

STERLING PUBLIC SCHOOL DISTRICT #33, JOHNSON COUNTY

Board of Education Regular Meeting  
Monday, January 21, 2019 7:30 PM  
Sterling Public Schools  
250 Main Street  
Sterling, NE 68443

- A. Call meeting to order and acknowledge Open Meetings Act
- B. Nebraska Open Meetings Law
- C. Pledge of Allegiance
- D. Publication of Meeting
- E. Roll Call
- F. Approval of agenda; Any changes to the agenda will need approval.
- G. Oath of Office for New Members Karr and McAuliffe and Re-Elected Member Vollman
- H. Appoint Temporary Chairperson
- I. Nominations and Motion for President
- J. Nominations and Motion for Vice President
- K. Nominations and Motion for Secretary
- L. Nominations and Motion for Treasurer
- M. Consent Agenda
- N. Public Comment
- O. Teacher Report
- P. Board Committee Reports
- Q. Administration Reports
- R. Action Items
  - 1. Commendations
  - 2. Discuss and Approve the Financial Depository for the School
  - 3. Discuss and Approve the Legal Newspaper for the District
  - 4. Review and Approve the Option Enrollment Resolution Policy 5006 and Appendix 1
  - 5. Discuss & Approve of 2019-2020 Negotiated Agreement
  - 6. Appoint Superintendent Heusman as the District's Non-Discrimination Compliance Coordinator
- S. Non-Action Items / Discussion Items:
  - 1. Policy Review - 1st Reading
  - 2. Board Committees
  - 3. Review Board Policy 2013 & 2013A Code of Conduct for Board Members
  - 4. Review 1st Draft of the 2019-2020 Calendar
  - 5. Review District Annual Report
  - 6. Community Engagement Meeting Discussion
  - 7. Upcoming Events
- T. Adjourn

*The Sterling Board of Education reserves the right to go into Closed Session at any time for purposes in accordance with § 84-1410(1).*

# Sterling Public Schools

## Monthly Balance Forecast Report

Cycle: FY16-19; Begin Date: 09/01/2016; End Date: 12/31/2016; Account Type: Expenditure,Revenue; Filter: ([Fund] = 01); Created On: 1/17/2016 5:09:12 PM

ENDING BALANCE 8-31-18	\$517,207.25				
2018-2019 BUDGETED AMOUNT	4,583,965.00				

### Expenditure

Description	September	October	November	December	Total (Date Range)
01100 - Regular Instruction	(\$143,617.02)	(\$117,709.38)	(\$121,905.24)	(\$114,077.91)	(\$497,309.55)
01105 -	(\$11,135.38)	(\$10,063.82)	(\$10,063.99)	(\$10,063.82)	(\$41,327.01)
01190 - Early Childhood Educational Programs	(\$3,748.30)	(\$4,945.74)	(\$6,237.01)	(\$4,010.35)	(\$18,941.40)
01200 - Special Education Instructional Programs - School Age	(\$22,206.93)	(\$23,719.35)	(\$19,846.40)	(\$17,482.79)	(\$83,255.47)
01291 - Special Education Instructional Programs - Ages 3-5	\$0.00	(\$3,135.66)	\$0.00	\$0.00	(\$3,135.66)
01295 - Special Education Instructional Programs - Unified Sports	(\$3.94)	\$0.00	\$0.00	\$0.00	(\$3.94)
01300 - Summer School	\$0.00	\$0.00	\$0.00	(\$25.96)	(\$25.96)
02120 - Guidance Services	(\$9,969.41)	(\$7,397.77)	(\$7,428.20)	(\$7,541.95)	(\$32,337.33)
02130 - Health Services	\$0.00	(\$18.39)	(\$1,230.00)	\$0.00	(\$1,248.39)
02140 - Psychological Services	\$0.00	\$0.00	(\$1,190.00)	(\$1,344.00)	(\$2,534.00)
02142 - Psychological Services - SPED - Ages	\$0.00	(\$3,764.20)	\$0.00	\$0.00	(\$3,764.20)
02143 - Psychological Services - SPED - Ages	\$0.00	\$0.00	(\$3,387.78)	\$0.00	(\$3,387.78)
02150 - Speech Pathology and Audiology	\$0.00	\$0.00	\$0.00	(\$179.82)	(\$179.82)
02151 - Speech Pathology and Audiology Services - SPED - School Age	\$0.00	(\$187.65)	(\$5,098.95)	\$0.00	(\$5,286.60)
02152 - Speech Pathology and Audiology Services - SPED - Ages 3-5	\$0.00	(\$5,451.75)	\$0.00	\$0.00	(\$5,451.75)
02153 - Speech Pathology and Audiology Services - SPED - Ages 0-2	\$0.00	(\$151.20)	\$0.00	\$0.00	(\$151.20)
02161 - Occupational Therapy-Related Services - SPED - School Age	\$0.00	\$0.00	\$0.00	(\$2,064.00)	(\$2,064.00)
02171 - Physical Therapy-Related Services - SPED - School Age	\$0.00	\$0.00	\$0.00	(\$508.00)	(\$508.00)
02190 - Support Services - Student - Other	(\$9,090.30)	(\$6,278.20)	(\$6,476.72)	(\$6,916.15)	(\$28,761.37)
02210 - Improvement of Instruction	\$0.00	\$0.00	\$0.00	(\$590.00)	(\$590.00)
02213 - Instructional Staff Training	\$0.00	(\$210.00)	(\$90.00)	\$0.00	(\$300.00)
02220 - Library or Media Services	(\$5,317.88)	(\$5,514.81)	(\$5,163.44)	(\$2,543.35)	(\$18,539.48)
02224 - Educational Television Services	(\$20.72)	(\$20.72)	(\$20.72)	(\$20.72)	(\$82.88)
02230 - Instruction-Related Technology	(\$5,343.00)	(\$35,263.57)	(\$107.55)	(\$1,976.69)	(\$42,690.81)
02290 - Other Support Services - Instructional Staff	\$0.00	\$0.00	(\$18.73)	(\$45.00)	(\$63.73)
02310 - Board of Education	(\$3,711.14)	(\$374.18)	(\$992.16)	(\$438.08)	(\$5,515.56)
02320 - Executive Administration	(\$12,560.25)	(\$12,867.40)	(\$12,852.71)	(\$12,321.71)	(\$50,602.07)
02410 - Office of the Principal	(\$8,314.62)	(\$8,641.20)	(\$8,339.05)	(\$8,784.14)	(\$34,079.01)
02490 - School Administration Other	\$0.00	\$0.00	(\$226.00)	\$0.00	(\$226.00)
02510 - Fiscal Services	(\$25,943.31)	(\$8,143.77)	(\$7,662.03)	(\$21,989.07)	(\$63,738.18)
02520 - Purchasing, Warehousing, and Distributing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02530 - Printing, Publishing, and Duplicating Services	\$0.00	(\$1,879.03)	(\$1,342.31)	(\$1,376.51)	(\$4,597.85)
02580 - Administrative Technology Service	\$0.00	\$0.00	(\$857.73)	(\$18.75)	(\$876.48)
02610 - Operation of Buildings	(\$41,958.37)	(\$18,205.45)	(\$8,467.02)	(\$15,702.50)	(\$84,333.34)
02620 - Maintenance of Buildings	(\$1,206.01)	(\$5,107.31)	(\$884.05)	(\$8,923.85)	(\$16,121.22)
02630 - Care and Upkeep of Grounds	(\$832.26)	(\$483.08)	(\$291.73)	(\$3,226.59)	(\$4,833.66)
02640 - Care and Upkeep of Equipment	\$0.00	(\$691.38)	(\$637.54)	\$0.00	(\$1,328.92)
02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	(\$3,955.37)	(\$222.67)	\$0.00	\$0.00	(\$4,178.04)
02660 - Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02680 - Operation and Maintenance of Plant - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02710 - Vehicle Operation and Purchasing - Regular Education	(\$7,411.01)	(\$10,840.71)	(\$12,549.54)	(\$10,569.94)	(\$41,371.20)
02712 - Vehicle Operation and Purchasing - School Age SPED	(\$873.40)	(\$1,132.60)	(\$1,771.34)	(\$674.12)	(\$4,451.46)
02790 - Other Student Transportation Services - Regular Students	(\$300.00)	\$0.00	(\$125.00)	(\$125.00)	(\$550.00)

02900 - Other Support Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03100 - Food Services Operations	\$0.00	\$0.00	(\$69.60)	(\$1,141.86)	(\$1,211.46)
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$0.00	\$0.00	\$0.00	(\$7,585.58)	(\$7,585.58)
06210 - Federal Services - Title I, Part A Accountability ESSA Improving Basic Programs	(\$10,765.00)	(\$95.42)	\$0.00	\$0.00	(\$10,860.42)
06404 - Federal Services - IDEA Part B (611) Base Allocation - Birth Through Age Four	\$0.00	\$0.00	(\$1,901.42)	\$0.00	(\$1,901.42)
06410 - Federal Services - IDEA Enrollment or Poverty (611)	(\$7,570.94)	(\$7,570.58)	(\$15,491.32)	(\$18,172.00)	(\$48,804.84)
06992 - Federal Services - REAP	\$0.00	(\$4,289.50)	\$0.00	\$0.00	(\$4,289.50)
<b>Sub Total</b>	<b>(\$335,854.56)</b>	<b>(\$304,376.49)</b>	<b>(\$262,725.28)</b>	<b>(\$280,440.21)</b>	<b>(\$1,183,396.54)</b>

Revenue

Description	September	October	November	December	Total (Date Range)
01000 -	(\$28.94)	\$0.00	\$0.00	\$0.00	(\$28.94)
01100 - Taxes Levied/Assessed by the School District	\$0.00	\$0.00	\$163,047.66	\$28,842.80	\$191,890.46
01110 -	\$650,697.32	\$0.00	\$0.00	\$0.00	\$650,697.32
01115 - Carline Taxes	\$1,212.45	\$0.00	\$0.00	\$0.00	\$1,212.45
01125 - Motor Vehicle Taxes	\$6,088.24	\$0.00	\$5,426.10	\$8,400.92	\$19,915.26
01315 - Tuition From Educational Entities	\$13,959.65	\$0.00	\$0.00	\$0.00	\$13,959.65
01370 - Preschool Tuition and Fees	\$852.85	\$0.00	\$0.00	\$0.00	\$852.85
01510 - Interest on Investments	\$25.24	\$0.00	\$34.43	\$25.51	\$85.18
01740 - Fees	\$0.00	\$0.00	\$0.00	\$4,025.00	\$4,025.00
01900 -	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00
01911 - Local License Fees	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
01920 - Contributions and Donations From Private Sources	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
01990 - Miscellaneous Local Revenue	\$61.41	\$0.00	\$0.00	\$0.00	\$61.41
02110 - County Fines & License Fees	\$1,335.64	\$0.00	\$987.53	\$626.66	\$2,949.83
02210 - ESU Receipts	\$0.00	\$0.00	\$0.00	\$2,741.39	\$2,741.39
03100 - Unrestricted Grants-in-Aid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03110 - State Aid	\$1,812.00	\$0.00	\$3,658.43	\$1,812.00	\$7,282.43
03120 - SPED (School Age)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03130 - Homestead Exemption	(\$1,096.27)	\$0.00	\$0.00	\$0.00	(\$1,096.27)
03131 - Property Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03180 - Pro-Rate Motor Vehicle	\$0.00	\$0.00	\$636.84	\$151.74	\$788.58
03535 - Payment for High Ability Learners	\$0.00	\$0.00	\$2,697.00	\$0.00	\$2,697.00
03700 - State Grants Through Intermediate Sources	\$5,480.30	\$0.00	\$0.00	\$0.00	\$5,480.30
04310 - REAP	\$27,514.00	\$0.00	\$0.00	\$0.00	\$27,514.00
04506 - Title I, Part A Accountability ESSA Improving Basic Programs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04516 - IDEA Preschool (619) Base/IDEA Enrollment Poverty (619) Allocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04519 - IDEA Enrollment/Poverty	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04710 - Categorical Grants From Corporations & Other Private Interests	\$250.00	\$0.00	\$2,000.00	\$0.00	\$2,250.00
04991 -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05301 - Insurance Adjustments	\$0.00	\$0.00	\$545.54	\$0.00	\$545.54
05690 - Other Non-Revenue Receipts	\$6.95	\$0.00	\$0.00	\$0.00	\$6.95
<b>Sub Total</b>	<b>\$708,170.84</b>	<b>\$0.00</b>	<b>\$179,633.53</b>	<b>\$47,026.02</b>	<b>\$934,830.39</b>
<b>Grand Total</b>	<b>\$372,316.28</b>	<b>(\$304,376.49)</b>	<b>(\$83,091.75)</b>	<b>(\$233,414.19)</b>	<b>(\$248,566.15)</b>

# Sterling Public Schools 02 Depreciation

## Monthly Balance Forecast Report

Cycle: FY 18-19; Begin Date: 09/01/2018; End Date: 12/31/2018; Account Type: Expenditure,Revenue; Filter: ([Fund] = 02); Created On: 1/17/2019 5:17:46 PM

ENDING BALANCE 8-31-18	349,454.29				
2018-2019 BUDGETED AMOUNT	451,062.00				

### Expenditure

Description	September	October	November	December	Total (Date Range)
01200 - Special	\$0.00	(\$11.62)	\$0.00	\$0.00	(\$11.62)
02190 - Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02230 - Instruction-	(\$3,000.00)	\$0.00	\$0.00	(\$2,493.00)	(\$5,493.00)
02620 - Maintenance	(\$3,152.00)	(\$120.00)	\$0.00	\$0.00	(\$3,272.00)
02660 - Security	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub Total</b>	<b>(\$6,152.00)</b>	<b>(\$131.62)</b>	<b>\$0.00</b>	<b>(\$2,493.00)</b>	<b>(\$8,776.62)</b>
<b>Grand Total</b>	<b>(\$6,152.00)</b>	<b>(\$131.62)</b>	<b>\$0.00</b>	<b>(\$2,493.00)</b>	<b>(\$8,776.62)</b>

## Sterling Public Schools 03 Employee Benefit

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 12/31/2018; Account Type: Expenditure,Revenue; Filter:

ENDING BALANCE 8-31-18	\$11,648.59				
2018-2019 BUDGETED	\$9,341.00				
<b>Expenditure</b>					
<b>Description</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total (Date)</b>
02510 - Fiscal Services	\$0.00	(\$21.58)	\$0.00	\$0.00	(\$21.58)
09000 - Non-Program	\$0.00	(\$432.10)	(\$1,863.31)	(\$523.50)	(\$2,818.91)
<b>Sub Total</b>	<b>\$0.00</b>	<b>(\$453.68)</b>	<b>(\$1,863.31)</b>	<b>(\$523.50)</b>	<b>(\$2,840.49)</b>
<b>Revenue</b>					
<b>Description</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total (Date)</b>
01990 - Miscellaneous Local	\$135.00	\$0.00	\$121.58	\$1,574.98	\$1,831.56
<b>Sub Total</b>	<b>\$135.00</b>	<b>\$0.00</b>	<b>\$121.58</b>	<b>\$1,574.98</b>	<b>\$1,831.56</b>
<b>Grand Total</b>	<b>\$135.00</b>	<b>(\$453.68)</b>	<b>(\$1,741.73)</b>	<b>\$1,051.48</b>	<b>(\$1,008.93)</b>

**Sterling Public Schools 06 School Nutrition**

Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 12/31/2018; Account Type: Expenditure,Revenue; Filter: ([Fund] =

ENDING BALANCE 8-31-18	18,901.97				
2018-2019 BUDGETED AMOUNT	147,040.00				

Expenditure

Description	September	October	November	December	Total (Date)
02610 - Operation of Buildings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02640 - Care and Upkeep of	\$0.00	(\$44.75)	\$0.00	\$0.00	(\$44.75)
03100 - Food Services	(\$16,322.61)	(\$20,748.69)	(\$15,560.62)	(\$13,022.88)	(\$65,654.80)
<b>Sub Total</b>	<b>(\$16,322.61)</b>	<b>(\$20,793.44)</b>	<b>(\$15,560.62)</b>	<b>(\$13,022.88)</b>	<b>(\$65,699.55)</b>

Revenue

Description	September	October	November	December	Total (Date)
01720 -	\$9,894.42	\$0.00	\$7,248.55	\$11,504.30	\$28,647.27
01990 - Miscellaneous Local	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00
03150 - State Reimbursement (of Nutrition Programs)	\$0.00	\$0.00	\$0.00	\$10,448.07	\$10,448.07
<b>Sub Total</b>	<b>\$9,894.42</b>	<b>\$0.00</b>	<b>\$7,308.55</b>	<b>\$21,952.37</b>	<b>\$39,155.34</b>
<b>Grand Total</b>	<b>(\$6,428.19)</b>	<b>(\$20,793.44)</b>	<b>(\$8,252.07)</b>	<b>\$8,929.49</b>	<b>(\$26,544.21)</b>

## Sterling Public Schools 07 Bond

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 12/31/2018; Account Type: Expenditure,Revenue; Filter:

ENDING BALANCE 8-31-18	104,273.32				
2018-2019 BUDGETED	304,151				

#### Expenditure

Description	September	October	November	December	Total (Date)
05000 - Debt Service	\$0.00	\$0.00	(\$162,043.75)	\$0.00	(\$162,043.75)
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$162,043.75)</b>	<b>\$0.00</b>	<b>(\$162,043.75)</b>

#### Revenue

Description	September	October	November	December	Total (Date)
01100 - Taxes Levied/Assessed by the School District	\$0.00	\$0.00	\$17,400.45	\$3,282.49	\$20,682.94
01110 -	\$37,674.48	\$0.00	\$0.00	\$0.00	\$37,674.48
01115 - Carline Taxes	\$83.89	\$0.00	\$0.00	\$0.00	\$83.89
03180 - Pro-Rate Motor	\$0.00	\$0.00	\$44.06	\$0.00	\$44.06
<b>Sub Total</b>	<b>\$37,758.37</b>	<b>\$0.00</b>	<b>\$17,444.51</b>	<b>\$3,282.49</b>	<b>\$58,485.37</b>
<b>Grand Total</b>	<b>\$37,758.37</b>	<b>\$0.00</b>	<b>(\$144,599.24)</b>	<b>\$3,282.49</b>	<b>(\$103,558.38)</b>

## Sterling Public Schools 08 Special Building

### Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 12/31/2018; Account Type: Expenditure,Revenue; Filter: ([Fund] =

ENDING BALANCE 8-31-18	139,435.08				
2018-2019 BUDGETED	327,200.00				
<b>Expenditure</b>					
<b>Description</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total (Date)</b>
04700 - Building	\$0.00	\$0.00	(\$17,550.00)	\$0.00	(\$17,550.00)
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$17,550.00)</b>	<b>\$0.00</b>	<b>(\$17,550.00)</b>
<b>Revenue</b>					
<b>Description</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total (Date)</b>
01100 - Taxes Levied/Assessed by the School District	\$0.00	\$0.00	\$9,309.27	\$1,646.78	\$10,956.05
01110 -	\$37,048.58	\$0.00	\$0.00	\$0.00	\$37,048.58
01115 - Carline Taxes	\$69.14	\$0.00	\$0.00	\$0.00	\$69.14
03130 - Homestead	(\$308.60)	\$0.00	\$0.00	\$0.00	(\$308.60)
03131 - Property Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03132 - Personal Property	\$0.00	\$0.00	(\$11.55)	(\$0.87)	(\$12.42)
03180 - Pro-Rate Motor	\$0.00	\$0.00	\$36.32	\$8.65	\$44.97
<b>Sub Total</b>	<b>\$36,809.12</b>	<b>\$0.00</b>	<b>\$9,334.04</b>	<b>\$1,654.56</b>	<b>\$47,797.72</b>
<b>Grand Total</b>	<b>\$36,809.12</b>	<b>\$0.00</b>	<b>(\$8,215.96)</b>	<b>\$1,654.56</b>	<b>\$30,247.72</b>

**Sterling Public Schools 09 QCPUF**

Monthly Balance Forecast Report

Cycle: FY18-19; Begin Date: 09/01/2018; End Date: 12/31/2018; Account Type: Expenditure,Revenue; Filter: ([Fund]

ENDING BALANCE 8-31-18	52,983.02				
2018-2019 BUDGETED	180,372.00				

Expenditure					
Description	September	October	November	December	Total (Date)
05000 - Debt Service	\$0.00	\$0.00	(\$69,925.00)	\$0.00	(\$69,925.00)
<b>Sub Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$69,925.00)</b>	<b>\$0.00</b>	<b>(\$69,925.00)</b>

Revenue					
Description	September	October	November	December	Total (Date)
01100 - Taxes Levied/Assessed by the School District	\$0.00	\$0.00	\$6,051.18	\$1,070.41	\$7,121.59
01110 -	\$23,881.13	\$0.00	\$0.00	\$0.00	\$23,881.13
01115 - Carline Taxes	\$44.94	\$0.00	\$0.00	\$0.00	\$44.94
03132 - Personal Property	\$0.00	\$0.00	(\$7.51)	(\$0.57)	(\$8.08)
03180 - Pro-Rate Motor	\$0.00	\$0.00	\$23.61	\$5.63	\$29.24
<b>Sub Total</b>	<b>\$23,926.07</b>	<b>\$0.00</b>	<b>\$6,067.28</b>	<b>\$1,075.47</b>	<b>\$31,068.82</b>
<b>Grand Total</b>	<b>\$23,926.07</b>	<b>\$0.00</b>	<b>(\$63,857.72)</b>	<b>\$1,075.47</b>	<b>(\$38,856.18)</b>

Board of Education Regular Meeting Monday, December 17, 2018 7:30  
PM Sterling Public Schools  
250 Main Street Sterling, NE 68443

1. Meeting called to order and Open Meetings Act Poster acknowledged by President Harms.
2. Pledge of Allegiance
3. Roll Call Present: Lois Agena, John Harms, Mike Hestermann, Mark Horstman, Rick Vollman, Cheri Wirthele
4. Approval of agenda; Any changes to the agenda will need approval. No changes.

