

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION
OF STERLING PUBLIC SCHOOLS, DISTRICT #33
Monday, June 18, 2018

A regular meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Monday, June 18, 2018, 7:16 PM at Sterling Public Schools. The roll was called and the following Board members were present or absent:

Present: Lois Agena, John Harms, Mike Hestermann, Mark Parde, Rick Vollman, Cheri Wirthele.

Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

A. Call meeting to order and acknowledge Open Meetings Act

B. Pledge of Allegiance

C. Roll Call

D. Approval of agenda; Any changes to the agenda will need approval.

E. Consent Agenda

Move to approve the consent agenda as presented Passed with a motion by Mike Hestermann and a second by Rick Vollman.

John Harms: Abstain (With Conflict)

Cheri
Wirthele: Abstain (With Conflict)

Lois Agena: Yea

Mike
Hestermann: Yea

Mark Parde: Yea

Rick Vollman: Yea

Yea: 4, Nay: 0, Abstain (With Conflict): 2

F. Public Comment – To an item on the agenda

Julie Saathoff may want to visit with the Board about the OT/PT Service Proposal from Johnson County Hospital that is an action item for tonight's meeting.

G. Board Committee Reports

H. Administration Reports

I. Action Items

1. Meal Prices for 2018-2019 School Year

Move to approve setting the meal prices as follows: Pre-K-6th price for lunch - \$2.60, .40 reduced, Pre-K-6th price for breakfast - \$1.80, .30 reduced 7th-12th price for lunch \$2.85, .40 reduced 7th-12th price for breakfast \$2.25, .30 reduced Milk price for all .50 Adult Price \$3.60
Passed with a motion by John Harms and a second by Cheri Wirthele.

Lois Agena: Yea

John Harms: Yea

Mike
Hestermann: Yea

Mark Parde: Yea

Rick Vollman: Yea

Cheri
Wirthele: Yea

Yea: 6, Nay: 0

2. 2017-2018 Multicultural Report

Move to approve the 2017-2018 Multi-Cultural report as presented Passed with a motion by Lois Agena and a second by John Harms.

Lois Agena: Yea

John Harms: Yea

Mike
Hestermann: Yea

Mark Parde: Yea

Rick Vollman: Yea

Cheri
Wirthele: Yea

Yea: 6, Nay: 0

3. K-12 Social Studies Curriculum Materials Purchase

Move to approve the bid from Houghton Mifflin Harcourt in the amount to not exceed \$23,002.00 for purchase of new K-12 social studies curriculum materials Passed with a motion by Lois Agena and a second by Rick Vollman.

Mark Parde: Nay

Lois Agena: Yea

John Harms: Yea

Mike
Hestermann: Yea

Rick Vollman: Yea

Cheri
Wirthele: Yea

Yea: 5, Nay: 1

4. Review bids and accept one for the water Heater upgrades

Move to approve the bid from Waymire's in the amount of \$9,264.75 for installation of two new water heaters (100 gallon and 50 gallon) for the building Passed with a motion by Mike Hestermann and a second by Lois Agena.

Lois Agena: Yea

John Harms: Yea

Mike
Hestermann: Yea

Mark Parde: Yea

Rick Vollman: Yea

Cheri
Wirthele: Yea

Yea: 6, Nay: 0

5. Preschool Playground selection

Move to approve the purchase of design NU-2750 from Creative Sites for the amount of \$17,550 for the preschool playground. Activity Fund Playground Grant money will be utilized Passed with a motion by Mike Hestermann and a second by John Harms.

Mark Parde: Nay

Lois Agena: Yea

John Harms: Yea

Mike
Hestermann: Yea

Rick Vollman: Yea

Cheri
Wirthele: Yea

Yea: 5, Nay: 1

6. Review and Select Vendor for OT/PT Services

Move to approve receiving OT/PT Services for students through Johnson County Hospital for the 2018-2019 school year Passed with a motion by Lois Agena and a second by John Harms.

Lois Agena: Yea

John Harms: Yea

Mike
Hestermann: Yea

Mark Parde: Yea

Rick Vollman: Yea

Cheri
Wirthele: Yea

Yea: 6, Nay: 0

7. Repayment of loan from General Fund to QCPUF
Move to transfer \$10,000 from the QCPUF Account (09) to the General Fund Passed with a motion by Rick Vollman and a second by Lois Agena.

Lois Agena: Yea

John Harms: Yea

Mike
Hestermann: Yea

Mark Parde: Yea

Rick Vollman: Yea

Cheri
Wirthele: Yea

Yea: 6, Nay: 0

8. Second Reading of Board Policies
Move to approve policies: 2006 Complaint Procedures, 2007 Reimbursement and Miscellaneous Expenditures, 2013 Violation of Board Ethics, 3048 Communicable Disease, 5017 Routine Directory Information, 5054 Student Bullying, Board Policy 5418 Homeless, 5418A Homeless Dispute Process, 6027 Field Trips, 6330 Copyright Compliance Passed with a motion by Mike Hestermann and a second by Cheri Wirthele.

Lois Agena: Yea

John Harms: Yea

Mike
Hestermann: Yea

Mark Parde: Yea

Rick Vollman: Yea

Cheri
Wirthele: Yea

Yea: 6, Nay: 0

J. Non-Action Items / Discussion Items:

1. Board Policy First Reading with County Attorney, Rick Smith

Policies in regards to: Truancy, Criminal Behavior, and Mandatory Attendance
5101 and 5008

2. Review two facility areas: Water heater area & area south of the portable building

3. Review Classified Staff Salary Ranges

4. First Reading of Board Policies:

2002 Organization of the board--Need to choose wording

3023 Record Management & Retention--Choose options 1 & 3 per Jake M

3025 Returned & Outstanding Checks--New Policy

3040 School Safety Pick Options

3049 Drones & Unmanned Aircraft

3050 Technology in the Classroom

4012 Staff Internet & Computer Use (will add the signature page)

4013 Grievance Procedures

4014 Employment Related Sexual Harassment

5008 Pregnant or Parenting Students

5035 Student Discipline

5037 Student Internet & Computer Access

5045 Student Fees

5062 Lice and Nits -- Must choose an option

6021 Evaluators

6031 Emergency Exclusion

6036 Reading Instruction and Intervention Services

5. Discussion of a Daycare Facility in the House owned by the District located at 160 Main Street

Items to Discuss:

- Is the Board willing to rent the facility to Cassie Pfeiffer in order for her to have a Family Care Center? This would accommodate 12 children if she has someone to provide daycare with her.
- Repairs: Smoke detectors tied into the electrical system. Two new windows on the north side of the house for egress purposes. Moving of fence north of the current portable to the house. Other minor repairs that our maintenance staff could do.
- If the Family Care Center is approved Cassie would also like to pursue doing a before and after school program in the building. We'd need to do a survey to determine how many students we would have in this program.
- Is the board willing to spend the money to do these repairs?
- All utilities would be turned over to Cassie to pay on a monthly basis.

- What amount would you charge for rent?
6. Review Progress Toward Board/Superintendent Goals: #2 Effective Learning Opportunities for Students & #3 Collaborative Working Relationships with Stakeholders to improve the culture & climate

7. Annual Board Calendar

Please review and give input at the July Meeting

8. Upcoming Board Dates

July 9 in Auburn. Candidate Forums. 6:30-8:30. Possible attendees: Rick, Lois, Stan Karr, Kevin McAuliffe & Dottie

July 16 7:20 Student Fee Policy Hearing
July 16 7:25 Parental Involvement Policy Hearing
July 16 7:30 Regular Board Meeting

August 10 @ 8:00 a.m. Breakfast with all Staff
K. Adjourn

The meeting was duly adjourned.
DATED: Monday, June 18, 2018

JOHNSON COUNTY SCHOOL DISTRICT #33,
a/k/a STERLING PUBLIC SCHOOLS

ATTEST:

Secretary

General Fund 01
 Opening Balance 5/1/2018

\$ 557,341.35

Expenditure		
Description	May	Fiscal Year to Date
1100 - REGULAR INSTRUCTIONAL PROGRAMS	(\$117,131.57)	(\$1,018,009.44)
1105 - PRESCHOOL	(\$11,993.44)	(\$99,277.73)
1190 - EARLY CHILDHOOD EDUCATIONAL PROGRAMS	(\$24.51)	(\$4,645.26)
1200 - SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	(\$21,931.38)	(\$260,491.13)
2120 - GUIDANCE SERVICES	(\$7,264.45)	(\$78,710.25)
2130 - HEALTH SERVICES	(\$73.49)	(\$73.49)
2190 - OTHER PUPIL SUPPORT SERVICES	(\$12,313.90)	(\$66,534.11)
2222 - SCHOOL LIBRARY SERVICES	(\$1,701.70)	(\$13,979.40)
2224 - EDUCATIONAL TELEVISION SERVICES	(\$7,334.51)	(\$66,010.59)
2230 - TECHNOLOGY SERVICES	(\$1,454.52)	(\$49,935.15)
2310 - BOARD OF EDUCATION	(\$127.33)	(\$16,374.32)
2320 - EXECUTIVE ADMINISTRATION SERVICES	(\$12,196.98)	(\$110,068.21)
2410 - OFFICE OF THE PRINCIPAL	(\$7,715.39)	(\$80,208.28)
2510 - SUPPORT SERVICES BUSINESS	(\$8,024.99)	(\$103,542.20)
2610 - BUILDING AND GROUNDS	(\$14,244.68)	(\$183,341.12)
2750 - REGULAR PUPIL TRANSPORTATION	(\$15,676.91)	(\$86,431.43)
2760 - SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION	(\$2,008.63)	(\$14,373.93)
3135 - COMMUNITY SERVICES	\$0.00	(\$3,075.00)
4210 - TITLE I NCLB IMPROVING BASIC PROGRAMS ACCOUNTABILITY	(\$7,339.39)	(\$66,855.88)
4310 - TITLE II, PART A NCLB TEACHER QUALITY GRANTS	\$0.00	(\$1,498.27)
4404 - IDEA PART B (611) BASE ALLOCATION - BIRTH THROUGH AGE FOUR	(\$19,274.28)	(\$32,453.98)
4406 - IDEA PRESCHOOL	(\$1,618.28)	(\$1,978.47)
4410 - IDEA ENROLLMENT/POVERTY (611)	\$0.00	(\$25,000.00)
4992 - REAP	\$0.00	(\$9,950.38)
9000 - NON-PROGRAM EXPENDITURES	\$0.00	(\$50.00)

Sub Total	(\$269,450.33)	(\$2,392,868.10)
Revenue		
Description	May	Fiscal Year to Date
1000 - LOCAL RECEIPTS	\$15,900.30	\$23,494.64
1110 - LOCAL PROPERTY TAXES	\$667,221.22	\$2,165,130.09
1115 - CARLINE TAXES	\$4,960.63	\$9,229.16
1120 - PUBLIC POWER DISTRICT SALES TAX	\$925.53	\$20,412.80
1125 - MOTOR VEHICLE TAXES	\$6,569.51	\$70,601.70
1210 - TUITION RECEIVED FROM OTHER DISTRICTS (REGULAR EDUCATION)	\$0.00	\$10,986.88
1215 - TUITION RECEIVED FROM EDUCATIONAL ENTITIES	\$0.00	\$30.00
1250 - SUMMER SCHOOL TUITION AND FEES	\$0.00	\$1,575.00
1410 - INTEREST	\$270.91	\$2,551.67
1610 - LOCAL LICENSE FEES	\$0.00	\$20.00
1910 - RENTAL OF SCHOOL EQUIPMENT & FACILITIES	\$0.00	\$630.00
2110 - COUNTY FINES AND LICENSE FEES	\$834.62	\$11,204.76
2130 - OTHER COUNTY RECEIPTS	\$0.00	\$51.05
3100 - STATE AID	\$0.00	\$10,804.35
3110 - STATE AID	\$4,040.00	\$6,060.00
3120 - SPECIAL EDUCATION PROGRAMS	\$5,611.00	\$114,283.00
3125 - SPECIAL EDUCATION TRANSPORTATION	\$0.00	\$11,099.00
3130 - HOMESTEAD EXEMPTION	\$4,833.51	\$13,686.08
3131 - PROPERTY TAX CREDIT	\$73,072.63	\$165,732.48
3135 - PAYMENTS FOR HIGH ABILITY LEARNERS	\$0.00	\$3,135.00
3180 - PRO-RATE MOTOR VEHICLE	\$0.00	\$4,200.57
3200 - STATE APPORTIONMENT	\$0.00	\$30,770.67
4310 - TITLE II, PART A NCLB TEACHER QUALITY GRANTS	\$419.34	\$3,234.88
4404 - IDEA PART B (611) BASE ALLOCATION	\$0.00	\$32,785.00
4406 - IDEA PRESCHOOL(619) BASE/IDEA ENROLLMENT/POVERTY	\$0.00	\$1,917.00
4410 - IDEA ENROLLMENT/POVERTY Part B LEA	\$0.00	\$24,959.00

