

Ashland-Greenwood Public Schools  
Board Agenda  
Saunders County School District No. One  
Monday, November 15, 2010  
Library, Ashland-Greenwood High School  
1842 Furnas Street  
Ashland, NE 68003

Regular Meeting  
7:30 p.m.

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 1-4
  - B. Financial Reports: District Funds. Pages 5-17
  - C. Action on Claims. Pages 18-21
  - D. Contract Renewals:
6. Visitors and Communications from the Public

No visitors have requested time on the agenda at this time.
7. Administrative and Practitioners Reports
  - A. Construction Tour – Kingery Construction
  - B. Practitioner's Report: Special Education
  - C. Ms. Finkey
  - D. Ms. Bray
  - E. Mr. Jacobsen
  - F. Mr. Pease
8. Old Business
  - A. Consideration and action on change orders on construction project. To Be Distributed
9. New Business
  - A. Consideration and action on personnel matters.
    - i. Approval of substitute personnel
    - ii. Approval of Jody vonRentzell for full-time para-professional staff member.
  - B. Consideration of Data Manager Clerical Position. Pages 22-35
  - C. Consideration and action on surplus property to be sold by district. List to be distributed.

- D. Consideration of school calendar for 2011-12. Page 36
- E. Consideration and action to accept the 2009-10 audit of district finances. Enclosed
- F. Request for overnight travel for Vocal Music students. Page 37
- G. Review of school bus specifications. Pages 38-44
- H. Consideration of board policy 4133/4233. Pages 45-47
- I. Consideration and possible actions on furnishings for Conference Room.

10. Information Items

- A. State Conference for the Nebraska Association of School Boards is November 17-19 at the Embassy Suites in LaVista. It is still possible to register. The best day to attend is generally on Thursday if you are only able to attend one day.

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

12. The next regular meeting is scheduled for December 20, 2010 at 7:30 p.m. in the Conference Room at Ashland-Greenwood High School at 1842 Furnas Street in Ashland, NE 68003. That is the night the Upper Elementary/Middle School Christmas Concert. I would ask the board to consider meeting at 5:30 PM ahead of the concert so administrators and board members having a desire to attend the concert may attend.

*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  
October 15, 2010**

**Opening**

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

**Present**

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

**Notice**

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

**Public Participation**

No public requested participation in the agenda.

**Visitors and Communication from the Public**

No visitors or communication from the public were present.

**Call to Order**

The meeting was duly called to order.

**Announcement of Open Meetings Act Posting**

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

**Agenda Change**

There were no changes to the mailed agenda.

**Consent Agenda**

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

**Administrative and Practitioners Reports**

Janet Rolofson was present to report to the board on the early childhood program. She told board members that that the bulk of her time is spent in the classroom with 14 students but she also visits students at homes, day cares and other preschool facilities to serve district students. Rolofson explained to the board the teaching strategies used in her classroom. She presented the board with samples of student portfolios and reading booklets. Mrs. Rolofson thanked the board for the new classroom completed this year.

Jill Finkey reported to the board that the Nebraska State of the Schools Report goes public October 21, 2010. Finkey encouraged the board to access the website for the information and discussed various data that would be reported. Finkey reported that the district does meet Adequate Yearly Progress and discussed other district data and goals of the district.

Teresa Bray reported to the board on some October activities held. Bray told board members that over the year a variety of enrichment activities are planned for students to expand their classroom experience. Bray reported that over 500 people attended the family Nature Night at the elementary building. A fifth and sixth grade family night was held at Behlen Observatory in Mead, NE. Elementary students participated in Walk to School day on October 6. Other events for October include parent teacher conferences on October 19 & October 20, Red Ribbon Week, Nebraska Student Vote and Halloween parties will be held on October 29. Mrs. Bray told board members that new space at the elementary school was very appreciated to provide space for events.

Brad Jacobsen reviewed with the board the eligibility list and progress over the past seven weeks. Jacobsen reported activities to the board. He congratulated the girls' softball team as Class C State Runner Up. Football will host first round game on October 28. Marching Band will have its final competition on October 23. ACT tests will also be given October 23.

Supt. Pease reported the district audit was completed the end of September.

Pease reported on construction progress. The tile is 80% complete in the cafeteria and the tile on the walls has been started. It is possible that the cafeteria could be completed in a couple of weeks. The office area will be open with the ability to access the conference room. The outer office will not be accessible until the front commons and entrance are completed. Pease also reported on laying terrazzo in the commons and other finish work in progress.

## **OLD BUSINESS**

### **Policy 5141.6**

Motion by Garner with second by Nygren to approve policy 5141.6 revisions. 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.

### **Construction Change Order**

Supt. Pease presented to the board construction changes 51 through 69 for review and possible approval. Discussion was held.

Motion by Nygren with second by Sapp to approve construction changes 51 through 56, 58 through 66 and 68 & 69. 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.

## **NEW BUSINESS**

### **Substitute Non Certified**

Motion by Stille with second by Sapp to approve Jody vonRenzell as a substitute non certified employee. 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.

### **Special Education Contracts**

Supt. Pease presented a contract for Heartland School and a contract for Brook Valley School for student services . Pease advised that he plans to have a contract for Omaha Public Schools reviewed by the district's legal counsel before he presents to the board for approval.

Motion by Nygren with second by Stille to approve the contract for Heartland School and Brook Valley School. 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.

### **Roofing**

Supt. Pease reported to the board that the District Administrative Office needs to be re roofed. Pease reported that Mark Hohensee had received bids for the job. The lowest bid was from Curb Appeal for \$9209.79 and will include sheathing the house and removal of the chimney that is no longer in use.

Motion by Sapp with second by Nygren to approve Curb Appeal to roof the District Administrative Office for \$9209.79. 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.

### **Building Maintenance Improvement Projects**

Supt. Pease presented to the board the proposed Capital Outlay 2010 for review. Pease outlined projects that had been completed. Discussion was held regarding work that needs to be completed at the football stadium. Pease invited the board to stop in at the boys locker room at the stadium to see the deterioration of the lockers. Pease also presented to the board three designs for a marquee sign for the middle/high school. Board members agreed on a design and Pease will visit with vendor and bring more information back to the board. Other projects discussed included lighting at the softball field and school bus replacement.

### **Information Items**

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

Supt. Pease presented the 2010 Certified School Adjusted Value Report from the Nebraska Department of Revenue Property Assessment Division. Discussion was held.

### **Other business presented for future considerations**

No other items were presented for consideration.

**Adjournment**

President Cerny adjourned the meeting at 9:45 p.m. The next Regular Meeting will be held 7:30 p.m. on Monday November 15, 2010 in the Library of the High School at 1842 Furnas Street, Ashland, Nebraska. All meetings are open to the public. An agenda for the meeting, kept continuously current, is available for public inspection during normal business hours at the Superintendent's Office, 1225 Clay Street, Ashland, Nebraska.

Minutes submitted by:

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**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Oct-10**

**GENERAL FUND**

Beginning Balance \$ 3,834,448.77

RECEIPTS

10/1/10	NASB: Medicaid Reimb NASB	\$ 24,645.94
10/1/10	Saunders County: Property Tax	\$ 216,328.62
10/1/10	Saunders County: Motor Vehicle Fees	\$ 9,246.42
10/4/10	State of NE: Head Start Stipend	\$ 270.00
10/4/10	Student Fee Fund: Assignment Notebooks	\$ 20.00
10/15/10	Cass County Fines & Licenses	\$ 1,352.00
10/15/10	Cass County Motor Vehicle	\$ 8,525.52
10/15/10	Cass County Property Taxes	\$ 10,929.02
10/15/10	Saunders County Fines	\$ 2,623.33
10/15/10	Saunders County: Motor Vehicle Fees	\$ 9,053.34
10/15/10	Saunders County Pro Rate MV	\$ 865.27
10/15/10	Saunders County Property Taxes	\$ 23,087.93
10/19/10	HAL 2010-11 Base Payment	\$ 2,176.00
10/19/10	HAL 2010-11 Matching Paymnt	\$ 5,483.00
10/18/10	Assgn Notebooks Donation	\$ 10.00
10/20/10	Patron Donation Damaged Ear Buds	\$ 2.50
10/22/10	Centennial Bank CD Accrued Interest	\$ 550.26
10/24/10	F & M Bank CD Accrued Interest	\$ 1,735.01
10/25/10	Student Laptop Deductible	\$ 100.00
10/25/10	Student/Patron Assgnment Notebooks	\$ 5.00
10/29/10	State of NE State Aid	\$ 155,874.34
10/29/10	Assn Notebooks	\$ 5.00
10/29/10	Saunders County: Property Tax	\$ 17,313.69
10/29/10	Saunders County: Motor Vehicle Fees	\$ 5,882.63
10/22/10	NLAF CD Investment Interest	\$ 927.45
10/25/10	NLAF CD Investment Interest	\$ 1,236.60
10/29/10	NLAF Interest	\$ 129.09

