

Board of Education Regular Meeting

December 10, 2012 6:00 PM

District Board Office, Central Services
Building
765 Main St
Springfield, NE 68059

Agenda

- I. Policy Committee Meeting
- II. Finance Committee Meeting
- III. Call to Order and Roll Call
- IV. Notice of Open Meetings Act - Posted
- V. Consent Agenda
 - V.A. Minutes of the Previous Month's Meetings
 - V.B. Treasurer's Report
 - V.C. Statement of Activity Fund Accounts
 - V.D. Recommendation for Bill Payment
 - V.E. Open and Option Enrollment Applications
 - V.F. Social Media Policies and Procedures
- VI. Items From Patrons on Agenda Items
- VII. Old Business
 - VII.A. Superintendent Evaluation
 - VII.B. Voluntary Separation Program for 2012-13
 - VII.C. Voluntary Separation Program- Number of Incentives to Offer for 2012-13
- VIII. New Business
 - VIII.A. Superintendent Contract
- IX. Reports
 - IX.A. Baseball/ Softball Committee Update and Report
 - IX.B. Policy Committee Report
 - IX.C. Staff and Student Successes
 - IX.D. Board Reorganization Process for January meeting
 - IX.E. Other Items
- X. Items from Patrons on Items Not on Agenda
- XI. Advance Planning
- XII. Adjourn



14801 S. 108th St.
Springfield, NE 68059
402-592-1300
www.springfieldplatteview.org

Policy Committee
12/10/12, 6:00 PM

Agenda:

- 1) Policy work and update
- 2) Other
- 3) Adjourn

Finance Committee
Superintendent Report
December 10, 2012, 6:30 PM

Superintendent's Report:

- Our cash balance for the general fund is \$3,536,230.31 slightly higher than a year ago. Receipts and tax draws are up from a year ago due to SPED dollars coming in. State aid is coming in at consistent rate of \$406,538.10.
- Spending is up for 2012-13 at \$3,748,824 compared to 2011-12 \$3,276,623. This is due to our Apple payment we made in October of over \$147,000 and paying for almost all of our beginning of year 12-13 supplies in the 12-13 budget. Normally that would have been done with remaining previous year funds. Our cash balance is still better than a year ago, which is good news. Spending will start to taper off down to a minimal level over the next several months.
- The Lunch Fund took in \$11,858 less than it spent this past month taking us down to \$111,385. We did have some equipment that was purchased for each school's cafeteria, but most of the losses have occurred from higher food costs, new lunch requirements from the federal government, and less kids ordering lunches than a year ago. Kathy is working on finding cheaper food prices and controlling fruits and vegetables through the lunch line more effectively.
- We made the closing costs payment for the Advance Refunding/ Refinance for \$46,981 out of the Bond fund. We have a payment due on 12/15/2012 of \$330,000 Principal, and \$11,218.75 of Interest for a total of \$341,218.75. The we another payment due on 6/15/2013 of \$8,083.75. This will leave us under \$400,000 going towards Bond payments this year, less than we have budgeted.
- The American Express bills are mostly fuel this month along with airline tickets to San Diego for the NSBA conference.

Board of Education Regular Meeting
November 12, 2012

The Site Committee started at 6:00 p.m. Kyle Fisher and Nick Stolzer were present.

The Finance Committee started at 6:30 p.m. Finance reports were reviewed by the committee. Discussion of the bills took place. Chris Dill, Kyle Fisher, Brenda Sherman, and Nick Stolzer were present. The committee meeting adjourned at 6:50 p.m.

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00 p.m., Monday, November 12, 2012, at the District Board Office, Central Services Building. Present: Chris Dill, Kyle Fisher, Jennifer Kreifels, Brenda Sherman, Nick Stolzer, and Brian Wichman. Absent: None.

Notice of the meeting and committee meetings were given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgment of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Statute 84-1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Stolzer informed the board and the public that the Act is located on the west wall of the board room.

Action to approve the Consent Agenda as presented passed with a motion by Sherman and a second by Fisher. Vote: Yeas - Dill, Fisher, Kreifels, Sherman, Stolzer, Wichman. Nays - None.

An updated and revised version of the Social Media Policies and Guidelines was presented to the Board. This was the 1st reading and will be presented for approval in December.

According to Policy 4119.3, the Board must decide each year before January 1st if they wish to offer any Voluntary Separation Program (VSP) incentives during that budget year. If the Board decides to offer VSP incentives, it must also decide how many to offer. This item will be on the agenda for action at the December Regular Board meeting.

As part of the district's strategic plan, we are ready to purchase distance learning equipment that will allow us to offer satellite courses for high school students. The amount we spend on distance learning equipment is reimbursable for up to \$20,000 from the NDE next summer. The reimbursable grant is due by July 1, 2013. Action to approve the purchase of distance learning equipment in the amount of \$19,769.05 from Prime Communications passed with a motion by Fisher and a second by Sherman. Vote: Yeas - Dill, Fisher, Kreifels, Sherman, Stolzer, Wichman. Nays - None.

Superintendent Richards presented the bid document for a three-year rental of approximately 29.2 acres of farm land owned by the school district.

Mr. Richards reported on American Education Week, the Governors rankings for high schools, parent-teacher conference attendance, and the United Way report. He also shared staff and student successes. Fisher reported on the Site Committee meeting. There were no other topics of discussion.

Gene Stoltenberg addressed the board regarding land sale to other school districts.

Board members reviewed their upcoming schedule of meetings, trainings, and conventions. Significant school calendar items were also discussed.

Action to go into executive session at 8:41 p.m. for the purpose of protecting the public interest and for the prevention of needless injury to the reputation of an individual regarding contract negotiations, personnel,

and the superintendent's evaluation passed with a motion by Fisher and a second by Sherman. Vote: Yeas - Dill, Fisher, Kreifels, Sherman, Stolzer, Wichman. Nays - None.

Action to return from executive session at 9:47 p.m. passed with a motion by Fisher and a second by Sherman. Vote: Yeas - Dill, Fisher, Kreifels, Sherman, Stolzer, Wichman. Nays - None.

Action to adjourn the meeting at 9:48 p.m. passed with a motion by Fisher and a second by Sherman. Vote: Yeas - Dill, Fisher, Kreifels, Sherman, Stolzer, Wichman. Nays - None.

Thoma Bumgardner, Recording Secretary

Accepted: Kyle Fisher, Secretary

Board of Education Work Session
November 26, 2012

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00 p.m., Monday, November 26, 2012, at the District Board Office, Central Services Building. Present: Chris Dill, Kyle Fisher, Jennifer Kreifels, Brenda Sherman, Nick Stolzer, and Brian Wichman. Absent: None.

Notice of the meeting and committee meetings were given in advance thereof by posting in at least five public places as shown by the certificate of posting notice attached to these minutes. Notice of this meeting was simultaneously given to all members of the Board of Education, and a copy of their acknowledgment of receipt of notice and the agenda was communicated in the advance notice and in the notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

Statute 84-1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Stolzer informed the board and the public that the Act is located on the west wall of the board room.

There was no public comment.

The Voluntary Separation program for 2012-13, social media policies and guidelines, the facility improvement process, and the 2011-12 District Audit were discussed.

Board members reviewed their upcoming schedule of meetings, trainings, and conventions. Significant school calendar items were also discussed.

Action to enter into executive session to discuss the superintendent's evaluation and contract negotiations passed with a motion by Sherman and a second by Fisher. Vote: Yeas - Dill, Fisher, Kreifels, Sherman, Stolzer, and Wichman. Nays - None.

Action to leave executive session at 9:29 p.m. passed with a motion by Sherman and a second by Fisher. Vote: Yeas - Dill, Fisher, Kreifels, Sherman, Stolzer, and Wichman. Nays - None.

Action to adjourn the meeting at 9:30 p.m. passed with a motion by Kreifels and a second by Dill. Vote: Yeas - Dill, Fisher, Kreifels, Sherman, Stolzer, and Wichman. Nays - None.

Thoma Bumgardner, Recording Secretary
Kyle Fisher, Secretary
Board of Education

NOV 2012 ADMIN. REVOLVING - Nov 2012

11/1/2012 through 11/30/2012

12/3/2012

Page 1

Date	Account	Num	Description	Memo	Category	Clr	Amount
BALANCE 10/31/2012							2,447.90
11/2/2012	Administrative	5183	POSTMASTE...	1-01-2510-341	POSTAGE	R	-5.30
11/8/2012	Administrative	5184	TREN SVEND...	1-21-1100-530	SUPPLIES	R	-78.87
11/14/2012	Administrative	TXFR	TRANSFER F...			R	2,089.75
11/15/2012	Administrative	5185	POSTMASTE...	1-01-2510-341	POSTAGE	R	-55.50
11/16/2012	Administrative	5186	UNIVERSITY ...	1-21-1100-630	MISCELLANE...	R	-90.60
11/20/2012	Administrative	5187	NE UC FUND	1-01-2510-285	UNEMPLOYM...	R	-896.58
11/29/2012	Administrative	5188	NCDA	1-22-1100-630	SHOW CHOI...		-150.00
11/29/2012	Administrative	5189	UNO VOCAL ...	1-22-1100-630	SHOW CHOI...		-150.00
11/29/2012	Administrative	5190	POSTMASTE...	1-01-2510-341	POSTAGE		-6.05
11/1/2012 - 11/30/2012							656.85
BALANCE 11/30/2012							3,104.75
TOTAL INFLOWS							2,089.75
TOTAL OUTFLOWS							-1,432.90
NET TOTAL							656.85

SPRINGFIELD STATE BANK
 600 MAIN ST
 SPRINGFIELD, NE 68059
 Tel: (402)253-2222

SPRINGFIELD PLATTEVIEW COMM
 STUDENT FEE ACCOUNT
 14801 S 108TH ST
 SPRINGFIELD NE 68059

Statement Date: 11/30/2012 Enclosures: (0) Account No.: 4151129 Page: 1

REGULAR CHECKING ACCOUNT SUMMARY

Category	Number	Type :	REG	Status :	Active	Amount
Balance Forward From 10/31/12						7.58
Debits						0.00
Ending Balance On 11/30/12						7.58
Average Balance (Collected)						7.58+

AVERAGE AND MINIMUM BALANCES

Average Ledger Balance :	7.58	Minimum Ledger Balance :	7.58
Average Collected Balance :	7.58	Minimum Collected Balance :	7.58
Average Available Balance :	7.58	Minimum Available Balance :	7.58

OVERDRAFT FEE SUMMARY

	Total For This Period	Total Year-To-Date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

This Statement Cycle Reflects 30 Days

CHRISTMAS OPEN HOUSE
 FRIDAY DECEMBER 14TH FROM 9:00AM TO 6:00PM
 ENTERTAINMENT BY LOCAL SCHOOLS, SANTA FROM 4:45-5:45PM
 JOIN US FOR REFRESHMENTS AND REGISTER TO WIN CASH

Nebraska Public Agency Investment Trust

PO Box 82529
Lincoln, NE 68501
(800) 640-8817
(402) 323-1615

Account Activity for November 01, 2012 to November 30, 2012

Participant Name:

SOUTH SARPY SCHOOL DISTRICT #46
14801 S 108TH ST
SPRINGFIELD NE 68059-4925

Account Number: 126649-001

Beginning Balance: \$68,512.55

Date	Description	Authorization	Amount	Balance
11/30/2012	Auto-Post November Interest, Purchase		\$1.77	\$68,514.32

Ending Balance: \$68,514.32

Nebraska Public Agency Investment Trust
Daily Balance and Interest Report for: November 2012

Name: SOUTH SARPY SCHOOL DISTRICT #46

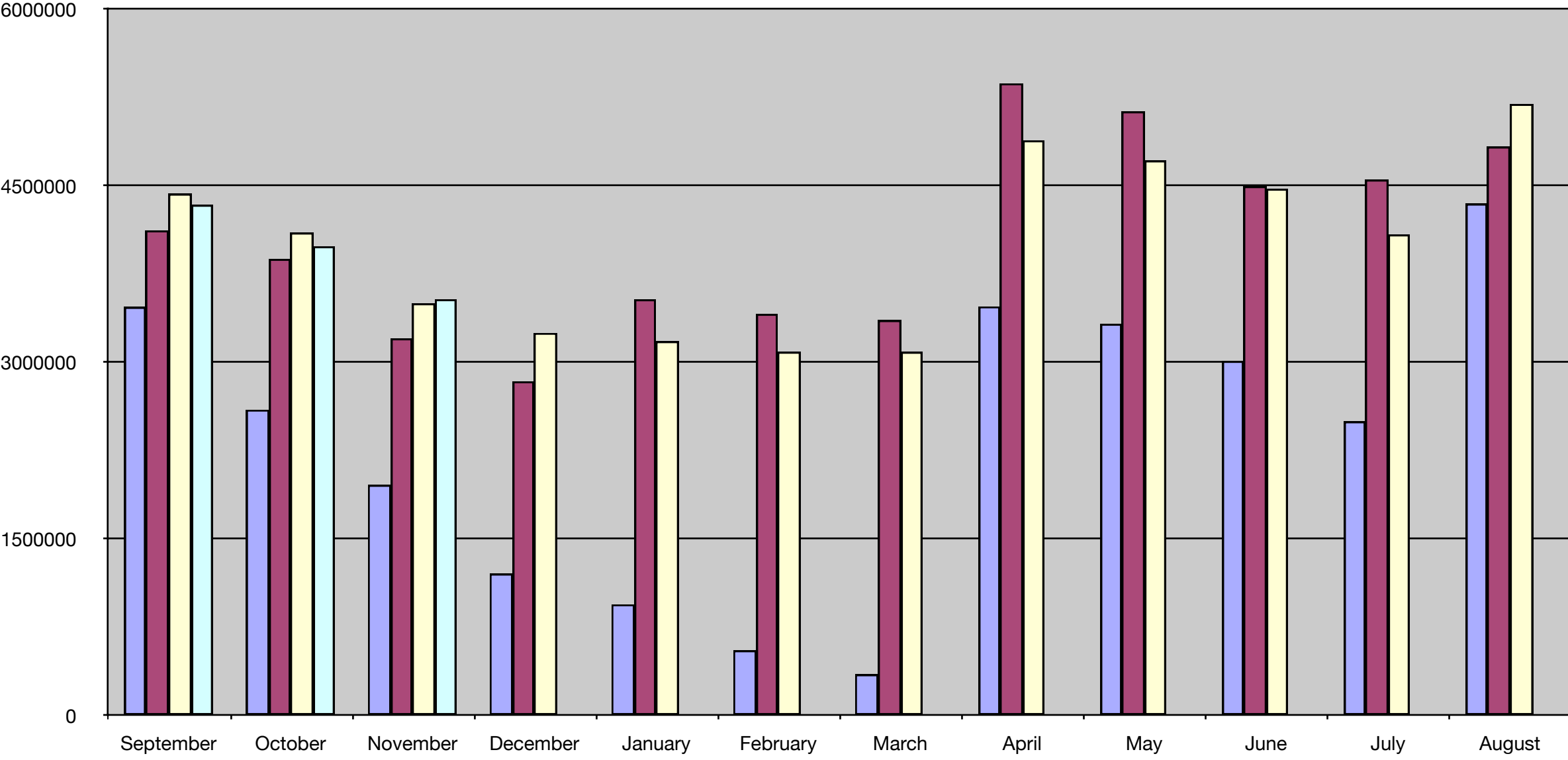
Account Number: 126649-001

Date	Daily Yield (Annualized)	Balance	Daily Accrual
11/01/2012	0.00040	\$68,512.55	\$0.07
11/02/2012	0.00030	\$68,512.55	\$0.06
11/03/2012	0.00030	\$68,512.55	\$0.06
11/04/2012	0.00030	\$68,512.55	\$0.06
11/05/2012	0.00030	\$68,512.55	\$0.06
11/06/2012	0.00030	\$68,512.55	\$0.06
11/07/2012	0.00030	\$68,512.55	\$0.06
11/08/2012	0.00030	\$68,512.55	\$0.06
11/09/2012	0.00030	\$68,512.55	\$0.06
11/10/2012	0.00030	\$68,512.55	\$0.06
11/11/2012	0.00030	\$68,512.55	\$0.06
11/12/2012	0.00030	\$68,512.55	\$0.06
11/13/2012	0.00030	\$68,512.55	\$0.06
11/14/2012	0.00030	\$68,512.55	\$0.06
11/15/2012	0.00030	\$68,512.55	\$0.06
11/16/2012	0.00030	\$68,512.55	\$0.06
11/17/2012	0.00030	\$68,512.55	\$0.06
11/18/2012	0.00030	\$68,512.55	\$0.06
11/19/2012	0.00020	\$68,512.55	\$0.04
11/20/2012	0.00020	\$68,512.55	\$0.04
11/21/2012	0.00030	\$68,512.55	\$0.06
11/22/2012	0.00030	\$68,512.55	\$0.06
11/23/2012	0.00030	\$68,512.55	\$0.06
11/24/2012	0.00030	\$68,512.55	\$0.06
11/25/2012	0.00030	\$68,512.55	\$0.06
11/26/2012	0.00030	\$68,512.55	\$0.06
11/27/2012	0.00030	\$68,512.55	\$0.06
11/28/2012	0.00030	\$68,512.55	\$0.06
11/29/2012	0.00030	\$68,512.55	\$0.06
11/30/2012	0.00030	\$68,512.55	\$0.06
Average Weighted Rate		Average Balance	Total Interest
0.03152 %		\$68,512.55	\$1.77

Springfield Platteview Community Schools
Comparison of Cash Balance by Fund
November 30, 2012

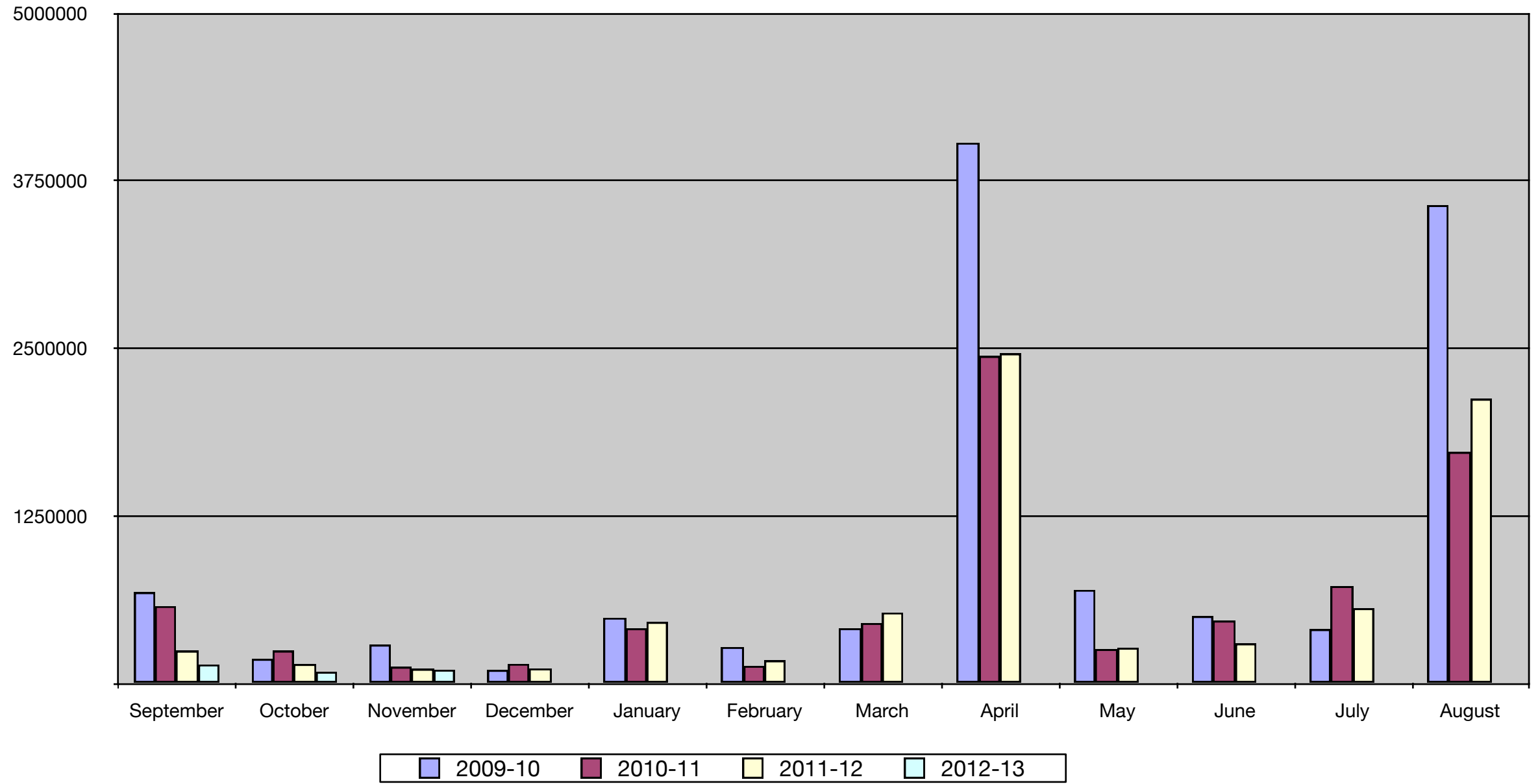
		<u>2010</u>	<u>2011</u>	<u>2012</u>
Aug	General Fund	\$ 4,348,397.57	\$ 4,833,068.31	\$ 5,195,318.65
	Emp. Benefit Fund	\$ 466,607.11	\$ 722,846.39	\$ 709,896.74
	Building Fund	\$ 1,223,682.99	\$ 1,572,344.69	\$ 1,198,410.01
	School Lunch	\$ 116,630.51	\$ 102,932.61	\$ 134,422.71
	Bond Fund	\$ 501,590.71	\$ 482,885.56	\$ 464,056.95
	Depreciation Fund	\$ 149,717.23	\$ 210,169.24	\$ 210,496.58
	August Total	\$ 6,806,626.12	\$ 7,924,246.80	\$ 7,912,601.64
Sept	General Fund	\$ 4,120,936.82	\$ 4,432,866.89	\$ 4,338,547.54
	Emp. Benefit Fund	\$ 432,821.70	\$ 639,876.30	\$ 509,943.64
	Building Fund	\$ 1,225,124.10	\$ 1,553,887.83	\$ 1,198,414.51
	School Lunch	\$ 104,438.86	\$ 127,739.95	\$ 120,376.89
	Bond Fund	\$ 526,070.81	\$ 503,167.36	\$ 486,936.11
	Depreciation Fund	\$ 149,764.81	\$ 210,206.52	\$ 210,516.77
	September Total	\$ 6,559,157.10	\$ 7,467,744.85	\$ 6,864,735.46
Oct	General Fund	\$ 3,878,943.25	\$ 4,102,405.39	\$3,985,892.18
	Emp. Benefit Fund	\$ 432,907.67	\$ 639,960.45	\$509,996.66
	Building Fund	\$ 1,189,132.64	\$ 1,528,891.40	\$1,196,850.31
	School Lunch	\$ 104,992.58	\$ 129,934.79	\$123,243.39
	Bond Fund	\$ 530,220.13	\$ 507,728.09	\$490,608.31
	Depreciation Fund	\$ 149,806.46	\$ 210,238.54	\$210,540.56
	October Total	\$ 6,286,002.73	\$ 7,119,158.66	\$ 6,517,131.41
Nov	General Fund	\$ 3,203,815.70	\$ 3,501,467.31	\$ 3,536,230.31
	Emp. Benefit Fund	\$ 433,002.55	\$ 640,039.35	\$ 510,049.06
	Building Fund	\$ 1,152,164.65	\$ 1,530,268.01	\$ 1,195,272.72
	School Lunch	\$ 101,296.10	\$ 126,046.09	\$ 111,385.34
	Bond Fund	\$ 139,665.71	\$ 120,219.94	\$ 444,637.53
	Depreciation Fund	\$ 149,852.43	\$ 210,268.78	\$ 210,562.19
	November Total	\$ 5,179,797.14	\$ 6,128,309.48	\$ 6,008,137.15

