

Ashland-Greenwood Public Schools  
Board Agenda  
Monday, June 21, 2010  
Room 104, Ashland-Greenwood Elementary School  
1200 Boyd Street, Ashland, NE 68003

Regular Meeting  
7:30 PM

If this agenda is not completed by 11:00 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. 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 of the meeting to be included on the agenda.)
5. Approval of Consent Agenda Action Items

- A. Approval of minutes of previous meetings. Pages 1-9
- B. Claims. Pages 10-14
- C. Financial Reports: Pages 15-26
- D. Contract Renewals: None

6. Visitors and Communications from the Public

No visitors have requested time on the agenda at this time.

7. Public Hearings

A. Student Fees Policy:

- 1) 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 2009-10 school year.
- 2) 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.

B. Parental Involvement Policy:

- 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 a proposed Parental Involvement Policy.

8. Administrative and Practitioners Reports

- A. Ms. Finkey
- B. Ms. Bray
- C. Mr. Jacobsen
- D. Mr. Pease

## 9. Old Business

- A. Consideration and action to approve changes to the student handbooks for 2010-11.

Pages 27-42

## 10. New Business

- A. Review of extra duty assignments for 2010-11. Page 43
- B. Consideration of staff handbook changes. Pages 44-54
- C. Consideration and action on Interlocal Agreement with ESU#5 for Powerschool Assistance.
- D. Discuss, consider, and take action to adopt revisions in Student Fee Policy. Pages 55-64
- E. 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. Page 65
- F. Consideration and possible action to establish hot lunch prices for 2010-11. TBD
- G. Consideration and action to approve surplus property to be sold. TBD
- H. Consideration and action to approve building construction change orders. Page 66
- I. Consideration and action to approve annual maintenance agreement for mechanical equipment.

## 11. Information Items

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

13. The next meeting is scheduled for July 19, 2010 in Room 104 at Ashland-Greenwood Elementary School at 1200 Boyd Street in Ashland, NE 68003 beginning at 7:30 PM.

### *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  
May 17, 2010**

**Opening**

A meeting of the Board of Education of Ashland-Greenwood Public School was convened in open and public session at 7:30 p.m. on May 17, 2010 by President Cerny.

**Present**

The roll was called and the following Board members were present: Melvin Cerny, Kevin Garner, David Nygren, Suzanne Sapp and Karen Stille. Randy Beranek arrived at 7:34 p.m.

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

**Call to Order**

The meeting was duly called to order.

**Announcement of Open Meetings Act Posting**

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

**Agenda Change**

Supt. Pease presented a change to the mailed agenda to include Old Business 8. E. Consideration and action to approve the release of GEM Contracting and approve the next low bidder.

Motion by Garner with second by Stille to approve the change to the mailed agenda. There were no changes to the mailed agenda. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp, and Stille. Voting no: none. No members were absent and not voting. Motion carried.

**Consent Agenda**

A motion was made by Beranek with second by Garner 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, Nygren, and Stille. Voting no: none. No members were absent and not voting. Member Sapp abstained from voting. Motion carried.

**Visitors and Communications from the Public**

Robin Jaeckel was presented to speak to the board on childhood obesity.

Ms. Jaeckel presented board members with a copy of a letter from Dr. Joan Schaefer, Nebraska Chief Medical Officer and asked board members to provide more nutritious meals with more whole foods, fruit and vegetables and increase physical activity. Mrs. Jaeckel asked board members to educate children and their parents.

Board members responded to Ms. Jaeckel. Supt. Pease advised Mrs. Jaeckel that a policy was in place to promote healthy children. He advised that many goals in that policy have been met. Pease reported that current programs the school have in place include the Jays Walking Program, Walk to School day, health classes have been expanded, middle school physical education class now meets every other day all year long and the schools vending machines offer only healthy snacks and no longer offer pop. Pease also commented that the meals offered at the school meet nutritional guidelines. Pease stated that the committee could reform and review current policy and asked Mrs. Jaeckel if she would be interested in serving on that committee. Jaeckel stated she would serve and that she works for the College of Public Health.

### **Administrative and Practitioners Reports**

Teresa Bray presented a color board with samples of finish materials for the elementary project.

Brad Jacobsen presented the board a handout that outlined calendar events for middle and high school students. Jacobsen stated that six students had qualified for the State Track Meet. Jacobsen also reported that the Class of 2010 graduated on Saturday, May 15, 2010.

Jacobsen advised the board of some preliminary discussion on cheerleader uniforms and supervision. Jacobsen discussed some different options for cheerleader supervision at away events and the number of away events cheerleaders should attend. Discussion was held. Board members felt it was important cheerleaders be at conference and district events. It was also discussed that the administrator on duty needs to have clear clarification of expectations of supervising spirit squad.

Jacobsen also discussed with the board the pros and cons of a weighted GPA.

Supt. Pease reported to the board that he had an application for the Nebraska Department of Education for Melvin Cerny to sign for the Race To The Top federal grant. This will be the second year the state of Nebraska has applied for the grant.

Supt. Pease reported to the the board on PLAS which stands for Persistently Lower Achieving Schools. This program has been designed by the Obama Administration and could be used to dictate funding for states with lower achieving schools. To obtain funds states could be required to terminate principals or terminate 50% of teachers, form charter schools (which NE does not have) or close schools and disburse to other schools. Pease wanted to make the board aware of the expectation of PLAS.

Supt. Pease advised the board that the 2010-11 contract with the AGEA needs to be finalized. One board member, one AGEA member and Supt. Pease need to meet to review data. Randy Beranek volunteered to meet with Pease and AGEA member.

**OLD BUSINESS**

**Policy 3541**

Consideration and action to approve policy 3541 and delete policy 3541.1 relating to transportation.

Motion by Garner with second by Beranek to approve policy 3541 and delete policy 3541.1. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp, and Stille. Voting no: none. No members were absent and not voting. Motion carried.

**Long Distance Travel**

A request was presented from Ryan Thompson to approve the Bluejay football team using school bus to travel overnight and out of state for a camp at Northwest Missouri State University in June 2010. Supt. Pease recommended the bus driver be paid only for driving time. Discussion was held.

Motion by Stille with second by Sapp to approve the Bluejay football team to use the school transportation for overnight and out of state travel. After discussion and on roll call vote, the board voted as follows: Voting yes: Cerny, Garner, Nygren, Sapp, and Stille. Voting no: none. Member Beranek was absent and not voting. Motion carried.

**Communications Systems**

Supt. Pease presented to the board communications cabling proposals for both schools which included telephone, intercom, computer data and television. The high school proposal also included a new master clock system that uses a master device to provide signals to the clocks. Discussion was held.

Motion by Nygren with second by Sapp to approve Electronic Sound communication proposals of \$14,555.65 for the elementary building and \$28,820.13 for the middle school high school building. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp, and Stille. Voting no: none. No members were absent and not voting. Motion carried.

**Girls Golf**

Supt. Pease advised the board that Randy Wiese advises that only one girl plans to play golf next year. Wiese has been in contact with that girl and her parents and it is their desire for her to play on the boys team. Randy Wiese at this time would recommend that the girls golf not have a program for the 2010-11 school year. Discussion was held.

Motion By Beranek with second by Stille to eliminate the girls golf program for the 2010-11 year and review it again in 2011-12 to see if there is sufficient interest. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp, and Stille. Voting no: none. No members were absent and not voting. Motion carried.

**Construction Contract**

Supt. Pease advised that GEM Contracting has asked to be released from Bid Package #14 – Building Flatwork at the Elementary School and surrendered their security check to the district in the amount of \$3,033.70. Pease recommends the bid be awarded to the next low bidder, Kingery Construction for \$35,000. Discussion was held.

Motion by Nygren with second by Garner to approve the release of GEM Contracting from Bid Package #14 – Building Flatwork at the Elementary School and award the bid to the next low bidder Kingery Construction for \$35,000 and waive any further liability for GEM Contracting in exchange for their bid security in the amount of \$3,033.70. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp, and Stille. Voting no: none. No members were absent and not voting. Motion carried.

## **NEW BUSINESS**

### **Interfund Loan**

Supt. Pease presented to the board a resolution for Interfund borrowing from Special Building fund to the Bond fund. Pease reported to the board that as anticipated the first bond payment is short however Carrie Holz had worked with the Saunders County Treasurer's office and the payment would include all revenue collected.

Motion by Sapp with second by Nygren to approve interfund borrowing from Special Building Fund to the Bond Fund. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp, and Stille. Voting no: none. No members were absent and not voting. Motion carried.

### **Long Distance Travel**

A request was presented from Eric Stuthman to approve overnight travel for FFA officers to attend the COLT Conference in Aurora, NE. Discussion was held.

Motion by Beranek with second by Stille to approve overnight travel for FFA officers to attend the COLT Conference in Aurora, NE. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp and Stille. Voting no: none. No members were absent and not voting. Motion carried.

### **Census Taker**

Consideration and action to approve Kent Rung as district census taker.

Motion by Garner with second by Sapp to approve Kent Rung as district census taker. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp and Stille. Voting no: none. No members were absent and not voting. Motion carried.

### **Personnel**

Principal Bray recommended to the board the hiring of Maggie Onwiler for an elementary position.

Principal Jacobsen recommended to the board the hiring of AnnaLisa Estrela for Vocational Agricultural position.

Motion by Stille with second by Sapp to hire Maggie Onwiler and AnnaLisa Estrela as certified teachers. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp and Stille. Voting no: none. No members were absent and not voting. Motion carried.

**Instructional Hours Survey**

Supt Pease presented to the board a survey of school days length and school year of surrounding schools. Pease presented the survey for informational purposes only for the board. One survey is ranked by elementary hours and another is ranked by high school hours. The elementary school on an average is 10 minutes shorter than most schools and the high school 15 minutes shorter than most schools. This year state aid was calculated on state wide basis. State aid will be certified on instructional hours in future years. Pease advised the board that the administrative team will discuss this matter and it will be brought back to the board.

**Surplus Property**

Supt. Pease presented to the board a small list of surplus property. The items presented are a sewing machine, a wrestling mat and library books.

Motion by Nygren with second by Stille to approve the list of surplus property and allow library books to be given to students. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Nygren, Sapp and Stille. Voting no: none. No members were absent and not voting. Motion carried.

**Informational Items**

No informational items were presented.

**Other business presented for future considerations**

Pease suggested to the board that meetings during the summer be held in room 104 at the elementary school .

**Adjournment**

President Cerny adjourned the meeting at 9:15 p.m. The next regular meeting will be held at 7:30 p.m. on Monday, June 7, 2010, in room 104 at the Ashland-Greenwood Elementary School 1200 Boyd 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:

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**Ashland-Greenwood Public Schools  
Board of Education  
Meeting Minutes  
June 7, 2010**

**Opening**

A meeting of the Board of Education of Ashland-Greenwood Public School was convened in open and public session at 7:30 p.m. on June 7, 2010 by President Cerny.

**Present**

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

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

**Call to Order**

The meeting was duly called to order.

**Announcement of Open Meetings Act Posting**

At the beginning of this meeting, President Cerny announced and informed the public that a current copy of the Open Meetings Act is posted on the east wall of the classroom.

**Agenda Change**

There were no changes to the mailed agenda.

**Visitors and Communications from the Public**

There were no visitors or communications from the public.

**Administrative and Practitioners Reports**

Brad Jacobsen presented the revised spirit squad procedures and guidelines for board review. Revisions include coordination of sponsors expectations and reduction of away events covered and uniforms.

Teresa Bray returned with the color board with samples of finish materials for the elementary project and provided explanation of the board.

Supt. Pease reported to the board that the construction pace has picked up since school has been out. Demolition has begun at the middle high school office. Pease stated the asbestos removal crew was in last week removing asbestos. Some additional sites were located and that will also be removed. Pease reported that sprinkler heads are scheduled to be placed under the high school stage which will reduce the amount of storage used for chairs and tables. Pease and the construction supervisor are working with the fire suppression company to come up with an alternate solution to maximize the



districts ability to use the space for storage. Pease told board members that construction issues constantly come up and he will attempt to summarize information to the board.

## **OLD BUSINESS**

### **Student Wellness Policy**

Supt. Pease presented to the board policy 5141.6 on student wellness for review. Pease highlighted goals which addressed nutrition education, physical activity and other school activities. Discussion was held. It was determined that the policy would be revisited to declare the next steps and goals needed to continue to educate and participate in healthy children.

### **Lunch Tables**

Principal Jacobsen presented proposals for purchase of lunch tables for both buildings. Jacobsen told board members that he had received pricing from three vendors. Jacobsen stated that he had taken two custodians to visit Elmwood Murdock Public Schools for a demonstration of operation of the Unify lunch table. The table was not easy to fold and not to their satisfaction. Principal Jacobsen and Principal Bray recommended 22 Bio Fit oval tables with 10 stool seats and 28 Bio Fit Convertible tables from School Specialty for the amount of \$41,391.82.

Motion by Nygren with second by Sapp to approve the order of Bio Fit tables from School Specialty for the amount of \$41,391.82. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Nygren, Sapp, and Stille. Voting no: none. Member Garner was absent and not voting. Motion carried.

### **Construction Matters**

No action was needed for construction matters.

### **Science Curriculum**

Jill Finkey presented to the the board the finalized committee recommendations for science curriculum. Finkey explained the procedure for selections and told board members that staff was looking for curriculum that was inline with state standards and included technology resources. The committee also reviewed the student performance data for the materials. Finkey had samples of the materials selected for board members to review. Discussion was held.

Motion by Beranek with second by Still to approve the purchase of recommended science curriculum. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Nygren, Sapp, and Stille. Voting no: none. Member Garner was absent and not voting. Motion carried.

## **NEW BUSINESS**

### **Student Handbook**

Teresa Bray presented a handout of the proposed elementary handbook revisions for 2010-2011. Bray told board members that at all building levels the VIP booklet and school handbook would be merged to bring important information to parents in one booklet. Some of the proposed revisions in the elementary handbook that Mrs. Bray presented included an increase in instructional time of the school day, changes in testing and assessment as required by NeSA, changes in immunization to comply with state

law, change in communicable disease to address head lice and a change in tardy times, attendance and truancy procedures. Bray told board members that attendance revisions are recommended based on changes in state statues.

Principal Bray reported to the board that both building principals had met with Scott Tinglehoff, County Attorney and Saunders County Truancy Officer. The handbook will reflect the recommendations made at that meeting. Schools will report seven absences to the truancy officer for the review and possible intervention. Bray told board members that the Saunders County Truancy Officer has agreed to act in multiple counties on behalf of our district since we are a Saunders county school. After ten and twenty absences per semester a report will be filed with the County Attorney in accordance with state law. Principal Bray explained that it is realized that some absences are unavoidable due to illness, hospitalization, etc and school officials will work with truancy officer and county attorney regarding this sensitive issue. Other attendance related items presented for revision include changing the time a tardy becomes an absence and changing wording on absences to confirmed and unconfirmed. Bray told board members that schools will communicate and educate parents to understand the proposed changes.

