

Ashland-Greenwood Public Schools
Accounting Policies and Procedures Manual

August 2008

Ashland-Greenwood Public Schools Accounting Policies and Procedures Manual

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Introduction

This manual has been prepared to document the internal accounting procedures for Ashland-Greenwood Public Schools. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of Ashland-Greenwood Public Schools' fiscal operations are expected to uphold the policies in this manual. It is the intention of Ashland Greenwood Public Schools that this accounting manual serve as our commitment to proper accurate financial management and reporting.

Division of Duties

The following is a list of personnel who have responsibilities within the accounting department. In case of absence or office efficiency all duties except those assigned to the Board of Education may be assigned by the Superintendent to other personnel acting in place of the person assigned.

Board of Education

1. Reviews and approves all financial reports including a list of receipts, claims, fund and bank balances and reconciliations.
2. Reviews and approves annual budget.
3. Reviews all vouchers/invoices for those checks which require board member signatures.
4. Reviews and approves all capital projects that exceed \$40,000.
5. Authorizes all interfund transfers and loans.

Superintendent

1. Approves all purchase orders, vouchers, invoices and checks.
2. Receives unopened bank statements.
3. With input from the Board of Education develops the annual budget.
4. Reviews the payroll summary for the correct payee, hours worked and check amount
5. Reviews and approves all financial reports.
6. Reviews and approves list of pending check disbursements.
7. Reviews and reconciles the bank accounts.
8. Approves all reimbursements.
9. Manages the assets accounts.
10. Co-signs checks for certain accounts in accordance with board policy.

Office Manager and District Treasurer

1. Processes and records all receipts and disbursements.
2. Processes the payroll, including payroll tax returns.
3. Submits requests for interfund transfers or loans.
4. Maintains and reconciles the general ledger monthly.
5. Prepares all funds requests for reimbursements.
6. Manages the petty cash fund.
7. Audits all reimbursement requests against receipts provided.

Superintendent's Secretary

1. Receives and opens all incoming mail, except the bank statements.
2. Makes all cash deposits during normal working hours and verifies all after hours deposits made by district personnel.
3. Prepares all purchase orders.
4. Receives all supplies and equipment and records receipt.
5. Mails all checks for payments.

Building Principal

1. Develops first draft of building budgets and works with the Superintendent to finalize.
2. Accountability to approved departmental budgets in purchasing decisions.
3. Co-signs checks for certain accounts in accordance with board policy.

Required Signatures

1. Check signing authority on funds in accordance with policy 3293.1

Cash Receipts Procedures

The Superintendent's Secretary receives all incoming mail. All checks received by the Superintendent's Secretary will be recorded and stamped "for deposit only" by the office manager. For each cash deposit a deposit record is made to denote the fund and account to which the income is attributed. The deposit is transported to the bank by the Superintendent's Secretary. After hours, cash deposits may be made by night deposit. The Superintendent's Secretary shall be responsible for verifying the deposit was made and checking the bank's deposit slip against the deposit record made by the party making the cash deposit.

All check copies and other receipt records are to be filed according to month received.

A deposit not forwarded or mailed to the bank shall be locked in the accounting department's safe. No deposit shall be locked in the safe for more than 24 hours.

No single account shall contain more than \$100,000 - or the amount over which the FDIC will not insure. Each financial institute will carry additional securities for bank accounts in the excess of \$100,000.00. Investments may be made in accordance with board policy and the laws of the State of Nebraska. All investments shall be secured by government back securities.

- Funds Received by Wire Transfer

Whenever possible the District Treasurer shall have all wire transfers deposited directly into the appropriate district bank account. If wire transfers are not deposited into the correct bank account the District Treasurer shall direct the deposit to the correct bank account with the approval of the Superintendent.

Where appropriate - as in reimbursement of federal funds - the Office Manger shall prepare a financial statement and shall submit a request for reimbursement or advance, providing a copy to the program director.

- Inter-Fund Transfers

The fund checking accounts shall not exceed the level of secured funds at any time. All funds received shall be deposited into the appropriate bank account. It may be necessary to transfer funds from the bank checking account into the Nebraska Liquid Asset Fund money market or fixed investment account. In order to transfer funds from the checking into the NLAF account or from the NLAF account to a checking account, the following procedures shall be followed:

The School District Treasurer shall monitor the balance in the checking account, and determine if there are adequate funds to pay the daily expenses. The School District Treasurer shall notify the Superintendent of the availability of funds to transfer to NLAF. The Superintendent shall approve the transfer.

If it is necessary to transfer money from one fund to another the Treasurer, with the approval of the Superintendent shall make a request to the Board of Education to transfer monies from one fund to another. Once approval has been received the Treasurer shall make the transfer.

Cash Disbursements Procedures

1. Incoming invoices will be received and opened by the Superintendent's Secretary (naming the staff person responsible for ordering the product or service) and matched to the purchase order.
2. The Superintendent's Secretary will check the validity of the invoice against purchase order (including the proposal/bid, etc. and work accomplished/product delivered) and prepare the completed purchase order for payment prior to monthly board meeting.
3. The completed purchase order shall be attached to the original vendor invoice, and/or any other supporting documentation. The voucher shall include the account codes to which the expense will be applied.
4. The voucher shall be audited by the Superintendent and his or her approval for an expense must be indicated on the completed purchase prior to payment.
5. The Office Manager shall process the voucher and prepare the checks for payment.
6. Prior to the monthly board meeting held the third Monday of the month cash disbursements for all checks specified by the Board for board signatures shall be prepared by the Office Manager for signature by authorized Board of Education officials for expenses, debts and liabilities of Ashland-Greenwood Public Schools. For student, organizational and other funds designated by the board to require administrative signatures the checks shall be prepared by the Office Manager on a scheduled basis for signature by the authorized administrators. All checks except for administrative operations (petty cash) accounts shall require two signatures.
7. The Office Manager is responsible for the preparation of disbursements. The Ashland-Greenwood Public Schools may utilize electronic means to debit and credit bank accounts in accordance with policy 3293.12.
8. After inputting all the check requests, the Office Manager will prepare a master list of all checks to be signed by the Board of Education for approval by the Ashland-Greenwood Public Schools Board of Education.
9. The Office Manager shall then run an Expenditure of Expenses Report, which is generated by the accounting software. A total of the disbursements to be paid will be recorded on the form and sent to the Superintendent and Building Principals.
10. For checks requiring board member signature, the President, Vice President, and/or Secretary of the Board of Education while signing each check, shall double check the check request voucher. The payment voucher with the invoice shall be available for board auditing.
11. For checks requiring administrative signatures, the administrator while signing each check, shall double check the check request voucher. The payment voucher with the invoice shall be available for further auditing.
12. After the checks have been signed the Superintendent's Secretary will write the corresponding check number on each completed purchase order.
13. All checks will be mailed or hand delivered to the appropriate party as soon as this process is completed. Except in the case of athletic officials, other staff members shall not normally be permitted to receive checks to deliver to vendors.
14. Supporting documentation shall be filed by the Superintendent's Secretary in appropriate vendor files.
15. The Superintendent's Secretary and/or Office Manager will utilize the paid invoice files to respond to any discrepancies which arise with vendors or other payees.
16. Once monthly, the Superintendent's Secretary will check the completed purchase orders to determine if there are any outstanding invoices which have not yet been paid. If so, Superintendent's Secretary will investigate the nonpayment of these invoices with the responsible staff member and/or vendor.