General Fund Balance 2012-13

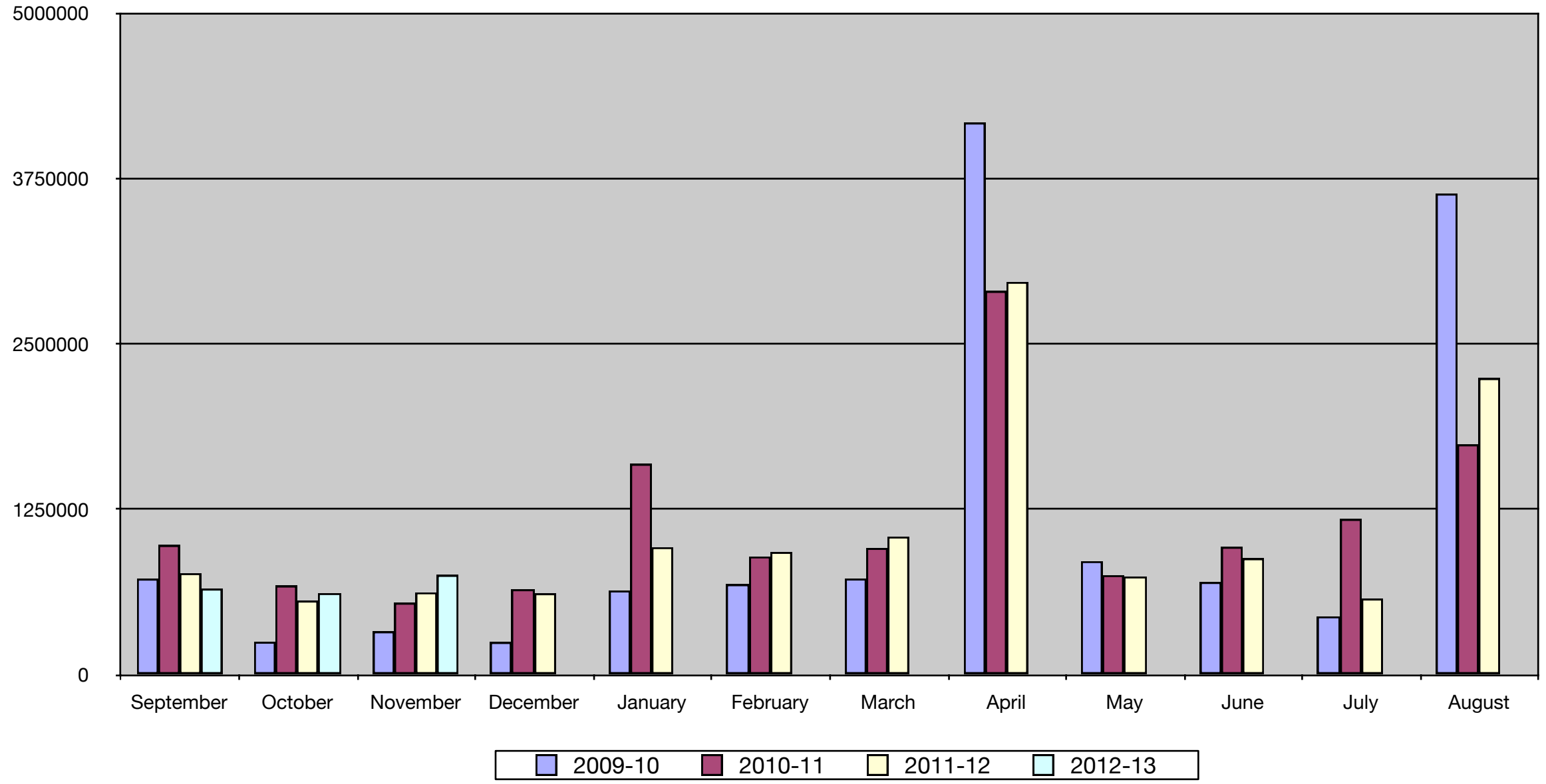


2009-10 2010-11 2011-12 2012-13

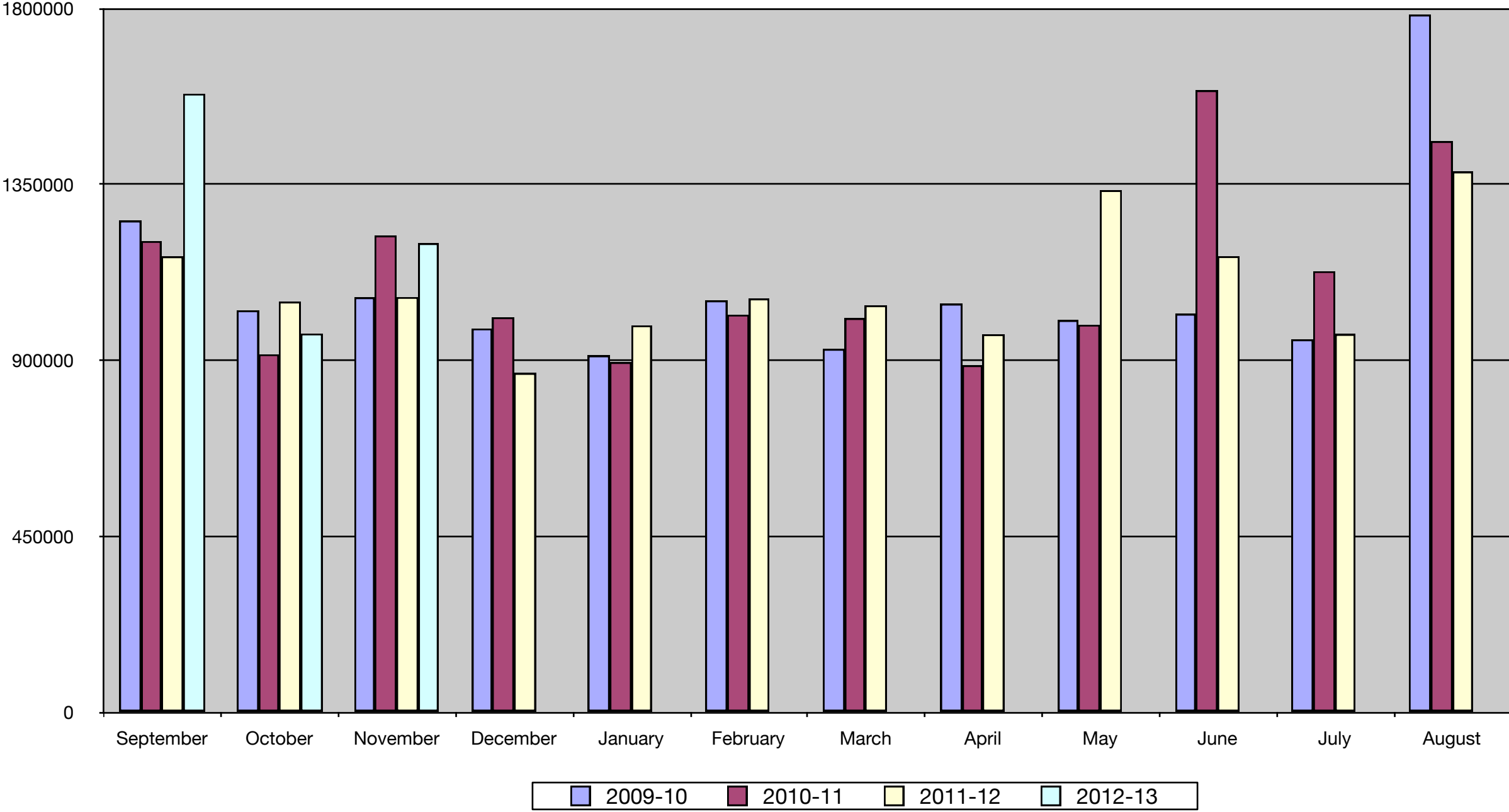
General Fund Tax Draws 2012-13



General Fund Receipts 2012-13



General Fund Expenses 2012-13



Balance as of last day of the month				
Month	2009-10	2010-11	2011-12	2012-13
September	3,470,801	4,120,937	4,432,867	4,338,547
October	2,598,384	3,878,943	4,102,405	3,985,892
November	1,959,378	3,203,816	3,501,467	3,536,230
December	1,205,243	2,839,223	3,250,924	
January	944,975	3,535,722	3,179,664	
February	553,697	3,411,905	3,089,943	
March	349,750	3,358,571	3,089,522	
April	3,475,649	5,370,557	4,886,114	
May	3,327,629	5,132,100	4,715,151	
June	3,012,181	4,496,559	4,474,952	
July	2,498,711	4,552,632	4,086,579	
August	4,348,398	4,833,068	5,195,319	
Tax Draw				
Month	2009-10	2010-11	2011-12	2012-13
September	678,894	576,133	242,348	139,895
October	181,646	242,742	143,088	85,459
November	287,738	122,621	107,279	100,777
December	99,235	145,119	110,261	
January	488,975	409,818	457,212	
February	270,334	129,707	170,125	
March	410,234	449,387	527,732	
April	4,032,873	2,441,341	2,460,560	
May	697,311	255,006	264,592	
June	500,771	467,045	296,739	
July	403,194	724,854	559,706	
August	3,567,217	1,725,494	2,122,164	
	11,618,422	7,689,267	7,461,806	
Receipts				
Month	2009-10	2010-11	2011-12	2012-13
September	724,463	978,157	766,094	649,211
October	247,686	671,984	558,644	615,551
November	326,208	542,349	621,089	752,636
December	245,545	644,302	613,946	
January	634,939	1,591,838	962,582	
February	682,008	892,124	926,471	
March	725,054	956,436	1,042,417	
April	4,170,396	2,898,012	2,967,045	
May	857,168	751,225	740,760	
June	698,891	964,938	878,204	
July	439,488	1,175,417	574,017	
August	3,633,444	1,738,765	2,239,318	
	13,385,290	13,805,547	12,890,587	
Expenses				
Month	2009-10	2010-11	2011-12	2012-13
September	1,256,835	1,204,718	1,165,400	1,581,633
October	1,027,280	915,102	1,049,702	968,066
November	1,060,672	1,218,763	1,061,521	1,199,125
December	980,985	1,009,674	867,049	
January	911,920	894,863	989,049	
February	1,052,664	1,016,341	1,057,630	
March	928,708	1,007,381	1,040,119	
April	1,044,293	886,892	966,107	
May	1,002,329	990,589	1,334,787	
June	1,018,516	1,590,361	1,165,898	
July	953,025	1,127,650	966,746	
August	1,783,757	1,460,208	1,382,362	
	13,020,984	13,322,542	13,046,370	

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

Treasurer's Report

For the month ended November 30, 2012

General Fund Now Account

Bank Balance: Beginning of Reporting Period		\$	52,692.63
Deposits:			
Springfield State Bank - Interest	\$	19.52	
Transfer from Employee Benefit	\$	0.00	
Transfers from Investment Account	\$	1,196,905.69	
Transfer from Bond Fund	\$	0.00	
Transfers from Lunch Fund Investment	\$	61,747.99	
Transfers from Building Fund Investment	\$	12,992.00	\$ 1,271,665.20
			\$ 1,324,357.83
Disbursements			
Bank Balance: End of Reporting Period		\$	174,398.17
Outstanding Checks: End of Reporting Period		\$	164,173.10
NOW Account Balance: End of Reporting Period		\$	10,225.07

General Fund Investment Account

Available Balance: Beginning of Reporting Period		\$	3,970,046.57
Deposits:			
Springfield State Bank - Interest	\$	384.58	
Sarpy County Treasurer - Local Taxes	\$	1,854.62	
Learning Community Common Taxes	\$	11,959.81	
Sarpy County- MVT	\$	86,962.59	
Liquor License	\$	900.00	
State Aid	\$	406,538.10	
Federal Grants/ Pre-School IDEA	\$	239,794.00	
Rentals	\$	775.00	
Perkins- ESU #3	\$	0.00	
Pre-School Tuition	\$	750.00	
Refunds and Reimbursements	\$	2,307.91	
iPad Fees	\$	390.00	
Postage	\$	19.60	\$ 752,636.21
			\$ 4,722,682.78
Disbursements			
Transfers to General Fund NOW	\$	1,196,905.69	
Administrative Revolving	\$	2,089.75	
Returned checks/ fees	\$	0.00	
Bank and other Service Charges	\$	130.00	\$ 1,199,125.44
Investment Account Balance: End of Reporting Period		\$	3,523,557.34

General Fund Administrative Revolving Account

Available Balance: Beginning of Reporting Period		\$	3,391.83
Deposits:			

Transfers From General Fund Investment Acc't	\$	2,332.01	
Transfers From Lunch Fund Investment Acc't	\$	0.00	\$ 2,332.01
			\$ 5,723.84
Disbursements			\$ 1,799.89
Outstanding Checks: End of Reporting Period			\$ 1,476.05
Admin. Revolving Account Balance: End of Reporting Period			\$ 2,447.90
General Fund Administrative Revolving Account			\$ 2,447.90
General Fund NOW Account			\$ 10,225.07
General Fund Investment Account			\$ 3,523,557.34
TOTAL GENERAL FUND BALANCE			\$ 3,536,230.31
<u>Employee Benefit Fund</u>			
Available Balance: Beginning of Reporting Period			\$ 509,996.66
Deposits:			
Springfield State Bank - Interest	\$		52.40
Transfers From General Fund Investment Acc't	\$		0.00
PayFlex startup money	\$		0.00
Bank Balance: End of Reporting Period			\$ 510,049.06
Certificate of Deposit			
Available Balance: End of Reporting Period			\$ 510,049.06
Disbursements			\$ 0.00
TOTAL EMPLOYEE BENEFIT BALANCE			\$ 510,049.06
<u>Special Building Fund Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 1,196,850.31
Deposits:			
Springfield State Bank - Interest	\$	122.21	
Sarpy County Treasurer - Local Taxes	\$	0.20	\$ 122.41
			\$ 1,196,972.72
Disbursements			\$ 1,700.00
Available Balance: End of Reporting Period			\$ 1,195,272.72
TOTAL SPECIAL BUILDING FUND BALANCE			\$ 1,195,272.72
<u>School Lunch Investment Account</u>			
Available Balance: Beginning of Reporting Period			\$ 123,243.39
Deposits:			
Springfield State Bank - Interest	\$	12.23	
Hot Lunches	\$	33,382.79	
State/Federal Aid	\$	14,310.77	
Miscellaneous	\$	2,184.15	\$ 49,889.94
			\$ 173,133.33
Disbursements			
Coin Short	\$	0.00	

Transfers to NOW	\$	61,747.99	\$	61,747.99
Available Balance: End of Reporting Period			\$	111,385.34
TOTAL SCHOOL LUNCH FUND BALANCE			\$	111,385.34
<u>Bond Fund Investment Account</u>				
Available Balance: Beginning of Reporting Period			\$	490,608.31
Deposits:				
Springfield State Bank - Interest	\$	47.74		
Sarpy County Treasurer - Local Taxes	\$	962.95	\$	1,010.69
			\$	491,619.00
Disbursements				
Transfer to NOW			\$	46,981.47
			\$	0.00
Available Balance: End of Reporting Period			\$	444,637.53
TOTAL BOND FUND BALANCE			\$	444,637.53
<u>Depreciation Fund Account</u>				
Available Balance: Beginning of Reporting Period			\$	210,540.56
Deposits:				
Springfield State Bank - Interest	\$	21.63		
Transfers from General Fund	\$	0.00	\$	21.63
			\$	210,562.19
Disbursements				
Transfer to NOW			\$	0.00
Available Balance: End of Reporting Period			\$	210,562.19
TOTAL DEPRECIATION FUND BALANCE			\$	210,562.19

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

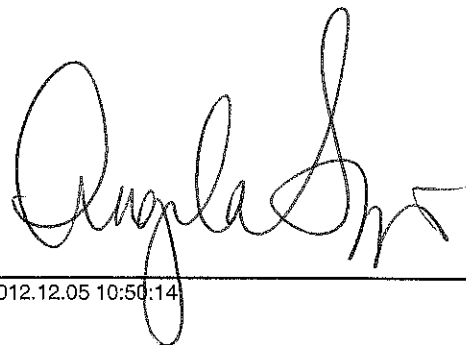
Platteview High School

11/01/2012 through 11/30/2012

Checking

Bank Statement Reconciliation Summary

1. Statement Balance	\$ 149,391.53
2. - Outstanding checks	\$ 9,257.46
3. + Outstanding Deposits	\$ 0.00
4. + Outstanding Adjustments	\$ 0.00
5. Total	\$ 140,134.07
6. + Investments	\$ 0.00
7. Book Balance	\$ 140,134.07



SPRINGFIELD STATE BANK
 600 MAIN ST
 SPRINGFIELD, NE 68059
 Tel: (402)253-2222

SPRINGFIELD PLATTEVIEW COMM
 PLATTEVIEW ACTIVITY FUND
 14801 S 108TH STREET
 SPRINGFIELD NE 68059

Statement Date: 11/30/2012 Enclosures: (98)

Account No.: 104812 Page: 1

NOW CHECKING ACCOUNT SUMMARY

Category	Number	Amount	Type :	REG	Status :	Active
Balance Forward From 10/31/12		147,506.53				
Deposits	12	28,643.95+				
Debits	86	26,751.46				
Automatic Withdrawals	1	22.00				
Interest Added This Statement		14.51+				
Ending Balance On 11/30/12		149,391.53				
Annual Percentage Yield Earned		0.13%				
Interest Paid This Year		146.48				
Interest Paid Last Year		121.23				
Average Balance (Collected)		141,212.55+				

STATEMENT PERIOD ACTIVITY

Date	Check/Description	Amount	Check/Description	Amount	Balance
11/01/12	40861	70.00	40883	136.50	147,300.03
11/01/12	40878	497.80	40891	813.75	145,988.48
11/01/12	40884	1,001.50	40875	1,080.00	143,906.98
11/01/12	40851	1,500.00			142,406.98
11/02/12	DEPOSIT	975.95+		510.00	142,872.93
11/05/12	40802	25.00	40870	70.00	142,777.93
11/05/12	40892	557.31	40890	1,007.94	141,212.68
11/06/12	40900	44.97	40895	64.20	141,103.51
11/06/12	40871	70.00	40897	272.00	140,761.51
11/06/12	40903	289.67	40896	650.25	139,821.59
11/07/12	DEPOSIT	1,464.85+	DEPOSIT	2,447.25+	143,733.69
11/07/12		210.00	40894	34.50	143,489.19
11/07/12	40904	47.60	40898	56.06	143,385.53
11/07/12	40906	1,116.55			142,268.98
11/08/12	40841	50.00	40905	85.00	142,133.98
11/08/12	40902	100.00			142,033.98
11/09/12		360.00	40765	130.00	141,543.98
11/09/12	40775	130.00	40889	137.00	141,276.98
11/09/12	40893	217.31	40715	260.00	140,799.67
11/13/12	DEPOSIT	429.50+	DEPOSIT	3,597.50+	144,826.67
11/13/12	DEPOSIT	3,644.73+			148,471.40
11/13/12	MARK BEALS CLOSED ACCOUNT			22.00	148,449.40
11/13/12	40763	70.00	40915	105.95	148,273.45
11/13/12	31421	373.53			147,899.92
11/14/12	40913	131.00	40917	291.00	147,477.92

Continued

01/161/1

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 11/01/2012 to 11/30/2012.

Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
SpringPI Platteview High School						
A	Athletics					
100	Athletics	53,924.30	172.25	0.00	-14,798.16	39,298.39
105	Boys Basketball Contest	0.00	0.00	300.00	0.00	-300.00
106	Boys Basketball Equip/Supplies	0.00	0.00	0.00	0.00	0.00
110	Boys Golf Contest	-750.00	0.00	0.00	0.00	-750.00
111	Boys Golf Equip/Supplies	0.00	0.00	0.00	0.00	0.00
115	Boys Soccer Contest	0.00	0.00	0.00	0.00	0.00
116	Boys Soccer Equip/Supplies	0.00	0.00	0.00	0.00	0.00
120	Cross Country Contest	-1,201.46	0.00	0.00	1,201.46	0.00
121	Cross Country Equip/Supplies	-51.96	0.00	0.00	51.96	0.00
125	Football Contest	-3,850.00	0.00	425.00	4,275.00	0.00
126	Football Equip/Supplies	-4,725.99	36.00	0.00	4,689.99	0.00
130	Girls Basketball Contest	0.00	0.00	100.00	0.00	-100.00
131	Girls Basketball Equip/Supplies	0.00	0.00	0.00	0.00	0.00
135	Girls Golf Contest	-1,092.50	0.00	75.00	1,167.50	0.00
136	Girls Golf Equip/Supplies	0.00	0.00	0.00	0.00	0.00
140	Girls Soccer Contest	0.00	0.00	0.00	0.00	0.00
141	Girls Soccer Equip/Supplies	0.00	0.00	0.00	0.00	0.00
145	Track Contest	0.00	0.00	0.00	0.00	0.00
146	Track Equip/Supplies	0.00	0.00	0.00	0.00	0.00
150	Volleyball Contest	-3,246.51	0.00	0.00	3,246.51	0.00
151	Volleyball Equip/Supplies	-165.74	0.00	0.00	165.74	0.00
155	Wrestling Contest	0.00	0.00	440.00	0.00	-440.00
156	Wrestling Equip/Supplies	0.00	0.00	150.00	0.00	-150.00
	A Totals:	38,840.14	208.25	1,490.00	0.00	37,558.39
B	Clubs & Organizations					
200	Boys Basketball Club	1,125.52	13,863.50	7,469.73	-1,670.80	5,848.49
205	Boys Golf Club	53.24	0.00	0.00	0.00	53.24
210	Boys Soccer Club	1,727.87	0.00	0.00	0.00	1,727.87
220	Cheer	5,642.68	36.00	414.22	0.00	5,264.46
240	Dance Team	2,390.70	0.00	121.60	0.00	2,269.10
250	FBLA	782.87	2,387.00	1,419.50	0.00	1,750.37
255	Drama Club	2,869.29	0.00	88.83	0.00	2,780.46
260	Football Club	7,650.73	384.00	1,196.23	-102.00	6,736.50
270	Girls Basketball Club	2,483.25	855.00	309.39	1,772.80	4,801.66
280	Girls Golf Club	5.73	0.00	0.00	0.00	5.73
290	Girls Letter Club	3,735.97	50.00	14.68	0.00	3,771.29
300	Girls Soccer Club	2,136.25	0.00	0.00	0.00	2,136.25
330	National Honor Society	209.92	0.00	0.00	487.25	697.17
340	P Club	1,596.47	0.00	0.00	0.00	1,596.47
350	Skills USA	217.28	0.00	0.00	0.00	217.28
360	Spanish Club	589.52	37.00	0.00	0.00	626.52
370	Spirit Club	700.00	0.00	0.00	0.00	700.00
380	Student Council	1,500.69	0.00	0.00	-487.25	1,013.44

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 11/01/2012 to 11/30/2012.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
		390	Thespian	0.00	0.00	0.00	0.00	0.00
		400	Track Club	1,929.27	0.00	0.00	0.00	1,929.27
		410	Volleyball Club	3,962.95	0.00	1,721.87	0.00	2,241.08
		420	Wrestling Club	683.96	0.00	50.00	0.00	633.96
		B	Totals:	41,994.16	17,612.50	12,806.05	0.00	46,800.61
C	Classes							
		500	Art	2,960.29	0.00	0.00	0.00	2,960.29
		505	Band	7,113.68	473.95	1,445.67	0.00	6,141.96
		510	Choir	2,349.35	855.00	1,512.63	0.00	1,691.72
		515	Class of 2016	0.00	0.00	0.00	0.00	0.00
		520	Class of 2013	1,052.96	0.00	0.00	0.00	1,052.96
		530	Class of 2014	2,847.40	0.00	656.20	0.00	2,191.20
		540	Class of 2015	1,801.92	0.00	75.00	0.00	1,726.92
		550	Construction Tech	52.82	0.00	0.00	0.00	52.82
		570	Family Consumer Science	767.32	0.00	0.00	0.00	767.32
		580	Industry Tech	2,039.68	0.00	272.00	0.00	1,767.68
		590	Yearbook	3,956.50	2,070.00	65.00	824.32	6,785.82
		C	Totals:	24,941.92	3,398.95	4,026.50	824.32	25,138.69
D	Dual Credits							
		600	Math	250.00	0.00	0.00	0.00	250.00
		D	Totals:	250.00	0.00	0.00	0.00	250.00
E	Activities							
		650	Mock Trial	46.57	105.00	150.00	0.00	1.57
		660	Musical	0.00	0.00	0.00	0.00	0.00
		670	Speech	0.00	0.00	0.00	0.00	0.00
		E	Totals:	46.57	105.00	150.00	0.00	1.57
M	Miscellaneous							
		700	Alumni	2,836.59	0.00	56.06	0.00	2,780.53
		705	Capital Improvement	10,000.00	0.00	0.00	0.00	10,000.00
		710	Concessions	8,935.23	7,094.63	5,196.70	-764.32	10,068.84
		720	Faculty Courtesy Fund	874.98	20.00	0.00	0.00	894.98
		730	Fine Arts	1,523.95	0.00	0.00	0.00	1,523.95
		740	Guidance	405.80	0.00	0.00	0.00	405.80
		750	Library	735.60	0.00	0.00	0.00	735.60
		760	Principal	1,699.36	219.13	787.53	0.00	1,130.96
		770	Textbook Fines	806.57	0.00	0.00	0.00	806.57
		780	College Access Grant	3,193.08	0.00	1,133.70	-60.00	1,999.38
		M	Totals:	31,011.16	7,333.76	7,173.99	-824.32	30,346.61

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 11/01/2012 to 11/30/2012.

Site ID Group ID	Site Name Group Name Activity ID Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
N	Non-Active Accounts					
	90001 AV - Graduation	0.00	0.00	0.00	0.00	0.00
	90002 Class of 2010	0.00	0.00	0.00	0.00	0.00
	90003 Class of 2011	0.00	0.00	0.00	0.00	0.00
	90004 Class of 2012	0.00	0.00	0.00	0.00	0.00
	90005 General Fund	0.00	0.00	0.00	0.00	0.00
	90006 German	0.00	0.00	0.00	0.00	0.00
	90007 Government	38.20	0.00	0.00	0.00	38.20
	90008 Lit Mag	0.00	0.00	0.00	0.00	0.00
	N Totals:	38.20	0.00	0.00	0.00	38.20
	SpringPl Totals:	137,122.15	28,658.46	25,646.54	0.00	140,134.07
	Report Totals:	137,122.15	28,658.46	25,646.54	0.00	140,134.07

Statement of Activity Fund
Springfield Elementary
For the Period of Nov. 1, 2012 to Nov. 30, 2012

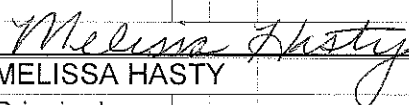
Activity	Balance Last Report	Receipts	Expenditures	Transactions In-Out	Balance On Hand
Library	\$ 2,006.88	\$ -	\$ 103.62	\$ -	\$ 1,903.26
Pop	\$ 443.67	\$ -	\$ 82.70	\$ -	\$ 360.97
General	\$ 1,901.22	\$ 33.60	\$ 26.65	\$	\$ 1,908.17
Student Council	\$ 509.49	\$	177.7	\$	\$ 331.79
Technology Fund	\$ 3,719.42	\$ 25.00	\$ 1,478.83	\$	\$ 2,265.59
Total	\$ 8,580.68	\$ 58.60	\$ 1,869.50	\$ -	\$ 6,769.78

Bank Balance	\$ 8,580.68
Deposits	\$ 58.60
Checks Paid	\$ 1,765.88
Balance	\$ 6,873.40
Outstanding Cks.	\$ 103.62
Cash on Hand	\$ -
Balance	\$ 6,769.78

Wes Reed

Wes Reed, Principal
December 3, 2012

STATEMENT OF ACTIVITY FUND					
WESTMONT ELEMENTARY					
FOR THE PERIOD:		Nov. 2012			
Activity	Balance Last Report	Receipts	Expenditures	Balance On Hand	
Library Fund	\$3,037.83	\$0.00	\$103.62	\$2,934.21	
General Fund	\$3,715.60	\$598.25	\$422.47	\$3,891.38	
Pop	\$1,119.62	\$107.67	\$0.00	\$1,227.29	
Student Council	\$789.13	\$50.00	\$0.00	\$839.13	
Totals	\$8,662.18	\$755.92	\$526.09	\$8,892.01	
Previous Bank Balance	\$9,038.30				
Deposits Made This Month	\$755.92				
Checks Paid This Month	\$798.59				
New Bank Balance	\$8,995.63				
Minus Outstanding Checks	\$103.62				
Plus Outstanding Deposits	\$0.00				
Final Account Balance	\$8,892.01				


 MELISSA HASTY
 Principal

Reconciliation Summary

BANK STATEMENT – CLEARED TRANSACTIONS:

Previous Balance:			2,093.56
Checks and Payments	0	Items	0.00
Deposits and Other Credits	1	Item	65.00
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			2,158.56

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			2,158.56
Checks and Payments	1	Item	-139.60
Deposits and Other Credits	0	Items	0.00
Register Balance as of 11/30/2012:			2,018.96
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			2,018.96

Uncleared Transaction Detail up to 11/30/2012

Date	Num	Payee	Memo	Category	Clr	Amount
Uncleared Checks and Payments						
11/26/2012	612	Sandy Lee		Supplies		-139.60
Total Uncleared Checks and Payments				1 Item		-139.60
Uncleared Deposits and Other Credits						
Total Uncleared Deposits and Other Credits				0 Items		0.00
Total Uncleared Transactions				1 Item		-139.60



Prepared For
BRETT RICHARDS
SO SARPY SCHOOL 46

Account Number
XXXX-XXXXX7-21006

Closing Date
11/22/12

Page 3 of 5

Activity Continued

0140 68059 000
 002 003 03889 R04A7A2C
 06765 R04A7A2C 03889
 (000)

Card Number XXXX-XXXXX7-22020

Reference Code

Amount \$

10/25/12	B & B PITSTOP REF# 000013337 PURCHASE ROC NUMBER 000013337	SPRINGFIELD GAS STATION	NE 10/24/12	00001333700	55.03	✓
10/26/12	B & B PITSTOP REF# 000013432 PURCHASE ROC NUMBER 000013432	SPRINGFIELD GAS STATION	NE 10/25/12	00001343200	116.90	✓
10/27/12	B & B PITSTOP REF# 000013534 PURCHASE ROC NUMBER 000013534	SPRINGFIELD GAS STATION	NE 10/26/12	00001353400	77.02	✓
11/07/12	B & B PITSTOP REF# 000014511 PURCHASE ROC NUMBER 000014511	SPRINGFIELD GAS STATION	NE 11/06/12	00001451100	25.00	✓ \$390.91
11/08/12	B & B PITSTOP REF# 000014608 PURCHASE ROC NUMBER 000014608	SPRINGFIELD GAS STATION	NE 11/07/12	00001460800	67.96	✓
11/08/12	B & B PITSTOP REF# 000014609 PURCHASE ROC NUMBER 000014609	SPRINGFIELD GAS STATION	NE 11/07/12	00001460900	49.00	✓
11/09/12	UNITED AIRLINES TKT# 01671672808595 PASSENGER TICKET RICHARDS/BRETT UNITED AIRLINES FROM OMAHA NE TO DENVER CO TO SAN DIEGO CA TO OMAHA NE TO UNAVAILABLE	MANKATO AIRLINE/AIR C UNITED AIRLINES MANKATO CARRIER CLASS UA K UA K UA K YY 00	MN 11/08/12 MANKATO MN	11160900000	317.70	01-2320-640
11/09/12	UNITED AIRLINES TKT# 01671672808606 PASSENGER TICKET FISHER/KYLE UNITED AIRLINES FROM OMAHA NE TO DENVER CO TO SAN DIEGO CA TO OMAHA NE TO UNAVAILABLE	MANKATO AIRLINE/AIR C UNITED AIRLINES MANKATO CARRIER CLASS UA K UA K UA K YY 00	MN 11/08/12 MANKATO MN	11160900000	317.70	01 2310-640

Activity Continued				Reference Code	Amount \$
11/09/12	UNITED AIRLINES TKT# 01671672808610 PASSENGER TICKET FISHER/PHYLLIS UNITED AIRLINES FROM OMAHA NE TO DENVER CO TO SAN DIEGO CA TO OMAHA NE TO UNAVAILABLE	MANKATO AIRLINE/AIR C 11/08/12 UNITED AIRLINES MANKATO CARRIER CLASS UA K UA K UA K YY 00	MN	11160900000	317.70
11/09/12	UNITED AIRLINES TKT# 01671672808621 PASSENGER TICKET WICHMAN/BRIAN UNITED AIRLINES FROM OMAHA NE TO DENVER CO TO SAN DIEGO CA TO OMAHA NE TO UNAVAILABLE	MANKATO AIRLINE/AIR C 11/08/12 UNITED AIRLINES MANKATO CARRIER CLASS UA K UA K UA K YY 00	MN	11160900000	317.70
11/09/12	UNITED AIRLINES TKT# 01671672808632 PASSENGER TICKET WICHMAN/STEPHANIE UNITED AIRLINES FROM OMAHA NE TO DENVER CO TO SAN DIEGO CA TO OMAHA NE TO UNAVAILABLE	MANKATO AIRLINE/AIR C 11/08/12 UNITED AIRLINES MANKATO CARRIER CLASS UA K UA K UA K YY 00	MN	11160900000	317.70
11/09/12	UNITED AIRLINES TKT# 01671672808643 PASSENGER TICKET SHERMAN/BRENDA UNITED AIRLINES FROM OMAHA NE TO DENVER CO TO SAN DIEGO CA TO OMAHA NE TO UNAVAILABLE	MANKATO AIRLINE/AIR C 11/08/12 UNITED AIRLINES MANKATO CARRIER CLASS UA K UA K UA K YY 00	MN	11160900000	317.70

01-2310-670

01-2310-670

01-2310-670

01-2310-670





Prepared For
BRETT RICHARDS
SO SАРY SCHOOL 46

Account Number
 XXXX-XXXXX7-21006

Closing Date
 11/22/12

Page 5 of 5

003 003 03889 R04A7A2C 0140 68059 000
 06766 R04A7A2C 03889 (000)

Activity Continued	Reference Code	Amount \$
11/09/12 UNITED AIRLINES MANKATO MN TKT# 01671672808654 AIRLINE/AIR C 11/08/12 PASSENGER TICKET SHERMAN/KEVIN UNITED AIRLINES UNITED AIRLINES MANKATO MN FROM OMAHA NE TO DENVER CO CARRIER CLASS UA K TO SAN DIEGO CA UA K TO OMAHA NE UA K TO UNAVAILABLE YY 00	11160900000	317.70
11/09/12 DELL CATALOG SALES (ROUND ROCK TX 4211 224340758 N/A-ONLINE CUSTOM68138 11/07/12 LCDTV 22434075800 Wm ROC NUMBER 224340758 TAX \$0.22 12-1100-410		421.99
11/10/12 B & B PITSTOP SPRINGFIELD NE REF# 000014842 GAS STATION 11/09/12 PURCHASE ROC NUMBER 000014842	00001484200	41.74
11/13/12 B & B PITSTOP SPRINGFIELD NE REF# 000015103 GAS STATION 11/12/12 PURCHASE ROC NUMBER 000015103	00001510300	63.49
11/15/12 B & B PITSTOP SPRINGFIELD NE REF# 000015337 GAS STATION 11/14/12 PURCHASE ROC NUMBER 000015337	00001533700	70.69
11/16/12 B & B PITSTOP SPRINGFIELD NE REF# 000015382 GAS STATION 11/15/12 PURCHASE ROC NUMBER 000015382	00001538200	90.30
11/17/12 B & B PITSTOP SPRINGFIELD NE REF# 000015501 GAS STATION 11/16/12 PURCHASE ROC NUMBER 000015501	00001550100	44.92
11/20/12 UHAUL RENTAL/PURCHAS OMAHA NE REF# 91975554 (800)528-0463 11/19/12 PURCHASE	91975554000	106.97
11/20/12 UHAUL RENTAL/PURCHAS OMAHA NE REF# 91975554 (800)528-0463 11/19/12 PURCHASE	91975554000	5.01
Total for BRETT A. RICHARDS	New Charges/Other Debits Payments/Other Credits	3,459.92 0.00

received numbers
 01-2310-670

fuel \$311.14

PHS \$111.98

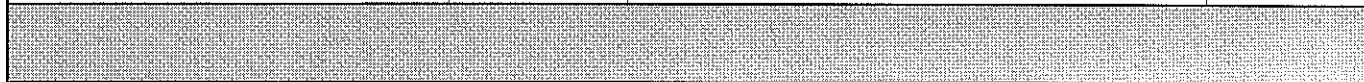
01-2520-336 = fuel = \$702.05
 01-2320-670 = \$317.70
 01-2310-670 = \$1906.20
 12-1100-410 = \$421.99

Bills by Fund December 10, 2012			
Prime Communications, Inc.	1-01-1100-318	REPAIR @ SECURITY DOORS	\$ 630.00
State of NE-Office of CIO	1-01-1100-318	ON-LINE FEE	\$ 222.15
Interstate All Battery Center	1-01-1100-410	SUPPLIES	\$ 31.51
Staskiewicz, Frank	1-01-1100-410	MILEAGE REIMBR.	\$ 77.72
Cengage Learning	1-01-1100-420	TEXTBOOKS-BUSINESS	\$ 791.47
Apple, Inc.	1-01-1100-460	OS X Mountain Lion License	\$ 19.99
Staskiewicz, Frank	1-01-1100-670	MILEAGE REIMBR.	\$ 225.33
Educational Service Unit #3 (SPED)	1-01-1210-318	SPED SERVICE	\$ 2,852.80
Kids On The Move Inc	1-01-1210-318	SPED SERVICE	\$ 1,873.25
Educational Service Unit #3 (ADMIN)	1-01-2130-120	INTERLOCAL SUB	\$ 115.00
Educational Service Unit #3 (ADMIN)	1-01-2130-210	INTERLOCAL SUB	\$ 8.80
Educational Service Unit #3 (ADMIN)	1-01-2130-290	INTERLOCAL SUB	\$ 0.60
Feldhacker, Heather L	1-01-2130-630	REIMBR. MILEAGE	\$ 123.00
Feldhacker, Heather L	1-01-2130-670	REIMBR. MILEAGE	\$ 24.98
HUMANeX Ventures LLC	1-01-2210-318	SURVEY & STRATEGIC PLANNING	\$ 3,200.00
Life Track Services	1-01-2210-318	SENIOR EXIT SURVEY	\$ 981.75
ACT	1-01-2210-410	EXPLORE	\$ 8.50
AMAZON	1-01-2210-410	SUPPLIES	\$ 146.69
AdvancED Nebraska	1-01-2210-630	WORKSHOP-H. KIRWAN	\$ 120.00
Kirwan, Holli S	1-01-2210-670	MILEAGE REIMBR.	\$ 629.37
National School Boards Association	1-01-2310-630	REGISTRATION: FISHER, SHERMAN, WICHMAN	\$ 2,685.00
NE Assoc Of School Boards	1-01-2310-630	CREDIT MEMO	\$ (32.00)
NE Assoc Of School Boards	1-01-2310-630	WORKSHOP: BARTELS, FISHER, ICENOGLE, SHERMAN	\$ 320.00
American Express	1-01-2310-670	CREDIT CARD PAYMENT	\$ 1,906.20
Harding & Shultz, P.C.,L.L.O.	1-01-2320-317	LEGAL SERVICE	\$ 718.67
Perry,Guthery,Haase & Gessford,P.C.,L.L.O	1-01-2320-317	LEGAL SERVCIE	\$ 280.00
Hammond & Stephens	1-01-2320-410	SUPPLIES	\$ 51.90
Richards, Brett A	1-01-2320-410	REIMBR. SUPPLIES	\$ 129.99
National School Boards Association	1-01-2320-630	REGISTRATION:RICHARDS	\$ 895.00
NE Assoc Of School Boards	1-01-2320-630	WORKSHOP: RICHARDS, BUMGARDNER	\$ 140.00
American Express	1-01-2320-670	CREDIT CARD PAYMENT	\$ 317.70
Richards, Brett A	1-01-2320-670	REIMBR. MILEAGE	\$ 163.17
Lukas Partners, Inc.	1-01-2330-318	PR SERVICE	\$ 1,190.30
Educational Service Unit #3 (ADMIN)	1-01-2510-318	INTERLOCAL SUB	\$ 70.00
Mailfinance	1-01-2510-318	POSTAGE LEASE	\$ 210.00
Midwest Office Automations	1-01-2510-318	COPIER LEASE	\$ 2,584.00
One Source	1-01-2510-318	BACKGROUND CHECKS	\$ 140.00
Frankel, Zacharia	1-01-2510-319	ANNUAL AUDIT	\$ 6,303.00
Stamp Fulfillment Services	1-01-2510-341	FOREVER STAMPED ENVELOPES	\$ 1,029.30
Blair Telephone Co	1-01-2510-342	HOMEWORK HOTLINE	\$ 19.19
CenturyLink	1-01-2510-342	PHONE	\$ 581.41
MCI	1-01-2510-342	LONG DISTANCE PHONE	\$ 75.46
Verizon Wireless	1-01-2510-342	CELL PHONE	\$ 163.45
Windstream	1-01-2510-342	PHONE	\$ 998.72
Culligan Us Filter	1-01-2510-410	SUPPLIES	\$ 33.00
ESI Communications Inc	1-01-2510-410	SUPPLIES	\$ 14.00