5. Consent Agenda

Approve the consent agenda as presented passed with a motion by Mike Hestermann and a second by Lois Agena. Yea: 6. Nay: 0

6. Galen Boldt, JCC Superintendent shared information with the board about the public meetings that occurred in the JCC District.
7. Public Comment – Connie Nemec addressed the board about option enrollment. Kirsten McAuliffe representing the Village of Sterling Zoning Commission addressed the board about some possible rezoning in the Village.

8. Board Committee Reports—Mark Horstman reported on the New Board Member Training he attended. Mike Hestermann reported for the negotiations committee.

9. Administration Reports were shared by Dottie Heusman, Scott Harrington, Addie Heusman and Brent Heusman.

10. Action Items

- 10.1. Presentation and Acceptance of the Financial Audit Information for the 2017-2018 School Year

Move to accept the 2017-18 financial audit as presented by Jeff Deline with the Dana F. Cole Co. Passed with a motion by John Harms and a second by Rick Vollman. Yea: 6. Nay: 0

10.2. Commendations

Move to approve the commendations as presented Passed with a motion by Cheri Wirthele and a second by Lois Agena. Yea: 6. Nay: 0

- 10.3. Discuss and Consider Renewing Mrs. Dottie Heusman's Contract for the 2019-2020 school year.

Move to approve the renewing of Superintendent Dottie Heusman's contract for the 2019-2020 school year passed with a motion by Mike Hestermann and a second by Mark Horstman.

11. Non-Action Items / Discussion Items:

11.1. NASB Monthly Update was shared with the board.

11.2. First Reading Board Policy 5417 School Wellness and 5417AR (Administrative Regulations)

11.3. Annual Review of Board Policy 5006 Option Enrollment Resolution & Appendix 1 -- 1st Reading for 2019-2020

11.4. Board Retreat Wednesday, January 16 from 6-9 with Marcia Herring from NASB

12. Adjourn

Adjourn the meeting at 9:37 p.m. Passed with a motion by Cheri Wirthele and a second by Lois Agena. Roll call: Agena yea, Harms yea, Hestermann yea, Horstman yea, Vollman yea, Wirthele yea.

# Sterling Public Schools

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 12/08/2018; End Date: 01/19/2019; Bank: First National Bank; Sort By Element: Fund; Account Code Expression: [All]; Created On:

Voucher Number	Bank Name	Account Number	Check Number
Ami Heffelfinger	First National Bank	8059655	28322
Vendor	PO Number	Invoice #	Account Code
Heffelfinger, Ami		nov, therapeutic services	01-2-02140-320-001
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
johnson sounty hosp ot	First National Bank	8059655	28323
Vendor	PO Number	Invoice #	Account Code
Johnson County Hospital		11/2018	01-2-01200-580-000
Johnson County Hospital		11/2018	01-2-01200-580-000
Johnson County Hospital		11/2018	01-2-02161-340-000
Johnson County Hospital		11/2018	01-2-02161-591-002
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
food-lunch	First National Bank	8059655	28324
Vendor	PO Number	Invoice #	Account Code
Cash-wa Distribution		11776008-2	06-2-03100-630-000
Cash-wa Distribution		11776008-2	06-2-03100-630-000
Cash-wa Distribution		11776008-2	06-2-03100-630-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
food-lunch	First National Bank	8059655	28325
Vendor	PO Number	Invoice #	Account Code
HILAND DAIRY		954039, 954095, 954135, 954184,	06-2-03100-630-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
end of december bills	First National Bank	8059655	28337
Vendor	PO Number	Invoice #	Account Code
Amazon Capital Services	18-2344	16pr-94fk-kgmj, 1fyj-rwf7-h6dj	01-2-01100-610-000
Amazon Capital Services	18-2344	16pr-94fk-kgmj, 1fyj-rwf7-h6dj	01-2-01100-610-000
Amazon Capital Services	18-2344	16pr-94fk-kgmj, 1fyj-rwf7-h6dj	01-2-02610-610-000
<b>Sub Total</b>			

Voucher Number	Bank Name	Account Number	Check Number
end of december bills	First National Bank	8059655	28338
Vendor	PO Number	Invoice #	Account Code
BLACK HILLS ENERGY		8257997393, 6370947734, 72295154	01-2-02610-620-000
BLACK HILLS ENERGY		8257997393, 6370947734, 72295154	01-2-02610-620-000
BLACK HILLS ENERGY		8257997393, 6370947734, 72295154	01-2-02610-620-000
BLACK HILLS ENERGY		8257997393, 6370947734, 72295154	01-2-02610-620-000
BLACK HILLS ENERGY		8257997393, 6370947734, 72295154	01-2-02610-620-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
end of december bills	First National Bank	8059655	28339
Vendor	PO Number	Invoice #	Account Code
Buss Pest Control		12-18-2018	01-2-02620-430-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
end of december bills	First National Bank	8059655	28340
Vendor	PO Number	Invoice #	Account Code
BYTESPEED, LLC		INV0128665, INV0128835	01-2-02230-432-001
BYTESPEED, LLC		INV0128665, INV0128835	01-2-02230-432-001
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
end of december bills	First National Bank	8059655	28341
Vendor	PO Number	Invoice #	Account Code
Christensen, Nancy		12/13/2018	01-2-02210-320-001
Christensen, Nancy		12/13/2018	01-2-02210-320-002
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
end of december bills	First National Bank	8059655	28342
Vendor	PO Number	Invoice #	Account Code
CTB MCGRAWHILL		106007852001	01-2-01100-610-002
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number
end of december bills	First National Bank	8059655	28343
Vendor	PO Number	Invoice #	Account Code
DAS State Accounting - Central Finance		1134836	01-2-01100-382-000
DAS State Accounting - Central Finance		1143339	01-2-01100-382-000
<b>Sub Total</b>			
Voucher Number	Bank Name	Account Number	Check Number

end of december bills	First National Bank	8059655	28344
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
DISCOUNT SCHOOL SUPPLY		po 18-2264	01-2-01190-610-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28345
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ELECTRONIC CONTRACTING COMPANY		ln048121	01-2-02610-622-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28346
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ESU #4		8881-marshall lamination	01-2-01190-550-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28347
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Grizzly.com		13526793-remainder	01-2-01100-610-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28349
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Menards		94049-deepfreezer for kitchen	06-2-03100-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28350
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
NCECBVI		T-273, T-272, Devon Lairmore Oct	01-2-06410-569-001
NCECBVI		T-273, T-272, Devon Lairmore Oct	01-2-06410-569-001
NCECBVI		o-334	01-2-06410-591-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28351
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nebraska Academy of Sciences		3355	01-2-01100-330-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>

end of december bills	First National Bank	8059655	28352
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nebraska Council School Admin		58245	01-2-02320-810-000
Nebraska Council School Admin		58148	01-2-02410-810-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28353
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nebraska Public Power Distric		48794, 41165, 41160, 41162, 4115	01-2-02610-622-000
Nebraska Public Power Distric		48794, 41165, 41160, 41162, 4115	01-2-02610-622-000
Nebraska Public Power Distric		48794, 41165, 41160, 41162, 4115	01-2-02610-622-000
Nebraska Public Power Distric		48794, 41165, 41160, 41162, 4115	01-2-02610-622-000
Nebraska Public Power Distric		48794, 41165, 41160, 41162, 4115	01-2-02610-622-000
Nebraska Public Power Distric		48794, 41165, 41160, 41162, 4115	01-2-02610-622-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28354
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ONE SOURCE		15071808, 15071811	01-2-02320-310-000
ONE SOURCE		15071808, 15071811	01-2-02320-310-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28355
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
PANKO		11744, 11763, 11766, 11805	01-2-02710-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28356
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
PRTS, LLC		remainder on an august inv	01-2-02171-591-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28357
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
School Specialty		esucc-549117 remainder	01-2-01100-610-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
end of december bills	First National Bank	8059655	28358

Vendor	PO Number	Invoice #	Account Code
Shanahan M & E		566080142, 566080160 remaining \$	01-2-02620-340-000
Shanahan M & E		566080142, 566080160 remaining \$	01-2-02620-340-000
<b>Sub Total</b>			
<b>Voucher Number</b> end of december bills	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28359
Vendor	PO Number	Invoice #	Account Code
Staples		de1083888	01-2-01100-610-000
<b>Sub Total</b>			
<b>Voucher Number</b> end of december bills	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28360
Vendor	PO Number	Invoice #	Account Code
SYSCO OF LINCOLN		261262876, 261248281, 261253065,	06-2-03100-630-000
<b>Sub Total</b>			
<b>Voucher Number</b> end of december bills	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28361
Vendor	PO Number	Invoice #	Account Code
Village Of Sterling		7334	01-2-02620-410-000
<b>Sub Total</b>			
<b>Voucher Number</b> end of december bills	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28362
Vendor	PO Number	Invoice #	Account Code
Water Engineering Inc.		in39451	01-2-02610-410-000
<b>Sub Total</b>			
<b>Voucher Number</b> december 2018 end of bills	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28363
Vendor	PO Number	Invoice #	Account Code
CARPENTER, JAY		car wash	01-2-02710-510-000
<b>Sub Total</b>			
<b>Voucher Number</b> december 2018 end of bills	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28364
Vendor	PO Number	Invoice #	Account Code
ESU #4		8890	01-2-06200-330-002
<b>Sub Total</b>			
<b>Voucher Number</b> december 2018 end of bills	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28365
Vendor	PO Number	Invoice #	Account Code

ESU #6		11456, 11485	01-2-02230-643-000
ESU #6		11456, 11485	01-2-02290-810-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
december 2018 end of bills	First National Bank	8059655	28366
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
NCECBVI		O-349	01-2-06410-591-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
december 2018 end of bills	First National Bank	8059655	28367
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Waymire Well Drilling, Inc.		18R331, 18R523	01-2-02610-340-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28368
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Amazon Capital Services	18-2350	14n1-pyxd-3yhc	01-2-01200-610-002
Amazon Capital Services	18-2350	14n1-pyxd-3yhc	01-2-02410-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28369
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ATP Assessments		18-2296, shipping cost	01-2-01200-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28370
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Bartles, Lisa		crackers & beans	06-2-03100-630-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28371
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
BLACK HILLS ENERGY		december cycle	01-2-02610-620-000
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28372
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
CAPITAL BUSINESS SYSTEMS, INC		23936785	01-2-02530-550-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28373
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Cash-wa Distribution		11776001	06-2-03100-630-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28374
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-01100-580-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-01100-610-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-01100-610-002
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-01100-640-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-01100-650-002
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-01100-810-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-01190-610-002
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-02290-580-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-02320-580-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-02410-610-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-02410-650-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-02580-432-001
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-02620-430-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-02650-732-000
CORPORATE PAYMENT SYSTEMS		12/07/2018	01-2-02660-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28375
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
EBBERS, JASON		marlin ebbers trucking for inspe	01-2-02710-732-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28376
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
EGAN SUPPLY CO		294176-00-00, pallet of water so	01-2-02610-610-000
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28377
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-001
ESU #4		engaging educators conference	01-2-01100-330-002
ESU #4		engaging educators conference	01-2-01100-330-002
ESU #4		engaging educators conference	01-2-01100-330-002
ESU #4		engaging educators conference	01-2-01100-330-002
ESU #4		engaging educators conference	01-2-01100-330-002
ESU #4		engaging educators conference	01-2-01100-330-002
ESU #4		engaging educators conference	01-2-01100-330-002
ESU #4		engaging educators conference	01-2-01100-330-002
ESU #4		engaging educators conference	01-2-01190-330-002
ESU #4		engaging educators conference	01-2-01190-330-002
ESU #4		engaging educators conference	01-2-01190-330-002
ESU #4		engaging educators conference	01-2-01190-330-002
ESU #4		engaging educators conference	01-2-01200-330-001
ESU #4		engaging educators conference	01-2-01200-330-002
ESU #4		engaging educators conference	01-2-01200-330-002
ESU #4		engaging educators conference	01-2-01200-330-002
ESU #4		engaging educators conference	01-2-01200-330-002
ESU #4		engaging educators conference	01-2-01200-330-002
ESU #4		engaging educators conference	01-2-02120-330-001
ESU #4		engaging educators conference	01-2-02220-330-001
ESU #4		engaging educators conference	01-2-02320-330-001
ESU #4		engaging educators conference	01-2-02410-330-002
ESU #4		engaging educators conference	01-2-02510-330-000
ESU #4		engaging educators conference	01-2-02520-330-002
ESU #4		engaging educators conference	01-2-06200-330-002
ESU #4		december billing SPED	01-2-06404-591-001
ESU #4		november bill SPED bill	01-2-06404-591-001
ESU #4		december billing SPED	01-2-06404-591-002
ESU #4		november bill SPED bill	01-2-06404-591-002
ESU #4		december billing SPED	01-2-06404-591-002
ESU #4		november bill SPED bill	01-2-06404-591-002

ESU #4		december billing SPED	01-2-06404-591-002
ESU #4		november bill SPED bill	01-2-06404-591-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28378
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
FILTER SHOP		112805	01-2-02610-610-000
FILTER SHOP		115385	01-2-02610-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28379
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
First Bank of Nebraska		safe deposit box rental fee	01-2-02320-810-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28380
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
General Fire & Safety		0010211427	01-2-02610-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28381
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
GTS Tire & Towing		A15656-road service	01-2-02650-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28382
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Heffelfinger, Ami		1-7-2019 dec. hrs	01-2-02140-320-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28383
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Houghton Mifflin Harcourt		10175288	01-2-01100-610-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28384
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>

Heusman, Kale		snow removal	01-2-02630-430-000
<b>Sub Total</b>			
<b>Voucher Number</b> January	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28385
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
HILAND DAIRY		950310, 950352, 950405	06-2-03100-630-000
HILAND DAIRY		950259, 950218, 950160, 950405,	06-2-03100-630-000
HILAND DAIRY		950259, 950218, 950160, 950405,	06-2-03100-630-000
HILAND DAIRY		950259, 950218, 950160, 950405,	06-2-03100-630-000
HILAND DAIRY		950259, 950218, 950160, 950405,	06-2-03100-630-000
HILAND DAIRY		950259, 950218, 950160, 950405,	06-2-03100-630-000
<b>Sub Total</b>			
<b>Voucher Number</b> January	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28386
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Inland Truck Parts & Service		IN-191480, repair school bus	01-2-02650-732-000
<b>Sub Total</b>			
<b>Voucher Number</b> January	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28387
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
JET STOP INC.		3876	01-2-02710-626-000
JET STOP INC.		3876	01-2-02712-626-000
<b>Sub Total</b>			
<b>Voucher Number</b> January	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28388
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Johnson County Clerk		ballot cost	01-2-02310-810-000
<b>Sub Total</b>			
<b>Voucher Number</b> January	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28389
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Johnson County Hospital		6555C15810 dennis boslau exam	01-2-02900-900-000
<b>Sub Total</b>			
<b>Voucher Number</b> January	<b>Bank Name</b> First National Bank	<b>Account Number</b> 8059655	<b>Check Number</b> 28390
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
KSB SCHOOL LAW		5634	01-2-02310-317-000
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28391
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Menards		95683-paint	01-2-02620-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28392
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
PANKO		118 2010 bluebird	01-2-02650-430-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28393
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Shanahan M & E		566096012	01-2-02620-340-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28394
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
SPARQDATA SOLUTIONS		1442	01-2-02310-810-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28395
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Staples		3400354793	01-2-01190-610-002
Staples		3400830029	01-2-01190-610-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28396
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Sterling Lumber Co		12/27/2018	01-2-02610-610-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28397
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Supply Works	18-2347	21606291, vacuum bags	01-2-02620-420-000
Supply Works	18-2343	21430099, vacuum	01-2-02620-420-000
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28398
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
SYSCO OF LINCOLN		261292113	06-2-03100-630-000
SYSCO OF LINCOLN		261259253, 261281935	06-2-03100-630-000
SYSCO OF LINCOLN		261259253, 261281935	06-2-03100-630-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28399
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
UNITE PRIVATE NETWORKS, LLC		si-18-011687	01-2-02230-530-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28400
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Village Of Sterling		7623	01-2-02620-410-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28401
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
WASTE CONNECTIONS OF NEBRASKA		1658176	01-2-02610-410-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28402
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Water Engineering Inc.		IN40109	01-2-02610-410-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28403
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
WINDSTREAM COMMUNICATIONS, INC		dec bill	01-2-02610-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
January	First National Bank	8059655	28404
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Wusk Power Equipment & Repair		26887, 28249, 97282, 97317, 9732	01-2-02710-430-000
<b>Sub Total</b>			

<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28406
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Bernard Food Ind. Inc		00811545	01-2-03100-630-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28407
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
BODEN, RON		dec cell phone	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28408
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
BOLDT, LUKE		dec cell phone	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28409
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Brent Heusman		dec cell phone	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28410
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
CARPENTER, JAY		dec cell phone	01-2-02790-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28411
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Dottie Heusman		dec cell phone	01-2-02320-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28412
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
ESU #4		8893, marshall lamination	01-2-01190-550-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>

Mid January Bills	First National Bank	8059655	28413
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Harrington, Scott		dec cell phone	01-2-02410-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28414
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
HARRIS SCHOOL SOLUTIONS		xt00149684, ordered checks for t	01-2-02490-310-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28415
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Johnson County Hospital		OT bill emailed on Jan 15	01-2-01200-580-000
Johnson County Hospital		OT bill emailed on Jan 15	01-2-02161-591-001
Johnson County Hospital		OT bill emailed on Jan 15	01-2-02161-591-002
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28416
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Mindy Cross		dec cell phone	01-2-01200-382-000
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28417
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Nebraska Safety Center		57-6424BUS pupil trasportation	01-2-02213-810-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28418
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
Shanahan M & E		566096033 boilers in elementary	01-2-02620-340-001
<b>Sub Total</b>			
<b>Voucher Number</b>	<b>Bank Name</b>	<b>Account Number</b>	<b>Check Number</b>
Mid January Bills	First National Bank	8059655	28419
<b>Vendor</b>	<b>PO Number</b>	<b>Invoice #</b>	<b>Account Code</b>
SYSCO OF LINCOLN		261303021	06-2-03100-630-000
<b>Sub Total</b>			
<b>Grand Total</b>			