**Total** \$ 498,377.96 \$ 4,332,826.73

DISBURSEMENTS

Oct Claims	\$ 586,709.98
State of NE: Sub Teacher Reimb	\$ (125.00)
ESU #3 KICKs Teacher Stipends	\$ (2,227.44)
NLAF CD Transaction Fee	\$ 742.67
ESU 8 Stipends for Staff	\$ (420.00)

**Total** \$ 584,680.21 \$ 3,748,146.52

ENDING BALANCE

\$ 3,748,146.52

RECONCILIATION

NLAF Liquid Balance	\$ 2,163,481.01
Plus: F&M Bank Balance	\$ 181,884.57
Plus General Fund Investments	\$1,419,726.99
Less: Outstanding Claims	\$ 16,892.08
Misdirected deposit	\$ 53.97

Reconciled Balance \$ 3,748,146.52

\$ 3,748,146.52

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

ADMINISTRATIVE OPERATIONS ACCOUNT

Beginning Balance			\$	1,232.00
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RECEIPTS

GF Deposit	\$	1,166.90		
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Total		<hr/>	\$	1,166.90	\$	2,398.90
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DISBURSEMENTS

10/1/10	Ne Academic Decathlon Sec Inst: Contest	\$	175.00
10/5/10	R Kissel, Custodial Mileage	\$	11.40
10/5/10	Scripps Natl Spell Bee, Instruct: Student Ei	\$	91.50
10/5/10	UNL Math Day, Sec Instruct: Student Enrol	\$	32.50
10/8/10	Mark Hohensee, Mileage, Wahoo -Driving	\$	49.00
10/12/10	Nebraska Dept of Education-Special Educ:	\$	50.00
10/14/10	Carol Tucker-mileage	\$	10.50
10/15/10	Nebraska Schoolmasters-Dinner-Annual D	\$	50.00
10/15/10	Phi Delta Kappa Int'l.- Membership-Book C	\$	129.00
10/18/10	Nebraska Choral Dir. Assoc.-Show Choir F	\$	150.00
10/18/10	Univ. of NE at Omaha-UNO Music Dept St	\$	150.00
10/19/10	C Pease, Supt Mileage	\$	192.00
10/20/10	C Caswell, Elem Counselor: Mileage	\$	25.00
10/20/10	J Eager, Transp: Travel Expenses	\$	27.76
10/26/10	T Bray, Sped Instruct: Mileage	\$	42.00

		<hr/>	\$1,185.66	\$	1,213.24
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Ending Balance			\$	<u>1,213.24</u>
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RECONCILIATION

Bank Balance	\$	1,883.00
Less: Claims Outstanding	\$	<u>669.76</u>
	\$	1,213.24

Reconciled Balance	\$	<u>1,213.24</u>	\$	<u>1,213.24</u>
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**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Oct-10**

**PAYROLL ACCOUNT**

	Beginning Balance		\$	15,246.45
<u>RECEIPTS</u>				
General Fund	\$	409,794.75		
Hot Lunch	\$	15,552.85		
FM National Bank: Interest	\$	7.22		
Emp Monthly Prem	\$	-		
Retiree Life Ins Prem	\$	144.00		
Child Support Payment	\$	327.00		
<b>Total</b>			\$	425,825.82
			\$	441,072.27

<u>DISBURSEMENTS</u>				
Net Payroll	\$	264,599.56		
Retirement	\$	62,686.95		
State Tax Withholdings	\$	12,259.52		
Federal/FICA Taxes	\$	85,801.57		
Retiree Life Insurance Mo. Premium	\$	102.00		
Emp Health Insurance Mo Premium	\$	1,010.21		
Child Support Payment	\$	327.00		
<b>Total</b>			\$	426,786.81
			\$	14,285.46

Ending Balance \$ 14,285.46

<u>RECONCILIATION</u>				
Bank Balance	\$	20,863.55		
Claims Outstanding	\$	6,578.09		
	\$	14,285.46		
Receipts Outstanding	\$	-		
Reconciled Balance	\$	14,285.46		<u><u>\$ 14,285.46</u></u>

**EMPLOYEE BENEFIT (SECTION 125) ACCOUNT**

Beginning Balance \$ 27,335.86

<u>RECEIPTS</u>				
Employee Payroll Deposit	\$	9,191.44		
Centennial Bank: Interest	\$	1.76		
<b>Total</b>			\$	9,193.20
			\$	36,529.06

<u>DISBURSEMENTS</u>				
10/1/10	Payflex	\$	3,227.94	
10/7/10	Payflex	\$	3,806.55	
10/14/10	Payflex	\$	2,527.09	
10/21/10	Payflex	\$	3,945.52	
10/28/10	Payflex	\$	3,258.10	
<b>Total</b>			\$	16,765.20
			\$	19,763.86

Ending Balance \$ 19,763.86

<u>RECONCILIATION</u>				
Bank Balance	\$	19,763.86		
Outstanding Claims				
	\$	19,763.86		
Outstanding Receipt				
Reconciled Balance	\$	19,763.86		<u><u>\$ 19,763.86</u></u>

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

SPECIAL BUILDING ACCOUNT

	Beginning Balance			\$ 3,010,335.89
	<u>RECEIPTS</u>			
10/15/10	Cass County; Property Taxes	\$	78.61	
10/15/10	Saunders County; Property Taxes	\$	4.14	
10/24/10	F & M Bank CD Accrued Interest	\$	1,083.32	
10/29/10	Saunders County; Property Taxes	\$	53.97	
10/31/10	NLAF - Money Market: Interest	\$	137.77	
10/31/10	F & M Interest	\$	3.95	
	<b>Total</b>			\$ 1,361.76 \$ 3,011,697.65
	<u>DISBURSEMENTS</u>			
001178	Ace Plumbing HS Plumbing	\$	13,478.60	
001179	Architl Arts, HS Music Casewk	\$	20,129.00	
001180	BCDM, Architectural Fees	\$	5,155.15	
001181	V V P America, HS Alum Franking Glazng	\$	18,160.20	
001182	Drywallers Inc< HS Gympsum	\$	11,264.15	
001183	DSI Door, HS Doors	\$	1,485.80	
001184	Falcon Heating, HS HVAC	\$	56,050.00	
001185	Floors Inc, Elem/HS Floors	\$	10,087.10	
001186	Gana Trucking, HS Site Work	\$	52,269.95	
001187	Katelman Steel, Elem Steel	\$	298.30	
001188	Paul L Kess, Both Sites Walls	\$	18,323.60	
001189	Kingery Const, CMR & Small Contracts	\$	82,987.60	
001190	Mark Sass, Rough Carpetry	\$	11,400.00	
001191	McArtor Masonry, HS Masonwork	\$	22,682.19	
001192	Meininger Fire Fire Suplestion	\$	6,603.45	
001193	Metal Doors, Elem Doors & Frames	\$	4,670.20	
001194	Midwest Mason., Elem Masonry	\$	796.10	
001195	Midwest Demo, HS Demo	\$	950.00	
001196	Progressive HS Electrical	\$	41,952.00	
001197	Scott Enterp. HS Roofing	\$	6,199.70	
001198	WDD dba Pella Products, HS Windows	\$	4,043.90	
001199	Willmar Electric. Elem Electrical	\$	3,958.41	
001200	J B ConstructionHS Concrete		24535.95	
001201	JB Const/Consolid. Concrete HS Concrete		16171.1	
001202	JB Const/Heimes HS Concrete		2324.14	
	<b>Total</b>			\$435,976.59 \$ 2,575,721.06
	Ending Balance			<u>\$ 2,575,721.06</u>
	<u>RECONCILIATION</u>			
	F&M Bank Balance	\$	18,633.77	
	NLAF #9300590 Balance	\$	2,089,599.58	
	Special Building Investments		\$511,950.73	
	Outstanding Claims	\$	44,516.99	
	Outstanding Receipts	\$	53.97	
	<b>Reconciled Balance</b>		<u>\$ 2,575,721.06</u>	<u>\$ 2,575,721.06</u>

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

QUALIFIED CAPITAL PURPOSE FUND

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

DEPRECIATION FUND

Beginning Balance			\$	419,409.08
<u>RECEIPTS</u>				
F&M National Bank	Interest	\$	45.03	
F & M Service Charge Refunded		\$	5.00	
NLAF	Interest	\$	11.64	
Total			\$	61.67
			\$	419,470.75
<u>DISBURSEMENTS</u>				
Total			\$	-
			\$	-
			\$	419,470.75
Ending Balance			\$	<u>419,470.75</u>
<u>RECONCILIATION</u>				
F & M Bank Balance	\$	212,144.04		
NLAF Balance	\$	207,326.71		
Less: Outstanding Claims				
	\$	<u>419,470.75</u>		
Reconciled Balance	\$	<u>419,470.75</u>	\$	<u>419,470.75</u>

