

Board of Education Regular Meeting

October 12, 2015 6:00 PM

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

Agenda

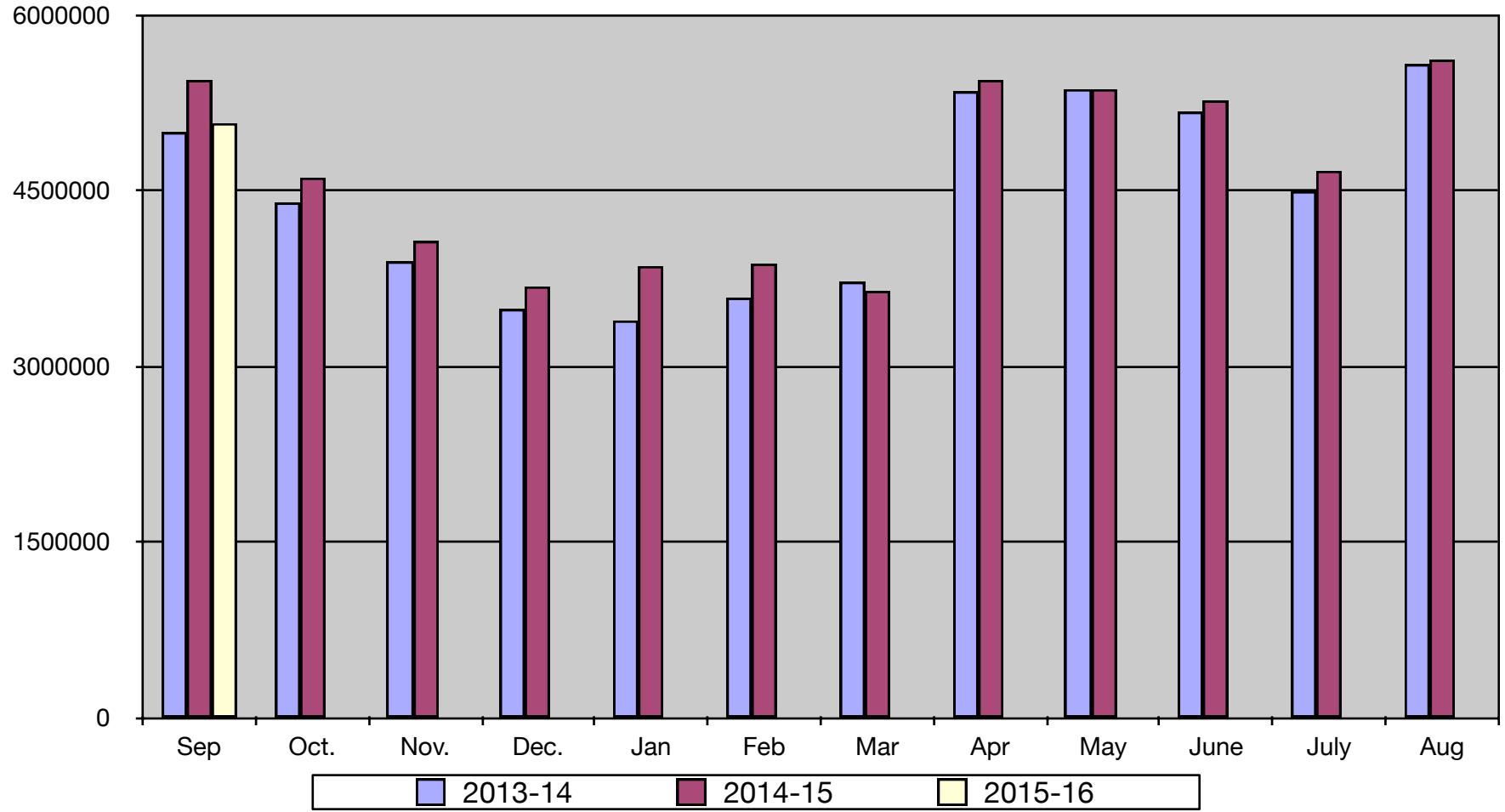
- I. Site Committee Meeting
- II. Finance Committee Meeting
- III. Call to Order and Roll Call
- IV. Notice of Open Meetings Act - Posted
- V. Consent Agenda
 - V.A. Minutes of the Previous Month's Meetings
 - V.B. Treasurer's Report
 - V.C. Statement of Activity Fund Accounts
 - V.D. Recommendation for Bill Payment
- VI. Items From Patrons on Agenda Items
- VII. Guest Presentation on Schoology- District's new Learning Management System
- VIII. Old Business
 - VIII.A. Springfield Land Discussions
 - VIII.B. School District Boundaries with Papillion and Bellevue
 - VIII.C. Policies- 2nd Reading 1200, 3540, 3560, 4002, 4003, 4003a, 4003b, 5001, 5401, 5401z, 5418, 6115, 6212, 6286, 6600, 7050, and 9340.
- IX. New Business
 - IX.A. SPEA Recognition for 2017-18 as exclusive bargaining agent
- X. Reports
 - X.A. NSAA Classification Committee Report
 - X.B. District Enrollment Update
 - X.C. Adequate Yearly Progress Report
 - X.D. Negotiations Planning
 - X.E. 2015-16 Substitute Teacher Pay in the area
 - X.F. Site Committee Report
- XI. Items from Patrons on Items Not on Agenda
- XII. Advance Planning
- XIII. Executive Session
 - XIII.A. Evaluation of the Superintendent
- XIV. Adjourn

Finance Committee Report
September 2015

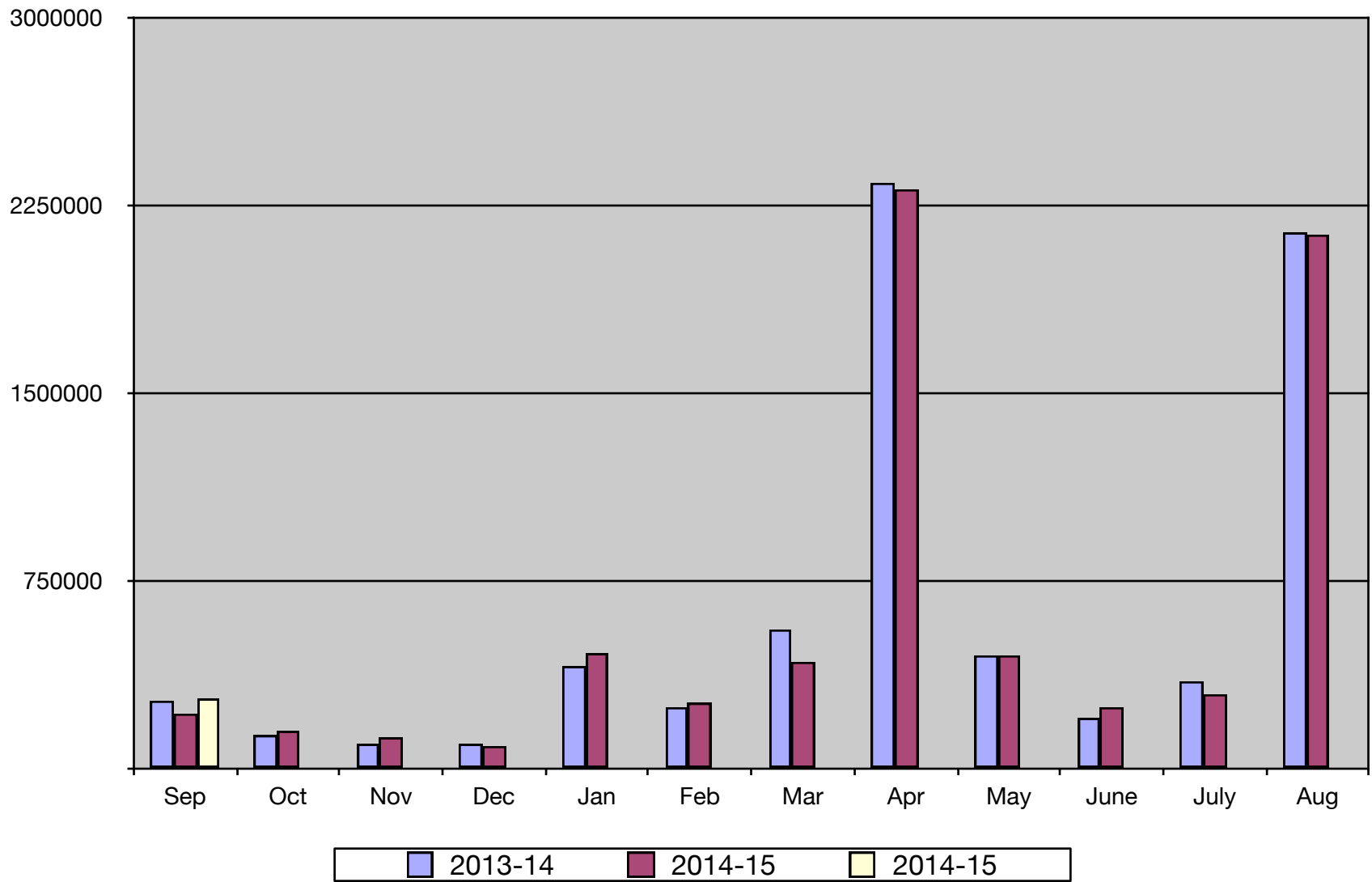
- Our cash balance from the General Fund is \$5,077,586. This is \$367,595 less than a year ago. This is because last year we had some bill payments that went out and registered in October spending vs. September. The chart on the General Fund Balances will show you this. September and October are always our higher spending months due to beginning of the year orders for staff and schools.
- The Employee Benefit Fund is at \$646,376 with a payment going out to the VSP's for this fiscal year of \$21,900.
- State aid funding kicked back in this month and is at \$476,588.40 a month for ten months. Last year was \$447,428.30 a month for ten months. State backfills our hold harmless amounts from the state. As you can see we continue to lose ground on the needs and enrollment factors of the common levy formula.
- The Lunch Fund is at \$166,948. We will have a report on the 14-15 fiscal year Lunch Fund at the November Finance Committee meeting.
- The auditors finished their week long visit and we'll have our audit report by the end of the month. Audits are due to the State Auditor and NDE by Nov. 1. Our Annual Financial Report is due Nov. 5. The auditors have indicated a "clean" audit at this point.
- Remember you will see our General Fund cash balance dwindling throughout the year. Our tax levy for the district is going into the Building Fund and QCPUF. The only amount coming in for the General Fund is coming through the Learning Community's \$.95 common levy.

			2012-13	2013-14	2014-15
	Jun	General Fund	\$4,933,927.40	\$5,173,649.49	\$5,277,266.35
		Emp. Benefit Fund	\$ 478,969.35	\$ 667,566.94	\$ 668,134.60
		Building Fund	\$ 1,160,078.11	\$ 1,028,092.90	\$ 877,838.72
		School Lunch	\$ 99,268.85	\$ 87,854.20	\$ 150,638.82
		Bond Fund	\$ 323,217.79	\$ 325,652.93	\$ 322,572.54
		Depreciation Fund	\$ 210,692.89	\$ 187,095.72	\$ 149,667.16
		June Total	\$7,206,154.39	\$7,469,912.18	\$7,446,118.19
	July	General Fund	\$4,536,581.48	\$4,498,987.00	\$4,669,824.27
		Emp. Benefit Fund	\$ 479,012.65	\$ 667,615.13	\$ 668,182.83
		Building Fund	\$ 1,157,900.58	\$ 1,024,696.03	\$ 832,954.99
		School Lunch	\$ 99,277.83	\$ 87,987.49	\$ 109,532.96
		Bond Fund	\$ 337,861.20	\$ 331,168.00	\$ 329,684.53
		Depreciation Fund	\$ 210,711.94	\$ 187,109.23	\$ 149,677.96
		July Total	\$6,821,345.68	\$6,797,562.88	\$6,759,857.54
	August	General Fund	\$5,323,954.10	\$5,584,849.60	\$5,629,359.09
		Emp. Benefit Fund	\$ 670,052.57	\$ 667,660.22	\$ 668,231.07
		Building Fund	\$ 1,108,225.73	\$ 938,679.79	\$ 686,416.53
		School Lunch	\$ 83,025.24	\$ 126,156.87	\$ 144,656.72
		Bond Fund	\$ 494,321.08	\$ 494,058.88	\$ 494,464.79
		Depreciation Fund	\$ 235,729.26	\$ 194,729.86	\$ 149,688.77
		August Total	\$7,915,307.98	\$8,006,135.22	\$7,772,816.97
			2013-14	2014-15	2015-16
	Sept	General Fund	\$5,002,123.12	\$5,445,181.22	\$5,077,586.12
		Emp. Benefit Fund	\$ 667,140.77	\$ 667,709.97	\$ 646,376.12
		Building Fund	\$ 1,108,167.93	\$ 929,769.28	\$ 670,969.94
		School Lunch	\$ 114,579.06	\$ 164,157.23	\$ 166,947.91
		Bond Fund	\$ 511,640.08	\$ 511,622.03	\$ 513,741.66
		Depreciation Fund	\$ 215,963.32	\$ 194,744.37	\$ 149,699.23
		Sept Total	\$7,619,614.28	\$7,913,184.10	\$7,225,320.98