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Payee	Amount	Type
Heffelfinger, Ami	\$672.00	Accounts Payable
Description	Issue Date	Amount
		\$672.00
		<b>\$672.00</b>
Payee	Amount	Type
Johnson County Hospital	\$721.40	Accounts Payable
Description	Issue Date	Amount
miles		\$65.40
travel		\$48.00
		\$304.00
elementary ot		\$304.00
		<b>\$721.40</b>
Payee	Amount	Type
Cash-wa Distribution	\$1,583.60	Accounts Payable
Description	Issue Date	Amount
inv 11758811 11/16/2018		\$434.06
inv-11749712 11/09/2018		\$476.14
inv-11776008 11/30/2018		\$673.40
		<b>\$1,583.60</b>
Payee	Amount	Type
HILAND DAIRY	\$735.71	Accounts Payable
Description	Issue Date	Amount
		\$735.71
		<b>\$735.71</b>
Payee	Amount	Type
Amazon Capital Services	\$163.28	Accounts Payable
Description	Issue Date	Amount
Neenah Exact Index, 110 lb, 8.5 x 11 Inches, 250 Sheets White 94 Brightness	12/28/2018	\$18.38
Tax	12/28/2018	\$9.95
La Crosse Technology WT-3143A-INT 14-Inch Atomic Wall Clock Black	12/28/2018	\$134.95
		<b>\$163.28</b>

Payee	Amount	Type
BLACK HILLS ENERGY	\$401.57	Accounts Payable
Description	Issue Date	Amount
3046262638		\$204.19
6370947734		\$14.20
6908459069		\$62.05
7229515489		\$74.64
8257997393		\$46.49
		<b>\$401.57</b>
Payee	Amount	Type
Buss Pest Control	\$131.67	Accounts Payable
Description	Issue Date	Amount
		\$131.67
		<b>\$131.67</b>
Payee	Amount	Type
BYTESPEED, LLC	\$260.00	Accounts Payable
Description	Issue Date	Amount
battery, and labor		\$145.00
lcd screen and labor		\$115.00
		<b>\$260.00</b>
Payee	Amount	Type
Christensen, Nancy	\$590.00	Accounts Payable
Description	Issue Date	Amount
		\$295.00
		\$295.00
		<b>\$590.00</b>
Payee	Amount	Type
CTB MCGRAWHILL	\$553.31	Accounts Payable
Description	Issue Date	Amount
		\$553.31
		<b>\$553.31</b>
Payee	Amount	Type
DAS State Accounting - Central Finance	\$458.98	Accounts Payable
Description	Issue Date	Amount
		\$229.49
		\$229.49
		<b>\$458.98</b>
Payee	Amount	Type

DISCOUNT SCHOOL SUPPLY	\$97.32	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$97.32
		<b>\$97.32</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ELECTRONIC CONTRACTING COMPANY	\$439.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$439.00
		<b>\$439.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ESU #4	\$11.85	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$11.85
		<b>\$11.85</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Grizzly.com	\$22.99	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
shipping not paid for helmberger order		\$22.99
		<b>\$22.99</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Menards	\$439.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
chest freezer		\$439.00
		<b>\$439.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
NCECBVI	\$17,668.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
December payment for Devon Lairmore		\$8,750.00
october payment for Devon lairmore		\$8,750.00
for cooper pella		\$168.00
		<b>\$17,668.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nebraska Academy of Sciences	\$30.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
laura goracke		\$30.00
		<b>\$30.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>

Nebraska Council School Admin	\$290.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
dottie heusman		\$115.00
		\$175.00
		<b>\$290.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nebraska Public Power Distric	\$4,482.33	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
41146		\$68.42
41158		\$132.00
inv 48794		\$68.42
inv, 41160		\$4,026.94
inv, 41162		\$22.16
inv, 41165		\$164.39
		<b>\$4,482.33</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ONE SOURCE	\$55.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
november payment		\$15.00
october payment		\$40.00
		<b>\$55.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
PANKO	\$1,515.73	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$1,515.73
		<b>\$1,515.73</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
PRTS, LLC	\$300.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$300.00
		<b>\$300.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
School Specialty	\$188.04	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$188.04
		<b>\$188.04</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Shanahan M & E	\$7,626.00	Accounts Payable

Description	Issue Date	Amount
for invoice 566080142		\$7,350.00
remainder for inv. 566080160		\$276.00
		<b>\$7,626.00</b>
Payee	Amount	Type
Staples	\$111.42	Accounts Payable
Description	Issue Date	Amount
		\$111.42
		<b>\$111.42</b>
Payee	Amount	Type
SYSCO OF LINCOLN	\$1,628.37	Accounts Payable
Description	Issue Date	Amount
		\$1,628.37
		<b>\$1,628.37</b>
Payee	Amount	Type
Village Of Sterling	\$172.00	Accounts Payable
Description	Issue Date	Amount
		\$172.00
		<b>\$172.00</b>
Payee	Amount	Type
Water Engineering Inc.	\$135.00	Accounts Payable
Description	Issue Date	Amount
		\$135.00
		<b>\$135.00</b>
Payee	Amount	Type
CARPENTER, JAY	\$8.00	Accounts Payable
Description	Issue Date	Amount
		\$8.00
		<b>\$8.00</b>
Payee	Amount	Type
ESU #4	\$15.00	Accounts Payable
Description	Issue Date	Amount
sara hier		\$15.00
		<b>\$15.00</b>
Payee	Amount	Type
ESU #6	\$101.33	Accounts Payable
Description	Issue Date	Amount

		\$56.33
evi wusk		\$45.00
		<b>\$101.33</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
NCECBVI	\$168.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
COOPER PELLA		\$168.00
		<b>\$168.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Waymire Well Drilling, Inc.	\$70.17	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$70.17
		<b>\$70.17</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Amazon Capital Services	\$77.86	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Fluorescent Light Cover (4 pack; tranquil blue). Improving Focus, Softening Light Filter, Eliminate Harsh Glare, Improving Focus for Classroom, Office, Retail, and Home Use.	01/08/2019	\$54.58
Scotch Heavy Duty Shipping Packaging Tape, 1.88 inches x 800 inches, 6 Rolls with Dispenser, 1.5 inch Core (442-6)	01/08/2019	\$23.28
		<b>\$77.86</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ATP Assessments	\$34.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$34.00
		<b>\$34.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Bartles, Lisa	\$58.74	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$58.74
		<b>\$58.74</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
BLACK HILLS ENERGY	\$396.97	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$396.97
		<b>\$396.97</b>

Payee	Amount	Type
CAPITAL BUSINESS SYSTEMS, INC	\$1,348.88	Accounts Payable
Description	Issue Date	Amount
		\$1,348.88
		<b>\$1,348.88</b>
Payee	Amount	Type
Cash-wa Distribution	\$819.44	Accounts Payable
Description	Issue Date	Amount
for 11-30-2018		\$819.44
		<b>\$819.44</b>
Payee	Amount	Type
CORPORATE PAYMENT SYSTEMS	\$2,476.43	Accounts Payable
Description	Issue Date	Amount
		\$1.25
		\$40.44
		\$347.25
		\$33.39
		\$59.98
		\$45.00
		\$108.63
		\$53.25
		\$30.97
		\$155.44
amazon prime		\$119.00
		\$35.97
		\$15.75
		\$50.00
		\$1,380.11
		<b>\$2,476.43</b>
Payee	Amount	Type
EBBERS, JASON	\$500.00	Accounts Payable
Description	Issue Date	Amount
		\$500.00
		<b>\$500.00</b>
Payee	Amount	Type
EGAN SUPPLY CO	\$713.38	Accounts Payable
Description	Issue Date	Amount
		\$713.38
		<b>\$713.38</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ESU #4	\$42,706.29	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
Brent Heusman		\$15.00
Brian Helmberger		\$15.00
Camden Harlan		\$15.00
Derrick Gossard		\$15.00
Freedom Steele		\$15.00
jake Davenport		\$15.00
Josh Pfeiffer		\$15.00
Laura Goracke		\$15.00
Michelle Salberg		\$15.00
Stan Raetz		\$15.00
Taylor Schultz		\$15.00
Angela Bianchi		\$15.00
Evi Wusk		\$15.00
Harold Richardson		\$15.00
Jenna Sedivy		\$15.00
Leah Phillips		\$15.00
Like Boldt		\$15.00
Tammy McAuliffe		\$15.00
Zach Lempka		\$15.00
danielle pluess		\$15.00
emily retchless		\$15.00
katie marshall		\$15.00
trudy hunt		\$15.00
K T Saathoff		\$15.00
DeeDee Phillips		\$15.00
ida Rose		\$15.00
jesse Phillips		\$15.00
Mindy Cross		\$15.00
		\$15.00
Leia Rumsey		\$15.00
		\$15.00
		\$15.00
		\$15.00
renae kinney		\$15.00
sara huer		\$15.00
secondary costs		\$11,334.34
secondary costs		\$11,334.34
early childhood 0-2		\$641.62
early childhood 0-2		\$641.62
early childhood 3-5		\$1,314.80
early childhood 3-5		\$1,314.80

elementary costs		\$7,803.98
elementary costs		\$7,795.79
		<b>\$42,706.29</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
FILTER SHOP	\$676.21	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$228.62
		\$447.59
		<b>\$676.21</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
First Bank of Nebraska	\$20.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$20.00
		<b>\$20.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
General Fire & Safety	\$399.75	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$399.75
		<b>\$399.75</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
GTS Tire & Towing	\$400.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$400.00
		<b>\$400.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Heffelfinger, Ami	\$336.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$336.00
		<b>\$336.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Heinemann Publishing	\$3,723.44	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$3,723.44
		<b>\$3,723.44</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Heusman, Kale	\$525.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>

		\$525.00
		<b>\$525.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
HILAND DAIRY	\$698.60	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$239.22
950160		\$114.89
950218		\$105.27
950310		\$105.27
950405		\$28.68
inv 950259		\$105.27
		<b>\$698.60</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Inland Truck Parts & Service	\$594.61	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$594.61
		<b>\$594.61</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
JET STOP INC.	\$2,227.48	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
reg gas		\$2,089.32
sped gas		\$138.16
		<b>\$2,227.48</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Johnson County Clerk	\$174.59	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
school ballots		\$174.59
		<b>\$174.59</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Johnson County Hospital	\$214.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$214.00
		<b>\$214.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
KSB SCHOOL LAW	\$44.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
e-mails/sup. heusman		\$44.00
		<b>\$44.00</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Menards	\$37.98	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$37.98
		<b>\$37.98</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
PANKO	\$136.97	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$136.97
		<b>\$136.97</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Shanahan M & E	\$301.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$301.00
		<b>\$301.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
SPARQDATA SOLUTIONS	\$3,500.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$3,500.00
		<b>\$3,500.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Staples	\$55.58	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$17.59
		\$37.99
		<b>\$55.58</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Sterling Lumber Co	\$228.62	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$228.62
		<b>\$228.62</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Supply Works	\$614.33	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
bags for new vacuum	01/08/2019	\$29.22
vacuum	01/10/2019	\$585.11
		<b>\$614.33</b>

Payee	Amount	Type
SYSCO OF LINCOLN	\$1,989.30	Accounts Payable
Description	Issue Date	Amount
		\$566.30
261259253		\$674.78
261281935		\$748.22
		<b>\$1,989.30</b>
Payee	Amount	Type
UNITE PRIVATE NETWORKS, LLC	\$554.00	Accounts Payable
Description	Issue Date	Amount
		\$554.00
		<b>\$554.00</b>
Payee	Amount	Type
Village Of Sterling	\$172.00	Accounts Payable
Description	Issue Date	Amount
		\$172.00
		<b>\$172.00</b>
Payee	Amount	Type
WASTE CONNECTIONS OF NEBRASKA	\$400.00	Accounts Payable
Description	Issue Date	Amount
		\$400.00
		<b>\$400.00</b>
Payee	Amount	Type
Water Engineering Inc.	\$135.00	Accounts Payable
Description	Issue Date	Amount
		\$135.00
		<b>\$135.00</b>
Payee	Amount	Type
WINDSTREAM COMMUNICATIONS, INC	\$383.21	Accounts Payable
Description	Issue Date	Amount
		\$383.21
		<b>\$383.21</b>
Payee	Amount	Type
Wusk Power Equipment & Repair	\$207.11	Accounts Payable
Description	Issue Date	Amount
		\$207.11
		<b>\$207.11</b>

<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Bernard Food Ind. Inc	\$344.71	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$344.71
		<b>\$344.71</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
BODEN, RON	\$25.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$25.00
		<b>\$25.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
BOLDT, LUKE	\$25.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$25.00
		<b>\$25.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Brent Heusman	\$25.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$25.00
		<b>\$25.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
CARPENTER, JAY	\$25.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$25.00
		<b>\$25.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Dottie Heusman	\$50.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$50.00
		<b>\$50.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
ESU #4	\$31.15	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$31.15
		<b>\$31.15</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>

Harrington, Scott	\$50.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$50.00
		<b>\$50.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
HARRIS SCHOOL SOLUTIONS	\$341.27	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$341.27
		<b>\$341.27</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Johnson County Hospital	\$544.35	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$160.35
		\$16.00
		\$368.00
		<b>\$544.35</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Mindy Cross	\$25.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$25.00
		<b>\$25.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Nebraska Safety Center	\$400.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$400.00
		<b>\$400.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
Shanahan M & E	\$301.00	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$301.00
		<b>\$301.00</b>
<b>Payee</b>	<b>Amount</b>	<b>Type</b>
SYSCO OF LINCOLN	\$741.52	Accounts Payable
<b>Description</b>	<b>Issue Date</b>	<b>Amount</b>
		\$741.52
		<b>\$741.52</b>
		<b>\$112,655.84</b>

# Sterling Public Schools

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 12/08/2018; End Date: 01/19/2019; Bank: First National Bank; Sort By Element: Fund; Account Code Expression:

[All]; Created On: 1/21/2019 9:13:15 AM

Check Date	Check Number	Payee	Type	Amount
12/08/2018	28322	Heffelfinger, Ami	Accounts Payable	\$672.00
12/08/2018	28323	Johnson County Hospital	Accounts Payable	\$721.40
12/08/2018	28324	Cash-wa Distribution	Accounts Payable	\$1,583.60
12/08/2018	28325	HILAND DAIRY	Accounts Payable	\$735.71
12/28/2018	28337	Amazon Capital Services	Accounts Payable	\$163.28
12/28/2018	28338	BLACK HILLS ENERGY	Accounts Payable	\$401.57
12/28/2018	28339	Buss Pest Control	Accounts Payable	\$131.67
12/28/2018	28340	BYTESPEED, LLC	Accounts Payable	\$260.00
12/28/2018	28341	Christensen, Nancy	Accounts Payable	\$590.00
12/28/2018	28342	CTB MCGRAWHILL	Accounts Payable	\$553.31
12/28/2018	28343	DAS State Accounting - Central Finance	Accounts Payable	\$458.98
12/28/2018	28344	DISCOUNT SCHOOL SUPPLY	Accounts Payable	\$97.32
12/28/2018	28345	ELECTRONIC CONTRACTING COMPANY	Accounts Payable	\$439.00
12/28/2018	28346	ESU #4	Accounts Payable	\$11.85
12/28/2018	28347	Grizzly.com	Accounts Payable	\$22.99
12/28/2018	28349	Menards	Accounts Payable	\$439.00
12/28/2018	28350	NCECBVI	Accounts Payable	\$17,668.00
12/28/2018	28351	Nebraska Academy of Sciences	Accounts Payable	\$30.00
12/28/2018	28352	Nebraska Council School Admin	Accounts Payable	\$290.00
12/28/2018	28353	Nebraska Public Power Distric	Accounts Payable	\$4,482.33
12/28/2018	28354	ONE SOURCE	Accounts Payable	\$55.00
12/28/2018	28355	PANKO	Accounts Payable	\$1,515.73
12/28/2018	28356	PRTS, LLC	Accounts Payable	\$300.00
12/28/2018	28357	School Specialty	Accounts Payable	\$188.04
12/28/2018	28358	Shanahan M & E	Accounts Payable	\$7,626.00
12/28/2018	28359	Staples	Accounts Payable	\$111.42
12/28/2018	28360	SYSCO OF LINCOLN	Accounts Payable	\$1,628.37
12/28/2018	28361	Village Of Sterling	Accounts Payable	\$172.00
12/28/2018	28362	Water Engineering Inc.	Accounts Payable	\$135.00
12/31/2018	28363	CARPENTER, JAY	Accounts Payable	\$8.00
12/31/2018	28364	ESU #4	Accounts Payable	\$15.00
12/31/2018	28365	ESU #6	Accounts Payable	\$101.33
12/31/2018	28366	NCECBVI	Accounts Payable	\$168.00
12/31/2018	28367	Waymire Well Drilling, Inc.	Accounts Payable	\$70.17
01/15/2019	28368	Amazon Capital Services	Accounts Payable	\$77.86
01/15/2019	28369	ATP Assessments	Accounts Payable	\$34.00
01/15/2019	28370	Bartles, Lisa	Accounts Payable	\$58.74

01/15/2019	28371	BLACK HILLS ENERGY	Accounts Payable	\$396.97
01/15/2019	28372	CAPITAL BUSINESS SYSTEMS, INC	Accounts Payable	\$1,348.88
01/15/2019	28373	Cash-wa Distribution	Accounts Payable	\$819.44
01/15/2019	28374	CORPORATE PAYMENT SYSTEMS	Accounts Payable	\$2,476.43
01/15/2019	28375	EBBERS, JASON	Accounts Payable	\$500.00
01/15/2019	28376	EGAN SUPPLY CO	Accounts Payable	\$713.38
01/15/2019	28377	ESU #4	Accounts Payable	\$42,706.29
01/15/2019	28378	FILTER SHOP	Accounts Payable	\$676.21
01/15/2019	28379	First Bank of Nebraska	Accounts Payable	\$20.00
01/15/2019	28380	General Fire & Safety	Accounts Payable	\$399.75
01/15/2019	28381	GTS Tire & Towing	Accounts Payable	\$400.00
01/15/2019	28382	Heffelfinger, Ami	Accounts Payable	\$336.00
01/15/2019	28383	Heinemann Publishing	Accounts Payable	\$3,723.44
01/15/2019	28384	Heusman, Kale	Accounts Payable	\$525.00
01/15/2019	28385	HILAND DAIRY	Accounts Payable	\$698.60
01/15/2019	28386	Inland Truck Parts & Service	Accounts Payable	\$594.61
01/15/2019	28387	JET STOP INC.	Accounts Payable	\$2,227.48
01/15/2019	28388	Johnson County Clerk	Accounts Payable	\$174.59
01/15/2019	28389	Johnson County Hospital	Accounts Payable	\$214.00
01/15/2019	28390	KSB SCHOOL LAW	Accounts Payable	\$44.00
01/15/2019	28391	Menards	Accounts Payable	\$37.98
01/15/2019	28392	PANKO	Accounts Payable	\$136.97
01/15/2019	28393	Shanahan M & E	Accounts Payable	\$301.00
01/15/2019	28394	SPARQDATA SOLUTIONS	Accounts Payable	\$3,500.00
01/15/2019	28395	Staples	Accounts Payable	\$55.58
01/15/2019	28396	Sterling Lumber Co	Accounts Payable	\$228.62
01/15/2019	28397	Supply Works	Accounts Payable	\$614.33
01/15/2019	28398	SYSCO OF LINCOLN	Accounts Payable	\$1,989.30
01/15/2019	28399	UNITE PRIVATE NETWORKS, LLC	Accounts Payable	\$554.00
01/15/2019	28400	Village Of Sterling	Accounts Payable	\$172.00
01/15/2019	28401	WASTE CONNECTIONS OF NEBRASKA	Accounts Payable	\$400.00
01/15/2019	28402	Water Engineering Inc.	Accounts Payable	\$135.00
01/15/2019	28403	WINDSTREAM COMMUNICATIONS, INC	Accounts Payable	\$383.21
01/15/2019	28404	Wusk Power Equipment & Repair	Accounts Payable	\$207.11
01/19/2019	28406	Bernard Food Ind. Inc	Accounts Payable	\$344.71
01/19/2019	28407	BODEN, RON	Accounts Payable	\$25.00
01/19/2019	28408	BOLDT, LUKE	Accounts Payable	\$25.00
01/19/2019	28409	Brent Heusman	Accounts Payable	\$25.00
01/19/2019	28410	CARPENTER, JAY	Accounts Payable	\$25.00
01/19/2019	28411	Dottie Heusman	Accounts Payable	\$50.00
01/19/2019	28412	ESU #4	Accounts Payable	\$31.15
01/19/2019	28413	Harrington, Scott	Accounts Payable	\$50.00
01/19/2019	28414	HARRIS SCHOOL SOLUTIONS	Accounts Payable	\$341.27
01/19/2019	28415	Johnson County Hospital	Accounts Payable	\$544.35