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

STUDENT FEE FUND

Beginning Balance \$ 3,359.02

RECEIPTS

10/13/10	Aug. Online Laptop Fees	\$ 490.88
	Aug. Online Participation Fees	\$ 423.50
	Sept. Online Participation Fee	\$ 19.25
10/28/10	Laptop Fees	\$ 30.00
10/29/10	Cap & Gown Fees	\$ 66.00
10/31/10	Interest	\$ 0.32

Total \$1,029.95 \$ 4,388.97

DISBURSEMENTS

10/5/10	Centennial Bank Deposit Slips	\$ 34.25	
	Total		\$ 34.25

Ending Balance \$ 4,354.72

RECONCILIATION

Bank Balance	\$ 4,354.72
Claims Outstanding	\$ -
	<u>\$ 4,354.72</u>

Receipts Outstanding		
Reconciled Balance	<u>\$ 4,354.72</u>	<u>\$ 4,354.72</u>

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

HOT LUNCH ACCOUNT

	Beginning Balance		\$ 49,915.99
<u>RECEIPTS</u>			
Student and Staff Deposits	\$ 24,526.56		
Federal Reimb	\$ 12,830.38		
State Reimb	\$ 3,405.48		
Breakfast Reimb	\$ 3,235.86		
Vending Proceeds	\$ 227.38		
F&M National Bank: Interest	\$ 8.81		
<b>Total</b>		\$ 44,234.47	\$ 94,150.46
<u>DISBURSEMENTS</u>			
Wages & Benefits	\$ 17,726.43		
Food	\$ 29,171.60		
Supplies			
Contracted Services			
Other			
<b>Total</b>		\$ 46,898.03	\$ 47,252.43
Ending Balance			<u>\$ 47,252.43</u>
<u>RECONCILIATION</u>			
Bank Balance	\$ 46,634.54		
Claims Outstanding	\$ 224.66		
	\$ 46,409.88		
Receipts Outstanding	\$ 842.55		
Reconciled Balance	\$ 47,252.43		<u>\$ 47,252.43</u>
Student and Staff Deposits Held on Account - End of Month			\$ 14,775.05

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

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<u>DISBURSEMENTS</u>			
Wages & Benefits	\$ 17,726.43		
Food	\$ 29,171.60		
Supplies			
Contracted Services			
Other			
<b>Total</b>		\$ 46,898.03	\$ 47,252.43
Ending Balance			<u>\$ 47,252.43</u>
<u>RECONCILIATION</u>			
Bank Balance	\$ 46,634.54		
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Receipts Outstanding	\$ 842.55		
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Student and Staff Deposits Held on Account - End of Month			\$ 14,775.05

**ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT MONTH ENDING Oct-10**

**INVESTMENTS**

Date Bought	Security Description	Maturity Date	Rate	Investment
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**General Fund Investments**

7/30/10	Farmers & Merchants Bank, A	01/30/11	0.8500%	\$824,176.73
10/22/10	Centennial Bank, Ashland	10/22/11	0.9000%	\$100,550.26
10/22/10	Onewest Bank FSB, CA	04/21/11	0.5500%	\$248,000.00
11/2/79	Orrstown Bank, PA	10/24/11	0.9000%	\$247,000.00
	<b>Total Investments</b>			<u><u>\$1,419,726.99</u></u>

**Special Building Fund Investments**

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

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

**CENTENNIAL BANK**

FDIC INSURANCE	\$ 250,000.00
Total Secured	<u><u>\$ 250,000.00</u></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><u>\$ 2,375,000.00</u></u>

FINANCIAL STATEMENT  
ACTIVITY FUND

FOR MONTH ENDING Oct, 2010

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				Beginning Balance			\$ 82,040.82
Date	Check #	Payee	Description	Receipt	Disbursed	Balance	
<b>ATHLETICS</b>							\$ 6,874.63
10/1/10	010381	Douglas J Bartek	VB official		\$ 240.00		
10/1/10	010382	Sally A. Brabec	VB officials		\$ 120.00		
10/1/10	010383	PHIL DUDLEY	JVFB official		\$ 175.00		
10/1/10	010387	GovConnection Inc.	Video supplies		\$ 360.01		
10/1/10	010388	Staci Jacobsen	MSVB official		\$ 100.00		
10/1/10	010389	Nebraska Sports	FB Jerseys		\$ 3,490.72		
10/1/10	010390	Lindsey Lindner	VB official		\$ 240.00		
10/1/10	010392	Jeremy McHugh	VB officials		\$ 240.00		
10/1/10	010393	Felix D Mitchell	FB official 10/1		\$ 360.00		
10/1/10	010395	Nebraska School Activities	Dist. II regist fee		\$ 60.00		
10/1/10	010397	Raymond Central Public Sc	JVVB entry fee		\$ 45.00		
10/1/10	010399	Jeffrey Ritz	VB officials		\$ 120.00		
10/1/10	010400	Yutan Public Schools	SB entry fee		\$ 80.00		
10/1/10	010401	PHIL DUDLEY	9 Fb official		\$ 175.00		
10/1/10	010402	PHIL DUDLEY	9 FB officials		\$ 175.00		
10/1/10		Gate	SB v Fort Calhoun	\$ 239.00			
10/1/10		Gate	AGHS VB Tourney	\$ 705.00			
10/2/10		Gate	FB v Falls City	\$ 1,714.00			
10/4/10		Gate	AGHS VB Tourney	\$ 597.00			
10/5/10		Gate	JVFB v Milford	\$ 163.00			
10/6/10		Gate	HS VB v Yutan	\$ 341.00			
10/6/10		Gate	MS FB v Syracuse	\$ 343.00			
10/8/10		Gate	VB v Bennington/R. Centra	\$ 267.00			
10/8/10		Gate	9th v Bennington	\$ 115.00			
10/11/10		Gate	VB v Lutheran Northeast	\$ 276.00			
10/11/10		Gate	MS VB v Conestoga	\$ 274.00			
10/12/10		Various	State Softball Trny Tickets	\$ 306.00			
10/13/10	010406	Centennial Bank	Gate cash		\$ 400.00		
10/13/10	010407	Kyle DeBuse	JVFB official 10/18		\$ 175.00		
10/13/10	010408	Daniel W. Flynn	FB Official		\$ 360.00		
10/13/10	010409	Nebraska Sports	FB Equipment		\$ 185.00		
10/13/10	010410	Sara Kopf	JVVB Official 10/18		\$ 210.00		
10/13/10	010411	Jeremy McHugh	VB Official 10/26		\$ 240.00		
10/15/10		Gate	9th FB v Wahoo	\$ 127.00			
10/15/10		Various	V VB Trny Entry Fees	\$ 380.00			
10/15/10		Gretna	C Team VB Trny Entry Fe	\$ 90.00			
10/15/10		Gate	Ticket Sales-State SB	\$ 85.00			
10/18/10		Gate	Rocalli FB	\$ 1,563.44			
10/19/10		Gate	Calhous JV FB	\$ 151.00			
10/19/10		Gate	JV VB v Louisville & Yutar	\$ 72.00			
10/27/10		Gate	Volleyball v Mercy	\$ 569.00			
10/28/10	010416	John E. Kennedy	FB official 10/28		\$ 336.00		
10/28/10	010417	Nebraska Sports	Wrestling uniforms		\$ 150.25		
10/28/10	010418	Allyson Miller	MSVB official 10/11		\$ 100.00		
10/28/10	010421	No Frills Supermarkets	Supplies		\$ 39.07		
10/28/10	010422	NSAA	SB State tickets		\$ 382.00		
10/28/10	010423	Victorian Inn	StateSoftball rooms		\$ 880.00		
10/29/10		Gate	Columbus Scotus FB Play	\$ 4,795.00			
TOTALS				\$ 13,172.44	\$ 9,438.05	\$ 10,609.02	



