

Board of Education Regular Meeting
Monday, October 12, 2015 7:00 PM Central

HS CONFERENCE ROOM
705 N 9th Street
Arlington, NE 68002

Micheal Dwyer: Present

Matt O'Daniel: Present

Teri O'Flaherty: Present

Greg Sampson: Present

Bruce Scheer: Present

Luanne Sundberg: Present

Present: 6.

1. OPENING PROCEDURES

1.1. Call Meeting to Order

1.2. Roll Call

1.3. Pledge of Allegiance

1.4. Approval of Regular Meeting Agenda

Motion to approve the regular meeting agenda as presented Passed with a motion by Matt O'Daniel and a second by Bruce Scheer.

Micheal Dwyer: Yea, Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Greg Sampson: Yea, Bruce Scheer: Yea, Luanne Sundberg: Yea

2. WELCOME TO GUESTS AND PUBLIC FORUM

Patrons Shannon Willmott, Jessi Scheer, and Sara Hasenauer addressed the board and all three patrons encouraged the board to offer a before/after school program noting various benefits for the community and school.

3. CURRICULUM/INSTRUCTION REPORTS

3.1. Guidance Counselor Reports

High school counselor Floyd Everitt elementary counselor Kerri Harris presented oral and written reports capturing their annual goals and progress on goals.

4. PRINCIPALS' REPORTS

4.1. Mr. Pfingsten's Report

Provided a summary of and answered questions on the written report.

4.2. Mr. Shada's Report

Provided a summary of and answered questions on the written report.

4.3. Mrs. Morgan's Report

Provided a summary of and answered questions on the written report.

5. SUPERINTENDENT'S REPORT

5.1. State of the Schools Report

6. COMMITTEE AND REPRESENTATIVE REPORTS

6.1. Americanism/Education Evaluation

6.2. Buildings and Grounds Committee

Bruce Scheer provided committee report and indicated that the work at the athletic field has resulted in improved drainage.

6.3. Finance Committee

6.4. Negotiations Committee

6.5. NASB Legislative Representative

6.6. Professional Development Sharing

Greg Sampson reported on general information received at NASB Area Meetings including information about negotiations software.

7. UNFINISHED BUSINESS

7.1. Discuss, Consider, and Take Necessary Action to move forward with an organized before/after school program.

Lynn Johnson and Luanne Sundberg updated the board on discussions had by the Daycare Action Planning Committee. This committee is asking the board to consider running a before and after school program. Discussion ensued about the various aspects, variations, and ramifications of offering this type of programming. It was concluded that more hard data to indicate interest level is necessary before discussing further.

8. NEW BUSINESS

8.1. Discuss and Consider position on Unified Sports proposed by NSAA.

Lynn Johnson updated the board on the proposed response that will be provided NSAA in a survey designed to gather response to interest in offering Bowling as a Unified Sports.

8.2. Discuss, Consider and Review Policies 3200-3570.

Stand as presented.

8.3. Discuss and Consider on first reading amending Policy 3520 Transportation to encompass driving standards and eliminating Policy 3410 Safe Driving Record Standard for Drivers and Regulation 3520B Safe Driving Record Standard for Drivers.

Lynn Johnson recommended changes that would enhance consistency and improve policy alignment.

8.4. Discuss, Consider and Review the Superintendent Evaluation Instrument.

Mike Dwyer presented the process and the timeline and asked for input on the same.

8.5. Discuss, Consider, and Take Necessary Action to approve the purchase of a bus.

Motion to approve the purchase of a new bus not to exceed the price of \$85,680 Passed with a motion by Bruce Scheer and a second by Teri O'Flaherty.

Micheal Dwyer: Yea, Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Greg Sampson: Yea, Bruce Scheer: Yea, Luanne Sundberg: Yea

Building and Grounds committee presented information on two proposals and their support of moving forward with purchasing the Thomas C2.

9. CONSENT AGENDA

Motion to approve the consent agenda as presented Passed with a motion by Matt O'Daniel and a second by Greg Sampson.

Micheal Dwyer: Yea, Matt O'Daniel: Yea, Teri O'Flaherty: Yea, Greg Sampson: Yea, Bruce Scheer: Yea, Luanne Sundberg: Yea

9.1. Minutes of the Previous Board Meeting(s)

9.2. Monthly Financial Reports

9.3. Claims (Check Register)

9.4. Special Fund Transfers

9.5. Hot Lunch Report

9.6. Activity Report

10. EXECUTIVE SESSION

11. ACTION ON EXECUTIVE SESSION ITEMS

12. ADJOURNMENT

Adjourned at 8:40 PM

I. 7-12 Guidance Counselor, Floyd Everitt

A. Goals for student learning and program enhancement

- 1. Develop and implement an effective Guidance Curriculum**
- 2. Evaluate and improve transition strategies from 8th to 9th grade**
- 3. Improve parent involvement in student curriculum planning and class selection.**
- 4. Improve college readiness as measured by improved ACT scores**

B. Innovations/changes made to meet the goals

- 1. Developed Guidance Counseling Program to outline objectives**
- 2. Reviewed grade level essential learnings**
- 3. Plan class meetings with parents and students to outline grade level objectives for the year.**
- 4. Developed and implemented online registration**
- 5. Implemented TeamMates program to help meet the needs of individual students. 9 current matches are in our 5th year of the program.**
- 6. Implemented John Baylor Test Prep program for juniors and seniors.**
- 7. Developed and administered survey for spring (pre) and fall (post) for 8th / 9th grade students.**

C. Effectiveness of program is evidenced by:

- 1. Student, teacher, parent surveys**
- 2. Principal formal observation**
- 3. Decrease in office and/or counselor referrals by students and teachers**
- 4. Improved average ACT scores**

D. New goals

- 1. Continue Counseling web site to parents**
- 2. Improve transition strategies for 8th to 9th grade with student and teacher input.**
- 3. Improve ACT scores**

II. Special Project Reporting:

A. Co-coordinator for TeamMates: School-based mentor program

- 1. Recruiting, tracking, and making matches for mentors and mentees**
- 2. Recording data associated with the program**

Respectfully submitted,
Floyd Everitt

Curriculum Board Report, October, 2015

I. Elementary Guidance Counselor, Kerri Harris

A. *Goals for student learning and program enhancement*

1. Match monthly thematic units with grade level skills and Eagle Pride Awards Program.
2. Help students develop and improve self-regulation skills.
3. Develop students' leadership skills to encourage positive behaviors.

B. *Innovations/changes made to meet the goals*

1. Continuous evaluation and adjustments to yearly plan to meet grade level objectives and create variety for students.
2. Researched and implemented use of materials and self-regulation strategies for students to try when referred to the office.
3. Integrated thematic units with monthly awards for students (Eagle Pride Awards).
4. Schedule consistent individual and group sessions with defined purpose.
5. Research and implementation of elementary student council.

C. *Effectiveness of program is evidenced by*

1. Student, teacher, parent surveys
2. Principal formal observation
3. Decrease in office and/or counselor referrals by students and teachers

D. New goals based on evidence - surveys, office referrals & new student population files.

- 1. Continue skills training for bully behaviors, targets, and bystanders**
- 2. Emphasize perceptions of a safe environment**
- 3. Continue participation in National Mix it Up @ Lunch Day and monthly local Mix it Up days with H.S. students as table facilitators**
- 4. Increase frequency of lessons pertaining to emotional self control for current and new students during classroom lessons,, group lessons, and individual sessions.**
- 5. Continue and improve transition strategies for new students and pivotal grade levels with student and teacher input.**

Special Project Reporting:

A. Co-coordinator for TeamMates: School-based mentor program

- 1. Recruiting, tracking, and making matches for mentors and mentees**
- 2. Recording data associated with the program**

B. Co-coordinator of assemblies including bully prevention and drug abuse prevention.

C. Elementary Student Council Sponsor.

- 1. Research similar programs.***
- 2. Establish procedures.***
- 3. Facilitate projects and encourage positive leadership.***

Respectfully submitted,
Kerri Harris

Secondary Principal's Report

For the October 2015 Board Meeting

Professional Development Update

Secondary Staff: The secondary staff attended a professional development session hosted by ESU #3 which was led by Dr. Richard Cash. Some of the takeaways from the session included:

- Understanding different learning styles of students
- Building conceptual knowledge as compared to building factual knowledge
- Good - to know, Better - to do, Best - to understand
- 10:2 shift in modality - for every 10 minutes of a lesson, students need 2 minutes of a change in modality...turn and talk, think-pair-share, journal

Mr. Jurgensen: History teacher, Barry Jurgensen, will be representing Arlington Jr/Sr High as he presents at the ORNFC Underground Railroad Conference in Cincinnati, Ohio on October 17th. Mr. Jurgensen's efforts with the Underground Railroad directly tie to the work that he is inspiring from his students, especially in his honors history class.