01/19/2019	28416	Mindy Cross	Accounts Payable	\$25.00
01/19/2019	28417	Nebraska Safety Center	Accounts Payable	\$400.00
01/19/2019	28418	Shanahan M & E	Accounts Payable	\$301.00
01/19/2019	28419	SYSCO OF LINCOLN	Accounts Payable	\$741.52
<b>Sub Total</b>				<b>\$112,655.84</b>

# Sterling Public Schools

## Check Listing Report

Accounting Cycle: FY18-19; Begin Date: 12/08/2018; End Date: 01/19/2019; Bank: First National Bank; Sort By Element:

Check	Check	Payee	Description	Amount
12/28/201	28337	Amazon Capital Services	office supplies	\$163.28
01/15/201	28368	Amazon Capital Services	packing tape, light covers for sped	\$77.86
01/15/201	28369	ATP Assessments	Inv: 18-2296, shipping cost of OT	\$34.00
01/15/201	28370	Bartles, Lisa	Inv: crackers & beans	\$58.74
01/19/201	28406	Bernarnd Food Ind. Inc	Inv: 00811545	\$344.71
12/28/201	28338	BLACK HILLS ENERGY	Inv: 8257997393, 6370947734, 72295154	\$401.57
01/15/201	28371	BLACK HILLS ENERGY	Inv: december cycle	\$396.97
01/19/201	28407	BODEN, RON	Inv: dec cell phone	\$25.00
01/19/201	28408	BOLDT, LUKE	Inv: dec cell phone	\$25.00
01/19/201	28409	Brent Heusman	Inv: dec cell phone	\$25.00
12/28/201	28339	Buss Pest Control	Inv: 12-18-2018	\$131.67
12/28/201	28340	BYTESPEED, LLC	Inv: INV0128665, INV0128835 Tech	\$260.00
01/15/201	28372	CAPITAL BUSINESS SYSTEMS,	Inv: 23936785 Copy Machines	\$1,348.88
12/31/201	28363	CARPENTER, JAY	Inv: car wash	\$8.00
01/19/201	28410	CARPENTER, JAY	Inv: dec cell phone	\$25.00
12/08/201	28324	Cash-wa Distribution	Inv: 11776008-2 Fodd	\$1,583.60
01/15/201	28373	Cash-wa Distribution	Inv: 11776001 Food	\$819.44
12/28/201	28341	Christensen, Nancy	Inv: 12/13/2018 Writing all day training	\$590.00
01/15/201	28374	CORPORATE PAYMENT SYSTEMS	Inv: 12/07/2018 Misc. on CC	\$2,476.43
12/28/201	28342	CTB MCGRAWHILL	Inv: 106007852001 Curriculum Materials	\$553.31
12/28/201	28343	DAS State Accounting - Central	Inv: 1134836 Telecommunications	\$229.49
12/28/201	28343	DAS State Accounting - Central	nov,account 01 . 0237	\$229.49
12/28/201	28344	DISCOUNT SCHOOL SUPPLY	Inv: po 18-2264 Supplies	\$97.32
01/19/201	28411	Dottie Heusman	Inv: dec cell phone	\$50.00
01/15/201	28375	EBBERS, JASON	Inv: marlin ebbers trucking for inspe	\$500.00
01/15/201	28376	EGAN SUPPLY CO	Inv: 294176-00-00, pallet of water so	\$713.38
12/28/201	28345	ELECTRONIC CONTRACTING	Inv: In048121 Fire Alarm Repairs	\$439.00
12/28/201	28346	ESU #4	Inv: 8881-marshall lamination	\$11.85
12/31/201	28364	ESU #4	Inv: 8890 Workshop	\$15.00
01/15/201	28377	ESU #4	Inv: december billing SPED	\$21,094.74
01/15/201	28377	ESU #4	Inv: engaging educators conference Feb	\$525.00
01/15/201	28377	ESU #4	Inv: november bill SPED bill	\$21,086.55
01/19/201	28412	ESU #4	Inv: 8893, marshall lamination	\$31.15
12/31/201	28365	ESU #6	Inv: 11456, 11485 HVAC Filters	\$101.33
01/15/201	28378	FILTER SHOP	Inv: 112805 HVAC Filters	\$228.62
01/15/201	28378	FILTER SHOP	Inv: 115385 HVAC	\$447.59
01/15/201	28379	First Bank of Nebraska	Inv: safe deposit box rental fee	\$20.00
01/15/201	28380	General Fire & Safety	Inv: 0010211427 Extinguisher	\$399.75
12/28/201	28347	Grizzly.com	Inv: 13526793-remainder Shipping for	\$22.99
01/15/201	28381	GTS Tire & Towing	Inv: A15656-road service bus tow	\$400.00
01/19/201	28413	Harrington, Scott	Inv: dec cell phone	\$50.00
01/19/201	28414	HARRIS SCHOOL SOLUTIONS	Inv: xt00149684, Checks	\$341.27
12/08/201	28322	Heffelfinger, Ami	Inv: nov, LMHP	\$672.00
01/15/201	28382	Heffelfinger, Ami	Inv: 1-7-2019 dec. hrs LMHP	\$336.00
01/15/201	28383	Heinemann Publishing	Inv: 10175288 Intervention Materials	\$3,723.44
01/15/201	28384	Heusman, Kale	Inv: snow removal 1 day Nov 1 day Jan	\$525.00
12/08/201	28325	HILAND DAIRY	Inv: 954039, 954095, 954135, 954184,	\$735.71
01/15/201	28385	HILAND DAIRY	Inv: 950259, 950218, 950160, 950405,	\$459.38
01/15/201	28385	HILAND DAIRY	Inv: 950310, 950352, 950405	\$239.22
01/15/201	28386	Inland Truck Parts & Service	Inv: IN-191480, repair school bus	\$594.61
01/15/201	28387	JET STOP INC.	Inv: 3876 Fuel & Gas	\$2,227.48
01/15/201	28388	Johnson County Clerk	Inv: ballot cost	\$174.59
12/08/201	28323	Johnson County Hospital	Inv: 11/2018 OT PT Sped Services	\$721.40

01/15/201	28389	Johnson County Hospital	Inv: 6555C15810 dennis boslau Bus	\$214.00
01/19/201	28415	Johnson County Hospital	OT PT Sped Services	\$544.35
01/15/201	28390	KSB SCHOOL LAW	Inv: 5634 Attorney Consultation	\$44.00
12/28/201	28349	Menards	Inv: 94049-deepfreezer for kitchen	\$439.00
01/15/201	28391	Menards	Inv: 95683-paint	\$37.98
01/19/201	28416	Mindy Cross	Inv: dec cell phone	\$25.00
12/28/201	28350	NCECBVI	School Age sped services	\$168.00
12/28/201	28350	NCECBVI	Inv: T-273, T-272, 1/2 year Tuition	\$17,500.00
12/31/201	28366	NCECBVI	School Age sped services	\$168.00
12/28/201	28351	Nebraska Academy of Sciences	Inv: 3355 Goracke Workshop	\$30.00
12/28/201	28352	Nebraska Council School Admin	Inv: 58148 Registrations	\$175.00
12/28/201	28352	Nebraska Council School Admin	Inv: 58245 Registration	\$115.00
12/28/201	28353	Nebraska Public Power Distric	Inv: 48794, 41165, 41160, 41162, 4115	\$4,482.33
01/19/201	28417	Nebraska Safety Center	Inv: 57-6424BU Brent & Dottie Level I	\$400.00
12/28/201	28354	ONE SOURCE	Inv: 15071808, 15071811 Background	\$55.00
12/28/201	28355	PANKO	Inv: 11744, 11763, 11766, 11805	\$1,515.73
01/15/201	28392	PANKO	Inv: 118 2010 bluebird	\$136.97
12/28/201	28356	PRTS, LLC	Inv: remainder on an august inv OT/PT	\$300.00
12/28/201	28357	School Specialty	Inv: esucc-549117 remainder supplies	\$188.04
12/28/201	28358	Shanahan M & E	Inv: 566080142, HVAC	\$7,626.00
01/15/201	28393	Shanahan M & E	Inv: 566096012 Repairs	\$301.00
01/19/201	28418	Shanahan M & E	Inv: 566096033 boilers in elementary	\$301.00
01/15/201	28394	SPARQDATA SOLUTIONS	Inv: 1442 Annual Cost North Star &	\$3,500.00
12/28/201	28359	Staples	Inv: de1083888 Supplies	\$111.42
01/15/201	28395	Staples	Inv: 3400354793 Supplies	\$17.59
01/15/201	28395	Staples	Inv: 3400830029 Supplies	\$37.99
01/15/201	28396	Sterling Lumber Co	Inv: 12/27/2018 Lift rental & Supplies	\$228.62
01/15/201	28397	Supply Works	vacuum	\$585.11
01/15/201	28397	Supply Works	bags for new vacuum	\$29.22
12/28/201	28360	SYSCO OF LINCOLN	Inv: 261262876, 261248281, 261253065,	\$1,628.37
01/15/201	28398	SYSCO OF LINCOLN	Inv: 261259253, 261281935	\$1,423.00
01/15/201	28398	SYSCO OF LINCOLN	Inv: 261292113	\$566.30
01/19/201	28419	SYSCO OF LINCOLN	Inv: 261303021	\$741.52
01/15/201	28399	UNITE PRIVATE NETWORKS, LLC	Inv: si-18-011687 Internet	\$554.00
12/28/201	28361	Village Of Sterling	Inv: 7334	\$172.00
01/15/201	28400	Village Of Sterling	Inv: 7623	\$172.00
01/15/201	28401	WASTE CONNECTIONS OF	Inv: 1658176	\$400.00
12/28/201	28362	Water Engineering Inc.	Inv: in39451 Filter System for Fountains	\$135.00
01/15/201	28402	Water Engineering Inc.	Inv: IN40109 Filter System for Fountains	\$135.00
12/31/201	28367	Waymire Well Drilling, Inc.	Inv: 18R331, 18R523 Supplies	\$70.17
01/15/201	28403	WINDSTREAM	Inv: dec bill	\$383.21
01/15/201	28404	Wusk Power Equipment & Repair	Inv: 26887, 28249, 97282, 97317, 9732	\$207.11
<b>Sub Total</b>				<b>\$112,655.84</b>

<b>JANUARY</b>	GENERAL FUND	200,997.95
<b>PAYROLL</b>	SCHOOL NUTRITION FUND	5726.37
	<b>TOTAL BILLS FOR APPROVAL</b>	<b>\$319,380.16</b>

## CURRICULUM REPORT

Addie Heusman

January 21, 2019

- Fourth graders will be taking the NAEP (National Assessment of Educational Progress) test on February 12. NAEP happens every 2 years and schools are chosen at random to represent Nebraska's students in comparison to other students nationwide. Students can either be chosen in 4th or 8th grade and our 4th graders were chosen. Students are tested in either math or reading and do have the opportunity to opt out of testing although it is encouraged that students participate when selected. NAEP officials will be here to administer the tests and Mr. Lempka and myself will be helping to prepare the students to do their best and help to represent Nebraska.

## TRANSPORTATION/MAINTENANCE REPORT

Brent Heusman

January 21, 2019

- We have finished up the 2nd round of 80 day inspections. Repairs to our vehicles included; Ron's bus - a broken windshield washer nozzle, Jay's bus - power steering pump had a leak, Luke's bus - horn wasn't working, had a leak in the front right from the wheel seal, and an exhaust clamp that was rusted, Red chevy - had 2 doors that needed some attention, Blue Chevy - needed rear brake pads and rotors. We are just about finished up with all the repairs at this time.
- Mother Nature forced my hand this year and I had to get the snowblower out last week. 14 inches of wet snow did the trick. We have a good snowblower in my opinion and it did a nice job. I will continue to use it when conditions warrant.
- I attended the 2nd NSAA District #1 meeting last Wednesday, Jan. 9th. Proposals that passed in our district that could affect us included; changes to the student transfer rule, Bowling as a sanctioned sport, creating a 9 man FB study committee, and all FB playoff games played on Fridays. All proposals that pass through the district process (must pass through 3 of the 6

- districts) are then voted on at the Rep. Assembly meeting on Friday April 5th. I will update you after that meeting on the changes coming next year. Mike Rasmussen of the Nebraska Hall of Fame also spoke about new additions to the hall of fame and encouraged member schools to bring students to tour the facility at any time.
- Our speech team has started practice and will have their annual Mudecas speech contest on Saturday, Jan 26th at HTRS.
  - The Pioneer Conference BB tournament will be held the week of Jan. 28th - Feb. 2nd. Pawnee City/HTRS are 1st round sites and Lewiston is where the finals will take place this year. I will send out brackets once they become available next week.
  - The JH girls BB team has 11 girls out this year and their season started last Thursday playing in the Freeman tournament. We get to host our own JH tournament this year on Monday, Feb. 4th.
  - Our BB subdistricts this year will be held at Auburn HS. The girls will play the week of Feb. 11th and the boys the week of Feb. 18th. District final dates this year are Feb. 22nd for girls and Feb. 23rd for boys.

Scott Harrington  
**January 21, 2019**

- We had the ESU4 Staff Developers out on January 14th for a new teacher coaching day.
  - We set up a schedule and had each of our 10 new teachers (except 1) were able to have 2 different ESU personnel sit in and watch them teach.
  - After they finished teaching then they were provided with time to get some feedback and to talk about resources and support.
  - This is also nice as it gives the teachers some feedback in a non-evaluative way.
  
- We have expanded our lunch offerings to include 3 choices for a main entree everyday now instead of just one.
  - Everyday the students can choose from the hot lunch, a sandwich and chips, or a chef's salad. All lunches also come with the salad bar.
  - We are offering the 3 choices for grades 3-12.
  - I have checked with lunch staff if this has increased the number of students getting school lunch and so far it has been similar. It is still new and there have been a number of kids out sick as well.
  - We are currently averaging around 155 student lunches per day this semester.
  
- PBiS
  - We are continuing to implement a system of positive behavior supports to intrinsically motivate kids to behave appropriately.
  - You will start to notice new signs and forms posted throughout the school to help us train everybody on the rules.
  - The elementary teachers and paras have been meeting every other week to work on data analysis and continuing to develop our PBiS system.

January 21, 2019

I was contacted by Gina Doty representing the Tecumseh Veterans Memorial Organization. They are putting together a paver sidewalk and they are donating a paver for Sterling Public Schools. The wording on the paver will be "Sterling Public School. We honor our Veterans."

Randy Page, Freeman Superintendent, has not heard back from his board yet in regards to a date that will work for our two subcommittees to meet. They are interested in meeting with us. I offered them some dates and will wait to hear back and let Cheri, Rick and Mark know.

Kim Alm, Bookkeeper, will be back from maternity leave on Monday, January 28th. We look forward to her return. I appreciate how Renae, Scott, Addie, and DeeDee helped out during her absence.

The week of January 14 we had quite a few students out due to various illnesses. Our percentages ranged from 18% of the students to 22%. I am hoping we are going the right direction and everyone is getting healthy. We have been reminding parents that students with fevers need to be fever free for 24 hours without medication before returning to school. Kids are returning too soon and then we are sending them back home due to a fever.

First draft preliminary state aid calculations for the 2019-2020 school year were released. These can be found on the Nebraska Department of Education website. Our 19-20 state aid amount is \$43,318 which is an increase of \$25,195. At this time there is a lot that can affect these figures especially since the legislature is just getting started this year.

**RESOLUTION**

**WHEREAS**, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications; and,

**WHEREAS**, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs; and,

**WHEREAS**, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

**NOW, THEREFORE, BE IT RESOLVED** that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

**BE IT FURTHER RESOLVED** that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

**BE IT FURTHER RESOLVED** that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member \_\_\_\_\_ moved for its passage and adoption, member seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution:

The following members voted against the same:

The following members were absent or not voting:

The Resolution having been consented to and approved by more than a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**STERLING PUBLIC SCHOOLS**

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

### Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the 2019-20 school year. The Board of Education hereby sets forth the maximum number of option students for the 2019-20 school year in any program, class, grade level or school building or in any special education programs operated by this school district, based on available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the number of option students is hereby declared unavailable to option student due to lack of capacity.

<b>Program</b>	<b>Program Capacity</b>	<b>Projected Enrollment</b>	<b>No. of Option Students</b>
Preschool	30	30	0
Kindergarten	20	15	5
First	20	18	2
Second	20	11	9
Third	20	12	8
Fourth	20	10	10
Fifth	20	12	8
Sixth	20	11	9
Building Capacity, Elementary	140	89 Total excludes Preschool	51
Elementary Special Education not including SLD Students	12	8	4
All Elementary Special Education Students	12	23	0
Seventh	25	13	12
Eighth	25	20	5
Ninth	25	14	11
Tenth	25	17	8
Eleventh	25	16	9
Twelfth	25	11	14
Building Capacity, Secondary	150	91 Total	59
Secondary Special Education not including SLD Students	14	10	4

## Policy 5006 Option Enrollment

The Board of Education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

### 1. Definitions

- a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

**2. Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will automatically be denied.

**3. Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

### 4. Standards for Acceptance or Rejection of Option Students.

- a. **Numeric Capacity.** The Board of Education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals seeking information about the numeric capacity set by the board may contact the Superintendent for a copy of that resolution or find it in Appendix 1 Board Policy 5006.
- b. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

**c. Other Standards for Acceptance or Rejection of Option Enrollment**

**Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as requiring the hiring of new staff or contracting with outside entities to provide services to the student;
  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
  - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
  - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate staff.
- d.** The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.
- e.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
- f.** If there are more option student applicants for any program, class, grade level or building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
- i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
  - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

**5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

**6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

**7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

**8. Procedure for Students Optioning Into or Out of the School District.**

- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b. On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

**9. Late Applications and Requests for Release**

- a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - ii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:
  - i. When the resident district has released the student;
  - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy.

- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

#### **10. Student Who Do Not Need a Release from the Resident District**

- a. A student does not need to be released from his/her resident district under the following circumstances:
  - i. When the student has relocated to a different resident school district after February 1.
  - ii. When a student's option school district merges with another district effective after February 1.
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

#### **11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

#### **12. Authority of the Superintendent**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: 9-9-2009

Revised on: A Yearly Basis. Last Updated: 1-21-19

Reviewed on:



**Negotiated Agreement  
Sterling Public Schools  
2019-2020**

**Approved by the Sterling Education Association (SEA)  
Negotiations Committee**

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**President of SEA**

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**Head Negotiator for SEA**

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**Date**

**Approved by the Sterling Board of Education**

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**Board President**

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**Board Secretary**

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**Date**

The salary schedule and provisions found below and on the next pages will be in effect for the 2019-2020 school year. The original schedule and provisions were adopted in 1968 and have been revised periodically since that time.

#### DURATION OF AGREEMENT Single Year Agreement 2019-2020

- A. This agreement shall be in effect for the 2019-2020 school year. Its provisions take effect on or about September 1, 2019 and will expire on August 31, 2020. In the event a successor agreement shall not be bargained, ratified and signed by both parties prior to that date, all terms and conditions shall remain in full force and effective until such successor agreement is finalized.
- B. The base salary for the 2019-2020 school year will be \$36,200. The EHA Health and Dental insurance will be full payment of the 1,050 PPO Health Coverage and full payment of Option 2 Single Dental Plan paid by the District or qualifying staff may choose the \$3500 Health Savings Account option for the category of coverage they qualify for as their primary insurance.
- C. Extra Duty – Extra Duty shall be in accordance to Appendix B attached.

