

Ashland-Greenwood Public Schools  
Board Agenda  
Saunders County School District No. One  
Monday, January 19, 2009  
Library, Ashland-Greenwood High School  
1842 Furnas Street  
Ashland, NE 68003

Annual Meeting  
7:30 PM

1. Call to Order by Superintendent per Board rules. Roll Call.
2. Acknowledgement of Open Meetings Law posting.
3. Oath of Office to Reelected Board Members.
4. Elections.
  - a. Temporary Chairperson – Superintendent of Schools
  - b. Election of a Board President for 2009
  - c. Election of a Board Vice President for 2009
  - d. Election of a Board Secretary for 2009
5. Appointments
  - a. Appointment by the Board of an Executive Secretary. It will be recommended that Carrie Holz be appointed to this position.
  - b. Appointment by the Board of School District Legal Counsel. It will be recommended that the law firm of Perry, Guthery, Haase and Gessford of Lincoln, Nebraska be appointed.
6. Designation of a District Newspaper by the Board of Education for the purpose of publishing notices as required by law. It will be recommended that the Board of Education designate the Ashland Gazette as the school district newspaper for legal notices.
7. Adjournment

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Regular Meeting  
Following Annual Meeting

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 1-5
  - B. Financial Reports: District Funds. Pages 6-15
  - C. Action on Claims. Pages 16-18
  - D. Contract Renewals:
7. Administrative and Practitioners Reports
  - A. Ms. Finkey
  - B. Ms. Bray
  - C. Mr. Bentzen
  - D. Mr. Pease
8. Old Business
  - A. Review Acceptable Use Policy and Laptop Handbook and receive update on the 1:1 program. Pages 19-27
  - B. Consideration and action on proposed Board Policies related to ADAA: Policies 1300, 1301, 1302, and 1331. Pages 28-34
  - C. Possible review and consideration of building project plans.
  - D. Consideration and action to approve an early retirement (TERIP) agreement.
9. New Business
  - A. Consideration and action to approve Jan R. Schelkopf of Ashland, NE as a substitute teacher.
  - B. Appointment by President of Board Committees. Page 35
  - C. Appointment of Craig Pease as District Representative for all state and federal programs.

- D. Declaration of Conflict of Interest by Board Members for the record.
- E. Consideration and action to appoint Farmers and Merchants National Bank, Centennial Bank and the Nebraska Liquid Asset Fund as district depositories and investment accounts for all funds.

10. Informational Items

- A. NASB/NCSA Labor Relations Conference is in Kearney on February 2-3.
- B. The National School Boards Association Conference is scheduled for April 4-7 in San Diego, CA.

11. Other items presented by Board for future consideration.

12. The next regular meeting for the board is scheduled for February 2, 2009 at 7:30 PM in the Library at Ashland-Greenwood High School at 1842 Furnas Street in Ashland, NE. That is the same date as the Labor Relations Conference in Kearney. The Board may want to revise their February meeting calendar.

13. Adjournment

*Notices:*

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

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

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

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

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

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

**Ashland-Greenwood Public Schools  
Board of Education  
Meeting Minutes  
December 15, 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 15<sup>th</sup> day of December 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, David Nygren, and Suzanne Sapp. No members were 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 there were no additions to the agenda that was previously mailed to board members.

**Consent Agenda**

A motion was made by Lutton with second by Cerny 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 Nygren. Member Sapp abstained and did not vote or participate in the motion. Voting no: none. Motion carried.

**Visitors and Communication from the Public**

There were no visitors or communication from the public.

**Administrative and Practitioners Reports**

Sarah Pearson presented to the school board about the K-8 Spanish Program. Sarah created the program a couple of years ago when she was hired by the school district. Sarah talked about why we are teaching a foreign language to elementary students. She also spoke about what she teaches and how she teaches. Several examples were provided for the board including video clips, photos and school work created by and for students.

Board members were impressed by Sarah's presentation and the program. Member Lutton asked if the district had considered expanding the program at the middle level to possibly include a Spanish I class. Superintendent Pease reported that it had not been considered but certainly was worthy of consideration.

In lieu of reports Ray Bentzen, Teresa Bray and Jill Finkey provided holiday treats for all of those in attendance at the meeting.

Supt. Pease told board members that his office is still operating short handed with the absence of Office Manager Carrie Holz but so far there had been no major difficulties. Appreciation was expressed for patience with his staff as many are learning new jobs and cross training into different aspects of the office. Supt. Pease indicated that the cross training is one benefit from staff absences.

Pease also reported that he had attended a Capitol Conference Superintendents meeting last week and changes in the conference in the future were discussed. It is anticipated that Bennington will be leaving the conference as their enrollment grows and they become too large for the remaining members. Bennington may be considered for membership in the Eastern Midlands Conference. Capitol Conference has previously been approached about membership by Falls City, Auburn, Boystown and David City. Another possibility is Concordia High School in Omaha which is seeing growth that could move it into Class C-1 in a couple of years.

He also indicated that he had learned that Arlington was adding high school baseball in 2010 and that it is expected that Bennington will also be adding baseball in 2010. That will mean five of the eight conference schools will have baseball in 2010. They will include Arlington, Bennington, DC West, Raymond Central (Coop with Wahoo), and Wahoo. Yutan, a non-conference but neighboring school district, has also added baseball for 2010. The Curriculum Committee has baseball as an agenda topic to be discussed at a future meeting.

Finally, Pease reported that the cold and snowy weather had brought out problems in the operation of the district. The school district had at least four different heating problems it was dealing with on Monday. And although the route buses did not have any difficulty in the cold weather, because they are garaged, the district did have problems with spare buses starting that are stored outside.

## **OLD BUSINESS**

### **Facility Planning**

Paul Kelly of BCDM was present and discussed work that had been done by the facility committee. Paul explained the process in developing the plan and presented drawings and cost estimates. He also presented some thoughts on facility issues that would be resolved by the plans.

Members asked questions about the drawings including: What was the plan for the Superintendent's Office? Why the Head Start and Kitchen locations were chosen in the drawing? How the high school cafeteria might be used for other activities? And how the project would work with the community resource center?

Paul shared his thoughts on each of the questions but indicated to the board members that the plans could certainly be adjusted and were meant to be conceptual.

Members also asked questions about financing such a project. Superintendent Pease indicated that there are many options to financing and it depended on decisions the board would want to make. Included among these options are the ability to wrap the debt payments around current bond payments and considering a valuation growth factor.

Pease indicated that he felt that the district could issue \$5,000,000 and perhaps \$6,000,000 in bonds without a tax increase. Pease then indicated that the presentation was to begin to provide information to the board and let them think about a possible project. The Board will discuss the issue at future meetings.

