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12, 2016 7:30 PM \par Conference Room at the Southern Valley Schools Junior/Senior High  
School Building, Oxford, Nebraska  
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Oxford, NE 68967r\s15\ql  
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1. OPENING

- 1.1. Call Meeting to Order
- 1.2. Roll Call
- 1.3. Excuse Absent Board Members
- 1.4. Acknowledge Posted Open Meeting Act

2. REVIEW THE AGENDA

- 2.1. Publication of Notice Verification
- 2.2. Notes Regarding Agenda/Additions
- 2.3. Approval of Agenda
- 2.4. Approval of Prior Minutes

3. RECOGNITION OF VISITORS

- 3.1. Public Comment
  - 3.1.1. Kenton Peterson- Two P
  - 3.1.2. School Dude- Facility Inspection

#### 4. BUSINESS ITEMS

- 4.1. Approval of Bills
- 4.2. Treasure's Report
- 4.3. Committee Reports
- 4.4. Principal's Report
- 4.5. AD Report

#### 5. ACTION ITEMS

- 5.1. Drug Testing Reading #2
- 5.2. Credit Card Policy
- 5.3. Reimbursement Policy
- 5.4. Bleacher Bid

Motion to not accept bid Passed with a motion by Steve Hunt and a second by Ryan Hunt.  
Craig Baily: Yea, Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt:  
Yea, David Witte: Yea

- 5.5. Two P Turf Bid 2017
- 5.6. January Board Mtg Date
- 5.7. Annual Planning Meeting

#### 6. INFORMATIONAL ITEMS

- 6.1. Pre-School
- 6.2. Supt Evaluation/Goals

#### 7. EXECUTIVE SESSION

#### 8. MOTION TO ADJOURN

Board of Education Regular Meeting  
November 14, 2016 7:30 PM  
Conference Room at the Southern Valley Schools Junior/Senior High School Building, Oxford,  
Nebraska

The November meeting of the Southern Valley Board of Education was called to order by President David Witte at 7:32pm. The roll was called and the following members were present: David Witte, Ryan Hunt, Bob Bergquist, Todd Brown, Steve Hunt, and Craig Baily. Members absent: None. Others present: Superintendent Darren Tobey, Elementary Principal Mark Grove, Secondary Principal Brendan Calahan, and Activities Director Jeff Ellis.

The Board of Education makes available a current copy of the Open Meetings Act accessible to members of the public. The Open Meetings Act is also posted in the conference room. Publication of Meeting Notice was posted per Southern Valley Board of Education Policy.

Time was allowed for public comment. No public comment.

Representatives McKaylla Christian and Jayden Patterson from Team White gave an update on the team activities. Team White were the winners of the 1<sup>st</sup> Quarter Team Competition. Kervenmurat Myradov ,an exchange student attending Southern Valley, gave members of the board a presentation about his country. James Reed updated board members on some of the technology breakout sessions that would be available during the Teacher In-service scheduled November 16<sup>th</sup>. Heartland Seating, Inc. presented the board with two options regarding the gymnasium bleachers with discussion to continue at December meeting.

Motion to approve receipts, expenditures and payment of bills submitted by the administration passed with a motion by Ryan Hunt and a second by Steve Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

The Financial Report was reviewed along with current account balances and projected revenue.

Committee Reports Included: Negotiation Committee will be meeting on Wednesday, November 23<sup>rd</sup> at 2:45pm. Transportation Committee updated on the purchase of a new bus.

Elementary Principal Mark Grove gave the Multicultural Report. Mr. Grove also updated the board on YES Day activities, Elementary Quiz Bowl, and the Veterans Day Program. Activities Director Jeff Ellis updated the board on the completion of fall sports and the start of winter sports practices.

Motion to approve removing Candace Weaver from all checking accounts at South Central State Bank passed with a motion by Bob Bergquist and a second by Ryan Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve Brendan Calahan as an authorized signer on all accounts for the purpose of approving Cash Management services with South Central State Bank passed with a motion by Ryan Hunt and a second by Craig Baily.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve Cash Management with South Central State Bank for the purpose of uploading monthly payroll. Accounts used for Cash Management would be General Fund and Nutrition Fund. Individuals that would be given access to Cash Management would be Lindin Quinn, Darren Tobey, and Brendan Calahan passed with a motion by Todd Brown and a second by Steve Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the first reading of board policy 3036 regarding credit card purchasing passed with a motion by Ryan Hunt and a second by Craig Baily.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the first reading of policy 2007 regarding the reimbursement of expenses passed with a motion by Ryan Hunt and a second by Craig Baily.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the first reading of the Activities Drug Policy for 9-12 students starting January 4<sup>th</sup>, 2016 passed with a motion by Steve Hunt and a second by Craig Baily.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Discuss, consider, and take action on approving the bleacher bid from Heartland.

Informational items included: State School Board Conference to be held in Omaha November 16<sup>th</sup> -18<sup>th</sup>, Teammates Mentoring program update, 2015-16 school audit was completed and results discussed, gymnasium bleacher bid from Heartland Seating Inc, parking lot lights will be replaced with new LED lights, and BCBS insurance premium rates for the 2017-18 school year.

Motion to go into executive session at 9:43 pm, to discuss personnel, necessary for the protection of public interest or

for the prevention of needless inquiry to the reputation of an individual, in the compliance of the law, passed with a motion by Craig Baily and a second by Steve Hunt.

Craig Baily	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Yes
Ryan Hunt	Yes
Dave Witte	Yes

Board came out of executive session at 10:27 pm.

Meeting adjourned at 10:28pm.

The next regular meeting is scheduled for December 12<sup>th</sup>, 2016 at 7:30pm.

Dated this 21<sup>st</sup> day of November 2016.

FURNAS COUNTY SCHOOL DISTRICT #540  
A/K/A SOUTHERN VALLEY SCHOOLS  
BY: DAVID WITTE, PRESIDENT

ATTEST: Lindin Quinn, Recording Secretary



## Facility Condition Assessment with Narrative Report Includes Data Gathering and Import of Data into DSI Software

### **Purpose:**

The purpose of the partnership facility condition assessment is to assess the facilities based on the following scope, provide narratives that summarize assessment observations and comments, and to import the data into the client's Dude Solutions capital forecasting and maintenance solutions.