Reconciliations

Cash Flow

Ashland-Greenwood Public Schools is to maintain a minimum reserve of ten percent (10%) of the operating budget at all times. In the event that balances fall below that amount the Board of Education shall be notified immediately.

Bank Reconciliations

1. Bank statements are to be received unopened by the Superintendent's Secretary. The reviewed bank statement shall then be forwarded to the Superintendent to reconcile the bank accounts using the approved reconciliation form.
2. The Superintendent shall reconcile each account promptly upon receipt of the bank statements. All accounts will be reconciled no later than 14 days after receipt of the monthly bank statements. In the event it is not possible to reconcile the bank statements in this period of time, the President or Vice President shall be notified by a written memo from the School District Treasurer.
3. When reconciling the bank accounts, the following items shall be included in the procedures:
 - a. The dates and amounts of daily deposits as shown on the bank statements. Any discrepancies greater than one business day between the date of deposit and the record of the deposit in the cash receipts journal shall be noted on the reconciliation statement.
 - b. A comparison of inter-organization bank transfers to be certain that both sides of the transactions have been recorded on the books.
 - c. An investigation of items rejected by the bank, i.e., returned checks or deposits.
 - d. A comparison of wire transfers dates received with dates sent.
 - e. A comparison of canceled checks with the disbursement journal as to check number, payee and amount.
 - f. An accounting for the sequence of checks both from month to month and within a month.
 - g. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
 - h. A review and proper mutilation of void check.
 - i. Investigate and write off checks which have been outstanding for more than twelve months.
4. Completed bank reconciliations shall be reviewed monthly by the Board of Education and accepted into the district's records.
5. The Office Manager upon receipt of the completed bank reconciliations prepares any general ledger adjustments.
6. Copies of the completed bank reconciliations will be kept on file at the Superintendent's Office.

Reconciliations of Other General Ledger Accounts

1. Each month the Superintendent and Office Manager shall review the ending balance shown on balance sheet accounts. The Superintendent and Office Manager shall review the bank reconciliations. And reconcile all accounts and funds.

Purchases

- Credit Card Purchase

1. Credit card purchases must be approved by building principals and/or supervisors through purchase order prior to the use of the card. Online purchases of supplies, airline tickets, etc will be placed by the District Administrative Office. Upon approval authorized business expenditures may be made by other employees using the credit card. In every case of credit card usage, the individual charging will be held personally responsible in the event that the charge is deemed personal or unauthorized. Upon approval of the purchase order the credit card can be checked out through the Superintendent's Secretary. Upon return of credit card receipts shall be turned to match expenditures.

2. Authorized uses of the credit card include:

- a. Airline or rail tickets (at coach class or lower rates) for properly authorized business trips. The account code will help reconcile the costs of travel with the proper program to be charged.
- b. Lodging and meal charges that do not exceed the authorized reimbursement rate for persons traveling on official business
- c. Car rental charges (for mid-size or smaller vehicles) for properly authorized business trips
- d. Properly authorized expenditures for which a credit card is the only allowed method of payment
- e. Properly authorized expenditures from vendors with whom the district does not have an established account.
- f. Approved purchase for Online purchases to be placed by the District Administrative Office staff only.

3. Receipts shall be compiled and submitted with a purchase order for the district credit card vendor prior to making payment to the credit card vendor.

- Administrative Operations (Petty Cash) Account

The Ashland Greenwood Public Schools shall maintain an Administrative Operations or petty cash account. The purpose of such account shall be to reimburse expenses and pay district claims that cannot be held for processing by the board of education. The Office Manager shall manage this account. On the date of the regular monthly board meeting when financial reports are reviewed by the board, the Office Manager shall review the account balance and shall prepare a check to be signed by the board of education in order to bring the account balance to an amount not to exceed \$1,500 or other amount that may be approved by the board from time to time.

The Office Manager shall prepare for the Board of Education a listing of all expenses made from the Administrative Operations Account in the prior month to substantiate the claim.

All requests for payment from the Administrative Operations account shall be made on claim forms provided by the Office Manager. Documentation for Administrative Operations account shall be the same as required for all other claims. Reimbursements shall be made in accordance with district policies on reimbursements which shall at minimum require the same

documentation as required by the Nebraska Department of Administrative Services for reimbursement of expenses.

All claim forms shall be reviewed and approved by the Superintendent. All petty cash checks shall normally be signed by the Office Manager. The Superintendent's Secretary shall be authorized to sign petty cash checks authorized by the Superintendent in the absence of the Office Manager or when the check is being written to the Office Manager.
Expense Reimbursement Document

1. When expenses are paid for by an employee a request for reimbursement can be made through an Expense Reimbursement document. This document shall also be used for payment for mileage. All expenses shall have documentation. The Expense Reimbursement request shall be completed and forwarded with any order form or other documentation to the person's building principal or supervisor for approval. The request is then forwarded to the Superintendent for his approval.

2. Approved requests shall be sent to the Office Manager for payment.
Proper Documentation for all Purchases

Every instance of purchase use must be documented with travel authorizations, receipts, individuals paid for, nature of business, etc. before the expense will be considered authorized and will be approved for reimbursement. See details below.

A. Lodging Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging was provided.

B. Meals/Entertainment - Provide a receipt showing separately the cost for food/beverage and gratuities, and including the names of every person for whom food or beverage was provided and the specific business purpose which was furthered by the expenditure. For example, "Luncheon Meeting with Nancy Neville, president of the Des Moines Economic Development Corporation, and Reginald Burke, executive director of the Iowa Housing Partnership, to finalize the speakers and program for the November 10-12, 1996 XXX annual conference in Des Moines."

C. Other Expenditures - A receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose which was furthered by each expenditure. For example, "Round trip coach flight Washington to Des Moines for Conference Director Susie Reed to review hotel proposals and facilities for the 1996 XXX annual conference."

The Office Manager will double check all reimbursement requests against receipts provided and run a calculator tape which will be attached to the reimbursement form.

- Capital Expenditures

All capital building improvement expenditures exceeding \$40,000 shall be bid in accordance with legal bidding requirements and approved by the board of education.

- Consultants

Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information such as work plan, etc. Justification for payment shall be submitted and approved by the school personnel supervising such consultative work.

- Contracts

Contracts for purchasing products or services, similar to a purchase order, shall be created and maintained for the file whenever appropriate.

Fixed Asset Management

1. A permanent inventory or database is to be maintained by the District Administrative Offices for all fixed assets purchased by Ashland-Greenwood Public Schools
2. The log shall contain the following information:
 - a. Year of purchase (if known)
 - b. description of item purchased
 - c. quantity of item purchased
 - d. cost or fair market value on the date receipt (if known)
 - e. identification/serial number (if appropriate)
 - f. vendor name (if known)
 - g. inventory tag number (all fixed assets shall be tagged with a unique identifying number)
3. Annually, a physical inspection shall be taken of all fixed assets and reviewed against the prior year's inspection.
4. The Superintendent's Secretary shall be informed, in writing, via an interoffice memorandum or e-mail of any material changes in the status of property and equipment. This shall include changes in location, sale of, scrapping of and/or obsolescence of items and any purchase or sale of real estate.
5. All property that has value and is no longer needed by the district shall be declared surplus by the board of education and shall be sold in a public manner to receive a market value.