#### SALARY SCHEDULE PROVISIONS

1. The Sterling Board of Education recognizes that the quality of education for the children of the Sterling Public School is directly related to the quality of its teaching staff, and that teacher's salaries have a substantial effect on the securing and retaining of an outstanding faculty.
2. Initial Placement – All certified staff members will be placed on the Salary Schedule (Appendix A) and the Extra Duty Schedule (Appendix B), with the exception of the Superintendent and Principal. New teachers to the district shall be allowed up to 5 years of outside experience in other school districts. The Board may grant additional years of outside experience for purposes of placement when special needs arise and recommended by the Administration. Such new teachers will be initially placed on the salary schedule on a step commensurate with their outside years of experience and preparation.
3. An official transcript of college credits will be required for certification of position on the salary schedule. The transcript must be filed in the office of the Superintendent on or before September 10.
4. Teacher contracts will be for a term of 185 days of service to the District.
5. Salaries will be paid in twelve equal installments on or before the 20<sup>th</sup> of each month commencing in September.
6. All benefits shall be pro-rated according to FTE (Full Time Equivalent). No benefits will be offered to employees with a FTE below 0.50.
7. All employees will be granted 10 Discretionary days per year on an hourly basis, at the beginning of each school year, with such leave granted to part time teachers based on their FTE (Full time Equivalent) or percentage of FTE, unless the FTE is less than 0.50, in which event Discretionary leave shall not apply. Discretionary Leave days may be used in 1/8 (up to 4 times per year), 1/4, 1/2 or full day increments. If an employee uses all of their ten discretionary days, they may use their accumulated sick leave for medical reasons for themselves or their immediate family (spouse, parent, sibling, or child). Accumulated individual sick leave days are only to be used for medical necessity and can only be used after discretionary days have been exhausted.

8. Discretionary leave may not be used during the first four (4) or last three (3) days of the students' term (1<sup>st</sup> & 2<sup>nd</sup> semester), one day prior to or after an established holiday (Labor Day, Thanksgiving, Christmas, and Easter), during parent-teacher conferences, or professional development days. Employees may request an exception to these situations in writing to the Administration. If the exception is granted, the employee may choose either:

- a) a deduction of salary equal to the daily substitute rate AND the use of a Discretionary day OR
- b) a deduction of two (2) Discretionary days per day of absence

The administration has the right to waive the additional deductions in case of unforeseen circumstances or emergencies and grant the absence as a discretionary day. Illness and bereavement would be exceptions and would be docked as discretionary or bereavement without additional deductions.

Teachers may use discretionary leave the day prior to or after other planned days off during the school year (i.e. Fall and Spring Break), when given a minimum of five (5) calendar days advance notice to the Administration and a substitute can be secured. No more than two (2) discretionary leave requests per day, unless approved by the Superintendent.

Any unused Discretionary days will be added to each employee's accumulated sick leave at the end of each school year. The District will reimburse professional employees one/half substitute teacher pay for unused sick leave above fifty (50) days at the end of the contract year, to be incorporated into the July paycheck. For each day missed due to unapproved teacher absence in excess of the allowable discretionary or sick leave, the full amount of each day's pay, based on a 185 day contract, will be deducted by teachers employed on a 9-month basis.

Once all leave days have been exhausted, extended leave may be granted by the Administration. The teacher will continue to receive their salary and benefits minus the current rate of substitute teacher pay. Extended leave may include maternity, adoption, disabling injury, or long term illness.

9. Sick Leave Payout – When leaving or retiring from Sterling Public Schools, any teacher who has been employed by the District for five (5) years shall be entitled to compensation for unused sick days and discretionary days. For completing 5-9 years of service to the District, teachers will be paid  $\frac{1}{4}$  current substitute teacher pay for each unused day. For ten (10) or more years of service to the District, teachers will be paid  $\frac{1}{2}$  current substitute teacher pay for each unused day. This payment will be incorporated into the July paycheck.

10. Sick Bank Call Out - Certified Employees will be allowed to borrow up to 30 days of sick leave per school year for catastrophic leave. The purpose of catastrophic leave is to provide additional paid leave in case of sudden, unforeseen, illness or disability, including maternity leave of indeterminate duration for themselves or their immediate family. Teachers requesting additional days must not be eligible for Long Term Disability or Worker's Compensation benefits. Once an individual has exhausted all of their discretionary days and depleted their sick leave, they may petition the Administration for a call-out for additional days to be donated from fellow teachers.

Teachers wishing to donate sick leave must first give a discretionary day. After giving the discretionary day, they may donate up to two more days of sick or discretionary leave. If a second call out is made during the same school year, teachers may donate up to three days again. These days may be

discretionary or sick leave if the teacher has previously given a discretionary day during the current school year. If not, a discretionary day must be given first.

The employee must have at least five (5) discretionary and/ or sick days remaining after their donation in order to donate. Days will be used in the order they were donated as documented on the donation form. The first days given will be applied first, then each donor's second leave days, and finally any third leave days. Days that are pledged but unused will be credited back to the donor's leave.

11. Bereavement Leave – A total of five (5) days bereavement will be added to the fringe benefits of each full-time employee. Of those five (5) days an employee may take one (1) day at a time for bereavement for deaths of persons who are not members of the employee's immediate family. The employee may elect to use all five days for one occurrence should the death involve an immediate family member (spouse, parent, sibling, or child). Additional days will be deducted from Discretionary Leave or Sick Leave if the employee has used all of their allotted discretionary leave days.

12. Base salary for the 2019-2020 contract year will be \$36,200. Individual salaries are determined using a 4 x 4 index, which is Appendix A.

13. The Health Insurance Plan to be provided shall be the EHA Blue Cross/Blue Shield Preferred \$1,050 PPO Deductible Plan or \$3,500 (HSA-HDHP). The teacher has the choice of the plan they want to participate in. Dental Coverage shall be full payment of Option 2 Single Dental for full time teachers. The District will pay 100% of the premium for each qualified professional employee.

14. Teachers who choose not to participate in the district health insurance plan may receive an annuity of up to \$2,000.00 based on their FTE, (FTE x \$2,000). All administrative arrangements including the carrier of the annuity shall be made and determined by the teacher. The school district will provide the payment to such annuity company as arranged for and selected by the teacher in 12 equal monthly payments. Any and all teachers who have an FTE below 0.50 do not qualify for any of the above insurance benefits.

15. The school district shall provide disability income protection insurance for each certificated teacher, with the Short/Long Term Disability premium payment made by each teacher. The policy provides the following benefits: 66 2/3% monthly salary (\$5,000 monthly maximum) 60 days elimination period, primary only Social Security integration, unlimited mental illness option, no pre-existing condition clause, minimum indemnity benefit, and residual disability. There will be an equal amount added to the teacher's salary with payroll deduction exercised to pay the premium. The teachers in turn shall purchase the term-life insurance and the accidental death and dismemberment portion of the plan. The dependent life coverage will be optional to each teacher and the premium will be paid by the teacher.

16. If required by the administration, ticket taking and/or the equivalent will be compensated at a rate of \$7.00 per contest (varsity and/or junior-varsity) with the exception of varsity football games which will be compensated at the rate of \$12.00 per contest. Bookkeeping and running the clock will be compensated at the rate of \$9.00 per contest (varsity and/or junior-varsity). Special activities such as the Conference and District tournaments are compensated at a predetermined rate set by the conference or Nebraska State Activity Association respectively.

17. Substitute Pay – Upon request by the Administration, for each planning period that a secondary teacher substitutes to cover another teacher's class they will be paid 1/8th sub pay. Upon request by

the Administration, elementary teachers will be paid 1/16<sup>th</sup> sub pay for each designated special (PE and/or Music) they cover. When covering classes, teachers are expected to carry out lessons in a similar way that a substitute teacher would in the classroom.

18. Extra Duties – The District will pay an extra compensation to any school employee for extra-curricular duties as specified in Appendix B. One of the essential conditions of employment by the District is a willingness on the part of each employee to perform the duties and tasks usually expected of a person occupying such a position. The particular duties and responsibilities will be assigned by the Superintendent, such as noon and recess duties, sponsorship and direction of out-of-class activities, supervision of pupils in halls, study-halls, playground and school grounds, and the like.

19. Graduate Hours – All teachers picking up additional hours for credit on the salary schedule must meet the following requirements:

- A. The Board of Education will allow credit for all hours approved in your endorsed field while working towards an advanced degree.
- B. The Board of Education will allow up to 36 hours for horizontal salary advancement with a BA degree, and 18 hours with an MA degree if:
  - i. The hours taken are in the areas that have been assigned to you in the Sterling School system.
  - ii. The hours are approved by the Superintendent, with Board approval, or a prior basis.
- C. A certified transcript of credit must be furnished to the school by September 10 of each year in order for the credit to be counted on the salary schedule.
- D. All hours are approved by the Superintendent of Schools, through the Board of Education.

20. All teachers will be encouraged to attend at least 50% of all home school activities that involve the public. These activities include football games, basketball games, volleyball games, Booster Club functions and meetings, class plays, and music programs.

21. Pursuant to Neb. Rev. Stat. § 48-443, the District and the Association agree to create a safety committee for the purpose of monitoring the safety of the workplace.

22. Grievance Procedures: Should a grievance arise between the Sterling School District and a regular full-time teacher or teachers, such grievance shall be taken up for settlement under the following procedures:

Informal Resolution: The parties believe that it is usually most desirable for an employee and their immediate supervisor to resolve problems through free and informal communications. If the grievance remains unresolved, then the grievance shall be processed as follows:

- A. The grievant shall present a written grievance to the employee's Principal within 30 school days of the event giving rise to the grievance. The grievance must contain a detailed description of all the facts giving rise to the grievance, a list of all witnesses, all relevant documents, and the requested resolution. The grievant shall sign and date the grievance. The failure to present the grievance within 30 school days shall result in the waiver of the grievance. A meeting with the Principal shall be held within 5 school days of the filing of the grievance. The Principal shall provide a written answer to the grievance within 5 school days of the meeting. (School days shall refer to the days school is in session at Sterling Public Schools during the current academic year).

- B. If not resolved at Step A, the grievant may appeal the Principal's decision by filing a written appeal with the Superintendent within 5 school days of receipt of the Principal's decision. The Superintendent shall arrange for a meeting with the grievant within 5 school days of receipt of the appeal. The appeal shall be based on, and limited to, the facts produced in Step A. The Superintendent shall issue a written decision within 5 school days of the date of the meeting.
- C. If not resolved in Step B, the grievant may appeal the Superintendent's decision by filing with the Board President a written appeal within 5 school days of receipt of the Superintendent's decision. This appeal will be heard on the record, before the Board of Education, at the next regular Board meeting. The board's review of the grievance shall be based on the testimony and facts established in Step A. Allowing additional witnesses to testify and presenting other evidence will not be allowed. The Board shall issue a written decision to the grievant within 10 days from the date of the Board meeting. The Board's decision is final.
- D. No employee shall suffer reprisal or reduction in status as a result of having presented a grievance or having represented an employee in a grievance.
- E. Grievance shall mean a violation of the collective bargaining agreement or Board policy.
- F. The grievant may choose to have a local Sterling Education Association member, or designated representative present during the grievance procedure.

23. Nondiscrimination: The Board and Association shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his or her race, color, religion, sex, disability, or national origin.

**APPENDIX A**

<b>2019- 2020</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>Yrs. Experience</b>	<b>BA</b>	<b>BA+9</b>	<b>BA+18</b>	<b>BA+ 27</b>	<b>BA+36/ Masters</b>	<b>MA+9</b>	<b>MA+18</b>
<b>1</b>	1	1.04	1.08	1.12	1.16	1.2	1.24
	36,200	37,648	39,096	40,544	41,992	43,440	44,888
<b>2</b>	1.04	1.08	1.12	1.16	1.2	1.24	1.28
	37,648	39,096	40,544	41,992	43,440	44,888	46,336
<b>3</b>	1.08	1.12	1.16	1.2	1.24	1.28	1.32
	39,096	40,544	41,992	43,440	44,888	46,336	47,784
<b>4</b>	1.12	1.16	1.2	1.24	1.28	1.32	1.36
	40,544	41,992	43,440	44,888	46,336	47,784	49,232
<b>5</b>	1.16	1.2	1.24	1.28	1.32	1.36	1.4
	41,992	43,440	44,888	46,336	47,784	49,232	50,680
<b>6</b>	1.2	1.24	1.28	1.32	1.36	1.4	1.44
	43,440	44,888	46,336	47,784	49,232	50,680	52,128
<b>7</b>	1.24	1.28	1.32	1.36	1.4	1.44	1.48
	44,888	46,336	47,784	49,232	50,680	52,128	53,576
<b>8</b>	1.28	1.32	1.36	1.4	1.44	1.48	1.52
	46,336	47,784	49,232	50,680	52,128	53,576	55,024
<b>9</b>	1.32	1.36	1.4	1.44	1.48	1.52	1.56
	47,784	49,232	50,680	52,128	53,576	55,024	56,472
<b>10</b>		1.4	1.44	1.48	1.52	1.56	1.6
		50,680	52,128	53,576	55,024	56,472	57,920
<b>11</b>			1.48	1.52	1.56	1.6	1.64
			53,576	55,024	56,472	57,920	59,368
<b>12</b>				1.56	1.6	1.64	1.68
				56,472	57,920	59,368	60,816
<b>13</b>					1.64	1.68	1.72
					59,368	60,816	62,264

**APPENDIX B EXTRA DUTY SCHEDULE  
2019-2020 BASE SALARY \$36,200**

**VARSITY COACHES: FB, VB, BBB, GBB\*\***

Year 1	10.5%
Year 2	11.0%
Year 3	11.5%
Year 4	12.5%
Year 5+	13.5%
**When there is no assistant coach the head coach will be paid 3% more of the base salary	

**ASSISTANT HS COACHES: FB, VB, BBB, GBB,  
TR**

Year 1	6.0%
Year 2	6.5%
Year 3	7.0%
Year 4	7.5%
Year 5	8.0%

**VARSITY TRACK ( 1 Head Coach)**

Year 1	14.0%
Year 2	14.5%
Year 3	15.0%
Year 4	16.0%
Year 5	17.0%

**JUNIOR HIGH COACHES**

FOOTBALL	2.5%
FOOTBALL with COOP	5.0%
ASSISTANT FOOTBALL with COOP	2.5%
VOLLEYBALL	2.5%
BOYS BASKETBALL	2.5%
GIRLS BASKETBALL	2.5%
BOYS TRACK	2.5%
GIRLS TRACK	2.5%

**CLASS SPONSORS\***

Grade 9	.25%
Grade 10	.25%
Grade 11 x 2	1.25%
Grade 12	2.5%

**CLUBS & ORGANIZATIONS\***

MUSIC DIRECTOR	11.0%
PLAY DIRECTOR	1.5%
SPEECH/DRAMA	2.5%
HS QUIZ BOWL	.75%
JR HIGH QUIZ BOWL	.75%
STUDENT COUNCIL	1.0%
SKILLS	3.5%
JR HIGH SKILLS	1.5%
FBLA	3.5%
FFA	3.5%
NATIONAL HONOR SOCIETY	1.0%
TEAMMATES BOARD PRES	.5%
TEAMMATES SPONSOR	3.0%
HOMECOMING	1.0%
WEIGHT LIFTING SPONSOR	4.0%

\*If Multiple Sponsors, the total % will be split.

**DIRECTORS**

ASSISTANT ACTIVITIES DIRECTOR	12.0%
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	<b>2018-2019</b>	<b>2019-2020</b>
Salary	\$1,141,728	\$1,212,905
ERIP	\$50,000	\$50,000
FICA	\$87,342	\$92,787
Retirement	\$112,803	\$119,835
LTD	\$5,421	\$5,421
Insurance	\$341,932	\$357,980
<b>TOTAL</b>	<b>\$1,739,226</b>	<b>\$1,838,928</b>

## 2019-2020 Negotiated Agreement Changes

- Base salary went from \$35,500 to \$36,200
- Insurance change from \$900 Deductible (no longer available) to \$1,050
- HSA stays at \$3500
- Added Discretionary Day leave may be 1/8 of a day (up to 4 times per year)
- Moved a paragraph from the Sick Bank Call Out – Section 10, to Discretionary Leave – Section 8 last paragraph
- Changed the wording on Bereavement Leave to make it clearer
- Added section 21 in regards to the Safety Committee
- Added a percentage and a half to the Varsity Track Position. Also put in parenthesis (1 Head Coach).
- Reflected appropriate percentages, .75 for HS Quiz Bowl and JH Quiz Bowl Sponsors
- Reflected appropriate percentages for National Honor Society 1.0%
- Homecoming Sponsor was reflected as 1% and not two positions
- Put the two Teammates Sponsors together for a total of 3%
- Moved Weight Lifting Sponsor into the Clubs and Organizations Section
- Added the wording under Clubs and Organizations “If Multiple Sponsors, the total % will be split.”

## **1002**

### **Creation and Amendment of Board of Education Policies**

#### **Creation of Board Policies**

Each of these policies shall become the official policy of the school district when the board has approved it by a majority vote of the members present at any lawfully convened meeting of the board.

#### **Amendment of Board Policies**

The board may revise policies at a regular or special meeting if the proposed revision, addition, or amendment has been distributed to the board members in writing prior to the meeting at which it is to be adopted.

In an emergency, the board may declare an emergency and revise policies without having distributed copies of the proposed revisions to board members prior to the meeting.

Each policy shall bear the date when it was adopted, revised or reviewed.

The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's website.

#### **Annual Review**

The board shall review all policies at least once every three years. Nebraska statutes require an annual review of specific policies, and such policies shall be so identified. The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.

Adopted on: February 18, 2019

Revised on:

Reviewed on:

Community RelationsAnnual Report and School Improvement

The Superintendent shall prepare and distribute each year an Annual Report in accordance with Rule 10, Regulations and Procedures for the Legal Operation of Schools. The Annual Report shall be distributed to residents of the School District by the Superintendent distributing it to the members of the Board of Education and to the parents of students enrolled in the School District during each school year and making it available to other residents. The report shall include information required by Rule 10. The results of the annual report shall be used to plan and make needed changes to improve instruction for all students. The report is to include:

- A. Student academic performance. The report shall include results of student success in achieving the state standards set forth in Appendices A through D of Rule 10 or local content standards approved by the Department, on a building basis. Individual test scores shall be kept confidential. If the school has fewer than ten students in the grades being reported, or if reporting would allow for the identification of students because they all had comparable scores, no public reports of student performance shall be provided for those grades.
- B. School system demographics.
- C. School improvement goals and progress.
- D. School system financial information.

The Superintendent shall further ensure that the School District implements a systematic on-going process that guides planning, implementation, and evaluation and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process shall focus on improving student learning and include a periodic review by visiting educators who provide consultation to the local school/community in continued accomplishment of plans and goals. The school improvement process shall further include the following activities at least once within each five years:

- A. Collection and analysis of data about student performance, demographics, learning climate, and former high school students.
- B. Selection of improvement goals. At least one goal is directed toward improving student performance.
- C. Development and implementation of a plan which includes procedures, strategies, or actions to achieve goals.
- D. Evaluation of progress toward improvement goals.

The school improvement process shall further include a visitation by a team of external representatives to review progress and provide written recommendations. A copy of the written recommendations shall be provided to the Department. The external team visits shall be conducted at least once each five years.

Legal Reference: NDE Rule 10.5.02; 10.9 and 10.10

Adopted on: 10-15-14

Revised on: 2-18-19

Reviewed on: 1-21-19

Community RelationsPublic Access to School Records - Examination, Making Memoranda, and Copying

1. The School District, through the Superintendent, shall provide interested persons access to the records of the School District as required by law. Such access shall include the opportunity to examine, make memoranda and copy School District records. The School District shall not make records of individual students or personnel available except as allowed by law or compelled by court order.

2. Records may be examined at the School District offices during the hours such offices are open for the ordinary transaction of business. School district offices will be open for the ordinary transaction of business (a) during the school year on such days as school is in session, and (b) during the summer months when school is not in session, Monday through Friday when the Superintendent is present, except legal holidays.

3. Records may be obtained in the form in which the record is maintained including, but not limited to, printouts, electronic data, and photocopies. The School District will not be required to produce or generate any record in a new or different form or format modified from that of the original School District record. Copies of records may be made as follows:

(a) Copies may be made by persons using their own copying or photocopying equipment, provided that such copies shall be made on the premises of the School District offices or at a location mutually agreed to by the requester and the School District.

(b) Copies may be obtained from the School District if the School District has copying equipment reasonably available, and upon payment of a fee for providing copies. The Superintendent shall establish a fee schedule for the copying of school district records, provided that such fee is not to exceed the actual cost of making the copies available. Actual costs of making copies available include: Paper, and other hard copy materials, copier device costs (equipment lease, depreciation and maintenance), electricity and the cost of personnel. If the copies requested are estimated by the School District to be more than fifty dollars (\$50.00), the School District may require the requester to furnish a deposit prior to fulfilling such request.