Technology For Learning

Plicker - Teachers are being introduced to new ways of engaging students in the content and assessing student knowledge in the classroom. One way that teachers are utilizing technology in this manner is through Plicker. Plicker allows students to use cards with QR Codes to answer questions. Students respond to questions by holding the QR Code card in one of four different directions. Responses are read by the teacher's cell phone and are immediately updated on the classroom projector. This technology allows for immediate checks of student understanding. Ms. Preissler and Mr. Parson are two teachers who have used this technology with their students this semester.

Skype - Agriculture and FFA students are able to connect with Mr. Hendricks at Cedar Bluffs through the use of Skype. In the future, students will also be able to be a part of student led FFA meetings that are held during school hours through Skype.

Math Department

New math standards for the state have been updated and approved by the State Board of Education. Therefore, math teachers and administrators are meeting with ESU #3 personnel to focus on the new standards and determine the impact to our Eagle scholars. The math team is in the process of aligning our vision, setting goals, evaluating educational best practices, and choosing educational materials. This process will allow us to align instructional practices to the new standards and increase student learning.

MAPS Testing

Students in grades 7-9 recently completed the first administration of MAPS testing in Math and Reading. The purpose of the testing is to measure student learning levels at various times during the year. The MAPS results will be used as one piece of data to help determine value added throughout the school year. We currently plan to administer the tests at three times during the year to assess growth and make informed decisions.

James Shada
October 2015
Board Report

Pink Out

The athletic department in conjunction with the cheerleaders and dance team has been raising money for Breast Cancer Awareness. The cheerleaders and dance team have sold over 220 t-shirts. I am proud of our students and staff for taking a personal interest in an issue that affects so many people across our nation and in our community.

District Softball

We had been chosen by the Nebraska School Activity Association to host district softball on October 8th and 9th. This was a great opportunity to show case our great community, school, and athletic programs. With the help of many community members, staff, and administration were able to host the C-1 district softball tournament.

Distracted Driving Survey

Three Rivers District Health Department conducted the following survey. Twenty-six students participated in the survey (10 male and 16 female). The average age of the students was 16. 68% of the students said that they were unlikely to very unlikely to text and drive. 11% of the students said that they were likely to very likely to text while driving. 42% of the students said that they were likely or very likely to answer/dial/use a cell phone while driving. I would like to thank Three Rivers District Health for allowing us to participate in this survey.

Board Report October 2015 - Elementary Principal

- September 25th In-service – Classroom teachers worked with Jennifer Lemke, a reading professor at the University of Nebraska – Omaha on guided reading table work and station work. They received many great ideas to implement in their classrooms.
- Student Council 4-6 – Students have applied and a student council team has been selected. This group will focus on service projects for the school. As well as, school pride events.
- Fire Safety Day – October 5 – The Arlington Fire and Rescue department sent out some of volunteers to talk to students about fire safety and what to do in case of an emergency. Students gained valuable information and were able to tour both the ambulance as well as the fire truck.
- MAP testing is completed. We have completed our first round of MAP testing in K-6 with the exception of a couple of new students. That just moved in this past week. Students worked hard during the testing time and teachers are using this data to help guide their instruction. This information is utilized during PLC meetings on Fridays to begin to develop targeted interventions for struggling students.
- 5/6 Outdoor Education – Friday, October 2 both 5th and 6th grades took part in different outdoor educational experiences. Lessons and experiences were formatted around reading, science, math, and social studies. Students gained knowledge as well as first hand experiences they would not be able to receive within the classroom walls.
- 1st Grade Field Trip – First grade had their field trip to Vala's Pumpkin
- Kindergarten Field Trip – Kindergarten went on an informational field trip to Camp Fontanelle. Students were able explore many pieces of the outdoors and enjoy the pumpkin patch.
- Grandparent's Day Celebration – Grandparent's Day was a huge success. Each grade had an opportunity to perform a poem, skit, or song for the grandparents. Then students took their grandparents back to their rooms to enjoy activities with their visitors. 275 Grandparents were in attendance. We have great feedback from teachers, students, and grandparents.
- SAT process – The Student Assistance Team has meet several times in the past few weeks. We meet to explore new educational options for students who need additional assistance.

Business Operations

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be managed in a good and prudent business manner.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011

Business OperationsBonds

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

Legal Reference: Neb. Rev. Stat. § § 79-586 and 79-589

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011

Business Operations

Educational Service Units - Designated Representative

The Superintendent of Schools is the designated representative of this school district for purposes of indicating the approval or disapproval of the school district of proposals of core services offerings and the use of the property tax levy of the educational service unit of which the school district is a member.

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011

Business Operations

Security

The Superintendent of schools is directed to establish such rules and regulations as may be needed to provide for security of all school district property and safety of students and staff.

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011

Business OperationsSafety**Risk Management and Safety Committee**

This school district is committed to providing and maintaining a safe and healthful work environment. This school district recognizes its responsibility in protecting and conserving its human and financial resources. Each employee of the school district should show concern for the safety of fellow employees, students and members of the public to prevent losses of these resources. Safety and health management is the ultimate responsibility of the Board of Education. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee is further hereby directed to establish the Safety Committee or committees as required by Section 48-443, R.R.S., et. seq. (LB 757, Section 32, 33 & 34, 1993 legislature) or other laws. The Safety Committee(s) so established shall adopt for this school district and maintain an effective written Injury Prevention Program. Management shall participate in the Safety Committee(s), and in safety education and training, and establishment of safety rules, policies and procedures as provided in this policy, the school district's written Injury Prevention Program or as otherwise provided by law or the superintendent or the superintendent's designee.

The Safety Committee(s) shall be created and perform such functions, be made up of members and meet as required by law. The school district shall develop and maintain a written Injury Prevention Program as required by law and the superintendent or the superintendent's designee is hereby delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

Safety and health training, accident investigation, record keeping procedures and safety rules, policies and procedures shall be implemented as required by law.

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011

Business OperationsTrespassers

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference: Neb. Rev. Stat. §§ 28-520 to 28-522

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011

Business OperationsTransportationConditions of Bus Transportation

The Board of Education shall maintain or determine:

1. General supervision and control over the transportation program at all times. The board shall delegate the actual responsibility for direct control to the person designated by the superintendent and Board of Education to be responsible for transportation programs.
2. The maximum one way travel time shall not be excessive for any pupil and all pupils will be provided a seat. No standees. Unless absolutely unavoidable, riding time of one hour shall not be exceeded.
3. That maximum speed for buses shall not exceed the limit prescribed by state law.
4. That transported pupils shall not arrive at school more than thirty minutes before school opens.
5. That bus routes will be established only on improved and well maintained county and state roads. Buses will not travel in private drives or on ungraded roads.
6. That bus stops will be limited when possible, so that pupils from several homes in an area can meet at a central point that is safe for group pickup.
7. That any student riding the bus may be required to travel from where the pupil resides to a designated pickup point if this is necessary due to safety or preventing excessive time in picking up students.
8. Snow emergency routes utilizing pickup points on the highway or hard surfaced maintained roads may be used in the event of inclement weather.
9. Bus routes may be altered by the administration in the interest of safety to compensate for dangerous road situations such as mud, road repair work, etc.

Legal Reference: Neb. Statute 79-601 et seq.

Date of Adoption: May 14, 2012

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is over \$100,000 or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

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

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

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

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

Adopted: August 10, 2015

Business OperationsRebates to School Personnel

No school employee or board member shall receive any commission, expense-paid trips, or anything of value from individuals or companies from which the school district purchases equipment or materials required in the operation of the school district. The operation of the school district includes the purchase of materials for the repair and maintenance of the school plant, for conducting student classes, for materials and supplies used in school organizations, such as clubs, specific classes, and for comparable items.

Legal Reference: Neb. Rev. Stat. §79-520

Date of Adoption: March 10, 2008

Reviewed: October 10, 2011

Business OperationsRecords Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.
2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.
3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:
 - a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.
 - b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.
 - i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail: "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or

receiving such communications may delete them immediately without obtaining approval.

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

the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

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

4. Electronic Records

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

5. Litigation Holds

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

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

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

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to

hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

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

6. Settlement Agreements

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

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

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

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

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

Date of Adoption: August 10, 2015

Business OperationsNCLB

It is the policy of the District to comply with the NCLB and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the NCLB formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent's discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. NCLB funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to NCLB programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the NCLB programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District's written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with NCLB and specific NCLB grant programs in which the District participates.