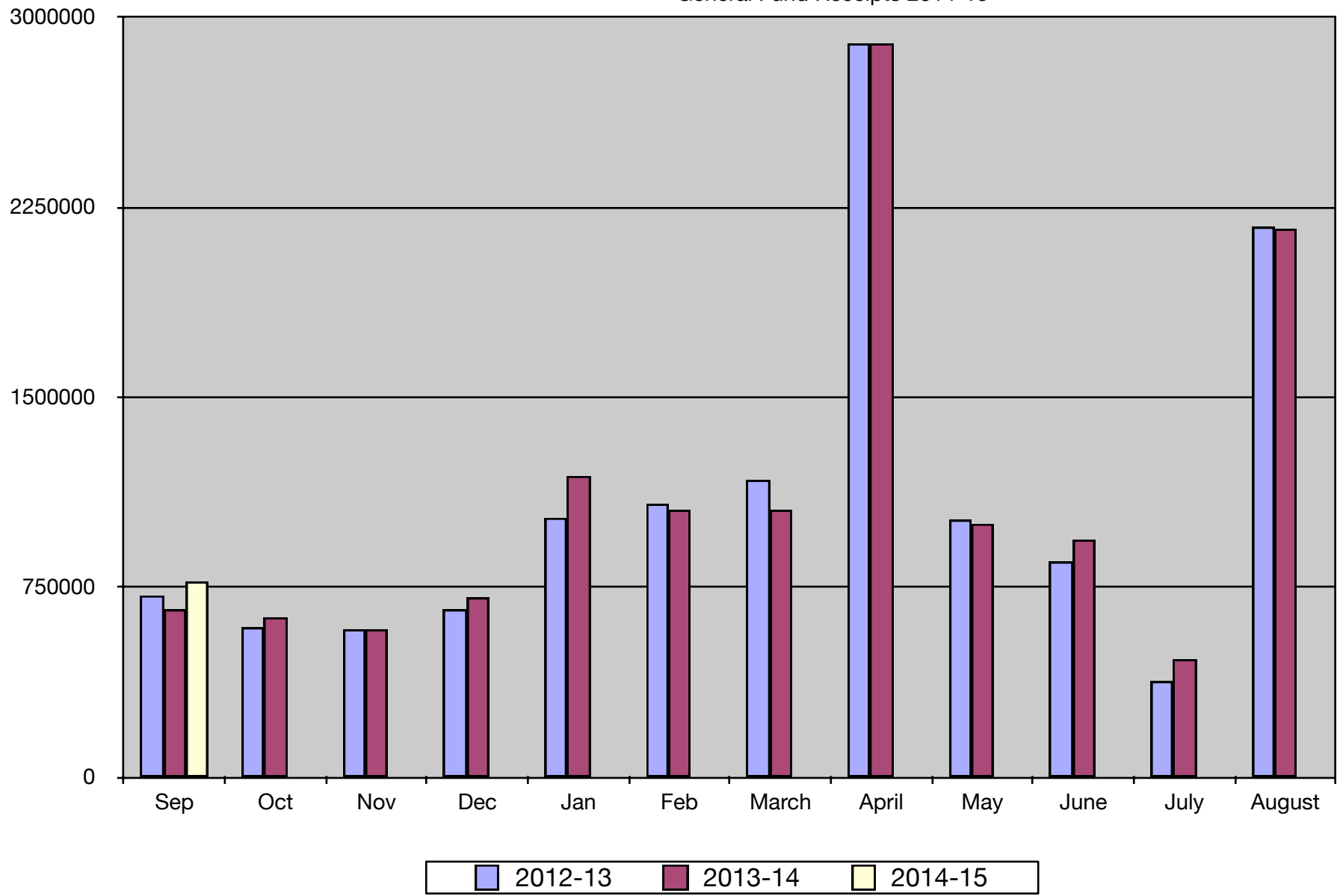
General Fund Balance 2014-15



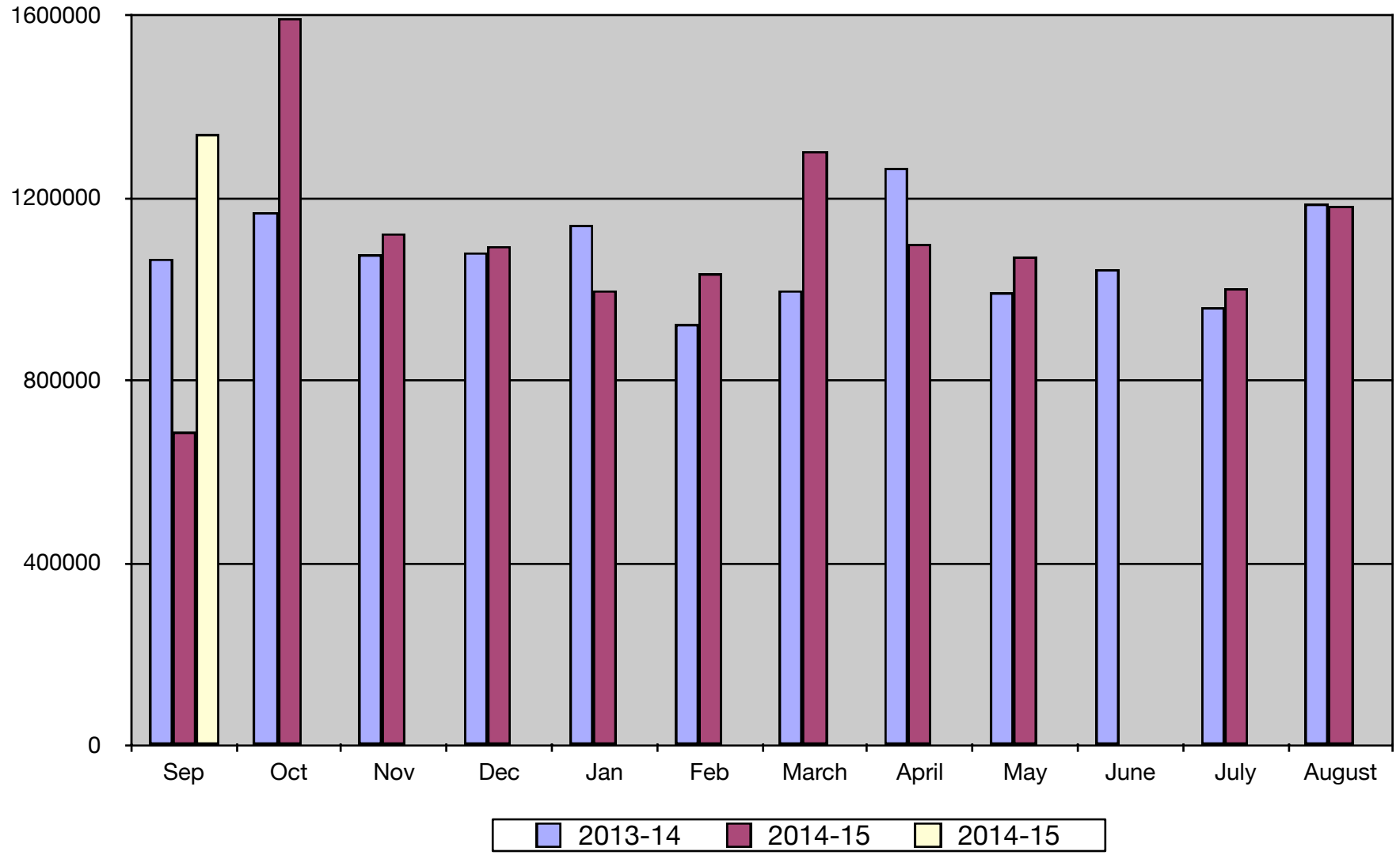
General Fund Tax Draws 2014-15



General Fund Receipts 2014-15



General Fund Expenses 2014-15



Balance as of last day of the month			
Month	2013-14	2014-15	2015-16
September	5,002,123	5,445,181	5,077,586
October	4,403,102	4,616,197	
November	3,905,659	4,064,330	
December	3,498,799	3,680,234	
January	3,385,214	3,865,429	
February	3,583,808	3,887,846	
March	3,721,367	3,642,705	
April	5,347,733	5,438,129	
May	5,371,706	5,369,025	
June	5,173,649	5,277,266	
July	4,498,987	4,669,824	
August	5,584,850	5,629,359	
Tax Draw			
Month	2013-14	2014-15	2014-15
September	272,100	219,694	283,871
October	135,236	157,468	
November	100,586	127,918	
December	101,602	91,671	
January	414,529	463,899	
February	252,258	267,461	
March	555,271	428,426	
April	2,339,560	2,316,815	
May	458,059	452,629	
June	207,636	246,680	
July	350,637	304,887	
August	2,149,417	2,135,903	
TOTALS	7,336,891	7,213,451	283,871
Receipts			
Month	2013-14	2014-15	2014-15
September	717,640	657,710	773,065
October	591,667	628,360	
November	580,732	580,396	
December	658,879	710,776	
January	1,024,114	1,185,235	
February	1,081,990	1,056,383	
March	1,174,377	1,056,451	
April	2,895,646	2,895,738	
May	1,013,524	999,977	
June	848,391	936,801	
July	379,282	461,771	
August	2,173,746	2,160,435	
TOTALS	13,139,988	13,330,033	773,065
Expenses			
Month	2013-14	2014-15	2014-15
September	1,064,827	687,596	1,340,475
October	1,169,708	1,595,626	
November	1,076,257	1,121,297	
December	1,082,081	1,094,775	
January	1,138,157	997,275	
February	923,031	1,036,226	
March	998,881	1,303,896	
April	1,264,563	1,098,069	
May	994,381	1,069,110	
June	1,043,643	1,097,709	
July	958,814	999,379	
August	1,185,601	1,182,436	
TOTALS	12,899,944	13,283,394	1,340,475

Board of Education

September 14, 2015

The Site Committee started at 5:30 p.m. Lori Bartels, Brian Osborn, Brenda Sherman, and Brian Wichman were present. The committee reviewed summer building projects and future problem areas concerning facilities. Bob Icenogle joined the meeting at 5:45 p.m. The committee meeting adjourned at 6:01 p.m.

The Finance Committee started at 6:01 p.m. Lori Bartels, Bob Icenogle, Brian Osborn, Brenda Sherman, and Brian Wichman were present. Finance reports were reviewed by the committee. Discussion of the bills took place. The committee meeting adjourned at 6:23 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 6:30 p.m., Monday, September 14, 2015, at the District Board Office, Central Services Building. Present: Lori Bartels, Bob Icenogle, Jennifer Kreifels, Brian Osborn, Brenda Sherman, 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 Bartels 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 Kreifels. Vote: Yeas - Bartels, Icenogle, Kreifels, Osborn, Sherman, and Wichman. Nays - None.

There were no items from patrons on agenda items.

The Board considered a resolution to authorize the issuance of Limited Tax General Obligation School Bonds, Series 2015, in an amount not to exceed \$3,200,000 for the purpose of funding construction and renovation of the District's various HVAC systems, improve indoor air quality, ADA compliance, hazardous material abatement, meet life safety codes and to fire safety regulations. A representative from D. A. Davidson reviewed the process and fielded questions from board members. Action to approve a resolution authorizing the issuance by Sarpy County School District 0046 (Springfield Platteview Community Schools) in the state of Nebraska of its limited tax obligation school bonds, Series 2015, in the aggregate principal amount not to exceed \$3,200,000, in one or more series; prescribing the form and details of such bonds; authorizing the president of the board of education or the Superintendent of Schools to determine the final aggregate principal amount, number of series, maturities, rates, terms and other details of such bonds; imposing a tax to pay the principal of and interest on such bonds; designating the bonds as qualified tax-exempt obligations; adopting certain post-issuance compliance procedures with respect to the bonds; and authorizing certain actions and documents and prescribing other matters relating thereto passed with a motion by Sherman and a second by Icenogle. Vote: Yeas - Bartels, Icenogle, Kreifels, Osborn, Sherman, and Wichman. Nays - None.

Wichman left the meeting at 6:55 p.m.

Superintendent Richards reported on NeSA, MAP, and ACT scores for 2015.

At 7:10 p.m. President Bartels opened the Public Hearing on the 2015-2016 Tax Levies (General Fund and Bond Fund). The administration presented a review of the property tax request for each taxing fund in the budget. The public was

given the opportunity to comment on the tax levies. No input was presented. The hearing ended at 7:11 p.m.

The Board took a four minute recess.

The Board reconvened in open session and President Bartels opened the 2015-16 Budget Hearing at 7:15 p.m. The Budget Hearing's purpose is for the Board of Education to hear support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. There was no public comment on the 2015-16 budget. The hearing ended at 7:16 p.m.

Richards discussed the possible purchase of land in Springfield for a future new elementary school with the board.

Richards shared information regarding a school district boundary proposal with Papillion LaVista.

President Bartels read the 2015-16 Tax Resolution. Per resolution, action was taken to set the Tax Request for the Building Fund at \$929,292.92 with a tax levy of \$0.072248; the Tax Request for the Bond Fund at \$444,648.48 with a levy of \$.023359; and Qualified Capital Purchase Undertaking Fund K-12 at \$353,535.35 with a levy of \$.027486 passed with a motion by Sherman and a second by Icenogle. Vote: Yeas - Bartels, Icenogle, Kreifels, Osborn, Sherman, and. Nays - None.

President Bartels read the 2015-16 Budget Resolution. Per resolution, action to adopt the budget recommendations of the administration as presented in the State's 2015-16 School District Budget Forms and in the Notice of Budget Hearing Summary for the 2015-16 fiscal school year totaling \$14,946,070 for the General Fund Disbursements and Transfers; and \$21,989,280 in disbursements and transfers when including all other funds passed with a motion by Sherman and a second by Icenogle. Vote: Yeas - Bartels, Icenogle, Kreifels, Osborn, Sherman, and. Nays - None.