**ATHLETIC EQUIPMENT**

TOTALS				\$ -	\$ -	\$ -
<b>BAND</b>						\$ 4,087.63
10/1/10	010380	Band Shoppe	Supplies		\$ 341.35	
10/13/10		Dist OR-1 Public Schools-F	Oxbow Invitational Fee	\$ 100.00		
10/13/10	010405	Band Shoppe	Supplies		\$ 103.80	
10/28/10	010414	Band Shoppe	Uniform		\$ 31.90	
TOTALS				\$ 100.00	\$ 477.05	\$ 3,710.58
<b>CLASS OF 2010</b>						\$ 1,682.24
10/13/10	010412	Spencer Mumma/UNL	Scholarship Payment		\$ 1,000.00	
TOTALS				\$ -	\$ 1,000.00	\$ 682.24
<b>CLASS OF 2011</b>						\$ 981.52
TOTALS				\$ -	\$ -	\$ 981.52
<b>CLASS OF 2012</b>						\$ 4,171.00
10/6/10		Student Sales	Magazine Sales	\$ 235.00		
10/12/10		Student Sales	Magazine Sales	\$ 96.00		
10/12/10		Student Sales	Magazine Sales	\$ 308.00		
10/18/10		QSP	Magazine Sales	\$ 612.80		
TOTALS				\$ 1,251.80	\$ -	\$ 5,422.80
<b>ELM BOOK FAIR</b>						\$ 955.96
TOTALS				\$ -	\$ -	\$ 955.96
<b>ELM STAFF</b>						\$ 2,207.78
10/22/10		Pepsi Cola	Vending Proceeds	\$ 100.08		
TOTALS				\$ 100.08	\$ -	\$ 2,307.86
<b>ELM STUDENT COUNCIL</b>						\$ 9,792.04
10/1/10	010385	Fitness Finders Inc	Shoe Tags		\$ 63.90	
TOTALS				\$ -	\$ 63.90	\$ 9,728.14
<b>FBLA</b>						\$ 1,734.52
10/1/10	010394	No Frills Supermarkets	Supplies		\$ 62.91	
10/28/10	010415	Furture Business Leaders	FBLA State and Nat'l		\$ 220.00	
TOTALS				\$ -	\$ 282.91	\$ 1,451.61
<b>HONOR SOCIETY</b>						\$ 1,083.32
TOTALS				\$ -	\$ -	\$ 1,083.32

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING Oct, 2010**

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<b>FFA</b>							\$ 23,671.68
10/1/10	010384	AnnaLisa Estrela	Mileage		\$	170.00	
10/8/10		Student	T-Shirt Sales	\$	15.00		
10/13/10	010413	Nebraska FFA Assn	FFA: State National Dues			\$	939.00
10/14/10		NE FFA Foundation	ONEOK Program-Donatio	\$	134.47		
10/26/10		NEFFA Foundation	State Fair Award Money	\$	20.00		
10/28/10	010420	Natl FFA Organization	FFA: Chapter Shirts			\$	800.00
10/29/10		Various	Chapter Meals	\$	111.10		
<b>TOTALS</b>				\$	280.57	\$	1,909.00
<b>HS STUDENT COUNCIL</b>							\$ 1,070.07
<b>TOTALS</b>				\$	-	\$	-
<b>MS/HS STAFF</b>							\$ 1,368.00
<b>TOTALS</b>				\$	-	\$	-
<b>MS STUDENT COUNCIL</b>							\$ 842.89
<b>TOTALS</b>				\$	-	\$	-
<b>SCHOOL STORE</b>							\$ 4,920.48
10/1/10		Payschools	Purchase	\$	260.00		
10/4/10		Payschools	Purchase	\$	170.00		
10/5/10		Payschools	Purchase	\$	320.00		
10/6/10		Payschools	Purchase	\$	210.00		
10/7/10		Payschools	Purchase	\$	450.00		
10/8/10		Payschools	Purchase	\$	730.00		
10/12/10		Payschools	Purchase	\$	80.00		
10/13/10	010403	AG Hot Lunch	September 2010 On Line Sales			\$	4,716.25
10/13/10	010404	AG Student Fee	School Store: Student Fees			\$	933.63
10/13/10		ACH	Payschools Fees			\$	184.50
10/13/10		Payschools	Purchase	\$	120.00		
10/13/10		Payschools	Purchase	\$	250.00		
10/14/10		Payschools	Purchase	\$	340.00		
10/15/10		Payschools	Purchase	\$	220.00		
10/18/10		Payschools	Purchase	\$	200.00		
10/19/10		Payschools	Purchase	\$	70.00		
10/20/10		Payschools	Purchase	\$	300.00		
10/21/10		Payschools	Purchase	\$	420.00		
10/22/10		Payschools	Purchase	\$	630.00		
10/25/10		Payschools	Purchase	\$	270.00		
10/26/10		Payschools	Purchase	\$	90.00		
10/27/10		Payschools	Purchase	\$	270.00		
10/28/10		Payschools	Purchase	\$	290.00		
10/29/10		Payschools	Purchase	\$	540.00		
<b>TOTALS</b>				\$	6,230.00	\$	5,834.38
<b>SHOP</b>							\$ (270.40)
10/28/10		Various	Projects	\$	15.00		
<b>TOTALS</b>				\$	15.00	\$	-
<b>SPANISH CLUB</b>							\$ 1,133.58
<b>TOTALS</b>				\$	-	\$	-

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING Oct, 2010**

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<b>SPIRIT SQUAD</b>							\$ 3,793.32
10/1/10	010386	The Gift Niche	Homecoming Décor	\$	150.00		
10/1/10	010391	LinPepco/First Choice	Homecoming sale	\$	93.45		
10/1/10	010398	Reid's Variety	Supplies	\$	280.50		
<b>TOTALS</b>				\$	-	\$ 523.95	\$ 3,269.37
<b>TALENTED/GIFTED ACTIVITES (Formerly OM)</b>							\$ 345.68
<b>TOTALS</b>				\$	-	\$ -	\$ 345.68
<b>THESPIANS</b>							\$ 2,848.85
10/1/10	010396	Playscripts, Inc	Thespians: Play Scripts	\$	209.88		
<b>TOTALS</b>				\$	-	\$ 209.88	\$ 2,638.97
<b>VOCAL MUSIC</b>							\$ 664.75
10/15/10		Various	Camp Registrations	\$	78.00		
10/25/10		Various	Camp Registrations	\$	305.50		
10/28/10	010419	Music Theater Intl	Royalties, Script			\$ 1,300.00	
<b>TOTALS</b>				\$	383.50	\$ 1,300.00	\$ (251.75)
<b>YEARBOOK/ANNUAL</b>							\$ 6,060.46
10/1/10		Various	Ad Sales	\$	150.00		
10/5/10		Various	Ad Sales	\$	150.00		
10/6/10		Various	Ad Sales	\$	40.00		
10/12/10		City of Ashland Library	Ad Sales	\$	40.00		
10/18/10		Various	Poster sale	\$	8.00		
10/18/10		Various	Ad Sales	\$	180.00		
10/20/10		Student	Yearbook Sales	\$	30.00		
10/29/10		Ashland Care Center	Ad Sales	\$	40.00		
<b>TOTALS</b>				\$	638.00	\$ -	\$ 6,698.46
<b>INTEREST</b>							\$ 2,020.82
10/31/10		Centennial Bank	Interest	\$	6.75		
<b>TOTALS</b>				\$	6.75	\$ -	\$ 2,027.57
<b>ACTIVITY FUND TOTALS ALL ACCOUNTS</b>					\$ 22,178.14	\$ 21,039.12	\$ 83,179.84

<b>Ending Balance</b>	\$ 83,179.84
Plus: Outstanding Checks	\$ 5,549.22
Less: Outstanding Receipts	\$ -
<b>Equals: Bank Balance</b>	\$ 88,729.06