Legal Reference: NCLB

Date of Adoption: July 11, 2011

Reviewed: October 10, 2011

Business OperationsTransportation

The Arlington Public Schools' transportation system shall comply with existing Nebraska statutes and state department rules and regulations.

Arlington Public Schools shall provide school bus transportation for resident students attending Arlington Public Schools who live at least one mile from the school and outside of city limits. The transportation system shall provide a service promoting safe and healthful pupil transportation and contribute to the operational economy and efficiency of Arlington Public Schools.

Arlington Public Schools shall also provide transportation without cost for resident children who attend St. Paul's Lutheran School. Such transportation shall extend only from some point on the regular public school bus route nearest or most easily accessible to their homes to and from a point on the regular bus route nearest or most easily accessible to St. Paul's Lutheran School. Transportation for St. Paul's students is only provided at times when transportation is being provided for Arlington Public School students.

Option students may be bused if they live directly on a school district regular bus route or parent/guardians transport their child(ren) to some point on the regular bus route as determined by the district to be safe and there is room on the bus.

Nonresident students attending St. Paul's Lutheran School may be bused if they live directly on the school district regular bus route or parent/guardians transport their child(ren) to some point on the regular bus route as determined by the district to be safe and if the desired pupil capacity on the bus is maintained. Such transportation shall extend only from some point on the regular public school bus route nearest or most easily accessible to their homes to and from a point on the regular bus route nearest or most easily accessible to St. Paul's Lutheran School. There will be an annual fee assessed for these services. The fee is 'in addition' to the shuttle bus fees assessed by St. Paul's. Resident students and option students will be given priority consideration when determining capacities.

A student may be required, at the board's discretion, to transport to a location for pick-up and drop-off without reimbursement as per state law.

School buses and district vans shall be used to transport pupils to and from school for school activities.

School district buses will not operate when weather conditions or other natural elements make it unsafe to do so. The final judgment as to when conditions are unsafe to operate will be made by the superintendent. The superintendent will be assisted by the actual "on location" decisions and reports of the transportation director.

Standing authorization shall be granted by the board to school administrators, school nurses and other personnel designated by the superintendent to transport students in private vehicles when, in the opinion of the school personnel, this is necessary.

Transportation – Safe Driving Record Standard

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person has a record of satisfactory driving as determined by Board policy. Each person who transports students on an irregular basis and who is not required to hold a pupil transportation operator's permit shall have a record of satisfactory driving as determined by Board policy. For such persons mentioned above, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior ~~20~~ **10** years; or,
3. Reckless driving or willful reckless, within the immediate prior ~~20~~**10** years; or
4. Accumulation of five or more points under the motor vehicle operator's license point system within the immediate prior four years. In the event the person has accumulated three or four points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event that the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior ~~20~~ **5** years; or,
3. Reckless driving or willful reckless, within the immediate prior ~~10~~ **5** years; or
4. Accumulation of six or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event

the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. §79-318, §79-601, §79-602, §79-607, §79-608, §79-611
Neb. Rev. Stat. Section §60-4, 182 (Point System)
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption:

Safe Driving Record Standard for Drivers

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1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608;
Neb. Rev. Stat. section 60-4,182 (point system);
Title 92, Nebraska Administrative Code, Chapter 91.

Adopted: March 10, 2008

Reviewed: October 10, 2011

TransportationTransportation – Safe Driving Record Standard

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1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 20 years; or,
3. Reckless driving or willful reckless, within the immediate prior 20 years; or
4. Accumulation of five or more points under the motor vehicle operator's license point system within the immediate prior four years. In the event the person has accumulated three or four points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

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1. Motor vehicle homicide;
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3. Reckless driving or willful reckless, within the immediate prior 10 years; or
4. Accumulation of six or more points under the motor vehicle operators' license point system within the immediate prior four years. In the event the person has accumulated 3, 4, or 5 points within the immediate prior four years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Date of Adoption: June 11,2012

AdministrationEvaluation Instrument of Superintendent**I. Purpose of the Evaluation:**

The Superintendent and the Board of Education recognize the need to review the Superintendent's performance annually. The review will consist of the completion of a written appraisal instrument and the discussion of this instrument with the Superintendent in executive session. The intent of the evaluation is to:

- A. Promote professional development/excellence and improve the performance of the Superintendent.
- B. Based on the evaluation instrument, arrive at certain conclusions as to the "effectiveness" of the Superintendent in achieving the objectives of the district.
- C. Communicate those conclusions to the Superintendent providing counsel and direction to him/her.
- D. Enhance the working relationship between the Board of Education and the Superintendent.
- E. Guide decisions relative to continued employment and compensation.

II. Evaluation Plan

The following are steps to be used to evaluate the Superintendent of Schools.

1. The evaluation criteria shall be in writing, clearly stated, and mutually agreed upon by the Board and the Superintendent. The criteria will be related to the job description, the Superintendent's goals, and the School District's goals.
2. Evaluation forms shall be given to Board Members in early November.
3. Each Board Member will have the opportunity to complete the instrument and submit to the President or bring to the meeting.
4. The Superintendent will submit a self evaluation to the Board.
5. The Board President will preside over discussions of the individual evaluations and work towards the development of a summary document. The summary document will reflect an average score on each duty and category as well as summary comments in each category reached by consensus.
6. The Board of Education shall meet with the Superintendent in December during executive session to discuss the summary evaluation document and modify as appropriate.
7. The Superintendent will be encouraged to respond in writing to the suggestions/concerns/directives that emerged through the process.

8. The Superintendent and the Board President will sign the confidential summary evaluation document as an indication that it has been reviewed. The original will be placed in the Superintendent's personnel file and a copy given to the Superintendent.
9. The Board and Superintendent will annually schedule a retreat to revise or create leadership goal(s)/action plan(s).

**ARLINGTON PUBLIC SCHOOLS
BOARD OF EDUCATION
EVALUATION OF THE SUPERINTENDENT**

Superintendent's Name: _____ Date: _____

INSTRUCTIONS: This evaluation instrument is divided into seven categories. Each Board Member is asked to rate the Superintendent on the duties cited in each of the categories on a scale ranging from 1 to 5. The number 1 is the lowest possible score and indicates unsatisfactory performance. The number 5 indicates outstanding or highly commendable performance. A definition of each numerical rating is present as follows:

1. Unsatisfactory – Performance is clearly below the level of acceptability. The Superintendent has not kept pace with changing requirements of his/her position. Job performance is inconsistent or deteriorating.
2. Needs Improvement – Performance is below expected levels of the position.
3. Satisfactory – Performance meets expected standards and results are achieved. The required skills and knowledge are in evidence, and occasionally performance exceeds job requirements.
4. Above Average – Performance is consistently above established standards and job knowledge clearly exceeds requirements.
5. Outstanding – Outstanding performance which far exceeds standards.

AREAS OF RESPONSIBILITY:

A. RELATIONSHIP WITH THE BOARD OF EDUCATION:

- _____ 1. Provides regular updates regarding district matters.
- _____ 2. Provides adequate meeting materials and background information.
- _____ 3. Responds to board member questions thoroughly and shares information with the entire board in a timely manner.
- _____ 4. Invites Board participation in district activities.
- _____ 5. Assists in development, recommendation, and administration of policies.
- _____ 6. Encourages Board development.
- _____ 7. Works with the Board to establish goals and plans for the future.

- _____ 8. Openly accepts Board input and is responsive to Board directions.
- _____ 9. Implements meeting responsibilities by preparing the agenda, attending and participating at board meetings, serving as ex-officio member of all committees, and offering professional guidance, recommendations, or assistance.
- _____ 10. Works to engender a collaborative working relationship with the Board.

Comments:

B. LEADERSHIP

- _____ 1. Projects a strong leadership image. Provides leadership for the Board of Education for the purpose of implementing district vision, mission, and goals.
- _____ 2. Leads, guides, and directs administration, staff, and students.
- _____ 3. Demonstrates enthusiasm in carrying out job responsibilities.
- _____ 4. Keeps the focus on student learning.

Comments:

C. BUSINESS AND FINANCIAL MANAGEMENT:

- _____ 1. Seeks board input and recommends appropriate budgets to the Board.
- _____ 2. Administers the budget and keeps expenditures within overall prescribed limits.
- _____ 3. Ensures complete financial controls/audits.
- _____ 4. Controls expenditures of district funds by committing them only after approval by the Board of Education.
- _____ 5. Informs the Board on current or proposed funding issues.
- _____ 6. Regularly reports to the Board on district budget and finances.