4455 - MEDICAID ADMINISTRATIVE ACTIVITIES	\$684.85	\$684.85
4700 - FEDERAL VOCATIONAL & APPLIED TECHNOLOGY EDUCATION	\$0.00	\$280.80
4991 - IMPACT AREA ENHANCEMENT GRANT	\$0.00	\$781.60
5300 - INSURANCE ADJUSTMENTS	\$0.00	\$12,170.30
5400 - SALE OF PROPERTY	\$0.00	\$50.00
5690 - OTHER NON-REVENUE RECEIPTS	\$774.00	\$20,853.22
Sub Total	\$786,118.05	\$2,773,405.55

Balance **\$1,074,009.07**

Depreciation Fund 02
Opening Balance 5/1/18

\$ 388,179.94

Expenditure		
Description	May	Fiscal Year to Date
1100 - REGULAR INSTRUCTIONAL PROGRAMS	(\$2,360.00)	(\$3,037.75)
2190 - OTHER PUPIL SUPPORT SERVICES	\$0.00	(\$403.80)
2230 - TECHNOLOGY SERVICES	\$0.00	(\$28,560.00)
2510 - BUSINESS SERVICES	\$0.00	(\$2,938.00)
2610 - BUILDINGS AND MAINTENANCE	(\$9,941.43)	(\$12,402.16)
Sub Total	(\$12,301.43)	(\$47,341.71)

Balance **\$375,878.51**

Employee Benefit 03

Opening Balance 5/2018

\$ 12,311.76

Expenditure	
Description	May
2510- BUSINESS SERVICES	\$300.00
Sub Total	\$300.00

Revenue	
Description	April
1900 - OTHER LOCAL RECEIPTS	\$0.00
1990 - OTHER LOCAL RECEIPTS	\$181.00
Sub Total	\$362.00

Balance \$ 12,192.76

Student Fee 05

Opening Balance 5/2018 \$ **651.00**

Expenditure		
Description	April	Total Fiscal Year 17-18
1100 - REGULAR INSTRUCTION AL PROGRAMS	\$0.00	\$0.00
2190 - OTHER PUPIL SUPPORT SERVICES	\$0.00	(\$244.00)
Sub Total	\$0.00	(\$244.00)

Balance \$ **651.00**

Lunch Fund 06

Opening Balance 5/2018

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Expenditure		
Description	May	Fiscal Year to Date
2100 - SUPPORT SERVICES - PUPILS	(\$7,003.20)	(\$62,410.98)
2500 - SUPPORT SERVICES - BUSINESS	(\$4,045.28)	(\$27,506.11)
2610 - BUILDING AND MAINTENANCE	\$0.00	(\$3,821.64)
3100 - COMMUNITY SERVICES	(\$911.10)	(\$18,949.38)
Sub Total	#####	(\$112,688.11)
Revenue		
Description	May	Fiscal Year to Date
1410 - INTEREST	\$0.00	\$600.96
1720 - SALE OF LUNCHES/MILK	\$4,213.79	\$66,304.56
4800 - FEDERAL REIMBURSEMENT (OF NUTRITION PROGRAMS)	\$4,343.15	\$45,524.26
Sub Total	\$8,556.94	\$112,429.78

Balance **\$30,567.88**

Board of Education Regular Meeting
Monday, May 21, 2018 7:30 PM
Sterling Public Schools
250 Main Street
Sterling, NE 68443

1. Call meeting to order and acknowledge Open Meetings Act

2. Pledge of Allegiance

3. Roll Call

Lois Agena: Present
John Harms: Present
Mike Hestermann: Present
Mark Parde: Present
Rick Vollman: Absent
Cheri Wirthele: Present

Move to approve the absence of Rick Vollman due to work conflicts Passed with a motion by Lois Agena and a second by Mike Hestermann.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

4. Approval of agenda; No changes

5. Consent Agenda

Move to approve the consent agenda as presented Passed with a motion by Mike Hestermann and a second by Cheri Wirthele.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

6. Public Comment – To an item on the agenda. No comments.

7. Board Committee Reports. None

8. Administration Reports were shared with Board Members.

9. Action Items

9.1. Commendations

Move to approve the commendations as presented by the administration Passed with a motion by Cheri Wirthele and a second by Lois Agena.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.2. Review, Discuss, and Approve the purchase of MacBook Air Computers

Move to approve the purchase of MacBook Airs from Apple, Inc. for use by 8th-12th grade students next year Passed with a motion by Lois Agena and a second by Cheri Wirthele.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.3. Review, Discuss, and Approve the purchase of MacBook Air Covers

Move to approve the purchase of MacBook Air Covers for the student machines Passed with a motion by Mark Parde and a second by Mike Hestermann.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.4. Teacher Resignation Sharon Mills

Move to approve the resignation of Sharon Mills effective at the end of the 2017-2018 school year Passed with a motion by John Harms and a second by Lois Agena.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.5. Teacher Contract Derrick Gossard

Move to approve a 1.0 FTE Teaching Contract for Mr. Derrick Gossard for the 2018-2019 school year Passed with a motion by John Harms and a second by Cheri Wirthele.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.6. Teacher Contract Taylor Schultz

Move to approve a 1.0 FTE Teaching Contract for Ms. Taylor Schultz for the 2018-2019 school year with a 12 day extended contract for FFA duties Passed with a motion by Lois Agena and a second by Mark Parde.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.7. Paraprofessional Hiring

Move to approve the hiring of Jesse Phillips as a paraprofessional for the 2018-2019 school year
Passed with a motion by Mark Parde and a second by Mike Hestermann.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.8. Head Cook Hiring

Move to approve the hiring of Julie Wulbern for the Head Cook position for the 2018-2019 school year
Passed with a motion by Lois Agena and a second by Cheri Wirthele.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.9. Second Reading Board Policy 4220 Non-Certificated Employees & 4220A Non-Certificated Staff Agreement

Move to approve on second reading Board Policy 4220 Non-Certificated Employees; 4220A Non-Certificated Staff Agreement
Passed with a motion by Lois Agena and a second by Mark Parde.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.10. Second Reading Board Policy 4221 Temporary Volunteer Activity Personnel

Move to approve on second reading Board Policy 4221 Temporary Activity Personnel and Application
Passed with a motion by Mark Parde and a second by Lois Agena.

Lois Agena: Yea
John Harms: Yea
Mike Hestermann: Yea
Mark Parde: Yea
Cheri Wirthele: Yea
Yea: 5, Nay: 0

9.11. Approve Surplus Items to Sale

Move to approve the sale of the surplus items as listed on the attached sheet Passed with a motion by Mark Parde and a second by Cheri Wirthele.

Lois Agena: Yea

John Harms: Yea

Mike Hestermann: Yea

Mark Parde: Yea

Cheri Wirthele: Yea

Yea: 5, Nay: 0

10. Non-Action Items / Discussion Items:

10.1. Superintendent Evaluation Forms were shared with the board members.

Due back to President Harms by June 4, 2018. Will review at the June 18th Board Meeting.

10.2. First Reading Board Policy 5418 Homeless & 5418A Homeless Dispute Process

10.3. Classified Salaries

The latest copy of the classified salary schedule that was designed in 2016 was shared.

Superintendent Heusman will be reviewing this and bringing a salary range to the next board meeting. At that time she will make recommendations to the board for returning classified employee salaries.

10.4. The Cooping of Junior High Football with Johnson County Central was discussed. After discussing the information with administration and the football coaches Superintendent Heusman was given direction to make a decision for the upcoming school year.

10.5. Next Board Meeting Monday, June 18, 2018

11. Meeting was adjourned at 9:10 p.m. by President Harms.

Sterling Public Schools

Voucher by Warrant 5/18/18-6/12/18

Warrant	Warrant Vendor	Amount
05/31/2018	27741 CDI Computers	\$2,360.00
05/31/2018	27742 Fairfield Inn & Suites	\$102.95
05/31/2018	27743 GRAFTON	\$2,339.75
05/31/2018	27744 Ramada Midtown	\$519.80
05/31/2018	27745 RENEGADE TRUCKING INC	\$900.00
05/31/2018	27746 Shanahan M & E	\$9,941.43
06/07/2018	27747 Anderson's	\$55.20
06/07/2018	27748 BSN Sports	\$22.49
06/07/2018	27749 Buss Pest Control	\$263.34
06/07/2018	27750 CAPITAL BUSINESS SYSTEMS, INC	\$1,082.78
06/07/2018	27751 Centennial Sales	\$657.12
06/07/2018	27752 CenterPoint Energy Services Retail, LLC	\$1,428.87
06/07/2018	27753 CORPORATE PAYMENT SYSTEMS	\$895.24
06/07/2018	27754 ESU #4	\$21,875.71
06/07/2018	27755 ESU #6	\$53.18
06/07/2018	27756 ESU#2	\$500.00
06/07/2018	27757 FILTER SHOP	\$603.36
06/07/2018	27758 GRAFTON	\$770.00
06/07/2018	27759 HILAND DAIRY	\$347.85
06/07/2018	27760 Hillyard	\$47.93
06/07/2018	27761 Inland Truck Parts & Service	\$3,010.99
06/07/2018	27762 JET STOP INC.	\$1,975.66
06/07/2018	27763 John Harms	\$23.94
06/07/2018	27764 JOHNSON COUNTY CENTRAL	\$354.48
06/07/2018	27765 KSB SCHOOL LAW	\$750.00
06/07/2018	27766 KUDU LAWN CARE	\$530.00
06/07/2018	27767 Menards	\$200.99
06/07/2018	27768 NE Dept of Roads	\$15.00
06/07/2018	27769 NEBRASKA CENTER FOR THE EDUCATION OF CHILDREN	\$2,634.32
06/07/2018	27770 Nebraska Public Power Distric	\$2,218.32
06/07/2018	27771 NORTHWEST EVALUATION ASSOCIATION	\$1,075.00
06/07/2018	27772 ONE SOURCE	\$70.00
06/07/2018	27773 Prime Communications	\$10,026.64
06/07/2018	27774 PYRAMID SCHOOL PRODUCTS	\$331.94
06/07/2018	27775 Recycling Enterprises	\$60.00
06/07/2018	27776 S & S	\$36.48
06/07/2018	27777 Sterling Lumber Co	\$116.58
06/07/2018	27778 SYSCO OF LINCOLN	\$828.20
06/07/2018	27779 T O Haas Tire	\$55.69

06/07/2018	27780	Village Of Sterling	\$172.00
06/07/2018	27781	VOICE NEWS	\$265.00
06/07/2018	27782	VOSS LIGHTING	\$948.00
06/07/2018	27783	WASTE CONNECTIONS OF NEBRASKA	\$400.00
06/07/2018	27784	Water Engineering Inc.	\$135.00
06/07/2018	27785	WINDSTREAM COMMUNICATIONS, INC	\$417.22
06/07/2018	27786	Wirthele, Cheri	\$138.25
06/07/2018	27787	Wusk Power Equipment & Repair	\$420.24
06/12/2018	27788	AHRS Construction Co	\$49,554.25
06/12/2018	27789	Brent Heusman	\$25.00
06/12/2018	27790	CRST Specialized Transportation Inc	\$1,276.28
06/12/2018	27791	DAS State Accounting - Central Finance	\$234.93
06/12/2018	27792	Dottie Heusman	\$50.00
06/12/2018	27793	Harrington, Scott	\$50.00
06/12/2018	27794	NAEA	\$180.00
06/12/2018	27795	PANKO	\$193.99
06/12/2018	27796	PRTS, LLC	\$1,950.13
06/12/2018	27797	UNITE PRIVATE NETWORKS, LLC	\$727.26
Sub Total		Accounts Payable	\$126,218.78
		Estimated Salary	\$ 193,900.44
		Total to Be Approved	<u>\$320,119.22</u>