Payroll

- Personnel
 1. The Superintendent is charged with the responsibility of maintaining personnel files on staff persons.
 2. Each personnel file shall contain the following information, at a minimum.
 - a. Employment application or resume
 - b. A record of background investigation
 - c. Date of employment
 - d. 1-9 Immigration Form
 - e. Termination data, when applicable
 3. All personnel records are to be kept in a file cabinet in the District Administrative Office in a location not generally accessible by the public. Access to these files other than by the Superintendent, Building Principals, Office Manager, Superintendent's Secretary or the auditor shall be requested in person and personnel files are not to leave the District Administrative Office.
 4. Other payroll documentation will be maintained in files at the District Administrative Office.
 - a. Current position, pay rates and changes therein

- b. Authorization of payroll deductions
- c. W-4 Form, withholding authorization

5. Earnings records for non-active employees will be stored in the District Administrative Office.

- Payroll Preparation and Timekeeping

1. Teachers are expected to report to work by 8:00 a.m. on regularly scheduled school days. Staff members will have completed their contractual obligation at 4:00 p.m. if all normal duties have been completed. It may be necessary for professional staff members as a part of normal duties to work beyond 4:00 p.m. or prior to 8:00 a.m. in order to The Board of Education of the Ashland-Greenwood Public Schools adopts each spring a yearly calendar outlining the operational time frame for the District. Typically the teaching staff will be asked to provide 175 days of in-classroom activities and also attend an additional ten (10) days of pre and post schoolwork sessions or school year professional days. Teachers shall be paid monthly in twelve payments which are nearly equal as possible except as may be provided for in other parts of the master agreement between the Board of Education and the labor organization representing the teachers.
2. Certified Staff additional hours are paid by completing a monthly hour sheet to include specific time spent on each grant/project. Sheets are to be signed by the staff person and his/her supervisor. All approved timesheets shall be submitted to the School District Treasurer, who will verify the hours worked against his/her record.
3. Employees who are designated as hourly employees must clock themselves in and out on the time clock for the calculation of wages. If an error needs to be corrected the employee shall contact their supervisor, building principal or the Office Manager. The district will not pay employees for working unauthorized hours.
4. The Office Manager shall then process the time and report the information.
 - i. hours worked, by cost center
 - ii. changes in pay rates or employment status
 - iii. vacation, sick or personal hours used and earned
5. The Superintendent shall review the monthly payroll hours and summary. The Office Manager is responsible for the preparation of disbursements. The Office Manager shall make payroll payments from the computer system.
6. Paychecks shall be distributed by the Superintendent's Secretary on the 20th day of each month. As an employee benefit, Ashland-Greenwood Public Schools offers direct deposit through the employee's own financial institution. Through direct deposit, payroll is deposited as cash into the employee's account on payday. Electronic pay stubs will be electronically emailed to employees prior to payday.

Financial Reporting

- Monthly Reports

Financial records of the district shall be maintained in accordance with procedures as specified by the State or by the board of education. The Superintendent shall prepare a set of monthly financial reports for distribution to the Board of Education. The Board of Education will review the financial reports and accept into district record.

The monthly statements will be filed and maintained at the District Administrative Office. The Office Manager shall file all fiscal reports as required by county, state or federal agencies.

- Year-End Report/Audit

At fiscal year-end, a year end Audit report shall be prepared summarizing the total income and expense activity for all funds for the district for the year. This report will be initially reviewed by the Superintendent and Office Manager and then by the Board of Education. The board of education shall cause to be examined annually by a public accountant or by a certified public accountant all financial records which are maintained directly or indirectly in the administration and management of district funds. A copy of the report shall be filed as required by state law.

Grant Compliance

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Office Manager.
2. The Office Manager shall set up a permanent file for the grant and maintain the contract along with any other financial correspondence regarding the grant.
3. It is the responsibility of the Office Manager to review the grant contract and submit documentation and financial records for reimbursement.
4. Each grant program shall have a designated program administrator. In the absence of a designated program administrator the Superintendent shall act as the program administrator for all grant funds. The Superintendent shall serve as the district's designated person for all grant programs and shall sign all documents prepared by the Office Manager or Program Administrator.

Currently, the publications include:

OMB Circular A-110 "Grants and Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations"

OMB Circular A-122 "Cost Principles for Non-Profit Organizations"

OMB Circular A-133 "Audits of Institutions of Higher Learning & Other Non-Profit Organizations"

Governmental Generally Accepted Accounting Principles:

1. It is a policy of the Ashland Greenwood Public Schools to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, employees are expected to bring to the attention of management, any instances of non-compliance.
2. When expending federal funds, written approval from the Board of Education is required for the purchase of:
 - a. Capital expenditures for land or buildings
 - b. Purchase of supplies or services exceeding \$250.00.
3. Ashland-Greenwood Public Schools will never request federal funds to pay for the following costs:
 - a. Bad debt expense
 - b. Contingencies
 - c. Contributions or donations to others
 - d. Entertainment expenses
 - e. Fines and penalties
 - f. Interest, fundraising and other financial costs

4. Federal funds received in advance will be deposited into the general fund insured bank accounts. Any interest earned from those monies will be submitted to general fund.

Fiscal Policy Statements

1. All cash accounts owned by Ashland-Greenwood Public Schools will be held in financial institutions which are federally insured and have received a favorable CRA (Community Reinvestment Act) rating.
2. All capital expenditures which exceed \$250.00 will be capitalized on the books and records of Ashland-Greenwood Public Schools
3. No salary advances will be made under any circumstances.
4. No travel cash advances will be made except under special conditions and preapproved by the Treasurer of the Board of Directors. Reimbursements will be paid upon full expense reporting using the official Expense Reimbursement document within the normal disbursement schedule.
5. Any item whose value exceeds \$50.00, received via donation, will be recorded in the books and records of Ashland-Greenwood Public Schools.
6. Fiscal Management personnel are required to take annual vacation which will not interfere with fiscal procedures. Variances to this policy shall be made in special circumstances, with written permission from the President of the Board of Education.
7. All volunteer time which exceeds \$50.00 shall be noted and recorded.
8. It is the policy of Ashland-Greenwood Public Schools to reimburse out of pocket expenses only when supporting documentation has been presented for approved costs incurred.
9. It is the policy of Ashland-Greenwood Public Schools to establish pay rates which equal or surpass the federal minimum wage.
10. It is the goal of Ashland-Greenwood Public Schools to maintain a minimum of ten percent (10%) of the operating budget between its operating and savings bank accounts at all times. In the event that balances fall below that amount the President and Treasurer shall be notified immediately.
11. All funds received by Ashland-Greenwood Public Schools for each project will be segregated into separate project accounts in the general ledger to avoid any possibility of commingling project monies with general operating funds. A full computerized ledger accounting system will be maintained. Monthly financial statements including Balance Sheet and Statement of Revenues and Expenses will be produced for each project as a separate Department
12. All checks require two signatures. Signators of bank accounts are as designated in policy 3293.1.
13. Bank statements will be reconciled monthly in order to account for any outstanding or lost checks.
14. Expense reports will be maintained which will disclose the nature of expenses, and the dates incurred and presented to the Board of Education for approval.
15. Accounts will be reconciled monthly and financial statements will be presented to the Board of Education for approval.
16. Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each fiscal year.
17. The services of a Certified Public Accountant will be engaged to prepare a formal financial audit of the fiscal year-end.