Comments:

D. EDUCATIONAL PROGRAM AND PLANNING:

- _____ 1. Educates and advises the board regarding the educational programs and instructional practices used in the district.
- _____ 2. Demonstrates awareness and implements current research and best practices.
- _____ 3. Facilitates development and implementation of long- and short-term educational goals for the district.
- _____ 4. Ensures the district develops, maintains, and evaluates an effective curriculum that reflects the changing needs of students and society.
- _____ 5. Promotes staff growth to improve educational quality for all students.

Comments:

E. PERSONNEL:

- _____ 1. Demonstrates objectivity in personnel matters.
- _____ 2. Communicates effectively with staff regarding current and new trends in education, programs, procedures, and policies.
- _____ 3. Ensures evaluation of personnel will be consistent with policies and law.
- _____ 4. Shows concern for the welfare of staff.
- _____ 5. Delegates both responsibility and authority.
- _____ 6. Recruits competent staff.
- _____ 7. Promotes an environment that encourages continuous learning and improvement of all employees.
- _____ 8. Promotes sound collective bargaining relations.

Comments:

F. COMMUNITY RELATIONS:

- _____ 1. Projects a positive image of the school district.
- _____ 2. Maintains a cooperative relationship with media.
- _____ 3. Identifies all stakeholder groups and establishes open lines of communication with them.
- _____ 4. Encourages collaborative relationships with businesses, government, civic organizations, youth organizations, and other school districts.
- _____ 5. Exercises an open door policy and is receptive to feedback, input, and inquiry by community members.
- _____ 6. Prepares a quality annual report and shares it with the community.
- _____ 7. Maintains a presence in all buildings and at district activities.

Comments:

G. PERSONAL TRAITS:

- _____ 1. Elicits respect in the community, schools, and among peers.
- _____ 2. Accepts constructive criticism and responds appropriately.
- _____ 3. Writes and speaks clearly and effectively.
- _____ 4. Is assertive, but tactful.
- _____ 5. Maintains poise and composure in the face of crisis/criticism.
- _____ 6. Is business-like and professional in appearance.
- _____ 7. Projects a caring attitude.
- _____ 8. Displays a sense of humor.
- _____ 9. Demonstrates good listening skills.

Comments:

H. LEADERSHIP GOALS/JOB TARGETS:

(This gets filled in from the goals or job targets that the board and superintendent established together following the last evaluation. Evaluate using MET or UNMET)

The signatures below indicate that the results of this evaluation have been reviewed with the Superintendent in an executive session with the Board of Education, with the original placed in the Superintendent's Personnel File, and a copy given to the Superintendent.

Superintendent's Signature

Date

Board President's Signature

Date

Date of Adoption: May 12, 2014

Superintendent Job Description

Overview of the Position of Superintendent

Provide leadership to ensure the district provides the best possible educational programs and services for all students of the school district. To lead, guide, and direct every member of the administrative, instruction, and support services staff in setting and achieving the highest standards of excellence in educational programs and operations. To be responsible for a system of supervision and evaluation of all staff designed to meet the goals of the school district. To oversee and administer the use of all facilities, property, and funds in the best interest of students, the school district, and community.

Job Requirements:

- A. Endorsement as a Superintendent in the State of Nebraska
- B. Nebraska Administrative and Supervisory Certificate
- C. Successful experience in teaching and school administration
- D. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

Reports to:

The Superintendent of Schools reports directly to the Board of Education and works in cooperation to develop policies and district goals. The Superintendent is responsible for implementing and adhering to the Board's approved policies and goals. The Superintendent may delegate specific powers or duties to assistants or subordinates, while maintaining final responsibility and actions taken. The Superintendent holds all executive and administrative authority and responsibility for the effective operation of the school district. The Superintendent acts as the district leader with the support of the district's administrators, who make up the district leadership team.

Supervises:

Directly, or indirectly, all school district employees.

Performance Responsibilities:

The job responsibilities of the Superintendent include the ability to function effectively in each of the following areas:

Superintendent/Board Relations

- A. Support and facilitate the work of the Board of Education.
- B. Maintain open and appropriate communication with the Board of Education.
- C. Oversee the management of the district according to Board policy.
- D. Ensure complete compliance with all state/federal laws/regulations and Board policy.
- E. Communicate appropriate district needs, activities, accomplishments, critical issues to the Board of Education in a timely fashion.
- F. Present information and recommendations to assist the Board in performing its duties effectively.
- G. Schedule, post, attend, and conduct all meetings of the Board of Education in accordance with the Nebraska Open Meetings Act.
- H. Advise and recommend action by the Board as appropriate concerning student and staff disciplinary issues.
- I. Assist the Board in annually developing short- and long-range goals for the school district.
- J. Represent the school district to media and other groups as deemed appropriate by the Board of Education.
- K. Perform other tasks as may be assigned by the Board of Education.

Policy

- A. Ensure the policies, procedures, operational protocol, administrative guidelines, and school law regulations are carried out and promote a safe, respectful, and healthy school environment.
- B. Utilize a defined process to review and revise policy.
- C. Ensure administrative and Board input is sought when designing new policy.
- D. Ensure administrators enforce and regulate policy according to the approved administrative guidelines in place.

- E. Delegate with discretion the powers and duties as appropriate, with the knowledge that such delegation does not relieve the Superintendent of final responsibilities for action taken.

Leadership

- A. Motivate, lead, guide and direct administration, staff, students, and community members.
- B. Implement the district mission and vision statement.
- C. Facilitate and implement the development of a collaborative educational vision and assist the Board in setting priorities for the school system.
- D. Provide leadership to the Board of Education for the purpose of implementing the district vision, mission, and goals.
- E. Serve as the educational leader of the district. Perform job responsibilities using the mission and vision statement to guide decision-making.
- F. Communicate the educational vision and priorities effectively to staff, students, and community.
- G. Ensure the Board reviews, adopts, and receives updates on the School Improvement Plan.
- H. Collaborate with the Board to establish and sustain long- and short-term operational and achievement goals.

School Finance/Management

- A. Demonstrate the ability to provide effective financial forecasting and long- and short-term financial planning.
- B. Engage the Board of Education in a series of budget related workshops to educate and sustain support of the development (needs and priorities) and funding of the budget.
- C. Establish and maintain efficient procedures and effective controls for operations and all expenditures of district funds in accordance with the adopted budget, policy, applicable state/federal laws, and regulations.
- D. Ensure that an annual audit is performed and report findings to the Board of Education.
- E. Provide prior notice and justification for expenditures and/or the need to depart from the Board-adopted budget/policy related to any and all financial matters.

Curriculum and Instruction

- A. Oversee the planning and evaluation of curriculum and instruction to ensure student achievement meets the outcome goals established by the Board and administrative leadership team.
- B. Maintain a working knowledge of current research and educational issues.
- C. Conduct continuous reviews and assessments to ensure the educational advancement of the school district.
- D. Ensure a comprehensive system of student assessment district-wide.
- E. Recommend curriculum needs, appropriate instructional practice, and professional development to support the educational standards of the district.
- F. Educate and advise the Board regarding the educational programs and instructional practices utilized in the school district.
- G. Communicate effectively with staff, students, and the community regarding educational trends, curriculum needs, and instructional programs.
- H. Ensure the adopted curriculum and instruction methods comply with policy and applicable state/federal laws/regulations.
- I. Ensure the district communicates student progress and curriculum standards to parents on a scheduled basis.

Staff Development

- A. Foster an environment that encourages continuous learning and improvement on the part of all district staff and administrators.
- B. Develop and implement an effective system of staff development focused on improving the educational and operational programs of the district, with appropriate input from the Board, administration, and staff.
- C. Provide opportunities for staff to participate in conferences, visitations, and coursework within the framework of the approved budget and overall goals for curriculum and instruction.
- D. Provide the Board with a staff development plan developed based upon district priorities, needs, and budget.

Communication

- A. Communicate clearly with staff, students, parents, and community both verbally and in written form.
- B. Communicate appropriate district information in a timely manner with all staff.
- C. Communicate to all staff members, directly through delegation, actions of the Board relating to personnel matters.
- D. Conduct meetings, as necessary, with administrators, certificated staff, and support staff concerning the improvement and welfare of the school district.

Personnel Management

- A. Develop and implement a hiring process that complies with applicable state and federal law and enables the district to attract the most qualified applicants.
- B. Develop and maintain job descriptions for all staff, subject to Board review and approval.
- C. Assign and adjust staffing of employees in the best interest of the school district reporting such actions to the Board for approval.
- D. Participate, as deemed appropriate by the Board, in negotiations with recognized employee bargaining groups.
- E. Handle employee grievances or problems in accordance to Board policy, collective bargaining agreements, and/or state/federal laws and regulations.
- F. Establish and implement personnel policies and procedures for non-certificated staff members.
- G. Establish personnel procedures to advance the quality of the school district, through climate surveys, employee focus group discussions on specific aspects of job performance and duties, questionnaires, and/or other means of eliciting staff member feedback.