4. Upon written request for access to records, the School District will provide to the requester as soon as is practicable and without delay, but not more than four (4) business days after actual receipt of the request:

(a) Access to or, if copying equipment is reasonably available, copies of the school district records requested;

(b) A written denial of the request, or portion thereof, if there is a legal basis for such denial of access to school district records on a written form from the school district. [See,

Regulation Form 1050A, "Denial of Access To School District Records"]; or

(c) If the entire request cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of the request due to the significant difficulty or extensiveness of the request, the school district shall provide a written explanation, including the earliest practicable date for fulfilling the request, and estimate of the expected cost of any copies, and an opportunity to modify or prioritize the items within the request. [See, Regulation Form 1050B, "Explanation of Delay in Fulfilling Request for School District Records"].

Legal Reference: Neb. Rev. Stat. § 84-712 et seq.

Adopted On: 10-15-14

Revised On: 2-18-19

Reviewed on: 1-21-19

Regulation No. 1050 - A  
Community Relations

Denial of Access to School District Records Form

Name of Requester: \_\_\_\_\_.

Date of School Record Request: \_\_\_\_\_.

Name of Administrator Denying Record Request: \_\_\_\_\_.

Description of Records Requested (Actual written request for record may be attached): \_\_\_\_\_

\_\_\_\_\_.

Please be advised that the school district has determined that there is a legal basis for a denial of access or copies to all or a portion of the school records requested, and hereby provides the following information regarding such denial:

A. Description of the contents of the records withheld: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

B. Statement of the specific reasons for the denial (Correlate specific portions of the records to specific reasons; include citation of statute expressly providing that particular information or records shall not be made public): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_.

**NOTICE: Pursuant to Neb. Rev. Stat. § 84-712.03, you may have a right of judicial or administrative review of the denial of access to school district records set forth above, including a right to petition for a writ of mandamus, or petition the Attorney General to review the record to determine if it may be withheld from public inspection.**

Community Relations

Explanation of Delay in Fulfilling Request for School District Records

Your entire request for school district records cannot with reasonable good faith efforts be fulfilled within four (4) business days after actual receipt of such request due to (check all applicable boxes):

G Significant difficulty in compiling or copying such records;

G Extensiveness of the request.

A. Additional Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

B. Projected Date of Fulfilling Request: \_\_\_\_\_.

C. Projected Cost of Copies: \$\_\_\_\_\_.

Modification or Prioritization of Request: You may modify or prioritize the items in your request to expedite the availability of the school records requested; please set forth your modification or prioritized items in the space provided below and return to the office of the business office:

\_\_\_\_\_  
\_\_\_\_\_.

## 9300 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

### 1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

### 2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted in three prominent places within the school district. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if in the opinion of the superintendent it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

### 3. Weather Delays

In the event of inclement weather, which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board present. The board will communicate the delay and the updated date, time, and location of the postponed meeting to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board present and superintendent will attempt to communicate the information

to local media members and business owners to assist in notifying the public of the delay.

#### 4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings, evidence, and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: December 13, 2017

Revised on:

Reviewed on: November 20, 2017

# Board Member Code of Conduct

NEBRASKA ASSOCIATION OF SCHOOL BOARDS

MARCIA R. HERRING  
DIRECTOR OF BOARD DEVELOPMENT

## BOARD MEMBER CODE OF CONDUCT

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**T**he Association advocates that each board adopt and adhere to a Code of Conduct policy. This aids in the board's responsibility to carry out the important education decision-making role while maintaining effective relationships with school administrators, staff, and community members. Given the complexity of the education governance structure, nothing is more important than clarifying appropriate roles and responsibilities for the school board, superintendent, and principal(s).

A school board member has no legal powers unless participating at a meeting that complies with the Nebraska Open Meetings Law, or acting on behalf of the school board after the board formally grants authority to do so. Thus, it is essential that every school board member work as a member of the broader leadership team to perform board duties and act in a manner consistent with the Code.

*Note: Board members can demonstrate personal commitment to the Code by signing this document signifying agreement to uphold the principles of the Code, both, in letter and spirit.*

Many school boards post a copy of the signed Code in the front entrance of the school(s). This public display of school leadership team commitment sends a powerful message and sets the tone for how the business of education will be conducted in the schools and community.

As citizens of the United States, board members have certain Constitutional rights, including freedom of speech that cannot be taken away, whether or not you choose to sign this document. The only sections of this Code that require legal compliance are the "*conflict of interest*" and "*act only as a member of the board.*" All other sections represent best practice.

*Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to the responsibility of duty.*

Each board member shall follow the code of conduct:

### **As a Board Member**

- I will listen.
- I will respect the opinion of others.
- I will recognize the integrity of my predecessors and the merit of their work.
- I will be motivated only by an earnest desire to serve the school district and the students in the best possible way.
- I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- I will vote for a closed session of the board if the situation requires it, but I will consider "secret" sessions of board members unethical.

- I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- I will express my honest and most thoughtful opinions in board meetings in an effort to have decisions made for the best interest of the students and the education program.
- I will abide by majority decisions of the board.
- I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.
- I will not discuss the confidential business of the board.
- I will endeavor to keep informed on local, state, and national educational developments of significance.

## **Board Governance**

- Attend all regularly scheduled board meetings, insofar as possible, and review advance materials provided.
- Respect the confidentiality of privileged information and make no individual decisions or commitments that would compromise the board or administration.
- Work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the superintendent.
- Maintain a priority board focus on policymaking, goal setting, planning process, and evaluation. Most importantly increasing student learning and achievement and ensuring efficient use of education resources.
- Comply with Board policy, all applicable local, state and federal laws and regulations and guidance from the superintendent, when making board decisions.
- Encourage individual board member expression of opinion and establish an open, two-way communication process between the board and students, staff, and all elements of the community.
- Remain current with changing needs and requirements pertaining to educational issues through individual study and by participating in board learning opportunities such as those sponsored by the Nebraska and National School Boards Associations, the

Nebraska Department of Education, and other education organizations.

- Recognize that a board member's responsibility, together with fellow board members, is to ensure the school district provides a quality education for all students.
- In consultation with the superintendent and district administrators, set education goals for the school(s).
- Maintain confidentiality of information and discussion conducted in closed session.
- Review essential facts, consider others' ideas, and then present personal opinions during board deliberations but, once the board vote has been taken, support board decisions regardless of how individuals voted.
- Act only as a member of the board and do not assume any individual authority when the board is not in session, unless otherwise directed by the board.
- Rely on school policies that are continually updated and aligned with Nebraska and federal education laws, and guidance from the superintendent, when making board decisions.
- Request recommendations from the superintendent and seek legal counsel, when required for full and informed board consideration of issues requiring legal expertise.
- Expect an equitable amount of board meeting time be spent both learning about educational programs and conducting the business of the board.
- Maintain a priority board focus on increasing student learning and ensuring efficient use of education resources.
- Retain independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Voice opinions respectfully and maintain good relations with other board members, administrators, school staff, and members of the public.
- Be informed about educational issues through individual study and by participating in board development opportunities such as those sponsored by the Nebraska and National School Boards Associations, the Nebraska Department of Education, and other education organizations.
- Support new school board members by sharing your experience and knowledge.
- Ensure that adequate board orientation and team building opportunities are available for board members and administrators.
- Associate with board members from other school districts to discuss school problems and collaborate on school improvement initiatives.

## **Board – Superintendent Relations**

- Respect that the superintendent of schools and his or her staff are responsible and accountable for the delivery of the educational programs and the conduct of school operations.
- Ensure strong management of the school system by hiring, setting goals with and evaluating the Superintendent.
- Provide policy support for school administrators in the performance of their duties and delegate authority commensurate with those responsibilities.
- Expect the superintendent to keep the board adequately informed through regular written and oral communications.
- Refer complaints, requests, and concerns to the superintendent.
- Avoid making commitments that may compromise the decision-making ability of the board or administrators.
- Maintain open and candid communication with the superintendent.
- Hold the superintendent accountable by jointly creating job performance standards and at least annually performing a comprehensive evaluation process based on the job description, contract, and identified performance standards.
- Recognize that a board member's responsibility is to see that schools are well run, but not to run them.

## **Personnel Relations**

- Seek to employ the most qualified school staff and insist on regular, impartial employee evaluations.
- Hire no superintendent, principal, or teacher already under contract with another school district unless the person has formally been released from his or her contract.
- Individual board members shall not give directives to any school administrator or employee, publicly or privately.

## **Community Relations**

- Perform a liaison communications role by respecting the needs of both the community and the school.
- Consider the needs of the entire community and vote for what is best for students.
- Encourage collaboration between the school and community.
- Request that periodic surveys be conducted with the community to assess the quality of education services and use the data to establish and monitor goals.

**Conflict of Interest**

- Do not solicit or receive directly or indirectly any gift or compensation in return for making a recommendation or casting a vote.
- Do not receive anything of value by contract or otherwise, from the school district you serve unless it is received:
  - as a result of a contract accepted after a public bid.
  - in public recognition of service or achievement.
  - as expenses allowed by law for official duties performed as a member of such board.
- Follow the school board conflict of interest policy regarding the appearance of conflict of interest.

*(Optional Signature)*

I agree to abide by the principles outlined in the Board of Education Code of Conduct and will do everything in my power to work as a productive member of the leadership team.



Board Member



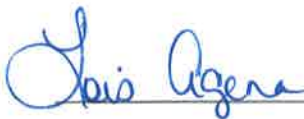
Board Member



Board Member



Board Member



Board Member



Board Member

8-17-15

Date

# 2019-2020 School Event Calendar

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July	
NO School Days Staff or Students	
Early Out Days	
Teacher Only Days	

August	
12	No School Teacher In-Service
13	No School Teacher In-Service
14	K-12 First Day Early Out 1:37 p.m. Dismissal
16	No School Teacher In-Service
21	Preschool First Day
TOTAL T=15. S=12. EO=1	

September	
2	Labor Day No School
13	Preschool No School
26	Early Out 1:37 p.m. Dismissal
26	P/T Conferences 2:30-8:00 p.m.
26	Preschool No School
27	No School
TOTAL T=19.5 S=19. EO= 1	

October	
9	Early Out 1:37 p.m. Dismissal
11	Preschool No School - End of 1st Quarter
25	Preschool No School
TOTAL T=23. S=23. EO=1	

November	
6	Early Out 1:37 p.m. Dismissal
6	Preschool No School
27-29	No School Thanksgiving Break
TOTAL T=18. S=18. EO=1	

December	
11	Early Out 1:37 p.m. Dismissal
11	Preschool No School
20	End of 2nd Quarter. Full Day.
23-31	No School
TOTAL T=15. S=15. EO=1	

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January	
1-3	No School
6	School Resumes Early Out 1:37 p.m. Dismissal
22	Early Out 1:37 p.m. Dismissal
22	Preschool No School
TOTAL T=20. S=20. EO=2	

February	
13	Early Out 1:37 p.m. Dismissal
13	P/T Conferences 2:30-8:00 p.m.
13	Preschool No School
14	No School Teacher In-Service ESU #4
17	No School
TOTAL T=19.5. S=18. EO=1	

March	
12	No School Teacher In-Service
13	No School End of 3rd Quarter
27	Preschool No School
TOTAL T=21. S=20. EO=0	

April	
1	No School Mudecas Quiz Bowl Host Site
10	No School
13	No School
TOTAL T=20. S=19. EO=0	

May	
1	Preschool No School
9	Graduation
14	Last Day for Preschool & Preschool Graduation Eveni
20	Early Out 12:00 p.m. Dismissal. End of 4th Quarter
20	Teacher's Last Day
TOTAL T=14. S=13.5 EO=1 @ Noon	

June	
Student Days	Teacher Days
40	1st Quarter
47	2nd Quarter
46	3rd Quarter
44.5	4th Quarter
<b>177.5</b>	<b>Total Student Days</b>
<b>185</b>	<b>Total Teacher Days</b>
	87 in Semester
	90.5 in Semester
	EO=8 @1:37 1@

**NOTE: Student/Staff snowdays if needed:  
May 20 all day, May 21 & 22**

Calendar Comments  
2019-2020

1. Questioning why conferences are a week later next year in September. Explained the NSAA calendar.

2. Thank you for the clear explanation about the calendar and for crediting the PT conferences as a work day. That is appreciated. The calendar looks good to me. The only complaint that I've heard this year about the calendar is that the run from PT conferences (Sept 26th next year) to Thanksgiving break is very long. I don't know if there is any way to insert a break in there somewhere.

3. I would really like for us to have inservice when we come back in January. I feel like after finishing semester 1, we have things that we can talk about, work on, and come up with a plan to move forward with for semester 2. This might also give us an opportunity to review state testing data more in depth in preparation of the upcoming Spring test. Could we add a day to the end for students and then not do inservice at the beginning of the year during county fair? I personally don't care if we have students for county fair. I don't need that day off at all but understand that some do. I just would really like for us to not come back the same day as students in January.

4. I feel like parents pull their kids whenever they want and not necessarily look when we have days off. I don't think parents see the March date as a date when they get an extended weekend to take a trip but rather days when they need to arrange childcare for. I'd rather give this day up as well for a January inservice or I think track begins on Friday the 22nd and not the 21st which would be my last choice.



# Sterling Public Schools Annual District Report Card January 2019

## Enrollment Information

<b>PK-12 Enrollment for 2018-19</b>	
As of January 18, 2019	
Preschool	30
Kindergarten	18
1 <sup>st</sup> Grade	11
2 <sup>nd</sup> Grade	12
3 <sup>rd</sup> Grade	10
4 <sup>th</sup> Grade	12
5 <sup>th</sup> Grade	11
6 <sup>th</sup> Grade	13
7 <sup>th</sup> Grade	20
8 <sup>th</sup> Grade	14
9 <sup>th</sup> Grade	17
10 <sup>th</sup> Grade	16
11 <sup>th</sup> Grade	11
12 <sup>th</sup> Grade	21
Total PK-12	216

<b>PK-12 Enrollment Trends</b>	
2017-2018	202
2016-2017	200
2015-2016	206

<b>Preschool-12 Daily Attendance</b>	
	<u>Sterling</u>
2017-18	94.13%
2016-17	95.48%
2015-16	95.78%

## Leadership Team

### **Administration**

Dottie Heusman, Superintendent  
Scott Harrington, Principal

### **Board of Education**

John Harms                      Mark Horstman  
Stan Karr                        Kevin McAuliffe  
Rick Vollman                    Cheri Wirthele

## Financial Information

<b>State Aid and Gen. Fund Tax Request Data</b>			<b>Total General Fund Disbursements</b>	
<u>State Aid</u>		<u>Property Tax Request</u>		
2018-19	\$18,123	\$2,693,939	2017-18	\$3,285,722
2017-18	\$20,199	\$2,656,990	2016-17	\$3,107,184
2016-17	\$ 533	\$2,661,153	2015-16	\$3,090,408

<b>Mill Levy and Valuation Data</b>		
	<u>Tax Levy</u>	<u>District</u>
<u>Valuation</u>		
2018-19	1.00965	\$309,898,129
2017-18	1.01296	\$305,126,717
2016-17	1.03095	\$299,234,270

<b>Transportation Costs for 2017-2018</b>
\$179,297



## Teacher Information

<b>Teachers with Master's Degree/Higher</b>		<b>Average Teacher Salary Data</b>		<b>Average Years of Teaching Experience</b>	
	<u>Sterling</u>		<u>Sterling</u>		<u>Sterling</u>
2017-18	32%	2017-18	\$50,229	2017-18	17.36
2016-17	33%	2016-17	\$48,879	2016-17	17.08
2015-16	35%	2015-16	\$47,708	2015-16	16.61

## Student Demographics and Testing Results

<b><u>NSCAS Overall Results</u></b> <b><u>(State Testing)</u></b> <b><u>Percent Proficient</u></b> <b><u>3rd-8th Grade Testing</u></b>		
	<u>Sterling</u>	<u>State</u>
English Lang Arts	57%	51%
Math	58%	51%
Science	83%	54%

<b><u>School Classifications by the State</u></b>	
Elementary	GREAT
Middle School	GREAT
High School	GOOD

<b><u>ACT Composite Score Avg.</u></b>			
	<u>Sterling</u>	<u>State</u>	
<u>National</u>			
2018	20.5	20.5	20.8
2017	21.8	21.4	21.0
2016	21.0	21.4	21.0

<b><u>Student Demographics/Characteristics</u></b> <b><u>2017-18</u></b>	
Enrolled in Special Education	15%
Mobility Rate (moving in/out)	8%
Eligible for Free/Reduced meals	28%

<b><u>Spring 2018 Northwest Evaluation Association (NWEA) Standardized Test Composite - % above 50th percentile</u></b>		
	<u>Reading</u>	<u>Math</u>
Elementary (3 <sup>rd</sup> -6 <sup>th</sup> )	61%	58%
Middle Grades (7 <sup>th</sup> & 8 <sup>th</sup> )	78%	75%
High School (9 <sup>th</sup> -11 <sup>th</sup> )	82%	95%

<b><u>2017-2018 Dual Credit Info</u></b>	
5 Students earned college credit	
Total credits earned were 42	

<b><u>Class of 2018 Data</u></b>	
Total Number of 2018 Sterling Graduates	8
Number of Graduates attending a 4-year college	5
Number of Graduates attending a 2-year college	3

### **School Improvement Goals**

\* All students K-6<sup>th</sup> will improve their reading comprehension. Progress: Daily 5 implementation, Guided Reading training and implementation, currently working on additional instruction in fluency, talking about reading, and reading comprehension strategies.

\* All students K-6<sup>th</sup> will improve their writing skills. Progress: Implemented new Writing Materials and continual training, using writing rubrics, text dependent analysis additions, high frequency words for K-3, Handwriting Without Tears curriculum for K-3, and writing pacing guides being written.

\* All students 7<sup>th</sup>-12<sup>th</sup> will improve their writing skills. Progress: Split 7<sup>th</sup> & 8<sup>th</sup> grade reading and writing into two classes, text dependent analysis additions, curriculum alignment, and district writing rubric is being developed and will be implemented.

\* All students 7<sup>th</sup>-12<sup>th</sup> will use technology on a daily basis for extended learning opportunities. Progress: 1-to-1 Macbook Airs for all students 9<sup>th</sup>-12<sup>th</sup>, Bytespeeds for 7<sup>th</sup> & 8<sup>th</sup>, word processing class added for 6<sup>th</sup> & 7<sup>th</sup> grade students, Digital Citizenship class added for 6<sup>th</sup> grade, lesson plans in all content areas incorporate technology, and additional technology learning opportunities for staff throughout the year.



Contact us or stay informed by:

\*\*Sterling website:  
[www.sterlingjets.org](http://www.sterlingjets.org)

\*\*Twitter: @spsjetpride

\*\*Facebook: Sterling Public Schools

\*\*Call us at: 402-866-4761 or email  
staff member's first initial.last  
name@sterlingpublicschools.com



**Nebraska Association of School Boards**

# NASB Internal -External Stakeholder Questions

## Board Engagement

### **Planning**

1. Describe how the board sustains a community and district-wide culture of continuous improvement, plans strategically, and aligns operating plans to achieve strategic outcomes.
2. How do we hold personnel accountable for developing and implementing school improvement plans at each school?

### **Board Policy**

1. Describe the board's process for continuous development, review, and update of district policy to guide the district's mission, vision, and goals.

### **Community Engagement**

1. Describe the board's proactive and cohesive communications plan to inform and educate the community on district issues.
2. Describe how the board is engaging, soliciting, and responding to our key stakeholders, parents, and business leaders.

### **Student Achievement**

1. How are we monitoring leading critical indicators to support all of our students achieving at grade level or above, and how are we communicating that information?
2. Describe how the board utilizes student achievement data to set priorities, support modifications of curriculum and instruction, and allocate resources necessary to ensure success.
3. Identify the greatest student need in your school district.
4. Identify the efforts of the district to address equity (i.e., cultural, diversity, and inclusion of subgroups).

