

**Wakefield Community School  
Board of Education Regular Meeting  
Monday, February 8, 2016 7:00 PM**

The Board of Education Regular Meeting convened in open and public session on Monday, February 8, 2016 at 7:00 PM in the Board of Education Room at the Boardroom  
802 Highland Street  
Wakefield, NE 68784.

President Brown informed the group of the Open Meetings Act posted in the room and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

**ATTENDANCE TAKEN AT 7:00 PM:**

**Present:** Tim Bebee, Mrs. Karen Borg, Bree Brown, Mr. Ben Donner, Julie Rose, Mark Victor.  
Present: 6.

Opening Procedures

Call to Order

Open Meetings Act

Roll Call

Excuse Board Member Absences

Approval of Agenda

Motion to approve the agenda Passed with a motion by Julie Rose and a second by Mr. Ben Donner.

Tim Bebee:        Yea

Mrs. Karen Borg:    Yea

Bree Brown:        Yea

Mr. Ben Donner:    Yea

Julie Rose:         Yea

Mark Victor:        Yea

Yea: 6, Nay: 0

#### Awards and Special Recognition

#### Recognition of Visitors/Communication from the Public

WEA

#### Reports

##### Administrators

Elementary Principal Report

Secondary Principal Report

Superintendent Report

##### Board Committee Reports

Board Policy

Building, Sites & Transportation

Business & Finance

Curriculum, Americanism & Technology

Public & Personnel Relations

School Improvement & Strategic Planning

#### Discussion and Action Items

##### Consent Agenda

Motion to approve the Consent Agenda Passed with a motion by Mrs. Karen Borg and a second by Bree Brown.

Tim Bebee:        Yea

Mrs. Karen  
Borg:                Yea

Bree Brown:       Yea

Mr. Ben  
Donner:            Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Minutes of the previous meeting

Financial Reports

Discuss and take appropriate action to approve a coaching contract for Ms. Jennifer Waterman as the 2016-17 Head Volleyball Coach.

Move to approve Ms. Jennifer Waterman's contract as Head Volleyball Coach for 2016-17 Passed with a motion by Bree Brown and a second by Mr. Ben Donner.

Tim Bebee: Yea

Mrs. Karen  
Borg: Yea

Bree Brown: Yea

Mr. Ben  
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to change physical education requirements from 20 credits to 15 credits at Wakefield High School.

Move to approve changing physical education requirements from 20 credits to 15 credits at the high school Passed with a motion by Mr. Ben Donner and a second by Bree Brown.

Tim Bebee: Yea

Mrs. Karen  
Borg: Yea

Bree Brown: Yea

Mr. Ben  
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve the 2016-2017 School Calendar

Move to approve school calendar B for the upcoming 2016-17 school year Passed with a motion by Mark Victor and a second by Mrs. Karen Borg.

Tim Bebee: Yea

Mrs. Karen  
Borg: Yea

Bree Brown: Yea

Mr. Ben  
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to change the 2015-2016 school calendar to accommodate loss of school days.

Move to approve modifications to the 2015-16 school calendar as recommended Passed with a motion by Mark Victor and a second by Mrs. Karen Borg.

Tim Bebee: Yea

Mrs. Karen  
Borg: Yea

Bree Brown: Yea

Mr. Ben  
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to join Nebraska Association of School Boards for 2016-2017

Move to approve joining NASB membership for the 2016-2017 school year costing \$4,016 Passed with a motion by Julie Rose and a second by Mr. Ben Donner.

Tim Bebee: Yea

Mrs. Karen  
Borg: Yea

Bree Brown: Yea

Mr. Ben  
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to remove hazardous chemical waste.

Move to approve Tradebe Environmental Services to dispose of hazardous chemical waste at an estimated cost of \$4,554.55  
Passed with a motion by Mrs. Karen Borg and a second by Mark Victor.

Tim Bebee: Yea

Mrs. Karen  
Borg: Yea

Bree Brown: Yea

Mr. Ben  
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to approve the District Wellness Policy.

Move to approve the District Wellness Policy Passed with a motion by Bree Brown and a second by Mrs. Karen Borg.

Tim Bebee: Yea

Mrs. Karen  
Borg: Yea

Bree Brown: Yea

Mr. Ben  
Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action on the 4000 Board Policy Series

Move to approve the 4000 Board Policy series recommendations Passed with a motion by Julie Rose and a second by Mr. Ben Donner.

Tim Bebee: Yea

Mrs. Karen Borg: Yea

Bree Brown: Yea

Mr. Ben Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

Discuss and take appropriate action to ratify the 2016-2017 Negotiated Agreement.

Upcoming Dates and Times

Set the date and time for the next regular meeting

Adjournment

Motion to adjourn the meeting at 9:05 Passed with a motion by Mrs. Karen Borg and a second by Bree Brown.

Tim Bebee: Yea

Mrs. Karen Borg: Yea

Bree Brown: Yea

Mr. Ben Donner: Yea

Julie Rose: Yea

Mark Victor: Yea

Yea: 6, Nay: 0

**Board of Education Meeting**  
**Elementary Principal's Report**  
**February 2016**

***Goal 1: Wakefield Community School will provide educational opportunities that meet the individual needs of students and staff (Curriculum/Americanism/Technology).***

- Wakefield Elementary students began our One Book, One School program on February 8<sup>th</sup>. This year we will be reading Shel Silverstein's *Where the Sidewalk Ends*. We will have daily reading assignments and various activities over the next few weeks. We will have a family fun night on February 25<sup>th</sup>. We are also working with the Little Red Hen Theater to prepare a 1-Act play.
- The 4<sup>th</sup> graders recently completed the statewide writing assessment. All 4<sup>th</sup> graders are required to take the assessment and report results to the state.
- All ELL eligible students will begin taking the ELPA 21 assessment beginning on February 8<sup>th</sup>. There are 62 elementary students who are eligible for ELL supports who are required to take this assessment.
- There has been an increase in using technology to complete various projects in the elementary building. Over the last few months, students have been working with various Google applications to complete presentations. There will be many of these available to see at conferences.

***Goal 3: Wakefield Community School will support and encourage communication with staff, parents, patrons and students (Public and Personnel Relations).***

- Parent-Teacher conferences are February 11<sup>th</sup>. The office will schedule all student conferences. In order to run more efficiently, all students will meet with their homeroom teachers.
- Kindergarten Round up will be in April. I am going to meet with the kindergarten staff to discuss how this looks and what we may want to do differently, especially since 98% of our students attend our preschool program.
- Pre-school enrollment night will be coming up soon.

**Wakefield Community School  
Board of Education  
High School Principal Report  
February 2016**

**Goal #1: Wakefield Community School will provide students an education that develops relationships utilizing a relevant curriculum that infuses technology providing 21<sup>st</sup> Century learning for all students.**

- We will have our Spring MAP testing during the month of March.
- The 8<sup>th</sup> and 11<sup>th</sup> graders completed their State Writing Test. Teachers can immediately see the students' work when finished. We will likely know the actual results in late-April or early-May.
- Pre-Registration for 16-17 is nearly complete. Mrs. Harding is looking at numbers and doing what is needed to re-arrange the schedule to meet the students' needs. As you will see on the agenda, Mrs. Harding and I are proposing adding a high school writing class.
- At the January late-start faculty meeting, we continued our discussion about comparing 4 documents ("Think of your Best Students"; "Think-Aloud strategies"; "Wakefield Model of Instruction"; and "Thoughts and Quotes.") I had teachers fill out a document answering questions about how they could meet the students' needs. While most teachers were working on this assignment, pairs of teachers from elem. and high school teachers worked to prepare a specific piece for the School Improvement External Visit.

**Goal #3: Wakefield Community School will facilitate communication with staff, parents, patrons and students.**

- For Parent-Teacher Conference this semester, I have decided to try a new format. Teachers will be in their classrooms and parents will visit them in their rooms (similar to elem. conferences). We will put signs in the hallway showing parents where the rooms/teachers will be.
- This year the junior high will have their Science Fair separate from the 5<sup>th</sup> and 6<sup>th</sup> graders. The Jr. High Science Fair will be on March 17.

**Miscellaneous**

- The Wrestling and Basketball seasons are coming to a close, with district wrestling on Feb. 12-13 at North Bend, and sub-district basketball the weeks of Feb. 15 and Feb. 22 at Pender.
- The Wakefield Speech Meet will be held on Friday, Feb. 12. The Speech Team is made up of 15 members.

## Superintendent's Report

February 8, 2016

- 1. Goal #1:** Wakefield Community School will provide students an education that develops relationships utilizing a relevant curriculum that infuses technology providing 21<sup>st</sup> Century learning for all students. (Curriculum, Americanism & Technology)
  - a.** Heartland Counseling Services has been providing drug education programming on Thursday's in grades 5 – 12. Student participation and interaction with Allie Mounsel has been good. Much of the presentation is designed to be informative and focuses "lifestyle" decisions. Students have completed a pre-course survey and will also perform a post survey. I listened in on a high school discussion regarding ways to say "no" in certain social situations. What I have watched has been very good information regarding illicit drugs, drug usage and social pressures with drugs. I believe Allie is making good connections with our students.
  
- 2. Goal #2:** Wakefield Community School will make an efficient use of all resources. (Business & Finance)
  - a.** Completing the Month of February, Wakefield Community Schools is 6.42% under budget for the year.
  
- 3. Goal #3:** Wakefield Community School will facilitate communication with staff, parents, patrons, and students (Public and Personnel Relations)
  - a.** Board of Education incumbent candidates have until Friday, February 15<sup>th</sup> to run for re-election. New candidates for the board have until March 1<sup>st</sup> to register. They may register at either the Dixon, Thurston, or Wayne offices or Wakefield City Council office up to two days before the deadline. Board members I would ask that you go out and encourage good candidates to consider running.
  
- 4. Miscellaneous**
  - a.** Monday morning I attended the NASB Legislative Issues Conference in Lincoln. Hearing from Governor Ricketts, Speaker Galen Hadley, Senator Mike Gloor (Chair of Revenue), Senator Heath Mello (Appropriations) and Senator Kate Sullivan (Chair of Education). With the exception of Senator Sullivan, every speaker discussed the need to reduce property tax and no one discussed significant ways to generate revenue. Lottery funds are being earmarked by the governor for the University of Nebraska-Lincoln. Clearly they all discussed cutting spending to education as the vehicle for property tax relief. I was amazed at the turn around attitudes regarding

public funding of education. State funding of education ranks 49<sup>th</sup> out of the 50 states.

Governor Ricketts plan is to limit public spending, limit cash reserves, and budget growth to 2.5% and limit property valuation to 3% growth per year creates a 14.28% Ag Land valuation loss under LB 958 and LB 959. His plan also calls for eliminating schools ability to “exception funds” without a vote of local tax payers. Examining Open Sky’s estimates on the impact of the Governor’s plan to cut property taxes by the 3% Cap on Property Tax Valuations and lid limits is estimated to cost Wakefield Community Schools a revenue shortfall -\$606,221 FY 15-16. We currently do not have the ability to meet this loss by increasing our levy without a levy override.

- b.** Region 3 NSAA meeting was held and the region voted down both proposals on sexual determination occurs at birth or sexual determination is determined by the birth certificate. This would leave the planned NSAA board guidelines as the process for granting transgender. If the other proposals passed three regions the issues will be up for debate at the NSAA General Assembly.

**WAKEFIELD COMMUNITY SCHOOL  
BOARD MINUTES  
January 11, 2016**

The Board of Education Regular Meeting convened in open and public session on January 11, 2016 at 7:00 PM in the Boardroom at the Wakefield Community Schools, 802 Highland Street, Wakefield, NE.

President Bebee informed the group of the Open Meetings Act posted in the boardroom and accessible to all members of the public as required by law. All board members had received notice of the meeting and the meeting notice had been published/posted in a timely manner prior to the meeting date.

**Attendance Taken at 7:00 PM:**

Present Board Members: Tim Bebee, Karen Borg, Bree Brown, Ben Donner, Julie Rose, and Mark Victor  
Absent Board Members: None

Also in attendance: Superintendent Bejot, Elementary Principal Wulf, Secondary Principal Heitz, recording secretary Gothier, Lori Harding, Debbie Borg and Jason Fischer

**Approval of Agenda**

**Motion Passed:** To approve the agenda passed with a motion by Donner and a second by Borg.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

**Awards and Special Recognition**

All-District football recipients: Daniel Nuno, Efren Godinez, Moises Barboza. Honorable Mention: Juan Delgado

**Recognition of Visitors/Communication from the Public**

Debbie Borg presented to the board regarding FFA. Currently Wakefield is in partnership with Allen. Mrs. Borg described the benefits of Wakefield starting their own chapter. Jason Fischer described possible CVA contributions to the organization.

Lori Harding explained to the board a few of the things she is currently doing to help students choose careers and colleges as well as her involvement with the upper elementary students. She also shared copies of monthly newsletters sent out to upper classman.

**Reports**

**Superintendent Report**

The Wellness Team met to develop a rough draft of the district's Wellness Policy. Every school district is required to have a wellness policy by the Nebraska Department of Education. Heartland Counseling Services out of South Sioux City will begin Elementary and High School drug education programming in January. The Bright Bytes Technology Survey will be conducted the week of February 8. Data gathered

from teachers and students is used to help guide the district's technology plan.

Senator Scheer is proposing a foundation aid plan that will provide per-student payments. The foundation aid element of the legislation would be funded by redirecting the use of option funding, the summer school allowance, the elementary site allowance, and the averaging adjustment within the existing formula to produce between \$50 to 60 million for such purpose. The bill requires each school district to create a citizen oversight group that consists of no fewer than three people, appointed by the superintendent and approved by the school board. The citizen oversight group would review the district's budget to ensure that state funds received by the district for the purpose of reducing the district's tax levy by offsetting the amount needed to be raised by the levy are used only for such purpose. The citizen oversight group would report the results of its review at a public meeting of the school board. The citizen oversight group would also submit a written report of its review to Nebraska Department of Education.

A comparison model of state aid under the current statute for 2016-17 verses 2015-16 has been received. The difference between 2015-16 and 2016-17 state aid shows Wakefield Community School losing \$203,490 in state aid for next year. This represents a loss of 3.67% of the budget. Calculated state aid for 2016-17 school year would be \$237,247.

## **V.2. Board Committee Reports**

### **Public & Personnel Relations**

The superintendent evaluation has been completed. Negotiations continue with the Wakefield Education Association.

### **Discussion and Action Items**

#### **Consent Agenda**

**Motion Passed:** To approve the Consent Agenda passed with a motion by Rose and a second by Brown.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

Bills were approved as follow: General: \$231,040.84, Lunch: \$13,116.21, Employee Benefit: \$223.20, Payroll: \$189,455.54.

#### **Adjourn Sine Die and Elect School Board Officers for the 2016 calendar year.**

**Motion Passed:** To adjourn the school board sine die and elect school board officers passed with a motion by Rose and a second by Borg.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

Nominations for President, Vice President and Secretary were taken. Results of the election were as follow: President: Tim Bebee, Vice President: Karen Borg, Secretary: Bree Brown

#### **Appoint Board Members for the 2016 calendar year to board committees.**

**Motion Passed:** To have president assign Board Committee members for the 2016 calendar year passed

with a motion by Borg and a second by Brown.

Bebee will notify board members of committee appointments prior to February board meeting.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

**Discuss and take appropriate action authorizing Board Officers, Superintendent and Treasurer to sign checks for the General Fund; Contingency Fund; Depreciation Fund; Special Building Fund; Employee Benefit fund; Bond Fund; Cooperative Fund and Qualified Capital Purpose Undertaking Fund.**

**Motion Passed:** To approve the board officers, superintendent and treasurer to sign checks for all funds passed with a motion by Donner and a Rose.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

**Review and sign the Code of Conduct document as written by the Nebraska Association of School Boards.**

All board members signed the Code of Conduct document and will be placed on file.

**Review and sign a Potential Conflict of Interest Statement as required by the Nebraska Accountability and Disclosure Act.**

Board members reviewed their current conflict of interest statements for accuracy. These statements are kept on file.

**Discuss and take appropriate action to designate an official depository of official district funds.**

**Motion Passed:** To approve the Iowa-Nebraska State Bank of Wakefield as the official district depository passed with a motion by Borg and a second by Brown.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

**Discuss and take appropriate action designating an official news publication for the school district.**

**Motion Passed:** To approve the Wakefield Republican as our official news publication passed with a motion by Donner and a second by Brown.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

**Discuss and take appropriate action to designate a law firm who is authorized to provide the school district with legal counsel.**

**Motion Passed:** Move to approve KSB School Law as the district's legal counsel passed with a motion by Brown and a second by Borg.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

**Discuss and take appropriate action to extend the Superintendent's contract.**

**Motion Passed:** To extend the Superintendent Bejot's contract for the 2017-18 school year passed with a motion by Brown and a second by Donner.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

**Discuss the AdvancEd parent, teacher and student survey highlights.**

The principals presented summaries of AdvancED surveys taken by parents, students and staff. Survey questions included "What do you like most about the school?" and "What do you like least?" An area for suggestions was also given. This data will be shared with the AdvancED on-site team in March.

**Upcoming Dates and Times**

The next regular board meeting will be Monday, February 8, 2016 at 7:00pm.

**Adjournment**

**Motion Passed:** To adjourn the meeting at 9:53pm passed with a motion by Victor and a second by Donner.

Yes: Bebee, Borg, Brown, Donner, Rose, Victor

No: None

Julie Rose, Secretary

Becky Gothier, Recording Secretary

# Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

**Checks Printed**

**1 - GENERAL FUND**

Bank Account :A - Iowa-Nebraska State Bank

00047064	02/05/2016	AMERITAS		Ameritas Life Ins Corp	
2VISR.375	02/12/2016		02/12/2016	February 2016 Payroll	501.28
				<b>Check Total</b>	<b>501.28</b>
00047065	02/05/2016	ANYTIME		Anytime Lock & Key, LLC	
302006	01/04/2016		02/03/2016	Padlocks	198.00
				<b>Check Total</b>	<b>198.00</b>
00047066	02/05/2016	APPEARA		Appearra	
0090456	01/07/2016		02/03/2016	BB Uniforms & Towels	27.76
0090460	01/07/2016		02/03/2016	Uniforms, Mops & Towels	62.67
0090462	01/07/2016		02/03/2016	ITE Shop Coats, Mops & Towels	30.26
0092209	01/14/2016		02/03/2016	BB Uniforms & Towels	27.76
0092212	01/14/2016		02/03/2016	Uniforms, Mops & Towels	61.42
0093945	01/21/2016		02/03/2016	BB Uniforms & Towels	27.76
0093949	01/21/2016		02/03/2016	Uniforms, Mops & Towels	62.67
0095740	01/28/2016		02/03/2016	BB Uniforms & Towels	27.76
0095743	01/28/2016		02/03/2016	Uniforms, Mops & Towels	62.67
				<b>Check Total</b>	<b>390.73</b>
00047067	02/05/2016	BENSONMI		Mike Benson	
228162	01/13/2016		02/03/2016	School Bus Permit	7.50
				<b>Check Total</b>	<b>7.50</b>
00047068	02/05/2016	BIERSAMA		Samantha Bierbower	
Dec 2015	01/13/2016		02/03/2016	Accompaniment	40.00
				<b>Check Total</b>	<b>40.00</b>
00047069	02/05/2016	BLUECROS		Blue Cross and Blue Shield of NE	
2BCDENR.375	02/12/2016		02/12/2016	February 2016 Payroll	1,087.37
3BCBS.375	02/12/2016		02/12/2016	February 2016 Payroll	53,050.79
3DENT.375	02/12/2016		02/12/2016	February 2016 Payroll	1,319.66
Feb2016	02/03/2016		02/03/2016	B Hoffman Hlth Ins	871.29
				<b>Check Total</b>	<b>56,329.11</b>
00047070	02/05/2016	CCSPRES		CCS Presentation Systems	
12602	01/18/2016		02/03/2016	Covid VGA Cable	52.89
				<b>Check Total</b>	<b>52.89</b>
00047071	02/05/2016	CENTLINK		Century Link	
402 287-2012 Jan	01/04/2016		02/03/2016	Jan Phone Service	295.64
402 287-2943 Jan	01/04/2016		02/03/2016	Jan BB Phone Service	61.35
				<b>Check Total</b>	<b>356.99</b>
00047072	02/05/2016	CENTVALL		Central Valley Ag, Cooperative, Nonstock	

# Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
	149816	01/28/2016		Softner Salt	93.12
<b>Check Total</b>					<b>93.12</b>
00047073		02/05/2016	CITYWAKE	City of Wakefield	
Jan 2016-1	01/20/2016		02/04/2016	Jan Electricity - 55680	4,569.22
Jan 2016-2	01/20/2016		02/04/2016	Jan Water/Swere	219.25
Jan 2016-3	01/20/2016		02/04/2016	Jan Garbage	9.50
Jan 2016-4	01/20/2016		02/04/2016	Jan BB Electricity - 1556	188.91
Jan 2016-5	01/20/2016		02/04/2016	Jan BB Water/Sewer	28.25
Jan 2016-6	01/20/2016		02/04/2016	Jan PF Electricity	66.79
Jan 2016-7	01/20/2016		02/04/2016	Jan PF Water/Sewer	15.00
<b>Check Total</b>					<b>5,096.92</b>
00047074		02/05/2016	CONNPOIN	Connecting Point	
13689	11/04/2015		02/03/2016	Len Adaptor	42.00
14177	12/21/2015		02/03/2016	Cat 6 PVC 1ft	211.00
21555	12/31/2015		02/03/2016	Server Repair	219.40
<b>Check Total</b>					<b>472.40</b>
00047075		02/05/2016	CONTENRG	Continuum Retail Energy Services, LLC	
150-1512-8571-1	02/02/2016		02/04/2016	Dec Utilities 3673/69	77.67
150-1512-8571-3	02/02/2016		02/04/2016	Jan Utilitites 1967/833	558.66
150-1512-8571-4	02/04/2016		02/04/2016	Jan Utilities 7176/3129	2,145.11
<b>Check Total</b>					<b>2,781.44</b>
00047076		02/05/2016	CUBBY'S	Cubby's Inc.	
11101143516	01/04/2016		02/04/2016	Fuel	43.73
11101163878	01/06/2016		02/04/2016	Bus Diesel	71.91
11101174131	01/07/2016		02/04/2016	Fuel	41.45
11101184361	01/08/2016		02/04/2016	Bus Diesel	53.84
11101184429	01/08/2016		02/04/2016	Bus Diesel	45.01
11101214911	01/11/2016		02/04/2016	Bus Diesel	78.49
11101215017	01/11/2016		02/04/2016	Bus Diesel	64.58
11101235346	01/13/2016		02/05/2016	COF Supplies - DJ Acct	33.56
11101235528	01/13/2016		02/04/2016	Fuel	14.30
11101235551	01/13/2016		02/04/2016	Bus Diesel	90.12
11101245816	01/14/2016		02/04/2016	Bus Diesel	92.25
11101255898	01/15/2016		02/04/2016	Bus Diesel	97.18
11101266226	01/16/2016		02/04/2016	Bus Diesel	78.52
11101306758	01/20/2016		02/04/2016	Bus Diesel	93.68
11101306766	01/20/2016		02/04/2016	Bus Diesel	81.49
11101306865	01/20/2016		02/04/2016	Bus Diesel	82.50
11101306964	01/20/2016		02/04/2016	Bus Diesel	96.33
11101337464	01/23/2016		02/04/2016	Bus Diesel	74.03
11101357728	01/25/2016		02/04/2016	Bus Diesel	66.76
11101367958	01/26/2016		02/04/2016	Bus Diesel	51.73
11101388400	01/28/2016		02/04/2016	Bus Diesel	65.54
11101398631	01/29/2016		02/04/2016	Bus Diesel	60.03
11101398698	01/29/2016		02/04/2016	Bus Diesel	41.88

# Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	1,518.91
00047079	02/05/2016	DOLLGEN		Dollar General	
1000477559	12/18/2015		02/03/2016	COF Supplies - JD Acct	22.87
1000481173	01/06/2016		02/03/2016	COF Supplies - JD Acct	25.31
				Check Total	48.18
00047080	02/05/2016	DSNSURVEIL		Dave J Noecker	
1177	01/26/2016		02/03/2016	Security Camera Repair	50.00
				Check Total	50.00
00047081	02/05/2016	EGANSUPP		Egan Supply Co.	
241462	01/18/2016		02/03/2016	Supplies	1,171.09
				Check Total	1,171.09
00047082	02/05/2016	EKBERGAU		Ekberg Auto Parts, Inc.	
352020	01/12/2016		02/03/2016	Halogen Bulb	13.49
352215	01/15/2016		02/03/2016	BB Supplies	18.18
352291	01/18/2016		02/03/2016	V-Belt	7.29
352681	01/26/2016		02/03/2016	Evbead Silgsk Maker	18.99
				Check Total	57.95
00047083	02/05/2016	ESU1		ESU #1	
MED2828	12/21/2015		02/05/2016	Laminating	18.00
SP4738	12/31/2015		02/05/2016	2nd Qtr SPED Billing	98,997.99
				Check Total	99,015.99
00047084	02/05/2016	FIREPROT		Fire Protection Services, LLC	
5833	01/07/2016		02/03/2016	Semi-Annual Inspection	721.00
				Check Total	721.00
00047085	02/05/2016	FITNESSF		Fitness Finders, Inc.	
216870	01/22/2016		02/03/2016	Tokens	566.85
				Check Total	566.85
00047086	02/05/2016	GALLMICH		Michelle Galles	
Jan 2016	01/13/2016		02/03/2016	FCS Supplies	13.98
				Check Total	13.98
00047087	02/05/2016	GILLHAUL		Gill Hauling, Inc.	
268500	02/01/2016		02/03/2016	Dumpster Service	357.50
268754	01/31/2016		02/04/2016	Rolloff Fee	50.00
				Check Total	407.50
00047088	02/05/2016	GRAINGER		Grainger Inc.	
9002173400	01/19/2016		02/03/2016	Room Air Cond Motor	113.15
9934643801	01/08/2016		02/03/2016	Blower	89.13

# Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	202.28
00047089	02/05/2016	HEARCOUN		Heartland Counseling Services Inc	
21	02/02/2016		02/05/2016	Drug Counseling	1,890.00
				Check Total	1,890.00
00047090	02/05/2016	INLANDTR		Inland Truck Parts Co.	
106.25	01/05/2016		02/03/2016	Disc Brake Pads	106.25
				Check Total	106.25
00047091	02/05/2016	KORNERMA		Korner Mart	
16453	01/11/2016		02/04/2016	Fuel	24.70
17944	01/19/2016		02/04/2016	Fuel	28.73
17946	01/19/2016		02/04/2016	Fuel	32.41
18485	01/22/2016		02/04/2016	SPED Fuel	28.22
				Check Total	114.06
00047092	02/05/2016	KSBSCHO		KSB School Law, PC LLO	
1323	02/01/2016		02/05/2016	Legal Advice	80.00
				Check Total	80.00
00047093	02/05/2016	LAZYACRE		Lazy Acres Decor	
3839	12/10/2015		02/03/2016	Christmas Concert Corsage	27.00
				Check Total	27.00
00047094	02/05/2016	LESSMANE		Lessman Electric Co, Inc	
132375	01/14/2016		02/05/2016	Lightbulbs	82.50
				Check Total	82.50
00047095	02/05/2016	LINWELD		Matheson Tri-Gas Inc	
50953111	01/31/2016		02/03/2016	ITE Gases	170.96
				Check Total	170.96
00047096	02/05/2016	MADINATI		Madison National Life	
2SALP.375	02/12/2016		02/12/2016	February 2016 Payroll	1,298.39
2SUPP.375	02/12/2016		02/12/2016	February 2016 Payroll	23.50
3LIFE.373	01/15/2016		01/15/2016	PR Void Check	-9.75
3LIFE.374	01/15/2016		01/15/2016	Jan 2016 Payroll - Oden	9.75
3LIFE.375	02/12/2016		02/12/2016	February 2016 Payroll	672.75
Feb 2016	02/03/2016		02/03/2016	Feb MK Life Ins	8.75
Feb 2016-B	02/03/2016		02/03/2016	Feb MM Life Ins	7.00
				Check Total	2,010.39
00047097	02/05/2016	MALLOY		Malloy Dakota Dunes	
6063352	01/21/2016		02/03/2016	Fasco Motors	184.48
				Check Total	184.48
00047098	02/05/2016	MARCINC		Marco, Inc	

# Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
	18242673	02/01/2016		Feb Copier Lease	1,618.53
	18242673-1	02/01/2016		Elem BW Overage	225.16
<b>Check Total</b>					<b>1,843.69</b>
00047099		02/05/2016	MGTRUS	MG Trust Company	
	2403B.375	02/12/2016		February 2016 Payroll	950.00
	2403BROTH.375	02/12/2016		February 2016 Payroll	1,620.00
<b>Check Total</b>					<b>2,570.00</b>
00047100		02/05/2016	MILLBLDG	Miller Building Supply	
	119976	01/04/2016		Activity Center Repair Supplie	110.49
	120051	01/06/2016		Toilet Repair	7.55
	120083	01/07/2016		Toilet Repair	26.75
	120344	01/14/2016		Plywood	16.25
	120471	01/18/2016		ITE Supplies	28.66
	120688	01/25/2016		Sink Repair	13.79
	120779	01/27/2016		BB Batteries	7.70
	120882	01/29/2016		Supplies	13.92
<b>Check Total</b>					<b>225.11</b>
00047101		02/05/2016	NASB	Nebr Assoc Of School Boards	
	39070	01/28/2016		NAEP State Conf Reg	75.00
<b>Check Total</b>					<b>75.00</b>
00047102		02/05/2016	NEBRASK3	IA/NE State Bank	
	2FICA.373	01/15/2016		PR Void Check	-112.33
	2FICA.374	01/15/2016		Jan 2016 Payroll - Oden	80.37
	2FICA.375	02/12/2016		February 2016 Payroll	16,838.25
	2FICM.373	01/15/2016		PR Void Check	-26.27
	2FICM.374	01/15/2016		Jan 2016 Payroll - Oden	18.80
	2FICM.375	02/12/2016		February 2016 Payroll	3,937.99
	2USIT.373	01/15/2016		PR Void Check	-130.97
	2USIT.374	01/15/2016		Jan 2016 Payroll - Oden	66.56
	2USIT.375	02/12/2016		February 2016 Payroll	23,685.11
	3FICA.373	01/15/2016		PR Void Check	-112.33
	3FICA.374	01/15/2016		Jan 2016 Payroll - Oden	80.37
	3FICA.375	02/12/2016		February 2016 Payroll	16,838.25
	3FICM.373	01/15/2016		PR Void Check	-26.27
	3FICM.374	01/15/2016		Jan 2016 Payroll - Oden	18.80
	3FICM.375	02/12/2016		February 2016 Payroll	3,937.99
<b>Check Total</b>					<b>65,094.32</b>
00047104		02/05/2016	NEBRASK4	Nebraska Dept Of Revenue	
	2NEIT.373	01/15/2016		PR Void Check	-39.33
	2NEIT.374	01/15/2016		Jan 2016 Payroll - Oden	23.37
	2NEIT.375	02/12/2016		February 2016 Payroll	8,677.47
<b>Check Total</b>					<b>8,661.51</b>

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	00047105	02/05/2016	NEBRASK5	Nebraska Retirement System	
	2NTRT.373	01/15/2016		PR Void Check	-156.01
	2NTRT.374	01/15/2016		Jan 2016 Payroll - Oden	105.58
	2NTRT.375	02/12/2016		February 2016 Payroll	25,176.16
	3NTRT.373	01/15/2016		PR Void Check	-157.57
	3NTRT.374	01/15/2016		Jan 2016 Payroll - Oden	106.64
	3NTRT.375	02/12/2016		February 2016 Payroll	25,427.95
				Check Total	50,502.75
	00047106	02/05/2016	NECC	Northeast Community College	
	100166100	01/25/2016		8th Grade Assessment	445.00
				Check Total	445.00
	00047107	02/05/2016	NECHISUP	Nebraska Child Support Payment Center	
	2CHSUP.375	02/12/2016		February 2016 Payroll	935.00
				Check Total	935.00
	00047108	02/05/2016	NELABOR	Nebraska Labor Law Poster Service	
	A12960023359	02/05/2016		State & Federal Posters	67.25
				Check Total	67.25
	00047109	02/05/2016	OMAHATRUC	Omaha Truck Center Inc.	
	351452H	01/11/2016		Blower Motor	127.29
	351477H	01/11/2016		Gas Cylinder Return	-102.53
				Check Total	24.76
	00047110	02/05/2016	ONESOUR	One Source	
	2218-20160131	01/31/2016		Background Check	16.00
				Check Total	16.00
	00047111	02/05/2016	ORKIN	Orkin Exterminating Inc	
	D-11073245	02/10/2016		Pest Control	112.96
				Check Total	112.96
	00047112	02/05/2016	PACNSAVE	Pac N Save, Inc.	
	3033	01/20/2016		PK Supplies	19.93
	3034	01/20/2016		PK Supplies	2.50
	4711	01/05/2016		PK Supplies	12.17
	6202	01/13/2016		Life Skills Supplies	22.05
	7745	01/19/2016		FCS Supplies	34.23
	9496	01/12/2016		FCS Supplies	35.59
				Check Total	126.47
	00047113	02/05/2016	RASMMECH	Rasmussen Mechanical Service, Inc.	
	SRV035885	01/26/2016		Boiler Repair	426.63
				Check Total	426.63
	00047114	02/05/2016	SCHSPECL	School Specialty, Inc	

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	208115750788	01/21/2016		Timers	77.33
				Check Total	77.33
00047115		02/05/2016	SHOPCO	Shopko Store Operating Co., LLC	
	3466	01/05/2016		FCS Supplies	17.98
				Check Total	17.98
00047116		02/05/2016	SHTAXSER	S & H Tax Service	
	2CHCR.375	02/12/2016		February 2016 Payroll	1,526.84
	2MEDR.375	02/12/2016		February 2016 Payroll	3,540.84
				Check Total	5,067.68
00047117		02/05/2016	VISA	VISA	
	Jan 2016-1	02/03/2016		Amazon - COF Supplies DJ Acct	19.95
	Jan 2016-10	02/03/2016		SCC - Counseling Registration	99.00
	Jan 2016-11	02/03/2016		NDE - Certificate	56.50
	Jan 2016-12	02/03/2016		Amazon - COF Supplies - JD Acc	119.42
	Jan 2016-13	02/03/2016		Trophy Depot - Engraved Trophi	37.30
	Jan 2016-14	02/05/2016		Amazon - COF Supplies - JD Acc	12.95
	Jan 2016-2	02/03/2016		Walmart - Storage Boxes	669.92
	Jan 2016-3	02/03/2016		Amazon - COF Supplies - JD Acc	17.98
	Jan 2016-4	02/03/2016		Amazon - COF Supplies - DJ Acc	21.57
	Jan 2016-5	02/03/2016		edHelper.com - Subscription	39.98
	Jan 2016-6	02/03/2016		Amazon - COF Supplies - JD Acc	6.62
	Jan 2016-7	02/03/2016		Supplies	53.96
	Jan 2016-8	02/03/2016		OneTouch Download Cable	35.94
	Jan 2016-9	02/03/2016		Intelli-Tunes - SPED Supplies	33.95
				Check Total	1,225.04
00047119		02/05/2016	WAKEREP3	The Wakefield Republican	
	13448	12/03/2015		Advertising	207.00
	13493	12/10/2015		Meeting Notice	8.73
	13921	01/20/2016		Meeting Proceedings	123.39
	13976	12/31/2015		Advertising	198.00
				Check Total	537.12
00047120		02/05/2016	WANATLINS	Washington National Insurance Co	
	2CAND.375	02/12/2016		February 2016 Payroll	65.90
				Check Total	65.90
00047121		02/05/2016	WAYNEFAM	Wayne Family Medicine	
	Jan 2016	01/27/2016		Random Drug Testing	180.00
				Check Total	180.00
00047122		02/05/2016	WCS-GEN	WCS-General Fund	
	2LCU.375	02/12/2016		February 2016 Payroll	60.00
	2SUMINR.375	02/12/2016		February 2016 Payroll	388.21
	2SUMRDV.375	02/12/2016		February 2016 Payroll	25.82

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Check Total					474.03
00047123	02/05/2016	WCSINTER		Wakefield School-Interim	
4370	01/07/2016		02/03/2016	iPad Repair	110.00
4371	01/13/2016		02/03/2016	NHS Membership Dues	385.00
4372	01/18/2016		02/03/2016	iPad Repair	107.00
4373	01/19/2016		02/03/2016	Parking Lot Lights	140.00
4374	01/27/2016		02/03/2016	PK Planetarium Trip	100.00
4375	01/27/2016		02/03/2016	Honor Choir Registration	180.00
4376	01/27/2016		02/03/2016	Choir Registration	240.00
Jan 2016	01/11/2016		02/03/2016	Pitney Bowes - Postage	400.00
Check Total					1,662.00
<b>1 - GENERAL FUND Totals:</b>					<b>315,193.28</b>

# Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

**2 - LUNCH FUND**

Bank Account :B - Iowa-Nebraska State Bank

00004016	02/05/2016	AMERITAS		Ameritas Life Ins Corp	
2VISR.375	02/12/2016		02/12/2016	February 2016 Payroll	36.48
<b>Check Total</b>					<b>36.48</b>

00004017	02/05/2016	APPEARA		Appearra	
0090461	01/07/2016		02/04/2016	Aprons, Mops & Towels	31.67
0092213	01/14/2016		02/04/2016	Aprons, Towels & Mops	33.24
0093950	01/21/2016		02/04/2016	Towels, Aprons & Towels	30.49
0095744	01/28/2016		02/04/2016	Aprons, Towels & Mops	33.24
<b>Check Total</b>					<b>128.64</b>

00004018	02/05/2016	BLUECROS		Blue Cross and Blue Shield of NE	
3BCBS.375	02/12/2016		02/12/2016	February 2016 Payroll	1,073.30
3DENT.375	02/12/2016		02/12/2016	February 2016 Payroll	50.62
<b>Check Total</b>					<b>1,123.92</b>

00004019	02/05/2016	BRAUFOOD		Braunger Foods	
481049	01/06/2016		02/04/2016	Food	335.58
481784	01/13/2016		02/04/2016	Food	190.79
482476	01/20/2016		02/04/2016	Food & Supplies	254.93
483160	01/27/2016		02/04/2016	Food	173.11
<b>Check Total</b>					<b>954.41</b>

00004020	02/05/2016	CONTENRG		Continuum Retail Energy Services, LLC	
150-1512-8571-2	02/02/2016		02/04/2016	Dec Utilitites 5367/117	107.85
<b>Check Total</b>					<b>107.85</b>

00004021	02/05/2016	EARTHBAK		Earthgrains Baking Companies, Inc.	
54164408765	01/05/2016		02/04/2016	Bread	91.74
54164408806	01/08/2016		02/04/2016	Hamburger Buns	229.60
54164408858	01/12/2016		02/04/2016	Buns & Bread	201.63
54164408896	01/15/2016		02/04/2016	Bread	91.74
54164408948	01/19/2016		02/04/2016	Buns & Bread	238.70
54164408989	01/22/2016		02/04/2016	Bread	91.74
54164409045	01/26/2016		02/04/2016	Buns	134.31
<b>Check Total</b>					<b>1,079.46</b>

00004022	02/05/2016	GREEFRUI		Greenberg Fruit Co.	
547786	01/13/2016		02/04/2016	Fruit & Vegetables	519.88
<b>Check Total</b>					<b>519.88</b>

00004023	02/05/2016	HILADAIR		Hiland Dairy	
434636	01/05/2016		02/04/2016	Milk & Juice	421.91
434676	01/08/2016		02/04/2016	Milk & Juice	261.88
434725	01/12/2016		02/04/2016	Milk & Juice	280.44
434768	01/15/2016		02/04/2016	Milk & Juice	270.89

# Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount	
	Invoice	Invoice Date	PO Number	PO Date	Description	
	434818	01/19/2016		02/04/2016	Milk & Juice	423.00
	434861	01/22/2016		02/04/2016	Milk & Juice	270.89
	434915	01/26/2016		02/04/2016	Milk & Juice	299.24
	434961	01/29/2016		02/04/2016	Milk & Juice	261.88
					<b>Check Total</b>	<b>2,490.13</b>
00004024		02/05/2016	MADINATI		Madison National Life	
	2SALP.375	02/12/2016		02/12/2016	February 2016 Payroll	11.67
	2SUPP.375	02/12/2016		02/12/2016	February 2016 Payroll	4.20
	3LIFE.375	02/12/2016		02/12/2016	February 2016 Payroll	29.25
					<b>Check Total</b>	<b>45.12</b>
00004025		02/05/2016	MGTRUS		MG Trust Company	
	2403B.375	02/12/2016		02/12/2016	February 2016 Payroll	100.00
					<b>Check Total</b>	<b>100.00</b>
00004026		02/05/2016	NEBRASK3		IA/NE State Bank	
	2FICA.375	02/12/2016		02/12/2016	February 2016 Payroll	392.61
	2FICM.375	02/12/2016		02/12/2016	February 2016 Payroll	91.82
	2USIT.375	02/12/2016		02/12/2016	February 2016 Payroll	543.38
	3FICA.375	02/12/2016		02/12/2016	February 2016 Payroll	392.61
	3FICM.375	02/12/2016		02/12/2016	February 2016 Payroll	91.82
					<b>Check Total</b>	<b>1,512.24</b>
00004027		02/05/2016	NEBRASK4		Nebraska Dept Of Revenue	
	2NEIT.375	02/12/2016		02/12/2016	February 2016 Payroll	148.25
					<b>Check Total</b>	<b>148.25</b>
00004028		02/05/2016	NEBRASK5		Nebraska Retirement System	
	2NTRT.375	02/12/2016		02/12/2016	February 2016 Payroll	599.85
	3NTRT.375	02/12/2016		02/12/2016	February 2016 Payroll	605.85
					<b>Check Total</b>	<b>1,205.70</b>
00004029		02/05/2016	NEBRCOM		Nebraska Food Distribution	
	14865	01/29/2016		02/04/2016	Commodities	2,506.95
					<b>Check Total</b>	<b>2,506.95</b>
00004030		02/05/2016	PEGLSYSC		Sysco Lincoln	
	511130110	11/13/2015		02/04/2016	Return	-84.65
	512091064	12/09/2015		02/04/2016	Return	-62.70
	601010942	01/01/2016		02/04/2016	Food & Supplies	970.06
	601081022	01/08/2016		02/04/2016	Food & Supplies	1,011.35
	601110059	01/11/2016		02/04/2016	Return	-26.19
	601151133	01/15/2016		02/04/2016	Food & Supplies	1,133.51
	601221066	01/22/2016		02/04/2016	Food & Supplies	1,214.78
	601260262	01/26/2016		02/04/2016	Damaged Apples	-26.76
	601291050	01/29/2016		02/04/2016	Food & Supplies	1,327.89