**Ashland-Greenwood Public Schools  
General Fund Claims  
November 15, 2010**

Check #	Vendor	Amount	Description
028127	Curb Appeal Siding-Ian Maggiore	\$ 5,627.50	Maintenance: DO Roof
028128	Mark Powell	\$ 254.37	Security Officer
028129	AG Payroll Account	\$ 253,142.05	Net Payroll
028130	AGEA	\$ 2,129.26	Employee Dues
028131	BCBS of NE	\$ 74,666.61	Payroll Employee Health Ins
028132	Centennial Bank	\$ 9,016.44	Payroll Section 125 Deduct
028133	Guardian	\$ 885.97	Payroll Employee Life Prem
028134	Guardian	\$ 631.64	Employee Vision Plan
028135	National Insurance Service	\$ 1,038.64	Payroll Annuity Deduction
028136	MidAmerica 403b	\$ 1,840.00	Payroll LTD Insurance Prem
028137	AG Payroll Account	\$ 11,799.63	Payroll State Tax Wthhldg
028138	AG Payroll Account	\$ 327.00	Employee Child Support Paymnt
028139	AG Payroll Account	\$ 81,927.93	Payroll Federal Tax Wthhldg
028140	Retirement	\$ 59,721.89	Payroll Retirement Wthhldg
028141	AmSan LLC	\$ 2,047.42	Custodial: Supplies
028142	Ashland Auto Parts	\$ 214.73	Transportation: Bus Filters Supplies
028143	Ashland Pharmacy	\$ 4.49	Nurse: Supplies
028144	City Of Ashland	\$ 2,507.00	All Areas: Water and Sewer
028145	Collison Center	\$ 416.00	Windshield for Extended Exped.
028146	Creighton Prep HS	\$ 75.00	HAL: Dues, Fees
028147	Datateam Systems/Harris	\$ 150.00	Bus Off: Wkshop
028148	Dietze Music House	\$ 1,109.90	Vocal Music: Sheet Music
028149	Electronic Sound, Inc.	\$ 908.41	Elem Prin: 30 button phone
028150	Esu #2	\$ 7,599.40	Speech Services
028151	Flinn Scientific Inc	\$ 331.51	HS Science: Lab Supplies
028152	Fremont Industries Inc	\$ 801.58	Maintenance: Glycol
028153	Karen Fricke	\$ 96.06	Oct Activity Worker
028154	GovConnection Inc.	\$ 205.41	Instruction: Supplies
028155	Greg's Yearbooks	\$ 174.00	Yearbook Workshop
028156	Cali Greve	\$ 19.94	Oct Activity Worker
028157	HARRIS	\$ 297.70	Bus Off: Forms
028158	Heartland Foundation/School	\$ 5,840.00	Student Tuition
028159	HEP Inc.	\$ 19,384.35	Maintenance: Glycol Exchange
028160	Hometown Leasing	\$ 118.00	Admin: Copier Lease
028161	Howard, Lori	\$ 146.19	Sign Language Interpreting
028162	Johnstone Supply	\$ 338.59	Maintenance: Tools
028163	J. W. Pepper & Son, Inc	\$ 356.99	Instr Music: Music
028164	KLAI-CO ID Products	\$ 177.62	Media Laminating Supplies
028165	Monica Laune	\$ 61.63	Oct Activity Worker
028166	Lincoln Public Schools	\$ 139.72	Curr. Retreat Registration
028167	Linweld, Inc.	\$ 69.60	Voc Ag: Tank, Gas and Supplies
028168	Zach Lusinski	\$ 52.56	Oct Activity Worker
028169	Mead Lumber Co.	\$ 338.68	Maintenance: Supplies
028170	Midwest Office Automations	\$ 1,317.34	Instruction: Copier Use
028171	MT Library Services DBA Junior Libr:	\$ 837.00	Media: Library Books
028172	NCS Pearson	\$ 78.00	Speech Therapy: Testing

**Ashland-Greenwood Public Schools  
General Fund Claims  
November 15, 2010**

Check #	Vendor	Amount	Description
028173	NCSA	\$ 550.00	Elem Principal: Prof Dues
028174	Nebraska Sprinkler/SBrauckmuller	\$ 200.00	Maint: Winterize Irrigation
028175	NECO	\$ 202.50	Elem/DO: Building Security
028176	Nebraska Department Of Ed.	\$ 11,594.50	Sped: Student Tuition
028177	ReBecca Neneman	\$ 50.75	Oct Activity Worker
028178	Omaha Paper Co Inc	\$ 261.71	Administration: Newsletter Paper
028179	Omaha Public Power District	\$ 11,405.06	All Areas: Electricity
028180	Nick Pease	\$ 67.06	Oct Activity Worker
028181	Perry, Guthery, Haase & Gessf	\$ 1,517.50	Administration: Legal Services
028182	Debbie Pike	\$ 110.56	Oct Activity Worker
028183	Pitney Bowes Postage By Phone	\$ 500.00	All Areas: Postage
028184	Josh Przybysz	\$ 52.56	Oct Activity Worker
028185	Quill Corp	\$ 266.70	Instruction: Supplies
028186	Reid's Variety	\$ 16.35	Administration: Supplies
028187	Zach Reisen	\$ 43.50	Oct. Activity Worker
028188	Reliable Plbg & Htg.	\$ 1,672.23	Maint: Expansion Tank Installation
028189	Hanna Riege	\$ 19.94	Oct Activity Worker
028190	Riverside Technologies Inc. (RTI)	\$ 1,311.40	Instruction:Laptop Powercords
028191	Safety Kleen Systems	\$ 1,286.26	Used Glycol Disposal
028192	Saf-T-Net/Alertnow	\$ 2,213.40	Instruction: Alert Now Renewal
028193	Simplex Grinnell LP	\$ 199.75	Custodial: Sprinkler System
028194	Skyline Physical Therapy, Inc	\$ 454.50	Physical Therapy
028195	Solution One	\$ 699.90	Instruction: Staples-Copier
028196	Southeastern Career Apparel	\$ 380.92	Vocal Music: Uniforms
028197	Sparkling Klean	\$ 5,696.60	Janitorial Services
028198	Strength Tracker-Tom Kotara	\$ 100.00	Workout Software
028199	Teacher's Discovery	\$ 74.35	Media: Elem AV Materials
028201	US Academic Decathlon	\$ 816.97	Instruct: Academic Decath
028202	US Mechanical Service Inc	\$ 2,912.58	Weight Room RTU Repair
028203	U.S. Post Office	\$ 223.78	Bulk Mailing
028204	Voyager Fleet Systems, Inc.	\$ 3,602.68	Transportation: Fuel
028205	Wahoo-Waverly-Ashland Newspaper	\$ 212.54	Board of Ed: Advertising & Printing
028206	Walkers Uniform Rental	\$ 124.00	Uniform Rental
028207	Karen Wiese	\$ 108.75	Oct Activity Worker
028208	Seth Wiese	\$ 10.86	Oct Activity Worker
028209	Beverly Wlggs	\$ 1,930.50	Occupational Therapy
028210	Pat Willard	\$ 14.50	Oct. Activity Worker
028211	W.T.Cox Subscriptions, Inc	\$ 1,191.59	Media: Subscrip. Renewals
028213	University Of NE at Kearney	\$ 150.00	Transp: Bus Course Regist.

October 2010 Incomplete  
General Fund Disbursements  
18-Oct-10

Check	Payable to	Amount	Description
028123	Ashland Disposal	\$ 205.00	Waste Removal Service
028125	Windstream	\$ 1,058.37	Long Distance Service
028126	Seminole	\$ 306.49	Natural Gas
028127	Curb Appeal	\$ 5,627.50	Admin. Office Roofing
028128	Mark Powell	\$ 254.37	Sept Security Hours
028124	Sean Vilmont	\$ 130.62	Oct 1st Security Hours
028115	ASCD	\$ 79.00	Membership Dues
028116	Lincoln Family Medical Group	\$ 318.00	Employee Physicals
028117	No Frills	\$ 433.56	Food, supplies
028118	Payflex	\$ 322.40	Employee Benefit
028119	Reids Variety	\$ 91.00	Window Blind
028120	Safety Kleen	\$ 244.00	Vac Services Prequalification
028121	University of NE at Kearney	\$ 150.00	Level 1 Training M. Hohensee
028122	University of Nebraska-Lincoln	\$ 50.00	Green Summit Registration
		\$ 9,270.31	

Authorized by:

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Ashland-Greenwood Public Schools  
General Fund Claims  
November 15, 2010

Check #	Vendor	Amount	Description
<b>INCOMPLETES</b>			
	Administrative Operation		Mileage Supplies, Workshop fees
	Payflex		Employee Benefit
	Windstream		Local Telephone Service
	VISA		Supplies, Fees
	Ashland Disposal	\$ 205.00	Waste Removal Service
	Seminole		Natural Gas
	NE DOL Office of Safety	\$ 243.00	Boiler Inspection Certificates

Authorized by:

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## **Ashland-Greenwood Public Schools**

### **Data Manager Clerk - Job Description**

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

- A. Job Title:** Data Manager Clerk
- B. Department:** Administration
- C. FLSA Status:** Non-Exempt
- D. Essential Requirements:**
  - 1. High School graduate. Some college hours preferred
  - 2. Computer literate and knowledge of business machines
  - 3. Proficient in Microsoft Word and Excel
  - 4. Experience with working with databases preferred
  - 5. Experienced in secretarial and bookkeeping preferred
  - 6. Ability to meet and greet people
  - 7. Flexible
  - 8. Ability to speak foreign language preferred
  - 9. Able to maintain confidentiality
- E. Reports To:** Curriculum Supervisor
- F. May Receive Guidance From:** High School Principal, Superintendent
- G. Essential Job Functions:**
  - 1. General business skills
  - 2. Operates business machines including computers
  - 3. Poised
  - 4. Supervise a variety of tasks at the same time
  - 5. Able to physically move about building in order to inspect facilities, lead others, retrieve materials
  - 6. No history of child abuse or negligence
  - 7. Good oral and written skills to effectively communicate with personnel and public
  - 8. Proofreading skills
  - 9. Maintain confidentiality regarding individual student performance and activities.
- H. Working Conditions:**
  - 1. Inside heated and air conditioned office



**I. Job Tasks:**

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

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

**J. Knowledge:**

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

**K. Skills**

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

**L. Abilities**

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

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

**M. Work Activities:**

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

9. Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
10. Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

**N. Required Employee Characteristics:**

1. Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
3. Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity — Job requires being honest and ethical.
5. Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.
8. Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence — Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative — Job requires a willingness to take on responsibilities and challenges.