Brad Jacobsen presented the proposed changes in the middle school and high school handbooks. He told board members that proposed revisions in attendance, immunizations, and testing are in alignment with the elementary proposed revisions. Some of the proposed revisions in the handbook include grading procedures, early graduation, awarding of credits as previously discussed at early board meetings. Also proposed is a change in time of the evening school program to 5:00 to 8:00 p.m. And a change in middle school discipline plan.

Jacobsen presented the proposed changes in extracurricular activities classroom performance and procedures for coaches with athletes that have failing grades. Jacobsen proposed a four step program for coaches to help students be accountable for grades. The program allows for weekly review by the coaches and for coaches to make the determination of the penalty. Discussion was held. Board members were concerned regarding the consistency between coaches. Principal Jacobsen told board members that the goal was to help student athletes pass classes. Member Beranek did like that a list could be provided to coaches weekly to help determine which students needed action. Member Sapp suggested that the coaches have an action plan laid out to unify the process. Supt. Pease suggested that the administration work on some revisions that include stronger language for the proposed performance plan.

Handbook revisions will be presented at the next board meeting for possible adoption.

### **Mechanical Valve Replacement**

Supt. Pease presented to the board four bids for the valve modification project at the Ashland-Greenwood Elementary School. Pease reported to board members that replacement of the valves also included two alternates. Alternate #1 allows for fully modulating valve and alternate #2 provides for an isolation valve which would assist in determining valve problems. HEP Inc provided the lowest bid of \$26,050 for base bid and alternate #1 and alternate #2. Pease reported HEP Inc is currently working in the elementary building on the construction project.

Motion by Stille with second by Nygren to approve the bid of HEP Inc. of \$26,050 for base bid and alternate #1 and alternate #2. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Nygren, Sapp, and Stille. Voting no: none. Member Garner was absent and not voting. Motion carried.

**Executive Session**

Motion by Beranek with second by Nygren to enter executive session at 9:42 p.m. to discuss building principals and curriculum supervisor contracts. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Nygren, Sapp, and Stille. Voting no: none. Member Garner was absent and not voting. Motion carried.

**Reconvene**

The board reconvened from executive session at 9:50 p.m.

**2010-12 Non Certified Wages & Benefits**

Motion by Nygren with second by Sapp to approve the 2010-11 non-certificated staff wage schedule. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Nygren, Sapp, and Stille. Voting no: none. Member Garner was absent and not voting. Motion carried.

**Informational Items**

No informational items were presented.

**Other business presented for future consideration**

There were no other matters presented.

**Adjournment**

President Cerny adjourned the meeting at 9:54 p.m. The next regular meeting will be held at 7:30 p.m. on Monday, June 7, 2010, in room 104 at the Ashland-Greenwood Elementary School 1200 Boyd 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:

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**Ashland-Greenwood Public Schools  
General Fund Disbursements  
June 21, 2010**

Check #	Vendor	Amount	Description
027525	AG Payroll Account	\$ 248,053.38	Net Payroll
027526	AGEA	\$ 2,130.33	Employee Dues
027527	Blue Cross/Blue Shield	\$ 70,843.75	Payroll Employee Health Ins
027528	Centennial Bank	\$ 10,240.00	Payroll Section 125 Deduct
027529	Guardian	\$ 850.60	Payroll Employee Life Prem
027530	Guardian	\$ 546.61	Employee Vision Plan
027531	GWN Marketing	\$ 1,685.00	Payroll Annuity Deduction
027532	National Ins Serv	\$ 989.94	Payroll LTD Insurance Prem
027533	AG Payroll Account	\$ 11,485.34	Payroll State Tax Wthhldg
027534	AG Payroll Account	\$ 177.00	Employee Child Support Paymnt
027535	AG Payroll Account	\$ 79,949.50	Payroll Federal Tax Wthhldg
027536	Retirement	\$ 58,369.46	Payroll Retirement Wthhldg
027537	Academic Superstore	\$ 74.90	Inst. Tech: Software
027538	Act Inc Plan & Reserch Ser	\$ 659.80	Instruct: ACT Plan Test
027539	Argus Leader	\$ 699.00	Sec Princ: Advertising
027540	Ashland Auto Parts	\$ 242.84	Transportation: Parts
027541	Ashland Golf Club	\$ 75.00	Maint: Aerate FB Field
027542	Barnes & Noble Bookstore	\$ 17.28	Title II-A: PLC Book
027543	A-G Booster Club	\$ 1,569.62	Ticket Taker Hours
027544	CCS Presentation Systems	\$ 55,565.00	ARRA IDEA: Smart boards, mounts
027545	Control Services, Inc.	\$ 783.95	Maintenance: Motor
027546	Dietze Music House	\$ 152.42	Band: Repair & Supplies
027547	Eakes Office Plus	\$ 299.97	Administration: Copier Use
027548	Electronic Sound, Inc.	\$ 547.80	Instruction: Phone System Repair
027549	Esu #2	\$ 1,291.77	Instruction: Coop Paper Order
027550	Federal Express Corp	\$ 43.65	Instruction: Transp Chrg.
027551	GovConnection Inc.	\$ 665.33	Inst Tech: Maint. Kit for HP
027552	Hamilton Equipment	\$ 68.00	Maintenance: Scaffold Rental
027553	Heartland Foundation/School	\$ 3,058.00	Sped: Student Tuition
027554	Holiday Inn Hotel	\$ 79.95	Curr. Supv: Lodging
027555	Hometown Leasing	\$ 118.00	Administration: Copier Lease
027556	Husker Electric	\$ 44.76	Maintenance: Supplies
027557	Johnstone Supply	\$ 53.52	Maintenance: Fuses
027558	Jostens Diploma Division	\$ 16.12	Instruction: 1 Diploma
027559	Linweld	\$ 24.36	Voc Ag: Tank Rental/Gas
027560	Mead Lumber Co.	\$ 271.41	Maintenance: Gravel/Cement
027561	Midwest Office Automations	\$ 336.00	Instruction: Staples/Copier
027562	NCS Pearson	\$ 7,446.50	Inst.Tech.: Powerschool Renewal
027563	Nebraska Co School Adm	\$ 619.00	Admin: Registration
027564	Nebraska Coaches Assn	\$ 1,520.00	Pupil Support:Coaches Clinic
027565	NETA, NE Ed Tech. Ass.	\$ 660.00	Title II D: Tech. Conf.
027566	No Frills Supermarkets	\$ 256.88	All Areas: Supplies
027567	NSTA	\$ 150.00	Sped Transp: In-Service
027568	One Source, Inc	\$ 76.00	Online Background Checks
027569	OPPD	\$ 8,582.44	All Areas: Electricity
027570	Perry, Guthery, Haase & Gessf	\$ 910.00	Admin: Legal Services
027571	Pitney Bowes	\$ 500.00	All Areas: Postage

027572	Platte Valley Sanitation Inc	\$	325.00	Waste Removal/Recycling
027573	Mark Powell	\$	710.00	Security
027574	Reid's Variety	\$	4.59	Admin: Supplies
027575	Renaissance Learning, Inc.	\$	89.00	Media: Software Supp.
027576	Robert Rist II	\$	140.00	Maintenance: Sign Repair
027577	Schmitt Music Center	\$	234.00	Band: Music & Supplies
027578	SchoolDude.com	\$	1,195.00	Instr. Tech: IT Services
027579	School Specialty Inc	\$	248.15	ARRA IDEA: Software
027580	Shiffler Equipment Sales, Inc.	\$	78.75	Maintenace: Restroom Hardware
027581	Skyline Physical Therapy, Inc	\$	1,039.25	Physical Therapy
027582	Solution One	\$	800.06	Instruction: Copier Use
027583	Sparkling Klean	\$	5,045.00	Custodial: Cleaning Service
027584	Amanda Stuthman	\$	2,210.23	Speech Therapy
027585	Todd Valley Plbg. & Htg	\$	4.14	Maintenance: Fuse/chiller
027586	Trane Inc	\$	446.28	Maintenance: Chiller Repair
027587	Voyager Fleet Systems, Inc.	\$	3,988.52	Transportation: Fuel
027588	Wahoo-Waverly-Ashland News	\$	99.52	Board of Ed: Adv. & Printing
027589	Walkers Uniform Rental	\$	139.00	Uniform Rental
027590	Walton Seed	\$	78.75	Maintenance: Grass Seed
027591	Beverly Wiggs	\$	915.00	Occupational Therapy
027592	Williams Sales & Service	\$	106.40	Transportation: Supplies
027593	City Of Ashland	\$	2,309.34	Custodial: Water/Sewer
027594	Control Services, Inc.	\$	340.00	Maintenance: Chiller MSHS
027595	Electronic Contracting Co.	\$	190.00	Maintenance: Fire Panel Check
027596	GovConnection Inc.	\$	1,196.30	ARRA IDEA: Touch Screen Evalunit
027597	Johnson Hardware	\$	92.00	Maintenance: Door Hardware
027598	National Educational Computing C	\$	3,185.00	Instruction: Workshop Registrations
027599	PayFlex Systems USA Inc	\$	296.40	Gen. Business: Employee Benefit
027600	Pearson Assessments	\$	4,580.53	Instruction: NRT Scoring
027601	Student Assurance Services Inc.	\$	1,345.00	Instruction: Student Insurance

\$ 604,231.39

**Incompletes**

Seminole  
Ashland Disposal  
Nextel  
Windstream  
Ashland Disposal  
NCSA  
Open Text  
VISA

Heating Fuel  
Elem Waste Removal  
Cell Phone Use  
Local Telephone Use  
Waste Removal  
NCE Conference Registrations  
First Class, Support Renewal  
Supplies, Equipment

Authorized by:

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Ashland-Greenwood Public Schools  
General Fund Disbursements  
17-May-10

Check	Payable to	Amount	Description
027522	Ashland Disposal	\$ 205.00	Elem Waste Removal
027523	NEXTEL	\$ 250.31	Cell Phone Use
027524	Seminole Energy Se	\$ 3,082.13	Heating Fuel

Authorized by:

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

Page

Check	Payable to	Amount	Description	Date
001049	Saunders County	\$ 72,609.76	Interfund Loan	5/24/2010
001050	Ace Plumbing Heat & Air	\$ 1,786.00	HS Plumbing	6/21/2010
001051	Beringer Ciaccio Dennell Mabrey	\$ 4,848.80	Architectural Fees	6/21/2010
001052	V V P America, Inc	\$ 45,149.94	HS Aluminum & Glass	6/21/2010
001053	Concrete Industries, Inc	\$ 4,647.40	HS Reinforcing Steel	6/21/2010
001054	Drywallers Inc	\$ 60,762.95	Both Sites Gypsum Board	6/21/2010
001055	Electronic Sound, Inc.	\$ 10,050.56	Telecommunications Remodel	6/21/2010
001056	Falcon Heatin & Air-Cond. Inc	\$ 4,046.00	HS HVAC	6/21/2010
001057	HEP Inc.	\$ 9,272.95	Elem Plumbing	6/21/2010
001058	Kingery Construction	\$ 43,350.05	CMR Services & Reimburables	6/21/2010
001059	Loop Tech Inc	\$139,963.78	HS Geo Thermo Wells	6/21/2010
001060	Mecco Henne Contracting	\$ 52,250.00	HS Foundation/Footings	6/21/2010
001061	Meininger Fire Protection Inc	\$ 53,354.94	Fire Supression Both Sites	6/21/2010
001062	Metal Doors And Hardware	\$ 4,275.00	Elem Doors Frames	6/21/2010
001063	Midwest Demolition Co	\$ 2,375.00	HS Selective Demolition	6/21/2010
001064	Nebraskaland Waterproofing Inc	\$ 788.50	Elem Waterproofing/Joint Seale	6/21/2010
001065	Pleskac & Pleskac, Inc	\$ 74,100.00	PreCast Steel/Erection Both Sites	6/21/2010
001066	Progressive Holdings, Inc d/b/a	\$ 4,085.00	HS Electric	6/21/2010
001067	RemconInc	\$ 6,845.70	Elem Carpentry	6/21/2010
001068	Saunders County Treasurer	\$ 7.77	Repayment of Misdirected Funds	6/21/2010
001069	Scott Enterprises Inc	\$ 36,597.80	HS Roofing & Sheet Metal	6/21/2010
001070	Steel Fabricators Inc	\$163,210.00	HS Steel	6/21/2010
001071	True-Line Underground Inc	\$ 16,541.40	HS Site Utilities	6/21/2010
001072	Vision Mechanical LLC	\$ 12,093.50	Elem HVAC	6/21/2010
001073	Willmar Electric Service Corp	\$ 21,062.50	Elem Electrical	6/21/2010
001074	Kingery Construction	\$ 27,526.24	Both Sites Contracted Services	6/21/2010
		<u>\$871,601.54</u>		
TBD	JB Construction	INC	HS Cement Work	
TBD	Bockmann	INC	Asbestos Abatement	

Authorized by:

**Ashland-Greenwood Public Schools  
Qualified Capital Disbursements**

**Page**

<b>Check</b>	<b>Payable to</b>	<b>Amount</b>	<b>Description</b>	<b>Date</b>
TBD	Bockmann	INC	Asbestos Abatement	

Authorized by:

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**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**May, 2010**