All condition assessments will include a bound deliverable containing:

- Narrative report with description of systems and corresponding conditions.
- Digital photos of key components and deficiencies as an Appendix in the narrative.
- 20 year capital Reserve table with systems and component replacement costs and dates.
- Import of systems level detail into client's capital forecasting solution.
- Import major equipment level detail into client's DudeSolutions maintenance solution.

### **Field data collection and condition assessment:**

The field data collection and condition assessment is meant to capture information of all major building systems to the individual component level, including all components considered capital repair items (as opposed to maintenance level items). This includes site paving, HVAC, roofing, electrical, plumbing, vertical transportation systems, building envelope and structural systems.

A Certified Dude Solutions Partner (DSI Partner) will collect, document, and analyze the facilities assessment data to achieve the following:

- At the start of each building or facility assessment we will interview client's staff to understand what improvements have been made in the last three years, what improvements are planned in the next three years and known problems.
- Inventory all major building equipment including quantity, size, asset tag number, manufacturer, model and serial number.
- Identify deficient conditions in terms of deferred maintenance and building condition.
- Provide a reasonable cost analysis for the above-mentioned efforts.
- For single building projects, provide a report for the property that details the assessment data.
- For multi-building projects, data will be collected from every building in the portfolio. Reports will be prepared as follows:
  - Major buildings (generally defined as 25,000 square feet or greater and approximately 10% of the project portfolio), a separate report will be prepared.
  - Smaller buildings will be grouped into reports by building type, geography or other logical grouping (for example maintenance structures, parks assets, fire stations...)
- Provide individual cost tables and digital photographs to document the deficient conditions at each property.

Based on observations and information obtained from available on-site personnel, The DSI Partner will visually inspect all facilities and properties. Specifically, the assessment will focus on the following components:

Heating System

- Identify boilers, furnaces, and major labeled equipment.

#### Ventilation System

- Identify the ventilation systems at the property and assess its overall condition.

#### Air Conditioning System

- Identify the material air-conditioning components, including cooling towers, chillers, and major labeled equipment. Excluded are window units, terminal units, VAV boxes, thermostatic controls.

#### Roofing System

- Identify the material roof systems, including roof type, reported age, slope, drainage, or any unusual roofing conditions. The team will observe for evidence of material repairs, significant ponding, or evidence of material roof leaks.

#### Electrical System

- Identify the electrical service provided and distribution system at the subject property. Observation and evaluation will include switchgear, transformers, emergency generators and main distribution panels. Excluded are step down transformers.

#### Plumbing

- Identify the material plumbing systems at the subject property, including domestic water supply, domestic hot water production over 80 gallons, sanitary sewer, primary backflow preventer or any special or unusual plumbing systems (such as fuel systems, gas systems).

#### Vertical Transportation

- Identify the existing vertical transportation equipment and provide an overall assessment. Detail deficiencies for each elevator and provide an analysis of the remaining useful life, along with budgets for any expected expenditures up to and including modernization or replacement.

#### Building Envelope

- Identify the material elements of the building exterior, to include walls, doors, windows, and fire escapes. This will also include the façade, curtain-wall systems, glazing, exterior sealant, exterior balconies, and stairways. Observations may be subject to grade, accessible balconies, and rooftop vantage points.

#### Structural Components

- Evaluate the footings, foundations, slabs, columns, floor framing system, and roof framing system as part of the structural inspection for soundness. Observations will be subject to grade and visibility of components. This is a visual inspection only and no structural testing of components or materials will be undertaken.

#### Site Paving

- Observe and evaluate the site paving components including paving, curbs, drains and sidewalks.

#### Commercial Kitchen- major equipment (above approximately \$2000 value)

- Walk-in freezer and refrigerator equipment
- Ovens, stoves, broilers, grills
- Reach-in refrigerators and freezers
- Dishwashers
- Fryers

#### Life Safety/Security

- High Level (system level) only-for identification to track maintenance
- Alarm Panels
- Emergency generators
- Exhaust hood fire suppression

#### **Evaluation-**

At the conclusion of the assessment(s), the prepared reports as described above will include:

- A general description of the property and improvements and comment generally on observed conditions.
- Comments for components that are exhibiting deferred maintenance issues and provide estimates for "immediate" and "capital repair" costs based on observed conditions, available maintenance history and industry-standard useful life estimates. If applicable, this analysis will include the review of any available documents pertaining to capital improvements completed within the last three years, or currently under contract. DSI Partner shall also inquire about available maintenance records and procedures and interview current available on-site maintenance staff.
- A schedule for recommended replacement or repairs (schedule of priorities).
- Address critical repairs separately from repairs anticipated over the term of the analysis.
- A FCI index number for each building.
- A twenty year capital plan with an Executive Summary with graphic presentation of results to provide a quick, "user-friendly" summary of the property's observed condition and estimated costs assigned by category.

#### **Cost Estimating-**

Each single building report will include an estimated cost for each system or component repair or replacement anticipated during the evaluation term. The capital needs analysis will be presented as an Excel-based cost table that includes a summary of the description of each component, the age and estimated remaining useful life, the anticipated year of repair or replacement, quantity, unit cost and total cost for the repair of each line item. A consolidated Capital Needs Analysis will be presented that includes all anticipated capital needs for all buildings.

In addition to the detailed description of the deficiencies, we will provide cost estimates for the deficiencies noted. The cost estimate for capital deficiencies will be based on the estimate for maintenance and repair. Project management costs, construction fees, and design fees will be derived using actual costs from previous projects, if available.

DSI Partners use the Unifomat system and the Whitestone Research model for cost estimating. Dude Solutions also maintains and updates our cost estimating system with information received from the field. Through our construction monitoring work, we have current cost data from hundreds of in-progress construction and rehabilitation projects. This allows us to project costs based on local conditions and to maintain a cost database that in most cases is more current than published models.

