

Ashland-Greenwood Public Schools
Board Agenda
Saunders County School District No. One
Monday, June 2, 2008
7:30 PM

Library, Ashland-Greenwood High School
1842 Furnas St, Ashland, NE 68003

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. Approval of any changes in the mailed agenda.
4. Visitors and Communications from the Public.

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

5. Administrative and Practitioners Reports

- A. Mr. Bentzen
- B. Ms. Bray
- C. Ms. Heusman
- C. Mr. Pease

6. Old Business

- A. Consideration and action on policies 1330/3515 related to Use of School Facilities and 3270 related to Sales and Rentals of Property. Pages 1-8
- B. Consideration and action on request of waivers of board policy for the Riverview Community Church.
 - i. Waiver of policy to allow storage of materials under bleachers at Elementary
 - ii. Waiver of policy to allow use of facilities on Sunday mornings.
- C. Consideration and action to approve admission fees for school athletic events effective with the 2008-09 school term. Page 9
- D. Consideration and action to approve Mid-America Administrative and Retirement Solutions, Inc. as a Third Party Administrator (TPA) for the school district's 403(b) program. Page 10

7. New Business

- A. Consideration and possible action to approve extra-duty assignments for 2008-09. Page 11
- B. Consideration of changes in student handbooks. To Be Presented.
- C. Consideration of changes in staff handbooks. To Be Presented.

D. Consideration and action on non-certificated or classified staff wages and benefits as proposed by the non-certificated personnel wage and benefit committee. [The board shall move this item to the end of the agenda and may enter executive session to discuss personnel] Page 12

E. Consideration and possible action on negotiations with certified staff members. [The board shall move this item to the end of the agenda and may enter executive session to discuss personnel]

8. Information Items

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

10. The next regular meeting is scheduled for Monday, June 16, 2008 at 7:30 p.m. All meetings are scheduled in the Library at the Ashland-Greenwood High School building at 1842 Furnas Street in Ashland.

11. Adjournment

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.

Community Relations

Use of School Facilities and Equipment

Use of Facilities and Fee Schedule

The Board of Education recognizes that the school buildings and property are constructed and held for the benefit of the educational program within the Saunders County School District No. One. Therefore, it is the policy of the board that district programs shall have priority in the use of school facilities.

I. **Priorities for Facility Use**

The following priorities are established for scheduling the use of School District facilities and equipment:

- A. **Priority 1 Uses:** Building or district-wide school events, activities, and programs;
- B. **Priority 2 Uses:** Events or activities that are designed to serve Ashland-Greenwood students or are related to any function of the school when such functions are planned and directed by Ashland-Greenwood Public Schools Foundation, approved school-community associations, school-affiliated non-profit groups;
- C. **Priority 3a Uses:** Events or activities which serve Ashland-Greenwood area youth (i.e., a majority of participants must be from Ashland-Greenwood) that are planned and directed by non-profit youth organizations not directly affiliated with the school;
- D. **Priority 3b Uses:** Nonprofit groups and individuals whose activities promote adult physical fitness and recreation and who do not charge membership fees, request donations or have paid staff members and whose majority of participants are residents of the Ashland-Greenwood community; or charitable fundraising events or activities;
- E. **Priority 4 Uses:** Non-profit public civic, service, or other public groups whose purpose for the use of the facility is to promote the general welfare of the Ashland-Greenwood community;
- F. **Priority 5a Uses:** Private non-profits and religious organizations.
- G. **Priority 5b Uses:** Individuals or groups involved in activities not listed above.

II. Limitations on Use of School Facilities

In no event will the use of school facilities and equipment be permitted:

- A. when the use would interfere with any class-related use;
- B. when the use would interfere with events sponsored by the school or school groups;
- C. when the use would involve illegal activity;
- D. when the organization or individual(s) involved have previously engaged in (or can reasonably be expected to engage in) any form of illegal discrimination or violence, or, when such organization or individual(s) advocate (or have a reputation for advocating) violence or rebellion against the United States, the State of Nebraska, or any political subdivision thereof.
- E. when the use would be of a morally objectionable nature or would be contrary to any of the District's policies or rules, or, would be contrary to the goals and/or objectives of the District's educational programs;
- F. when the use would result in the District's facilities or equipment being altered, modified, or changed;
- G. when the use of any school facilities would take place on Sunday mornings prior to 12 Noon. Facilities will also be closed during a designated five-day period each year, which will include December 25. This period shall coincide with the five day period designated by the NSAA Board of Control in which no extra-curricular activities (practices or contests) sponsored by the NSAA can take place.
- H. when the use would result in the District's facilities being used to store the equipment of the user;
- I. when, in the opinion of the administration, the use would present an unacceptable risk of damage or excessive wear and tear to the facilities or equipment;
- J. when, in the opinion of the administration, the use would present a significant disruption to the effective administration of a building or district program.