				<i>Beginning Balance</i>		
						\$ 92,649.60
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>
<b>ATHLETICS</b>						\$ 183.14
5/3/10		Gate	NCC Track	\$ 1,547.00		
5/4/10		Gate	NCC Track	\$ 100.00		
5/4/10	010265	Awards Unlimited	MS Track Awards		\$ 294.35	
5/4/10	010266	Beatrice Schools	Dist. golf entry		\$ 40.00	
5/4/10	010270	Tim McNamara	MS TR Starter		\$ 180.00	
5/4/10	010272	Plattsmouth Schools	Dist. Track Entry		\$ 50.00	
5/4/10	010273	Platteview Schools	Track Entry Fee		\$ 140.00	
5/4/10	010274	Arlington Schools	HS Track Entry Fee		\$ 120.00	
5/4/10	010275	Pegler Sysco Food	Supplies		\$ 69.60	
5/4/10	010276	The Thompson Co	Banquet Meals		\$ 103.92	
5/5/10	010277	Arlington Schools	MS Track Entry Fee		\$ 100.00	
5/17/10	010280	NCC	NCC Track Share		\$ 515.00	
5/17/10	010281	NSAA	NSAA Dues		\$ 80.00	
5/17/10	010282	SYDEX Computer Sys	Track Entry Software		\$ 77.00	
5/17/10	010283	The Thompson Co	Supplies		\$ 2.54	
5/17/10	010284	U.S. Awards	Supplies		\$ 595.89	
5/19/10		Gretna	Combined Event Entry Fe	\$ 340.00		
5/19/10		Various	Fees Boys Golf	\$ 175.00		
5/19/10		Waverly	Combined Event Entry Fe	\$ 190.00		
5/25/10		Gate Start Up Cash		\$ 700.00		
5/27/10		Various	Padlock fees	\$ 18.00		
5/27/10		Various	Padlock fees	\$ 21.00		
<b>TOTALS</b>				\$ 3,091.00	\$ 2,368.30	\$ 905.84
<b>ATHLETIC EQUIPMENT</b>						\$ 4,915.62
<b>TOTALS</b>				\$ -	\$ -	\$ 4,915.62
<b>BAND</b>						\$ 4,064.59
5/7/10		Worlds of Fun	Trip Refund	\$ 27.50		
5/17/10	010279	Awards Unlimited	Awards		\$ 92.02	
5/27/10		Various	Cookie Sales/Actv. Reimb	\$ 147.74		
<b>TOTALS</b>				\$ 175.24	\$ 92.02	\$ 4,147.81
<b>CLASS OF 2010</b>						\$ 1,682.24
<b>TOTALS</b>				\$ -	\$ -	\$ 1,682.24
<b>CLASS OF 2011</b>						\$ 5,129.52
5/4/10	010268	The Cornhusker Hotel	Prom		\$ 4,148.00	
<b>TOTALS</b>				\$ -	\$ 4,148.00	\$ 981.52
<b>ELM BOOK FAIR</b>						\$ 955.96
<b>TOTALS</b>				\$ -	\$ -	\$ 955.96

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**May, 2010**

				<i>Beginning Balance</i>		
						\$ 92,649.60
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>
<b>ELM STAFF</b>						\$ 2,259.93
TOTALS				\$ -	\$ -	\$ 2,259.93
<b>ELM STUDENT COUNCIL</b>						\$ 9,446.09
5/12/10		Various	Memory Book Sales	\$ 54.00		
5/21/10		Various	Memory Book Sales	\$ 30.00		
5/27/10		Student	Memory Book Sales	\$ 6.00		
TOTALS				\$ 90.00	\$ -	\$ 9,536.09
<b>FBLA</b>						\$ 2,945.97
5/4/10	010269	Holiday Inn Central	Conf. Hotel		\$ 1,248.00	
TOTALS				\$ -	\$ 1,248.00	\$ 1,697.97
<b>HONOR SOCIETY</b>						\$ 2,455.86
5/17/10	010285	WAIT Training	Assembly		\$ 1,291.54	
TOTALS				\$ -	\$ 1,291.54	\$ 1,164.32
<b>FFA</b>						\$ 35,281.43
5/4/10	010267	BW's Smokehouse Cat	Banquet		\$ 1,210.00	
5/4/10	010271	National FFA Org	Supplies		\$ 891.75	
TOTALS				\$ -	\$ 2,101.75	\$ 33,179.68
<b>HS STUDENT COUNCIL</b>						\$ 1,070.07
TOTALS				\$ -	\$ -	\$ 1,070.07
<b>MS/HS STAFF</b>						\$ 1,325.36
TOTALS				\$ -	\$ -	\$ 1,325.36
<b>MS STUDENT COUNCIL</b>						\$ 802.60
5/8/10		Gate/Refreshments	MS Dance	\$ 196.50		
TOTALS				\$ 196.50	\$ -	\$ 999.10

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**May, 2010**

				<i>Beginning Balance</i>		
						\$ 92,649.60
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>
<b>SCHOOL STORE</b>						\$ 4,207.11
5/3/10		Payschools	online deposit	\$ 225.00		
5/4/10	010264	AG Hot Lunch	Vending Proceeds		\$ 419.87	
5/5/10		Payschools	online deposit	\$ 545.00		
5/6/10		Payschools	online deposit	\$ 355.00		
5/7/10		Payschools	online deposit	\$ 380.00		
5/10/10		Payschools	online deposit	\$ 140.00		
5/11/10		NSBA Payschools			\$ 180.94	
5/11/10		Payschools	online deposit	\$ 150.00		
5/12/10		Payschools	online deposit	\$ 140.00		
5/13/10		Payschools	online deposit	\$ 50.00		
5/14/10		Payschools	online deposit	\$ 260.00		
5/17/10		Payschools	online deposit	\$ 500.00		
5/17/10	010278	AG Hot Lunch	Lunch Sales		\$ 4,475.63	
5/18/10		Payschools	online deposit	\$ 80.00		
5/19/10		Payschools	online deposit	\$ 220.00		
5/20/10		Payschools	online deposit	\$ 200.00		
5/21/10		Payschools	online deposit	\$ 190.00		
5/24/10		Payschools	online deposit	\$ 100.00		
5/25/10		Payschools	online deposit	\$ 70.00		
5/26/10		Payschools	online deposit	\$ 110.00		
5/27/10		Payschools	online deposit	\$ 140.00		
5/28/10		Payschools	online deposit	\$ 150.00		
<b>TOTALS</b>				\$ 4,005.00	\$ 5,076.44	\$ 3,135.67
<b>SHOP</b>						\$ (967.40)
5/11/10		Various	Wood Projects	\$ 42.00		
5/24/10		Various	Wood Projects	\$ 18.00		
5/25/10		Various	Wood Shop Projects	\$ 580.00		
5/27/10		Various	Wood Shop Projects	\$ 37.00		
<b>TOTALS</b>				\$ 677.00	\$ -	\$ (290.40)
<b>SPANISH CLUB</b>						\$ 1,133.58
<b>TOTALS</b>				\$ -	\$ -	\$ 1,133.58
<b>SPIRIT SQUAD</b>						\$ 6,750.76
5/4/10		Students	Uniform Purchase	\$ 248.00		
5/7/10		Students	Uniform Purchase	\$ 300.00		
5/11/10		Students	Uniform Purchase	\$ 134.00		
<b>TOTALS</b>				\$682.00	\$ -	\$ 7,432.76
<b>TALENTED/GIFTED ACTIVITES (Formerly OM)</b>						\$ 345.68
<b>TOTALS</b>				\$ -	\$ -	\$ 345.68

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**May, 2010**

			<i>Beginning Balance</i>			
					\$ 92,649.60	
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>
<b>THESPIANS</b>						\$ 2,848.85
TOTALS				\$ -	\$ -	\$ 2,848.85
<b>VOCAL MUSIC</b>						\$ 644.75
5/27/10		Student	Show Choir Pants	\$ 20.00		
TOTALS				\$ 20.00	\$ -	\$ 664.75
<b>YEARBOOK/ANNUAL</b>						\$ 3,183.49
5/2/10		Student	Online Yrbook Sales	\$ 35.00		
5/4/10		Various	Yearbook Sales	\$ 95.00		
5/6/10		Student	2010 Yearbook	\$ 30.00		
5/10/10		Student	2010 Yearbook	\$ 30.00		
5/14/10		Students	2010 Yearbook	\$ 65.00		
5/18/10		Students	2010 Yearbook	\$ 90.00		
5/24/10		Students	2010 Yearbook	\$ 120.00		
5/24/10		Student	Sr Tribute DVD	\$ 10.00		
5/25/10		Students	2010 Yearbook	\$ 120.00		
5/26/10		Students	2010 Yearbook	\$ 240.00		
TOTALS				\$835.00	\$ -	\$ 4,018.49
<b>INTEREST</b>						\$ 1,984.40
5/31/10		Interest		\$ 6.99		
TOTALS				\$ 6.99	\$ -	\$ 1,991.39
<b>ACTIVITY FUND TOTALS ALL ACCOUNTS</b>				\$ 9,778.73	\$ 16,326.05	\$86,102.28

<b>Ending Balance</b>	\$ 86,102.28
Plus: Outstanding Checks	\$ 1,341.54
Plus: Misdirected Deposit	
Less: Outstanding Receipts	
<b>Equals: Bank Balance</b>	\$ 87,443.82

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-10

GENERAL FUND

Beginning Balance \$ 3,053,945.36

RECEIPTS

5/5/10	Dept of HHS Medicaid	\$	72.15		
5/5/10	Dept of HHS Medicaid	\$	139.49		
5/7/10	Sarpy County	\$	95.37		
5/13/10	Saunders County Property Taxes	\$	547,949.53		
5/13/10	Saunders County MV Taxes	\$	9,717.48		
5/13/10	Saunders County Carline	\$	5,510.57		
5/13/10	Saunders County Homestead Exemption	\$	1,219.39		
5/13/10	Saunders County Fines	\$	2,318.33		
5/14/10	Student Power Cord Donation	\$	66.00		
5/14/10	Student Book Donation	\$	20.00		
5/17/10	Cass County Property Taxes	\$	394,349.52		
5/17/10	Cass County MV Taxes	\$	9,324.21		
5/17/10	Cass County Fines	\$	1,498.30		
5/17/10	Cass County Homestead Exempt	\$	4,890.09		
5/17/10	Cass County Carline Tax	\$	5,380.55		
5/18/10	NASB MAPPS	\$	30,591.32		
5/19/10	Sped Sch Age Reimb 08-09	\$	26,909.00		
5/19/10	State of NE: IDEA BASE 0-3	\$	8,841.00		
5/19/10	State of NE: IDEA BASE 3-5	\$	284.00		
5/18/10	Student Power Cord Donation	\$	66.00		
5/20/10	Esu#3 Teacher Stipened KICKS	\$	974.51		
5/20/10	Esu #3 ELL Consort.Textbook	\$	227.00		
5/24/10	Saunders County Property Taxes	\$	334,136.31		
5/24/10	Saunders County MV Taxes	\$	7,622.91		
5/24/10	Saunders County Homestead Exemption	\$	12,200.99		
5/26/10	Dept of HHS Medicaid	\$	386.47		
5/26/10	Dept of HHS Medicaid	\$	46.50		
5/25/10	Donation Book & Computer	\$	21.00		
5/25/10	Linweld - return of overpayment	\$	47.60		
5/27/10	State of NE IDEA E/P Excess 09-10	\$	25,725.00		
5/26/10	State Aid	\$	219,723.09		
5/28/10	Donation Book Fines	\$	412.65		
5/28/10	Donation Book Fines	\$	96.89		
5/28/10	Donation Book Fines	\$	21.00		
5/28/10	Donation Book Fines	\$	62.69		
5/31/10	NLAF Interest	\$	76.46		

Total \$ 1,651,023.37 \$ 4,704,968.73

DISBURSEMENTS

May Claims \$ 610,762.49

Total \$ 610,762.49 \$ 4,094,206.24

ENDING BALANCE \$ 4,094,206.24

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-10

RECONCILIATION

NLAF Liquid Balance	\$ 2,187,818.77		
Plus: F& M Bank Balance	\$ 246,459.20		
Plus General Fund Investments	\$ 1,664,000.00		
Less: Outstanding Claims	\$ 4,155.42		
Plus: Receipt in Transit	\$ 83.69		
Reconciled Balance	\$ 4,094,206.24		<u>\$ 4,094,206.24</u>

ADMINISTRATIVE OPERATIONS ACCOUNT

Beginning Balance			\$ 1,436.25
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RECEIPTS

GF Deposit #027521	\$ 238.40		
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**Total**

	\$ 238.40	\$ 1,674.65
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DISBURSEMENTS

4610 Carol Tucker Nurse: Supplies	\$ 28.80
4610 Carol Tucker Nurse: Mileage	\$ 4.75
4611 R Kissel, Custodial: Mileage	\$ 21.60
4612 R Wiese, Principal: Mileage	\$ 73.50
4613 C Pease; Supt. Mileag	\$ 21.00
4614 voided clerical error	
4615 C Caswell, Elem Guidance	\$ 25.00
4616 NE Wkforce Develop Elevator Inspection	\$ 100.00

\$274.65	\$ 1,400.00
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Ending Balance	<u>\$ 1,400.00</u>
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RECONCILIATION

Bank Balance	\$ 1,590.00
Less: Claims Outstanding	\$ 190.00
	<u>\$ 1,400.00</u>

Reconciled Balance	\$ 1,400.00	<u>\$ 1,400.00</u>
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ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-10

PAYROLL ACCOUNT

	Beginning Balance		\$	12,638.04
<u>RECEIPTS</u>				
General Fund	\$	396,014.94		
Hot Lunch	\$	15,126.82		
FM National Bank: Interest	\$	8.53		
Emp Monthly Prem	\$	2,928.09		
Child Support Payment	\$	177.00		
<b>Total</b>			\$	414,255.38
			\$	426,893.42

<u>DISBURSEMENTS</u>				
Net Payroll	\$	257,302.76		
Retirement	\$	60,027.18		
State Tax Withholdings	\$	11,642.86		
Federal/FICA Taxes	\$	82,168.96		
Retiree Life Insurance Mo. Premium	\$	84.00		
Emp Health Insurance Mo Premium	\$	976.03		
Child Support Payment	\$	177.00		
<b>Total</b>			\$	412,378.79
			\$	14,514.63

Ending Balance				\$	14,514.63
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<u>RECONCILIATION</u>					
Bank Balance	\$	80,572.15			
Claims Outstanding	\$	66,057.52			
	\$	14,514.63			
Receipts Outstanding	\$	-			
Reconciled Balance	\$	14,514.63		\$	14,514.63

EMPLOYEE BENEFIT (SECTION 125) ACCOUNT

Beginning Balance				\$	10,453.44
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<u>RECEIPTS</u>				
Employee Payroll Deposit	\$	10,440.00		
Centennial Bank: Interest	\$	0.98		
<b>Total</b>			\$	10,440.98
			\$	20,894.42

<u>DISBURSEMENTS</u>				
5/6/10 Payflex	\$	507.10		
5/13/10 Payflex	\$	951.16		
5/20/10 Payflex	\$	3,077.88		
5/27/10 Payflex	\$	1,349.01		
<b>Total</b>			\$	5,885.15
			\$	15,009.27

Ending Balance				\$	15,009.27
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<u>RECONCILIATION</u>					
Bank Balance	\$	15,009.27			
Outstanding Claims	\$	15,009.27			
Outstanding Receipt	\$	15,009.27			
Reconciled Balance	\$	15,009.27		\$	15,009.27

