

**Ashland-Greenwood Public Schools  
General Fund Claims  
January 17, 2011**

<b>Check #</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
028348	AGPS Payroll Account	\$ 245,581.95	Net Payroll
028349	AGEA	\$ 2,129.26	Employee Dues
028350	Blue Cross and Blue Shield	\$ 75,637.88	Payroll Employee Health Ins
028351	Centennial Bank	\$ 9,106.44	Payroll Section 125 Deduct
028352	Guardian	\$ 896.80	Payroll Employee Life Prem
028353	Guardian	\$ 644.30	Employee Vision Plan
028354	HSBC Bank Nevada	\$ 91.54	Garnishment
028355	National Insurance Service	\$ 1,039.31	Payroll LTD Insurance Prem
028356	MidAmerica 403b	\$ 1,840.00	Payroll Annuity Deduction
028357	AGPS Payroll Account	\$ 11,363.12	Payroll State Tax Wthhldg
028358	AGPS Payroll Account	\$ 327.00	Employee Child Support Paymnt
028359	AGPS Payroll Account	\$ 76,064.57	Payroll Federal Tax Wthhldg
028360	Professional Choice	\$ 334.55	Garnishment
028361	Retirement	\$ 58,172.60	Payroll Retirement Wthhldg
028362	Accurate Locksmiths	\$ 174.50	Maintenance: Re-keying
028363	AmSan LLC	\$ 2,194.37	Custodial: Sanitarial Supplies
028364	Ashland Auto Parts	\$ 58.61	Maintenance: Supplies
028365	Awards Unlimited, Inc.	\$ 50.06	Board of Ed: Retirement Award
028366	Cass County NE	\$ 55.34	Board of Ed: Election Fees
028367	City Of Ashland	\$ 1,582.00	All Areas: Water & Sewer
028368	Cornhusker International Trucks	\$ 1,060.48	Transp: Bus Repair
028369	DATAVISION LLC	\$ 1,763.75	Computer Services
028371	Esu #3	\$ 2,734.40	Sped: Student Tuition Dec 2010
028372	Educational Service Unit No 6	\$ 149.00	Instruction: SENCAP Fees
028373	Follett Library Resources	\$ 638.67	Media: HS Library Books
028374	General Fire and Safety	\$ 407.00	Fire Alarm Inspection
028377	Hillyard/Sioux Falls	\$ 1,069.25	Custodial: Ice Melt, Mats
028378	Hometown Leasing	\$ 118.00	Administration: Copier Lease
028379	Johnson Hardware	\$ 84.00	Maintenance: Door Stops
028380	Lincoln Family Med. Group	\$ 288.00	Transportation: Empl. Physicals
028381	Matheson Tri-Gas, Inc/Linweld	\$ 25.60	Voc Ag: Gas Tank Rental
028382	MCI	\$ 95.63	Long Distance Service
028383	Mead Lumber Co.	\$ 955.08	Tools, lumber, glass
028384	Menards	\$ 147.95	Maintenance: Compressor
028385	Michael Todd & Co. Inc	\$ 126.70	Maintenance: Supplies
028386	Midwest Office Automations	\$ 284.00	Instruction: Copier Use
028387	NE Assoc. Of School Boards	\$ 158.00	Admin: Law Books
028388	NE Council Of School Attny	\$ 130.00	Board of Ed: Subscription
028389	Omaha Paper Co Inc	\$ 1,083.17	Supt: Paper Supplies
028390	One Source, Inc	\$ 88.00	Dec Background Checks
028391	Omaha Public Power District	\$ 9,791.51	All Areas: Electricity
028392	Nick Pease	\$ 25.38	December Activity Worker
028393	Perry, Guthery, Haase & Gessf	\$ 412.00	Admin: Legal Services
028394	Pitney Bowes	\$ 500.00	All Areas: Postage
028395	Platte Valley Sanitation Inc	\$ 340.00	Custodial: Garbage Service
028396	Reid's Variety	\$ 7.77	Superintendent: Supplies