#### **Data Connection Between Schools**

Supt. Pease reported on issues related to the data connection between the Elementary and High School buildings. He told the board that the data connection is a fiber optic line with 6 fibers. The line is owned by Charter Communications but that it is solely dedicated and paid for by the school district.

The district has had concerns about the lack of redundancy for the line. The possibility had been explored to establish a wireless connection between the two buildings. The cost of such a project would be about \$10,000. Board members asked the administration to provide them with more information on the impact of the loss of a connection between the two schools and the priority for the school district on this line for technology spending.

#### **RUS Grant and District Participation**

Supt. Pease reviewed the ESU#2 RUS grant and the options for the school. He indicated that the district would be able to use 50% of the purchase of the data switches to match the grant. Pease recommended that the board approve the switches and that they be used to match against the distance education classroom upgrades and distance education/video conferencing cart. He explained that he was hesitant to recommend the making a match against the second video conferencing cart as the district has not used the current distance education room extensively.

A motion was made by Beranek and seconded by Lutton to approve the purchase of the data switches as a match against the RUS grant classroom equipment with one video conferencing cart. After discussion and on roll call vote, the board voted as follows: Voting yes: Beranek, Cerny, Garner, Lutton, Nygren and Sapp. Voting no: none. Motion carried.

#### **School Calendar**

Supt. Pease presented a school calendar for 2009-2010 and a summer calendar for 2009 for the board's approval. Pease indicated that most of the comments from faculty about the suggested calendar centered around December 23. Staff who commented did not want a staff day on the 23<sup>rd</sup> preferring January 4<sup>th</sup>. Pease indicated he was not recommending the 4<sup>th</sup> as a staff day as he felt that many parents would be ready for their children to return to school and would have an expectation that their kids would be back in school on January 4<sup>th</sup>.

### **School Calendar (continued)**

A motion was made by Beranek with second by Cerny to approve the calendars as proposed, except that January 4<sup>th</sup> would become the optional staff day instead of December 23<sup>rd</sup> and that December 23<sup>rd</sup> would become a student day with an early dismissal. After discussion and on roll call vote, the board voted as follows: Voting yes: Lutton, Nygren, Sapp and Beranek,. Voting no: Cerny and Garner. Motion carried.

### **NEW BUSINESS**

#### **New Teacher and Reassignment**

Superintendent Pease recommended to the board the hiring of Philip Onwiler as a Middle School Social Studies teacher beginning January 5, 2009 and that Matt Flynn be reassigned as the Technology Integration Specialist.

Motion by Nygren with second by Cerny to approve the hiring of Philip Onwiler and approve the reassignment of Matt Flynn effective January 5, 2009. After discussion and on roll call vote, the board voted as follows: Voting yes: Nygren, Sapp, Beranek, Cerny, Garner and Lutton. Voting no: none. Motion carried.

#### **Capital Outlay Plan**

Supt. Pease presented the 2008 Capital Outlay plan and discussed progress made on the plan to date. He indicated that the administration would begin work on the 2009 plan next month and that he was interested in any input or concerns that board members may have about facilities.

Member Sapp mentioned the locker rooms, specifically ventilation in the boys locker and other issues related to appearance. Pease mentioned that work had been done on the ventilation system and he thought that was improved but that the district continues to deal with issue of paint chipping in the showers and with the storage of athletic equipment. Beranek mentioned that in his experience working with wrestling that our lockers are no better and no worse than other schools.

Supt. Pease mentioned that the old science room at the high school had been on the list as a priority #3 for upgrade last year but that through work with the facility planning he thought the project should be moved up in importance. He indicated that he desired to work with ILS of Ashland on upgrading the facilities and because of the time lag between approving a plan for upgrading the room and getting the materials, he recommended that he be allowed to move forward with that ASAP.

Members were in agreement to begin working with ILS and that the facility was due for some upgrades.

#### **Board Policies related to ADA (1300, 1301, 1302 and 1331)**

Supt Pease shared with the board policies recommended by the district's legal counsel related to ADA. Pease indicated that the definition for children with disabilities had been broadened and that the district needed to get policies and procedures in place to comply with the ADA and Section 504 of the Rehabilitation Act.

Members will review the policies and consider them for adoption at their regular meeting in January.

**Information Item**

A letter was presented from the Saunders County Clerk certifying the results of the November school board elections. Members Garner, Nygren and Sapp were reelected to new four year terms beginning in January of 2009.

**Other business presented for future considerations**

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

**Adjournment**

President Sapp adjourned the meeting at 9:50 p.m. The next Regular Meeting will be held 7:30 p.m. on Monday, January 19, 2009 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:

\_\_\_\_\_  
Kevin Garner, Secretary



**GENERAL FUND**

Beginning Balance \$ 2,543,756.07

RECEIPTS

12/3/08 State of NE: Medicaid	\$ 872.82
12/3/08 State of NE: Medicaid	\$ 233.06
12/3/08 State of NE: Medicaid	\$ 45.71
12/10/08 Johnson/Fangman: Book Donation	\$ 10.00
12/10/08 State of NE: Medicaid	\$ 20.27
12/11/08 State of NE: Reimbursement	\$ 299.08
12/11/08 Saunders Co: Property Taxes	\$ 3,856.08
12/11/08 Saunders Co: MV Taxes	\$ 6,541.64
12/11/08 Saunders Co: Fines	\$ 2,465.03
12/15/08 Cass County: Property Taxes	\$ 2,405.90
12/15/08 Cass County: County Fines	\$ 2,088.67
12/15/08 Cass County: MV Taxes	\$ 7,123.49
12/19/08 State of NE: SA Sped 07-08	\$ 48,320.00
12/19/08 State of NE: IDEA BASE 3-5	\$ 284.00
12/19/08 State of NE: IDEA BASE 0-3	\$ 8,841.00
12/19/08 State of NE: STARS 07-08	\$ 15,000.00
12/22/08 State of NE: Title I	\$ 4,551.00
12/22/08 State of NE: Title I	\$ 13,156.00
12/30/08 Saunders Co: Property Taxes	\$ 4,304.79
12/30/08 Saunders Co: MV Taxes	\$ 13,815.11
12/31/08 State of NE: State Aid	\$ 198,954.99
12/31/08 NLAF: Interest	\$ 2,286.63

**Total** \$ 335,475.27 \$ 2,879,231.34

DISBURSEMENTS

December Claims	\$ 512,633.73
Payroll Check Error #25553 Nov 2008	\$ (0.06)

