

Agenda

1. Call To Order
Speaker(s): Board President
 - 1.1. Pledge of Allegiance
Speaker(s): Board President
 - 1.1.1. Roll Call - Excuse Board Members not in attendance
Speaker(s): Board President
 - 1.2. Public Comment Sign In Procedure
 - 1.2.1. Public Comment
 - 1.3. Consent Agenda (Action)
Speaker(s): Board President
2. Board Development and Communication
 - 2.1. Board Members' Update
 - 2.2. Superintendent's Report
Speaker(s): Superintendent
 - 2.2.1. REI Bus Cameras/Lunch Scanners
Speaker(s): Mr. Jason Buckingham
 - 2.2.2. Superintendent Goals
Speaker(s): Dr. Mark Adler
 - 2.2.3. Depreciation Fund Transfer
Speaker(s): Mr. Jason Buckingham
 - 2.2.4. Government Relations Update
Speaker(s): Dr. Mark Adler
 - 2.2.5. NASB Updates and Information
Speaker(s): Dr. Jay Irwin
 - 2.2.6. Enrollment Update
Speaker(s): Dr. Mark Adler
 - 2.2.7. 2018-19 District Budget Draft
Speaker(s): Mr. Jason Buckingham
3. Standards Based School Improvement
 - 3.1. #BeKind Day Board Resolution (Action)
Speaker(s): Dr. Mark Adler
4. Policy Review
 - 4.1. 2018-19 Staff Handbook (Action)
Speaker(s): Dr. Michael Rupprecht
 - 4.2. Policy 3003.1--Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds (Action)
Speaker(s): Mr. Jason Buckingham
 - 4.3. Policy 3004--General Purchasing and Procurement
Speaker(s): Mr. Jason Buckingham

4.4. Policy 3004.1--Fiscal Management for Purchasing and Procurement Using Federal Funds

Speaker(s): Mr. Jason Buckingham

4.5. Policy 4013--Grievance Procedure

Speaker(s): Dr. Michael Rupprecht

5. Executive Session Disclosure

6. Pre-Adjournment Information and Activities

6.1. Announcements

6.2. Board of Education Supplemental Meeting Information

6.3. Future Board Calendar

6.4. Adjourn

Ralston Board of Education Public Comment Procedures

The Ralston Board of Education appreciates the public's right to provide public comment. It is the practice of the Ralston Board to listen to the public comment, without discussion between the public and the Board. Should you have a question or ask for follow-up from the Board, the Board President or Chair of the meeting will direct the Superintendent to address the requests and provide additional information to you as appropriate. We ask that you refrain from personal comments about individuals and the use of vulgar or inappropriate language in addressing the Board.

The following will help guide the Public Comment agenda item at Board Meetings and Public Hearings:

1. Persons speaking during Public Comment will be called forward individually by the Board President or Chair to the location identified for such purpose.
2. A time limit of five (5) minutes will be allotted for any speaker. At the discretion of the Board President or Chair, the speaker may be allotted additional time.
3. Each individual speaking to the Board will be required to identify himself or herself prior to giving public comment or when related business is on the agenda. A "Record of Appearance" card is provided for this purpose.
4. Persons wishing to appear will be heard in the order in which the Board President or Chair of the meeting determines appropriate.
5. In cases where more than one person wishes to speak on the same topic, their presentations to the Board may, at the discretion of the Board President or Chair, be grouped together by topic.
6. If the number of people wishing to speak under the public participation portions of the agenda is large, the Board President or Chair may rule that a public hearing be scheduled or the discussion be limited on the issue in question.
7. Persons speaking to the Board during public comment may make printed materials available to the Board but may not use any other form of media.

**Ralston Board of Education
PUBLIC COMMENTS
Record of Appearance**

The purpose of “Public Participation” is for the Board of Education to hear comments from the public. Since comments are not on the published agenda the Board will not discuss and/or answer questions during “Public Comments.”

Public Comments are limited to five (5) minutes per speaker. Multiple speakers on the same topic are asked to not repeat what prior speakers have already stated.

PLEASE PRINT

Name _____ Date _____

Address _____

City _____ State _____ Zip Code _____

Subject of Public Comment: _____

**RALSTON PUBLIC SCHOOLS
FINANCIAL REPORT TO THE BOARD OF EDUCATION
POOLED CASH - BANK RECONCILIATION
July 31, 2018**

	06/30/2018 Thru 07/31/2018	06/30/2017 Thru 07/3/2017
Book Balance - Beginning of month	\$1,727,939.31	\$2,423,345.34
Total Receipts	\$2,329,171.32	\$2,238,162.89
Monthly Disbursements	<u>(2,493,960.93)</u>	<u>(2,847,265.24)</u>
Reconciled Book Balance - End of Month	\$1,563,149.70	\$1,814,242.99
Building fund loan	\$0.00	\$0.00
Depreciation fund loan	\$0.00	\$0.00
Transfer to Depreciation	\$0.00	\$0.00
Actual Book Balance - End of Month	\$1,563,149.70	\$1,814,242.99
Bank Balance -Beginning of month	\$2,187,333.48	\$2,729,182.83
Deposits	\$2,329,611.20	\$2,304,742.04
Interest	<u>975.29</u>	<u>1,012.07</u>
Total Receipts	2,330,586.49	2,305,754.11
Total Warrants	<u>(2,486,415.25)</u>	<u>(2,895,969.17)</u>
Bank Balance - End of month	2,031,504.72	2,138,967.77
Plus Outstanding Deposits	0.00	63,000.00
Less Outstanding Checks/Wires	<u>(468,355.02)</u>	<u>(387,724.78)</u>
Reconciled Bank Balance - End of month	\$1,563,149.70	\$1,814,242.99

July, 2018

Percent of Year Completed

91.6%

RECEIPTS

ACCOUNT	ANTICIPATED	M-T-D RECEIVED 2017-18	Y-T-D RECEIVED 2017-18	Y-T-D RECEIVED 2016-17	Year To Date %Received	
					2017-18	2016-17
Local District Taxes	\$16,593,696	\$210,378.77	\$11,374,748.72	\$8,192,829	68.5%	63.5%
Pro-Rata Motor Vehicle Tax	\$25,000	\$9,947.24	\$35,428.01	\$23,977	141.7%	95.9%
Motor Vehicle Tax	\$2,300,000	\$236,399.55	\$3,005,406.26	\$2,515,164	130.7%	115.6%
Homestead Exemption Tax	\$200,000	\$68,109.00	\$340,523.06	\$235,977	170.3%	112.4%
Tuition from Individuals	\$0	\$0.00	\$0.00	\$0	0.0%	0.0%
Tuition (Other Dist)	\$0	\$0.00	\$0.00	\$35,000	0.0%	0.0%
Interest on Investments	\$10,000	\$975.29	\$10,065.52	\$11,029	100.7%	122.5%
Local License/Police Court	\$44,000	\$1,560.02	\$49,141.47	\$46,851	111.7%	133.9%
Other Local Revenue	\$12,000	\$0.00	\$9,258.00	\$12,740	77.2%	127.4%
County Fines & Licenses	\$95,000	\$9,428.06	\$94,885.39	\$100,724	99.9%	91.6%
State Aid	\$10,723,037	\$1,072,301.00	\$10,723,037.00	\$13,623,218	100.0%	100.0%
Spec Ed Programs	\$2,300,000	\$0.00	\$1,965,942.19	\$2,260,454	85.5%	92.2%
Special Ed Transportation	\$230,000	\$0.00	\$0.00	\$210,902	0.0%	120.5%
State Apportionment	\$425,000	\$0.00	\$449,933.87	\$430,904	105.9%	105.1%
Public Power Dist Sales Tax	\$305,000	\$352.18	\$459,323.68	\$356,505	150.6%	116.9%
Cash Reserve	\$521,449	\$0.00	\$0.00	\$0	0.0%	0.0%
TOTAL	\$33,784,182	\$1,609,451.11	\$28,517,693.17	\$28,056,273.59	84.4%	86.5%

DISBURSEMENTS

CATEGORY	BUDGET	M-T-D DISBURSED 2017-18	Y-T-D DISBURSED 2017-18	Y-T-D DISBURSED 2016-17	Year To Date % Disbursed	
					2017-18	2016-17
Instructional Services	\$16,530,056	\$1,242,848.66	\$15,015,900.48	\$14,093,784	90.8%	89.8%
Support Services						
Special Education	\$5,164,036	\$378,569.18	\$4,896,934.75	\$4,853,423	94.8%	96.8%
Pupil Services	\$1,081,358	\$79,091.98	\$958,208.18	\$881,311	88.6%	82.5%
Staff Services	\$2,163,431	\$169,508.54	\$1,833,655.25	\$1,792,208	84.8%	86.2%
General Administration	\$916,111	\$60,308.51	\$707,480.65	\$757,498	77.2%	79.0%
School Administration	\$2,120,211	\$171,529.19	\$2,058,279.36	\$1,947,060	97.1%	94.4%
Business	\$881,859	\$36,088.51	\$450,444.90	\$419,577	51.1%	48.9%
Operation of Plant	\$2,928,495	\$206,008.25	\$2,492,531.37	\$2,538,763	85.1%	91.6%
Maintenance of Plant	\$870,092	\$63,745.59	\$677,586.36	\$691,157	77.9%	78.6%
Pupil Transportation	\$1,128,433	\$13,159.52	\$949,074.14	\$911,941	84.1%	86.9%
TOTAL	\$33,784,082	\$2,420,857.93	\$30,040,095.44	\$28,886,722.01	88.9%	89.1%
REVENUE OVER EXPENSE	\$100	(\$811,407)	(\$1,522,402)	(\$830,448)	-4.5%	-2.6%

Ralston Schools Building Fund
Jul-18

FUND NAME	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	June	July	July	July
BUILDING FUND	\$2,304,610.86	\$751.75	(5,437.50)	\$2,299,925.11
NSDLAF	\$19,955.61	\$0.00	-	\$19,955.61
TOTAL	\$2,324,566.47	\$751.75	(5,437.50)	\$2,319,880.72
BANK BALANCE	\$2,319,880.72			
PLUS O/S DEPOSITS	\$0.00			
LESS O/S CHECKS	\$0.00			
TOTAL CASH	\$2,319,880.72			

RALSTON SCHOOLS BOND FUND
Jul-18

FUND NAME	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	June	July	July	July
BOND FUND	\$5,211,595.81	-	(307,536.15)	\$4,904,059.66
INVESTED -US Treas Bills	-	-	-	\$0.00
TOTAL	\$5,211,595.81	\$0.00	(307,536.15)	\$4,904,059.66

LUNCH PROGRAM INCOME STATEMENT
Jul-18

	Jul-18	2017-18 YTD
Revenues:		
Lunch program	\$32.95	\$480,076.16
Federal funding	24,796.23	\$1,384,971.81
Catering income	989.70	\$44,632.11
Interest	10.28	\$448.11
Grants	0.00	\$5,388.83
Total Revenues	\$25,829.16	\$1,915,517.02
Expenses:		
Salaries	\$23,479.35	\$647,728.59
Supplies	(55,565.90)	\$976,825.72
Repairs/Equip	0.00	\$1,368.92
Miscellaneous	241.49	\$7,337.66
Total Expenses	(\$31,845.06)	\$1,633,260.89
Net Income (Loss)	\$57,674.22	\$282,256.13

Ralston Schools Quality Capital Purpose Undertaking Fund
Jul-18

FUND NAME	BALANCE June	RECEIPTS July	DISBURSEMENTS July	BALANCE July
QCPU FUND	\$ 147,479.49	\$ 6,594.58	\$ (350.00)	\$ 153,724.07
TOTAL	<u>\$147,479.49</u>	<u>\$6,594.58</u>	<u>(\$350.00)</u>	<u>\$153,724.07</u>

Ralston Schools Depreciation Fund
Jul-18

FUND NAME	BALANCE June	RECEIPTS July	DISBURSEMENTS July	BALANCE July
Depreciation Fund	\$ 1,596,174.36	\$ 538.35	\$ (27,462.00)	\$ 1,569,250.71
TOTAL	<u>\$1,596,174.36</u>	<u>\$538.35</u>	<u>(\$27,462.00)</u>	<u>\$1,569,250.71</u>

RALSTON SCHOOLS ELEMENTARY ACTIVITY FUNDS

31-Jul-18

FUND NAMES	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	June	July	July	July
ACTIVITY FUND/BLUMFIELD	5,248.75	0.00	0.00	\$5,248.75
ACTIVITY FUND/KAREN WESTERN	3,629.96	0.00	1,057.29	\$2,572.67
ACTIVITY FUND/MEADOWS	3,756.95	0.00	138.22	\$3,618.73
ACTIVITY FUND/MOCKINGBIRD	4,220.04	0.00	162.14	\$4,057.90
ACTIVIITY FUND/SEYMOUR	7,722.70	0.00	286.56	\$7,436.14
ACTIVITY FUND/WILDEWOOD	3,626.24	0.00	14.00	\$3,612.24
ACTIVITY FUND/OFFICE	7,311.28	72.96	191.32	\$7,192.92
ACTIVITYFUND/DEPRECIATION	8,017.37	0.00	0.00	\$8,017.37
INSTRUMENT RENTAL	20.70	0.00	0.00	\$20.70
ACTIVITY FUND/HILLCREST	326.85	0.00	0.00	\$326.85
ACTIVITY FUND/Middle School	26,066.10	1,001.16	2,601.50	\$24,465.76
ACTIVITY FUND/PARKING LOT	6,660.00	0.00	0.00	\$6,660.00
HIGH SCHOOL STUDENT FEES	(430.16)	0.00	0.00	(\$430.16)
MS STUDENT FEES	50.00	0.00	0.00	\$50.00
TOTAL	\$76,226.78	\$1,074.12	\$4,451.03	\$72,849.87
BANK BALANCE	\$77,174.71			
PLUS OUTSTANDING DEPOSITS	\$0.00			
LESS OUTSTANDING CHECKS	(\$4,324.84)			
TOTAL	\$72,849.87			

RALSTON HIGH SCHOOL ACTIVITY FUND

31-Jul-18

FUND NAME'S	BALANCE	RECEIPTS	DISBURSEMENTS	BALANCE
	June	July	July	July
HIGH SCHOOL	214,985.76	36,468.73	(11,262.44)	240,192.05
TOTAL	\$214,985.76	36,468.73	(11,262.44)	\$240,192.05
1ST STATE BANK BALANCE	\$ 251,655.59			
PLUS OUTSTANDING DEPOSITS	\$ -			
LESS OUTSTANDING CHECKS	\$ (11,463.54)			
TOTAL	\$ 240,192.05			

Ralston High School Activity Fu... Balance Sheet Standard

08/02/18

As of July 31, 2018

Jul 31, '18

ASSETS

Current Assets

Checking/Savings

1000 - Athletic Admin	1,742.03
1001 - Athletics	66,419.19
1050 - Baseball	1,787.36
1140 - Wrestling	1,113.29
1500 - Cheer	-3,986.99
1520 - Homecoming	399.36
1530 - F.C. Athletes	90.62
1535 - Bratfest	0.00
1540 - Dance Team	-1,711.08
1560 - Activity Tickets	1,056.04
1571 - Boys Basketball	2,465.63
1572 - Cross Country	390.78
1575 - Football	4,224.99
1576 - Girls Basketball	276.51
1577 - Golf	807.29
1578 - Volleyball	1,721.47
1579 - Girls Softball	8,203.45
1580 - Swim	2,672.48
1582 - Boys Soccer	2,061.05
1583 - Girls Soccer	2,196.11
1584 - Circle of Friends	460.00
1586 - Boys Track	1,514.38
1587 - Girls Track	162.18
1588 - Tennis	655.36
2005 - Computer Lab	74.16
2010 - Debate	5,412.48
2015 - Drama	-439.75
2016 - Drama Travel Club	0.00
2018-Class of 2018	0.00
2020-All School Musical	2,493.07
2027 - Guidance	7,214.76
2028 - Ralston Readers	881.17
2029 - Educators Rising	1,114.18
2030 - Humanities	0.00
2035-Latino Leaders	81.63

Ralston High School Activity Fu... Balance Sheet Standard

08/02/18

As of July 31, 2018

	<u>Jul 31, '18</u>
2040 - Instr Music	0.00
2042- Color Guard	277.63
2060 - Swim School	1,708.40
2065 - Social Studies Trip	-150.00
2075 - Vocal Music	12,684.64
2076 - Dist. Music	0.00
2080 - Work Experience	74.68
2085 - Yearbook	13,605.62
2090 - Material Replacement	0.00
210 - Class of 2010	0.00
211 - Class of 2011	0.00
212 - Class of 2012	0.00
213 - Class of 2013	0.00
214 - Class of 2014	0.00
215 - Class of 2015	0.00
216 - Class of 2016	0.00
217-Class of 2017	0.00
218-Class of 2018	639.68
219-Class of 2019	20.54
220-Class of 2020	36.24
221-Class of 2021	0.00
2500 - HOSA	3,523.43
2509 - Ram Apparel	658.32
2510 - Ram Supply - DO NOT ...	0.00
2511 - Concessions	12,297.50
2515 - FCCLA	-601.62
2520 - Industrial Tech	1,592.37
2521 - Skills USA	111.60
2525-Automotive	7,572.13
2530 - Food Pantry	2,222.94
3000 - Scholarships	0.00
3200 - Summer School	0.00
3300 - Boston Trip	0.00
3580 - Vending	0.00
4015 - Green Club	0.00
4059 - Parking Lot	0.00
4085 - HS Office	3,611.99
4086 - Homeroom	0.00

Ralston High School Activity Fu...
Balance Sheet Standard

08/02/18

As of July 31, 2018

	<u>Jul 31, '18</u>
4087 - PBiS	0.00
5000 - Baseball Field	0.00
5010 - Football Stadium	0.00
5020 - Soccer Stadium	0.00
5030 - Gym	0.00
5040 - Fitness Center	0.00
505 - Art Club	829.30
5050 - Cafeteria	0.00
5060 - Classroom	0.00
5070 - Swim Pool	0.00
5080 - Facility Usage	62,906.09
510 - Bowling Team	0.00
525 - Autism Grant	0.00
530 - DECA	2,579.48
540 - Embroidery	0.00
550 - French Club	50.53
560 - Key Club	85.81
565 - History Day	-1,720.13
570 - NHS	568.44
580 - Prom	2,456.75
585 - Science Club	332.83
595 - Spanish Club	244.12
600 - Student Council	416.02
605 - Poetry Festival	0.00
610 - Sign Language Club	3.52
Class 2021	0.00
Total Checking/Savings	<u>240,192.05</u>
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	<u>0.00</u>
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	<u>0.00</u>
Total Current Assets	<u>240,192.05</u>

Ralston High School Activity Fu...
Balance Sheet Standard

08/02/18

As of July 31, 2018

	<u>Jul 31, '18</u>
Fixed Assets	0.00
Other Assets	0.00
TOTAL ASSETS	<u>240,192.05</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	<u>0.00</u>
Credit Cards	0.00
Other Current Liabilities	
Sales Tax Payable	0.00
Total Other Current Liabilities	<u>0.00</u>
Total Current Liabilities	0.00
Long Term Liabilities	0.00
Total Liabilities	<u>0.00</u>
Equity	
Opening Bal Equity	-0.73
Retained Earnings	212,404.72
Net Income	27,788.06
Total Equity	<u>240,192.05</u>
TOTAL LIABILITIES & EQUITY	240,192.05

Board of Education Regular Meeting
8545 Park Dr.
Omaha, Nebraska

Monday, July 23, 2018 6:00 PM

Roll Call

The regular meeting of the Board was called to order at 6:00 pm. The board excused member Tresha Rodgers who did arrive at 6:12 pm. In addition to the regular board members, those in attendance included Dr. Mark Adler, Mr. Jason Buckingham, Dr. Tiffanie Welte, Mrs. Cecilia Wilken, Mrs. Melissa Stolley, Mr. Jeremy Maskel and Mrs. Marci Carroll. Motion by Mrs. Johnson and seconded by Dr. Irwin:

Mrs. Gerch: Yea
Mrs. Richards: Yea
Mrs. Johnson: Yea
Mr. Overkamp: Yea
Dr. Irwin: Yea
Mrs. Rodgers: Yea

Consent Agenda

Consent agenda items include minutes from the July 9, 2018 meeting. Motion to approve consent agenda by Dr. Irwin and seconded by Mrs. Gerch:

Mrs. Richards: Yea
Mrs. Johnson: Yea
Mr. Overkamp: Yea
Dr. Irwin: Yea
Mrs. Rodgers: Yea
Mrs. Gerch: Yea

Board Members' Update

Mrs. Johnson commented that she has spent much of her summer at the softball fields and there is one more tournament to go. Dr. Irwin stated that he has heard the process of onboarding the new teachers has been going very well. Mr. Overkamp echoed Dr. Irwin stating he is also looking forward to meeting the new teachers and staff. He also stated that baseball is over and he is ready to dig back into school related topics. Mrs. Gerch announced that her oldest child is moving to Illinois and he is also engaged and they are looking forward to a wedding next summer. Mrs. Richards shared that her son attended a HOSA conference and returned with some phenomenal materials from the conference. Mrs. Richards also shared a NSEA booklet with the board members which might be a good resource to guide the board on current and future policy conversations.

Superintendent Report

Dr. Adler announced that August 24, 2018 is #BEKIND Day! He stated that the whole idea behind the #BEKIND movement is that it will be student led. Many of the area school superintendents will be part of this day as well as Omaha Mayor Jean Stothert. All RPS

classified and certified staff will receive a BeKind/One Ralston t-shirt to share in the celebrations scheduled for August.

Dr. Adler also reported that the new Principal Evaluation System which has been discussed at several board meetings has been officially approved by the Nebraska Department of Education. He also shared that he will be part of the Lincoln Public Schools Nebraska Framework Accreditation Review. This opportunity will enable Dr. Adler to share this review with our Board of Education.

Karen Western Presentation

Dr. Josh Wilken and Mr. Andrew Mather shared the School Improvement Update for Karen Western Elementary which included two main goals. The first goal emphasizes that students will increase their understanding of math concepts and problem solving strategies. The second goal focuses on students improving their reading comprehension skills across the curricular areas. The action steps to attain these goals were also discussed. Dr. Wilken also praised Margaret Knight for the teacher trainings she has provided. Mrs. Wilken described the new math curriculum and the basic components of it. Mr. Mather also reported that schedules are being adapted so that teachers have more time to collaborate for planning purposes.

District Achievement Plan Update

Dr. Welte and Mrs. Wilken updated the board on the plan stating that the goals remain the same; one goal will focus on growth and the other goal on proficiency. They also stated that interventions have not changed at this time. Much of the discussion also focused on PK -12 instructional framework and curriculum alignment. Mrs. Wilken shared a handout which outlined expected outcomes over the next three years.

Coach and Activity Sponsor Evaluation System

Mr. Mike Smith announced that we now have a form on Teachpoint which is geared for evaluating coaches. This new form includes space for written comments which helps to improve the conversations between him and a coach. He uses this form at the end of each season so he can hear a coaches perspective and then provide feedback. As for staff meetings, he indicated it is too difficult to try and gather all coaches at one time so he meets with each set of staff separately. During these meetings he covers emergency procedures, rules, meeting dates, classes that need to be taken and also the coach's handbook. He tries to attend as many practices and games as time will allow so he can see first-hand how the coaches are doing.

Depreciation Fund Transfer

Mr. Buckingham presented to the board that there is no set dollar amount at this time but there will be more information to come at future meetings. This fund helps covers costs for transportation repairs and purchases, technology, and maintenance of buildings.

Opening Schedule 2018-19

There will be an opening session for new teachers at the Ralston Media Center beginning at 7:45 am on Friday, August 3. Also for new teachers is a luncheon on August 7 at 11:30 provided by the

Ralston Chamber of Commerce. The breakfast for all staff will be Friday, August 10 at 7:30 with pancakes from the Pancake Man!

District Budget Draft 2018-19

Mr. Buckingham stated that health insurance premiums will stay the same for the upcoming school year. At this time health insurance and disability have been added to the budget draft and raises have also been factored in. We still need to work with the ESU about transferring the new budget codes. These new codes should help in evaluating spending per building and also spending per student.

Enrollment Update

The current enrollment numbers were shared with the board and district enrollment is down 71 students. Although this does cause a bit of concern, Dr. Adler stated that enrollment in our district has grown 17% over the last five years which is excellent considering we have dedicated boundaries. Enrollment numbers still continue to change on a daily basis with option enrollment and families still moving. Dr. Adler will continue to provide updates at each future meeting.

Government Relations Update

Mrs. Richards outlined the upcoming hearings that include educational components and also provided an interim hearing schedule for the board members. She indicated that the Nebraska Association of School Boards is engaging much more this year with the state legislature. She also stated that there is a strong collective effort this year by all school districts, especially regarding special education funding.

NASB Update

Dr. Irwin stated that he has no new updates at this time.

Food Service Workers Negotiated Agreement

Mr. Buckingham stated there was some change in language regarding longevity pay to provide more clarity. Starting wages have been increased a small amount to attract more potential employees. A motion was made by Mr. Overkamp and seconded by Mrs. Rodgers to approve the contract:

Mrs Rodgers: Yea
Mrs. Richards: Yea
Mrs. Gerch: Yea
Mr. Overkamp: Yea
Mrs. Johnson: Yea
Dr. Irwin: Yea

Operations and Maintenance Negotiated Agreement

The starting wage will increase by 45 cents so we can be more competitive in the current market. There will be no change in the insurance rates for operations and maintenance employees. A motion was made to approve the contract by Mrs. Johnson and a second by Dr. Irwin:

Dr. Irwin: Yea
Mrs. Richards: Yea
Mrs. Rodgers: Yea

Mrs. Johnson: Yea
Mrs. Gerch: Yea
Mr. Overkamp: Yea

Karen Western Air Conditioning

The compressors are not functioning correctly in the main gym. We do not need to replace the entire unit, only the compressors. The board was asked to approve a motion so we can attain bids to install the new compressors this September or October. A motion was made by Dr. Irwin and seconded by Mrs. Johnson to approve two replacement compressors for the gym air conditioning unit at Karen Western:

Mr. Overkamp: Yea
Mrs. Richards: Yea
Mrs. Rodgers: Yea
Mrs. Gerch: Yea
Dr. Irwin: Yea
Mrs. Johnson: Yea

Policy Review

The board reviewed Policy 5001 – Compulsory Attendance and Excessive Absenteeism. After review, the board made no changes to the current policy. Parents will continue to be sent letters after both 5 and 10 days of their child being absent.

The board also reviewed Policy 5018 – Parent and Guardian Involvement in Education Practices. The board made no changes to the current policy.

