

Ashland-Greenwood Public Schools  
Board Agenda  
Saunders County School District No. One  
Monday, December 15, 2008  
Library, Ashland-Greenwood High School  
1842 Furnas Street  
Ashland, NE 68003

Regular Meeting  
7:30 p.m.

If this agenda is not completed by 11:00 p.m., the meeting should be recessed to a later date.

1. Call to Order. Roll Call.
2. Acknowledgement of Open Meetings Law posting.
3. Recognition of public participation at the meeting, identification of speakers and determination of time limits on participation.
4. Visitors and Communications from the Public.
5. Approval of any changes in the mailed agenda and/or changes in the agenda order. (Note: All agenda action items must be submitted to the Superintendent of Schools at least 24 hours in advance of the meeting.)
6. Approval of Consent Agenda Action Items
  - A. Approval of minutes of previous meetings. Pages 1-4
  - B. Financial Reports: District Funds. Pages 5-13
  - C. Action on Claims. Pages 14-15A
  - D. Contract Renewals: Amanda Stuthman: Speech Therapy Services
7. Administrative and Practitioners Reports
  - A. Presentation on Elementary Spanish Program: Sarah Pearson
  - B. Ms. Finkey
  - C. Ms. Bray
  - D. Mr. Bentzen
  - E. Mr. Pease
8. Old Business
  - A. Review and consideration of facility master planning. Paul Kelly of BCDM will be present to report to the board regarding some of the work of the facility committee.
  - B. Consideration and Possible Action on technology purchase and equipment.
    1. Consideration of Elementary to High School Back up Computer Network Wireless Link. Page 16-17
    2. Consideration and action on purchase of Cisco switches for matching RUS grant. Page 18
    3. Review of equipment to be received by Ashland Greenwood Public Schools through the RUS Grant awarded to ESU#2 consortium. Page 18

- C. Consideration and action on school calendars for summer 2009 and 2008-09 school term.  
Pages Pages 20-25

## 9. New Business

- A. Consideration and action to approve personnel.  
Philip Onwiler: Middle School Social Studies and MS Asst Track. Page 26-27  
Matt Flynn: Reassigned to Technology Integration Specialist. Pages 28-46
- B. Review of progress on Capital Outlay Plan and possible exploration of Science Lab improvements. Page 47
- C. Consideration of Board Policies related to ADA: Policies 1300, 1301, 1302, and 1331.  
Pages 48-54

## 10. Information Items

- A. Certification of election letter from Saunders County Clerk. Page 55

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

12. The next regular meeting is scheduled for January 21, 2009 at 7:30 p.m. in the Library at Ashland-Greenwood High School at 1842 Furnas Street in Ashland, NE 68003.

### *Notices:*

*COPY OF OPEN MEETINGS ACT: The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the North wall of the meeting room west of the main entrance.*

### *INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:*

*Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward, sign your name and address on the sign-in sheet and state your name to the Board of Education.*

*Time Limit: You may speak only one time and must limit comments to 5 minutes or less.*

*Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.*

*General Rules: Please remember that this is a meeting of the Board of Education held in public for conducting the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.*

**Ashland-Greenwood Public Schools  
Board of Education  
Meeting Minutes  
November 17, 2008**

**Opening**

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session at 7:30 p.m. on 17<sup>th</sup> day of November 2008 by President Suzanne Sapp.

**Present**

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

**Notice**

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

**Public Participation**

No public requested participation in the agenda.

**Call to Order**

The meeting was duly called to order.

**Announcement of Open Meetings Act Posting**

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

**Agenda Change**

Superintendent Pease reported that an addition to the agenda was added after it was mailed and prior to the 24 hour deadline to New Business, F. Consideration and Action to Accept the 2007-08 Audit.

**Consent Agenda**

A motion was made by Garner with second by Lutton to approve all of the items on the consent agenda. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Lutton, and Sapp. Member Nygren was absent and not voting. Voting no: none. Motion carried.

**Visitors and Communication from the Public**

There were no visitors or communication from the public.

**Administrative and Practitioners Reports**

Erica Woods-Schmitz, coordinator of SENCAP, and Stefanie Hoffman, an Ashland Greenwood High School student, presented to the board on the program designed for students to be exposed to health careers through funding provided by the ESU#6 Perkins Consortium. Erica explained the benefits of exposing students to all the different

choices of medical careers while earning college credit and highlighted plans for expansion in the program.

Stefanie told board members that twice a week she attends classes at Bryan LGH. During class time she has job shadowed a Radio Technologist, had some hands on training with a Surgery Tech Nurse and listened to several speakers on different medical fields. Board members thanked Erica and Stefanie for their presentation.

Mrs. Finkey reported that the book study groups had begun meeting this year. The two books selected for the groups to read are *How to Grade for Learning* by Ken O' Connor and *What Great Teachers Do Differently* by Todd Whitaker.

Mrs. Finkey also reported on an SIP action plan activity named STOP Day. A STOP day activity is designed to check that teaching staff members are using the training required to identify and implement reading comprehensive strategies. Teachers are required to complete an implementation reflection at the conclusion of the activity. A STOP day was held on November 3 and administrators visited 30 classrooms. Mrs. Finkey outlined the "7 Keys to Comprehension" and gave the board some examples of the types of strategies observed.

Mrs. Bray presented a handout to the board with pictures of recent community sharing and parent involvement. Items pictured in that handout included community members reading to classrooms, the Veterans Day Program, and the Ashland Rotary presenting dictionaries to third grade students.

Mr. Bentzen reported to the board that following the last board meeting he had placed an advertisement for a middle-school social studies teacher. He has received a good response for this position and was in the process of having applicants complete the Gallup survey to screen applicants. Bentzen hopes to have a recommendation for this position at the December board meeting.

Supt. Pease told board members that he and other members of his office staff would be out of the office during the next few weeks. His plans include a visit to Hershey, NE on Tuesday with several other staff members to review notebook use by that district. Other plans this week include Nebraska School Boards Association State Conference.

## **OLD BUSINESS**

### **RUS Grant**

Supt. Pease reported that this matter is still pending having received no new information regarding equipment bids from the ESU #2. Pease will keep the board informed of the project as he receives information.

### **Substitute Personnel**

Consideration and action to approve Angie Goff as a para-professional substitute and Lawrence VanderSchaff as a substitute teacher.

Motion by Beranek with second by Garner to approve Angie Goff as a para professional substitute and Lawrence VanderSchaff as a substitute teacher. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Lutton, and Sapp. Member Nygren was absent and not voting. Voting no: none. Motion carried.

### **Temporary Early Retirement Program**

Consideration and action to approve the Temporary Early Retirement Program for 2009-2010. Discussion was held

Motion by Lutton with second by Beranek to approve the Temporary Early Retirement Program for 2009-2010. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Lutton, and Sapp. Member Nygren was absent and not voting. Voting no: none. Motion carried.

### **NEW BUSINESS**

#### **Vision Consultant**

Supt. Pease presented to the board a contract with the ESU #3 for a vision consultant.

Motion by Cerny with second by Garner to approve a contract with the ESU #3 for a vision consultant. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Lutton, and Sapp. Member Nygren was absent and not voting. Voting no: none. Motion carried.

#### **FBLA Overnight Travel**

A request was made to the board to have permission to stay overnight at the FBLA State Leadership Conference April 2 – 4 in 2009, in Omaha, NE. A second request was presented to the board for approval of overnight travel to attend the FBLA National Leadership Conference June 24 – June 29, 2009 in Anaheim, CA. This request is only necessary if a member of FBLA is elected as a FBLA state officer or any students qualify based on placing in the top 2-3 in an event at State Leadership Conference.

Motion by Lutton with second by Beranek to approve the overnight travel for FBLA to the State Leadership Conference April 2 – 4 2009, in Omaha, NE and overnight travel to attend the FBLA National Leadership Conference June 24 – June 29, 2009 in Anaheim, CA, should any FBLA students qualify for this event. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Lutton, and Sapp. Member Nygren was absent and not voting. Voting no: none. Motion carried.

#### **TEAC Accredited Institutions**

Supt. Pease advised board members that a request was made for approval of hours with an institution that is TEAC but not NCATE or NCTE approved. The current Master Contract with the AGEA does not currently permit TEAC institutions and he is requesting direction from the board regarding this matter. Discussion was held. Member Garner stated that since TEAC is approved by the USDE he felt it should be included in our Master Agreement. Member Lutton stated that he did not feel we should open the Master Agreement that this should be negotiated for the next agreement. Member Beranek asked why this college may have been selected for additional hours. Pease told board members that online courses have become very popular and teacher may shop for course titles and pricing. Members were in agreement that this matter should be negotiated with the next Master Agreement. No action was taken by the board.

#### **2009-10 Calendar**

Supt. Pease presented to the board a 2009-10 preliminary calendar and a 2009 preliminary Summer School Calendar for review and discussion. Pease also provided the board with starting, ending and other key dates for Lincoln, Millard and Elkhorn

Public Schools. Discussion was held. Supt. Pease will present these calendars to staff for comments and bring those comments and a recommendation back to the board for approval.

#### **Advisory Committee on Facilities**

Supt. Pease reported on the Facility Advisory Committee. Pease told board members that the group has been very responsive and positive. At the last meeting the group had looked at some building designs. The next meeting is planned for December 6. Pease said he hopes to come to the next board meeting with some direction provided by this committee.

Member Beranek told board members that he had a concern as he had heard from some community members that the school is paying for the auditorium. Discussion was held. Beranek would like this matter clarified at the next meeting of the Facilities Advisory Committee. Pease advised that he tells the Facility Advisory Committee that the library project is independent project and not associated with the Community Resource Center project. Pease told board members that he had the architect lay out plans to be able to add the center in the future so as not to close the door on that possibility. Pease told board members he would clarify that no commitment has been made by the school regarding the community resource center project and/or auditorium.

#### **2007-08 Audit**

Consideration and action to accept the 2007-08 audit. The audit had been mailed to board members prior to tonight's meeting for review.