**Total** \$ 512,633.67 \$ 2,366,597.67

ENDING BALANCE \$ 2,366,597.67

RECONCILIATION

NLAF Liquid Balance	\$ 1,555,627.18
NLAF CD Balance	\$ 495,282.50
Less: Outstanding Claims	\$ 17,500.65

Plus: F& M National Bank Balance \$ 333,188.64

Plus: Receipt in Transit  
 Reconciled Balance \$ 2,366,597.67 \$ 2,366,597.67

## ADMINISTRATIVE OPERATIONS ACCOUNT

Beginning Balance			\$	875.68
<u>RECEIPTS</u>				
25745 Deposit GF Check	\$	1,428.19		
Total			\$	1,428.19
			\$	2,303.87
<u>DISBURSEMENTS</u>				
4370 J Bernth, Speech: Mileage		\$83.42		
4371 Rodney Kissel,Custodial: Mileage		\$16.15		
4372 Carol Tucker, Nurse: Mileage		\$5.85		
4373 Jill Finkey, Curr Super: Mileage		\$301.86		
4374 MAA American Math Competitions, Reg, Cont		\$88.00		
4375 Jack Eager, Transportation: Check Roads, Mi		\$12.58		
4376 Teresa Luers, Elem Instruct: Mileage		\$122.85		
4377 T Bray, Elem. Principal: Mileage		\$39.78		
4378 C. Pease, Supt: Mileage		\$133.38		
4379 Ray Bentzen: Mileage		\$175.50		
4380 Payflex: Administ. Fees		\$312.00		
4381 Janet Rolofson, Prschi Instr: Mileage		\$9.36		
4382 Jack Eager, Transportation: Check Roads, Mi		\$12.87		
4383 J. Bernth, Speech, Mileage		\$40.60		
4384 R. Beranek, Mileage, Columbus		\$94.77		
Total			\$1,448.97	\$ 854.90
Ending Balance				\$ <u>854.90</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	1,005.48		
Less: Claims Outstanding	\$	150.58		
	\$	<u>854.90</u>		
Reconciled Balance	\$	<u>854.90</u>		\$ <u>854.90</u>

**PAYROLL ACCOUNT**

	Beginning Balance		\$	15,197.80
<u>RECEIPTS</u>				
General Fund	\$	365,437.68		
Hot Lunch	\$	17,383.75		
FM National Bank: Interest	\$	111.71		
Emp Monthly Prem	\$	-		
Total			\$	382,933.14
			\$	398,130.94
<u>DISBURSEMENTS</u>				
Net Payroll	\$	242,603.81		
Retirement	\$	49,783.20		
State Tax Withholdings	\$	10,832.00		
Federal/FICA Taxes	\$	79,602.42		
Retiree Life Insurance Mo. Premium	\$	84.00		
Emp Health Insurance Mo Premium	\$	916.34		
Total			\$	383,821.77
			\$	14,309.17
Ending Balance				<u>\$ 14,309.17</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	66,857.73		
Claims Outstanding	\$	52,548.56		
	\$	14,309.17		
Receipts Outstanding				
Reconciled Balance	\$	14,309.17		<u>\$ 14,309.17</u>

**EMPLOYEE BENEFIT (SECTION 125) ACCOUNT**

	Beginning Balance		\$	16,443.05
<u>RECEIPTS</u>				
December Payroll Check	\$	10,518.32		
Centennial Bank: Interest	\$	2.63		
Total			\$	10,520.95
			\$	26,964.00
<u>DISBURSEMENTS</u>				
12/5/08 Payflex	\$	4,961.48		
12/12/08 Payflex	\$	2,378.45		
12/19/08 Payflex	\$	3,215.96		
12/26/08 Payflex	\$	1,408.96		
Total			\$	11,964.85
			\$	14,999.15
Ending Balance				<u>\$ 14,999.15</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	14,999.15		
Outstanding Claims				
	\$	14,999.15		
Outstanding Receipt				
Reconciled Balance	\$	14,999.15		<u>\$ 14,999.15</u>

**SPECIAL BUILDING ACCOUNT**

Beginning Balance \$ 1,030,994.10

RECEIPTS

12/12/08 Saunders County	Property Taxes	\$	333.33
12/15/08 Cass County	Property Taxes	\$	207.95
12/30/08 Saunders County	Property Taxes	\$	372.13
12/31/08 NLAf	Interest	\$	563.80
12/31/08 F & M	Interest	\$	142.36

Total		\$	1,619.57	\$ 1,032,613.67
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DISBURSEMENTS

Total		\$	-	\$ 1,032,613.67
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Ending Balance \$ 1,032,613.67

RECONCILIATION

F&M Bank Balance	\$	125,097.54
F&M Certificate of Deposit 68-0677	\$	494,273.34
Plus: NLAf Investment Balance	\$	413,242.79
Plus: Receipt in Transit		

Reconciled Balance	\$ 1,032,613.67	\$ 1,032,613.67
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**QUALIFIED CAPITAL PURPOSE FUND**

Beginning Balance \$ 5,569.10

RECEIPTS

12/31/08 F & M Bank	Interest		2.02
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Total		\$	2.02
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DISBURSEMENTS

None			
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Total		\$	-
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Ending Balance \$ 5,571.12

RECONCILIATION

Bank Balance	\$	5,571.12
Less: Outstanding Claims		
Plus: Outstanding Deposits		
Reconciled Balance	\$	5,571.12

\$ 5,571.12

**DEPRECIATION FUND**

Beginning Balance \$ 417,041.48

RECEIPTS

12/31/08 F&M National Bank Interest \$ 97.04  
 12/31/08 NLAF Interest \$ 281.71

Total \$ 378.75 \$ 417,420.23

DISBURSEMENTS

None \$ -

Total \$ - \$ 417,420.23

Ending Balance \$ 417,420.23

RECONCILIATION

Bank Balance \$ 210,935.51  
 Plus: NLAF Investment Fund \$ 206,484.72  
 Less: Outstanding Claims \$ 417,420.23

Reconciled Balance \$ 417,420.23 \$ 417,420.23

**STUDENT FEE FUND**

Beginning Balance \$ 8,319.59

RECEIPTS

12/9/08 Tylar VanRykingham Participation Fee \$ 25.00  
 12/31/08 Centennial Bank Interest \$ 1.49