Sterling Public Schools

Voucher by Warrant 5/18/18-6/12/18

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
258	First National Bank	8059655	27743	GRAFTON	\$2,339.75	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
GRAFTON	01-2190-630-2	National leadership registration Skills USA	17-2190	05/22/2018	17-2190	\$1,520.00
GRAFTON	01-2190-310-2	National registration fee Skills USA	17-2190	05/22/2018	17-2190	\$190.00
GRAFTON	01-2190-670-2	FBLA Adviser Nationals hotel and shuttle service booked through the FBLA state board	17-2192	05/31/2018	17-2192	\$629.75
Sub Total						\$2,339.75
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
258	First National Bank	8059655	27746	Shanahan M & E	\$9,941.43	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Shanahan M & E	02-2610-530-0	Replaced Heat pump #1			566080047-01	\$5,567.43
Shanahan M & E	02-2610-338-0	Replaced Heat pump #1			566080047-01	\$4,374.00
Sub Total						\$9,941.43
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
258	First National Bank	8059655	27741	CDI Computers	\$2,360.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CDI Computers	02-1100-460-0	HPE ARUBA 2530 48G POE+10/100/1000 SWCH (J9772A) HP Lifetime Warranty	17-2159	04/19/2018	17-2159	\$2,300.00
CDI Computers	02-1100-460-0	Shipping	17-2159	04/19/2018	17-2159	\$60.00
Sub Total						\$2,360.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
258	First National Bank	8059655	27745	RENEGADE TRUCKING INC	\$900.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
RENEGADE TRUCKING INC	01-2610-410-0	2 loads rock, 1 hour labor			180404	\$850.00
RENEGADE TRUCKING INC	01-2610-318-0	1 hr labor			180404	\$50.00
Sub Total						\$900.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	

258	First National Bank	8059655	27742	Fairfield Inn & Suites	\$102.95	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Fairfield Inn & Suites	01-2320-670-0	travel/ super DH & AH			17Apr18-2	\$51.48
Fairfield Inn & Suites	01-2120-670-0	travel/ super DH & AH			17Apr18-2	\$51.47
Sub Total						\$102.95
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
258	First National Bank	8059655	27744	Ramada Midtown	\$519.80	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Ramada Midtown	01-2190-670-2	my room for skills state competition and Cheri's room	17-2191	05/31/2018	17-2191	\$519.80
Sub Total						\$519.80
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27757	FILTER SHOP	\$603.36	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
FILTER SHOP	01-2610-410-0	96 filters			103068	\$603.36
Sub Total						\$603.36
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27772	ONE SOURCE	\$70.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ONE SOURCE	01-2510-318-0	background check 4 applicants			1507-20180531	\$70.00
Sub Total						\$70.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27786	Wirthele, Cheri	\$138.25	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Wirthele, Cheri	01-2750-336-0	gas reimbursement while on Skills trip			4/12/18	\$132.00
Wirthele, Cheri	01-2190-670-2	garage parking reimbursement while on Skills trip			4/12/18	\$6.25
Sub Total						\$138.25
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27781	VOICE NEWS	\$265.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount

VOICE NEWS	01-2310-350-0	accepting option enrollment students jan 25, Feb 1.8.15.22			185925	\$150.00
VOICE NEWS	01-2310-350-0	Discount			185925	(\$23.00)
VOICE NEWS	01-2310-350-0	2X2 BW Food Service Director and paraprofessional			188323	\$38.00
VOICE NEWS	01-2310-350-0	Discount			188323	(\$2.00)
VOICE NEWS	01-2310-350-0	2X2 BW Food Service Director and paraprofessional			188324	\$38.00
VOICE NEWS	01-2310-350-0	Discount			188324	(\$2.00)
VOICE NEWS	01-2310-350-0	2X2 BW Food Service Director and paraprofessional			188325	\$38.00
VOICE NEWS	01-2310-350-0	Discount			188325	(\$2.00)
VOICE NEWS	01-2222-440-0	1 Year in state subscription - library			185785	\$30.00
Sub Total						\$265.00

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
259	First National Bank	8059655	27769	NEBRASKA CENTER FOR THE EDUCATION OF CHILDREN	\$2,634.32

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
NEBRASKA CENTER FOR THE EDUCATION OF CHILDREN	01-1200-318-0	consultation and observation, CP			264	\$220.00
NEBRASKA CENTER FOR THE EDUCATION OF CHILDREN	01-1200-318-2	consultation, observation, IEP Meeting			264	\$220.00
NEBRASKA CENTER FOR THE EDUCATION OF CHILDREN	01-1200-360-2	tuition, DL			301	\$2,194.32
Sub Total						\$2,634.32

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
259	First National Bank	8059655	27770	Nebraska Public Power Distric	\$2,218.32

Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Nebraska Public Power Distric	01-2610-322-0				5.15.18	\$2,218.32
Sub Total						\$2,218.32

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount
259	First National Bank	8059655	27771	NORTHWEST EVALUATION ASSOCIATION	\$1,075.00

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27749	Buss Pest Control	\$263.34	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Buss Pest Control	01-2610-318-0	pest control			4.16.18	\$131.67
Buss Pest Control	01-2610-318-0	pest control			5.21.18	\$131.67
Sub Total						\$263.34
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27752	CenterPoint Energy Services Retail, LLC	\$1,428.87	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CenterPoint Energy Services Retail, LLC	01-2610-321-0	center point			3202033	\$1,428.87
Sub Total						\$1,428.87
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27747	Anderson's	\$55.20	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Anderson's	01-1100-410-1	Graduation Tassel- Gold	17-2184	05/01/2018	9178428	\$11.88
Anderson's	01-1105-410-0	https://www.alphabetu.com/accessories/tassels/pre-k-graduate-charm-with-tassel-set We will do the color Gold	17-2185	05/01/2018	917842802	\$40.35
Anderson's	01-1105-410-0	Premium	17-2185	05/01/2018	917842802	\$2.97
Sub Total						\$55.20
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27759	HILAND DAIRY	\$347.85	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
HILAND DAIRY	06-3100-470-0	milk			951819 & 952028	\$75.38
HILAND DAIRY	06-3100-470-0	Discount			951819 & 952028	(\$28.43)
HILAND DAIRY	06-3100-470-0	milk			951859	\$112.86
HILAND DAIRY	06-3100-470-0	milk			951912	\$65.91
HILAND DAIRY	06-3100-470-0	milk			951951	\$122.13
Sub Total						\$347.85
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	

259	First National Bank	8059655	27777	Sterling Lumber Co	\$116.58	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Sterling Lumber Co	01-2610-410-0	masonry bit, elec outlet, caulk gun, exp foam, gallon 820,			10033	\$100.39
Sterling Lumber Co	01-2610-410-0	silicone, elect box			10058	\$16.19
Sub Total						\$116.58
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27774	PYRAMID SCHOOL PRODUCTS	\$331.94	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
PYRAMID SCHOOL PRODUCTS	01-1100-410-1	story journal - 2nd grade McAuliffe			1367181.001	\$21.90
PYRAMID SCHOOL PRODUCTS	01-1100-410-1	crayola dry erase markers visi max fine line, title/sped/regular instruction			1367181.001	\$5.40
PYRAMID SCHOOL PRODUCTS	01-4310-410-1	crayola dry erase markers visi max fine line, title/sped/regular instruction			1367181.001	\$10.80
PYRAMID SCHOOL PRODUCTS	01-1200-410-1	crayola dry erase markers visi max fine line, title/sped/regular instruction			1367181.001	\$10.80
PYRAMID SCHOOL PRODUCTS	01-1100-410-2	highlighters/steele			1367181.001	\$18.84
PYRAMID SCHOOL PRODUCTS	01-1100-410-2	rubber cement/steele			1367181.001	\$13.08
PYRAMID SCHOOL PRODUCTS	01-1100-410-2	paper fasteners 1'			1367181.001	\$8.50
PYRAMID SCHOOL PRODUCTS	01-1100-410-2	post it notes 3x5			1367181.001	\$41.40
PYRAMID SCHOOL PRODUCTS	01-1100-410-2	staplers / guidance, office			1367181.001	\$33.95
PYRAMID SCHOOL PRODUCTS	01-2120-410-0	staplers / guidance, office			1367181.001	\$6.79
PYRAMID SCHOOL PRODUCTS	01-1100-410-0	post its 4x6			1367181.001	\$69.12
PYRAMID SCHOOL PRODUCTS	01-1100-410-0	electric pencil sharpener / guidance, office			1367181.001	\$64.25
PYRAMID SCHOOL PRODUCTS	01-2120-410-0	electric pencil sharpener / guidance, office			1367181.001	\$12.85
PYRAMID SCHOOL PRODUCTS	01-1100-410-0	highlighters			1367181.001	\$6.36
PYRAMID SCHOOL PRODUCTS	01-1100-410-0	hole punch, office			1367181.001	\$7.90
Sub Total						\$331.94
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	

259	First National Bank	8059655	27783	WASTE CONNECTIONS OF NEBRASKA	\$400.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
WASTE CONNECTIONS OF NEBRASKA	01-2610-318-0	garbage			1638230	\$400.00
Sub Total						\$400.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27748	BSN Sports	\$22.49	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
BSN Sports	01-2130-410-0	cold packs			902329293	\$22.49
Sub Total						\$22.49
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27755	ESU #6	\$53.18	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU #6	01-1100-467-0	server back up			100636	\$53.18
Sub Total						\$53.18
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27760	Hillyard	\$47.93	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Hillyard	02-2610-410-0	valve hydraulic for floor cleaner			700334282	\$47.93
Sub Total						\$47.93
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27756	ESU#2	\$500.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU#2	01-2222-467-1	E-Library services 17-18			166	\$500.00
Sub Total						\$500.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27785	WINDSTREAM COMMUNICATIONS, INC	\$417.22	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount

WINDSTREAM COMMUNICATIONS, INC	01-2610-382-0	phone service			5.31.18	\$417.22
Sub Total						\$417.22

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27784	Water Engineering Inc.	\$135.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Water Engineering Inc.	01-2610-318-0	water management service			35072	\$135.00
Sub Total						\$135.00

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27787	Wusk Power Equipment & Repair	\$420.24	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Wusk Power Equipment & Repair	01-2750-337-0	head light			96021,96175,96079,96030,96237,96	\$25.95
Wusk Power Equipment & Repair	01-2750-338-0	quarters			96021,96175,96079,96030,96237,96	\$10.00
Wusk Power Equipment & Repair	01-2760-336-0	oil change			96021,96175,96079,96030,96237,96	\$55.39
Wusk Power Equipment & Repair	01-2610-338-0	3 mower repair			96021,96175,96079,96030,96237,96	\$328.90
Sub Total						\$420.24

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27754	ESU #4	\$21,875.71	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
ESU #4	01-1100-410-0	copier paper			8708	\$796.80
ESU #4	01-2510-410-0	copier paper			8708	\$398.40
ESU #4	01-1200-410-1	copier paper			8708	\$398.40
ESU #4	01-2190-410-2	copier paper			8708	\$398.40
ESU #4	01-1100-410-0	copier paper			8708	\$99.60
ESU #4	01-2510-410-0	copier paper			8708	\$49.80
ESU #4	01-1200-410-1	copier paper			8708	\$49.80
ESU #4	01-2190-410-2	copier paper			8708	\$49.80
ESU #4	01-1100-410-0	8.5x14 white copier paper			8708	\$65.20
ESU #4	01-2510-410-0	8.5x14 white copier paper			8708	\$32.60

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27776	S & S	\$36.48	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
S & S	01-2130-410-0	cold packs			10256011	\$31.08
S & S	01-1100-410-0	bright foam			10256011	\$5.40
Sub Total						\$36.48
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27766	KUDU LAWN CARE	\$530.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
KUDU LAWN CARE	01-2610-410-0	fertilizer			10052818	\$530.00
Sub Total						\$530.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27782	VOSS LIGHTING	\$948.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
VOSS LIGHTING	01-2610-410-0	17 Watt T8 Non-Dimmable 5000K Natural White LED PHILLED T8482017WBBG	17-2186	05/01/2018	10185537	\$948.00
Sub Total						\$948.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27761	Inland Truck Parts & Service	\$3,010.99	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Inland Truck Parts & Service	01-2750-338-0	2011/INTL/ School Bus , service transmission, changed oil and filter,			033288 2	\$243.42
Inland Truck Parts & Service	01-2750-338-0	2010/BLUEBIRD/SCHOOLBUS, repaired gear box, greased kingpins, alignment, fixed exhaust pipe, installed hangers.			051789	\$1,146.69
Inland Truck Parts & Service	01-2750-338-0	2014/BLUEBIRD/SCHOOL BUS, towed bus to shop, transmission, new wiper blades, step well light			051798	\$1,620.88
Sub Total						\$3,010.99
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27762	JET STOP INC.	\$1,975.66	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
JET STOP INC.	01-2750-336-0	transportation gas			3653	\$1,612.48