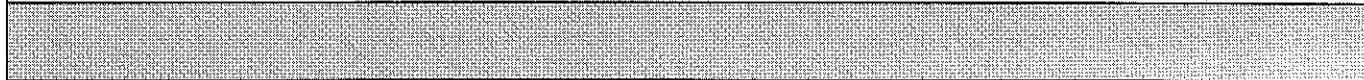
Quill Corp	1-01-2510-410	SUPPLIES	\$ 19.98
American Express	1-01-2520-336	CREDIT CARD PAYMENT	\$ 702.05
Great Plains Pest Services In	1-01-2620-318	PEST CONTROL	\$ 150.00
Johnson, Charles E	1-01-2620-318	WATER OPERATOR	\$ 900.00
Ne Dept Of Environmental Qual	1-01-2620-318	OPERATOR CERTIFICATION	\$ 100.00
NE Public Health Enviromental Laboratory	1-01-2620-318	WATER TESTING	\$ 204.00
Douglas J Kelley	1-01-2620-319	BRUSH REMOVAL	\$ 395.00
Greater Omaha Refrigeration	1-01-2620-319	WALK-IN FREEZER @ PHS	\$ 561.55
Hayes Mechanical, LLC	1-01-2620-319	BOILER @ PHS	\$ 121.00
Regan, Dan J	1-01-2620-319	REPAIR @ SP	\$ 100.00
Regan, Dan J	1-01-2620-319	REPAIR @ WM LIBRARY	\$ 100.00
Egan Supply Company	1-01-2620-410	SUPPLIES	\$ 16.74
Grainger	1-01-2620-410	SUPPLIES	\$ 327.26
Hobart Services	1-01-2620-410	SUPPLIES	\$ 37.00
Mark's Plumbing Parts	1-01-2620-410	SUPPLIES	\$ 32.78
Papillion Hardware	1-01-2620-410	SUPPLIES	\$ 116.77
Hotsy Equipment Co./A NE. Corp.	1-01-2620-530	PRESSURE WASHER @ BUS GARAGE	\$ 4,300.00
Snyder Charleson Therapy Services	1-01-4410-318	SPED SERVICE	\$ 3,148.75
Metropolitan Utilities Dist	1-02-2610-321	LEVEL PAYMENT	\$ 200.00
Omaha Public Power District	1-02-2610-322	LEVEL PAYMENT	\$ 389.47
Happy, Yellow and Checker Cab Companies	1-02-2760-318	SPED TRANSPORTATION	\$ 768.00
Metropolitan Utilities Dist	1-03-2610-321	LEVEL PAYMENT	\$ 160.00
Omaha Public Power District	1-03-2610-322	LEVEL PAYMENT	\$ 370.76
Educational Service Unit #3 (ADMIN)	1-10-1100-120	INTERLOCAL SUB	\$ 7,248.76
Educational Service Unit #3 (ADMIN)	1-10-1100-210	INTERLOCAL SUB	\$ 554.48
Educational Service Unit #3 (ADMIN)	1-10-1100-290	INTERLOCAL SUB	\$ 37.36
Quill Corp	1-10-1100-410	SUPPLIES	\$ 16.99
Educational Service Unit #3 (SPED)	1-10-1200-318	SPED SERVICE	\$ 991.40
Papillion-LaVista Schools	1-10-1200-410	12/13 1ST SEMESTER SPED SERVICE	\$ 1,764.00
Educational Service Unit #3 (SPED)	1-10-1230-362	SPED SERVICE	\$ 3,910.00
Kids On The Move Inc	1-10-1290-318	SPED SERVICE	\$ 781.75
Dolezal, Susan K	1-10-1290-410	REIMBR. SUPPLIES	\$ 65.63
HyVee Food & Drug Store	1-10-1290-410	SUPPLIES	\$ 113.32
Lee, Sandra R	1-10-1290-410	REIMBR. SUPPLIES	\$ 173.48
Lou's Sporting Goods	1-10-1290-410	SUPPLIES	\$ 19.50
Springfield Platteview Community Schools Lu	1-10-1290-410	PRE-SCHOOL SUPPLIES	\$ 602.55
Destination ImagiNation, Inc.	1-10-1310-410	SUPPLIES	\$ 525.00
Educational Service #3	1-10-1310-630	QUIZ BOWL-V. MILLER	\$ 260.00
Culligan Us Filter	1-11-1100-318	SUPPLIES	\$ 57.00
Educational Service #3	1-11-1100-318	A/V REPAIR	\$ 53.42
Apple, Inc.	1-11-1100-465	Comic Life license	\$ 39.98
AccuPrint Laser Services Inc	1-11-1100-530	TONER	\$ 189.95
AMAZON	1-11-1100-560	SUPPLIES	\$ 61.61
Educational Service Unit #3 (ADMIN)	1-11-1220-120	INTERLOCAL SUB	\$ 230.00
Educational Service Unit #3 (ADMIN)	1-11-1220-210	INTERLOCAL SUB	\$ 17.60
Educational Service Unit #3 (ADMIN)	1-11-1220-290	INTERLOCAL SUB	\$ 1.20
AMAZON	1-11-1220-410	SUPPLIES	\$ 30.78

Pickett Enterprises	1-11-2410-410	SUPPLIES	\$ 75.00
Metropolitan Utilities Dist	1-11-2610-321	LEVEL PAYMENT	\$ 390.00
Omaha Public Power District	1-11-2610-322	LEVEL PAYMENT	\$ 3,558.69
City Of Springfield	1-11-2610-323	WATER & SEWER @ SP	\$ 237.80
American Express	1-12-1100-410	CREDIT CARD PAYMENT	\$ 421.99
Sax Arts & Crafts	1-12-1100-410	SUPPLIES	\$ 114.36
Sax Arts & Crafts	1-12-1100-410	SUPPLIES	\$ 337.84
Schmitt Music Center	1-12-1100-410	SUPPLIES	\$ 52.19
AMAZON	1-12-1100-460	SUPPLIES	\$ 167.94
Lindamood-Bell Learning Processes	1-12-1100-630	WORKSHOP-FOWLER,DIBIUNO	\$ 1,556.00
Lindamood-Bell Learning Processes	1-12-1100-630	WORKSHOP-ROESLER	\$ 389.00
Educational Service Unit #3 (ADMIN)	1-12-1220-120	INTERLOCAL SUB	\$ 172.50
Educational Service Unit #3 (ADMIN)	1-12-1220-210	INTERLOCAL SUB	\$ 13.20
Educational Service Unit #3 (ADMIN)	1-12-1220-290	INTERLOCAL SUB	\$ 0.90
Gander Publishing	1-12-1220-410	SUPPLIES	\$ 400.46
Gander Publishing	1-12-1220-410	Shipping	\$ 77.84
Gander Publishing	1-12-1220-410	SUPPLIES	\$ 377.96
NE Council of School Administrators	1-12-2410-630	WORKSHOP-HASTY	\$ 175.00
Omaha Public Power District	1-12-2610-322	LEVEL PAYMENT	\$ 4,251.29
S I D #23	1-12-2610-323	WATER & SEWER @ WM	\$ 129.34
Educational Service Unit #3 (ADMIN)	1-20-1100-120	INTERLOCAL SUB	\$ 5,462.50
Educational Service Unit #3 (ADMIN)	1-20-1100-210	INTERLOCAL SUB	\$ 417.91
Educational Service Unit #3 (ADMIN)	1-20-1100-220	INTERLOCAL SUB	\$ 73.84
Educational Service Unit #3 (ADMIN)	1-20-1100-290	INTERLOCAL SUB	\$ 27.47
Quill Corp	1-20-1100-410	SUPPLIES	\$ 67.96
Educational Service Unit #3 (SPED)	1-20-1230-362	SPED SERVICE	\$ 4,140.00
Heartland Foundation	1-20-1230-362	SPED SERVICE	\$ 2,945.00
NE Association for the Gifted	1-21-1100-410	WORKSHOPKARASEK,LYNAM,SCANLON,THOMAS,TILLE	\$ 875.00
Educational Service #3	1-21-1100-630	WORKSHOP-GOODRICH	\$ 45.00
Culligan Us Filter	1-21-1100-690	SUPPLIES	\$ 51.60
Educational Service #3	1-21-1220-630	WORKSHOP- WOODWARD	\$ 45.00
Educational Service #3	1-21-1310-630	QUIZ BOWL - M. TILLER	\$ 65.00
AMAZON	1-21-2410-410	SUPPLIES	\$ 108.40
NE Council of School Administrators	1-21-2410-630	WORKSHOP- JOHNSON	\$ 175.00
Johnson, Darin L	1-21-2410-670	REIMBR. MILEAGE	\$ 305.25
Johnson, Darin L	1-21-2410-690	REIMBR. MILEAGE	\$ 10.98
Schmitt Music Center	1-22-1100-318	REPAIR	\$ 52.00
Dietze Music House	1-22-1100-410	SUPPLIES	\$ 34.11
HyVee Food & Drug Store	1-22-1100-410	SUPPLIES	\$ 91.22
Lowe's	1-22-1100-410	SUPPLIES	\$ 239.93
Mann, Douglas L	1-22-1100-410	REIMBR. SUPPLIES	\$ 12.43
Pepper Of Minneapolis	1-22-1100-410	SUPPLIES	\$ 466.23
Schmitt Music Center	1-22-1100-410	SUPPLIES	\$ 216.00
Tighton Fastener & Supply Inc.	1-22-1100-410	REPAIR	\$ 110.40
Upgrade Place (The)	1-22-1100-410	SUPPLIES	\$ 117.00
Upgrade Place (The)	1-22-1100-410	Shipping	\$ 8.45
Lofte Community Theatre, The	1-22-1100-690	PROP RENTAL	\$ 15.00

Morgenson, Jodie L	1-22-1100-690	REIMBR. SUPPLIES	\$ 21.96
Ralston Costume	1-22-1100-690	COSTUME RENTAL	\$ 70.80
Oakwood Solutions LLC	1-22-1220-410	Conover Online Credits	\$ 1,000.00
Target	1-22-1220-410	SUPPLIES	\$ 67.66
Mackin Educational Resources	1-22-2220-430	SUPPLIES	\$ 489.26
AMAZON	1-22-2230-410	SUPPLIES	\$ 25.83
NE Council of School Administrators	1-22-2410-630	WORKSHOP-JOEKEL	\$ 175.00
Joekel, Steven K	1-22-2410-670	REIMBR. MILEAGE	\$ 565.19
Metropolitan Utilities Dist	1-22-2610-321	LEVEL PAYMENT	\$ 1,720.00
Omaha Public Power District	1-22-2610-322	LEVEL PAYMENT	\$ 15,411.79
			\$ 112,662.71



Payee	Account Code	Reason	Amount
Wiater, Judy K	2-23-6000-291	UNIFORM ALLOWANCE	\$ 123.88
Kern, Kathryn A	2-23-6000-410	REIMBR. SUPPLIES	\$ 154.60
Sysco Lincoln	2-23-6000-410	FOOD/SUPPLIES	\$ 227.81
Thompson Company (The)	2-23-6000-410	FOOD/SUPPLIES	\$ 148.34
Aryzta LLC	2-23-6000-470	FOOD	\$ 211.65
Food Distribution Program	2-23-6000-470	FOOD	\$ 1,454.12
Roberts Dairy Company	2-23-6000-470	FOOD	\$ 2,866.54
Rotella's Italian Bakery, Inc.	2-23-6000-470	FOOD	\$ 496.59
Sam's Club	2-23-6000-470	FOOD	\$ 493.53
Sysco Lincoln	2-23-6000-470	FOOD/SUPPLIES	\$ 7,063.78
Thompson Company (The)	2-23-6000-470	FOOD/SUPPLIES	\$ 2,696.21
			\$ 15,937.05



Payee	Account Code	Reason	Amount
Union Bank & Trust Company	6-00-0006-000	PRINCIPAL & INTEREST DUE	\$ 341,218.05
			\$ 341,218.05
			\$ 469,817.81



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Social Media Policies and Guidelines



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Springfield Platteview Community Schools Social Media Policies and Guidelines for Faculty and Staff

Purpose of Social Media Policies and Guidelines:

With our 1:1 iPad Initiative, our district has moved to the leading edge of technology use and preparing our students with 21st century skills. One of those skills is adapting and changing methods of communication. Communicating and collaborating with students, parents, and the community is essential in moving forward toward our vision as a district. To this aim, we have researched other districts and policies on social media use and have developed the following policies and guidelines to provide direction for staff, students, parents, and the district community when participating in online social activities. It is an employee's choice to participate in a blog, wiki, website, online social network, or any other form of online publishing or discussion. Laws and courts have ruled that school districts can discipline their students and employees, if their speech disrupts school operations and is considered inappropriate according to district policies and guidelines.

Social media guidelines allow employees to participate in online social activities both personally and professionally. It is important to create an atmosphere of trust and individual accountability by keeping in mind that information produced by employees and students is a reflection of the entire district and is subject to the District's Acceptable Use policies. By accessing, creating, or contributing to any blogs, wikis, podcasts, or other social media for classroom, district, or personal use, you agree to abide by these policies and guidelines. Please read them carefully and ask any clarifying questions before participating in any social media endeavor.

What is Social Media?

User created content online designed in a collaborative environment where users share opinions, knowledge, and information with each other.

Tools include, but are not limited to:

- Blogs
- Wikis
- Social networking sites (Facebook, Pinterest, Twitter, etc)
- Photo and video sharing sites (YouTube, Flickr, etc.)
- Social Bookmarking (Diigo, Delicious)
- Podcasting and Vodcasting



Personal Responsibility:

- As a staff member, be mindful of the information you post. Your online behavior is expected to reflect the same standards of honesty, respect, and consideration that we use on a daily basis with students, parents, other staff and the community. Even if you delete that information, it still is stored on the website server for a long period of time (years).
- The lines between public, private, personal, and professional are blurred in the digital world. By the virtue of identifying yourself as a SPCS employee online, you are now connected to colleagues, students, parents, and the community. You should ensure that content associated with you is consistent with your work at the school district.
- It is your responsibility to familiarize yourself with appropriate security settings for any social media (personal or professional that you use). Be sure the settings are such that any personal content may only be viewed by your intended audience. Be aware that, even if your privacy settings are set properly, it is still possible for anyone who you've allowed to see your profile to copy and paste text and send it to someone else. Similarly, if you enable settings such as Facebook's ability to allow "Friends of Friends" to view your content, it is extremely likely that unintended viewers will have access to personal pictures and other personal content. A good rule of thumb is never to post or write anything in a social media site that you wouldn't want the general public to see.
- It is unprofessional conduct and inappropriate behavior to use email to text message, instant message, or use social networking sites to discuss with a student a matter that is unrelated to school-related activities. Appropriate discussions would include student homework, class activities, school sport or club, or other school sponsored activities. Electronic communications are to be sent simultaneously to multiple recipients, not just to one student, except where communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, emailing a message about a student's grades).
- Engaging in social networking friendships on MySpace, Facebook, or other social networking sites is prohibited with students, and strongly discouraged with parents or guardians of students. The district recognizes that because of the tight-knit community of SPCS, many staff members may have students or parents of students who are family members or close personal friends. However, the District cautions staff members against engaging in social networking friendships with these individuals because of what is talked about above.
- Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the District's or employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.



Professional Responsibility:

- Social Media can be a powerful communication tool and educational tool for students and parents. SPCS employees are encouraged to use social media for these purposes.
- SPCS employees are personally responsible for the content they publish online. Be mindful that what you publish will be public for a long time, so protect your privacy.
- Remember social media in the classroom is an extension of your physical classroom. What is inappropriate in your classroom should be deemed inappropriate online.
- Teachers who use social networking to interact with students or parent as a communication tool must find a way to interact without giving students or parents access to their personal information and posts. Many social network sites allow you to create “groups” or “pages” where you can interact with students without giving them access to your personal account. Please see Facebook guidelines for more information.
- When contributing or communicating online do not discuss student information or write about a student’s issues. Student information is protected and should not be eluded to or discussed in any way. Do not discuss your work day on social network sites; complaining or venting about your school day online, whether it be your personal or professional account, leads to impressions from others about your professionalism as a staff member (example: certain students in my class were being behaving poorly today).

Overall Guidelines for Using Social Media:

The following are general guidelines for using social media whether personally or professionally:

- **Be Transparent**

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else’s identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.

- **Always a School Employee**

The lines between public, private, personal, and professional are more gray than ever in the digital world. Be aware that if the wrong person gets their hands on your personal information, you will be considered a District employee. If you don’t want something on the 10 o’ clock news- don’t share it online.

- **School Values**

Represent your school’s and district’s values. Express ideas or opinions in a respectful manner. All communications should be done in good taste. Build trust and responsibility in your



relationships. Do not denigrate or insult others including students, staff, administrators, parents, your school, your district, other schools, or other districts. Any online contributions should meet handbook policies and district policies regarding communications.

- **Build Community/ Positively Represent School and District**

Represent the district and students and parents you serve in the best light. Respect the privacy and the feelings of others. Under no circumstance should offensive comments be made about students or colleagues nor the district in general. Your posts and comments should help build and support the school and district community. Do not comment on nor forward unsupported information or rumors. It is a good idea to monitor your profile page to ensure that all material posted by others doesn't violate these guidelines. Once posted, you can't take it back!

- **Share Your Expertise**

Write what you know to be accurate. Add value to discussions. Post things that are useful. A district's most valuable asset is its staff and your wisdom. Try and speak in the first person with your own voice and perspectives.

- **Respect and Responsibility**

Employees, parents, and students reflect a diverse set of customs, values and points of view. Be respectful of others' opinions in your posts and comments. You are responsible for the content of your post. Make sure your tags, posts, and images portray you and the District in a professional manner.

- **Own and Correct Mistakes**

If you make a mistake, admit the mistake and correct it quickly. Share your error with your principal so that we can help address the issue effectively. Clearly state if you've corrected a previous post. It is always good to apologize if appropriate.

- **Confidential Information**

Online postings and conversations are not private. Do not share confidential information whether it is internal school discussions or specific information about students or other staff. Do not write about colleagues, students, or parents without their expressed permission.

- **School Logos**

School or district logos may be used in a professional capacity. Obtain permission from your principal if there's a question of whether you should use it or not. Logos must be used within the Style Guide rules. See the principal to see SPCS Style Guide.

- **Posting Photos or Movies without Permission**

Do not post or tag photos or movies of others without their permission. If you use photos or movies taken at school, you must follow the directory information with regards to publishing. This is available from your principal.



- **Responding to Negative Comments and Criticism**

How you respond to a negative comment or criticism will say more about you and your character than what you post. When in doubt, its best not to react or give credibility to a post by acknowledging it with a response publicly. Perhaps a private response would be more appropriate and/or allowing some cool down time before responding. See the response guidelines for more information.

- **Response and Post Regularly**

To encourage readership and a following, post regularly. Readers in the social world expect new content from you regularly. Answer questions and give thanks to comments to make it a two way conversation.

- **Spell Check and Abbreviate**

Any online contribution should be well written. What you post will be online for all to read. As a teacher they are going to critique your grammar, punctuation, spelling, etc. Be cautious of using common abbreviations.

- **Copyright and Fair Use**

Respect copyright and fair use guidelines. Share what others have said by linking to the source and using embedded content. Be sure to cite the source on quotations. When using a hyperlink, confirm the link goes to the site appropriately and the site is appropriate. It is recommended that certain content be licensed under a Creative Commons Attribution Non-Commercial Share United States License.

- **Personal Information**

Be careful about sharing too much information. People seem to share personal information such as pet names, parents' names, children's names, where they grew up, and more. This information could be used to help a hacker guess your passwords, etc. If you share you will be out of town, a criminal can use this information to find out where you live. Do not share with a student your personal problems that would normally be discussed with another adult.

- **Video**

The Internet is becoming an increasingly popular educational tool and place to share personally created movies. Anything you post online should represent you in a professional manner. Anything you show in a classroom should be previewed by you in its entirety, prior to any students seeing it. Consult your principal if you feel the content may be questionable.

- **Staff- Student Relations**

Employees are prohibited from establishing a personal relationship with any student(s) that are unprofessional and inappropriate. Examples of unprofessional relationships include, but are not



limited to: employees fraternizing or communicating with students as if employees and students were peers, such as writing personal letters, emails, or texts; personally calling a student, allowing students to make personal calls to employees unrelated to homework, class work, or other school related business; sending inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same; and engaging in sexual dialogue, whether in person, internet, in writing, or by phone. Employees who post information on Facebook, MySpace or similar websites that include inappropriate personal information must understand that if students, parents or other employees obtain access to such information, their case will be investigated by school and district officials and may be turned over to local law enforcement. Some examples of inappropriate personal information are: provocative photos, sexually explicit messages, abuse of alcohol, drugs, or anything students are prohibited from doing.



Social Media Guidelines for Students:

1. Social media venues are very public. What you contribute leaves a digital footprint basically forever, usually even after it is deleted. Do not post anything you wouldn't want friends, family, teachers, or future employers to see. Make sure what you post promotes positive images to the world.
2. Follow the school's code of conduct standards when writing online. It is acceptable to disagree with someone else's opinion, however it should be done in a respectful, constructive way. What is inappropriate in the classroom, is inappropriate online.
3. Be safe online! Never give out personal information, such as last names, any phone numbers, addresses, birth dates, and pictures. Do not share your passwords with anyone but your parents and teachers/administrators if necessary.
4. Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for a school setting.
5. Do your own work! Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright laws to copy and paste or rewrite someone else's work without proper attribution and permission. When paraphrasing another's idea(s) be sure to cite your source with the specific web address. Verify that you either have permission to use the material or it is under Creative Commons attribution.
6. How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
7. Blog, wiki, and other online posts should be well written. Follow writing conventions, including proper grammar, capitalization, and punctuation. If you have permission to edit someone else's work, be sure it is in the spirit of improving the writing.
8. If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell the supervising adult right away.
9. Cyberbullying is not tolerated. If you feel you are a victim of cyberbullying, document (write down) what is happening to you and report to your parents, a teacher/counselor or a principal. The actions that may be taken against students who choose to cyberbully are outlined in the school handbook. Law enforcement will become involved in threats and intimidation made through the use of technology.
10. Students who do not abide by these terms and conditions may lose their opportunity to take part in the iPad initiative and/or their access to future use of online tools.