Adjourn

Motion to adjourn meeting at 9:28 PM passed with a motion by Dr. Irwin and a second by Mrs. Johnson

Dr. Irwin: Yea
Mr. Overkamp: Yea
Mrs. Richards: Yea
Mrs. Rodgers: Yea
Mrs. Gerch: Yea
Mrs. Johnson: Yea

Mrs. Linda Richards, President

Mrs. Deb Gerch, Secretary

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 1
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118644	08/13/18	43	ACTION BATTERIES UN	018002755000	3311	RPS TRANSPORTATION	0.00	96.28
9001	118645	08/13/18	2994	AIRCAD	018002620936	3261	RPS MAINTENANCE RHS	0.00	169.00
9001	118645	08/13/18	2994	AIRCAD	018002620936	3261	RPS MAINTENANCE RHS	0.00	265.00
TOTAL CHECK									434.00
9001	118647	08/13/18	170	APPLE COMPUTER	018002240000	5651	5 PACK OF TEACHER L	0.00	4,145.00
9001	118647	08/13/18	170	APPLE COMPUTER	011641100000	5651	IPADS FOR PRIN AND	0.00	587.95
9001	118647	08/13/18	170	APPLE COMPUTER	011691100000	5651	IPADS FOR PRIN AND	0.00	587.95
9001	118647	08/13/18	170	APPLE COMPUTER	011001100000	4101	IPADS FOR PRIN AND	0.00	2,183.95
TOTAL CHECK									7,504.85
9001	118649	08/13/18	5630	ARBOR FAMILY COUNSE	018002510000	3101	RPS JUN-DEC2018EMPL	0.00	4,120.00
9001	118649	08/13/18	5630	ARBOR FAMILY COUNSE	018002510000	3101	RPS AUG-DEC2018 STU	0.00	4,200.00
9001	118649	08/13/18	5630	ARBOR FAMILY COUNSE	018002510000	3101	RPS JUNE-DEC2018STU	0.00	10,068.00
TOTAL CHECK									18,388.00
9001	118651	08/13/18	216	AUTO SPECIALISTS IN	018002700000	3371	RPS TRANSPORTATION	0.00	193.97
9001	118651	08/13/18	216	AUTO SPECIALISTS IN	018002750507	3371	RPS TRANSPORTATION	0.00	199.58
9001	118651	08/13/18	216	AUTO SPECIALISTS IN	018002700000	3371	RPS TRANSPORTATION	0.00	140.70
9001	118651	08/13/18	216	AUTO SPECIALISTS IN	018002700000	3371	RPS TRANSPORTATION	0.00	159.93
TOTAL CHECK									694.18
9001	118652	08/13/18	5583	BAUER BUILT, INC	018002750507	3371	RPS TRANSPORTATION	0.00	282.00
9001	118652	08/13/18	5583	BAUER BUILT, INC	018002750507	3371	RPS TRANSPORTATION	0.00	366.95
TOTAL CHECK									648.95
9001	118653	08/13/18	4702	BERGMAN INCENTIVES,	018002330000	3501	RPS PUBLIC RELATION	0.00	320.93
9001	118654	08/13/18	6650	BISHOP BUSINESS	018002250000	3271	RPS ADMIN/VMAC	0.00	88.80
9001	118655	08/13/18	2930	BLICK ART MATERIALS	011641100090	4101	KARENWESTERN KW1801	0.00	76.49
9001	118655	08/13/18	2930	BLICK ART MATERIALS	011691100090	4101	WILDEWOOD WW180051	0.00	127.80
9001	118655	08/13/18	2930	BLICK ART MATERIALS	011691100090	4101	WILDEWOOD WW180054	0.00	690.47
9001	118655	08/13/18	2930	BLICK ART MATERIALS	011691100090	4101	WILDEWOOD WW180051	0.00	25.34
9001	118655	08/13/18	2930	BLICK ART MATERIALS	018006000000	4101	RPS/CUR/BRIDGEMS184	0.00	52.83
9001	118655	08/13/18	2930	BLICK ART MATERIALS	011691100090	4101	WILDEWOOD WW180054	0.00	34.79
TOTAL CHECK									1,007.72
9001	118656	08/13/18	1584	BRIGGS INC	018002620967	3251	RPS MAINTENANCE MOC	0.00	4.15
9001	118656	08/13/18	1584	BRIGGS INC	018002620936	3251	RPS MAINTENANCE RHS	0.00	86.05
TOTAL CHECK									90.20
9001	118657	08/13/18	3785	CCS PRESENTATION SY	013601100000	4101	PROJECTOR FOR BOWDE	0.00	502.87
9001	118658	08/13/18	6362	CED/AUTOMATION - OM	018002620000	3251	RPS MAINTENANCE	0.00	31.65
9001	118659	08/13/18	4062	CENGAGE LEARNING	018001100055	4201	RPS STUDENT SERVICE	0.00	365.00
9001	118659	08/13/18	4062	CENGAGE LEARNING	018001100055	4201	RPS STUDENT SERVICE	0.00	3,471.70
TOTAL CHECK									3,836.70
9001	118660	08/13/18	2442	CITY OF RALSTON	018002150000	3191	RALSTON PUBLIC S.R.	0.00	8,712.96

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 2
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118661	08/13/18	6911	COIT CLEANING & RES	018002620963	3251	RPS MAINTENANCE BLU	0.00	164.00
9001	118662	08/13/18	2995	COMMERCIAL AIR MANA	018002620936	3261	RPS MAINTENANCE RHS	0.00	561.00
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#10243015 JIFFY SPR	0.00	39.70
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#11895715 BLUE X W	0.00	38.75
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#I694 MAR'S HEAVY D	0.00	144.00
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#MR43483MC 43x48 Li	0.00	37.56
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#MR24330MC 24x33 Li	0.00	38.13
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#11895715 BLUE X GL	0.00	39.62
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#10243015 (12X1) FA	0.00	40.59
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	20" White Pads	0.00	24.95
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	PRO GUARD NITRILE P	0.00	18.25
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#MR43483MC 43x48 Li	0.00	183.75
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#ST0795 White wings	0.00	55.30
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#4427840 Spring Gro	0.00	240.68
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#2206264 Brown Roll	0.00	181.17
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#MR43483MC 43x48 Li	0.00	190.23
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#11895715 WINDOW SH	0.00	80.23
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#11894515 POWER TIM	0.00	90.69
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#12001227 EVIRO CAR	0.00	124.13
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#KL260 Sani Sacks	0.00	26.45
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	PRO GUARD NITRILE P	0.00	24.64
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	PRO GUARD NITRILE P	0.00	24.64
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#74 Green Sponges	0.00	45.14
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#4427840 Spring Gro	0.00	149.31
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#2206264 Brown Roll	0.00	112.39
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	Heavy duty 40x48 li	0.00	147.71
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	NABC DISINFECTANT N	0.00	36.39
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#96 Green Pads	0.00	10.66
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#12001227 ACTION RT	0.00	119.90
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	PRO GUARD NITRILE P	0.00	29.75
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	3101	Mop Bucket Combo	0.00	68.00
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#4427840 Spring Gro	0.00	145.03
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#2206264 Brown Roll	0.00	109.16
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	40x48 Liners	0.00	109.16
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#10243015 JIFFY SPR	0.00	41.27
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#H1131 Tile & Grout	0.00	184.48
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#I694 Super Spray D	0.00	99.80
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	5 GAL GLOSS COAT FL	0.00	546.00
9001	118663	08/13/18	583	COMMERCIAL CLEANING	018002610000	4101	#3110 DUST CLOTH'S	0.00	136.50
TOTAL CHECK									
9001	118664	08/13/18	1829	COMMITTEE FOR CHILD	011632120000	4101	RPS STUDENT SERVICE	0.00	354.16
9001	118664	08/13/18	1829	COMMITTEE FOR CHILD	011642120000	4101	RPS STUDENT SERVICE	0.00	354.16
9001	118664	08/13/18	1829	COMMITTEE FOR CHILD	011662120000	4101	RPS STUDENT SERVICE	0.00	354.16
9001	118664	08/13/18	1829	COMMITTEE FOR CHILD	011672120000	4101	RPS STUDENT SERVICE	0.00	354.16
9001	118664	08/13/18	1829	COMMITTEE FOR CHILD	011682120000	4101	RPS STUDENT SERVICE	0.00	354.16
9001	118664	08/13/18	1829	COMMITTEE FOR CHILD	011692120000	4101	RPS STUDENT SERVICE	0.00	354.20
TOTAL CHECK									

2,125.00

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 3
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118665	08/13/18	6154	CENTERPOINT ENERGY	018002610000	3221	RPS 6/1-6/30/2018	0.00	1,534.17
9001	118665	08/13/18	6154	CENTERPOINT ENERGY	018002610000	3221	RPS 6/1-6/30/2018	0.00	199.03
9001	118665	08/13/18	6154	CENTERPOINT ENERGY	018002610000	3221	RPS 6/1-6/30/2018	0.00	74.09
9001	118665	08/13/18	6154	CENTERPOINT ENERGY	018002610000	3221	RPS 6/1-6/30/2018	0.00	240.06
TOTAL CHECK									2,047.35
9001	118666	08/13/18	636	CONTROL MASTERS INC	018002620936	3261	RPS MAINTENANCE RHS	0.00	448.81
9001	118667	08/13/18	3228	CONTROL TEMP INC	018002620926	3261	RPS MAINTENANCE RMS	0.00	747.26
9001	118667	08/13/18	3228	CONTROL TEMP INC	018002620968	3261	RPS MAINTENANCE SEY	0.00	747.26
9001	118667	08/13/18	3228	CONTROL TEMP INC	018002620964	3261	RPS MAINTENANCE KW	0.00	747.26
9001	118667	08/13/18	3228	CONTROL TEMP INC	018002620936	3261	RPS MAINTENANCE RHS	0.00	1,477.57
TOTAL CHECK									3,719.35
9001	118668	08/13/18	3461	CORPORATE CREATIONS	013601100000	4101	RALSTON HIGH HS1804	0.00	976.90
9001	118669	08/13/18	4037	COX BUSINESS SERVIC	018002240000	3821	RPS DW JULY 1-31,20	0.00	7,199.25
9001	118669	08/13/18	4037	COX BUSINESS SERVIC	018002240000	3821	RPS 8/1-8/31/18 RHS	0.00	30.36
TOTAL CHECK									7,229.61
9001	118670	08/13/18	4840	CURBSIDE REWARDS	018002610000	3291	RPS WILDEWOOD	0.00	34.00
9001	118670	08/13/18	4840	CURBSIDE REWARDS	018002610000	3291	RPS SEYMOUR	0.00	34.00
9001	118670	08/13/18	4840	CURBSIDE REWARDS	018002610000	3291	RPS MOCKINGBIRD	0.00	34.00
9001	118670	08/13/18	4840	CURBSIDE REWARDS	018002610000	3291	RPS ADMIN/VMAC	0.00	34.00
9001	118670	08/13/18	4840	CURBSIDE REWARDS	018002610000	3291	RPS KAREN WESTERN	0.00	34.00
9001	118670	08/13/18	4840	CURBSIDE REWARDS	018002610000	3291	RPS BLUMFIELD	0.00	34.00
9001	118670	08/13/18	4840	CURBSIDE REWARDS	018002610000	3291	RPS ADMIN/VMAC	0.00	44.00
TOTAL CHECK									248.00
9001	118671	08/13/18	2371	CURRICULUM ASSOCIAT	012601100000	4101	RALSTONMIDDLE MS184	0.00	970.31
9001	118672	08/13/18	1476	D & D LASER INC	012601100000	4101	RALSTONMIDDLE MS184	0.00	204.90
9001	118673	08/13/18	23	DAYMARK SOLUTIONS I	013601100000	4101	RALSTON HIGH HS1804	0.00	720.00
9001	118673	08/13/18	23	DAYMARK SOLUTIONS I	013601100000	4101	RALSTON HIGH HS1805	0.00	403.00
TOTAL CHECK									1,123.00
9001	118674	08/13/18	34	DEMCO, INC.	011692220000	4101	WILDEWOOD WW180057	0.00	255.75
9001	118675	08/13/18	6283	DOLPHENS DESIGN & S	018002620936	3251	RPS MAINTENANCE RHS	0.00	6,250.00
9001	118676	08/13/18	2795	DUDE SOLUTIONS, INC	018002620000	3101	RPS MAINTENANCE DW	0.00	3,264.25
9001	118677	08/13/18	5323	DXP ENTERPRISES INC	018002620963	3261	RPS MAINTENANCE BLU	0.00	6.05
9001	118677	08/13/18	5323	DXP ENTERPRISES INC	018002620966	3261	RPS MAINTENANCE MEA	0.00	33.51
TOTAL CHECK									39.56
9001	118678	08/13/18	2672	JASON M BUCKINGHAM	018002510000	6701	RPS NCSA 7/24&25/18	0.00	190.75
9001	118680	08/13/18	5070	MICHAEL L. AGNITSCH	018002700000	5501	RPS TRANSP. BUSPERM	0.00	7.50
9001	118681	08/13/18	113	THE DURHAM MUSEUM	018002700000	3341	RPS FT WILDEWOOD KE	0.00	196.00

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118682	08/13/18	131	EBSCO INFORMATION S	011672220000	4401	MOCKINGBIRD MB18006	0.00	357.73
9001	118682	08/13/18	131	EBSCO INFORMATION S	011662220000	4101	MEADOWS MW1800124	0.00	205.16
9001	118682	08/13/18	131	EBSCO INFORMATION S	012602220000	4101	RALSTONMIDDLE MS183	0.00	648.68
TOTAL CHECK									1,211.57
9001	118683	08/13/18	3121	ECHO ELECTRIC SUPPL	018002620936	3251	RPS MAINTENANCE RHS	0.00	166.79
9001	118683	08/13/18	3121	ECHO ELECTRIC SUPPL	018002620936	3251	RPS MAINTENANCE RHS	0.00	99.90
9001	118683	08/13/18	3121	ECHO ELECTRIC SUPPL	018002620936	3251	RPS MAINTENANCE RHS	0.00	106.74
9001	118683	08/13/18	3121	ECHO ELECTRIC SUPPL	018002620936	3251	RPS MAINTENANCE RHS	0.00	-6.99
9001	118683	08/13/18	3121	ECHO ELECTRIC SUPPL	018002620936	3251	RPS MAINTENANCE RHS	0.00	-166.79
TOTAL CHECK									199.65
9001	118684	08/13/18	5121	ELECTRICAL ENGINEER	018002620926	3261	RPS MAINTENANCE RMS	0.00	320.70
9001	118684	08/13/18	5121	ELECTRICAL ENGINEER	018002620936	3251	RPS MAINTENANCE RHS	0.00	72.24
TOTAL CHECK									392.94
9001	118685	08/13/18	6916	EMBROIDERED ACCENTS	013601100000	4101	RALSTON HIGH HS1805	0.00	338.25
9001	118686	08/13/18	4130	EYMAN PLUMBING INC	018002620926	3261	RPS MAINTENANCE RMS	0.00	295.00
9001	118686	08/13/18	4130	EYMAN PLUMBING INC	018002620936	3251	RPS MAINTENANCE RHS	0.00	244.50
TOTAL CHECK									539.50
9001	118687	08/13/18	5818	FATHER FLANAGAN'S B	018002150000	3101	RPS JULY 1-31, 2018	0.00	50.00
9001	118688	08/13/18	225	FERGUSON ENTERPRISE	018002620967	3251	RPS MAINTENANCE MOC	0.00	3.41
9001	118689	08/13/18	252	PATRICK E FLINN	018002510000	2621	RPS REIMBURSEMENT	0.00	31.83
9001	118689	08/13/18	252	PATRICK E FLINN	018002510000	2611	RPS REIMBURSEMENT	0.00	250.00
TOTAL CHECK									281.83
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE RMS	0.00	142.00
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE MEA	0.00	104.00
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE KW	0.00	552.50
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE WW	0.00	552.50
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE MOC	0.00	552.50
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE SEY	0.00	75.00
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE WW	0.00	75.00
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE BLU	0.00	90.00
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE MOC	0.00	90.00
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE KW	0.00	93.50
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE SEY	0.00	451.50
9001	118690	08/13/18	3058	GENERAL FIRE AND SA	018002620000	3101	RPS MAINTENANCE MEA	0.00	455.00
TOTAL CHECK									3,233.50
9001	118691	08/13/18	367	GRAYBAR	018002620967	3251	RPS MAINTENANCE MOC	0.00	0.54
9001	118691	08/13/18	367	GRAYBAR	018002620000	3251	RPS MAINTENANCE	0.00	2.72
9001	118691	08/13/18	367	GRAYBAR	018002620967	3251	RPS MAINTENANCE MOC	0.00	69.66
9001	118691	08/13/18	367	GRAYBAR	018002620936	3251	RPS MAINTENANCE RHS	0.00	36.43
9001	118691	08/13/18	367	GRAYBAR	018002620967	3251	RPS MAINTENANCE MOC	0.00	23.01
TOTAL CHECK									132.36

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 5
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118692	08/13/18	6072	HARCO ATHLETIC RECO	013601100000	6941	RALSTON HIGH HS1804	0.00	2,987.15
9001	118693	08/13/18	6869	HEARTLAND WORKFORCE	018002213000	6931	RPS HUMAN RESOURCES	0.00	75.00
9001	118694	08/13/18	4787	JAYME HEMPEL	018002210000	6701	BLUM EM4 CONFERENCE	0.00	16.24
9001	118695	08/13/18	471	HOUCHEM BINDERY INC	012602220000	4301	RALSTONMIDDLE MS184	0.00	506.50
9001	118696	08/13/18	2715	HY-VEE GAS	018002520000	3361	RPS MAINTENANCE	0.00	1,206.53
9001	118696	08/13/18	2715	HY-VEE GAS	018002750507	3361	RPS TRANSPORTATION	0.00	274.79
9001	118696	08/13/18	2715	HY-VEE GAS	011631210509	4101	RPS STUDENT SERVICE	0.00	70.95
9001	118696	08/13/18	2715	HY-VEE GAS	018002700000	3361	RPS TRANSPORTATION	0.00	35.31
TOTAL CHECK									1,587.58
9001	118697	08/13/18	5764	ROBERT FISCHER	011001100000	3101	RPS CUR/ 7/17-7/19/	0.00	150.00
9001	118698	08/13/18	6705	STEPHANIE HORN	018002750507	3321	REIMBURSE4/13-6/29/	0.00	63.77
9001	118699	08/13/18	2352	ACADEMIC SUPERSTORE	018002240000	5671	COREL PAINTER LICEN	0.00	999.95
9001	118700	08/13/18	5922	AMY JONES	012001100000	6701	REIMBURSE HOMEVISIT	0.00	17.66
9001	118701	08/13/18	2286	INFOSAFE SHREDDING	018002320000	3101	RPS ADMIN/VMAC	0.00	39.00
9001	118701	08/13/18	2286	INFOSAFE SHREDDING	013601100000	3101	RALSTON HIGH HS1805	0.00	39.00
TOTAL CHECK									78.00
9001	118702	08/13/18	515	J & J SMALL ENGINE	018002620000	3251	RPS MAINTENANCE	0.00	93.62
9001	118702	08/13/18	515	J & J SMALL ENGINE	018002620000	3251	RPS MAINTENANCE	0.00	120.15
9001	118702	08/13/18	515	J & J SMALL ENGINE	018002620000	3251	RPS MAINTENANCE	0.00	21.96
TOTAL CHECK									235.73
9001	118703	08/13/18	4318	J P COOKE COMPANY	018002320000	4101	RPS ADMIN/VMAC	0.00	17.71
9001	118704	08/13/18	1011	J W PEPPER & SON, I	013601100094	4201	RALSTON HIGH HS1803	0.00	5.99
9001	118705	08/13/18	3576	JENNIFER LUDS	018002240000	6701	REIMBURSE3/19-7/6/1	0.00	214.55
9001	118706	08/13/18	575	JUDAH CASTER COMPAN	018002620963	3251	RPS MAINTENANCE BLU	0.00	45.60
9001	118707	08/13/18	6912	K.C. PETERSEN CONST	018002620936	3251	RPS MAINTENANCE RHS	0.00	3,300.00
9001	118707	08/13/18	6912	K.C. PETERSEN CONST	018002620966	3251	RPS MAINTENANCE MEA	0.00	5,430.00
9001	118707	08/13/18	6912	K.C. PETERSEN CONST	018002620966	3251	RPS MAINTENANCE MEA	0.00	5,430.00
TOTAL CHECK									14,160.00
9001	118708	08/13/18	1371	KIDS ON THE MOVE IN	011001210509	3101	RPS STUDENT SERVICE	0.00	512.00
9001	118709	08/13/18	4452	KISSEL/E&S ASSOCIAT	018002310000	3171	RPS LEGISLATIVE SER	0.00	3,359.50
9001	118710	08/13/18	6717	KNOCK OUT PRINT & D	012601100000	4101	RALSTONMIDDLE MS184	0.00	1,915.69
9001	118711	08/13/18	5502	CHRISTINA R. KOHLBE	011001100000	2941	REIMBURSED 9 HOURS	0.00	2,425.50

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 6
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118712	08/13/18	4539	KONICA MINOLTA BUSI	018002250000	3271	RPS/KW 04/11-07/10/	0.00	318.90
9001	118713	08/13/18	6266	CHRISTI Z KRIST	013601100000	3101	RHS NAT.LEADERSHIPC	0.00	47.58
9001	118714	08/13/18	6193	KSB SCHOOL LAW	018002310000	3171	RALSTON PUBLIC SCHO	0.00	462.00
9001	118715	08/13/18	638	LAKESHORE	011641100000	5301	KARENWESTERN KW1801	0.00	265.91
9001	118717	08/13/18	4511	LINCOLN PUBLIC SCHO	018001230501	3621	RPS SS/TUITION	0.00	689.00
9001	118717	08/13/18	4511	LINCOLN PUBLIC SCHO	018001230501	3621	RPS SS/TUITION2017-	0.00	5,436.73
TOTAL CHECK								0.00	6,125.73
9001	118718	08/13/18	3140	LOU'S SPORTING GOOD	013601100000	6941	RALSTON HIGH HS1804	0.00	858.00
9001	118718	08/13/18	3140	LOU'S SPORTING GOOD	013601100000	6941	RALSTON HIGH HS1804	0.00	2,024.75
9001	118718	08/13/18	3140	LOU'S SPORTING GOOD	013601100000	6941	RALSTON HIGH HS1804	0.00	2,064.80
9001	118718	08/13/18	3140	LOU'S SPORTING GOOD	013601100000	6941	RALSTON HIGH HS1804	0.00	2,151.30
9001	118718	08/13/18	3140	LOU'S SPORTING GOOD	013601100000	6941	RALSTON HIGH HS1804	0.00	563.65
9001	118718	08/13/18	3140	LOU'S SPORTING GOOD	013601100000	6941	RALSTON HIGH HS1804	0.00	218.06
9001	118718	08/13/18	3140	LOU'S SPORTING GOOD	013601100000	6941	RALSTON HIGH HS1804	0.00	143.90
9001	118718	08/13/18	3140	LOU'S SPORTING GOOD	013601100000	6941	RALSTON HIGH HS1804	0.00	145.94
TOTAL CHECK								0.00	8,170.40
9001	118719	08/13/18	1804	ANDY PARIZEK	018002510000	2621	REIMBURSEMENT	0.00	75.00
9001	118719	08/13/18	1804	ANDY PARIZEK	012602410000	6701	REIMBURSND7/24&25/	0.00	187.48
TOTAL CHECK								0.00	262.48
9001	118720	08/13/18	6517	JORDYN M. MAERTZKE	011001100000	6701	REIMBURSED HOMEVISI	0.00	75.09
9001	118722	08/13/18	5314	MADISON NATIONAL LI	01	9409	RPS DW AUGUST 2018P	0.00	9,370.83
9001	118723	08/13/18	5069	MALLOY ELECTRIC	018002620963	3261	RPS MAINTENANCE BLU	0.00	90.28
9001	118724	08/13/18	4884	MATHESON TRI-GAS, I	018002620000	3251	RPS MAINTENANCE	0.00	47.55
9001	118725	08/13/18	813	MECHANICAL SALES PA	018002620963	3261	RPS MAINTENANCE BLU	0.00	587.00
9001	118726	08/13/18	5926	MENARDS	018002620926	3251	RPS MAINTENANCE RMS	0.00	45.51
9001	118726	08/13/18	5926	MENARDS	018002610000	4101	RPS MAINTENANCE	0.00	59.98
9001	118726	08/13/18	5926	MENARDS	018002620967	3251	RPS MAINTENANCE MOC	0.00	17.10
9001	118726	08/13/18	5926	MENARDS	018002620968	3251	RPS MAINTENANCE SEY	0.00	23.11
9001	118726	08/13/18	5926	MENARDS	018002620936	3251	RPS MAINTENANCE RHS	0.00	23.44
9001	118726	08/13/18	5926	MENARDS	018002610000	4101	RPS MAINTENANCE	0.00	38.94
9001	118726	08/13/18	5926	MENARDS	018002610000	4101	RPS MAINTENANCE	0.00	157.84
9001	118726	08/13/18	5926	MENARDS	018006000000	4101	BRIDGETOMIDDLESCHOO	0.00	4.95
9001	118726	08/13/18	5926	MENARDS	018002620000	3251	RPS MAINTENANCE	0.00	8.49
TOTAL CHECK								0.00	379.36
9001	118727	08/13/18	827	METAL DOORS & HARDW	018002620936	3251	RPS MAINTNANCE RHS	0.00	1,267.00
9001	118727	08/13/18	827	METAL DOORS & HARDW	018002620926	3251	RPS MAINTENANCE RMS	0.00	245.00
TOTAL CHECK								0.00	1,512.00
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8901 PARK DRIVE	0.00	270.00

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 7
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8202 LAKEVIEW S	0.00	288.60
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 7900 SEYMOUR ST	0.00	216.60
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8023 RALSTON AV	0.00	223.80
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8202 LAKEVIEW S	0.00	192.40
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8969 PARK DRIVE	0.00	420.80
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8901 PARK DRIVE	0.00	478.40
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8801 PARK DRIVE	0.00	513.00
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 9205 BERRY ST	0.00	544.00
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8202 LAKEVIEW S	0.00	546.40
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 5100 S 93RD ST	0.00	550.20
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8801 PARK DRIVE	0.00	342.00
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 10310 MOCKINGBI	0.00	963.60
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8969 PARK DRIVE	0.00	631.20
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 10310 MOCKINGBI	0.00	642.40
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8901 PARK DRIVE	0.00	717.60
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 9205 BERRY ST	0.00	816.00
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8202 LAKEVIEW S	0.00	819.60
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 5100 S 93RD ST	0.00	366.80
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8969 PARK DRIVE	0.00	7.20
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8969 PARK DRIVE	0.00	4.80
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8901 PARK DRIVE	0.00	180.00
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3231	RPS 8545 PARK DRIVE	0.00	137.40
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 7900 SEYMOUR ST	0.00	144.40
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8023 RALSTON AV	0.00	149.20
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8545 PARK DRIVE	0.00	43.68
9001	118729	08/13/18	834	METRO UTILITIES DIS	018002610000	3211	RPS 8545 PARK DRIVE	0.00	91.60
TOTAL CHECK									10,301.68
9001	118731	08/13/18	4206	MILLARD METAL SERVI	018002620926	3261	RPS MAINTENANCE RMS	0.00	145.00
9001	118732	08/13/18	6499	MILLARD SPRINKLER	018002620936	3251	RPS MAINTENANCE RHS	0.00	127.65
9001	118732	08/13/18	6499	MILLARD SPRINKLER	018002620926	3251	RPS MAINTENANCE RMS	0.00	295.10
TOTAL CHECK									422.75
9001	118734	08/13/18	5531	NACIA	018002320000	2931	RPS CECILIA WILKEN	0.00	15.00
9001	118735	08/13/18	2634	NASB	018002510000	2401	RPS UNEM7/2018-6/20	0.00	1,806.00
9001	118736	08/13/18	3460	NCS PEARSON INC	018001210504	4101	RPS STUDENT SERVICE	0.00	1,433.50
9001	118736	08/13/18	3460	NCS PEARSON INC	018001210504	4101	RPS STUDENT SERVICE	0.00	378.25
TOTAL CHECK									1,811.75
9001	118737	08/13/18	797	NCSA	018002320000	6931	RPS MELISSA STOLLEY	0.00	195.00
9001	118737	08/13/18	797	NCSA	013602410000	2931	RPS/RHS RYAN PIVONK	0.00	195.00
9001	118737	08/13/18	797	NCSA	012602410000	2931	RPS/RMSANDREWPARIZE	0.00	585.00
9001	118737	08/13/18	797	NCSA	012602410000	2931	RPS 2018-19MEMBERSH	0.00	585.00
9001	118737	08/13/18	797	NCSA	018002320000	6931	RPS TIFFANIE WELTE	0.00	243.00
9001	118737	08/13/18	797	NCSA	013602410000	2931	RPSMEM.RENEW RPIVON	0.00	335.00
9001	118737	08/13/18	797	NCSA	013602410000	2931	RPSMEMRENEW JKILZER	0.00	335.00
TOTAL CHECK									2,473.00
9001	118738	08/13/18	6492	NE DOL BOILER INSPE	018002620968	3261	RPS MAINTENANCE SEY	0.00	90.00

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 8
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118739	08/13/18	5898	NE SAFETY CENTER @U	018002750507	3101	RPS TRANSPORTATONHO	0.00	200.00
9001	118740	08/13/18	2358	NEBRASKA SPORTING G	013601100000	6941	RALSTON HIGH HS1804	0.00	22.92
9001	118741	08/13/18	850	NEBRASKA-IOWA IND F	018002620963	3251	RPS MAINTENANCE BLU	0.00	1.29
9001	118742	08/13/18	2530	NORM'S DOOR SERVICE	018002620936	3251	RPS MAINTENANCE RHS	0.00	279.00
9001	118743	08/13/18	6412	OCCUPATIONAL HEALTH	018002620936	3252	RPS ANTHONY BERA	0.00	82.50
9001	118743	08/13/18	6412	OCCUPATIONAL HEALTH	018002750507	3361	RPS 6/27/18 MARY LE	0.00	82.50
9001	118743	08/13/18	6412	OCCUPATIONAL HEALTH	018002750507	3361	RPS AGNITSCH&LORD	0.00	165.00
TOTAL CHECK								0.00	330.00
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180059	0.00	154.19
9001	118745	08/13/18	921	OFFICE DEPOT	011681100000	4101	SEYMOUR SE180056	0.00	175.86
9001	118745	08/13/18	921	OFFICE DEPOT	011681210509	4101	RPS STUDENT SERVICE	0.00	178.48
9001	118745	08/13/18	921	OFFICE DEPOT	011641100000	4101	KARENWESTERN KW1801	0.00	129.54
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180058	0.00	150.75
9001	118745	08/13/18	921	OFFICE DEPOT	013601100000	4101	RALSTON HIGH HS1804	0.00	148.54
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180060	0.00	77.07
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180063	0.00	116.72
9001	118745	08/13/18	921	OFFICE DEPOT	013601100000	4101	RALSTON HIGH HS1804	0.00	119.99
9001	118745	08/13/18	921	OFFICE DEPOT	018002320000	4101	RPS ADMIN CO180022	0.00	53.71
9001	118745	08/13/18	921	OFFICE DEPOT	012601100000	4101	RALSTONMIDDLE MS184	0.00	54.04
9001	118745	08/13/18	921	OFFICE DEPOT	018002320000	4101	RPS ADMIN CO180023	0.00	55.00
9001	118745	08/13/18	921	OFFICE DEPOT	012601100000	4101	RALSTONMIDDLE MS184	0.00	59.00
9001	118745	08/13/18	921	OFFICE DEPOT	011641100000	4101	KARENWESTERN KW1801	0.00	22.99
9001	118745	08/13/18	921	OFFICE DEPOT	013601100040	4101	RALSTON HIGH HS1804	0.00	34.79
9001	118745	08/13/18	921	OFFICE DEPOT	013601100040	4101	RALSTON HGIH HS1804	0.00	35.85
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180063	0.00	36.72
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180061	0.00	15.99
9001	118745	08/13/18	921	OFFICE DEPOT	013601100030	4101	RALSTON HIGH HS1804	0.00	39.99
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180061	0.00	25.06
9001	118745	08/13/18	921	OFFICE DEPOT	018001210501	4101	RPS STUDENT SERVICE	0.00	26.29
9001	118745	08/13/18	921	OFFICE DEPOT	013601100030	4101	RALSTON HIGH HS1804	0.00	17.19
9001	118745	08/13/18	921	OFFICE DEPOT	013601100030	4101	RALSTON HIGH HS1804	0.00	18.19
9001	118745	08/13/18	921	OFFICE DEPOT	018001210501	4101	RPS STUDENT SERVICE	0.00	7.98
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180061	0.00	3.99
9001	118745	08/13/18	921	OFFICE DEPOT	013601100030	4101	RALSTON HIGH HS1804	0.00	9.45
9001	118745	08/13/18	921	OFFICE DEPOT	013601100040	4101	RALSTON HIGH HS1804	0.00	10.78
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180058	0.00	11.49
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180061	0.00	11.59
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180058	0.00	12.14
9001	118745	08/13/18	921	OFFICE DEPOT	011641100000	4101	KARENWESTERN KW1801	0.00	13.77
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180061	0.00	14.78
9001	118745	08/13/18	921	OFFICE DEPOT	013602120000	4101	RALSTON HIGH HS1804	0.00	189.99
9001	118745	08/13/18	921	OFFICE DEPOT	011641100000	4101	KARENWESTERN KW1801	0.00	310.97
9001	118745	08/13/18	921	OFFICE DEPOT	011691100000	4101	WILDEWOOD WW180059	0.00	273.57
9001	118745	08/13/18	921	OFFICE DEPOT	013601100000	4101	RALSTON HIGH HS1804	0.00	239.98
9001	118745	08/13/18	921	OFFICE DEPOT	018001210501	4101	RPS STUDENT SERVICE	0.00	897.49
9001	118745	08/13/18	921	OFFICE DEPOT	013601100040	4101	RALSTON HIGH HS1804	0.00	1,586.82