Annual Meeting Checklist

During each annual meeting, the following procedures will be performed.

1. The board of directors shall approve new signers to each bank account.
2. The board of directors shall approve any new and necessary bank accounts.
3. As required, new signers shall complete the appropriate signature card and corporate resolutions.
4. Name, address and telephone directory of new board of directors' officers will be obtained for the Office Manager.
5. A review of the current operating procedures shall be made with the chairperson and treasurer and reaffirmed or revised.
6. All financial institutions shall be notified of any changes to the authorized signers of the accounts within three (3) business days following the annual meeting.

Computer System Backup Procedures

1. The Office Manager is responsible for backing up the hard drive of the accounting system at the close of business each day.
2. The district director of technology shall also back up the district computerized accounting system daily.
3. A minimum of five days of backups are kept.
4. Weekly the Office Manager will make a backup file and lock up the digital media in a fire proof safe overnight. All files shall be kept in a fire proof safe at all times
5. At month's end, a back up disc shall be produced by the Office Manager and stored off premises in a safety deposit box at the local bank.
6. Annual discs are stored at the safety deposit box at the local bank.

REQUEST FOR PROPOSALS

Environmental Consultant and Owner's Representative

For

Petroleum Release Remedial Action Process
Related to Underground Heating Oil Storage Tank
In Accordance with
NDEQ Title 118 – Ground Water Quality Standards and Use Classification

The Ashland Greenwood Public Schools is inviting you to submit a proposal to serve as the owner's consultant and representative related to UST remediation. If interested you are asked to submit by 2:00 PM Thursday, August 20th, 2008 to the Office of Superintendent of Schools; Ashland Greenwood Public Schools, 1225 Clay Street, Ashland, NE 68003 a written proposal that is sealed to perform work as a consultant and owner's representative related to possible petroleum release of a former Underground Heating Oil Storage Tank at the Ashland Greenwood Elementary School located at 1200 Boyd Street in Ashland, NE 68003.

Project Location:

Ashland Greenwood Public Schools
Heating Oil Tank, 1200 Boyd St, Ashland
UG#083094-TH-1348
IIS#81569

The proposal shall contain the following parts:

- A. Name of Firm, Address, Phone Numbers, Principal Contact, Qualifications.
- B. A list of prior and current work of a similar nature including at least the last five (5) incidents of conducting consultative work for Remedial Action for Petroleum Release from an underground storage tank.
- C. Provide a list of references of current and former customers, for which consultative work was performed related to this work, including any Nebraska public school districts.
- D. Provide a description of services to be performed. It is expected that the work to be performed shall include but not be limited to the preparation of documents regarding the remediation, the filing of all appropriate documents with the Nebraska Department Of Environmental Quality, conduct bidding and managing of any contracts for services to be performed by parties other than the consultant, and general oversight and supervision of the project.
- E. Provide a description of fees including hourly rate schedule for personnel involved in the project, a listing of professional expenses to be charged back to

the owner, and a total amount not to exceed for services performed during each phase of the project including:

- a. Pre-investigation assessment
- b. Tier 1 Site Investigation
- c. Tier 2 Site Investigation
- d. Development of Remedial Action Plan
- e. Cleanup and/or monitoring
- f. Site Closure

Prospective consultants shall present at least two copies of their proposal. The Ashland Greenwood Public Schools shall not be responsible or pay any fees related to the preparation of such proposals. The Ashland Greenwood Public Schools may reject any and all proposals and waive minor irregularities contained in the Proposal. The school district reserves the right to re-advertise for proposals. The successful proposal will be awarded as a result of an evaluation of the entire proposal and will not be based solely upon the cost of the proposal including each part of the proposal separately and equally considered. The establishment, application and interpretation of the criteria for selection shall be solely within the discretion of the Ashland Greenwood Public Schools.

Owner's Contact:

Mr. Craig Pease
Superintendent
Ashland Greenwood Public Schools
1225 Clay Street
Ashland, NE 68003
(402) 944-2128
Fax (402) 944-3310
Email: cpease@esu2.org

**Preliminary Tax Askings and Property Tax Levies
Ashland-Greenwood Public Schools Proposed Budget 2008-09**

Tax Requests Proposed Fund	2004-05	2005-06	2006-07	2007-08	Proposed 2008-09 Lid Applic	Proposed 2008-09 Lid Exempt	Proposed 2008-09 Total
General Operating Fund (District I Only)	\$3,278,546	\$3,217,492	\$3,608,713	\$3,739,081	\$3,984,397		\$3,984,397
Clear Creek (SC Dist #3) Request	\$48,518	\$89,183					
Building/Sinking Fund	\$0	\$121,200	\$242,400	\$323,200	\$323,200		\$323,200
Bond Fund - 94 Issue ELM K-8	\$179,275	\$202,000	\$207,050	\$202,000		\$202,000	\$202,000
Bond Fund - 94 Issue AFF 9-12	\$73,730	\$75,750	\$75,750	\$75,750		\$75,750	\$75,750
Qualified Capital Purpose - ELM K-8	\$8,922	\$0	\$0	\$0		\$0	\$0
Qualified Capital Purpose - AFF 9-12	\$17,843	\$0	\$0	\$0		\$0	\$0
Totals	\$3,606,834	\$3,705,625	\$3,705,625	\$4,355,642	\$4,307,597	\$277,750	\$4,585,347

Tax Levies Projected Fund	2004-05	2005-06	2006-07	Proposed 2007-08 Total	Proposed 2007-08 Lid Applic	Proposed 2007-08 Lid Exempt	Proposed 2007-08 Total
District 1 General Fund Request	\$1.0074	\$0.9514	\$0.9450	\$0.9459	\$0.95000		\$0.95000
Building/Sinking Fund	\$0.0000	\$0.0373	\$0.0635	\$0.0814	\$0.07706		\$0.07706
Bond Fund #2 - 94 Issue ELM K-8	\$0.0574	\$0.0622	\$0.0563	\$0.0527		\$0.05005	\$0.05005
Bond Fund #3 - 94 Issue AFF 9-12	\$0.0227	\$0.0224	\$0.0198	\$0.0191		\$0.01806	\$0.01806
Qualified Capital Purpose - ELM K-8	\$0.0029						
Qualified Capital Purpose - AFF 9-12	\$0.0055						
Total District 1 Portion of Levy	\$1.0874	\$1.0733	\$1.0846	\$1.0991	\$1.02706	\$0.06811	\$1.09517
District 3 General Fund Request	\$0.0149	\$0.0264		N/A	N/A		N/A
Total Levy for Affiliated System	\$1.1023	\$1.0997	\$1.0846	\$1.0991	\$1.0271	\$0.0681	\$1.0952

Property Valuations Fund	2004-05 Valuation	2005-06 Valuation	2006-07 Valuation	2007-08 Valuation	2008-09 Valuation#
General, Building & Bond #3 Funds	\$325,446,226	\$338,178,281	\$381,874,327	\$395,670,058	\$419,410,261
Bond Fund #2	\$312,461,772	\$324,862,381	\$368,018,449	\$380,782,511	\$403,629,462
Building Fund	\$312,461,772	\$324,862,381	\$381,874,327		

Based on estimated growth in property valuation of 6%.