### **Fiscal Responsibility**

1. Describe how the board ensures that the budget is aligned and allocates resources to the district mission and goals.
2. The board reviews and adopts a master facility plan to support instruction and learning district wide.
3. Identify what you believe are the most important improvements the district might do to improve and expand district learning facilities and grounds:
  - Educational learning space
  - Safety/Security
  - Site access and parking
  - Space to support student enrollment
  - Core infrastructure and/or maintenance
  - Extracurricular activities and/or programs
  - Other (please specify)

### **Advocacy**

1. Describe the board's role related to advocacy on behalf of the district.

## Student Engagement

### Sample Survey Questions:

1. Identify the points of pride, accomplishments, and achievements of the school district.
2. Describe the time commitments you currently have as a student. Do you believe you are overwhelmed with too much to do? If so, what would you change?
3. Do you feel a connection to the school and if so, what is it that creates that connection? If you are not connecting, do you believe this is a shared perception among most students? And, why?
4. Describe a quality education.
5. What are your expectations related to the education you receive?
6. If you could change one thing about your school district, what would it be?
7. If you could change anything about your school, what would it be?
8. Following graduation if you are planning to pursue a career, will you remain in this area? Or, following graduation if you are planning to pursue a post-secondary education do you plan to return to the community and/or surrounding area?
9. What role do you play in the success of your community?
10. What job opportunities are currently available for you in the community or surrounding area?
11. What class or program would you like to see your school add and why?
12. How could the school district use technology to improve the instruction and education you receive?
13. How can you and your classmates improve your community now and in the future?
14. Who is responsible for educating you, the school, community, or parents?
15. What role do you play in the success of your community?
16. What volunteer opportunities are currently available for you in the community or surrounding area?
17. What do you expect from your community?
18. What should your community expect from you?
19. General comments.

## Business Leaders Engagement Meeting

### Sample Survey Questions:

1. Identify the points of pride, accomplishments, and achievements of the school district.
2. Identify the possible challenges that may impact the district in the next three to five years.
3. Discuss and identify an action plan to address the identified needs.
4. As a vested patron, identify expectations and priorities of the School District.
5. Identify the skills, knowledge, and abilities students need in order to be ready for a career in our future economy.
6. Identify skills that you or the organization you represent expect in a qualified applicant/employee.
7. Identify curriculum programs or course work that will equip and prepare students for success in our future economy.
8. Identify the resources needed to prepare our students for careers in today's economy.
9. Identify how you or your organization contribute to an education that prepares learners for careers in today's economy.
10. The success of a career academy depends on partnerships with employers, the community and higher education. What would you like to see in a School District Career Academy?
11. As the board continues to progress and expand learning opportunities for the students, identify how you believe the district should address the need(s).
12. Identify how the community is working with the school to provide resources and support for student needs.
13. Identify the knowledge and skills a student should possess as a graduate of this school district.
14. Identify what you or your organization contribute to education in your community.
15. Identify the programs or course work that will help prepare our students for careers in today's economy.
16. Identify specific ways your organization and the school could collaborate to enhance educational opportunities for students.
17. Identify specific ways your organization could collaborate with other businesses and organizations to enhance educational opportunities for students.
18. Identify what you believe are the most important improvements the district might do to improve and expand district learning facilities and grounds:
  - Educational learning space
  - Safety/Security
  - Site access and parking
  - Space to support student enrollment

- Core infrastructure and/or maintenance
- Extracurricular activities and/or programs
- Other (please specify)

## Community Stakeholder Engagement Meeting

### Sample Survey Questions:

1. Identify the points of pride, accomplishments, and achievements of the school district.
2. Identify the challenges that may impact the district in the next three to five years.
3. Identify the qualities and knowledge a student should possess as a graduate of this school district.
4. Identify the economic opportunities and challenges due to the geographic location of the school district.
5. Identify the challenges facing the community and how this will affect the school district.
6. Identify the obstacles that may prevent the district from addressing the identified needs.
7. As a vested district patron, what are your expectations and priorities for the school district.
8. Identify what the school district should do to grow parent, community member, and business leader involvement and/or partnerships with the school.
9. Identify what the community should do to ensure all students have the opportunity to succeed.
10. Identify what you bring to education in the community.
11. Identify what you or your organization should do to promote student achievement and assist the school district.
12. Identify what you believe are the most important improvements the district might o to improve and expand district learning facilities and grounds:
  - Educational learning space
  - Safety/Security
  - Site access and parking
  - Space to support student enrollment
  - Core infrastructure and/or maintenance
  - Extracurricular activities and/or programs
  - Other (please specify)

## Online Parent Survey

Thank you for accessing the (Name) Schools survey. We need your help as we develop a Strategic Plan for the school district, a plan that will ensure that each and every student receives a quality education in a safe learning environment. Your input is an investment in our future! Please join in as we all work together to make (Name) Schools a model for providing excellence through a life-changing education!

It is important to note, that once you exit your survey, you will not be able to reopen and/or resume the process.

Please select the choice that best represents you:

- Parent/Guardian of a current (Name) School student
- Community member without students currently in the system
- (School District Initials) staff member
- (School District Initials) staff member and parent/guardian of a current PCS student
- (School District Initials) staff member and a community member without students in PCS

Please select the choice that represents you:

- My student is in elementary school (PK-Grade ?)
- My student is in secondary school (Grades ?)
- I have students in elementary and secondary schools.
- I have no children currently attending the school district.

Select the top five skills students must learn in order to be prepared for future success:

- Communication skills (writing, listening, and speaking)
- Problem-solving skills
- Research skills (gathering and analyzing information)
- Critical thinking skills
- Reading comprehension and mathematic skills
- Personal financial management skills
- Organizational and time management skills
- Interpersonal skills (working with others)
- Technology skills
- Language skills (learn a second language)
- Science, technology, engineering, and math (STEM)
- Social sciences (study of history, other cultures, economic, government)
- Fine and performing Arts (music, theatre, visual art)
- Leadership skills
- Community Service
- Other \_\_\_\_\_

1. Identify three goals you would like to see established for the school district.
2. Identify what you believe is working well in the school district.

3. Identify areas of our school district that need improvement.
4. If we could eliminate three programs or initiatives in our school district, which would you eliminate?
5. Identify what you believe are the most important improvements the district might do to improve and expand district learning facilities and grounds:
  - Educational learning space
  - Safety/Security
  - Site access and parking
  - Space to support student enrollment
  - Core infrastructure and/or maintenance
  - Extracurricular activities and/or programs
  - Other (please specify)

## District Staff Engagement

### Building-Level Administrator Engagement

Sample Survey Questions:

1. Identify the points of pride, accomplishments, and achievements of the school district.
2. Communication between district administration and staff is positive and effective.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
3. What should be done to improve communication at the district level?
4. What should the School District do to grow the working partnership between the district and parents/guardians?
5. What should the **District Administration** do to foster a positive working relationship with staff, students, and the community?
6. What should **building-level administrators, teachers, and staff** do to foster a positive working relationship with each other, students, and the community?
7. The climate in my **school** is positive and conducive to learning.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
8. The climate in the **District** is positive and conducive to learning.
  - a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
9. What can the School District do to impact the climate in the district?
10. Identify the district's greatest student needs.
11. What are the greatest staffing needs in the district?
12. Does the district provide a relevant Professional Development plan and/or schedule?
  - o Yes
  - o No
13. What should the district do to improve Professional Development?
14. Does the district utilize any of the following?
  - a. District-adopted Curriculum in all core academic areas
  - b. Standards-Aligned Curriculum
  - c. Both

- d. Neither
  - e. Not Sure
15. The district has identified and adopted curriculum in all core academic subjects?
16. The adopted curriculum is followed/implemented with integrity throughout the district?
- a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
17. The curriculum is aligned to the state standards?
- a. Strongly Agree
  - b. Agree
  - c. Disagree
  - d. Strongly Disagree
18. Identify a district program you would expand/grow and explain why. (Example: Early Childhood, Expanded Learning Opportunities, HAL, Before/After school care, etc.)
19. Does the district utilize an adopted instructional framework/model?
- o Yes, and we use \_\_\_\_\_ Framework/Model.
  - o No
20. (Principal) What is your building's current AQuESTT classification?
21. What are you doing to advance your
22. Please select the system of accreditation the district has adopted.
- AdvancED
  - Nebraska Framework
23. What should the district do to improve instruction and student learning district-wide?
24. If you could implement one change to benefit classroom instruction and student success what would it be?
25. Describe how you use data in making decisions about instruction?
26. Many school districts across the state are experiencing an increased number of students who are experiencing depression, anxiety, and/or stress. Do you believe this is a problem in your building? If so, on a scale of 1 to 10 minimal to extreme how would you assess the building you serve.
27. Have you received and/or has the district provided training to equip students/staff to deal with these issues?
28. What should the district do to improve student resiliency?
29. How resilient are the teachers in your building?
30. What should the district do to improve how technology is utilized in the district?
31. Does the district provide appropriate technology professional development to support the integration of technology?
- o Yes
  - o No

32. How does your current learning facility restrict your ability to educate students?
33. Identify what you believe are the most important improvements the district might do to improve and expand learning facilities and grounds:
- Educational learning space
  - Safety/Security
  - Site access and parking
  - Space to support student enrollment
  - Core infrastructure and/or maintenance
  - Extracurricular activities and/or programs
  - Other (please specify)

### Certified Staff Engagement

#### Sample Survey Questions:

1. Please indicate the building in which you work.
  - o List Building Options
  - o I work in multiple buildings including...
2. What are the strengths of the school district?

#### **Climate/Culture**

3. The climate in my **school** is positive and conducive to learning.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o Comments
4. The climate in the **district** is positive and conducive to learning.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o Comments
5. What should be done to improve the climate in the district?
6. Communication among staff and administrators **within my building** is positive and effective.
  - o Strongly Agree
  - o Agree
  - o Disagree
  - o Strongly Disagree
  - o Comments
7. Communication among staff and administrators **within the district** is positive and effective.

- Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
  - Comments
8. The district culture consistently embodies and embraces diversity, equity, and connectedness for students and staff in each building and across the district.
- Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
  - Comments

**Curriculum, Instruction, and Assessment**

9. What should the district do to improve instruction and student learning district-wide?
10. Does the district use an instructional framework/instructional model?
- Yes
  - No
  - I don't know
  - Comments
11. Does the district provide the following?
- District-Adopted Core Curriculum
  - Standards-Aligned Curriculum
  - Both
  - Neither
  - Not Sure
  - Comments
12. The curriculum is followed/implemented well in this district.
- Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
  - Comments
13. Do you use data to support decisions regarding classroom instruction? If so, how?
- No
  - Yes, by...

**Programs**

14. Identify a district program you would expand/grow and explain why (Example: Early Childhood, Expanded Learning Opportunities, etc.).

### Professional Development

15. Does the district provide a relevant professional development plan and/or schedule?
- Yes
  - No
  - Comments
16. How can the district improve professional development?

### Learning Facilities

17. Does your current learning space restrict your ability to educate students?
- Yes
  - No
  - If yes, please describe:
18. Identify what you believe are the top TWO most important improvements the district might do to improve and expand learning facilities and grounds:
- Educational learning space
  - Safety/Security
  - Site access and parking
  - Space to support student enrollment
  - Core infrastructure and/or maintenance
  - Extracurricular activities and/or programs
  - Other (please specify)

### Students/Staff

19. Identify the district's greatest student need.
20. Identify the district's greatest staffing need.

### Social-Emotional (Resiliency)

21. On a scale of 0 (not a problem) to 10 (extreme problem), how would you assess the level of depression, anxiety, and/or stress experienced by students at the building you serve?
22. Has the district provided training to equip students/staff to deal with both social-emotional/behavioral issues?
- Yes
  - No
  - Comments:
23. What should the district do to improve student resiliency\*? \*Resiliency: ability to bounce-back from difficult experiences
24. On a scale of 1 (not resilient) to 10 (resilient), how resilient\* are the teachers in your building? \*Resiliency: ability to bounce-back from difficult experiences
25. What can the district do to provide training for staff to deal with resiliency issues? \*Resiliency: ability to bounce-back from difficult experiences

### Technology

26. Does the District use technology effectively to support instruction and learning?

- Yes
- No
- Comments

27. What should the district do to improve how technology is used in the district?

28. If you could implement one change to benefit classroom instruction and student success what would it be?

## Classified Staff Engagement

### Sample Survey Questions:

1. Identify the points of pride, accomplishments, and achievements of the school district.
2. The school district does a good job of meeting student needs.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
3. Social-emotional and behavioral issues are a problem in my school.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
4. I am well informed regarding building and/or district related matters.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
5. I feel welcome and valued in my position.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
6. What are the greatest challenges facing classified staff?
7. I receive proper training/professional development to support my success in my position.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
8. What challenges may affect your area of service in the next three to five years?
9. What goal do you have for the service you provide that will improve Public Schools for staff and students?
10. If you could change anything in your district, what would it be?
11. Identify what you believe are the most important improvements the district might do to improve and expand learning facilities and grounds:
  29. Educational learning space
  30. Safety/Security
  31. Site access and parking
  32. Space to support student enrollment
  33. Core infrastructure and/or maintenance
  34. Extracurricular activities and/or programs
  35. Other (please specify)

## District-Level Administrator Engagement

### Sample Survey Questions:

1. Identify the points of pride, accomplishments, and achievements of the school district.
2. What should the district do to improve instruction and student learning district-wide?
3. How do you use data in making decisions about instruction?
4. Does the district use an instructional framework/instructional model?
  - Yes
  - No
5. Does the district have and use any of the following?
  - District-adopted Core Curriculum
  - Standards-Aligned Curriculum
  - Both
  - Neither
  - Not Sure
6. The curriculum is followed/implemented well in this district.
  - Strongly Agree
  - Agree
  - Disagree
  - Strongly DisagreeComments:
7. Does the district provide a relevant Professional Development plan and/or schedule?
  - Yes
  - No
8. What should the district do to improve Professional Development?
9. What are the greatest staffing needs in the district?
10. Does the District use technology effectively in instruction?
  - Yes
  - No
11. What should the district do to improve how technology is used in the district?
12. Identify the district's greatest student needs.
13. Which district program (e.g. Early Childhood, Expanded Learning Opportunities, HAL, Before/After school care, etc.) would you expand/improve? Why?
14. Are Social-Emotional and Behavioral issues a problem in the district?
  - Yes
  - No
15. What should the district do to improve student social-emotional and behavioral health?
16. The climate in the District is positive and conducive to learning.
  - Strongly Agree
  - Agree

- Disagree
  - Strongly Disagree
17. What should the School District do to improve the climate in the district?
18. Communication between district administration and staff is positive and effective.
- Strongly Agree
  - Agree
  - Disagree
  - Strongly Disagree
19. What should be done to improve communication at the district level?
20. What should the School District do to grow the working partnership between the district and parents/guardians?
21. What should the **District Administration** do to foster a positive working relationship with staff, students, and the community?
22. What should **building-level administrators, teachers, and staff** do to foster a positive working relationship with each other, students, and the community?
23. If you should implement one change to benefit classroom instruction and student success what would it be?
24. How do the current district learning facilities restrict the staff's ability to educate students?
25. Identify what you believe are the most important improvements the district might do to improve and expand district learning facilities and grounds:
- Educational learning space
  - Safety/Security
  - Site access and parking
  - Space to support student enrollment
  - Core infrastructure and/or maintenance
  - Extracurricular activities and/or programs
  - Other (please specify)



## Community Engagement Service Agreement

This Community Engagement Service Agreement (the “Agreement”) is made this \_\_\_\_ day of January, 2019 (the “Effective Date”), by and between the Nebraska Association of School Boards (“NASB”), a non-profit corporation organized and existing under the laws of Nebraska, and the STERLING Public Schools (the “Client”), a Nebraska Political Subdivision.

NASB, provides services to Nebraska school boards to strengthen public education and offers a Community Engagement Service in which to engage stakeholders in a district’s vision to support student learning; and

The Client desires that NASB provide this Community Engagement Service to the Client and NASB desires to provide such service to the Client under the terms and conditions of this Agreement;

NOW THEREFORE, in consideration of the mutual promises, covenants, and conditions contained in this Agreement, the parties agree as follows:

1. Services. Subject to the terms and conditions of this Agreement, the Client hereby retains NASB to provide Community Engagement Services (the “Service”), and NASB agrees, subject to the terms and conditions of this Agreement, to render such Services during the term of this Agreement. Such Services shall be limited to those described in Exhibit A, as amended, by mutual agreement, in writing from time to time. NASB shall render Services hereunder at such times and places as shall be mutually agreed upon by Client and NASB.

2. Fees.

- a. In consideration of the Services to be provided by NASB to the Client, subject to the terms and conditions of this Agreement, the Client shall, within 30 days of NASB’s invoice, pay to NASB the applicable Service Fees for the Services as described in Exhibit A, in addition to reasonable travel and other expenses NASB incurs in connection with performing the Services.
- b. All fees are exclusive of any applicable taxes. Client shall be responsible for payment of such taxes of any kind.

3. Term. This Agreement shall commence on the Effective Date above, and shall continue for a period of one year, unless extended by agreement of the parties.

4. Cancellation Policy. If the Client cancels any of the Services described in Exhibit A more than 36 hours before the start of the scheduled Services, the Client will be billed for any travel or other expenses actually incurred by NASB in connection with the cancelled Services. If the Client cancels any of the Services described in Exhibit A within 36 hours of the start of the scheduled Services, the Client will be charged a liquidated damages penalty equal to the total cost of the applicable Service Fee(s) for the cancelled Services, as described in Exhibit A and Paragraph 2 above, plus any actual travel or other expenses actually incurred by NASB in connect with this Agreement. If the Client reschedules the Services, within two weeks of cancellation, for a later time mutually agreed upon and available by both parties, the Client will be charged the Service Fees as described in Exhibit A above, minus half of the Cancellation Fee charged to the Client in accordance with this Paragraph.

5. Termination. NASB may terminate this Agreement if Client is in default of any of the terms and conditions of this Agreement and fails to correct such default within ten (10) days after written notice from NASB. Otherwise, this agreement may be terminated by either party, without cause, upon thirty (30) days prior written notice to the other. Upon termination of this Agreement for any reasons, NASB shall be entitled to receive such compensation and reimbursement, if any, accrued under the terms of this Agreement, but unpaid, as of the date NASB ceases work under this Agreement. Any provision of this Agreement, which imposes an obligation after termination, or expiration of this Agreement shall survive the termination or expiration of this Agreement.

6. Intellectual Property. Except as described below, the work products, which are first produced or created for Client by NASB, under this Agreement, shall be the property of the Client and shall be considered works made for hire under this Agreement. Notwithstanding the foregoing, any developed technology, including patentable and unpatentable ideas, know-how, trade secrets, confidential information, technical data, or techniques, and all intellectual property rights appurtenant thereto which may be developed by NASB under this Agreement or in the delivery of any services hereunder that derive from, improve, enhance or modify NASB's product(s) and services or pre-existing intellectual property will be the property of NASB.

7. Confidential Information Defined. For the purposes of this Agreement "Confidential Information" shall mean all nonpublic information relating to or in any way connected with the business, operational, technical and/or financial affairs of NASB, its members, the results

of its or their operations and/or any and all nonpublic information relating to the Services provided or performed by NASB pursuant to this Agreement including, without limitation, all policies, practices, research, protocols, specifications, characteristics, means, methods, processes, routines, trade secrets, and know-how used or developed by NASB. Anything herein to the contrary notwithstanding, Confidential Information does not include information that Client can prove through written or electronic records or other physical evidence: (a) to have been or become generally known to the public through no fault of Client or its agents or representatives; (b) to have been already in the possession of Client at the time of the disclosure and was obtained from NASB; or (c) to have been later obtained by Client from a third party not under any obligation of confidentiality to NASB.

Client agrees that it shall not use for any purpose or disclose to any third party any of NASB's Confidential Information without NASB's prior express written consent. Client agrees to safeguard the Confidential Information against use or disclosure other than as authorized by or pursuant to this Agreement through measures, and exercising a degree of care, which are at least as protective as Client exercises in safeguarding the confidentiality of its own Confidential Information, but no less than a reasonable degree of care under the circumstances.

Client shall not use the name, logos, trademarks, or depictions of NASB, or any officer, director, employee, appointee, or any adaptation thereof, in any promotional, advertising, or marketing literature, or in any other way without the prior express written consent of NASB.

8. Limited Warranties and Limited Liabilities. NASB warrants that the Services provided hereunder will be performed in a professional manner consistent with the quality of NASB's performance of services for similarly situated customers and in accordance with generally accepted industry standards. NASB makes no guarantees or assurances that the Services will achieve Client's specific goals or provide additional functionality to Client.