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 9
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118745	08/13/18	921	OFFICE DEPOT	013601100030	4101	RALSTON HIGH HS1804	0.00	1,110.95
9001	118745	08/13/18	921	OFFICE DEPOT	013601100000	4101	RALSTON HIGH HS1804	0.00	612.43
9001	118745	08/13/18	921	OFFICE DEPOT	011641100000	4101	KARENWESTERN KW1801	0.00	366.26
TOTAL CHECK								0.00	7,430.38
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS ADMIN/CO/VMAC	0.00	2,683.45
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS SEYMOUR	0.00	3,160.37
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS WILDEWOOD	0.00	4,194.37
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS MEADOWS	0.00	4,292.93
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS KAREN WESTERN	0.00	4,617.89
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS MOCKINGBIRD	0.00	5,218.49
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS BLUMFIELD	0.00	7,426.81
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS MIDDLE SCHOOL	0.00	14,419.10
9001	118746	08/13/18	936	OMAHA PUBLIC POWER	018002610000	3231	RPS HIGH SCHOOL	0.00	33,451.66
TOTAL CHECK								0.00	79,465.07
9001	118747	08/13/18	940	OMAHA WINNELSON	018002620967	3251	RPS MAINTENANCE MOC	0.00	15.05
9001	118747	08/13/18	940	OMAHA WINNELSON	018002620936	3251	RPS MAINTENANCE RHS	0.00	113.77
TOTAL CHECK								0.00	128.82
9001	118748	08/13/18	2808	ONE SOURCE	018002213000	3101	RPS HUMAN RESOURCES	0.00	606.00
9001	118748	08/13/18	2808	ONE SOURCE	018002213000	3101	RPS HUMAN RESOURCES	0.00	323.00
TOTAL CHECK								0.00	929.00
9001	118749	08/13/18	1915	O'REILLY AUTOMOTIVE	018002520000	3371	RPS MAINTENANCE	0.00	21.99
9001	118749	08/13/18	1915	O'REILLY AUTOMOTIVE	018002520000	3371	RPS MAINTENANCE	0.00	31.94
9001	118749	08/13/18	1915	O'REILLY AUTOMOTIVE	018002750507	3371	RPS TRANSPORTATION	0.00	3.98
TOTAL CHECK								0.00	57.91
9001	118750	08/13/18	954	P & A MANAGEMENT CO	012001210509	4101	RPS MONTHLY LEASE	0.00	1,175.00
9001	118751	08/13/18	956	PAINTIN PLACE	011691100090	4101	WILDEWOOD WM180052	0.00	96.75
9001	118752	08/13/18	2199	PAPILLION-LAVISTA P	018001100055	3691	RPS ELL DEPT COOP E	0.00	27,508.94
9001	118753	08/13/18	1751	PARK DRIVE GARAGE	018002520000	3371	RPS MAINTENANCE F25	0.00	1,423.00
9001	118754	08/13/18	6145	PITNEY BOWES	018002250000	3271	RPS ADMIN/VMAC	0.00	226.08
9001	118755	08/13/18	6907	PIXEL PRESS TECHNOL	012602220000	4501	RALSTONMIDDLE MS184	0.00	555.45
9001	118756	08/13/18	2347	PREMIER AGENDAS	011671100000	4101	MOCKINGBIRD MB18007	0.00	582.00
9001	118757	08/13/18	3989	PRIME COMMUNICATION	018002240000	3821	K-8 WIRELESS UPDATE	0.00	8,640.34
9001	118758	08/13/18	5682	PRINTING INK	018002320000	4101	RALSTON PUBLIC DW	0.00	1,515.25
9001	118759	08/13/18	2039	RYAN PIVONKA	013601100000	4101	RHS ALUMINICONFRMSU	0.00	225.10
9001	118760	08/13/18	2595	SHAWNA MAYER	012001100000	6701	REIMBURSE1/4-6/8/18	0.00	407.46
9001	118760	08/13/18	2595	SHAWNA MAYER	012001100000	6701	REIMBURS7/24-12/21/	0.00	619.42
TOTAL CHECK								0.00	1,026.88

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 10
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118761	08/13/18	4814	STACY MCCORMICK	018002510000	2621	REIMBURSEMENT	0.00	50.00
9001	118762	08/13/18	6379	THE OMAHA WORLD-HER	018002320000	3501	RPS BOE LEGALS	0.00	153.06
9001	118762	08/13/18	6379	THE OMAHA WORLD-HER	018002213000	3501	RPS HUMAN RESOURCES	0.00	871.68
TOTAL CHECK									1,024.74
9001	118764	08/13/18	6920	MACKENZIE ROSMAN	018002330000	3101	PHOTOGRAPHY/ALLSTAF	0.00	300.00
9001	118765	08/13/18	5610	MELISSA STOLLEY	018001210501	6701	REIMBURSE5/31-7/27/	0.00	897.84
9001	118766	08/13/18	2196	MIKE SMITH	013602410000	6701	REIMBURSE1/12-5/10/	0.00	614.76
9001	118767	08/13/18	973	RALSTON AREA CHAMBE	018002320000	3101	RPS 2018 MEMBERDUES	0.00	350.00
9001	118768	08/13/18	3615	RALSTON FUEL & SERV	018002750507	3361	RPS TRANSPORTATION	0.00	131.27
9001	118769	08/13/18	3825	REW MATERIALS OMAHA	018002620926	3251	RPS MAINTENANCE RMS	0.00	343.65
9001	118770	08/13/18	3545	ROCHESTER MIDLAND C	018002620000	3101	RPS MAINTENANCE	0.00	625.00
9001	118771	08/13/18	6905	ROSETTA STONE LTD	018001100055	5651	RPS ELL DEPARTMENT	0.00	8,625.00
9001	118772	08/13/18	5204	SAFELITE AUTO GLASS	018002750507	3371	RPS TRANSPORTATION	0.00	287.98
9001	118773	08/13/18	4913	SCHMITT MUSIC	013601100094	4201	RALSTON HIGH HS1804	0.00	439.90
9001	118773	08/13/18	4913	SCHMITT MUSIC	013601100094	5301	RALSTON HIGH HS1804	0.00	458.00
TOTAL CHECK									897.90
9001	118774	08/13/18	6586	SCHMITT MUSIC OMAHA	013601100094	5301	RALSTON HIGH HS1804	0.00	796.92
9001	118775	08/13/18	5724	SCHOOL DATEBOOKS	011691100000	4101	WILDEWOOD WW180062	0.00	435.87
9001	118776	08/13/18	1111	SCHOOL SPECIALTY	011681100068	4101	SEYMOUR SE180050	0.00	271.62
9001	118776	08/13/18	1111	SCHOOL SPECIALTY	011691100000	4101	WILDEWOOD WW180050	0.00	140.87
9001	118776	08/13/18	1111	SCHOOL SPECIALTY	018006000000	4101	RALSTONMIDDLE MS184	0.00	150.78
9001	118776	08/13/18	1111	SCHOOL SPECIALTY	011691100000	4101	WILDEWOOD WW180049	0.00	64.99
9001	118776	08/13/18	1111	SCHOOL SPECIALTY	011661100090	4101	MEADOWS MW1800147	0.00	80.25
9001	118776	08/13/18	1111	SCHOOL SPECIALTY	018001250516	4101	RPS STUDENT SERVICE	0.00	4.09
TOTAL CHECK									712.60
9001	118777	08/13/18	5135	SHELL	018002700000	3361	RPS TRANSPORTATION	0.00	58.17
9001	118778	08/13/18	1365	SIGNIT	011671100000	4101	MOCKINGBIRD MB18009	0.00	582.00
9001	118780	08/13/18	6691	SORENSEN'S TREE & S	018002620000	3251	RPS MAINTENANCE DW	0.00	1,100.00
9001	118781	08/13/18	5589	SPECTRUM PAINT	018002620926	3251	RPS MAINTENANCE RMS	0.00	91.76
9001	118781	08/13/18	5589	SPECTRUM PAINT	018002620968	3251	RPS MAINTENANCE SEY	0.00	111.16
9001	118781	08/13/18	5589	SPECTRUM PAINT	018002620963	3251	RPS MAINTENANCE BLU	0.00	122.25
9001	118781	08/13/18	5589	SPECTRUM PAINT	018002620926	3251	RPS MAINTENANCE RMS	0.00	38.90
9001	118781	08/13/18	5589	SPECTRUM PAINT	018002620980	3251	RPS MAINTENANCE VMA	0.00	53.89

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 11
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	417.96
9001	118782	08/13/18	5711	STEPHANIE L STOHLMA	011001100000	6701	REIMBURSED HOMEVIST	0.00	22.26
9001	118783	08/13/18	6009	STERLING COMPUTERS	013602220000	4401	RHS LIBRARY/COLLEGE	0.00	1,546.50
9001	118784	08/13/18	3153	TEACHER DIRECT	011631100000	4101	BLUMFIELD BL1800137	0.00	262.58
9001	118785	08/13/18	6566	TEACHER INNOVATIONS	011641100000	4201	KARENWESTERN KW1801	0.00	259.20
9001	118786	08/13/18	1139	TRACTOR SUPPLY CO	018002620000	3251	RPS MAINTENANCE	0.00	5.99
9001	118786	08/13/18	1139	TRACTOR SUPPLY CO	018002620926	3261	RPS MAINTENANCE RMS	0.00	8.46
TOTAL CHECK								0.00	14.45
9001	118787	08/13/18	2051	TRANE	018002620936	3261	RPS MAINTENANCE RHS	0.00	467.50
9001	118787	08/13/18	2051	TRANE	018002620936	3261	RPS MAINTENANCE RHS	0.00	962.50
9001	118787	08/13/18	2051	TRANE	018002620936	3261	RPS MAINTENANCE RHS	0.00	2,157.25
TOTAL CHECK								0.00	3,587.25
9001	118788	08/13/18	6755	TRED-MARK COMMUNICA	018002240000	3821	RPS TECHNOLGY DEPT	0.00	483.46
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002750507	3371	RPS TRANSPORTATION	0.00	534.89
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002700000	3371	RPS TRANSPORTATION	0.00	449.99
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002750507	3371	RPS TRANSPORTATION	0.00	781.72
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002700000	3371	RPS TRANSPORTATION	0.00	811.54
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002700000	3371	RPS TRANSPORTATION	0.00	811.54
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002700000	3371	RPS TRANSPORTATION	0.00	-6.74
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002700000	3371	RPS TRANSPORTATION	0.00	-6.74
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002750507	3371	RPS TRANSPORTATION	0.00	1,185.97
9001	118789	08/13/18	6034	TRUCK CENTER COMPAN	018002700000	3371	RPS TRANSPORTATION	0.00	1,435.59
TOTAL CHECK								0.00	5,997.76
9001	118790	08/13/18	6769	ASHLEY NICOLE TURNE	018002130000	6701	REIMBURSE5/1-23/201	0.00	38.39
9001	118791	08/13/18	6164	JOSHUA C WILKEN	012001100000	6701	REIMURSE5/31-7/11/1	0.00	37.50
9001	118791	08/13/18	6164	JOSHUA C WILKEN	012001100000	6701	REIMBURS7/24&25/18	0.00	190.75
TOTAL CHECK								0.00	228.25
9001	118792	08/13/18	2965	TIFFANIE WELTE	018002320000	6701	REIMBURS4/4-7/27/20	0.00	566.88
9001	118793	08/13/18	3485	UNITED ELECTRIC	018002620936	3251	RPS MAINTENANCE RHS	0.00	343.36
9001	118793	08/13/18	3485	UNITED ELECTRIC	018002620936	3251	RPS MAINTENANCE RHS	0.00	9.15
9001	118793	08/13/18	3485	UNITED ELECTRIC	018002620936	3251	RPS MAINTENANCE RHS	0.00	9.15
9001	118793	08/13/18	3485	UNITED ELECTRIC	018002620936	3251	RPS MAINTENANCE RHS	0.00	11.98
TOTAL CHECK								0.00	373.64
9001	118794	08/13/18	1151	US POSTAL SERVICE	013601100000	3811	RHS9ROLLS/100HS1804	0.00	450.00
9001	118795	08/13/18	4832	VERIZON WIRELESS	018002750507	3821	RPS TRANSPORTATION	0.00	484.83
9001	118795	08/13/18	4832	VERIZON WIRELESS	018002700000	3821	RPS TRANSPORTATION	0.00	107.74
9001	118795	08/13/18	4832	VERIZON WIRELESS	018002620000	3821	RPS MAINTENANCE 2	0.00	128.18
9001	118795	08/13/18	4832	VERIZON WIRELESS	018001220212	3821	RPS MARILEE CLOONAN	0.00	56.77

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 12
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CHECK								0.00	777.52
9001	118796	08/13/18	3227	VIRCO	013601100000	5301	RALSTON HIGH HS1804	0.00	6,364.25
9001	118796	08/13/18	3227	VIRCO	011641100000	5301	KARENWESTERN KW1801	0.00	477.00
TOTAL CHECK								0.00	6,841.25
9001	118797	08/13/18	6317	VISION SERVICE PLAN 01		9409	RPS DW AUGUST 2018P	0.00	2,069.75
9001	118798	08/13/18	3500	VOCATIONAL DEVELOPM	018001230501	3621	RPS STUDENT SERVICE	0.00	1,588.19
9001	118799	08/13/18	1268	VOSS LIGHTING	018002620936	3251	RPS MAINTENANCE RHS	0.00	85.80
9001	118799	08/13/18	1268	VOSS LIGHTING	018002610000	4101	RPS MAINTENANCE	0.00	796.60
9001	118799	08/13/18	1268	VOSS LIGHTING	018002620936	3251	RPS MAINTENANCE RHS	0.00	34.24
9001	118799	08/13/18	1268	VOSS LIGHTING	018002610000	4101	RPS MAINTENANCE	0.00	64.30
9001	118799	08/13/18	1268	VOSS LIGHTING	018002610000	4101	RPS MAINTENANCE	0.00	252.00
9001	118799	08/13/18	1268	VOSS LIGHTING	018002620936	3251	RPS MAINTENANCE RHS	0.00	15.78
TOTAL CHECK								0.00	1,248.72
9001	118800	08/13/18	4946	WAITT OUTDOOR	018002330000	3501	RPS 8/5-9/1/2018 BB	0.00	1,800.00
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	RALSTONMIDDLE AUG20	0.00	525.65
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	RALSTON HIGH AUG 20	0.00	1,132.39
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	BLUMFIELD AUGUST 20	0.00	476.75
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	RPS/VMAC JULY 5, 20	0.00	294.84
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	RPS ADMIN 6/7/2018	0.00	313.03
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	MEADOWS AUGUST 2018	0.00	150.96
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	KAREN WESTERN AUG20	0.00	197.32
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	MOCKINGBIRD AUG 201	0.00	74.24
9001	118801	08/13/18	2406	WASTE MANAGEMENT OF	018002610000	3291	RPS ADM/VMAC AUG 20	0.00	61.68
TOTAL CHECK								0.00	3,226.86
9001	118802	08/13/18	6918	KATIE WATSON	011001100000	2941	REIMBURSED 9 HOURS	0.00	1,350.00
9001	118803	08/13/18	5925	WELLS FARGO FINANCI	018002250000	3271	RPS DW 6/30-7/29/18	0.00	1,973.50
9001	118803	08/13/18	5925	WELLS FARGO FINANCI	018002250000	3271	RPS DW 7/30-8/29/20	0.00	3,947.00
TOTAL CHECK								0.00	5,920.50
9001	118804	08/13/18	6719	WESTLAKE ACE HARDWA	018002610000	4101	RPS MAINTENANCE	0.00	15.99
9001	118804	08/13/18	6719	WESTLAKE ACE HARDWA	018002610000	4101	RPS MAINTENANCE	0.00	15.99
9001	118804	08/13/18	6719	WESTLAKE ACE HARDWA	018002620936	3251	RPS MAINTENANCE RHS	0.00	20.98
9001	118804	08/13/18	6719	WESTLAKE ACE HARDWA	018002610000	4101	RPS MAINTENANCE	0.00	25.97
9001	118804	08/13/18	6719	WESTLAKE ACE HARDWA	018002620936	3251	RPS MAINTENANCE RHS	0.00	33.98
9001	118804	08/13/18	6719	WESTLAKE ACE HARDWA	018002620926	3251	RPS MAINTENANCE RMS	0.00	2.39
9001	118804	08/13/18	6719	WESTLAKE ACE HARDWA	018002620936	3251	RPS MAINTENANCE RHS	0.00	2.59
9001	118804	08/13/18	6719	WESTLAKE ACE HARDWA	018002620936	3251	RPS MAINTENANCE RHS	0.00	6.99
TOTAL CHECK								0.00	124.88
9001	118805	08/13/18	6491	WHAT'S BUGGIN' YA	018002620000	3101	RPS MAINTENANCE DW	0.00	340.00
9001	118806	08/13/18	6908	WHITE SHUTTER MEDIA	018002330000	3501	RPS PUBLIC RELATION	0.00	450.00
9001	118807	08/13/18	6229	WORK FIT INC	018002213000	3101	RPS HUMAN RESOURCES	0.00	65.00

EFINANCE - POWERSCHOOL
 DATE: 08/09/2018
 TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
 CHECK REGISTER - BY FUND

PAGE NUMBER: 13
 ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
 ACCOUNTING PERIOD: 12/18

FUND - 01 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118807	08/13/18	6229	WORK FIT INC	018002213000	3101	RPS HUMAN RESOURCES	0.00	65.00
9001	118807	08/13/18	6229	WORK FIT INC	018002213000	3101	RPS HUMAN RESOURCES	0.00	65.00
TOTAL CHECK									195.00
9001	118808	08/13/18	5026	ZIMCO SUPPLY COMPAN	018002620000	3251	RPS MAINTENANCE	0.00	1,520.00
9001	118810	08/13/18	170	APPLE COMPUTER	018002240000	5651	IPADS FOR SY, ME, M	0.00	374.00
9001	118810	08/13/18	170	APPLE COMPUTER	011661100000	5651	IPADS FOR SY, ME, M	0.00	1,122.00
9001	118810	08/13/18	170	APPLE COMPUTER	011671100000	5651	IPADS FOR SY, ME, M	0.00	1,122.00
9001	118810	08/13/18	170	APPLE COMPUTER	011681100000	5651	IPADS FOR SY, ME, M	0.00	1,122.00
TOTAL CHECK									3,740.00
9001	118811	08/13/18	4037	COX BUSINESS SERVIC	018002240000	3821	RPS DW AUGUST 2018	0.00	4,279.76
9001	118812	08/13/18	3128	DIGITAL DOT SYSTEMS	018002240000	5661	RPS TECHNOLOGY DEPT	0.00	35.00
9001	118813	08/13/18	6110	KELLY A SUND	011001210509	6711	REIMBURSE5/15-7/26/	0.00	64.85
9001	118814	08/13/18	6007	LEARNING FORWARD NE	018002320000	2931	RPS DR.TIFFANIE WEL	0.00	25.00
9001	118815	08/13/18	5531	NACIA	018002320000	2931	RPS DR.TIFFANIE WEL	0.00	15.00
9001	118816	08/13/18	731	NASB ALICAP	018002310000	6421	RPS DW POLICY	0.00	7,265.28
9001	118816	08/13/18	731	NASB ALICAP	018002750507	2301	RPS DW POLICY	0.00	48,436.09
9001	118816	08/13/18	731	NASB ALICAP	018002310000	6411	RPS DW POLICY	0.00	50,856.99
9001	118816	08/13/18	731	NASB ALICAP	018002620000	3281	RPS DW POLICY	0.00	135,618.64
9001	118816	08/13/18	731	NASB ALICAP	018002510000	2401	RPS DW POLICY	0.00	196,030.00
TOTAL CHECK									438,207.00
9001	118817	08/13/18	2860	NSASSP - REGION II	018002320000	2931	RPS DR.TIFFANIE WEL	0.00	30.00
9001	118819	08/13/18	4123	PREMIER BUSINESS SE	011641100000	3101	KARENWESTERN KW1801	0.00	137.20
9001	118820	08/13/18	2350	SCHOOLMASTERS	011641100000	4101	KARENWESTERN KW1801	0.00	81.14
TOTAL CASH ACCOUNT									794,620.82
TOTAL FUND									794,620.82

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 14
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 02 - LUNCH FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118679	08/13/18	6909	MANDY CASTO	028004600000	4101	REIMBURSED BALANCE	0.00	15.65
9001	118721	08/13/18	6913	LAURIE NIELSEN	028004600000	4101	REIMBURSED BALANCE	0.00	17.15
9001	118779	08/13/18	6667	PEGGY SMITH	028004600000	4101	RPS FOODSERVICES NS	0.00	19.14
9001	118779	08/13/18	6667	PEGGY SMITH	028004600000	4101	RPS FOOD SERVICES M	0.00	34.45
TOTAL CHECK								0.00	53.59
9001	118795	08/13/18	4832	VERIZON WIRELESS	028004600000	3821	RPS FOOD SERVICES 2	0.00	106.65
TOTAL CASH ACCOUNT								0.00	193.04
TOTAL FUND								0.00	193.04

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 15
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 04 - GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118708	08/13/18	1371	KIDS ON THE MOVE IN	048004410803	3101	RPS STUDENT SERVICE	0.00	1,584.00
9001	118716	08/13/18	6111	LARSON SPEECH & LAN	048004412803	3101	RPS SS 7/2&16/2018	0.00	110.00
TOTAL CASH ACCOUNT								0.00	1,694.00
TOTAL FUND								0.00	1,694.00

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 16
ACCTPA21

SELECTION CRITERIA: `transact.ck_date='20180813 00:00:00.000'`
ACCOUNTING PERIOD: 12/18

FUND - 05 - TITLE GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118818	08/13/18	6722	PIONEER VALLEY BOOK	058007150000	4101	RPS CURRICULUM/WILK	0.00	22,320.00
TOTAL CASH ACCOUNT								0.00	22,320.00
TOTAL FUND								0.00	22,320.00

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 17
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 06 - CHAPTER 1

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118648	08/13/18	6917	ARAMARK SERVICES, I	063604100000	4101	RALSTON HIGH HS1804	0.00	63.00
TOTAL CASH ACCOUNT								0.00	63.00
TOTAL FUND								0.00	63.00

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 18
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 11 - ACOUSTICAL HANDICAPPED

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118730	08/13/18	3295	DIANE MEYER	118001220511	6701	REIMBURSE6/21-7/23/	0.00	347.82
9001	118733	08/13/18	6350	KIMBERLEE M MILLER	118001220511	6701	REIMBURSE6/18-7/19/	0.00	378.99
9001	118763	08/13/18	5094	TIARRA MCGOWAN	118001220511	6701	REIMBURSE6/21-7/20/	0.00	172.93
TOTAL CASH ACCOUNT								0.00	899.74
TOTAL FUND								0.00	899.74

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 19
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 17 - CARL PERKINS

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	-----DESCRIPTION-----	SALES TAX	AMOUNT
9001	118783	08/13/18	6009	STERLING COMPUTERS	178001540000	4101	RMS FCS PERKINS CHR	0.00	10,270.14
TOTAL CASH ACCOUNT								0.00	10,270.14
TOTAL FUND								0.00	10,270.14

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 11:43:32

RALSTON PUBLIC SCHOOLS
CHECK REGISTER - BY FUND

PAGE NUMBER: 20
ACCTPA21

SELECTION CRITERIA: transact.ck_date='20180813 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 29 - REVISION GRANT

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	118646	08/13/18	6856	ALLHEART.COM	298001560000	4101	RPS CUR/RALSTON HIG	0.00	969.20
9001	118650	08/13/18	6910	ASE EDUCATION FOUND	298001560000	6931	RPS/CUR CU180078 WE	0.00	550.00
TOTAL CASH ACCOUNT								0.00	1,519.20
TOTAL FUND								0.00	1,519.20
TOTAL REPORT								0.00	831,579.94

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 10:08:40

RALSTON ACTIVITY FUNDS
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: transact.fund='51' and transact.ck_date='20180813 00:00:00.000'
ACCOUNTING PERIOD: 12/18

FUND - 51 - BUILDING FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	19945	08/13/18	3986	AERCO INTERNATIONAL	518002515000	5200	RALSTON PUBLIC SCHO	0.00	155,485.69
9001	19946	08/13/18	3607	BCDM ARCHITECTS	518002515000	5200	RALSTON PUBLIC SCHO	0.00	5,437.50
9001	19946	08/13/18	3607	BCDM ARCHITECTS	518002515000	5200	RALSTON PUBLIC SCHO	0.00	9,270.00
TOTAL CHECK								0.00	14,707.50
TOTAL CASH ACCOUNT								0.00	170,193.19
TOTAL FUND								0.00	170,193.19
TOTAL REPORT								0.00	170,193.19

EFINANCE - POWERSCHOOL
DATE: 08/09/2018
TIME: 10:09:36

RALSTON ACTIVITY FUNDS
CHECK REGISTER - BY FUND

PAGE NUMBER: 1
ACCTPA21

SELECTION CRITERIA: `transact.fund='53'` and `transact.ck_date='20180813 00:00:00.000'`
ACCOUNTING PERIOD: 12/18

FUND - 53 - DEPRECIATION FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ORG. KEY	ACCNT	----DESCRIPTION----	SALES TAX	AMOUNT
9001	19948	08/13/18	3996	APPLE INC.	538003000000	6200	RPS CONTRACT#255055	0.00	59,985.88
TOTAL CASH ACCOUNT								0.00	59,985.88
TOTAL FUND								0.00	59,985.88
TOTAL REPORT								0.00	59,985.88



January 26, 2017

Dear Calvert Parents and Guardians,

Calvert Elementary will be implementing a biometric finger scanning identification system in an effort to provide accurate student identification. This system eliminates the need for students to have to memorize and enter a six digit number.

How does finger scanning identification work?

Each student's finger will be scanned using a finger scanner. Software uses the scan to identify unique points on the finger and creates and stores individual templates that identify each student in a database. Each time the student purchases a meal and scans his/her finger, the software will search for a match in its database to identify a student.

What about our students' privacy?

We are not fingerprinting students. The software does not store a copy of fingerprints. Instead, it creates a template of unique points on the finger. The template is converted to a unique identification number and is stored in the school's database with the same high level of security as all of our records. The templates are also protected by the Family Educational Rights and Privacy Act (FERPA). FERPA is the Federal Law that protects all student records. At no time are fingerprint images stored. **No fingerprint can be recreated or delivered to any agency - governmental or otherwise.** This new way of identifying our students is safe, easy, accurate, efficient and secure.

Beginning Wednesday, February 1 we will be scanning the fingers of students who will use the new biometric finger scanner for breakfast and lunch. If you decide that you would **not** like your student to participate in the finger scan send a written notice to the school office by January 20. Additional information regarding biometric finger scanning can be found on the Nutrition Services website at lps.org.

If you have any questions or concerns, please contact Edith Zumwalt, Director of Nutrition Services, at ezum@lps.org or 402-436-1742.

Thank you!