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-10

SPECIAL BUILDING ACCOUNT

Beginning Balance \$ 6,997,733.82

RECEIPTS

5/5/10	GEM Contractors Performance Bond	\$	3,467.75
5/10/10	Sarpy County Property Taxes	\$	7.77
5/13/10	Saunders County Property Taxes	\$	19.99
5/17/10	Cass County Property Taxes	\$	142.76
5/17/10	CD Matured Interest	\$	21,801.29
5/24/10	Saunders County Property Taxes	\$	41.37
5/31/10	Farmers & Merchants Interest	\$	3.75
5/31/10	NLAF Interest #148790625420	\$	7.82
5/28/10	Accrual Income Div Reinvestment	\$	93.32

**Total** \$ 25,585.82 \$ 7,023,319.64

DISBURSEMENTS

001031	BCDM Architectural Services	\$	4,736.30
001032	Kinger Construction CMR Services & Reimb	\$	48,710.30
001033	Artisan Stone Co Inc Elem PreCast Panels	\$	8,360.00
001034	Concrete Ind. Inc HE Reinforcing Steel	\$	4,174.30
001035	Gana Trucking Elem Earthwork	\$	42,729.53
001036	HEP Inc. Elem Plumbing	\$	14,325.05
001037	Innovative Lab Sys HS Manuf. Casework	\$	3,835.15
001038	J B Construction HS Concrete	\$	12,387.05
001039	Loop Tech Inc HS GeoThermal	\$	19,636.50
001040	Meininger Fire Protect. Inc Elem Fire Protection	\$	16,935.65
001041	Midwest Demo Co HS Selective Demolition	\$	1,995.00
001042	Progressive HS Electrical	\$	6,840.00
001043	Scott Enterprises Inc HS Roofing	\$	38,304.00
001044	Stephens & Smith Elem Concrete Work	\$	31,188.50
001045	True-Line Underground Inc HS Site Utilities	\$	16,708.60
001046	Vision Mechanical LLC Elem HVAC	\$	1,852.50
001047	Willmar Electric Service Corp Elem Electrical	\$	6,542.35
001048	voided clerical error		
001049	Saunders County Interfund Loan	\$	72,609.76

**Total** \$ 351,870.54 \$ 6,671,449.10

Ending Balance \$ 6,671,449.10

RECONCILIATION

F&M Bank Balance	\$	18,228.55
NLAF #9300590 Balance	\$	3,241,315.50
Special Building Investments	\$	3,482,104.35
Outstanding Claims	\$	70,199.30
Outstanding Receipts		
Reconciled Balance	\$	<u>6,671,449.10</u>

\$ 6,671,449.10



ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-10

QUALIFIED CAPITAL PURPOSE FUND

Beginning Balance			\$	5,587.06
<u>RECEIPTS</u>				
5/31/10	F&M National Bank Interest	\$	0.71	
	<b>Total</b>		\$	0.71
<u>DISBURSEMENTS</u>				
	<b>Total</b>		\$	-
Ending Balance			\$	<u>5,587.77</u>
<u>RECONCILIATION</u>				
	Bank Balance	\$	5,587.77	
	Less: Outstanding Claims			
	Plus: Outstanding Deposits			
	Reconciled Balance	\$	<u>5,587.77</u>	\$ <u>5,587.77</u>

DEPRECIATION FUND

Beginning Balance			\$	419,121.68
<u>RECEIPTS</u>				
5/31/10	F&M National Bank	Interest	\$	44.99
5/31/10	NLAF	Interest	\$	9.50
	<b>Total</b>		\$	54.49
			\$	419,176.17
<u>DISBURSEMENTS</u>				
	<b>Total</b>		\$	-
			\$	419,176.17
Ending Balance			\$	<u>419,176.17</u>
<u>RECONCILIATION</u>				
	F & M Bank Balance	\$	211,921.86	
	NLAF Balance	\$	207,254.31	
	Less: Outstanding Claims			
		\$	<u>419,176.17</u>	
Reconciled Balance		\$	<u>419,176.17</u>	\$ <u>419,176.17</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-10

STUDENT FEE FUND

Beginning Balance			\$	4,391.64
<u>RECEIPTS</u>				
5/4/10	Various Cap & Gown Fees	\$	88.00	
5/5/10	Various Cap & Gown Fees	\$	66.00	
5/6/10	Various Cap & Gown Fees	\$	88.00	
5/7/10	Student Cap & Gown Fees	\$	22.00	
5/10/10	Student Cap & Gown Fees	\$	22.00	
5/10/10	Student Cap & Gown Fees	\$	22.00	
5/10/10	Student Cap & Gown Fees	\$	22.00	
5/31/10	Centennial Bank: Interest	\$	0.35	
	<b>Total</b>		\$	330.35
			\$	4,721.99
<u>DISBURSEMENTS</u>				
1197	Kent Rung Productions MS DJ Dance	\$	150.00	
1198	Guardian, Return of Cap & Gown Fee	\$	22.00	
1199	Jostens, Payment for Cap & Gowns	\$	1,507.50	
1200	The Amazing Pizza Machine, MS Incent Day	\$	852.00	
	<b>Total</b>		\$	2,531.50
Ending Balance			\$	<u>2,190.49</u>
<u>RECONCILIATION</u>				
Bank Balance		\$	4,549.99	
Claims Outstanding		\$	2,359.50	
		\$	<u>2,190.49</u>	
Receipts Outstanding				
Reconciled Balance		\$	<u>2,190.49</u>	\$ <u>2,190.49</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-10

HOT LUNCH ACCOUNT

	Beginning Balance		\$ 65,437.92
<u>RECEIPTS</u>			
Student and Staff Deposits	\$ 19,746.91		
Federal Reimbursement	\$ 15,341.53		
State Reimbursement	\$ 568.51		
Snack Reimbursement	\$ 197.58		
Vending Machine Proceeds	\$ 419.87		
Rebate	\$ 58.95		
F&M National Bank: Interest	\$ 12.25		
<b>Total</b>		\$ 36,345.60	\$ 101,783.52
<u>DISBURSEMENTS</u>			
Wages & Benefits	\$ 17,202.14		
Food	\$ 20,673.36		
Supplies			
Contracted Services			
Equipment			
<b>Total</b>		\$ 37,875.50	\$ 63,908.02
Ending Balance			<u>\$ 63,908.02</u>
<u>RECONCILIATION</u>			
Bank Balance	\$ 64,524.67		
Claims Outstanding	\$ 619.65		
	\$ 63,905.02		
Receipts Outstanding	\$ 3.00		
Reconciled Balance	\$ 63,908.02		<u>\$ 63,908.02</u>
Student and Staff Deposits Held on Account - End of Month		\$ 4,520.70	

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ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

MONTH ENDING May-10

INVESTMENTS

Date Bought	Security Description	Maturity Date	Rate	Investment
<b>General Fund Investments</b>				
1/30/10	Farmers & Merchants Bank, Ashland	07/30/10	0.6000%	\$820,000.00
4/22/10	Centennial Bank, Ashland	10/22/10	1.0960%	\$100,000.00
4/23/10	Tennessee State Bank, TN	07/23/10	0.4500%	\$248,000.00
4/23/10	State Bank of India, CA	07/23/10	0.7500%	\$248,000.00
4/26/10	Tristate Capital Bank, PA	10/25/10	1.0000%	\$248,000.00
<b>Total Investments</b>				<u>\$1,664,000.00</u>

Special Building Fund

1/24/10	Farmers & Merchants Bank, Ashland	07/24/10	0.6000%	\$510,104.35
2/8/10	Community of Oak Park River Forest, IL	06/08/10	0.4200%	\$248,000.00
2/8/10	The First, N.A (FKA Fnb Damariscotta), M	06/08/10	0.4400%	\$248,000.00
2/8/10	Financial Federal Savings Bank, TN	06/08/10	0.4000%	\$248,000.00
2/8/10	Pacific Commerce Bank, CA	06/08/10	0.3500%	\$248,000.00
2/8/10	Valley National Bank, OK	08/09/10	0.6500%	\$248,000.00
2/8/10	Bank of Kremlin, OK	08/09/10	0.6000%	\$248,000.00
2/8/10	Wayne County Bank, TN	08/09/10	0.6500%	\$248,000.00
2/8/10	Indus American Bank, NJ	08/09/10	0.6000%	\$248,000.00
8/7/09	Signature Bank, TX	08/12/10	1.6000%	\$246,000.00
8/7/09	Franklin Security Bk (Fka Guard Sb) PA	08/12/10	1.5500%	\$246,000.00
11/16/09	Flagstar Bank, Fsb, MI	08/13/10	0.9500%	\$248,000.00
11/16/09	First General Bank, CA	08/13/10	0.8000%	\$248,000.00
<b>Total Investments</b>				<u>\$3,482,104.35</u>

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

CENTENNIAL BANK

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

FARMERS AND MERCHANTS NATIONAL BANK

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

**Ashland-Greenwood Elementary School  
Proposed Handbook Revisions for 2010-2011**

**NOTES:**

1. Text to be deleted is struck through (~~like this~~); text to be added is italicized and underlined (*like this*).
2. Revisions which are editorial in nature (i.e. school calendar listings, board member listings, and staff listings) are not included below.
3. The Elementary Student-Parent Handbook will be merged with the AGPS Very Important Papers Student/Parent Resource Handbook to create one resource for families with elementary age children. Forms pertinent to elementary students only will be included.

**Elementary Student-Parent Handbook**

**II. GENERAL INFORMATION**

**5. School Hours (page 2)**

The school day for K-6 students is ~~8:15-3:10~~ 8:15-3:20. Preschool hours are ~~11:30-3:10 p.m~~  
8:15 AM -12:15 PM.

*Rationale:* Currently, we provide an instructional day that is below the average of area schools in terms of the amount of time students spend in class. Extending the school day will benefit students academically.

A morning preschool program better meets the stamina needs of 3 and 4 year children and will enable our preschoolers to participate in both the district breakfast and lunch program.

**III. INSTRUCTIONAL PROGRAM**

**6. Compulsory Attendance and Truancy (page 6)**

Parents of school age children are required by law to see that those children attend school regularly. ~~Any child age 7 to 16 who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes.~~ *A child is generally of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age.* Children of mandatory attendance age who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes. Students who ~~accumulate~~ exceed more than five absences in a quarter, ~~excused or unexcused- confirmed or unconfirmed,~~ shall be deemed to have excessive absences. Notice of excessive absenteeism shall be made to the parents/guardians when the student accumulates more than 5 absences. ~~after the sixth absence.~~ Additional corrective action taken by the school may include, but is not limited to: conferences, counseling, evaluation, alternative placement, suspension, and expulsion.

*Parents will also be notified when their child accumulates seven absences during a semester. The Saunders County Truancy officer will receive notification of all students who accumulate seven absences during a semester.* If a student continues to be or becomes habitually *absent or* truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. 79-201, warning the student to comply with the provisions of that statute. If such compliance does not occur within one week of notice being provided, the principal shall file a report with the county attorney of the county in which the student resides. *A report will be also be filed with the county attorney of the county in which the student resides for students who accumulate 10 absences in a semester and 20 days in a school year.*

*Rationale:* The language regarding mandatory attendance age reflects changes in Nebraska state statute 79-201. Additionally, the Interlocal Cooperative Agreement for Juvenile Truancy/Resource Officer provides our school district with a resource to assist families when students are not in regular attendance. The proposed changes provide information regarding use of the Saunders County Truancy/Resource Officer and stipulates when a student will be reported to the county attorney for excessive absences.

#### 7. Student Testing and Assessment (page 7)

Various assessments and tests are used over the course of the school year to measure students' academic growth and progress.

- Standards Assessments: Students are assessed in the areas of Reading, Writing, Speaking, Listening, Math, Science and Social Studies using the district's grade level standards assessments.
- Nebraska Writing Assessment: Students in the 4<sup>th</sup> grade participate in the Nebraska Writing Assessment during 3<sup>rd</sup> quarter.
- NeSA in Reading and Math: Students in 3<sup>rd</sup>-6<sup>th</sup> grade participate in the Nebraska State Reading Assessment and Nebraska State Math Assessment during 3<sup>rd</sup> quarter.
- Stanford 10 Achievement Test: Students in grades 3<sup>rd</sup>-6<sup>th</sup> are assessed in the areas of Reading, Math, Language, Listening, and Study Skills. Students also take the Otis-Lennon School Ability Test that assesses students' verbal and nonverbal skills. The Stanford Achievement Test is given during the month of April.

Students may participate in additional classroom tests and assessments as determined by their teacher.

*Rationale:* The inclusion of the new NeSA in reading and math provides an updated listing of required assessments.

## AGPS Very Important Papers Student/Parent Resource Book

### Attendance Procedures (page 3)

A written ~~excuse~~ notice explaining the reason for the absence will be necessary from the parents for those students who were absent and the parents did not call in and were not able to be reached by phone. Such students should report to the office when returning to school. Absences in which parents or guardians have notified the school prior to the absence or within two days following the absence will be considered ~~excused~~ confirmed. Any absence not verified within two days of the absence will be considered ~~unexcused~~ unconfirmed.

A student will be excused from attending classes for the following reasons:

1. Illness or injury (Excessive absences due to illness must reflect a documented attempt to remedy the ailment.)
2. Bereavement or emergency in the immediate family
3. Participation in an approved school activity
4. Parent/guardian requested prearranged absence (Parents or guardians may request that the student be absent from school for reasons such as a medical or dental appointment, religious observance, court-ordered appearance, spectator at school activity, short-term work requirement, and a family trip.)

~~Final determination of the excused or unexcused nature of any absence rests with the school.~~

Tardiness is a violation of school rules. Students who arrive following the tardy bell at 8:20 AM but before 9:00 AM will be considered tardy. Tardiness will be dealt with as a normal part of classroom discipline. Students who arrive late to school are required to check in at the office. A report to the Truancy/Resource Officer will be made

Students who are in attendance during the school day but leave prior to 2:40 PM will be counted absent for one half of the day. Students leaving early are required to check out in the office.

*Rationale:* State statute 79-201 does not differentiate excused and unexcused absences when reporting excessive absences. Using the terms confirmed and unconfirmed enables the school to track attendance in an objective manner. Currently, 10:00 AM and 1:30 PM are used as the times that differentiate tardies and half day absences. Changing these times to 9:00 AM and 2:40 PM will encourage students to be prompt and in attendance.

## Expectations, Rights & Responsibilities of Students

### 1. General Standards and Philosophy on Student Conduct (page 9)

The Board of Education of Ashland-Greenwood Public Schools believes it is important to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students.

*Rationale:* This statement references Policy 5142.6, our policy on dating violence, and serves to inform our families that dating violence is addressed within our Code of Conduct.