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

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

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

**2010-2011 NSSRS Template Calendar**

Nebraska Department of Education  
 Nebraska Student and Staff Record System (NSSRS)  
 http://www.education.ne.gov/nssrs  
 Revised: 10/13/2010

**Prior to submitting Student template:**

- Upload file to Uniq-ID system to obtain NDE Student IDs for new students and update information for existing students (for example, Grade and School Year).

**Due September 15 and revisions accepted through October 29, 2010:**

- NSSRS Data Manager Collection = "2010-11 Fall"
- Staff Snapshot (Snapshot Date = '2011-06-30') <sup>1,2</sup>
  - Staff Assignment <sup>1,2</sup>

**\* Due October 15 and revisions accepted through October 29, 2010:**

- NSSRS Data Manager Collection = "2010-11 Fall"
- Student
  - October Student Snapshot (Snapshot Date = '2010-10-01') <sup>2</sup>
  - School Enrollment <sup>2</sup>
  - October Special Education Snapshot (Snapshot Date = '2010-10-01') <sup>7,10</sup>
  - Programs Fact: Early Childhood <sup>2</sup>
  - Signed assurance for Special Education <sup>10</sup>

**October 16 – November 10:**

- NSSRS Data Manager Collection = "2009-10 Resubmission"
- School Enrollment
    - o 2009-2010 Dropouts, School Year = '2010-06-30'
  - Year-end Special Education Snapshot <sup>11</sup>
    - o 2009-2010, for the purpose of providing Exit Reason values that match Enrollment Code values provided on the School Enrollment template, Snapshot Date = '2010-06-30'
  - Title I Programs
    - o 2009-2010, for students served by Title I during summer 2010 who were not already reported during the regular school year, School Year = '2010-06-30'

**Due December 7, 2010:**

- NSSRS Data Manager Collection = "2010-11 Year-end"
- Student <sup>3</sup>
  - School Enrollment <sup>3</sup>
  - Year-end Special Education Snapshot (Snapshot Date = '2011-06-30') <sup>3,7</sup>
  - Staff Snapshot <sup>4</sup>
  - Staff Assignment <sup>4</sup>

**Due February 1, 2011:**

- NSSRS Data Manager Collection = "2010-11 Year-end"
- Student <sup>9</sup>
  - School Enrollment <sup>9</sup>
  - Year-end Special Education Snapshot (Snapshot Date = '2011-06-30') <sup>3,9</sup>



**\* Due June 30, 2011:**

- NSSRS Data Manager Collection = "2010-11 Year-end"
- Student
- Student Grades
- Student Summary Attendance <sup>2</sup>
- School Enrollment (2010-2011 Completers)
- Year-end Special Education Snapshot (Snapshot Date = '2011-06-30') <sup>7, 11</sup>
- Assessment Fact <sup>6</sup>
  - o National Assessment Instrument student results (Reading and Math)
- Assessment Response <sup>6</sup>
  - o STARS student performance (Science)
- Title I Programs
- Programs Fact: Career Education <sup>8</sup>
- Programs Fact: Early Childhood <sup>2</sup>
- Programs Fact: Homeless
- Programs Fact: Interim
- Post School Survey (School Year = '2010-06-30') <sup>8</sup>
- Signed assurance for Special Education <sup>11</sup>

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The following templates are accepted during any open acceptance window:

- Staff Snapshot <sup>5</sup>
- Staff Assignment <sup>5</sup>
- Student
- School Enrollment
- Year-end Special Education Snapshot (after October 30, Snapshot Date = '2011-06-30') <sup>7</sup>

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Important uses of the data:

- \* Approve for Data Migration required
- 1 Extract for Approval and Accreditation Certificate Checks and Salary Reports
- 2 Extract for State Aid Calculation
- 3 Extract for preprinted labels for English Language Development Assessment (ELDA) and Nebraska State Accountability – Writing (NeSA-W).
- 4 Extract for Curriculum Reporting
- 5 Rule 10 requirement to report additions of certificated staff to NDE at the time of contracting (92 NAC 10-003.08A)
- 6 State of the Schools Report
- 7 Extract for Medicaid in Public Schools (MIPS) 24<sup>th</sup> day of each month
- 8 Carl D. Perkins Career and Technical Education Act Report
- 9 Extract for preprinted labels for Nebraska State Accountability – Reading (NeSA-R) and Nebraska State Accountability – Math (NeSA-M)
- 10 Extract for Individuals with Disabilities Education Act (IDEA) Annual Child Count
- 11 Extract for Special Education Exiters

# Nebraska Department of Education

301 Centennial Mall South - PO Box 04987 - Lincoln, Nebraska - 68508 - (402) 471-2285

# CDC CALENDAR Consolidated Data Collection

COLLECTION NAME		ENTITIES WHO REPORT	DUE DATE	OLD FORM NAME/NUMBER	COLLECTION DESCRIPTION
ARRA Section 1512 Reporting	Public ESU	October January April July	New Collection In 2009	Collects ARRA Reporting Data on jobs saved or created and vendor information. There will be four different reporting periods.	
Annual Participation Report	Public ESU	6/30	Replaces NDE 04-001 (Participation in Title I, Part A)	Title I Part A School-wide Projects and/or Targeted Assistance Schools Title I Part A Funded Staff Neglected/Delinquent Homeless - Unaccompanied	
Days In Session/Instructional Program Hours	Public Nonpublic State Operated	6/30	Replaces NDE 02-002 (Annual Statistical Summary)	Days in session by grade. Instructional program hours -KG, Elem & Sec. Also included in this collection is Pre-K instructional hours for 4 year olds in qualified early childhood education programs by attendance site which was removed from the Early Childhood Instructional Program Hours collection - 2010 .	
Elementary Class Size	Public	10/15 6/30	New Collection In 2008	Number of students K-3 by grade who spend at least 50% of the school day in a classroom with a minimum of 10 and a maximum of 20 students. There are two collection points, once in the Fall based on Fall Membership and once in the Spring based on Average Daily Membership.	
ESU/District/System/Schools Information Report	Public Interim Programs Nonpublic State Operated ESU	6/30	Replaces NDE 02-038 NDE 02-042	Collects demographic data for ESUs, Districts, Systems and Schools for the next school year.	

COLLECTION NAME	ENTITIES WHO REPORT	DUE DATE	OLD FORM NAME/NUMBER	COLLECTION DESCRIPTION
Pupil Transportation Report	Public Nonpublic State Operated ESU	6/30	Replaces NDE 02-002 (Annual Statistical Summary)	Transportation/bus information.
Substitute Teachers	Public Nonpublic State Operated ESU Interim	6/30	Replaces NDE 02-002 (Annual Statistical Summary)	Substitute teachers (Previously combined with Non-Certificated Staff collection (changed in 2009-2010 sy)).
Report of Suspension/Expulsions	Public Nonpublic State Operated	6/30	Replaces NDE 02-052	Suspension/Expulsions (Including Firearm Expulsions)
State Of The Schools	Public	6/30	Replaces Student Performance Reporting System 2007 (STARS) through NDE Portal.	Standards used for reporting student performance. Benchmark grades for elementary, middle and high school. Decisions for AYP inclusion – re-designated as English fluent. End of Assessment date. Graduation requirements. District contact for assessment data.
Teacher and Principal Evaluation Survey	Public	6/30	New Collection In 2010	NDE Principal Performance Survey and NDE Teacher Performance Survey (State Fiscal Stabilization Fund/Assurances)
Summer School Supplement	Public	8/31	Replaces NDE 02-037 (ATS) Summer School Supplement	Summer School Supplement. Total prorated days of attendance for summer school program.
Assessed Valuation and Levies	Public	10/15	Replaces NDE 03-018 (State Aid Supplement)	Assessed valuation and levies. Distance between high school attendance centers
PK-K Instructional Program Hours	Public State Operated	10/15	Replaces NDE 02-002 (Annual Statistical Summary)	Instructional program hours including kindergarten program type.