Goal #1--District Communications and Community Engagement

<p>Goal: District Communications and Community Engagement</p>		<p>Goal Description: Dr. Adler will work collaboratively with internal and external stakeholder groups to review, develop, implement, manage, and evaluate the continuous improvement of district communications and community engagement.</p>	
Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p>District Website and App Implementation</p> <p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none"> ● Dr. Mark Adler, Superintendent ● Mr. Jeremy Maskel, Director of External Relations & Engagement ● Mrs. Katy Core, Director of Communications 	<ul style="list-style-type: none"> ● By June of 2019, 1,500 families will have downloaded the RPS Mobile App ● Throughout the 2018-19 school year, buildings will maintain and update the announcements and photos on their homepage. Announcements will be maintained weekly and photos updated monthly. 	<ul style="list-style-type: none"> ●



Goal #1--District Communications and Community Engagement

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
Foundation, Alumni, and R-Club Development <u>Current Progress to Date</u>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Mrs. Katy Core, Director of Communications 	<ul style="list-style-type: none"> • By May 2019, every RSF board member will be committed to a sub-committee and every sub committee will have met at least once • By May 2019, District families will have heard of the R-Club 3 times • By May 2019, stakeholders will hear of the R-club 2 times. • By June 2019, make contact with 5 groups planning reunions. • By June 2019, implement alumni support for reunion groups • By Oct. 2019 Distribute information about RSF and R-club at Alumni/Homecoming event 	<ul style="list-style-type: none"> • By



Goal #1--District Communications and Community Engagement

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
Business Partnership Program and Recruitment <u>Current Progress to Date</u> <ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Mr. Jeremy Maskel, Director of External Relations & Engagement • Dr. Josh Wilken, Career Education Coordinator • Dr. Tiffanie Welte, Director of Secondary Education 	<ul style="list-style-type: none"> • By October 1, 2018, all team RPS documents and information will be finalized and ready for use. • By June 2019, at least 500 hours of collaboration and service will be documented by team RPS partners. • By July 1, 2019, a celebration event will be held to review and honor the work of team RPS partners during the 2018/2019 school year. 	<ul style="list-style-type: none"> • By



Goal #1--District Communications and Community Engagement

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
Parent and Community Engagement <u>Current Progress to Date</u>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Mr. Jeremy Maskel, Director of External Relations & Engagement • Mrs. Katy Core, Director of Communications 	<ul style="list-style-type: none"> • By June, 2019, RPS will complete a parent communication survey with at least 15% completion • By June, 2019, each building will complete a phone survey following a large-scale event like conferences, registration, and/or a family-oriented program - to gauge opportunities for improvement in the coming year. • By December of 2018, all RPS families will hear about the Mobile App's 'contact us' feature to reach individual schools or the district office. 	<ul style="list-style-type: none"> •



Goal #2--Dr. Adler Leadership and Engagement Development

<p>Goal: Dr. Adler Leadership and Engagement Development</p>		<p>Goal Description: Dr. Adler will work collaboratively to increase his leadership capacity and focus with others within the organization as well as developing greater levels of engagement and connectedness.</p>	
Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p>Increase time in District Buildings and representing RPS within the community.</p> <p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none"> Dr. Mark Adler, Superintendent 	<ul style="list-style-type: none"> Beginning in August 2018, Dr. Adler will spend at least ½ day per week in District Buildings connecting with students, staff, and administration. Beginning in August 2018, Dr. Adler will attend at least two events per week around the District. 	<ul style="list-style-type: none">



Goal #2--Dr. Adler Leadership and Engagement Development

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
Cabinet Leadership and Development <u>Current Progress to Date</u>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent 	<ul style="list-style-type: none"> • By October 1, 2018, all cabinet members will collaboratively develop with me a combination of 2-3 professional and personal goals. • October 2018-June 2019, Dr. Adler will support cabinet members in the progress of meeting established goals. • By December 31, 2018, Dr. Adler will meet with all cabinet members to review progress on goals. • By April 1, 2019, Dr. Adler will meet with all cabinet members to review progress on goals. • By July 1, 2019, Dr. Adler will review and reflect on the progress on all goals with each cabinet member. 	<ul style="list-style-type: none"> • By



Goal #2--Dr. Adler Leadership and Engagement Development

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p>Leadership Program Development</p> <p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent 	<ul style="list-style-type: none"> • By December 1, 2018, Dr. Adler will have developed an on-line system for learning management for the RPS Leadership Academy Level I and II • By December 1, 2018, Dr. Adler will review and revise the RPS Leadership Academy Level I and II curriculum and build the master class schedule. • During the 2018/2019 School Year Dr. Adler will continue to look for leadership opportunities for teachers and administrators to cultivate further leadership development. 	<ul style="list-style-type: none"> • By



Goal #3--Cabinet Level Project Management

<p>Goal: Cabinet Level Project Management</p>		<p>Goal Description: Dr. Adler will work collaboratively with all members of the cabinet to manage multiple projects at the District level that carry a high level of importance in organizational effectiveness and growth.</p>	
Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p>Continuous Board Policy Update and Revision</p> <p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Mr. Jeremy Maskel, Director of External Relations & Engagement • Dr. Michael Rupprecht, Executive Director of Human Resources 	<ul style="list-style-type: none"> • During the 2018/2019 school year review and update Board Policies as recommended by our policy service, school attorney, and as needed as we encounter situations within our operations. • By August 2019, Dr. Adler and his team will complete the annual policy update with the Board of Education. 	<ul style="list-style-type: none"> •



Goal #3--Cabinet Level Project Management

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
District AdvancED Accreditation Visit <u>Current Progress to Date</u>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Dr. Michael Rupprecht, Executive Director of Human Resources 	<ul style="list-style-type: none"> • By October 31, 2018, update the Board of Education on the timeline, expectations, and processes for the District Accreditation Visit • Beginning in November 2018, have a monthly board agenda item to keep keep good communication with the Board of Education on the District Accreditation Process • August 2018-March 2019, provide leadership for the entire District to successfully complete the five year District Accreditation Visit • By June 1, 2019, celebrate the powerful practices and positive feedback included in the District Accreditation Visit results 	<ul style="list-style-type: none"> • By



Goal #3--Cabinet Level Project Management

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
District Recruitment and Retention Process <u>Current Progress to Date</u>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Dr. Michael Rupprecht, Executive Director of Human Resources 	<ul style="list-style-type: none"> • By December 1, 2018, provide a comprehensive presentation to the Board of Education on the District Recruitment and Retention Process. • By March 1, 2019, complete a comprehensive review, revision, and implementation of the District Recruitment and Revision Process 	<ul style="list-style-type: none"> • By



Goal #3--Cabinet Level Project Management

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
District Budget and Finance System <u>Current Progress to Date</u>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Mr. Jason Buckingham, Executive Director of Fiscal Affairs 	<ul style="list-style-type: none"> • By December 1, 2018, provide an overview to the Board of Education on the District Budget and Finance process under ESSA regulations. • By June 1, 2019, review, revise, and implement changes to the District Budget and Finance System after one budget cycle of operation. 	<ul style="list-style-type: none"> • By



Goal #4--Board of Education Professional Development

<p>Goal: Board of Education Professional Development</p>		<p>Goal Description: Dr. Adler will work collaboratively with the Board of Education and cabinet to provide a wide variety of professional development opportunities on a regular basis for the Board of Education and other stakeholders within the organization.</p>	
Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p>Special Board Training Topics</p> <p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent 	<ul style="list-style-type: none"> • During the 2018/2019 school year Dr. Adler will provide at least one Special Board Training Topic per month for the Board of Education. 	<ul style="list-style-type: none"> •



Goal #4--Board of Education Professional Development

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p>Board of Education Training and Special Events Calendar</p> <p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Mrs. Marci Carroll, Executive Administrative Assistant 	<ul style="list-style-type: none"> • Beginning September 1, 2018, Dr. Adler, Marci Carroll, and members of the cabinet will develop and publish a monthly Board of Education and Special Events Calendar for the Board to refer to as they choose professional development opportunities and attendance at various school activities. 	<ul style="list-style-type: none"> • By



Goal #4--Board of Education Professional Development

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p>New Board Member Induction Program</p> <p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent • Administrative Cabinet 	<ul style="list-style-type: none"> • By March 1, 2019, provide an extended learning session with Dr. Adler and the Board President for each new Board Member or continuing Board Member who wish to participate. • By March 1, 2019, provide each new Board Member the opportunity to have individual meetings with each administrative cabinet member to discuss areas of supervision and responsibilities of each cabinet member. • By March 1, 2019, provide each new Board Member or continuing Board Member the opportunity to have a guided tour of each District Building while it is in operation. 	<ul style="list-style-type: none"> • By



Goal #5--District Strategic Plan Development

<p>Goal: District Strategic Plan Development</p>		<p>Goal Description: Dr. Adler will work collaboratively with the Board of Education, administrative cabinet, principals, staff, parents, and students using multiple informational documents to develop and implement a 3-5 year District Strategic Plan.</p>	
Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p>District Strategic Plan Development</p> <p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none"> Dr. Mark Adler, Superintendent 	<ul style="list-style-type: none"> By October 8, 2018, Dr. Adler will present the 1st DRAFT of the District Strategic Plan to the Board of Education October-December 2018, receive feedback and make adjustments to the District Strategic Plan By December 31, 2018, provide a final document to the Board of Education for approval of the District Strategic Plan. September-December 2018, execute appropriate communications and engagement of the District Strategic Plan Development Process. 	<ul style="list-style-type: none">



Goal #5--District Strategic Plan Development

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
District Strategic Plan Implementation <u>Current Progress to Date</u>	<ul style="list-style-type: none"> • Dr. Mark Adler, Superintendent 	<ul style="list-style-type: none"> • January-June 2019, begin implementation of the various aspects of the District Strategic Plan. • Potential...By June 2019, develop Board of Education and Superintendent Goals related to the District Strategic Plan. 	<ul style="list-style-type: none"> • By



Goal #5--District Strategic Plan Development

Objective Description	Primary Leadership	18/19 Assessment Metric	19/20 Assessment Metric
<p><u>Current Progress to Date</u></p>	<ul style="list-style-type: none">• Dr. Mark Adler, Superintendent	<ul style="list-style-type: none">• By	<ul style="list-style-type: none">• By



Board of Education Legislative Goals 2017/2018

Ralston Public Schools Non-negotiables

- RPS will continue to cultivate a systems thinking approach to all school business and operations through our defined strategic planning process.
- RPS will continue to provide the programs and services that support the strategic plan areas of Achievement, Character, Technology, AdvancED School Improvement, and District Communications.
- RPS will continue to refine and grow our academic programs to meet the needs of all of our students.
- RPS will continue to deliver outstanding activity programs to allow our students a well rounded school experience.
- RPS will continue to evaluate the effectiveness and efficiency of all programs and services to meet the demands of a changing society.
- RPS will refine and grow our outreach programs and service expectations to all stakeholders.
- RPS will continue to offer a rich variety of research based instructional programs and curricular offerings to meet the needs of all learners.
- RPS will research and identify further opportunities and initiatives to help all of our students to be college or career ready.

Board of Education Legislative Goals

- Continued emphasis that our students and education are a priority in Nebraska
- Continued emphasis of State Equalization Aid (TEEOSA) and the infusion of further dollars into the aid formula
- Oppose tax cuts that endanger any part of the State's revenue stream
- Monitor any legislation that adjusts property valuation
- Increase Special Education Funding
- Continue to support and enhance Learning Community Programs that serve at-risk and diverse student populations in Ralston and within the Metro Area.
- Support legislation or the infusion of more funding for early childhood programs specifically programs serving students in high poverty high need areas. This may include the adjustment of the needs formula for pre-school students within TEEOSA
- Encourage further adjustments to the needs formula within TEEOSA specifically ELL and poverty. Are the current needs calculations in these areas addressing the increasing needs students and schools encounter?
- Support systems, initiatives, and funding options to cultivate additional opportunities to enhance college and career readiness specifically in vocational or certification focused areas.
- Advocate for targeted programs and funding that support the "Whole Child" as it relates to students' social, emotional, and physical well being.
- Oppose any legislation that advances any initiative addressing charter schools or voucher systems that reduce funding and opportunities for public schools.

2018 Legislative Session*

Sun	Mon	Tues	Wed	Thur	Fri	Sat
January						
	1	2	3	4	5	6
			DAY 1	DAY 2	DAY 3	
7	8	9	10	11	12	13
	DAY 4	DAY 5	DAY 6	DAY 7	RECESS	
14	15	16	17	18	19	20
	HOLIDAY	DAY 8	DAY 9	DAY 10	DAY 11	
21	22	23	24	25	26	27
	DAY 12	DAY 13	DAY 14	DAY 15	DAY 16	
28	29	30	31			
	RECESS	DAY 17	DAY 18			

Sun	Mon	Tues	Wed	Thur	Fri	Sat
February						
				1	2	3
				DAY 19	DAY 20	
4	5	6	7	8	9	10
	DAY 21	DAY 22	DAY 23	DAY 24	RECESS	
11	12	13	14	15	16	17
	DAY 25	DAY 26	DAY 27	DAY 28	RECESS	
18	19	20	21	22	23	24
	HOLIDAY	DAY 29	DAY 30	DAY 31	DAY 32	
25	26	27	28			
	DAY 33	DAY 34	DAY 35			

Sun	Mon	Tues	Wed	Thur	Fri	Sat
March						
				1	2	3
				DAY 36	RECESS	
4	5	6	7	8	9	10
	RECESS	DAY 37	DAY 38	DAY 39	DAY 40	
11	12	13	14	15	16	17
	DAY 41	DAY 42	DAY 43	DAY 44	RECESS	
18	19	20	21	22	23	24
	RECESS	DAY 45	DAY 46	DAY 47	DAY 48	
25	26	27	28	29	30	31
	DAY 49	DAY 50	DAY 51	DAY 52	RECESS	

Sun	Mon	Tues	Wed	Thur	Fri	Sat
April						
1	2	3	4	5	6	7
	RECESS	DAY 53	DAY 54	DAY 55	DAY 56	
8	9	10	11	12	13	14
	DAY 57	DAY 58	DAY 59	RECESS	RECESS	
15	16	17	18	19	20	21
	RECESS	RECESS	DAY 60			
22	23	24	25	26	27	28
29	30					

Federal & State Holidays

January 15 – Martin Luther King Jr. Day
February 19 - Presidents' Day

Legislative Recess Days

January 12, 29
February 9, 16
March 2, 5, 16, 19, 30
April 2, 12, 13, 16, 17

*The Speaker reserves the right to revise the session calendar.

2018 LEGISLATIVE COMMITTEES

Standing Committees

Updated 11/20/17

Agriculture (8)

Rm. 2102 - Tuesday

Brasch (C), Blood (VC), Albrecht, Chambers, Halloran, Krist, Lowe, Thibodeau

Appropriations (9)

Rm. 1524 - Monday & Tuesday

Rm. 1003 - Wednesday, Thursday, & Friday

Stinner (C), Bolz (VC), Clements, Hilkemann, Kuehn, McDonnell, Vargas, Watermeier, Wishart

Banking, Commerce and Insurance (8)

Rm. 1507 - Monday & Tuesday

Lindstrom (C), Williams (VC), Baker, Brewer, Harr, Kolterman, McCollister, Schumacher

Business and Labor (7)

Rm. 2102 - Monday

Albrecht (C), Crawford (VC), Chambers, Halloran, Hansen, Howard, Lowe

Education (8)

Rm. 1525 - Monday & Tuesday

Groene (C), Kolowski (VC), Ebke, Erdman, Linehan, Morfeld, Pansing Brooks, Walz

General Affairs (8)

Rm. 1510 - Monday

Larson (C), Blood, Brasch, Krist, Quick, Riepe, Thibodeau, Wayne

Government, Military and Veterans Affairs (8)

Rm. 1507 - Wednesday, Thursday, & Friday

Murante (C), Brewer (VC), Blood, Briese, Hilgers, Lowe, Thibodeau, Wayne

Health and Human Services (7)

Rm. 1510 - Wednesday, Thursday, & Friday

Riepe (C), Erdman (VC), Crawford, Howard, Kolterman, Linehan, Williams

Judiciary (8)

Rm. 1113 - Wednesday, Thursday, & Friday

Ebke (C), Pansing Brooks (VC), Baker, Chambers, Halloran, Hansen, Krist, Morfeld

Natural Resources (8)

Rm. 1525 - Wednesday, Thursday, & Friday

Hughes (C), Bostelman (VC), Albrecht, Geist, Kolowski, McCollister, Quick, Walz

Nebraska Retirement Systems (6)

Rm. 1525 - At call of Chair

Kolterman (C), Lindstrom (VC), Bolz, Groene, Kolowski, Stinner

Revenue (8)

Rm. 1524 - Wednesday, Thursday, & Friday

Smith (C), Friesen (VC), Brasch, Groene, Harr, Larson, Lindstrom, Schumacher

Transportation and Telecommunications (8)

Rm. 1113 - Monday & Tuesday

Friesen (C), Smith (VC), Bostelman, Briese, Geist, Hilgers, Hughes, Murante

Urban Affairs (7)

Rm. 1510 - Tuesday

Wayne (C), Hansen (VC), Crawford, Howard, Larson, Quick, Riepe

Select Committees

Committee on Committees (13)

Vacant

District 1:

Kolterman

Morfeld

Pansing Brooks

Schumacher

District 2:

Harr

Hilkemann

Howard

Smith (VC)

District 3:

Erdman

Friesen

Groene

Kuehn

Enrollment and Review (1)

Wishart (C)

Reference (9)

Watermeier (C), Kuehn (VC), Bolz, Chambers, Crawford, Hughes, Larson, McCollister, Scheer, Stinner (nonvoting ex officio)

Rules (6)

Hilgers (C), Schumacher (VC), Harr, Krist, Kuehn, Scheer (ex officio)

Special Committees

Building Maintenance (6)

Erdman (C), Lowe (VC), Bostelman, Hughes, McDonnell, Stinner

Education Commission of the States (3)

Groene, Larson, Morfeld

Executive Board of the Legislative Council (9)

Watermeier (C), Kuehn (VC), Bolz, Chambers, Crawford, Hughes, Larson, McCollister, Scheer, Stinner (nonvoting ex officio)

Justice Reinvestment Oversight (5)

Ebke (C), Bolz, Halloran, Krist, Pansing Brooks

Legislative Performance Audit (7)

Kuehn (C), Geist (VC), Briese, Linehan, Scheer, Stinner, Watermeier, Friesen (non-voting), Lindstrom (non-voting)

Legislature's Planning (9)

Schumacher (C), Vargas (VC), Hansen, Linehan, Riepe, Scheer, Stinner, Watermeier, Williams

Midwest Interstate Passenger Rail Compact (2)

Quick, Walz

Midwestern Higher Education Commission (Midwest Compact) (2)

Crawford, Kolowski

State-Tribal Relations (7)

Brewer (C), Lindstrom (VC), Albrecht, Baker, Brasch, Quick, Vargas

2018 NEBRASKA UNICAMERAL LEGISLATURE
Alphabetical List

Capitol Mailing Address: Senator _____
 District # State Capitol
 PO Box 94604
 Lincoln NE 68509-4604

As of 10/19/2017

Senator	District	Capitol Phone	Room	City
Albrecht, Joni	17	(402) 471-2716	2010	Thurston
Baker, Roy	30	(402) 471-2620	1208	Lincoln
Blood, Carol	3	(402) 471-2627	1021	Bellevue
Bolz, Kate	29	(402) 471-2734	1015	Lincoln
Bostelman, Bruce	23	(402) 471-2719	1118	Brainard
Brasch, Lydia	16	(402) 471-2728	1022	Bancroft
Brewer, Tom	43	(402) 471-2628	1202	Gordon
Briese, Tom	41	(402) 471-2631	1120	Albion
Chambers, Ernie	11	(402) 471-2612	1302	Omaha
Clements, Robert	2	(402) 471-2613	1523	Elmwood
Crawford, Sue	45	(402) 471-2615	1016	Bellevue
Ebke, Laura	32	(402) 471-2711	1103	Crete
Erdman, Steve	47	(402) 471-2616	1529	Bayard
Friesen, Curt	34	(402) 471-2630	1110	Henderson
Geist, Suzanne	25	(402) 471-2731	1115	Lincoln
Groene, Mike	42	(402) 471-2729	1107	North Platte
Halloran, Steve	33	(402) 471-2712	1306	Hastings
Hansen, Matt	26	(402) 471-2610	1017	Lincoln
Harr, Burke J.	8	(402) 471-2722	2011	Omaha
Hilgers, Mike	21	(402) 471-2673	1404	Lincoln
Hilkemann, Robert	4	(402) 471-2621	2028	Omaha
Howard, Sara	9	(402) 471-2723	1012	Omaha
Hughes, Dan	44	(402) 471-2805	1210	Venango
Kolowski, Rick	31	(402) 471-2327	1018	Omaha
Kolterman, Mark	24	(402) 471-2756	2004	Seward
Krist, Bob	10	(402) 471-2718	1114	Omaha
Kuehn, John L.	38	(402) 471-2732	2000	Heartwell
Larson, Tyson	40	(402) 471-2801	1019	O'Neill
Lindstrom, Brett	18	(402) 471-2618	1401	Omaha
Linehan, Lou Ann	39	(402) 471-2885	1117	Elkhorn
Lowe, John S., Sr.	37	(402) 471-2726	1528	Kearney
McCollister, John S.	20	(402) 471-2622	1101	Omaha
McDonnell, Mike	5	(402) 471-2710	2107	Omaha
Morfeld, Adam	46	(402) 471-2720	1008	Lincoln
Murante, John	49	(402) 471-2725	1423	Gretna
Pansing Brooks, Patty	28	(402) 471-2633	1206	Lincoln
Quick, Dan	35	(402) 471-2617	1406	Grand Island
Riepe, Merv	12	(402) 471-2623	1402	Ralston
Scheer, Jim	19	(402) 471-2929	2103	Norfolk
Schumacher, Paul	22	(402) 471-2715	1124	Columbus
Smith, Jim	14	(402) 471-2730	1116	Papillion
Stinner, John P.	48	(402) 471-2802	1004	Gering
Thibodeau, Theresa	6	(402) 471-2714	1522	Omaha
Vargas, Tony	7	(402) 471-2721	1000	Omaha
Walz, Lynne	15	(402) 471-2625	1403	Fremont
Watermeier, Dan	1	(402) 471-2733	2108	Syracuse
Wayne, Justin T.	13	(402) 471-2727	1212	Omaha
Williams, Matt	36	(402) 471-2642	2015	Gothenburg
Wishart, Anna	27	(402) 471-2632	1308	Lincoln

2018 NEBRASKA UNICAMERAL LEGISLATURE
District List

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 PO Box 94604
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2	Clements, Robert	(402) 471-2613	1523	Elmwood
3	Blood, Carol	(402) 471-2627	1021	Bellevue
4	Hilkemann, Robert	(402) 471-2621	2028	Omaha
5	McDonnell, Mike	(402) 471-2710	2107	Omaha
6	Thibodeau, Theresa	(402) 471-2714	1522	Omaha
7	Vargas, Tony	(402) 471-2721	1000	Omaha
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9	Howard, Sara	(402) 471-2723	1012	Omaha
10	Krist, Bob	(402) 471-2718	1114	Omaha
11	Chambers, Ernie	(402) 471-2612	1302	Omaha
12	Riepe, Merv	(402) 471-2623	1402	Ralston
13	Wayne, Justin T.	(402) 471-2727	1212	Omaha
14	Smith, Jim	(402) 471-2730	1116	Papillion
15	Walz, Lynne	(402) 471-2625	1403	Fremont
16	Brasch, Lydia	(402) 471-2728	1022	Bancroft
17	Albrecht, Joni	(402) 471-2716	2010	Thurston
18	Lindstrom, Brett	(402) 471-2618	1401	Omaha
19	Scheer, Jim	(402) 471-2929	2103	Norfolk
20	McCollister, John S.	(402) 471-2622	1101	Omaha
21	Hilgers, Mike	(402) 471-2673	1404	Lincoln
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23	Bostelman, Bruce	(402) 471-2719	1118	Brainard
24	Kolterman, Mark	(402) 471-2756	2004	Seward
25	Geist, Suzanne	(402) 471-2731	1115	Lincoln
26	Hansen, Matt	(402) 471-2610	1017	Lincoln
27	Wishart, Anna	(402) 471-2632	1308	Lincoln
28	Pansing Brooks, Patty	(402) 471-2633	1206	Lincoln
29	Bolz, Kate	(402) 471-2734	1015	Lincoln
30	Baker, Roy	(402) 471-2620	1208	Lincoln
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32	Ebke, Laura	(402) 471-2711	1103	Crete
33	Halloran, Steve	(402) 471-2712	1306	Hastings
34	Friesen, Curt	(402) 471-2630	1110	Henderson
35	Quick, Dan	(402) 471-2617	1406	Grand Island
36	Williams, Matt	(402) 471-2642	2015	Gothenburg
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38	Kuehn, John L.	(402) 471-2732	2000	Heartwell
39	Linehan, Lou Ann	(402) 471-2885	1117	Elkhorn
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45	Crawford, Sue	(402) 471-2615	1016	Bellevue
46	Morfeld, Adam	(402) 471-2720	1008	Lincoln
47	Erdman, Steve	(402) 471-2616	1529	Bayard
48	Stinner, John P.	(402) 471-2802	1004	Gering
49	Murante, John	(402) 471-2725	1423	Gretna

INVEST IN NEBRASKA

Nebraska schools do an excellent job of educating our children, because Nebraskans know every child deserves a top-notch education. Nebraska public schools are the heart of our communities and are essential to our state's economy. Our schools lead the country on several important indicators of educational success, but we can do more. The following are ways we can invest in our students and our economy by providing a 21st century education.



Early Childhood

Early childhood education prepares young children for their transition into elementary school and improves their overall emotional, social and physical development. It has a long-term impact on the vitality of a community, setting a stronger base for kids to contribute to our economy by reducing the need for welfare, corrections, and other services later in life.

- ***Expand access to early childhood education for working families and increase early childhood education reimbursement for public schools.***

School Nutrition

Student nutrition plays a significant role in children's overall health. Ensuring access to nutrition programs is critically important to student growth and academic development.

- ***Cover reduced price meals for all eligible students for better nutrition.***

Special Education

Children with special needs can grow up to be fully functioning, productive members of society. According to state law, 80% of special education expenses should be reimbursed by the state. However, most of this cost is now funded by local property taxes, which can cause large budget fluctuations in smaller school districts, and disparities in services between districts.

- ***Increase special education reimbursement for public schools.***

Behavioral & Mental Health

Surveys of Nebraska teachers and school administrators have identified mental and behavioral health challenges as the #1 unmet need in schools. Increasingly, schools must join forces with community health, mental health, and social service agencies to promote student well-being and to prevent and treat mental health disorders.

- ***Expand behavioral and mental health services available for students and redefine behavioral and mental health services as special education.***

School Safety

Creating safe and supportive schools is essential to student learning and well-being. Children who do not feel safe and supported at school, both physically and psychologically, cannot achieve and learn to their fullest potential.

- *Provide additional state funding for school safety and security improvements and give school districts additional flexibility to fund new security infrastructure.*

Recruit, Retain & Develop Highest Quality Staff

Like all professions, teachers need a variety of skills and knowledge to develop and be effective. Through continuing education and mentoring programs, educators improve and become more proficient. Nebraska will soon face a teacher shortage and proactive steps must be taken now.

- *Provide state funding to increase teacher participation in national board certification and to incentivize mentor teacher programs.*
- *Change distribution provisions for teacher loan forgiveness programs.*

Extended Learning Opportunities

High quality school-based afterschool and summer programs provide students with opportunities to learn and grow outside of the classroom, avoid losing knowledge over the summer, and reduce unsafe behaviors. We should extend learning opportunities beyond the walls of the classroom and give students greater access to internet learning resources.

- *Provide local funding for expanded learning opportunity programs and expand the use of take home computers for all 9-12 grade level students.*

Career Education

Quality career education is substantially costlier than most core academic courses, especially in areas that require laboratories with industrial-grade equipment. Nebraska is one of only THREE states that does not provide additional state funding for career education.

- *Expand the number of career education programs across the state and provide greater state funding for schools offering career education courses.*

School Funding

Too many students face a real and growing opportunity gap. We must address this and provide a high-quality education for ALL students. Low state funding for K-12 education also forces our schools to rely heavily on local property taxes.

- *Restore public education funding that was recently cut by lawmakers and increase allocated income tax reimbursements for public schools.*
- *Provide additional budget and tax levy authority for school districts and increase state aid funding for Educational Service Units' core services.*
- *Conduct a comprehensive, collaborative review of state public school financing.*

WWW.NEEDECOLLABORATION.ORG



Nebraska Department of Education | Nebraska Council of School Administrators | Nebraska Association of School Boards
Nebraska State Education Association | STANCE | Greater Nebraska Schools Association
Nebraska Rural and Community Schools Association | Educational Service Units Coordinating Council | Beyond School Bells
Holland Children's Movement | Voices for Children in Nebraska | Stand for Schools | First Five Nebraska

INVEST IN NEBRASKA

NEBRASKA UNICAMERAL LEGISLATURE
ONE HUNDRED FIFTH LEGISLATURE - SECOND SESSION
WEEKLY SCHEDULE OF INTERIM COMMITTEE HEARINGS
August 10, 2018

Wednesday, August 15, 2018

Revenue Committee and Appropriations Committee

1:30 p.m. – Room 1524, State Capitol, Lincoln, NE

Presentation of the 2017 Nebraska Tax Incentives Annual Report from the Nebraska Department of Revenue

Open to the public. Invited testimony only.