## Student Health and Safety

### 4. Immunization (page 24)

The school district shall comply with all statutory provisions regarding immunization of students to protect against communicable disease. As provided by statute, each student shall be protected by immunization prior to attending school. A student may be provisionally enrolled in school if he or she has begun the immunizations required and continues to receive the immunizations as rapidly as medically feasible.

Kindergarten through 6<sup>th</sup>, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade students and students transferring in from out of state are required to have the following immunizations:

- 3 doses of Polio vaccine
- 3 doses DPT, DtaP, DT, or Td vaccine with one given on or after the child's fourth birthday
- 2 doses MMR vaccine, given on or after 12 months of age and separated by at least one month
- 3 doses Hepatitis B vaccine or two doses of adolescent vaccine if student is 11-15 years of age
- 1 dose of varicella given on or after 12 months of age and prior to 13 years of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provided will be accepted

~~Students in 6<sup>th</sup> grades have the following immunization requirements:~~

- ~~• 3 doses of Polio vaccine~~
- ~~• 3 doses DPT, DtaP, DT, or Td vaccine with one given on or after the child's fourth birthday~~

- ~~2 doses MMR vaccine, given on or after 12 months of age and separated by at least one month~~
- ~~3 doses Hepatitis B vaccine~~

*Rationale:* To comply with changes in state law.

#### **6. Communicable Diseases (page 25)**

The school should be notified in the event that a student contracts a communicable disease. Students shall be excluded from school for the following reasons:

- 1) contagious diseases such as chicken pox, measles, mumps, pink eye, etc.
- 2) skin eruption or suspicious rashes
- 3) vomiting
- 4) abnormal temperature
- 5) head lice ~~and/or nits~~ (students with recurring head lice ~~and/or nits~~ will be excluded from school until all evidence of lice ~~and nits~~ are gone)

A child suffering from a skin disease or who has been absent from school because of an infection or contagious disease may be required to present a physician's statement prior to returning to school.

*Rationale:* Head lice is considered a nuisance issue, not a health issue. Some students miss a considerable amount of school due to head lice and nits. A student can be treated for head lice and still have nits remaining. These nits do not transfer from one person to the next; therefore, they do not pose a communicable situation.



**Ashland-Greenwood High School/Middle School  
Proposed Handbook Revisions for 2010-2011**

**NOTES:**

1. Text to be deleted is struck through (~~like this~~); text to be added is italicized and underlined (*like this*).
2. Revisions which are editorial in nature (i.e. school calendar listings, board member listings, and staff listings) are not included below.
3. Unless otherwise noted, all proposed revisions apply to both middle school and high school handbooks. Text used to illustrate the effect of revisions is from the high school handbook.

**I. General Information**

**E. Hours and Daily Schedule**

1. Ashland-Greenwood High School operates on an eight-period day; the schedule for that day is given below:

- Period 1 8:15-9:01
- Period 2 9:06-9:53
- Period 3 9:57-10:44
- Period 4 10:48-11:35
- Period 5 11:39-12:56
- Period 6 1:00-1:47
- Period 7 1:51-2:38
- Period 8 2:42-3:29

**M. Telephones, Cellular Phones, and Personal Electronic Communications/Entertainment Devices**

- ~~4. The use of personal entertainment devices is prohibited during the regular school day (8:15-3:21) except for instructional purposes (i.e. recording a lecture with an iPod). The first violation of this prohibition will result in the device in question being confiscated and returned at the end of the school day. A second violation will result in confiscation and return of the device only to a parent or guardian. Subsequent violations will be deemed nuisance behaviors worthy of an office referral.~~

**II. Instructional Program**

**B. Grading Procedures**

2. GPA point values for each letter grade designation for courses for which only high school credits are earned are detailed below:

A+ 4.00 B 3.00 D+ 1.50  
A 4.00 C+ 2.50 D 1.00  
B+ 3.50 C 2.00 F 0.00

- ~~3. GPA point values for each letter grade designation for courses for which only high school credits are earned are detailed below:~~

~~A+ 5.00 B 4.00 D+ 2.50  
A 5.00 C+ 3.50 D 2.00  
B+ 4.50 C 3.00 F 0.00~~

**G. Attendance**

2. Parental Verification

- a. Parents are asked to call in their son or daughter's absence to the school office before 10:00 a.m. on each day of absence. An answering machine will take calls from parents whose employment requires them to leave town before school begins. Collect calls are accepted. The school will attempt to contact parents if no call is received and a child is absent. Should no such contact be established on the day of absence, the student must bring a parental note upon his or her return to school. Parent calls or notes must include a reason for the absence if the absence is to be considered excused.

b. For verification purposes, the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent will be considered unexcused or unconfirmed. A confirmed absence requires a parent phone call or note within 2 days of the absence.

c. A student shall be considered excused for absences caused or necessitated by illness, bereavement, family emergency, or other reasons requested by the parent or guardian and approved by the principal. All absences, whether excused or unexcused, confirmed or unconfirmed, will count toward the limit of 5 days per quarter and 10 days per semester and 20 days pwer year as outlined in Nebraska Statute 79-201. Absences of three consecutive days or more for illness will require verification that medical treatment was sought and/or obtained. Excused absences will be further classified by the school as unavoidable (i.e. illness, funerals court appointments, etc.) or avoidable (i.e. vacations or family trips, attending district or state competitions other than as a participant, or other absences which are by choice rather than necessity).

d. Any absence not verified by a parent, including those for which a parent fails to provide a reason, within two days of the absence will be considered unexcused and subject to disciplinary action. Additionally, students incurring unexcused absences will be required to make up all work missed in accord with minimum performance standards procedures.

e. When a student misses more than 20 minutes of any class period, they will be considered absent for that period. When 8 periods of absence are accumulated, this will be considered a full day of absence from school.

3. **Compulsory Attendance and Truancy**

Parents of school age children are required by law to see that those children attend school regularly. Any child age 7 to 16 who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes. Generally, A child is of mandatory attendance age if the child (a) will reach six years of age prior to January 1 of the then-current school year and (b) has not reached eighteen years of age. Children of mandatory attendance age who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes. Students who accumulate exceed more than five absences, or the hourly equivalent, in a quarter, ~~excused or unexcused~~ confirmed or unconfirmed, shall be deemed to have excessive absences. Notice of excessive absenteeism shall be made to the parents/guardians when the student accumulates more than 5 absences. ~~after the sixth absence.~~ Additional corrective action taken by the school may include, but is not limited to: conferences, counseling, evaluation, alternative placement, suspension, and expulsion.

Parents will also be notified when their child accumulates seven absences during a semester. The Saunders County Truancy officer will receive notification of all students who accumulate seven absences during a semester. If a student continues to be or becomes habitually absent or truant, the principal shall serve a written notice to the person violating Neb.Rev.Stat. 79-201, warning the student to comply with the provisions of that statute. If such compliance does not occur within one week of notice being provided, the principal shall file a report with the county attorney of the county in which the student resides. A report will be also be filed with the county attorney of the county in which the student resides for students who accumulate 10 absences in a semester or 20 days in a school year.

~~Truancy~~

~~a. Any child age 6 to 18 (unless 16 by July 16, 2004) who fails to attend school regularly without lawful reason shall be considered to be in violation of Nebraska truancy statutes and will be subject to efforts by the school to compel attendance.~~

~~b. Students ages 6 to 18 (unless 16 by July 16, 2004) who accumulate more than five absences, excused or unexcused, in any quarter shall be considered to have excessive absences. Notice of excessive absenteeism shall be made to the parents/guardians after the sixth absence. Additional corrective action taken by the school may include, but is not limited to: conferences, counseling, evaluation, alternative placement, suspension, and expulsion.~~

~~c. If a student age 6 to 18 (unless 16 by July 16, 2004) continues to be habitually truant, written notice to the parents/guardians shall be provided warning them to comply with state law.~~

~~d. If such compliance does not occur within one week of notice being provided, the principal shall file a report with the county attorney of the county in which the student resides.~~

4. ~~Return to School after an Absence~~

a. Students returning to school after an absence for which parental verification has not been received must obtain a class admit slip prior to being admitted to any class. No make-up assignments will be given unless a classroom teacher is first presented with a properly completed admit slip. Admit slips will classify all absences as excused or unexcused in nature. Such classification will determine teacher response to requests for make-up work.

#### H. Student Testing and Assessment

1. Students in 7<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> grades will annually participate in achievement testing.
2. Students in 8<sup>th</sup> and 11<sup>th</sup> grades will annually participate in the Nebraska writing assessment process.
3. Students at all grade levels will annually participate, as appropriate, in the NeSA (Nebraska State Assessment) assessment processes related to the Nebraska standards for reading, writing, listening, speaking, math, social studies, and science.

#### U. Early Graduation

1. A student who has completed all graduation requirements by the end of the first semester of he/her senior year may exercise the early graduation option. Application forms for early graduation are available from the guidance counselor. Completion of those forms will require the approval/signature of the student, his/her parents/guardian, a guidance counselor and the Principal and the Superintendent.
2. In order for a student to qualify and be approved for early graduation the student must have an Individualized Education Plan in accordance with IDEA that provides for an early graduation, or must demonstrate one of the following conditions and the condition must interfere with the student's ability to continue to attend school:
  - a. A personal hardship including but not limited to an illness or the responsibility for the care of a dependent;
  - b. A financial hardship or need and a method to address the financial hardship through employment;
  - c. The pursuit of post-secondary education demonstrated by acceptance to and enrollment in a post-secondary program;
  - d. Moving to a location from which commuting to school would not be reasonable; or
  - e. The pursuit of a special talent or skill
3. The school district will only conduct one graduation ceremony annually. Students opting for early graduation are encouraged to return to for the graduation ceremony in May. Diplomas will not be issued to early graduates until May, but official transcripts will be available at the time of separation for employment and post-secondary study purposes.

#### P. Grade Point Average

4. Students enrolled in College courses may opt to have the college course grade removed from their GPA calculation.

#### Q. Class Rank

3. Students enrolled in College courses may opt to have the college course grade removed from their class rank calculation.

#### S. Graduation Requirements

The following shall be the requirements for graduation for all students unless the student has an established Individualized Education Plan (IEP) in compliance with the Individual with Disabilities Education Act and that IEP identifies an alternate graduation plan. Transfer students may be given credit for coursework taken at other schools, at the discretion of the building principal, provided the

institution at which the coursework was taken-is accredited or approved by a state accrediting agency or the Department of Defense.

1. Two hundred forty total credits are required for graduation for the Class of 2013 and prior classes. Two hundred fifty five (255) total credits are required for graduation, beginning with the class of 2014. In accord with state law, 80% of those credits must be earned in the core curriculum subjects. Core curriculum subjects include those offered in the following subject areas: language arts, social studies science, mathematics, career and technical education, world language, visual and performing arts, and personal health and fitness. (change from 240 required, adding 1 science course and making careers required).
2. Specific subject area requirements for graduation have been established in addition to the total credit requirements just discussed: (change science from 20 to 30 to reflect Rule 10)
  - a. English/Language Arts 40 credits
  - b. Social Studies 40 credits
  - c. Mathematics 30 credits
  - d. Science (Class of 2013 and Prior Classes) 20 credits  
Science (Class of 2014 and After) 30 credits
  - e. Health 5 credits
  - f. Physical Education 5 credits
  - g. Careers/Transitions 5 credits

Social Studies: 40 credits

1. World Geography, American History, World History, and economics/civics required.  
Psychology/Sociology is not allowed to replace economics/civics for SS credit.

**V. Graduation Ceremony**

3. ~~The principal may at his/her discretion allow a student to participate in a graduation ceremony without receiving a diploma if in his/her opinion the student has minimal requirements left to be met and the principal is reasonably satisfied that the student will be able to complete the requirements prior to the start of the next school term.~~

**W. Awarding of Credits**

~~3. If students elect, for any reason, to repeat a class they have already passed and received credit for, the grade earned upon repeating the course will replace the original grade with no additional credits being earned. Students who re-take a class that they passed previously MAY use those credits earned the first time taken as elective credits if the class being re-taken is a REQUIRED COURSE for graduation OR if the class is being retaken with the INSTRUCTOR or PRINCIPAL'S permission .~~

**III. Expectations, Rights, and Responsibilities of Students**

**D. Alternative Education Programs**

2. The Evening School Program will run from 5:00-8:00 p.m., three nights a week (if needed), will offer a highly structured study environment, and will be staffed by certified teachers. Students suspended from school will be assigned to Evening School Program sessions for the purpose of completing make-up assignments and receiving instructional assistance. Students expelled from school will be eligible to enroll in the Evening School Program. Credits applicable to meeting graduation requirements may be earned in such classes under policies and procedures specified at the time of enrollment.
3. Ashland-Greenwood also has limited enrollment slots available in the Waverly LIFE program (a daytime alternative school program combining academic coursework and work experience components).

[NOTE: The proposed revision III.C.1, and H.1, 2, 3 which follows applies only to the Middle School Student/Parent Handbook.]

**III. Expectations, Rights, and Responsibilities of Students**

**C. Code of Conduct and Applicable Forms of Disciplinary Action**

1. The school response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination:
  - a. Discipline Reflection Detention Time—assigned for in class behaviors that continue after a warning is issued.
  - b. ~~Detention—assigned for classroom or hallway misconduct not warranting more severe penalties; not to exceed 30 minutes in length.~~

**H. Discipline Reflection Detention Time Procedures**

1. If in-class behavior is not corrected following a warning, students will be excused from class to report to the office to complete a Disciplinary Reflection Detention Form (requiring the student to identify: the behavior causing the issue; why the behavior was inappropriate; how to address such issues in the future; how to better work with the teacher in the future; and, plans for insuring make-up work is completed).
2. Following satisfactory completion of the Disciplinary Reflection Detention Form and a student-teacher conference, the student will return to his/her remaining classes. A detention time will be scheduled at this student-teacher conference. Detention—assigned for classroom or hallway misconduct not warranting more severe penalties; not to exceed 30 minutes in length.
3. If a student received 3 detentions in a semester, the student will receive an office referral which will lead to further consequences as described in Handbook sections III.C.4, 5, 6, 7, 8, or 9.

**IV. Extracurricular Activities**

**7. Track**

- a. Place in ~~three~~ four Major Meets (more than 5 teams) OR
- b. Score one or more points at the conference track meet (team points of relays will be divided by 4)  
OR
- c. Score 40 meet points OR
- d. ~~Compete in 25 events throughout the season OR~~ as the #1 or #2 participant in 50% of the meets available
- e. Compete in at least 22 events during the season and finish the season on good standing
- e. Be a senior who has been out for four years and contributed to the track program
- f. ~~Must end the season in good standing~~
- g. Student managers may letter provided they attend all practices and meets.