COLLECTION NAME	ENTITIES WHO REPORT	DUE DATE	OLD FORM NAME/NUMBER	COLLECTION DESCRIPTION
Summer School Student Unit	Public	10/15	New Collection In 2008	Number of students by grade who attend summer school; 1) attending remedial Math or Reading; 2) students eligible for free lunch or free milk.
Two-Year New School Adjustment Application	Public	10/15	Replaces NDE 03-074	Districts applying for a Two-Year New School Adjustment. School districts applying for the two-year new school adjustment will need to provide estimated additional student capacity and provide supporting evidence.
Elementary Site Allowance	Public	10/15	Replaces NDE 03-075	Districts that are applying for the Elementary Site Allowance. This form to be completed by a school district with multiple elementary attendance sites. A qualifying elementary site shall be an elementary attendance site, in a district with multiple elementary attendance sites, which (a) does not have another elementary attendance site within 7 miles in the same school district, or (b) is the only public elementary attendance site located in an incorporated city or village.
Student Growth Adjustment	Public	10/15	Replaces NDE 03-073	Districts applying for the student growth adjustment. Districts must estimate their 2011/12 average daily membership and provide evidence supporting the estimate. Estimated student growth is the difference between the 2010/11 fall membership and 2011/12 estimated average daily membership.
Instructional Time	Public	10/15		This report is designed to collect information about instructional time.
Nonpublic Membership Report	Nonpublic	10/29	Replaces On-Line Collection	Collects membership data from Nonpublic Systems.
Nonpublic Dropout Report	Nonpublic	10/29	Replaces On-Line Collection	Collects Nonpublic dropout data.

COLLECTION NAME	ENTITIES WHO REPORT	DUE DATE	OLD FORM NAME/NUMBER	COLLECTION DESCRIPTION
Non-Certificated Staff	Public State Operated ESU	12/15	Replaces NDE 02-002 (Annual Statistical Summary)	Non-Certified Staff (Collection time frame changed from the End Of Year collection to a Fall Collection (changed in 2009-2010)).
Study of School Level Expenditures	Public	2/1	New Collection in 2009	ARRA Title I Reporting. Per-pupil instructional expenditures by building.
Excessive Absenteeism	Public Nonpublic	10 <sup>th</sup> of Each Month	New Collection In 2010	Collection is open monthly, collecting data from the month prior for both public districts and nonpublic systems. Data collected includes number and reason for any long-term suspension, expulsion or excessive absenteeism of students; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials, other than law enforcement officials employed by or contracted with by the school district as school resource officers as prescribed by LB 800.
Human Resources Director Contacts	Public	Open Year Around	New Collection Fall 2010	The Nebraska Department of Education developed the HR Director Contact(s) to collect name and email address for correspondence. The data is gathered with the purpose of using the email address for notices regarding teacher and administrative certificates, evaluation systems, surveys, and data. The contact listed may have a similar role to an HR Director.
Teacher Vacancy Survey	Public	Fall	New Collection Fall 2010	The Nebraska Department of Education developed the Teacher Vacancy Survey to collect data relating to teacher supply in Nebraska. The data is gathered with the purpose of determining the content areas for which teacher supply does not meet demand and which methods are commonly used by school districts to meet staffing needs.



# Ashland-Greenwood Public Schools

## 2011-12 School Year Calendar Preliminary

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

### Other Key Dates

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

### August

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

### September

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

### October

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

### November

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

### December

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

### January

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

### February

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

### March

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

### April

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

### May

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

B = Start of School Year  
 E = Early Dismissal

S = Staff In-Service  
 Q = End of Quarter

To the Ashland-Greenwood School Board:

This is to request permission for Hannah Luebbe, Ellie Luebbe and Victoria Love to attend the Nebraska Music Educator's Convention on Nov 18, 19 and 20 in Lincoln, Ne. These students have won a spot in the Nebraska All-State choir, the highest honor a choir student can receive in Nebraska. Therefore this activity qualifies as "travel...a result of district or state competition for an approved student activity." In addition, the opportunity to work with the world renowned clinicians is exceptional as well as the chance to sing in a group of the high caliber of the all-state ensemble. This is a huge honor that will result in an experience of a lifetime.

The students spend 2 and a-half days in intensive rehearsals which start first thing in the morning and end about 10 pm. Although it is possible to commute to this event, traditionally students stay in town. After their final rehearsal they go back to their hotels and are instructed to go straight to bed. I believe that they are actually more likely to get to sleep (and they are tired) in the hotel than if they were home distracted by things at home and usual home routines. For good vocal health, a good night's sleep is essential. In addition, students are strictly monitored for rehearsal attendance. If a student was commuting from Ashland and there was a weather problem, or a traffic issue and they were late to rehearsal they would not be allowed to continue as an all-state participant. When they are in Lincoln with me, I am responsible for making sure that they are up on time and at rehearsal on time. If they commuted from home each morning this would not be possible.

In addition to the 3 girls, Devon Rezac has been named as an alternate. I would also like to request permission for him to attend this convention should the need arrive. We would not know that he is going until possibly the last minute.

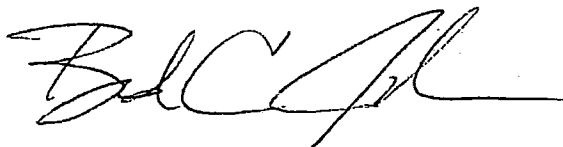
I will be paying for the girls' hotel from my activity account. Given our fund-raising plans and the minimal cost of putting on the musical (outside of licensing) this should not be a problem.

Thank you,

Pat Yunker

Vocal Music Director

X Approved



10-21-10

**Ashland-Greenwood Public Schools  
1225 Clay Street  
Ashland, NE 68003  
(402) 944-2128  
Fax: (402) 944-3310**

NOTICE OF BIDDING

The Ashland-Greenwood Public Schools of Ashland, NE is taking bids for a new school bus. Bids are due by 9:30 AM on December 14, 2010 in the Superintendent's Office 1225 Clay Street, Ashland, NE 68003 at which time they will be opened. This is a 65 passenger conventional school bus. Bids may be mailed or hand delivered provided that the bid is received in the Superintendent's Office by bid opening time.

The bid is for FOB Ashland. The bid shall include a complete price. The number of days until delivery shall be included. And finally all warranties shall be fully disclosed. Any exceptions to the specifications shall be noted on the bid specifications sheet under the comment section.

The Ashland-Greenwood Schools reserves the right to reject any and all bids and/or waive any bidding irregularities. Questions may be directed to Craig Pease, Superintendent of Schools (402) 944-2128.

Thank you for your interest in this bidding.



### Specifications

SCHOOL BUS SPECIFICATIONS- 65 Passenger or greater Type "C" Conventional Unit to be a brand new 2011 or newer model, bid as a complete vehicle, including all body and chassis components and equipment. Bus must meet or exceed all applicable federal and state safety requirements, including Nebraska Rule 92, in addition to the following requested specifications.

Please indicate in the comment space provided, exactly what is being bid. Please state any exceptions to the specifications in the comment section. Do not state "equal" or "exceeds", but instead fully describe what you are bidding, so that an accurate comparison can be made.

It is expected that all specified equipment will be factory installed, so that electrical wiring, switches, etc will be integral and matching types. If your quote includes adding aftermarket accessories to be compliant, please make certain to note such on this bid sheet.

If you are quoting several different units, please make copies of this form for each unit, so that we may make a direct comparison of each unit.

Delivery time is an additional consideration, so please list here, approximately how soon we can expect delivery from the time the order is placed. \_\_\_\_\_ Days

Specifications

Comment

1. Size

- 65 passenger seating Minimum
- 254" Wheelbase
- Length of bus shall not exceed \_\_\_\_?\_\_\_\_feet including mirrors
- Minimum 27" hip-to-knee room
- Minimum 78" Headroom

2. Engine

- Turbocharged Diesel Engine Fast warm-up device
- Minimum HP- 210HP
- Minimum Torque- 540 lb/ft
- Block Heater, minimum 1,000 watt
- Fuel Filter / Water Separator with electric fuel heater
- Electronic hand throttle / cruise control
- 

Please list here the engine warranty \_\_\_\_\_ years \_\_\_\_\_miles

3. Transmission

- Allison automatic transmission (Please list model) \_\_\_\_\_
- External "spin-on" filter element
- Please list here the transmission warranty \_\_\_\_\_years \_\_\_\_\_miles

4. Tires and Wheels

- 11 R22.5 Tires, mud/snow tread on rear
- Load Range "G" 14 ply tires, radial

Specifications (Continued)

Comment

5. Axles & Springs

- Front Axle 8,000 lb Minimum
- Rear Axle- 17,500 lb Minimum
- All axles to have oil-lubed wheel bearings
- Rear Axle ratio to provide for 70 – 75 mph highway speeds
- Air ride rear suspension

6. Brakes

- Four Wheel Air Brakes
- Air Compressor Bendix or Cummins with minimum 13.2 cfm capacity
- Brake system, Air Dual
- Traction Control
- ABS Anti Lock System