Friday, August 24, 2018

Health and Human Services Committee

1:00 p.m. – Geneva Public Library Large Meeting Room, 1043 G Street, Geneva, NE

LR377 (Lowe) Interim study to review procedures and practices at the Youth Rehabilitation Center-Kearney and the Youth Rehabilitation and Treatment Center-Geneva with the intent to improve safety and security

Tuesday, August 28, 2018

Urban Affairs Committee

4:00 p.m. – QLI Lied Life Center, 6320 N. 70th Plaza, Omaha, NE

LR398 (Wayne) Interim study to examine the impact on sanitary and improvement districts upon annexations by municipalities

LR392 (Hansen) Interim study to examine neighborhood issues and potential neighborhood improvement tools

7:00 p.m. – QLI Lied Life Center, 6320 N. 70th Plaza, Omaha, NE

LR397 (Wayne) Interim study to examine the statutory authority for municipalities to establish port authorities

LR399 (Wayne) Interim study to examine issues related to metropolitan transit authorities

Wednesday, August 29, 2018

Health and Human Services Committee

1:00 p.m. – Kearney Public Library South Platte Room, 2020 1st Avenue, Kearney, NE

LR377 (Lowe) Interim study to review procedures and practices at the Youth Rehabilitation Center-Kearney and the Youth Rehabilitation and Treatment Center-Geneva with the intent to improve safety and security

Friday, August 31, 2018

Natural Resources Committee

1:00 p.m. – Room 1525, State Capitol, Lincoln, NE

LR387 (Hughes) Interim study to examine issues relating to the spread of Eastern Redcedar trees

Tuesday, September 4, 2018

Urban Affairs Committee

6:00 p.m. – Bellevue University Hitchcock Humanities Center, Criss Auditorium, 1040 Bruin Blvd., Bellevue, NE

LR398 (Wayne) Interim study to examine the impact on sanitary and improvement districts upon annexations by municipalities

LR399 (Wayne) Interim study to examine issues related to metropolitan transit authorities

Friday, September 7, 2018

Appropriations Committee

9:00 a.m. - Room 1003, State Capitol, Lincoln, NE

LR444 (*Wishart*) Interim study to examine issues surrounding film and media production in Nebraska

LR457 (*Vargas*) Interim study to examine state fiscal resources that exist to support first generation students

LR461 (*Vargas*) Interim study to conduct a review of the Affordable Housing Trust Fund and make recommendations to support and increase affordable housing funding in Nebraska

Health and Human Services Committee

9:00 a.m. - Room 1507, State Capitol, Lincoln, NE

Heritage Health Quarterly Briefing

Invited testimony only

Heritage Health Quarterly Hearing

Open for public comments

Judiciary Committee

9:00 a.m. - Room 1510, State Capitol, Lincoln, NE

LR406 (*Morfeld*) Interim study to examine the feasibility of adopting the American Bar Association's Guidelines for the Appointment and Performance of Defense Counsel in Death Penalty Cases

LR390 (*Bolz*) Interim study to examine the success of the Office of Violence Prevention since its establishment

LR370 (*Hansen*) Interim study to conduct a review of issues arising from the lack of mental health treatment for those in the criminal justice system

LR415 (*Hansen*) Interim study to examine the effectiveness of statute 29-901, as relates to the imposition of bail and the requiring of money bonds for misdemeanors and city ordinance violations

Friday, September 21, 2018

Transportation and Telecommunications Committee

9:30 a.m. – Room 1524, State Capitol, Lincoln, NE

LR426 (*Friesen*) Interim study to examine issues raised by LB1031, 2018, which considered whether the One-Call Notification System Act should be updated

1:30 p.m. – Room 1524, State Capitol, Lincoln, NE

LR441 (*Friesen*) Interim study to examine telecommunications services in Nebraska

Tuesday, September 25, 2018

Urban Affairs Committee

10:00 a.m. – Hall County Extension Office, 3180 W. Hwy 34, Grand Island, NE

LR319 (*Quick*) Interim study to determine a sustainable revenue source for the Nebraska Main Street Network

LR400 (*Quick*) Interim study to examine issues related to the Nebraska Municipal Land Bank Act

LR433 (*Hansen*) Interim study to evaluate the availability of affordable housing in Nebraska municipalities with an emphasis on rental housing

4:00 p.m. – Ord Learning Center, Central Community College, 1514 K St., Ord, NE

LR400 (*Quick*) Interim study to examine issues related to the Nebraska Municipal Land Bank Act

LR433 (*Hansen*) Interim study to evaluate the availability of affordable housing in Nebraska municipalities with an emphasis on rental housing

Friday, September 28, 2018

Judiciary Committee

9:00 a.m. - Room 1510, State Capitol, Lincoln, NE

LR418 (Howard) Interim study to examine the disproportionality that exists in Nebraska's foster care and juvenile justice systems

Open to the public, invited testimony only (LR418 only).

LR447 (Morfeld) Interim study to examine security measures to ensure safety in schools

LR429 (Pansing Brooks) Interim study to examine the role and purpose of school resource officers

LR402 (Halloran) Interim study to examine the issue of granting local school boards the authority to allow school employees to carry concealed handguns on school grounds

Appropriations Committee

10:00 a.m. – Lauritzen Outpatient Center, Auditorium, Room 4.14.001, 4014 Leavenworth St., Omaha, NE

LR384 (Williams) Interim study to examine the prevalence of cancer in Nebraska and to examine the existing state funding sources that go towards cancer research

LR386 (Hilkemann) Interim study to examine the impact on state spending as a result of the use of tobacco products in Nebraska

LR445 (Wishart) Interim study to examine the long-term fiscal sustainability of the Nebraska Health Care Cash Fund

Friday, October 19, 2018

Appropriations Committee

9:00 a.m. - Room 1003, State Capitol, Lincoln, NE

LR361 (Pansing Brooks) Interim study to examine the extent of the parking shortage in the Capitol environs

LR389 (Bolz) Interim study to examine criteria for economic development tools funded by the Legislature

LR430 (Bolz) Interim study to examine the federal Family First Prevention Services Act of 2017 and its implementation in Nebraska

LR442 (Stinner) Interim study to examine the underlying appropriation issues contributing to the financial hardship experienced by rural long-term care providers across the State of Nebraska

Nebraska Justice System Special Oversight Committee

1:00 p.m. - Room 1510, State Capitol, Lincoln, NE

Regarding adult justice system programs and policies implemented by the Department of Correctional Services, Office of Parole Administration, Board of Parole, Nebraska Commission on Law Enforcement and Criminal Justice, and Office of Probation Administration

If auxiliary aids or reasonable accommodations are needed for attendance at a hearing, please call the office of the Clerk of the Legislature at (402) 471-2271, or for persons with hearing and/or speech impairments, please call the Nebraska Relay System at (800) 833-7352 TTY or (800) 833-0920 Voice (24 hours notice is requested). Advance notice of ten business days is needed when requesting an interpreter.

The Interim Hearing Schedule is also available via the Internet at www.nebraskalegislature.gov

Clerk of the Legislature
State Capitol
PO Box 94604
Lincoln, NE 68509-4604
03-22-03

NASB Monthly Update for Board Meetings

Agenda Item: AUGUST 2018

“NASB Update”

July kicked off a busy, interactive next few months for the NASB staff with Candidate Forums, NAEP Workshops, Membership Engagement visits, and Board Leadership meetings in over 25 different towns and districts. Thanks to all of those who took the time to attend an event or meet with us to see how NASB can better serve your specific district.

NASB’s Legislation Committee met in July to go over proposals, look back on last year’s legislative activities, and formulate the plan for the upcoming session. The actions of that meeting now go in front of the NASB Board of Directors for review and approval, before being sent to the Delegate Assembly in November where you all, as member districts get the final review and approval. Please mark your calendar to have a representative from your district attend and engage at Delegate Assembly.

Later this month, the NASB staff will be touring the state for another round of our fall Area Membership Meetings. Nine locations, east to west, north to south, for an evening of training, recognition, networking, and vision. We will be in Valentine, Gering and Kearney the last week of August, Nebraska City, York and North Platte in September, and Norfolk, Omaha and Fremont in October. We look forward to seeing you and your board there!

Keeping an eye into September as well, mark your calendars for the Labor Relations Conference in Lincoln, September 5th & 6th, a School Foundations Fall Forum in Kearney on September 13th, a Buffet Early Childhood Conference in Kearney on September 17th, and the annual Sparq Data Tailgate Party on Saturday, September 29th as Nebraska takes on Purdue ... Food, prizes, games & more!

To learn more and register for any of the above, visit www.NASBonline.org

Finally, good luck as you officially welcome your students back and kick off another school year! This is an exciting time for everyone.

We have had a number of districts ask permission to re-air the videos we have done over the last few years to welcome back students, and/or use for staff orientations, etc. Please know that no permission is needed! The links to those videos are always on NASB’s homepage, and are also linked below.

<https://vimeo.com/194260783> (I am Public Education In Nebraska - 8:24)

<https://vimeo.com/243667570> (For Me - 1:10)

Stay engaged online at www.NASBonline.org and follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB - Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.



JULY 2018

Upcoming Events

Area Membership Meetings

August 27 | Valentine

August 28 | Gering

August 29 | Kearney

September 12 | Nebraska City

September 19 | York

September 26 | North Platte

October 3 | Norfolk

October 10 | Omaha

October 17 | Fremont

Labor Relations Conference

September 5-6 | Lincoln

Early Childhood Conference

September 17 & 18 | Kearney

Facilities & Construction Workshop

October 30 | Kearney

100th Annual State Education Conference

November 14-16 | La Vista



STEP 2 IS IN THE BOOKS! YOUR LEGISLATION COMMITTEE MEETS TO CRAFT A VISION FOR DELEGATE ASSEMBLY, JANUARY & BEYOND

Step 1: Receive legislative proposals from you, our members. Check.

Step 2: A meeting of NASB's Legislation Committee to go over those proposals, as well as look back on last year's legislative agenda, while formulating the plan for the upcoming session. Check.

Next up will be Step 3 in August, which is when NASB Board of Directors will review and approve or make recommendations to the actions from the Legislation Committee. This is followed by Step 4 (and this is where you come in!), getting feedback on our standing positions, legislative resolutions, and overall legislative agenda from you, our members, at the annual Delegate Assembly, held Friday morning of the State Education Conference in La Vista.

This past Saturday's meeting centered on a number of topics, including an update on Vision 20/20; a 2018 session review where we looked at specific bills that were a primary focus for NASB and our members; and then dove into the review and formalizing of all new and current standing positions and legislative resolutions, specifically making sure our standing position on the State Funding System was as up to date as possible in today's landscape.

Thank you to all of the board members who provided feedback through the 1WQ - One Weekly Question on this very topic in the weeks leading up to our meeting. With your feedback, the NASB Legislation Committee had a powerful conversation about state funding of public education, displaying courage and commitment in openly discussing a very difficult issue. Members spoke to the priorities of our state's diverse school districts - large and small, rural and urban to find consensus and compromised to create a standing position that will work for our association and our entire state.

Look for all of the new and revised language on this and all Legislative Resolutions and Standing Positions in NASB's Action Book, which will be sent out for your review this fall as we build up towards final approval at the Delegate Assembly. Learn more about this process, and more, at the Area Membership Meetings this fall.

LEGISLATIVE AGENDA/KEY DATES:

Legislative proposals/ideas are submitted to NASB from the membership by JULY 1.

Proposals are reviewed by NASB's Legislation Committee each JULY; Approved proposals are forwarded to Board of Directors where they are reviewed/approved at the AUGUST Board meeting.

The full membership finalizes approval through their votes on the adopted proposals at the annual Delegate Assembly in NOVEMBER, held in conjunction with the State Education Conference. Delegate Assembly is open to all members, with one vote per district.

Approved proposals then become a Standing Position or Legislative Resolution. Standing Positions are more general and remain in effect until removed by Delegate Assembly. Legislative Resolutions become NASB's agenda for pursued legislation, and are in effect for one year.

The NASB Board of Directors has approved the election and appointment of members of the Legislation Committee.

Each member is elected for a three-year term. Legislation Committee seats are organized by grouping like-sized districts by student enrollment numbers. Per the NASB Bylaws, the Legislation Committee shall be composed of not less than 21 and not more than 26 members, with the Chair of the Committee being NASB's current Vice President. Four members shall be members of a NASB member school board or ESU board appointed annually by the President with the approval of the Board of Directors.

The Legislation Committee shall receive, consider, and act upon legislative resolution and position statement proposals submitted by member boards, staff, officers, and directors.



This year's Committee is as follows:

- Stacie Higgins, Chair | NASB Vice President | Nebraska City
- Lanny Boswell | NASB President | Lincoln
- Steve Blocher | NASB President-Elect | West Point
- Member 1 | Lou Ann Goding | Omaha
- Member 2 | Ben Perlman | Omaha
- Member 3 | Lacey Merica | Omaha
- Member 4 | Connie Duncan | Lincoln
- Member 5 | Kathy Danek | Lincoln
- Member 6 | Linda Poole | Millard
- Member 7 | Sarah Centineo | Bellevue
- Member 8 | Beth Morrissette | Westside
- Member 9 | VACANT
- Member 10 | Patti Gubbels | Norfolk
- Member 11 | Laura Schneider | Hastings
- Member 12 | Larry Grosshans | Norris
- Member 13 | Suzanne Sapp | Ashland-Greenwood
- Member 14 | Lisa Wagner | Central City
- Member 15 | Steve Koch | Hershey
- Member 16 | Jim Vlach | Lyons-Decatur
- Member 17 | Christopher Waddle | Giltner
- Member 18 | VACANT
- Appointed Member | Skip Altig | North Platte
- Appointed Member | Linda Richards | Ralston
- Appointed Member | Stephanie Summers | David City
- Appointed Member | Brad Wilkins | Ainsworth
- Amanda Ryan | Alternate #1, #2, #3 | Omaha
- Don Mayhew | Alternate #4 and #5 | Lincoln

Seeking Nominations for the NASB Board of Directors

Nomination forms for seats on the NASB Board of Directors will be emailed to you shortly. This year, Regions 3, 6, 9, 12, 15, 18 will be contested. NASB region directors are called from 19 geographically based regions, determined every decade based on the results of the Legislature's redistricting process. Once all nomination forms are received by the August 24th deadline, ballots will be mailed to all districts with two or more nominations for their Regional seat on the board. The new directors will assume their seats after the 2018 Delegate Assembly in November. The following is a list of the seats that are up for election (or appointment*), as well as the incumbent.

- Region 3 | Ricky Smith, Omaha*
- Region 6 | Lacey Merica, Omaha*
- Region 9 | Alan Moore | ESU 3
- Region 12 | Laura Schneider | Hastings
- Region 15 | Brad Wilkins | Ainsworth
- Region 18 | Kim Burry | Bayard

This is a great opportunity to expand your leadership horizons by serving on a statewide board committed to providing resources to school and ESU board members. The director positions are elected to three-year terms and require attendance at five NASB Board of Director meetings each year, along with other responsibilities.

Please visit <http://members.nasbonline.org/bod/SitePages/Regions.aspx> for specifics regarding the region in which your district or ESU resides. Any additional questions may be emailed to Sallie Svatora at ssvatora@NASBOnline.org.

Scottsbluff Construction/Renovation Now Complete



Three years ago, in the July 2015 edition of *Board Notes*, we highlighted Scottsbluff Public Schools, who were just in the planning stages for a full construction/renovation project that was going to include the implementation of career academies, largely funded by a voter approved \$29.2M bond issue passed in November 2014. That project is now complete!



Construction began in October of 2015. Phase I, completed in March 2017, was the addition of the Career Academy to offer multiple programs of study, or pathways including Business, Marketing, and Management; Agriculture, Food, and Natural Resources; Skilled and Technical Sciences; Health Sciences; Human Sciences and Public Service; and Communication and Information Systems. The pathways are tied to dual credit opportunities, certification, and work learning opportunities, making the high school post-secondary transition easier while aiding students in finding a direction to help them meet their goals.

Phase II proves to be just as exciting as Phase I and includes a new Library/Media Center, Freshmen Academy, Ag and Construction Trades classrooms, Athletic Facilities and Air Force Jr. ROTC classrooms.

- The library, which now serves as a central gathering place in the building, has been redesigned to allow for flexible student spaces to work on projects as well as to support 1:1 Chromebook technology with dedicated Chromebook support space.
- The Freshmen Academy will support a team based learning approach for 9th graders with the flexibility to allow Freshmen to enjoy and take part in all that SHS has to offer.
- The newly constructed Agriscience and Construction trades facility bring these classes back to the main campus and nearly double the size of existing facilities. A live animal bay, greenhouse and outdoor classroom and courtyard area are just a few highlights of an area designed for hands on learning and collaboration.
- A new auxiliary gym, weight room and wrestling room will be enjoyed by physical education classes, athletic teams, and student and community activity groups alike.

This will complete the SHS expansion and renovation, a project which began almost four years ago leading up the voter approved bond in the 2014 general election. Students will now occupy a high school that is 80 percent new construction at an affordable cost to the Scottsbluff taxpayers.



Scottsbluff Public Schools

Board Members
Ruth Kozal, President
Terry Gilliland
Robert Kinsey
Mark Lang
Kyle Long
Paul Snyder

Richard Myles - Superintendent

Enrollment = 3,500
NASB Region #18

www.sbps.net



Area Membership Meetings Are Fast Approaching

Training | Recognition | Networking | Vision

VISION: ENGAGED

REGISTER NOW FOR THE MEETING NEAREST YOU AT WWW.NASBONLINE.ORG

Monday, August 27 | Valentine

Tuesday, August 28 | Gering

Wednesday, August 29 | Kearney

Wednesday, September 12 | Nebraska City

Wednesday, September 19 | York

Wednesday, September 26 | North Platte

Wednesday, October 3 | Norfolk

Wednesday, October 10 | Omaha

Wednesday, October 17 | Fremont

AGENDA

REGISTRATION, NETWORKING & EXHIBITORS | 4:30 PM

VISION SESSION | 5:00 TO 5:45 PM

TRAINING SESSIONS #1 | 6:00 TO 6:35 PM

Gallup: Turning Talents into Strengths

Protecting Our Precious Assets from Bell to Bell

I Don't Know, What I Don't Know!

TRAINING SESSIONS #2 | 6:45 TO 7:20 PM

Rolling Down the Road Towards Delegate Assembly

Organizing the Chaos: Superintendent Evaluation and Board Self-Assessment

Cool Tools for School Boards in Developing Resilient Students

NETWORKING DINNER & AWARDS/RECOGNITION | 7:25 PM



School Foundations Fall Forum: Register Now!



SEPTEMBER 13 | KEARNEY

Join education philanthropy leaders from across the state at the Nebraska Association of Public School Foundations (NAPSF) 2018 Fall Forum, which will take place Thursday, September 13, from 11:00 AM to 4:30 PM in Kearney at the Nebraska Student Union - Ponderosa Room on the University of Nebraska at Kearney campus.

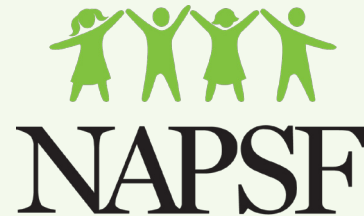
REGISTER NOW:

<https://napsf.org/news-events/napsf-fall-forum.html/event-form/2018-fall-forum-registration/30556/tickets>



Early Bird Registration is now through August 30, with the NAPSF Member Rate of \$40, Non-members: \$55 so don't delay. Deepen relationships with your colleagues and network to create new connections. You'll enjoy the University of Nebraska-Kearney campus while hearing from fundraising experts in the fields of Staff Campaigns and Alumni Connections. Forum topics include: Partnering Organizations and Member Benefits; Employee Staff Campaigns; and Connecting with your Alumni.

To learn more on all things NAPSF, visit <https://napsf.org/>



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FOLLOW US:



In July ... We've Been Everywhere, Man!



Although we weren't necessarily totin' a pack along the dusty Winnemucca road like Johnny Cash, the NASB staff has been all across Nebraska this past month.

We traveled to Gering, Kearney, Lincoln and Norfolk for the NAEP Workshops; held Candidate Forums in Auburn, Scottsbluff, Kearney, Wayne and La Vista; Membership Engagement visits with Shelton, Kenesaw, Amherst, Elm Creek, Loomis, Holdrege, Alma, Red Cloud, Cozad, Brady, Stapleton, McPherson County, Callaway and Hampton; as well as additional stops and meetings, events and outings in Bellevue, Pleasanton, Boone Central and more.

It is always so nice to catch up and see what we can do to better meet your district's needs.

The August calendar is looking to be just as full, and we close the month touring the state as we start our annual Area Membership Meetings. And dare I say it the State Education Conference in November will be here before we know it!



Training, Networking, Engagement & Events



Join NASB, as we travel the state for various workshops, meetings and events throughout the year.

To learn more, and register, visit the Events tab of www.NASBonline.org

Nominate the 2018 School Board Member of the Year now at www.NASBonline.org

Nominate the 2019 Nebraska Teacher of the Year now at www.NASBonline.org

Area Membership Meetings | Vision: Engaged



August 27 | Valentine August 28 | Gering August 29 | Kearney
September 12 | Nebraska City September 19 | York September 26 | North Platte
October 3 | Norfolk October 10 | Omaha October 17 | Fremont

Labor Relations Conference | September 5-6 | Lincoln

NAPSF Fall Forum | September 13 | Kearney

Buffett Early Childhood Conference | September 17 & 18 | Kearney

Facilities & Construction Workshop | October 30 | Kearney

General Election | November 6

100th Annual State Education Conference | November 14-16 | La Vista
Recognizing Our Roots & Reaching Beyond

Delegate Assembly | November 16 | La Vista

New Board Member Workshops

November 27 | Gering November 28 | North Platte November 29 | Grand Island
December 4 | Norfolk December 5 | La Vista

Board Presidents: Check your inbox each month for the monthly 'NASB Update' to include in your meeting agenda.
Please contact mbeika@NASBonline.org with any questions.

ACCOUNTING

Watts and Hershberger, P.C.
Jim Watts - 402-483-7512
jw1cpa@aol.com | www.gowh.com
(CPA, Accounting)

ARCHITECTS

BVH Architecture
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creeves@bvh.com | www.bvh.com
(Architecture)

Cannon Moss Brygger Architects
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Jim Brisnehan | www.cmbaarchitects.com
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Promotion/Community Engagement)

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jeckmann@cwparhitects.com
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DLR Group
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vschutte@dlrgroup.com | www.dlrgroup.com
(Architecture, engineering, Ed. facility planning)

The Schemmer Associates Inc.
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twood@schemmer.com | www.schemmer.com
Molly Macklin | mmacklin@schemmer.com
(Architecture, engineering, educational
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Fisher Tracks, Inc.
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carolyn.rooker@siemens.com
www.siemens.com
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www.trane.com/omaha
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Brad Slaughter - bslaughter@ameritas.com
Marc Munford - mmunford@ameritas.com
Bruce Lefler - blefler@ameritas.com
Dallas Watkins - dallas.watkins@ameritas.com
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www.dadavidson.com
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becky.ferguson@ubt.com | www.npait.com
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jennifer.ainsworth@ubt.com
www.ubt.com/health
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Wells Fargo Bank
Andrew J. Detlefsen - 402-434-6701
andrew.j.detlefsen@wellsfargo.com
www.wellsfargo.com
(Financial Services, Banking)

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deni@lunchtimesolutions.com
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Your NASB Board of Directors & Staff

YOUR NASB LEADERSHIP TEAM



Lanny Boswell
President
Lincoln



Steve Blocher
President-Elect
West Point



Stacie Higgins
Vice President
Nebraska City



Linda Richards
Past President
Ralston

YOUR REGION DIRECTORS



Region 1
Neal Kanel
HTRS



Region 2
Sarah Centineo
Bellevue



Regions 3, 6 & 7
Shavonna Holman
Omaha



Regions 3, 6 & 7
Lacey Merica
Omaha



Regions 3, 6 & 7
Ricky Smith
Omaha



Regions 4 & 5
Connie Duncan
Lincoln



Regions 4 & 5
Kathy Danek
Lincoln



Region 8
Jay Irwin
Ralston



Region 9
Alan Moore
ESU 3



Region 10
Paul Brune
Heartland



Region 11
Jim Vlach
Lyons-Decatur Northeast



Region 12
Laura Schneider
Hastings



Region 13
Marilyn Bohn
Ravenna



Region 14
Sandy Noffsinger
Dundy County Stratton



Region 15
Brad Wilkins
Ainsworth



Region 16
Patti Gubbels
Norfolk



Region 17
Richard Dohma
Ponca



Region 18
Kim Burry
Bayard



Region 19
Stacy Jolley
Millard

YOUR NASB STAFF



John Spatz
Executive Director

Colby Coash
Associate Executive Director/
Dir. of Government Relations



Shari Becker
Director of Education
Leadership Search Service



Matt Belka
Director of Marketing,
Communications & Advocacy



Megan Boldt
Director of ALICAP Insurance



Makenzie Brookhouser
ALICAP & Events Manager



Craig Caples
Director of Technology



Sharon Endorf
Director of
Member Engagement



Jen Goetz
Accounting/Data Specialist



Marcia Herring
Director of Board Leadership



Rachel Horstman
Business Manager



Jim Luebbe
Director of Policy Services



Melissa Lusk
Board Leadership
Development Associate



Kori Stanosheck
Board Leadership
Engagement Associate



Lisa Steinkuhler
Executive Admin. Assistant



Sallie Svatora
Director of Operations



Vicki Walter-Winters
Legal Admin. Assistant



Member Reflections from the NAEP Workshops



LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

The NAEP Annual Workshops were held this July in Gering, Kearney, Lincoln & Norfolk.

These daylong workshops consisted of the annual Business Meeting, Table Talk Timeouts, Hot Topics, and more. Here are just a few of the comments from those in attendance:

“Great connections and conversations during the Table Talk Discussion.”

“Really enjoyed the presentation by EHA on Fitness at Your Desk.”

“Informative session/tips on Cyber Security.”

“Excited and motivated by the goal session!”

“Opportunity to engage with others about ESSA Coding”

“Enjoy troubleshooting with my peers.”



Paul Grieger
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pgrieger@dadco.com



Cody Wickham
(866) 809-5596
cwickham@dadco.com



Andy Forney
(866) 809-5443
aforney@dadco.com

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Nebraska Association of School Boards
1311 Stockwell Street - Lincoln, NE 68502
Matt Belka, Editor | John Spatz, Publisher



IN THIS EDITION

Step 2 Is in the Books! Your Legislation Committee Meets to Craft a Vision for Delegate Assembly, January & Beyond

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September 5-6 | Lincoln

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LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

July 2018

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1918

100

2018

Nebraska Association of
SCHOOL BOARDS

AUGUST 2018

BOARD QUICKS



A monthly e-update from the Nebraska Association of School Boards

Nominate the 2018 School Board Member of the Year now at www.NASBonline.org

Area Membership Meetings | Vision: Engaged



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LEADERSHIP

INNOVATION

VISION

ENGAGEMENT

**Resolution in Support of #BeKind Day
August 24, 2018**

Whereas, the Omaha metropolitan area values and recognizes that while it costs nothing to *#BeKind* to others, the dividends of that effort will last a lifetime.

Whereas, research shows that strong relationships are at least as important for our personal health as avoiding smoking or obesity and a simple focus to *#BeKind* immediately strengthens bonds among students, school and community stakeholders.

Whereas, Omaha metropolitan area students, leaders, City Councils, School Boards, and Superintendents have set the goal to encourage and expect daily acts to *#BeKind* in all of the following places: K-12 School Districts, Police Departments, Fire Departments, City Hall, and all City Support Services.

Whereas, students, school professionals, mayors, police officers, firefighters, city employees, community members, and families understand a stronger, healthier community free of bullying and harassment that embraces diversity at all levels is achievable, if we all commit to *#BeKind* all of the time.

Recognizing, the parents, teachers, students, elected officials, community leaders, and all stakeholders have a strong commitment to pay compassion, care, and acceptance forward with a simple decision to *#BeKind*.

Be it resolved that the Ralston Public Schools Board of Education recognizes August 24, 2018 as *#BeKind* Day.