### **Building Systems Equipment Inventory – Populating Your DudeSolutions account**

An asset survey of major building systems will be conducted for the purpose of noting remaining useful life of major building equipment. A complete equipment inventory for each system will be recorded with information populated to client's account including:

- Building name
- System name (classification)
- Subsystem name (type)
- Component name (description)
- Unit of measure
- Quantity
- Asset tag number
- Manufacturer
- Model
- Serial Number
- Date put in service (if available)
- Condition
- Remaining useful life
- Replacement cost

### **Milestone Definitions**

**Mobilization:** Activity that occurs from project initiation with the service partner until the service partner arrives at job site.

**On-Site Field Activity:** Field work that occurs while the service partner is at job site.

**Data Management:** Data activity, including quality assurance and control, that occurs after field work is completed to produce the data file. The Data Gathering service shall include a data upload.

**Report:** Report generation and delivery.

### **Milestone Billing Schedules**

#### **Facility Condition Assessment Milestone Schedule**

**Your service will be invoiced at the following percentages as the associated milestone is completed:**

Mobilization – 15%

On-Site Field Activity – 35%

Data Management – 35%

Report – 15%

## PM Schedule Creation

Delivered through a Certified Dude Solutions Partner (DSI Partner)

Confirm the asset inventory collected:

- The asset inventory collected will be reviewed with your staff and then imported into client's DudeSolutions account.

PM Schedule Gathering

- The DSI Partner will review PM Task Check-Off Lists with client.
- PM Schedules will be generated off the asset inventory collected by the DSI Partner
- Client will provide technicians or contractors that PM Schedules should be linked to and confirm the frequency and start date for PM Schedules.
- The DSI Partner will provide a list of PM Schedules to be generated to confirm the load balancing for client staffing.

PM Schedule Creation

- DudeSolutions Staff will import the agreed upon PM Schedules into client's account.
- Maximum PM Schedules Created = 40 per building (focused on main buildings).

PM Training

- DudeSolutions will provide any extra online training needed for client staff to run reports and to update PM Schedules based on future updates to the existing schedules being created.

## Terms of Service:

- Proposal has been prepared for Southern Valley Public Schools
- Proposal is valid for 60 days
- Initial Term: 12 months
- Payment: Terms are net 30 days
- Automatic invoicing of annual fee will occur at the end of each term unless request for non-renewal is received in writing 30 days prior to renewal date.
- Applicable sales taxes are in addition to the quoted price. If your organization is tax exempt, please email a copy of your Tax Exemption Certificate to [accounting@dudesolutions.com](mailto:accounting@dudesolutions.com).
- Please address purchase order to: Dude Solutions, 11000 Regency Parkway, Suite 110, Cary, NC 27518
- Service dates are scheduled Monday-Friday
- A service day is defined as up to 8 hours per day
- Final invoicing for Facility Condition Assessment will occur when draft reports/data files are delivered. For Facility Condition Assessment projects larger than 154,000 square feet, invoicing will occur based on a milestone billing schedule as defined within this scope.
- If a service day is rescheduled or cancelled by Southern Valley Public Schools, then Southern Valley Public Schools is responsible for any cancellation fees incurred by rescheduling or cancelling travel and living fees.

- Onsite service days rescheduled less than 2 weeks before the scheduled delivery date will incur cancellation fees.
- Services will be scheduled upon written acceptance of the terms and conditions working of this proposal.
- We must allow 2 weeks of lead time from the purchase date for booking service for travel and living purposes.
- Onsite service days shall be delivered consecutively unless your purchase includes an additional travel and living fee to cover multiple trips.
- Invoicing for onsite service days will be issued as days are delivered in the case of multiple trips.
- Onsite service days expire 12 months from the date of purchase.
- Dude Solutions, Inc. maintains the necessary liability coverage for their products and services. Proof of insurance can be provided upon request.
- If within 60 days of order you are not completely satisfied, you can cancel your service for a full refund of subscription fees.
- Pricing is based upon Dude Solutions, Inc. [standard online subscription agreement](#)
- Although the terms of this document control, all other conditions of use can be found at: <http://dudesolutions.com/terms>

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User ID: LLQ

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
Ag Valley Coop	162780 11/25/16	Bus Gas	2,036.23
Total Ag Valley Coop			<u>2,036.23</u>
Alma Auto Parts	14766-3677	Bus Maintenance	62.56
Alma Auto Parts	14766-37142	Bus Maintenance	50.67
Total Alma Auto Parts			<u>113.23</u>
American Time & Signal Co.	773953	Custodial Supplies	412.34
Total American Time & Signal Co.			<u>412.34</u>
Amplify	151201-76810	SPED	90.00
Total Amplify			<u>90.00</u>
Apple Computer, Inc.	4414037176	Computer Supplies	79.00
Total Apple Computer, Inc.			<u>79.00</u>
Aramark Uniform Services	11900417167	Custodial Supplies	125.10
Aramark Uniform Services	1900434026	Custodial Supplies	125.10
Aramark Uniform Services	1900450610	Custodial Supplies	125.10
Total Aramark Uniform Services			<u>375.30</u>
Beaver City Municipal Plant	401001 11/18	IA Project	47.86
Beaver City Municipal Plant	421000 11/18	Bus Barn	86.94
Total Beaver City Municipal Plant			<u>134.80</u>
Bernie Jones Auto LLC	498	Bus Maintenance	84.61
Total Bernie Jones Auto LLC			<u>84.61</u>
Black Hills Energy	12/7/16	IA Project	20.02
Total Black Hills Energy			<u>20.02</u>
Builders	149666	IA Supplies	118.65
Total Builders			<u>118.65</u>
Calahan, Brendan	12/8/16	Phone Reimbursement	108.43
Calahan, Brendan	Mileage-12/9/16	Mileage	247.00
Total Calahan, Brendan			<u>355.43</u>
Cobra Midwest	080436	Custodial Supplies	969.05
Cobra Midwest	080437	Custodial Supplies	172.08
Cobra Midwest	080439	Custodial Supplies	900.00
Total Cobra Midwest			<u>2,041.13</u>
Computer Hardware	112054	Computer Hardware	364.00
Total Computer Hardware			<u>364.00</u>
Cornhusker International Trucks Inc	135709	Bus Maintenance	50.44
Total Cornhusker International Trucks Inc			<u>50.44</u>
Creative Ideas by Consortium Publishing	R365812771	HS Supplies- Speech	16.00
Total Creative Ideas by Consortium Publishing			<u>16.00</u>