Brett Richards reported on student and staff successes. Items discussed at the Site Committee meeting were reviewed. Richards gave a Legislative Report.

There were no items from patrons on items not on the agenda.

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

Action to adjourn the meeting at 8:20 p.m. passed with a motion by Kreifels and a second by Sherman. Vote: Yeas - Bartels, Icenogle, Kreifels, Osborn, Sherman. Nays - None.

Thoma Bumgardner, Recording Secretary

Accepted: Brenda Sherman, Secretary Board of Education

Board of Education Work Session

September 28, 2015

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, September 28, 2015, at the District Board Office, Central Services Building. Present: Lori Bartels, Jennifer Kreifels, Brenda Sherman, Brian Wichman. Absent: Bob Icenogle, Brian Osborn.

Notice of the meeting was 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 Bartels informed the board and the public that the Act is located on the west wall of the board room.

There was no public comment.

Platteview High School Principal, Angela Simpson gave a presentation on the PHS Improvement Plan. The Board discussed the Springfield Pines land purchase, and district boundaries with Papillion, and Bellevue.

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

Action to enter into executive session at 7:47 p.m. with Derek Aldridge, from the Perry Law Firm, for the purpose of Real Estate Purchase Contract Negotiations, for the protection of the public interest, and for the prevention of needless injury to the reputation of an individual passed with a motion by Kreifels and a second by Sherman. Vote: Yeas - Bartels, Kreifels, Sherman, Wichman. Nays - None.

The Board reconvened in open session at 8:59 p.m.

Action to adjourn the meeting at 9:00 p.m. passed with a motion by Kreifels and a second by Sherman. Vote: Yeas - Bartels, Kreifels, Sherman, Wichman. Nays - None.

Thoma Bumgardner, Recording Secretary

Accepted: Brenda Sherman, Secretary Board of Education

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: 09/30/2015 Enclosures: (0) Account No.: 4151129 Page: 1

REGULAR CHECKING ACCOUNT SUMMARY

Type : REG Status : Active

Category	Number	Amount
Balance Forward From 08/31/15		7.58
Debits		0.00
Ending Balance On 09/30/15		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

PRIVACY NOTICE

Federal law requires us to tell you how we collect, share, and protect your personal information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at springfieldstatebank.com/documents/annual-privacy-notice.pdf or we will mail you a free copy upon request if you call us at 402-253-2222

SEPT 2015 ADMIN REV.

Administrative
10/5/2015

Date	Num	Transaction	Payment	C
9/1/2015	5456	NE DEPARTMENT OF EDUCATION cat: SUPPLIES memo: 1-01-2510-690	394.16	R
9/1/2015	5457	CALEB BROWN cat: MISCELLANEOUS memo: 1-22-1220-690	90.00	R
9/2/2015	5458	NAHPERD SPLIT MEMBERSHIP memo: 1-21-1100-630	70.00	R
		MEMBERSHIP 1-11-1100-630	35.00	
		MEMBERSHIP 1-12-1100-630	35.00	
9/2/2015	5459	SHAPE NE SPLIT REGISTR FEE	170.00	R
		REGISTR FEE 1-11-1100-630	85.00	
		REGISTR FEE 1-12-1100-630	85.00	
9/3/2015	5460	NE DEPARTMENT OF EDUCATION cat: REGISTR FEE memo: 1-01-2210-630	126.00	R
9/3/2015	5461	PERU STATE COLLEGE cat: SHOW CHOIR FEE memo: 1-22-1100-630	175.00	R
9/3/2015	5462	NE STATE BAR FOUNDATION cat: REGISTR FEE memo: 1-22-1100-630	105.00	R
9/3/2015	5463	TOTALFUNDS BY HASLER cat: POSTAGE memo: 1-01-2510-341	500.00	R
9/4/2015	5464	NAHPERD cat: MEMBERSHIP memo: 1-21-1100-630	35.00	R
9/4/2015	5465	SHAPE NE cat: REGISTR FEE memo: 1-21-1100-630	85.00	R
9/8/2015	5466	NACIA cat: REGISTR FEE memo: 1-01-2210-630	65.00	
9/9/2015	5467	SHAPE NE SPLIT REGISTR FEE memo: 1-21-1100-630	170.00	R
		REGISTR FEE 1-22-1100-630	120.00	
		REGISTR FEE 1-22-1100-670	50.00	
9/9/2015	5468	NAHPERD cat: MEMBERSHIP memo: 1-22-1100-630	70.00	R
9/11/2015	5469	NATIONAL GEOGRAPHIC SOCIETY cat: REGISTR FEE memo: 1-21-1100-630	100.00	R
9/11/2015	5470	NABI'S TAILORING & DRY CLEANING cat: REPAIRS memo: 1-22-1100-410	111.00	R

SEPT 2015 ADMIN REV.

Administrative
10/5/2015

Date	Num	Transaction	Payment	C
9/15/2015	5471	DOANE COLLEGE- TRI MAHLON cat: REGISTR FEE memo: 1-22-1100-410	60.00	R
9/15/2015	5472	UNIVERSITY OF NE-OMAHA cat: SHOW CHOIR FEE memo: 1-22-1100-630	175.00	R
9/15/2015	5473	NATS cat: REGISTR FEE memo: 1-21-1100-630	158.00	R
9/16/2015	5474	POSTMASTER-SPRINGFIELD cat: POSTAGE memo: 1-01-2510-341	190.19	R
9/28/2015	5475	POSTMASTER-SPRINGFIELD cat: POSTAGE memo: 1-01-2510-341	7.45	
9/28/2015	5476	NE LIBRARY ASSOC. SPLIT REGISTR FEE memo: 1-22-2220-630	310.00	
		REGISTR FEE 1-22-2220-630	155.00	
		REGISTR FEE 1-12-2220-670	77.50	
		REGISTR FEE 1-11-2220-630	77.50	
9/29/2015	5477	NSPA cat: REGISTR FEE memo: 1-01-1210-630	90.00	

Nebraska Public Agency Investment Trust

Account Statement

September 1, 2015 to September 30, 2015

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

NPAIT
PO BOX 82529
Lincoln, NE 68501
Toll Free: (800) 640-8817
Local: (402) 323-1615

Account Number: XXXXX9-001

Fund Summary

	<u>PRICE PER SHARE</u>	<u>SHARES OWNED</u>	<u>MARKET VALUE</u>
Nebraska Public Agency Investment Trust XXXXX9-001	\$1.00	68,542.79	\$68,542.79

Transaction Summary

Nebraska Public Agency Investment Trust
XXXXX9-001

<u>TRADE DATE</u>	<u>SETTLEMENT DATE</u>	<u>TRANSACTION DESCRIPTION</u>	<u>SHARES</u>	<u>AMOUNT</u>
9/1/2015		Beginning Shares Balance	68,542.23	\$68,542.23
9/30/2015	9/30/2015	Interest	0.56	\$0.56
		Total :	68,542.79	\$68,542.79

Accrual Details for Holdings between 09/01/2015 and 09/30/2015

Fund: NPAIT

Account Number: 126649-001

SOUTH SARPY SCHOOL DISTRICT #46
SOUTH SARPY SCHOOL DISTRICT #46

<u>Settlement Date</u>	<u>Price Cycle</u>	<u>Settled Shares</u>	<u>Accrual Factor</u>	<u>Accrual Dividend (USD)</u>	<u>Non-Div. Distribution Accrual Paid (USD)</u>	<u>Accrual Paid (USD)</u>	<u>Cumulative Accrual Dividend (USD)</u>
09/01/2015	EOD	68,542.2300	0.0000002739	0.02	0.00	0.00	0.02
09/02/2015	EOD	68,542.2300	0.0000002744	0.02	0.00	0.00	0.04
09/03/2015	EOD	68,542.2300	0.0000002780	0.02	0.00	0.00	0.06
09/04/2015	EOD	68,542.2300	0.0000010392	0.07	0.00	0.00	0.13
09/08/2015	EOD	68,542.2300	0.0000002708	0.02	0.00	0.00	0.15
09/09/2015	EOD	68,542.2300	0.0000002726	0.02	0.00	0.00	0.17
09/10/2015	EOD	68,542.2300	0.0000002730	0.02	0.00	0.00	0.18
09/11/2015	EOD	68,542.2300	0.0000008206	0.06	0.00	0.00	0.24
09/14/2015	EOD	68,542.2300	0.0000002733	0.02	0.00	0.00	0.26
09/15/2015	EOD	68,542.2300	0.0000002708	0.02	0.00	0.00	0.28
09/16/2015	EOD	68,542.2300	0.0000002769	0.02	0.00	0.00	0.30
09/17/2015	EOD	68,542.2300	0.0000002751	0.02	0.00	0.00	0.32
09/18/2015	EOD	68,542.2300	0.0000008322	0.06	0.00	0.00	0.37
09/21/2015	EOD	68,542.2300	0.0000002740	0.02	0.00	0.00	0.39
09/22/2015	EOD	68,542.2300	0.0000002750	0.02	0.00	0.00	0.41
09/23/2015	EOD	68,542.2300	0.0000002742	0.02	0.00	0.00	0.43
09/24/2015	EOD	68,542.2300	0.0000002749	0.02	0.00	0.00	0.45
09/25/2015	EOD	68,542.2300	0.0000008253	0.06	0.00	0.00	0.50
09/28/2015	EOD	68,542.2300	0.0000002732	0.02	0.00	0.00	0.52
09/29/2015	EOD	68,542.2300	0.0000002729	0.02	0.00	0.00	0.54
09/30/2015	EOD	68,542.7900	0.0000002706	0.02	0.00	0.56	0.00
Total: Accrued computed without daily compounding					0.56		
Accrued Dividend prior to 09/01/2015:				0.00			

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS		
Treasurer's Report		
For the month ended September 2015		
General Fund Now Account		
Bank Balance: Beginning of Reporting Period		\$ 668,790.89
Deposits:		
Springfield State Bank - Interest	\$ 51.24	
Transfer from Admin Revolving	\$ 0.00	
Transfers from Investment Account	\$ 1,340,387.93	
Transfer from Employee Benefit Fund	\$ 21,900.92	
Transfer from Depreciation Fund	\$ 0.00	
Transfers from Lunch Fund Investment	\$ 9,369.39	
Transfers from Building Fund Investment	\$ 15,494.00	\$ 1,387,203.48
		\$ 2,055,994.37
Disbursements		\$ 1,313,008.42
Bank Balance: End of Reporting Period		\$ 742,985.95
Outstanding Checks: End of Reporting Period		\$ 478,142.31
NOW Account Balance: End of Reporting Period		\$ 264,843.64
General Fund Investment Account		
Available Balance: Beginning of Reporting Period		\$ 5,379,658.72
Deposits:		
Springfield State Bank - Interest	\$ 345.07	
Sarpy County Treasurer - Local Taxes	\$ 60,819.18	
Learning Community Common Taxes	\$ 101,560.05	
Sarpy- MVT	\$ 121,492.23	
Medicaid	\$ 0.00	
State Aid	\$ 476,588.40	
SPED School Age Reimb.	\$ 0.00	
LC Grant payment	\$ 3,175.00	
IDEA/Federal Grants/ Title/ Perkins	\$ 0.00	
Rentals	\$ 950.00	
Pre-School/ Summer School tuition	\$ 1,350.00	
Refunds and Reimbursements	\$ 6,604.80	
iPad Sales, Fees, and Insurance	\$ 180.00	
Liquor License Fees and County Fines	\$ 0.00	
Postage	\$ 0.00	\$ 773,064.73
		\$ 6,152,723.45
Disbursements		
Transfers to General Fund NOW	\$ 1,340,387.93	
Transfer to Depreciation Fund	\$ 0.00	
Administrative Revolving	\$ 0.00	
Returned checks/ fees	\$ 0.00	
Bank and other Service Charges	\$ 87.00	\$ 1,340,474.93
		\$ 4,812,248.52
Investment Account Balance: End of Reporting Period		\$ 4,812,248.52
General Fund Administrative Revolving Account		
Available Balance: Beginning of Reporting Period		\$ 3,750.76
Deposits:		
Transfers From General Fund Investment Acc't	\$ 0.00	
Transfers From Lunch Fund Investment Acc't	\$ 0.00	
Transfers From Building Fund	\$ 0.00	\$ 0.00
		\$ 3,750.76
Disbursements		\$ 2,784.35
Bank Balance: End of Reporting Period		\$ 966.41
Outstanding Checks: End of Reporting Period		\$ 472.45
Outstanding Deposits: End of Reporting Period		\$ 0.00
Admin. Revolving Account Balance: End of Reporting Period		\$ 493.96
General Fund Administrative Revolving Account		\$ 493.96
General Fund NOW Account		\$ 264,843.64
General Fund Investment Account		\$ 4,812,248.52
TOTAL GENERAL FUND BALANCE		\$ 5,077,586.12
Employee Benefit Fund		
Available Balance: Beginning of Reporting Period		\$ 668,231.07
Deposits:		
Springfield State Bank - Interest		\$ 45.97
Transfers From General Fund Investment Acc't		\$ 0.00
Bank Balance: End of Reporting Period		\$ 668,277.04
Certificate of Deposit		
Available Balance: End of Reporting Period		\$ 668,277.04
Disbursements		\$ 21,900.92
TOTAL EMPLOYEE BENEFIT BALANCE		\$ 646,376.12
Special Building Fund Investment Account		
Available Balance: Beginning of Reporting Period		\$ 686,416.53
Deposits:		
Springfield State Bank - Interest	\$ 47.41	
Sarpy County Treasurer - Local Taxes	\$ 0.00	\$ 47.41
		\$ 686,463.94
Disbursements		\$ 15,494.00
Available Balance: End of Reporting Period		\$ 670,969.94
TOTAL SPECIAL BUILDING FUND BALANCE		\$ 670,969.94
School Lunch Investment Account		
Available Balance: Beginning of Reporting Period		\$ 144,656.72
Deposits:		
Springfield State Bank - Interest	\$ 10.68	
Hot Lunches	\$ 31,702.40	
State/Federal Aid	\$ 0.00	
Miscellaneous	\$ 0.00	\$ 31,713.08
		\$ 176,369.80
Disbursements		
Transfers to NOW	\$ 9,369.39	
Transfer to Admin Revolving	\$ 0.00	
Returned checks/ fees	\$ 52.50	\$ 0.00
		\$ 9,421.89
Available Balance: End of Reporting Period		\$ 9,421.89
TOTAL SCHOOL LUNCH FUND BALANCE		\$ 166,947.91
Bond Fund Investment Account		
Available Balance: Beginning of Reporting Period		\$ 494,464.79
Deposits:		
Springfield State Bank - Interest	\$ 35.49	
Sarpy County Treasurer - Local Taxes	\$ 19,241.38	\$ 19,276.87
		\$ 513,741.66
Disbursements		\$ 0.00
Transfer to NOW		\$ 0.00
Available Balance: End of Reporting Period		\$ 513,741.66
TOTAL BOND FUND BALANCE		\$ 513,741.66
Depreciation Fund Account		
Available Balance: Beginning of Reporting Period		\$ 149,688.77
Deposits:		
Springfield State Bank - Interest	\$ 10.46	
Transfers from General Fund	\$ 0.00	\$ 10.46
		\$ 149,699.23
Disbursements		
Transfer to NOW	\$ 0.00	\$ 0.00
Available Balance: End of Reporting Period		\$ 149,699.23
TOTAL DEPRECIATION FUND BALANCE		\$ 149,699.23