Adopted this _____ day of August, 2018

Linda Richards, President
Ralston Public Schools Board of Education



Ralston
PUBLIC SCHOOLS

Employee Handbook

Revised July, 2018

Table of Contents

Letter from Dr. Adler 5

Welcome

 Ralston's Purpose Statement 6

 Ralston's Direction Statement 6

 Governing Beliefs 6

 The School Board 6

General Information

 Non Discrimination 7

 Equal Opportunity 7

Compensation

 Salary Information 8

 Salary Information for Classified Staff 8

 Payday 8

 Unit Pay 8

 Clocking In and Out 8

 Overtime and Compensatory Time 9

 Direct Deposit 9

 Deductions 9

 Outside Employment 10

 At-Will Employment 10

Benefits

 Health Insurance 11

 Dental Insurance 11

 Long Term Disability Insurance 11

 Life Insurance 11

 Workman’s Compensation 11

 Tuition Reimbursement 12

 COBRA Benefits 12

 403B Plan 12

 Pay Flex 12

 Voluntary Separation Program 12

 Retirement 13

Leave

 Family and Medical Leave 13

 Family Military Leave 14

 Sick Leave 14

 Personal Leave 14

 Bereavement Leave 14

 Association Leave 15

Jury Duty	15
Voting	15
Reporting Leave	15
<u>Purchases and Reimbursement</u>	
Purchase Orders	15
Travel	16
Mileage	16
Reimbursement Guidelines	16
Reimbursement Checks	16
Restriction on Employees Receiving Gratuities	17
<u>Assignments</u>	
Job Descriptions	17
Placements and Transfers	17
Hours	18
Negotiated Agreements	18
Employee Personnel File	18
Notification of Change of Address/Phone Number	18
Certified Evaluations	18
Classified Evaluations	19
Grievance Procedure	19
Disciplinary Procedure	19
Resignation or Dismissal of Certificated Staff	20
<u>Professional Expectations</u>	
Staff Ethics	21
Performance and Behavior	23
Employment-Related Sexual Harassment	24
Dress Code	24
Security Badges	25
Care of District Property and Equipment	25
Personal Property at School	25
Certification and Endorsement Requirements	25
Professional Growth of Certified Staff	26
Professional Development Procedures	27
Disclosure of Staff Qualifications	27
Academic Content Standards, Assessments, Accountability	27
Assessment Administration and Security	28
<u>Health and Safety</u>	
Use of Tobacco Products	28
Break Time for Nursing Mothers	28
Suicide Prevention Training	28
Drug and Alcohol Free Workplace	28
Drug Testing of Drivers	29
Workplace Searches	30
Weapons and Firearms	30

Notification of Arrest, Criminal Charges, Licensure, or Child Abuse	32
Workplace Safety	33
Reporting an Accident	33
Threat Reporting and Assessment	33
Universal Precautions	33
Communicable Diseases	34
HIPPA	35
AIDS and AIDS-Related Conditions	35
AHERA Notification	36
School Closing	37
<u>Technology</u>	
Use of Technology	37
Off Duty Use of Technology	39
School Affiliated Websites	39
School Affiliated Social Media	40
Monitoring/No Expectation of Privacy	41
Communication/Accessing Information	41
Cell Phone/Electronic Device Use	41
District Cell Phones	42
Electronic Communication While Driving	42
<u>Policies Regarding Students</u>	
Student Safety	42
Student Discipline	43
Emergency Exclusion	43
Corporal Punishment	43
Suspected Child Abuse/Neglect	43
Student Interviews	44
Student Searches	44
Electronic Communication with Students	45
Student Confidentiality	45
Crisis Assistance	45
Summary	46
Acknowledgement	47
<u>Appendices</u>	
Appendix A: District Reimbursement Guidelines	48
Appendix B: District Professional Development Guidelines	50
Appendix C: Code of Ethics for the Teaching Profession	51
Appendix D: Supplemental policies and procedures for Sign Language Interpreters	55
Appendix E: Supplemental policies and procedures for drivers	60



Professionals:

Welcome to the Ralston Public Schools – we are glad to have you on our team. At Ralston Public Schools, we believe that our employees are our most valuable assets. In fact, we attribute our success as a public school district in significant part to our ability to recruit, hire and maintain a happy, professional, and productive instructional and support staff. We hope that during your career at Ralston Public Schools you will become a productive and successful member of our team.

This employee handbook describes, in summary form, the personnel policies and procedures that govern the employment relationship between the Ralston Public Schools and its employees. The policies and procedures stated in this book are just a general outline; many policies are described in detail in the negotiated agreement that applies to your employment group. You may receive updated information concerning changes in policy and procedures from time to time, and those updates should be kept with your copy of the handbook. If you have any questions about any of the provisions in the handbook, please contact Human Resources at the Administrative Offices.

Personally, as Superintendent of Schools, I want to thank you in advance for your commitment and professionalism as we all work together as a team to make the Ralston Public Schools a world class educational institution. I would also like to extend an open invitation to you to share any compliments, concerns, or ideas with me that will help all of us to make our organization better.

Sincerely,

Dr. Mark Adler
Superintendent

WELCOME

Welcome, and congratulations on becoming a member of the Ralston Public Schools employee team. By accepting this opportunity, you are committing your talents and skills to the task of developing well educated, productive and responsible adults. The work you do now is an investment in the future of our students.

RALSTON’S PURPOSE STATEMENT

A community dedicated to achieving excellence through purposeful instruction and nurturing a climate of hope.

RALSTON’S DIRECTION STATEMENT

Cultivating resilient citizens prepared for the diverse demands of the future.

GOVERNING BELIEFS

The Ralston Public Schools believe

- An educational process is a partnership involving the school, the family, the student, and the community
- Students learn best when they are actively engaged in the learning process
- All students can learn
- Students learn best when schools maintain high expectations for learning
- The foremost responsibility of any educational organization is the student
- The essence of education is the ability to develop lifelong learners to deal responsibly with choice in a changing world

THE SCHOOL BOARD

The Board of Education is the controlling body of the Ralston Public Schools. The Board is responsible for establishing a vision, making policy and establishing the budget.

Members of the Ralston Board of Education are elected by the qualified voters of the Ralston School District on a non-partisan ballot on the first Tuesday following the first Monday in November of even numbered years. The term of office is four years and begins on the first Thursday following the first Tuesday of January after the election.

Board of Education meetings are held the second and fourth Monday of every month at 6:00 p.m. in the District Office Board Room. Notice of meetings are published the preceding Wednesday in the Ralston Recorder. These are open meetings and visitors are welcome.

The Superintendent of Schools is responsible for seeing that the Board’s policies are put into action. The Superintendent does this through a system of administrators who serve throughout the schools and offices in the district. In this way, all functions are orchestrated to best reach our goals.

You and the work you do are important and integral parts of a carefully planned system designed by the residents of the Ralston School District. They are depending on you to nurture and educate our most precious resource - our children.

GENERAL INFORMATION

The school district's handbooks are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the board of education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook at any time so long as the changes are consistent with board policy.

None of the district's handbooks create a "contract" between the school district, staff members, parents or students. If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

NONDISCRIMINATION

Ralston Public Schools does not discriminate in employment or educational programs/activities on the basis of race, color, national origin, sex (including pregnancy), gender identity, gender expression, sexual orientation, religion, marital status, disability, age or any other classification protected by applicable local, state, or federal laws. Ralston Public Schools also provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: **Executive Director of Human Resources, who may be contacted in writing at 8545 Park Drive, Ralston, Nebraska, at mrupprecht@ralstonschools.org by e-mail, or by telephone at (402) 898-3483.**

For further information about anti-discrimination laws or to file a complaint of discrimination under Title VI, Title IX, Section 504, or other applicable laws, any person may also contact the Office for Civil Rights, U.S. Department of Education, by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

EQUAL OPPORTUNITY

The Ralston Public Schools shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the district will not discriminate in any aspect of employment with regard to race, color, religion, national or ethnic origin, sex, disability, age, marital status, veteran status, genetic background, pregnancy or childbirth, or related medical condition.

COMPENSATION

SALARY INFORMATION

Teachers and identified certified employees are placed on a salary schedule according to the negotiated agreement between the Ralston Education Association and the Board of Education. Placement and advancement on the schedules are based on experience, the number of years served in the district, the addition of approved undergraduate hours for endorsements or specialties not previously approved, or graduate hours in your field. Teachers who report college hours before November 1st advance on the schedule for the entire school year. The Human Resource Office can be contacted for more information or an explanation of the salary schedule.

SALARY INFORMATION FOR CLASSIFIED STAFF

Pay rates for classified staff are established each year by the Board of Education with input from the Superintendent of Schools and the Assistant Superintendent of Business and Finance. A raise may be granted each year based on the financial climate of the school district.

PAYDAY

Ralston school employees are paid monthly. Payday is the 18th of the month, unless that date falls on a weekend. In that case deposits are issued the Friday before. Employees are notified by automated e-mail when pay records are available for viewing each month.

UNIT PAY

Teachers who have duties beyond their normal teaching assignments, such as coaching, department head responsibilities, and building supervision, may be eligible for supplemental pay. Supplemental assignments and unit pay schedules are determined annually. The supplemental salary schedule is a part of the teacher's negotiated agreement.

CLOCKING IN AND OUT

Hourly employees are required to use the district's online (ETS) timesheet to record all hours worked. Staff members are required to clock in no sooner than 7 minutes before/after the scheduled shift and clock out no later than 7 minutes before/after the scheduled shift. If an employee is unable to clock in or out within the allotted period of time, the staff member is required to attach a note to the timecard explaining the discrepancy to his/her supervisor.

If an employee misses an entry into the timekeeping system, the staff member is responsible for correcting his/her timecard at the earliest possible convenience. If an employee makes a correction to his/her timesheet, the staff member is required to attach a note to the timecard explaining the discrepancy to his/her supervisor. Employees who consistently miss time clock entries may be subject to disciplinary action.

Employees are not allowed to use another person's login credentials under any circumstances in order to clock in/out or modify the timecard of another staff member.

Any employee who knowingly misrepresents or falsifies documentation about the number of hours he/she has worked or knowingly misrepresents or falsifies documentation about the number of hours another employee has worked will be subject to disciplinary action, up to and including termination of employment.

OVERTIME AND COMPENSATORY TIME

All classified staff members must keep an accurate record of all hours worked for the district. Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours or will be provided compensatory time. All overtime must be approved in advance by the employee's supervisor. Overtime that is not approved in advance, may not be payable. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes.

“Non-exempt” employees may not waive their rights under the Fair Labor Standards Act.

For more information, please see Ralston Board Policy 4050.

DIRECT DEPOSIT

Direct deposit of paychecks into bank accounts is mandatory. Instead of a check, employees can access their pay records online through the Employee Access Center. To enroll in direct deposit, employees must provide a voided check prior to their first pay date.

DEDUCTIONS

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

If a staff member owes funds to the district at the time of his or her resignation or termination, the district may deduct that which is owed to the district from the employee's final paycheck.

OUTSIDE EMPLOYMENT

An employee's responsibilities to the district take precedence over personal responsibilities during school hours. Employees may not engage in other employment business activity during assigned duty hours.

Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or his/her designee.

Employees shall not sell, solicit or promote the sale of goods or services to students. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s). Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.

No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.

For more information, please see Ralston Board Policy 4008.

AT-WILL EMPLOYMENT

Classified staff members are employed "at-will" unless they are a member of a bargaining unit that is subject to a negotiated agreement with the district. Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

BENEFITS

HEALTH INSURANCE

The school district's health insurance plan is administered by Blue Cross and Blue Shield of Nebraska. The plan year's coverage is effective September 1st. The current plan is as stated in your employee benefit package. If one of the qualifying members is less than full time but at least 50% FTE, the monthly premium will be prorated based upon the reduced FTE. Details are available in the Payroll Office. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

DENTAL INSURANCE

Dental coverage through Blue Cross and Blue Shield of Nebraska (100% A, 75% B, and 50% C coverage) covers the cost of preventive, diagnostic and maintenance services. This includes a check-up and cleaning twice a year, fillings, extractions, X-rays and sealants. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

LONG-TERM DISABILITY INSURANCE

Employees will receive 66 2/3 percent long-term disability insurance coverage based on the employee's salary and fringe benefits. An employee shall be entitled to disability coverage beginning on the date when the employee has used all of his or her accumulated sick leave. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

LIFE INSURANCE

The district provides term life insurance (\$20,000 in most cases) for full time employees. The plan includes accidental death and dismemberment coverage in the same amount as the basic life benefit. Employees may choose to buy supplemental insurance at an amount allowed by the district and the carrier. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

WORKMAN'S COMPENSATION

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a collective bargaining agreement.

Workman's compensation pays medical costs for injuries on the job and partially reimburses for loss of salary up to a legislated maximum. Salary reimbursement begins after a seven-day waiting period. If the employee is off the job more than six weeks, the initial seven days will be paid retroactively.

TUITION REIMBURSEMENT

An eligible employee may receive tuition reimbursement based on the terms of the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

COBRA BENEFITS

Under a federal law known as COBRA, employees, their spouses and children are allowed to continue group health insurance at their own expense under any of the following conditions:

- Death of the employee.
- Leaving the district's employment, whether through resignation or termination.
- Reduction of hours.
- Divorce or legal separation.
- The employee is entitled to benefits under Title XVIII of the Social Security Act.
- A dependent child ceases to be a dependent child under the plan.

Coverage may continue for up to 18 months in cases of termination or reduction of hours, and 36 months in other instances. Details are available through the Business Office.

403B PLAN

Monthly contributions to qualified 403b investment accounts are available through payroll deductions. Employees can elect to have money deducted from their monthly salary and sent to an account with an approved 403B Plan vendor. Contact the payroll office for a list of approved vendors, and also once you have set up an account with your financial planner. Additional information is available through the Business Office.

PAY FLEX

Pay Flex is a program designed to set aside your pre-tax salary dollars for specific medical or childcare expenses. When enrolled in the program, a specified amount is put into an account before payroll deductions. The money in this account is available for health care needs not covered by insurance, such as orthodontics, co-pays, prescriptions, eyeglasses, and also for childcare costs from qualified providers.

Enrollment in or withdrawal from the Pay Flex program is permitted in October each year during the official enrollment period. The plan year is October 1- September 30. Enrollment information is distributed in August and enrollment forms are due September 1st. Contact the Business Office for more information.

VOLUNTARY SEPARATION PROGRAM

Teachers with 20 years of service may qualify for the Voluntary Separation Program. The Voluntary Separation Program is outlined in the teacher's negotiated contract or through specific board action.

RETIREMENT

Employees are required to participate in the Nebraska School Employees Retirement system. Contributions, which are subject to change annually, are deducted automatically from paychecks. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

LEAVE

FAMILY AND MEDICAL LEAVE

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act. Under the FMLA, eligible employees are entitled to certain rights, and have certain obligations with respect to unpaid leave for certain family and medical reasons.

FMLA leave eligibility: An eligible employee under the FMLA is an employee who has been employed by Ralston Public Schools for at least twelve (12) months, who has worked at least 1,250 hours in the past 12 months, and who works at a facility in which at least fifty (50) employees are employed at that facility or within seventy-five (75) miles of that facility. Returning Service members are given credit for any months or hours of service they would have been employed but for their military service.

Reasons for FMLA leave: The school district will grant an eligible employee up to a total of 12 workweeks of unpaid leave under the following conditions:

- For birth of a son or daughter, and to care for the newborn child
- For placement of a son or daughter with the employee for adoption or foster care
- To care for the employee's spouse, son, daughter, or parent with a serious health condition
- Because of a serious health condition that makes the employee unable to perform the functions of his or her job
- Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation

The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member a total of 26 workweeks of unpaid leave during a 12-month period to care for the service member. The leave described in this paragraph shall only be available during a single 12-month period.

The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave.

However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.

Any staff member who needs to take an extended leave for medical or personal reasons must submit a leave request and complete FMLA forms. The absences that most often fall into the scheduled category are maternity, scheduled surgeries, and medical leaves of absence.

For more information, please see Ralston Board Policy 4011.

FAMILY MILITARY LEAVE

All employees, including elected officials of the State of Nebraska or any political subdivision thereof, who shall be members of the National Guard, Army Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve, shall be entitled to a leave of absence from their respective duties, without loss of pay, on all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the State or of the United States, not to exceed fifteen workdays in any one calendar year. Such leave of absence shall be in addition to the regular annual leave of the persons named herein. When the Governor of this state shall declare that a state of emergency exists, and any of the persons named in this section are ordered to active service of the state, an additional leave of absence will be granted until such member is released from active service by competent authority. During the additional leave of absence because of the call of the Governor, any official or employee subject to the provisions of this section shall receive such portion of his salary or compensation as will equal to the loss he may suffer while in active service of the State.

An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

SICK LEAVE

Sick leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

PERSONAL LEAVE

Personal leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

BEREAVEMENT LEAVE

An employee shall be permitted paid leave for bereavement purposes per the current negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated

agreements or benefits procedures of the employee group in which you have been hired for and assigned.

ASSOCIATION LEAVE

Association leave is granted as per the negotiated contract. All benefits of this nature will be available to employees as outlined in the negotiated agreements or benefits procedures of the employee group in which you have been hired for and assigned.

JURY DUTY

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

An employee who has been subpoenaed to testify in court in a matter relating to business of the District will be considered on official District business.

VOTING

Ralston Public Schools will grant employees time off to vote if they do not have two consecutive hours away from work while the polls are open. The District will specify the two hours the employee may be absent from work to vote, and no deduction will be made from wages on account of such absence. Appointed election officials should contact their administrator to arrange paid time off.

REPORTING LEAVE

All employees are expected to report all leave taken to their supervisor and the employee benefits professional each time leave is taken. Please speak with your building administrator or direct supervisor as to their expectations to make sure this is accomplished. Failure to report leave will be considered insubordination and will be addressed as such.

PURCHASES AND REIMBURSEMENT

PURCHASE ORDERS

Orders may be placed at your building. A requisition form must be filled out. This is available from the school secretary or a supervisor. It must be filled out completely, including address, item, quantity and price. It must also be signed by a supervisor. The requisition form should be turned in to the building secretary for input as a purchase order. The building secretary will notify accounts payable for printing and mailing of the purchase order. The original signed

requisition and any additional information should be attached to the requisition and sent to accounts payable. No items or service should ever be ordered without being assigned to a purchase order and submitted into the purchase order system.

If the item is needed immediately, a requisition, complete with purchase order number, can be obtained from the building secretary. The requisition, approved and signed by a supervisor, can then be taken to the vendor. A receipt of goods will be issued. The completed and signed requisition and receipt should be turned in to the building secretary for input into the system as a purchase order. Once entered, the requisition and receipt should be submitted to accounts payable for the printing of the purchase order.

There may be occasions, such as registration to attend a preapproved seminar, when a fee will need to be paid prior to the Board of Education meeting. Please contact your building secretary for details. Administrators are responsible for establishing procedures in their buildings and department to insure that these procedures are followed.

TRAVEL

All out-of-district travel must be pre-approved by a supervisor. A travel and expense form is available through a supervisor. All receipts being submitted for reimbursement (especially transportation, lodging and meals) must be kept and submitted with the completed travel and expense form to the Accounts Payable Department. Please see Appendix A for reimbursement guidelines. **Receipts must be itemized or the district may not be able to reimburse expenses. It is the employee's responsibility to collect itemized receipts.**

MILEAGE

Expenses for required travel throughout the district on school business by an approved employee may be reimbursed if the employees own vehicle is used. Mileage reimbursement is based on the state approved rate and will be within the guidelines of the Local Government Miscellaneous Expenditure Act. **Mileage requests shall be submitted using the online form. Itemized details of each trip must be included on the form. One entry labeled total miles for the day are not acceptable.** Forms must be filled out completely and signed **electronically** by the employee and supervisor. Forms shall be turned in at the end of each month. They will be processed by the Accounts Payable Department (see reimbursement checks). Please see Appendix A for reimbursement guidelines.

REIMBURSEMENT GUIDELINES

Guidelines are in place to outline reimbursement of expenses to employees while doing the business of the Ralston Public Schools. Please review the Ralston Public Schools Reimbursement Guidelines in Appendix A of this document.

REIMBURSEMENT CHECKS

Reimbursement checks are issued once a month and are processed by the Accounts Payable Department. Vouchers must be submitted by the 25th of the month to receive payment the following month. Please see Appendix A for reimbursement guidelines.

RESTRICTIONS ON EMPLOYEES RECEIVING GRATUITIES

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$25.00 must disclose the receipt of such gift to the superintendent. The superintendent, at his or her discretion, may require that the gift become the property of the district.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

ASSIGNMENTS

JOB DESCRIPTIONS

Job descriptions are the district's way of letting employees know what is expected of them. They are not, however, comprehensive nor intended to be limiting. Employees are part of a total team. If anything on the description is unclear, clarification should be sought by contacting the district's Human Resource office.

PLACEMENTS AND TRANSFERS

The District Office assigns all staff. Top priority is given to the needs of the students. Assignments within buildings or departments are the responsibility of the building/program administrator.

It is the policy of the Ralston Public Schools to fill all positions with the best-qualified people. The district reserves the right to place/transfer employees in positions they see are most beneficial to the success of the District. The District also prefers to promote from within whenever possible. As positions become available, administration will, at its discretion, either directly promote or transfer a qualified employee of the District or open the position for application by internal and external candidates.

If a position is opened for application, it will be posted electronically. Frequently, job vacancies will be advertised with outside sources during the same week they are posted online. This is done to speed up the screening process and to aid in ensuring that vacancies are filled by the most qualified persons.

To apply for an open position, you should either submit a formal letter of interest to the Human Resources Office referencing the position and requesting an interview. Interviews will be arranged by the Human Resources Department.

A detailed procedure regarding district transfers is available. Contact Human Resources Office or your building principal for more information.

HOURS

Members of the certified staff shall be on duty before and after the regularly scheduled student school day long enough to plan and to carry out their individual professional responsibilities as determined by the Superintendent of Schools and/or the Building Principals.

Classified staff hours are determined at time of hire.

NEGOTIATED AGREEMENTS

Negotiated agreements for the various employee groups are available for review electronically in the Essential Documents folder located in the district's G-mail system (Google Drive).

The negotiated agreement and salary schedule for teachers are negotiated by the district and the Ralston Education Association.

EMPLOYEE PERSONNEL FILE

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

NOTIFICATION OF CHANGE OF ADDRESS/PHONE NUMBER

The district must keep accurate employee information. Therefore, the Human Resources Office should be contacted regarding change of address or phone numbers. This information is for district use only and is not made available to the public.

CERTIFIED EVALUATIONS

All certificated employees to be evaluated shall be notified annually in writing. A certified administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certified employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at

least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only.

The Ralston Public Schools shall provide procedures for the evaluation of staff. The evaluation shall serve as a basis for improvement of performance and continued employment in the Ralston School District. The procedures shall provide a source of information for sound decision-making as well as for counseling, for in-service training, and for continual growth of all employees. The procedures shall provide not only for the identification and improvement of staff skills and abilities that enhance the learning process, but also for the dismissal of those who do not meet the standards of the District.

The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

For more information, please see Ralston Board Policies 4030 and 4031.

CLASSIFIED EVALUATIONS

Non-certificated District employees will receive a written evaluation yearly. To gain a clear understanding of your job expectations and your performance, you and your supervisor will discuss your evaluation together and each of you will sign it. The evaluation then becomes part of your permanent personnel file.

Classified employees who are new to the district may receive an initial evaluation by his or her supervisor at the conclusion of a 60-day probationary period of employment. This evaluation is at the discretion of the employee's supervisor and is used to identify strengths and/or areas where continued professional growth may be needed.

GRIEVANCE PROCEDURE

A Ralston School District employee who wishes to file a grievance with the district may use the grievance procedure outlined in Board Policy 4013. Certified staff members should follow the grievance procedure outlined in the teachers' negotiated agreement.

DISCIPLINARY PROCEDURE

The key to a successful working relationship between employer and employee is good communication. If a problem arises with a job performance or behavior, it is important for the employee to have a clear understanding of the district's concerns. The following disciplinary guidelines have been set by the district. With cooperation, these procedures can keep small problems from becoming big ones.

The following disciplinary actions will be considered whenever an infraction of the employer and employee relationship occurs. Infractions may be related to policies, rules, regulations or procedures that are administrative in nature, or the infraction may be related to job performances. These actions are not intended to be a hierarchy, but options. It is understood that this guideline for disciplinary action in no way negates the grievance clause of the contract between the school and the Ralston Education Association. The supervisor will select the most appropriate action.

- **Verbal Counseling:** A conversation which would include but not be limited to reminding the employees of rules, regulations, procedures, job description as well as complimentary remarks of good performance.
- **Oral Reprimand:** A written summary of an oral reprimand that will be placed in the employees personnel file to document the conversation. (i.e., on such and such day I had a discussion with John Doe about...) A signature of the employee and supervisor is required on this written summary.
- **Conference Report:** A set meeting with the employee and his/her supervisor to discuss inadequate performance or inappropriate behavior. This conference will provide a thorough discussion of behavior or inadequate performance and actions needed to be taken to improve that behavior or performance. This conference may include the Superintendent. A written summary, signed by the employee, is placed in the employee's personal file.
- **Written Reprimand:** An action by an employee of a more serious nature will trigger a written reprimand. It gives the employee notice that his/her actions have placed his/her continued employment with the district in jeopardy.
- **Suspension with Pay:** This will generally be used when an employee has been charged with a crime or when a serious accusation is made against the employee. The employee may be suspended with pay while an investigation is conducted.
- **Suspension without Pay:** This action may be taken for two reasons: 1) as a result of less serious disciplinary actions which have not improved performance. 2) as a result of an infraction of a very serious nature.
- **Termination of Employment:** This action may be used when the nature of the infraction warrants it or when the employee's records show previous infractions have not been corrected. Employee will be given a written notice of the effective date of termination.

RESIGNATION OR DISMISSAL OF CERTIFICATED STAFF

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. In the event of dismissal, procedures for the dismissal of certified staff members are governed by the laws of the State of Nebraska.

Staff members who submit their resignations to the board of education by April 15th will be released from the next school year's contract. Staff members who submit their resignations after April 15th will not be released unless the board is able to obtain the services of a quality replacement. Staff members who refuse to fulfill their contractual obligations are subject to being reported to the Professional Practices Committee of the Nebraska Department of Education.

PROFESSIONAL EXPECTATIONS

STAFF ETHICS

The Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, are the minimum standards for all certificated staff members of the school district. All certified employees are responsible for reading, acknowledging, and complying with these standards.

Please refer to APPENDIX C to review these standards in detail.

Ralston Public Schools respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the District. Nonetheless, employees should keep in mind that, even while off-duty, they represent the Ralston Public Schools to the public and should strive to preserve the District's reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as an employee of the Ralston Public Schools. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the District, including termination of employment, if such conduct is determined by administration to be harmful to our image, inconsistent with expectations of our employees, or otherwise adversely affects our legitimate business interests.

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Unless an employee has a legitimate educational purpose, the following behavior is a violation of the professional boundaries that employees are expected to maintain with students. The following list is intended to illustrate inappropriate behavior involving students but not to describe every kind of prohibited behavior.

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.

- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by e-mail, text messaging, through social media or instant messaging) on a matter that does not pertain to a school matter. Electronic communications with students generally are to be sent simultaneously to multiple recipients and not just to one student except when the communication is clearly school related and inappropriate for persons other than the individual student to receive (i.e. grades). In these cases the students' parents should be included in the communications when possible.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior that exploits the special position of trust and authority between an employee and student.

An employee is required to make a report to their direct supervisor and/or superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the President of the Ralston School Board.

A student who feels his or her boundaries have been violated should immediately report the conduct or communication to a teacher, administrator, counselor, or other school employee with whom she or he feels comfortable.

All reports made under this policy will remain confidential to the extent allowed by law. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

A violation of this policy will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with Health and Human Services, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

PERFORMANCE AND BEHAVIOR

The following set of rules and regulations is intended to serve as a general guideline in governing appropriate employee behavior. The list is not intended to include all offenses for which an employee may be disciplined or discharged.

Performance Rules:

- Always make your best effort in your work.
- You are expected to meet reasonable standards of efficiency, productivity, and performance.
- Do not leave during working hours without advance permission from your supervisor.
- Always be punctual.

Behavior Toward Others:

- All staff members are expected to behave in a professional manner at all times. This expectation includes all interactions staff members have with students, staff members, parents, or other stakeholders of the Ralston Public Schools.
- Insubordination is prohibited. Insubordination includes the failure or refusal to obey the orders or instructions of a supervisor or administrator, the use of abusive or threatening language toward such individuals, or any conduct that undermines supervisor authority is prohibited.
- Do not threaten, intimidate, coerce, provoke, interfere, or fight with other employees, supervisors, or students and their families at any time.
- Do not make false or malicious statements about employees, supervisors, students and their families, or Ralston Public Schools at any time.
- The use of profane or abusive language is not permitted in any situation.

Property of Others:

- Do not abuse, misuse, damage, destroy, sabotage, or steal the property of Ralston Public Schools, or the property of employees, supervisors, or students and their families.
- The use of Ralston Public Schools' equipment and supplies for personal purposes is generally not permitted. On various occasions and with permission from administration usage may be permitted on a limited basis and for a nominal fee.

Honesty:

- Do not falsify or fail to disclose completely all information requested or recorded on any employment, personnel, or other record of the District or its students and families.
- Do not alter, misuse, or remove from the District, without proper authorization, employee lists, student records, or confidential information of any nature.

Condition of District Premises:

- Do not create or contribute to unsanitary conditions on the District's premises; do not litter.
- Keep you work area safe and clean at all times.

Other Rules:

- Do not post or remove notices, signs, or any written or printed material on or from bulletin boards or elsewhere on the District’s property at any time without advance permission.
- Always report any mistake by yourself or another person that could affect the District.

EMPLOYMENT-RELATED SEXUAL HARASSMENT

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication **using the district’s complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district’s Title IX coordinator.**

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant’s employment, compensation or work assignments as an employee, or status as a student.

DRESS CODE

The attire worn by staff members conveys an important image to students and the general public. Certified staff, para-educators and office staff are expected to dress professionally.

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees.

Custodial, maintenance, **food service**, and transportation staff should wear their employee uniform during work hours.

Staff must maintain a clean and professional image at all times when representing the district. Staff members who dress unprofessionally or have an appearance that is a distraction to the learning environment will be in violation of this policy and referred to the administration to correct the situation. Staff members who continue to dress in an inappropriate manner will be considered insubordinate and handled accordingly.

SECURITY BADGES

All District employees are required to wear a Ralston School District security badge. The initial security badge will be provided by the school district. All replacement badges will be purchased at the expense of the employee. While on duty and in the various school buildings staff members should have their ID badge on.