Adapted From: Social Media Guidelines Wiki, PLSD.



Facebook Guidelines

Facebook is a very powerful communication or educational tool for today's society. Employees in the Springfield Platteview Community Schools are encouraged to embark in the social media world and leverage these tools. However, the following policies and guidelines have been established to provide all employees direction on the appropriate use of Facebook.

Personal Use of Facebook:

SPCS employees are strongly encouraged to keep their personal lives personal even in the digital world where personal and professional can become blurred. District procedures prohibit employees from "friending" students on their personal Facebook account. Procedures also discourage "friending" of parents of students. If you have a personal Facebook account, the following response is recommended when denying such requests:

If you are a student or parent requesting to be my "friend" on Facebook, please understand and not be offended by my ignoring your request. As an employee of Springfield Platteview Community Schools, our policies discourage me from "friending" students and parents on my personal Facebook page. I would encourage you to friend our school and district at the Springfield Platteview Community Schools Facebook page.

Professional Use of Facebook:

When using Facebook as part of your official duties as an employee in the Springfield Platteview Community Schools, the following policies and guidelines must be followed:

- Before doing anything on Facebook, contact your school's principal.
- Your school's principal must be designated as an administrator to any page created.
- When using Facebook with a particular class, or group of students, and/or parents, the page should be set up as a "group" page.
- When using Facebook as a communication tool with the masses, the page should be set up as a "fan" page.
- Student Facebook groups for K-8 are not allowed and can only be used as a communication tool with parents. Individuals must be 13 years of age to be on Facebook.
- The personal security for the individual establishing the page should be set so students and parents cannot view personal information about the employee. For example, set all security to "for friends only."
- When building a page, you must identify the page, in the page description area, as an official classroom or organization in "Springfield Platteview Community Schools."
- All district and school style guidelines, colors, and logos must be followed and used correctly.
- The *Springfield Platteview Community Schools Facebook Rules of Engagement* must be posted on any page created for use.
- The creator of the page is responsible for monitoring content on the page and deleting any posts that violate the rules of engagement.
- SPCS reserves the right to remove any Facebook page that doesn't follow the rules of engagement or isn't being monitored appropriately.
- Beginning with December 11, 2012, all of the above guidelines must be followed. If you currently have a Facebook page established for personal or work purposes, please be sure that it meets the above criteria. Failure to follow the above policies and guidelines may result in disciplinary action.



Facebook Rules of Engagement

The goal of using Facebook by Springfield Platteview Community Schools is to share important information with our public and engage in open and respectful dialogue. To help us accomplish this goal, the following policies and guidelines have been established:

- Engage in open conversation, not personal issues. This page is not intended to circumvent regular communication channels for sharing personal issues and concerns. Comments regarding personal issues with the school and/or district should be resolved per set policies and with administration, not in the public domain.
- Be respectful. Personal attacks or comments that are deemed offensive to any member of our staff or school community will not be tolerated. Inappropriate remarks and profanity by a community member or parent will be removed as soon as possible and reported to administration.
- Any business person or person running for political office should not advertise on our Facebook page. These types of posts will be removed as soon as possible and warning will be given to person(s) responsible.
- Stay on topic. This is a page dedicated to the education of students and mission of SPCS. Keep the conversation related to our district, schools, and activities. Comments of all kinds are welcome as long as they are directly related to our district, schools, and activities and are appropriate in nature.
- If you have a question for a specific employee you should contact them directly and privately. Fans should not expect responses to every question or comments posted on Facebook pages.
- Please make sure your comments and/or questions are appropriate for fans of all ages. Our students look at these comments and vary greatly in age.
- Be factual. Blatantly inaccurate information will not be allowed. False information will be removed and person(s) posting inaccurate information may be banned from participating on page(s).
- Employees are discouraged from “friending” parents or work related patrons on their personal Facebook pages, so don’t be surprised if you are “ignored” when requesting to “friend.” District policy encourages staff to keep their personal lives personal.
- This page is yours, and we want you to feel comfortable sharing your views about SPCS schools and activities. Just know, abuse of the above guidelines can lead to your removal from posting or the blocking of you from our fan page. Thank you for your cooperation regarding these important issues.



Referenced Sites and Resources for the development of policies and guidelines:

Papillion LaVista School District <http://paplv.org>

Barrow County Schools <http://barrow.k12.ga.us/>

Social Media Guidelines for Educators (Facebook Group):

<http://www.facebook.com/group.php?gid=80354045978>

Social Media Guidelines for Schools- Andy Mann, Calhoun ISD

<http://www.scribd.com/doc/28430149/Social-Media-Guidelines-for-Schools>

Social Media Guidelines for Schools Wiki

<http://socialmediaguidelines.pbworks.com/>

Social Media Suggestions

<http://blogs.stvrain.k12.co.us/helpdesk/2010/03/29/scoial-media-suggestions/>

Think Social Media Guidelines

<http://thinkingmachine.pbworks.com/Think-Social-Media-Guidelines>



Facebook Security Settings Handout



Check us out... www.facebook.com/SpringfieldPlatteview

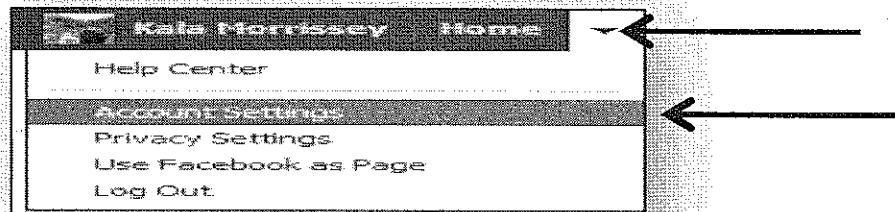
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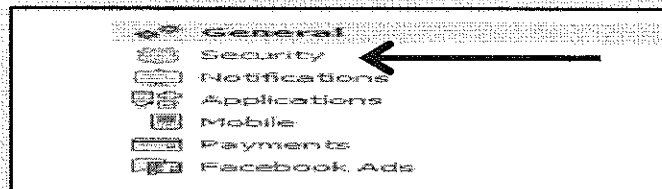
Account Settings

Account settings control the overall general security of your account.

To edit your account settings, once logged in, click on the downward facing arrow next to the “Home” tab in the upper right hand corner of the page. Then select, account settings from the drop down (see below).



A new page will come up. Select “Security” from the categories on the left hand side.



Your security settings will then come up. Each security-setting category is then listed with the current settings. Here you can adjust settings for:

- **Secure browsing** - Browse Facebook on a secure connection (https) when possible.
- **Login notifications** - Facebook can notify you when your account is accessed from a computer or mobile device that you have not used before.
- **Login approvals** – Required to enter a security code each time an unrecognized computer or device tries to access my account.
- **App Passwords**- Require a password to use Facebook Apps.
- **Recognized devices** – Settings for devices that you normally log into Facebook on.
- **Active sessions** – Shows you where you have recently logged in from.

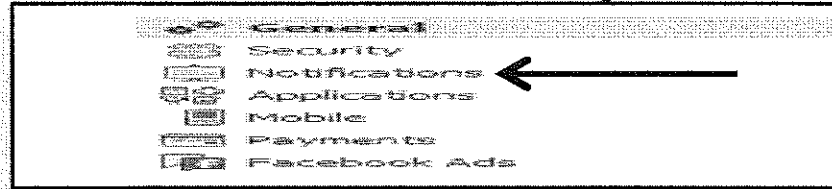
Each section gives a brief overview of what that setting controls. To change any of the settings listed, click the “Edit” button to the right of the item. Make the appropriate changes and be sure to click “Save Changes” in each category to save your new settings.

Security Settings		
Secure Browsing	Secure browsing is currently enabled.	Edit
Login Notifications	Login notifications are disabled.	Edit
Login Approvals	Approval is not required when logging in from an unrecognized device.	Edit
App Passwords	You haven't created App Passwords.	Edit
Recognized Devices	No recognized devices.	Edit
Active Sessions	Logged in from Lincoln, NE, US and 2 other locations.	Edit

Notifications Settings

Notification settings control what and when Facebook tells you about changes on your Facebook page.

To change your notifications settings, click on "Home" in the upper right hand corner and then select "account settings" from the drop down. Then, select notifications from the categories on the left hand side.



Your notification settings will appear:

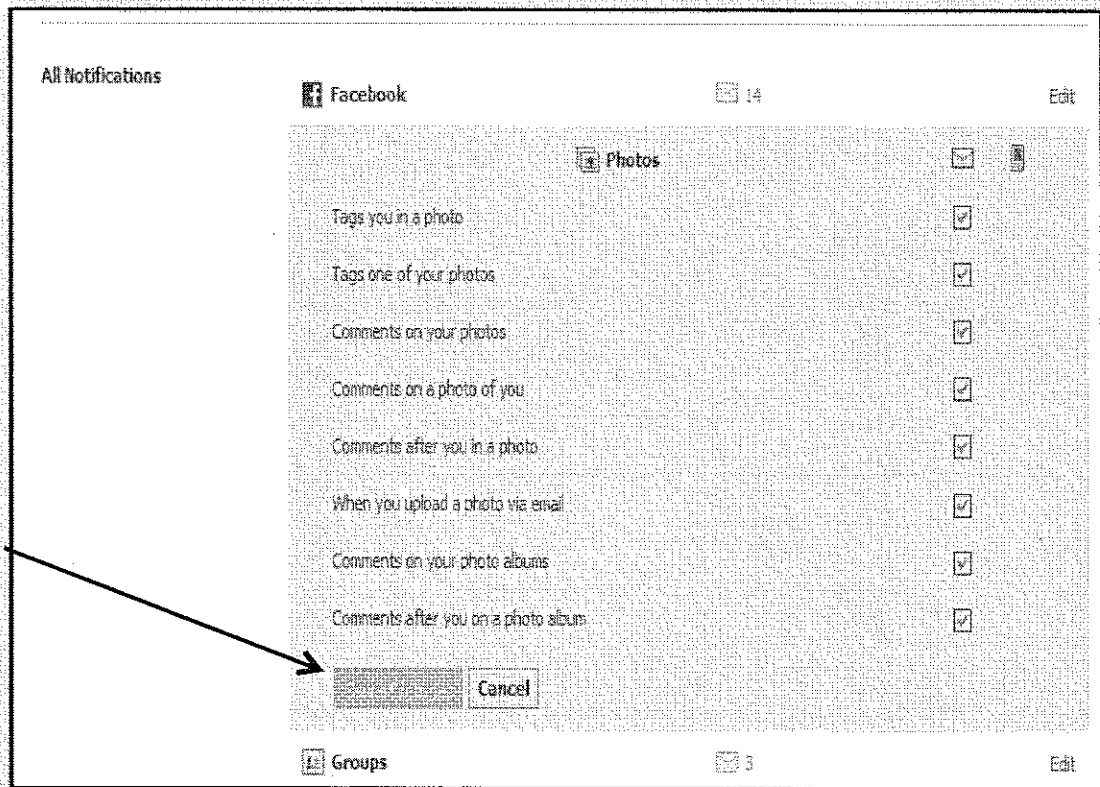
At the top of the page there is an e-mail frequency checkbox (see below). By checking this, Facebook will send you summary e-mails of updates to your account. SPCS **DOES NOT** recommend that you check this. By leaving this unchecked, Facebook will still send you individual e-mails when anything happens on your account (someone posts to your wall, tags you, etc...).



Half way down the page there is an "all notifications" section. This section lists a variety of notification categories. To see the settings for each of category, you will need to click "Edit" on the right hand side.



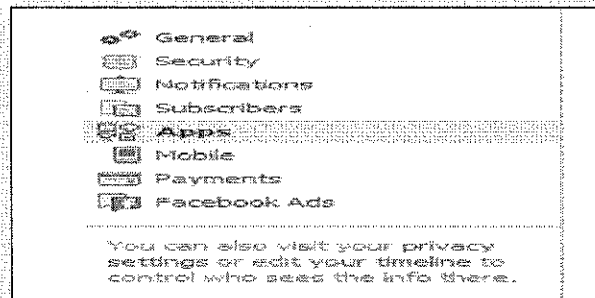
Once you click "Edit," the notification options will appear below the category (see below). For any item that is checked, you will receive a Facebook notification in your e-mail that is assigned to the Facebook account. SPCS recommends you **check all boxes in every category**. This way you will receive a notification anytime anything happens with your Facebook account. Once you have checked all the boxes in a category, you will need to click "Save Changes" before moving on to the next category.



Save
Change

App Settings

To change your application settings, click on “Home” in the upper right hand corner and then select “account settings” from the drop down. Then, select “Apps” from the categories on the left hand side.



Once you click “Apps”, a new page will pop up with all the applications that you are using on Facebook. To view and/or edit the settings for a particular app, click “Edit” to the right hand side of the app you are trying to edit.

A screenshot of the Facebook 'Apps' page. It displays a list of applications with their names, dates, and 'Edit' links. An arrow points from a box labeled 'Edit App' to the 'Edit' link for the 'Static Iframe Tab' application.

Static Iframe Tab	July 28	Edit
Iframe Apps	July 28	Edit
Add a link	July 28	Edit
Applications List	July 24	Edit
FARKLE	June 28	Edit
Bumper Sticker	More than 6 months ago	Edit
Where I've Been	More than 6 months ago	Edit
Pieces of flair	More than 6 months ago	Edit
We're Related	More than 6 months ago	Edit
My Year In Photos	More than 6 months ago	Edit

14 Chat (12)

Once you click “Edit”, the settings will show up below the corresponding app (see below). In these settings, you can remove the app or change the App privacy. It is recommended that you only share App information with friends.

Once you have made your changes in a category, click “Close”. You will need to do this for **EVERY** App that you use on Facebook.

Pinterest Last logged in: July 3 Remove app

Settings are for this app (points to Pinterest app name)

Click here to remove app (points to Remove app button)

This app needs:

This app can also:

- Post on your behalf** This app may post on your behalf, including objects you liked, boards you created and more.
- Access your data any time** Pinterest may access your data when you are not using the application.

Select whom the app shares information (points to Basic Information link)

Last data access: Basic Information June 29
See details · Learn more

Posts on your behalf: Who can see posts this app makes for you on your Facebook timeline? **Custom**

Notifications: When to notify you? **The app sends you a notification**

Settings for App Notifications (points to notification dropdown)

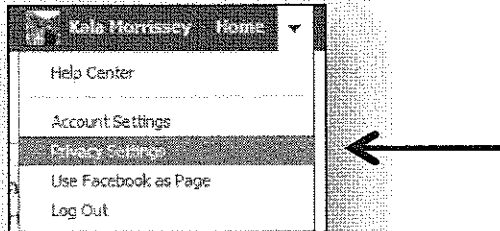
Close (points to Close button at bottom left)

Close

Setting Privacy Settings

The settings in this section control what information you share with others on Facebook.

To get to these settings click on the downward arrow next to "Home" in the upper right hand corner of the Facebook main page. In the drop down select Privacy Settings.

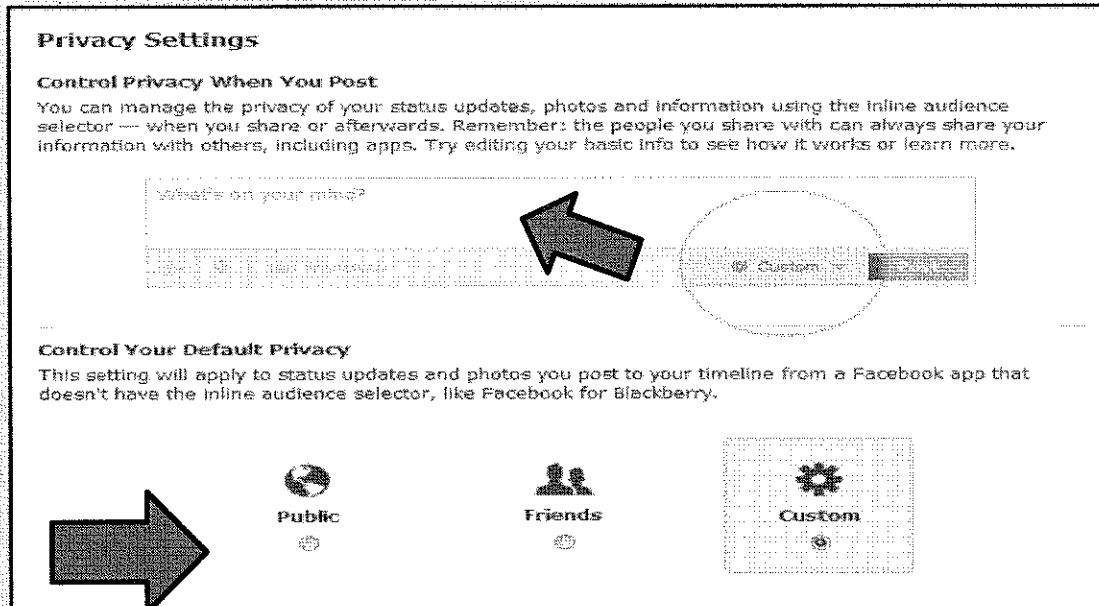


Control Privacy of When you Post

A new page titled "Privacy Settings - Control Privacy When You Post" will appear (see below). In the middle of the page you will see a Control your Default Privacy heading.

- The public setting allows anyone to see your information.
- The friends setting allows only your friends to see your posts.
- The custom setting allows you to customize what friends see what information.

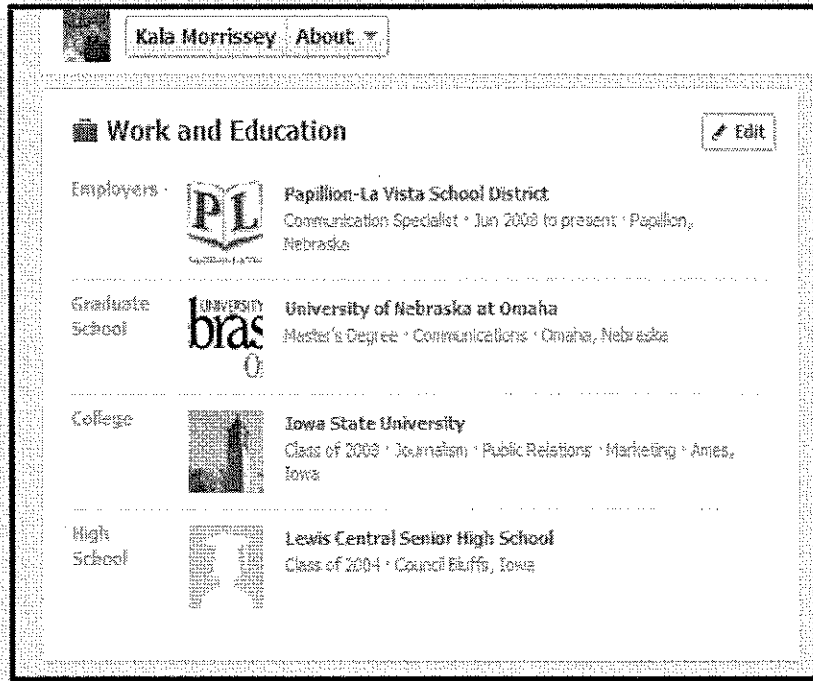
The District recommends setting your privacy to **friends only**.



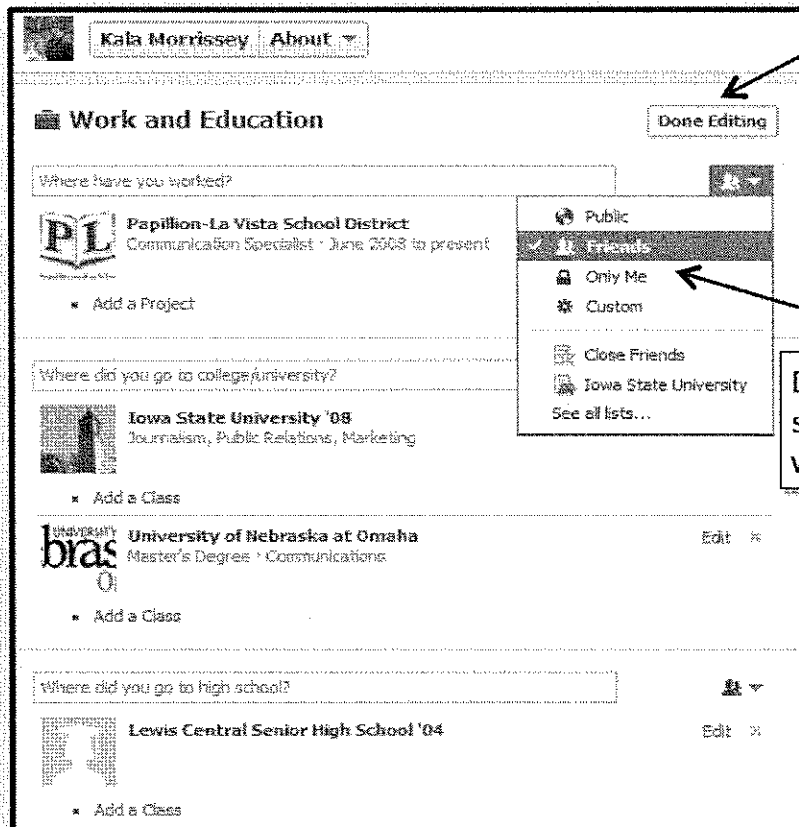
Once you have selected your default privacy setting, click on the "Editing Your Basic Info" in the first paragraph on the page (see above).