Motion by Garner with second by Cerny to accept the 2007-08 audit report in compliance with state and federal laws. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Lutton, and Sapp. Member Nygren was absent and not voting. Voting no: none. Motion carried.

#### **Information Item**

The Nebraska Association of School Boards and Nebraska Association of School Administrators State Conference is scheduled for November 19-21 at the Embassy Suites in LaVista. Members were informed that they could register on-site.

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

No other items were presented for future consideration during this session.

#### **Adjournment**

President Sapp adjourned the meeting at 9:04 p.m. The next Regular Meeting will be held 7:30 p.m. on Monday, December 15, 2008 in the Library of the High School at 1842 Furnas Street, Ashland, NE. An agenda for the meeting, kept continuously current, is available for public inspection during normal business hours at the Superintendent's Office, 1225 Clay Street, Ashland, NE 68003.

Minutes submitted by:

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Kevin Garner, Secretary

**GENERAL FUND**

Beginning Balance \$ 2,779,175.50

RECEIPTS

11/3/08 Cass County: Property Taxes	\$ 24,967.40
11/12/08 Sarpy County: MV Tax	\$ 73.15
11/13/08 ESU Teacher Mileage & Stipend Reimb	\$ 927.87
11/13/08 Saunders Co: Property Taxes	\$ 19,754.83
11/13/08 Saunders Co: MV Taxes	\$ 11,955.95
11/13/08 Saunders Co: Pro Rate MV	\$ 863.32
11/13/08 Saunders County Fines	\$ 2,914.97
11/13/08 Saunders CC Property Taxes	\$ 10.87
11/17/08 Cass County: Property Taxes	\$ 7,505.57
11/17/08 Cass County: County Fines	\$ 2,168.90
11/17/08 Cass County: Pro Rate Taxes	\$ 410.46
11/17/08 Cass County: MV Taxes	\$ 7,591.57
11/17/08 Student Planners Various	\$ 15.00
11/20/08 Title IIA 07-08 Final Closeout	\$ 2,437.00
11/21/08 Beckenhauer Bus Donation	\$ 50.00
11/21/08 Greeley Book Donation	\$ 6.95
11/24/08 vonRenzell: Book Donation	\$ 10.00
11/24/08 City of Ashland: License Fee	\$ 7,864.32
11/24/08 State of NE: Game&Parks Ad	\$ 125.00
11/26/08 Saunders Co: Property Taxes	\$ 14,316.35
11/26/08 Voskamp: Book Donation	\$ 5.00
11/26/08 Cass Co: Property Taxes	\$ 5,354.27
11/26/08 State of NE: State Aid	\$ 198,954.99
11/30/08 NLAF: MM Interest	\$ 3,346.60
11/30/08 NLAF: CD Interest Accrued	14,725.65

**Total** \$ 326,355.99 \$ 3,105,531.49

DISBURSEMENTS

November Claims \$ 561,775.42

**Total** \$ 561,775.42 \$ 2,543,756.07

ENDING BALANCE \$ 2,543,756.07

RECONCILIATION

NLAF Liquid Balance	\$ 1,752,952.30
NLAF CD Balance	\$ 495,282.50
Less: Outstanding Claims	\$ 12,762.41
	<u>\$ 2,235,472.39</u>

Plus: F& M National Bank Balance \$ 308,283.74

Plus: Receipt in Transit

Less: Clearing error Check #25553 \$ 0.06

Reconciled Balance \$ 2,543,756.07

**ADMINISTRATIVE OPERATIONS ACCOUNT**

Beginning Balance \$ 1,002.14

RECEIPTS

Deposit GF Check \$ 1,472.37

Total \$ 1,472.37 \$ 2,474.51

Chk # DISBURSEMENTS

4350	C Tucker, Nurse: Mileage	\$5.85
4351	R Bentzen, Sec Principal: Mileage	\$181.35
4353	R Kissel, Custodial: Mileage	\$23.16
4354	A Scheil, Sec Instruct: Mileage	\$104.72
4355	Creighton Prep, Sec Instruct: Student Entry	\$16.00
4356	Lincoln NE HS, Sec Instruct: Student Entry	\$32.00
4357	C Willadsen, Elem Instruct: Mileage	51.48
4358	AGHL, Supt: Breakfast Supp for Minesteral As	\$10.60
4359	NE School Nurse Assn, Nurse: Annual Dues	\$116.00
4860	UNO, MS Music: Entry Fees	\$30.00
4361	No Frills, Supt: Supplies	\$2.97
4362	C Cook, Guidance: Mileage	\$30.66
4363	R Wiese Sec Principal: Mileage	\$212.94
4364	Craig Pease, Supt: Mileage	\$156.78
4365	C Pease Supt: Mileage	\$301.25
4366	USPS, Mail Permit	\$180.00
4367	Norris Middle School Quiz Bowl Entry Fees (2	\$60.00
4368	Michelle Lindhorst Mileage ESU2 Powerschoc	\$40.95
4369	Pat Yardley, Mileage Reading Recovery, Fren	\$42.12
	Total	

\$1,598.83 \$ 875.68

Ending Balance \$ 875.68

RECONCILIATION

Bank Balance	\$ 1,307.07
Less: Claims Outstanding	\$ 431.39
	<u>\$ 875.68</u>

Reconciled Balance \$ 875.68 \$ 875.68



**PAYROLL ACCOUNT**

	Beginning Balance		\$	14,399.02
<u>RECEIPTS</u>				
General Fund	\$	364,590.68		
Hot Lunch	\$	13,488.46		
FM National Bank: Interest	\$	84.41		
Emp Monthly Prem	\$	1,791.29		
Total			\$	379,954.84
			\$	394,353.86
<u>DISBURSEMENTS</u>				
Net Payroll	\$	237,321.91		
Retirement	\$	50,050.21		
State Tax Withholdings	\$	10,850.70		
Federal/FICA Taxes	\$	79,932.83		
Retiree Life Insurance Mo. Premium	\$	84.00		
Emp Health Insurance Mo Premium	\$	916.34		
Total			\$	379,155.99
			\$	15,197.87
Ending Balance				<u>\$ 15,197.87</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	67,877.30		
Claims Outstanding	\$	52,679.50		
	\$	15,197.80		
Receipts Outstanding				
Reconciled Balance	\$	15,197.80		<u>\$ 15,197.80</u>

**EMPLOYEE BENEFIT (SECTION 125) ACCOUNT**

	Beginning Balance		\$	16,908.29
<u>RECEIPTS</u>				
November Payroll Check	\$	10,518.32		
Centennial Bank: Interest	\$	2.54		
Total			\$	10,520.86
			\$	27,429.15
<u>DISBURSEMENTS</u>				
11/7/08 Payflex	\$	2,198.79		
11/14/08 Payflex	\$	1,456.09		
11/21/08 Payflex	\$	5,489.53		
11/28/08 Payflex	\$	1,841.69		
Total			\$	10,986.10
			\$	16,443.05
Ending Balance				<u>\$ 16,443.05</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	16,443.05		
Outstanding Claims				
	\$	16,443.05		
Outstanding Receipt				
Reconciled Balance	\$	16,443.05		<u>\$ 16,443.05</u>

**SPECIAL BUILDING ACCOUNT**

Beginning Balance				\$ 1,024,762.82
<u>RECEIPTS</u>				
11/3/08 Cass County	Property Taxes	\$	2,158.18	
11/12/08 Sarpy County	MV Pro Rate	\$	0.07	
11/13/08 Saunders County	Property Taxes	\$	1,644.23	
11/13/08 Saunders County	MV Pro Rate	\$	57.99	
11/17/08 Cass County	MV Pro Rate	\$	35.48	
11/17/08 Cass County	Property Taxes	\$	647.62	
11/26/08 Cass County	Property Taxes	\$	462.82	
11/26/08 Saunders County	Property Taxes	\$	412.85	
11/30/08 NLAF	Interest	\$	648.64	
11/30/08 F & M	Interest	\$	163.40	
Total			<u>6,231.28</u>	\$ 1,030,994.10
<u>DISBURSEMENTS</u>				
Total			<u>-</u>	\$ 1,030,994.10
Ending Balance				<u>\$ 1,030,994.10</u>
<u>RECONCILIATION</u>				
F&M Bank Balance		\$	124,041.77	
F&M Certificate of Deposit 68-0677		\$	494,273.34	
Plus: NLAF Investment Balance		\$	412,678.99	
Plus: Receipt in Transit				
Reconciled Balance			<u>\$ 1,030,994.10</u>	<u>\$ 1,030,994.10</u>

**QUALIFIED CAPITAL PURPOSE FUND**

Beginning Balance				\$ 5,566.16
<u>RECEIPTS</u>				
11/30/08 F & M Bank	Interest		2.94	
Total			<u>2.94</u>	\$ 2.94
<u>DISBURSEMENTS</u>				
None				
Total			<u>-</u>	\$ -
Ending Balance				<u>\$ 5,569.10</u>
<u>RECONCILIATION</u>				
Bank Balance		\$	5,569.10	
Less: Outstanding Claims				
Plus: Outstanding Deposits				
Reconciled Balance			<u>\$ 5,569.10</u>	<u>\$ 5,569.10</u>

**DEPRECIATION FUND**

Beginning Balance				\$	416,598.73	
<u>RECEIPTS</u>						
11/30/08	F&M National Bank	Interest	\$	118.64		
11/30/08	NLAF	Interest	\$	324.11		
Total				\$	442.75	\$ 417,041.48
<u>DISBURSEMENTS</u>						
None			\$	-		
Total				\$	-	\$ 417,041.48
Ending Balance						<u>\$ 417,041.48</u>
<u>RECONCILIATION</u>						
Bank Balance			\$	210,838.47		
Plus: NLAF Investment Fund			\$	206,203.01		
Less: Outstanding Claims						
			\$	<u>417,041.48</u>		
Reconciled Balance			\$	<u>417,041.48</u>		<u>\$ 417,041.48</u>