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27765	KSB SCHOOL LAW	\$750.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
KSB SCHOOL LAW	01-2310-317-0	2018 Annual Policy Update			4738	\$750.00
Sub Total						\$750.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
259	First National Bank	8059655	27753	CORPORATE PAYMENT SYSTEMS	\$895.24	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CORPORATE PAYMENT SYSTEMS	01-2410-310-0	NASSP			5.7.18	\$54.60
CORPORATE PAYMENT SYSTEMS	01-2190-670-2				5.7.18	\$419.95
CORPORATE PAYMENT SYSTEMS	01-2120-670-0	meal travel			5.7.18	\$13.83
CORPORATE PAYMENT SYSTEMS	01-2320-670-0	meal travel			5.7.18	\$13.83
CORPORATE PAYMENT SYSTEMS	01-2222-410-0	Library sparks Lesson plans			5.7.18	\$51.98
CORPORATE PAYMENT SYSTEMS	01-2510-467-0	cable for office desk			5.7.18	\$9.99
CORPORATE PAYMENT SYSTEMS	01-1200-410-1	air stability wobble cushion			5.7.18	\$35.70
CORPORATE PAYMENT SYSTEMS	01-1200-410-1	Gaiam Kids Stay N Play Balance Ball			5.7.18	\$39.96
CORPORATE PAYMENT SYSTEMS	01-1200-410-1	Help for Billy			5.7.18	\$15.73
CORPORATE PAYMENT SYSTEMS	01-2610-410-0	atomic wall clocks			5.7.18	\$119.72
CORPORATE PAYMENT SYSTEMS	01-1100-460-0	headphones 50 pack			5.7.18	\$119.95
Sub Total						\$895.24
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
260	First National Bank	8059655	27790	CRST Specialized Transportation Inc	\$1,276.28	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
CRST Specialized Transportation Inc	01-2510-630-0	return of copiers			6.6.18	\$1,276.28
Sub Total						\$1,276.28

Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
260	First National Bank	8059655	27794	NAEA	\$180.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
NAEA	01-2190-310-2	First year fee for Taylor Schultz			6.11.18	\$180.00
Sub Total						\$180.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
260	First National Bank	8059655	27789	Brent Heusman	\$25.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Brent Heusman	01-1100-670-2	cell phone reimb			6.2018	\$25.00
Sub Total						\$25.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
260	First National Bank	8059655	27792	Dottie Heusman	\$50.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Dottie Heusman	01-2320-670-0	phone service			6.2018	\$50.00
Sub Total						\$50.00
Voucher Number	Bank Name	Account Number	Warrant Number	Payment Vendor	Amount	
260	First National Bank	8059655	27793	Harrington, Scott	\$50.00	
Vendor	Account Code	Description	PO Number	Issue Date	Invoice	Amount
Harrington, Scott	01-2410-670-0	phone			6.2018	\$50.00
Sub Total						\$50.00
Grand Total					Accounts Payable	\$126,218.78

Estimated Salary 193900.44
Total to be
Approved **\$320,119.22**

CURRICULUM REPORT
Addie Heusman
June 18, 2018

The school's CIP (Continuous Improvement Process) team consisting of 9 staff members attended the 2-day data retreat held at HTRS by ESU4 on June 7-8. Members include: Dottie, Scott, Addie, Jacob D (Business), Josh (Math), Tammy (2nd Grade), Leia (Media & English), Zach (4th Grade), and KT (Special Education).

- Group members looked at data and created a/an...
 - At-Risk data collection document of several assessments (NSCAS, NWEA, Dibels, etc.) that moving forward will help serve as a screening tool for struggling students.
 - MTSS (multi-tiered system of support) document for each grade level with a tab for each student where interventions that are implemented can be documented by staff members and every student who works with that student can see what has been tried, what is working, what isn't, etc.
- The group also reviewed the CIP goals and made a plans to meet monthly in the upcoming school year.
- Intervention plans were evaluated for high school students with some reassignments being made.
- Other discussion topics included a HAL(High Ability Learners) program, students making up tardy time, elementary intervention plans, perceptual data survey, registration and college planning for students, and advisory and study hall procedures.

TRANSPORTATION/MAINTENANCE REPORT

Brent Heusman

June 18, 2018

- We have started 4th quarter inspections. As of right now repairs needed include;
 - Activity bus- Needs new front tires
 - South Route Bus - has an emergency light out, a couple of emergency latches aren't working, and the transmission cooler line has a leak
 - Douglas Route Bus - 2 clearance lights are burnt out
 - St. Mary's Route Bus - needs new rear tires and the rear brake pads need to be replaced
- Track season finished up with another outstanding season by the HS and JH track teams. The boys finished 6th at the state meet and the girls finished 13th.
 - School records broken this year included;
 - JH - Macy Richardson - 300 Meter Hurdles 51.42
 - JH Girls 4 X 100 Meter Relay (Ella Wingert, Gracyn Dolbow, Katy Boldt, Macy Richardson) 57.90
 - HS Tristan Dirks - 200 Meter Dash 22.6
- Our maintenance staff has been busy this summer moving things around with all the room changes. They are continuing to work on fixing things and cleaning as needed. All summer projects are going as planned at this time.
- Summer weights has started and we have about 30-35 kids coming in at this time. The weight room is open from 6-8 in the morning and 7-8 in the evening. Coach Lempka and Coach Pfeiffer have been assisting me with this. Everything is going really well so far.

Scott Harrington
June 18, 2018

Technology

- Our wireless Internet infrastructure has been upgraded. We have new Access Points to connect to the Internet in all classrooms.
- The student computers have been ordered.
- I attended an Apple Deployment Workshop to gain some insight into best practices when rolling out 1-1 with Apple.
- Jake M. and I will both be using Apple School Manager in conjunction with our MDM (Multiple Device Manager) System (Mosyle) to help manage our 1-1 initiative.
- These two softwares help us to manage what apps or software is put on the computers, what the kids do on their computers, and can track the location of all of our computers.
- The teachers, both new and returning, have been embracing and working hard on preparing their curriculum to move 1-1.
 - We have been focusing more of our tech professional development time on ways to promote student creation.

Communication

- I received some feedback that we could improve upon our communication home with parents. As a result all classroom teachers will be required this coming school year to have an online classroom presence. Secondary teachers will be using Google Classroom. Elementary teachers will have the option to use: Seesaw, Bloomz, Class Dojo, or Google Classroom. These sites allow the teachers to post class information and happenings. Parents also have the capability to engage with their students' classes through these sites.

Curriculum

- We have selected Houghton-Mifflin Harcourt as the provider for our new K-12 Social Studies Curriculum. They provide a very engaging curriculum that is both in print and digital copies. They also provide a plethora of extension activities and resources through their app and website. The elementary curriculum is magazine based which allows the teachers to be very flexible with timing and teaching of social studies. This also ensures that the curriculum is always up-to-date.
- The elementary is moving forward with PBiS. What is PBiS?

- It stands for Positive Behavior Intervention and Support
- PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.
- We are basically trying to catch and promote kids behaving appropriately.
- The idea is to promote the heck out of positive behaviors.
- It also helps to create a school wide system of clear and consistent expectations
- New/Different classes being offered next year (This is directly related to Board/Administration Goal #2 Effective Learning Opportunities for all Students):
 - Communication Skills
 - College & Career Ready
 - Accounting 2
 - Culinary Arts
 - Elementary Art (Rotating Basis)
 - Keyboarding/Digital Citizenship everyday for 6th graders
 - 8th Grade English will now be split into 2 periods back-to-back.
 - One will focus on reading and one will focus on writing.
 - 8th Grade Algebra 1 and a separate period of Algebra 1 for 9th graders
 - Mr. Boldt will be taking 7th Grade math which has freed up Mr. Pfeiffer to add a period of Algebra 1 for 8th graders so we can offer a higher level math class.
 - Economics
 - College-Prep English

SUPERINTENDENT REPORT

Dottie Heusman

June 18, 2018

Last week we mailed confirmation letters to 28 families for their child to be enrolled in preschool for the upcoming school year. We did have to turn away some families that do not live in our district but had requested a spot for their child. Since the mailing went out one more child, that lives in district, has inquired about the program. We should be able to accommodate this request.

Mr. Page, Freeman Superintendent, and I have been discussing the possibility of meeting with a small group of BOE members from Sterling and Freeman to discuss future opportunities in the area of sports. At the Board meeting on Monday I will be asking who would like to volunteer to represent our board for this meeting. We would look at meeting in the fall.

During the board meeting we will be doing a quick walk around to look at the area where the water heater or tanks will be placed. Per the email that I sent out to the board about the possibility of having a parking lot south of the portable, I heard back from three of you. Two agreed to doing this. I'd like to hear from all of you at the board meeting so we can do this work this summer if the board is in agreement. We can look at this area during the walk around at the meeting if you'd like to.

We have determined what needs to be done in the house at 160 Main Street in order to make it compliant for a Daycare Center. Smoke detectors have to receive their power from the house electrical services and that is an item that we would have to contract out to accomplish. We also will need to replace the two windows on the north side of the house. A fence would have to be installed I'd like feedback from the board in regards to this and have made it a discussion item for tonight.

Information about the gym floor repair that starts on June 18. The installer that was scheduled to do our gym floor, Hart Floor, has some issues based on the amount of work and the amount of employees they have to complete the work. It will not be done by August 6 as originally promised. They will be doing some of the work in our gym and then going to other locations to work throughout this time. We expect them to be in the gym the entire week of June 18th, two days the week of June 25, the first 2-3 weeks in July, then back on August 6. That means the floor most likely won't be done until the end of August. I have been in contact with Maurice, our insurance adjuster, about my displeasure in regards to this. We have been on the schedule since fall. Unfortunately our hands are tied because the other gym contractor in the state has already set up his summer schedule. We will have to start our junior high and high school volleyball practices in an alternate location but it will not affect

our games. I have talked to Randy Page and they are willing to let us use one of their gyms. We will be working with Freeman to get this set up. Insurance money will pay for the cost of gym rental. Only bright side of this is that we have been upgraded to the best maple flooring that is available (1 Northern Hardwood Maple) at no additional cost.

Sterling Multicultural Education Curriculum

Report - 2018

Please describe how you have incorporated multiculturalism into one of your classes and/or content areas.

1. Christmas Around the World - studied how different countries celebrated the holiday season & their traditions
2. I use multiculturalism throughout the year in my history classes.
 - a. We discuss different cultures, religions, races and various government designs of the world's countries.
 - b. I make note of celebrations (MLK DAY) that pertain to the uniqueness of the American society.
 - c. My students are well versed on the many differences and changes our nation has made in making us (USA) the melting pot of the world.
 - d. I assist in the classrooms that are doing these lessons in their classrooms.
3. Scholastic News has a wide variety of different topics throughout the year which we read and discuss. Ex: Native Americans, Disabilities, Martin Luther King, Rosa Parks, Ruby Bridges
4. Writing: students did essays on important people from the past who have made a difference in multiculturalism, such as; Ruby Bridges, Rosa Parks, Martin Luther King, Amelia Earhart, Women's Rights, and Activists.
5. In our social studies curriculum we discuss different cultural groups and how that culture is still present in our lives today (Native American, Spanish, French, etc.). We also talk about appreciated each others' cultures and traditions throughout the school year.
6. In Sociology we studied the children's march for civil rights in Alabama and a bullying case involving a LGBT.
7. In junior high general music we studied the Brazilian guitarist Joao Gilberto, who invented the genre of bossa nova over eight months, while staying with his sister in the town of Diamantina.
 - a. He struggled to combine the full-band genres of samba and American "cool jazz" into a new form that could be played on guitar alone.
 - a. A few years later it made waves in Brazil, then in North America, and eventually the world.
 8. There were some stories in the Corrective Reading Series that had characters with different disabilities.
 9. During each theme, I provide books in the classroom library that feature children of many races, religions, and cultures.
 10. We read several books about other cultures in our reading. (Reading/ Lang. Arts)
 - a. "Specific units focus on the following multicultural issues/subjects
 - i.- Holocaust literature
 - ii.- Refugee literature
 - iii.- African American historical fiction (Huck Finn, To Kill a Mockingbird)"

11. We sing songs from around the world, almost daily.
 12. In Natural Resources, we researched how different countries practice different methods of conservation and sustainability
 13. I read many stories that are built into our reading curriculum that were from different cultures.
 14. In the Earth Science text books there are multicultural items either at the end of each unit or some chapters have an extra multicultural item as well.
 15. Multicultural books in my library center for each unit
 16. I have incorporated multiculturalism into my classroom for social studies. I have read many books to the kids about different cultures around the world. One unit I do during Christmas time focuses on all of the different ways people celebrate Christmas throughout the world.
 17. Each year we have the students discuss famous athletes, musicians or actors that have gotten to the top of their career and alcohol or drug overdosed.
 18. During my 5th Grade Social Studies Class, I incorporate the 2 videos "The Children's March" and "A Time For Justice" . Both videos are excellent resources for when we are talking about the Civil Rights Movement in American History. In 5th Grade American History, we study the different Native American Groups that spread across our great country centuries ago.
- Intro to Business and Personal Finance

Please describe how you have incorporated multiculturalism into another one of your classes and/or content areas.