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Vendor Name	Invoice Number	Description	Amount
Cycle Therapy	11/30/16	Counseling Services	3,675.00
Total Cycle Therapy			<u>3,675.00</u>
DGP PublishingInc	19306	Elementary Teaching Supplies	574.43
Total DGP PublishingInc			<u>574.43</u>
Dish Network	Dish 12/8/16	Dish Network	228.97
Total Dish Network			<u>228.97</u>
Don Vacha	12/12/16	Reimbursement- Bus License	7.50
Total Don Vacha			<u>7.50</u>
Electrical Engineering & Equipment	102915 11/25	Custodial Supplies	46.53
Total Electrical Engineering & Equipment			<u>46.53</u>
Ellis, Jeff	12/8/16	Phone Reimbursement	202.40
Total Ellis, Jeff			<u>202.40</u>
Esu #10	191695-12/1	Teacher Training- McQuay	75.00
Total Esu #10			<u>75.00</u>
Esu #11	20166-17 1st QTR	2016-17 1st QTR Invoice	102,234.46
Esu #11	3034	1st QTR In-service Billing	2,589.41
Total Esu #11			<u>104,823.87</u>
Express Toll	2026306381	Teacher Travel	8.55
Total Express Toll			<u>8.55</u>
Frontier Communications	9966 12/7	Telephone	527.17
Total Frontier Communications			<u>527.17</u>
Greg Huerta	12/8/16	Reimbursement- Custodial Supplies	167.75
Total Greg Huerta			<u>167.75</u>
Harlan County Journal	36786	Legal Notice	4.75
Harlan County Journal	Subscription- 16-17	Subscription Renewal	66.00
Total Harlan County Journal			<u>70.75</u>
Harlan County Treasurer	2016 Election Costs	2016 Election Costs	904.78
Total Harlan County Treasurer			<u>904.78</u>
Heartland Family Medicine	Tegtman 11/17	Bus driver Physical- Tegtman 11/17	75.00
Heartland Family Medicine	Vacha 11/14	Bus Driver Physical- Vacha 11/14	75.00
Total Heartland Family Medicine			<u>150.00</u>
HireRight Solutions Inc.	P0614827	Bus Driver Testing	29.40
Total HireRight Solutions Inc.			<u>29.40</u>
Hometown Leasing	DEC 2016	Copier Lease Payment	4,094.20
Total Hometown Leasing			<u>4,094.20</u>
Inspire Rehabilitation	294-1	SPED Services	539.19
Inspire Rehabilitation	295	SPED Services	390.93

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Vendor Name	Invoice Number	Description	Amount
Inspire Rehabilitation	309	SPED Services	335.45
Inspire Rehabilitation	310	SPED Services	142.03
Total Inspire Rehabilitation			<u>1,407.60</u>
J & J Repair	5421	Bus Maintenance	405.60
J & J Repair	5426	Bus Maintenance	149.00
J & J Repair	5431	Bus Maintenance	130.00
J & J Repair	5467	Bus Maintenance	48.58
Total J & J Repair			<u>733.18</u>
J D Lumber	171428	IA Supplies	364.90
Total J D Lumber			<u>364.90</u>
J W Pepper & Son Inc.	03503274	Band Music	532.69
J W Pepper & Son Inc.	TStalder	Vocal Music	171.19
Total J W Pepper & Son Inc.			<u>703.88</u>
Jason Huerta	12/8/16	Reimbursement- Spanish Supplies	15.75
Total Jason Huerta			<u>15.75</u>
JENNIFER SCHUTZ,OTR/L	NOV2016	SPED Services	3,655.98
Total JENNIFER SCHUTZ,OTR/L			<u>3,655.98</u>
Jennifer Wasenius	Reimbursement 12/12	Reimbursement- HAL	65.18
Total Jennifer Wasenius			<u>65.18</u>
Johnstone Supply	6042944	Bus Maintenance	31.55
Johnstone Supply	6043604	Bus Maintenance	53.19
Total Johnstone Supply			<u>84.74</u>
Jon Lechtenberg	Mileage	Mileage	253.00
Jon Lechtenberg	Reimbursement 12/12	Reimbursement- Travel	97.06
Total Jon Lechtenberg			<u>350.06</u>
Jostens	19251045	General Supplies	754.65
Total Jostens			<u>754.65</u>
Kelley's Super Market Inc	2222 12/9	Custodial Supplies	100.44
Total Kelley's Super Market Inc			<u>100.44</u>
KSB School Law	1746	Legal Counsel	500.00
KSB School Law	2181	Legal Counsel	560.00
KSB School Law	2435	Legal Counsel	337.50
Total KSB School Law			<u>1,397.50</u>
Leighton Schmidt	12/8/16	Mileage	48.00
Total Leighton Schmidt			<u>48.00</u>
LIPS Printing Service	69536	General Supplies	370.33
Total LIPS Printing Service			<u>370.33</u>
Loup Valley Lighting Inc.	16-11526	Custodial Supplies	269.00
Loup Valley Lighting Inc.	16-11551	Custodial Supplies	182.75

