as requested by the District Administrative Offices.
6. Performs advanced scheduling which includes assisting administrators in the scheduling process, identifying and resolving scheduling conflicts
7. Responsible for identifying errors and reconciliation of required state reports between the student information data management system and NSSRS.
8. Prepares and distributes academic related reports including eligibility lists
9. Prepares and maintains records of special education students being served utilizing the student special education database software (SRS) and reconciling it against the student information data management system.
10. Prepares and maintains computer testing/assessment records of students and prepares files/reports to be used in school accountability (NSSRS).
11. Assists staff with on-line grading software (Powergrade), monitors grade inputs and communicates with building administrative staff regarding staff progress on inputting grades.
12. Prepares report cards at each quarter and coordinates mailings with District office.
13. Records and maintains student disciplinary actions and suspensions, and prepares periodic statistical reports as appropriate and prepares reports for NSSRS system.

14. Troubleshoots and provides technical support for the student information data management system within the school; serves as a liaison and contact person to administrative offices to solve data management problems with technical support.
15. Serves on various school related committees, attends meetings and participates in other activities of such groups as appropriate.
16. Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the school data systems, with specific emphasis on use of the student information management systems.
17. Maintains student records by creating, updating and purging cumulative files for students enrolled, withdrawn or graduated and transfers records as requested.
18. Maintains student credit history by entering, updating and providing official transcripts for all students enrolled, withdrawn or graduated and preparing notices to send to students and parents of graduation progress as specified by the building principal.
19. Receives option enrollment applications, explains option program to parents and patrons, prepares applications for action by Superintendent and maintains an on-going listing of students option into and out of the school district.
20. Serves as the school district homeless coordinator and identifies homeless services within the student data management system and provides notice to the building administrative staff on homeless students requesting services.
21. Performs other duties and responsibilities as assigned by supervisor

J. Knowledge:

1. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, spreadsheets, database systems, managing files and records, designing forms, and other office procedures and terminology.
2. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
3. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Computers and Electronics — Knowledge of computer hardware and software, including applications and programming.
5. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

K. Skills

1. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
2. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
3. Time Management — Managing one's own time and the time of others. Able to work independently and manage time to meet deadlines.
4. Speaking — Talking to others to convey information effectively.
5. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
6. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
7. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
8. Coordination — Adjusting actions in relation to others' actions.
9. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
10. Confidentiality — Able to maintain confidentiality regarding student academic and personal progress and activities.

L. Abilities

1. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Written Comprehension — The ability to read and understand information and ideas presented in writing.
3. Written Expression — The ability to communicate information and ideas in writing so others will understand.
4. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

5. **Speech Clarity** — The ability to speak clearly so others can understand you.
6. **Near Vision** — The ability to see details at close range (within a few feet of the observer).
7. **Speech Recognition** — The ability to identify and understand the speech of another person.
8. **Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
9. **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
10. **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

M. Work Activities:

1. **Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
2. **Interacting With Computers** — Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
3. **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
4. **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
5. **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
6. **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.
7. **Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
8. **Documenting/Recording Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

9. Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

10. Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

N. Required Employee Characteristics:

1. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

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

3. Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

4. Integrity — Job requires being honest and ethical.

5. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

6. Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

7. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

8. Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

9. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

10. Initiative — Job requires a willingness to take on responsibilities and challenges.

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

- P. Essential Functions:** The essential functions of the Secretary position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:
- Q. Evaluation:** Performance of this job will be evaluated annually by the Curriculum Supervisor
- R. Term of Employment** 12 month employee

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

Personnel

Certified and Classified Staff

Job Activities

Travel

Employees, subject to approval by the superintendent, may be authorized to travel on official business for the school district or for attendance at meetings for purposes of professional growth. Any reimbursement for travel expenses will be made for approved activities, and this approval is to be considered prior to actual trip.

Approved travel on official business or for purposes of professional growth shall be at district expense; an itemized statement of expenses incurred by the employee shall be processed in the same manner as other claims against district funds. Reimbursement for travel shall follow the provisions of Board policy 3311 regarding miscellaneous expenditures.

Employees required to travel within the city of Ashland to conduct business for the district including banking funds, mailing correspondence, and paying bills or claim shall be paid a salary stipend at a rate of \$3.00 daily. Employees required to use their vehicles for maintenance activities such as but limited to hauling lumber, materials or tools shall be paid a stipend of \$5 daily. Such stipend shall be included as other earnings on the employee's monthly pay and will be subject to all the ordinary and regular withholdings. Payment shall only be made for days when local travel is required. The employee must submit a claim itemizing the days when travel took place.

School Vehicles

The school district may provide school vehicles for the purpose of transporting students and staff and to assist staff in carrying out duties for the school district. School vehicles may not be used for personal purposes and shall not be used to transport employees to or from work on a daily basis, and shall not be stored overnight at an employee's residence.