District facilities will not be made available for private social functions, including but not limited to, wedding receptions; birthday or graduation parties; or other such events. Building administrators may place further limitations on uses in their buildings. Such limitations may include, but shall not be limited to: excluding the use of indoor facilities for soccer; excluding the indoor use of facilities for batting outdoor baseball or soccer balls; excluding the use of science laboratories, elementary classrooms or any elementary areas above the 1st floor, food service kitchens, weightlifting rooms, rooms where expensive technology or equipment is stored, and/or administrative offices; and excluding the use of facilities if such would be reasonably necessary to ensure timely cleaning and maintenance. Such additional limitations by a building administrator shall be supported by a reasonable rationale, shall be consistently applied, and shall be reported to the office of the Director of Activities.

Building administrators or their designees may inspect and review any and all items brought into the building to ensure appropriate building safety and effective administration of the facilities. If, in the opinion of such administrator, any items would be unsafe, inappropriate, or undesirable in the building, he/she may prohibit such item from entering the building or require its removal from the

building. In the event the building administrator's directive is not complied with expeditiously, approval for the use of the facility shall be withdrawn immediately by the administrator.

III. **Applications for Use of School Facilities**

The administration shall develop an Application for Use of School Facilities form to assist with the administration of this rule. Such form shall be completed by all non-school organizations requesting the use of school facilities or equipment. Individuals completing the form shall be at least 18 years of age and not enrolled in the Ashland-Greenwood schools. Applications normally shall be filed at least five (5) days in advance of the activity. The application shall require that all applicants:

- A. agree to comply with all district policies, rules, and regulations that govern use of facilities;
- B. agree to be responsible for any damages incurred to facilities, grounds, or equipment during the period of such use;
- C. agree to have the Director of Activities as the final determiner as to whether repair or replacement is the appropriate remedy for any damages.
- D. agree to be wholly responsible for the supervision and control of all persons and activities during such use;
- E. agree to protect, indemnify, and hold the school district harmless for any and all claims, suits, actions, damages, judgments, or causes of action arising out of or in any way related to such use, and, further that, if requested, the applicant will provide, prior to the planned use of a facility, a Certificate of Liability Insurance in the amount of one million dollars, naming Ashland-Greenwood Public Schools as an additional insured. Certificate of Insurance may be required when the activity involves some risk to the participants or if requested by the school district insurance carrier.

District employees wishing to use a district facility for other than their assigned contractual duties must submit a completed Application for Use of School Facilities and shall be subject to the same rules (including fees and charges) as non-employees. This policy shall not prohibit employees from sponsoring open gyms for school age youth provided the employee sponsor the activity, takes responsibility for the facility and the supervision of the participants.

IV. **Cancellation of Approved Applications**

A previously approved facility use may be cancelled for one or more of the following reasons:

- A. failure of the applicant to pay applicable fees or charges for this use or any prior use;
- B. failure to reimburse the District for damages incurred during any prior use;
- C. evidence satisfactory to the District that applicant's use of the facility would violate a district policy, rule, or regulation or would be illegal;
- D. any violation of the terms and conditions of the application;
- E. any change in the school activities that presents a conflict with the use;
- F. any snow or ice accumulation that would require additional removal costs for the District; or
- G. any other event or circumstance, which, in the opinion of the administration, necessitates cancellation of the use.

In the event a previously approved facility use is cancelled, the District shall not be responsible for any damages incurred by the applicant as a result of such.

An applicant may, without penalty, cancel a previously approved facility use by giving notice of such to the District at least 48 hours prior to the scheduled use. If notice is given within 48 hours of the scheduled use, the facility use fee may not be refunded.