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
				Check Total	5,457.29
00004031	02/05/2016	SHTAXSER		S & H Tax Service	
2MEDR.375	02/12/2016		02/12/2016	February 2016 Payroll	83.34
				Check Total	83.34
00004032	02/05/2016	WCS-GEN		WCS-General Fund	
2SUMINR.375	02/12/2016		02/12/2016	February 2016 Payroll	114.68
				Check Total	114.68
				<b>2 - LUNCH FUND Totals:</b>	<b>17,614.34</b>

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	
Invoice	Invoice Date	PO Number	PO Date	Description	Amount

**3 - BOND FUND**

Bank Account :C - Nebraska State Bank

00001052	02/05/2016	FREMNATI		First National Bank Fremont	
76103601-Fee	12/15/2015		02/03/2016	2015 Annual Fee	431.25

Check Total 431.25

**3 - BOND FUND Totals: 431.25**

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

## 6 - EMPLOYEE BENEFIT FUND

Bank Account :F - Nebraska State Bank

00001218	02/05/2016	NEBUCFUN		Nebraska UC Fund	
0161344001-Qtr4	02/03/2016		02/03/2016	Yr15 Qtr4 - MN	545.00
				Check Total	545.00

00001219	02/05/2016	SHTAXSER		S & H Tax Service	
Feb 2016	01/28/2016		02/03/2016	Feb Sec 125 Admin Fee	223.20
				Check Total	223.20

**6 - EMPLOYEE BENEFIT FUND Totals: 768.20**

**Total of Checks Printed: 334,007.07**

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
	Invoice	Invoice Date	PO Number	PO Date	Description

## Deposits Printed

### 1 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

DD	00001220	02/05/2016	HSACARSLA	Iowa-Nebraska State Bank	
	3HSACARSLA.37	02/12/2016		February 2016 Payroll	83.87
	5				

Check Total 83.87

**1 - GENERAL FUND Totals: 83.87**

**Total of Deposits Printed: 83.87**

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

## Deposit Emails

### 1 - GENERAL FUND

Bank Account :A - Iowa-Nebraska State Bank

E	00001221	02/05/2016	HSA-CARRSH	State Nebraska Bank	236.48
	3HSASC.375	02/12/2016		February 2016 Payroll	

Check Total 236.48

**1 - GENERAL FUND Totals: 236.48**

**Total of Deposit Emails: 236.48**

**Report Total: 334,327.42**

ALL Data

# Cash Summary Report

Arranged by:  
Fund ID

Date Range: 01/01/2016 thru 02/29/2016

Fund	Beginning	Revenue	Expenditures	Other	Ending	Encumbrances	Payables	Unencumbered
1	<b>GENERAL FUND</b>							
	512,780.11	1,032,326.89	-413,752.95	-170.23	1,131,183.82	0.00	0.00	1,131,183.82
2	<b>LUNCH FUND</b>							
	83,472.16	22,394.17	-17,406.77	0.00	88,459.56	0.00	0.00	88,459.56
3	<b>BOND FUND</b>							
	13,678.07	4,676.28	0.00	0.00	18,354.35	0.00	0.00	18,354.35
4	<b>COOPERATIVE FUND</b>							
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	<b>DEPRECIATION FUND</b>							
	475,104.66	75.50	0.00	0.00	475,180.16	0.00	0.00	475,180.16
6	<b>EMPLOYEE BENEFIT FUND</b>							
	16,809.57	1.33	-223.20	0.00	16,587.70	0.00	0.00	16,587.70
7	<b>SPECIAL BUILDING FUND</b>							
	512,856.73	2,632.47	0.00	0.00	515,489.20	0.00	0.00	515,489.20
8	<b>QUALIFIED CAPITAL PURPOSE UNDE</b>							
	147,931.88	27,273.04	-117,976.27	0.00	57,228.65	0.00	0.00	57,228.65
9	<b>Interim</b>							
	4,224.71	1,043.47	-1,662.11	0.00	3,606.07	0.00	0.00	3,606.07
<b>Report Totals:</b>	<b>1,766,857.89</b>	<b>1,090,423.15</b>	<b>-551,021.30</b>	<b>-170.23</b>	<b>2,306,089.51</b>	<b>0.00</b>	<b>0.00</b>	<b>2,306,089.51</b>

**GENERAL FUND - #195103**  
**TREASURER'S REPORT AS OF JANUARY 31, 2016**

**BALANCE AS OF JANUARY 1, 2016** **\$512,780.11**

**REVENUE**

WCS-General - Limited Computer Use	60.00	
Various Summer Insurance Premium Reimb.	528.71	
City of Wakefield - Liquor & Tabacco	1,820.00	
Simplex - Unclaimed Property	52.00	
iPad Repair Overpayment	7.00	
Personal Copies/Fax	3.00	
Student iPad	50.00	
Lost iPad Charger	38.00	
Laurel-Concord-Coleridge - SPED Reimb	1,750.00	
ALICAP - Workers Comp Premium Refund	809.00	
SPED Conference Registration Refund	410.00	
Circle of Friends Grant	2,000.00	
SON - State Apportionment	57,079.29	
SON - SPED Reimb	54,244.00	
SON - State Aid	43,792.92	
Thurston County - Proceeds	63,108.02	
Dixon County - Proceeds	312,551.94	
Wayne County- Proceeds	495,848.42	
Bank - Interest	132.30	
<b>TOTAL REVENUE</b>		<b><u><u>\$1,034,284.60</u></u></b>

**EXPENSES**

January Payables	231,039.65	
January Payroll	184,841.24	
<b>TOTAL EXPENDITURES</b>		<b><u><u>\$415,880.89</u></u></b>

**TOTAL**

**\$1,131,183.82**

**GENERAL FUND AS OF JANUARY 31, 2016**

**\$1,131,183.82**

**BUDGET REPORT**  
**January 31, 2016**

		Annual Budget	Monthly Expense	YTD	Budget Balance	Percent Remain
1100	General Ed	2,608,255.00	199,837.89	1,001,167.74	1,607,087.26	61.62%
1125	Flex Funding	40,706.00	4,309.69	20,792.38	19,913.62	48.92%
1150	LEP Plan	115,250.00	12,496.18	57,961.27	57,288.73	49.71%
1160	Poverty Plan	209,734.00	16,872.04	90,360.07	119,373.93	56.92%
1180	Technology	226,850.00	8,016.25	45,357.61	181,492.39	80.01%
1190	Pre-School	71,315.00	4,679.13	23,849.67	47,465.33	66.56%
1200/90	Special Education	860,870.00	47,641.25	338,841.83	522,028.17	60.64%
2100	Guid/Support Services	175,559.00	13,390.12	65,019.95	110,539.05	62.96%
2212/22	Staff Dev/Media Center	115,955.00	7,257.59	44,625.48	71,329.52	61.51%
2310	Board of Ed	88,000.00	2,735.29	14,433.58	73,566.42	83.60%
2320	Superintendent	157,000.00	12,255.78	62,954.57	94,045.43	59.90%
2400	Principal	295,916.00	23,471.93	118,934.87	176,981.13	59.81%
2510	Business	122,621.00	5,072.99	51,015.34	71,605.66	58.40%
2600	Plant Oper/Maint	495,420.00	26,332.31	125,964.89	369,455.11	74.57%
2750/60	Transportation	226,283.00	11,397.01	58,163.77	168,119.23	74.30%
3135	High Ability Grant	6,302.00	583.39	3,042.42	3,259.58	51.72%
4200	Title I Part A	90,000.00	7,404.11	37,192.81	52,807.19	58.67%
4310	Title II Part A	12,000.00	0.00	4,761.39	7,238.61	60.32%
4400	ECSE/IDEA	94,372.00	0.00	0.00	94,372.00	100.00%
4915	Title I Part C - Migrant	0.00	0.00	0.00	0.00	0.00%
4925	Title III - Limited English	5,641.00	0.00	5,963.81	(322.81)	-5.72%
4992	REAP Grant	27,000.00	0.00	0.00	27,000.00	100.00%
6000	Summer School	9,990.00	0.00	729.48	9,260.52	92.70%
8000	Transfers	110,000.00	10,000.00	10,000.00	100,000.00	90.91%
<b>TOTAL</b>		<b>6,165,039.00</b>	<b>413,752.95</b>	<b>2,181,132.93</b>	<b>3,983,906.07</b>	<b>64.62%</b>
<b>PREVIOUS YEAR</b>		<b>5,768,372.00</b>	<b>501,388.05</b>	<b>2,332,861.34</b>	<b>3,435,510.66</b>	<b>59.56%</b>

ALL Data

# Current Cash Balance Report

Arranged by:

Date: 01/01/2016 thru 01/31/2016

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>A ATHLETICS</b>					
100 FOOTBALL	1,270.00	0.00	0.00	0.00	1,270.00
105 JH FOOTBALL	0.00	0.00	0.00	0.00	0.00
110 VOLLEYBALL	3,545.96	0.00	0.00	0.00	3,545.96
115 JH VOLLEYBALL	0.00	0.00	0.00	0.00	0.00
120 GIRLS GOLF	0.00	0.00	0.00	0.00	0.00
125 BOYS BASKETBALL	3,593.00	0.00	201.00	0.00	3,392.00
130 GIRLS BASKETBALL	1,023.05	382.71	0.00	0.00	1,405.76
135 JH BOYS BASKETBALL	0.00	0.00	0.00	0.00	0.00
140 JH GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
145 TRACK	0.00	0.00	0.00	0.00	0.00
150 JH TRACK	0.00	0.00	0.00	0.00	0.00
155 BOYS GOLF	0.00	0.00	0.00	0.00	0.00
160 NEW UNIFORMS	8,130.87	0.00	0.00	0.00	8,130.87
170 WRESTLING	4,222.74	0.00	0.00	0.00	4,222.74
175 GEN ATHLETICS	1,271.37	17,596.91	4,887.27	0.00	13,981.01
180 JH WRESTLING	0.00	0.00	0.00	0.00	0.00
190 ACTIVITY PASSES	0.00	0.00	0.00	0.00	0.00
<b>A ATHLETICS Totals:</b>	<b>23,056.99</b>	<b>17,979.62</b>	<b>5,088.27</b>	<b>0.00</b>	<b>35,948.34</b>
<b>B CLASSES</b>					
200 CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
205 CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
210 CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
233 CLASS OF 2015	0.00	0.00	0.00	0.00	0.00
234 CLASS OF 2016	0.00	0.00	0.00	0.00	0.00
235 CLASS OF 2017	2,583.50	0.00	0.00	0.00	2,583.50
236 CLASS OF 2018	0.00	751.48	0.00	0.00	751.48
<b>B CLASSES Totals:</b>	<b>2,583.50</b>	<b>751.48</b>	<b>0.00</b>	<b>0.00</b>	<b>3,334.98</b>
<b>C ORGANIZATIONS</b>					
301 POWER DRIVE	1,140.74	0.00	0.00	0.00	1,140.74
302 FFA	200.81	0.00	0.00	0.00	200.81
305 DISTRICT 7 FCCLA	1,509.12	114.00	0.00	24.00	1,647.12
306 MUSIC BOOSTERS	0.00	0.00	0.00	0.00	0.00
310 NATIONAL HONOR SOCIETY	3,529.71	536.00	820.62	0.00	3,245.09
315 FBLA	1,995.89	0.00	400.69	0.00	1,595.20
320 ANNUAL	3,033.46	50.00	1,304.69	0.00	1,778.77
325 TOTAD	577.22	0.00	0.00	0.00	577.22
330 FCCLA	1,956.92	505.41	588.36	-24.00	1,849.97
335 STUCO	1,517.80	0.00	0.00	0.00	1,517.80
340 SPEECH & DRAMA	0.00	0.00	709.00	0.00	-709.00
345 ONE ACT	-350.95	0.00	55.08	0.00	-406.03
346 ART CLUB	1,682.12	0.00	847.49	0.00	834.63
385 LIBRARY	1,420.27	0.00	0.00	0.00	1,420.27
395 HOMECOMING	-342.30	0.00	0.00	0.00	-342.30
501 HIGH SCHOOL SWING CHOIR	2,024.09	0.00	232.00	0.00	1,792.09
553 ELEMENTARY STUCO	936.71	0.00	0.00	0.00	936.71
<b>C ORGANIZATIONS Totals:</b>	<b>20,831.61</b>	<b>1,205.41</b>	<b>4,957.93</b>	<b>0.00</b>	<b>17,079.09</b>
<b>D CONCESSIONS</b>					
400 CONCESSIONS	4,084.61	809.25	478.31	0.00	4,415.55
<b>D CONCESSIONS Totals:</b>	<b>4,084.61</b>	<b>809.25</b>	<b>478.31</b>	<b>0.00</b>	<b>4,415.55</b>

ALL Data

# Current Cash Balance Report

Arranged by:

Date: 01/01/2016 thru 01/31/2016

Group ID and Activity Number

Activity Number and Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
<b>E MISC</b>					
350 SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00
502 YOUTH FOUNDATION	750.00	0.00	0.00	0.00	750.00
503 LOUNGE	1,692.60	0.00	89.67	0.00	1,602.93
505 CHECKING INTEREST	12,143.91	11.65	0.00	0.00	12,155.56
510 CD INTEREST	2,524.43	0.00	0.00	0.00	2,524.43
520 ELEMENTARY	7,945.18	796.20	39.30	0.00	8,702.08
540 POP FUND	11,365.44	0.00	0.00	0.00	11,365.44
550 STUDENT FEES	240.00	0.00	0.00	0.00	240.00
555 WAKEFIELD PLAYGROUND FUND	500.00	0.00	0.00	0.00	500.00
560 MEMORIALS	200.00	0.00	0.00	0.00	200.00
576 PE UNIFORMS	288.00	120.00	0.00	0.00	408.00
577 STATE TOURNAMENTS	8,514.69	0.00	0.00	0.00	8,514.69
<b>E MISC Totals:</b>	<b>46,164.25</b>	<b>927.85</b>	<b>128.97</b>	<b>0.00</b>	<b>46,963.13</b>
<b>Z Inactive</b>					
215 CLASS OF 2005	0.00	0.00	0.00	0.00	0.00
220 CLASS OF 2006	0.00	0.00	0.00	0.00	0.00
225 CLASS OF 2007	0.00	0.00	0.00	0.00	0.00
226 CLASS OF 2008	0.00	0.00	0.00	0.00	0.00
227 CLASS OF 2009	0.00	0.00	0.00	0.00	0.00
228 CLASS OF 2010	0.00	0.00	0.00	0.00	0.00
229 CLASS OF 2011	0.00	0.00	0.00	0.00	0.00
230 CLASS OF 2012	0.00	0.00	0.00	0.00	0.00
231 CLASS OF 2013	0.00	0.00	0.00	0.00	0.00
232 CLASS OF 2014	0.00	0.00	0.00	0.00	0.00
300 VOCAL/INSTRUMENTAL CONTESTS	0.00	0.00	0.00	0.00	0.00
355 ENTREPRENEURSHIP	0.00	0.00	0.00	0.00	0.00
360 CINCO DE MAYO	0.00	0.00	0.00	0.00	0.00
365 VICA	0.00	0.00	0.00	0.00	0.00
370 EMBROIDERY	0.00	0.00	0.00	0.00	0.00
390 STUDENT ASSISTANCE	500.00	0.00	0.00	0.00	500.00
405 CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
551 5TH BUSINESS FAIR	0.00	0.00	0.00	0.00	0.00
552 TITLE I CARNIVAL	0.00	0.00	0.00	0.00	0.00
575 Wakefield VB	0.00	0.00	0.00	0.00	0.00
<b>Z Inactive Totals:</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>Report Totals:</b>	<b>97,220.96</b>	<b>21,673.61</b>	<b>10,653.48</b>	<b>0.00</b>	<b>108,241.09</b>

SELECTED

## Receipt History Detail

Arranged by:  
Receipt Number

Receipt Number	Receipt Date	Deposit Slip Number	Received From	Receipt Description	Amount	Sales Tax	Total Amount
	Line	Activity	Description				Amount
000000	01/04/2016		<b>MPM Farms</b>	<b>Donation</b>			<b>5,000.00</b>
	1	175	GEN ATHLETICS		5,000.00	0.00	5,000.00
000000	01/04/2016		<b>Logan View Public Schools</b>	<b>Wrestling</b>			<b>80.00</b>
	1	175	GEN ATHLETICS		80.00	0.00	80.00
000000	01/06/2016		<b>PE</b>	<b>Uniforms</b>			<b>102.00</b>
	1	576	PE UNIFORMS		102.00	0.00	102.00
000000	01/07/2016		<b>Box Tops</b>	<b>Garwood</b>			<b>746.20</b>
	1	520	ELEMENTARY		746.20	0.00	746.20
000000	01/11/2016		<b>Mendlik Ortho</b>	<b>Donation</b>			<b>50.00</b>
	1	520	ELEMENTARY		50.00	0.00	50.00
000000	01/12/2016		<b>Wakefield School District</b>				<b>10,000.00</b>
	1	175	GEN ATHLETICS		10,000.00	0.00	10,000.00
000000	01/14/2016		<b>PE</b>	<b>Uniforms</b>			<b>12.00</b>
	1	576	PE UNIFORMS		12.00	0.00	12.00
000000	01/15/2016		<b>Emerson Hubbard</b>	<b>Clough Tournament</b>			<b>333.66</b>
	1	175	GEN ATHLETICS		333.66	0.00	333.66
000000	01/19/2016		<b>The Graphic Edge</b>	<b>GBB</b>			<b>382.71</b>
	1	130	GIRLS BASKETBALL		382.71	0.00	382.71
000000	01/19/2016		<b>Wisner Pilger</b>	<b>Shootout</b>			<b>842.25</b>
	1	175	GEN ATHLETICS		842.25	0.00	842.25
000000	01/19/2016		<b>Randolph</b>	<b>District 7</b>			<b>24.00</b>
	1	305	DISTRICT 7 FCCLA		24.00	0.00	24.00
000000	01/21/2016		<b>PE</b>	<b>Unifoms</b>			<b>6.00</b>
	1	576	PE UNIFORMS		6.00	0.00	6.00
000000	01/25/2016		<b>Annual</b>	<b>Ad</b>			<b>50.00</b>
	1	320	ANNUAL		50.00	0.00	50.00
000000	01/26/2016		<b>NHS</b>	<b>Raffle</b>			<b>536.00</b>
	1	310	NATIONAL HONOR SOCIETY		536.00	0.00	536.00
000000	01/26/2016		<b>10th Grade</b>	<b>Soup Supper</b>			<b>751.48</b>
	1	236	CLASS OF 2018		751.48	0.00	751.48
000000	01/26/2016		<b>Concessions</b>	<b>Juniors</b>			<b>692.75</b>
	1	400	CONCESSIONS		692.75	0.00	692.75
000000	01/26/2016		<b>BB</b>	<b>Gate/Emerson</b>			<b>1,097.00</b>
	1	175	GEN ATHLETICS		1,097.00	0.00	1,097.00
000000	01/26/2016		<b>FCCLA</b>	<b>Cookies</b>			<b>493.41</b>
	1	330	FCCLA		493.41	0.00	493.41
000000	01/28/2016		<b>FCCLA</b>	<b>Cookies</b>			<b>12.00</b>
	1	330	FCCLA		12.00	0.00	12.00
000000	01/28/2016		<b>FCCLA</b>				<b>90.00</b>
	1	305	DISTRICT 7 FCCLA		90.00	0.00	90.00
000000	01/29/2016		<b>Wrestling</b>	<b>Gate</b>			<b>244.00</b>
	1	175	GEN ATHLETICS		244.00	0.00	244.00
000000	01/29/2016		<b>Concessions</b>	<b>STUCO</b>			<b>116.50</b>
	1	400	CONCESSIONS		116.50	0.00	116.50
000000	01/31/2016		<b>Interest</b>	<b>January 2016</b>			<b>11.65</b>
	1	505	CHECKING INTEREST		11.65	0.00	11.65
<b>Report Total:</b>							<b>21,673.61</b>