7. Alternator / Batteries

- Alternator- Leece Neville 175 amp minimum
- Dual 12 volt maintenance free batteries
- 1300 Cold Crank Amps minimum
- Battery tray to be sliding type
- Battery door to have "clamp type" latch and "pin type" hinges

8. Cooling System

- Heavy Duty radiator
- Coolant level sight glass
- Modulated viscous fan clutch
- Anti-freeze protection to -40F degrees

9. Bumpers

- Front bumper to be swept back aerodynamic styled
- Rear bumper to wrap around and into side of body
- Rear bumper to be minimum 12" tall, heavy duty design
- Rear bumper to be mounted rearward enough to protect taillights
- Bumpers to be constructed of minimum 1% steel
- Exhaust pipe to come through cut out in rear bumper and not beneath

10. Warning System

- Low Oil Pressure Warning Light and Buzzer
- High Coolant Temperature Warning Light and Buzzer
- "Water in Fuel" Warning Light

11. Gauges

- Electronic Speedometer w/ Odometer
- Engine Hour Meter
- Electronic Tachometer
- Oil Pressure
- Coolant Temperature
- Voltage &/or Ammeter
- Transmission Fluid Temperature
- Fuel Level

Specifications (Continued)

Comment

12. Electrical System

- All wiring to be color coded
- All wiring to be numbered
- All circuits to be protected w/ manual reset breakers
- Exterior electrical access panel with locking door
- Master disconnect solenoid, ignition operated

13. Lights / Signals

- Front cluster and marker lights to have metal shields
- Clearance / marker lights to be controlled by headlight switch
- Side turn signals mounted behind entrance door, both sides
- 7" Backup Lights, Clear
- Two rows of dome lights
- Separate drivers light
- Lights Turn additional Amber Mounted at rear of front fenders

14. Doors

- Entrance door to be outward opening
- Largest width entrance door offered by your company
- Please list the width of your entrance door
- Entrance door to be Electric or Air operated
- Door linkage to be located above door in compartment
- Front Door to be equipped with vandallock
- Emergency door hinges to be equipped with grease zerks
- Positive locking device to hold emergency door open
- Fuel filler door to be equipped with keyed lock

15. Floor

- Sub floor to be constructed of 5/8" exterior grade plywood
- Floor covering to be blue or gray colored, not standard black
- Aisle trim to be aluminum or stainless steel (no plastic)
- Floor structure to be constructed of galvanized steel

16. Heaters

- Left Front- 90,000 Btu Minimum
- Left Rear- 84,000 Btu Minimum
- Stepwell- 50,000 Btu Minimum
- All heaters to be equipped with cleanable filters
- Heater Booster Pump
- Heater Duct- Left side extending to rear wheelwell
- Two (2) auxiliary defroster fans with meta/fan cages

17. Insulation

- 1/2" Fiberglass or 2" Poly insulation in roof and side panels
- Body bow cavities to be fully insulated
- Full-length acoustical ceiling liner
- Your company's best noise reduction package
- Engine compartment best noise reduction package

Specifications (Continued)

Comment

18. Color

- Exterior to be National School Bus Yellow, trimmed in black
- Interior to be off-white or gray color
- Seats to be blue or gray in color
- Floor covering to be blue colored, not standard black

19. Rub Rails

- Four (4) rails on each side, including skirt-mounted snow rails
- Two (2) rails on each side must wrap around rear to door post
- All rub rails to have integral vents on bottom side
- All rub rails to be sealed on top edge

20. Body Mounts

- Bus body to be mounted to the frame with grade 8 fasteners
- Body mounts to be located at every structural bow frame

21. Mirrors

- Must conform with current FMVSS and Rule 92
- Rear view mirrors to be heated
- Mirror system to combine rear view mirror with convex section
- Cross view mirrors to be heated and motorized
- Cross view mirrors to be oval shaped (such as Rosco Hawkeye)

22. Radio

- AM/FM-CD Stereo with minimum 6 speakers
- Please list the brand included
- Public Address system to be integral with radio and speakers
- Radio to include lighted digital tuning display
- At least one external speaker shall be provided

23. Roof Hatches

- Two (2) roof escape hatches
- Hatches to be Transpec or Specialty brand
- Please specify the roof hatch warranty \_\_\_\_\_
- Roof hatches must be able to open for ventilation

24. Seats and Barriers

- All seats to be upholstered in "Fire Block" material
- Bottom side of cushions to be covered with same material
- Seat bottom cushions to fold forward for easier cleaning
- No welting on seats
- Please list your seat frame warranty
- Please list your upholstery warranty
- Driver's seat to be hi-back style, with adjustable recline
- Driver's seat to be equipped with dual arm rests
- Driver's seat belt to include adjustable "D" ring
- Crash Barrier behind driver and behind entrance door
- Crash Barriers to be upholstered in "Fire Block" material
- Modesty panel mounted under barrier behind entrance door and behind driver

Specifications (Continued)

Comment

25. Windows

- All side windows to be dark tinted glass
- First window passenger window behind entrance door to be thermal window
- 12" passenger windows (standard 9" not allowed)
- Driver's window to be storm or thermal glass
- Top windows in entrance door to be storm or thermal glass
- Black Window frames

26. Wipers

- Intermittent windshield wipers
- Largest size wipers available from your company
- Bottom mount wipers only
- **Heated Wipers**

27. Safety Equipment

- Front bumper mounted Crossing Control Arm
- Crossing Arm to include electro-magnetic latch
- Crossing Arm to be yellow in color
- Stop Arm to be equipped with strobe lights
- **Roof mounted strobe light to be low-profile, double flash**
- Noise kill switch for all blowers and radio
- Complete reflective tape package
- First Aid Kit to be mounted above windshield, on header panel
- Body Fluid Kit to be mounted above windshield, on header panel
- Additional First Aid Kit to be mounted on rear header panel
- Fire Extinguisher to be minimum 5 lb unit, with flexible hose
- Fire Extinguisher to be mounted on floor by stepwell heater
- Fire Extinguisher to have current inspection certificate attached
- Bus to include electronic device to require driver to walk through bus to search for children after operating

Specifications (Continued)

Comment

28. Other

- Rear wheel-wells to have rubber or metal flares or fenderettes
- Front and rear mud flaps
- Entire underbody to be fully undercoated
- Front and rear tow hooks
- Back-up alarm, electric
- Dual cowl steps and handles
- Dual electric horns
- Halogen Headlamps w/ Daytime Running Lights
- Padded shoulder rails
- Power outlet for cell phone, mounted on dash
- Inside Luggage Racks padded
- Skirt ,Body 20" 16 Gauge Steel
- Side Sheet, Body Exterior 16 Ga. Steel
- Tilt Steering Column
- Glove Box Mounted on front bulkhead with lock
- Bus to be lettered with school name and number per school district
- Number to be included on passenger side by exit door and on rear of bus
- Bus to include digital camera system with front end camera only, color with sound.

29. Pre-Delivery

- Bus to be completely inspected and serviced by selling dealer prior to delivery to school, in addition to factory pre-delivery
- Selling dealer to provide in-service training to school personnel and drivers upon delivery to school

Total Bid Price, Delivered to School \_\_\_\_\_

Dealership Name and Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Closest Authorized Servicing Department \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

E-mail \_\_\_\_\_

Telephone and Fax Numbers \_\_\_\_\_

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Personnel

Certified and Classified Staff

Job Activities

Travel

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

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

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

School Vehicles

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

Housing/Lodging

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

Cell Phones

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

Uniforms

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

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

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



**REIMBURSEMENT PROCEDURES**  
**Ashland Greenwood Public Schools**

**RECEIPTS:** Please attach the following:

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

**MEALS:**

- A) For a trip *without* an overnight stay:  
Breakfast – on day of trip, reimbursable ONLY if departure time starts on or before 6:30 am.  
Lunch – not reimbursable  
Dinner – reimbursable ONLY if return time ends on or after 7:00 pm.
- B) For trip *with* an overnight stay:  
Breakfast/Dinner – same as A (above).  
Lunch – reimbursable if:
  1. on day of departure IF departure time starts on or before 11:00 am.
  2. on day of return IF return time is on or after 2:00 pm
  3. all other full days with an overnight stay

- C) Maximum meal allowance: Based on Federal GSA Rates  
~~Statewide, excluding Omaha: \$25.00/day — \$6.00 Breakfast, \$7.00 Lunch, \$12.00 Dinner.~~

~~Itemized Receipts Required.~~

~~\*Please note that these are the maximums per meal. You cannot bank unspent meal money to spent on more expensive meals.~~

~~Omaha: \$38.00/day — \$8.00 Breakfast, \$10.00 Lunch, \$20.00 Dinner. Itemized Receipts Required.\*~~

~~Out of State: GSA Rates~~

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

Tips for meals need to be included in the **Miscellaneous Expenses** section.

**MILEAGE:**

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