V. **Use of Facilities Rate Schedule**

A Use of Facilities Rate Schedule shall be reviewed and revised as necessary and distributed by the Superintendent's Office. Such schedule shall include, but not necessarily be limited to, fees for facilities use, equipment use, access charges and charges for staff time.

VI. **Rate Schedules**

The following fees and charges shall be assessed for the use of school district facilities and equipment:

- A. **Priority 1 Uses:** No fees will be assessed.
- B. **Priority 2 Uses:** No facility use or equipment use fee will be assessed. An access charge may be assessed for use during periods of time when building staff are not on duty.
- C. **Priority 3 Uses:** No facility use or equipment use fee will be assessed. An access charge may be assessed for use during periods of time when building staff are not on duty. A charge may be assessed for a use that requires additional staff and/or custodial time.
- D. **Priority 4 Uses:** A reduced facility use and/or equipment use fee will be assessed. An exception to facility use fee may be made for the use of outdoor facilities including playground, running track or grounds areas if the use involves a minimal number of individuals and the activity will not cause damage to turf, trees and shrubs, will not cause the creation of additional garbage or trash, or damage other outdoor improvements. An additional access charge may be assessed for use during periods of time when building staff are not on duty. An additional charge may also be assessed for a use that requires additional staff or custodial time.
- E. **Priority 5 Uses:** A full facility use and/or equipment use fee will be assessed. An exception to facility use fee this may be made for the use of outdoor facilities including playground, running track or grounds areas if the use involves a minimal number of individuals and the activity will not cause damage to turf, trees and shrubs, will not cause the creation of additional garbage or trash, or damage other outdoor improvements. An additional access charge may be assessed for use during periods of time when building staff are not on duty. An additional charge may also be assessed for a use that requires additional staff time.
- F. Use fees may be waived for public service meetings or presentations; adult and continuing education classes provided by a community college, college or university; and other community wide events (Stir Up, July 4th) upon prior approval by the Superintendent of Schools.

VII. **Equipment Requirements**

Approval for the use of a facility shall not include the use of school equipment unless specifically requested and approved on the application form.

VIII. Access Charges

An hourly access charge shall be assessed to compensate the District for expenses incurred in providing building access including paying staff to unlock and lock the facility, turn lights on and off and to disarm and arm the security system. Such charge may be waived if an employee volunteers his or her time on his or her own free will to take responsibility for opening and closing the facility.

If a user desires to have a custodian assigned exclusively to assist with the use, or if the school administration determines that a custodian is necessary due to the nature of the activity (i.e. food being served or concessions being sold) an additional charge for such service shall be assessed.

In some instances, a facility rental fee will also be charged. The reduced facility rental fee shall be primarily for paying for the costs of utilities (heating, lighting, air conditioning, water, etc.). The full facility rental fee established shall also take into consideration the maintenance and upkeep of the facility as well as the depreciation of the facility.

In situations where no advanced cancellation notice has been received by the District and the user does not appear at the scheduled time, the staff assigned shall remain available at the facility for one hour before securing the building and departing. An access fee will be assessed to the scheduled user for such time.

IX. Special Staff Requirements

The building administrator may, due to the nature of the activity assign special staff for an event such as security and supervisory staff or maintenance personnel. Arrangements for any additional staff shall be made by the building administrator or his/her designee. The cost of additional staff shall be borne by the applicant.

If the approved use involves employees other than those specifically *required* by the District, the user may contract directly with the employee.

X. Religious Organizations

Religious organizations may make application to use a district facility for a period not to exceed one year. This shall not apply to youth religious organizations and clubs formed and operating in accordance with Equal Access Act.

XI. Use of Open Areas

School playgrounds, practice fields, and other open areas which are not being used for school activities shall be available to the general public on a first-come, first-served basis from one hour before sunrise to one hour after sunset each day. Thereafter, such areas shall be closed to public use. The only organizations that may submit an application to *reserve* the use of such areas shall be non-profit organizations serving Ashland-Greenwood youth. Any groups using such facilities shall be responsible for any damage occurring as a result of such use and shall be responsible for clearing the grounds of litter after such use. Members of the public that use such open areas, use them at their own risk.