When you click on "Editing your Basic Info", it will bring up an edit timeline page, similar to the one below. Each field that is editable has an edit button in the upper right hand corner of that box. Click the edit button (image 1). You will now see symbols and drop down arrows on the right hand side of the box (image 2). Click on each downward arrow and you can select what information is available to whom. SPCS recommends that you set

everything to **FRIENDS ONLY**. When you are done editing a section, click "Done Editing." Do this for each item in every section. Once you have set the security for each section navigate to the different categories using the drop down menu in the upper left hand corner (see image 2). You can then set permissions for photos, friends, map, likes, subscriptions and notes.



Done Editing

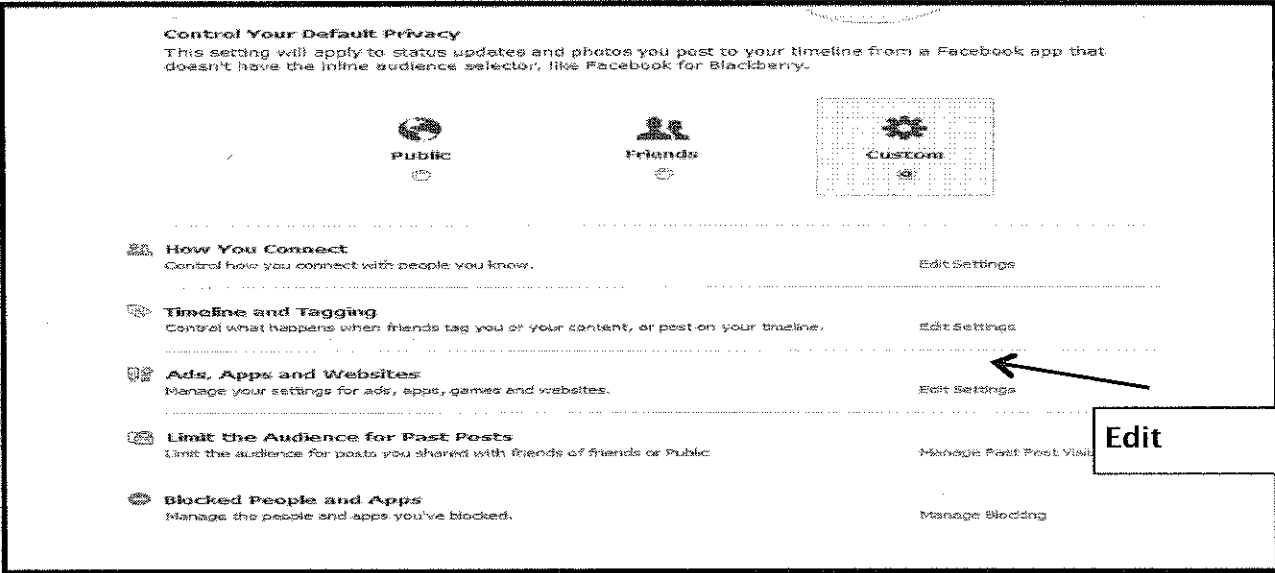


Downward arrow to select who sees what information

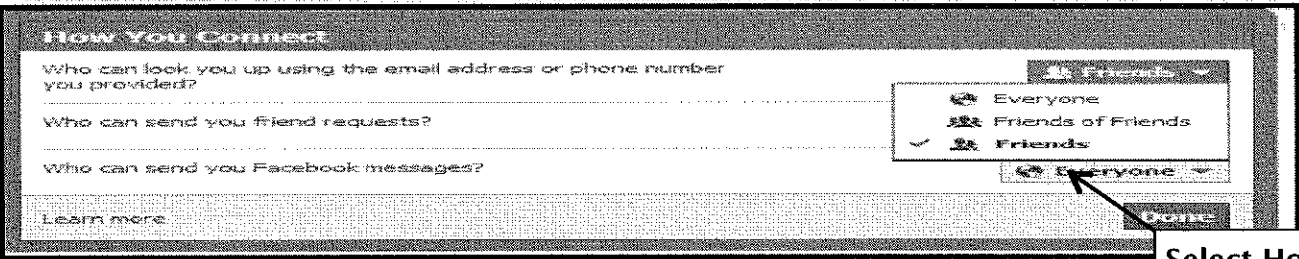
How You Connect

This controls how you connect with people you know on Facebook.

To edit these settings, click the home button in the upper right hand corner and select "privacy settings". Half way down the page there is a "how you connect" section. Click on the "Edit Settings" button on the right hand side (see below) to change settings for this category.



A new pop up "How You Connect" will appear. A series of questions will be listed. Each question has a box to the right hand side that controls who sees that information. Select the dropdown arrow and choose who you would like to see that information.



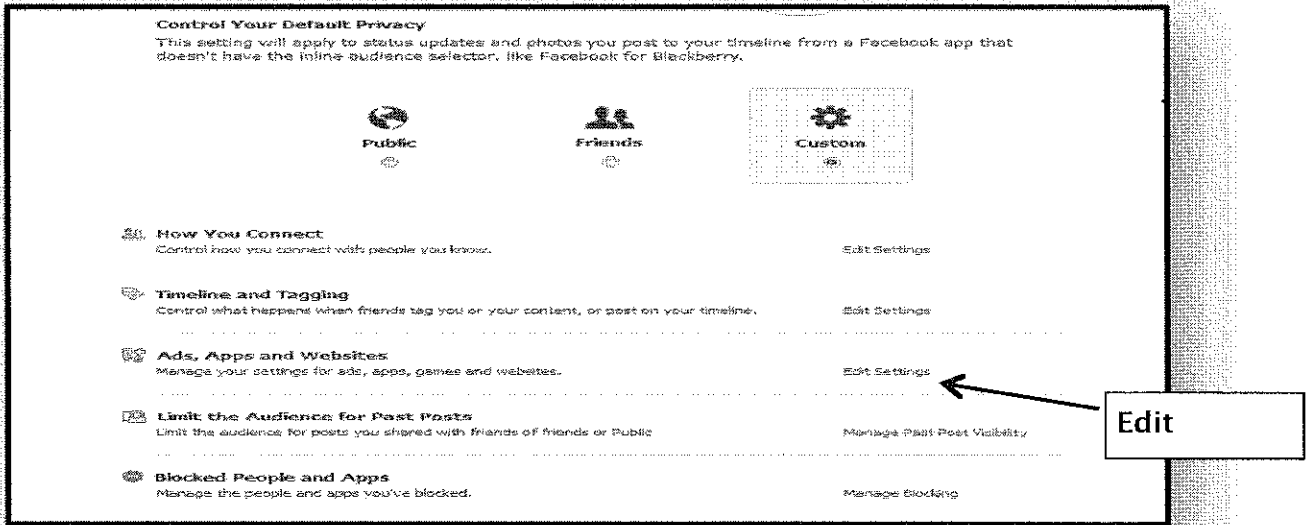
SPCS recommends that users have the following settings:

- Who can look up your profile by name or contact info..... Everyone
- Who can send you friend requests.....Everyone
- Who can send you Facebook messages.....Everyone

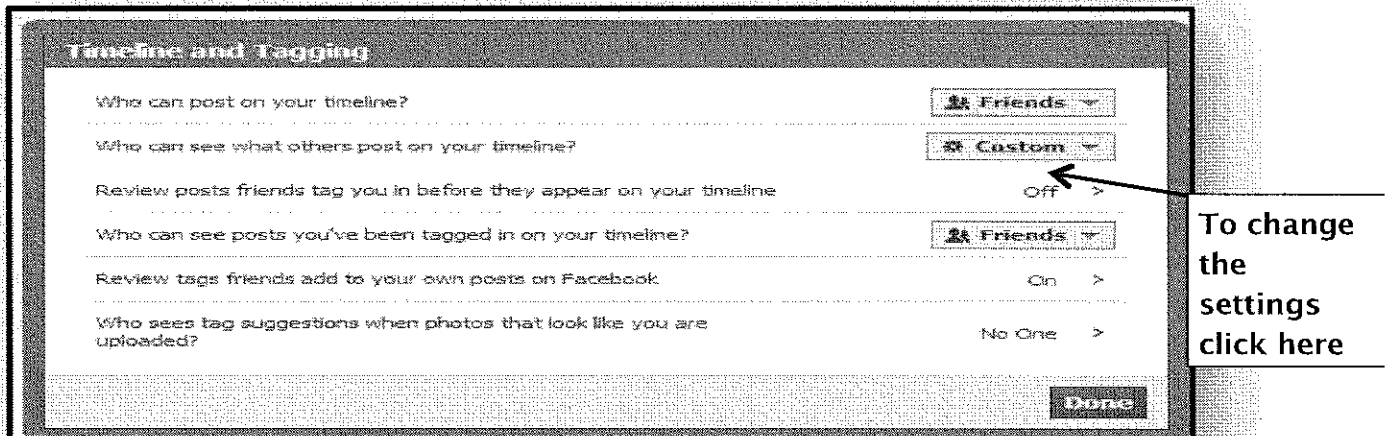
Once you have made the appropriate changes click "Done."

Timeline and Tagging

This section controls your timeline and what happens when friends tag you or your content. To edit these settings, click on the “Edit Settings” button on the right hand side (see below).



A new pop up “How Tags Work” will appear. A series of questions will be listed. Each question has a box to the right hand side that controls security for your Timeline and tagging (see below). For each question you can select what friends see the information or if that particular feature is on or off.



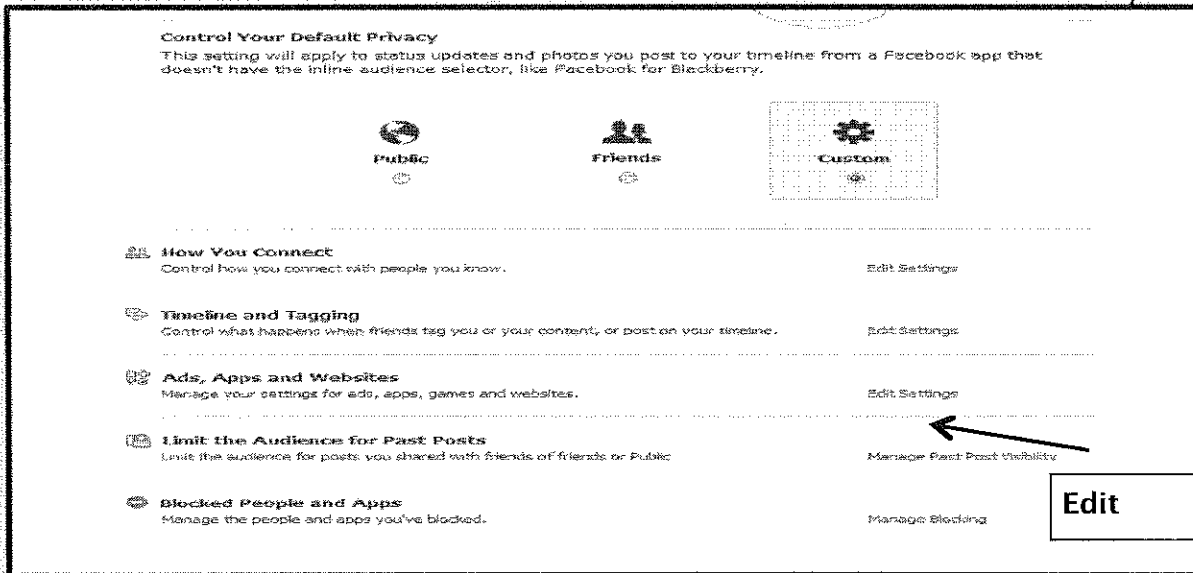
SPCS recommends that users have the following settings:

- Who can post on your timeline..... Friends
- Who can see what others post on your timeline..... Friends
- Review posts friends tag you in before they appear on your timeline..... On
- Who can see posts you've been tagged in on your timeline..... Friends
- Review tags friends add to your own posts on Facebook..... On
- Who sees tag suggestions when photos that look like you are uploaded..... No One

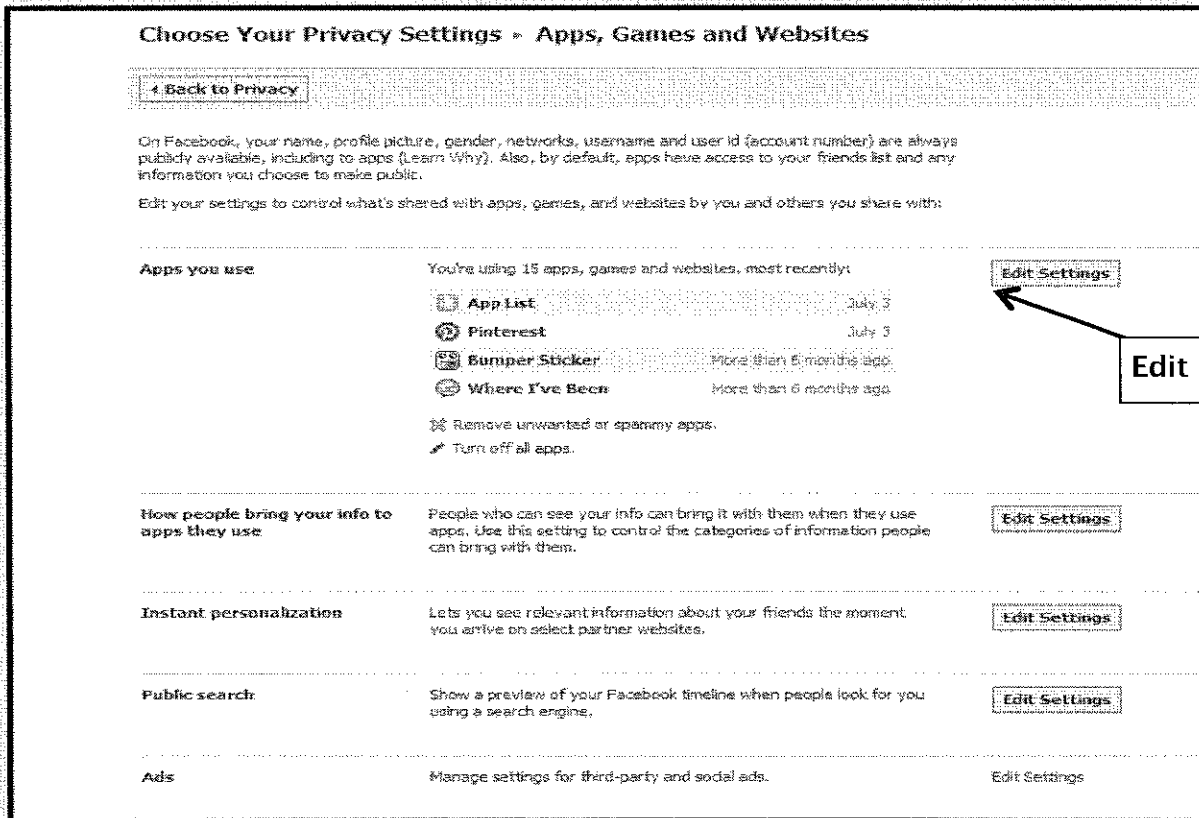
Once you have made the appropriate changes click “Done.”

Ads, Apps and Websites

This section controls what is shared with apps, games and websites. To edit these settings, click on the “Edit Settings” button on the right hand side (see below).



Once in the Ads, Apps and Websites section, click on the “Edit Settings” button for each category to view what information is gathered by each app and determine your settings.



Once you click “Edit Settings” A list of all your apps will appear. Click edit on the right hand side of each app to see the settings for that particular app. You can set who can see the posts on your wall from that app and the notifications, or you can delete the app here (see below). When you are done with the app settings, click close and navigate back to the privacy settings.

App Settings

You have authorized these apps to interact with your Facebook account:

App List July 3 Edit

Pinterest Last logged in: July 3 Edit

This app needs:

This app can also:

- Post on your behalf**
This app may post on your behalf, including objects you feed, boards you created and more.
- Access your data any time**
Pinterest may access your data when you are not using the application.

Last data access: Basic Information June 25
[See details](#) · [Learn more](#)

Posts on your behalf: Who can see posts this app makes for you on your Facebook timeline? Custom

Notifications: When to notify you? The app sends you a notification

Close

Bumper Sticker More than 6 months ago Edit

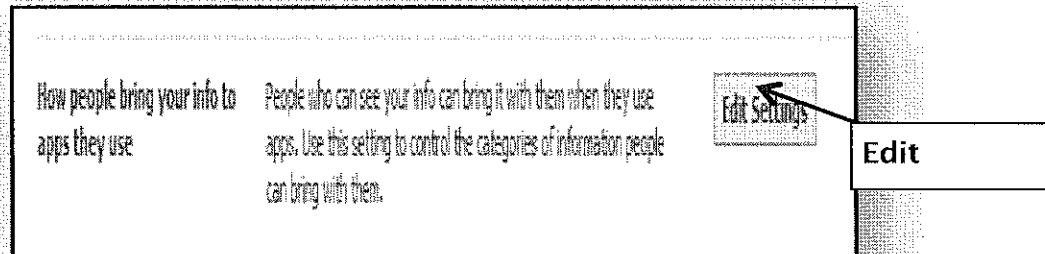
Where I've Been More than 6 months ago Edit

At the bottom of the Ads, Apps and Websites settings page there are four categories to be aware of. They are:

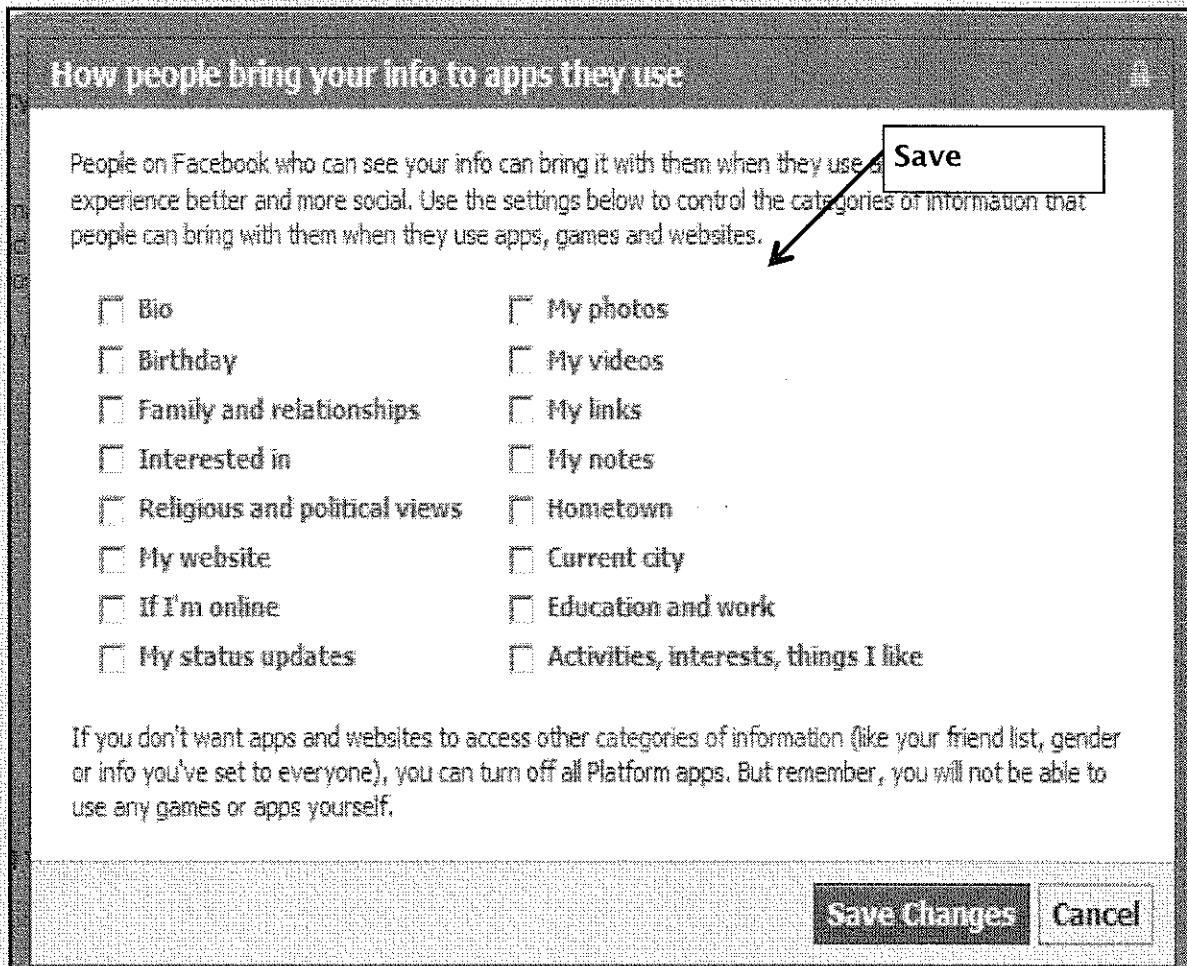
- How people bring your info to apps they use
- Instant Personalization
- Public Search (see above picture).
- Ads

How people bring info to apps they use

This is the information that people who can see your information can bring with them to a particular app. The settings here controls the information that people can take with them. To edit these settings click "Edit Settings" on the right hand side.



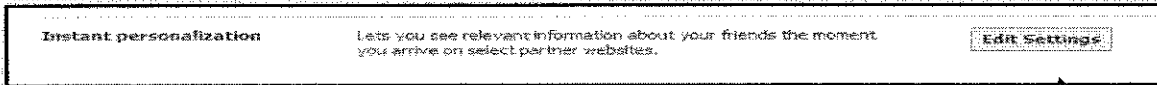
A new pop up will appear. It will list information with a check box to the left of them. Anything that is checked is information that apps can pull about you from others that see your information. SPCS recommends unchecking everything. Once you have checked all the boxes of information that you want pulled then click "Save Changes."