1. Stories that we read for fluency were from different cultures.
 2. As stated, during MLK day, we discuss the importance of tolerance and how he used peaceful protests to make a point of the civil rights movement. The culmination of this lesson is his "I Have A Dream Speech" and the interpretation of some of the references he makes during his famous speech.
- a. I assist in the classrooms that are doing these lessons, in their classrooms.
3. Writing- I read the book, Ruby Bridges to the kids. They do a follow up writing activity listing Ruby's traits, which make her such a dynamic little girl. The kids like this book because Ruby is their age and made such an impact on civil rights.
 4. Reading - we have had several discussions about different cultures, how they live, laws that are different than ours, how men and women are treated differently. These discussions were brought up from the stories we read: Planting Trees in Kenya and The Unbreakable Code, which was about Navajo code talkers in WWII, just to name a few.
 5. In our reading curriculum there are a large number of stories that showcase other cultures such as the story telling of the Native Americans. It shows how they used the stories to describe the world as they saw it. We also can compare some of our cultural learning to pop culture that students are interested in. For example students enjoy the Greek mythology in the Percy Jackson series and this can tie into lessons about Greek mythology and their culture.
 6. All Spanish students went to watch the movie Coco which includes the mexicana traditions of Dia de los Muertos.
 7. We always explore several different languages in our high school choir, such as Latin that we performed for district music contest, and some Spanish and Italian in the classroom. The elementary band method books have songs from many different countries! There is also a multicultural lesson that is included on almost every page of

- the conductor's book that I share with the kids. All of our music terms originate and are pronounced in the Italian language.
8. In the Milestone Reading Series, there were a couple of stories with a child in a wheelchair.
 9. During the transportation unit, we talk specifically about how others transport around the world.
 10. We also discussed different cultures and holidays that they celebrate. (Social Studies)
 11. "Diary of Anne Frank/Holocaust history application and exploration
 12. African American lit (Roll of Thunder Hear My Cry)
 13. Mini-lessons focusing on diversity/inclusion"
 14. In art, we study other time periods and nations art.
 15. In Food Science, we talk about how different parts of the world have different food issues
 16. I try to display, use, and create materials that have a variety of diverse people. I incorporate this into the posters we create, what books are in my library, the learning videos I choose to show, the music I expose the kids to, the holidays that are on the calendar during our morning meeting, etc.
 17. I will take the time to have the students read the multicultural articles in class and then we will have a discussion. Sometimes I have a question or two on the test so students will review the article for the test.
 18. During the holiday season we talked about and explored what some different holidays look like
 19. Our reading curriculum does a great job at introducing different cultures to the students. There are many stories the students read throughout the year that include different races and cultures.
 20. We chose a famous professional athlete you look up to and why you admire that person.
 21. In my 6th grade Social Studies Class, we study World Civilizations. During each of our chapters we study a different culture from around the world. At the end of each chapter, we do a project where the kids get 3 choices:
 - . Make a list of 20 interesting facts about the culture we are talking about.
 - a. Make and share a food item specific to the culture we are studying. and
 - b. Make a game or share an art project from that culture.
 - i. The kids love seeing the differences in the cultures from around the world.
 22. Throughout the duration of both courses, we discuss various topics including types of economies, standard of living, as well as trends within each economy. The topic allow the students to gain understanding about different cultures based on traditions, resources, demographics, and opportunities throughout different areas of the country and globally.



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Sterling NE 68443

For the Purchase of:
HMH Social Studies 2018 5 year CP

Prepared By
Deborah Queen
deborah.queen@hnhco.com

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ISBN	Title	Price	Quantity	Value of all Materials
<u>Kids Discover</u>				
Grade K				
<i>SRP/TRP</i>				
1690859 9781328836717	HMH Kids Discover Social Studies Hybrid Student Resource Package (5yr Print/5yr Digital) Grade K 2018	\$34.15	18	\$614.70
<i>Package includes:</i> <i>Student Edition Bundle 5-Year Print Subscription Grade K</i> <i>Student Edition Bundle Grade K</i> <i>Online Student Edition 5-Year Grade K</i> <i>Downloadable Student Edition PDF Grade K</i>				
1690901 9781328837134	HMH Kids Discover Social Studies Hybrid Teacher Resource Package (Print/5yr Digital) Grade K 2018	\$230.00	1	\$230.00
<i>Package Includes:</i> <i>Teacher Guide Bundle Grade K</i> <i>Online Teacher Digital Management Center 5-Year Grade K</i> <i>Downloadable Teacher Resource Tool PDF Grade K</i>				
Total for Grade K				\$844.70
Total for Kids Discover				\$844.70



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ISBN	Title	Price	Quantity	Value of all Materials
Grade 1				
Classroom Package				
SRP/TRP				
1690860 9781328836724	HMH Kids Discover Social Studies Hybrid Student Resource Package (5yr Print/5yrDigital) Grade 1 2018	\$35.95	9	\$323.55
<i>Package includes:</i>				
<i>Student Edition Bundle 5-Year Print Subscription Grade 1</i>				
<i>Student Edition Bundle Grade 1</i>				
<i>Online Student Edition 5-Year Grade 1</i>				
<i>Downloadable Student Edition PDF Grade 1</i>				
1690902 9781328837141	HMH Kids Discover Social Studies Hybrid Teacher Resource Package (Print/5yr Digital) Grade 1 2018	\$230.00	1	\$230.00
<i>Package Includes:</i>				
<i>Teacher Guide Bundle Grade 1</i>				
<i>Online Teacher Digital Management Center 5-Year Grade 1</i>				
<i>Downloadable Teacher Resource Tool PDF Grade 1</i>				
Total for Classroom Package				\$553.55
Total for Grade 1				\$553.55



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ISBN	Title	Price	Quantity	Value of all Materials
Grade 2				
Classroom Package				
SRP/TRP				
1690861 9781328836731	HMH Kids Discover Social Studies Hybrid Student Resource Package (5yr Print/5yrDigital) Grade 2 2018	\$35.95	11	\$395.45
<i>Package includes:</i> <i>Student Edition Bundle 5-Year Print Subscription Grade 2</i> <i>Student Edition Bundle Grade 2</i> <i>Online Student Edition 5-Year Grade 2</i> <i>Downloadable Student Edition PDF Grade 2</i>				
1690903 9781328837158	HMH Kids Discover Social Studies Hybrid Teacher Resource Package (Print/5yr Digital) Grade 2 2018	\$230.00	1	\$230.00
<i>Package Includes:</i> <i>Teacher Guide Bundle Grade 2</i> <i>Online Teacher Digital Management Center 5-Year Grade 2</i> <i>Downloadable Teacher Resource Tool PDF Grade 2</i>				
Total for Classroom Package				\$625.45
Total for Grade 2				\$625.45



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ISBN	Title	Price	Quantity	Value of all Materials
Grade 3				
Classroom Package				
SRP/TRP				
1690862 9781328836748	HMH Kids Discover Social Studies Hybrid Student Resource Package (5yr Print/5yrDigital) Grade 3 2018	\$38.55	11	\$424.05
<i>Package includes:</i>				
<i>Student Edition Bundle 5-Year Print Subscription Grade 3</i>				
<i>Student Edition Bundle Grade 3</i>				
<i>Online Student Edition 5-Year Grade 3</i>				
<i>Downloadable Student Edition PDF Grade 3</i>				
1690904 9781328837165	HMH Kids Discover Social Studies Premium/Hybrid Teacher Resource Package (Print/5yr Digital) Grade 3 2018	\$230.00	1	\$230.00
<i>Package includes:</i>				
<i>Teacher Guide Bundle Grade 3</i>				
<i>Online Teacher Digital Management Center 5-Year Grade 3</i>				
<i>Downloadable Teacher Resource Tool PDF Grade 3</i>				
Total for Classroom Package				\$654.05
Total for Grade 3				\$654.05



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ISBN	Title	Price	Quantity	Value of all Materials
Grade 4				
Classroom Package				
SRP/TRP				
1690863 9781328836755	HMH Kids Discover Social Studies Hybrid Student Resource Package (5yr Print/5yrDigital) Grade 4 2018	\$38.55	11	\$424.05
<i>Package includes:</i>				
<i>Student Edition Bundle 5-Year Print Subscription Grade 4</i>				
<i>Student Edition Bundle Grade 4</i>				
<i>Online Student Edition 5-Year Grade 4</i>				
<i>Downloadable Student Edition PDF Grade 4</i>				
1690905 9781328837172	HMH Kids Discover Social Studies Premium/Hybrid Teacher Resource Package (Print/5yr Digital) Grade 4 2018	\$230.00	1	\$230.00
<i>Package includes:</i>				
<i>Teacher Guide Bundle Grade 4</i>				
<i>Online Teacher Digital Management Center 5-Year Grade 4</i>				
<i>Downloadable Teacher Resource Tool PDF Grade 4</i>				
Total for Classroom Package				\$654.05
Total for Grade 4				\$654.05



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ISBN	Title	Price	Quantity	Value of all Materials
Grade 5				
Classroom Package				
SRP/TRP				
1690864 9781328836762	HMH Kids Discover Social Studies Hybrid Student Resource Package (5yr Print/5yrDigital) Grade 5 2018	\$46.75	11	\$514.25
<i>Package includes:</i> <i>Student Edition Bundle 5-Year Print Subscription Grade 5</i> <i>Student Edition Bundle Grade 5</i> <i>Online Student Edition 5-Year Grade 5</i> <i>Downloadable Student Edition PDF Grade 5</i>				
1690906 9781328837189	HMH Kids Discover Social Studies Premium/Hybrid Teacher Resource Package (Print/5yr Digital) Grade 5 2018	\$240.00	1	\$240.00
<i>Package includes:</i> <i>Teacher Guide Bundle Grade 5</i> <i>Online Teacher Digital Management Center 5-Year Grade 5</i> <i>Downloadable Teacher Resource Tool PDF Grade 5</i>				
Total for Classroom Package				\$754.25
Total for Grade 5				\$754.25



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ISBN	Title	Price	Quantity	Value of all Materials
Grade 6				
Classroom Package				
SRP/TRP				
1690865 9781328836779	HMH Kids Discover Social Studies Hybrid Student Resource Package (5yr Print/5yrDigital) Grade 6 2018	\$49.35	14	\$690.90
<i>Package includes:</i>				
<i>Student Edition Bundle 5-Year Print Subscription Grade 6</i>				
<i>Student Edition Bundle Grade 6</i>				
<i>Online Student Edition 5-Year Grade 6</i>				
<i>Downloadable Student Edition PDF Grade 6</i>				
1690907 9781328837196	HMH Kids Discover Social Studies Premium/Hybrid Teacher Resource Package (Print/5yr Digital) Grade 6 2018	\$240.00	1	\$240.00
<i>Package includes:</i>				
<i>Teacher Guide Bundle Grade 6</i>				
<i>Online Teacher Digital Management Center 5-Year Grade 6</i>				
<i>Downloadable Teacher Resource Tool PDF Grade 6</i>				
Total for Classroom Package				\$930.90
Total for Grade 6				\$930.90