XII. Snow Removal

In the event of significant snowfall (or accumulation of ice) prior to a use of district facilities, the District's operations and maintenance supervisors shall make a determination as to whether or not snow (or ice) removal is required. If such is required and if snow (or ice) removal is not necessary for other school-related activities, the scheduled use shall be canceled or, if mutually agreed to by the District and the user, the snow (or ice) will be removed by district personnel or contractors and an additional charge for such will be assessed to the user.

All snow (and ice) removal on school district property must be made by school district personnel or by properly insured independent contractors approved by and working for the District. Users will not be permitted to engage in snow (or ice) removal activities nor will they be permitted to hold activities on school property without proper snow (or ice) removal.

In the event that school classes are cancelled due to snowfall or the accumulation of ice, all public use of the school facilities will be cancelled as well.

XIII. Vehicle Parking

Vehicles may properly park in school district parking areas when attending school activities, when conducting school related business, or when in attendance at any approved use of school facilities. Vehicles must park in designated parking areas. The school district grounds may not be used for parking vehicles. Any vehicles, which are not permitted by this rule to be parked on school property, shall be subject to towing from school grounds at the owner's expense. Similarly, vehicles that are improperly parked shall also be subject to towing from school grounds at the owner's expense. Improper parking shall include, but not be limited to, parking in driveways or throughways, parking over painted stall lines, and parking on grassed areas.

XIV. Adoption

~~This policy, upon adoption, shall take full force and effect as of June 1, 2008 and all existing or prior agreements with users shall be considered null and void as of that date.~~

Adopted: June 2, 2008

Business

Rental of Property

Schedule of Rental Fee

The following fees shall be assessed in accordance with Board Policy 1330/3515 and shall be made payable to the Ashland Greenwood Public Schools.

Access Fees

Opening a facility and Disarming the Security System	\$15
Closing a facility and Arming the Security System	\$15
Responding to Alarm Due to Accessing A Facility Not Reserved	\$15

Custodial Services

A custodial fee shall be charged if food/concessions are being served inside the school facilities and there are more than 100 people using the facility. Custodial fee shall be charged if the party requesting use of the facility requests custodial assistance.

If an access fee for disarming the security system is charged, the first hour of custodial services will not be billed. If an access fee for arming the security system is charged, the last hour of custodial services will not be charged.

The school may charge overtime at the rate of one and one-half times the established per hour charge for custodian services that are performed during overtime hours.

Custodial Fee \$15 per hour per custodian

Facility Rental Fee

The following hourly charges shall apply for renting facilities:

<u>Area</u>	<u>Full Rental Fee (Priority 5a & 5b)</u>	<u>Reduced Rental Fee (Priority 4)</u>
1 st Classroom	\$4	\$1
Additional Classroom	\$2	\$0.50
Elementary Gym	\$10	\$2
Multi-Purpose Room	\$15	\$3
Main Gym	\$20	\$4
Football Stadium – Pressbox	\$5	\$1
Other – per 2,000 square feet	\$4	\$1

Gym facilities rent includes lockerrooms and if applicable the stage area and/or bleachers. All rentals include necessary corridor access and restrooms.

Adopted: February 19, 1990
Revised: June 2, 2008

Business

Sales and Rentals of Property

The school district may sell property that it deems as surplus or no longer needed. The board of education shall declare property as surplus and no longer needed and shall approve that property for sale. The Superintendent of Schools or his or her designee shall conduct the sale in order to obtain a fair value for the property. The Superintendent may use whatever means available to obtain that fair value. Such means shall include but not limited to holding a public auction, advertising for bids; conducting a garage sale of items; and/or use on-line sales sites. All sales shall be advertised in advance to the general public. The sale of property owned by the district shall be conducted in compliance with statute.

With the advice of the superintendent, the board may establish guidelines for the rental of school property. Guidelines for the rental of school property shall be adopted by the board by roll call vote in open session and the record shall state how each member voted or if the member was absent or not voting.

Income from the sale or rental of property shall be received by the ~~secretary-~~ school district and deposited in the proper accounts of banks designated as legal depositories for the school district.