**STUDENT FEE FUND**

Beginning Balance				\$	8,995.26	
<u>RECEIPTS</u>						
11/4/08	Om Roncalli: Unused VB Sub-Dist Admits		\$	36.00		
11/30/08	Centennial Bank	Interest	\$	1.33		
Total				\$	37.33	\$ 9,032.59
<u>DISBURSEMENTS</u>						
11/3/08	Roncalli HS	Sub Dist VB Admits	\$	76.00	#	
11/4/08	Roncalli HS	Sub Dist VB Admits	\$	56.00	#	
11/7/08	Midland Lutheran	Sub Dist VB Admits	\$	57.00	#	
11/7/08	Midland Lutheran	Sub Dist VB Admits	\$	176.00	#	
11/19/08	Thespians	One Act Admits	\$	<u>348.00</u>	#	
Total				\$	713.00	
Ending Balance						<u>\$ 8,319.59</u>
<u>RECONCILIATION</u>						
Bank Balance			\$	<u>8,319.59</u>		
Outstanding Claims			\$	-		
Reconciled Balance			\$	<u>8,319.59</u>		<u>\$ 8,319.59</u>

**HOT LUNCH ACCOUNT**

	Beginning Balance		\$	26,638.71
<u>RECEIPTS</u>				
Student and Staff Deposits	\$	27,741.00		
Federal Reimbursement	\$	13,857.68		
Other	\$	10.60		
Snack Reimbursement	\$	184.60		
F&M National Bank: Interest	\$	58.00		
Total			\$	41,851.88
			\$	68,490.59
<u>DISBURSEMENTS</u>				
Wages & Benefits	\$	16,022.45		
Food	\$	26,255.01		
Supplies	\$	471.89		
Contracted Services	\$	68.50		
Equipment/Furniture				
Other	\$	10.25		
Total			\$	42,828.10
			\$	25,662.49
Ending Balance				<u>\$ 25,662.49</u>
<u>RECONCILIATION</u>				
Bank Balance		\$26,985.15		
Claims Outstanding	\$	1,322.66		
		<u>\$25,662.49</u>		
Receipts Outstanding				
Reconciled Balance		<u>\$25,662.49</u>		<u>\$ 25,662.49</u>
Student and Staff Deposits Held on Account - End of Month			\$	12,970.47

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

**CENTENNIAL BANK**

FDIC INSURANCE			\$	250,000.00
U.S. GOVERNMENT SECURITY	(FHLB)	3133XFLG9	\$	100,000.00
Total Secured				<u>\$ 350,000.00</u>

**FARMERS AND MERCHANTS NATIONAL BANK**

FDIC INSURANCE	FDIC INSURANCE		\$	250,000.00
FHLB (Irrevocable Letter of Credit)	(Line of Credit)	15226	\$	1,000,000.00
FHLB (Irrevocable Letter of Credit)		16223	\$	200,000.00

Total Secured				<u>\$ 1,450,000.00</u>
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**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING Nov-08**

				<b>Beginning Balance</b>		<b>\$30,802.71</b>
<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Description</b>	<b>Receipt</b>	<b>Disbursed</b>	<b>Balance</b>
<b>ATHLETICS</b>						<b>(\$8,214.96)</b>
11/03/08		Gate	VB Vs Mercy	\$464.00		
11/03/08		Booster Club	Reimb Training Table	\$367.00		
11/14/08		Gate	MSBB vs Wahoo	\$269.00		
11/14/08	9739	Awards Unlimited, Inc.	Basketball Trophies		\$250.20	
11/14/08	9741	Jason Nicholson	Coaching Wrkshp Fees		\$105.00	
11/14/08	9745	Ken Scheel	MS Basketball Official		\$165.00	
11/17/08		Gate	VB C1 District	\$182.24		
11/17/08		A-G Schools General Fd	Football Helmets	\$1,719.90		
11/19/08	9748	VISA	Motel Rooms-State Golf		\$359.70	
<b>TOTALS</b>				<b>\$3,002.14</b>	<b>\$879.90</b>	<b>(\$6,092.72)</b>
<b>ATHLETIC EQUIPMENT</b>						<b>\$4,915.62</b>
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,915.62</b>
<b>BAND</b>						<b>\$362.81</b>
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$362.81</b>
<b>CLASS OF 2009</b>						<b>\$0.00</b>
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CLASS OF 2010</b>						<b>\$2,686.34</b>
11/12/08		Various	Magazine Sales	\$257.50		
<b>TOTALS</b>				<b>\$257.50</b>	<b>\$0.00</b>	<b>\$2,943.84</b>
<b>ELM BOOK FAIR</b>						<b>\$2,225.29</b>
11/14/08	9738	A-G Activities Account	Book Fair Start Up Cash		\$200.00	
11/17/08		Various	Elem Book Fair Sales	\$2,261.07		
11/19/08		Various	Elem Book Fair Sales	\$1,852.35		
11/20/08		Sales	Elem Book Fair Sales	\$385.01		
11/20/08		Sales	Elem Book Fair Sales	\$430.50		
11/21/08		Sales	Elem Book Fair Sales	\$622.50		
11/21/08		Register Cash	Elem Book Fair Sales	\$200.00		
11/24/08		Sales	Elem Book Fair Sales	\$20.00		
11/25/08		Sales	Elem Book Fair Sales	\$6.00		
<b>TOTALS</b>				<b>\$5,777.43</b>	<b>\$200.00</b>	<b>\$7,802.72</b>
<b>ELM STAFF</b>						<b>\$1,293.35</b>
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,293.35</b>
<b>ELM STUDENT COUNCIL</b>						<b>\$6,574.79</b>
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,574.79</b>
<b>FBLA</b>						<b>\$474.42</b>
11/14/08		Donation	Booster Club Donation of C	\$150.00		
11/14/08	9746	Jean Ann Watermeier	Chapter Party Supplies		\$30.57	
<b>TOTALS</b>				<b>\$150.00</b>	<b>\$30.57</b>	<b>\$593.85</b>
<b>HONOR SOCIETY</b>						<b>\$750.61</b>
11/03/08		Various	PSAT Student Payments	\$94.00		
11/14/08	9743	PSAT/NMSQ	PSAT Fees		\$94.00	
<b>TOTALS</b>				<b>\$94.00</b>	<b>\$94.00</b>	<b>\$750.61</b>

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**Nov-08**

				<i>Beginning Balance</i>		
						\$30,802.71
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>
<b>FFA</b>						\$5,392.07
11/03/08		Various	Fruit Sales	\$218.00		
11/03/08		Various	Student T Shirts	\$40.00		
11/03/08		Various	Student Jackets	\$60.00		
11/12/08		Various	Jacket Payments	\$120.00		
11/12/08		Various	Fruit Sales	\$124.00		
11/14/08		Riege	Jacket Payments	\$60.00		
11/26/08		Gibson	Jacket Payment	\$60.00		
<b>TOTALS</b>				\$682.00	\$0.00	\$6,074.07
<b>HS STUDENT COUNCIL</b>						\$410.20
<b>TOTALS</b>				\$0.00	\$0.00	\$410.20
<b>MS/HS STAFF</b>						\$1,647.98
11/14/08	9747	ZeeCraft	Quiz Bowl Equipment		\$801.72	
<b>TOTALS</b>				\$0.00	\$801.72	\$846.26
<b>MS STUDENT COUNCIL</b>						\$479.40
11/14/08	9742	No Frills Supermarket	Dance Supplies		\$58.86	
11/14/08	9736	American National Bank	Donation to Koester Fund		\$100.00	
<b>TOTALS</b>				\$0.00	\$158.86	\$320.54
<b>TALENTED/GIFTED ACTIVITES (Formerly OM)</b>						\$707.96
11/14/08	9747	ZeeCraft	Quiz Bowl Equipment		\$362.28	
<b>TOTALS</b>				\$0.00	\$362.28	\$345.68
<b>SCHOOL STORE</b>						\$4,093.55
11/03/08		Payschools	Lunch Payment	\$190.00		
11/04/08		Payschools	Lunch Payment	\$100.00		
11/05/08		Payschools	Lunch Payment	\$90.00		
11/06/08		Payschools	Lunch Payment	\$370.00		
11/07/08		Payschools	Lunch Payment	\$200.00		
11/10/08		Payschools	Lunch Payment	\$230.00		
11/12/08		Payschools	Lunch Payment	\$480.00		
11/13/08		Payschools	Lunch Payment	\$120.00		
11/13/08		Payschools	Lunch Payment	\$230.00		
11/13/08	ACH	Payschools	Credit Card Charges		\$142.13	
11/14/08	9737	A-G Hot Lunch	On-Line Hot Lunch Deposits		\$3,907.87	
11/14/08		Payschools	Lunch Payment	\$390.00		
11/17/08		Payschools	Lunch Payment	\$100.00		
11/18/08		Payschools	Lunch Payment	\$80.00		
11/19/08		Payschools	Lunch Payment	\$70.00		
11/20/08		Payschools	Lunch Payment	\$220.00		
11/21/08		Payschools	Lunch Payment	\$330.00		
11/24/08		Payschools	Lunch Payment	\$200.00		
11/25/08		Payschools	Lunch Payment	\$130.00		
11/26/08		Payschools	Lunch Payment	\$170.00		
11/28/08		Payschools	Lunch Payment	\$310.00		
<b>TOTALS</b>				\$4,010.00	\$4,050.00	\$4,053.55