## Check Summary Report

Date: 09/01/2015 thru 02/04/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
008374	V	01/06/2016	Larry Rethwisch		BB Official	0.00
008379	O	01/05/2016	Allen High School		Entry Fee	60.00
008380	O	01/05/2016	Hauff Mid-America Sports		BB & Wrestling	480.40
008381	O	01/05/2016	Pac N Save			137.28
008382	O	01/05/2016	SIDELINES Bar & Grille			374.70
008383	O	01/05/2016	Lazy Acres Decor		Roses	95.00
008384	O	01/05/2016	Pepsi-Cola of Siouxland		Pop	57.30
008385	O	01/05/2016	Shopko			18.97
008386	O	01/05/2016	Wayne State College		Alex Conley Scholarship	250.00
008387	O	01/06/2016	VISA			305.19
008388	O	01/06/2016	Wal-Mart Community			507.12
008389	O	01/07/2016	Mike Hassler			223.00
008390	O	01/07/2016	JM Promotions		Polos	201.00
008391	O	01/07/2016	Providence Medical Center		Donation	500.00
008392	O	01/07/2016	Miller Building Supply			67.40
008393	O	01/07/2016	Omaha Orpheum Theater			313.50
008394	O	01/11/2016	Pat Henderson		JH BB Official	70.00
008395	O	01/11/2016	Homer High School		Entry Fee JH BB	75.00
008396	O	01/11/2016	Joey Murphy		JHBB Official	70.00
008397	O	01/11/2016	Dean Pallas		JHBB Official	70.00
008398	O	01/11/2016	Ron Williams		JHBB Official	70.00
008399	O	01/13/2016	Kathleen Mitchell		Repair	12.50
008400	O	01/13/2016	Joey Murphy		JH GBB Official	70.00
008401	O	01/13/2016	Roger Bentz		JHGGB Official	70.00
008402	O	01/13/2016	Wisner-Pilger High School		District Speech	55.08
008403	O	01/15/2016	Pierce High School		Entry Fee	270.00
008404	O	01/20/2016	Awards Unlimited Inc		Medals/Wrestling	233.55
008405	O	01/20/2016	Anthony Bonneau		JHBB Official	70.00
008406	O	01/20/2016	Mike Hassler		Conf Art Supplies	181.73
008407	O	01/20/2016	Kevin Hill		BB Official	110.00
008408	O	01/20/2016	M-F Athletic		Ramp/Track	661.32
008409	O	01/20/2016	Monty Miller		BB Official	110.00
008410	O	01/20/2016	Dean Pallas		BB Official	80.00
008411	O	01/20/2016	Jim Rusk		BB Official	80.00
008412	O	01/20/2016	Sysco			38.00
008413	O	01/20/2016	Tom Nitzschke		BB Official	110.00
008414	O	01/20/2016	Walsworth Publishing Company		Yearbook	1,304.69
008415	O	01/20/2016	Zack Johnson		JHBB Official	70.00
008416	O	01/20/2016	Laurel-Concord Public School		Golf Entry Fee	40.00
008417	O	01/20/2016	Lutheran High Northeast		Golf entry fee	50.00
008418	O	01/20/2016	Lyons Decatur Northeast High		Track Entry Fee	125.00
008419	O	01/20/2016	Norfolk Catholic		Track Entry Fee	135.00
008420	O	01/20/2016	Pender High School		Golf Entry Fee	50.00

# Check Summary Report

Date: 09/01/2015 thru 02/04/2016

Check Number	Status	Check / Void Date	Vendor Name	PO Number	Description	Amount
008421	O	01/20/2016	Ponca High School		Golf Entry Fee	50.00
008422	O	01/20/2016	Wausa High School		Track Entry Fee	135.00
008423	O	01/20/2016	Wayne High School		Track Entry Fee	150.00
008424	O	01/20/2016	West Point Beemer High School		Golf entry fee	90.00
008425	O	01/20/2016	Wisner-Pilger High School		Wrestling/B Team BB	200.00
008426	O	01/20/2016	Ponca High School		Track Entry Fee	120.00
008427	O	01/20/2016	West Point Beemer High School		Track Entry Fee	120.00
008428	O	01/20/2016	Wisner-Pilger High School		Track Entry Fee	150.00
008429	O	01/26/2016	Brooklyn Publishers, LLC			120.00
008430	O	01/26/2016	Cousins Concert Attire		Swing Choir	160.00
008431	O	01/26/2016	FBLA-PBL		REg	60.00
008432	V	01/27/2016	Hartington Public School		Entry Fee	0:00
008433	O	01/26/2016	Shopko		Labels	11.99
008434	O	01/26/2016	VISA			307.40
008435	O	01/26/2016	Wayne State Track and Field		Entry Fee	180.00
008436	O	01/26/2016	Austin Coufal		Wrestling Official	120.00
008437	O	01/26/2016	Howells-Dodge Consolidated		Entry Fee	195.00
008438	O	01/27/2016	Ben Henderson		JHBB Official	105.00
008439	O	01/27/2016	Hartington Public School		Entry Fee	124.00
008440	O	01/27/2016	Mike Hassler		Art Supplies	375.36
008441	O	01/27/2016	Ron Williams		JHBB Official	105.00
008442	O	01/29/2016	Creighton High School		Admission	12.00

**Report Total:** 10,763.48

## **P.E. Graduation Requirements**

**Current requirement:** 20 credits of P.E./Health

P.E. 9 (5 credits); Health (5 credits)

P.E. 10-12 (10 credits)

**Proposal:** Reducing PE/Health requirement from 20 to 15 credits

### **Reasoning:**

- Open schedule to new, semester long, high school writing class
- More offerings in the Lang. Arts area, for Rule 10 purposes
- Will make the class size for P.E. more manageable by requiring one semester
- P.E. classes will still be an option throughout high school

### **Research:**

Area schools' requirements:

Ponca – 15 (10 P.E. and 5 health)

Emerson – 10 (5 P.E. and 5 health)

Allen – 20 (same as what we currently offer)

Wayne – 10 (5 P.E. and 5 health)

Pender – 15 (10 P.E. and 5 health)

South Sioux City – 15 (10 P.E. and 5 health)

NDE – Rule 10 (pages 13-14) and phone call with Don

Nebraska schools are required to **offer** 20 instructional units of P.E./Health but all 20 do not need to be required.

# 2016 – 2017 School Year Calendar Option A

**15 - 16** Teacher Preservice  
**15** Meet and Greet 5:00 p.m.  
**17** Students Begin

AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**5** Labor Day – No School  
**12** Two Hour Late Start

**6** P/T Conferences 2:00 pm dismissal; 3:00 pm to 9:00 pm conferences  
**7** No School  
**10** Two Hour Late Start  
**21** End of 1st Quarter  
 46 Student Days  
 49 Teacher Days  
**24** Teacher Inservice

OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**14** Two Hour Late Start  
**23** 2:00 pm Dismissal  
**24-27** Thanksgiving Break

**12** Two Hour Late Start  
**22** End of 2nd Quarter  
 Dismiss at 2:00  
 41 Student Days  
 42 Teacher Days  
 End of 1st Semester  
 87 Student Days  
 91 Teacher Days  
**22-31** Winter Break

DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**1-4** Winter Break  
**5** School Resumes  
**16** Two Hour Late Start

**9** P/T Conferences 2:00 pm dismissal; 3:00 pm to 9:00 pm conferences  
**10** No School  
**20** Teacher In-service

FEBRUARY '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**9** End of 3rd Quarter  
 44 Student Days  
 46 Teacher Days  
**10-13** Spring Break  
**20** Two Hour Late Start

**10** Two Hour Late Start  
**14** Good Friday  
**17** No School

APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**21** Graduation  
**22** Noon Dismissal / Teacher ½ work day  
 End of 4th Quarter  
 48 Student Days  
 48 Teacher Days  
 End of 2nd Semester  
 92 Student Days  
 94 Teacher Days  
**23 -26** Snow Makeup Days  
**29** Memorial Day

Total Student Days – 179  
 Total Teacher Days - 185

JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Student Days = 179  
 Total Teacher Days = 185

# 2016 – 2017 School Year Calendar Option B

**15 - 16** Teacher Preservice  
**15** Meet and Greet 5:00 p.m.  
**17** Students Begin

AUGUST '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**5** Labor Day – No School  
**12** Two Hour Late Start

**6** P/T Conferences 2:00 pm dismissal; 3:00 pm to 9:00 pm conferences  
**7** No School  
**10** Two Hour Late Start  
**21** End of 1st Quarter  
 46 Student Days  
 49 Teacher Days  
**31** Teacher Inservice

OCTOBER '16						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**14** Two Hour Late Start  
**23** 2:00 pm Dismissal  
**24-27** Thanksgiving Break

**12** Two Hour Late Start  
**22** 2:00 pm Dismissal  
 End of 2nd Quarter  
 41 Student Days  
 42 Teacher Days  
 End of 1st Semester  
 87 Student Days  
 91 Teacher Days  
**22-31** Winter Break

DECEMBER '16						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**1-4** Winter Break, Teacher Work Day  
**5** School Resumes  
**16** Two Hour Late Start

**9** P/T Conferences 2:00 pm dismissal; 3:00 pm to 9:00 pm conferences  
**10** No School

FEBRUARY '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**9** End of 3rd Quarter  
 45 Student Days  
 47 Teacher Days  
**10-13** Spring Break  
**13** Snow Day Make up  
**20** Two Hour Late Start

**10** Two Hour Late Start  
**14** Good Friday  
**17** No School

APRIL '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May '17						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**19** Noon Dismissal / Teacher ½ work day  
 End of 4th Quarter  
 47 Student Days  
 47 Teacher Days  
 End of 2nd Semester  
 92 Student Days  
 94 Teacher Days  
**21** Graduation  
**22 -26** Snow Makeup Days  
**29** Memorial Day

Total Student Days – 179  
 Total Teacher Days - 185

JUNE '17						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY '17						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Total Student Days = 179  
 Total Teacher Days = 185

# 2015 – 2016 School Year Calendar

**11 - 12** Teacher Preservice  
**11** Meet and Greet 5:00 p.m.  
**13** Students Begin

AUGUST '15						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	26	27	27	28	29
30	31					

SEPTEMBER '15						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**7** Labor Day – No School  
**14** Two Hour Late Start

**1** P/T Conferences 2:00 pm dismissal; 3:00 pm to 9:00 pm conferences  
**2** No School  
**12** Two Hour Late Start  
**16** End of 1st Quarter  
 45 Student Days  
 48 Teacher Days  
**26** Teacher In-service

OCTOBER '15						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER '15						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**16** Two Hour Late Start  
**25** 2:00 pm Dismissal  
**26-27** Thanksgiving Break

**14** Two Hour Late Start  
**22** End of 2nd Quarter  
 44 Student Days  
 45 Teacher Days  
 End of 1st Semester  
 89 Student Days  
 93 Teacher Days  
**23-31** Winter Break

DECEMBER '15						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY '16						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**1-5** Winter Break  
**6** School Resumes  
**18** Two Hour Late Start

**11** P/T Conferences 2:00 pm dismissal; 3:00 pm to 9:00 pm conferences  
**12** No School  
**15** Teacher In-service

FEBRUARY '16						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH '16						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**3** End of 3rd Quarter  
 40 Student Days  
 41 Teacher Days  
**4-7** Spring Break  
**14** Two Hour Late Start  
**25** Good Friday No School  
**28** No School

**18** Two Hour Late Start

APRIL '16						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May '16						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**15** Graduation  
**18** Noon Dismissal / Teacher ½ work day  
 End of 4th Quarter  
 50 Student Days  
 51 Teacher Days  
 End of 2nd Semester  
 90 Student Days  
 92 Teacher Days  
**19-25** Snow Makeup Days  
**30** Memorial Day

Total Student Days – 179  
 Total Teacher Days - 185

JUNE '16						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	26	25
27	27	28	29	30		

JULY '16						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Total Student Days = 179  
 Total Teacher Days = 185

# MEMBERSHIP DUES INVOICE

in account with

## Nebraska Association of School Boards

1311 Stockwell, Lincoln, NE 68502 (402) 423-4951 or 1-(800) 422-4572

---

Name: Wakefield Community School

County: Wayne

NASB Region: 11

DATE	DESCRIPTION	AMOUNT DUE
January 29, 2016	<b>Annual Membership Dues</b> for NASB Fiscal Year 4/1/16 to 3/31/17	<b>\$4,098</b>
	All districts/ESU's who pay dues by 4/1/16 may subtract 2% from their total dues.	<b>\$82</b>
	TOTAL AMOUNT DUE IF PAID BY APRIL 1, 2016	<b><u>\$4,016</u></b>

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**Thank you for your support and participation in NASB.**



**TRADEBE**

Environmental Services, LLC™

January 15, 2016

**QK-EMC160066**

Jason Heitx  
Principal  
Wakefield Community School  
802 Highland St.  
Wakefield, NE 68784

Dear Mr. Jason Heitx:

Tradebe Treatment and Recycling, LLC is pleased to propose the enclosed contract for the packaging, transportation and disposal of waste located at Wakefield Community School in Wakefield, NE. Tradebe Treatment and Recycling, LLC has routinely provided this type of service to thousands of customers throughout the United States. Our personnel are all highly trained in OSHA, RCRA, and DOT regulations, including hazard recognition to ensure complete compliance in managing your waste.

This proposal contains the following items:

- Scope of Work
- Assumptions
- Rate Schedule

### **Scope of Work**

1. Mobilization to and from our Kansas City, KS or Des Moines, IA location.
2. Onsite labor and personal protective equipment.
3. Classification, segregation and packaging of lab-pack waste by hazard class in accordance with DOT, EPA, state and local regulations.
4. Testing to determine the correct hazard classification of unknown or proprietarily labeled lab-pack wastes.
5. Packaging of the lab-pack waste into UN-approved containers.
6. Supply UN-approved containers, absorbent, safety equipment, nonsparking tools, etc. to complete the project.
7. All necessary drum labeling, manifesting, permitting and any other paperwork as required by law.
8. Transportation of the packaged and containerized wastes to our TSDf located in Millington, TN.
9. Treatment and/or disposal at Tradebe Treatment and Recycling, LLC facility located in Millington, TN.

Tradebe Treatment and Recycling LLC  
555 Stanley Road  
Kansas City, KS 66115  
Phone: 913-219-4680  
Fax: 913-273-1587

**Assumptions**

Tradebe Treatment and Recycling, LLC assumes the following conditions:

1. Tradebe Treatment and Recycling, LLC reserves the right to exclude from services: explosive or shock sensitive materials, DEA controlled substances, medical wastes, radioactive or PCB containing materials.
2. The generator must be able to supply MSDS or identify constituents of all waste materials other than those items identified as unknown on the inventory.
3. Costs are based on the inventory provided and assumptions made by Tradebe Treatment and Recycling, LLC. Actual cost may be higher or lower than quoted.
4. Mobilization rate has been discounted assuming this project can be scheduled in combination with other jobs in the area. If this project were to be scheduled alone as a dedicated trip, the mobilization/transportation rate would be \$1180.00.
5. An Environmental Assessment Fee of 9.3% will be assessed to the non-transportation related items in the invoice.
6. This quote is valid for 90 days.

**Rate Schedule**

<b>Lab Pack Disposal Based on Inventory Provided</b>	<b>\$ 2,683.00</b>
• Flammable liquids (ZF) 1 x 15DF	\$ 82.00
• Water reactive (ZP2) 1 x 5DF	\$ 207.00
• Oxidizers (ZX1) 1 x 15DF	\$ 154.00
• Toxics (ZI) 1 x 15DF	\$ 144.00
• Mercury devices (ZR1) 1 x 15DF	\$ 926.00
• Inorganic acids (ZA) 1 x 15DF	\$ 114.00
• Inorganic bases (ZC) 1 x 15DF	\$ 108.00
• Organic acids for fuels (ZF) 1 x 5DF	\$ 41.00
• Specimens for incineration (ZV5) 1 x 15DF	\$ 144.00
• Nitric acid (ZI) 1 x 5DF	\$ 82.00
• Non-Regulated/Non Hazardous (ZS) 1 x 15DF	\$ 82.00
• Flammable solids (ZP) 1 x 5DF	\$ 207.00
• Chlorinated oxidizer (ZX3) 1 x 5DF	\$ 185.00
• Unknowns for incineration (ZP) 1 x 5DF	\$ 207.00

Tradebe Treatment and Recycling LLC  
 555 Stanley Road  
 Kansas City, KS 66115  
 Phone: 913-219-4680  
 Fax: 913-273-1587

<b>Supplies</b>	<b>\$ 380.00</b>
<b>Mobilization/Transportation</b>	<b>\$ 705.00</b>
<b>Fuel Surcharge (currently 20%)</b>	<b>\$ 141.00</b>
<b>Onsite Labor/Paperwork</b>	<b>\$ 330.00</b>
<b>Environmental Assessment Fee of 9.3%</b>	<b>\$ 315.55</b>
<b>Total Cost Estimate</b>	<b>\$ 4,554.55</b>

If you have any questions regarding this proposal, please feel free to contact me at the number below or Andrew Keck at (816) 730-9848. Please indicate your approval by signing and returning this quote to the sender. Tradebe Treatment and Recycling, LLC thanks you for the opportunity to be of service to you on this and future projects.

Sincerely,

Nate Embery  
 Technical Services Specialist  
 913-669-6303  
 nate.embery@tradebe.com

**Required Notice:**

In accordance with 40 CFR 264.12 "Required Notice" and State(s) equivalent regulations, Tradebe Treatment and Recycling, LLC is informing the waste Generator that Tradebe Treatment and Recycling, LLC companies have the appropriate permit(s) for the above listed or reference waste stream(s) and will accept the waste stream(s) as described by the Generator/Broker. This waste stream approval was founded on the information that the generator/Broker provided pursuant to the Generator's compliance with 40 CFR 262.11 "Hazardous Waste Determination" and/or their States regulatory equivalent. If at any time the waste is found to be not representative of the information supplied by the Generator/Broker, title to such waste shall not pass to Tradebe Treatment and Recycling, LLC pursuant to the Waste Handling Agreement.

**As a final condition of Tradebe Treatment and Recycling, LLC's acceptance, this quote letter must be signed and returned with a Purchase Order Number to Tradebe Treatment and Recycling, LLC.**

**ACCEPTED BY:** \_\_\_\_\_  
**NAME:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

Tradebe Treatment and Recycling LLC  
 555 Stanley Road  
 Kansas City, KS 66115  
 Phone: 913-219-4680  
 Fax: 913-273-1587

 **VEOLIA**  
ENVIRONMENTAL SERVICES  
**ENVIRONMENTAL SERVICES PRICING QUOTATION**

January 13, 2016

Wakefield Community School  
802 Highland St.  
Wakefield, NE 68784  
Attention: Mr. Jason Heitz  
Tel: 402-287-2012

**RE: Environmental Services Quotation Ref # Q644001077 – Wakefield Community School**

Dear Principal Jason Heitz:

Thank you for requesting pricing for the proper handling, treatment and/or recycling of your hazardous and non-hazardous waste from Veolia ES Technical Solutions, L.L.C (Veolia). Based upon the information you provided, we have prepared a customized solution based upon review of that information, and includes the following scope of work:

**Scope of Work:**

- Provide a two-person crew to include (2) Environmental Specialists. All personnel are trained and authorized for Hazardous Waste Site Operations per OSHA's 29CFR1910.120.
- Classification of the materials (DOT Hazard Class).
- Segregation as to compatibility, hazard class and disposal requirements.
- Packaging directly into 55-gallon drums and/or DOT approved fiberboard boxes in accordance with DOT regulations (49 CFR), and over packing, when required.
- Compilation of packing slips, listing materials packed in each container.
- Proper labeling, according to state and federal regulations.
- Completion of manifests and associated shipping documents.
- Loading and transportation services via MCS-90 endorsed DOT transporter.
- Provide return manifest copies back to the generator within 45 days of shipment.
- Ultimate treatment at a customer approved treatment/recycling facility.
- Complete tracking documentation following the disposition of materials.

All work performed will be in strict compliance with all federal, state and local regulations and laws. Wakefield Community School must also comply with all applicable laws and regulations pertaining to generators of hazardous waste. Veolia will not accept improperly identified or unidentified materials.

**Reactive Chemical Language (if applicable)**

*Some of the chemicals may not avail themselves for disposal in this manner. Due to their highly reactive nature (chemical explosives, organic peroxides, peroxide formers, pyrophorics, flammable solids, dangerous when wet and other controversial items), innovative disposal technologies have been developed to specifically address these areas.*

*Should such reactive materials be encountered during the scope of this project, Veolia will identify these and prepare an inventory. This inventory will serve as the basis for a quotation from Veolia's Highly Reactive and Explosive materials specialists. The ensuing quotation will cover all aspects of handling, labor, packaging, transportation and disposal.*

Depending upon the method of disposal and the location of the disposal facility, other applicable hazardous waste taxes and/or surcharges imposed by the state will be charged.

The foregoing price quote is firm, provided that the materials covered by the quote conform to the descriptions and quantities listed. In the event that the quantity of material differs from the amount listed in the quote or the nature of the material differs from the description listed,

Veolia ES Technical Solutions – Menomonee Falls, WI (262) 255-6655  
Environmental Services Pricing Quotation: # Q644001077 – Wakefield  
Community School

**Our services are backed by unwavering commitments to our Customers:**

**Liability Protection**

*\$15,000,000 in Pollution Liability Insurance backed by an industry leading indemnity program.*

**Service First, Safety Always**

*Veolia's commitment to our customers is that we provide services in a safe and compliant manner and the Veolia commitment to our employees is that they leave work in the same condition as when they arrived.*

**Turning Waste into a Resource**

*A fundamental tenet that drives Veolia employees to find the best recycling and treatment solutions for the most complex, environmental challenges.*

**Local Service, National Strength**

*Veolia provides customer and technical service at the local level by employees who know and understand regional and state regulations. They are supported by a Fortune 500® organization that has the financial and human resources to ensure success.*

**Our Customers make us better**

*"When we began discussions with Veolia, we were pleased with the flexibility their company offered to tailor the program to our multiple needs."*

**Jennifer R. Dolin,**  
**Environmental Marketing**  
**Manager**  
**OSRAM Sylvania**

Return All Signed Paperwork to:

Rep Name: John Regnitz  
Fax: (262) 255-7990 | Email: John.Regnitz@veolia.com  
www.Veolia.com Page | 1



## ENVIRONMENTAL SERVICES PRICING QUOTATION

additional charges may apply. This quote will remain valid for thirty (30) days from the date of this letter. This quotation supersedes any previous or existing quotations for similar services. The pricing offered may be subject to proper profiling and approval of the waste stream in accordance with the destination disposal facility's waste acceptance requirements.

In the event your waste materials qualify as LTL (less than truckload) transportation may require up to 10 business days between pick up request and actual pick up date, depending upon geographical location. Expedited services can be arranged upon request, but will be assessed additional fees. Waste materials shipped to Veolia in salvage drums will be subject to additional handling fees.