Vendor Name	Invoice Number	Description	Amount
Total Loup Valley Lighting Inc.			<u>451.75</u>
Mark Grove	Reimbursement 12/12	Reimbursement- Principal Expense	25.27
Total Mark Grove			<u>25.27</u>
McGraw-Hill School Education Holdings, LLC	95089308001	SPED Supplies	786.50
Total McGraw-Hill School Education Holdings, LLC			<u>786.50</u>
MCI	12/12/16	Long Distance	576.69
Total MCI			<u>576.69</u>
Melinda Hunt	12/12/16	Reimbursement- Guidance Supplies	95.31
Total Melinda Hunt			<u>95.31</u>
Menards	21409	IA Supplies	188.96
Menards	22649	Custodial Supplies	45.12
Menards	22767	Custodial Supplies	11.41
Menards	22820	IA Supplies	45.82
Total Menards			<u>291.31</u>
Midamerican Research Chemical	0594371-IN	Custodial Supplies	192.16
Total Midamerican Research Chemical			<u>192.16</u>
MNJ Technologies Direct, Inc.	0003500479	General Supplies	37.88
MNJ Technologies Direct, Inc.	0003501085	General Supplies	113.64
Total MNJ Technologies Direct, Inc.			<u>151.52</u>
Mroczek, Georgia	12/8/16	Reimbursement- Gas	10.00
Total Mroczek, Georgia			<u>10.00</u>
NCSA	e10311-470548	Principal Conf Registration	160.00
Total NCSA			<u>160.00</u>
Nebraska Air Filter, Inc.	0336755-IN	Custodial Supplies	830.42
Nebraska Air Filter, Inc.	0337281-IN	Custodial Supplies	260.70
Total Nebraska Air Filter, Inc.			<u>1,091.12</u>
Nebraska Dept of Education	Registration- Waseni	Workshop Registration- Wasenius	25.00
Total Nebraska Dept of Education			<u>25.00</u>
Nebraska Safety & Fire Equipment, Inc.	42377	Contracted Services	551.55
Total Nebraska Safety & Fire Equipment, Inc.			<u>551.55</u>
Norton Ice	62540	General Supplies	37.50
Total Norton Ice			<u>37.50</u>
NWEA	INV00053432	Skills Navigator	1,632.50
Total NWEA			<u>1,632.50</u>
One Call Concepts, Inc.	6110672	Line Locate	4.56
Total One Call Concepts, Inc.			<u>4.56</u>
Oxford Utilities	DEC2016	Trash Haul	660.00

Vendor Name	Invoice Number	Description	Amount
Total Oxford Utilities			<u>660.00</u>
Pitney Bowes	12/12/16	Postage	500.00
Total Pitney Bowes			<u>500.00</u>
Platte Valley Communications	10160416	Bus Maintenance	825.44
Total Platte Valley Communications			<u>825.44</u>
Reliable Pest Control	21286	Pest Control	125.00
Total Reliable Pest Control			<u>125.00</u>
Rockin P Feed & Supply	845	Custodial Supplies	4.79
Total Rockin P Feed & Supply			<u>4.79</u>
S & W Auto Parts	3515 12/12/16	Bus Maintenance	292.57
Total S & W Auto Parts			<u>292.57</u>
Sinclair Oil Corporation	7375058 12/12	Bus Gas	1,820.80
Total Sinclair Oil Corporation			<u>1,820.80</u>
Southwest Ne Physical Therapy	02413	SPED Services	70.00
Total Southwest Ne Physical Therapy			<u>70.00</u>
SPARQ DATA SOLUTIONS	2017 E-MTG Renewal	eMeeting Renewal- 2107	375.00
Total SPARQ DATA SOLUTIONS			<u>375.00</u>
Stamford Service LLC	11/30/16	Bus Gas	898.35
Total Stamford Service LLC			<u>898.35</u>
Sv Depreciation Fund	December Transfer	December Transfer	12,500.00
Total Sv Depreciation Fund			<u>12,500.00</u>
Sysco Lincoln	611110645	Custodial Supplies	612.80
Total Sysco Lincoln			<u>612.80</u>
Thompson Company, The	1835684	Custodial Supplies	117.88
Total Thompson Company, The			<u>117.88</u>
Thompson, Kent	12/8/16	Reimbursement- Art Supplies	165.08
Total Thompson, Kent			<u>165.08</u>
Twin Valleys Public Power	11721 12/5/16	Electricity	35.11
Twin Valleys Public Power	20014 12/5/16	Electricity	22.52
Twin Valleys Public Power	25022 12/5/16	Electricity	28.76
Twin Valleys Public Power	2828 12/5/16	Electricity	32.75
Twin Valleys Public Power	7105 12/5/16	Electricity	7,825.01
Twin Valleys Public Power	7106 12/5/16	Electricity	6,205.01
Total Twin Valleys Public Power			<u>14,149.16</u>
TwoPturf, LLC	DEC2016	Grounds Upkeep	2,216.25
Total TwoPturf, LLC			<u>2,216.25</u>
Verizon Wireless	9775400853	Cell Phone	376.38

Vendor Name	Invoice Number	Description	Amount
Total Verizon Wireless			<hr/> 376.38
Woodward's Disposal Service, Inc.	NO8707-2222	Shredding	35.00
Total Woodward's Disposal Service, Inc.			<hr/> 35.00
Fund Number 01			<hr/> 173,756.91
Checking Account ID 1			<hr/> 173,756.91

SOUTHERN VALLEY SCHOOL Financial Report- November 2016

ACCOUNT NAME	CASH BALANCE	BEGIN. CD BAL.	DEPOSIT	INTEREST	TRANSFER	EXPENSE	Current Balances	November 2015 Balances
<i>Bond Fund Checking</i>	\$ 419,955.20		\$ 26,761.57	\$ 88.54		\$ 750.00	\$ 446,055.31	\$ 312,598.90
<i>Bond LAF</i>	\$ 175,189.81			\$ 23.13			\$ 175,212.94	\$ 300,024.79
<b>Bond Total</b>							<b>\$ 621,268.25</b>	<b>\$ 612,623.69</b>
<i>Depreciation Checking</i>	\$ 205,630.97				\$12,500.00	\$ 79,550.00	<b>\$ 138,580.97</b>	\$ 144,158.74
<i>General Special</i>		\$ 542,637.10		\$ 334.50		\$ -	\$542,971.60	\$ 439,980.69
<i>General Checking</i>	\$ 745,873.68		\$ 92,023.74	\$ 67.99		\$ 577,437.26	\$ 260,528.15	\$ 160,820.88
<b>General Total</b>							<b>\$803,499.75</b>	<b>\$ 600,801.57</b>
<i>General Clearing Checking</i>	\$ 9,118.30		\$ 73,843.43	\$ 2.05		\$ 63,709.33	<b>\$ 19,254.45</b>	\$ 12,708.95
<i>Sinking/BLDG Fund Checking</i>	\$ 493,889.24		\$ 12,326.20	\$ 60.71		\$ 14,530.90	<b>\$ 491,745.25</b>	\$ 300,629.36
<i>QCPUF</i>	\$ 3,059.53			\$ -		\$ -	<b>\$ 3,059.53</b>	\$ -
							<b>\$ 2,077,408.20</b>	<b>\$ 1,670,922.31</b>

**MANDATORY DRUG TESTING POLICY FOR STUDENTS  
INVOLVED IN EXTRA CURRICULAR ACTIVITIES OR THAT HAVE  
VOLUNTARILY BEEN PLACED IN THE DRUG TESTING PROGRAM BY THEIR  
PARENT/GUARDIAN at Southern Valley Schools  
Implementation Date: January 4<sup>th</sup>, 2017**

**Extracurricular Drug Testing Program**

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 9-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

**DEFINITIONS**

DPA: A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples. The Board will choose a nationally certified DPA for the purpose of determining through random selection the student(s)/participant(s) to be tested.