Total \$ 26.49 \$ 8,346.08

DISBURSEMENTS

12/12/08 Kent Rung Productions DJ Winter Formal \$ 200.00 #

Total \$ 200.00

Ending Balance \$ 8,146.08

RECONCILIATION

Bank Balance \$ 8,146.08

Outstanding Claims \$ -

Reconciled Balance \$ 8,146.08 \$ 8,146.08

**HOT LUNCH ACCOUNT**

	Beginning Balance		\$	25,662.49
<u>RECEIPTS</u>				
Student and Staff Deposits	\$	22,148.22		
Federal Reimbursement	\$	11,887.72		
Other	\$	134.90		
Snack Reimbursement				
F&M National Bank: Interest	\$	41.12		
Total			\$	34,211.96
			\$	59,874.45
<u>DISBURSEMENTS</u>				
Wages & Benefits	\$	19,837.76		
Food	\$	20,184.55		
Supplies	\$	1,551.80		
Contracted Services	\$	60.50		
Equipment/Furniture				
Other				
Total			\$	41,634.61
			\$	18,239.84
Ending Balance			\$	18,239.84
<u>RECONCILIATION</u>				
Bank Balance		\$18,295.83		
Claims Outstanding	\$	275.99		
		\$18,019.84		
Receipts Outstanding		\$220.00		
Reconciled Balance		\$18,239.84	\$	18,239.84
Student and Staff Deposits Held on Account - End of Month	\$	12,018.94		

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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			\$	350,000.00

**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			\$	1,450,000.00
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**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**Dec-08**

*Beginning Balance*

\$38,263.47

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Receipt</u>	<u>Disbursed</u>	<u>Balance</u>
<b>ATHLETICS</b>						(\$6,092.72)
12/1/08	009751	Central Scale	Certify Wrestling Scale		\$41.50	
12/1/08	009759	Ken Scheel	JV boys BB official		\$90.00	
12/1/08	009763	Ken Scheel	JV boy BB official		\$90.00	
12/1/08	009762	Ken Scheel	Boys JV BB official		\$90.00	
12/1/08	009765	Ken Scheel	C team BB official		\$180.00	
12/1/08	009758	All American Sports Corp.	Equip and Supplies Supplies		\$459.91	
12/1/08	009749	Paula Akers	Uniform Repair		\$89.14	
12/1/08	009750	Willie Beamon	Varsity Boys BB Official		\$150.00	
12/1/08	009754	Gary Elkmeier	Varsity Boys BB official		\$150.00	
12/1/08	009753	Kyle DeBuse & Co	Varsity GBB official		\$150.00	
12/1/08	009756	Joe Peitzmeier	Varsity Girls BB Official		\$150.00	
12/1/08	009752	Crete High School	Wres Trny Entry Fee		\$110.00	
12/1/08	009755	Lincoln Pius X Attn: Ad	Wres Trny Entry Fee		\$100.00	
12/1/08	009760	Wahoo Public Schools	Wres. trny entry fee		\$115.00	
12/8/08		Gate	9th Grade BB vs Neumann	\$ 65.00		
12/8/08		Gate	GB/BB vs Arlington	\$ 659.00		
12/8/08		Bennington Public Schools	Wrestling Fees	\$ 75.00		
12/9/08		Gate	MSBB vs DC West	\$ 200.00		
12/10/08		Gretna Public Schools	9th VB Trny Entry Fees	\$ 80.00		
12/10/08		Lee Sapp Ford Mercury	Sponsorship of Holiday Trny.	\$ 1,437.00		
12/10/08		Gate	MSBB with Elmwood-Murdoc	\$ 169.00		
12/10/08		Sales	Nissens, Tweet, Ford, Adult	\$ 200.00		
12/12/08	009783	Chris Janda	MS Basketball Official		\$165.00	
12/12/08	009776	Heath Minarik & CO	Boys Basketball Official		\$150.00	
12/12/08	009785	Heath Minarik & CO	Boys Basketball Official		\$150.00	
12/12/08	009788	Chris Janda	Boys C BB Official		\$90.00	
12/12/08	009782	Gary Elkmeier	Girls Basketball Official		\$150.00	
12/12/08	009770	Gary Elkmeier	Girls Basketball Official		\$150.00	
12/12/08	009779	Amy Wood	Hydration Test		\$105.00	
12/12/08	009773	Ray Manske & Co.	JV Basketball official		\$90.00	
12/12/08	009784	Ray Manske & Co.	MS Basketball Official		\$165.00	
12/12/08	009772	Chris Janda	MS Basketball Official		\$110.00	
12/12/08	009771	GovConnection Inc.	Winter Supplies		\$44.99	
12/12/08	009767	Awards Unlimited, Inc.	Wrestling Awards		\$265.93	
12/12/08	009769	Kyle DeBuse & Co	Boys Basketball Official		\$150.00	
12/12/08	009781	Kyle DeBuse & Co	Boys Basketball Official		\$150.00	
12/12/08	009780	David Baker	Girls Basketball Official		\$150.00	
12/12/08	009786	David Baker	Girls Basketball Official		\$150.00	
12/12/08	009787	Kyle DeBuse & Co	JV Basketball Official		\$90.00	
12/13/08		Gate	MSBB w/Waverly	\$ 203.00		
12/15/08		Gate	GB/BB HS C Team vs Blair	\$ 240.00		
12/19/08		NE School Activities Assoc.	Girls State Golf Reimburse	\$ 241.20		
12/22/08		Gate	GB/BB vs Bennington	\$ 830.25		
12/22/08		Midland Lutheran College	Dist. VB Final Fee	\$ 350.07		
12/23/08		Riverview Church	Facility Use Donation	\$ 704.00		
12/23/08		Booster Club Donation	SB Trny, HS VB Trny, HS W	\$ 1,500.00		
12/24/08		Gate	Boys Bball v. Waverly	\$ 459.00		
12/30/08		Gate	Lee Sapp Holiday Tourney	\$ 1,468.00		
<b>TOTALS</b>				<b>\$8,880.52</b>	<b>\$4,291.47</b>	<b>(\$1,503.67)</b>
<b>ATHLETIC EQUIPMENT</b>						\$4,915.62
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,915.62</b>