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ISBN	Title	Price	Quantity	Value of all Materials
Middle School				
US History Beginnings to 1877				
1671127 9781328698544	HMH Social Studies: United States History: Beginnings to 1877 Hybrid Student Resource Package (5yr Print/5yr Digital) Gr 6-8	\$91.25	20	\$1,825.00
<i>Package includes:</i> Student Edition Online Student Edition 5-Year Student Edition eTextbook ePub3, 5-Year Downloadable Student Edition PDF Grades 6-8 Guided Reading Workbook 5-Year Print Subscription				
1671144 9781328698711	HMH Social Studies: United States History: Beginnings to 1877 Teacher Resource Package (Print/5yr Digital) Gr 6-8	\$371.00	1	\$371.00
<i>Package includes:</i> Student Edition Teacher Guide Bundle Grades 6-8 Online Teacher Digital Management Center 5-Year Downloadable Teacher Resource Tool PDF Grades 6-8 Spanish/English Guided Reading Workbook Guided Reading Workbook Answer Key				
World Geography				
1719280 9781328508041	2019 World Geography Hybrid Student Resource Package 5 Year Print/5 Year Digital Grade 6-8	\$92.35	20	\$1,847.00
<i>Package Includes:</i> Student Edition Online Student Edition 5-Year Downloadable Student Edition PDF Guided Reading Workbook Print-Subscription 5-Year				
1719272 9781328507785	2019 World Geography Teacher Resource Package with 5 Year Digital Grade 6-8	\$377.00	1	\$377.00
<i>Package Includes:</i> Student Edition Online Teacher Digital Management Center 5-Year Downloadable Teacher Resource Tool PDF Teacher Guide Bundle Guided Reading Workbook Answer Key Spanish/English Guided Reading Workbook				
Civil War to the Present				
1671900 9781328701664	HMH Social Studies: United States History: Civil War to the Present Hybrid Student Resource Package (5yr Print/5yr Digital) Grades 6-8 2018	\$91.25	20	\$1,825.00
<i>Package includes:</i> Student Edition Online Student Edition 5-Year Student Edition eTextbook ePub3, 5-Year Downloadable Student Edition PDF Grades 6-8 Guided Reading Workbook 5-Year Print Subscription				



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ISBN	Title	Price	Quantity	Value of all Materials
<u>Middle School</u>				
1671917 9781328701831	HMH Social Studies: United States History: Civil War to the Present Teacher Resource Package (Print/5yr Digital) Grades 6-8	\$371.00	1	\$371.00
<i>Package includes:</i> <i>Student Edition</i> <i>Teacher Guide Bundle Grades 6-8</i> <i>Online Teacher Digital Management Center 5-Year</i> <i>Downloadable Teacher Resource Tool PDF Grades 6-8</i> <i>Spanish/English Guided Reading Workbook</i> <i>Guided Reading Workbook Answer Key</i>				
Total for -				\$6,616.00
<u>Total for Middle School</u>				\$6,616.00



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High School				
Classroom Package				
World History				
1671952 9781328706102	HMH Social Studies: World History Hybrid Student Resource Package 1 Year Print/5 Year Digital	\$98.00	20	\$1,960.00
<i>Package includes:</i>				
<i>Student Edition</i>				
<i>Online Student Access (5-Year)</i>				
<i>Student Edition eTextbook ePub (5-Year)</i>				
<i>Downloadable Student Edition</i>				
<i>Guided Reading Student Workbook Print Subscription (5-Year)</i>				
1671944 9781328706027	HMH Social Studies: World History Premium/Hybrid Teacher Resource Package Print/5 Year Digital	\$311.00	1	\$311.00
<i>Package includes:</i>				
<i>Student Edition</i>				
<i>Spanish/English Guided Reading Student Workbook</i>				
<i>Guided Reading Student Workbook</i>				
<i>Teacher Guide Bundle</i>				
<i>Teacher Digital Management Center (5-Year)</i>				
<i>Downloadable Teacher Resource Tool</i>				
<i>Guided Reading Workbook Answer Key</i>				
Total for Classroom Package				\$2,271.00
Total for High School				\$2,271.00



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ISBN	Title	Price	Quantity	Value of all Materials
High School				
American History: Reconstruction to the Present				
1671844 9781328700629	HMH Social Studies: American History: Reconstruction to the Present Hybrid Student Resource Package 1 Year Print/5 Year Digital	\$97.15	1	\$97.15
<i>Package includes:</i> Student Edition Online Student Access (5-Year) Student Edition eTextbook ePub (5-Year) Downloadable Student Edition Guided Reading Student Workbook Print Subscription (5-Year)				
1671836 9781328700506	HMH Social Studies: American History: Reconstruction to the Present Premium/Hybrid Teacher Resource Package 5 Year Digital	\$307.00	1	\$307.00
<i>Package includes:</i> Student Edition Spanish/English Guided Reading Student Workbook Guided Reading Student Workbook Teacher Guide Bundle Teacher Digital Management Center (5-Year) Downloadable Teacher Resource Tool Guided Reading Workbook Answer Key				
US Government				
1672113 9781328704801	HMH Social Studies: United States Government Hybrid Student Resource Package 1 Year Print/5 Year Digital	\$83.85	20	\$1,677.00
<i>Package Includes</i> Student Edition Online Student Access (5-Year) Student Edition eTextbook ePub (5-Year) Downloadable Student Edition Interactive Reader & Study Guide Print Subscription (5-Year)				
1672105 9781328704726	HMH Social Studies: United States Government Premium/Hybrid Teacher Resource Package Print/5 Year Digital	\$239.00	1	\$239.00
<i>Package Includes:</i> Interactive Reader & Study Guide Teacher Edition Teacher Digital Management Center (5-Year) Downloadable Teacher Resource Tool Interactive Reader & Study Guide Answer Key				
Total for American History: Reconstruction to the Present				\$2,320.15
Total for High School				\$2,320.15



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<u>Economics</u>				
Classroom Package				
<u>Economics</u>				
1672058 9781328704252	HMH Social Studies Economics Hybrid Student Resource Package 5 Year Print/5 Year Digital	\$93.30	20	\$1,866.00
<i>Package Includes:</i>				
<i>Student Edition</i>				
<i>Online Student Access (5-Year)</i>				
<i>Student Edition eTextbook ePub (5-Year)</i>				
<i>Downloadable Student Edition</i>				
<i>HMH Social Studies Economics Reading Study Guide</i>				
1672050 9781328704177	HMH Social Studies Economics Premium/Hybrid Teacher Resource Package 1 Year Print/5 Year Digital	\$286.00	1	\$286.00
<i>Package Includes:</i>				
<i>Reading Study Guide</i>				
<i>Teacher Edition</i>				
<i>Teacher Digital Management Center (5-Year)</i>				
<i>Downloadable Teacher Resource Tool</i>				
<i>Reading Study Guide Answer Key</i>				
Total for Classroom Package				\$2,152.00
Total for Economics				\$2,152.00



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ISBN	Title	Price	Quantity	Value of all Materials
High School				
Classroom Package				
Psychology				
1672414 9781328705389	HMH Social Studies: Psychology Hybrid Student Resource Package 1 Year Print/5 Year Digital	\$88.80	10	\$888.00
<i>Package Includes:</i> Student Edition Online Student Access (5-Year) Student Edition eTextbook ePub (5-Year) Downloadable Student Edition Reading Activity Workbook Print Subscription (5-Year)				
1672406 9781328705303	HMH Social Studies: Psychology Premium/Hybrid Teacher Resource Package Print/5 Year Digital	\$242.00	1	\$242.00
<i>Package Includes:</i> Reading Activity Student Workbook Teacher Edition Teacher Digital Management Center (5-Year) Downloadable Teacher Resource Tool Reading Activity Workbook Answer Key				
Total for Classroom Package				\$1,130.00
Total for High School				\$1,130.00



Houghton Mifflin Harcourt

Attention:
 Scott Harrington
 sharrington@sterlingpublicschools.com

Customer Experience
 9205 South Park Center Loop
 Orlando, FL 32819
 FAX: 800-269-5232
 k12orders@hmhco.com

HMH Confidential and Proprietary

Proposal for
Sterling Pub Sch Dist 33
HMH Social Studies 2018 5 year CP

ISBN	Title	Price	Quantity	Value of all Materials
Sociology				
Classroom Package				
Sociology				
1672277 9781328711243	HMH Social Studies: Sociology Hybrid Student Resource Package 1 Year Print/5 Year Digital	\$88.80	10	\$888.00
<i>Package Includes:</i>				
<i>Student Edition</i>				
<i>Online Student Access (5-Year)</i>				
<i>Student Edition eTextbook ePub (5-Year)</i>				
<i>Downloadable Student Edition</i>				
<i>Reading Activity Student Workbook Print Subscription (5-Year)</i>				
1672269 9781328711168	HMH Social Studies: Sociology Premium/Hybrid Teacher Resource Package Print/5 Year Digital	\$242.00	1	\$242.00
<i>Package Includes:</i>				
<i>Reading Activity Student Workbook</i>				
<i>Teacher Edition</i>				
<i>Teacher Digital Management Center (5-Year)</i>				
<i>Downloadable Teacher Resource Tool</i>				
<i>Teacher Management System Answer Key</i>				
Total for Classroom Package				\$1,130.00
Total for Sociology				\$1,130.00



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 Orlando, FL 32819
 FAX: 800-269-5232
 k12orders@hmhco.com

**Sterling Pub Sch Dist 33
HMH Social Studies 2018 5 year CP**

ISBN	Title	Price	Quantity	Value of all Materials
Professional Development				
1693399 9781328851277	Social Studies askHMH Individual 1 Year High School	\$199.00	1	\$199.00
Total for Professional Development				\$199.00

Proposal Summary

Subtotal Purchase Amount:	\$20,835.10
Shipping & Handling (10.50%):	\$2,166.79
Total Cost of Proposal (PO Amount):	\$23,001.89



Houghton Mifflin Harcourt

Attention:
Scott Harrington
sharrington@sterlingpublicschools.com

Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmc.com

HMH Confidential and Proprietary

Proposal Date: 4/10/2018

Proposal for

Expiration Date:7/11/2018

Sterling Pub Sch Dist 33

HMH Social Studies 2018 5 year CP

Total Cost of Proposal (PO Amount): \$ 23,001.89

This is a proposal only.

This proposal is subject to HMH's Standard Terms and Conditions ("Ts & Cs") below:

<http://www.hmhco.com/common/terms-conditions>

Ts & Cs are also found on HMH invoices.

HMH reserves the right to modify its Ts & Cs from time to time and agrees to notify you prior to such modifications becoming effective.

Unless otherwise agreed in writing, orders for Professional Services shall expire upon the earlier of (i) expiration of customer's funding or (ii) 24 months from receipt of the order.

Date of Proposal: 4/10/2018

Proposal Expiration Date:7/11/2018



Houghton Mifflin Harcourt



Houghton Mifflin Harcourt

Attention:
Scott Harrington
sharrington@sterlingpublicschools.com

HMH Confidential and Proprietary

Customer Experience
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhco.com

BRYANT AIR CONDITIONING & HEATING CO.

5401 Cornhusker Hwy

Lincoln, Nebraska 68504

Phone (402) 467-1111

ATTN:

PROPOSAL SUBMITTED TO Sterling Public Schools	PHONE	DATE 6-7-2018
STREET	JOB NAME Tankless water heaters	
CITY, STATE, AND ZIP CODE	JOB LOCATION 250 Main Street Sterling NE	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

Plumbing Proposal

Elementary school

We will provide and install 7 tankless ATI 540H A.O. Smith water heaters, 5 for the showers and other fixtures and 2 for the kitchen to deliver 160* water, we include removal of existing water heater and moving over softener to make room for new heaters, gas piping, flue piping, re-insulate new water piping, pricing includes all labor, materials and permits

Total.....\$ 24,500.00

High School

We will provide and install 2 tankless ATI 540H A.O. Smith water heaters, we include removal of existing water heater, gas piping, flue piping will need to be re-run out the roof as the wrong PVC was used in original install we will need to cut access into the chase to do so, re-insulate new water piping, pricing includes all labor, materials and permits

Total.....\$ 7,575.00

Not included drywall repair or painting, roofing if needed, electrical or taxes

-Warranty 5yr heat exchanger, 5yr on all other parts

-Note each replacement in the future would be approx... \$2,200 pending current pricing includes labor and materials

Note: if paying with credit card add 3% to total bill

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars (\$) _____).

Payment to be made as follows:

LATE CHARGE NOTICE: Accounts not paid within 30 days from billing date are subject to a SERVICE CHARGE of 1 1/3% per month which is an ANNUAL PERCENTAGE RATE OF 16% on balances after subtracting payments.

All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature Derek Turner

Note: this proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of acceptance: _____

Upon acceptance of this proposal you are entering into a transaction which could result in a lien on your property if the contract amount is not paid when due.





I ❤️
PLAY!