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**Nov-08**

				<i>Beginning Balance</i>			\$30,802.71	
<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>		
<b>SHOP</b>								\$396.04
11/14/08	9740	Mead Lumber Co.	Supplies		\$324.50			
11/26/08		Various	Project Sales	\$117.50				
TOTALS				\$117.50	\$324.50	\$189.04		
<b>SPANISH CLUB</b>								\$633.58
TOTALS				\$0.00	\$0.00	\$633.58		
<b>SPIRIT SQUAD</b>								\$231.12
11/14/08		Chamber of Commerce	Donation Summer Parade	\$20.00				
TOTALS				\$20.00	\$0.00	\$251.12		
<b>THESPIANS</b>								\$1,009.77
11/19/08		Admissions	Night of One Acts	\$436.00				
11/22/08		Student Fees	One -Act Play Productions	\$348.00				
TOTALS				\$784.00	\$0.00	\$1,793.77		
<b>VOCAL MUSIC</b>								(\$101.59)
11/07/08	Transfer	Yearbook	T Shirt Sales		\$315.00			
11/14/08		Riecken	Show Choir Camp	\$35.00				
11/14/08		Various	T Shirt Donations	\$89.25				
11/14/08	9744	Rodgers & Hammerstein	Royalties and Playbooks		\$1,000.00			
TOTALS				\$124.25	\$1,315.00	(\$1,292.34)		
<b>YEARBOOK/ANNUAL</b>								\$2,576.11
11/03/08		Linoma	Yearbook Ad	\$50.00				
11/07/08	Transfer	Vocal Music	T Shirt Sales	\$315.00				
11/14/08		Various	Ad Sales	\$100.00				
11/26/08		Cerny & Anderson	Yearbook Sales	\$70.00				
11/26/08		Cerny, Andersn, Wshbrn	Yearbook Ad/Pic Sales	\$118.00				
TOTALS				\$653.00	\$0.00	\$3,229.11		
<b>INTEREST</b>								\$2,258.25
11/28/08		Centennial Bank	Interest	\$5.77				
TOTALS				\$5.77	\$0.00	\$2,264.02		
<b>ACTIVITY FUND TOTALS ALL ACCOUNTS</b>				\$15,677.59	\$8,216.83	\$38,263.47		

<b>Ending Balance</b>	\$38,263.47
Plus: Outstanding Checks	\$2,269.00
Less: Outstanding Receipts	\$0.00
<b>Equals: Bank Balance</b>	\$40,532.47

**Ashland-Greenwood Public Schools  
General Fund Disbursements  
12/15/2008**

**December 15, 2008**

<b>Check # Vendor</b>	<b>Amount</b>	<b>Description</b>
025659 AGEA	\$ 2,039.02	December 2008 Payroll
025660 Blue Cross/Blue Shield	\$ 64,470.23	December 2008 Payroll
025661 Centennial Bank	\$ 10,211.98	December 2008 Payroll
025663 Guardian	\$ 461.37	December 2008 Payroll
025664 GWN Marketing/Employee Deposit	\$ 1,485.00	December 2008 Payroll
025665 National Insurance Service	\$ 954.18	December 2008 Payroll
025666 Ashland-Greenwood Payroll Account	\$ 10,623.89	December 2008 Payroll
025667 Ashland-Greenwood Payroll	\$ 77,094.70	December 2008 Payroll
025668 Retirement	\$ 47,910.82	December 2008 Payroll
025669 Ashland-Greenwood Payroll	\$ 229,808.27	Net Payroll
025670 A A A Roofing Co., Inc.	\$ 359.60	Maintenance: Roof Repair MPR
025671 AmSan LLC	\$ 1,923.14	Custodial: Supplies
025672 Ashland Auto Parts	\$ 185.25	Transp: Supplies
025673 Barnes & Noble Bookstore	\$ 646.92	Title II-A: Tchr Read. Strateg
025674 Beringer Ciaccio Dennell Mabrey	\$ 3,560.27	Maint: Prof. Services
025675 Kelly Brakenhoff	\$ 90.00	Elem Instr: Interpreting Servi
025676 Cass County Election Comm	\$ 216.22	Bd of Ed: Election Fees
025677 CDWG	\$ 142.22	Sped Instruction: Equipment
025678 City Of Ashland	\$ 1,879.75	All Areas: Water and Sewer
025679 Dana F Cole & Co., LLP	\$ 3,750.00	Bd. of Ed: District Audit
025680 Colin Electric Motor Service	\$ 534.23	Cust: Equipment
025681 Cornhusker International Trucks, Inc.	\$ 612.75	Transp: Bus 06 Repair
025682 DATAVIZION LLC	\$ 2,040.00	Computer Tech.
025683 Dietze Music House	\$ 1.00	Band: Furn. & Equipment
025684 Eakes Office Plus	\$ 246.53	Supt: Copy Charges
025685 Electric Fixture & Supply Co	\$ 10.00	Maint: Supplies
025686 Father Flanagan's Boys' Home	\$ 2,554.86	Sped: Oct. Student Tuition
025687 Federal Express Corp	\$ 33.01	Instruction: Postage
025688 Follett Library Resources	\$ 1,231.96	Media: Book & Media
025689 Frey Scientific	\$ 9.86	Instr: Supplies
025690 GovConnection Inc.	\$ 251.09	Elem Princ: Equipment
025691 Graham Tire Lin. North	\$ 729.71	Sped Transp: Bus 06 Tires
025692 Greenwood/Midwest Farmers Coop	\$ 70.00	Maint: Truck Tires
025693 Heartland Foundation/School	\$ 6,987.00	Sped Instr: Tuition
025694 Hometown Leasing	\$ 118.00	Supt: Copier Lease
025695 Husker Electric	\$ 34.00	Maint: Sensor
025696 Johnstone Supply	\$ 353.70	Maint: Supplies
025697 Jostens Diploma Division	\$ 460.58	Instruction: Diploma Covers
025698 Kucera's Sales & Service	\$ 72.99	Sped Transp: Repair
025699 Lee Sapp Ford-Mercury	\$ 21.74	Bus 04: Bus Repair ** Conflict of Interest
025700 Lincoln Family Med. Group	\$ 205.00	Bus Physicals
025701 Lincoln Public School	\$ 130.00	Curriculum Supv: Fall Conf
025702 Linweld	\$ 23.05	Voc Ag: Cylinder
025703 Mainelli, Wagner & Ass.	\$ 741.76	Maint: Contract Services
025704 MCI-Mega Preferred	\$ 91.59	All Areas: Long Distance Servi
025705 Mead Lumber Co.	\$ 225.29	Maint: Supplies
025706 Menards	\$ 1,767.23	Industrial Tech: Supplies/Equ



**Ashland-Greenwood Public Schools  
General Fund Disbursements  
12/15/2008**

**December 15, 2008**

Check #	Vendor	Amount	Description
025707	Midwest Office Automations	\$ 252.00	Instr: Contract Rate Chrg.
025708	Nebraska Council of School Administra	\$ 110.00	Principals: Registration Fee
025709	Nebraska DOL Office & Labor Standar	\$ 180.00	Maint: Boiler Inspections
025710	NEXTEL	\$ 60.34	All Areas: Cell Phone Service
025711	Nicholson & Associates	\$ 80.50	Transp: Contract Services
025712	No Frills Supermarket	\$ 97.81	Nurse: Supplies
025713	O'Keefe Elevator Co.	\$ 235.19	Cust: Elev. Maint.
025714	Omaha Stage Equipment Inc	\$ 139.41	Maint: Stage Lamps
025715	Omaha World Herald	\$ 537.24	K-12 Media: World Herald
025716	One Source, Inc	\$ 73.50	Employee Backrnd. Screenings
025717	OPPD	\$ 7,137.81	All Areas: Electricity
025718	Pepper Of Minneapolis	\$ 237.99	Instrumental Music: Music
025719	Perry, Guthery, Haase & Gessf	\$ 483.00	Superintendent: Legal Services
025720	Popplers Music Store	\$ 11.77	Vocal Music: Music
025721	Renaissance Learning, Inc.	\$ 161.46	Media: AR Quizzes
025722	Shaffer Communications	\$ 44.80	Trans: Radio Repair
025723	Simplex Time Recorder	\$ 188.02	Maint: Smoke Detector
025724	Skyline Physical Therapy, Inc	\$ 1,309.13	Sped: Physical Therapy
025725	Solution One	\$ 350.02	Instr: Contract Services
025726	Todd Valley Plbg. & Htg	\$ 526.95	Maintenance: Pump Replacement
025727	Trade Well Pallet Inc	\$ 25.00	Maintenance: Mulch
025728	U.S. Post Office	\$ 210.86	Admin: Bulk Mail
025729	Wahoo-Waverly-Ashland Newspapers	\$ 69.05	Board Of Ed: Adv. and Printing
025730	Walkers Uniform Rental	\$ 139.00	Uniform Rental
025731	Beverly Wlgs	\$ 1,566.58	Occupational Therapy
TBD	Karen Fricke	\$ 114.63	Fall Activity Worker
TBD	Graham Tire Lin. North	\$ 2,083.28	Transp: Tires
TBD	Lee Sapp Ford-Mercury	\$ 1.50	Transp: Spare Key ** Conflict of Interest
TBD	Deb Pike	\$ 132.64	Fall Activity Worker
TBD	Platte Valley Sanitation	\$ 325.00	HS Garbage Service
TBD	Sparkling Klean	\$ 4,893.93	Elem: Custodial
TBD	Ashland Disposal	Inc	Elem: Garbage Service
TBD	Windstream	Inc	All Areas: Telecommunications
TBD	VISA	Inc	Instruction: Travel Exp
TBD	Voyager	Inc	Transportation: Fuel
TBD	Seminole	Inc	Natural Gas
TBD	Administrative Operations	Inc	All Areas: Postage; Travel; EntryFees

Total for Month \$ 499,148.17

Ashland-Greenwood Public Schools  
General Fund Disbursements  
November 17, 2008

Check	Payable to	Amount	Description
025646	Seminole	\$ 857.82	Heating Fuel

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President



# Project Agreement

- 16 -  
**Quote**

No. **23301**  
Date: 11/11/2008

3620 SW 61st Street  
Suite 300  
Des Moines, IA 50321  
Phone: (888) 288-0068  
Fax: (515) 558-8501  
E-Mail: kellym@bakercom.com

3730 S 149th Street  
Suite 101  
Omaha, NE 68144

955 Kacena Road  
Suite D  
Hiawatha, IA 52233

Prepared for  
Contact: Mr. Craig Pease  
**Ashland-Greenwood Schools**  
1225 Clay Street  
Ashland, NE 68003 U.S.A.