In the event you have an existing agreement in place with Veolia, the work will be performed in accordance with the terms of that agreement and no further contracting is required, other than acceptance of this price quote.

**Your approval of the quotation can be made by signing the attached document and returning it via fax or email.**

**To obtain services, we request you complete, sign and return either by fax or email the completed Environmental Services Agreement (ESA) and Credit Application. Once the information is reviewed and approved, we can schedule the work at a time mutually agreed to by both parties.**

Feel free to contact me at the number below should you require additional information or have questions about our services. We certainly look forward to developing a mutually-beneficial relationship.

Sincerely,

VEOLIA ES TECHNICAL SOLUTIONS, L.L.C.

  
John Regnitz  
Technical Service Representative  
T: (262) 255-6655 ext. 72618  
F: (262) 255-7990  
E: John.Regnitz@veolia.com

AGREED TO AND ACCEPTED BY:

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

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

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

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



MANIFEST FROM: Wakefield Community School 802 Highland St. Wakefield, NE 68784	RETURN MANIFEST TO: Wakefield Community School 802 Highland St. Wakefield, NE 68784	CERTIFICATE TO: Wakefield Community School 802 Highland St. Wakefield, NE 68784
CONTACT: Mr. Jason Heitz PHONE: 402-287-2012	QUOTE DATE: 01/13/2016 TERRITORY: W34	SALES REP: SHELLY L. DOTY (BECKM)

Line	Service	Description	Quantity	Price	Unit	Extension
	<b>Waste Stream:</b> LABPACKS Technology: Incineration-thermal destruct. Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 5 GALLON CONTAINER		11.00	90.00	EA	\$990.00
	<b>Waste Stream:</b> LOOSPACKS OF POISONS/TOXIC MATERIAL Technology: Incineration-thermal destruct. Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 30 GAL OPEN HEAD PLASTIC DRUM		1.00	265.00	EA	\$265.00
	<b>Waste Stream:</b> LABPACKS FOR INCINERATION-HPN Technology: Incineration-thermal destruct. Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 20 GAL OPEN HEAD PLASTIC DRUM		1.00	250.00	EA	\$250.00
	<b>Waste Stream:</b> LABPACKED BASES Technology: Store,bulk,transfer off-site Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 30 GALLON CONTAINER		1.00	195.00	EA	\$195.00
	<b>Waste Stream:</b> LABPACKED POISONS Technology: Store,bulk,transfer off-site Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 30 GALLON CONTAINER		1.00	195.00	EA	\$195.00
	<b>Waste Stream:</b> LABPACKED INORGANIC ACIDS Technology: Store,bulk,transfer off-site		1.00	100.00	EA	\$100.00



MANIFEST FROM: Wakefield Community School 802 Highland St. Wakefield, NE 68784	RETURN MANIFEST TO: Wakefield Community School 802 Highland St. Wakefield, NE 68784	CERTIFICATE TO: Wakefield Community School 802 Highland St. Wakefield, NE 68784
CONTACT: Mr. Jason Heitz PHONE: 402-287-2012	QUOTE DATE: 01/13/2016 TERRITORY: W34	SALES REP: SHELLY L. DOTY (BECKM)

Line	Service	Description	Quantity	Price	Unit	Extension
	Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 10 GAL CARTON FIBRE					
	<b>Waste Stream:</b> LAB PACKAGED CHEMICALS Technology: Metals recovery (retort,smelt, Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 5 GAL OPEN HEAD PLASTIC DRUM		1.00	250.00	EA	\$250.00
	<b>Waste Stream:</b> LAB PACKAGED CHEMICALS Technology: Metals recovery (retort,smelt, Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 55 GALLON DRUM		1.00	250.00	EA	\$250.00
	<b>Waste Stream:</b> LABPACKED FLAMMABLE LIQUIDS Technology: Store,bulk,transfer off-site Facility: VEOLIA ES TECHNICAL SOLUTIONS UOM/Container: 10 GALLON CONTAINER		1.00	100.00	EA	\$100.00
	<b>Materials:</b> 051H2 - 5 GAL WHITE POLY PAILS LABPACKER 10 LABPACKER 30 551H2-55 GAL OPEN HEAD POLY VERMICULITE, 4 CUFT BAG <b>Personnel:</b> ENVIRONMENTAL SPECIALIST II		12.00 2.00 4.00 1.00 3.00 2 at 6.00	15.00 18.00 26.00 45.00 25.00 60.00	EACH EACH EACH EACH EACH HOUR	\$180.00 \$36.00 \$104.00 \$45.00 \$75.00 \$720.00
	<b>Miscellaneous:</b> PICK-UP FEE 10% discount on pickup fee if facility can wait for milk run		1.00	850.00	EACH	\$850.00
					Line Total	\$1160.00



MANIFEST FROM: Wakefield Community School 802 Highland St. Wakefield, NE 68784	RETURN MANIFEST TO: Wakefield Community School 802 Highland St. Wakefield, NE 68784	CERTIFICATE TO: Wakefield Community School 802 Highland St. Wakefield, NE 68784
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CONTACT: Mr. Jason Heitz PHONE: 402-287-2012	QUOTE DATE: 01/13/2016 FAX:	TERRITORY: W34 SALES REP: SHELLY L. DOTY (BECKM)
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Line	Service	Description	Quantity	Price	Unit	Extension
	Miscellaneous:	FUEL SURCHARGE	850.00	0.10	PERCENT	\$85.00
		ENERGY & SECURITY SURCHARGE	3755.00	0.09	PERCENT	\$337.95
		WISCONSIN MANIFEST FEE	1.00	6.00	EACH	\$6.00
Line Total						\$1278.95
Quote Total						\$5033.95

All terms and conditions described in the previous pages will apply.

ENVIRONMENTAL SERVICES AGREEMENT (Short Form)

This Services Agreement ("Agreement"), which includes any exhibits attached to it, is made as of the date shown below between Wakefield Community School, with offices at 802 Highland St., Wakefield NE 68784. ("you", "your") and Veolia ES Technical Solutions, L.L.C., with offices at 720 Butterfield Rd, Lombard IL 60148, ("we", "us", "our").

1. SERVICES PROVIDED. We will provide you with analytical, collection, management, transportation, disposal and/or recycling services for your waste materials ("Waste Material(s)") described in Waste Profile Sheets ("Profile Sheet(s)"). In addition, we agree that, when you seek the services of a company affiliated with us, we will arrange for that affiliated company to provide those services under the terms and conditions of this Agreement, so long as the affiliated company agrees to be bound by those same terms and conditions. You warrant that the Profile Sheet will contain a true and correct description of your Waste Material and that such Waste Material will conform to this description. In the case of Universal Wastes (as defined by 40 CFR 273.9), you must provide us with an accurate piece count for each of the items being shipped to us (lamps, bulbs, monitors, etc.). In the absence of the piece count on the shipping documents, the piece count made by us at the receiving facility shall be conclusive and final.

In the case of shipments of Universal Waste, we are authorized and hold the requisite permits to receive such Universal Waste at the facilities that will receive Universal Waste from you, all in conformance with 40 CFR 273.18(d), 40 CFR 273.38(d), and 40 CFR 264.12(b).

If your Waste Material does not conform to the descriptions in the Profile Sheet ("Non-conforming Waste"), we can, at our option, return it to you or require you to remove and dispose of the Non-conforming Waste at your expense, and reimburse us for any expenses we have incurred. In the event we perform services on your premises, you will provide us with a safe workplace, and if we request that work areas be secured, you will be solely responsible for securing such work areas and for preventing anyone other than our personnel from entering the designated work areas.

If you package waste for shipment to us, you shall package such waste in accordance with U.S. Department of Transportation and all other applicable federal, state and local statutes, ordinances, laws, orders, rules and regulations.

2. INDEMNIFICATION. We agree to indemnify, defend and save you harmless from and against any and all losses and liabilities which you incur or may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law, (1) to the extent caused by our breach of this Agreement or any negligent act, negligent omission or willful misconduct of us, our employees, agents, contractors or anyone acting on our behalf, which occurs during the management, collection or transportation of your Waste Materials, or (2) as a result of the disposal of your Waste Materials in a facility owned by us or our affiliated companies, provided that, with regard to both (1) and (2) above, our indemnification obligations will not apply to occurrences involving Non-conforming Waste. You agree to indemnify, defend and save us harmless from and against any and all losses and liabilities which we may incur or be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law to the extent caused by your breach of this Agreement or by any negligent act, negligent omission or willful misconduct of you, your employees, agents, contractors or anyone acting on your behalf in the performance of this Agreement.

3. FEES. You agree to pay us the fees set forth in Exhibit A or in any pricing document either signed by or otherwise consented to by the parties relating to the work performed by us under this Agreement in accordance with the payment terms of our invoice. This pricing document may include a fuel surcharge based on a nationally-recognized fuel pricing index. You agree to pay interest on any past due amounts at 1-1/2% per month or the maximum rate allowed by law, whichever is less. We may increase our fees from time to time to reflect changes in regulations, taxes, the CPI, disposal fees and fuel prices, plus a reasonable margin. Subject to your approval, the fees may be adjusted for other reasons. We will notify you in writing of fee increases before they go into effect. You can accept fee increases verbally, in writing or by your actions, such as your request for services under this Agreement after being notified of a fee increase. You and we agree that changes to the initial scope of services are best made in writing. However, the parties acknowledge that there may be circumstances when a written change order may not be sensible or possible. If you or your representative (whom we believe in good faith is authorized by you) verbally requests us to perform services which are not part of the initial scope of Services and we agree verbally to perform those additional services, you agree that the request and our acceptance will constitute a change order and the fees shall be adjusted accordingly. You and we agree that, as soon as convenient thereafter, the parties will put the verbal change order in writing, to be signed by the parties. New customers of our Electronics Recycling division placing orders under \$300USD shall pay by credit card.

4. TERM. The term of this Agreement will be for one year from the date below, and will be automatically renewed for successive one-year terms. Either of us may terminate the Agreement by giving the other 30 days' written notice of termination.

5. MISCELLANEOUS. This Agreement will be governed by the laws of the state in which services are performed, and is binding on the successors and assigns of both of us. The warranties and indemnification made by each of us will survive termination of this Agreement. Both parties expressly stipulate that, to the extent allowed by law, any documents contemplated pursuant to this Agreement may be executed and become effective by affixing an electronic signature in the appropriate location and transmitting such electronically signed document to the other party. Such electronic signature shall be deemed to be an original signature and any document bearing an electronic signature shall be deemed to be a valid document bearing a signature affixed by hand.

The prevailing party will be entitled to reasonable attorneys' fees and court costs in any legal action relating to this Agreement which may arise between the parties. This Agreement supersedes any prior Agreements between us for locations and services covered by this Agreement, except for prior indemnifications and warranties. In the event of a conflict between the terms and conditions appearing on your purchase orders or other form order documents, this Agreement shall govern.

During the term of this Agreement and for one year thereafter, you agree to refrain from actively recruiting our employees who are involved in the performance of Services hereunder. In addition, you acknowledge and understand that we have invested considerable time and financial resources in locating, training and maintaining the most professional staff available in the industry. You also acknowledge that actual money damages would be difficult to ascertain and that breach of this non-solicitation clause would cause us significant harm. You therefore agree that in the event of a breach of this clause, you will pay liquidated damages to us in an amount equal to one year's salary of the employee(s) who is/are hired by you in breach of this clause.

IN NO EVENT SHALL EITHER PARTY BE RESPONSIBLE TO THE OTHER FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL OR PUNITIVE DAMAGES IN CONNECTION WITH THIS AGREEMENT, WHETHER BASED IN CONTRACT, TORT, STRICT LIABILITY, STATUTE OR OTHERWISE.

IN WITNESS WHEREOF, this Agreement has been signed by the authorized representatives of the parties.

CUSTOMER

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

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

VEOLIA ES TECHNICAL SOLUTIONS, L.L.C.

Signature: John Regnitz Date: 1/13/2014

Name: John REGNITZ

# **Wakefield Community School Wellness Policy**

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## Wakefield Community School Wellness Policy

*[Note: This “Basic” district-level wellness policy template meets the minimum Federal standards for local school wellness policy implementation under the Healthy, Hunger-Free Kids Act of 2010, the Alliance for a Healthier Generation Healthy Schools Program “Bronze”-level recognition criteria, and minimum best practice standards accepted in the education and public health fields. Where appropriate, the template includes optional policy language school districts can use to establish a stronger policy that meets the Healthy Schools Program “Silver” or “Gold” levels. School districts should choose policy language that meets their current needs and also supports growth over time.]*

### Preamble

Wakefield Community School (hereto referred to as the District) is committed to the optimal development of every student. The District believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during, and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks.<sup>1,2,3,4,5,6,7</sup> Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students.<sup>8,9,10</sup> In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically.<sup>11,12,13,14</sup>

This policy outlines the District’s approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

- Students in the District have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active before, during, and after school;
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;
- The community is engaged in supporting the work of the District in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The District establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the District.

**I. School Wellness Committee**

***Committee Role and Membership***

The District will convene a representative district wellness committee (hereto referred to as the DWC or work within an existing school health committee) that meets at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of this district-level wellness policy (heretofore referred as “wellness policy”).

The DWC membership will represent all school levels (elementary and secondary schools) and include (to the extent possible), but not be limited to: parents and caregivers; students; representatives of the school nutrition program (ex., school nutrition director); physical education teachers; health education teachers; school health professionals (ex., health education teachers, school health services staff [i.e., nurses, physicians, dentists, health educators, and other allied health personnel who provide school health services], and mental health and social services staff school administrators (ex., superintendent, principal, vice principal), school board members; health professionals (ex., dietitians, doctors, nurses, dentists); and the general public. To the extent possible, the DWC will include representatives from each school building and reflect the diversity of the community. Each school will designate a school wellness policy coordinator, who will ensure compliance with the policy. Refer to Appendix A for a list of school level wellness

Name	Title	Email address	Role
Mark Bejot	Superintendent	<a href="mailto:mbejot@esu1.org">mbejot@esu1.org</a>	Chair
Jaime Manz	Instructor	<a href="mailto:jmanz@esu1.org">jmanz@esu1.org</a>	member
Josep	P.E. Inst	<a href="mailto:jwendte@esu1.org">jwendte@esu1.org</a>	Member
Jolene Klein	Parent/ Librarian	<a href="mailto:jklein@esu1.org">jklein@esu1.org</a>	Member
Angie Borg	Parent/Nurse	<a href="mailto:aborg@esu1.org">aborg@esu1.org</a>	Member
Kristi Foote	Head Cook	<a href="mailto:kfoote@esu1.org">kfoote@esu1.org</a>	Member
Danika Dorcey	Student	<a href="mailto:jdorcey@esu1.org">jdorcey@esu1.org</a>	Member
Nicki Decker	Parent	<a href="mailto:nickid@abbnebraska.com">nickid@abbnebraska.com</a>	

## **II. Wellness Policy Implementation, Monitoring, Accountability, and Community Engagement**

### ***Implementation Plan***

The District will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates roles, responsibilities, actions, and timelines specific to each school, and includes information about who will be responsible to make what change, by how much, where, and when, as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education, and other school-based activities that promote student wellness. It is recommended that the school use the [Healthy Schools Program online tools](#) to complete a school level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation, and generate an annual progress report.

This wellness policy and the progress reports can be found at: [www.wakefieldschools.org](http://www.wakefieldschools.org) website.

### ***Recordkeeping***

The District will retain records to document compliance with the requirements of the wellness policy at the Superintendent's Office and/or on [www.wakefieldschools.org](http://www.wakefieldschools.org). Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating compliance with community involvement requirements, including (1) Efforts to actively solicit DWC membership from the required stakeholder groups; and (2) These groups' participation in the development, implementation, and periodic review and update of the wellness policy;
- Documentation of annual policy progress reports for each school under its jurisdiction; and
- Documentation of the triennial assessment\* of the policy for each school under its jurisdiction;
- Documentation demonstrating compliance with public notification requirements, including:
  - (1) Methods by which the wellness policy, annual progress reports, and triennial assessments are made available to the public; and
  - (2) Efforts to actively notify families about the availability of wellness policy.

### ***Annual Progress Reports***

The District will compile and publish an annual report to share basic information about the wellness policy and report on the progress of the schools within the district in meeting wellness goals. This annual report will be published around the same time each year June, and will include information from each school within the District. This report will include, but is not limited to:

- The website address for the wellness policy and/or how the public can receive/access a copy of the wellness policy;
- A description of each school's progress in meeting the wellness policy goals;
- A summary of each school's events or activities related to wellness policy implementation;
- The name, position title, and contact information of the designated District policy leader(s) identified in Section I; and
- Information on how individuals and the public can get involved with the DWC or SWC.

The annual report will be available in June of each year in English.

The District will actively notify households/families of the availability of the annual report.

The DWC, will establish and monitor goals and objectives for the District's schools, specific and appropriate for each instructional unit (elementary or secondary OR elementary, middle, and high school, as appropriate), for each of the content-specific components listed in Sections III-V of this policy.

*The District will also track and annually report other related information, such as findings from food safety inspections, aggregate participation in school meals programs, income reported from competitive food sales, fundraising revenues, and other such information, as feasible.]*

### ***Triennial Progress Assessments***

At least once every three years, the District will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the District are in compliance with the wellness policy; The extent to which the District's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of the District's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Mark Bejot, Superintendent, 802 Highland, P.O. Box 330, Wakefield, NE 68784.

The DWC, in collaboration with individual schools, will monitor schools' compliance with this wellness policy.

The District will actively notify households/families of the availability of the triennial progress report.

### ***Revisions and Updating the Policy***

The DWC will update or modify the wellness policy based on the results of the annual progress reports and triennial assessments, and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

### ***Community Involvement, Outreach, and Communications***

The District is committed to being responsive to community input, which begins with awareness of the wellness policy. The District will actively communicate ways in which representatives of DWC and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for that district. The District will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The District will use electronic mechanisms, such as email or displaying notices on the district's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The District will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the district and individual schools are communicating other important school information with parents.

The District will actively notify the public about the content of or any updates to the wellness policy annually (August Newsletter), at a minimum through the Wakefield Community School Newsletter. The District will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

## **III. Nutrition**

### ***School Meals***

Our school district is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP), and

Additional Federal child nutrition programs in which the district participates, possibly including the Fresh Fruit & Vegetable Program (FFVP), Special Milk Program (SMP), or others.

## ALLIANCE FOR A HEALTHIER GENERATION MODEL WELLNESS POLICY

Grab 'n' Go Breakfast, or others. All schools within the District are committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The District offers reimbursable school meals that meet [USDA nutrition standards.](#))
- Promote healthy food and beverage choices using at least ten of the following [Smarter Lunchroom techniques:](#)
  - Sliced or cut fruit is available daily
  - Daily fruit options are displayed in a location in the line of sight and reach of students
  - All available vegetable options have been given creative or descriptive names
  - Daily vegetable options are bundled into all grab and go meals available to students
  - All staff members, especially those serving, have been trained to politely prompt students to select and consume the daily vegetable options with their meal
  - White milk is placed in front of other beverages in all coolers
  - Alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas
  - A reimbursable meal can be created in any service area available to students (e.g., salad bars, snack rooms, etc.)
  - Student surveys and taste testing opportunities are used to inform menu development, dining space decor, and promotional ideas
  - Student artwork is displayed in the service and/or dining areas
  - Daily announcements are used to promote and market menu options.
  - Menus will be posted on the District website or individual school websites.
  - School meals are administered by a team of child nutrition professionals.
  - The District child nutrition program will accommodate students with special dietary needs.
  - Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch. Students are served lunch at a reasonable and appropriate time of day.
  - Participation in Federal child nutrition programs will be promoted among students and families to help ensure that families know what programs are available in their children's school.
  - School hosts field trips to local farms; and
  - School utilizes promotions or special events, such as tastings, that highlight the local/ regional products.

**Staff Qualifications and Professional Development**

All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA’s Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

**Water**

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day\* and throughout every school campus\* (“school campus” and “school day” are defined in the glossary). The District will make drinking water available where school meals are served during mealtimes. In addition, students will be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

- Water cups/jugs will be available in the cafeteria if a drinking fountain is not present.
- All water sources and containers will be maintained on a regular basis to ensure good hygiene standards. Such sources and containers may include drinking fountains, water jugs, hydration stations, waterjets, and other methods for delivering drinking water.

**Competitive Foods and Beverages**

The District is committed to ensuring that all foods and beverages available to students on the school campus\* during the school day\* support healthy eating. The foods and beverages sold and served outside of the school meal programs (i.e., “competitive” foods and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. A summary of the standards and information are available at:

<http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snacks>. The Alliance for a Healthier Generation provides a set of tools to assist with implementation of Smart Snacks available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.

The District will promote healthy food and beverage choices for all students throughout the school campus, as well as encourage participation in school meal programs. This promotion will occur through at least:

- Implementing evidence-based healthy food promotion techniques through the school meal programs using [Smarter Lunchroom techniques](#); and
- Promoting foods and beverages that meet the USDA Smart Snacks in School nutrition standards. Additional possible promotion techniques that the District and individual schools may use are available at [www.healthiergeneration.org/smartsnacks](http://www.healthiergeneration.org/smartsnacks).

### ***Celebrations and Rewards***

The District's goal is foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The District will provide to parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards; and
3. Rewards and incentives. The District will provide teachers and other relevant school staff a [list of alternative ways to reward children](#).

### ***Fundraising***

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus\* during the school day\*. The District will make available to parents and teachers a list of healthy fundraising ideas [*examples from the [Alliance for a Healthier Generation](#) and the [USDA](#)*].