Bank Statement Reconciliation

Description

Adjustment Date

Adjustment Amount

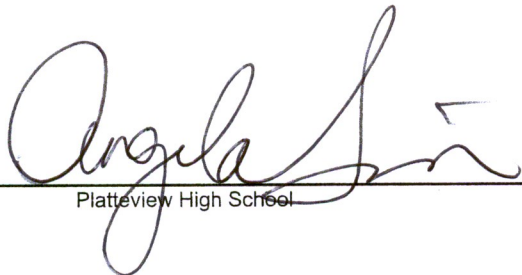
Platteview High School

09/01/2015 through 09/30/2015

Checking

Bank Statement Reconciliation Summary

Statement Balance	\$ 219,912.13
- Outstanding checks	\$ 9,632.18
+ Outstanding Deposits	\$ 0.00
+ Outstanding Adjustments	\$ 0.00
- Outstanding Investment Transfers	\$ 0.00
Total	\$ 210,279.95
+ Investments	\$ 0.00
Book Balance	\$ 210,279.95



10/5/15

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: **09/30/2015** Enclosures: (113) Account No.: **104812** Page: 1

NOW CHECKING ACCOUNT SUMMARY

Category	Number	Amount	Type :	REG	Status :	Active
Balance Forward From 08/31/15		191,674.66				
Deposits	13	69,278.78+				
Debits	100	41,054.95				
Interest Added This Statement		13.64+				
Ending Balance On 09/30/15		219,912.13				
Annual Percentage Yield Earned	0.09%					
Interest Paid This Year	126.07					
Interest Paid Last Year	145.20					
Average Balance (Collected)	195,267.82+					

STATEMENT PERIOD ACTIVITY

Date	Check/Description	Amount	Check/Description	Amount	Balance
09/01/15	DEPOSIT	8,340.00+	43599	75.00	199,939.66
09/01/15	43611	105.99	43606	165.44	199,668.23
09/01/15	43604	417.35	43591	524.00	198,726.88
09/01/15	43607	527.46	43610	2,264.94	195,934.48
09/02/15	43603	111.60	43560	225.00	195,597.88
09/02/15	43408	823.55			194,774.33
09/03/15		1,785.00			192,989.33
09/04/15	DEPOSIT	3,017.00+	43574	183.80	195,822.53
09/08/15	43601	50.00	43570	120.00	195,652.53
09/09/15	43598	119.18	43613	110.00	195,423.35
09/10/15	43602	50.00			195,373.35
09/11/15	43625	54.22			195,319.13
09/14/15	31547	70.60	43620	340.00	194,908.53
09/15/15	43615	106.25	43553	150.00	194,652.28
09/15/15	43622	314.00			194,338.28
09/16/15	43618	405.10	43670	775.70	193,157.48
09/17/15	43616	25.61	43608	90.00	193,041.87
09/17/15	31548	490.06			192,551.81
09/18/15	DEPOSIT	1,090.00+	DEPOSIT	4,171.00+	197,812.81
09/18/15		2,970.00	43600	130.00	194,712.81
09/18/15	43640	150.00	43650	2,124.57	192,438.24
09/21/15	43667	6.25	43633	75.00	192,356.99
09/21/15	43662	80.00	43635	96.00	192,180.99
09/21/15	43637	96.00	43641	135.00	191,949.99
09/21/15	43644	135.00	43627	162.00	191,652.99
09/21/15	43671	356.25	43669	1,273.06	190,023.68
09/22/15	43673	17.50	31550	38.36	189,967.82
09/22/15	43665	60.00		75.00	189,832.82
09/22/15		80.00	43649	80.00	189,672.82

Continued 01/174/1

Adjustment Detail

Detail report. Sorted by Group ID.
From 09/01/2015 to 09/30/2015.

Group	Group Description			Amount
Activity ID	Site ID	Adj. Date	Description	
B	Clubs & Organizations			
270	SpringPlat	09/17/2015	new scoreboard	-\$ 1,500.00
400	SpringPlat	09/25/2015	profits from HC concessions	\$ 892.40
400	SpringPlat	09/25/2015	Split Boys/Girls Track fundraising	-\$ 2,572.53
200	SpringPlat	09/17/2015	indoor batting cage	-\$ 2,000.00
405	SpringPlat	09/25/2015	Split Boys/Girls Track fundraising	\$ 2,572.53
Group B Totals:				-\$ 2,607.60
E	Miscellaneous			
710	SpringPlat	09/15/2015	Cash back for McDonalds Incentive cards	\$ 50.00
710	SpringPlat	09/15/2015	pop/candy for volunteer helpers	\$ 28.00
710	SpringPlat	09/25/2015	profits from HC concessions	-\$ 892.40
705	SpringPlat	09/17/2015	indoor batting cage	\$ 2,000.00
705	SpringPlat	09/17/2015	new scoreboard	\$ 1,500.00
780	SpringPlat	09/15/2015	Cash back for McDonalds Incentive cards	-\$ 50.00
780	SpringPlat	09/15/2015	pop/candy for volunteer helpers	-\$ 28.00
Group E Totals:				\$ 2,607.60
Report Totals :				\$ 0.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2015 to 09/30/2015.

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	17,008.98	21,464.80	859.51	0.00	37,614.27
105	Baseball Contest	0.00	0.00	0.00	0.00	0.00
106	Baseball Equip/Supplies	4,136.42	0.00	0.00	0.00	4,136.42
110	Boys Basketball Contest	0.00	0.00	0.00	0.00	0.00
111	Boys Basketball Equip/Supplies	3,018.37	0.00	0.00	0.00	3,018.37
115	Boys Golf Contest	744.19	0.00	0.00	0.00	744.19
116	Boys Golf Equip/Supplies	544.00	640.00	0.00	0.00	1,184.00
120	Boys Soccer Contest	0.00	0.00	0.00	0.00	0.00
121	Boys Soccer Equip/Supplies	2,761.23	0.00	0.00	0.00	2,761.23
125	Cross Country Contest	114.00	130.00	592.20	0.00	-348.20
126	Cross Country Equip/Supplies	1,637.38	0.00	0.00	0.00	1,637.38
130	Football Contest	-205.00	0.00	985.00	0.00	-1,190.00
131	Football Equip/Supplies	1,895.12	0.00	155.90	0.00	1,739.22
135	Girls Basketball Contest	3,000.00	0.00	0.00	0.00	3,000.00
136	Girls Basketball Equip/Supplies	29.13	0.00	0.00	0.00	29.13
140	Girls Golf Contest	-255.00	0.00	340.00	0.00	-595.00
141	Girls Golf Equip/Supplies	640.00	480.00	0.00	0.00	1,120.00
145	Girls Soccer Contest	0.00	0.00	-60.00	0.00	60.00
146	Girls Soccer Equip/Supplies	3,364.73	0.00	0.00	0.00	3,364.73
150	Softball Contest	-382.00	0.00	1,218.00	0.00	-1,600.00
151	Softball Equip/Supplies	2,954.46	0.00	0.00	0.00	2,954.46
155	Track Contest	-796.55	200.00	0.00	0.00	-596.55
156	Track - Boys Equip/Supplies	3,572.37	0.00	0.00	0.00	3,572.37
157	Track - Girls Equip/Supplies	4,163.46	0.00	0.00	0.00	4,163.46
160	Volleyball Contest	-330.00	0.00	1,200.00	0.00	-1,530.00
161	Volleyball Equip/Supplies	2,957.14	0.00	0.00	0.00	2,957.14
165	Wrestling Contest	20.00	0.00	0.00	0.00	20.00
166	Wrestling Equip/Supplies	3,293.32	0.00	0.00	0.00	3,293.32
180	PC Boys Basketball Contest	0.00	0.00	0.00	0.00	0.00
181	PC Boys Basketball Equip/Supplies	0.00	0.00	0.00	0.00	0.00
182	PC Boys Track Contest	273.87	0.00	0.00	0.00	273.87
183	PC Boys Track Equip/Supplies	0.00	0.00	0.00	0.00	0.00
184	PC Football Contest	0.00	0.00	450.00	0.00	-450.00
185	PC Football Equip/Supplies	0.00	0.00	149.81	0.00	-149.81
186	PC Girls Basketball Contest	0.00	0.00	0.00	0.00	0.00
187	PC Girls Basketball Equip/Supplies	0.00	0.00	0.00	0.00	0.00
188	PC Girls Track Contest	373.88	0.00	0.00	0.00	373.88
189	PC Girls Track Equip/Supplies	0.00	0.00	0.00	0.00	0.00
190	PC Volleyball Contest	0.00	0.00	360.00	0.00	-360.00
191	PC Volleyball Equip/Supplies	0.00	0.00	0.00	0.00	0.00
192	PC Wrestling Contest	0.00	0.00	0.00	0.00	0.00
193	PC Wrestling Equip/Supplies	0.00	0.00	0.00	0.00	0.00

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2015 to 09/30/2015.

Site ID	Site Name						
Group ID	Group Name						
Activity ID	Activity Name		Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
A		Totals:	54,533.50	22,914.80	6,250.42	0.00	71,197.88
B		Clubs & Organizations					
200	Baseball Club		4,689.68	0.00	0.00	-2,000.00	2,689.68
203	Boys Basketball Club		2,729.13	0.00	0.00	0.00	2,729.13
205	Boys Golf Club		-42.61	0.00	0.00	0.00	-42.61
210	Boys Soccer Club		1,600.67	300.00	344.77	0.00	1,555.90
220	Cheer		8,513.70	0.00	7,765.81	0.00	747.89
230	Cross Country Club		887.04	0.00	360.00	0.00	527.04
240	Dance Team		2,289.71	0.00	0.00	0.00	2,289.71
245	Drama Club		746.32	0.00	0.00	0.00	746.32
250	FBLA		440.00	0.00	300.00	0.00	140.00
255	FCCLA		1,067.43	400.00	346.69	0.00	1,120.74
260	Football Club		9,281.77	3,966.00	4,862.05	0.00	8,385.72
270	Girls Basketball Club		3,076.95	195.00	845.23	-1,500.00	926.72
280	Girls Golf Club		611.57	0.00	424.66	0.00	186.91
290	Girls Letter Club		1,346.00	0.00	0.00	0.00	1,346.00
300	Girls Soccer Club		2,592.27	0.00	775.70	0.00	1,816.57
330	National Honor Society		1,208.52	0.00	0.00	0.00	1,208.52
340	P Club		520.48	0.00	0.00	0.00	520.48
342	Platteview Tech Club		371.18	0.00	80.08	0.00	291.10
345	Softball Club		-327.72	8,308.00	0.00	0.00	7,980.28
350	Skills USA		95.43	0.00	0.00	0.00	95.43
360	Spanish Club		810.33	660.00	0.00	0.00	1,470.33
370	Spirit Club		868.06	30.00	0.00	0.00	898.06
380	Student Council		530.48	0.00	0.00	0.00	530.48
390	Thespian		0.00	0.00	0.00	0.00	0.00
400	Track Club - Boys		4,252.67	0.00	0.00	-1,680.13	2,572.54
405	Track Club - Girls		0.00	0.00	0.00	2,572.53	2,572.53
410	Volleyball Club		8,298.28	2,349.87	1,359.02	0.00	9,289.13
420	Wrestling Club		3,354.29	0.00	0.00	0.00	3,354.29
B		Totals:	59,811.63	16,208.87	17,464.01	-2,607.60	55,948.89