Housing/Lodging

The school district shall not provide housing or lodging to employees except for temporary lodging that may be provided an employee while traveling away from their home residence for school related business.

Cell Phones

The district shall not provide employees with cellular phones. The school district, however, recognizes that some employees are operations critical staff due to the necessity that they are on call for building or transportation emergencies, they may need to be in contact with administrative or service personnel from remote locations with the school district, or due to other critical communications needs. The Superintendent may designate certain employees as operations critical staff and require those employees to carry a personal cell phone during both work and non-work hours. The Superintendent shall establish a monthly stipend equal to 122.65% of the prevailing rate for such additional phone services that may be required for operations critical employees.

Uniforms

The Superintendent at his or her discretion may require that certain employees be provided uniforms and/or personal protective equipment while carrying out their job duties. Any uniform and all parts of any uniform provided by the district shall designate the employees name and department and shall not be worn by the employee off the job site.

Legal Reference: R.R.S. 79-520 Class III school district; board of education; selection of officers; rules and regulations; compensation.

Adopted: March 15, 1990
Revised: November 7, 1991
Revised: November 1, 1993
Revised: December 20, 2010

EXPENSE REIMBURSEMENT PROCEDURES

RECEIPTS: The following receipts must be saved and attached to expense claim for reimbursement:

- A) Registration/conference fee receipt.
- B) Original hotel/motel bill with "0" balance or "paid". If lodging is to be direct billed indicate DB on the expense form—a receipt is not required. **Please note that lodging will not be reimbursed for those within 60 miles of their home without prior authorization.**
- C) All meal receipts—ITEMIZED RECEIPTS ONLY. (Credit card receipt showing only the total is NOT accepted).
- D) Parking in a Garage or Lot—receipt required for reimbursement.

MEALS:

- A) For a trip *without* an overnight stay:
Breakfast – on day of trip, reimbursable ONLY if departure time starts on or before 6:30 am.
Lunch – not reimbursable
Dinner – reimbursable ONLY if return time ends on or after 7:00 pm.
- B) For trip *with* an overnight stay:
Breakfast/Dinner – same as A (above).
Lunch – reimbursable if:
 1. on day of departure IF departure time starts on or before 11:00 am.
 2. on day of return IF return time is on or after 2:00 pm
 3. all other full days with an overnight stay
- C) Maximum meal allowance: Based on Federal GSA Rates. Reimbursements are not calculated on a daily basis but rather on a per meal basis only. Snacks before and after meals are not reimbursable.

*Itemized Receipts (not a credit card receipt showing only the total) are required since the cost of alcoholic beverages will not be reimbursed.

Tips for meals need to be included in the **Miscellaneous Expenses** section and the reimbursement shall never exceed 15% of the total meal.

MILEAGE:

- A) Reimbursement is per current IRS standard reimbursable rate per mile.
- B) You must take the most direct route between two points of travel and shall report ACTUAL miles driven. Any deviation, alternative routes, multiple stops, or unusual circumstances need an explanation on a separate piece of paper.
- C) MapQuest is used to verify mileage amounts. (<http://www.mapquest.com>)

CELL PHONE STIPEND

The superintendent may require employees to carry a personal cell phone during and after work hours for work experiences. Employees designated by the Superintendent to carry a cell phone during work hours for work purposes shall receive a monthly stipend at the following established rate. The monthly phone stipend shall be subject to monthly payroll taxes and income tax withholding.

Basic Additonal Phone Charge (\$9.99 * 1.2265)	\$12.25 monthly
Additional Business Minutes Charge (\$20 * 1.2265)	\$24.53 monthly
Total Monthly Cell Phone Stipend	\$36.78 monthly

Ashland-Greenwood Public Schools Multicultural Education Report 2010-2011

The Multicultural Curriculum Committee is comprised of staff members that represent all curricular areas. The members of the Multicultural Education Committee are: Alice West, Mary Hall, Connie Willadsen, Teresa Bray, Kim Evans, Kylie Jensen, Jerry Wendelin, Barb Murphy, Christine Caswell, Brad Jacobsen, Jill Finkey and Jon Richards. Teaching staff, under the direction of the Multicultural Curriculum Committee and Curriculum Council members, participated in an annual review of the district's program on Thursday, May 27. Staff focused on the following topics:

- *Mission and goal statements*
All curricular groups indicated support of the current mission and goal statements.
- *Multicultural objectives and activities for all curricular areas*
Some changes in activities were recommended in several curricular areas. These changes have been made to the Multicultural Education Curriculum.
- *Staff development needs*
Staff use a variety of resources such as the magazine, Teaching Tolerance, co-workers (i.e.- foreign language teachers), books/articles, and websites to gain information. The staff are knowledgeable and effectively implement the district and multicultural program objectives and activities.