2007-08 Tax Levies
Lowest to Highest in Rank
Area Schools
Ashland-Greenwood Public Schools Budget

School	General Fd Levy	Other Levies Combined	Total Levy
Ashland-Greenwood	\$0.9450	\$0.1539	\$1.0989
Elmwood-Murdock	\$0.9608	\$0.1487	\$1.1095
Arlington	\$1.0202	\$0.1249	\$1.1451
DC West	\$1.0907	\$0.0653	\$1.1560
Louisville	\$1.0015	\$0.1620	\$1.1635
Fort Calhoun	\$1.1016	\$0.0682	\$1.1698
Weeping Water	\$1.1069	\$0.0909	\$1.1978
Wahoo	\$0.9767	\$0.2221	\$1.1988
Mead	\$1.0135	\$0.2146	\$1.2281
Raymond Central	\$1.0411	\$0.1994	\$1.2405
Waverly	\$1.0200	\$0.2255	\$1.2455
Yutan	\$0.9186	\$0.3407	\$1.2593
Bennington	\$0.9689	\$0.3150	\$1.2839
Gretna	\$1.0605	\$0.2546	\$1.3151
Conestoga	\$1.0811	\$0.2470	\$1.3281
Plattsmouth	\$1.0734	\$0.2776	\$1.3510
Cedar Bluffs	\$1.0649	\$0.2979	\$1.3628
Prague	\$1.3121	\$0.1148	\$1.4269
	\$1.0421	\$0.1957	\$1.2378



Ashland-Greenwood Public Schools

Saunders County School District One

1225 Clay Street

Ashland, NE 68003-1899

Equal Opportunity Employer

Central Office
(402) 944-2128
Middle & High School
(402) 944-2114
Elementary School
(402) 944-7083
District Fax
(402) 944-3310

Board of Education

Randy Beranek
Mel Cerny
Kevin Garner
David Lutton
David Nygren
Suzanne Sapp

Superintendent

Craig Pease

Middle School &

Senior High

Principal

Ray Bentzen

Elementary School

Principal

Teresa Bray

Activities Director

Assistant Principal

Randy Wiese

Curriculum

Supervisor

Jill Finkey

August 5, 2008

Dear :

The Ashland Greenwood Public Schools Board of Education has determined a need at this time to study future capital construction in the school district. The possibility of capital construction is being examined as a result of the growth of both programs and enrollment within the school district.

Your name has been recommended as a member of an advisory committee to advise the board on the needs for capital construction. Therefore you are being invited to attend a meeting of the School Facilities Advisory Committee on August 22, 2008 at 6:30 PM in the High School Library to begin to learn more about the district needs and to provide input towards a recommendation to the Board of Education.

The committee is scheduled to meet during the months of August through October. I anticipate meeting once each month for a total of three meetings. Additional meetings can be held at the desire of the committee members. In order to be respectful of your time meetings will be limited to last no more that 90 minutes.

I hope that you will be able to serve the district in this manner. If for any reason you are unable to serve please RSVP your regrets only to the Superintendent's Office at 944-2128.

Thank you in advance for your consideration in taking part in this very important committee.

Sincerely

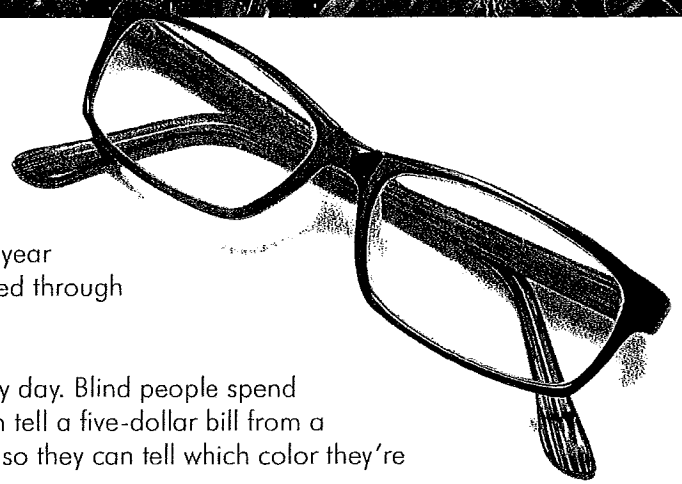
Craig Pease
Superintendent

Vision Plan For Ashland-Greenwood Public Schools



Eyesight is a precious gift

Many people take their eyesight for granted. Sometimes you don't know what you have unless you lose it. The National Eye Institute projected that 5.5 million Americans will experience blindness and low vision by the year 2020. These are problems that could be cured or prevented through detection and treatment.



You may be unaware of the challenges the blind face every day. Blind people spend time folding paper money into different shapes so they can tell a five-dollar bill from a ten-dollar bill — or rearranging the location of their shirts so they can tell which color they're wearing on a particular day.

Protect your vision

Many families neglect eye exams or other important preventative services. This neglect may leave serious health issues undetected. Your vision is a gift that needs care. And the best way to do that is to get an eye exam every year.

So close your eyes, say a little "thank you", visualize yourself picking up the phone and making your appointment. Then, follow through.

Value. Choices. Doctors.

Enrolling today in your vision plan provided by your district is an easy way to make your life a little better, and provide a bit of motivation to schedule your annual eye exam. Here's a snapshot of what you will enjoy in your plan:

- Savings on exams, eyewear, contacts
- A yearly exam
- Wide choice in eyewear
- Nearby doctors with flexible schedules

Looking for a doctor?

Find doctors in your neighborhood at vsp.com or call 800.877.7195. A directory of in-network providers is attached. Once you are signed up, your benefits are easy to use. There are no claim forms to complete if a VSP provider is used.

Enroll Today

You will be happy you did. Contact Sherri Otten or Keri Krieser at 800.597.2341 with any questions.

Vision Plan For Ashland-Greenwood Public Schools

PLAN BENEFITS

Annual Exam - \$10 Copay

	In-Network	Out-of-Network
<i>Maximum Benefit Paid After Copay</i>	100%	\$46

Lenses/Frames - \$25 Copay

Lenses per pair-every 12 months	In-Network	Out-of-Network
<i>Maximum Benefit Paid After Copay</i>		
Basic Single Vision	100%	\$47
Lined Bifocal	100%	\$66
Lined Trifocal	100%	\$85
Lenticular	100%	\$125
*Contacts – Necessary	100%	\$210
*Contacts – Elective	\$120 Maximum (Copay does not apply)	

*If you choose contact lenses, you will not be eligible to receive lenses for 12 months and a frame for 24 months following the date contacts were obtained. For elective and necessary contact lenses, we will pay up to the benefit limits towards an examination, contact lens evaluation fee, fitting costs and materials.

Frames-every 24 Months	In-Network	Out-of-Network
Maximum Benefit Paid After Copay	\$120 retail allowance**	\$47

** Approximately 15,000 frames are covered in full. Frames not fully covered are offered at a discounted cost. If you select a frame that exceeds the retail allowance, the plan will cover 20% of the amount above the allowance. You must pay the rest.

Note: Lens coverage includes polycarbonate lenses for children up to the plan's non-student dependent child age limits 20 (26 full-time student).