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2015 to 09/30/2015.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
C	Classes							
	500		Art	1,086.41	475.00	0.00	0.00	1,561.41
	505		Band	4,649.35	1,329.00	1,016.96	0.00	4,961.39
	506		Band Fees	1,200.00	0.00	0.00	0.00	1,200.00
	510		Choir	3,340.97	0.00	1,630.00	0.00	1,710.97
	515		Class of 2016	1,217.30	0.00	0.00	0.00	1,217.30
	520		Class of 2017	1,535.06	132.00	495.00	0.00	1,172.06
	525		Class of 2018	203.00	2,332.00	564.53	0.00	1,970.47
	530		Class of 2019	0.00	0.00	0.00	0.00	0.00
	550		Construction Tech	152.82	0.00	0.00	0.00	152.82
	570		Family Consumer Science	278.26	0.00	0.00	0.00	278.26
	580		Industry Tech	170.46	1,435.00	597.26	0.00	1,008.20
	590		Yearbook	19,448.33	1,854.00	0.00	0.00	21,302.33
			C Totals:	33,281.96	7,557.00	4,303.75	0.00	36,535.21
D	Activities							
	600		Activities	1,193.45	0.00	100.00	0.00	1,093.45
	640		Fall Play	2,042.00	0.00	0.00	0.00	2,042.00
	650		Mock Trial	16.57	0.00	0.00	0.00	16.57
	655		Musical	453.07	0.00	1,765.00	0.00	-1,311.93
	660		One-Act	1,445.07	0.00	76.12	0.00	1,368.95
	670		Speech	509.31	0.00	0.00	0.00	509.31
			D Totals:	5,659.47	0.00	1,941.12	0.00	3,718.35
E	Miscellaneous							
	700		Alumni	5,279.57	0.00	0.00	0.00	5,279.57
	705		Capital Improvement	6,900.00	5,000.00	0.00	3,500.00	15,400.00
	710		Concessions	4,967.76	6,376.11	3,014.50	-814.40	7,514.97
	715		D.C. Tour	0.00	0.00	0.00	0.00	0.00
	720		Faculty Courtesy Fund	735.68	0.00	0.00	0.00	735.68
	730		Fine Arts	1,323.95	0.00	0.00	0.00	1,323.95
	740		Guidance	332.80	0.00	0.00	0.00	332.80
	750		Library	468.28	0.00	0.00	0.00	468.28
	760		Principal	2,628.96	6,480.64	5,286.75	0.00	3,822.85
	770		Textbook Fines	2,230.88	0.00	0.00	0.00	2,230.88
	780		College Access Grant	3,321.48	0.00	597.84	-78.00	2,645.64
			E Totals:	28,189.36	17,856.75	8,899.09	2,607.60	39,754.62
F	Dual Credits							
	803		Government	925.00	0.00	0.00	0.00	925.00
	805		Math	2,200.00	0.00	0.00	0.00	2,200.00
			F Totals:	3,125.00	0.00	0.00	0.00	3,125.00

Current Cash Balance

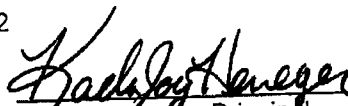
Sorted by Site ID, Group ID, Activity ID.
From 09/01/2015 to 09/30/2015.

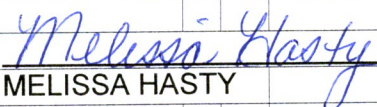
Site ID	Site Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
Group ID	Group Name					
Activity ID	Activity Name					
N	Non-Active Accounts					
90001	AV - Graduation	0.00	0.00	0.00	0.00	0.00
90002	Class of 2010	0.00	0.00	0.00	0.00	0.00
90003	Class of 2011	0.00	0.00	0.00	0.00	0.00
90004	Class of 2012	0.00	0.00	0.00	0.00	0.00
90005	Class of 2013	0.00	0.00	0.00	0.00	0.00
90006	Class of 2014	0.00	0.00	0.00	0.00	0.00
90007	Class of 2015	0.00	0.00	0.00	0.00	0.00
90060	General Fund	0.00	0.00	0.00	0.00	0.00
90061	German	0.00	0.00	0.00	0.00	0.00
90062	GovernmentTrip	0.00	0.00	0.00	0.00	0.00
90063	Lit Mag	0.00	0.00	0.00	0.00	0.00
N Totals:		0.00	0.00	0.00	0.00	0.00
SpringPI Totals:		184,600.92	64,537.42	38,858.39	0.00	210,279.95
Report Totals:		184,600.92	64,537.42	38,858.39	0.00	210,279.95

Springfield Elementary
September 1st-September 30, 2015

Activity	Balance Last Report	Receipts	Expenditures	Transactions In-Out	Balance On Hand
Library	\$2,327.44	\$ 18.00	\$ -	\$ -	\$ 2,345.44
Pop	\$ 633.52	\$ 144.45	\$ 51.94	\$ -	\$ 726.03
General	\$ 1,951.35	\$ 375.64	\$ 38.81	\$ -	\$ 2,288.18
Student Council	\$ 1,993.42	\$ -	\$ -	\$ -	\$ 1,993.42
Walk - A - Thon	\$ 2,541.95	\$ 5,424.95	\$ 234.20	\$ -	\$ 7,732.70
D.I.	\$ 1,129.65	\$ -	\$ 80.00	\$ -	\$ 1,049.65
Total	\$ 10,577.33	\$ 5,963.04	\$ 404.95	\$ -	\$ 16,135.42

Previous Bank Balance	\$ 11,259.81
Deposits made this mon	\$ 5,963.04
Checks Paid this Month	\$ 1,087.43
New Bank Balance	\$ 16,135.42
Minus Outstanding Cks.	\$ -
Plus Outstanding Depos	\$ -
Final Account Balance	\$ 16,135.42


 Kaela Heneger, Principal
 Date: 9-9-15

STATEMENT OF ACTIVITY FUND					
WESTMONT ELEMENTARY					
FOR THE PERIOD: Sept. 2015					
Activity	Balance Last Report	Receipts	Expenditures	Balance On Hand	
Library Fund	\$1,335.39	\$16.99	\$0.00	\$1,352.38	
General Fund	\$1,733.84	\$213.00	\$288.07	\$1,658.77	
Pop	\$1,462.08	\$99.17	\$86.50	\$1,474.75	
Student Council	\$316.31	\$0.00	\$0.00	\$316.31	
Destination Imag.	\$2,391.50	\$186.36	\$196.85	\$2,381.01	
Totals	\$7,239.12	\$515.52	\$571.42	\$7,183.22	
Previous Bank Balance	\$7,239.12				
Deposits Made This Month	\$515.52				
Checks Paid This Month	\$415.18				
New Bank Balance	\$7,339.46				
Minus Outstanding Checks	\$156.24				
Plus Outstanding Deposits	\$0.00				
Final Account Balance	\$7,183.22				
				 MELISSA HASTY Principal	

PEEC/WEEC

PEEC-WEEC
10/1/2015

Reconciliation Summary

BANK STATEMENT -- CLEARED TRANSACTIONS:

Previous Balance:			2,085.92
Checks and Payments	0	Items	0.00
Deposits and Other Credits	3	Items	105.00
Service Charge	0	Items	0.00
Interest Earned	0	Items	0.00
Ending Balance of Bank Statement:			2,190.92

YOUR RECORDS -- UNCLEARED TRANSACTIONS:

Cleared Balance:			2,190.92
Checks and Payments	1	Item	-80.53
Deposits and Other Credits	0	Items	0.00
Register Balance as of 9/30/2015:			2,110.39
Checks and Payments	0	Items	0.00
Deposits and Other Credits	0	Items	0.00
Register Ending Balance:			2,110.39

BILLS BY FUND FOR PAYMENT OCTOBER 12,2015

Payee	Account Code	Reason	Amount
AMAZON	1-01-1100-410	SUPPLIES	\$ 206.27
Dramatists Play Service, Inc.	1-01-1100-420	SUPPLIES	\$ 677.29
Mahoney, Jeremy R	1-01-1100-670	REIMBR. MILEAGE	\$ 101.20
Kids On The Move Inc	1-01-1210-318	SPED SERVICE	\$ 1,348.50
Belsky, Anita C	1-01-1240-670	REIMBR. MILEAGE	\$ 249.55
AMAZON	1-01-2210-410	SUPPLIES	\$ 698.36
Northwest Evaluation Association	1-01-2210-410	SKILLS NAVIGATOR	\$ 944.00
ASCD	1-01-2210-630	Holli Kirwan Renew Premium # 1595240	\$ 215.10
Kirwan, Holli S	1-01-2210-670	REIMBR. MILEAGE	\$ 246.10
NE Assoc Of School Boards	1-01-2310-630	MEMBERSHIP MTG- B. SHERMAN	\$ 70.00
HyVee Food & Drug Store	1-01-2310-690	SUPPLIES	\$ 223.23
KSB School Law, PC LLO	1-01-2320-317	LEGAL SERVICE	\$ 3,097.15
Perry,Guthery,Haase & Gessford,P.C.,L.L.O	1-01-2320-317	LEGAL SERVICE	\$ 3,542.00
Omaha World Herald	1-01-2320-350	EMPLOYMENT/LEGALS	\$ 952.75
Bumgardner, Thoma J	1-01-2320-670	REIMBR. MILEAGE	\$ 247.33
Richards, Brett A	1-01-2320-670	REIMBR. MILEAGE	\$ 556.02
Lukas Partners, Inc.	1-01-2330-318	PR SERVICE SEPT 2015	\$ 595.00
Culligan Us Filter	1-01-2510-318	SUPPLIES	\$ 25.00
Educational Service #3	1-01-2510-318	LASERFICHE DISK USAGE	\$ 73.78
Midwest Office Automations	1-01-2510-318	COPIER LEASE	\$ 2,765.99
CenturyLink	1-01-2510-342	PHONE @ CO	\$ 300.73
CenturyLink	1-01-2510-342	PHONE @ SP	\$ 405.50
MCI	1-01-2510-342	LONG DISTANCE	\$ 53.75
Verizon Wireless	1-01-2510-342	CELL PHONE	\$ 187.67
Pioneer Publishing Co	1-01-2510-410	SUPPLIES	\$ 2,645.85
Molzer, Lori A	1-01-2510-670	REIMBR. MILEAGE	\$ 26.16
American Express	1-01-2520-336	CREDIT CARD	\$ 457.35
Buskirk, Richard	1-01-2520-336	OIL CHANGE & TIRES CHEVY PICK UP	\$ 62.00
Buskirk, Richard	1-01-2520-336	OIL CHANGE CUBE VAN	\$ 44.50
Buskirk, Richard	1-01-2520-336	REPAIR/OIL CHANGE VAN(DOUG)	\$ 44.50
Neitzel's Corner	1-01-2520-336	FUEL FOR VANS	\$ 302.16
Buskirk, Richard	1-01-2520-337	OIL CHANGE & TIRES CHEVY PICK UP	\$ 840.00
Buskirk, Richard	1-01-2520-337	REPAIR/OIL CHANGE VAN(DOUG)	\$ 245.00
Copple Chevrolet-GMC Inc	1-01-2520-337	SUPPLIES	\$ 11.20
Old Hwy 6 Tractor & Equipment, Inc.	1-01-2520-337	SUPPLIES	\$ 183.00
Omaha Glass Pro	1-01-2520-337	REPAIR WINDSHIELD VAN	\$ 203.00
Drew Window Cleaning, Inc.	1-01-2620-318	WINDOW CLEANING @ WM	\$ 250.00
NE Public Health Enviromental Laboratory	1-01-2620-318	WATER TESTING	\$ 206.00
Papillion Sanitation	1-01-2620-318	SANITATION PICK UP	\$ 434.96
Rosser Lawn Care, Inc.	1-01-2620-318	MOWING @ PHS	\$ 2,668.75
Rosser Lawn Care, Inc.	1-01-2620-318	MOWING @ SP	\$ 750.00
Rosser Lawn Care, Inc.	1-01-2620-318	MOWING @ WM	\$ 900.00
Douglas J Kelley	1-01-2620-319	ASPHALT & GRADING @ PHS	\$ 972.50
Duke Aerial Equipment Inc.	1-01-2620-319	REPAIR LIFT	\$ 122.82
Great Plains Pest Services In	1-01-2620-319	PEST CONTROL	\$ 150.00