- H. Ensure administrators maintain an effective and appropriate evaluation instrument that addresses clear performance standards for all certificated and non-certificated staff. Each district employee will be evaluated and performance issues will be addressed if identified.

- I. Ensure district administrators, under the direct supervision of the Superintendent, will be evaluated with an appropriate evaluation instrument addressing clear performance standards and goals on an annual basis and performance issues will be addressed if identified.

District/Community Relations

- A. Establish and maintain a program of public relations to ensure a cooperative working relationship between the school district and community. Provide continuous and current communications regarding school district activities, educational needs, policy, and district challenges/successes.
- B. Communicate with and understand the needs and perspectives of various community groups.
- C. Attend or delegate a district representative to attend meetings of the city council at which matters pertaining to the school district will be raised.
- D. Establish a working relationship with the mayor, city council, and other city government officials to ensure open lines of communication and engagement is built and sustained between the school district and the community leadership.
- E. Maintain a presence in all buildings throughout the district on a regular and appropriate basis.
- F. Maintain a presence at district activities including, but not limited to, elementary, middle school, and high school fine arts performances, athletic activities, and scheduled parental involvement opportunities.
- G. Maintain a connection to the community to sustain a working knowledge of the community, community events, concerns, accomplishments, and direction.

Organizational Management

- A. Utilize a systematic approach to managing continuous improvement throughout the district.

- B. Maintain, directly or through delegation, personnel, pupil, business, and other records as required by law and/or Board policy.
- C. File all reports required by state or federal law/regulations.
- D. Follow the Superintendent job description and contract provisions while administering the Superintendent roles and responsibilities.

District Facilities Management

- A. Provide recommendations/proposals to the Board regarding new learning facilities, additions/improvements to existing facilities.
- B. Collaborate with the Board of Education to implement short- and long-term maintenance plans for building and grounds, delegating duties, as the Superintendent deems appropriate.
- C. Maintain appropriate funding in the annual budget to support the maintenance and upkeep of facilities and equipment throughout the district.

**Arlington Public Schools
Board of Education Regular Meeting Minutes
September 14, 2015 7:00 p.m.
HS Conference Room**

1. OPENING PROCEDURES

1.1 Call Meeting to Order

The regular meeting was opened at 7: 10 p.m.

1.2 Roll Call

Board Members Present: Micheal Dwyer, Matt O’Daniel, Teri O’Flaherty, Greg Sampson, Bruce Scheer, Luanne Sundberg. Others in attendance were Superintendent Lynn Johnson, Secondary Principal Aaron Pfingsten, Elementary Principal Jacque Morgan, Cheryl Keeler, recording secretary. Assistant Principal/AD James Shada entered the meeting at 7:50 p.m.

1.3 Approval of Regular Meeting Agenda

Motion Passed: Motion to approve the regular meeting agenda as presented passed 6-0 with a motion by Matt O'Daniel and a second by Teri O'Flaherty.

2. WELCOME TO GUESTS AND PUBLIC FORUM

Vanessa Brown and Susan Dunklau addressed the board about the need for the community to have before and after school programming and urged the Board to be an active participant in providing these services. Citing that many other communities both larger and smaller are able to offer these services and we should be able to also. Mrs. Brown shared information about the work of a committee that was formed with the specific intent of helping to promote before/after school programming as well as daycare and summer programming for children and their families. Susan and Vanessa responded to various board questions on the topic.

3. PRINCIPALS' REPORTS

4. SUPERINTENDENT'S REPORT

4.1 Fremont Area Community Foundation mini grant in the amount of \$1,500 for CPR Mannikins/curriculum/training.

The amount that we obtained from this grant was inaccurately reported last month in the board meeting. This is a point of clarification. The mini-grant from the Fremont Area Foundation was for \$1,500.

4.2 Thank you to all entities that helped to get the grading and lighting work completed on the athletic field.

4.3 Staffing Update

4.4 Update on the Papio-Missouri River NRD Round 2 Meeting

4.5 Update on depositor of QCPUF funds

Two Rivers Bank will be the depositor of these bond funds in the amount of \$2.6 million to be used for the HVAC project.

5. COMMITTEE AND REPRESENTATIVE REPORTS

5.1 Americanism/Education Evaluation

5.2 Buildings and Grounds Committee

5.3 Finance Committee

Matt O'Daniel provided a summary of the August 17 committee meeting that included preparation for the budget workshop for patrons.

5.4 Negotiations Committee

5.5 NASB Legislative Representative

5.6 Professional Development Sharing

6. UNFINISHED BUSINESS

6.1 Discuss and Consider the contract with Cedar Bluffs for instruction of agriculture classes and FFA.

6.2 Discuss, Consider, and Take Necessary action to clarify the role of the additional Skills USA sponsor which was approved in May.

Motion Passed: Motion to clarify that the additional Skills USA sponsor is to be an 'assistant' Skills USA sponsor passed 6-0 with a motion by Bruce Scheer and a second by Greg Sampson.

6.3 Discuss, Consider, and Take Necessary Action to approve the use of facilities for potential before/after school care.

Committee members Lynn Johnson and Luanne Sundberg presented information that would support utilization of our facilities for a before/after school program. Various board members expressed that they felt this is an important program for the community and hope that it will prove successful.

Motion Passed: Motion for the Board to give support for St. Paul's to lease our facilities for a before/after school care program for the remainder of the 2015-2016 school year and the 2016-2017 school year passed 6-0 with a motion by Luanne Sundberg and a second by Micheal Dwyer.

7. NEW BUSINESS

7.1 Discuss, Consider and Take Necessary Action to approve the 2015-2016 district budget.

Motion Passed: Motion to approve the 2015-2016 District Budgets as listed: General Fund \$8,569,804; Depreciation Fund \$1,752,159.71; Employee Benefit Fund \$91,363.87; Activities Fund \$469,066.01; School Lunch Fund \$369,679.38; Bond Fund \$866,340.39; Special Building Fund \$394,820.17; Qualified Capital Purpose Undertaking \$3,325,000 passed 6-0 with a motion by Matt O'Daniel and a second by Bruce Scheer.

7.2 Discuss, Consider and Take Necessary Action to approve the 2015-2016 tax request resolution.

2015-2016 TAX REQUEST	EXHIBIT A	
<u>Funds</u>	<u>2015-2016 Approved Tax Rate</u>	
General Fund	\$6,034,848.42	0.950034
Bond Fund	\$486,684.84	0.076616
Special Building Fund	\$160,410.10	0.025252
Qualified Capitol Purpose Undertaking Fund	\$328,282.83	0.051680

Motion Passed: Motion to approve the resolution which establishes the 2015-2016 tax request as presented passed 6-0 with a motion by Greg Sampson and a second by Teri O'Flaherty.

7.3 Discuss, Consider and Review Policies 3010-3190.

After review there was nothing noted to be changed or updated.

8. CONSENT AGENDA

Motion Passed: Motion to approve the consent agenda as presented passed 6-0 with a motion by Teri O'Flaherty and a second by Greg Sampson.

8.1 Minutes of the Previous Board Meeting(s) : August 10, 2015 Regular Meeting and August 24, 2015 Budge Workshop for Patrons

8.2 Monthly Financial Reports

8.3 Special Fund Payments/Transfers

8.4 Non-Certified Hire: Matthew (Bucky) Timm as part-time groundskeeper.

9. EXECUTIVE SESSION: None

10. ACTION ON EXECUTIVE SESSION ITEMS

11. ADJOURNMENT: There being no further business meeting adjourned at 8:12 p.m.

Micheal Dwyer, President

Lynn Johnson, Board Secretary

Date

Date

**Arlington Public Schools
Board of Education Special Public Hearing Minutes
September 14, 2015 7:00 p.m.
HS Conference Room**

1. Hearing Called to Order and Roll Call

The budget hearing was opened at 7:01 p.m.

Roll Call:

Board Members Present: Micheal Dwyer, Matt O’Daniel, Teri O’Flaherty, Bruce Scheer, Luanne Sundberg. Greg Sampson entered at 7:06 p.m. Also present was Superintendent Lynn Johnson, Secondary Principal Pfingsten, Elementary Principal Jacque Morgan, Cheryl Keeler, recording secretary.

1.1 Pledge of Allegiance

2. Approve Hearing Agenda

3. Public Hearing:

3.1 Discuss, Consider and Receive input on the District's 2015-2016 Budget.

Matt O’Daniel, chair of the finance committee, briefly explained the committee’s approach to setting the budget and the tax request. Mrs. Johnson provided an overview of the budget for each fund and the reasons for increases.