**Ashland-Greenwood Public Schools  
General Fund Claims  
January 17, 2011**

Check #	Vendor	Amount	Description
028397	Robert H Ham Assoc Ltd	\$ 100.92	Instruction: Supplies
028398	Sarpy County Election Comm.	\$ 50.00	Election Fees
028399	School Specialty Inc	\$ 98.16	Hallway Locker Control Keys
028400	Seminole Energy Services	\$ 1,709.34	All areas: Natural Gas
028401	Shaffer Communications Inc	\$ 103.50	Transp: Bus Radio Repair
028402	Skyline Physical Therapy, Inc	\$ 762.00	Sped: Physical Therapy
028403	Solution One	\$ 649.28	Instruction: Staples, Copier Use
028404	Sparkling Klean	\$ 5,696.60	Custodial: Jan. Janitorial Services
028405	Mark R Tentinger	\$ 150.00	Custodial: Floor Service
028406	Todd Valley Plbg. & Htg	\$ 98.80	Maintenance: Repair Parts
028407	US Mechanical Service Inc	\$ 645.72	Maint: Boilers Repaired
028408	U.S. Post Office	\$ 223.78	Admin: Bulk Mailing
028409	Voyager Fleet Systems, Inc.	\$ 3,061.29	Transportation: Fuel
028410	Walkers Uniform Rental	\$ 93.00	Uniform Rental
028411	Clark M. Washburn Jr	\$ 10.88	December Activity Worker
028412	Ben Wiese	\$ 68.88	December Activity Hours
028413	Karen Wiese	\$ 29.00	December Activity Worker
028414	Beverly WlGgs	\$ 1,730.50	Occupational Therapist
028415	Esu #2	\$ 7,599.40	Sped: Speech Services
028416	GovConnection Inc.	\$ 2,043.20	Computer Equipment
028417	Heartland Foundation/School	\$ 4,380.00	Sped: Heartland Tuition
028418	Baker and Rastovski School Serv	\$ 2,500.00	Administration: Supt. Search
028419	No Frills	\$ 238.98	All Areas: Supplies, Food
028420	PayFlex Systems USA Inc	\$ 317.20	Employee Benefit
028421	Administrative Operations	\$ 350.74	Travel, Fees, Supplies
		\$ 542,538.71	

**Incompletes**

Ashland Disposal  
Nextel  
Seminole  
Windstream  
VISA

Garbage Service  
Cell Phone Use  
Natural Gas  
Local Telephone Service  
Equipment, Supplies, Fees

Authorized by:

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

**Page**

<b>Check</b>	<b>Payable to</b>	<b>Amount</b>	<b>Description</b>	<b>Date</b>
001248	Saunders County Treasurer	\$ 4.34	Return of Property Tax	12/28/2010
001249	J B Construction	\$ 7,719.21	HS Concrete Work	12/29/2010
001250	JB Const./Consolidated Concrete	\$ 2,084.98	HS Concrete Work	12/29/2010
001251	Latimer Ass d/b/a ASI Sign Sys	\$ 7,273.20	HS Sign	1/17/2011
001252	Beringer Ciaccio Dennell Mabrey	\$ 3,988.86	Architectural Service	1/17/2011
001253	V V P America, Inc	\$ 25,665.20	HS WIndows & Glazing	1/17/2011
001254	Concrete Industries, Inc	\$ 541.50	HS Reinforcing Concrete	1/17/2011
001255	Drywallers Inc	\$ 611.80	Elem Drywall	1/17/2011
001256	Falcon Heatin & Air-Cond. Inc	\$ 31,662.58	HS HVAC	1/17/2011
001257	Gana Trucking & Excavating, Inc	\$ 14,183.54	HS Earthwork	1/17/2011
001258	Hansen Construction Co	\$ 1,477.36	HS Earthwork - Final	1/17/2011
001259	Paul L Kess Inc	\$ 7,498.35	HS: Accoustail Ceilings	1/17/2011
001260	Kingery Construction	\$ 59,334.69	Small Contracts	1/17/2011
001261	Mark Sass & Associates Inc	\$ 5,187.00	HS Rough & Finish Carpentry	1/17/2011
001262	Meininger Fire Protection Inc	\$ 1,826.85	HS Fire Supression	1/17/2011
001263	Progressive Holdings, Inc	\$ 2,532.41	HS Electirc	1/17/2011
001264	Scott Enterprises Inc	\$ 3,899.75	HS Roofing	1/17/2011
001265	Stephens & Smith Construct.	\$ 1,641.50	HS Concrete Footings - Final	1/17/2011
001266	Swanson Gentleman Hart, Inc	\$ 3,078.00	Elem Skylights	1/17/2011
		\$ 180,211.12		
TBD	Metal Doors & Hardware	INC	Elem Doors - Final	

Authroized by:

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Elementary Principal's Report  
Board of Education Meeting

January 17, 2011

**January Tasks...**

**Progress Monitoring Meetings**

- Meeting with classroom teachers and support staff to review the reading progress of students who are working below grade level. The reviews include determining if further interventions are needed. This might include a referral to the Student's Assistance Team, further diagnostic work, implementing a new instructional approach or other intervention.