**FINANCIAL STATEMENT  
ACTIVITY FUND**
**FOR MONTH ENDING**
**Dec-08**
**Beginning Balance**
**\$38,263.47**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Description</b>	<b>Receipt</b>	<b>Disbursed</b>	<b>Balance</b>
<b>BAND</b>						<b>\$362.81</b>
TOTALS				\$0.00	\$0.00	\$362.81
<b>CLASS OF 2009</b>						<b>\$0.00</b>
TOTALS				\$0.00	\$0.00	\$0.00
<b>CLASS OF 2010</b>						<b>\$2,943.84</b>
TOTALS				\$0.00	\$0.00	\$2,943.84
<b>ELM BOOK FAIR</b>						<b>\$7,802.72</b>
12/12/08	009778	Scholastic Inc.	Product Sales		\$3,953.34	
TOTALS				\$0.00	\$3,953.34	\$3,849.38
<b>ELM STAFF</b>						<b>\$1,293.35</b>
TOTALS				\$0.00	\$0.00	\$1,293.35
<b>ELM STUDENT COUNCIL</b>						<b>\$6,574.79</b>
TOTALS				\$0.00	\$0.00	\$6,574.79
<b>FBLA</b>						<b>\$593.85</b>
12/1/08		Various	Fundraising Proceeds	\$ 4,722.00		
12/3/08		Various	Fundraising Proceeds	\$ 1,567.50		
12/8/08		Various	Fundraising Proceeds	\$ 341.50		
12/23/08		Sales	Fundraising Proceeds, Swen	\$ 23.00		
TOTALS				\$6,654.00	\$0.00	\$7,247.85
<b>HONOR SOCIETY</b>						<b>\$750.61</b>
TOTALS				\$0.00	\$0.00	\$750.61
<b>FFA</b>						<b>\$6,074.07</b>
12/12/08	009777	NAEA District 2	District Dues		\$100.00	
12/12/08	009775	Mead Community Schools	LSE Contest Fees		\$165.00	
12/23/08		Various	Fundraising Proceeds	\$ 2,400.00		
TOTALS				\$ 2,400.00	\$265.00	\$8,209.07
<b>HS STUDENT COUNCIL</b>						<b>\$410.20</b>
12/5/08		Sales	Pay Phone Receipt	\$ 11.17		
12/15/08		Sales	HS Winter Formal	\$ 178.50		
TOTALS				\$ 189.67	\$0.00	\$599.87
<b>MS/HS STAFF</b>						<b>\$846.26</b>
TOTALS				\$0.00	\$0.00	\$846.26
<b>MS STUDENT COUNCIL</b>						<b>\$320.54</b>
TOTALS				\$0.00	\$0.00	\$320.54
<b>TALENTED/GIFTED ACTIVITIES (Formerly OM)</b>						<b>\$345.68</b>
TOTALS				\$0.00	\$0.00	\$345.68



**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**Dec-08**

**Beginning Balance**

**\$38,263.47**

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Receipt</u>	<u>Disbursed</u>	<u>Balance</u>
<b>SCHOOL STORE</b>						<b>\$4,053.55</b>
12/12/08	009766	Ashland-Greenwood	Hot Lunch On Line Nov Deposits		\$3,858.12	
12/1/08		Payschools	Lunch Purchase	\$ 140.00		
12/1/08		Payschools	Lunch Purchase	\$ 240.00		
12/2/08		Payschools	Lunch Purchase	\$ 30.00		
12/3/08		Payschools	Lunch Purchase	\$ 30.00		
12/4/08		Payschools	Lunch Purchase	\$ 100.00		
12/5/08		Payschools	Lunch Purchase	\$ 170.00		
12/8/08		Payschools	Lunch Purchase	\$ 480.00		
12/9/08		Payschools	Lunch Purchase	\$ 70.00		
12/10/08		Payschools	Lunch Purchase	\$ 140.00		
12/11/08		Payschools	Lunch Purchase	\$ 430.00		
12/11/08	DTC	Payschools	Monthly Fees		\$ 151.88	
12/12/08		Payschools	Lunch Purchase	\$ 280.00		
12/15/08		Payschools	Lunch Purchase	\$ 110.00		
12/16/08		Payschools	Lunch Purchase	\$ 190.00		
12/17/08		Payschools	Lunch Purchase	\$ 60.00		
12/18/08		Payschools	Lunch Purchase	\$ 180.00		
12/19/08		Payschools	Lunch Purchase	\$ 290.00		
12/22/08		Payschools	Lunch Purchase	\$ 110.00		
12/23/08		Payschools	Lunch Purchase	\$ 160.00		
12/24/08		Payschools	Lunch Purchase	\$ 50.00		
12/26/08		Payschools	Lunch Purchase	\$ 50.00		
12/29/08		Payschools	Lunch Purchase	\$ 100.00		
12/29/08		Payschools	Lunch Purchase	\$ 250.00		
<b>TOTALS</b>				<b>\$3,660.00</b>	<b>\$4,010.00</b>	<b>\$3,703.55</b>
<b>SHOP</b>						<b>\$189.04</b>
12/23/08		Sales	Materials, Johnson	\$ 36.00		Shop
<b>TOTALS</b>				<b>\$ 36.00</b>	<b>\$0.00</b>	<b>\$225.04</b>
<b>SPANISH CLUB</b>						<b>\$633.58</b>
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$633.58</b>
<b>SPIRIT SQUAD</b>						<b>\$251.12</b>
12/1/08	009764	Nebraska Coaches Assn	Entry Fee		\$280.00	
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$280.00</b>	<b>(\$28.88)</b>
<b>THESPIANS</b>						<b>\$1,793.77</b>
12/12/08	009774	Mead Lumber Co.	Supplies		\$37.98	
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$37.98</b>	<b>\$1,755.79</b>
<b>VOCAL MUSIC</b>						<b>(\$1,292.34)</b>
<b>TOTALS</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$1,292.34)</b>
<b>YEARBOOK/ANNUAL</b>						<b>\$3,229.11</b>
12/1/08	009757	Quill Corp	Supplies		\$139.96	
12/8/08		Various	Class T-Shirt Sales	\$ 70.00		
12/23/08		Various	T-Shirt Sales	\$ 308.00		
<b>TOTALS</b>				<b>\$ 378.00</b>	<b>\$139.96</b>	<b>\$3,467.15</b>

**FINANCIAL STATEMENT  
ACTIVITY FUND**

**FOR MONTH ENDING**

**Dec-08**

**Beginning Balance**

\$38,263.47

<i>Date</i>	<i>Check #</i>	<i>Payee</i>	<i>Description</i>	<i>Receipt</i>	<i>Disbursed</i>	<i>Balance</i>
<b>INTEREST</b>						
12/31/08		Centennial Bank	Interest	\$ 8.16		\$2,264.02
<b>TOTALS</b>				\$ 8.16	\$0.00	\$2,272.18
<b>ACTIVITY FUND TOTALS ALL ACCOUNTS</b>				\$22,206.35	\$12,977.75	\$47,492.07

<b>Ending Balance</b>	\$47,492.07
Plus: Outstanding Checks	\$1,240.00
Less: Outstanding Receipts	\$0.00
<b>Equals: Bank Balance</b>	\$48,732.07