DPC: The Drug Program Coordinator shall be the building Principal/Activities Director or his/her designee.

MRO: Medical Review Officer

**1. Purpose of Random Drug Testing**

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

2. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook. An orientation for students and parents will be held at the start of the school year to talk about the policy and procedures.

3. **Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Southern Valley Public Schools, which shall include the following but not limited to:

Basketball	Jazz Band	Student Council	Swing Choir
Football	Mock Trial	NHS	
Volleyball	Speech	Track	
Cross Country	Wrestling	Golf	
Musical/Play	Quiz Bowl	FFA	
Softball	FBLA	Marching Band	
Pep Band	Cheerleading	One Acts	

4. **Students Who Are Required to Submit to Drug Testing**

- a. **Grades.** All students in grades 9-12 who participate in any extracurricular activity or competition listed above are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. A participant may be subject to testing at any time during the said 365-day period. Any student who tests positive during the school year will be tested through the summer months. Summer months are from the first day after the last day of classes in the spring through the last day before the first day of classes in the fall.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for 365 days from the date of withdrawal. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Program Coordinator.

5. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

6. **Testing Procedures**

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing. The DPA will identify students on the master by number.
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Program Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Program Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples, which screen positive, will be confirmed by GC/MS (Gas Chromatography/Mass Spectrometry). Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

- e. **Collection Site.** The Drug Program Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. **Sample Collection.** Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.
- g. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- h. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- i. **Results.** The DPA shall notify the student and the Drug Program Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Program Coordinator of the positive test result. The Drug Program Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- j. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Program Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.
  - k. **Scope of Tests:** The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after the selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.
  - l. **Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.
7. **Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Program Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 9-12**):

Students lose the opportunity to self-report once they are randomly selected for testing.

#### **First Offense**

The student may be required to attend practice at the determination of coaches/sponsors and administration.

The student will be ineligible to publicly perform in any extracurricular activity for 21 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 21 days, the remaining days will carry over to the next

activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.

The student shall attend 3 hours of drug and alcohol counseling or educational programming at the student's expense as arranged or approved by the Drug Program Coordinator.

The student must submit to a district-administered test and test negative before returning to the activity paid for by the student (\$25). The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation paid for by the students (\$25).

## **Second Offense**

The student may be required to attend practice at the determination of coaches/sponsors and administration.

The student will be ineligible to publicly perform in any extracurricular activity for 42 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 42 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.

The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.

The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

**Third Offense**

The student will be ineligible to participate in any extracurricular activity for the remainder of the school year.

**Fourth Offense**

The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

**8. Refusal to Test**

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

**9. Tampering**

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Program Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test. Additionally, the consequence will advance one level in the disciplinary scope and sequence based on the student's current or past violation(s) of the policy. Example, if it were the student's first violation, the consequence would equal a second offense.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

**10. Maintenance of Records**

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Program Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

**11. Appeal.**

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

**12. Severability**

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

**SOUTHERN VALLEY SCHOOLS  
CONSENT TO PERFORM RANDOM DRUG TESTING  
2017-2018**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in Southern Valley School District.

**CONSENT TO PERFORM DRUG TESTING**

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Southern Valley Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the student activity handbook for Southern Valley High School.

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Coach/Sponsor Signature Date

## 3036

### **Purchasing (Credit) Card Program**

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board shall determine the type of purchasing card or cards to be used in the program and shall contract with a third-party provider as provided by law.

**Unauthorized Purchases.** In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

**Authorized Users.** The school shall also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges.

**Documentation.** Employees seeking reimbursement for a purchasing card purchase shall submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt shall include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 10 years or as otherwise required by Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees shall maintain copies of any documentation submitted to the school district.

**Suspension or Termination of Privileges.** The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account shall be immediately closed and he or she shall return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase shall reimburse the district within 10 days of the

purchase or the discovery of the non-itemized purchase, whichever occurs first.

**Reward Points or Rebates.** Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

**Purchase Review Procedures.** The superintendent, or his or her designee, and school auditors shall conduct independent reviews of credit card expenses, or a sample thereof, on a yearly basis. Any unlawful or unauthorized expenditure or other discrepancy shall be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee shall provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase shall be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**2007**  
**Reimbursement and Miscellaneous Expenditures**

1. Board members, employees, and volunteers of the school district are expected to maintain and enhance their effectiveness by being well-informed on issues affecting education. They are encouraged to attend education workshops, conferences, training programs, official functions, hearings, and meetings sponsored by the school district or state and national educational organizations which are helpful to them in performing their duties or which are in the best interests of the school district.
  
2. This board hereby gives prior approval for board members to attend meetings described in the preceding paragraph. Upon approval by the board president, or the superintendent or designee when the board president is unavailable, such board members may attend authorized meetings without further action or approval by the board, and shall be paid or reimbursed for registration costs, tuition costs, fees or charges, travel expenses, and costs of meals and lodging as permitted by law.
  - a. The superintendent or the superintendent's designee may authorize employees and volunteers to attend meetings described in the first paragraph and may authorize the payment of such registration costs, tuition costs, fees, charges, travel expenses, costs of meals, and/or costs of lodging as he or she deems appropriate and as permitted by law.
  
  - b. Expenses for attendance at any of the above activities shall be paid by the school district as allowed by law. The Board shall pay or reimburse attendees for expenses that are actually, necessarily, and reasonably incurred in attending educational seminars, conventions, and workshops; conferences; training programs; official school functions, hearings or meetings, provided that such reimbursement is permitted by law.
  
  - c. The board authorizes the expenditure of funds for non-alcoholic beverages for individuals attending public meetings of the board and non-alcoholic beverages and meals for individuals while performing or immediately after performing relief, assistance, or support activities in emergency situations,

and for any volunteers during or immediately following their participation in any activity approved by the board.