**E. National Honor Society**

- 3. Standards for membership in National Honor Society are as follows:
  - a. scholarship—has earned a minimum cumulative Full GPA of 3.5000
  - b. leadership—actively participates in at least one school activity or organization
  - c. character—has incurred no more than two detentions for the previous semester, has incurred no Saturday Schools or suspensions for the previous semester, and has been involved in no instances of cheating and/or plagiarism for the previous semester
  - d. service—actively participates in at least one non-school activity (i.e. Scouting, 4-H, church groups, volunteer services, piano/dance classes, etc.) or volunteers for some type of regular (i.e. weekly at a minimum) non-credit school service (i.e. tutoring, office assistant, library aide, etc.)

NEW: NHS applications must be completed by the set deadline.

NEW: NHS APPLICANTS must write an essay describing and providing specific examples of how the applicant demonstrates character, leadership, and service. Each essay must be signed by an adult sponsor (non-relative) which will indicate the sponsor's approval and agreement with the content of the essay.

NEW: Once admitted to the NHS, students must continue to meet all standards outlined above, and each member must complete 6 hours of community service per semester. The community service hours must be approved by the chapter and/or NHS sponsor.

**IV. Extracurricular Activities**

**BB. Classroom Performance**

SEE REVISION

1. A participant's performance in the classroom and during the school day may affect his/her participation. Participants must make a positive statement about our programs at all times.
2. Students needing to complete remediation activities for any class will be expected to do so prior to reporting for after-school practice. No activities' penalties will be assessed for attending to remediation needs.
3. Students consistently failing or performing at a borderline level in one or more classes may be removed from any given participation opportunity if such participation would have the student missing part or all of the school day and if such curtailment would not have an adverse effect on other participants.

Procedures for coaches and athletes with failing grade(s):

- a. Coaches will run or review a grade report for their team members on Monday each week of the season.
- b. If student is receiving any failing grades, the student and coach will conference and make a plan for improvement for the remainder of that week. This may include mandatory after school study hall, remediation time requirement, or other arrangements the coach and student agree will assist in making progress. The STUDENT will share this plan with affected teachers the next day (or the same day if applicable).
- c. The following week (week 2), if there is improvement and/or progress, the plan may be dropped. If the grade is still failing, the coach should contact the teacher(s) in question to review student performance and to make adjustments to the plan for progress.
- d. The following week (week 3), if there improvement and/or progress, the plan may be dropped. If the grade is still failing, the coach may consider more severe penalties regarding participation until such time as the student achieves a level of no failing grades. At this point, coaches and affected teachers should make contact with the parent (if this has not already been done).

4. In all situations involving remediation and/or removal from participation opportunities, classroom teachers and coaches/sponsors will work cooperatively to ensure that the best interests of the school and the student are advanced.
5. Participants failing to earn 20 credits for the immediate preceding semester will be ineligible for extracurricular activities participation for the succeeding semester.

VIP Booklet changes:

Immunization requirements:

**Student Health and Safety**

**4. Immunization**

The school district shall comply with all statutory provisions regarding immunization of students to protect against communicable disease. As provided by statute, each student shall be protected by immunization prior to attending school. A student may be provisionally enrolled in school if he or she has begun the immunizations required and continues to receive the immunizations as rapidly as medically feasible.

Kindergarten—6<sup>th</sup>, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Eighth-twelfth grade students and students transferring in from out of state are required to have the following immunizations:

- 3 doses of Polio vaccine
- 3 doses DPT, DtaP, DT, or Td vaccine with one given on or after the child's fourth birthday
- 2 doses MMR vaccine, given on or after 12 months of age and separated by at least one month
- 3 doses Hepatitis B vaccine or two doses of adolescent vaccine if student is 11-15 years of age
- 1 dose of varicella given on or after 12 months of age and prior to 13 years of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provided will be accepted

- 7<sup>TH</sup> Grade only: 1 dose of TDAP (must contain pertussis booster)—this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

*Rationale:* To comply with changes in state law..

## 6. Communicable Diseases

head lice and/or nits (students with recurring head lice and/or nits will be excluded from school until all evidence of lice and nits are gone)

A child suffering from a skin disease or who has been absent from school because of an infection or contagious disease may be required to present a physician's statement prior to returning to school.

*Rationale:* Head lice is considered a nuisance issue, not a health issue. Some students miss a considerable amount of school due to head lice and nits.. A student can be treated for head lice and still have nits remaining. These nits do not transfer from one person to the next; therefore, they do not pose a communicable situation.

ADD to Student conduct section of VIP.

Reflects new policy 5142.6

The Board of Education of Ashland-Greenwood Public Schools believes it is important to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students.



<b>IV. Extracurricular Activities (handbook revisions draft #2)</b>
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**BB. Classroom Performance**

1. A participant's performance in the classroom and during the school day may affect his/her participation. Participants must make a positive statement about our programs at all times.
2. Students needing to complete remediation activities for any class will be expected to do so prior to reporting for before or after-school practice. No activities' penalties will be assessed for attending to remediation needs.
3. Students consistently failing or performing at a borderline level in one or more classes may be removed from any given participation opportunity provided that no student shall be prevented from participation if that participation is directly related to a 'credit course' and non-participation may have a negative effect on the student's grade and earning of potential credit, the sponsor of that activity may choose to waive the suspension from the activity. if such participation would have the student missing part or all of the school day and if such curtailment would not have an adverse effect on other participants.

Procedures for coaches/sponsors and athletes/participants with failing grade(s):

- a. Coaches/Sponsors will review a grade report/failing list for their team members on Monday of each week of the season.
  - b. STEP 1: If a student is receiving any failing grades, the student and coach/sponsor will conference and make a plan for improvement for the remainder of that week. This may include mandatory after school study hall, remediation time requirement, or other arrangements the coach and student agree will assist in making progress. The STUDENT will share this plan with affected teachers the next day (or the same day if applicable).
  - c. STEP 2: The following week (week 2), if the grade is still failing, the STUDENT shall contact the teacher(s) in question to review and to make adjustments to the plan for progress. The STUDENT should share this plan with their coach/sponsor. At this stage, the coach/sponsor will contact the parents/guardians and inform them of the plan for progress and the possible affect on participation if progress is not shown.
  - d. STEP 3: Beginning on Monday of the 3<sup>rd</sup> week of a failing grade in one or more classes, the student will not participate in the activity (or activities) until such time as there are no failing grades. If the coach/sponsor, through discussion with the STUDENT and affected teacher(s), determines that the student has not had sufficient opportunity to get off the failing list, or has made a legitimate good faith effort to make progress and get off of the failing list the coach/sponsor may allow the student to participate.
4. In all situations involving remediation and/or removal from participation opportunities, classroom teachers and coaches/sponsors will work cooperatively to ensure that the best interests of the school and the student are advanced.
  5. Participants failing to earn 20 credits for the immediate preceding semester will be ineligible for extracurricular activities participation for the succeeding semester.

## DC WEST **ELIGIBILITY ROSTER**

Any student who has a cumulative failing grade in any two classes for one week will not be eligible for school activities (including dances) the following week, Monday through Sunday. Students attending an activity while on the ineligibility list will be ineligible for an additional week. The duration for the cumulative grade eligibility roster will be for one nine weeks grading period. Our coaches also have the ineligible athletes sit with the team in street clothes. As far as management, we give the ineligibility list to the staff member taking tickets (if a game) and the administrator in charge of the activity (game, dance, concert, etc.) also has a list. If we happen to miss someone and he/she is reported the next day as being at an activity the night before, the student is told he/she will be ineligible one more week, because he/she attended an activity while on the list (per our rule).

### Wahoo **ACADEMIC SUPPORT**

Wahoo High School expects all students to perform in a manner academically that will provide a path to the ultimate goal of graduation. To this end the following procedures will be in place for students who do not complete assignments or who are failing a class.

#### **Thursday Academy:**

Thursday Academy will be a time of quiet, individual study on Thursdays from 3:45 p.m. to 6:45 p.m. Students will need to bring 3 hour's worth of homework with them. Teachers may provide work if there is an assignment that can be completed in Thursday Academy. Books and materials must be brought to After School Academy. If students have to leave to obtain proper materials, they will stay to make up that time after others have been dismissed. Sleeping or other inappropriate actions will cause dismissal from Thursday Academy and the student will be considered absent. ***Students may also be required to attend academy as a result of behavioral choices that student has made.***

#### **DOWNLIST PROCEDURES:**

A "students failing" list will be generated every Monday. This list will be generated through the high school office. Any student on the down list will not be allowed to leave school for school related activities unless it directly relates to the academic objectives or assignments in any one class. A student on the down list may be asked to participate in other academic supports as determined by staff or administration.

#### **CONTINUED FAILURE OF CLASSES:**

***Students who are failing one class or more will:***

***1<sup>st</sup> week – receive notification of failing grades.***

***2<sup>nd</sup> week – receive notification of failing grades.***

***3<sup>rd</sup> week – receive notification of failing grades.***

***4<sup>th</sup> week – receive notification of failing grades. The student will forfeit all activity privileges for the remainder of the semester. At administrative discretion students who are removed from the down list may be reinstated to activities.***

## SYRACUSE: ACADEMIC STATUS REPORT

An Academic Status Report will be printed at the conclusion of every week. This report will be a listing of all students currently failing one or more classes. This report will be the guide to determine activity participation for the upcoming week and pass privileges. If a student is failing two or more classes at the conclusion of the week, he/she will not be allowed to participate in school activities the following week (Sunday through Saturday. Junior High students may return to participation once they return to no more than one failing grade status.) Additionally, if a student is failing two or more classes, they will not be given pass privileges unless the pass is signed by the teacher of a class he/she is failing. If a student is listed on the Academic Status Report due to a "U" in citizenship, he/she will not be granted pass privileges unless issued a pass by the classroom teacher for whom they must complete work.

**BENNINGTON**

**ACADEMIC ELIGIBILITY FOR ACTIVITIES:** A student will be ineligible to compete or perform interscholastically if

- (a) He/she has below a 70% average in two classes or
- (b) He/she has below a 60% in any one class.

Each student must meet eligibility requirements on Wednesday of the 6<sup>th</sup> week and at the end of each quarter. If, the student is ineligible, they will have the opportunity become eligible each Monday for the remainder of the quarter. (Example: if a student does not meet eligibility requirements at the time the Interim Report is issued they will have until Wednesday of the 6<sup>th</sup> week to meet the eligibility requirement.) Students who meet eligibility requirements at the first Interim must meet requirements when the quarter report card is issued.

Eligibility is considered only for interscholastic activities, which are not requirements for a particular class.

Students will be required to attend before and after school practices unless the head coach or sponsor excuses them. Students who have medically verified illnesses will be provided time to make up work.

This rule is applied for all midterms and first and third quarter reports. The NSAA requirement for all students to pass 20 semester credit hours in order to be eligible will be applied for the each semester.

### Student Progress Plan *(For Illustrative Purposes Only)*

This form must be completed for students who participate in extra-curricular activities and are failing one or more classes for two consecutive weeks. Please work with your classroom teacher to complete the form and turn the form in to your coach when you go to practice. Please complete a separate form for each class you are failing.

Student Name \_\_\_\_\_ Class \_\_\_\_\_

\_\_\_\_\_ The Student is no longer failing and should be removed from the failing list.

\_\_\_\_\_ The student is failing but can be removed from the list with the following efforts identified below.

Student	Date	Teacher	Date
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\_\_\_\_\_ Change classroom seating assignment

\_\_\_\_\_ Turn in Missing Assignments (Specify) \_\_\_\_\_

\_\_\_\_\_ Make up/Retake Test over \_\_\_\_\_ on \_\_\_\_\_  
(time and date)

\_\_\_\_\_ Take part in extra-credit activities. (Specify) \_\_\_\_\_

\_\_\_\_\_ Take notes in class

\_\_\_\_\_ Keep assignment notebook

\_\_\_\_\_ Receive teacher assistance: M T W T H F    AM PM Other \_\_\_\_\_

\_\_\_\_\_ Receive peer assistance from \_\_\_\_\_

\_\_\_\_\_ Receive assistance from another teacher. Identify \_\_\_\_\_

\_\_\_\_\_ Receive assistance from a private tutor

\_\_\_\_\_ Provide Modifications or Accommodations per IEP plan

\_\_\_\_\_ Referral to the Student Assistance Team

\_\_\_\_\_

## Extra-curricular Assignments 2010-11

- 4 3 -

Activity	Position	Sponsor
Activities Director	Head	Randy Wiese
	Assistant	Trisha Nichelson
Football	Head Coach	Ryan Thompson
	Assistant Coach	Reed Schwartz, Nate Tonjes, Dustin Foutch, Kurt Finkey
	Head 7&8 Coach	Brian Thimm
	Assistant 7&8 Coach	Brian Petermann, Matt Flynn
Volleyball	Head Coach	Kendra Craven
	Assistant Coach	Kayla Laune
	Assistant Coach	Unassigned
	Head 7&8 Coach	Bev Hohensee
	Assistant 7&8 Coach	Shari Nygren, Deb Erickson
Softball	Head Coach	Barry Fangmeyer
	Assistant Coach	Philip Onwiler
Boys Basketball	Head Coach	Andrew Belsky
	Assistant Coach	Dan Brokaw, Donnie Laughlin, Jr.
	Head 7&8 Coach	Jon Richards
	Asst 7&8 Coach	Stu Essman, Brian Petermann
Girls Basketball	Head Coach	Kurt Finkey
	Assistant Coach	Barry Fangmeyer, Amber Remmers
	Head 7&8 Coach	Kristin Fangmeyer
	Asst 7&8 Coach	Kendra Craven; Bev Hohensee
Wrestling	Head Coach	Randy Beranek
	Assistant Coach	Jason Nichelson, Dustin Foutch
	MS Coaching Aide	Unassigned
	Asst 7&8 Coach	Jon Richards
Track	Head Girls	Brian Thimm
	Head Boys	Reed Schwartz
	Assistant	Kayla Laune; Terry Rogers(Coaching Aide)
	7&8 Girls	Mary Ziegenbein
	7&8 Boys	Ryan Thompson
	7&8 Assistant	Philip Onwiler, Megan Laune
Golf	Head Coach	Jerry Wendelin
Elementary Choir		Sharon Bebout
Instrumental Music		Jonathan Jaworski
Vocal Music		Pat Yunker
Speech	Head	Unassigned
	Assistant	Kylie Jensen
Drama	Head	Janice Alcorn
	Assistant	Unassigned
Juniors		Vicki Washburn, Renee Kucera
SH Student Council		Brian Petermann
MS Student Council		Matt Flynn
Cheerleaders & Drill Team		Janice Alcorn, Roxanne Kingston
--Choreography Coach		Jenifer Sloboth
Spanish Club		Vicki Washburn, Kylie Jensen
Yearbook		Vicki Washburn
SAT Team Leaders		Jennifer Washburn, Kendra Craven
FFA Sponsor		AnnaLisa Estrela
FBLA Sponsor		Amber Remmers
Academic Decathlon		Janice Alcorn, Jonathan Jaworski
National Honors Society		Laurie Duff

## **Staff Handbook Revisions 2010-11**

**Section 1. Job Descriptions** - Verify all staff have job descriptions – including extra-curricular job descriptions - Update any changes in job descriptions

**Section 2. Rosters, Schedules and Building Concerns** - Include new staff rosters, extra-curricular assignment schedule and School Calendar. Building Principals may want to add duty assignment rosters, fire evacuation plan and storm and other procedures.