~~Rental fees will be charge in accordance with school board policy 1330/3515 and an approved schedule of rental fees. not be charged to community groups in which a substantial majority of the membership are district residents. Fees will be charged if the facilities are used by a business or other for profit organization regardless of whether the organization is a community organization or not.~~

~~If the use of facilities requires that the security system be armed or disarmed during non-building hours, a fee shall be charged for setting the system. That fee shall not be waived for any groups, regardless if they are community or non community unless a district employee is willing to voluntarily arm or disarm the system.~~

Legal References: R.R.S.
79-405 School District; body corporate; powers, name.
79-501 School board property; maintenance; hiring of superintendent, teachers, and personnel.
79-10,106 Schoolhouse; use for public assemblies; rentals.

Adopted: October 4, 1983
Revised: February 19, 1990
Revised: February 6, 2006

**Athletic Admission Fees
Ashland Greenwood Public Schools**

Varsity Interscholastic Events

Adults	\$5
Students	\$4

Non-Varsity Interscholastic Events

Adults	\$3
Students	\$2

Annual Passes

Adults	\$50
Students	\$25
Senior Citizens	No Charge

OPTION 2 - COMPLIANCE- ONLY TPA PLAN

MIDAMERICA

COMPLIANCE-ONLY TPA PLAN

NIS, NASB and NCSA all recommend the sole-provider option. However, if there is a need to keep the status-quo, we are recommending MidAmerica Administrative and Retirement Solutions, Inc.'s 403(b) TPA and Common Remitting Services. Using this service, you have the option of reducing the quantity of providers in your plan, but are not required to do so.

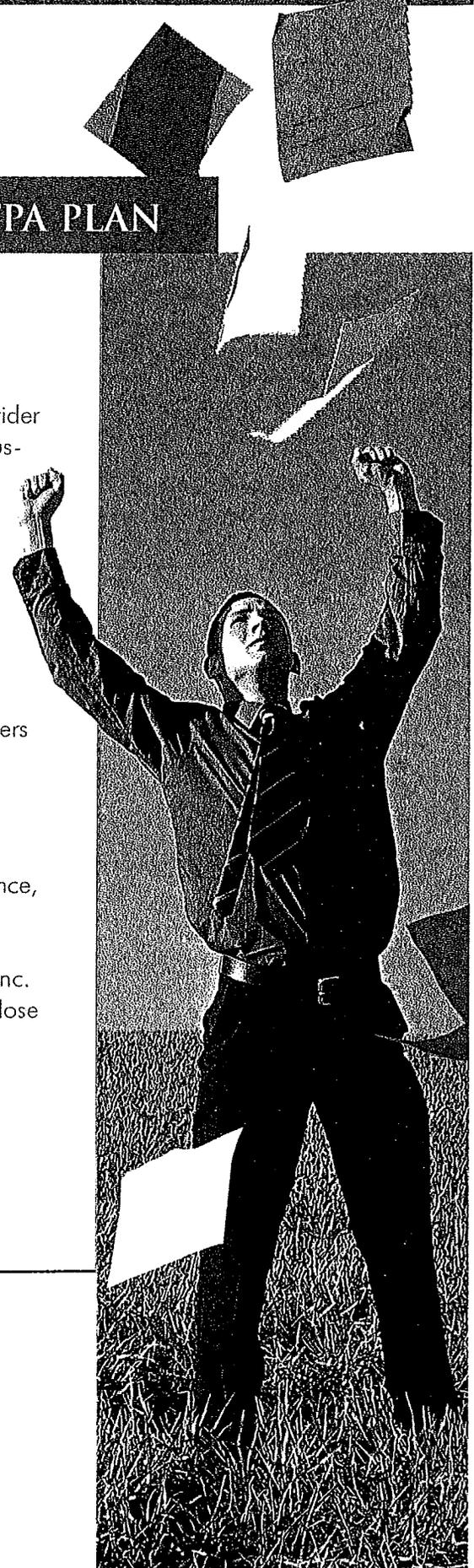
MidAmerica offers several important services:

- Vendor oversight (select or pare down providers and review plan activity)
- Plan administration and compliance
- Common remitting
- Employee summary plan description
- Employer annual report on provider compliance, testing and plan highlights

MidAmerica Administrative & Retirement Solutions, Inc. provides innovative employee benefit programs to close to 1,000 school districts, and over 475,000 plan participants across the country.