**Formal observations of teaching staff**

- Seven observations scheduled for this month

**MDT/IEP Meetings**

- Eight parent meetings scheduled to review evaluation results and/or develop individual education plans for verified students.

**Hallway evacuation drills**

- In response to the recent events at Millard South High School, time was spent reviewing, revising and practicing our hallway evacuation drill

**PLC Meetings focusing on reading instruction**

- Jan. 17<sup>th</sup> for K-3<sup>rd</sup> Grade Teachers
- Jan. 26<sup>th</sup> for 4<sup>th</sup>-6<sup>th</sup> Grade Teachers

**Upcoming Elementary Activities**

February 8 <sup>th</sup>	Kindergarten Parent Meeting to be held February
February 11	5 <sup>th</sup> Grade DARE graduation and Friends & Family Day
February 22	6 <sup>th</sup> Grade Science Fair and Open House
February 23	4 <sup>th</sup> Grade Field Trip to the State Capital
February 24	6 <sup>th</sup> Grade Field Trip – Concerts for Youth in Omaha
February 25	Young Authors Celebration

ASHLAND-GREENWOOD PUBLIC SCHOOLS

SUPERINTENDENT SEARCH

TOPICS FOR DISCUSSION

Date: January 17, 2011

1. Determine the input process:
  - a. Developing the profile.
  - b. The interview process.
2. Establish a timeline.
3. Who will be the in-house contact person for the consultants? The Board contact person?
4. Discussion of the salary and benefits for the position.

# **ASHLAND-GREENWOOD PUBLIC SCHOOLS SUPERINTENDENT QUALITIES SURVEY**

**DIRECTIONS:** Please read each of the following qualities and mark 10 you believe are important to your district in the selection of a superintendent. You do not need to prioritize; rather just place a check mark next to the statements you feel are most important. PLEASE MARK ONLY 10.

Responder Name: \_\_\_\_\_ Group: \_\_\_\_\_

- 1. Is a strong visionary leader with the ability to collaboratively initiate and implement the vision.
- 2. Can be decisive.
- 3. Has the ability to work with the Nebraska legislators and other political groups.
- 4. Possesses an Ed.D. or Ph.D.
- 5. Has exemplary personal character and a high level of integrity and honesty; is a good role model.
- 6. Has the ability to work with news media.
- 7. Has experience in a similar-sized district.
- 8. Is strongly committed to a "student first" philosophy on all decisions.
- 9. Recommendations and decisions are data driven.
- 10. Has had experience in and knowledge of sound fiscal management procedures.
- 11. Has a strong understanding of technology and its utilization in education.
- 12. Possesses the ability to develop both short and long-range district goals.
- 13. Has a commitment to the importance of the activities/athletic program.
- 14. Has the leadership ability to promote and implement professional development for all staff.
- 15. Is a strong leader in directing the maintenance of district-wide, positive student behavior.
- 16. Recognizes the need for a strong relationship with the community, churches, and businesses.

**[continued on the back]**

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- 17. Has the ability to select and lead principals along with other district directors.
- 18. Is committed to keeping the Board Informed.
- 19. Is current on educational issues and academic trends including instruction and learning theory.
- 20. Has the ability to motivate, develop, and direct an effective administrative team.
- 21. Possesses strong communication skills including speaking, writing, and listening.
- 22. Has the ability to work cooperatively with the Board of Education.
- 23. Has demonstrated strong leadership skills in previous positions.
- 24. Has the ability to enhance student achievement.
- 25. Is able to delegate.
- 26. Is committed to the community as well as visibility in the community.
- 27. Has strong interpersonal skills.
- 28. Uses appropriate levels of participation by others in planning and decision making.
- 29. Believes schools are for student learning.
- 30. Has a healthy regard for change and is willing to take risks when needed.
- 31. \_\_\_\_\_
- 32. \_\_\_\_\_

**ADDITIONAL RESPONSES**

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ASHLAND-GREENWOOD PUBLIC SCHOOLS

SUPERINTENDENT CONTRACT COMPONENTS

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1. Length of the contract \_\_\_\_\_
2. Starting date \_\_\_\_\_
3. Number of days in the superintendent's work year \_\_\_\_\_
4. Paid holidays  
\_\_\_\_\_  
\_\_\_\_\_
5. Paid vacation days \_\_\_\_\_
6. Physical exam required? \_\_\_\_\_
7. Annual sick days \_\_\_\_\_ Can accumulate to \_\_\_\_\_
8. Mileage, per mile \_\_\_\_\_ or Car allowance \_\_\_\_\_ or use district vehicle \_\_\_\_\_
9. Insurance:
  - Single or family health insurance
  - Dental insurance
  - Vision insurance
  - Long term disability insurance
  - Term life insurance
  - Annuity
10. Cell phone provided? \_\_\_\_\_
11. State/National Dues: \_\_\_\_\_
12. State/National Convention: \_\_\_\_\_
13. Moving expenses: \$ \_\_\_\_\_