Prepared by Kelly Malone  
Account No. 5660

Qty.	Description	
1	5.8 GHz PTP 58500, Lite Intergrated Link, 52 Mbps	
4	Surge Protector for Motorola Backhaul. 2 Required Per Side	
4	Grounding Kit for use with Motorola Back Haul Radio	
		Item Total: \$ 7,894.23
		<b>Total: \$ 7,894.23</b>

Prices are firm until 12/11/2008

**Proprietary and Confidential**

**Quoted by:** Kelly Malone

**Date:** 11/11/2008

**Accepted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Special Notes:**

Above price does not include tax, freight and labor to install unless specifically detailed in the line item(s) above. Prices are subject to changes based upon changes in manufacturer list prices.

**Returns:**

Any returned equipment must be done within 30 days of initial shipment from the manufacturer, must be in the original unopened box, and will incur a 25% restock fee.

**Project Payment Terms:**

Payment is due upon receipt of invoice.

**Project Acceptance:**

Baker Communications and Customer confirm they have reviewed the provisions detailed in the Project Agreement. Customer hereby authorizes Baker Communications to perform the work and accepts the provisions detailed in the Project Agreement and the governing Master Customer Agreement.

**\*\*Please note that customer acceptance of project may be stated by signing Project Agreement, emailing acceptance to Baker Communications, or issuing a company Purchase Order.**

I have read and agree: \_\_\_\_\_



# ESTIMATE

Date	Estimate #
11/6/2008	E1864

Cable Guyz Communications, Inc.  
1901 S.W. 5th Street  
Suite # 101  
Lincoln, NE 68522

v 402-742-4899  
f 402-438-0093

Name / Address
Datavizion Kelly Schrad 1726 Branched Oak Rd. # 10 Garland, NE 68360

P.O. No.	Rep	Terms	Project
	REK	Net 30	E1864 Asland P2P

Description	
<p>Per information provided by Kelly with Datavizion and walk-through by Frank Fast provide an estimate to install point-to-point wireless equipment at a facility in Ashland, NE.</p> <p>Datavizion/owner to provide all wireless equipment, radios, antenna's, lightening arrestor kits and needed low-loss cables from access point to antenna's.</p> <p>All LOS or NLOS pathways &amp; calculations are the responsibility of Datavizion/owner to ensure wireless link is possible.</p> <p>Cable Guyz will install outdoor CAT5e cabling from LAN for connection to access point mounted near entrance/exit of antenna cable. Cable Guyz will not make any roof-top penetrations for cable access to/from antenna (provided by others if needed).</p> <p>Cable Guyz will provide and install a conduit mast on one side of the P2P system and the other is to be provided by owner.</p> <p>Cable Guyz P2P installation is non refundable regardless of owners acceptance of wireless link capabilities.</p> <p>CABLE, OUTDOOR, CAT5E, COMMSCOPE, 5NF4 RJ45 MOD PLUG, SOLID J-HOOK, 2", CAT32 UNIQUE FIRE STOP 2" PENETRATOR WALL MOUNT BRACKET, U-BOLT HOLDER, UPTO 1.66", 6" STAND-OFF, VMP # WB-6 INSTALLATION CONSUMABLES, TAPE, LABELS, STRING, SCREWS, ETC. TECHNICIAN LEVEL 3, LABOR HOUR</p> <p>Notes: All cable runs (copper/fiber) tested and certified with the LANTEK 6A tester, printed test results available upon request. Cable Guyz is a certified manufacturer installer. Cable Guyz has an RCDD and BICSI certified installers on staff. All labels printed by machine</p>	
	<p><b>Subtotal</b> \$2,068.81</p>
All work performed in a professional workmanlike manner.	<p><b>Tax (0.0%)</b> \$0.00</p>
Estimate valid for 30-days from above date.	<p><b>Total</b> \$2,068.81</p>

## Computer Network and Distance Education Equipment Updates

### RUS Grant Equipment - Paid by ESU#2 Through Grant

Computer XGA Display for Distance Education Room	\$6,600
LG 50" Integrated Plasma HDTV with Mount VGA encoder and 4x4 VGA Switcher Installation and Shipping	
Digital Document Camera	\$1,550
2- Distance Education Carts - One for Each Building	\$16,704
42" HDTV LCD Monitor Polycom HDX7002 - Distance Learning Device Floor Stand - Camera - Mounts Installation and Shipping	
Share of Polycom - Desktop Video Conferencing Device	\$2,950
 Total Equipment Per Grant	 <u><u>\$27,804</u></u>

### Ashland-Greenwood Matching Purchase for Grant

5 - 48 Port - Cisco Networking Switches Model 2960 with 3 yr warranty and support	\$10,000 est.
 (Plan to have price certain on switches at Monday's Board Meeting)	



# Ashland-Greenwood Public Schools Proposed 2009-10 School Year Calendar

## The School Year At A Glance

Aug-03	Building Offices Open
Aug-12	New Staff Report
Aug-13	All Staff Members Report
Aug-17	Back to School Night
Aug-17	Fall Practice Begins
Sep-03	First Contest Dates
Sep-15	Constitution Day
Oct-12,13	Girls State Golf
Oct-14,15,16	State SB October
Oct 19-22	Parent Conferences Week
Oct-24	State Band (Pending)
Oct-24	ACT Testing
Oct-29	FB First Rounds
Nov-04	FB -2nd Round
Nov-10	FB -Quarterfinals
Nov-11	Veterans Day
Nov 12-14	State VB Tourney
Nov-16	FB - Semi-Finals
Nov-16	Winter Practice Begins
Nov-24	State Football Finals
Nov-26	Thanksgiving
Dec-11	State Play Production
Dec 23-27	NSAA Moratorium
Feb 18-20	State Wrestling
Mar-01	Spring Practices Begin
Mar 4,5,6	Girls State Bball Tourney
Mar 8-11	Parent Conferences Week
Mar 11,12&13	Boys State Bball Tourney
Mar-18	State Speech Contest
Apr-10	ACT Testing
Apr 23-24	District Music Contest
May-13	District Track Meet
May-15	Commencement
May 21-22	State Track

<b>August</b>					<b>September</b>						
						1	2	3	4		
		12NsO	13s	14s	V	8	9	10	11		
17s	18s	19B	20	21	14	15	16	17	18		
24	25	26	27	28	21	22	23	24	25		
31					28	29	30		21/30		
<b>October</b>					<b>November</b>						
			1	2	2	3	4	5	6		
5	6	7	8	9	9	10	11	12	13		
12	13	14	15Q	16s	16	17	18	19	20		
19	20	21	22	V	23	24	25E	V	V		
26	27	28	29	30	30				19/69		
									20/50		
<b>December</b>					<b>January</b>						
	1	2	3	4					V		
7	8	9	10	11	4	5	6	7	8		
14	15	16	17	18	11	12	13	14	15		
21	22Q	23sO	V	V	18	19	20	21	22		
V	V	V	V		16/85	25	26	27	28	29	20/105
<b>February</b>					<b>March</b>						
1	2	3	4	5	1	2	3	4Q	5s		
8	9	10	11	12	8	9	10	11	V		
15	16	17	18	19s	15	16	17	18	19		
22	23	24	25	26	22	23	24	25	26		
					19/124	29	30	31		21/145	
<b>April</b>					<b>May</b>						
			1	V	3	4	5	6	7		
V	6	7	8	9	10	11	12	13	14		
12	13	14	15	16	17	18	19	20	V		
19	20	21	22	23	24	25Q	26s				
26	27	28	29	30						16/181	
										20/165	

**Code**

- B = First Day of School
- S = Staff In-Service-No School
- V = Vacation No Students/Staff
- Q = End of Quarter
- E = Early Dismissal
- N = New Staff Report Only
- O = Optional Staff Day Dec 23 or Aug 12



# Ashland-Greenwood Public Schools 2009 Summer School Calendar Preliminary

## Summer School Calendar

May					<u>Key Dates</u>			
	R	R	R	R	May-22	Last Possible Day Regular Session	School Event	
					May-25	Memorial Day		
					May-26-29	Staff Workshops	School Event	
					May 26-29	Reserved for Community Youth Events Outside the School Facilities	Community Events	
June								
High School Summer School	1	2	3	4	5	Jun-01	MS/HS Summer Session Begins	School Event
						June 1-5	High School Boys Basketball Camp	Community Event
	8	9	10	11	12	June 1- July 17	Summer Band Lessons	School Event
						June 8 - August 7	Summer Weightlifting	Community Event
	15	15	17	18	19	Jun 15-19	Girls Basketball Camp	Community Event
						Jun-26	MS/HS Summer Session Ends	School Event
	22	23	24	25	26	Jul-04	July 4th Holiday	School Event
						July 13-16	Youth Boys Basketball Camp	Community Event
	v	v				July 6-10	Youth Cheer Camp	School Event
						Jul 10-11-12	Sitr-Up Days (Projected)	Community Event
					Jul-20	Elementary Summer Session Begins 8:30 AM to 11:30 AM	School Event	
July								
			v	v	v	Jul-20-24	9-12 Volleyball Camp AM	Community Event
						Jul-20-24	Grade 3-8 Volleyball Camp PM	Community Event
						Aug-03	Building Offices Open	School Event
v	v	v	v	v		Aug 3-7	High School Band Camp in AM	School Event
						Aug-07	Elementary Summer Sessions End	School Event
v	v	v	v	v		Aug 10-14	Reserved for Community Youth Events Outside the School Facilities	Community Events
Elementary Summer School	20	21	22	23	24	Aug-17	Fall Practices Begin	School Event
						Aug-17	Back to School Night	School Event
	27	28	29	30	31	Aug-19	Tentative Date For First Day of School	School Event
August								
						v	No Summer School In Session	
						R	Reserved for Community Groups Outside School Facilities	
	R	R	R	R	R			

**Jolene Wagner**

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**From:** Shari Nygren [snygren@esu2.org]  
**Sent:** Monday, November 24, 2008 3:21 PM  
**To:** 'Jolene Wagner'  
**Subject:** calendar proposal  
**Follow Up Flag:** Follow up  
**Flag Status:** Red

As a staff member I would like to see the calendar changed to the following:

Either have Dec 23<sup>rd</sup> as a half day work day or off entirely. Change Jan 4<sup>th</sup> to a workday. Add a staff day and another student day to the end of the year to accommodate this. My reasoning for this is: The first week back from an extended vacation is very hard on the students to go an entire week. It's better to only have part of a week, like we do after summer vacation. Having the workday on Jan 4<sup>th</sup> helps the teachers get all report cards done and the semester ready and their mindset for the semester. At the end of the year it seems like we could use an extra day to get all things put away and our rooms ready for the summer. As an elementary teacher, I come in during the summer to take the time to clean out closets, my desk etc that I don't have time to do at the end of the year. Thank you for considering this option.