Greater Omaha Refrigeration	1-01-2620-319	GRAB-N-GO COOLER @ PC	\$ 142.00
Greater Omaha Refrigeration	1-01-2620-319	WALKIN COOLER @ PHS	\$ 280.00
Grunwald Mechanical Contractor	1-01-2620-319	REPAIR PUMP HOUSE	\$ 444.07
Hayes Mechanical, LLC	1-01-2620-319	HEAT PUMP @ PC	\$ 179.50
Leading Edge Lawn & Landscape, LLC	1-01-2620-319	STUMP/DEBRI REMOVAL @ SP	\$ 200.00
Leading Edge Lawn & Landscape, LLC	1-01-2620-319	TREE TRIMMING @ PHS AND REMOVAL	\$ 1,120.00
Midwest Floor Covering, Inc.	1-01-2620-319	CARPET & IABOR @ CO	\$ 2,290.00
Millard Sprinkler	1-01-2620-319	SPRINKLER @ PHS	\$ 170.05
AMAZON	1-01-2620-410	SUPPLIES	\$ 46.44
Construction Containers & Excavating, Inc.	1-01-2620-410	CONTAINERS @ PHS	\$ 282.00
Egan Supply Company	1-01-2620-410	SUPPLIES	\$ 68.63
Electrical Engineering & Equipment Co	1-01-2620-410	SUPPLIES	\$ 374.20
Grainger	1-01-2620-410	SUPPLIES	\$ 844.30
Home Depot/GEFCF	1-01-2620-410	SUPPLIES	\$ 11.72
Interstate Electric Supply Co. of Council Bluffs a	1-01-2620-410	SUPPLIES	\$ 1,545.00
Jensen Gardens, Inc.	1-01-2620-410	SUPPLIES	\$ 634.00
Mark's Plumbing Parts	1-01-2620-410	SUPPLIES	\$ 252.60
Michael Todd & Company, Inc.	1-01-2620-410	SUPPLIES	\$ 72.16
Pioneer Manufacturing Company	1-01-2620-410	SUPPLIES	\$ 327.50
Kids On The Move Inc	1-01-4410-318	SPED SERVICE	\$ 1,503.50
Metropolitan Utilities Dist	1-02-2610-321	LEVEL PAYMENT	\$ 258.11
Omaha Public Power District	1-02-2610-322	LEVEL PAYMENT	\$ 368.95
First Student	1-02-2750-318	ACTIVITY TRIPS 8/23-9/26,2015	\$ 6,394.32
First Student	1-02-2750-318	FACITLITY RENT	\$ (1,000.00)
First Student	1-02-2750-318	FUEL ESCALATOR	\$ 1,085.26
First Student	1-02-2750-318	REGULAR ROUTES	\$ 47,522.16
Michael and/or Tara Stout	1-02-2750-332	PARENT MILEAGE	\$ 169.05
First Student	1-02-2760-318	ROUTE EXTENSIONS	\$ 5,168.40
First Student	1-02-2760-318	SPED ROUTES	\$ 28,434.00
Happy, Yellow and Checker Cab Companies	1-02-2760-318	SPED TRANSPORTATION	\$ 3,093.67
Samantha Eason	1-02-2760-332	PARENT MILEAGE	\$ 142.60
First Student	1-02-2790-318	LC HOURS	\$ 3,398.40
Metropolitan Utilities Dist	1-03-2610-321	LEVEL PAYMENT	\$ 249.75
Omaha Public Power District	1-03-2610-322	LEVEL PAYMENT	\$ 351.30
Sarpy County Treasurer's Offi	1-10-1100-313	SCHOOL RESOURCE	\$ 5,397.03
Pro Ed	1-10-1200-410	4 book set functional routines for adolescent	\$ 79.80
Pro Ed	1-10-1200-410	Room 28, A social language program, 2 boo	\$ 46.95
Pro Ed	1-10-1200-410	s/h	\$ 21.47
Pro Ed	1-10-1200-410	social language training adolescent therapy	\$ 43.95
Pro Ed	1-10-1200-410	Tasks of Problem solving adolescent; therap	\$ 43.95
Evangelical Good Samaritan Society, The	1-10-1230-318	SPED SERVICE	\$ 4,836.00
Madonna School	1-10-1230-362	SPED SERVICE	\$ 1,564.80
Ollie Webb Center, Inc.	1-10-1230-362	SPED SERVICE	\$ 7,791.00
American Express	1-10-1290-410	CREDIT CARD	\$ 51.78
HyVee Food & Drug Store	1-10-1290-410	SUPPLIES	\$ 707.27
Lee, Sandra R	1-10-1290-410	REIMBR. SUPPLIES	\$ 73.37
National Safety Council NE	1-10-1290-630	REGISTRATION: PRE-SCHOOL STAFF	\$ 760.00

Summit Professional Education	1-10-1290-630	Sandy Lee	\$ 209.99
Summit Professional Education	1-10-1290-630	Susan Dolezal	\$ 209.99
Educational Service #3	1-10-1310-630	HAL LEADERSHIP	\$ 210.00
Education	1-10-1320-410	SUPPLIES	\$ 344.10
Culligan Us Filter	1-11-1100-318	SUPPLIES	\$ 94.00
ESI Communications Inc	1-11-1100-318	PHONE SERVICE CALL @ SP	\$ 75.00
AMAZON	1-11-1100-410	SUPPLIES	\$ 161.60
Classroom Direct	1-11-1100-410	Storex Magnetic Wall pockets Assorted color	\$ 19.97
Nasco	1-11-1100-410	SUPPLIES	\$ 8.05
Northwest Evaluation Association	1-11-1100-410	SKILLS NAVIGATOR	\$ 448.00
School Datebooks	1-11-1100-410	SUPPLIES	\$ 453.76
AccuPrint Laser Services Inc	1-11-1100-560	TONER	\$ 189.95
Janak, Marla J	1-11-1100-670	REIMBR. MILEAGE	\$ 49.75
AccuPrint Laser Services Inc	1-11-1220-410	TONER	\$ 134.95
Northwest Evaluation Association	1-11-1220-410	SKILLS NAVIGATOR	\$ 196.00
Heneger, Kaela J	1-11-2410-670	REIMBR. MILEAGE	\$ 18.86
Metropolitan Utilities Dist	1-11-2610-321	LEVEL PAYMENT	\$ 886.63
Omaha Public Power District	1-11-2610-322	LEVEL PAYMENT	\$ 3,371.17
City Of Springfield	1-11-2610-323	WATER & SEWER @ SP	\$ 134.57
Egan Supply Company	1-11-2610-410	SUPPLIES	\$ 59.14
Hillyard/Sioux Falls	1-11-2610-410	SUPPLIES	\$ 144.85
AMAZON	1-12-1100-410	SUPPLIES	\$ 168.24
AMAZON	1-12-1100-410	SUPPLIES	\$ 293.98
Northwest Evaluation Association	1-12-1100-410	SKILLS NAVIGATOR	\$ 432.00
Pepper Of Minneapolis	1-12-1100-410	CREDIT MEMO	\$ (27.98)
Pepper Of Minneapolis	1-12-1100-410	Supplies	\$ 27.98
Cambium Learning Group/Sopris Learning	1-12-1100-420	SUPPLIES	\$ 329.89
Apple, Inc.	1-12-1100-460	Volume Purchase Program Credit for Educati	\$ 1,300.00
Holiday Inn-Kearney	1-12-1100-670	ROOM- B. STORK	\$ 89.95
Janak, Marla J	1-12-1100-670	REIMBR. MILEAGE	\$ 138.94
Stork, Mary B (Bridget)	1-12-1100-670	REIMBR. MILEAGE	\$ 218.65
Northwest Evaluation Association	1-12-1220-410	SKILLS NAVIGATOR	\$ 172.00
NE Council of School Administrators	1-12-2410-630	15/16 MEMBERSHIP- M. HASTY	\$ 570.00
Omaha Public Power District	1-12-2610-322	LEVEL PAYMENT	\$ 4,027.49
S I D #23	1-12-2610-323	WATER & SEWER @ WM	\$ 179.58
Egan Supply Company	1-12-2610-410	SUPPLIES	\$ 59.15
Hillyard/Sioux Falls	1-12-2610-410	SUPPLIES	\$ 144.84
Sarpy County Treasurer's Offi	1-20-1100-313	SCHOOL RESOURCE	\$ 5,397.02
Quill Corp	1-20-1100-410	SUPPLIES	\$ 41.53
Father Flanagan's Boys' Home-	1-20-1230-362	SPED SERVICE	\$ 8,838.39
Goodwill Industries, Inc.	1-20-1230-362	SPED SERVICE	\$ 820.00
Lynam, James E	1-21-1100-630	REIMBR. SUPPLIES	\$ 49.99
Culligan Us Filter	1-21-1100-690	SUPPLIES	\$ 54.10
Northwest Evaluation Association	1-21-1220-410	SKILLS NAVIGATOR	\$ 48.00
Svoboda, Sarah J	1-21-2120-410	REIMBR. SUPPLIES	\$ 146.81
OverDrive, Inc.	1-21-2220-430	Online book services	\$ 500.00
Johnson, Darin L	1-21-2410-410	REIMBR. SUPPLIES/MILEAGE	\$ 14.45

Electronic Sound Inc	1-21-2410-530	SPEAKER REPAIR	\$ 223.52
Johnson, Darin L	1-21-2410-670	REIMBR. SUPPLIES/MILEAGE	\$ 135.13
Johnson, Darin L	1-21-2410-690	REIMBR. SUPPLIES/MILEAGE	\$ 31.79
Egan Supply Company	1-21-2610-410	SUPPLIES	\$ 59.14
Hillyard/Sioux Falls	1-21-2610-410	SUPPLIES	\$ 144.85
Adams Professional Service, Inc.	1-22-1100-318	PIANO TUNE	\$ 85.00
Binary Net, LLC	1-22-1100-318	fs2 goplatteviewActive	\$ 24.95
Prime Communications, Inc.	1-22-1100-318	PHS- CAMERA	\$ 168.75
AMAZON	1-22-1100-410	SUPPLIES	\$ 309.25
American Express	1-22-1100-410	CREDIT CARD	\$ 142.63
Band Shoppe	1-22-1100-410	Drum Major Baton Dome Protectors- Royal	\$ 62.85
Band Shoppe	1-22-1100-410	Drum Major Batons- Chrome- Royal	\$ 248.85
Band Shoppe	1-22-1100-410	Shipping	\$ 32.95
Hobby Lobby Stores, Inc.	1-22-1100-410	SUPPLIES	\$ 16.61
Home Depot/GECF	1-22-1100-410	SUPPLIES	\$ 9.73
Horner, Nathan E	1-22-1100-410	SUPPLIES	\$ 39.00
King, Matthew T	1-22-1100-410	REIMBR. SUPPLIES	\$ 18.85
Lundeen, Steve C	1-22-1100-410	REIMBR. SUPPLIES	\$ 100.00
Matheson Tri-Gas, Inc.	1-22-1100-410	SUPPLIES	\$ 188.72
Nebraska Scientific	1-22-1100-410	Dissecting Pan w/Pad	\$ 213.75
Nebraska Scientific	1-22-1100-410	Shipping	\$ 18.50
Palos Sports, Inc.	1-22-1100-410	Gripper handball	\$ 23.98
Palos Sports, Inc.	1-22-1100-410	Shipping	\$ 3.84
Patterson Medical Supply, Inc.	1-22-1100-410	SUPPLIES	\$ 5.04
Pepper Of Minneapolis	1-22-1100-410	SUPPLIES	\$ 5.94
Quill Corp	1-22-1100-410	SUPPLIES	\$ 327.34
Schmitt Music Center	1-22-1100-530	SOUSPHONE	\$ 3,680.00
Horner, Nathan E	1-22-1100-670	SUPPLIES	\$ 128.13
Northwest Evaluation Association	1-22-1220-410	SKILLS NAVIGATOR	\$ 84.00
NE School Counselor Association	1-22-2120-630	MEMBERSHP- J. STANTON	\$ 40.00
OverDrive, Inc.	1-22-2220-318	Online book services	\$ 1,500.00
Discount Magazine Subscription Service Inc	1-22-2220-440	SUBSCRIPTION RENEWAL	\$ 242.31
Network Needs, Inc.	1-22-2230-318	REPAIR TV @ PHS	\$ 135.00
Jostens	1-22-2410-318	SUPPLIES	\$ 936.07
Midlands Printing & Business Forms, Inc.	1-22-2410-318	SUPPLIES	\$ 151.79
AMAZON	1-22-2410-410	SUPPLIES	\$ 232.94
American Express	1-22-2410-410	CREDIT CARD	\$ 23.75
Quill Corp	1-22-2410-410	CREDIT MEMO	\$ (48.23)
Quill Corp	1-22-2410-410	SUPPLIES	\$ 152.38
Shiffler	1-22-2410-410	CREDIT MEMO	\$ (439.88)
Shiffler	1-22-2410-410	SUPPLIES	\$ 1,276.53
SmartSign	1-22-2410-410	SUPPLIES	\$ 247.60
Case, Jacki L	1-22-2410-670	REIMBR. MILEAGE	\$ 72.45
NE Council of School Administrators	1-22-2410-670	SCHOOL LAW-S.JOEKEL	\$ 125.00
Metropolitan Utilities Dist	1-22-2610-321	LEVEL PAYMENT	\$ 1,997.51
Omaha Public Power District	1-22-2610-322	LEVEL PAYMENT	\$ 14,797.09
Egan Supply Company	1-22-2610-410	SUPPLIES	\$ 261.12

Hillyard/Sioux Falls	1-22-2610-410	SUPPLIES	\$ 289.69
			\$ 217,124.57
			\$ 217,124.57

Activity Continued

Card Number	XXXX-XXXXX7-22020	Reference Code	Amount \$
08/23/15	B & D Pit Stop LLC SPRINGFIELD REF# 85544025235 402-253-8004	NE 08/21/15 85544025235	126.00
08/26/15	BAND SHOPPE EMDIRECT CYNTHIANA REF# 664569 BAND SHOPPE 800-457-3501 ROC NUMBER 664569	IN 08/26/15 66456900000 PHS - 1-22-1100-410	91.15
08/26/15	B & D Pit Stop LLC SPRINGFIELD REF# 85544025238 402-253-8004	NE 08/25/15 85544025238	75.00
08/28/15	B & D Pit Stop LLC SPRINGFIELD REF# 85544025240 402-253-8004	NE 08/27/15 85544025240	62.65
09/08/15	SHINDIGZ DECORATIONS 877-446-3449 REF# W3296124000 DECORATIONS	IN 09/03/15 STREET PARTY ? 1-22-1100-410	51.48
09/09/15	FLOOR SEATING POLAND REF# 85101655252 330-707-0432 ROC NUMBER 8510165525298000	OH 09/09/15 85101655252 Pre-School 1-10-1290-410	51.78
09/10/15	ALWAYS SIGN 0087 HUNTINGTON BE REF# 0000000001 714-848-5087 SPECIALTY RETAIL ROC NUMBER 0000000001	CA 09/09/15 00000000010 PHS 1-22-2410-410	23.75
09/11/15	B & D Pit Stop LLC SPRINGFIELD REF# 85544025254 402-253-8004	NE 09/10/15 85544025254	48.79
09/13/15	B & D Pit Stop LLC SPRINGFIELD REF# 85544025256 402-253-8004	NE 09/11/15 85544025256	27.91
09/22/15	B & D Pit Stop LLC SPRINGFIELD REF# 85544025265 402-253-8004	NE 09/21/15 85544025265	57.00
09/22/15	B & D Pit Stop LLC SPRINGFIELD REF# 85544025265 402-253-8004	NE 09/21/15 85544025265	60.00
Total for BRETT A. RICHARDS		New Charges/Other Debits Payments/Other Credits	675.51 0.00

007455 3/3

fuel = 451.35
1-01-2520-322

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Springfield Platteview Community Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

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

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

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

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

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

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

performance or create an intimidating work, instructional or educational environment.