- d. It is in the best interest of this school district to recognize service by board members, employees, and volunteers. The board authorizes the president, superintendent or the superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted, provided that no such plaque, certificate, flowers or other item of value shall cost more than \$100.00.
  
- e. Funds may be spent for one recognition dinner each year for elected and appointed officials, employees or volunteers of the school district. The maximum cost per person for such a dinner shall not exceed \$25.00.

Adopted on: \_\_\_\_\_

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

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



# Interkal

Spectator Seating World Wide  
www.interkal.com

<b>Contracts made out to:</b> Interkal, LLC 5981 E. Cork St. PO Box 2107 Kalamazoo, MI 49003	<b>Mail Contracts and all correspondence to:</b> Heartland Seating, Inc. Phone: 913-268-0069 c/o Carroll Sliva Fax: 913-962-0803 11222 Johnson Drive Shawnee, KS 66203
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**PROJECT NAME: SOUTHERN VALLEY HIGH SCHOOL**  
**SCOPE OF WORK: TELESCOPING STANDS**

**DATE: NOVEMBER 1, 2016**

<ul style="list-style-type: none"> <li>◆ One bank of wall-attached, electrically powered, telescopic bleachers 10 rows x 85'7"</li> <li>◆ One bank of wall-attached, electrically powered, telescopic bleachers 9 rows x 99'8"</li> <li>◆ One bank of floor-attached, electrically powered, reverse-fold telescopic bleachers 6 rows x 66'3" <ul style="list-style-type: none"> <li>• All banks have 10 1/4" rise per row, 24" row spacing and 12" Interkal Sculptured seat modules</li> <li>• Nine (9) foot-level aisles with intermediate steps and self-storing aisle rails</li> <li>• Nine (9) 1 row x 36" recoverable ADA notch outs without rails</li> <li>• One (1) 2 row x 11'7" permanent truncation with rails</li> <li>• Four (4) self-storing end rails</li> <li>• Four (4) vinyl end curtains</li> <li>• One (1) access panel to understructure</li> <li>• Back panels and back rails for reverse fold bleacher</li> </ul> </li> </ul> <p>(208V, 3Phase) with disconnect responsibility of others. Electrical contractor to coordinate hook up from bleacher control box to power supply is required.</p>	
<b>TOTAL DELIVERED AND INSTALLED PRICE</b>	<b>\$108,967</b>

### **IMPORTANT – TERMS AND CONDITIONS:**

**This quotation shall be included by attachment with contract and is based on delivery first quarter (1<sup>st</sup>) 2017 (quarterly pricing adjustments may apply).** Quotation is subject to acceptance within 60 days of issuance. Allow 4 to 5 weeks for approval drawings upon receipt of contract, project manual and plans. Allow for field check and approval time, then 90 to 120 days lead time to delivery (or call to discuss fast track options, if needed). For installations onto wood floors with finish coat, allow minimum 10 days cure for water base finished and 21 days for oil base finished before receipt of bleachers for installation. Site and gym are to be accessible for unload, staging materials in gym and beginning installation upon receipt of materials to avoid delays and added handling/storage charges. **Multiple moves, extra handling and or storage are not included.** Up to 45 days prior to delivery, orders may be pulled from production and rescheduled to Interkal's next available production date. Unless listed in the above scope "description" pricing does not include any miscellaneous licensing, permits, taxes or fees. Mandatory progress meetings shall be attended only when materials are on site as our installations generally occur at the end of the project.

Terms (unless specified otherwise): Materials, Net 30 days. Labor, 90% monthly estimate, balance upon completion. 1.5% per month to be charged on past due amounts. Applicable taxes must be added if

Should you wish to have any of the above conditions and terms altered or included with our bid, please call for revised quote.

Thank you for the opportunity to be of service. Good luck with your project.

Sincerely,

Carroll Sliva  
Heartland Seating, Inc.



Southern Valley Schools



Superintendent Evaluation Model

January 2017

Superintendent- Darren Tobey

## A. Relationship with the Board

	Ineffective	Developing	Effective	Highly Effective	Rating
Information	Does not provide the information the board needs to perform its responsibilities.	Keeps only some members informed, making it difficult for the board to perform its responsibilities.	Keeps the board informed with appropriate information as needed so it may perform its responsibilities.	Keeps all board members informed with appropriate, regular communication so it may perform its responsibilities.	
Materials and background	Meeting materials aren't available. Members arrive at meetings without any prior information regarding agenda.	Meeting materials are incomplete, and don't include supporting information.	Materials are provided. Some supporting information is included.	Meeting materials are provided with supporting information in order to make informed decisions.	
Board questions	Board questions are rarely answered.	Board questions are answered, but not all members are apprised of relevant questions/answers.	Board questions are addressed with occasional follow-up to members.	Board questions are answered thoroughly with communication to all members to ensure understanding.	
Policy involvement	Makes decisions without regard to adopted policy.	Is minimally involved in the development, recommendation and administration of district policies.	Is actively involved in the development, recommendation and administration of district policies.	Is proactive in the determination of district needs and policy priorities.	
Board development	Doesn't promote board development.	When asked, provides members with information about board development.	Provides members with information regarding board development opportunities when they arise.	Actively and continuously encourages board development by seeking and communicating opportunities.	
Category Rating					

## B. Community Relations

	Ineffective	Developing	Effective	Highly Effective	Rating
District image	Is negative about the district.	Doesn't actively promote the district.	Projects a positive image of the district <i>as expected</i> .	Projects and promotes a positive image of the district.	
Communication with community	Isn't readily available.	Provides appropriate information only when asked.	Actively seeks two-way communication with the community as appropriate.	Actively seeks communication, as appropriate, and works to provide alternative means of contact with the community.	
Media relations	Communicates with the media only when requested.	Isn't proactive, but is cooperative with the media.	Promotes the district in the media.	Initiates and actively engages the media.	
Approachability	Is neither visible nor approachable by members of the community.	Is visible, at a distance.	Is visible and approachable by members of the community.	Is visible and approachable by members of the community. Attends a variety of events.	
Category Rating					