Additionally, staff were involved in discussion groups, workshops and other activities that were related to and supported the multicultural education curriculum and program.

- ❖ The science curriculum committee reviewed science materials prior to making a recommendation for purchase. One of the criteria that was considered when previewing the materials was evidence of multiculturalism.
- ❖ Mrs. Pearson collaborated with elementary classroom teachers in an effort to coordinate the Spanish curriculum with the classroom curriculum. Making cross-curricular connections enhances the learning of the language and culture.
- ❖ Our vocal music and band instructors attended a conference in November that provided them with additional multicultural music, songs and ideas to incorporate into their classrooms.

On November 8, a parent meeting was held in which the Multicultural Curriculum was shared and feedback sought. Parent feedback was positive and suggestions were shared with the Multicultural Education Committee during a meeting held on November 11th. The committee made final revisions of the curriculum.

The district's Multicultural Education Plan meets the NDE Rule 10 requirements. The school district continues to provide staff with opportunities and resources to promote multicultural education. A variety of instructional materials and activities serve to promote multicultural education across all curricular areas.

PATTI J. LINDGREN

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



DEE ANNE NICE

Deputy County Clerk
Phone (402) 443-8101
Fax (402) 443-5010
8174

Craig Pease, Supt.
Ashland-Greenwood Public Schools Dist. #1
1200 Boyd Street
Ashland, NE 68003

Kevin Johnson, Supt.
Yutan Public Schools Dist. #9
1212 2nd Street
Yutan, NE 68073

Galen Boldt, Supt.
Wahoo Public Schools Dist. #39
2201 N. Locust
Wahoo, NE 68066

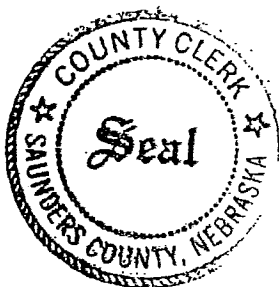
Dale Rawson, Supt.
Mead Public Schools Dist. #72
P.O. Box 158
Mead, NE 68041

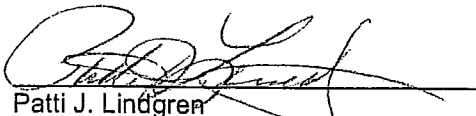
Joel Bohlken, Supt.
Cedar Bluffs Public Schools Dist. #107
P.O. Box 66
Cedar Bluffs, NE 68015

Paul Hull, Supt.
Raymond Central Public Schools Dist. #161
1800 West Agnew Road
Raymond, NE 68428

I, Patti J. Lindgren, County Clerk/Election Commissioner, in and for Saunders County, Nebraska, do hereby certify that the attached election results are the true and correct numbers of votes cast by the qualified electors of Saunders County at the General Election held on November 2, 2010.

Witness my hand and official seal this 11th day of November 2010.




Patti J. Lindgren
Saunders County Clerk/
Election Commissioner

NOVEMBER 2010 GENERAL ELECTION

School Ticket

	Educational Service Unit No. 2		Educational Service Unit No. 6		Ashland-Greenwood Public Schools		Yutan Public Schools,		Write-Ins			
	District 3	District 4	District 7	Unit No. 6	District #1	District #9	District #9	District #9				
	Harlan R. Schreiber	George Robertson	Sandy Blankenship	Tom Walsh	Karen M. Stille	Mevin Cerny	Write-Ins	Chad C. Karloff	Stephanie Mueller	Todd Perkins	Write-Ins	William H. Hancock Declared Write-In
	30	107	0	33	33	32	3	15	15	13	1	1
Vote for up to THREE												
Early Voters												
01 Valparaiso												
02 Weston												
03 Prague	50											
04 Malmo	14	11										
05 Ceresco		28	0	10	11	5	1					
06 Wahoo Rural		44										
07 Wahoo Ward I												
08 Wahoo Ward II												
09 Wahoo Ward III												
10 Center		8										
11 Cedar Bluffs	58	208										
12 Marietta		198										
13 District 4		122										
14 Ashland Ward 1		162		190	190	175	6					
15 Ashland Ward 2		153		186	183	186	6					
16 Ashland Rural		184	4	188	199	170	8					
17 Yutan-City		205										
18 Yutan-Rural		181		17	20	13	0		199	166	162	130
Provisional Ballots	1		0	6	7	6	0		160	150	148	27
Other Counties Votes				241	271	220	0		5	3	4	2
Total All Votes Cast	153	1627	4	871	914	807	24		412	367	360	162
Over Votes	0	0	0	0	0	0	0		3			36
Under Votes	107	888	1	933								