Important Information: This policy provides vision care limited benefits health insurance only. It does not provide basic hospital, basic medical or major medical insurance as defined by the New York State Insurance Department. Coverage is limited to those charges that are necessary for a routine vision examination. Co-pays apply. The plan does not pay for: orthoptics or vision training and any associated supplemental testing; medical or surgical treatment of the eye; and eye examination or corrective eyewear required by an employer as a condition of employment; replacement of lenses and frames that are furnished under this plan, which are lost or broken (except at normal intervals when services are otherwise available or a warranty exists). The plan limits benefits for blended lenses, oversized lenses, photochromic lenses, lined lenses, progressive multifocal lenses, coated or laminated lenses, a frame that exceeds plan allowance, cosmetic lenses; U-V protected lenses and optional cosmetic processes. The services, exclusions and limitations listed above do not constitute a contract and are a summary only. The Guardian plan documents are the final arbiter of coverage. Contract #GP-1-VSN-96-VIS et al.

PLAN COSTS

Type of Coverage	Monthly Rate	Est. Cost After Tax Savings*
Employee	\$9.99	\$6.99
Employee & Spouse	\$16.82	\$11.77
Employee & Child(ren)	\$17.15	\$12.00
Employee, Spouse & Child(ren)	\$27.14	\$19.00

*Based on 30% tax savings including Federal and FICA taxes. Note, your tax savings may vary based on your personal tax brackets and whether or not you pay FICA taxes.



VSP Doctor Directory

July 18, 2008

Search Criteria: Douglas, Lancaster, Sarpy, Saunders Counties, NE

For: Nebraska Schools

By: National Insurance Services

NEBRASKA

DOUGLAS COUNTY

OMAHA

Advanced Family Eyecare*

Mark A. Toelle, O.D.
14450 Eagle Run Dr., Ste. 140
Omaha, NE 68116
(402) 884-0776

Brumm Eye & Laser Vision

Gregory J. Bruening, O.D.
17001 Lakeside Hills Plz. 101
Omaha, NE 68130
(402) 934-7700

Bruce H. Brumm, M.D.
17001 Lakeside Hills Plz. 101
Omaha, NE 68130
(402) 934-7700

Robert J. Cleaver, O.D.
17001 Lakeside Hills Plz. 101
Omaha, NE 68130
(402) 934-7700

Adam M. Walter, O.D.
17001 Lakeside Hills Plz. 101
Omaha, NE 68130
(402) 934-7700

Brumm Eye & Laser Vision

Gregory J. Bruening, O.D.
6751 N. 72nd St., Ste. 105
Omaha, NE 68122
(402) 572-2020

Bruce H. Brumm, M.D.
6751 N. 72nd St., Ste. 105
Omaha, NE 68122
(402) 572-2020

Robert J. Cleaver, O.D.
6751 N. 72nd St., Ste. 105
Omaha, NE 68122
(402) 572-2020

Adam M. Walter, O.D.
6751 N. 72nd St., Ste. 105
Omaha, NE 68122
(402) 572-2020

Clarity Eye Care PC

Karen S. Armitage, O.D.
10619 Fort St.
Omaha, NE 68134
(402) 932-4800

Michelle A. Till, O.D.
10619 Fort St.
Omaha, NE 68134
(402) 932-4800

Dr Jackson and Schaffer Family Eye Care

Daniel M. Jackson, O.D.
117 N. 32nd Ave., Ste. 101
Omaha, NE 68131
(402) 933-6699

Shannon C. Schaffer, O.D.
117 N. 32nd Ave., Ste. 101
Omaha, NE 68131
(402) 933-6699

DRS Jackson & Schaffer Family Eye Care*

Daniel M. Jackson, O.D.
16920 Wright Plz., Ste. 122
Omaha, NE 68130
(402) 898-3937

Shannon C. Schaffer, O.D.
16920 Wright Plz., Ste. 122
Omaha, NE 68130
(402) 898-3937

Elkhorn Ridge Vision PC*

Matthew F. Klemke, O.D.
1113 S. 180th St.
Omaha, NE 68130
(402) 614-4322

Eye Care West PC*

Steven Gradowski, O.D.
14760 W. Center Rd.
Omaha, NE 68144
(402) 334-9100

Heidi J. Lichtenberg, O.D.
14760 W. Center Rd.
Omaha, NE 68144
(402) 334-9100

Eye Consultants PC*

Kevin A. Langel, O.D.
8141 W. Center Rd., Ste. 100
Omaha, NE 68124
(402) 391-1100

Kimberly S. Spangler, O.D.
8141 W. Center Rd., Ste. 100
Omaha, NE 68124
(402) 391-1100

Joseph W. Townley, M.D.
8141 W. Center Rd., Ste. 100
Omaha, NE 68124
(402) 391-1100

Family Eyecare Center

Dean L. Meyer, O.D.
12100 W. Center Rd., Ste. 612
Omaha, NE 68144
(402) 333-7772

for Your Eyes Only*

Karen A. Culbertson, O.D.
2510 S. 171st Ct.
Omaha, NE 68130
(402) 330-3063

Cherie S. Lodi, O.D.
2510 S. 171st Ct.
Omaha, NE 68130
(402) 330-3063

Invisions Eyecare and Optics

Donald C. Scott, O.D.
625 N. 98th St.
Omaha, NE 68114
(402) 397-0497

Legacy Eyecare

Jeffrey J. Brewer, O.D.
17520 Wright St., Ste. 105
Omaha, NE 68130
(402) 614-3200

Tina N. Kastler, O.D.
17520 Wright St., Ste. 105
Omaha, NE 68130
(402) 614-3200

Jaimie L. Kruger, O.D.
17520 Wright St., Ste. 105
Omaha, NE 68130
(402) 614-3200

Malbar Vision Center*

Donald R. Krysl, O.D.
10114 Maple St.
Omaha, NE 68134
(402) 571-8888

Malbar Vision Center*

Kirk C. Maynard, O.D.
16016 Evans St., Ste. 101
Omaha, NE 68116
(402) 493-3224

Malbar Vision Center*

Donald R. Krysl, O.D.
2545 S. 132nd St.
Omaha, NE 68144
(402) 330-1060

Larry Malashock, O.D.
2545 S. 132nd St.
Omaha, NE 68144
(402) 330-1060

* This office has extened hours.