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

Sexual harassment may exist when:

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

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

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the

discrimination or harassment continues, please report your complaint to the Superintendent of the district.

- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal References: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of \$100,000.00, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

1. Notice to Bidders: The Administration shall prepare a notice to bidders containing a general description of the scope of the project being bid; the location of the project; the means of obtaining project documents, including plans and specifications; the date and hour bids will close; and the date, hour and place bids are to be returned, received and opened, and a provision that such bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders, when the hour is reached for the bids to close.
2. Regular Manner of Advertisement for Bids: The notice to bidders shall be published one time in a newspaper of general circulation in the School District. The notice shall be published at least seven (7) days prior to the date designated for the opening of such bids. The Board of Education or Administration may, in its sole discretion, elect to utilize further advertisement for bids as it may determine appropriate to secure a sufficient number of qualified bidders for the scope of the project.
3. Bid Opening: When the hour is reached for such bids to close, bids will be immediately and simultaneously opened in the presence of the bidders or representatives of the bidders.
4. Contract Award: The contract shall be awarded to the lowest responsible bidder as to the extent required by law. When not so required, the award shall be made on the basis of consideration of the contract award criteria determined appropriate by the Board or administration.
5. Performance and Payment Bonds. Whenever any contract is entered into for the erecting, furnishing, or repairing of any building or other public structure or improvement, the contractor shall be required, before commencing such work, to furnish a performance, labor and material payment bond. The bond requirement shall not apply, however, to any project bid or proposed which has a total cost of \$10,000 or less unless the School Board or Administration includes a bond requirement in the specifications for the project. The bond shall be in an amount not less than the contract price. The bond shall be conditioned on the faithful performance of the contract and the payment by the contracting party of all laborers and mechanics for labor that is performed and of all material and equipment rental that is actually used or rented in connection with the improvement project and the

performance of the contract. Such bond shall contain such provisions as are required by statutes, and be in a form prescribed and required by the district.

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred thousand dollars (\$100,000), as adjusted from time to time by § 81-3445 or other applicable law.
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

Legal Reference: Neb. Rev. Stat. ' 52-118; Neb. Rev. Stat. ' 73-101 *et seq.*; Neb. Rev. Stat. ' 73-106; Neb. Rev. Stat. ' 81-3445

Date of Adoption: [Insert Date]

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political

advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

- ii. *Less than permanent retention records.* These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.
 - iii. *Permanent/archival retention records.* These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.
- c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.
- d. Proper Use of Electronic Messages.
- i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of race, color, national origin, age, marital status, sex, political affiliation, religion, disability or sexual preference; promote sexual harassment; or to promote personal, political, or religious business or beliefs.
 - ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic

messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

- iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.
- iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold

directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. " 84-712 through 84-712.09
Neb. Rev. Stat. " 84-1201 to 84-1227
Laws 2010, LB 742
State Records Administrator Guidelines:
 Schedule 10: Records of Local School Districts (Feb. 1989)
 Schedule 24: Local Agencies General Records (March 2005)
 Electronic Imaging Guidelines (March 2003)

Date of Adoption: [Insert Date]

Personnel - All EmployeesEqual Opportunity Employment

It is the policy of Springfield Platteview Community Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: [Insert Date]

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

Springfield Platteview Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Employees and Others: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or

limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or

- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or

principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. *Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant.** Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and

- employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be “on call” to assist victims of sexual harassment or violence whenever needed.
 - c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
 - d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
 - e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
 - i. Know the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how and to whom to report any incidents of discrimination.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
 - f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District’s policies against anti-discrimination, anti-harassment, and anti-retaliation.
 - g. Conducting in conjunction with students or employees, a “climate check” to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.

- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

Notice of Nondiscrimination

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Employees and Others: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Complaint Form
Discrimination, Harassment or Retaliation**

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Employees and Others: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Name: _____ Date: _____

(1) Description of the complaint: _____

(2) Names of any witnesses to the matter being complained about: _____

(3) Identify and attach any document supporting the complaint: _____

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**
2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**
3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**
4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**
5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**
6. **Physical Examination or Visual Evaluation---Parent Objection Form**
7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**
8. **HHS Summary of the School Immunization Rules and Regulations 2015-2016**
9. **Affidavit (For Child to Enroll Early in Kindergarten)**
10. **Request for Non Disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**
11. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

**NOTICE OF REQUIREMENTS FOR STUDENT ADMISSION—
BIRTH CERTIFICATE, IMMUNIZATION, PHYSICAL EXAMINATION
AND VISUAL EVALUATION**

Nebraska law requires that the parents or legal guardian furnish the following documents as a condition of admission to school:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation (for school year **2015-2016** and each school year thereafter) by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law (refer to Health and Human Services regulations, 173 NAC 3).
5. On and after July 1, 2010, every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

Forms to submit objections are available from the school.

The following information is provided to assist a parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify: Information about free or reduced-cost visual evaluations may be obtained from the Nebraska Foundation for Children's Vision (NFCV), nechildrensvision.org, 1633 Normandy Court, Suite A, Lincoln, NE 68512—Fax 402-476-6547—Phone 402-474-7716. To identify a participating SEE TO LEARN doctor nearest you, call 1-800-960-3937. For assistance from VISION USA call 1-800-766-4466. In addition, Lions Clubs throughout Nebraska are committed to assisting disadvantaged families by sponsoring eye exams and eyewear. NOA member doctors will provide eye exams at no cost if no other resources are available.

**AFFIDAVIT OF REFUSAL OF IMMUNIZATION--
FOR REASON OF RELIGIOUS CONFLICT
(For School Admission)**

The undersigned, being first duly sworn, states upon oath as follows

This affidavit is submitted for the following child: _____.

I state that I am submitting this affidavit in the position of (*initial* as appropriate):

- _____ Self, as I am the child and I am of the age of majority
- _____ As a legally authorized representative of the child based on (insert description of legal authority; e.g., parent or legal guardian):

I understand that state law requires that the child be protected by immunization against certain contagious diseases prior to enrollment in school. I hereby swear and affirm that such immunization requirements (*initial* as applicable):

- _____ Conflict with the tenets and practice of a recognized religious denomination of which the child is an adherent or member; or
- _____ Conflict with the personal and sincerely followed religious beliefs of the child.

I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain immunization for the child.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

Affiant

STATE OF NEBRASKA)
) **ss.**
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____.

Notary Public

[Legal Reference: Neb. Rev. Stat. sections 79-217 and 79-221; HHS Regulation 173 NAC 3]

**AFFIDAVIT
Refusal of Immunization of Student for Religious Reasons**

State of Nebraska

ss.

County of

This Affidavit is being submitted on behalf of

(Name of Student)

(Birthdate of Student)

If the student is of the age of majority:

I, _____, of lawful age and being first duly sworn,
(Name of Affiant/Student)
depose and state as follows:

Immunization conflicts with the tenets and practice of a recognized religious denomination of which I am an adherent or member or immunization conflicts with my personal and sincerely followed religious beliefs.

If the student is a minor:

I, _____, as legally authorized representative of
(Name of Affiant)

, of lawful age and being first duly sworn,
(Name of Student)
depose, and state as follows:

Immunization conflicts with the religious tenets and practice of a recognized religious denomination of which the student is an adherent or member or immunization conflicts with the student's personal and sincerely followed religious beliefs.

(Signature of Affiant)

SUBSCRIBED AND SWORN to before me this _____ day of _____

Notary Public

Documentation of Varicella (Chickenpox) Disease

(To be filled out by the parent, guardian, or medical provider of the child/student)

This document is being submitted on behalf of:

(Name of child/student)

(Birth date of child/student)

I _____ verify that the above listed child/student
Parent/Guardian/Medical Provider

had the varicella disease in _____ (year).

(Signature of parent/guardian/medical provider)

**PARENT OBJECTION TO
PHYSICAL EXAMINATION OR VISUAL EVALUATION
(For School Admission)**

I am the parent or guardian of the following children who are enrolling in the beginner grade or seventh grade in [Name] Public Schools, or who are transferring from out of state into any grade in [Name] Public Schools:

Child No. 1: _____

Child No. 2: _____

I understand that state law requires that the school be provided with: (1) evidence of a physical examination by a physician, physician's assistant, or nurse practitioner and (2) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist. The physical examination and visual evaluation is required to be completed within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. No such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing.

I hereby object in writing to the:

_____ physical examination

_____ visual evaluation

(check one or both)

for the above named child(ren). I will not hold [Name] Public Schools responsible for any injury or harm caused by or relating to such refusal to obtain a physical examination or visual evaluation for the above named child(ren).

Dated this ____ day of _____, 20__.

Parent or Guardian

[Legal Reference: Neb. Rev. Stat. sections 79-214(3) and 79-220



Department of Health and Human Services
Waiver of Physical Examination/Visual Evaluation Requirement

School Name (if desired)

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

- Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. *(Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).*
- Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. *(Applies to: Kindergarten or entry grade and out of state transfer to any grade).*

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE _____
 Signature of Parent/Guardian Date

Comments: _____

**Summary of the School Immunization Rules and Regulations
For 2015-2016 School Year**

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, *Hib not required after child reaches 5 yrs. of age 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. *Pneumococcal not required after child reaches 5 yrs. of age.
Students from Kindergarten through 12 th Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7th Grade Only	1 dose of Tdap (must contain Pertussis booster)

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2011. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 2/2014

AFFIDAVIT
(For Child to Enroll Early in Kindergarten)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child will reach the age of five years on or after August 1 and on or before October 15 of the current school year.

I elect to enroll the Child this school year and hereby affirm (check or initial appropriate provision for early enrollment):

_____ the Child attended kindergarten in another jurisdiction in the current school year; or

_____ the family anticipates relocation to another jurisdiction that would allow admission within the current year; or

_____ the Child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 2015.

Parent or Guardian

STATE OF NEBRASKA)

) ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2015 by _____.

Notary Public

**Request For Non Disclosure of
High School Student Personal Information
To Institutions of Higher Education or Military Recruiters**

I hereby request that the name, address, and telephone listing of _____ (name of student), a high school student at [Name] Public Schools, not be released without prior parental consent to:

____ institutions of higher education

____ military recruiters

(check one, both, or none)

Signed by: ___ Student ___ Parent (Check One)

_____ Signature/Date

_____ Print Name

_____ Address

_____ City/State/Zip Code

Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of [Name] Public Schools that the request for non-disclosure should or should not be made.

“SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

“(a) POLICY.—

“(1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

“(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

“(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

20 USC 7908.

Students (& Employees)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

Springfield Platteview Community Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Employees and Others: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

Springfield Platteview Community Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled “Grievance Procedures,” below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act,

then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. *Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional

time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant.** Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant

documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending

investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing,

- investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
 - e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
 - i. Know the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how and to whom to report any incidents of discrimination.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
 - f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
 - g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a

complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should

inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.

- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

**Complaint Form
Discrimination, Harassment or Retaliation**

Springfield Platteview Community Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Employees and Others: Anita Belsky, Director of Student Services, 14801 S. 108th St., Springfield, NE 68059 (402)592-1300, abelsky@springfieldplatteview.org.

Name: _____ Date: _____

(1) Description of the complaint: _____

(2) Names of any witnesses to the matter being complained about: _____

(3) Identify and attach any document supporting the complaint: _____

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

(5) Relief requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____ Signature: _____
Date: _____

Homeless Education Program

HOMELESS STUDENT ENROLLMENT INFORMATION & PLACEMENT REQUEST

Child's Name: (Last Name) (First Name) (M.I.) Birth Date: Grade

Parent/Guardian Name (Last Name) (First Name) (M.I.) Unaccompanied Youth ("Yes" or "No")

Current Address

Telephone Number: (If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
None of the above.

b. How long do you anticipate living in current location?

2. School Most Recently Attended

School: (School Name) (City) (State)

Dates of Attendance: to

Grade level when last attended:

3. Eligible for any of these educational and school related activities and services?

Special Education (IDEA) If yes, please identify disability and special education

services previously provided : _____

- English Language Learners (ELL) Gifted Vocational Education
- Other _____

4. Possible Barriers to Education

- No Birth Certificate No immunizations or other medical records
- No School Records Transportation School Selection
- Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- Obtaining or transferring records necessary for enrollment
- Emergency assistance related to school attendance
- Expedited evaluations
- Transportation Clothing to meet a school requirement School supplies
- Early childhood program Tutoring or other instructional support
- Before/after-school, mentoring, summer programs
- Referrals for medical, dental, or other health services
- Referral to other programs/services
- Assistance with participation in school programs
- Parent education related to rights/resources
- Coordination between schools and agencies
- Counseling Addressing needs related to domestic violence
- Staff professional development/awareness
- Other _____

6. Placement

a. School placement requested by parent/guardian or unaccompanied youth:

b. Reason(s) for Request: _____

c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act under No Child Left Behind. Please contact the Homeless Coordinator with any questions.

WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

_____ Child does not qualify under the homeless student program.
_____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:
Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____ (Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature Date

-----For School Use-----

Date received by Homeless Coordinator _____

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____ (Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The

appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 471-0117

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

InstructionFire Drills

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal.

The frequency of fire drills shall be as follows:

- at a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
- every month in each school building in which the facility is in session;
- subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and
- one additional drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

- emphasis shall be on conducting an orderly evacuation, rather than speed;
- under varying conditions and at expected and unexpected times;
- participants shall relocate to a predetermined location and remain until recalled or dismissed; and
- all emergency and relocation drill alarms shall be sounded

Crisis Plans

Crisis Plans for emergency responses and directions for tornado, evacuation, lockdown, lockout, shelter in place and fire drill activities have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and one lockdown drill practiced each school year.

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

Legal Reference: Neb. Rev. Stat. §79-706

Date of Adoption: [Insert Date]

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in October 2010;
- Science standards that were adopted by the State Board in November, 2010; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: [Insert Date]

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Date of Adoption: [Insert Date]

Special Education Policies

Springfield Platteview Community Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files

containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or

2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15. **Over-Identification and Disproportionality**

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

16. **Prohibition on Mandatory Medication**

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17. **Transportation**

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. **Surrogates**

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. **Early Intervention Services – Consent**

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

Date of Adoption: [Insert Date]

New Construction

Facilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$100,000, or such sum as adjusted pursuant to §73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. §§ 73-101 to 73-106

Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

The minutes may be kept as an electronic record.

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577
Neb. Rev. Stat. §§ 84-1408 to 1414

Date of Adoption: [Insert Date]

October 1, 2015

Springfield Platteview Public School
Board of Education
14801 South 108th Street
Springfield, Nebraska 68059

Dear Negotiations Committee,

The Springfield Platteview Education Association requests that the school board of the Springfield Platteview Public Schools take action to recognize Springfield Platteview Education Association as exclusive bargaining agent for the district's non-supervisory certificated staff for the 2017-18 contract year.

Please direct your response to the undersigned.

Sincerely,

Jerry Layher
Springfield Platteview Education Association

**NEBRASKA SCHOOL ACTIVITIES ASSOCIATION
COMMITTEE ON CLASSIFICATION**

Minutes of July 29, 2015 Meeting

The Committee on Classification met on Wednesday July 29, 2015 at 5:00 p.m. in Kearney. Jay Bellar, NSAA District III Board of Director, chaired the meeting. The mission of the committee was to establish a purpose of the committee and to formulate goals and a plan of action.

Committee members present were Wendy Henrichs, Lincoln East; Tim Alyward, Lincoln Pius X; Dana Wiseman, Sutton; Dr. Dan Endorf, North Bend Central; Jeff Johnson, Papillion-LaVista South; Dr. Bob Reznicek, Boys Town; Dr. Jon Cerny, Bancroft-Rosalie; Todd Strom, South Sioux City; Jay Bellar, Battle Creek; Mark Skillstad, North Platte St. Pats; Dave Barrett, Adams Central; Jason Alexander, Ord; Dr. Dennis Shipp, Bertrand; Jon Davis, Alma; Kyle Hemmerling, Elwood; Dr. Troy Unzicker, Alliance; Gus Brown, Valentine; and Mike Brockhaus, Sidney. Ex-officio members included Rick Moses, NDE Liaison; NSAA Staff, Debra Velder, Jennifer Schwartz, Jon Dolliver, Sarah Sasse-Kildow, Ron Higdon, Nate Neuhaus, Dan Masters, and Jeff Stauss. Stu Pospisil from the Omaha World-Herald was also in attendance.

The Committee discussed a variety of issues in regard to classification and identified the following points to move forward:

1. Ratio, particularly in Class B.
2. Classifying. Use a female count for female sports and use a male count for male sports. An idea was presented to classify each school within a city to be classified in the same classification of the largest school population. (*i.e. Norfolk Catholic, Lutheran High NE would be Class A as Norfolk High School is Class A.*) Also addressed was to establish an east and west division in Classes C & D based on enrollment.
3. Utilizing a 2-year classification period for all activities, not just football.
4. Establishing a break-off number in each class. (*i.e. All schools with an enrollment of 1,000 or greater would be classified Class A, etc.*)
5. Decreasing the number of classes from 6 to 5 in the activities in which there are currently 6 classes. Other options presented were to increase the number of classes to 7 or restructuring the current 6 classes.
6. Study a multiplier/success factor.
7. Opting Up. A school would need to declare their intention to opt up prior to the release of enrollment numbers for the upcoming classification period.

At the request of the committee, the NDE has been contacted requesting enrollment numbers by a boy count and a girl count. A request has been made to the NFHS for information in regard to states who currently use a multiplier/success factor in calculating enrollment number for classification; states that have had a multiplier/success factor in the past and no longer utilize this method; and which states are currently studying classification. Committee members will be provided this information prior to the next scheduled meeting as well as any additional information committee members bring forward.

With no further business, the committee adjourned at 7:00 p.m.

The next meeting of the Classification Committee is scheduled for Wednesday, October 28, 2015 in Grand Island.

Debra Velder, Associate Director



14801 South 108th St.
 Springfield, NE 68059
 Phone: 402-592-1300
 Fax: 402-597-8551

**Class Size Capacity for Open Enrollment
 As of 10/7/15**

Grade level	Ideal Class Size Max	WM current/ max	Spr current / max	PC current/ max	PHS current/ max
K	20	38/40	37/40		
1	22	36/44	33/44		
2	22	34/44	34/44		
3	22	40/44	34/44		
4	24	35/48	46/48		
5	25	47/50	40/50		
6	25	36/50	44/50		
7	26			82/104	
8	26			91/104	
9	27				96/108
10	27				101/108
11	27				96/108
12	27				88/108
current enrollment		266/320	268/320	173/216	381/432

School	2014-15		2015-16			
	Daily	Long-Term	Daily	Long-Term	Kick-in	Notes
Bellevue*	\$135.00	\$145.00	\$135.00	\$145.00	10 days	No changes
Bennington	\$135.00	\$145.00	\$135.00	\$145.00	10 days	No Change
Blair*	\$135.00	\$176.47	\$135.00	\$177.67	10 days	No Change
Elkhorn	\$135.00	\$145.00	\$135.00	\$145.00	10 days	No Change
Fremont*	\$130.00	\$175.97	\$130.00	\$178.76	10 days	No Change
Gretna	\$135.00	\$145.00	\$135.00	\$145.00	10 days	No changes
Millard	\$140.00	\$150.00	\$140.00	\$150.00	15 days	No changes
OPS	\$140.00	\$145.00	\$150.00	\$160.00	10 days	Proposed a
Papio LV	\$135.00	\$145.00	\$135.00	\$145.00	15 days	No Change
Plattsmouth*	\$130.00	\$140.00	\$130.00	\$140.00	10 days	No changes
Ralston*	\$140.00	\$150.00	\$140.00	\$150.00	10 days	No changes
Westside	\$140.00	\$150.00	\$140.00	\$150.00	10 days	No Change
Arlington	\$130.00	\$140.00	\$135.00	\$145.00	10 days	Proposed a
Ashland	\$135.00	\$155.00	\$140.00	\$155.00	10 days	Proposed a
DC West	\$130.00	\$145.00	\$130.00	\$145.00	10 days	No changes
Fort Calhoun	\$100.00	\$125.00	\$100.00	\$135.00	10 days	Added \$10
Springfield*	\$115.00	\$175.27	\$115.00	\$177.28	10 days	No Change
Average	\$131.76	\$150.16	\$132.94	\$152.28		
Number of Substitute Days in 2014-15 = appx. 1,317.5						
Bellevue: \$140 after 25 days of total subbing for year and 91st day of continuous work for one position will be placed appropriately on salary						
Blair: Long-term is dependent on base/contracted days (Base = \$33,225/187)						
Fremont: Long-term is dependent on base/contracted days (Base = \$33,071/185)						
Plattsmouth - Beginning with the 11th day \$140 for next 20 consecutive days. Beginning with the 31st consecutive day, it is \$160 per day.						
Ralston - Long Term: two step - 11th day it goes to \$150, 31st day it goes to \$155						
Springfield: Long-term is dependent on base/contracted days (Base = \$32,975/186)						

Board Monthly Calendar

	General Monthly Activities
January	<p>Personnel</p> <ul style="list-style-type: none"> • Appoint Director of Student Services as district’s non-discrimination compliance coordinator • Board Office Elections • Board appoints School District Treasurer • NASB Legislative Issues Conference • Board President appoints negotiating team • Board President appoints NASB GRN Representative • Board President appoints M.A.B.E. representative • Board President appoints Ad Hoc Committee for Awards/ Events • Board President appoints two Board members to Foundation Board • Foundation Board Meeting • Designates legal publication • Designates banking institution • Review Board policies on conflict of interest for Board • Board Work Session and Regular Meeting
February	<ul style="list-style-type: none"> • Certified Negotiations must submit to resolution if not settled (by Feb. 8) • NASB “Judge and Jury” or “School Law” • Voluntary Separation Program requests due • Board Work Session and Regular Meeting
March	<ul style="list-style-type: none"> • Certified Negotiations, fact finding, mediations must end and go to CIR • Certified Staff acceptance of employment • Staffing Plans for upcoming school year • Recognition Banquet planning • Learning Community Open enrollment deadline (15th) • NASB School Law • Foundation Board Meeting • Board Work Session and Regular Meeting • Community Advisory Meeting • Administrative Compensation for upcoming school year

Board Monthly Calendar

	General Monthly Activities
<i>April</i>	<ul style="list-style-type: none">• Teacher non-renewal, Reduction in Force (RIF), and Termination notices (if applicable)• Recognition banquet planning• NSBA Annual Conference• Board Work Session and Regular Meeting
<i>May</i>	<ul style="list-style-type: none">• High School Commencement• Classified staff budget, intent to return• Recognition banquet• Last Day of School, Last Day of Teacher Contract• Honors Night at PHS• Foundation Board Meeting• Community Advisory Meeting• National Honor Society Banquet PHS• Regular Board Meeting (usually no work session)
<i>June</i>	<ul style="list-style-type: none">• State Aid Certification• Annual Administrator Retreat• Review bully prevention policy• Submit Legislative resolution or standing position to NASB Legislative Committee• Board Self- Assessment• Board Retreat• NASB School Law Seminar• Foundation Golf Tournament• Board Work Session and Regular Meeting

Board Monthly Calendar

	General Monthly Activities
July	<ul style="list-style-type: none">• Review/Adjust district strategic plan and board goals• New policies in place from legislative changes• Board/ Administrative Retreat w/ S.I. Plan presentations to Board from each school• Board/ Superintendent Budget part of work session• Budget Authority and Allowable Reserve percentage certification• Parent Involvement Policy- public hearing and adoption• Student Fees policy- Public Hearing and Adoption• Review NASB Board Awards of Achievement-points• Approve district and school handbooks• Foundation Dinner/Auction
August	<ul style="list-style-type: none">• Beginning of school workshops/ activities• First Day of School• Certification of District's Assessed Valuation• End of year bills paid during work session- push back work session towards end of month• Association request due for recognition as exclusive bargaining agent (before Sept. 1)• Open Houses at each school• Board activity passes out• Board Work Session and Regular Meeting• Budget and Tax Levy Hearings• Negotiations prep

Board Monthly Calendar

	General Monthly Activities
<i>September</i>	<ul style="list-style-type: none"> • If Certified Negotiations go to CIR, CIR must issue decision (by Sept. 15th) • Tax Levy and Budget Adoption • Review ACT results • Homecoming Week • NASB Area Membership Meetings • Board response to association request (due Oct. 1) • Review summer school programs • Foundation Board Meeting • Community Advisory Meeting • Board Work Session and Regular Meeting
<i>October</i>	<ul style="list-style-type: none"> • Fall District enrollment figures • Review statewide assessment results • Appoint delegate for NASB assembly • Board Work Session and Regular Meeting • Certified Negotiations started for next fiscal year
<i>November</i>	<ul style="list-style-type: none"> • Certified Negotiations must begin by Nov. 1 • Annual Report to district stakeholders • NASB/ NASA State Education Conference • Community Advisory Meeting • Board Work Session and Regular Meeting • Fiscal audit report- prior year • NDE State of Schools Report/ Rankings • Voluntary Separation Program- decide if want and how many to allow for this fiscal year
<i>December</i>	<ul style="list-style-type: none"> • Superintendent Evaluation/ Contract • Mid-year review/update of district goals • Holiday Tea for Staff • Regular Board Meeting (usually no work session)



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Future Planning October 12, 2015

1. 10/26/15 Board Work Session 7 PM
2. 10/31/15 Negotiations Team 10 AM @ Dist. Office
3. 11/9/15 Board Meeting 7 PM; Policy 6 PM, Finance 6:30 PM
4. 11/13/15 Diane Ravich Breakfast 7:30 AM
5. 11/18-20/15 NASB State Education Conference- LaVista Conf. Center
6. 11/23/15 Board Work Session 7 PM
7. 12/9/15 NASB Leadership Workshop- La Vista 10 AM-3 PM
8. 12/14/15 Board Meeting 7 PM; Site 6 PM; Finance 6:30 PM