3.2 Discuss, Consider, and Receive Input from Public on the 2015-2016 Tax Request.

Mrs. Johnson shared an overview of the tax request highlighting that the asking is 3 cents lower than last year.

President Dwyer invited the public to provide input and comment. Kathy Rhea indicated that although the levy is reduced those that own agriculture land are paying considerably more taxes because of increased valuation.

4. Adjourn

President Dwyer closed the hearing at 7:10 p.m.

Micheal Dwyer, President

Lynn Johnson, Board Secretary

Date

Date

BUDGET MONITORING 2015-2016

Comparison of receipts and disbursements between 2014-2015 and 2015-2016 reveals the following.

Receipts	2014-2015	2015-2016
September	1,735,428.73 (Levy 1.137671 (Gen. Fd. 1.028529/	1,769,031.52
October	Bond 0.088940/Special Bldg. .020202)	
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
RECEIPTS TO DATE	1,735,428.73	1,769,031.52

Disbursements	2014-2015	2015-2016
September	498,796.84	539,881.91
October		
November		
December		
January		
February		
March		
April		
May		
June		
July		
August		
DISBURSEMENT TO DATE	498,796.84	539,881.91

BUDGET			
Gen. Minus SpEd/Grants	7,233,050	7,392,767	6.26% Expended
General SpEd	865,381	898,843	5.83% Expended
Gen. SpEd Transportation	54,511	27,936	11.59% Expended
General Grants	238,334	250,258	4.45% Expended
Sub Total	8,391,276	8,569,804	
Total Lunch Fund Expend.	324,850	369,679	5.29% Expended
Total	8,716,126	8,939,483	

PERCENTAGE OF TOTAL BUDGET		
EXPENDED TO DATE	5.72%	6.04%

SEPTEMBER 2015 MONTHLY SUMMARY REPORT

SITE	BUDGET	MTD	YTD	BUDGET BALANCE	% SPENT
100 ELEMENTARY					
1110 REGULAR INSTRUCTION	\$1,369,265.00	118,029.53	118,029.53	\$1,251,235.47	8.62%
1210 SPECIAL EDUCATION	\$524,555.00	34,887.87	34,887.87	\$489,667.13	6.65%
1290 PRE-SCHOOL	\$18,391.00	221.03	221.03	\$18,169.97	1.20%
2120 GUIDANCE	\$78,869.00	5,169.37	5,169.37	\$73,699.63	6.55%
2210 STAFF DEVELOPMENT	\$15,100.00	960.00	960.00	\$14,140.00	6.36%
2212 CURRICULUM	\$13,500.00	1,151.36	1,151.36	\$12,348.64	8.53%
2220 LIBRARY SERVICES	\$69,852.00	5,179.30	5,179.30	\$64,672.70	7.41%
2410 PRINCIPAL	\$144,538.00	10,431.97	10,431.97	\$134,106.03	7.22%
2760 SPECIAL ED TRANSPORTATION	\$12,302.00	1,361.80	1,361.80	\$10,940.20	11.07%
TOTAL ELEMENTARY	\$2,246,372.00	177,392.23	177,392.23	\$2,068,979.77	7.90%
SECONDARY					
1110 REGULAR INSTRUCTION	\$2,199,592.00	167,263.59	167,263.59	\$2,032,328.41	7.60%
1210 SPECIAL EDUCATION	\$374,288.00	17,508.80	17,508.80	\$356,779.20	4.68%
2120 GUIDANCE	\$101,739.00	6,700.39	6,700.39	\$95,038.61	6.59%
2210 STAFF DEVELOPMENT	\$13,250.00	780.19	780.19	\$12,469.81	5.89%
2212 CURRICULUM	\$13,500.00	1,151.30	1,151.30	\$12,348.70	8.53%
2220 LIBRARY SERVICES	\$45,572.00	3,729.80	3,729.80	\$41,842.20	8.18%
2410 PRINCIPAL	\$279,782.00	20,952.63	20,952.63	\$258,829.37	7.49%
2760 SPECIAL ED TRANSPORTATION	\$7,000.00	1,874.99	1,874.99	\$5,125.01	26.79%
TOTAL SECONDARY	\$3,034,723.00	219,961.69	219,961.69	\$2,814,761.31	7.25%
300 DISTRICT WIDE					
1111 TECHNOLOGY	\$183,914.00	20,376.02	20,376.02	\$163,537.98	11.08%
1160 POVERTY PLAN	\$38,674.00	5,744.50	5,744.50	\$32,929.50	14.85%
2130 HEALTH SERVICES	\$40,664.00	2,480.42	2,480.42	\$38,183.58	6.10%
2150 SAFETY & SECURITY	\$6,000.00	0.00	0.00	\$6,000.00	0.00%
2310 BOARD OF EDUCATION	\$55,792.00	1,103.95	1,103.95	\$54,688.05	1.98%
2320 SUPERINTENDENT	\$301,904.00	22,767.72	22,767.72	\$279,136.28	7.54%
2510 GENERAL BUSINESS SUPPORT	\$35,297.00	1,678.09	1,678.09	\$33,618.91	4.75%
2520 OTHER VEHICLES	\$13,108.00	1,525.56	1,525.56	\$11,582.44	11.64%
2610 OPERATION OF PLANT	\$578,755.00	34,160.08	34,160.08	\$544,594.92	5.90%
2620 MAINTENANCE	\$1,449,758.00	8,395.47	8,395.47	\$1,441,362.53	0.58%
2750 REGULAR TRANSPORTATION	\$322,585.00	10,627.10	10,627.10	\$311,957.90	3.29%
TOTAL DISTRICT WIDE	\$3,026,451.00	108,858.91	108,858.91	\$2,917,592.09	3.60%
300 GRANTS DISTRICT WIDE					
3121/3504/3500 STATE PROGRAMS	\$27,682.00	1,526.22	1,526.22	\$26,155.78	5.51%
4200 TITLE I	\$58,442.00	1,165.95	1,165.95	\$57,276.05	2.00%
4992 REAP	\$34,000.00	0.00	0.00	\$34,000.00	0.00%
2765 Preschool Transportation	\$8,634.00	0.00	0.00	\$8,634.00	0.00%
4404-4406-4412-4410 IDEA GRANT	\$118,200.00	8,451.23	8,451.23	\$109,748.77	7.15%
4900 KICKS/PERKINS/ED/WALK GRANT	\$3,300.00	0.00	0.00	\$3,300.00	0.00%
5000 Transfer	\$12,000.00	12,000.00	12,000.00	\$0.00	100.00%
TOTAL GRANTS DISTRICT WIDE	\$262,258.00	23,143.40	23,143.40	\$239,114.60	8.82%
GENERAL FUND TOTAL	\$8,569,804.00	\$529,356.23	\$529,356.23	\$8,040,447.77	6.18%
400 HOT LUNCH					
TOTAL BUDGET	\$369,679.00	\$19,545.79	\$19,545.79	\$350,133.21	5.29%

MONTHLY GENERAL FUND BANK RECONCILIATION
9/30/2015

BALANCE AS OF 8/31/2015		\$1,371,322.14
UNIT MADE AND ELECTRONIC DEPOSITS	State Aid	\$49,798.34
Receipts:		
Wash Co. Taxes	\$1,551,994.39	
Dodge Co. Taxes	\$83,018.13	
Douglas Co. Taxes	\$24,053.92	
Douglas Co Fines	\$53.74	
Eagles Nest Rent	-\$1,400.00	
Preschool Tuition	\$3,240.00	
ESU Grant	\$1,244.96	
Refund of AW	\$14,653.53	
IDEA 4404	\$42,127.00	
	Receipts	\$1,768,784.01
Non-Program Receipts		
Hot Lunch Transfer	\$0.00	Total transf \$0.00
MONTHLY INTEREST		
Estimates		
Sweep interest	\$246.33	
Bank checking	\$1.18	
	Total Interest	\$247.51
TOTAL MONTHLY RECEIPTS		\$1,769,031.52
MONTHLY DISBURSEMENTS		
Accounts Payable	\$137,867.10	
Fica Taxes EFT	\$89,534.76	
Payroll	\$240,435.86	
State Taxes EFT	\$11,930.76	
Retirement	\$60,113.43	
	Total Disbursements	\$539,881.91
		\$0.00
ENDING BANK BALANCE 09-30-2015 (Sweep account bal & GF account bal)		\$2,600,471.75
CD Balance		\$0.00
Total to account for		\$2,600,471.75