***Sharilyn R. Nygren***

Kindergarten teacher  
Ashland-Greenwood Elementary School  
Ashland NE 68003  
402-944-7083



**Jolene Wagner**

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**From:** Diane Starns [dstarns@esu2.org]  
**Sent:** Wednesday, November 26, 2008 12:46 PM  
**To:** 'Jolene Wagner'  
**Subject:** calendar

Hi Jolene,

I am expressing my concerns about the calendar for 2009-2010 school year. I would rather have the 23<sup>rd</sup> be a vacation day or an early dismissal day. Then the 4<sup>th</sup> of January could be an in-service day. My thoughts are because I think coming back to a full week from an extended time off is too long. Sometimes my prayers for a snow day or two at this time are not answered so I thought I better express my feelings now!

Thanks you,

Diane Starns

*Diane Starns*

Kindergarten Teacher

Ashland/Greenwood Elementary

1200 Boyd Street

Ashland, Ne 68003

**Jolene Wagner**

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**From:** Jenny Washburn [jwashburn@esu2.org]  
**Sent:** Monday, December 01, 2008 1:08 PM  
**To:** 'Jolene Wagner'  
**Subject:** 2009-2010 calendar

Jolene,

My suggestion for the next year's calendar would be to have students come on Dec. 23 for ½ and make the Monday we return in January an inservice day. This would give staff the holiday break at home to work on getting things graded and finished, and that Monday to enter them into Powergrade. I know that I wouldn't have anything ready to enter on that Wednesday before Christmas break. Also, to come back to a full week of school in January is always a struggle for the students after a holiday break. If teachers had that day, Monday as an inservice, we would be done with the holidays and ready to enter grades for report cards to be run off. I feel that the 23<sup>rd</sup> would be a wasted inservice day because I wouldn't have all the things graded to enter and the day would probably be spent taking down all the holiday stuff. I strongly feel that I would be more productive after the holiday stress is over. My two cents worth.

Jenny

**Jolene Wagner**

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**From:** Cheryl Devlin [cdevlin@esu2.org]  
**Sent:** Monday, December 08, 2008 8:07 AM  
**To:** 'Jolene Wagner'  
**Subject:** calendar

Jolene—

Here is a calendar comment. I don't like the idea of Dec. 23<sup>rd</sup> as a teacher work day. We will not be ready to do any work. I would suggest that the first day back in January be the teacher work day and the students return on Tuesday of that week.

Also—back to school night on Monday does not give teachers much time to get classrooms ready. I say this based on previous experience. We have lots of early staff meetings and not much in the room work time. Part 2, we usually are allowed to report late the day of Back to School night. I would rather be allowed to come in late the next day.

Thanks for keeping track of all the comments.  
Cheryl Devlin

**Jolene Wagner**

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**From:** Brad Jacobsen [bjacobse@esu2.org]  
**Sent:** Tuesday, December 09, 2008 1:49 PM  
**To:** 'Jolene Wagner'  
**Subject:** Calendar comments

Any thought about additional day off before xmas or additional day off when we come back (jan 4) and adding that day onto the end. If we finish the 17th with kids (if NO other days off for state events or snow), adding 1 more to the 18th would not be a big deal. If we finish the 25th with kids (using all snow days and state event days), one more day here won't change much either.

**Philip Onwiler**  
654 State Hwy 34B, Firth, NE 68358  
(402) 791-2522  
onwilerpm@windstream.net

*"...enjoyed his time in the class. I believe that he is very motivated and serious about his future in education and that he is really looking forward to an opportunity to have a class of his own."*

Brian Komenda  
8<sup>th</sup> Grade American  
History Teacher  
Holdrege Public Schools

*"Phil has been an asset to our organization during his tenure with us, and has made a positive impact on the children we serve, as well as the team he works with... Phil has proven himself to be a positive, assertive, professional employee, and has great leadership ability. He would be an asset to any employer."*

Jamie Bentz  
Asst. Human Resource Director  
I Believe in Me Ranch

### ***Professional Profile***

Enjoy giving students the tools and information to engage them in self-learning activities that allow the student to dictate their education based upon their needs and interests. These activities foster critical thinking skills that help create active citizens in the classroom and the world as a whole.

- Hold Bachelor of Arts in Education with a 7-12 field endorsement in social science with an emphasis in history and political science.
- Dedicated to providing teaching moments out of everyday events.
- Provide a high-energy classroom environment dedicated to an experiential education in the social sciences.

### ***Education, Honors, and Certifications***

**Bachelor of Arts in Education**  
University of Nebraska-Kearney, Kearney, NE 2008

#### **Key Qualifications**

Certified to teach 7-12 Social Science.

Certified to coach 9-12 Interscholastic Sports

Develop interactive activities in the classroom to facilitate creative discussion, critical thought, and a greater understanding of the world around students by drawing comparison from current events and applying them in a historical context.

Incorporate technology into everyday activities, have experience with Microsoft Office, iMovie, and building educational websites through Manila and iWeb.

Use the field of competition to provide student-athletes with teaching moments that will prepare them to be confident and competent leaders.

### ***Employment***

#### **Professional Development in Education**

- **Substitute Teacher, Grades Six through Twelve**, August 2008-Present  
Wilber-Clatonia Secondary School, Wilber, NE  
Johnson County Central High School, Tecumseh, NE  
Beatrice Public Schools School, Beatrice, NE
  - Work with students from a variety of backgrounds in a variety of classroom settings.
  - Reinforce classroom management skills.
  - Reinforce positive lines of communication with students, other teachers and administrators.
- **Student Teacher**, January 2008-May 2008  
Lexington Middle School, Lexington, NE
  - Integrate technology into the classroom through demonstration and student participation.
  - Work in one of Nebraska's culturally and economically-diverse school districts.
  - Construct valid and reliable assessments of student progress.
  - Assist in creating IEP's for qualifying students
  - Familiar with the BIST model of classroom discipline
  - Attend teacher seminar on cultural diversity in the classroom

*"With (Philip's) creativity and efficiency, he has provided a very comfortable and friendly learning environment. He has the ability to make all of his students feel special...I was very glad to supervise Philip during his student teaching. It is my recommendation that Mr. Onwiler will make an excellent social science teacher."*

Margaret McCollough  
Supervisor of Student Teachers  
University of Nebraska-Kearney

*"Philip worked hard to ensure that all students felt comfortable in his classroom, were on-task and learning, and having fun while doing so...I would not hesitate to offer Philip Onwiler a teaching position in our district were I a hiring administrator...I know with all confidence that Mr. Onwiler...will become an asset to the school district fortunate enough to receive his application for employment."*

Keith Allen  
7<sup>th</sup> Grade Social Studies Teacher  
Lexington Public Schools

- **After-School Program Teacher**, March 2008-May 2008  
Lexington Middle School, Lexington, NE
  - Create a safe and inviting atmosphere for students to come after school
  - Create bi-weekly newspaper to be distributed school-wide
  - Educate students about their world through student-led research.
- **Practicum Experience**, September 2007-December 2007  
Holdrege Middle School, Holdrege, NE
  - Create and implement lesson plans.
  - Implement classroom management techniques with administrators.
  - Create accommodations for qualifying students.

### **Professional Youth-Related Positions**

- **Behavioral Health Worker Supervisor**, January 2007-May 2008  
I Believe in Me Ranch, Kearney, NE
  - Discuss and model Boys' Town Social Skills.
  - Effectively document resident behaviors and progress.
  - Build relationships and communicate effectively with parents.
  - Work with youths dealing with unstable homes/behavioral needs.
- **Youth Care Specialist**, March 2005-December 2006  
Developmental Services of Nebraska, Lincoln, NE
  - Work with adolescents dealing with unstable homes/behavioral needs
  - Establish positive lines of communication with parents
  - Tutor and mentor residents while leading active discussions over various topics using Boys' Town Social Skills
  - Work as part of team to ensure successful progress of the residents through communication and documentation.