**Section 3. Employees Rules and Procedures** – Attached

**Section 4. Board Policies** - No Change - Includes Index and Reference Source to locate online.

**Section 5. School Improvement Plan & Curriculum**

**Section 6. Master Agreement (Certified Staff) and Terms and Conditions of Employment (Non-certified Staff) –**

Master Agreement to get new salary schedule

Terms and Conditions of Employment - Changes attached

**Section 7. Evaluation** – No Changes

**Section 8. Professional Growth (Certified) – No Change**

**Job Detail (Non-Certified)** - Will update as necessary

**Section 9. Safety** - Updated Safety Committee; Safe Training Matrix; and Provide Login information of Safe Schools Training Modules.

## Proposed Handbook Modifications 2010-11 Ashland Greenwood Public Schools

### **NON-CERTIFIED STAFF ONLY**

#### **A. TIME CLOCK**

Employees who are designated as hourly employees must clock themselves in and out on the time clock for the calculation of wages when starting work, leaving work or transferring from one position to another at work. Employees shall never have another employee clock in or clock out for them. Hourly employees should have designated work times that they are hired to work. Employees should never clock into work earlier than seven minutes prior to starting time or later than seven minutes after the end of the shift unless approval has been received from their immediate supervisor ~~and the time card has been initialed by the building principal or superintendent.~~ The district will not pay employees for working unauthorized hours. Failing to clock into or out of work as scheduled and assigned can result in dismissal from employment.

Employees are allowed a 15-minute paid break for every 4 hours worked. Employees are also entitled to a 30-minute unpaid duty free lunch when their workday extends to 6 hours or more. Breaks should be scheduled with your supervisor. Check with the Superintendent's Office to see if it is necessary for you to clock out and clock in during the lunch period.

Wages are generally paid to hourly employees on the 20th of each month following the month in which the hours are worked. For example, hours worked in January would be paid in February; hours worked in February would be paid in March, etc. The business office will provide hourly employees with a schedule of pay periods upon request.

### **NON-CERTIFIED AND CERTIFIED STAFFS**

#### **F. MATERIAL REQUISITIONS**

In order to maintain sound yet economical education it shall be district wide policy to require the filing of requisition forms for all materials to be used in the system. Occasionally, because of a lack of funds it will be necessary to deny requisitions. Sometimes board approval must be secured before a particular purchase can be made. Any and all items purchased without administrative approval will become the financial obligation of the employee.

To help assure approval on large items, it may be necessary to show a definite need and benefits to be gained. The setting and organization of immediate and long-range priorities can be very beneficial to the acquiring of materials.

All vendors for goods and services must be approved in advance of placing an order. A vendor should be requested to complete an IRS form W-9 to begin the process of adding a vendor.

General, building and lunch fund claims are paid once monthly. Invoices and payment requests must be submitted to the Superintendent's Office by the 1<sup>st</sup> Monday of the month in order for payment to be made on the 3<sup>rd</sup> Monday. Activity Fund payments for clubs and organizations are made twice each month on or about the 1<sup>st</sup> and the 15<sup>th</sup>. Invoices and payment requests must be submitted five days in advance of the processing date.

#### **G. SECURITY AND CARE OF BUILDINGS AND GROUNDS**

Employees issued keys to the buildings and facilities and they are personally responsible for them. Keys should not be loaned to students or others except with permission of the superintendent or building

principal. If an employee wishes to allow other than authorized persons into school buildings the employee must accompany them to the school and remain until the building is vacated and locked unless prior arrangements have been made and approved by the Superintendent or building principal.

Building security systems may protect some buildings. In those facilities the security system should be disarmed during building operational hours. Employees may be provided security access to arm or disarm security systems during non-operating hours. Employees provided security access shall be responsible to arm and disarm the system when using the facility during non-operating hours. Employees may not give the security access to other individuals.

Employees are responsible for the safety and care of their classrooms and/or work areas. Staff shall:

- Never hang materials from acoustical (lay-in) ceiling systems;
- Never hang flammable items such as papers and artwork on doorways or on more than 20% of any other wall space;
- Not bring in personal electrical appliances including but not limited to electrical heaters, hot plates, coffee pots, refrigerators, etc.;
- Never use any candles, incense or open flames except that which may be used as a part of a science experiment.
- See that hazardous materials are properly stored and MSDS sheets maintained;
- Not use scotch or masking tape on building surfaces included carpeted floors, painted walls or clear coated wood finishes. Scotch or masking tape may be used on glass surfaces. Gaffers tape may be used on floors to tape down cords, etc.;
- Use a lid when transporting any liquids or food in the school building;
- Treat all carpet spills immediately with water in a quantity at least double the original amount of spilled liquid and then immediately report the spill to the building office.

## **I. PHONES AND ELECTRONIC DEVICES-CALLS**

Employees may use the school phone system at any time. Personal calls should not be made at district expense except in emergency situations. Employees needing to use school phones for personal reasons should use a personal telephone credit card.

Staff should not utilize personal cell phones, pagers or other communication devices while on duty aiding the instruction of, serving or supervising students, attending workshops, ~~or~~ participating in meetings or driving school vehicles. Staff are asked to leave these devices shut off during these periods of time. Building offices will be available to take calls and deliver messages and will transfer telephone calls involving serious personal business when necessary. Staff may use these devices during emergencies, break periods, at lunch and before and after school when they are not participating in a workshop or a meeting.

### **AA. TRAVEL**

Travel on behalf of the school district should be approved in advance by the staff member's supervisor. Employees should determine if a school vehicle is available prior to using a personal vehicle.

If a school vehicle is used the employee shall make prior arrangements to schedule the vehicle and determine that the vehicle has adequate fuel for the trip. Any accidents or damage that occurs to a vehicle should be reported immediately to Superintendent's Office.

Regardless if a personal or school vehicle is used the employee shall always follow traffic laws and wear a seat restraint system. The district shall reimburse the employee for the use of a personal vehicle at the rate established by the Nebraska Department of Administrative Services.



All other travel expenses shall be reimbursed in accordance with the procedures established for the State of Nebraska by the Nebraska Department of Administrative Services. Receipts shall be required for any personal expenses incurred for travel, lodging or food while traveling.

Employees should contact the Superintendent's Office for reimbursement guidelines prior to traveling.

#### **AB. CRIMINAL ACTIVITY AND IMMORAL ACTIVITIES**

An employee who engages in or who is arrested for violating a crime or who is engaged in other immoral activity, is involved in a criminal investigation or is involved in a civil litigation involving an allegation of illegal or immoral activity shall notify his or her supervisor immediately of the nature of the charges.

### **CERTIFIED BOOK ONLY**

#### **F. CLERICAL WORK**

In the same manner in which staff expects students to turn work in, staff members are expected to complete clerical tasks in a timely fashion. These include, but are not limited to the following:

1. Lesson plans,
2. Attendance,
3. Grade and assessment reports,
4. Lunch counts,
5. Discipline reports, and
5. Miscellaneous reports that may arise and which are necessary for the efficient operation of the district.

**TERMS AND CONDITIONS  
2010-11**

The following are guidelines regarding benefits of non-certified employees in this district effective August 1, 2010.

**ELGIBILITY**

Anyone not working at least fifteen (15) hours on an average weekly basis, for nine (9) months will not be entitled to participate in any leave benefits (except those which may be required by law). Anyone not regularly working at least seventeen and one-half (17.5) hours on an average weekly basis may not participate in group insurance plans.

**HEALTH, DENTAL and LIFE INSURANCE:**

The District will maintain group Health and Dental Insurance Plans. Employees may participate in those plans through the use of a Section 125 Cafeteria Plan. The district will provide each employee eligible for group insurance plans with \$15,000 of group term life insurance. The district will also contribute 1/2 the monthly premium towards employee only health insurance for employees who work less than 12 months. The district will contribute the full premium towards employee only health insurance for employees working 12 months. Employees taking health insurance coverage with the school district shall pay the balance of any health insurance premium. Employees may take at their own expense Employee and Children; Employee and Spouse; or Employee, Spouse and Children Health and Dental Coverage.

The annual health, dental, life and LTD insurance premiums for employees working less than 12 months shall be made by payroll deduction and shall be divided over the months in which the employee has sufficient wages that a payroll deduction can be made. Health, dental and life (up to \$50,000) premiums will be paid through an IRS Section 125 program.

When an employee reaches age 70 the employee life insurance benefit will be halved. That is if the employee has \$15,000 life policy the policy benefit will be reduced to \$7,500.

**APPLICATION OF LEAVE BENEFITS - WORK YEAR - LEAVE BENEFITS ON TERMINATION**

Leave is only available in 1/2 day increments. Employees who need to be gone for periods of time which are less than 1/2 day and who do not want to use at least 1/2 day of leave will need to make arrangements for unpaid leave with their supervisor.

Certain leave benefits may be accumulated and carried but only when specified. Leave shall be calculated and available leave shall be carried forward at the end of the school term for less than 12 month employees. Employee who work 12 months shall have their leave calculated based on their work year. Such year generally shall commence on the 1<sup>st</sup> day of the month following the employee's hire date and shall end on the last day of the month in the month the employee was hired. The Superintendent may establish a different work year for the purpose of leave benefits for an employee. The Superintendent shall make all determinations and have complete discretion in making those determinations regarding the carrying forward of leave. The Superintendent's decisions on carrying leave forward shall be final.

Employees shall be paid for any vacation leave earned but not taken at the time of termination. Employee's shall not be paid for any other leave when the leave employment with the district or are terminated except as may otherwise be stated within these terms and conditions and approved by the Superintendent.

### **ATTENDANCE INCENTIVE PAY**

Any non-certificated employee who has accumulated 45 days of sick leave and is unable to carry additional sick leave forward on to the next employment year shall be paid an attendance bonus pay of \$34 a day for unused sick leave. Such payment shall be made in July for less than 12 month employees. For 12 month employees the incentive will be paid in the month following the month in which the employee's carried forward days are calculated.

Employees who do not regularly work at least 15 hours a week are not eligible for attendance incentive pay. Employees working at least 15 hours but not at least 37 hours weekly shall have the attendance incentive prorated by the average number of hours worked daily divided by 8 hours. (i.e. If an employee averages 4 hours daily than the employees benefit would be 4/8 of a full \$34 a day benefit or 50%)

All attendance incentives are awarded by and at the discretion of the Superintendent of Schools and all decisions made by him or her with respect to the implementation and payment of the benefit is final.

### **VACATION DAYS**

Custodial, Maintenance and 12-month clerical personnel are eligible for vacation leave in this school district. Vacation is provided under the following conditions.

After one complete year (12 Months) of continuous employment in the same position(s), 10 days of vacation will be granted. The same position is defined as a position for which a separate and distinct job description is written. The superintendent may waive the same position requirement if the person has been reassigned temporarily at the district's request and not the employee's. After five years of continuous employment in the same position, 15 days of vacation will be granted. Only twelve-month employees are eligible for vacation leave with pay. Vacation days are to be used as arranged with the supervisor or superintendent.

Vacation may be taken anytime during the year with approval of the employee's supervisor. A minimum of two weeks advance request should be given. Hours for wage calculation during vacation will be calculated at the usual and customary daily rate for the employee for the majority of the school year. Vacation leave hours shall never exceed eight hours per day or 40 hours per week.

Employees will not receive additional daily hours for vacation pay if employees are given discretion to temporarily work more hours a day in lieu of fewer days a week. For example an employee who is assigned to work normally 32.5 hours a week at 6.5 hours daily but chooses to work four 8-hour days temporarily during a seasonal period will be given credit for only 6.5 hours daily for vacation pay.

Vacation leave days are not cumulative except that up to three (3) vacation leave days that are unused on the employee's anniversary date may be carried forward to the next employment year. Vacation leave days carried forward shall be considered as used with respect to coordination with other benefits within the year it was originally earned. The days carried forward shall be the first vacation days used in the new employment year.

### **SICK LEAVE POLICY**

Non-certified personnel are allowed one sick leave day for each month worked accumulative up to 45 days. The sick leave day is earned on the first day worked of each month. Sick leave days will be of the same duration as the employee's normal average workday and all full time or part time employees will accrue days. No overtime will be considered in sick leave pay.

Sick leave may be taken due to the illness of the employee or any of the employee's minor children (under 18 years of age) living at home. Sick leave may not be used, except by 12 month employees,

for discretionary - elective scheduled surgeries for themselves or their dependent children. Such surgical procedures shall be accomplished during non-school days. A physician's statement may be required to verify the urgency of the scheduled surgery.

### **UNUSED SICK LEAVE**

Upon leaving the Ashland-Greenwood Public Schools after 15 years or more of continuous service an employee shall be paid \$34.00 for each day of unused sick leave up to 45 days. Termination of employment shall disqualify the employee from receiving this benefit.

### **SICK LEAVE DONATION PROGRAM**

A Sick Leave Donation Program will be available for use by any non-certificated employee, eligible for sick leave benefits, during the time the employee is absent due to personal illness or injury or the personal illness or injury of an immediate family member provided the eligible employee has first exhausted all other accumulated and available paid leave including but not limited to sick, personal and vacation leaves. Immediate family members shall only include a spouse and dependent children. Parents and adult children are not considered immediate family for the purposes of this benefit.

A staff member meeting these criteria may request in writing, to the Superintendent, for accumulated sick leave from other non-certificated staff members. Upon receipt of a request the Superintendent shall notify all non-certificated staff of the request to voluntarily surrender sick leave. The staff member requesting the leave shall be deemed to consent to sharing of information about the staff member's health status to the extent such information is reasonably shared as part of the Sick Leave Donation Program. The employee, employee's spouse or employee's dependent may also be required to sign a release to share information.