NASB EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT. EXCEPT FOR DAMAGES OR LOSSES ARISING FROM A PARTY'S INDEMNIFICATION OBLIGATIONS OR INFRINGEMENT OR MISAPPROPRIATION OF A PARTY'S INTELLECTUAL PROPERTY, IN NO EVENT SHALL NASB BE LIABLE FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR EXEMPLARY DAMAGES, HOWEVER CAUSED, WHETHER FOR BREACH OF WARRANTY, CONTRACT, TORT NEGLIGENCE, STRICT LIABILITY, LOSS OF DATA, LOSS OF USE, OR OTHERWISE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. NASB'S MAXIMUM LIABILITY FOR ANY BREACH OF WARRANTY

HEREUNDER SHALL BE A REFUND OF THE SERVICES FEES PAID UNDER THIS AGREEMENT.

9. Indemnification. Notwithstanding any other term of this Agreement, Client shall indemnify, defend and hold harmless NASB, its corporate affiliates, current or future directors, trustees, officers, employees, and agents and their respective successors, heirs and assigns against any claim, liability, cost, damage, deficiency, loss, expense or obligation of any kind or nature (including without limitation reasonable attorneys' fees and other costs and expenses of litigation) incurred by or imposed upon any one of them in connection with any claims, suits, actions, demands or judgments arising out of this Agreement (including, but not limited to, actions in the form of tort, warranty, or strict liability).

10. Governing Law. This Agreement shall be governed and interpreted by the laws of the State of Nebraska. Any action under or concerning this Agreement shall be brought exclusively in the District Court of Lancaster County, Nebraska. Both parties hereby consent to such personal and exclusive jurisdiction.

11. Severability. In the event any provision of this Agreement is determined to be illegal, void, or unenforceable, the remainder of this Agreement shall remain in full force and effect.

12. No Partnership or Agency. No agency, partnership, joint venture, or employment relationship is created by this Agreement and neither party shall have the authority to act in the name or on behalf of or otherwise bind the other in any way.

13. Force Majeure. NASB will not be held responsible for any delay or failure in performance of any part of this Agreement to the extent that such delay is caused by events or circumstances beyond NASB's reasonable control, including but not limited to fire, flood, storm, act of God, war, malicious damage, failure of a utility service or transport or telecommunications network.

14. Waiver. No delay or omission by a party in exercising any right under this Agreement shall operate as a waiver of that or any other right. A waiver or consent given by a party on any one occasion shall be effective only in that instance and shall not be construed as a bar or waiver of any right on any other occasion.

15. Entire Agreement. This Agreement sets forth the entire understandings between the parties with respect to the Services, and merges and supersedes all prior or contemporaneous understandings or agreements whether written or oral. No amendment or modification of this

Agreement will be binding unless reduced to a writing signed by duly authorized representatives of the parties and such writing makes specific reference to this Agreement and its intention as an amendment hereto.

The above provisions are agreed to effective as of the date written above.

Sterling Public Schools

Nebraska Association of School Boards

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## Exhibit A

The following is a description of Services to be provided by NASB, and applicable charges (Services Fee(s)):

### *Engagement Meetings*

NASB will facilitate stakeholder engagement meetings as mutually agreed upon at a charge of \$500.00 per meeting day plus reasonable travel and other expenses.

### *Additional Consultants*

NASB will provide additional consultants on an as-needed basis for stakeholder engagement, other data collection, and data analysis at a charge of \$500.00 per consultant, per day plus reasonable travel and other expenses.

### *Administration and Data Analysis*

NASB will:

- Define a timeline to support the board/district's intended outcome of community engagement
- Work collaboratively with the board/superintendent/district representative to define the internal/external stakeholder engagement process and procedures to meet the vision and expectations for community engagement
- Provide a communications packet to support district notification
- Provide administrative support and leadership through the process as requested by the board and/or superintendent
- Compile and analyze data from all engagement efforts, integrate the data with the identified needs and priorities of the district
- Prepare outcomes from the meetings for district web posting and distribution as directed
- Compile the composite report once the process is complete
- Work with the board and administration to develop appropriate goals and performance indicators

NEBRASKA ASSOCIATION OF SCHOOL BOARDS

COMMUNITY  
ENGAGEMENT

STERLING PUBLIC SCHOOL

**Sterling Mission Statement**

**Sterling Public Schools** will educate students to excel, prepare to compete, inspire to serve, and challenge to lead.



**A** most challenging, yet vital role of the Board is to gather community direction on issues related to students, their learning environment, and academic achievement. Engaging stakeholders through Community Engagement prior to taking action models valid representative leadership as it is the responsibility of the board to establish district vision and goals. The objective when seeking the input of stakeholders allows the board to then consider and respond to the operational and instructional goals aligned with and reflective of the community's values for students thus building community support for needed improvement.

*A community discussion provides assurance that parents and community stakeholders are involved and engaged in the school district.*

Key to this form of school improvement planning is a school-based action plan that identifies the needs of the students and staff. Because the process is primarily focused on needs, it enables all stakeholders including those who do not have a direct tie to the school (i.e., neither employed by the district nor do they have a child (ren) enrolled in the school district) the ability to provide input. It is often this sector of the community (i.e., senior citizens, non-parent, and/or taxpayers) the board must work diligently to engage.

A community discussion provides assurance that parents and community stakeholders are involved and engaged in the school district. It means that the school board is accessible to stakeholders and accountable for the performance of the schools in the district. It means that the school board should set the standard for student achievement in the district, incorporating the community's view of what students should know and work with the superintendent to establish a vision and mission to measure student growth and improvement to ensure district goals are achieved.

*Studies support the theory that an effective board has a positive impact on student achievement.*

A board that is committed to proper board governance can and will impact effective operational standards and protocol resulting in improved student achievement. When a board is committed they:

- Focus on instruction and learning, set goals, establish high expectations
- Define policy to support improved student achievement
- Engage stakeholders in the decision-making
- Communicate the progress of the district goals leading to improved student achievement
- Utilize data to support improved student achievement
- Align resources to support priorities and district needs
- Work collaboratively with the superintendent
- Commit to continuous growth and development participating in learning opportunities with the superintendent

When the Board and Superintendent work collaboratively as leaders, they recognize the need to sustain shared vision, knowledge, values, and commitment to growth and improvement in student achievement.

The NSBA's Center for Public Education research states that *student achievement data in a high-achieving school district is dramatically different due to the characteristics and qualities of the board's effective governance*. Student achievement data from a low-achieving district in the same fashion is dramatically different and can be distinguished when assessing the board's lack of leadership and tendencies to micro-manage. To validate this claim, NSBA cites a recent study of school districts with high poverty and disadvantaged students. The charge in this study was to identify what sets apart districts when faced with the same challenge. According to Devarics and O'Brien, the defined difference is in "the approach of the school board." (January 28, 2011)

# NASB Standards for Effective Board Governance

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To promote student growth and achievement, an effective school board will adopt and adhere to board leadership and governance standards.

**I. MISSION, VISION, and GOALS**

The Board annually reviews the district's vision and mission statements, annually adopting board and district goals to support the mission.

**II. POLICY GOVERNANCE**

The Board continuously reviews, revises, and develops policies and procedures to ensure accountability focused on growth and student achievement.

**III. COMMUNITY ENGAGEMENT**

The Board establishes effective communications with stakeholders through actively engaging parents, students, staff, and community members with the intent to promote the district's image, build positive working relationships and sustain long-term partnerships that will serve education.

**IV. ACCOUNTABILITY and STUDENT ACHIEVEMENT**

The Board continuously monitors the progress of district goals utilizing data to support growth and promote shared accountability for maximizing student achievement.

**V. ADVOCACY**

The Board advocates for children, public education, learning, and equity to support improved student achievement for all students.

**VI. DISTRICT RESOURCES**

The Board aligns and manages district resources in a responsible manner to meet goals and to promote growth of student achievement.

**VII. BOARD OPERATIONS**

The Board ensures meetings are effective, efficient, and orderly focused on policy and proper board governance and conduct.

**VIII. BOARD – SUPERINTENDENT RELATIONS**

The Board and Superintendent establish and sustain a professional and collaborative working relationship to support and advocate for growth and student achievement.

**IX. PROFESSIONAL DEVELOPMENT**

The Board and Superintendent participate in continuous and appropriate training and professional development to build shared knowledge and values.

## Defining and Acting on the Goal

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### *Goal Statement:*

*The District will actively engage external stakeholders to promote the district's image in the community and build positive working relationships with key community constituencies.*

Shaping and strengthening the public image of the school district and building a positive working relationship with key community constituents is a requirement in this era of accountability. Engaging stakeholders in this nature aids in:

- ✓ Creating transparency
- ✓ Demonstrating why the public should trust the district
- ✓ Conveying what is being done to improve and grow student achievement
- ✓ Providing evidence of how tax dollars are being properly invested in education
- ✓ Expressing to the public that their input is relevant

Unfortunately, there are few districts that have maintained the connection with their community after completing strategic planning or possibly it was a bond referendum where the district pulled out all the stops to generate support, the bond passed and quickly the district reverts back to pre-bond routine.

The Association recommends that you begin involving your community by setting clear measurable standards for what the graduate of your school district should know and what their abilities should be. Engaging the community creates the transparency and ownership/support the district needs when progress is reported; but, also enables the district to establish a firm foundation with the intent to build credibility and sustain a long-term working relationship that will serve education at times when the message is not necessarily all positive, but especially when it is.

As the Board embarks on this charge to communicate make certain the Board:

- ✓ Possesses a clear understanding of district and State standards, the district's student achievement performance, and what the district is doing to improve instruction and learning
- ✓ Ensures student achievement is the focus of every board meeting including, but not limited to: administrator's reports on data, student and staff presentations to build the board and community understanding
- ✓ Asks questions, if data and the reports presented are not clear to you, why will they be clear to the community? Make certain the reports are concise and easily understood
- ✓ Demonstrates active and purposeful listening, if you hear of misperceptions, misunderstandings, and frequently asked questions, pass them on to administration so they can address the issues

- ✓ Visits schools and learns first-hand how students are being taught and tested
- ✓ Advocates for improvement, willing to discuss achievement results and sustain a working knowledge of what the district is doing to improve
- ✓ Involves the community in partnerships to build their support of improved student achievement

## Community Engagement

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A most challenging, yet vital role of the Board is to gather community direction on issues related to students, their learning environment, and academic achievement. Engaging stakeholders through Community Engagement prior to taking action models valid representative leadership as it is the responsibility of the board to establish district vision and goals. The objective when seeking the input of stakeholders allows the board to then consider and respond to the operational and instructional goals aligned with and reflective of the community's values for students thus building community support for needed improvement.

*Effective community engagement addresses legitimate public issues and grows the capacity of the community to work collaboratively with leadership and increase citizen support.*

It is important to note the distinction between community engagement and public relations and polling. While many school districts do very good work around public relations or polling, community engagement is much more than public relations (pushing out positive information to the community) or public polling (pulling information or opinions from the community). What follows is the what, why, and how of effective community engagement, a key element of community connection.

While public relations and public participation are important, community engagement is much more. Community engagement involves key principles or values:

- Ongoing public engagement, not just one-time public input
- Connecting with citizens as owners, not as customers
- Reflecting different voices or viewpoints, not just geography or demographics
- Building common ground, not just consensus
- Creating knowledge, not just providing information

Effective community engagement works on two levels (1) it addresses legitimate public issues, and; (2) it grows the capacity of a democratic community to work collectively and collaboratively to meet the public good. Community engagement, when successful, focuses debate, galvanizes actions by leadership, and helps increase citizen support.

Community engagement can influence public policy decisions on any number of issues. It can span the range from simply providing the public with important information to gaining and requesting a full collaboration in forming plans and finding solutions for identified public issues. In every case, it places value on an ongoing conversation, involvement and the common good.

## Community Engagement Plan

The Association staff will benefit from a clear understanding of the purpose for the Community Engagement plan. Questions the Board/Administration should consider:

- Why does the Board/Administration want to engage the community? What is the purpose?
- Who is the identified audience?
- What is it the Board/Administration is wanting to communicate and is there an intended outcome?

## Framing the Question

Community engagement should create a shared purpose for the district that embraces the complexity of issues and competing values that are bound to exist among diverse opinions. By using open-ended questions, the group will gain a deeper understanding. In addition, the board and administration will identify the information needed to make reasoned decisions on how to move the district forward and how to keep decisions aligned with district-level goals.

The Association will customize the process to meet the district's identified needs and outcome. Planning for the process will begin by allowing the district to:

- ✓ Identify the internal/external stakeholders involved in the process.
- ✓ Identify the discussion questions.

We encourage the district leadership to:

- ✓ Identify a group of citizens who are opinion leaders in their own circles. Individuals such as this are commonly sought out by others for their perspective
- ✓ Allow the group to understand that their role is both to advise school administrators and to communicate throughout the community
- ✓ Involve as broad and diverse a group of community members as possible. Make special effort to involve groups that may not ordinarily step forward on their own, such as minority groups or families living in poverty. Individuals representing these identified groups tend to be "silent" members; however, their perspective is critical to the success of the process

## Community Engagement Timeline

### Defining the Community Engagement When? What? and Who?

COMMUNITY ENGAGEMENT PLANNING		
I. Defining the Community Engagement		
Timeline	Identify the Community Engagement Participants	✓ Completed
Approximately 6 to 8 weeks prior to the event	The Board and Administrators will identify: <ul style="list-style-type: none"> <li>✓ Community leaders</li> <li>✓ Business leaders</li> <li>✓ Civic leaders</li> <li>✓ Opinion leaders <i>(i.e., individuals that others look to for sound advice, especially hot topic issues)</i></li> <li>✓ Parents <i>(i.e., a diverse group representing PreK-12)</i></li> <li>✓ Community members without children in the school district</li> <li>✓ <i>(*Review Suggested Stakeholder List)</i></li> </ul>	
Timeline	Define the Community Engagement Expectations	✓ Completed
Approximately 6 to 8 weeks prior to the event	The Board and Administration will: <ul style="list-style-type: none"> <li>✓ Define the information the board and administrators are seeking to aid in the design of the goals and priorities</li> <li>✓ Frame the Questions</li> <li>✓ Design a District Data document <i>(i.e., the Annual Report may cover most of the important content, but could include an addendum)</i></li> </ul>	
Timeline	Identify Date/Time/Location of the Meetings	✓ Completed
Approximately 6 to 8 weeks prior to the event	The Board and Administration will: <ul style="list-style-type: none"> <li>✓ Identify the dates and start time <i>(i.e., consider multiple meetings and at alternative times of the day)</i></li> <li>✓ Identify where the Meetings will be held <i>(round table set up if possible)</i></li> </ul>	

COMMUNITY ENGAGEMENT PLANNING		
II. Developing the Community Discussion		
Timeline	Design Community Engagement Materials	✓ Completed
Approximately 6 to 8 weeks prior to the event	Administration and/or Facilitator will: <ul style="list-style-type: none"> <li>✓ Design an R.S.V.P. postcard/phone call</li> <li>✓ Design a letter to be printed on district letterhead f</li> <li>✓ Design a Press Release to alert public</li> <li>✓ Design a phone script for follow up calls to those who did not R.S.V.P.</li> <li>✓ Design a Special Meeting Notice</li> </ul>	
Timeline	Identify board/district representatives	✓ Completed
Approximately 6 weeks prior to the event	Facilitator, Board, and Administration will: <ul style="list-style-type: none"> <li>✓ Define the role of board members and administrators</li> <li>✓ Identify the district administrators (<i>i.e., Superintendent, Business Manager, Principals, Curriculum Director, Technology Director, Special Education Director, Activities Director, Guidance Counselors, etc.</i>) who will participate</li> <li>✓ Discuss and specify the meeting(s) the administrators plan to attend</li> </ul>	
Timeline	Distribute Community Engagement Materials	✓ Completed
Approximately 4 weeks prior to the event	Facilitator and Administration will: <ul style="list-style-type: none"> <li>✓ Distribute invitations (postal mail or email) and RSVP cards with a 2-week deadline. Include supporting data and the questions to be presented for discussion.</li> <li>✓ Distribute Press Release 4 weeks prior</li> </ul>	
Timeline	Verify Attendance	✓ Completed
Approximately 2 weeks prior to the event	Facilitator and Administration will: <ul style="list-style-type: none"> <li>✓ Follow up with individuals who were invited, but failed to R.S.V.P.</li> <li>✓ Distribute an email or paper survey to those who are not able to attend requesting they complete a survey and return</li> <li>✓ Distribute a Press Release 1 week prior</li> </ul>	

COMMUNITY ENGAGEMENT PLANNING		
III. Supporting the Community Engagement		
Timeline	Learn from the Community Engagement	✓ Completed
Date and Time	Board Members and Administration will: <ul style="list-style-type: none"> <li>✓ Attend - Board Members and District Leaders identified as participants must be present to represent the district and the importance of the event</li> <li>✓ Observe/Participate – the role of the board members/administrators at the Community Engagement meeting must be identified</li> </ul>	
The board and administration is communicating a commitment to student achievement through Community Engagement to ensure a shared focus and vision for growth and improvement.		
Timeline	Duties to follow the Community Engagement	✓ Completed
Immediately following the Community Discussion	Board and Administration will: <ul style="list-style-type: none"> <li>✓ Distribute hand written thank you notes to the participants</li> </ul> Facilitator will: <ul style="list-style-type: none"> <li>✓ Compile the Community Engagement data and surveys received from those in the audience and from participants who were unable to attend (Facilitator)</li> <li>✓ Data should be compiled by subject matter (i.e., Student Achievement, Technology, Budget, Staff, Facilities, District Culture/Climate)</li> </ul> Facilitator and Administration will: <ul style="list-style-type: none"> <li>✓ Distribute the compiled data to the participants</li> </ul> Facilitator will: <ul style="list-style-type: none"> <li>✓ Distribute data to the Board of Education and Superintendent</li> </ul>	

COMMUNITY ENGAGEMENT PLANNING		
IV. Assimilating the Community Data		
Timeline	Utilizing the Compiled Data	✓ Completed
Within 45 to 60 days following the Discussion	Facilitator, Board, and Administration will: <ul style="list-style-type: none"> <li>✓ Assess the Community Discussion data</li> <li>✓ Integrate the data with the identified needs and priorities of the district</li> <li>✓ Develop goals and performance indicators to reflect the mission and vision of the district</li> </ul>	
Within 60 days following the Discussion	Board and Administration will: <ul style="list-style-type: none"> <li>✓ Board formally adopts the goals at a regular board meeting</li> <li>✓ District distributes the adopted goals to all Community Discussion participants</li> <li>✓ Communicate the goals with all stakeholders</li> </ul>	

**Note:** The Association will adapt the process to meet the expectations of the board and superintendent; therefore, assignment of duties may be identified contrary to the format presented.

## Implementing Community Engagement

### Recommended Stakeholder Participants

If the Board/Administration aspires to build awareness in the community, a press release, targeted mailings, and in-person presentations are the most effective methods we utilize. In spite of the growing digital age, the single most effective means of reaching your stakeholders remains face-to-face communication. Who are the key stakeholders identified as the audience? Invite those who advocate for the school district as well as those who may be perceived as less than supportive. The Association advocates for a modified message depending upon the audience. If local news media is not invited as a participant, be certain to specifically invite the media to report on the discussion.

#### External Stakeholders

- a. Community
  - Parents (e.g., households with school age and non-school age children)
  - Residents
  - Community groups
  - Neighborhood leaders

b. Business and Industry Representatives

- Chamber of Commerce
- Community Economic Development
- Developers
- Business owners/leaders
- Realtors
- Banking
- Preschool providers
- Daycare providers
- Post-Secondary Institutions
- News media

c. Community and Youth Service Organization Representatives

- Ministerial leaders
- YMCA, Teammates, other
- Civic Club Youth Programs (Optimist, Rotary, Kiwanis, Legion, Lions, etc.)
- Veteran organizations (United Way)
- Community Based Programs

d. Social and Mental Health Service Representatives

- Comprehensive care centers, drug prevention programs
- Social Services
- Health and Human Services

e. Local and State Government Representatives

- Mayor and/or City Council Members
- County Board
- Sheriff and Chief of Police
- Legislators
- Commissions
- Minority Advocacy groups

## Internal Stakeholders

- Board
- Administrators
- Certificated/Classified Staff
- Students (Middle and High School)
- Advisory Councils
- Booster Club Officers/Members
- PTO
- Organized Parental Support Groups
- Foundation
- Alumni

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