### **Hobbies and Interests**

Enjoy fishing, biking, jogging, baseball, football, water skiing

## Ashland-Greenwood Public Schools

### **Instructional Technology Integration Specialist - Job Description**

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

- A. Job Title:** Instructional Technology Integration Specialist
- B. Department:** Support Services – Media/Technology
- C. FLSA Status:** Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.
- D. Essential Requirements:**
1. Physically able to perform required responsibilities
  2. **Education Level and Certification:** Bachelors degree or higher required. Must possess a Nebraska Teaching Certificate at all times during employment with such endorsements as required by NDE Rule 10.
  3. Demonstrate familiarity with methods for integrating technology into the curriculum such as Web Quests, online resources, digital portfolios, and other forms of assessment.
  4. Maintain skills in computer software, including word processing, database, spreadsheet, Web Page development, presentation, digital video and audio editing, and image processing.
  5. Organizational skills
  6. Demonstrates flexibility necessary to work with children and staff.
  7. Demonstrates desirable human relations and work habits.
  8. Willing to acquire training as directed.
  9. Able to maintain confidentiality
  10. Clean personal record – no history of child abuse/neglect.
- E. Reports To:** Curriculum Supervisor
- F. May Receive Guidance From:** Principal and Superintendent of Schools
- G. Essential Job Functions:**
1. Effectively manage the instructional technology programs
  2. Provide instructional technology training for students and staff
  3. Participate in supervisory and administrative duties as assigned

4. Maintain confidentiality regarding individual student performance and activities.
5. General teaching and instructional skills

**H. Working Conditions:**

1. Inside heated and air conditioned building
2. Stressful at times
3. Outside for activities with students and student supervision

**I. Job Tasks:**

1. Collaborate to define and/or revise objectives of media/technology program that best support the district and school vision, mission, and goals and to identify implementation strategies needed for achievement of those objectives
2. Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods. In partnership, the Technology Integration Specialist and the teacher will work toward integrating the use of hardware, software and Internet resources in support of student learning.
3. Organize and direct special instructional initiatives for the integration of technology in the school district (including 1:1 initiative) including overseeing the planning; training of staff and students; developing district policies, regulations and procedures for consideration by the district administrative team; and maintaining and developing evaluative tools and data to judge the success of the program.
4. Create learning resources for teachers, staff and students. These may include Web sites, tutorials, interactive programs and databases that support teachers in integrating technology.
5. Implement key learning theories and methods of instruction and their relation to technology integration.
6. Participate in professional growth activities and provide professional growth opportunities that lead toward enhancing the professional qualifications of the Instructional Technology Integration Specialist and other district employees.
7. Plan media/technology program activities that are integrated with other programs of the school.
8. Provide inservice training for teachers which stimulates effective utilization of media/technology tools and the development of innovative instructional activities



- which provide students opportunities to develop the Technology literacy skills needed to meet state and national standards
9. Recommend budget allocation for an effective media/technology program and to meet the goals and objectives defined in the media/technology program plan.
  10. Serve as a member of district committees, when possible and appropriate, or the development of activities, training materials and programs to disseminate media/technology information and to promote integration of technology literacy skills and cooperation among schools.
  11. Collaborate with classroom teachers, curriculum leaders, and administrators to provide an integrated developmental program of instruction for students in the effective use of technology literacy tools for creative communication, critical thinking, and problem solving.
  12. Model effective uses of appropriate instructional technology in the classroom for teachers and students.
  13. Assist educators in the use of appropriate computer applications for integration into their curriculum, research of best practices, data collection, and records management. Provide educators with information about new technology developments in their specific area of responsibility.
  14. Provide technical assistance for the use of instructional technology and ensure access to school networks by students, faculty, and staff. Assist the School District's Director of Network Operations with the overall management of the LAN.
  15. Ensure that the school website is operational, current and meets district standards.
  16. Assist in the provision of a well-chosen and up to date collection of instructional technology materials and equipment to meet identified needs of the school media/technology program.
  17. Assist in the organization of technology resources for optimum accessibility by students and educators in order to support the school media/technology program.
  18. Maintain inventory and maintenance records for all media/technology resources in collaboration with the School District's Director of Network Operations.
  19. Supervise, in collaboration with the School District Media Specialist and the School District's Director of Network Operations, the school local area network and the use of the network by students and staff in accordance with the school district's Acceptable Use Policy and report violations of the policy to the appropriate building administrator.

20. Assist in the development of and maintenance of electronic assessment records and student information data records for the purpose of state and federal reporting, district program planning and for evaluating the effectiveness of classroom instruction.
21. Perform other such duties as required and/or assigned by the Curriculum Supervisor or Superintendent

**J. Knowledge:**

1. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers, per the specific teacher's endorsements and assignment:
3. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Mathematics — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
5. Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
6. History and Archeology — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.
7. Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
8. Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
9. Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.

10. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

**K. Skills**

1. Instructing — Teaching others how to do something.
2. Speaking — Able to effectively communicate orally and in written form with students, staff and parents.
3. Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
4. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
5. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
7. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
8. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
9. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Coordination — Adjusting actions in relation to others' actions.
11. Mobility — Able to move about frequently and with sufficient agility to monitor students in classroom, lead students to other classroom settings, and interact with staff. Able to lift lightweight in order to carry books, move small AV equipment, etc.
12. Visual Acuity — Sufficient visual acuity in order to monitor students behavior, review student work, and read notices, memorandums and notes.
13. Attendance — Able to be punctual to work and attend on a regular basis in order to consistently carry out instructional objectives.

14. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
15. Confidentiality – Able to maintain confidentiality regarding individual student academic and personal activities.
16. Service Orientation – Actively looking for ways to help people.

**L. Abilities**

1. Instructing — Teaching others how to do something.
2. Speaking — Able to effectively communicate orally and in written form with students, staff and parents.
3. Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
4. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
5. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
7. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
8. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
9. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Coordination — Adjusting actions in relation to others' actions.
11. Mobility — Able to move about frequently and with sufficient agility to monitor students in classroom, lead students to other classroom settings, and interact with staff. Able to lift lightweight in order to carry books, move small AV equipment, etc.

12. Visual Acuity — Sufficient visual acuity in order to monitor students behavior, review student work, and read notices, memorandums and notes.
13. Attendance — Able to be punctual to work and attend on a regular basis in order to consistently carry out instructional objectives.
14. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
15. Confidentiality – Able to maintain confidentiality regarding individual student academic and personal activities.
16. Service Orientation – Actively looking for ways to help people.

**M. Work Activities:**

1. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
2. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
3. Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
4. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
6. Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
7. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
8. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

9. Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
10. Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.

**N. Required Employee Characteristics:**

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

**O. Continuing Contract Law:** Employment with the School District is subject to the rights and responsibilities of the Nebraska Teacher Tenure Act, Neb. Rev. Stat. §§79-824 et. seq. and the terms of the Teaching Contract between the teacher and the school District. The terms of the employment agreement may not be modified except in a writing signed by the Superintendent of Schools.

**P. Essential Functions:** The essential functions of the Instructional Technology Integration Specialist position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and

abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

- Q. Evaluation:** Performance of this job will be evaluated annually by the Curriculum Supervisor.

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



## Ashland-Greenwood Public Schools

### Director of Network Operations & Technology - Job Description

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

- A. **Job Title:** Director of Network Operations and Technology
- B. **Department:** Support Services – Media/Technology
- C. **FLSA Status:** Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.
- D. **Essential Requirements:**
1. Physically able to perform required responsibilities
  2. **Education Level and Certification:** Bachelors degree or higher required. Must possess a Nebraska Teaching Certificate at all times during employment with such endorsements as required by NDE Rule 10.
  3. Demonstrate familiarity with network operations including Server software applications, network hardware and software and the deployment and management of technology networks.
  4. Maintain skills in Windows desktop and server operating systems and network technology equipment and software.
  5. Organizational skills
  6. Demonstrates flexibility necessary to work with children and staff
  7. Demonstrates desirable human relations and work habits.
  8. Willing to acquire training as directed.
  9. Able to maintain confidentiality
  10. Clean personal record – no history of child abuse/neglect.
- E. **Reports To:** Curriculum Supervisor
- F. **May Receive Guidance From:** Principal and Superintendent of Schools
- G. **Essential Job Functions:**
1. Effectively manage the technology network operations.
  2. Prepare appropriate state and federal reports on technology as required by law.
  3. Participate in supervisory and administrative duties as assigned.
  4. Maintain confidentiality regarding individual student performance and activities.
  5. General teaching and instructional skills.

**H. Working Conditions:**

1. Inside heated and air conditioned building
2. Stressful at times
3. Outside for activities with students and student supervision

**I. Job Tasks:**

1. Directs and coordinates the school district's information management system and other technology based services.
2. Manage all technology hardware and software applications to see that they are properly deployed and working as designed including the monitoring of system security and system disaster recovery systems.
3. Prepare and oversee technology department budget, seek grants and funding for technology projects including responsibility to prepare and file federal E-rate applications annually.
4. Work collaboratively with the Educational Service Unit and contracted engineers to implement technology applications to improve upon district efficiencies and that enhance student achievement in all subject areas.
5. Develop the District Technology Plan in cooperation with Technology Integration Specialist and the building technology committees in compliance with the Nebraska Department of Education and federal e-rate legislation. Coordinate implementation of the plan and evaluate and recommend modifications as needed.
6. Chair with assistance from the Curriculum Supervisor and Technology Integration Specialist the District Technology Committee and provide leadership and direction when necessary.
7. Provide consultation for teachers, administrators, and support staff on a daily basis to assist with technology problems and concerns.
8. Support district wide and server deployed software applications. (Voicemail systems, digital security camera systems, server software, *FirstClass* mail server, *Destiny* Library software, *Fund Accounting*, *Attendance Enterprise* and other district wide server applications)
9. Assign technology staff priorities and activities. Monitor work flow on work orders and obtain resources to manage the work flow.
10. Direct and coordinate the management of the district's internal and external websites. Collaborate with content providers in departments and sites. Manage the

access and security to the sites. Supervise and manage Internet safety and filtering including the implementation and management of website filtering software.

11. Maintain and manage inventory of technology hardware, software licenses and maintenance support contracts and warranties. Seek assistance from vendors to support hardware and software problems as provided for in the manufacturer's warranty or software Maintain ongoing professional training to stay current on new technologies, technology grant opportunities, and Federal, State and local opportunities and/or constraints.
12. Serve as the school district's Network Operations Center (NOC) director and represent the district at ESU2, Network Nebraska and other networking meetings.
13. Oversee the operations of distance education equipment and troubleshoot technical problems including maintenance of repair of equipment and interacting with ESU personnel to troubleshoot connectivity issues.

**J. Knowledge:**

1. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers, per the specific teacher's endorsements and assignment:
3. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
4. Mathematics — Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
5. Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
6. History and Archeology — Knowledge of historical events and their causes, indicators, and effects on civilizations and cultures.

7. Geography — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.
8. Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
9. Therapy and Counseling — Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
10. Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

**K. Skills**

1. Instructing — Teaching others how to do something.
2. Speaking — Able to effectively communicate orally and in written form with students, staff and parents.
3. Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
4. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
5. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
6. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
7. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
8. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
9. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
10. Coordination — Adjusting actions in relation to others' actions.