Instant Personalization

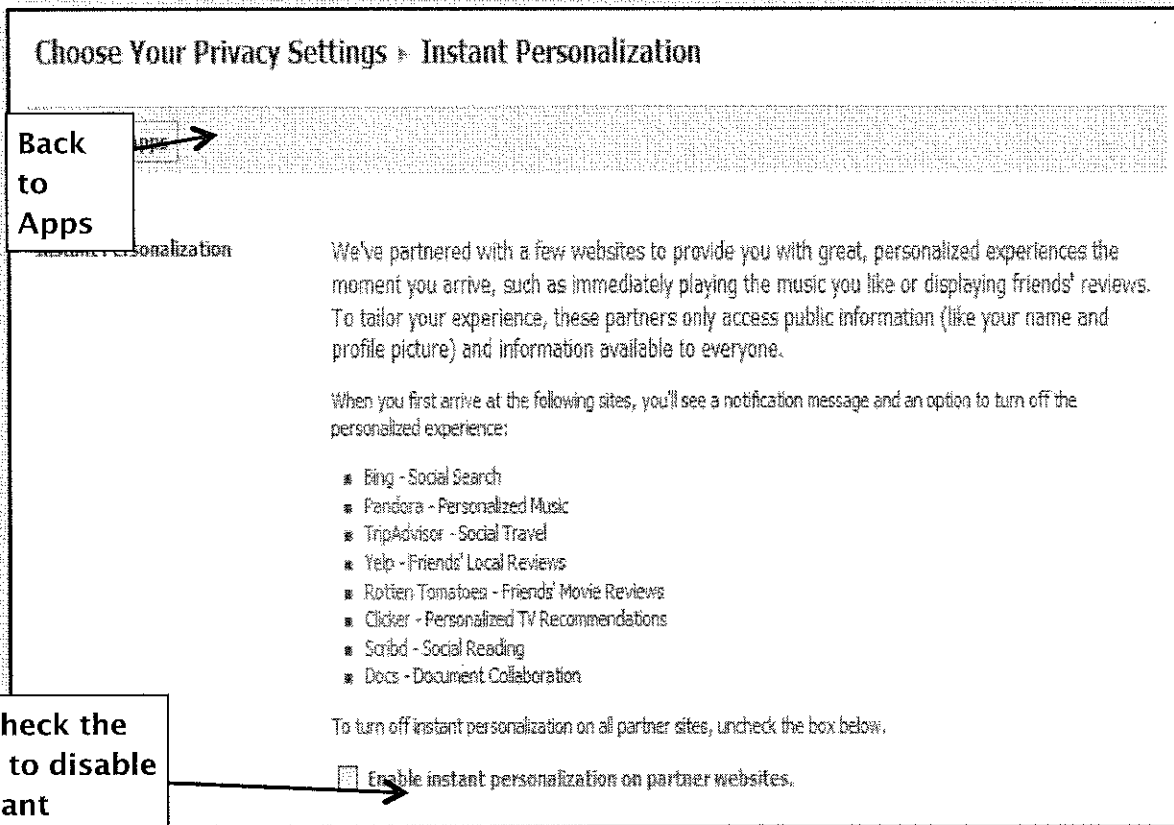
Instant Personalization allows Facebook partner websites to gather information on you and your friends and tailor your experience on those websites. However, these sites only gather information that is available to everyone (public).

To edit these changes, select "edit settings."



A new pop up will appear, select close. It will then bring you to a page that talks about instant personalization (see below). At the bottom of this page there is a "disable instant personalization on partner websites" check box. Make sure the box is unchecked (See below). Then select "Back to apps" to return to the "Choose Your Privacy Settings Page."

Edit Settings



Uncheck the box to disable instant personalization

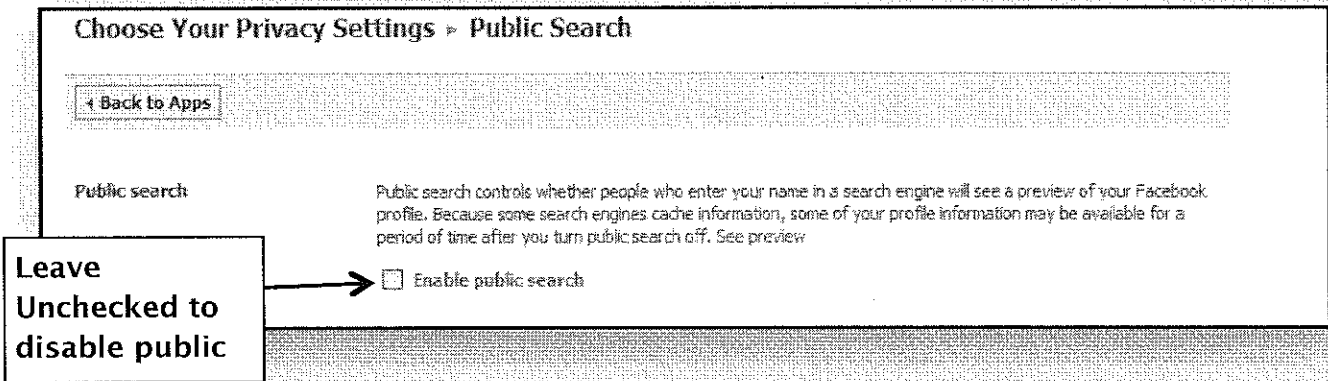
Public Search

Public search shows a preview of a Facebook profile when people search for an individual on a search engine (like google). SPCS recommends that you do not enable this. To edit these settings, click on "Edit Settings"



A new pop up will appear. To turn this setting off, the box needs to be unchecked (see below). Then click "Back to Apps" to return to the previous page.

Edit Settings



Leave Unchecked to disable public

Ads

This is where you set privacy settings for third-party and social ads. Click “Edit Settings” on the Chose your privacy settings page.

Choose Your Privacy Settings > Apps, Games and Websites

[Back to Privacy](#)

On Facebook, your name, profile picture, gender, networks, username and user id (account number) are always publicly available, including to apps (Learn Why). Also, by default, apps have access to your friends list and any information you choose to make public.

Edit your settings to control what's shared with apps, games, and websites by you and others you share with:

Apps you use You're using 15 apps, games and websites, most recently: [Edit Settings](#)

- App List July 3
- Pinterest July 3
- Bumper Sticker More than 6 months ago
- Where I've Been More than 6 months ago

Remove unwanted or spammy apps.
Turn off all apps.

How people bring your info to apps they use People who can see your info can bring it with them when they use apps. Use this setting to control the categories of information people can bring with them. [Edit Settings](#)

Instant personalization Lets you see relevant information about your friends the moment you arrive on select partner websites. [Edit Settings](#)

Public search Show a preview of your Facebook timeline when people look for you using a search engine. [Edit Settings](#)

Ads Manage settings for third-party and social ads. [Edit Settings](#)

Once you click “edit settings” a new page will appear (see below). Click on Edit Third Party Settings and Edit Social Ads Settings to adjust settings for these two categories.

Facebook Ads

A Note About Your Photos
There's a false rumor circulating that Facebook is changing who owns your content and how it's used. You own all of the content and information you post on Facebook. Please see our Statement of Rights and Responsibilities for more information.

Ads shown by third parties
Facebook does not give third party applications or ad networks the right to use your name or picture in ads. If we allow this in the future, the setting you choose will determine how your information is used.
You may see social context on third party sites, including in ads, through Facebook social plugins. Although social plugins enable you to have a social experience on a third party site, Facebook does not share any information about the third party sites with these social plugins. [Learn More About Social Plugins](#)
[Edit third party ad settings](#)

Ads and friends
Everyone wants to know what their friends like. That's why we pair ads and friends—an easy way to find products and services you're interested in, based on what your friends share and like. Learn more about social ads.
Here are the facts:

- Social ads show an advertiser's message alongside actions you have taken, such as liking a Page
- Your privacy settings apply to social ads
- We don't sell your information to advertisers
- Only confirmed friends can see your actions alongside an ad
- If a photo is used, it is your profile picture and not from your photo album

[Edit social ads setting](#)

Edit Third Party

Edit Social Ads Settings

For each section, a new page will appear, similar to the one below.

Facebook Ads

Ads shown by third parties

Facebook does not give third party applications or ad networks the right to use your name or picture in ads. If we allow this in the future, the setting you choose will determine how your information is used.

You may see social context on third party sites, including in ads, through Facebook social plugins. Although social plugins enable you to have a social experience on a third party site, Facebook does not share your information with the third party sites hosting the social plugins. [Learn more about social plugins.](#)

If we allow this in the future, show my information to

Third Party Settings

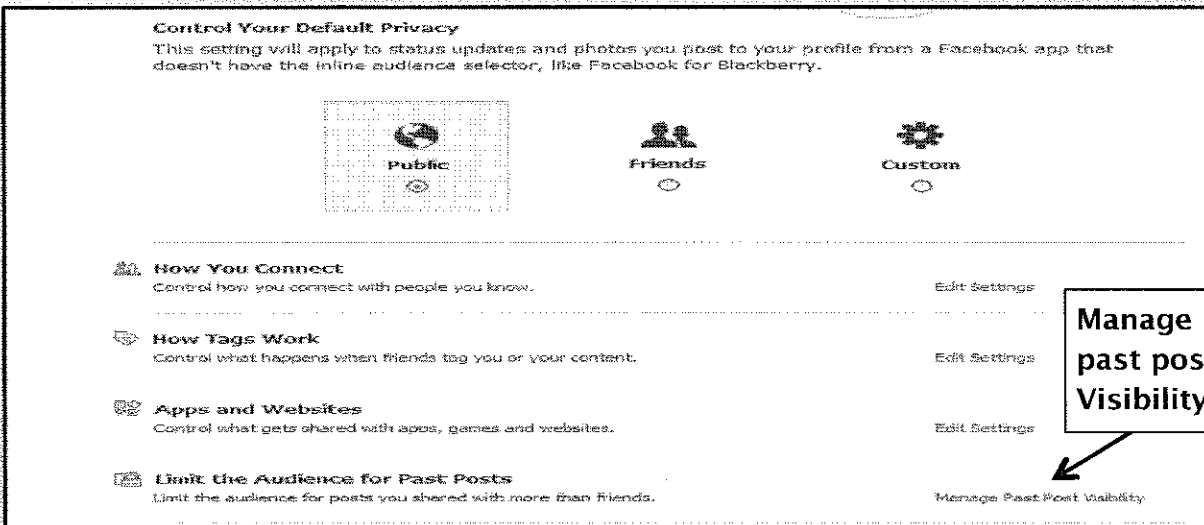
Currently, Facebook does not allow third party applications or ad networks to use a users name or picture in any ads. This Third Party Settings determines how information can be used if Facebook changes this. **SPCS recommends setting this to no one.** After selecting your privacy setting, click save changes.

Social Ad Settings

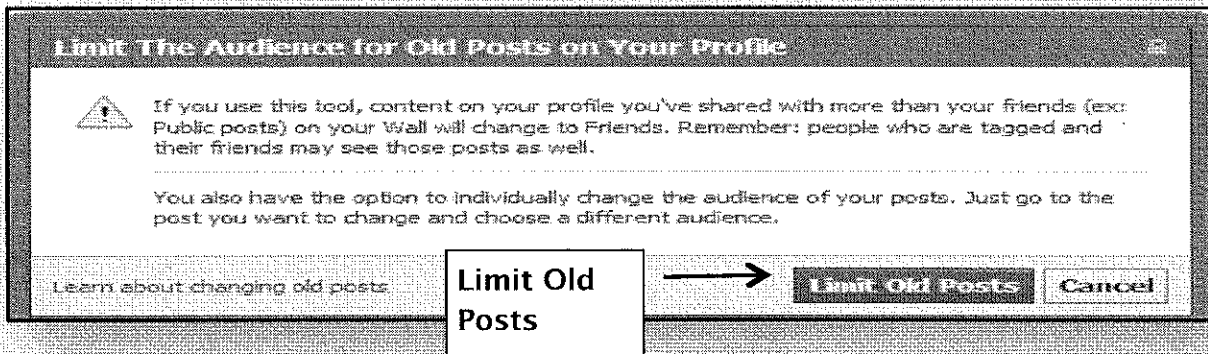
Social Ads allow your Friends to see products or services that you like, based on what you share and like, that they may be interested in. **SPCS recommends setting this to no one.** After selecting your privacy setting, click save changes.

Limit the Audience of Past Posts

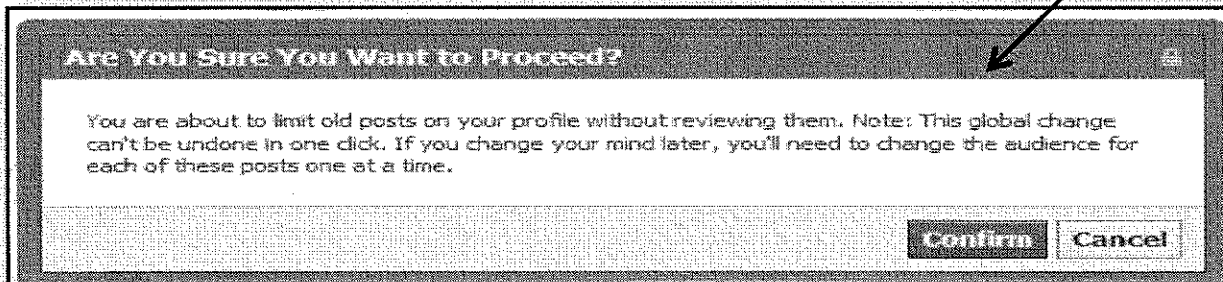
Navigate back to privacy settings. The next section is “Limit the Audience of Past Posts.” This section controls the audience for posts you shared with more than friends in the past. To edit these settings, click on the “Manage Past Post Visibility” button on the right hand side (see below).



A new pop up will appear telling you that if you continue you will change any previous public posts to only friends (see below). Select Limit Old Posts.



Another pop up will appear asking you to confirm this decision (see below). Click “Confirm” confirmation page will appear to tell you that those changes have been made.



Blocked People and Apps

In this section you can manage the individuals and apps that you have blocked. Click on “manage blocking” to change these settings.

View How the Public (non-friends) Sees Your Profile

Once you have set all your security for each of the fields and categories under “Privacy Settings” you can check to see how the public (non-friends) and friends see your profile. To do this, navigate back to the main page by clicking on the Facebook icon in the upper left hand corner. Then click on your name in the upper left hand corner to view your profile.

Once your profile comes up, click on the icon on the right hand side of your profile under the cover photo (see below). From the drop down, select view as.

Your profile will now appear with a gray box above it (see below). In the gray box you can type a friends name to see how they see your profile or click on the public button to see how non-friends see your profile. When you are done, click the “Back to Timeline” button. If you are satisfied with how your profile looks, then you are done. If you would like to make changes, follow the above security settings to make changes.

Indicator: Fiscal Responsibility	(1) Does Not Meet Standards	(2) Meets Standards	(3) Exceeds Standards
Effectively organizes expenditures into a comprehensive budget that matches the district's operational needs, the Board of Education's goals, and the educational plan of the district.		14.2 total/ 2.367 avg.	
Is knowledgeable of major expenditures and controls expenditures so major budget areas are not overspent unless there is an emergency.		13.5 total/ 2.25 avg.	
Stays knowledgeable about state, federal, and local funding issues, so that a comprehensive 3-year projection of costs and revenue can be maintained. Previous forecasts were accurate.		14.2 total/ 2.37 avg.	
Correctly manages personnel salary and benefit costs, placing certified staff correctly on the salary schedule, and managing classified staff rates. Is knowledgeable of all benefits' costs and budgets costs correctly.		14.2 total/ 2.367 avg.	
Develops budgets that adequately funds each area of costs, so that equipment, technology, hardware, buildings and grounds are maintained to a high level.		12.5/ 2.09 avg.	
Total = 10	5-7 1.0-1.4	8-12 1.5-2.4	13-15 2.5-3.0

Indicator: Educational Program	(1) Does Not Meet Standards	(2) Meets Standards	(3) Exceeds Standards
Sets and communicates a clear vision for student learning, including school improvement goals, curriculum goals, student assessments and data, instructional techniques, and behavior expectations. Continuously evaluates programs, and student achievement scores are excellent.		12.4 total/ 2.07 avg.	
Attends trainings on student learning and stays alert to all advances in education pedagogy.		12.4 total/ 2.07 avg.	
Completely supports equal access of all students in the comprehensive educational program of the district, including the inclusion of students with special needs to the extent allowed by each students Individual Education Plan.		13.1 total/ 2.19 avg.	
Maintains a district-wide culture that promotes outstanding student achievement and continuous improvement for all staff in all areas of the district.		12.4 total/ 2.07 avg.	
Successfully, yet efficiently provides professional development opportunities for all employees that enhances growth in employees' capacities for his/her position.		13.4 total/ 2.24 avg.	
Total = 10	5-7 1.0-1.4	8-12 1.5-2.4	13-15 2.5-3.0

Indicator: Human Resources	(1) Does Not Meet Standards	(2) Meets Standards	(3) Exceeds Standards
Maintains an effective system of personnel recruitment, selection, and induction that provides excellent, high-achieving staff members.		13.1 total/ 2.19 avg.	
Maintains an effective system of professional development, so that staff training improves staff performance and a continuous improvement attitude.		12.4 total/ 2.07 avg.	
Maintains a system of job descriptions and staff appraisal that supports high expectations for all personnel. When appropriate, makes recommendations for dismissal.		13.1 total/ 2.19 avg.	
Works cooperatively with all staff to achieve goals and maintain a productive environment. All staff are motivated to succeed and are positive about the possibilities of student success. Personnel, collectively, have a positive morale, and efforts of both staff and students are honored.		12.4 total/ 2.07 avg.	
Deals with personnel emergencies in a timely and professional manner.		13.4 total/ 2.24 avg.	
Total = 10	5-7 1.0-1.4	8-12 1.5-2.4	13-15 2.5-3.0

Indicator: Community Relations	(1) Does Not Meet Standards	(2) Meets Standards	(3) Exceeds Standards
Effectively serves as district spokesperson and organizes a district public relations program.		13.1 total/ 2.19 avg.	
Maintains good relationships with a wide spectrum of publics in the district.		13.2 total/ 2.2 avg.	
Gets input from community members on district improvement efforts and develops programs that are a unifying force in the district.		12.4 total/ 2.07 avg.	
Works cooperatively with the local and regional news media, participates in state education leadership associations, develops positive relationships with state legislators, and provides input to state leaders for the district's benefit.		13.8 total/ 2.3 avg.	
Is highly visible in the community by attending school district, city, and county events. Works with city and county elected officials to enhance school district positions.		12.3 total/ 2.05 avg.	
Total = 10	5-7 1.0-1.4	8-12 1.5-2.4	13-15 2.5-3.0

Indicator: Board Relations	(1) Does Not Meet Standards	(2) Meets Standards	(3) Exceeds Standards
Keeps board members informed of school district issues and activities. Uses appropriate communication tools to reach all board members. Is available to answer Board member questions. Provides research when requested.		12.4 total/ 2.07 avg.	
Advises board on school policies and procedures and maintains abreast with changes in school laws. Reports input from school attorney as required.		12.4 total/ 2.07 avg.	
Cultivates positive relationships with Board members. Works diligently to meet Board goals for the district. Prepares worthwhile Board meeting agendas using input from members.		13.2 total/ 2.2 avg.	
Effectively advises school board members regarding negotiations and provides successful leadership as spokesperson during negotiations.		12.4 total/ 2.07 avg.	
Is valuable at providing management strategies, school improvement plans, action steps and day to day operations that mirror the goals of the Board.		13.4 total/ 2.24 avg.	
Total = 10	5-7 1.0-1.4	8-12 1.5-2.4	13-15 2.5-3.0

Indicator: Buildings & Grounds	(1) Does Not Meet Standards	(2) Meets Standards	(3) Exceeds Standards
Is the custodian of all properties owned and operated by the school district. As such, effectively maintains all buildings and campuses in such a way as to provide the most positive learning environment possible.		12.4 total/ 2.07 avg.	
Develops useful short-term and yearly building and grounds improvement plans including maintenance projects, cost projections and outcomes.		12.4 total/ 2.07 avg.	
Develops useful long-term building plans, using enrollment projections and educational programs as a basis for planning. Effectively advises the Board on new construction.		12.4 total/ 2.07 avg.	
Creates and implements a school safety program that promotes safe school environments. Workplace injuries are at a minimum and safety concerns are quickly resolved.		12.4 total/ 2.07 avg.	
Successfully maintains all equipment owned by the district. Keeps records on equipment inventory and use, so equipment replacement is scheduled in an efficient and cost effective way.		12.4 total/ 2.07 avg.	
Total = 10	5-7 1.0-1.4	8-12 1.5-2.4	13-15 2.5-3.0

Summary	Points Superintendent's	Points Board's
Fiscal Responsibility	10	10.34
Education Program	10	11.67
Human Resources	10	10.62
Community Relations	10	10.64
Board Relations	10	10.87
Building and Grounds	10	10.67
Total	60	64.81

Summative Score	(1) Does Not Meet Standards	(2) Meets Standards	(3) Exceeds Standards
	30-43	44-74	75-90

Summary Notes:
Strengths: Board Comments
 Brett has done a tremendous job getting the iPad initiative up and running. That was a huge undertaking for a first year superintendent.
 Brett also does a good job listening to Board questions and concerns and finding answers.
 Creating a positive culture in the district and good constituent rapport thus far in Brett's tenure.
 Work being done on the public relations front has been very positive as well.
 Builds positive relations with staff.
 Driven for results in a team approach environment.
 Complete Board transparency.