*Given the pervasiveness of food fundraisers in many schools and the wide availability of profitable, healthy fundraising options, additional policy language is encouraged:*

- *Schools will promote non-food fundraisers, and encourage those promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).*

### ***Nutrition Promotion***

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs. Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias. Nutrition promotion also includes marketing and advertising nutritious foods and beverages to students and is most effective when implemented consistently through a comprehensive and multi-channel approach by school staff and teachers, parents, students, and the community.

***Nutrition Education***

The District aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations or lessons, promotions, taste-testing, farm visits, and school gardens;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise);
- Link with school meal programs, cafeteria nutrition promotion activities, school gardens, Farm to School programs, other school foods, and nutrition-related community services;
- Teach media literacy with an emphasis on food and beverage marketing; and
- Include nutrition education training for teachers and other staff.

***Essential Healthy Eating Topics in Health Education***

The District will include in the health education curriculum the following essential topics on healthy eating:

- The relationship between healthy eating and personal health and disease prevention
- Food guidance from [MyPlate](#)
- Reading and using USDA's food labels
- Eating a variety of foods every day
- Balancing food intake and physical activity
- Eating more fruits, vegetables, and whole grain products
- Choosing foods that are low in fat, saturated fat, and cholesterol and do not contain *trans* fat.
- Choosing foods and beverages with little added sugars
- Eating more calcium-rich foods
- Preparing healthy meals and snacks
- Risks of unhealthy weight control practices
- Accepting body size differences
- Food safety
- Importance of water consumption
- Importance of eating breakfast
- Making healthy choices when eating at restaurants
- Eating disorders
- The Dietary Guidelines for Americans
- Reducing sodium intake
- Social influences on healthy eating, including media, family, peers, and culture
- How to find valid information or services related to nutrition and dietary behavior
- Influencing, supporting, or advocating for others' healthy dietary behavior

[USDA's Team Nutrition](#) provides free nutrition education and promotion materials, including standards-based nutrition education curricula and lesson plans, posters, interactive games, menu graphics, and more.

### ***Food and Beverage Marketing in Schools***

The District is committed to providing a school environment that ensures opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. The District strives to teach students how to make informed choices about nutrition, health, and physical activity.

Any foods and beverages marketed or promoted to students on the school campus\* during the school day\* will meet or exceed the USDA Smart Snacks in School nutrition standards [*or, if stronger, "state nutrition standards"*], such that only those foods that comply with or exceed those nutrition standards are permitted to be marketed or promoted to students.

Food advertising and marketing is defined<sup>15</sup> as an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product. This term includes, but is not limited to the following:

- Brand names, trademarks, logos or tags, except when placed on a physically present food or beverage product or its container.
- Displays, such as on vending machine exteriors.
- Corporate brand, logo, name, or trademark on school equipment, such as marquees, message boards, scoreboards, or backboards (Note: immediate replacement of these items are not required; however, districts will consider replacing or updating scoreboards or other durable equipment over time so that decisions about the replacement include compliance with the marketing policy.)
- Corporate brand, logo, name, or trademark on cups used for beverage dispensing, menu boards, coolers, trash cans, and other food service equipment; as well as on posters, book covers, pupil assignment books, or school supplies displayed, distributed, offered, or sold by the District.
- Advertisements in school publications or school mailings.
- Free product samples, taste tests, or coupons of a product, or free samples displaying advertising of a product.

#### **IV. Physical Activity**

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program (CSPAP) that includes these components: physical education, recess, classroom-based physical activity, walk and bicycle to school, and out-of-school time activities and the district is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to participate in *Let's Move! Active Schools* ([www.letsmoveschools.org](http://www.letsmoveschools.org)) in order to successfully address all CSPAP areas.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **shall not be withheld** as punishment for any reason "This does not include participation on sports teams that have specific academic requirements." The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the District will ensure that its grounds and facilities are safe and that equipment is available to students to be active. The District will conduct necessary inspections and repairs.

*[Optional additional policy language:*

- *Through a formal joint or shared use agreements indoor and outdoor physical activity facilities will be open to students, their families, and the community outside of school hours (meets HSP Gold).*
- *The District will work with schools to ensure that inventories of physical activity supplies are known and, when necessary, will work with community partners to ensure sufficient quantities of equipment are available to encourage activity for as many students as possible.]*

#### ***Physical Education***

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "*Essential Physical Activity Topics in Health Education*" subsection).

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All District **elementary students** in each grade will receive physical education for at least 60-89 minutes per week throughout the school year. [*NOTE: Additional optional policy language substitutions include: All [District] elementary students in each grade will receive physical education for at least 60-90 minutes per week throughout the school year.*]

All Wakefield Community School **secondary students** (middle and high school) are required to take the equivalent of one academic year of physical education.

The District physical education program will promote student physical fitness through individualized fitness and activity assessments (via the [Presidential Youth Fitness Program](#) or other appropriate assessment tool) and will use criterion-based reporting for each student.

[*Additional policy language includes:*

- *Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions (meets HSP Silver level).*
- *All physical education teachers in Wakefield Community School will be required to participate in at least once a year professional development in education (meets HSP Silver level).*
- *Waivers, exemptions, or substitutions for physical education classes are not granted.*

**Essential Physical Activity Topics in Health Education**

The District will include in the health education curriculum the following essential topics on physical activity: Physical Education 7, Physical Education 8, Physical Education & Health 9, Advanced Physical Education, and Weight lifting *in health or physical education.*

- The physical, psychological, or social benefits of physical activity
- How physical activity can contribute to a healthy weight
- How physical activity can contribute to the academic learning process
- How an inactive lifestyle contributes to chronic disease
- Health-related fitness, that is, cardiovascular endurance, muscular endurance, muscular strength, flexibility, and body composition
- Differences between physical activity, exercise, and fitness
- Phases of an exercise session, that is, warm up, workout, and cool down
- Decreasing sedentary activities, such as TV watching,
- Overcoming barriers to physical activity,
- Opportunities for physical activity in the community
- Preventing injury during physical activity
- Weather-related safety, for example, avoiding heat stroke, hypothermia, and sunburn while being physically active
- How much physical activity is enough, that is, determining frequency, intensity, time, and type of physical activity,
- Developing an individualized physical activity and fitness plan
- Monitoring progress toward reaching goals in an individualized physical activity plan
- Dangers of using performance-enhancing drugs, such as steroids
- Social influences on physical activity, including media, family, peers, and culture
- How to find valid information or services related to physical activity and fitness
- How to influence, support, or advocate for others to engage in physical activity
- How to resist peer pressure that discourages physical activity

**Recess (Elementary)**

All elementary schools will offer at least **30 minutes of recess** on all or most days during the school year (Insert as appropriate any language such as: *This policy maybe waived on early dismissal or late arrival days*). If recess is offered before lunch, schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating and students are required to use these mechanisms before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built in to the recess transition period/timeframe before students enter the cafeteria.

**Outdoor recess** will be offered when weather is feasible for outdoor play. Outside recesses are required throughout the year for all elementary students. They are expected to wear adequate clothing and boots for cold and wet weather. Please mark all outdoor clothing for identification. Building administrators make the final decision as to whether students remain outside or in the building due to a variety of playground and weather conditions, including:

- When weather is raining or snowing heavily.
- When the temperature or wind chill factor is 0 degrees Fahrenheit
- When lightening or approaching storm is in the immediate area

In the event that the school or district must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside the students whenever feasible.

**Physical Activity Breaks (Elementary and Secondary)**

The District recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students will be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not substitute, for physical education class, recess, and class transition periods.

The District will provide resources and links to resources, tools, and technology with ideas for physical activity breaks. Resources and ideas are available through [USDA](#) and the [Alliance for a Healthier Generation](#).

**Active Academics**

Teachers will incorporate movement and kinesthetic learning approaches into “core” subject instruction when possible (e.g., science, math, language arts, social studies, and others) and do their part to limit sedentary behavior during the school day.

The District will support classroom teachers incorporating physical activity and employing kinesthetic learning approaches into core subjects by providing annual professional development opportunities and resources, including information on leading activities, activity options, as well as making available background material on the connections between learning and movement.

Teachers will serve as role models by being physically active alongside the students whenever feasible.

**Before and After School Activities**

The District offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods. The District will encourage students to be physically active before and after school by: *[involvement is district sponsored athletics such as football, volleyball, basketball, wrestling, track and baseball. Community athletic clubs also exist for student participation.]*

**Active Transport**

The District will support active transport to and from school, such as walking or biking. The District will encourage this behavior by engaging in *six or more* of the activities below; including but not limited to: *[District will select from the list below and insert them here as policy].*

- Designation of safe or preferred routes to school
- Promotional activities such as participation in International Walk to School Week, National Walk and Bike to School Week
- Secure storage facilities for bicycles and helmets (e.g., shed, cage, fenced area)
- Instruction on walking/bicycling safety provided to students
- Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper
- Crossing guards are used
- Crosswalks exist on streets leading to schools
- Walking school buses are used
- Documentation of number of children walking and or biking to and from school
- Creation and distribution of maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.)

**V. Other Activities that Promote Student Wellness**

The District will integrate wellness activities across the entire school setting, not just in the cafeteria, other food and beverage venues, and physical activity facilities. The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work

towards the same set of goals and objectives promoting student well-being, optimal development, and strong educational outcomes.

Schools in the District are encouraged to coordinate content across curricular areas that promote student health, such as teaching nutrition concepts in mathematics, with consultation provided by either the school or the District's curriculum experts.

All efforts related to obtaining federal, state, or association recognition for efforts, or grants/funding opportunities for healthy school environments will be coordinated with and complementary of the wellness policy, including but not limited to ensuring the involvement of the DWC/SWC.

All school-sponsored events will adhere to the wellness policy. All school-sponsored wellness events will include physical activity opportunities.

### ***Community Partnerships***

The District will develop, *enhance*, or *continue* relationships with community partners (i.e. hospitals, universities/colleges, local businesses, etc.) in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

### ***Community Health Promotion and Engagement***

The District will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (such as email or displaying notices on the district's website), as well as non-electronic mechanisms, (such as newsletters, presentations to parents, or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school-sponsored activities and receive information about health promotion efforts.

### ***Staff Wellness and Health Promotion***

The DWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources, and performs other functions that support staff wellness in coordination with human resources staff. The subcommittee leader's name is Angie Borg.

Schools in the District will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors. Examples of strategies schools will use, as well as specific actions staff members can take, include EHA Wellness, Blood Pressure Checks, staff immunizations and use of the fitness center.

The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management that are accessible and free or low-cost.

***Professional Learning***

When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

*Glossary:*

**Extended School Day** - time during before and afterschool activities that includes clubs, intramural sports, band and choir practice, drama rehearsals, etc.

**School Campus** - areas that are owned or leased by the school and used at any time for school-related activities such as the school building or on the school campus, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields, and stadiums (e.g. on scoreboards, coolers, cups, and water bottles), or parking lots.

**School Day** - midnight the night before to 30 minutes after the end of the instructional day.

**Triennial** – recurring every three years.

## Appendix A: School Level Contacts

School	Name	Title	Email Address	Role

<sup>1</sup> Bradley, B, Green, AC. Do Health and Education Agencies in the United States Share Responsibility for Academic Achievement and Health? A Review of 25 years of Evidence About the Relationship of Adolescents’ Academic Achievement and Health Behaviors, *Journal of Adolescent Health*. 2013; 52(5):523–532.

<sup>2</sup> Meyers AF, Sampson AE, Weitzman M, Rogers BL, Kayne H. School breakfast program and school performance. *American Journal of Diseases of Children*. 1989;143(10):1234–1239.

<sup>3</sup> Murphy JM. Breakfast and learning: an updated review. *Current Nutrition & Food Science*. 2007; 3:3–36.

<sup>4</sup> Murphy JM, Pagano ME, Nachmani J, Sperling P, Kane S, Kleinman RE. The relationship of school breakfast to psychosocial and academic functioning: Cross-sectional and longitudinal observations in an inner-city school sample. *Archives of Pediatrics and Adolescent Medicine*. 1998;152(9):899–907.

<sup>5</sup> Pollitt E, Mathews R. Breakfast and cognition: an integrative summary. *American Journal of Clinical Nutrition*. 1998; 67(4), 804S–813S.

<sup>6</sup> Rampersaud GC, Pereira MA, Girard BL, Adams J, Metz J. Breakfast habits, nutritional status, body weight, and academic performance in children and adolescents. *Journal of the American Dietetic Association*. 2005;105(5):743–760, quiz 761–762.

<sup>7</sup> Taras, H. Nutrition and student performance at school. *Journal of School Health*. 2005;75(6):199–213.

<sup>8</sup> MacLellan D, Taylor J, Wood K. Food intake and academic performance among adolescents. *Canadian Journal of Dietetic Practice and Research*. 2008;69(3):141–144.

<sup>9</sup> Neumark-Sztainer D, Story M, Dixon LB, Resnick MD, Blum RW. Correlates of inadequate consumption of dairy products among adolescents. *Journal of Nutrition Education*. 1997;29(1):12–20.

<sup>10</sup> Neumark-Sztainer D, Story M, Resnick MD, Blum RW. Correlates of inadequate fruit and vegetable consumption among adolescents. *Preventive Medicine*. 1996;25(5):497–505.

<sup>11</sup> Centers for Disease Control and Prevention. *The association between school-based physical activity, including physical education, and academic performance*. Atlanta, GA: US Department of Health and Human Services, 2010.

<sup>12</sup> Singh A, Uijtdewilligne L, Twisk J, van Mechelen W, Chinapaw M. *Physical activity and performance at school: A systematic review of the literature including a methodological quality assessment*. *Arch Pediatr Adolesc Med*, 2012; 166(1):49-55.

<sup>13</sup> Haapala E, Poikkeus A-M, Kukkonen-Harjula K, Tompuri T, Lintu N, Väistö J, Leppänen P, Laaksonen D, Lindi V, Lakka T. *Association of physical activity and sedentary behavior with academic skills – A follow-up study among primary school children*. *PLoS ONE*, 2014; 9(9): e107031.

<sup>14</sup> Hillman C, Pontifex M, Castelli D, Khan N, Raine L, Scudder M, Drollette E, Moore R, Wu C-T, Kamijo K. *Effects of the FITKids randomized control trial on executive control and brain function*. *Pediatrics* 2014; 134(4): e10631071.

<sup>15</sup> Change Lab Solutions. (2014). *District Policy Restricting the Advertising of Food and Beverages Not Permitted to be Sold on School Grounds*. Retrieved from <http://changelabsolutions.org/publications/district-policy-school-food-ads>.

## **4000 Series Policies**

4001	Nondiscrimination
4002	Drug Free Workplace
4003	Drug Testing of Drivers
4004	Employment of Relatives
4005	Communication between Board and <b>Relatives District Employees</b>
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4020	Copyright Policy
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4025	Superintendent
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4032	Professional Growth
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4036	Crisis Response Team
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4039	Employment of Classified Staff
4040	Employment Terms for Classified Staff
4041	Staff Dress and Appearance
4042	Employee Social Security Numbers
4043	Professional Boundaries Between Employees and Students
4044	Staff Election Conduct
4045	Milk Expression

- 4046 Internet Searches Regarding Potential Employees
- 4047 Implementation of Student Assistance Team Process
- 4048 Assessment Security
- 4049 Professional Ethics
- 4050 Overtime and Compensatory Time
- 4051 Use of Social Media by School District Employees
- 4052 Job Reference to Prospective Employers for Current & Former Employers
- 4054 Reporting child Abuse or Neglect
- 4056 Resignation of Certificated Staff
- 4057 Superintendent Evaluation
- 4058 Confidentiality in Counseling and Guidance
- 4059 Suicide Prevention Training

**4001**  
**Nondiscrimination**

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504 Coordinator.

Adopted on: April 12, 2010  
Revised on: July 13, 2015  
Reviewed on: July 13, 2015

**4002  
Drug Free Workplace**

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

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

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

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

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

I acknowledge that I have received a copy of the School District's Drug-Free Workplace policy. I understand that I am required to abide by the terms of the policy as a condition of my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Adopted on: 4/12/2010  
Revised on: 7/14/2014  
Reviewed on: 7/14/2014

**4003**  
**Drug Policy Regarding Drivers**

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

**Types of Testing.** Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

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

**Disqualification.** Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, (5) phencyclidine (PCP) or (6) Alcohol. Any district driver who tests positive shall be medically unqualified and removed from service immediately.

**Pre-employment Testing.** All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

**Reasonable Cause Testing.** The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

**Post-Accident Testing.** A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

**Serious Injury to the Driver.** If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

**Random Testing.** All drivers will be subject to unannounced random testing for drugs

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

**Frequency of Random Testing.** Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

**Testing Procedure.** All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive.

**Medical Resource Officer.** All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day.

**Confidentiality.** Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release. Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

**Retesting.** An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Adopted on: 4/12/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

## 4004

### **Employment of Relatives, Domestic Partners and Significant Others**

It is in the school district's best interest to hire the best qualified candidate for employment. However, the district must use sound judgment in hiring and placing employees who are closely related, reside together as domestic partners, or are involved in close relationships for the following reasons: avoiding conflict of interest and the appearance of a conflict of interest; avoiding favoritism and the appearance of favoritism; promoting collegiality among employees; minimizing lost productivity; easing the task of managing employees; avoiding friction and conflict when marriages or relationships break down; and avoiding claims of sexual harassment.

For the purposes of this policy, the term "relative" refers to a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. "Domestic partner" refers to individuals who reside in the same household and are involved in a relationship, who may hold themselves out to the public as marital partners, but who are not legally married. "Significant others" refers to individuals who are dating or engaged to be married but may or may not reside together. This policy applies to all categories of employment including regular, temporary, and part-time classifications.

Generally, an employee's relative, domestic partner, or significant other should not be hired to work in the same department as the employee or in any other position in which the district believes a conflict or the appearance of a conflict may exist. Relatives, domestic partners, and significant others are permitted to work at the district provided one does not report directly to, supervise, or manage the other. The superintendent and/or board may make exceptions to this general rule.

Employees in a supervisory-subordinate relationship or employed in the same department who marry, become domestic partners, or become significant others while employed will be treated in accordance with these guidelines, and one of the employees will be transferred at the earliest practicable time. The transfer will be voluntary when possible. When a voluntary transfer is not possible, the superintendent will make the decision based upon the importance of each job, the needs of the district, and the availability of candidates to fill either position. The district shall endeavor to place the transferred employee in a position which is similar in terms of pay and benefits. The superintendent and/or board may make exceptions to this general rule.

Adopted on: 4/12/2010  
Revised on: 1/11/2012  
Reviewed on: 1/11/2012

**4005**  
**Communication Between the Board and District Employees**

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues.

When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Adopted on: 4/12/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

**4006**  
**Insurance**

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

Adopted on: 4/12/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

**4007**  
**Personnel Records**

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

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

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

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/12

**4008**  
**Outside Employment**

1. An employee's responsibilities to the district takes precedence over personal along with other prohibited activity during school hours. Employees may not engage in other employment business activity during assigned duty hours.
2. Tutoring
  - a. Teachers are expected to assist students who are having learning problems as part of the teachers' employment. Such assistance is expected both in the classroom and at other times during the school day.
  - b. A teacher shall not solicit a student or parent to retain the teacher as a tutor and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher.
  - c. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.
3. Employees shall attend to personal matters outside their assigned duty hours with the district whenever possible.
4. Employees may conduct business on behalf of the district during assigned duty hours, but at times that do not disrupt or interfere with teaching responsibilities or student activities.
5. Employees shall not misrepresent, either expressly or by implication, that any activity, solicitation, or other endeavor is sponsored, sanctioned, or endorsed by the district.
6. In any written or verbal presentation by an employee that might be perceived as being sanctioned, sponsored, or endorsed by the district, other than district-related instruction or presentation to district students or personnel, the employee shall communicate to the audience or recipients that the views expressed are those of the employee and not necessarily those of the district or board.
7. Sale of goods or services by employees.
  - a. Employees shall not sell, solicit or promote the sale of goods or services to students.
  - b. Employees shall not sell, solicit or promote the sale of goods or services to parents of students when the employee's relationship with the district is

used to influence any sale or may be reasonably perceived by parents as attempting to influence any sale.

- c. Employees with supervisory or managerial responsibilities shall not sell, solicit or promote the sale of goods or services to employees over whom they have such responsibilities in any manner that could reasonably be perceived as coercive by the subordinate employee(s).
  - d. Employees shall not use employee, student, or parent directories in connection with the solicitation, sale, or promotion of goods or services and shall not provide any such directory to any person or entity for any purpose without the prior knowledge or approval of the building principal.
- 8. No school board member, administrator, teacher, or other employee shall use the personnel, facilities, resources, equipment, property, or funds of the district for personal financial gain or business activities.
  - 9. All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Adopted on: 4/12/2010

Revised on: 1/11/2012

Reviewed on: \_\_\_\_\_

**4009**  
**Restrictions on Employees Receiving Gratuities**

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$50.00 must disclose the receipt of such gift to the superintendent. The superintendent, at his or her discretion, may require that the gift become the property of the district.

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

Adopted on: 4/12/2010  
Revised on: 1/11/2012  
Reviewed on: \_\_\_\_\_

**4010**  
**Inclement Weather**

Unless the superintendent directs otherwise, the following personnel shall report to work when school is canceled because of inclement weather: the superintendent, principals, secretaries, and custodians/maintenance staff.

If school is canceled during the day because of inclement weather, classified and certified personnel not listed above may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed.