Fees:

- \$25 per participant, per year
- \$1,000 per group, per year minimum



Activity	Position	Sponsor
Activities Director		Randy Wiese
Football	Head Coach	Ryan Thompson
	Assistant Coach	Reed Schwartz, Nate Tonjes, Dustin Foutch
	Head 7&8 Coach	Brad Jacobsen
	Assistant 7&8 Coach	Brian Thimm, Matt Flynn
Volleyball	Head Coach	Kendra Craven
	Assistant Coach	Kayla Laune
	Coaching Aide	Kelsy Bundy
	Head 7&8 Coach	Bev Hohensee
	Assistant 7&8 Coach	Shari Nygren, Deb Erickson
Softball	Head Coach	Amy Scheil
	Assistant Coach	Erin Rathe
Boys Basketball	Head Coach	Brad Jacobsen
	Assistant Coach	Nate Tonjes
	Coaching Aide	Donnie Laughlin, Jr
	Head 7&8 Coach	Jon Richards
	Asst 7&8 Coach	Stu Essman, Brian Petermann
Girls Basketball	Head Coach	Amy Scheil
	Assistant Coach	Tammy Abbott
	Coaching Aide	Dan Pike
	Head 7&8 Coach	Kristin Fangmeyer
	Asst 7&8 Coach	Brian Petermann, Ryan Thompson
Wrestling	Head Coach	Randy Beranek
	Coaching Aides	Ryan Goff, Jason Nichelson
	MS Coaching Aide	Eric Beranek
	Asst 7&8 Coach	Dustin Foutch
Track	Head Girls	Kristi Bundy
	Head Boys	Reed Schwartz
	Assistant	Brian Thimm
	Coaching Aide	Terry Rogers
	7&8 Girls	Mary Ziegenbein
	7&8 Boys	Ryan Thompson
	7&8 Assistant	Unassigned, Megan Mason
Boys & Girls Golf	Head Coach	Jerry Wendelin
Elementary Choir		Sharon Bebout
Instrumental Music		Jonathan Jaworski
Vocal Music		Pat Yunker
Speech, Drama & Thespians	Head	Erin Koesters
Speech	Assistant	Unassigned
Juniors		Vicki Washburn, Nancy Lueking
Senior High Student Council		Brian Petermann
Middle School Student Council		Matt Flynn
Cheerleaders & Drill Team		Janice Alcorn, Colleen Lewin
--Choreography Coach		Jenifer Sloboth
Spanish Club		Vicki Washburn, Nancy Lueking
Yearbook		Vicki Washburn
SAT Team Leaders		Jennifer Washburn, Kendra Craven
FFA Sponsor		Eric Stuthman
FBLA Sponsor		Jean Ann Watermeier
Academic Decathlon		Janice Alcorn, Jonathan Jaworski

**Ashland-Greenwood Public Schools
2008-09 Non-Certificated Staff Wage Schedule**

Salary Schedule		Minimum Wage	Maximum Wage
Level IA	Superintendent's Office Manager	\$ 30,000 \$ 15.00	\$ 38,203 \$ 20.65
Level IB	School Nurse	\$ 18.50	\$ 20.90
Level II	Principal's Secretaries	\$ 11.50	\$ 16.50
Level III	Other Clerical	\$ 10.00	\$ 14.95
 Hourly Schedule			
Level I	Transportation & Maintenance Supervisor Food Service Supervisor Regular Local Route Bus Drivers Special Ed Route Driver	\$15.00	\$18.65
Level II	Supervisor of Custodial Services Head Custodian Superintendent's Clerical Maintenance Director	\$12.50	\$16.00
Level IIIA	Activity Bus Drivers	\$11.75	\$13.20
Level IIIB	Custodian (Full-Time) Cooks (Full-Time) Lunch Cashiers	\$10.00	\$12.85
Level IV	Para-Professional Staff Substitute Custodial & Cook Custodian (Part-time) Cooks (Part-time) Kitchen Server	\$9.20	\$11.80
Level V	Substitute Clerical Substitute Aide	\$8.00	\$10.00
Level VI	Student Help	\$6.55	\$7.00
Special	Nighttime Differential for Shifts that the majority of which end after 5:00 PM		\$ 0.50
	Differential pay for Para-professional staff providing personal care including but not limited to feeding; diaper changing; suctioning, etc.		\$ 1.00