## SUPERINTENDENT SEARCH TIMELINE

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<u>Jan. 17</u>	Consultant meeting with the Board
<u>Jan. 17</u>	Input meeting with the Board
<u>completed</u>	Begin preparing information for the District promotional materials and application form with the District liaison representative(s)
_____	Notify other professional contacts of the vacancy
_____	Contact the NASB and NCSA of the vacancy
_____	Advertise the vacancy in the Omaha World Herald (Jan. 9, 16, 23)
<u>Optional</u>	Send stakeholders a participation letter for superintendent qualifications
<u>Optional</u>	Meet with stakeholder group representatives
<u>Jan 10-14</u>	Data gathered from staff via Survey Monkey
<u>Jan. 17</u>	Board finalizes superintendent profile
<u>Ongoing</u>	Send promotional material and application form to candidates who have inquired and who have been recruited
<u>Feb. 4</u>	Deadline for all application materials
<u>Feb.14 or 21</u>	Consultants meet with stakeholders and staff interview groups to discuss their roles
_____	Consultants present semi-finalists to the Board and assist the Board in selecting finalists for interviews. (example – week of Feb. 14)
_____	Develop and finalize interview questions and procedures.
_____	Interview candidates (example – week of Feb. 28)
_____	(Optional) On-site visit of leading candidates by Board team
_____	Consultant will discuss contract terms with the finalist
_____	Offer the contract (example – week of March 7)
_____	Press release of the new superintendent

## Interview Formats

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### All in one day.

12:00	Interview teams report. Consultants distribute interview material, review the processes with the interview teams.			
12:20	Board meeting convenes – Board enters executive session.			
	<b>Board</b>	<b>Staff</b>	<b>Community</b>	<b>Administrators</b>
12:30	A	B	C	D
1:45	B	C	D	A
3:00	C	D	A	B
4:15	D	A	B	C
5:30	Interviews conclude.			
6:00	Community interview team reports to Board (perceived +'s and –'s)			
6:15	Staff interview team reports to Board.			
6:30	Administrator team reports to Board.			
6:45	Board begins deliberations.			

### One candidate per day

9:00	Candidate arrives and is met by Board president or designee.
9:10-10:15	Tour and Q/A with Craig Pease
10:15-11:30	Meet with Administrative Team
11:45-1:00	Lunch with selected community leaders (alternate: with Supt. Pease)
1:30-2:15	Meet with support staff representatives
2:15-3:00	Meet with students (optional)
3:30-4:30	Meet with certificated staff
5:00-6:00	Meet with community/parents
6:00	Dinner with Board
7:15	Formal interview with Board

A spouse program may be scheduled during the 1:30-4:30 time frame and would include a tour of the communities (housing, churches, daycare, other) and schools if desired.

1. Please rate the importance of each of the following qualities that you believe should be the characteristic of the next Superintendent of the Ashland-Greenwood Public Schools by checking the box you feel is most appropriate. (Limit the use of Most Important to 10 qualities or less on both pages)

	No Opinion	Not Important	Important	Very Important	Most Important	Response Count
Is a strong visionary leader with the ability to collaboratively initiate and implement the vision.	0.0% (0)	1.4% (1)	8.1% (6)	50.0% (37)	40.5% (30)	74
Can be decisive.	0.0% (0)	0.0% (0)	19.2% (14)	68.5% (50)	12.3% (9)	73
Has the ability to work with the Nebraska legislators and other political groups.	1.4% (1)	1.4% (1)	41.9% (31)	43.2% (32)	12.2% (9)	74
Possesses an Ed.D. or Ph.D.	4.0% (3)	28.0% (21)	41.3% (31)	22.7% (17)	4.0% (3)	75
Has exemplary personal character and a high level of integrity and honesty; is a good role model.	0.0% (0)	0.0% (0)	2.7% (2)	41.3% (31)	56.0% (42)	75
Has the ability to work with news media.	1.3% (1)	6.7% (5)	50.7% (38)	38.7% (29)	2.7% (2)	75
Has experience in a similar-sized district.	2.7% (2)	12.0% (9)	38.7% (29)	40.0% (30)	6.7% (5)	75
Is strongly committed to a philosophy of putting students first when making decisions.	0.0% (0)	0.0% (0)	14.7% (11)	32.0% (24)	53.3% (40)	75
Recommendations and decisions are data driven.	4.0% (3)	6.7% (5)	32.0% (24)	53.3% (40)	4.0% (3)	75
Has had experience in and knowledge of sound fiscal management procedures.	0.0% (0)	0.0% (0)	10.7% (8)	29.3% (22)	60.0% (45)	75
Has a strong understanding of technology and its utilization in education.	0.0% (0)	0.0% (0)	24.0% (18)	64.0% (48)	12.0% (9)	75
Possesses the ability to develop both short and long-range district goals.	0.0% (0)	0.0% (0)	6.7% (5)	57.3% (43)	36.0% (27)	75
Has a commitment to the importance of the activities/athletic program.	0.0% (0)	10.8% (8)	40.5% (30)	45.9% (34)	2.7% (2)	74
Has the leadership ability to promote and implement professional development for all staff.	0.0% (0)	2.7% (2)	27.0% (20)	52.7% (39)	17.6% (13)	74
Is a strong leader in directing the maintenance of district-wide, positive student behavior.	0.0% (0)	0.0% (0)	21.3% (16)	58.7% (44)	20.0% (15)	75
						answered question 75