Adopted on: 4/12/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

**4011**  
**FAMILY AND MEDICAL LEAVE ACT POLICY**

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act (“FMLA”). The board intends this policy to provide certain procedures the district and its employees shall follow in connection with FMLA leave. This policy neither adds to nor attempts to limit the rights to which an employee is entitled under the FMLA. All terms used herein shall have the meaning ascribed to them under the FMLA.

**I. Qualifying for Leave**

**A. Qualified Employees**

1. To be eligible for *unpaid* leave under this policy, an employee must:
  - a. Make the request for leave at a time when the school district employs 50 or more workers;
  - b. Have been working for the school district for at least 12 months prior to the request; and
  - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be the 12-month period measured forward from the date such employee's first FMLA leave begins.

**B. Qualified Circumstances Necessitating Leave**

1. The school district will grant an eligible employee up to a total of 12 workweeks of *unpaid* leave under the following conditions:
  - a. for birth of a son or daughter, and to care for the newborn child;

- b. for placement of a son or daughter with the employee for adoption or foster care;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. because of a serious health condition that makes the employee unable to perform the functions of his or her job;
  - e. because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation; or
2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

### **C. Limitations on Leave**

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
  - a. the aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
  - b. the aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is taken for this reason or a combination of this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

### **D. Qualifying Notice and Certification**

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided that if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph
2. I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;

3. medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
4. second or third medical opinions and periodic re-certifications (at the school district's expense);
5. certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;
6. certification supporting the need for leave to care for a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and
7. periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

**E. Scheduling Leave**

1. When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

## **II. Relationship with District During Leave**

### **Leave to Be Unpaid**

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

### **B. Substitution of Paid Leave**

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.
3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

### **C. Group Health Plan Benefits**

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

### **D. Intermittent or Reduced-Schedule Leave**

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.

- a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
- b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an eligible employee may take leave intermittently or on a reduced-leave schedule when medically necessary.
- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.

- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.
2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

### **III. Return From Leave**

#### **A. Restoration to Position**

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.

2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or position of employment other than to which the employee would have been entitled had the employee not taken leave.

**B. Denial of Restoration**

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
  - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
  - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
  - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
  - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

**C. Failure to Return from Leave**

If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

**IV. Notice to Employees**

- A. The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.
- B. When an employee provides notice of the need for FMLA leave, the school district shall provide the employee with a copy of the "section 301(c) notice" which is attached to this policy.
- C. To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.
- D. Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: 4/12/2010

Revised on: 7/25/2013

Reviewed on: 7/25/2013

**4012**  
**Staff Internet and Computer Use**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff.

**I. Staff Expectations in Use of the Internet**

**A. Acceptable Use**

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

**B. Unacceptable Use**

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use chat rooms or instant messaging.

4. Staff shall not use school computers to participate in on-line auctions, on-line non-academic gaming or mp3-sharing systems, such as, but not limited to, Aimster and Freenet.
5. Staff shall not access social networking sites such as Facebook, MySpace and Twitter on school computers or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to posting on social networking sites using personal electronic devices during a staff member's lunch or planning period.
6. The only political advocacy allowed by staff shall be lobbying via e-mail on educational-related issues. Before engaging in this sort of activity, staff must obtain the consent of the superintendent or designee.
7. Staff shall not publish web pages without the written approval of the administration. Any web page published by staff members ~~must~~ may be linked to the district's web site. Staff are cautioned that publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. They must obtain the written consent of the superintendent or designee prior to posting any student-related information on the Internet.
8. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

## II. Enforcement

### A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

### B. Any violation of school policy and rules may result in that staff member facing:

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

Adopted on: 4/12/2010

Revised on: 6/14/2010

Reviewed on: 1/11/2012

**4013**  
**Grievance Procedure**

**Definition of Grievance.** A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education.

**Procedural Steps.** The procedure for handling grievances is as set forth below.

**Step 1 - Oral Notice to Principal.** The grievant shall initiate the grievance by presenting it to his or her principal or immediate supervisor within seven (7) days from the date that the grievant knew or should have known of the incident giving rise to the grievance.

**Step 2 - Written Grievance to the Principal.** If the grievance is not resolved to the satisfaction of the grievant within five (5) days of the meeting with the principal, the grievant representative may present the grievance in writing to the principal.

The principal shall schedule a meeting within three (3) days of receipt of the written grievance to discuss the elements of the grievance. The principal shall submit his or her determination in writing to the grievant within five (5) days of the meeting.

**Step 3 - Written Appeal to the Superintendent of Schools.** If the determination of the principal is not satisfactory to the grievant, the grievant may appeal it to the superintendent of schools or his or her designated representative. Said appeal shall be presented, in writing, to the office of the superintendent of schools within five (5) days of receipt of the principal's determination.

The superintendent of schools or a designee shall hold a formal meeting within seven (7) days of receiving the written appeal. The superintendent of schools or a designated representative shall make a written determination regarding the grievance within five (5) days of the date of the meeting.

**Step 4 - Appeal to the Board of Education.** If the determination of the superintendent of schools is not satisfactory to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

**Written Presentation.** All grievances presented at Step 2 and subsequent steps of the procedure shall set forth in writing all facts giving rise to the grievance, the provision(s) of the Agreement or policy alleged to have been violated, the names of the grievant(s), the names of all witnesses, and the remedy sought by the grievant. All grievances at Step 2 and appeals at Step 3 and Step 4 shall be signed and dated by the aggrieved employee. All written answers submitted by the district shall be signed and dated by the appropriate district representative.

**Grievance Meetings or Hearings.** All meetings and hearings conducted under this procedure up to and including Step 3 shall be conducted in private and shall include only the administration's representatives, the grievant, the grievant's representatives, and witnesses as necessary.

**Association Representation.** A grievant shall have the right to have an Association representative present to represent the grievant at each level of the grievance procedure.

**Reprisals.** No reprisals of any kind shall be taken against any employee who uses this grievance procedure in good faith.

**Withdrawal of a Grievance.** A grievant may withdraw his or her grievance at any level of the procedure without fear of reprisal from any party.

**Advanced Step Filing.** A grievance shall be filed initially at the level at which the decision resulting in the grievance was made.

**Time Limitations.** Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

When the deadline for taking an action falls on a Saturday, a Sunday or a legal holiday, the time for taking the action shall be extended to the next working day.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

## 4014 Employment-Related Sexual Harassment

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

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

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

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

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

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

Sexual harassment of one student by another student or students is addressed in a separate policy.

Adopted on: 4/12/2010

Revised on: 6/14/2010

Reviewed on: 1/11/2012

## **4015**

### **Prohibition Against Employment of Board Members**

Nebraska statutes recognize the inherent conflict of interest that is created when a member of the board of education serves as a certificated employee of the district. Consequently, section 79-554 of the statutes prohibits a board member from being employed as a teacher in a school district where he or she also serves on the board.

A conflict of interest is also created when a board member serves simultaneously as both a board member and an employee in any capacity, whether certified or non-certified. Therefore, a board member shall not be employed by the school district when serving on the board. If an employee is elected or appointed to the board, his or her employment shall be terminated upon being seated on the board. Because of the conflict that is created by a board member applying for employment while sitting on the board, a board member who wishes to apply for employment shall be required to resign from the board before applying.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 7/25/2013

**4016**  
**Jury Duty/Service as Witness in Court**

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

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

Adopted on: 4/12/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

**4017**  
**Relations with Employee Collective Bargaining Associations**

The board of education recognizes the right of staff members to belong to organizations for bargaining purposes pursuant to state statutes. The board will negotiate with employee associations that have been established in accordance with public employee bargaining statutes, and will meet with local collective bargaining unit representatives at mutually agreeable times to negotiate regarding mandatory subjects of bargaining.

To facilitate an amicable relationship between the district and any local employee associations, the district will allow associations to make reasonable use of district facilities for meetings outside the school's and the employees' work hours. With administrative approval, associations may use district equipment, post notices of meetings and other information on bulletin boards designated for this purpose, and use local building mail boxes for delivery of employment-related information. Associations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

Adopted on: 4/12/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

**4018**  
**Corporal Punishment**

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

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

**4019**  
**Safety Committee**

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee district should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. A maintenance custodian, teacher, and superintendent or designee shall be members of the committee.

The committee shall adopt and maintain a written injury prevention program. The committee shall participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees shall be conducted annually.

The safety committee shall maintain minutes of all meetings and file them in the district office. The committee shall implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district shall maintain records for at least three years, or longer if directed by the Department of Labor.

The committee shall meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The safety committee shall keep written minutes of all meetings, and provide a copy to the superintendent or designee who shall maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The safety committee shall develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee shall assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she shall provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the safety committee shall forward to the Department of Labor within 15 working days a copy of any review of the matter made by the safety committee.

The superintendent or designee shall establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records shall be kept for at least three years, or longer if so advised by the Department of Labor.

Adopted on: 4/12/2010  
Revised on: 1/11/2012  
Reviewed on: \_\_\_\_\_

## **4020 Copyright Policy**

It is the policy of this school to encourage teachers to be creative and innovative. Therefore, a school administrator may enter into a written agreement with a teacher allowing the teacher to own a copyright in a written work created by the teacher in his or her scope of employment. The administrator and teacher shall only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

Adopted on: 4/12/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

**4021**  
**FAMILY MILITARY LEAVE**

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

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

Adopted on: 4/12/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

**4022**  
**Certification and Endorsements**

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certificated employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certificated employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Adopted on: 4/12/2010  
Revised on: 1/11/2012  
Reviewed on: 1/11/2012

**4023**  
**Professional Ethics**

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

Adopted on: 4/12/2010  
Revised on: 1/11/2012  
Reviewed on: 1/11/2012

## 4024

### **Certificated Employees' Rights, Responsibilities and Duties**

All certificated employees shall assume the duties and responsibilities assigned by the superintendent or designee. Certificated employees' professional responsibilities involve considerably more than merely classroom instruction. They include, but are not limited to, study and research to keep abreast of new knowledge and instructional techniques; assessment of students' work; record-keeping; lesson planning and preparation; conferences with students, parents and administrators; in-service meetings; and supervision of pupils outside the classroom.

Certificated employees must be in their classrooms or assigned areas as instructed by the building principal. All duty time is necessary for educational planning, preparation, and conferences with students, parents and faculty members.

All certificated employees must maintain a standard of dress, personal appearance, general decorum, moral standards and behavior that reflects their professional status in the community.

Adopted on: 4/12/2010

Revised on: 1/11/2012

Reviewed on: 1/11/2012

## **4025 Superintendent**

The superintendent is hired by and shall report directly to the board of education. All school employees shall be under the direct and/or delegated supervision of the superintendent. All of the grounds and buildings are supervised by the superintendent. He or she shall, at his or her discretion, make the board aware of any needed repairs and improvements. The board of education delegates to the superintendent the power and authority to make necessary corrections and decisions on all matters concerning the running of the school. The board will review all such rulings, corrections, decisions and such at regular or special board meetings.

The superintendent is charged with presenting an annual school budget to meet necessary statutory deadlines, and this budget shall be subject to the approval of the board of education and voters at the annual budget hearing and annual meeting. In conjunction with this budget preparation, the superintendent is charged with implementing the budget and shall be authorized to make all purchases he deems necessary after the board of education and voters approve the budget at the budget hearing. The superintendent shall present all of the bills to the board of education and handle all monies in the activity accounts, as well as the lunch account. He or she shall supervise the bookkeeping of the accounts and shall sign all the checks and will have the final approval of how the money is spent. He or she shall be bonded or insured for \$5,000, and this bond or insurance will be provided by the school district. The superintendent shall, monthly, provide a balance sheet showing each activity account.

The superintendent shall be in a position of approving all school activities, and he/she may delegate this authority to the principals, teachers, sponsors, etc. Such activities shall include, but not be limited to, the schedule, the closing of school, non-school activities (with board approval), calendars, and media releases.

The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

The superintendents other duties include, but are not limited to, the following:

1. Maintain high standards of student conduct and enforce discipline as necessary, according due process to the rights of students.
2. Develop and implement in-service training of teachers, with special responsibility for staff administrative procedures and instruction.
3. Prepare a school calendar for board adoption.
4. Recommend changes in board policy.
5. Be responsible for implementation of board policy.
6. Serve as vocational director.
7. Serve as transportation director.
8. Enforce the negotiated agreement.
9. Supervise the lunch program.
10. Supervise the teaching staff and evaluation.
11. Supervise the guidance program.
12. Supervise extra-curricular activities.

Adopted on: 4/12/2010

Revised on: 7/13/2015

Reviewed on: 7/13/2015

### **4026 Administrative Employees**

A staff member who holds an administrative and supervisory certificate and performs administrative duties shall be paid a salary and provided fringe benefits based upon board policy and the decisions of the board.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

## 4027

### Part-Time Certificated Employees

**Percentage of Time.** The percentage of time that a certificated employee works will be determined by calculating the amount of time that the certificated employee is required to be at school to teach or supervise classes, plus any assigned preparation time, as a percentage of the entire school day. Extracurricular assignments shall not be considered in determining a certificated employee's percentage of time. Part-time and temporary certificated employees may or may not be assigned preparation time, at the sole discretion of the board of education, upon the recommendation of the superintendent of schools.

**Acquiring Permanent Status.** A part-time certificated employee may become a permanent certificated employee pursuant to the provisions of state statutes.

**Salary.** The salary, benefits and leave entitlement of a part-time certificated employee shall be determined by reference to the negotiated agreement between the district and the teacher's association, multiplying the percentage of time the individual works by his or her placement on the full-time salary schedule contained in each academic years negotiated agreement. The percentage of time a part-time certificated employee is required to be on duty shall be determined by the board of education upon the recommendation of the superintendent of schools.

**Horizontal Movement on the Salary Schedule.** A part-time certificated employee may qualify for movement horizontally on the salary schedule by earning graduate hours of college credit as set forth in the guidelines of the school district's salary schedule, and according to the applicable district policies.

**Attendance at In-service Meetings, Faculty Meetings, and School Activities.** A part-time certificated employee is responsible for attending in-service meetings, faculty meetings, and school activities that take place outside the certificated employee's assigned duty hours without additional compensation. A part-time certificated employee is responsible for performing such tasks as selling or taking tickets, and will be compensated for such tasks pursuant to the policy, practice or negotiated agreement of the school district.

**Continuation of Employment.** The school district administration and board will deal with the continuation of a part-time certificated employee's employment pursuant to state statute and the procedures prescribed for full-time employees in these policies.

Adopted on: 4/12/2010

Revised on: 1/11/2012

Reviewed on: 1/11/2012

**4028**  
**Substitute Teachers**

A substitute teacher is an educator who possesses the required certification from the Nebraska Department of Education and is employed to fill a teaching position on a temporary basis. The board shall establish the pay and benefits for substitute teachers.

A substitute teacher teaching in excess of 10 consecutive days for the same certificated employee will receive 1/185 of the base salary as the daily substitute rate of pay.

Adopted on: 4/12/2010

Revised on: 1/11/2012

Reviewed on: 1/11/2012

4029

**Salary Schedule for Certificated Employees**

The board of education recognizes the "salary schedule" and related provisions for compensation currently in effect resulting from negotiations between the board and the education association.

**Horizontal Advancement.** Certificated employees who wish to advance horizontally on the salary schedule must notify the superintendent in writing prior to April 1 of the preceding school year. The certificated employee must furnish the superintendent with college transcripts by September 1 for the certificated employee to qualify to move horizontally on the salary schedule. If an institution will not issue an official transcript by September 1, the certificated employee must provide the superintendent with written confirmation by September 1 from a college official attesting that the certificated employee has satisfactorily completed the courses.

**Movement Past the BA Column.** Certificated employees who wish to advance beyond the BA column must be accepted in a Masters Program that relates to their teaching field or taking graduate level hours needed to earn an additional endorsement that benefits the district, as determined by the superintendent. Certificated employees must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

**Movement Past the MA Column.** Certificated employees who wish to advance beyond the MA column must be enrolled in course work that relates to their teaching field, as determined by the superintendent. Certificated employees must inform the superintendent of their enrollment prior to the beginning of their class to discuss its work-related objectives.

**Superintendent's Review.** The superintendent shall review all requests for advancement on the salary schedule resulting from a certificated employee's acquiring additional teaching experience or for completion of college courses, and shall report all changes to the board of education annually.

**Vertical Advancement.** A certificated employee may advance only one step vertically on the schedule in any year.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/12

## 4030 Evaluation of Certificated Employees

All certificated employees to be evaluated shall be notified annually in writing. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to certificated employees only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

**Entire Instructional Period.** For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

**Actual Classroom Observation.** Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the staff handbook

which will be distributed to staff members upon their employment and annually thereafter.

Adopted on: 4/12/2010

Revised on: 1/11/2012

Reviewed on: 1/11/2012

**4032**  
**Professional Growth**

The Board of Education believes that the methods and philosophies change frequently in the field of education. Teaching concepts are re-evaluated in subject matter areas as new information and materials become available. Teachers must be alert to the need for adjustment to these changes and they must take advantage of opportunities for self-improvement. The students, parents, and patrons have the right to expect that teachers will be familiar with these developments so instruction will keep pace with the rapidly expanding amount of knowledge. The board believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth. Each employee shall be required to earn 60 growth points during one growth period. Work completed during the summer between growth periods may be counted toward either the period just closed or the period which starts in September of the same year.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, college and adult education instruction, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth. Staff shall submit an approved professional growth credit form to the district office.

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

Adopted on: 4/12/2010

Revised on: 1/11/2012

Reviewed on: 1/11/2012

## 4033

### Rights of Probationary Certificated Employees

**Procedural Entitlement.** The superintendent of schools may, at his or her discretion, notify a probationary certificated employee that his or her employment contract may not be renewed or may be amended. In the event of consideration of nonrenewal or amendment of a probationary certificated employee's employment contract at the close of the school year, the affected employee shall be provided with written notice of the proposed nonrenewal on or before April 15, including notice that he or she is entitled to a hearing before the board prior to any final decision on the proposed contract action. To secure such a hearing, the employee must send a written request to the secretary of the board, the superintendent or the superintendent's designee within seven (7) calendar days of receipt of notice of possible nonrenewal or amendment. An employee who requests a hearing shall be given written notice of the employment-related reasons for the proposed action at least five (5) calendar days prior to the hearing. The hearing shall be an informal hearing at which the employee or the employee's representative shall be given an opportunity to discuss and explain the employee's position regarding continued employment, to present information, and to ask questions of those appearing on behalf of the school district. At the conclusion of the hearing, the board may elect to amend or not renew the contract of a probationary certificated employee for any reason it deems sufficient if the nonrenewal is in accordance with the provisions of Nebraska statutes and is not for constitutionally impermissible reasons.

**Hearing by Board Committee.** At its discretion, the board may conduct the hearing regarding the nonrenewal or amendment of a probationary employee's employment by a committee of the board that consists of not fewer than three board members. If the board proceeds with a hearing by committee, notice of the hearing must be sent to all board members five (5) days prior to the date of the hearing, the majority opinion of such a committee will constitute a recommendation to the board as a whole, and the final decision must be made by a majority vote of the members of the board without additional hearing. The meeting to make a final determination must be held in open session.

**Public Notice of Meeting.** The board shall give proper notice of any board meeting in accordance with the Nebraska Public Meetings Law.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

**4034**  
**Staff Handbook**

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the policies, rules, and duties that apply to certificated and classified employees.

Adopted on: 4/12/2010  
Revised on: 1/11/2012  
Reviewed on: 1/11/2012

**4035**  
**Rights of Permanent Certificated Employees**

School district administrators and the board of education shall comply with the requirements of due process in considering the cancellation, amendment or termination of a permanent certificated employee's contract of employment. After compliance with such requirements, the board may cancel, amend or terminate such a contract of employment for just cause as provided in statute, contract or board policy.

The superintendent of schools may, at his or her discretion, notify a permanent certificated employee that the employee's employment contract may be canceled, amended or terminated.

**Mid-Term Cancellation or Amendment.** If a certificated employee's employment contract is considered for mid-term amendment or cancellation, the affected employee shall be provided:

A written statement of the alleged grounds for cancellation or amendment of the contract and that such certificated employee's contract may be canceled or amended mid-term as well as the information set out in the section entitled "Procedural Entitlement" below.

**Termination or Amendment of a Permanent Employee's Contract.** If a permanent certificated employee's employment contract is considered for amendment or termination at the close of the school year, the affected employee shall be provided:

Written notice of the proposed action on or before April 15. If the employee requests a hearing, he or she shall be given written notice of the alleged grounds for the proposed action at least five (5) days prior to the hearing.

**Procedural Entitlement.** In the event of the proposed cancellation, amendment or termination of a permanent certificated employee's employment contract, whether mid-term or at the close of the contract year, the affected employee shall be provided with written notice that he or she is entitled to a hearing before the board prior to any final decision on the proposed contract action. To secure such a hearing, the employee must submit a written request to the secretary of the board, the superintendent or the superintendent's designee within seven (7) calendar days of receipt of notice of possible cancellation, amendment or termination. Upon request, the certificated employee will be provided with notice, at least five (5) days prior to the hearing, of the names of any witnesses who will be called to testify against the certificated employee as well as the general areas of their testimony, and will be given an opportunity to examine any documents that will be presented at the hearing.

**Public Notice of Meeting.** The board shall give proper notice of any board meeting in accordance with the Nebraska Public Meetings Law.

**Employee's Right to Be Represented.** A permanent employee shall have the right to be represented at the hearing and shall be given an opportunity to cross-examine all witnesses, examine all documents, and present evidence material to the issues.