**Ashland-Greenwood Public Schools  
General Fund Disbursements  
January 19, 2009**

**January 19, 2009**

<b>Check #</b>	<b>Vendor</b>	<b>Amount</b>	<b>Description</b>
025751	Ashland-Greenwood Payroll Acct	\$ 239,923.84	Net Payroll
025752	AGEA	\$ 2,039.48	Employee Dues
025753	Blue Cross/Blue Shield	\$ 64,048.18	Payroll Employee Health Ins
025754	Centennial Bank	\$ 10,217.64	Payroll Section 125 Deduct
025755	Guardian	\$ 642.78	Payroll Employee Life Prem
025756	Guardian	\$ 462.50	Employee Vision Plan
025757	GWN Marketing	\$ 1,485.00	Payroll Annuity Deduction
025758	National Insurance Service	\$ 954.97	Payroll LTD Insurance Prem
025759	Ashland-Greenwood Payroll Acct	\$ 10,747.24	Payroll State Tax Wthhldg
025760	Ashland-Greenwood Payroll	\$ 77,910.29	Payroll Federal Tax Wthhldg
025761	Professional Choice Recovery Inc	\$ 667.48	Garnishment
025762	Retirement	\$ 48,328.35	Payroll Retirement Wthhldg
025763	Academic Superstore	\$ 86.14	Media: Software
025764	AmSan LLC	\$ 2,210.87	Custodial: Supplies
025765	Ashland Auto Parts	\$ 144.85	Maint: Supplies
025766	Ashland Tree Service	\$ 900.00	Maint: Tree Trimming
025767	Beringer Ciaccio Dennell Mabrey	\$ 2,928.29	Maint: Prof. Services
025768	City Of Ashland	\$ 1,725.75	All Areas: Water and Sewer
025769	Control Services, Inc.	\$ 665.00	Maint: Contract Services
025770	Cornhusker International	\$ 810.00	Sped Transp: Bus 06 Repair
025771	DATAVIZION LLC	\$ 2,890.00	Computer Tech
025772	Electronic Sound, Inc.	\$ 838.00	Maint: Camera Replace.
025773	Father Flanagan's Boys' Home	\$ 2,438.73	Sped: Student Tuition
025774	General Fire and Safety	\$ 860.35	Maint: Fire Alarm/Kitchen Insp
025775	GovConnection Inc.	\$ 8,836.94	Instr: New Switches
025776	Greenwood/Midwest Farmers	\$ 311.00	Sped Transp: Tires
025777	Heartland Foundation/School	\$ 6,165.00	Sped Instr: Tuition
025778	Hometown Leasing	\$ 118.00	Supt: Copier Lease
025779	Integrations/Abilitations	\$ 17.48	Instr: Supplies
025780	J. A. Sexauer	\$ 178.04	Maint: HVAC Equipment
025781	Johnstone Supply	\$ 378.68	Maint: Supplies
025782	William Lewis	\$ 140.00	Transp: Physical, Bus Permit
025783	Linweld	\$ 23.61	Voc Ag: Cylinder and Gas
025784	MCI-Mega Preferred	\$ 92.35	Long Distance Service
025785	Mead Lumber Co.	\$ 151.56	Maint: Supplies
025786	Menards	\$ 32.40	Maint: Vinyl Tile
025787	Michael Todd & Co.	\$ 295.60	Maint: Supply
025788	Midwest Office Automations	\$ 252.00	Instr: Equip. Base Charge
025789	Modern Litho, Inc	\$ 448.80	Admin: Supplies
025790	NASB	\$ 130.00	Admin: Journals
025791	NASB Alicap	\$ 291.00	Instr: Workmans Comp Prem.
025792	NECO	\$ 91.80	Cust Mshs: Building Security
025793	NEXTEL	\$ 83.47	All Areas: Cell Phone Service
025794	No Frills Supermarket	\$ 105.74	Nurse: Supplies
025795	Omaha Symphony	\$ 255.50	Elem Instruct: Field Trip Fee
025796	One Source, Inc	\$ 19.50	Mshs Princ: Contract Services

**Ashland-Greenwood Public Schools  
General Fund Disbursements  
January 19, 2009**

January 19, 2009

Check #	Vendor	Amount	Description
025797	OPPD	\$ 7,181.61	All Areas: Electricity
025798	Pepper Music Co.	\$ 444.49	Instr: Music
025799	Perry, Guthery, Haase & Gessf	\$ 180.00	Supt: Legal Services
025800	Pitney Bowes	\$ 216.00	Supt: Postage Meter Lease
025801	Platte Valley Sanitation Inc	\$ 350.00	Garbage and Recycle Service
025802	Mark Powell	\$ 510.00	Title IV Safe Drug Free: Contr
025803	Quill Corp	\$ 146.76	Curriculum Supervision: Suppl
025804	Rigby Education/Harcourt	\$ 1,424.28	Title I: Supplies
025805	Sarpy County Election Comm.	\$ 50.00	Bd of Ed: General Election Fee
025806	Shaffer Communications	\$ 108.55	Transp: Radio Repair
025807	Simplex Time Recorder	\$ 1,094.50	Maint: Sprinkler Repair
025808	Skyline Physical Therapy, Inc	\$ 544.13	Sped: Physical Therapy
025809	Jenifer Sloboth	\$ 570.00	Pupil Support: Contract Servic
025810	Solution One	\$ 448.15	Instr: Supplies
025811	South Omaha Terminal	\$ 335.40	Maint: Supplies
025812	Sparkling Klean	\$ 4,893.93	Elem Cleaning Services
025813	Todd Valley Plbg. & Htg	\$ 7.88	Maint: Supplies
025814	Trane Inc	\$ 10,540.00	Proj Agreemnt Change Order
025815	University of NE at Kearney	\$ 150.00	Transp: Level I Training
025816	U.S. Post Office	\$ 210.86	Admin: Bulk Mail
025817	Gloria Valencia	\$ 80.00	Elem Instr:: Interpreter
025818	Virgl Implement Inc	\$ 217.69	Maint: Equipment
025819	Voyager Fleet Systems	\$ 2,345.62	Transp/Maint: Fuel
025820	Wahoo-Waverly-Ashland News	\$ 60.56	Bd of Ed: Advertising & Print
025821	Walkers Uniform Rental	\$ 153.75	Uniform Rental
025822	Randy Wiese	\$ 161.35	HS Princ: Mileage
025823	Beverly Wiggs	\$ 799.06	Sped: Occupational Therapy
025824	Williams Sales & Service	\$ 355.68	Transp: Repair Bus 03
TBD	Windstream	INC	All Areas: Telecommunications
TBD	Seminole	INC	Natural Gas
TBD	Open Text	INC	Email Software
TBD	Administration Operation Acct.	INC	Travel, Fees, Supplies
TBD	Ashland Disposal	INC	Garbage Service