skipped question

0

2. Please continue to rate the importance of each of the following Superintendent qualities. (Please limit the use of Most Important to 10 qualities or less out of all of the qualities listed on the 1st and 2nd Page)

	No Opinion	Not Important	Important	Very Important	Most Important	Response Count
Recognizes the need for a strong relationship with the community, churches, and businesses	0.0% (0)	0.0% (0)	24.0% (18)	62.7% (47)	13.3% (10)	75
Has the ability to select and lead principals along with other district directors.	0.0% (0)	0.0% (0)	14.7% (11)	61.3% (46)	24.0% (18)	75
Is committed to keeping the Board Informed.	0.0% (0)	0.0% (0)	14.7% (11)	66.7% (50)	18.7% (14)	75
Is current on educational issues and academic trends including instruction and learning theory.	0.0% (0)	0.0% (0)	10.7% (8)	56.0% (42)	33.3% (25)	75
Has the ability to motivate, develop, and direct an effective administrative team.	0.0% (0)	0.0% (0)	14.9% (11)	45.9% (34)	39.2% (29)	74
Possesses strong communication skills including speaking, writing, and listening.	0.0% (0)	0.0% (0)	12.0% (9)	62.7% (47)	25.3% (19)	75
Has the ability to work cooperatively with the Board of Education.	0.0% (0)	0.0% (0)	10.7% (8)	64.0% (48)	25.3% (19)	75
Has demonstrated strong leadership skills in previous positions.	0.0% (0)	1.3% (1)	14.7% (11)	57.3% (43)	26.7% (20)	75
Has the ability to enhance student achievement.	0.0% (0)	0.0% (0)	17.3% (13)	56.0% (42)	26.7% (20)	75
Is able to delegate.	0.0% (0)	0.0% (0)	32.0% (24)	62.7% (47)	5.3% (4)	75
Is committed to the community as well as visibility in the community.	0.0% (0)	0.0% (0)	20.3% (15)	63.5% (47)	16.2% (12)	74
Has strong interpersonal skills.	0.0% (0)	0.0% (0)	22.7% (17)	61.3% (46)	16.0% (12)	75
Uses appropriate levels of participation by others in planning and decision making.	1.3% (1)	0.0% (0)	18.7% (14)	68.0% (51)	12.0% (9)	75
Believes schools are for student learning.	0.0% (0)	0.0% (0)	8.0% (6)	44.0% (33)	48.0% (36)	75
Has a healthy regard for change and is willing to take risks when needed.	1.3% (1)	1.3% (1)	26.7% (20)	54.7% (41)	16.0% (12)	75
				answered question		75
				skipped question		0

**3. In what school building do you work most of your day?**

	Response Percent	Response Count
Elementary	51.4%	38
Middle/High School	36.5%	27
District Wide (i.e. Drivers, Supt Staff, etc)	12.2%	9
answered question		74
skipped question		1

**4. In what department is your primary job function?**

	Response Percent	Response Count
Certified Teaching Staff	67.6%	50
Para-Professional/Clerical Staff	9.5%	7
Building Services/Transportation Staff	9.5%	7
Food Service Staff	4.1%	3
Administration	8.1%	6
Other	1.4%	1
answered question		74
skipped question		1

**5. List any other qualities you think would be important with the next Superintendent of Schools that were not previously listed.**

	Response Count
	19
answered question	19
skipped question	56