VSP Doctor Directory

July 18, 2008

Search Criteria: Douglas, Lancaster, Sarpy, Saunders Counties, NE

For: Nebraska Schools

By: National Insurance Services

Malbar Vision Center*

Donald R. Krysl, O.D.
409 N. 78th St.
Omaha, NE 68114
(402) 391-6600

Neal H. Malashock, O.D.
409 N. 78th St.
Omaha, NE 68114
(402) 391-6600

Kirk C. Maynard, O.D.
409 N. 78th St.
Omaha, NE 68114
(402) 391-6600

Midtown Eyecare Inc

Brett A. Monson, O.D.
5011 Grover St.
Omaha, NE 68106
(402) 553-1999

Millard Family Eyecare PC*

Desinee A. Drakulich, O.D.
12660 Q St.
Omaha, NE 68137
(402) 896-3300

David S. Michaels, O.D.
12660 Q St.
Omaha, NE 68137
(402) 896-3300

Ellen L. Weiss, O.D.
12660 Q St.
Omaha, NE 68137
(402) 896-3300

Omaha Eyecare*

Corey M. Langford, O.D.
2730 S. 114th St.
Omaha, NE 68144
(402) 333-2244

Karen B. Wilson, O.D.
2730 S. 114th St.
Omaha, NE 68144
(402) 333-2244

Omaha Primary Eye Care PC*

Marsha A. Kubica, O.D.
14607 W. Center Rd.
Omaha, NE 68144
(402) 330-3000

Michelle A. Till, O.D.
14607 W. Center Rd.
Omaha, NE 68144
(402) 330-3000

Omega Vision PC*

Daniel M. Jackson, O.D.
4920 S. 30th St.
Omaha, NE 68107
(402) 502-8878

Shannon C. Schaffer, O.D.
4920 S. 30th St.
Omaha, NE 68107
(402) 502-8878

Karen B. Wilson, O.D.
4920 S. 30th St.
Omaha, NE 68107
(402) 502-8878

Pacific Family Vision*

Slade A. Lindquist, O.D.
15655 Pacific St.
Omaha, NE 68118
(402) 697-5122

Bethany Vision Clinic*

John P. Lange, O.D.
1171 N. Cotner Blvd.
Lincoln, NE 68505
(402) 466-6070

Clear Vision Eye Care*

Andrew D. Bateman, O.D.
570 Fallbrook Blvd., Ste. 108
Lincoln, NE 68521
(402) 742-0399

Complete Family Eyecare

Heidi E. Wise, O.D.
1501 Pine Lake Rd., Ste. 1
Lincoln, NE 68512
(402) 421-7773

Donald J Ediger OD & Assoc PC*

Donald J. Ediger, O.D.
651 N. 66th St., Ste. 100
Lincoln, NE 68505
(402) 466-1916

Kristin D. Webb, O.D.
651 N. 66th St., Ste. 100
Lincoln, NE 68505
(402) 466-1916

Jennifer L. Yager, O.D.
651 N. 66th St., Ste. 100
Lincoln, NE 68505
(402) 466-1916

Jesse A. Yager, O.D.
651 N. 66th St., Ste. 100
Lincoln, NE 68505
(402) 466-1916

Elegant Optics*

Brian L. Adam, O.D.
6900 O St., Ste. 127
Lincoln, NE 68510
(402) 466-4111

Duane E. Polzien, O.D.
6900 O St., Ste. 127
Lincoln, NE 68510
(402) 466-4111

Eyecare Specialties PC*

Brian D. Brightman, O.D.
2500 Northview Rd.
Lincoln, NE 68521
(402) 420-2020

Brian D. Hinkley, O.D.
2500 Northview Rd.
Lincoln, NE 68521
(402) 420-2020

James K. Kirchner, O.D.
2500 Northview Rd.
Lincoln, NE 68521
(402) 420-2020

Todd D. Pfeil, O.D.
2500 Northview Rd.
Lincoln, NE 68521
(402) 420-2020

Scott C. Reins, O.D.
2500 Northview Rd.
Lincoln, NE 68521
(402) 420-2020

Kimberly J. Tucker, O.D.
2500 Northview Rd.
Lincoln, NE 68521
(402) 420-2020

Eyecare Specialties PC*

Brian D. Brightman, O.D.
2943 Pine Lake Rd.
Lincoln, NE 68516
(402) 420-2020

Courtney K. Brightman, O.D.
2943 Pine Lake Rd.
Lincoln, NE 68516
(402) 420-2020

James Devine, O.D.
2943 Pine Lake Rd.
Lincoln, NE 68516
(402) 420-2020

Brian D. Hinkley, O.D.
2943 Pine Lake Rd.
Lincoln, NE 68516
(402) 420-2020

Scott C. Reins, O.D.
2943 Pine Lake Rd.
Lincoln, NE 68516
(402) 420-2020

Kimberly J. Tucker, O.D.
2943 Pine Lake Rd.
Lincoln, NE 68516
(402) 420-2020

* This office has extended hours.



VSP Doctor Directory

July 18, 2008

Search Criteria: Douglas, Lancaster, Sarpy, Saunders Counties, NE

For: Nebraska Schools

By: National Insurance Services

Eyecare Specialties PC*

Brian D. Brightman, O.D.
7930 O St.
Lincoln, NE 68510
(402) 488-1291

Courtney K. Brightman, O.D.
7930 O St.
Lincoln, NE 68510
(402) 488-1291

James Devine, O.D.
7930 O St.
Lincoln, NE 68510
(402) 488-1291

Brian D. Hinkley, O.D.
7930 O St.
Lincoln, NE 68510
(402) 488-1291

James K. Kirchner, O.D.
7930 O St.
Lincoln, NE 68510
(402) 488-1291

Scott C. Reins, O.D.
7930 O St.
Lincoln, NE 68510
(402) 488-1291

Kimberly J. Tucker, O.D.
7930 O St.
Lincoln, NE 68510
(402) 488-1291

Lincoln Vision Clinic PC*

Mark A. Ameson, O.D.
651 N. 66, Ste. 300
Lincoln, NE 68505
(402) 464-3156

Jeremiah D. Baumfalk, O.D.
651 N. 66, Ste. 300
Lincoln, NE 68505
(402) 464-3156

Theodore Vorhies, O.D.
651 N. 66, Ste. 300
Lincoln, NE 68505
(402) 464-3156

Nebraska Eye Institute DBA Superior Optical

Douglas C. Rienks, O.D.
4640 Champlain Dr., Ste. 113
Lincoln, NE 68521
(402) 435-1166

Optical Delights

Charles H. Coren, O.D.
5400 S. 56th St., Ste. 7
Lincoln, NE 68516
(402) 423-0707

Richard L. Powell OD*

Slade A. Lindquist, O.D.
3200 O St.
Lincoln, NE 68510
(402) 475-9113

Richard L. Powell, O.D.
3200 O St.
Lincoln, NE 68510
(402) 475-9113

Signature Eye Care*

Jonathan G. Knutson, O.D.
5630 S. 84th St., Ste. 120
Lincoln, NE 68516
(402) 488-2211

Spectacle Place*

Matthew W. Dinslage, O.D.
5801 S. 58th St., Ste. A
Lincoln, NE 68516
(402) 423-5367

The Spectacle Place*

Matthew W. Dinslage, O.D.
201 Capitol Beach Blvd., Ste. 11
Lincoln, NE 68528
(402) 475-3937.

Eye Specialists*

Harold R. Bares, M.D.
1103 Galvin Rd. S.
Bellevue, NE 68005
(402) 292-6514

Ariann Brown, O.D.
1103 Galvin Rd. S.
Bellevue, NE 68005
(402) 292-6514

Michael A. Chatterson, O.D.
1103 Galvin Rd. S.
Bellevue, NE 68005
(402) 292-6514

Thomas W. Grange, O.D.
1103 Galvin Rd. S.
Bellevue, NE 68005
(402) 292-6514

Nicol Mayfield, O.D.
1103 Galvin Rd. S.
Bellevue, NE 68005
(402) 292-6514

Patricia L. Reed, O.D.
1103 Galvin Rd. S.
Bellevue, NE 68005
(402) 292-6514

SARPY COUNTY

BELLEVUE

Bellevue Family Eyecare Center PC

Barry Jose, O.D.
11507 S. 42nd St., Ste. 109
Bellevue, NE 68123
(402) 964-2700

Ryan P. Lempp, O.D.
11507 S. 42nd St., Ste. 109
Bellevue, NE 68123
(402) 964-2700

Bellevue Vision Clinic PC*

Kerri Dietz Pillen, O.D.
1810 Wilshire Dr.
Bellevue, NE 68005
(402) 291-6133

GRETNA

Gretna Vision Source

Cheryl M. Chapman, O.D.
814 Village Sq.
Gretna, NE 68028
(402) 332-0220

LAVISTA

I Care Optical*

Jon W. Houck, O.D.
9737 Giles Rd.
Lavista, NE 68128
(402) 963-0831

OMAHA

Malbar Vision Center*

Stephen M. Felt, O.D.
8102 S. 84th St.
Omaha, NE 68128
(402) 339-5550

Donald R. Krysl, O.D.
8102 S. 84th St.
Omaha, NE 68128
(402) 339-5550

Larry Malashock, O.D.
8102 S. 84th St.
Omaha, NE 68128
(402) 339-5550

* This office has extened hours.