Authorized by:

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**Ashland-Greenwood Public Schools  
General Fund Disbursements  
December 15, 2008**

**Page**

<b>Check</b>	<b>Payable to</b>	<b>Amount</b>	<b>Description</b>
25746	Voided		
25747	Ashland Disposal	\$ 205.00	Elem: Garbage Service
25748	Seminole	\$ 4,344.58	Natural Gas
25749	VISA	\$ 37.10	Instruction: Travel Exp
25750	Windstream	\$ 1,055.41	All Areas: Telecommunications

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President

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Secretary



**ASHLAND-GREENWOOD  
HIGH SCHOOL**

**LAPTOP HANDBOOK**

**2009-2010 SCHOOL YEAR**



### **A. Distribution of Laptops**

Laptops will be distributed each fall to all 9-12 students following an orientation on the operation of and rules and regulations for the use of student laptops. Additionally, parents and students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child. The Laptop Computer Protection plan outlines three options for families to protect the laptop investment for the school district. Please review the Laptop Computer Protection plan included in this handbook. Laptops will be collected at the end of each school year for maintenance, cleaning and software installations. Students will retain their original laptop each year while enrolled at AGHS.

### **B. Care of Laptops**

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Technology Help Desk located in room B5.

#### ***General Precautions***

1. No food or drink is allowed next to your laptop while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
3. Students should never carry their laptops while the screen is open, unless directed to do so by a teacher.
4. Laptops should be shut down before moving them to conserve battery life.
5. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of the Ashland-Greenwood School District.
6. Laptops must never be left in a car or any unsupervised area.
7. Students are responsible for keeping their laptop's battery charged for school each day.

#### ***Carrying Laptops***

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

1. Laptops should always be within the protective case when carried.
2. Do not place other materials in the laptop carrying case to avoid placing too much pressure and weight on the laptop screen.
3. The laptop must be turned off before placing it in the carrying case.

#### ***Screen Care***

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
6. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

### **C. Using Your Laptop at School**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules will be accessed using the laptop computer. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. Students are encouraged to take laptops home for educational use provided that parents have given permission for that use.

#### **Laptops Left at School**

Beginning in 2009-2010, AGHS will institute a 0 hour class period running from 8:05-8:10am. The purpose of 0 hour will be for students leaving laptops at school to collect those from assigned rooms for use during the school day. 0 hour class assignments for students will be identical to 8<sup>th</sup> period class assignments (or, in the case of students with a partial day schedule, identical to their last class period assignment). At the end of 8<sup>th</sup> period each day, students leaving laptops at school will store and plug in those laptops in a manner prescribed by classroom teachers. Students who do not arrive by 8:10am will not be allowed to exercise 0 hour checkout privileges by interrupting class or inconveniencing others.

#### **Laptops Left at Home**

If students leave their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. Students will **not** be issued a loaner laptop for temporary use.

#### **Laptop Undergoing Repair**

Loaner laptops may be issued to students when they leave their laptops for repair at the Help Desk in room B5.

#### **Laptop Battery Issues**

Laptops must be brought to school each day in a fully charged condition; if left at school overnight, classroom outlets will be provided for overnight charging. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work; students will not be issued a loaner laptop for temporary use.. In cases where required school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class.

#### **Laptops Left in Unsupervised Areas**

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, concourse, locker rooms, library, unlocked classrooms, dressing rooms and hallways. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be confiscated by staff and taken to the Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location. At the very least, doing without the laptop for part or all of one or more school days will be an inconvenience.

### **D. Managing Files, Saving Files, Printing**

Students will be logging onto the AGHS network in order to access and save their work. Students will have their own user account and folder on the network with ample space to save any school related work. Only files stored in the student's network folder will be automatically backed up and saved. Student work saved to a different location on the computer will not have backup protection.



Students may use network printers installed for student use. AGHS will not modify student laptops for home printing; work completed at home will need to be saved via means established for that purpose and printed upon return to school.

### **E. Laptop Software**

#### ***Originally Installed Software***

The software originally installed by AGHS must remain on the laptop in usable condition and be easily accessible at all times.

**\*\*\*insert listing of common software here\*\*\***

From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course.

#### ***Virus Protection***

The laptop has antivirus protection software. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network. The school's storage server and email server are also installed with virus protection software and hardware.

#### ***Filtering Software***

Software programs have been installed to filter internet content while the student's laptop is used at school, at home, or anywhere off campus. That filtering software will block inappropriate web sites and record web sites that students visit while they are using their laptops. Filtering software will also help keep systems clean from malicious spy ware and virus applications and files.

#### ***Inspection***

Students may be selected at random to provide their laptop for inspection.

#### ***Procedures for reloading software***

If technical difficulties occur or illegal software is discovered, will re-image the student laptop. If said re-imaging is necessitated by student misuse, students will be assessed the cost of re-imaging at the rate of \$20.00 per hour for the time required to complete the process with the student laptop not returned until the payment is made. The school does not accept responsibility for the loss of any software deleted due to a reformat and reimage.

#### ***Software upgrades***

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed what, if any action, will be required to complete upgrades.

### **F. Acceptable Use Policy**

#### ***Educational Purpose***

Ashland-Greenwood High School's (AGHS) Acceptable Use Policy (AUP) will extend to all students during their enrollment at AGHS. The Ashland-Greenwood Public Schools is providing students in grades 9-12 with laptops in order to improve instruction, motivation, and learning. The acceptable use of student laptops is for educational purposes including research, multimedia production, communication, and homework

completion. Students are expected to follow appropriate rules for use, as outlined below. All policies established by the board of education and stated in this AUP will be enforced by teachers and administrators throughout the district.

### ***Privilege Statement***

The use of computers loaned or leased to students by AGHS is a privilege. Students who do not use computers appropriately as outlined in this AUP or as by directed by district personnel are subject to loss of computer use.

### ***Conditions and Rules for Use***

- Students must have laptops with them, or locked in their school locker. Laptops should never be left unattended.
- While transporting the laptop students must use the protective sleeve provided by the school or one that has been approved by the school's technology personnel.
- Students will use the computer for school related educational activities only. Students shall not access material that is obscene in nature or that promotes illegal activity. If a student accesses an inappropriate site he or she should immediately report the incident to a classroom teacher, administrator, or district technology personnel.
- Students are not to write on, use stickers on, or mark their laptop in any form. If any damage does occur immediately report damage to technology personnel.
- Students will be given server space to store academic files. Files saved to the server must be for academic purposes. Files found on the server not academic in nature will be deleted.
- The Ashland-Greenwood school will maintain a filtering program to prevent students from accessing inappropriate materials. Any attempt to circumvent the district's filter will result in possible disciplinary action and loss of computer privileges.
- Email and all other forms of electronic communication will be used in a responsible manner. Students who engage in harassment, obscene, derogatory, or vulgar communication will be subject to possible disciplinary action and loss of computer privileges.
- Students will recognize and follow established laws regarding copyrighted materials. This includes, but is not limited to, downloading music, images, videos, and written documents that are copyrighted..
- Students will not allow others to access their computer system by sharing account log-in and password information.