CARE OF DISTRICT PROPERTY & EQUIPMENT

Nearly all staff members will be issued some sort of equipment or property owned by the Ralston Public Schools to help achieve your job responsibilities. Examples of this equipment could be laptop computers, various electronic equipment or phones, books, tools, or different types of safety equipment. Staff members are expected to use great care and respect when using District owned equipment and property. In the event that District owned property has been lost, stolen, or damaged beyond what is normal wear and tear, the District will assess appropriate monetary damages back to the staff member to replace the lost, stolen, or damaged item.

PERSONAL PROPERTY AT SCHOOL

Bringing valuable personal property to any school district building is strongly discouraged. The Ralston Public Schools will accept no level of responsibility for lost, stolen, or damaged personal property brought to school by employees. The best advice in these situations is to leave valuable personal property at home in a secure place to be assured of its protection. Examples of such items are: personal computers, expensive jewelry, large amounts of cash, personal electronic devices, tools, and family keepsakes to name just a few.

CERTIFICATION AND ENDORSEMENT REQUIREMENTS

All educators, including substitute teachers, must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements.

Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. Any certificated employee working under a provisional endorsement must document regular progress and complete said endorsement as outlined in the Nebraska Department of Education, Rule 21.

The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Each administrator, including the Superintendent, principals, and supervisors or supervisor of any special subjects or subject in which persons directly supervise the work of other teachers shall hold either a Nebraska Administrative and Supervisory Certificate or a Nebraska Professional Administrative and Supervisory Certificate.

PROFESSIONAL GROWTH OF CERTIFIED STAFF

Every six years, permanent certificated employees shall give evidence of professional growth. The six-year period shall commence on August 1st of the year the certified staff member achieves permanent status or tenure and shall end on July 31st after the sixth year of continuous service. Each subsequent six-year cycle shall begin immediately following the end of a cycle. Hours or credits cannot be accumulated during one cycle to be applied during a subsequent six-year cycle.

Six semester hours of college credit shall be accepted as evidence of professional growth. Other activities which may count towards the teacher's professional growth requirements include, but are not limited to:

- Mentoring a teacher new to the district
- Leading (or serving on) an external accreditation visit
- Teaching undergraduate or graduate level college courses directly related to education
- Publishing professional journal articles and/or research on a topic directly related to education
- Presenting on a topic directly related to education at a state or national conference
- Presenting on a topic directly related to education during a district inservice
- Attending at a state or national conference directly related to education
- Attending pre-approved professional workshops, seminars, or local inservice activities
- Serving on a pre-approved district-level committee
- Serving on a building school improvement committee
- Supervising a student teacher

One unit of professional growth credit will generally be equivalent to twelve hours of personal time spent on an educational activity.

Failure to comply with the requirement shall result in the following action:

1. Those certified staff members who fail to meet the statutory requirements shall be frozen on the salary schedule for the seventh year of the cycle or the first year of non-compliance.
2. Those in non-compliance with the statutory requirements shall be notified by April 15th of the sixth year of the cycle that their contract will be amended for the following contract year to include a freeze in dollar amount.
3. Evidence of compliance with the statutory requirements by October 1st of the seventh year shall result in restoration of normal salary status.
4. Failure to complete the statutory requirements by March 15th of the seventh year shall result in notification of suspension without pay and a recommendation for termination of

employment at the close of the contract year as specified under Nebraska Revised Statute 79-824

PROFESSIONAL DEVELOPMENT PROCEDURES

Professional development is an important part of keeping with current trends and practices to provide the best service and instructional quality for our students and community. With that, employees will be asked to participate in professional development activities on a regular basis.

Professional development opportunities may be initiated by teachers, building administrators, or district administration. In all cases professional development must support the goals and mission of the Ralston Public Schools. Prior to registering for a professional development activity get approval from your supervisor or administrator. Procedures for registering for professional development activities are outlined in Appendix B of this document.

DISCLOSURE OF STAFF QUALIFICATIONS

Parents/guardians may inquire about the professional qualifications of their child’s classroom teachers. The District designates the following information as “directory information” and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian’s child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet state or federal requirements.

ACADEMIC CONTENT STANDARDS, ASSESSMENTS, ACCOUNTABILITY

The instructional curriculum of the Ralston Public School District will reflect state-approved academic content standards and district-established academic content standards. The Board of Education adopts District academic content standards that are equal to or exceed in rigor, the measurable academic content standards adopted by the state board of education. These content standards describe the knowledge, skills, and processes that are taught, learned, and assessed.

The Board of Education shall direct the Superintendent to develop and implement a comprehensive student assessment system. The assessment system will be responsive to federal, state, and district requirements. It will reflect district identified academic content standards and state approved academic content standards. The comprehensive student assessment system shall be aligned with the instructional curriculum of the Ralston Public School District.

The Board of Education of the Ralston Public School District directs that the instructional curriculum shall be the taught curriculum.

The responsibility of the teachers is to teach the instructional curriculum using best practices that promote student learning. The responsibility of the principals shall be to monitor the taught curriculum through the use of the curriculum guide and learning plans as well as to evaluate

teachers through the teacher evaluation process to ensure the instructional curriculum is the taught curriculum. The Superintendent and his/her designees shall ensure that principals monitor the implemented curriculum and evaluate teachers.

ASSESSMENT ADMINISTRATION AND SECURITY

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

For more information, please see Ralston Board Policy 4048.

HEALTH AND SAFETY

USE OF TOBACCO PRODUCTS

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

BREAK TIME FOR NURSING MOTHERS

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

SUICIDE PREVENTION TRAINING

School nurses, teachers, counselors, school psychologists, administrators and school social workers are required to complete at least one hour of suicide awareness and prevention training per year. These employees must complete the on-line training provided by the Nebraska Department of Education no later than September 1 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Classified employees may also be asked to participate in the training process at the request of the Ralston Board of Education or the Superintendent.

DRUG AND ALCOHOL FREE WORKPLACE

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

DRUG TESTING OF DRIVERS

Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to ensure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action that may include termination of the driver's employment.

Any applicant who tests positive for the presence of these illegal drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

A driver who has been involved in a reportable accident must submit to drug and alcohol testing within 24 hours. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation

for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

For more information, please see Ralston Board Policy 4003.

WORKPLACE SEARCHES

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other school owned property on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

WEAPONS AND FIREARMS

Weapons: No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

Definition of Weapon: The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms: No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm: The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms: The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or
5. A handgun carried as a concealed handgun by nonstudent adult who holds a valid permit issued under the Concealed Handgun Permit Act in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased: The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students: The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences – Firearm: Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon: State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms: Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities: All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

NOTIFICATION OF ARREST, CRIMINAL CHARGES, LICENSURE OR CHILD ABUSE

Employees shall notify the Superintendent or designee by the next working day after the employee is (a) arrested; (b) ticketed; or (c) issued any form of criminal charge for committing an offense, crime, or infraction.

The above notification and reporting requirement herein apply if:

1. The maximum penalty for the crime equals or exceeds seven days incarceration;
2. The crime relates to abuse, neglect, or endangerment of a minor, or a minor was allegedly a victim or a witness;
3. The crime relates to misuse of drugs, alcohol, or controlled substances;
4. Job responsibilities are impacted including offenses that:
 - a. Would constitute a violation of NDE Standards of Conduct and Ethics, chapter 27; or
 - b. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
 - c. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
5. The crime relates to alleged violence, force, coercion, or sexual misconduct;
6. The arrest or criminal activity occurs while the employee is on duty, or at a school attendance facility, on school property, at a school-supervised activity or school-sponsored function or in a school-owned or utilized vehicle.

Employees must also promptly report to the Superintendent or designee whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable. Employees must give full disclosure of the existence and nature of the above proceedings and shall also immediately notify the Superintendent or designee of the disposition of any such case or matter.

Employees shall also notify the Superintendent or designee by the next working day after the employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license requirement for the employee's position. Employees shall also notify the Superintendent or designee by the next working day after the employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Legal documents related to criminal charges, arrests, and child abuse complaints shall be treated and maintained as part of the employee's confidential criminal background file. Failure to notify the Superintendent or designee as required under this policy may subject the employee to disciplinary action, up to and including termination.

WORKPLACE SAFETY

It shall be the policy of the Ralston Public Schools to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district.

The district will provide a loss control program designed to prevent on-the-job injuries and illnesses. In addition, each building will design procedures to address school violence. With staff and parent involvement, each school principal shall be responsible for developing a building safety management plan. The plan shall be reviewed annually. Cooperation by all employees is expected in our effort to make our schools a safe place to work and learn.

REPORTING AN ACCIDENT

If an employee is involved in an accident at work, immediately or as soon as possible within 24 hours, they must complete an Employee Accident Form and report the accident to the immediate supervisor. This form is available from the building secretary. The supervisor will then complete an accident analysis form. Both forms must be sent to the Business Office.

In order to protect you and other employees, you must present a physician's statement releasing you to return to work following any injury or illness for which you received a doctor's care or that resulted in your absence for three or more consecutive scheduled working days. The doctor's release must state that you are released to return to work either: (a) without limitation; or (b) with limitations, listing them specifically.

THREAT REPORTING AND ASSESSMENT

All staff must report any threatening statements or behavior to a member of the administration. Staff must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS THAT REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

UNIVERSAL PRECAUTIONS

In general, a student or employee illness or injury will be dealt with by the school nurse or health paraprofessional. Because the need to help a sick or injured child may exist, training is required for all school employees. Because of the threat of infectious diseases, the following precautions must be followed for everyone's health & safety.

- Gloves should be worn when contact with any blood or bodily fluids are anticipated and should therefore be carried during playground duty, school activities, sports and field

trips. They should also be worn for touching mucous membranes or broken skin (abrasions, etc.). Gloves should be changed after contact with each student. Hands should be washed immediately after removal of gloves.

- Disposable paper supplies and bandages should be used in the treatment and clean-up of any blood or bodily fluid.
- Disposable emergency mouth-to-mouth resuscitation masks should be used for such emergencies.
- Employees, who have an open lesion, wound, dermatitis, etc., should cover them with a dressing that will prevent contamination from other sources.
- Clean-up of blood and bodily fluids are dealt with primarily by the custodial staff. Again, precautions must be taken by all employees.
- Gloves must be worn for clean-up and disposal.
- Contain blood or bodily fluids with paper towels and use them to wipe up. Then place them in an individual plastic bag for disposal.
- Vomit must be covered with vomit absorbent first. (This is available from the custodians.) Follow the directions, then place the material in an individual plastic bag for disposal.
- Anything non-disposable (dust pans, brooms, etc.) must be sanitized. Cover them with a plastic bag until this can be done correctly.
- All plastic bags containing disposed material must be tied and disposed of in a lined trash receptacle.
- Soiled clothing should be removed immediately and placed in a plastic bag for laundering in hot water and detergent for 25 minutes. If cooler water is used, appropriate solutions must be used to inactivate the microorganisms.
- Both the injured party and the first aid responder must wash their hands or any exposed areas of the body immediately at the finish of clean-up and disposal. Should first aid to a fellow employee or visiting adult be required, the same precautions should be applied.

COMMUNICABLE DISEASES

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code, Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSSA) events will be subject to its rules and procedures, if any.

If medical judgment substantiates that an employee has a chronic communicable disease and that employee poses a significant health threat to students and/or other employees the employee may be placed on medical leave.

The superintendent is responsible for assuring that procedural safeguards are used when determining the employment status of employees with chronic communicable diseases.

For more information, please see Board Policy 3048.

HIPPA

The Health Insurance Portability and Accountability Act of 1996 protects certain health information. Prior to obtaining or releasing employees' protected health information, employees may be requested to sign an authorization for the disclosure of health information. If protected health information is requested from a third party, the School District will ensure that protected health information is released only as allowed by federal and state law.

AIDS AND AIDS-RELATED CONDITIONS

Ralston Public Schools recognizes that Acquired Immune Deficiency Syndrome (AIDS), its related conditions such as AIDS Related Complex (ARC), and persons with seropositive test results for AIDS and/or ARC, are the source of considerable concern and pose significant and delicate issues for all employees.

As a result of such recognition, we have established guidelines for handling issues that may arise when an employee is affected by these conditions.

Policy Statement: Ralston Public Schools is committed to maintaining a safe and healthy work environment for all employees. Consistent with this commitment, the Company will treat AIDS and/or ARC the same as other illnesses in terms of all our employee policies and benefits, such as group health and life insurance, disability leaves of absence, and other disability benefits.

Based on the overwhelming weight of available medical and scientific opinion, including statements from the Surgeon General of the United States, and the U.S. Public Health Service and Centers for Disease Control, there is no evidence that such diseases are casually transmitted in ordinary social or occupational settings or circumstances. Therefore, subject to changes in available medical information and/or specific conditions involving the potential for transmission of these diseases, it is the policy of Ralston Public Schools that employees with such diseases or any of their related conditions may continue to work as long as they are able, with any reasonable accommodation required by law, to perform the essential functions of their positions. Employees who are affected by AIDS and/or ARC or any other life-threatening illness will be treated with compassion and understanding. Co-workers will be expected not to refuse to work or withhold their services for fear of contracting such diseases by working with such an affected employee and not to harass or otherwise discriminate against such a person.

Procedures: Recognizing the need for all employees to be able to be accurately informed about these diseases, Ralston Public Schools will make every effort to have information available regarding the facts about them, how they are transmitted and not transmitted, and how best to

keep them from spreading. Employees who would like to be provided with this information should contact the Human Resources Department.

Employees affected by or concerned about AIDS and/or ARC or any of their related conditions are encouraged to contact their supervisor or Human Resources Department to discuss their concerns and to obtain additional information. All such communications will be treated by Ralston Public Schools with strict confidentiality.

AHERA NOTIFICATION

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems, such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA), which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard. Every three years, Ralston Public Schools has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection conducted on January 22, 2013, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and found to be in good condition.

The law further requires an asbestos management plan to be in place. Ralston Public Schools developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of these materials every six months to assure that they remain in good condition.

The following buildings contain no asbestos-containing building materials; therefore, no operations and maintenance programs or future inspections are required: Ralston Middle School. During the past year, asbestos containing building materials have been removed, encapsulated, or enclosed in the following buildings: Mockingbird kitchen storage. During the next year, we plan to conduct the following asbestos related activities at the following school buildings: removal of kitchen storage room floor tile at Mockingbird Elementary.

It is the intention of Ralston Public Schools to comply with all federal and state regulations controlling asbestos and to take whatever steps are necessary to ensure students and employees a healthy and safe environment in which to learn and work. You are welcome to review a copy of the asbestos management plan in school district administrative office or administrative office of

the school during regular business hours. Pat Flinn is our designed asbestos program coordinator, and all inquiries regarding the asbestos plan and asbestos-related issues should be directed to 402-898-3460.

SCHOOL CLOSING

During the winter months there are occasionally mornings when the decision is made to close school due to severe wind chills or driving conditions that make it unsafe for students who walk to school or are inexperienced drivers. On those days principals and specific personnel will report to check buildings and monitor if some students arrive at school so they can be returned home for safety reasons. All other personnel will not report. The Virginia Moon Administrative Center will be open from 9 a.m. to 3 p.m. on those days. A school closing protocol will be published annually to outline specifics surrounding this process.

When school is closed there will be no school-sponsored activities held without the permission of the superintendent or his/her designee.

TECHNOLOGY

USE OF TECHNOLOGY

The use of school-owned technology, including computers, whether stand-alone, as a part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right. The following policies apply to any and all electronic devices (including personal devices) that are used on school property, whether or not the user is connected to a network.

All use of technology, whether personally owned or provided by the district, must be consistent with and driven by the educational objectives of the Ralston School District.

The following guidelines shall be observed by all staff members regarding the acceptable use of the district's Internet resources:

- Staff shall be restricted to use the Internet to conduct research for instructional purposes.
- Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents and patrons.
- Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

The following behaviors represent unacceptable use of the district's Internet resources:

- Staff shall not access obscene or pornographic material.
- Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

- Staff shall not use school computers or district Internet access to use per-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- The only political advocacy allowed by staff on school computers or district Internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

To display or print sexually explicit images or documents on the district's systems is a direct violation of the district's Sexual Harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited, or recorded using our network or computing resources. The exception to this would be documents/files needed to be archived for legal reasons.

The distribution or sharing of confidential information related to the faculty, staff, or students of the Ralston Public Schools is expressly prohibited. Even when physically able to do so, users will not access any information other than which they are specifically authorized to and which is necessary for the performance of their assigned duties. The district's information may not be utilized for the benefit of any other person or organization.

No employee may use the district's Internet, Intranet, or e-mail facilities to deliberately propagate any virus, worm, Trojan horse, or trap-door program code. Likewise, no employee may use the district's Internet or e-mail facilities to knowingly disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user. Local law enforcement officials will be contacted in the event of theft and/or intentional damage to district's equipment or network systems.

While on district property, the use of technology shall not be permitted for personal reasons or for purposes that are contrary to the goals and objectives of the Ralston Public Schools, unless deemed incidental, intermittent, or occasional. The district administration shall have sole and absolute discretion to determine what personal use may be permitted as incidental, intermittent, or occasional. The Ralston Public Schools shall not be held liable for any loss (including, but not limited to, financial loss, identity theft, or loss of information) an employee may experience while conducting personal business on school property or with equipment owned by the district.

Any district-owned electronic devices are subject to service at any time, which may result in the loss of data. The district will not be responsible for any damage a user may suffer, including loss of data.

The Ralston School District makes no warranties of any kind, whether express or implied, for the technological services it provides. The Ralston School District will not be responsible for any liability or expense the user may incur in connection with the use of District technology. The user agrees to indemnify (hold harmless) the Ralston School District for any expenses, including attorney's fees, arising out of the use of District technology in violation of this agreement.

The Ralston Public Schools Internet facilities, computing resources, e-mail and voice mail must not be used to knowingly violate the laws and regulations of the United States or any other

nation, or the laws and regulations of any state, city, province, or other local jurisdiction in any way.

Any violation of school policy and rules regarding the use of the district’s computer and/or Internet resources may result in:

- Discharge from employment or such other discipline as the administration and/or the board deem appropriate.
- The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member.
- When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

The Ralston Public Schools will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, and archives on individuals’ Internet, e-mail, and voice mail activities. In addition, the Ralston Public Schools may divulge any information found during monitoring to any party it deems appropriate.

OFF-DUTY PERSONAL USE OF TECHNOLOGY

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education “Rule 27”), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school’s Internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

SCHOOL AFFILIATED WEBSITES

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated webpage that represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school’s mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board’s policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personally-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

SCHOOL AFFILIATED SOCIAL MEDIA

Any social media account which purports to be “the official” account of the school district (e.g., “Ralston Football”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.

Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts. Staff may also be required to interact with specified individuals on school-affiliated social media accounts.

When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member’s supervising administrator.

The following is a list of unacceptable uses of social media which constitute a basis for disciplinary action up to and including termination of employment:

- Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
- Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
- Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member’s immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

For more information, please see Board Policy 4051.

MONITORING / NO EXPECTATION OF PRIVACY

Access to the District's network, email, voice mail, and Internet/Intranet resources are given to employees to assist them in the performance of their work. The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

Although Ralston Public Schools does not routinely monitor employee use of computers, Internet, e-mail or voice mail, it reserves the right to do so at any time at its discretion.

The use of encryption or passwords, the labeling of an email or document as private or personal, the deletion of an email or document, or any other such process or action shall not diminish the District's rights in any manner.

Ralston Public Schools will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on individuals' Internet, email and voice mail activities. In addition, Ralston Public Schools may divulge any information found during monitoring to any party it deems appropriate.

COMMUNICATION / ACCESSING INFORMATION

Communication is vital to having an informed and efficient organization that is responsive to the needs of students and the community. All employees are expected to regularly read their printed and electronic communication. It is expected that employees reply promptly to mail, e-mail, and other communication requests by parents, community members, students, other teachers, and administration.

Employees who are interested in communicating electronically with more than half of the staff members at a building site, for reasons that are not related to the normal, day-to-day operations of the school, must first receive the permission of the principal or the employee's immediate supervisor. Likewise, employees who are interested in communicating electronically with staff members at the district level, for reasons that are not related to the normal, day-to-day operations of the district, must first receive the permission of a district administrator. In all cases, the information being communicated must advance the educational objectives of the Ralston Public Schools and may not interfere with the learning environment, be harmful to our image, inconsistent with the expectations of our employees, or otherwise adversely affect our legitimate business interests. Employees who attempt to circumvent and/or violate this policy may be subject to disciplinary actions up to and including termination of employment.

CELL PHONE/ELECTRONIC DEVICE USE

Ralston Public Schools recognizes that employees will need to use cell phones and other electronic devices occasionally. However, the District prohibits excessive use of such devices during working hours.

DISTRICT CELL PHONES

The District will provide identified employees with a cell phone. Approved employees will be able to choose from an identified list of cell phones that the district will provide. The monthly service charge will be paid by the district based upon the negotiated agreement with the cell phone service provider. Approved employees wishing to hold their own cell phone contract will be reimbursed a \$50.00 monthly stipend and a \$100.00 equipment stipend every two years. If an approved employee holds their own cell phone contract and is paid a stipend they must supply their phone number to RPS so they can be contacted. All approved employees will have to sign a cell phone user agreement before being supplied with a district provided cell phone.

ELECTRONIC COMMUNICATION WHILE DRIVING

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The Superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees' duties and responsibilities.

POLICIES REGARDING STUDENTS

STUDENT SAFETY

Teachers shall make every reasonable effort to protect students from conditions that interfere with the learning process or are harmful to the health and/or safety of others.

Physical restraint of a student may sometimes be necessary to protect the student and/or other individuals. Physical restraint will be used with extreme caution and only in emergency situations where there is a risk of injury to someone if physical restraint is not used, and only after other less intrusive alternatives have failed or been deemed inappropriate. Staff members may physically restrain a student without advance notice to the building administrator when a student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

The Ralston School District's emphasis is on prevention and behavioral de-escalation that reduces the risk of injury. The emphasis is always on the care, safety, and welfare of our students. The primary technique that should be utilized by staff members is verbal de-escalation. Physical restraint may only be used when non-physical interventions would not be effective, and/or the student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

STUDENT DISCIPLINE

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline. **Further, students who qualify for special education services may have other procedures that apply as required by state and federal law.**

For more information, please see Ralston Board Policy 5035.

EMERGENCY EXCLUSION

Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short-term suspension found elsewhere in these policies or state law:

- (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

For more information, please see Ralston Board Policy 6031.

CORPORAL PUNISHMENT

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

SUSPECTED CHILD ABUSE/NEGLECT

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Educators are required by law to report any known child abuse or neglect. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a

situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Any school employee who has reasonable cause to believe that a child has been abused or neglected must report the suspicion to the building principal immediately.

The principal and the school nurse and/or the school guidance counselor or school psychologist shall, whenever possible, investigate the concern immediately within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made but is deemed appropriate, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected in conjunction with the building principal, school counselor or school psychologist.

The building principal, school counselor, or school psychologist must complete the necessary paperwork and keep it on file. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged; keeping in mind that prompt reporting is essential.

The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

For more information, please see Ralston Board Policy 4054.

STUDENT INTERVIEWS

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

STUDENT SEARCHES

Certified and classified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately

contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

ELECTRONIC COMMUNICATION WITH STUDENTS

All forms of electronic communication with students including, but not limited to, the use of e-mail, text messaging, instant messaging, and social media must advance the educational goals and objectives of the Ralston Public Schools.

STUDENT CONFIDENTIALITY

Any student records, including reports of illness, abuse and neglect are strictly confidential. Student privacy will be rigidly protected by all employees of the district. Failure to do so will result in disciplinary action, up to and including termination.

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors and/or school psychologists is confidential but not legally privileged. The counselor and/or school psychologist will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor and/or school psychologist will also contact parents and law enforcement officials as appropriate.

Records of the counseling relationship, including interview notes, test data, correspondence, tape recordings and other documents, are to be considered professional information for use in counseling, not part of the student's education record.

When a counselor and/or school psychologist is in doubt about what information to release, he or she should discuss the matter with the building principal or with the superintendent.

CRISIS ASSISTANCE

The school district will use a Crisis Response Team (CRT) to plan and coordinate efforts to deal with an emergency that involves the school, staff, and students. The primary concern will be the safety and welfare of students and staff, followed by the protection and salvaging of property.

During a crisis, school will be conducted in as normal and routine a manner as possible. To help provide students and staff with the services to cope with an emergency, the CRT may call upon patrons and school and community professionals who are skilled in providing counseling. A careful balance must be maintained between the right of the public to information and the rights of the student and staff to privacy and normalcy. All crisis information will remain confidential unless decided otherwise by the general coordinator. The general coordinator will be responsible for dealing with the media and providing information to the public.

For more information, please see Ralston Board Policy 4036.

SUMMARY

This handbook is a general guide to the operations of the school district. More information and specific details on matters covered here are provided in negotiated agreements, Board of Education policies and building handbooks. Questions that are not addressed in this handbook may be answered by contacting a supervisor, the Human Resources Office or another appropriate office. All employees are wished the best as they work with their colleagues to provide quality education for the students of Ralston.

EMPLOYEE ACKNOWLEDGEMENT PAGE

This is to certify that I have read this employee handbook and I am familiar with its contents. I understand that it is not a binding contract but a set of guidelines for the implementation of personnel policies. I understand that by signing this acknowledgement, I agree to abide by the policies and procedures set forth by the Ralston Public Schools.

Employee Signature

Employee Name (Printed)

Date

APPENDIX A

Ralston Public Schools District Reimbursement Guidelines

Receipts:

If an expense item is to be reimbursed by Ralston Public Schools, there must be a receipt attached validating the expense. The receipt must include the following:

1. Name of business where purchase was made or service was performed. (Some business receipts do not include the business name. Please write the name on the receipt.)
2. Date of service
3. Detail of items/service purchased
4. If expense is for a meal or food, please include the name of the meeting and the names of the individuals who attended or ate the meals claimed for reimbursement.
5. If needed receipts may be attached to a plain piece of paper to include all pertinent information.

The following types of receipts are NOT acceptable:

1. Summary credit card slip showing only the total charge
2. Cancelled check
3. Credit card statement with the expense circled

Bottom Line: If you do not have an acceptable receipt for expense reimbursement the district may not be able to reimburse for that expense item.

Mileage:

Mileage will be reimbursed at the standard IRS mileage allowance. The IRS updates the rate annually. The District publishes a mileage reimbursement form that is to be used for mileage reimbursement. This document can be found in the essential documents section on Google drive, or on the Ralston Forms website. Please remember to check on the availability of the Ralston Public Schools vehicles for trips in which several staff members will be attending. When available, the district vehicles must be used for travel. Mileage will only be reimbursed from your place of work to the activity location identified and back. Mileage will not be paid from your home or residence.

Rental Cars:

Rental cars are not reimbursed to the employee unless the following conditions exist:

1. Prior approval from the Assistant Superintendent for Business AND one or more of the following conditions exist:
2. The cost of the cab fare or shuttle, to **or** from the airport, is more than the daily rate plus incidentals, such as fuel and parking, to rent the car.
3. The hotel where the employee is staying is not within walking distance to the conference and the hotel does not offer shuttle service to the conference.
4. The rental is less expensive than a flight for several persons attending an event and is within a reasonable driving distance.

Purchasing Items:

We are a tax-exempt organization. As a result, we are not required to pay sales tax on purchases. Because of this, purchasing items on a personal basis and asking for reimbursement is discouraged. **An employee who elects to purchase an item on their own may seek reimbursement for the item, but will not receive reimbursement for any sales tax paid.** The district does recognize that at times cost savings may be realized by purchasing items on a personal basis. If this becomes necessary, advanced permission from your supervisor is required prior to purchasing items that you wish to be considered for reimbursement. When asking for reimbursement on such purchases please use the receipts portion of this document to guide the reimbursement submittal. ***NO PERSONAL ITEMS ARE TO BE PURCHASED USING OUR TAX EXEMPTION. PLEASE RING UP PERSONAL ITEMS SEPARATELY!***

Expenses that will not be reimbursed:

1. **Alcoholic Beverages** will NOT be reimbursed.
2. **Entertainment** such as movies, etc.
3. **Laundry fees**
4. **Personal maintenance items**
5. **Tips for services** such as housekeeping, bellman, etc. Tips for cab fare, shuttles, and meals will be reimbursed but are limited to 20% of the charges.
6. **Cab fares, shuttle costs, etc.** for employee's personal travel such as sightseeing, shopping, etc. Restaurants for dining out should be selected close to the hotel to keep transportation costs to a minimum.

Meals:

When traveling away from Ralston and it is necessary to have a meal while on duty it is expected that care is used in selection an appropriate price level restaurant. Exact per diem amounts have not been set so care and good judgment should be used in keeping costs appropriate. **It is also expected that detailed documentation and receipts are kept to insure reimbursement.** Meal reimbursement is for RPS staff members only unless the event is hosted by the Ralston Public Schools and you are doing the business of the Ralston Public Schools.

District Cell Phones:

The district will provide identified employees with a cell phone. Approved employees will be able to choose from an identified list of cell phones that the district will provide. The monthly service charge will be paid by the district based upon the negotiated agreement with the cell phone service provider. Approved employees wishing to hold their own cell phone contract will be reimbursed a \$50.00 monthly stipend and a \$100.00 equipment stipend every two years. If an approved employee holds their own cell phone contract and is paid a stipend they must supply their phone number to RPS so they can be contacted. All approved employees will have to sign a cell phone user agreement before being supplied with a district provided cell phone.