MONTHLY SPECIAL BUILDING FUND RECONCILIATION

	9/30/2015	
Balance as of 8/31/2015		\$289,070.58
DEPOSITS		
Property Taxes Washington Co.	\$29,954.43	
Property Taxes Douglas Co	\$2,108.79	
Property taxes Dodge Co	\$1,602.78	
	Total receipts	\$33,666.00
RECEIPTS		
Account interest	\$58.21	
	Total Interest	\$58.21
		\$0.00
TOTAL MONTHLY RECEIPTS		\$33,724.21
DISBURSEMENTS		
	\$0.00	
	Total Disburse	\$0.00
ENDING BUILDING BALANCE		\$322,794.79

MONTHLY DEPRECIATION FUND RECONCILIATION

	9/30/2015	
Balance as of 8/31/2015		\$1,209,921.14
MONTHLY INTEREST		
ACCOUNT INTEREST	\$145.53	
	Total Interest	\$145.53
TOTAL MONTHLY RECEIPTS		\$145.53
	\$0.00	
	Total receipts	\$145.53
MONTHLY DISBURSEMENTS		
Grefe Excavating Lighting	\$49,500.00	
Fremont Electric Final lighting	\$191,750.00	
	\$0.00	
	Total Disburse	\$241,250.00
ENDING DEPRECIATION BALANCE		\$968,816.67

2009 BOND FUND RECONCILIATION

	9/30/2015	
Balance as of 8/31/2015		\$322,453.16
MONTHLY INTEREST		
ACCOUNT INTEREST	\$87.32	
	Total Interest	\$87.32
TOTAL MONTHLY RECEIPTS		\$87.32
Bond Money Wash Co.	\$131,877.72	
Bond Money Douglas Co.	\$9,284.69	
Bond Money Dodge Co.	\$7,056.38	
	Total receipts	\$148,306.11
MONTHLY DISBURSEMENTS		
	\$0.00	
	Total Disburse	\$0.00
ENDING BOND BALANCE		\$470,759.27

EMPLOYEE BENEFIT FUND

9/30/2015

Balance as of 8/31/2015				\$91,363.89
MONTHLY DISBURSEMENTS				
BCBS	Admin Health	\$7,544.75		
			Total Disburse	\$7,544.75
ENDING BENEFIT BALANCE				\$83,819.14

CONSTRUCTION/QCPUF

9/30/2015

Balance as of 8/31/2015				\$0.00
MONTHLY INTEREST				
ACCOUNT INTEREST		\$0.00	Total Interest	\$0.00
TOTAL MONTHLY RECEIPTS				\$0.00
QCPUF WIRE TRANS		2,600,745.00	Total receipts	\$2,600,745.00
MONTHLY DISBURSEMENTS				
Wire Transfer Fee		\$15.00		
Transfer to CD		\$1,800,000.00	Total Disburse	\$1,800,015.00
ENDING CONSTRUCTION BALANCE				\$800,730.00

SUMMARIES OF BALANCES

SPECIAL FUNDS CHECKING ACCOUNT BALANCE **\$2,646,919.87**

SUB ACCOUNTS:

BUILDING FUND BALANCE	\$322,794.79
DEPRECIATION FUND BALANCE	\$968,816.67
2009 BOND FUND BALANCE	\$470,759.27
EMPLOYEE BENEFIT FUND	\$83,819.14
CONSTRUCTION/QCPUF	\$800,730.00

CD QCPUF FUND **\$1,800,000.00**

CHECK REGISTER FOR OCTOBER 2015 BOARD MEETING

PAYEE NAME	DESCRIPTION	AMOUNT
AEF	Memorials	\$75.00
American Broadband	Phone Service	\$413.02
Bell Creek	Repairs	\$1,549.00
Buckley, Farrah	Reimbursement	\$7.50
Carolina Biological	Science Supplies	\$250.49
Cash	Postage	\$80.07
Cash-Wa	Food	\$2,214.75
Chem Tech	Pest Control	\$91.72
D & D Communications	Radio	\$255.05
Daktronics	Lighting Kit	\$832.00
Dennis Supply	Filters/ Supplies	\$556.57
Dietgens, Sarah	Mileage	\$20.12
Dietze	Instrument Repair	\$84.00
Dillon Tire	Bus Tire Repair	\$81.33
Dowling, Tonya	Reimbursement	\$7.50
Earthgrains	Bread	\$1,003.34
Egan	Sanitizer	\$292.80
Enterprise Publishing	Minutes/Notices	\$640.49
ESU #3	Long Distance Calls	\$5.90
Fastenal	Parts	\$474.25
Follett	Books	\$220.81
Fremont Glass	Window	\$186.70
Fremont Sanitation	Trash Removal	\$302.50
Hiland Dairy	Milk	\$2,591.61
Hireright	Drug Tests	\$56.00
Hobart institute	Welding Basics	\$283.17
Holbert, Sarah	Mileage	\$598.00
HomeTown Leasing	Copier Lease	\$642.69
Hot Lunch	Meals	\$13.80
Jackson Service	Linen Cleaning	\$305.65
Jetters	Fountain Parts	\$182.14
Journeyed.com	License Renewal	\$2,974.30
K & K Chemical	Cleaner	\$264.00
Kriz Davis	Electrical Supplies	\$1,260.81
KSB Law	Legal Fees	\$180.00
Larsen International	Bus Parts	\$157.02
Lemke, Jennifer	Workshop	\$450.00
Lifetrack Services	Survey Program	\$553.50
Lrn2Move	PT Services	\$959.46
MacGill	Health Supplies	\$142.50
Master's Welding	Fence Final	\$2,475.00
McGraw-Hill	Text Books	\$3,247.74
Menards	Misc Supplies	\$555.34
Midwest Distributing	Supplies	\$262.09
Mohelka, Deanna	Lunch Refund	\$21.36
N.C.T.A. Bookstore	Ag Books	\$188.68
NASB	Regional Meeting	\$370.00
National Geographic	Magazine	\$112.50
Naviance	High School Program	\$1,545.00
NCSA	Conference	\$140.00
NE Food Distribution	Food	\$1,784.44
NE Safety Center	Class	\$75.00
NETS	North Star Software	\$1,500.00
Nielsen Enterprices	Grounds Supplies	\$150.00
NMC Exchange	Lift Rental	\$1,000.00
Omaha Truck Center	Bus Parts	\$192.77
One Source	Background Checks	\$671.80
OPPD	Electricity	\$13,546.74
O'Reilly	Vehicle Parts	\$416.62
P & H Electric	Fan/Case	\$181.01
Platte Valley	Filter/Gauge	\$130.42
Positive Promotions	Curriculum	\$113.85
Prairie Fields	Physicals	\$160.00
Prufrock Press	Curriculum	\$218.90

S2 Roll-Offs	Dumpster	\$229.00
Scholastic	Scholastic News	\$97.01
Seminole	Gas Service	\$309.78
Shell	Gas Service	\$3,012.39
Sherwin Williams	Paint	\$358.30
Steffy's	Oil Change	\$36.70
Sysco	Food	\$5,211.61
Teacher Direct	Supplies	\$49.28
Thompson Co	Food	\$3,110.83
Trane	Materials/Repairs	\$555.98
Two Rivers	Direct Deposit Fees	\$36.00
University Pub	Tables	\$4,041.00
Village of Arlington	Water	\$1,840.40
VISA	Technolgy/Books/Lodging	\$3,478.02
Walmart	Supplies	\$320.51
Wash Co Treasurer	Copies Report	\$3.00
Weldon	Parts	\$24.54
Winnelson	Spray Valve/Misc	\$400.89

Total Check Registers \$73,434.06

September Hand payables

Colonial Life	Insurance	\$159.16
Payflex System	Annual Admin Fees	\$790.00
Activity Fund	Transfer	\$12,000.00
ESU	Domain Name Renwal	\$184.95
Gaggle	Archive Renewal Fee	\$1,210.00
HyVee	Food	\$90.15