Any non-certificated staff member covered by this agreement may voluntarily donate up to one (1) sick leave day. Staff willing to donate a day must notify the Superintendent within 7 calendar days of the notice being sent or it will be considered a refusal to donate. Staff shall be under no obligation to donate and any donations shall remain anonymous. Upon being donated, the sick leave days may not be returned to the donor even if the donee is unable to use all of the donated leave.

In order for a staff member to be eligible to request accumulated sick leave from other staff members, the employee must be enrolled in the district's Group Long Term Disability insurance program. The sick leave donation program is not to be used to permit an employee to receive both benefits from the sick leave donations and other compensation while on leave; as such, a employee may not use donated sick leave while receiving disability or workers compensation benefits. There is no pay for unused donated sick leave upon termination of employment. Donated sick leave days may not be carried forward nor shall the employee receive any further benefit from the donated days once the employee returns to work on a regular basis or at the conclusion of the school term/work year in which the application is made whatever comes later.

### **USE OF SICK LEAVE IN EMERGENCIES**

Sick leave may be used for certain emergencies and its use is limited only by the limits of the employee's accumulated sick leave and the limits established in this policy. Such leave shall be commonly referred to as Emergency Sick Leave. In order to use the leave the situation must be unforeseen and beyond the control of the employee. Emergency Sick leave must be approved and is at the discretion of the Superintendent. Emergency Sick leave will be deducted from an employee's accumulated sick leave.

Emergency Sick Leave may be granted for the following reasons at the discretion of the Superintendent of Schools:

- 1) Legal arrangements which are related to the immediate family of the employee
- 2) Compliance with a court summons
- 3) Transactions of serious personal business, which cannot be arranged at a time other than, school hours
- 4) Serious illness, injury, hospitalization or surgery of a child, parent or spouse
- 5) Other emergencies approved by the Superintendent

Emergency Sick Leave shall not be granted for the following:

- 1) An employee who cannot make it to work due to inclement weather
- 2) Absences for which there are other applicable leaves, which the employee could elect

## **DEATH LEAVE**

A total of not more than four (4) days on full pay is allowed each employee for absence in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, or person in the same home as part of the family. A total of not more than two (2) consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchildren, ~~aunt or uncle~~, niece or nephew. A total of one (1) day on full pay is allowed for each employee in the case of death of a close friend, other relative or neighbor.

Death leave is not limited to four (4) days in one year, but covers each death in the immediate family which occurs during the year. The above mentioned days are minimum and the number of days granted shall be at the discretion of the Superintendent.

## **JURY DUTY**

The Board will allow jury duty pay or court appearance pay for a lawfully issued subpoena to appear in court during the contract school year; the employee will receive regular salary from the school, but must assign any jury duty or appearance compensation back to the school, less the reimbursement of expenses. Except that this shall not apply to employees who must appear in court because they are being sued or are suing another party in a civil litigation or for employees who are absent because they have been charged with criminal action.

## **UNPAID LEAVE**

An employee may request leave without pay. Salaried employees will be deducted pay at the ratio of 1 to the number of contract days times the gross salary. The employee's immediate supervisor should approve unpaid leave.

## **PERSONAL BUSINESS DAYS**

Personal leave days shall be requested from your supervisor prior to their use. All non-certified employees are eligible to receive three personal leave days annually with the third day being deducted from sick leave.

Personal leave days are not cumulative except that one (1) personal leave day may be carried forward for a maximum of four (4) personal leave days during a school year. A personal leave day, which is carried forward, shall be considered as used with respect to coordination with sick leave and any other portions of these terms and conditions within the year it was originally earned.

## **PAID HOLIDAYS**

All 12 month employees are eligible to take the following paid holidays: Independence Day, Labor Day, Thanksgiving, Christmas, New Year's Day and Memorial Day. When the holiday falls on Saturday or Sunday, either Friday or Monday will be observed, as designated, by the Superintendent. The employee must work the work the day before and after the holiday in order to be eligible for a paid holiday. The taking of eligible leave shall be considered as having worked the day for purposes of this regulation.

## **SNOW DAY PAY:**

Employees who work on an hourly basis for the district will be paid only for hours actually worked. When inclement weather does not allow school to be held and the employee cannot make it to work, they will not be paid. Employees paid on a salary basis will not be subject to these provisions but may be expected to make up lost work time.

Employees may not use personal or vacation leave on days when school is closed due to inclement weather unless such leave was arranged in advance of the school cancellation.

## **WORKER'S COMPENSATION**

All employees are covered by district worker's compensation insurance. Employees who are out of work as a result of a work related injury and who are being compensated for loss time by workers compensation shall not be eligible to elect sick, personal or vacation leave.

## **LONG TERM DISABILITY**

The district does not provide Long Term Disability insurance for any of its employees. Employees may purchase Long Term Disability insurance through the district's group plan. Eligibility is subject to the eligibility rules and guidelines determined by the carrier.

## **FAMILY MEDICAL LEAVE**

The Board of Education will comply with the Family Medical Leave Act of 1993. The year for considering family medical leave shall consist of the school district's fiscal year which begins September 1 and ends August 31. Leave shall commence on the first day of absence regardless of whether that absence is covered by paid leave or whether the absence is unpaid leave. Under no circumstances shall leave be granted which exceeds the maximum time as specified in the Family Medical Leave Act of 1993.

## **BUS DRIVER COMPENSATION**

Morning and evening route drivers will be guaranteed employment a minimum of three hours daily for each student school day at the established route pay level. If an employee is only employed to drive a morning or an evening route the employment guarantee shall be 1 1/2 hours. All other pay shall be for actual hours worked at the established rate of pay. The Superintendent or his or her designee shall establish appropriate times to clock in and out during regular routes.

## **ACTIVITY TRIP DRIVER COMPENSATION**

Drivers are paid from the time that they clock into the bus garage until the time they clock out. Drivers should not clock in more than 30 minutes prior to the departure time for the trip. Drivers shall be employed for sitting time at their destination less any lunch or dinner breaks that are taken. Drivers who have more than six hours of sitting time at an activity shall be required to take a 30 minute lunch or dinner break. Drivers shall be considered to be off duty during lunch or dinner breaks and shall be free of all duties. The district will not pay for sitting time at a destination if the driver has

been directed to return home during the event and the driver requests and is given permission to remain at the event location.

In no case shall a driver be paid for more than 3 hours of sitting time for an activity that takes place in the school district unless specifically directed to remain at the site of the activity and available by his or her supervisor.

Drivers who are assigned to an overnight bus activity trip and who cannot return to the school shall be paid from the time that they leave the bus garage until they park the bus for the evening at the destination. The driver will be paid in subsequent days from the time they commence driving the following day until the bus is parked at its destination at the end of the day except for lunch and dinner breaks. Drivers may be reimbursed for lodging and meal expenses incurred on overnight trips in accordance with school district expense reimbursement procedures.

### **SUBSTITUTE BUS DRIVER COMPENSATION**

In order to maintain substitute bus drivers, the district may guarantee employment up to 15 hours of work monthly from August through May for route driving. Substitute drivers must remain available daily to drive for the school district. If a substitute driver is unable to drive when requested the substitute driver's employment guarantee shall be reduced by the time of the route or trip. If the district fails to schedule a driver for 15 hours of employment the driver shall still be paid the minimum 15 hours in order that the district may retain them in the pool of drivers.

### **OTHER DRIVER COMPENSATION**

Drivers shall be reimbursed for costs incurred in obtaining licensing except for those costs that the driver would have to incur even if they were not employed by the district. Costs reimbursed include those incurred while obtaining school bus permit, physical examination, Level 1 or 2 training, upgrading from a regular to a commercial license and student driving. The district will not reimburse for fees paid when renewing the CDL license.

### **PAY SCHEDULE**

All employees shall be paid as per the pay schedule adopted by the Board of Education. It shall be the sole discretion of the Superintendent and/or Board to determine placement on that schedule. The district reserves the right to pay an individual outside of the schedule in some situations.

### **NIGHT DIFFERENTIAL PAY**

Custodial personnel shall be paid an additional 60 cents per hour when more than half of their assigned shift takes place after 4 PM. This shall be considered a night shift differential pay.

Para-professional staff members who provide personal care services including diapering, feeding, suctioning, etc. shall have calculated as a part of their wages a \$1.00 pay differential for providing such services to children. In order to qualify an employee must be regularly assigned to such duties on a daily basis. The Superintendent of Schools makes a determination if an employee's duties qualify him or her for such a personal care differential.

### **ASSIGNMENT**

Employees may be assigned, reassigned, and directed at the discretion of the employee's supervisor(s) or the Superintendent.

**DETERMINATIONS**

Determination of the interpretation and application of eligibility of benefits will be made by the Superintendent of Schools. All determinations by the Superintendent are final.



## 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, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) use of a musical instrument in optional music courses that are not 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.

#### 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

5500

Regulation

Students

Student Fees

Fee Schedule:

7-12 Students - Extra-curricular Activity Fee	\$20
Reproduction of Records	50 cents per page
*Waived to send to other educational institutions.	
Commencement Exercises Participation	\$22
<del>Summer School Participation (7-12 Students)</del>	<del>\$25 per class</del>
High School Home Use Technology Fee	\$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.



## Elementary Supply List Ashland-Greenwood Elementary for 2010-2011

The Ashland-Greenwood Public Schools purchases all supplies for students necessary for instructional use in school. For parents wishing to purchase additional supplies for their children to have in school, the following is a list of supplies that you may want to consider.

Kindergarten	small glue sticks, towel for rest time, 1" 3-ring binder, pencils
Grade 1	small pencil box, box of crayons (24 count), large glue sticks, pencils, 1 pocket folder, large pink eraser, blunt scissors, ½" black 3-ring binder
Grade 2	pencils, 48 count crayons, small pencil box, large glue sticks, 1 box 4-stick Crayola clay (any color), 3 pocket folders, scissors, 1 wide-ruled notebook
Grade 3	pencils, erasers, crayons, red pen, small school box, 2 wide-ruled spiral notebooks (non-perforated), 8 oz. Elmer's Glue, colored pencils, 2 pocket folders (one should be blue), 1 composition notebook
Grade 4	2 packages (200 pg.) loose-leaf <u>wide ruled</u> notebook paper, pencils, erasers, 48 count crayons, colored pencils, 2 one-subject spiral notebooks, 2 two-pocket folders
Grade 5	pencils, erasers, crayons, red pencils, scissors, 4 spiral notebooks, glue sticks, 1 package (200 pg.) loose-leaf paper, colored pencils
Grade 6	notebook paper, pencils, crayons, colored markers, red pens, 6 spiral notebooks, small glue, 5 pocket folders

This is a suggested list only. Students are not required to provide any supplies for school.







**Ashland-Greenwood Middle School - 63 -**  
**Middle School Suggested Supply List 2010-2011**

The Ashland Greenwood Public Schools provides all the necessary supplies for students in the instructional program. Students are encouraged at the middle school level, but not required, to provide items including, but not limited to: pencils, paper, pens (blue or black and red), erasers, and three ring notebooks and loose leaf paper for each class.

The listing that follows assumes that all students will provide personal, non-specialized clothing appropriate for physical education classes and for vocal and instrumental concerts. Items which are listed are those students are encouraged to purchase for use for the affected classes; if students are unable to or choose not to purchase those items, the district will make available a limited number of said items for student use during the class period in question. Students will be responsible for paying the cost of replacement or repair for any school provided item which is lost, destroyed, or damaged.

Band	Method book; instrument cleaning kit; flip folder; instrument; instrument accessories
Math 7 & 8	Calculator, protractor, ruler, scissors, construction materials for scale model house project
Science 7 & 8	Construction materials for cell model project, topographic model project
All Classes	Wood #2 pencils, pencil bag/pouch
All Classes	Highlighters
All Classes	1" binder for 5 core classes (Science, Math, English, Literature, Social Studies)
All Classes	Blue pens, Black pens, Red pens

This is a suggested list only. Students are not required to provide any supplies for school.



## High School Supply List

### Ashland-Greenwood High School for 2010-2011

The Ashland Greenwood Public Schools provides all the necessary supplies for students in the instructional program. Students are encouraged, but not required, to provide items including, but not limited to: pencils, paper, pens, erasers, and notebooks.

The listing that follows assumes that all students will provide personal, non-specialized clothing appropriate for physical education classes and for vocal and instrumental concerts. Items which are listed are those students are encouraged to purchase for use for the affected classes; if students are unable to or choose not to purchase those items, the district will make available items for student use during the class period in question. Students will be responsible for paying the cost of replacement or repair for any school provided item which is lost, destroyed, or damaged.

Accounting	Calculator
Advanced Accounting	Calculator
Agricultural Education Classes	Materials for personal projects
Algebra I	Ruler, calculator
Algebra II	Scientific calculator
Anatomy	9 x 12 sketchbook
Art I	9 X 12 sketchbook; colored pencils; markers
Art II	9 X 12 sketchbook; colored pencils; markers
Art III/IV	9 X 12 sketchbook; colored pencils; markers
Band	Method book; instrument cleaning kit; flip folder; instrument; instrument accessories
Biology	Materials as needed for projects
Composition	Pocket folder
English Survey	Pocket folder
Expository Writing	Notecards, poster board
Geometry	Ruler, compass, protractor, calculator
Industrial Technology Classes	Materials for personal projects
Microsoft Office	Storage media for personal projects
Psychology/Sociology	None
SCC Composition	Tuition and fees for college credit
Spanish I	Spanish-English dictionary
Spanish II	Materials for projects
Spanish III	Materials for projects
Spanish IV	Spanish-English dictionary
Speech & Drama	Pocket folder
STW: Work Experience	As required by employer
Trigonometry/Pre-Calculus	Scientific or graphing calculator
Statistics/Calculus	Tuition and fees for college credit (if dual enrollment is desired for Statistics); scientific or graphing calculator
College Calculus	Tuition and fees for college credit (if dual enrollment is desired); scientific or graphing calculator

This is a suggested list only. Students are not required to provide any supplies for school.

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. LB 1161 (1994)

Adopted: June 19, 1995

Revised: August 18, 2003

## Construction Contract Change Orders

1. Progressive Electric (High School)      Add:    \$2,725

Relocate Fire Panel to Electrical Closet and install annunciator panel at front entrance

2. Innovative Labs (High School)          Add:      \$983

Change window sills from laminated panels to solid surfacing material

3. Drywaller Inc (High School)              Less:   (\$1,000)

Utilize dumpster provided by Kingery

4. Drywaller Inc (Elementary)              Less:   (\$250)

Utilize dumpster provided by Kingery

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Total Changes    \$2,458