11. Mobility — Able to move about frequently and with sufficient agility to monitor students in classroom, lead students to other classroom settings, and interact with staff. Able to lift lightweight in order to carry books, move small AV equipment, etc.
12. Visual Acuity — Sufficient visual acuity in order to monitor students behavior, review student work, and read notices, memorandums and notes.
13. Attendance — Able to be punctual to work and attend on a regular basis in order to consistently carry out instructional objectives.
14. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
15. Confidentiality – Able to maintain confidentiality regarding individual student academic and personal activities.
16. Service Orientation – Actively looking for ways to help people.

**L. Abilities**

11. Instructing — Teaching others how to do something.
12. Speaking — Able to effectively communicate orally and in written form with students, staff and parents.
13. Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
14. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
15. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
16. Writing — Communicating effectively in writing as appropriate for the needs of the audience.
17. Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
18. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

19. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
20. Coordination — Adjusting actions in relation to others' actions.
11. Mobility — Able to move about frequently and with sufficient agility to monitor students in classroom, lead students to other classroom settings, and interact with staff. Able to lift lightweight in order to carry books, move small AV equipment, etc.
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14. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
15. Confidentiality – Able to maintain confidentiality regarding individual student academic and personal activities.
16. Service Orientation – Actively looking for ways to help people.

**M. Work Activities:**

1. Training and Teaching Others - Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
2. Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
3. Communicating with Persons Outside Organization - Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
4. Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
5. Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

6. Thinking Creatively - Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
7. Scheduling Work and Activities - Scheduling events, programs, and activities, as well as the work of others.
8. Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
9. Updating and Using Relevant Knowledge - Keeping up-to-date technically and applying new knowledge to your job.
10. Interpreting the Meaning of Information for Others - Translating or explaining what information means and how it can be used.

**N. Required Employee Characteristics:**

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

- O. Continuing Contract Law:** Employment with the School District is subject to the rights and responsibilities of the Nebraska Teacher Tenure Act, Neb. Rev. Stat. §§79-824 et. seq. and the terms of the Teaching Contract between the teacher and the school District. The terms of the employment agreement may not be modified except in a writing signed by the Superintendent of Schools.
- P. Essential Functions:** The essential functions of the Instructional Technology Integration Specialist position include (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:
- Q. Evaluation:** Performance of this job will be evaluated annually by the Curriculum Supervisor.



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

**Capital Outlay Plan 2008 Proposed**

**Vehicles, Building Improvements and Significant Equipment Outlays**

(Generally does not include equipment items valued at less than \$5,000)

<b>Larger Capital Expense Items Suggested 2008</b>		<b>Cost Estimate or Actual</b>	<b>2008 Priority</b>	<b>Status</b>
	Expanding East Parking Lot to North - 108 stalls - Concrete	\$ 150,000	1	Done
	Football Field Lighting	\$ 100,000	1	Done
	Purchase small vehicle for student transportation and staff use	\$ 20,000	1	
	Assist AYBA/City on Softball Field Improvements - C-Field Up to 50% of Cost - Estimate Excludes Lighting Costs TBD	\$ 30,000	1	Pending AYBA
	Add Playground Matting & reposition and add to equipment	\$ 50,000	1	Done
	Repaint Corridor Lockers - Elementary 3rd Floor	\$ 2,000	1	Done
	Football Field parking - more accessible parking stalls	\$ 2,000	1	Done
	Remodel High School Kitchen serving area	\$ 20,000	1	Done
	Carpet Middle School/High School Corridors	\$ 35,000	1	Done
Track/FIM Projects	Update to Electronic Lighting in MS/HS Bldg (w/o gym) FIM 1	\$ 64,750	1	Done
	Water Retrofit at Middle School/High School FIM 2	\$ 22,400	1	Postponed
	Update HVAC Controls at MS/HS FIM 5	\$ 75,300	1	Done
	Lighting Improvements - Elementary Gym FIM 8	\$ 4,600	1	Done
	HVAC Update for Elementary Art and Music Rooms FIM 11	\$ 38,400	1	Done
	Update Temperature Controls in Elem HVAC System FIM 12	\$ 79,375	1	Done
	<b>Total Priority #1</b>	<b>\$ 693,825</b>		
	Expand Terrazo Flooring High School	\$ 40,000	2	
	Update to Electronic Lighting in Elem Bldg (w/o gym) FIM 8	\$ 49,650	2	
	Update to Fluorescent Light MPR and Main Gym at MS/HS FIM 1	\$ 22,500	2	Done
	Redo HVAC System in West Wing of MS/HS Building FIM 3	\$ 75,750	2	
	Clean HVAC Coils at Elementary	\$ 30,000	2	
	High School Wrestling Mat	\$ 8,000	2	
	Complete Phase 1 Addition at Middle School	\$ 1,450,000	2	
	Fire Suppression or Sprinkler System at High School	\$ 400,000	2	
	Replace Fire Panel at High School	\$ 100,000	2	
	School Bus Replacement	\$ 75,000	2	
	Upgrade of lab tables and plumbing in HS Science Biology Lab	\$ 15,000	3	
	Replace MS/HS music room carpet	\$ 3,500	3	
	Replace corridor carpeting elementary	\$ 30,000	3	
	Electrical Service to Track	\$ 20,000	3	
	Concession Stand / Press Box at Track	\$ 65,000	3	
	Replace Filming Tower at Football Stadium	\$ 20,000	3	
	Step Replacement on south side of elementary building	\$ 5,000	3	
	Resand and Refinish MPR Gym Floor	\$ 15,000	3	
	Recoat and Replace Lines at High School Track	\$ 8,000	3	
	Construct Parking Lot North of Football Field	\$ 200,000	3	
	Pedestrian Parking Lot/Lighting at High School	\$ 20,000	4	
	Build a performing arts auditorium	\$ 2,000,000	4	
	New District Administrative Offices	\$ 180,000	4	
	New Bus Barn to replace existing	\$ 600,000	4	
	Fence Memorial Stadium	\$ 5,000	4	
	Pave west gravel lot at High School	\$ 12,000	5	
	Pave rock lot at Elementary across from Bus Barn	\$ 10,000	5	
	Acquisition of additional property near Furnas St building site	\$ 50,000	5	
	New Lockers at Memorial Stadium	\$ 180,000	5	
	Expand High School Commons Area and Office	???	5	
	Bleacher renovation in MPR Room - motors and add seats	???	5	

These projects would be considered as a part of a bond issue

Community Relations

Public Activities Involving Staff, Students or Facilities

Personnel - All Employees and Students

Anti-discrimination

A. **Elimination of Discrimination.**

The policy of Ashland-Greenwood Public Schools is to not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Ashland-Greenwood Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Ashland-Greenwood Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Building Principal shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Ashland-Greenwood Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Ashland-Greenwood Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational

environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to a Building Principal of Ashland-Greenwood Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Building Principal, the complaint may be processed to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent,

the complaint may be processed to the Board of Education.

- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Authorities: Title VI, Title IX;  
Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973 (Section 504)

Approved: January 21, 2009

1301  
Policy

Community Relations

Designation of Coordinator

Ashland-Greenwood Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Building Principal has been designated to coordinate Ashland-Greenwood Public School's compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

The Coordinator shall take such actions as required to maintain compliance with such laws; to provide information concerning such laws and their applicability to the services, programs, or activities of the District; and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provision of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

Legal Authority:       Americans with Disabilities Act of 1990 (ADA)  
                              Section 504 of the Rehabilitation Act of 1973 (Section 504)

Adopted: January 21, 2008

1302  
Policy

## Community Relations

### ADA and Section 504 Grievance Procedure

The following grievance procedure shall be used for resolution of complaints of alleged violations of the Americans with Disabilities Act of 1990 (ADA) or Section 504 of the Rehabilitation Act of 1973:

- 1) Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
- 2) Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
- 3) Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
- 4) The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
- 5) The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
- 6) In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).

- 7) A decision on the request for reconsideration shall be made within ten (10) days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within thirty (30) days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant or a longer period is reasonably necessitated by the circumstances.

Legal Authorities: Americans with Disabilities Act of 1990 (ADA)  
Section 504 of the Rehabilitation Act of 1973 (Section 504)

Adopted: January 21, 2009



1331  
Policy

Community Relations

Public Activities Involving Staff, Students or Facilities

Facilities

Building Accessibility

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use school facilities as required by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices.

Comments or complaints regarding the accessibility of district facilities shall be made to the Superintendent for resolution.

Legal Authority:       Americans with Disabilities Act of 1990 (ADA)  
                              Section 504 of the Rehabilitation Act of 1973 (Section 504)

Approved: January 21, 2008

**PATTI J. LINDGREN**

Saunders County Clerk  
P.O. Box 61  
Wahoo, NE 68066



**DEE ANNE NICE**

Deputy County Clerk  
Phone (402) 443-8101  
Fax (402) 443-5010

Craig Pease, Supt.  
Ashland-Greenwood Public Schools Dist. 1  
1200 Boyd Street  
Ashland, NE 68003

Dear Mr. Pease,

I, Patti J. Lindgren, Saunders County Clerk/Election Commissioner, do hereby certify that the following results are the true and correct number of votes cast by the electors of Saunders County, Nebraska, as well as those that were certify by Cass County Election Commissioner and Sarpy County Election Commissioner, at the General Election held on November 4, 2008 for the following race:

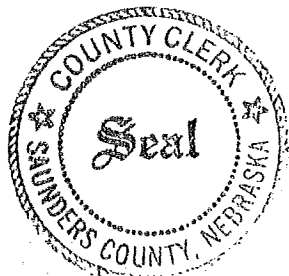
**Ashland-Greenwood Public Schools Dist. #1**

For Member of the Board of Education

Vote for up to THREE

Kevin Garner	1446
Suzanne Sapp	1395
David Nygren	1397
Scattered Write-Ins	60

Witness my hand and official seal this 21<sup>st</sup> day of November 2008.



Patti J. Lindgren  
Saunders County Clerk/  
Election Commissioner