Totals \$14,434.26

SUMMARY OF VISA

Amazon	Batteries	\$188.80
Amazon	Battery	\$27.76
Amazon	Books	\$54.78
Amazon	Social Studies Books	\$183.40
Amazon	Laptop/Cables	\$59.46
Embassy Suites	Lodging Admin	\$165.00
Pioneer	Long Distance	\$92.33
N2Y	Learning System	\$449.00
Magazines.com	Magazines	\$107.84
Magazines.com	Magazines	\$157.94
Ancestry.Com	Honors History	\$99.00
Amazon	Tech Supplies	\$277.25
Amazon	Monitor	\$129.99
AMK Link Electronics	Mouse/Receiver	\$29.99
Amazon	MS Office Book	\$8.11
Mailbox	Subscription	\$29.95
Health Conference	Registration	\$40.00
Super Teacher	Teacher Worksheets	\$19.95
Super Teacher	Teacher Worksheets	\$39.90
Super Teacher	Teacher Worksheets	\$19.95
Amazon	Adaptor/Ink/Cables	\$110.22
Amazon	Tech Supplies	\$254.65
All American Textbooks	History Books	\$113.70
Amazon	Wall Plates	\$98.99
Nebraska Music	All State Registrations	\$42.00
E-Bay	Shipping	\$17.57
E-Bay	Docuument Camera	\$59.88
Surplus Liquidators	Cooling Fan	\$13.84
Surplus Liquidators	Adaptor	\$53.99
Surplus Liquidators	Microphone	\$49.95
Surplus Liquidators	Stereo Microphones	\$129.90
Surplus Liquidators	Wall Plates/USB Connectors	\$195.65
Surplus Liquidators	Keyboard	\$10.89
Music Notes	Music	\$21.71
Amazon	HDD Replacement	\$124.68
	Total	\$3,478.02

CHECK REGISTER SEPTEMBER 15 PAYROLL DEDUCTIONS/RETIREMENT

	DATE	PAYEE NAME	AMOUNT	DESCRIPTION
	09/16/15	TSA/DUES/DEDUCTIONS	\$14,837.50	EMPLOYEE DEDUCTIONS
	09/16/15	NATIONAL INSURANCE	\$846.32	LTD/LIFE INSURANCE
	09/16/15	BLUE CROSS	16,075.54	INSURANCE
TOTAL			\$31,759.36	

Electronic Pays	\$89,534.76	Internal Revenue Service	FICA
	\$60,113.43	Nebr. Retirement System	Retirement
	\$11,930.76	Nebr. State Taxes	State

Total **\$161,578.95**

SEPTEMBER PAYROLL

Certified Staff	\$265,445.61
Non-Certified	\$65,508.83
Administration	\$31,894.83

Total **\$362,849.27**

SCHOOL LUNCH ACCOUNT - SEPTEMBER 2015
October 12, 2015 Board Meeting

Cash balance as of August 31, 2015:	Expenditures to date thru 9/30/15:	\$19,545.79
\$93,161.06		

September Receipts:

Lunches	19,947.77
Federal Reimbursement	5,197.27
State Reimbursement	286.50
Interest	0.88
Other	143.36
Returned Checks	(80.00)
Payment Returned Check	40.00
	\$25,535.78

TOTAL CASH: \$118,696.84

September Expenditures:

Food	11,186.18
Salaries/September	7,752.91
Other	606.70
	\$ 19,545.79

September 2015 Bills/October 2015 Expenditures for Approval

Cash-Wa Dist./food	2,214.75
DHHS Food Distribution/food	1,784.44
Earthgrains/food	1,003.34
Egan Supply/other	292.80
Hiland Dairy/food	2,591.61
Jackson Services/other	305.65
K & K Chemical/other	264.00
Deanna Mohelka/refund	21.36
Pegler Sysco/food	5,211.61
Thompson Company/food	3,110.83
University Pub./other (tables)	4,041.00
VISA/other	129.99
Walmart/other	41.17
	\$ 21,012.55

BALANCE ON HAND: \$99,151.05

Bank Balance	
Checking	\$118,696.84
CD's	-
TRANSFERS TO GF	-
MINUS EXPEND. FROM GF	\$19,545.79 (September \$19,545.79)
TOTAL:	

Bank balance does not reflect unpaid September bills presented for approval.

Working Balance 9/30/15: \$118,696.84

September 2015 ACTIVITY BALANCE

Account	Beginning Bal	Expenditures YTD	Revenues YTD	Balance
One School One Team	632.38	\$0.00	\$0.00	\$632.38
Always For Kids	\$12,443.39	\$321.48	-\$296.00	\$11,825.91
Art Class	\$5,578.99	\$539.16	\$326.00	\$5,365.83
Art Club	\$1,370.52	\$0.00	\$0.00	\$1,370.52
Athletics	-\$10,384.44	\$23,514.98	\$32,961.95	-\$937.47
Band	\$3,626.99	\$229.50	\$275.50	\$3,672.99
Band Fund Raising	\$1,226.50	\$0.00	\$0.00	\$1,226.50
Baylor/ACT	\$3,348.09	\$0.00	\$700.00	\$4,048.09
Book Club	\$271.46	\$0.00	\$0.00	\$271.46
Cheerleading	\$1,506.14	\$927.27	\$2,059.00	\$2,637.87
Class of 2015	\$774.36	\$0.00	\$0.00	\$774.36
Class of 2016	\$455.04	\$50.00	\$60.00	\$465.04
Class of 2017	\$3,879.32	\$0.00	\$927.60	\$4,806.92
Class of 2018	\$3,127.21	\$0.00	\$850.10	\$3,977.31
Class of 2019	\$1,045.00	\$0.00	\$960.10	\$2,005.10
SKILLS	\$244.23	\$0.00	\$370.00	\$614.23
Library Fund Elem/HS	\$4,394.07	\$0.00	\$1.00	\$4,395.07
Concessions	\$40.66	\$4,849.30	\$5,103.38	\$294.74
Dance Squad	\$212.28	\$162.00	\$652.89	\$703.17
Drama	\$644.85	\$0.00	\$0.00	\$644.85
Elem Lounge	\$1,312.98	\$0.00	\$0.00	\$1,312.98
FBLA	\$10,044.53	\$940.56	\$2,812.75	\$11,916.72
Floor Fund	\$1,927.95	\$0.00	\$0.00	\$1,927.95
General	\$4,408.49	\$0.00	\$1,892.25	\$6,300.74
Home Economics	\$2,903.21	\$0.00	\$60.00	\$2,963.21
Honors History	\$600.02	\$0.00	\$395.00	\$995.02
Honor Society	\$204.50	\$0.00	\$346.50	\$551.00
Interest	\$541.37	\$0.00	\$0.88	\$542.25
JH Student Council	\$3,486.52	\$0.00	\$220.30	\$3,706.82
Middle School STEM	\$836.74	\$50.96	\$84.80	\$870.58
Metal Shop	\$342.40	\$0.00	\$0.00	\$342.40
Metro	\$50,960.12	\$0.00	\$0.00	\$50,960.12
Quiz Bowl	\$1,454.64	\$0.00	\$0.00	\$1,454.64
Secondary Lounge	\$2,836.31	\$0.00	\$0.00	\$2,836.31
Soaring to Excellence	\$589.50	\$0.00	\$0.00	\$589.50
Spanish Club	\$181.94	\$0.00	\$0.00	\$181.94
Speech	\$237.83	\$210.00	\$0.00	\$27.83
Spring Musical	\$6,508.40	\$0.00	\$0.00	\$6,508.40
Student Council	\$2,612.93	\$50.00	\$1,345.10	\$3,908.03
Student Vending	\$3,841.21	\$0.00	\$32.76	\$3,873.97
Swing Choir	\$1,585.79	\$635.88	\$1,166.88	\$2,116.79
Transition	\$1,671.34	\$0.00	\$0.00	\$1,671.34
Wood Shop	\$1,263.84	\$0.00	\$40.00	\$1,303.84
Yearbook	\$5,228.11	\$0.00	\$20.00	\$5,248.11
Pepsi	\$2,466.00	\$0.00	\$0.00	\$2,466.00
CAMPS				
BB Camp Fundraiser	\$5,143.46	-\$300.00	\$0.00	\$5,443.46
GBB Camp Fundraiser	\$2,653.82	-\$400.00	\$175.00	\$3,228.82
VB Camp Fundraiser	\$5,520.65	\$1,096.43	\$67.00	\$4,491.22
FB Fund (Camps)	\$5,602.75	\$2,098.72	\$0.00	\$3,504.03
CC Fundraiser	\$2,397.32	\$559.80	\$91.00	\$1,928.52
SB Fundraiser	\$3,210.56	\$1,867.63	-\$58.00	\$1,284.93
Wrestling Fund	\$3,666.70	\$0.00	\$550.00	\$4,216.70
Boys Golf	\$752.00	\$0.00	\$0.00	\$752.00
Girls Golf	\$866.70	\$331.50	\$236.76	\$771.96
Track Fund	\$727.00	\$0.00	\$0.00	\$727.00
Baseball Fund	\$3,194.75	\$0.00	\$0.00	\$3,194.75
Totals	\$176,219.42	\$37,735.17	\$54,430.50	\$192,914.75
Cd Balance	\$84,167.58			
Checking Balance	\$108,747.17			
Savings Balance	\$200.00			