Tom-Tom

Drums

QUOTATION



Creative Sites, LLC
11506 Pierce Street
Omaha, Ne 68144
402-614-4606

DATE: June 18, 2018

Customer: Sterling Public Schools
Attn: Dottie Heusman
250 Main Street
Sterling, NE 68443

Project: Playground Improvements Early Childhood

BCI Burke:

3D-2758

\$ 8,800.00

Freight

\$ 1,200.00

Installation

\$ 6,850.00

****See below for what installation includes**

Area 28x30

Excavate Area

Install Structure

Drain Pit

Fabric

Provide & Install EWF

Restoration/Seeding

Total

\$16,850.00

****Delivery is 6-8 weeks ARO.**

****Terms are net 30.**

****Sales tax is not included.**

Julie Kutilek
Creative Sites, LLC

Accepted by



Tot's Choice

Model#: 718-S186

Categories: [Playground Equipment](#), [Tot's Choice](#)



[CONTACT YOUR REP](#)





13680 South 220th St · Gretna, NE 68028
Office Phone: (402) 332-4537 Fax: (402) 332-2881
Mobile Phone: Bodie (402) 670-8506
Email: bodiedostal@hotmail.com

To:
From: Bodie Dostal
Date: 6/18/2018
Re: Sterling Public Schools - Miracle Structure

BID PROPOSAL

Area 31x34

Excavate Area	\$950.00
Install Structure	\$2,950.00
Drain Pit	\$750.00
Fabric	\$350.00
Provide & Install EWF	\$1,950.00
Restoration/Seeding	\$400.00
Purchase a Miracle Structure #718-5186	\$15,000.00

Total Bid Proposal \$22,350.00



QUOTATION



Creative Sites, LLC
11506 Pierce Street
Omaha, Ne 68144
402-614-4606

DATE: June 18, 2018

Customer: Sterling Public Schools
Attn: Dottie Heusman
250 Main Street
Sterling, NE 68443

Project: Playground Improvements Early Childhood

BCI Burke:

NU-2750

\$ 9,500.00

Freight

\$ 1,200.00

Installation

\$ 6,850.00

****See below for what installation includes**

Area 28x30

Excavate Area

Install Structure

Drain Pit

Fabric

Provide & Install EWF

Restoration/Seeding

Total \$17,550.00

****Delivery is 6-8 weeks ARO.**

****Terms are net 30.**

****Sales tax is not included.**

Julie Kutilek
Creative Sites, LLC

Accepted by

QUOTATION



Creative Sites, LLC
11506 Pierce Street
Omaha, Ne 68144
402-614-4606

DATE: June 18, 2018

Customer: Sterling Public Schools
Attn: Dottie Heusman
250 Main Street
Sterling, NE 68443

Project: Playground Improvements Early Childhood

BCI Burke:

3D-2659

\$ 9,700.00

Freight

\$ 1,200.00

Installation

\$ 6,850.00

****See below for what installation includes**

Area 28x30

Excavate Area

Install Structure

Drain Pit

Fabric

Provide & Install EWF

Restoration/Seeding

Total \$17,750.00

****Delivery is 6-8 weeks ARO.**

****Terms are net 30.**

****Sales tax is not included.**

Julie Kutilek
Creative Sites, LLC

Accepted by

	PT	OT
WHEN DIRECTLY WORKING WITH KIDS		
Is billing done by (mark X next to the appropriate response)		
Hourly rate	X	X
Per student		
Per visit		
What is the dollar amount for the billing as indicated?	\$65.00	\$65.00
WHEN DRIVING TO THE SCHOOL		
Is mileage charged?	Yes	Yes
If mileage is charged, what is the dollar rate per mile?	.545/mile	.545/mile
Is travel time charged?	Yes	Yes
If travel time is charged is it by the hour or by the trip?	Hour	Hour
What is the estimated travel time charged per school visit?	\$24.38 one-way	\$24.38 one-way
IEP MEETINGS		
Is the school charged for attendance at IEP meetings?	Yes	Yes
If so is the charge by:		
Hourly?	\$65.00	\$65.00
Set meeting rate amount?	N/A	N/A
Is the school charged per person attending the IEP meeting?	No	No
Is the school charged if the parent doesn't show up and a meeting has to be rescheduled?	Yes, for our time invested, however no charge	
	if rescheduled ahead of time.	
IEP WRITING		

Is there a fee for IEP Report Writing Time?		Yes		Yes
What would that amount be?		\$65.00/hour		\$65.00/hour
HOME VISITS				
If Home Visits are part of the IEP:				
Would you charge per hourly rate or per visit?		Hourly Rate		Hourly Rate
What would that amount be?		\$65.00		\$65.00
What would the mileage amount be?		\$0.545/mile		\$0.545/mile
<p>STAFF INFORMATION: Please share information about the qualifications of your current staff that could possibly be providing services at SPS. Items to include: University attended, current years in position, previous work with schools, and other pertinent information you think would be relevant for us to know. Please refer to other attachments for Lisa Wenzl OTR/L and Susan Borchert PT qualifications.</p>				
<p>OTHER PERTINENT INFORMATION THAT YOU WANT TO SHARE IN REGARDS TO THIS PROPOSAL: Johnson County Hospital Rehabilitation Services would be honored to bring evidence - based occupational and physical therapy services to Sterling Public Schools. We would work closely with students, families and teachers to maximize the student's full potential. We follow the NDE guide to practice very closely. It can be viewed on this website: https://www.education.ne.gov/wp-content/uploads/2017/07/OT_PT_Svcs_5-22-14.pdf</p>				

	PT	OT
WHEN DIRECTLY WORKING WITH KIDS		
Is billing done by (mark X next to the appropriate response)		
Hourly rate	X	X
Per student		
Per visit		
What is the dollar amount for the billing as indicated?	\$64.00/hour	\$64.00/hour
WHEN DRIVING TO THE SCHOOL		
Is mileage charged?	Yes	Yes
If mileage is charged, what is the dollar rate per mile?	\$0.545/mile	\$0.545/mile
Is travel time charged?	Yes	Yes
If travel time is charged is it by the hour or by the trip?	Hour	Hour
What is the estimated travel time charged per school visit?	\$0.50/hour	\$0.50/hour
IEP MEETINGS		
Is the school charged for attendance at IEP meetings?	Yes	Yes
If so is the charge by:		
Hourly?	Hourly	Hourly
Set meeting rate amount?	\$64.00/hour	\$64.00/hour
Is the school charged per person attending the IEP meeting?	one therapist	one therapist
Is the school charged if the parent doesn't show up and a meeting has to be rescheduled?	travel time unless notified prior to visit	travel time unless notified prior to visit
IEP WRITING		
Is there a fee for IEP Report Writing Time?	Yes	Yes
What would that amount be?	Hourly Rate	Hourly Rate
	We try to do this during the routine visit with no additional charge	
HOME VISITS		
If Home Visits are part of the IEP:		
Would you charge per hourly rate or per visit?	Hourly	Hourly
What would that amount be?	\$64.00/hour	\$64.00/hour
What would the mileage amount be?	\$0.545/mile	\$0.545/mile
STAFF INFORMATION: Please share information about the qualifications of your current staff that could possibly be providing services at SPS. Items to include: University attended, current years in position, previous work with schools, and other pertinent information you think would be relevant for us to know.		

David Nachtigal, Physical Therapist, Respiratory Care Practitioner, BS Secondary Education, Paramedic - MICT, K- State University, Wichita State University, Kansas University, practicing 43 years, schools approximately 35 years, specialty pediatrics

Rachel Jackson, Physical Therapist, Midland Lutheran College, Doctorate from University of Nebraska Medical Center, practicing 13 years, schools approximately 12 years

Laurie Nachtigal, Physical Therapist Assistant, Highland Community College, Missouri Western University, practicing 19 years, schools approximately 19 years

Cas Prather, Physical Therapist Assistant, Clarkson College, Midland University, practicing 19 years, schools approximately 5 years

Kristen Anderson, Occupational Therapist, University of Nebraska Lincoln (minor in child, youth, and family studies), Doctorate from Creighton University (student researcher - Outcomes of Tactile-Kinesthetic Stimulation on Premature Infants: A Comparison of Frequency Study), practicing 1 year, schools 1 year - additional pediatric field work in Norman, Oklahoma. Interactive Metronome Certification for Adults and Pediatrics

OTHER PERTINENT INFORMATION THAT YOU WANT TO SHARE IN REGARDS TO THIS PROPOSAL

We have been working with Sterling Public Schools for many years. Our practice also provides the services in Auburn, HTRS, Falls City, Pawnee City, Lewiston, and Johnson Brock. We attend annual continuing education through ESU4. Our charges for services are always the state approved rate through the Nebraska Department of Education. We only charge for kids as directed by their IEP. If a child is not present, we do not charge for that visit. If requested, physical therapy screens are carried out with no additional charge while we are in the facility for regular visits. Travel Time: We make it a point to group school districts and children to share travel time and mileage. We use the closest available therapist for routine care to save travel and mileage.

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters

involving discrimination or harassment shall be promptly and thoroughly investigated.

- d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Adopted on: 10-15-14

Revised on: 6-18-18

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 \$50.00.

Adopted on: 6-15-15

Revised on: 6-18-18

Reviewed on: _____

2013 Violation of Board Ethics

The board of education is responsible for enforcing the code of ethics of its members. If any member of the board commits a serious or repeated violation of the code, the board may take any of the following steps:

1. The board president may confer with the board member who has violated the code of ethics in order to:
 - a. Identify the provision of the code that the member has violated;
 - b. Propose how the member can remedy the violation;
 - c. If the board member who violated the code is the board president, the vice president is empowered to confer with the president about the violation.
2. The board may discuss the violation as an agenda item at a meeting to confront the offending board member. However, the board will not enter closed session to hold the discussion of the ethics violation unless the Open Meetings Act authorizes a closed session.
3. The board may vote to publicly censure any board member who commits a serious or repeated violation of the code. The board will pass a censure motion to inform the community that an individual member of the board is not fulfilling the responsibilities for which he or she was elected.

Adopted on: 6-18-18

Revised on:

Reviewed on:

3048

Communicable Disease

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases.

Communicable Diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

School Attendance and Participation in School Sponsored Activities. A student who has been diagnosed with a communicable disease shall be provided with educational services in accordance with state law and board policy. Generally, individuals with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, to protect their health and rights of privacy, and to protect the health and safety of others. The decision regarding a student's education program and placement shall be made on an individual basis in light of current medical and educational information and recommendations. These will be determined by the superintendent, the student's Section 504 or Individualized Education Program (IEP) team, or the district's Crisis Team. In addition, participation in Nebraska School Athletic Association (NSAA) events will be subject to its rules and procedures, if any.

Infection and Exposure Control Procedures/Universal Precautions. The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plan will be modified, if appropriate, based upon the best new medical information provided by the above sources.

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

Confidentiality. The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition

(due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Reporting. School staff who learn that an individual has a communicable disease will report it to the proper authority as required by Title 173 Nebraska Administrative Code Chapter 1

Adopted on: 1-20-14

Revised on: 6-18-18

Reviewed on: _____

5017 Routine Directory Information

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information does not include a student's social security number.

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will

be given to opportunity to prevent the release of this directory information by filing a written objection with the district.

Adopted on: 10-15-14

Revised on: 6-18-18

Reviewed on: _____

5054 Student Bullying

Definition of Bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators are authorized to use both of these definitions to determine whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district’s antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider

whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: 10-13-09

Revised on: 6-18-18

Reviewed on: _____

STUDENTS

Policy No. 5418

Students

Homeless Students

General Policy Statement:

Sterling Public Schools shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

Definitions:

“School of Origin shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes;

(i) Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in an emergency or transitional shelters; or are abandoned in hospitals;

(ii) Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

(iii) Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) Migratory children who qualify as homeless because they are living in circumstances described in (i-iii).

“Unaccompanied youth” shall mean a homeless child or youth not in custody of a parent or guardian.

School Stability:

A. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including; the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

B. Enrollment: Once the placement is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.

C. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provide to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

Records:

Any record ordinarily kept by the school, including immunization or medical records, academic records birth certificates, guardianship records and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

A. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school district.

B. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and

C. In a manner consistent with the Federal Education Rights and Privacy Act.

Services:

Sterling Public Schools Homeless Liaison is the Superintendent of Schools. The Local Educational Liaison (LEL) responsibilities shall include, but are not limited to:

A. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

B. Receive appropriate time and training in order to carry out the duties required by law and this policy;

C. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;

- D. Ensure that homeless children and youths;
 - i. Are enrolled in school which includes attending classes and participating fully in school activities.
 - ii. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - iii. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - iv. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.