Charging on District Accounts:

At no time shall any employee charge items to a revolving account registered to the Ralston Public Schools unless advanced permission has been granted by a supervisor or school administrator. Charging any items for personal business on school district revolving accounts is strictly prohibited.

APPENDIX B

**Ralston Public Schools
District Professional Development Guidelines**

Requesting Professional Development:

1. Teachers: Please get approval from building administrator.
2. Building Administrator: Please align requests with goals and mission and identify appropriate funding prior to making arrangements.
3. District Administrator: Please align requests with goals and mission and identify appropriate funding prior to making arrangements. Communication with building principals is also essential prior to making arrangements.

Professional Development Requests from Buildings/Teachers:

Professional development requests that originate from building principals or teachers must be arranged and organized at the building level. Steps that are required for appropriate planning are:

1. Identify if the professional development meets the District/Building goals and mission
2. Identify appropriate funding in advance
3. Complete any required registration process
4. Organize any needed transportation or lodging arrangements
5. Schedule substitute teachers as needed
6. Submit costs, reimbursement, and expenses for payment as needed to the Business Office
7. Prior to the event check that all details are covered

Professional Development Requests from District Administration:

Professional development requests that originate from Central Office or District administration must be arranged and organized at the Central Office level. Steps that are required for appropriate planning are:

1. Identify if the professional development meets the District/Building goals and mission
2. Identify appropriate funding in advance
3. Communicate with building principals and teachers about the training opportunity
4. Complete any required registration process
5. Organize any needed transportation or lodging arrangements
6. Schedule substitute teachers as needed
7. Submit costs, reimbursement, and expenses for payment as needed to the Business Office
8. Communicate to all stakeholders details of arrangements and expectations
9. Prior to the event check that all details are covered

Requests for Payment:

Any requests for payment that would accompany reservations or registrations should be submitted well in advance of the deadline (at least 3 business days) to the Business Office so that a check can be mailed. In all cases detailed documentation should accompany requests so that accurate records may be kept and registrations and reservations are made in a timely manner.

APPENDIX C

CODE OF ETHICS

**TEACHING
PROFESSION**

STATE OF NEBRASKA

STANDARDS OF PROFESSIONAL PRACTICES

Introduction

It is the responsibility of the Commission to provide advice and counsel to the State Board of Education in developing standards of professional practices in areas including, but not limited to, (1) ethical and professional performance, (2) competency, (3) continuance in professional service, and (4) contractual obligations.

Standards applicable to professional practices have been adopted by the Nebraska State Board of Education. The Code of Ethics, Standards for Continuance in Professional Service, and Contractual Obligations are presented in this pamphlet. The Commission shall adhere to these standards in making recommendations of whatever nature in accordance with its statutory authority.

The State Board of Education shall request the Commission or a special committee of members thereof to hold hearings and make recommendations to the State Board of Education concerning alleged violations of standards of professional ethics and practices by holders of public school certificates. Each educator can be aided by this publication in developing and continuing the use of professional practices that are in the best interest of the students, the profession, and the public.

CODE OF ETHICS

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence, and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this chapter.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in Nebraska with respect to ethical and professional conduct and are,

therefore, declared to be the criteria of ethical and professional performance adopted pursuant to the provisions of Section 79-868 R.R.S. for holders of public school certificates.

If the certificate holder is employed in a nonpublic school, that context shall be taken into account in the application of these standards.

Principle I - Commitment as a Professional Educator

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Commissioner any known violation of Principle I, number 7; Principle III, number 5; or Principle IV, number 2.
10. Shall seek no reprisal against any individual who has reported a violation of this chapter.

Principle II - Commitment to the Student

Mindful that a profession exists for the purpose of serving the best interest of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes, unless approved by the local board of education.
7. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public

The magnitude of responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of and confidence in the rule of law, a respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, or commit any felony under the laws of the United States or any state or territory.
6. Shall with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession

In the belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, or those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

STANDARDS FOR CONTRACTUAL OBLIGATIONS FOR ALL CERTIFICATE HOLDERS

Members of the teaching profession shall adhere fully to the terms of a contract or appointment.

Summary

Teaching in the public schools of Nebraska and related administrative and supervisory services are recognized as a profession by the Legislature.

In recognition of the professional status of educators, the Governor is authorized to appoint a Professional Practices Commission representative of elementary and secondary teachers, administrators, and higher education. The goal of the Commission is to develop, promote and enforce standards of professionalism for Nebraska educators.

APPENDIX D

Supplemental policies and procedures for Sign Language Interpreters

Code of professional conduct:

The Code of Professional Conduct for the Suburban Schools' Program is based on the Code of Professional Conduct of the Registry of Interpreters for the Deaf (RID) with the perspective of an educational setting. The RID Code of Professional Conduct referenced is in parenthesis following each principle.

1. The EI/T shall be dedicated to providing competent interpreting services in a manner befitting a professional. (RID tenet 2)
 - 1.1. Professional appearance: EI/Ts must always keep in mind their role to facilitate communication and their responsibilities as visual representatives of the consumers involved in any given interpreting assignment. EI/Ts should dress in a manner that will be as unobtrusive as possible and assure the best background for signing. Avoid highly visible jewelry, excessive makeup and other characteristics of physical appearance that are distracting.
 - 1.2. Personal Qualities: The EI/T must be dependable, responsible and reliable at all times. The EI/T must use tact when interacting with others, remaining diplomatic and perceptive. The EI/T must maintain an acceptable demeanor, exhibiting self-confidence and self-control.
2. The EI/T judiciously safeguards assignment-related information of a confidential nature. The obligation to protect confidences does not prevent an educational interpreter from revealing information to his/her employer or member of the IEP professional team for record keeping, program management and supervision. (RID tenet 1)
3. The EI/T provides parents and other members of the educational team on the student's use of interpreting service when requested. The EI/T will redirect parents and other team members to the deaf educator/resource teacher for parental/team member questions that are not related to the student's use of an interpreter within the educational setting. (RID tenets 1, 2, 3, and 4)
4. The EI/T and deaf educator/resource teacher shall provide information when necessary, to educate the consumers about the role and appropriate use of the interpreter. (RID tenets 2 and 3)
5. The EI/T conveys the content, spirit and affect of the speaker using the language system approved by the educational team. (RID tenet 2)
6. The EI/T will not counsel nor interject personal opinion during interpretations/transliterations. (RID tenet 3)
7. The EI/T will maintain an appropriate adult-student relationship with all children/students (deaf and hearing). This is the ability to maintain "Professional Distance" or professional boundaries. (RID tenet 3)

Registry of Interpreters for the Deaf (RID) Code of Professional Conduct

The Registry of Interpreters for the Deaf, Inc. has set forth the following principles of ethical behavior to protect and guide interpreters and transliterators and hearing and deaf consumers. Underlying these principles is the desire to insure for all the right to communicate.

This Code of Professional Conduct applies to all members of the Registry of Interpreters for the Deaf, Inc. and to all certified non-members.

Tenets (updated 2008)

1. Interpreters adhere to standards of confidential communication.
2. Interpreters possess the professional skills and knowledge required for the specific interpreting situation.
3. Interpreters conduct themselves in a manner appropriate to the specific interpreting situation.
4. Interpreters demonstrate respect for consumers.
5. Interpreters demonstrate respect for colleagues, interns, and students of the profession.
6. Interpreters maintain ethical business practices.
7. Interpreters engage in professional development.

Educational Interpreter Roles and Responsibilities

1. The IEP team, not an individual EI/T, has the responsibility to determine any alternative modes of communication to be used in order to meet the needs of an individual student.
2. The EI/T will use an English-based system such as Signing Exact English System during subjects such as Reading, Writing, or English where the focus is learning to read and/or write English.
3. The EI/T will interpret any and all information presented in a classroom situation: formal instruction, individual instruction, informal social interaction between peers and conversation in classroom when appropriate.
4. The EI/T will voice interpret and relay information to non-signers.
5. The EI/T will rephrase information or simplify to aid understanding without providing the student with answers. If time does not permit during class time, the EI/T will inform the resource or deaf education teacher that extra help is needed and be willing to tutor if requested.
6. The EI/T will interpret at school functions during the school day.
7. The EI/T will tutor students when requested by deaf educators.
8. The EI/T will use any preparation time to prepare for future classes. It is the responsibility of the EI/T to know the assignments in advance so that any unknown vocabulary can be learned prior to class.
9. The EI/T will notify the deaf education teacher of tests, reviews, special assignments and any other concerns that impact the student's performance.
10. The EI/T will remain in the assigned classroom until the end of the class period, even when the student is doing independent seatwork. S/he should be available to interpret at all times.
11. Clarify routine points for the student, but do not assume the teacher's role. Repeat the interpretation of instruction only when it is needed, not routinely.
12. The EI/T will make sure students understand his/her interpreting, requesting feedback from the student as age or maturity allows. The EI/T will help the student develop his/her ability to provide appropriate feedback as a consumer of the service.
13. The EI/T will interpret all information presented in the class. Do not make indiscriminate decisions to leave out some class information.
14. The EI/T will use fingerspelling to convey key vocabulary, as method to emphasize a word/concept, and as a sign; do not invent signs without prior discussion with the student. The fingerspelling presentation must contain **all** the letters of the word and be presented at a rate at which the student can receptively comprehend the word. EI/TVs need to be aware of the students' challenges with which they work. Some students may be poor spellers or have memory problems; therefore reading a word sign may be more

meaningful, faster, and provide a clearer message for students to key into than fingerspelling.

15. The EI/T will obtain information on the day's goals, tests, review, projects, extra credit work, special assignments, etc. for the deaf educator. Students are also responsible for all afore stated information.
16. The EI/T will refer any questions from parents regarding their child to the appropriate teacher(s). The EI/T **will not** discuss student's performance.
17. The EI/T will request to review student folders of those individuals for whom the EI/T will provide service. This review will help better prepare the EI/T to meet the language and learning demands of the students. This information may also be acquired from the deaf education teacher or the student's IEP case manager. All information learned during the review or conversation should be kept strictly confidential.
18. The EI/T will complete a sub folder. This folder should be prepared within the first week of school and be updated accordingly. These folders will be housed in the interpreter's desk/office or in the deaf education room. Sub folders should contain the following information and need to be kept up to date with schedule changes and appropriate forms:
 - Opening letter from director
 - Schedules
 - Positioning information
 - Equipment needs of students such as Alpha Smart, FM
 - Communication mode and other special information
 - Building map with key rooms/locations highlighted
 - Substitute Interpreter Time Sheet
 - Sub notes (use form appropriate for the grade level and class schedule)

Educational Interpreter Attendance

In order to ensure consistency and to maximize progress of the students who are deaf or hard of hearing, it is crucial for the EI/T to be at work. Punctuality is essential. If an absence from work is necessary, follow these guidelines.

1. All EI/TVs must call the designated interpreter or program director at 402-496-1419 (morning) or 402-339-2090 (during school hours) to report an absence.
 - a. Must call between 6:00 am-7:15 am – DO NOT send a text message and DO NOT leave a message
 - b. Also leave a message with Diane Meyer at 402-339-2090 or notify Diane via e-mail: diane_meyer@ralstonschools.org
2. The ill/absent EI/T will contact their assigned building also.

If you are at school and become ill:

 - a. You must notify the building's deaf education teacher.
 - b. You must contact the designated interpreter/program director at 402-339-2090
 - c. Also leave a message with Diane Meyer at 402-339-2090 or notify Diane via e-mail: diane_meyer@ralstonschools.org
3. The EI/T will document the beginning and end of their workday through the electronic time card system as required by Ralston Public Schools.

Extra-Curricular Activities

Suburban Schools' Program offers many opportunities for extra-duty pay to interpreters. Extra-curricular activities include: sports, meetings, clubs, Open house, National Honor Society, parent conferences, etc. EI/T duty time is seven and one-half hours of which 30 minutes is a paid lunch, an additional benefit. Any activity outside of assigned duty time is considered extra-curricular and is done for extra pay. Overtime pay (time and one half) begins after you reach 40 hours in one week. The 40 hours does not include the paid lunch benefit but does include negotiated leaves.

The amount of time interpreted must be rounded to the nearest quarter hour. For example, if an activity runs ten minutes, the EI/T is to charge for fifteen. If the activity runs for 25 minutes, the EI/T is to charge for thirty minutes.

Please sign-up if you are interested in covering extra-curricular activities. The activities are posted via email to all the EI/T staff. Job assignments are based on order of interest. Any individual accepting an activity must locate his/her own substitute for the activity in the event of illness. Recurrent activities such as sport practices may be split between interpreters.

Mileage can be claimed for extra-curricular activities under certain circumstances. The mileage form can be found in Ralston's Cloud. See the section on mileage included in the forms section for details on completing the document. Conditions for mileage reimbursement for Extra-curricular activities:

- Mileage cannot be claimed for driving back to school for a club, sport, or evening activity (i.e. open house, parent-teacher conferences, etc.) in which you will be paid for your time. Example: drama rehearsal starts at 7:00 pm; the interpreter goes home between school and rehearsal—no mileage can be claimed.
- Mileage cannot be claimed for driving to a school or competition site for sports when the event occurs on the weekend such as practice or a meet/game.
- Interpreters are to facilitate communication with any non-signers (coach or fellow students), which include drive times to off-campus events. The only exception to this is when there is no room on the district vehicle for the interpreter. The program director must be notified of this situation prior to the event for approval to drive a personal vehicle and request reimbursement.

Educational Interpreter/Transliterators Performance Appraisals

Observations

The director will observe EI/Ts twice a year. Evaluations are also sent to the personnel office. This will provide for documentation of skills as well as professionalism. The director will complete the evaluation. Copies of the format are included so the EI/T can be aware of expectations. A Ralston Public Schools' general evaluation of employee skills is also completed by the program director with input from the deaf educator.

Any areas deemed unsatisfactory or "in need of improvement" will be addressed initially through informal interventions between the interpreter and the Director. If performance is not improved in a stated period of time, the interpreter will be placed on formal intervention, which can lead to termination.

Continuing Education

The Nebraska Department of Education Rule 51 outlines the rules and regulations governing employment of EI/Ts in the state of Nebraska. The guidelines can be view at <http://www.nde.state.ne.us/SPED/sped.html>. It is under the Policy and Procedures section. To maintain employment in the state, educational interpreters will obtain 20 clock hours of educationally related continuing education every two years. The RID Code of Professional Conduct, tenet 7, also requires continued professional development.

APPENDIX E

Supplemental policies and procedures for Drivers

Dress Code

Drivers are expected to present a neat, clean, and professional appearance at all times. The following minimum Transportation Department dress code standards are based on professional image, safety, and health.

- a. Drivers will wear Transportation shirts provided by the district of them or Ralston shirts.
- b. Drivers will wear enclosed shoes. No open-toed shoes are allowed. Sandals and flip-flops are not safe in the event of a bus evacuation.

Minimum Acceptable Conduct

Driving school children is an awesome responsibility. Consequently, drivers are held accountable for the safety of their passengers. Ralston Public Schools drivers must be above reproach at all times. The following guidelines reflect the minimum acceptable standards of conduct and dress expected of all drivers while on duty.

- a. Smoking in or around any school district vehicle is prohibited.
- b. Eating or drinking on the bus while students are present or while the vehicle is in motion is prohibited.
- c. Drivers will not use inappropriate language or engage in inappropriate conversations while on duty and/or while on Ralston Public School property.
- d. Unauthorized connections of electronic equipment (i.e., radios, tape decks, CDs...) to any district vehicle is prohibited. Drivers must be able to hear sirens and train signals.
- e. Inappropriate conduct or conversations with students is strictly prohibited. Inappropriate conversation or comments about students is strictly prohibited.
- f. Failure to wear seat belts in district vehicles.
- g. Regular and predictable attendance is a required condition for employment.
- h. While on duty, drivers should treat parents, community members, students, patrons, and all individuals in a respectful manner. Incidents involving dissatisfaction with Ralston's transportation department should be reported to the transportation supervisor immediately.

Termination and/or Suspension

Serious infraction, including but not limited to the following, may be cause for immediate termination and/or suspension:

- a. Being under the influence of drugs or alcohol
- b. Destruction of school property
- c. Failure to stop at railroad crossings
- d. Failure to report an accident involving a district vehicle
- e. Failure to report an accident involving a personal vehicle
- f. Carrying unauthorized passengers: In accordance with Nebraska Department of Education, Title 92, "No one except school personnel, supervisory personnel, monitoring personnel, and pupils assigned to a pupil transportation vehicle for a particular route schedule or for an activity trip as defined in 92 NAC 92-002.02 , may ride such vehicles" Essentially, this rule means no one other than students, sponsors,

- and chaperones may ride a school bus.
- g. Failure to pick up a student
 - h. Leaving a student on the vehicle after returning to the Transportation Center or other final destination
 - i. Unauthorized use of the district vehicles or using the vehicle for personal errands
 - j. Failure to be punctual
 - k. Deviating, without approval, from the assigned route unless there are unforeseen traffic circumstances
 - l. Failure to pre-trip a vehicle properly. Arrive early enough to complete the pre-trip before leaving the lot. The time clock will show if you had time to do the pre-trip.
 - m. Inappropriate language, comments, or touching towards students, staff, and/or other adults
 - n. Tampering with any cameras and/or recording devices located inside the vehicle.

Basic Loading and Unloading Policies

Bus drivers should adhere to the following procedures:

- a. If a parent wishes to change a pick-up/drop-off time/location, advise them to contact the Coordinator of Transportation. Drivers are not authorized to make changes.
- b. When running more than 10 minutes late for the schedule pick-up or drop-off, contact the Coordinator of Transportation who will pass on that information as appropriate.
- c. Pick-ups should be curbside at the student's residence. If this is not possible, park the vehicle so the student does not have to walk on the roadway.
- d. If a student is not at the authorized stop at the scheduled time, drivers will wait 3 minutes and then leave. Call the Coordinator of Transportation at the soonest opportunity.
- e. Drivers are responsible for ensuring all students are properly seated on the bus with the appropriate restraint system secured, except if a parent/aide assisted/seated the child.
- f. After arriving at the school of attendance, drivers or the para are responsible for removing students from the seat and assisting students in leaving the vehicle, if needed.
- g. After all students have departed the vehicle, immediately check the vehicle for any students or items that may have been left behind.
- h. When drivers are given route changes, new student information, or when a student has been dropped from the route, all outdated information is to be shredded at the Central Office.
- i. If no one is at the student's home or the student cannot enter his/her home at the end of the day, the driver will continue the route and then, return to the student's home and call the Coordinator of Transportation. If after the second attempt, there is still no one at the home, then the student will be returned to school of attendance. If the child is an open enrolled student, call the Coordinator of Transportation.

Emergency Procedures

The following procedures will be used in the event of an accident involving a district vehicle, other emergencies, when experiencing mechanical problems, or during inclement weather.

Accidents (Vehicle contact with any moving or stationary object)

All accidents will be reported to the Coordinator of Transportation immediately. Drivers will call immediately, and drivers will initiate a 911 call if appropriate. The following procedures will be followed for all accidents.

- a. Stop the vehicle as soon as possible
- b. Drivers involved in an accident must take and maintain control of the situation. This is especially important when injuries are involved.
- c. Notify the Coordinator of Transportation of the situation. Give the following information:
 - Vehicle number
 - Location
 - Number of vehicles involved
 - Number of students on board and what school they are from
 - Number of injured
- d. Check for injuries and administer and/or direct first aid if required
- e. Evacuate passengers to a safe area if necessary
- f. Set up “breakdown” reflectors to protect accident scene and warn motorists
- g. Complete accident forms in driver route book
- h. Make no statements or comments to anyone other than law enforcement and/or district representatives

Mechanical Problems

If a non-safety mechanical problem arises while en-route, annotate the problem on the pre-trip vehicle inspection form. If unsure of the seriousness of the mechanical problem, contact the Coordinator of Transportation. If a safety related mechanical problem or a breakdown occurs, contact the Coordinator of Transportation and wait for further instructions.

Inclement Weather Procedures

Drivers will provide the Coordinator of Transportation and the Central Office with home phone numbers, addresses, and emergency contact phone numbers to facilitate contact in the event of inclement weather.

If weather is threatening during the day, drivers must provide the Coordinator of Transportation with a phone number (or some other piece contact information) in case of early dismissal.

If inclement weather occurs while en-route, the following procedures will be used:

- a. Contact the Coordinator of Transportation only when delayed more than 10 minutes or completely immobilized by weather or traffic
- b. In the case of disabled/immobilized vehicle, drivers will remain with the students to supervise and ensure their safety
- c. Students are to remain onboard a disabled/immobilized vehicle until an alternate vehicle has arrived, unless remaining on the vehicle creates a safety concern
- d. Under no circumstances will drivers release students without the permission of the Coordinator of Transportation
- e. Vehicle windows and roof hatches will be closed after the last daily run, and whenever there is the possibility of inclement weather
- f. During cold weather operations, all diesel vehicles will be plugged in at night.

- g. On mornings that are 20 degrees or below, the early start crew may start vehicles
- h. Drivers will not leave vehicles unattended while the engine is running at any time, including warm-up, except during the pre-trip inspection

Tornado/Severe Weather Procedures

A tornado watch indicates an area in which atmospheric conditions exist from which a tornado could develop.

A tornado warning is issued when a tornado has actually been sighted in the area or is indicated by radar.

The following procedures are designed to ensure the safety of passengers when the threat of or actual severe weather is experienced. Drivers must be familiar with these procedures and able to respond appropriately in the event of deteriorating weather conditions. Students are not to board a district vehicle while under a tornado warning.

Tornado Warning While on Route

Every situation involving a tornado/severe weather will be different. Drivers must always consider the following factors when dealing with a tornado warning/severe weather:

- a. ALWAYS maintain control of the situation and accountability of all passengers.
- b. Proceed immediately to the nearest safe location for evacuation. If there is immediate danger and no shelter is available, evacuate students from the vehicle and into the nearest ditch or culvert at least 100 feet away from the vehicle or any other vehicle.
- c. In most instances, the driver will be the last off the bus as he/she will direct the evacuation and ensure all passengers have exited the vehicle. There may be instances, however, that it would be more appropriate for the driver to be the first out of the vehicle in order to direct passengers to the appropriate safe location. In this case, drivers must assign a responsible passenger to assist in the evacuation by ensuring all passengers have exited the vehicle.
- d. Make certain all students go to the safe location and are accounted for.
- e. Drivers should make every effort to keep the Coordinator of Transportation apprised of the evacuation location to include the number of passengers onboard. Once the tornado warning has been lifted, drivers will advise Dispatch when they are 10-8 and reaffirm the number of passengers.
- f. Do not release passengers without the Coordinator of Transportation's permission.

3003.1

Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B.** A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons

supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$2150,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$103,0500 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$103,0500. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Construction with an Anticipated Cost of between \$3,50010,000 and \$25100,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$3,50010,000 and less than \$250100,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

B. Construction Projects with an estimated cost of \$100,000 and over will be made pursuant to the District's Policy on Bid Letting and Contracts.

IV. Construction Projects with an Anticipated Cost Over \$2150,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$2150,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and

other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$100,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$150,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$3,500 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy “reasonable” means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Construction with an Anticipated Cost of between \$3,500 and \$100,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$3,500 and less than \$100,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district’s standard policies on purchasing and on bid letting and contracts, which

can be found earlier in this subsection.

B. Construction Projects with an estimated cost of \$100,000 and over will be made pursuant to the District's Policy on Bid Letting and Contracts.

IV. Construction Projects with an Anticipated Cost Over \$150,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$150,000 will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publically advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publically opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing shall prevent the superintendent or designee from advertising in

additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: August 15, 2017

Revised on: _____

Reviewed on: July 10, 2017

3004
General Purchasing and Procurement

I. Applicability of this policy.

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

II. General Purchasing Policy

- A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.
- B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.
- C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.
- D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

- A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and

for all pupils, teachers, and other employees assigned to the building.

- B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. **Purchasing Procedures**

- A. School personnel must secure the approval of an authorized administrator before making any purchases.
- B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than [REDACTED] prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient. *25th of the Month*
- C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.
- D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.
- E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.
- F. For purchases of more than \$10,000, authorized staff members

must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

- A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- B. No purchase shall be made that violates any conflict of interest policy or law.
- C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.
- D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004

General Purchasing and Procurement

I. Applicability of this policy.

Purchases made with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Purchasing and Procurement with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases made by the school district other than construction, remodeling, repair and site improvements.

II. General Purchasing Policy

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.

B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.

D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

III. Building-Specific Purchasing

- A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.
- B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.
- C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.
- D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

IV. Purchasing Procedures

- A. School personnel must secure the approval of an authorized administrator before making any purchases.
- B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than 25th of the month prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.
- C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.
- D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent or his/her designee.

F. For purchases of more than \$10,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: August 15, 2017

Revised on: _____

Reviewed on: July 10, 2017

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to ~~\$3,500~~10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed ~~\$3,500~~10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between ~~\$3,500~~10,000 and ~~\$2150,000~~
(Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than ~~\$3,500~~10,000 and less than ~~\$2150,000~~ annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over ~~\$2150,000~~

a) Sealed Bids (Formal Advertising)

For purchases over ~~\$2150,000~~, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of ~~\$2150,000~~, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$2150,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family,

his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
- b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

- 1.** Serial number;
- 2.** District identification number;
- 3.** Manufacturer;
- 4.** Model;
- 5.** Date tagged and individual who tagged it;
- 6.** Source of funding for the property;
- 7.** Who holds title;
- 8.** Acquisition date and cost of the property;
- 9.** Percentage of federal participation in the project costs for the federal award under which the property was acquired;
- 10.** Location, use and condition of the property; and
- 11.** Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter.

34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and

State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$3,500 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$3,500. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$3,500 and \$150,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$3,500 and less than \$150,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$150,000

a) Sealed Bids (Formal Advertising)

For purchases over \$150,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
- 4) After solicitation of a number of sources, competition is determined inadequate.

b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.

- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$150,000.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:

- a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
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To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State

confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: August 15, 2017

Revised on: _____

Reviewed on: July 10, 2017

4013 Grievance Procedure

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement, ~~or~~ a policy of the board of education, **or employee handbook.**

Requirement to Grieve. This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive these requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

Informal Resolution. An employee and the employee's supervisor should try to resolve problems through free and informal communication. Nothing herein shall be construed as limiting the right of any employee to discuss his or her grievance informally with his or her immediate supervisor and to have the grievance resolved informally.

Procedural Steps. The procedure for handling grievances is as set forth below.

~~**Step 1 – Oral Notice to Principal.** The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.~~

Step 2 1 - Written Grievance to the Principal/Supervisor. ~~If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.~~ **The grievant shall present the grievance to his or her principal/supervisor in writing within ten (10) contract days from the date that the grievant knew or should have known of the incident giving rise to the grievance.** The principal shall schedule a meeting within ~~three (3)~~ **seven (7) contract** days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within ~~five (5)~~ **seven (7) contract** days of the meeting.

Step 3 2 - Written Appeal to the Superintendent of Schools. If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within ~~five (5)~~ **seven (7) contract** days of receipt of the principal's determination. The superintendent of schools or a designee shall hold a formal meeting within seven (7) **contract** days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within ~~five (5)~~ **seven (7) contract** days of the date of the meeting.

Step 4 3 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within ~~five (5)~~ **seven (7) contract** days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) **calendar** days in open or closed session.

in accordance with the law. The board shall notify the grievant of its decision within ~~five~~ **(5) seven (7) contract** days of hearing the grievance.

Written Presentation. All grievances presented at Step ~~2~~ **1** and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step ~~2~~ **1** and appeals at Step ~~3~~ **2** and Step ~~4~~ **3** shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

Grievance Meetings or Hearings. All meetings and hearings conducted under this procedure up to and including Step ~~3~~ **2** shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

Association Representation. A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

Reprisals. No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

Withdrawal of a Grievance. A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

Advanced Step Filing. A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

Time Limitations. Time limitations herein are critical. ~~All references to days are to calendar days.~~ No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth **under this policy in this Agreement.** If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 ~~or Step 2~~, it shall be deemed to be waived. **If the grievance is not appealed to Step 2 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 1 determination.** If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

Adopted on: July 25, 2016

Revised on:

Reviewed on: July 25, 2016

Board of Education Events

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 RHS Open House 5-6:30 pm	14 BOE Meeting 6 pm	15	16	17	18
19	20	21 Seymour Luau 5:30-7:30	22	23	24 #BeKind Day	25
26	27 BOE Meeting 6 pm	28	29	30	31	

BOARD OF EDUCATION EVENTS – BLUE

RALSTON PUBLIC SCHOOL EVENTS - RED

Board of Education Events

Sept. 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 BOE Meeting 6 pm	11	12	13	14	15
16	17	18	19	20	21	22
23	24 BOE Meeting 6 pm	25	26 NHS Inductions – RHS 6:30-8 pm	27	28	29
30						

BOARD OF EDUCATION EVENTS – BLUE

RALSTON PUBLIC SCHOOL EVENTS - RED

Board of Education Events

October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 BOE Meeting 6 pm	9	10 NASB Meeting 4:30 Embassy Suites - LaVista	11	12	13
14	15	16	17	18	19	20
21	22 BOE Meeting 6 pm	23	24	25	26	27
28	29	30	31			

BOARD OF EDUCATION EVENTS – BLUE

RALSTON PUBLIC SCHOOL EVENTS - RED