VSP Doctor Directory

July 18, 2008

Search Criteria: Douglas, Lancaster, Sarpy, Saunders Counties, NE

For: Nebraska Schools

By: National Insurance Services

PAPILLION

Papillion Vision*

Jerry G. Damme, O.D.
504 N. Washington St.
Papillion, NE 68046
(402) 592-4980

SAUNDERS COUNTY

ASHLAND

John E Bateman OD PC*

John E. Bateman, O.D.
705 N. 17th Ave.
Ashland, NE 68003
(402) 944-3339

WAHOO

Wahoo Vision Clinic*

Jeremiah D. Baumfalk, O.D.
206 E. 6th St.
Wahoo, NE 68066
(402) 443-3168

Theodore Vorhies, O.D.
206 E. 6th St.
Wahoo, NE 68066
(402) 443-3168

Note: By using this VSP doctor list, you agree that the information it contains is protected and proprietary. Publication or sharing of the information for any purpose other than implementing the VSP vision care plan is prohibited

All VSP doctors accept new patients. The VSP doctors on this list were VSP doctors at the time the list was created. However, this list is subject to change without notice. Please check with the VSP doctor of your choice when making your appointment to ensure he or she is currently participating with VSP and provides the services you require.

* This office has extened hours.

VSP

VSP Resource Center

Nebraska School Vision Plan Frequently Asked Questions

What is the definition of a dependent child?

- An unmarried child less than 20 years of age, for whom the insured or the insured's spouse is legally responsible.
- An unmarried child age 20 but less than 26 who is a full time student at an accredited school or college.
- An unmarried child age 20 and older who is totally disabled.

What is the additional cost for upgrades such as scratch guards, tints, progressive lenses, etc.?

In-Network: It depends upon many different factors like size, shape, and thickness of lens, and the price schedule for each doctor; however, there is an extra savings by using a VSP doctor because the plan sets maximum costs that the provider can charge for each lens option.

Out-of-Network: No benefit

What is the difference between "necessary" and "voluntary" contact lenses?

"Necessary" means the insured cannot get vision correction with glasses. "Voluntary" means the insured elects to get contacts even though they can get correction with glasses.

Can I run my co-pays through a 125 flexible spending account?

Yes

How do I get reimbursed for services?

In-Network: VSP members don't complete any paperwork, including claim forms. VSP network doctors contact VSP to verify your eligibility, plan coverage and to obtain authorization for services. Upon completion of the appointment, the VSP network doctor submits the claim to VSP for processing and VSP pays the doctor directly. When you pay at the doctor's office, you are all done!

Out-of-Network: To ensure a timely reimbursement, sign on to www.vsp.com and access the online Out-of-Network Reimbursement Form under the "My Forms" section of the "Benefits Information" page and follow instructions on the claim form.

Can I elect to drop coverage?

Only during the Election Period.

Can I elect to change coverage outside of an Election Period?

Members may change their election only during an Election Period, except for a change in family status. Such events would be marriage, divorce, birth of a child, death of spouse or child, or termination of employment of a spouse.

Do I get a coverage card?

No, members receive a certificate. They give their eye care provider their name and ID number from the certificate.

How Do I Get Other Questions Answered?

Go to www.vsp.com → Member & Consumers → View Frequently Asked Questions. If your question is not answered there, an email link to Member Services is available. You may also call National Insurance Services at 1-800-597-2341.



Western Regional Office
P.O. Box 2454
Spokane, WA 99210

Custom Group Insurance Enrollment and Record Form

Check reason for completing form:

- New Subscriber Delete Coverage Add a Family Member
 Change Address Change Name Terminate a Family Member

Date of Change _____ Reason for Change _____

PLANHOLDER NAME (EMPLOYER NAME)		GROUP PLAN NO.	DIVISION	
Ashland-Greenwood Public Schools		223810		
PLANHOLDER STREET ADDRESS		CITY	STATE	ZIP
1225 Clay Street		Ashland	NE	68003
EMPLOYEE'S NAME (LAST, FIRST, MI)		SOC. SEC. NO.	BIRTHDATE	SEX
EMPLOYEE'S MAILING ADDRESS		CITY	STATE	ZIP
OCCUPATION	CLASS	DATE OF FULL TIME EMPLOYMENT	HRS. WK.	
MARITAL STATUS			DEPENDENT CHILDREN	
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Legally Separated <input type="checkbox"/> Divorced			<input type="checkbox"/> Yes <input type="checkbox"/> No	
COVERAGE ELECTION				
Vision				
EMPLOYEE: <input type="checkbox"/> I elect coverage SPOUSE: <input type="checkbox"/> Yes <input type="checkbox"/> No** CHILD(REN): <input type="checkbox"/> Yes <input type="checkbox"/> No** <input type="checkbox"/> I decline coverage. * I understand if I elect coverage at a later date, late entrant penalties will apply. * If declining coverage, are you covered under another vision plan? <input type="checkbox"/> Yes <input type="checkbox"/> No ** If declining dependent coverage, are your dependents covered under another vision plan? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Give the following information for each dependent to be insured:				
NAME (Last, First, Middle Initial)	SEX	RELATIONSHIP	BIRTHDATE	STUDENT
<i>Spouse</i>	<input type="checkbox"/> F <input type="checkbox"/> M			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Child</i>	<input type="checkbox"/> F <input type="checkbox"/> M			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Child</i>	<input type="checkbox"/> F <input type="checkbox"/> M			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Child</i>	<input type="checkbox"/> F <input type="checkbox"/> M			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Child</i>	<input type="checkbox"/> F <input type="checkbox"/> M			<input type="checkbox"/> Yes <input type="checkbox"/> No
I hereby (1) request coverage for the Group Insurance for which I am or may become eligible; (2) authorize my employer to make the necessary deductions for the contributions, if any, required for insurance, or agree that the contributions be added to my dues; (3) state that I became an employee on the date stated above, and do currently work the number of hours per week stated above; (4) designate the beneficiary named on this form to receive the proceeds, if any, payable in the event of my death; and know my coverage will not take effect unless I am actively at work and life insurance coverage for my dependents will not take effect if a dependent, other than a newborn, is confined to a hospital or other health care facility, or is unable to perform the normal activities of someone of like age and sex.				
Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement may be guilty of insurance fraud.				
I have reviewed the statements on this application and they are true and complete.				
SIGNATURE OF EMPLOYEE:			DATE:	