Areas for Growth: Board Comments
 Increase knowledge of financials
 Building relationships with community and business leaders
 Continue on education toward doctoral degree
 Prepare for next round of district accreditation
 See to central administration and principal development
 Receive regular updates from principals about individual staff
 Drive development of distance learning courses

- Superintendent's Goals/Tasks for Next 12 Months:**
 1- Meet with key community people
 2- Set up successful bond process
 3- Continue Marketing plan for district
 4- Work with principals on use of data, improvement system
 5- Use data from baseball/softball cmte to recommend to Board
 6- Refine buildings and grounds needs/ Growth report
 7- Continue to work through issues with 1 to 1 initiative
 8- Increase avenues of communication for district
 9- Clean up policies and publish all
 10- Policy review to ensure compliance in all areas
 11- Develop distance learning opportunities for 13-14, pilot 2nd semester
 12- Work toward solidified boundaries

Signature of Superintendent/Date _____ Signature of Board President/Date _____

CONTRACT OF EMPLOYMENT WITH SUPERINTENDENT

This Contract of Employment with Superintendent (the "Contract") is made and entered into by and between the Board of Education of South Sarpy School District #46 (hereinafter referred to as the "Board"), and Brett Richards (hereinafter referred to as the "Superintendent").

WITNESSETH

In accordance with action duly taken by the Board and recorded in the Minutes of the Board Meeting held on the 10th day of December, 2012, the Board hereby agrees to employ the Superintendent, and the Superintendent hereby agrees to accept employment as the Superintendent of the South Sarpy School District #46 (the "District") upon and subject to the following terms and conditions:

I. Term of Contract

A. Term. This Contract shall be for a term of two (2) years, beginning on the 1st day of July, 2013, and ending on the 30th day of June 2015, unless sooner terminated as provided in Section VI hereof. References in this Contract to "Contract Year" shall mean the period of July 1 to June 30.

II. Qualifications and Duties

A. Qualifications. Throughout the Term of this Contract, the Superintendent shall hold a valid certificate to act as a Superintendent of Schools in the State of Nebraska; said certificate shall be duly registered and filed as required by law, and the Superintendent shall not be under contract with another board of education within the State of Nebraska.

B. Duties. The duties to be performed by the Superintendent hereunder shall be those usually and customarily performed by an individual who is employed as the superintendent of a school district that is comparable in size and composition to the District, and shall include the following: (i) responsibility for the day to day administration of the instructional and business affairs of the District; (ii) responsibility for the implementation of Board Policy; (iii) initiating all personnel actions that require Board action, including recommendations concerning termination, cancellation or non-renewals; organizing, administering and supervising the District's supervisory staff; and, subject to Board approval, (iv) the selection, placement and transfer of personnel. The Superintendent shall report to the Board. The exact nature and extent of the Superintendent's duties shall be as defined from time to time by the Board, in its sole discretion. Without limiting the generality of the foregoing, the parties agree as follows:

1. The Superintendent will perform his duties in compliance with his written job description, if any; all rules, regulations, policies and procedures of the District as duly adopted from time to time by the Board; the terms of all applicable third party contracts; and all federal, state or local laws, statutes or ordinances and any rules or regulations promulgated thereunder.

2. The Superintendent will devote substantially all of his available working time, skill and energy to performing the duties required by his position as Superintendent and will not engage in any other business or occupation except to the extent the same is expressly approved in advance and in writing by the Board; provided, however, that nothing herein shall be deemed or construed to limit or restrict the ability of the Superintendent to engage in activities that are incident to the ownership or management of personal investments or to participate in professional activities such as consulting, speaking, writing or lecturing, so long as such activities do not interfere with the ability of the Superintendent to perform his duties hereunder or conflict with the interests of the District.

III. Salary

A. Annual Salary. During the 2013-2014 Contract Year of this Contract, the Board shall pay the Superintendent an annual salary in the amount of one hundred twenty-five thousand and no/100 dollars (\$125,000.00). The Superintendent's annual salary for each Contract Year thereafter shall be set by the Board, in its sole discretion, provided only that the Superintendent's annual salary for any Contract Year thereafter during the term of this Contract shall not be less than the Superintendent's annual salary for the immediately preceding Contract Year. This salary amount is pending a summative score that has "meets" or "exceeds" status on the second superintendent evaluation summary scheduled for June 2013.

B. Payment of Salary and Adjustments. The annual salary shall be paid in equal monthly installments in accordance with the usual and customary payroll practices of the District that apply to its professional staff. All salary payments shall be subject to authorized deductions and all local, state and federal withholding as required by law, including without limitation, retirement contributions, FICA, FUTA, Medicare and state or federal unemployment contributions.

IV. Leaves and Other Fringe Benefits

A. Leaves.

1. Vacation.

a. Vacation Days: The Superintendent shall be allowed twenty (20) working days of vacation leave each contract year. Vacation shall not be taken at times that would interfere with the Superintendent's attendance at regularly scheduled Board meetings or at times when the Superintendent's duties require the Superintendent's attendance at school (e.g., beginning and end periods of the school year).

b. Carry-over and Accumulation of Vacation Days. Vacation is to be used during each contract year. Vacation days are to be used in the contract year in which it becomes available. There is no carry-over or accumulation of unused vacation leave from one contract year to another contract year. Any unused vacation days remaining from a prior contract year shall be subtracted from the number of vacation days the Superintendent has for the following contract year, such that the total vacation days at the beginning of each contract year be twenty (20) days. Upon ending employment, unused vacation days will not be paid except to the extent required by law. If payable, unused vacation will be paid at the effective daily rate of pay at the time each unused vacation day first became available. There shall be no pay for unused vacation days in the event the Board determines that the Superintendent has engaged in misconduct which provides just cause for termination or cancellation.

2. Sick and Bereavement Leave. The Superintendent shall be allowed ten (10) working days of sick leave each contract year. Unused sick leave may be carried over from one contract year to the next succeeding contract year to a maximum of sixty (60) sick leave days. Once the maximum is accumulated, no further sick leave days will be available or granted for the ensuing contract year or years until the accumulated number of days is less than 60, and then only to the extent necessary to restore the total number of available sick leave days to the maximum of 60 days. Upon ending employment, unused sick leave days will not be paid. The superintendent shall be allowed up to ten (10) working days per year for Bereavement Leave. Any days used for Bereavement will be subtracted from Sick Leave days available.

3. Holidays. The following days shall be holiday days and not working days: President's Day, Easter, Memorial Day, and July 4th, Labor Day, Thanksgiving, and day after Thanksgiving, Christmas, and New Year's Day.

4. Log. The Superintendent shall maintain a current log of used vacation and sick leave days with the Superintendent's administrative assistant. The Superintendent will notify the Board President when vacation days are used.

B. Fringe Benefits. The Superintendent shall receive such fringe benefits related to insurance (health, dental, and disability) and 403(b) participation as are provided to certificated teachers of the School District subject to the negotiated agreement between the School District and the South Sarpy District #46 Education Association, or other bargaining unit for the certificated teachers of the School District, provided the Superintendent meets the conditions and eligibility requirements for such benefits. The School District shall also purchase a term life insurance policy insuring the Superintendent having a primary death benefit of \$50,000, with the beneficiary of such policy to be determined by the Superintendent.

C. Transportation. The Board shall reimburse the Superintendent for all mileage that he may reasonably and necessarily incur in connection with the performance of the Superintendent's official duties at the mileage reimbursement rate established by the Department of Administrative Services under State Statute Section 81-1176 in effect at the time of the travel.

D. Professional Meetings. Subject to prior Board approval, the Superintendent may elect to attend appropriate professional meetings at the local, state and national level, and such attendance shall not be counted as vacation or sick leave. Such attendance shall be scheduled so as not to interfere with the proper performance of the Superintendent's duties. The reasonable and necessary expenses incurred by the Superintendent for transportation, registration, meals and lodging in connection with his attendance at such approved meetings shall be paid by the Board, as and to the extent permitted by law and Board policy.

E. Professional Association Dues. The Superintendent's membership in the Nebraska Association of School Administrators shall be paid by the Board. The Superintendent's membership in other professional associations may be paid by the District subject to prior Board approval.

F. Incentive Program. An incentive program worth up to \$10,000 each year is made available to the Superintendent to recognize school district wide improvement in student achievement as reflected by the South Sarpy School District #46 Performance Index score for each school academic year. In August, 2012, a percentage of standards met on the Performance Index for the 2011-2012 school academic year will be calculated. This percentage will be the baseline for this incentive program. On August 2013 and again on August 2014, the percentage of standards met on the Performance Index for the immediately preceding school academic year will be calculated. If the percentage in August 2013 or 2014 is greater than the baseline plus 5%, the superintendent will be awarded \$1,000 for each percentage point greater than the baseline plus 5%. The total incentive amount awarded will not exceed \$10,000 each year. 2015 Incentives are subject to Board formulation, with Superintendent input, for performance pay options.

V. Representations and Warranties of Superintendent

A. Representations and Warranties of the Superintendent. As an express condition precedent and a material inducement to the Board to enter into this Contract and observe and perform the obligations and undertakings to be observed and performed by it hereunder, the Superintendent represents and warrants to the Board as follows:

1. That all information set forth in the Superintendent's application of employment and all other information provided to the Board by the Superintendent in connection therewith is true, correct and complete in all material respects and does not omit any facts necessary in order to make the statements and information contained therein not misleading;

2. The Superintendent has never been convicted of, entered a plea of no contest or *nolo contendere* to, or otherwise been charged with or convicted of a felony or any other lesser offense involving willful and wanton misconduct, moral turpitude, abuse, neglect, or sexual misconduct as defined in Sections 003.12 through 003.14 of 92 NCA 27; and

3. The Superintendent has not suffered suspension or revocation of any educational professional license or certificate.

VI. Cancellation, Termination, Non-Renewal and Amendment

A. Cancellation, Termination, Non-Renewal and Amendment. This Contract may be cancelled, terminated, not renewed or amended as follows:

1. Termination Due to Death. This Contract shall immediately terminate in the event of the Superintendent's death.

2. Non-Renewal or Amendment by the Board as of the End of the Term. Subject to the procedures set forth in Neb. Rev. Stat. §§79-824 through 79-845 (Reissue 2003), this Contract may be amended or not renewed by the Board as of the end of its Term upon the Board providing written notice of its intent to amend or not renew the Contract to the Superintendent no later than the 15th day of March immediately preceding the end of the term of this Contract.

3. Termination by Superintendent. This Contract may be terminated by the Superintendent providing the Board with written notice of his intent to terminate this Contract at least ninety (90) days prior to the date on which such termination will take effect.

4. Cancellation or Amendment by Board During the Term. Subject to the procedures set forth in Neb. Rev. Stat. §§79-824 through 79-845 (Reissue 2003), this Contract may be cancelled or amended by the Board at any time during the Term for any of the following reasons: (i) cancellation, termination, revocation or suspension of the Superintendent's certificate (Nebraska Administrative and Supervisory Certificate or Nebraska Professional Administrative and Supervisory Certificate) by the State Board of Education; (ii) breach of any of the material provisions of this Contract of Employment; (iv) incompetency; (v) neglect of duty; (vi) unprofessional conduct; (vii) insubordination; (viii) immorality; (ix) physical or mental incapacity; (x) intemperance; or (xi) conviction of a felony. For purposes of this Contract, "physical or mental incapacity" shall be deemed to exist sufficient to establish just cause for cancellation of the Superintendent's contract with the school district should the Superintendent be continuously disabled for a period of (120) consecutive calendar days, has exhausted all available leave and is unable to return to work on a full-time basis and perform the essential functions of his job with reasonable accommodation.

B. Entitlement to Compensation and Benefits in the Event of Cancellation, Termination, or Non-Renewal. In the event this Contract is terminated, cancelled or not renewed, the Superintendent shall be entitled to receive payment for any vacation leave that he has accrued and which remains unused as of the date on which such termination, cancellation or non-renewal takes effect. Together with that portion of his Annual Salary which has been earned up to such date, as determined by multiplying his Annual Salary for the Contract Year in question by a fraction, the numerator of which is the number of whole and fractional months he has worked up to the date on which the termination, cancellation or non-renewal takes effect, and the denominator of which is twelve (12). Except as set forth above, the Board shall have no further obligation of any kind to continue to pay or provide any further compensation or benefits to the Superintendent from and after the date on which such termination, cancellation or non-renewal takes effect.

VII. Miscellaneous

A. No Third Party Beneficiaries. This Contract shall be for the sole benefit of the parties hereto and their respective heirs, successors, permitted assigns, and legal representatives and is not intended, nor shall it be construed, to give any person, other than the parties hereto and their respective

heirs, successors, permitted assigns and legal representatives, any legal or equitable right, remedy or claim hereunder.

B. Choice of Law. This Contract shall be governed by, and construed in accordance with, the internal laws of the State of Nebraska. Any legal action or proceeding with respect to this Contract or any document related hereto shall be brought only in the district courts of Nebraska, or the United States District Court for the District of Nebraska., and, by execution and delivery of this Contract, each party hereto hereby accepts for itself and in respect of its property, generally and unconditionally, the jurisdiction of the aforesaid courts. The parties hereto hereby irrevocable waive any objection, including, without limitation, any forum non *conveniens*, which any of them may now or hereafter have to the bringing of such action or proceeding in such respective jurisdictions.

C. Entire Agreement. This Contract, together with all exhibits and schedules hereto, constitutes the entire agreement among the Parties pertaining to the subject matter hereof and supersedes all prior contracts, agreements, understandings, negotiations and discussions, whether oral or written, of the Parties.

D. Amendment. No amendment, supplement or modification of this Contract shall be binding unless executed in writing by the party to be bound thereby.

E. Waiver. No waiver of any of the provisions of this Contract or any breach of any provision of this Contract shall be deemed or shall constitute a waiver of any other provision or breach hereof (whether or not similar), nor shall such waiver constitute a continuing waiver unless otherwise expressly provided in writing.

F. Interpretations. Any uncertainty or ambiguity existing herein shall not be interpreted against either party because such party prepared any portion of this contract, but shall be interpreted according to the application of rules of interpretation on contracts generally. The headings and table of contents (if any) used in this Contract are inserted for convenience and reference only and are not intended to be an integral part of or to affect the meaning or interpretation of this Contract.

G. Time is of the Essence, Computation of Time. Time is of the essence with respect to every covenant, condition to be satisfied, and action to be taken hereunder, and the parties shall proceed accordingly with respect to every action necessary, proper or advisable to make effective the transactions contemplated by this Contract. Whenever the last day for the exercise of any privilege or the discharge of any duty hereunder shall fall upon any day which is not a business day, the party having such privilege or duty may exercise such privilege or discharge such duty on the next succeeding business day.

H. Survival. All representations and warranties; all of the rights, remedies, obligations, and all of the covenants and agreements set forth in this Contract which, by their terms, require or contemplate performance which is to extend beyond or occur after the date hereof, shall survive the execution and delivery of this Contract and shall remain in full force and effect and be enforceable as between the parties hereto in accordance with their terms for the statute of limitations period applicable thereto.

IN WITNESS WHEREOF, this Contract has been executed and entered into by the parties hereto, fully intending the same to be binding upon themselves and their respective heirs, personal representatives, trustees, successors and assigns.

Sarpy County School District 77-0046, a/k/a Springfield Platteview Community Schools	Brett Richards, Superintendent of Schools
Dated this 10th day of December 2012.	Dated this 10th day of December 2012.
Nick Stolzer, President, Board of Education	Brett A. Richards
Attest:	
Secretary	

Baseball/Softball Feasibility Committee – Initial Report 12/10/2012

Purpose:

The Baseball/Softball Feasibility Committee was formed at the request of the Springfield/Platteview Board of Education to gather information and examine the possibility of adding Baseball and/or Softball to the athletic offerings at Platteview HS.

Members:

Steve Joekel- Chair/ PHS Activities Director; Kyle Fisher-BOE member; John Stanton-PHS Counselor/ Head Boys BB coach; Steph Ewin-Patron/ Staff member; Roger Shipley-Patron; Shawn Pollock-Patron; Tom Webster-Patron; Tim Lorenz-Patron; Mike Kalin-Patron; Jim Jenson-Patron/American Legion Baseball; Susan Jenson –Patron; Kevin Carlson-Patron; Billie Jo Karnick-Patron/Staff member; Adam Theel-Patron.

Committee task:

1. Gathering information about the possible addition of baseball and /or softball for interscholastic competition for Platteview HS students.
2. Summarize data and information gathered and report to the Superintendent and BOE.
3. Forward a final summary and report to the Superintendent of Schools.

Summary of Findings:

An array of cohort schools (Class B/C-1 schools similar or smaller to Platteview) was determined to be surveyed and a survey was developed for both SP students in grades 6-11 and the cohort schools. The following is a summary from the student surveys:

Baseball

	Interested	Total Surveyed	%	Currently not in a Spring sport
6Th GR	14	31	45%	7
7th GR	19	42	45%	8
8th GR	12	29	41%	2
9th GR	16	36	44%	2
10th GR	8	37	22%	3
11th GR	11	29	38%	6
Total	80	204	39%	28

Softball

	Interested	Total Surveyed	%	Currently not in a Fall sport
6Th GR	6	29	21%	1
7th GR	11	34	32%	7
8th GR	7	31	23%	1
9th GR	7	24	29%	4
10th GR	13	49	27%	12
11th GR	15	36	42%	12
Total	59	203	29%	37

The committee also looked at the # of participants at the youth level program and American Legion baseball. Springfield Youth Athletic Association (SYAA) offers baseball/softball for preschool to 8th grade for baseball and preschool to 12th grade for softball. Legion baseball is for 9th to 12th grade. The combined participants for SYAA programs have grown from 199 youth in 2004 to 231 youth in 2012. The average participation level over these 9 years has been 218 youth. For Legion baseball, the average participation level in American Legion baseball for the past 6 years has been 26 players. The following is a breakdown for the 2012 season:

**2012 SYAA and Legion
Participation #'s**

Baseball Softball Tee Ball

	# Players	# Players		
1st & 2nd GR	30	15		
3rd & 4th GR	23	13		
5th & 6th GR	27	14		
7th & 8th GR	26	10		
9th - 12th GR	22	15		
Total	128	67	58	253

In 2007, Louisville approached SP School Board to Coop softball, and for reasons unknown to this committee that was turned down. In 2009 a survey of students was done to gauge the interest of adding softball/baseball and there were similar results to what we are seeing now. At that time the report recommended adding softball in 2012 and baseball in 2013 contingent on fields being constructed at Platteview HS and a strong youth program.

The committee has reviewed current facilities in Springfield and feels both have all the necessary amenities for baseball (Buffalo Park) and softball (City Park) Both sites have fence, good playing surface, concessions, bathrooms and scoreboard. Buffalo Park has lights but City Park does not.

Summary of the data received from the survey of the cohort schools:

- Platteview is the ONLY school in the cohort array of schools that DOES NOT currently compete in softball.
- All of the Nebraska Capitol Conference schools currently compete in baseball, EXCEPT Platteview and Syracuse.
- Neither baseball nor softball has proven to be self sufficient in generating revenue in the schools surveys and it is reasonable to expect that the same would be true for PHS.
- None of the Nebraska Capitol Conference schools except Platteview compete in boys soccer.

General statements from these findings:

1. From student survey responses, there is sufficient interest to support the addition of baseball and

softball.

2. Although no "letters of intent" to play baseball/softball were signed there is strong community based youth programs to feed the school sponsored programs.
3. Opportunity for students currently not participating in a Fall or Spring sport.
4. The BOE would need to commit funds for the start up costs and also maintenance of the program, at least for the 1st 1-3 years of competition.
5. There is strong community support for the addition of baseball and /or softball to the interscholastic athletic offerings for PHS students.
6. There are sufficient community fields in Springfield to allow for practice and games for PHS teams.
7. This issue has been discussed for several years, as evidenced by the similar review/study conducted in 2009. There seems to be strong support from the students, parents and community and with the move from the EMC to the Nebraska Capitol Conference, combined with the SP District Strategic Plan, the timing is good for the addition of these sports for our students.
8. Looking at the student survey data, there will be an impact on participation in Boys Soccer, Boys Golf and Boys Track. There appears to be a minimal effect predicted on volleyball. That impact can be expected in fewer numbers of participants in those sports which could adversely affect the competitiveness of those teams at the conference and state tournament levels, although for boys soccer at a conference level there are no Nebraska Capitol Conference schools competing in boys soccer . In examining the numbers of HS participants and youth participants in Boys Soccer, the effect of adding baseball could result in there not being sufficient numbers to continue competing in Boys Soccer.
9. Softball can be added without adding baseball...BUT, we cannot offer baseball alone, without also adding softball, due to inequities in opportunity that would result for girls.
10. The committee believes that with the current marketing about SP Community Schools, the addition of opportunity to compete in baseball and/or softball fits with the desire of the district to compete for students and increase our student population. The addition cannot hurt our district goals in this area, but could help.

Additional Information Needed:

The committee sees several questions that would need review before a final determination could be made to add baseball and /or softball:

1. Can we predict our enrollment and enrollment growth within the next 2-5 years?
2. What is the City of Springfield's level of support and commitment to the school programs using community fields for practice and play? Lights on the softball field would likely need to be added.
3. What is the initial start up and yearly budget costs to offer baseball and/or softball? To help offset start up cost, discussions to be held with SYAA and the Legion Parent Group on the use of equipment and field maintenance equipment currently used by these organizations.
4. How interested are we in the possibility of seeking another school(s) for a cooperative agreement to compete in baseball and/or softball.
5. To support boys soccer, would we be interested in pursuing a cooperative agreement with another school?
6. Would we want to plan for the building of fields on the HS campus?
7. Can PHS be ready to start competition in one or both sports as early as the 2013-2014 school year.

**Springfield Platteview Community Schools
Board of Education
Future Planning
December 10, 2012**

1. 12/13/12- New Board Member workshop through NASB
2. 12/20/12- Holiday Tea 2 PM, PHS Commons
3. 12/22-1/6- Holiday Break
4. 1/13-14/12- NASB Legislative Update, Cornhusker Hotel, Lincoln
5. 1/14/12- Regular Board Meeting, 6 PM Americanism/ Curriculum, 6:30 PM- Finance
6. 1/21/12- Martin Luther King Day- No School
7. 1/22/12- Foundation Meeting, 7:30 AM
8. 1/28/12- Board Work Session 7 PM

***NSBA Annual Conference in San Diego, April 13-15