### ***Internet Safety***

- Students shall not post personal contact information on the internet with their school computer. This includes name, age, gender, home address, and telephone number.
- Students shall not share personal photos or photos of others.
- Students shall not engage in instant messaging or social network sites at any time during the school day except when such has been approved by a classroom teacher for classroom use.
- Students should inform district personnel of any threatening, derogatory, or obscene communication immediately.

*Network Safety*

- Students shall maintain a confidential password for access to the network.
- Students shall not connect personal devices to the network.
- Students shall not knowingly or purposely access folders that are not established for access by the student, including any staff files, network files, or operating system files.
- Students shall not take actions to intentionally disrupt the operation of the network in any way.

*Consequences for AUP Violations*

The consequences listed below are examples of possible consequences. Teachers, administrators, and technology personnel will determine the appropriate consequence based on the severity of the infraction. Possible consequences may include, but are not limited to:

- Loss of network and computer privileges which may include:
  - Restriction to school day use only OR
  - Restriction to use of library desktop PC only OR
  - Restriction to use only in classroom under direct teacher supervision OR
  - Complete prohibition on the use of school computers or the computer network
- Detention or Saturday school
- Suspension and Expulsion

**G. Repair or Replacement of Laptop Computers***Manufacturer's Warranty*

This coverage is purchased by Ashland-Greenwood High School as part of the purchase price of the equipment and warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. This warranty does not warrant against damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Help Desk located in room B5.

*Accidental Damage Protection*

Ashland-Greenwood High School may purchased additional coverage to protect the laptops against accidental damage such as: liquid spills, accidental drops, power surges, and natural disasters. **This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.** The insurance provider will assess the laptop damage and repair or replace the machine at no cost if the damage is determined to be accidental, infrequent, and within the protection guidelines. Please report all laptop problems to the Help Desk located in room B5.

*School District Lease Protection*

School District Lease Protection is available for students and parents to cover laptop replacement in the event of theft, loss, or accidental damage by fire. The protection cost is \$50.00 annually for each laptop with a maximum cost of \$100.00 per family.

***Homeowner's Insurance Protection***

Students or parents may wish to carry their own personal insurance to protect the laptop in cases of theft, loss, or accidental damage by fire. Please consult with your insurance agent for details about your personal coverage of the laptop computer.

***Claims***

All insurance claims must be reported to the Principal's Office. Students or parents must file a police or fire report and bring a copy of the report to the principal's office before a laptop can be repaired or replaced with School District Lease Protection. Fraudulent reporting of theft, loss, or accidental damage by fire will be turned over to the police and insurance company for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the Student/Parent Handbook and/or the VIP booklet. The District will work with the local law enforcement.

***Intentional Damage or Damage Due to Willful Neglect***

Students/Parents are responsible for full payment of intentional damage to laptops or damage to laptops that is due to willful neglect regardless of warranties, district or private insurance, or district lease protection plans in place.

### LAPTOP COMPUTER PROTECTION PLAN

Ashland-Greenwood High School recognizes that with the implementation of the laptop initiative there is a need to protect the investment by both the District and the Student/Parent. Previous sections of this document have outlined the various areas of protection: warranty, accidental damage protection, school district lease protection, and personal homeowner's insurance.

Following are the three options that are available for losses; the Student/Parent must commit to one by checking the appropriate box.

- No Insurance.** You agree to pay for the replacement of the laptop at a cost not to exceed current manufacturer's pricing plus shipping should the laptop be stolen, lost or damaged by fire.
  
- Personal Insurance.** You will cover the laptop under your own insurance policy and in the case of a theft, loss or damage by fire, you agree to pay the District the amount received from your insurance company plus any additional amount needed at a cost not to exceed current manufacturer's pricing plus shipping.
  
- School District Lease Protection.** You choose to pay the school district an annual lease payment for coverage of theft, loss or damage by fire in the amount of \$50.00 or \$100.00 for family coverage when there are two or more children in high school using laptop computers. The lease payment is nonrefundable, begins upon receipt of the payment, and ends at the conclusion of each school year.

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report **MUST be filed by the student or parent** for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

***Intentional Damage or Damage Due to Willful Neglect***

Students/Parents are responsible for full payment of intentional damage to laptops or damage to laptops that is due to willful neglect. Warranty, Accidental Damage Protection, or School District Lease Protection **DOES NOT** cover intentional damage of the laptops.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### STUDENT PLEDGE FOR LAPTOP USE

1. I will take good care of my laptop and know that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery daily.
6. I will keep food and beverages away from my laptop since they may cause damage to the computer.
7. I will not disassemble any part of my laptop or attempt any repairs.
8. I will protect my laptop by only carrying it while in the bag provided or an approved case.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the District laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of Ashland-Greenwood High School.
12. I will follow the policies outlined in the *Laptop Handbook* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost or stolen.
16. I agree to return the District laptop and power cords in good working condition and to make the District laptop available for inspection by school personnel as requested.

Student Name: \_\_\_\_\_ (Please Print)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT ACKNOWLEDGEMENT

I reviewed the Laptop Handbook with my child and acknowledge that I am familiar with usage guidelines and responsibilities. I have checked the appropriate box below indicating whether or not my child may bring his/her laptop home for educational use.

- YES.** My child may bring his/her laptop home for educational use when necessary. On those occasions when he/she does not bring his/her laptop home, the 0 hour option described in the Laptop Handbook will be observed.
- NO.** My child may **NOT** bring his/her laptop home but will instead use the 0 hour option described in the Laptop Handbook

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community RelationsPublic Activities Involving Staff, Students or FacilitiesPersonnel - All Employees and StudentsAnti-discriminationA. 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

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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

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PolicyCommunity RelationsADA 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

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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

**2008 BOARD COMMITTEES**

**BUILDING, GROUNDS & TRANSPORTATION COMMITTEE**

LUTTON  
NYGREN  
SAPP

**PERSONNEL COMMITTEE**

BERANEK  
CERNY  
GARNER

**FINANCE COMMITTEE**

BERANEK  
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**CURRICULUM & AMERICANISM COMMITTEE**

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**NON-CERTIFIED SALARY TEAM**

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