**Basis of the Board's Decision.** A decision to cancel, amend or terminate a permanent certificated employee's contract shall be based solely upon the evidence produced at the hearing and must be agreed to by a majority of the members of the board. If the board cancels, amends or terminates a certificated employee's contract, it shall reduce its findings and determinations to writing and shall deliver a written copy thereof to the certificated employee.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

## 4036

### Crisis Response Team Duties

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

The CRT will consist of the superintendent or designee (who will serve as general coordinator), the principal (~~who will serve as staff/operations coordinator~~), the counselor (~~who will serve as counseling services coordinator~~), and additional key staff members. Examples of situations that the CRT would address are the death of a student, staff member, local or national leader; an accident or illness involving any of the previously mentioned people; a threat to the safety of students or staff, weather-related disaster; or other incidents that seriously affect the school.

The superintendent will direct and coordinate CRT members. The principal will assume these responsibilities in the absence of the superintendent, ~~and a designated board member~~ a designated school employee will assume the responsibilities of the superintendent and principal in their absence. Team appointments and assignments may change annually based upon the district's needs.

During a crisis, school will be conducted in as normal and routine a manner as possible. To help provide students and staff with the services to cope with an emergency, the CRT may call upon patrons and school and community professionals who are skilled in providing counseling.

A careful balance must be maintained between the right of the public to information and the rights of the student and staff to privacy and normalcy. The ~~general coordinator~~ Superintendent will be responsible for dealing with the media and providing information to the public. ~~Superintendent and all district employees will follow the approved district crisis plan.~~

#### ~~Responsibilities of General Coordinator:~~

##### ~~1. Pre-Crisis:~~

- ~~a. Appoint team members;~~
- ~~b. Call meetings;~~
- ~~c. Serve as chair of CRT; and~~
- ~~d. Inform staff and community of functions of CRT.~~

##### ~~2. When Crisis Occurs:~~

- ~~a. Compile checklist of activities that must be addressed prior to meeting with CRT;~~
- ~~b. Decide whether to convene or postpone school with necessary transportation and scheduling adjustments; and~~

- c. Communicate with president of the board. President of the board will communicate with remainder of board.
- d. Conduct secretarial and custodial meetings to tell them what information to give out and to direct all visitors to the crisis headquarters.
- e. Communicate as needed with police, civil defense, fire and emergency personnel;
- f. See that students and staff are appropriately notified after CRT meeting;
- g. Approve press releases and schedule news conferences;
- h. Serve as approval authority on plans presented by other coordinators; and
- i. Handle unexpected details as they arise.

3. Post Crisis:

- a. Critique the response strategy of the CRT after the crisis with the CRT; and
- b. Report on the incident at the next regular (or emergency) board meeting.

**Responsibilities of Staff/Operations Coordinator:**

1. Pre-Crisis:

- a. Attend meetings;
- b. Assist in informing staff and community of functions of CRT;
- c. Arrange for special training as needed.

2. When Crisis Occurs:

- a. Meet with general coordinator;
- b. Meet with CRT as needed;
- c. Provide staff with necessary information.
- d. Provide support services for staff: refer the staff to counseling services coordinator as needed, arrange for substitutes to be in the building, arrange for class coverage as needed, and keep staff updated.
- e. Support services for family: express condolences and offer support, check on financial matters for the family as needed (social security, insurance, retirement).
- f. Check on funeral arrangements if needed, notify staff and students, and arrange substitutes as needed.
- g. Support services for students: refer those needing support to counseling services coordinator and assist in calling community personnel as needed.
- h. Keep records of occurrences as they happen.

3. Post Crisis:

- a. Critique the response strategies and turn in recommendation to the general coordinator; and
- b. Meet with the CRT.

## **Responsibilities of Counseling Services Coordinator:**

### **1. Pre-Crisis:**

- a. Compile a list of support staff from the community and other area support services, with names and phone numbers; and
- b. In-service CRT members and selected building personnel regarding specific counseling interventions for crises, especially the student members of CRT.

### **2. When Crisis Occurs:**

- a. Meet with the general coordinator;
- b. Meet with the CRT as needed;
- c. Evaluate counseling needs for the day; involve support staff from the community and other agencies as needed;
- d. Arrange for small group and individual counseling sessions for students, staff, and parents as needed;
- e. Contact area mental health agencies if necessary for referral or additional assistance;
- f. Arrange to visit classes as needed to make announcements, give details, answer questions, etc.;
- g. Oversee the use of student records;
- h. Maintain counseling records for follow-up;
- i. Liaison with parents if necessary; and
- j. Liaison with student representatives to CRT.

### **3. Post Crisis:**

- a. Critique the response strategies used, update the crisis plan, and update counseling records and turn in recommendations to the general coordinator; and
- b. Be observant for support needed by CRT members and other involved staff.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

**4037**  
**Reduction In Force**

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1. **Definition of Reduction in Force.** A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.
2. **Restriction of Right to Administrative Position.** Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.
3. **Criteria for Reduction in Force.** The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.
  - a. Programs to be offered
  - b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the endorsement(s) shown on each teacher's Nebraska Teaching Certificate.
  - c. State and federal laws or regulations that may mandate certain employment practices;
  - d. Involvement in the programs and activities sponsored by the school district.
  - e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district.
  - f. The organizational and educational effect caused by multiple part-time certificated employees; and
  - g. Any other reasons that are rationally related to the instruction in or administration of the school district.

4. **Consideration of Uninterrupted Service.** If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.
  - a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
  - b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
  - c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
  - d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.
  
5. **Rights of Recall.**
  - a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect.
  - b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
  - c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year of years of absence from employment shall not be considered as a year or years of employment by the district.
  - d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.
  
6. **Current Teaching Certificate.**
  - a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.
  - b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

**7. Address Records.**

- a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.
- b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

**4038**

**Classified Staff Defined**

The term "classified staff" means all employees other than certificated employees and administrators. Classified staff employees are employed at will, and their employment may be amended or terminated at any time and without any cause.

Adopted on: 4/12/2010

Revised on: 1/11/2012

Reviewed on: 1/11/2012

**4039**  
**Employment of Classified Staff**

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district's budget, instructional needs, and non-instructional operations. The superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant, provided that such check shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate and in a manner consistent with board policy.

Adopted on: 4/12/2010

Revised on: 7/14/2014

Reviewed on: 7/14/2014

4040

**Employment Terms for Classified Staff**

Each position listed below shall be hired by the superintendent on the terms stated.

**12 Month Employees – Maintenance, Custodian, Business Manager, Head Cook/Custodial, Secondary Principal’s Secretary, Migrant Recruiter, Transportation Director**

Employed on a 12-month basis  
Provided appropriate level of full coverage insurance  
Allowed two weeks paid vacation after 1 full school term of employment; one additional day is added for each year of service up to 15 days maximum.  
Vacation is awarded when an average of 38 hours per week is reached annually.  
Allowed 7 days of sick leave per year, cumulative to 40 days  
Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, Memorial Day and the Fourth of July.  
Two Personal Days, Two Bereavement Days, One Professional Day  
While working for the lunch program the head cook’s salary will be paid for out of the Lunch Fund

**9 Month Employee – Elementary Principal’s Secretary, Full-time Paraeducators, Cooks, Dishwasher**

Employed on a 9-month basis  
Provided appropriate level of full coverage insurance  
Allowed 5 days of sick leave per year, cumulative to 40 days  
Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, and Good Friday.  
Memorial Day will also be considered a paid holiday if school is in session.  
Two Personal Days, Two Bereavement Days, One Professional Day  
While working for the lunch program the cooks and dishwasher salary will be paid for out of the Lunch Fund

**Half-time Employees – Half-Time Paraeducators and Half-Time Custodian**

Provided appropriate level of full coverage insurance  
Allowed 3 days of sick leave per year, cumulative to 40 days  
Paid holidays to include Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year’s Day, and Good Friday  
Memorial Day will also be considered a paid holiday if school is in session.  
One Personal Day, One Bereavement Day, One Professional Day

**Bus Drivers**

Allowed 4 routes of leave per year  
Paid a lump sum at the end of the year based on attendance and route miles driven.

**Physical Exam**

Any non-certified school employees who are required to do so by law must have a yearly physical examination.

Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year.

The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent.

If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district.

**Summer Workshops for Food Handlers**

Those employed to handle and prepare food for the Hot Lunch Program are asked to attend the school provided by the State Department of Food Services.

All costs of the school and registration fees will be paid by the board of education. Transportation will be provided.

**Non-Certified Substitute Pay**

A substitute for a non-certified staff member will be paid on an hourly rate range set by the board.

**Other Provisions Applicable to All Classified Staff Rate of Pay**

All classified staff shall be paid an hourly rate with the exception of the business manager.

Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

**Other Provisions Applicable to all Classified Staff**

In an effort to secure the best qualified applicants, the superintendent may be allowed to negotiate certain items.

Adopted on: 4/12/2010

Revised on: 1/11/2012

Reviewed on: 1/11/2012

## 4041 Staff Dress and Appearance

The attire worn by staff members conveys an important image to students and the general public.

**Certificated staff, para-educators and office staff** should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Yoga Pants (leggings, tights) must be discretely worn covering the buttocks area.
- Any clothing which is immodest and may distract other employees or students in the learning environment.

The superintendent may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”).

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. ~~To help meet that end, jeans of any color may not be worn except on “dress down” days as directed by the superintendent.~~

**Custodial, maintenance and transportation staff** should dress in attire appropriate to the work they are performing.

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

Adopted on: 4/12/2010  
Reviewed on: 1/11/2012  
Revised on: 1/11/2012

## 4042

### Employee Social Security Numbers

Nebraska law prohibits employers from using or publishing an employee's social security number except under certain specified circumstances. This district shall comply with this law and take reasonable steps to protect the confidentiality of employees' social security numbers. However, neither state law nor this policy prohibits the district from using the last four digits of an employee's social security number as an employee identification number or in any other reasonable manner.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

## 4043

### Professional Boundaries Between Employees and Students

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

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

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a romantic nature.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Communicating electronically (e.g. by e-mail, text messaging, or instant messaging) on a matter that does not pertain to a school matter.

- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.

A violation of the standards set out above will form the basis for discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Adopted on: 4/12/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

**4044**  
**School Employee Election Conduct**

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

The following activities are prohibited during an employee's work time (including duty-free lunch and planning periods):

1. Soliciting votes or contributions for or against a particular candidate or ballot proposition.
2. Discussing with students opinions regarding a political candidate or ballot proposition unless the topic is part of the approved curriculum.
3. Preparing, displaying, wearing or distributing campaign literature, materials, or signs for or against a candidate or ballot proposition (this prohibition does not apply to bumper stickers on personal vehicles).
4. Soliciting volunteers to assist with a campaign for or against a political candidate or ballot proposition.
5. Preparing for, organizing, or participating in any political meeting, petition, rally, or event.
6. Other prohibited political activity as defined by state law.

The following activities are prohibited at all times:

1. Using any school district resources including, but not limited to, facsimile machines, copy machines, computers or e-mail accounts, for political campaign activities.
2. Using school district property or facilities for any political campaign activities, unless such use is approved pursuant to school board rules or policy.
3. Spending district funds to urge votes to vote for or against a candidate or ballot proposition
4. Requiring employees to engage in political campaign activities as part of their job duties.

5. Providing employees with additional compensation or benefits for engaging in political activities.
6. Representing an employee's personal political position as the position of the school district or the board of education.

Adopted on: 6/14/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

**4045**  
**Milk Expression**

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

Adopted on: 6/14/2010  
Revised on: \_\_\_\_\_  
Reviewed on: 1/11/2012

## 4046

### Internet Searches Regarding Potential Employees

Members of the administrative team or of a hiring committee (hereinafter “the committee”) may conduct internet research about job applicants by using the following protocol, except that no criminal history record information check shall be made until the school district has determined that the applicant meets the minimum employment qualifications:

1. The committee may Google candidates’ full names and any aliases. Other search engines such as Yahoo or Bing may also be used. The committee may also search candidates’ full names and any aliases on Facebook, MySpace, LinkedIn, Twitter, YouTube, Social Mention and other social networking websites.
2. All applicants or all finalists must have the same research conducted about them. For example, if the committee conducts a search on Google using the name of one applicant in order to determine whether to include that applicant in the list of finalists, the committee must also conduct an identical search of all applicants’ names.
3. The committee may not use deception to gain access to applicants’ social networking pages, blogs or other on-line media.
4. The committee must take reasonable steps to verify the reliability of the information obtained in the search, including consulting with the applicant for confirmation of accuracy, if appropriate.
5. The committee will consider the following information to be relevant in making hiring decisions about an applicant based on information obtained through internet research:
  - a. Disparaging remarks made about current or former co-workers, supervisors or employers,
  - b. Discriminatory, harassing or demeaning behavior or comments,
  - c. Unprofessional, lewd or obscene behavior or remarks,
  - d. Criminal activity
  - e. Information which indicates the applicant will or will not be able to perform the essential functions of the position sought,
  - f. Information which indicates that the applicant is particularly suited or unsuited to the position sought.

6. The committee will retain documents to demonstrate its compliance with this policy with other documentation relevant to the job search.

Adopted on: 6/14/2010

Revised on: 7/14/2014

Reviewed on: 7/14/2014

#### **4047**

### **IMPLEMENTATION OF STUDENT ASSISTANCE TEAM PROCESS**

Pursuant to the Rules of the Nebraska Department of Education, the school district uses general education student assistance teams (SATs). SATs consider and create problem-solving and intervention strategies to assist classroom teachers to meet the needs of students who may be struggling in the general curriculum.

All teaching staff must:

- 1) Support the SAT process by appropriately referring students who may benefit from the SAT process; and
- 2) Faithfully and consistently implementing the intervention strategies recommended by the SAT.

The failure to support the SAT process is a serious matter and may constitute just cause for terminating or canceling a teacher's employment.

Adopted on: 6/14/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

## 4048

### Assessment Administration and Security

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

#### 1. Assessment Responsibilities

- a. Each building principal, in consultation with the Superintendent and certificated employees, will be responsible for:
  - overseeing the scheduling of state administered assessments, and ensuring that all assessments, including make-up testing, is completed within relevant testing windows
  - obtaining Standards, Assessment and Accountability Updates from the Department of Education and circulating the relevant portions of those updates to other staff members
  - informing the board of education of changes to the Nebraska State Accountability Security Procedures; and
  - signing and enforcing the Nebraska State Accountability Test Security Agreement.
- b. Every certificated employee or other staff member who administers assessments is responsible for:
  - complying with the Nebraska State Accountability Security Procedures; and
  - taking all reasonable and prudent steps to ensure the accuracy and integrity of all academic testing, including statewide assessments.

## **2. Security Violations and Cheating**

### **a. Classroom assessments**

Staff members who suspect students of having cheated on a classroom assessment should conduct a reasonable inquiry and impose consequences on the student consistent with classroom rules and the student handbook.

### **b. State Accountability Tests**

Staff members who suspect a breach of security on State Accountability Tests, must promptly report their suspicions to the building principal or superintendent. The superintendent must notify the Department of Education's Statewide Assessment Office and follow the Department's protocol for Reporting and Investigating Test Security Violations.

### **c. Staff members who engage in or enable students to engage in academic dishonesty in any testing or assessment will be subject to discipline up to and including the immediate cancellation of their employment contract.**

Adopted on: 6/14/2010  
Revised on: 1/11/2012  
Reviewed on: 1/11/2012

**4049**

## **Professional Ethics**

See Policy 4023

## 4050

### Overtime and Compensatory Time

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

The district may grant compensatory time in lieu of overtime pay at a rate of one and one-half (1½) hours off for each hour of overtime the employee worked. Employees may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of actual overtime worked. When an employee has accrued 240 hours of compensatory time, the district shall pay him/her at the rate of one and one-half (1½) times his/her regular rate of pay for each additional hour of overtime. An employee who asks to use compensatory time shall be permitted to use it within a reasonable period after the request if its use does not unduly disrupt the district's operations.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than: (1) the average regular hourly rate paid to the employee during the last three years of his/her employment, or (2) the final regular hourly rate paid to the employee, whichever is higher.

Payment for unused compensatory time shall be at the employee's regular rate of pay for each hour of compensatory time, not one and one-half (1½) times the regular rate of pay.

Adopted on: 6/14/2010

Revised on: \_\_\_\_\_

Reviewed on: 1/11/2012

## 4051

### Use of Social Media by School District Employees

The school board supports the use of technology to communicate with students for legitimate educational purposes. However, school district employees are responsible for conducting themselves professionally, exercising appropriate judgment, and teaching and modeling high standards of behavior and civic values, regardless of location. This applies to employees' conduct and interactions with students and to material they post on personal web sites, blogs, and other social networking sites including, but not limited to, Facebook, MySpace, YouTube, and Twitter. District employees are prohibited from inappropriate technological communication including but not limited to texting, online socializing or social networking (including but not limited to Facebook, Twitter and YouTube, and MySpace), internet use, e-mail, blogging, or any other electronic communication that violates the law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27").

Unless an employee has a legitimate educational purpose, the following use of social media is a violation of this policy. The following list is intended to be illustrative and does not describe every kind of prohibited behavior.

- Communicating with students about sex, personal, intimate, or similar matters.
- Joking with students about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Sharing sexually inappropriate material or objects with students.
- Displaying pornography.
- Making any sexual advance or engaging in any activity of a sexual or romantic nature with a student.
- "Friending" or otherwise authorizing or requesting student access to personal social media accounts. This prohibition shall not apply to social media accounts created solely for class or educationally related matters to which all of the employees' students are allowed or offered access.
- Disclosing confidential student records or information.
- Disclosing confidential personnel records or information of other school district employees, agents, or volunteers.
- Behaving in any manner that results in a disruption to the school environment or that impairs the employee's ability to perform his or her employment duties or to be an effective employee.
- Using an employment title or including any reference to the employee's affiliation with the school district unless the communication is school related and in compliance with the law, district policies, or Rule 27.
- Including school mascots, symbols, logos, or other district trademarks in non-school related communications.

Nothing in this policy should be construed to (1) limit an employee's right to speak as a citizen about matters of public concern, (2) prohibit an employee from communicating with students about non-school organizations or activities for which the employee is a coach or supervisor as long as the employee's communication is in compliance with the non-school organization's standards of conduct and Rule 27 or (3) regulate any communication that is unrelated to the employee's position of employment with the school district and otherwise protected by the United States Constitution and the Nebraska Constitution.

Students, parents, and any other person should notify an administrator if they believe that a school district employee or any other person affiliated with the school district may be engaging in conduct that violates this policy. School district employees are required to promptly notify an administrator if they become aware of any situation that may constitute a violation of this policy.

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

Adopted on: 7/25/2011

Revised on: 1/11/2012

Reviewed on: 1/11/2012

## **4052**

### **Job References to Prospective Employers For Current and Former Employees**

All requests for employment-related references or employment history by prospective employers of current or former employees must be referred to a member of the administrative team. The administrator will either provide a reference in compliance with this policy or will forward the request to the superintendent.

If the school district is subject to a written separation agreement regarding a particular employee, the terms of that agreement will govern the district's response to requests for information, regardless of any written consent provided to the school district.

If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release information, the district will provide the information authorized by that document. The school district may provide additional truthful information to prospective employers of current and former employees.

Adopted on: 6/11/2012

Revised on: \_\_\_\_\_

Reviewed on: 6/11/2012

## 4054

### Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

**Reporting Procedure.** School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

**Contents of the Report.** The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse

or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

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

Adopted on: 6/4/2010  
Revised on: 7/25/2013  
Reviewed on: 7/25/2013

**4056**  
**Resignation of Certificated Staff**

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements.

Staff members who submit their resignations to the board of education by April 15 will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Staff members who refuse to fulfill their contractual obligations will be reported to the Professional Practices Committee of the Nebraska Department of Education.

Adopted on: 7/25/2013  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**4057**  
**SUPERINTENDENT EVALUATION**

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, “actual classroom observation” shall mean observing the superintendent performing activities that are typical of his or her position. An “entire instructional period” for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent’s work during the semester for no less than 40 minutes.

**Purpose.** The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent’s role and inform the superintendent of the board’s expectations.

**Dates.** The first year evaluations shall take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent’s employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation shall take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

**Evaluation Document.** The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

**Evaluation Procedures.** Each board member shall have the opportunity to individually evaluate the superintendent and complete an evaluation document. The board shall compile the individual evaluations into a single evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent’s evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent’s reputation and he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with followup evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal or cancellation of the employment contract.

Adopted on: 7/25/2013  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**4058**

**Confidentiality in Counseling and Guidance**

The school district provides students with a certificated school guidance counselor. Information that students provide to counselors is confidential but not legally privileged. The counselor will attempt to respect the privacy of student disclosures, but will share all relevant information with other education professionals as appropriate or as directed. The counselor will also contact parents and law enforcement officials as appropriate, provided that a counselor who has reasonable cause to believe that a child has been subjected to child abuse or neglect shall review and follow the district's policy on reporting child abuse and neglect.

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

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

Adopted on: 7/14/2014

Revised on: 7/13/2015

Reviewed on: 7/13/2015

**4059**  
**Suicide Prevention Training**

The following employees are required to complete at least one hour of suicide awareness and prevention training every year:

- school nurses
- teachers
- counselors
- school psychologists
- administrators
- school social workers
- community coaches
- para-educators
- bus drivers
- kitchen staff
- custodians
- secretarial and clerical staff

These employees must complete the on-line training provided by the Nebraska Department of Education no later than September 1 of each school or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Adopted on: 7/13/2015

Revised on: \_\_\_\_\_

Reviewed on: 7/12/2015