### C. Staff Relationships

	Ineffective	Developing	Effective	Highly Effective	Rating
Internal communications	Doesn't have a specific system to inform staff of important matters.	Is inconsistent in keeping staff informed of important matters.	Keeps staff informed of most important matters.	Establishes a system of keeping staff continually informed of important matters.	
Personnel matters	There is no system to handle personnel matters in a consistent manner. Some situations may be handled with bias.	A system has been established, but it is not applied consistently.	A system is used to address personnel matters with consistency, fairness, discretion and impartiality.	Establishes a system that is proactive with personnel matters. Personnel policies are routinely discussed and promoted.	
Delegation of duties	Doesn't delegate duties. Maintains personal control over all district operations.	Delegates duties to staff, but retains final decision-making authority.	Delegates responsibility to staff within their abilities and then provides support to ensure their success.	Delegates responsibility to staff that will foster professional growth, leadership and decision-making skills.	
Recruitment	There is no formal recruitment process and/or hires are considered in an arbitrary manner.	A formal recruitment process is in place, but is not used consistently.	Follows a formal recruitment process for each hiring opportunity.	Follows a formal recruitment process for each hiring opportunity. Actively recruits the best staff available and encourages their application to the district.	
Visibility	Seldom visits buildings.	Is present at building programs and special activities.	Visits buildings/classroom as time permits.	Regular visits to buildings and classrooms are a priority item.	
Category Rating					

## D. Business and Finance

	Ineffective	Developing	Effective	Highly Effective	Rating
Budget development and maintenance	Superintendent's budget knowledge is limited. The budget is developed and managed without taking into consideration current needs of the district.	Superintendent works to develop and manage the budget to meet the immediate fiscal issues. Decisions are primarily reactive to current needs of the district.	Budget actions are proactive and consider the most current information and data. A balance is sought to meet the needs of students and remain fiscally responsible to the community.	Budget actions are proactive and consider both current and long-range information and data. A balance is sought to meet the current and future needs of students and remain fiscally responsible to the community.	
Budget reports	Doesn't report financial information to the board except with the annual audit.	Reports the status of financial accounts as requested by the board.	Regularly reports to the board concerning the budget and financial status.	Constant flow of budgetary/ financial information provided with discussion of the ramifications of any changes.	
Facility management	A facilities management plan is not created. Maintenance is only performed when absolutely needed.	Facilities needs are discussed internally, but a plan is not created. Issues are addressed on an as-needed basis.	A facilities management plan is in place that includes the current status of the buildings and the need to improve any facilities in the future.	Facilities management plan in place, includes current status of buildings and the need to improve facilities in the future, with a projected plan to secure funding.	
Resource allocation	Resources are allocated without consideration of district needs.	Resources are allocated to meet immediate needs.	Resources are distributed based upon district goals and seek to meet immediate objectives.	Resources are distributed based upon district goals and seek to meet immediate and long-range objectives.	
Category Rating					

## E. Instructional Leadership

	Ineffective	Developing	Effective	Highly Effective	Rating
Professional knowledge	Is unaware of current instructional programs.	Is somewhat knowledgeable of current instructional programs. Relies on others for info./data.	Demonstrates knowledge of current instructional programs, and is able to discuss them.	Demonstrates knowledge and comfort with current instructional programs. Seeks to communicate with others how the district is implementing best practices.	
Self-improvement	Does not participate in professional development opportunities.	Passively participates in some professional development opportunities.	Seeks to learn and improve upon personal and professional abilities. Attends professional conferences when appropriate.	Eagerly seeks to learn and improve upon personal and professional abilities. Is able to apply this new learning for the benefit of the district. Participates actively in professional groups and organizations.	
Focus on students	Focus is on the management of the district and maintaining day-to-day operations. Student achievement isn't the priority.	Student achievement is a concern, but does not always guide decisions made within the district.	Student achievement is important and guides decisions made within the district.	Places student achievement as the top priority and consistently communicates this to others. Bases decisions on improving student achievement. This priority is reflected in the budget.	
Goal development	Goals are not developed.	Goals are defined by implementing state curriculum and seeking to maximize student scores.	Facilitates the development of short-term goals for the district. Provides the necessary financial resources to meet those goals.	Believes in and facilitates the development of short/long term goals for the district. Aligns the available resources within the budget to accomplish these goals.	
Staff development	Staff development isn't provided. Staff members are responsible for their own improvement.	Staff development programs are offered based upon available opportunities.	Staff development programs are offered based upon available opportunities that are targeted toward increasing student achievement.	Staff development programs are targeted toward district-specific goals and are sustained to increase student achievement.	
Curriculum	Curriculum isn't a priority in the district.	Allows teachers to define their own curriculum. There is little or no coordination.	A curriculum is in place that seeks to meet the state standards.	There is an on-going review process to be sure the curriculum is aligned to the state standards and meets the needs of our students.	
Category Rating					

The following specific goals have been developed and agreed upon indicators of District results:

Goal 1 -					
	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	

Goal 2 -					
	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	

Goal 3 -					
	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	

Goal 4 -					
	Ineffective	Developing	Effective	Highly Effective	Rating
	Shows no progress toward meeting the goal	Shows progress but did not meet the goal	Meets the established goal	Exceeds the established goal	
Category Rating					

### Determining the Overall Evaluation Rating

Superintendent's name:	Name
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School year:	
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**RATINGS ON INDIVIDUAL DOMAINS:**

A. Relationship with Board	Ineffective	Developing	Effective	Highly Effective
B. Community Relations	Ineffective	Developing	Effective	Highly Effective
C. Staff Relationships	Ineffective	Developing	Effective	Highly Effective
D. Business & Finance	Ineffective	Developing	Effective	Highly Effective
E. Instructional Leadership	Ineffective	Developing	Effective	Highly Effective
F. District Results	Ineffective	Developing	Effective	Highly Effective

OVERALL RATING:	Ineffective	Developing	Effective	Highly Effective
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Comments by Board of Education:

Comments by the Superintendent:

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Superintendent's Signature: \_\_\_\_\_

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

Board President's Signature: \_\_\_\_\_

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

(The administrator's signature indicates that he or she has seen and discussed the evaluation; it does not necessarily denote agreement with the evaluation.)