E. Ensure that public notice of the educational rights, and available transportation services, of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths, and unaccompanied homeless youths, including schools, shelters, public libraries and soup kitchens, in a manner and form that is easily understandable.

Dispute Resolution:

A. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.

B. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The District shall immediately provide the child's parent or guardian, or in the case of an unaccompanied, youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information. The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

C. Appeals: Any parent, guardian or other person having legal or actual chard of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within 30 calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Date of Revision & Adoption: June 18, 2018

StudentsDispute Resolution Process Homeless Students

The LEA liaison will assist unaccompanied homeless youth, parent, or guardian in carrying out the dispute resolution process.

Process:

The process to resolve disputes concerning the enrollment or placement of a child or youth experiencing homelessness is as follows:

a. The District will provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought. In the case of an unaccompanied youth, the District liaison will ensure that the homeless youth is enrolled immediately in the school in which enrollment is sought pending resolution of the dispute and provides notice to such youth of the right to appeal.

b. The District will ensure the immediate enrollment of the homeless child or youth in the school in which enrollment is sought pending resolution of the dispute.

c. The District's written response will include a notice of the right to appeal.

Refer to NDE, Rule 19, Section 005.03.

https://www.education.ne.gov/legal/webrulespdf/CLEAN19_2016.pdf

Right to Appeal:

a. Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth or an unaccompanied youth that is dissatisfied with the decision of the District after the dispute resolution process may file a written appeal with the Nebraska Commissioner of Education within thirty (30) calendar days of receipt of the decision. Refer to NDE, Rule 19, Section 005.03 for further details.

https://www.education.ne.gov/legal/webrulespdf/CLEAN19_2016.pdf

b. A party may appeal the decision of the Commissioner or designee by filing a Petition with the State Board of Education within thirty (30) calendar days of the receipt of the decision. Refer to NDE, Rule 19, Section 005.03C for further details.

6027 Field Trips

The board encourages instructional staff to incorporate field trips into the curriculum. These trips should normally be conducted during the school day.

1. General Conditions

All trips must be pre-approved by the teacher's building principal. Out-of-state and overnight trips require pre-approval by the board. The superintendent and principals will develop guidelines for approval of trips and communicate those guidelines to teaching staff.

2. Parental Permission

Each student must submit a signed parental permission slip prior to being allowed to attend a field trip. A new permission slip must be submitted for each trip. Caregivers, as that term is defined in the Nebraska Strengthening Families Act, shall be permitted to sign parental permission slips.

3. Supervision

Sponsoring teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. Whether paid staff or volunteers, chaperones are prohibited from drinking alcoholic beverages of any kind at any time during any field trip. All chaperones must be at least 21 years of age. Any chaperone who drives students must possess a valid driver's license. Chaperones who drive students in private vehicles must possess adequate insurance coverage. Chaperones do not have any property right in or to a chaperone assignment. The school district may deny or terminate a chaperone assignment for any reason that is not unconstitutional or unlawful. The superintendent's decision shall be final.

4. Student Conduct

Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

Adopted on: 7-14-14

Revised on: 6-18-18

Reviewed on: _____

6330 Copyright Compliance

Restrictions on Use and Permission. Copyrighted works such as print, audio, video, software, applications, and other documents or media ("works") may be reproduced or used for educational purposes only when the use of the reproduction is a fair use in compliance with state and federal copyright law or when the written permission or license for such use has been obtained from the copyright holder. A staff member who wishes to use any non-original work must obtain the prior written permission of the building principal. Unless the district has obtained a license for use of a work for its intended educational purpose, no principal shall grant permission for a requested use of a copyrighted work unless the principal has reasonable grounds to believe that it is a fair use under applicable copyright law. Only works requested to be used in the course and scope of employment with the district will be permitted.

Distribution of Copyright Compliance Materials. The district will make information available to staff and students which describes and promotes compliance with copyright laws.

Course Materials Subject to Copyright Protection. The purpose of this provision is to provide notice to all staff, students, and parents that course materials may be subject to copyright protection. No class materials may be used or copied for use outside of the class session or sessions in which the materials are used for educational purposes unless authorized or required by law. No student or staff member may take audio or video recording of any class in which copyrighted materials are used unless authorized or required by law or an applicable educational plan provided under state and federal disability laws. Any such recordings will be kept only long as required to fulfill the purpose of the recording, such as for evaluative purposes, or the applicable retention period required by law.

Copies for Individuals with Disabilities. This policy does not restrict district staff members from reproducing or distributing copies of copyrighted works in a specialized format for use by individuals with disabilities to gain access to the work.

Removal of Unauthorized Copyrighted Works. Upon obtaining knowledge or awareness of an unauthorized use of copyrighted works, the district will take reasonable steps to remove, deny access to, and

stop use of any unauthorized copyrighted work stored in the district's paper or digital files or programs. This includes but is not limited to administrators accessing staff files and equipment for the purpose of physically removing curricular materials or directing staff members to cease using the materials immediately when there has been no license granted or fair use determination made. The superintendent or superintendent's designee may limit or deny access to district materials and programs to students or staff members who engage in violations of this policy or copyright law. The district may require the student or staff member to obtain training on copyright protections and limitations in order to regain access to any such materials or programs.

Violations by Students and Staff. Any staff member who violates this policy will face disciplinary action up to and including the cancellation, nonrenewal, or termination of the employee's employment. Any student who violates this policy may face disciplinary action up to and including expulsion. Individuals who subject the school district to financial penalty for copyright violations may be required to reimburse the district for its costs for such violation.

Adopted on: 8-18-14

Revised on: 6-18-18

Reviewed on: _____

CLASSIFIED STAFF
RANGES

POSITION	RANGE
District Bookkeeper	\$16.00 - \$25.00
District Secretary	\$10.50 - \$16.00
Head Cook	\$12.50 - \$17.00
Cook	\$10.50 - \$15.00
Maintenance	\$13.00 - \$18.00
Outside Maintenance	\$11.00 - \$15.00
Custodian	\$13.00 - \$16.00
Para-Professional	\$10.50 - \$15.00

Bus Driver/Activity Driver	Set amount
Regular Route	\$37.00 per route
Special Education Van	
Route	\$14.00 per hour
Activity Route	\$12.75 per hour
Maintenance & Cleaning	\$11.00 per hour

Substitutes	\$110.00 per day
Same Position 1-9 days	\$110.00 per day
Same Position 10-19 days	\$120.00 per day
Same Position 20 days +	\$135.00 per day
In-House Sub	\$120 - \$140

Reviewed by the BOE June 18, 2018

Section 3 b i. Choose option 1 or 2.

**2002
Organization of the Board**

1. Membership, Term and Election

- a. The Board of Education shall be comprised of six members who will be elected at large.
- b. Those who wish to serve on the board shall file, be elected, and serve terms of office on the board according to law.
- c. The terms of office for board members shall be four (4) years and will begin in January following the November election.

2. Internal Organization and Officers

a. President

- i. At the regular January meeting, the board shall elect from among its members a president who shall serve in that capacity for one year.
- ii. The president shall preside at all board meetings, and shall perform such other duties as may be prescribed by law or by action of the board.

b. Vice President

- i. At the regular January meeting, the board shall elect from among its members a vice president who shall serve in that capacity for one year.
- ii. The vice president shall preside in the absence of the president, and shall perform such other duties as are assigned by the board.

c. Secretary

- i. At the regular January meeting, the board shall elect a secretary who need not be a member of the board. The secretary shall serve in that capacity for one year. If the secretary is a member of the board, an assistant secretary

may be named and his or her duties and compensation set by the board.

- ii. The secretary shall see that an accurate record of the proceedings of the board is kept, that a copy of the proceedings is provided to each board member and to the superintendent, and that a concise summary of each month's meeting is published along with a list of all approved claims. The secretary shall perform such other duties as are prescribed by law and assigned by the board.

d. Treasurer

- i. A treasurer from the board will be designated on a year-to-year basis.
- ii. The treasurer will sign checks and certain other documents. The treasurer is the custodian of the monies of the district.
- iii. The treasurer shall give bond or equivalent insurance coverage payable to the district as prescribed by law with the cost of the bond being paid by the district.
- iv. The treasurer shall issue no warrant of payment of claim against the district until such claim has been duly authorized by the board and has been duly countersigned by the president.
- v. The vice president or secretary may sign any warrant in the absence of either the president or the treasurer.

3. Board Officer Voting and Tie Breakers

- a. The vote to elect board officers will be taken verbally or by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.
- b. In the event any officer cannot be elected by a majority after 10 votes; no votes occur after ten motions fail for lack of a "second,"; or no member volunteers to serve as an officer for a particular position, the tie will be broken by the applicable method:

i. [Option 1]: If the board is split between two members, they will each serve as the officer for six months of the year. The initial six-month term will be determined by coin flip.

[Option 2]: If the board is split between two members, the officer will be determined by coin flip. The winning member will be the officer for the upcoming year unless the position changes by action of the board.

ii. If the board is split between more than two members who wish to serve as the officer, any member wanting to serve as the officer will put his or her name into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

iii. If no member is willing to serve as an officer for a position which is required to be a member of the board, all non-officers' names will be put into a drawing. The name drawn out will be the officer for the upcoming year unless the position changes by action of the board.

4. Committees

a. The board shall authorize such special committees as it deems necessary. The board president shall appoint members to the committee, and designate its function, tasks it is to perform, and a completion date for its work.

b. On or before the beginning of each school year, the board shall appoint three members to form a Committee on Americanism. The committee's duties shall be those prescribed by Nebraska statutes.

5. Vacancies

a. A vacancy on the board of education shall exist when any one of the following occurs:

i. A member submits his or her formal resignation from the board.

ii. A member removes himself or herself from the district or is absent from the district for a continuous period of sixty days.

- iii. A member misses more than two consecutive regular board meetings unless excused by a majority of the remaining members.
 - iv. Such other reasons as are set forth in Nebraska statutes.
- b. The board shall make note the vacancy in its minutes and shall give notice of the date the vacancy occurred, the office vacated, and the length of the unexpired term to (1) the election commissioner or county clerk, and (2) the public by published notice in a newspaper of general circulation in the district.
 - c. Vacancies shall be filled in the manner set forth in Nebraska statutes.

Adopted on: 6-15-15

Revised on: 6-18-18

Reviewed on:

**Replaces 3560 Records Management.
Options we would use are #1 & #3**

3023 Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Option 1 - use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.

Option 2 - use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

Option 3 – use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

Option 4 – use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of 60 days from the date the electronic communication is created.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. 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. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. 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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3025
Returned and Outstanding Checks

Returned Checks. Any individual or entity that writes a check to the school district which is returned due to insufficient funds must reimburse the school district in cash for the amount of the check plus a \$30.00 returned check charge. Individuals or entities whose checks are repeatedly returned due to insufficient funds may be prohibited from paying amounts due to the school district via check.

Outstanding Checks. The superintendent will review outstanding checks issued from the school district's accounts. Outstanding checks are those which have not been deposited by the payee within 180 days of issuance. The board authorizes the superintendent or his or her designee to resolve all matters related to outstanding checks, including stopping payment and reissuing checks.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Pick Options below
Replaces 6115 Fire Drills, Emergency Plans
Replaces 6114 Emergencies

3040
School Safety and Security

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

I. General Safety and Security

a. NDE Rubric

The District will meet at least the minimum requirement for each school safety and security standard indicator adopted by the Nebraska Department of Education.

b. School Hours

- i. During a crisis situation, the administration will maintain established school hours and proceed with all co-curricular activities as scheduled whenever possible.
- ii. If, during a crisis situation, the parent(s) or guardian of a student decide that the student needs to be absent, this absence will be excused.

c. Access to School Facilities

- i. The school's facilities may not be used for funeral or memorial services during the school day.
- ii. This policy does not discourage the presentation of traditional American Legion memorial services which promote patriotism.

d. Memorials

Option 1:

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on school premises.
- ii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

Option 2:

- i. Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials are generally not allowed anywhere on school premises.
- ii. Individuals who wish to seek a waiver of the general prohibition against memorials must follow the steps outlined below:
 - a. The individual must first meet with the Superintendent or his/her designee to discuss the request for a memorial.
 - b. If the Superintendent determines that additional review is appropriate, he/she will refer the request for consideration by the crisis team.
 - c. The crisis team will consider:
 - i. The current research regarding the potential psychological harm that could be caused by a memorial;
 - ii. The potential disruption to the school's learning environment;
 - iii. The cost to the district of erecting and/or maintaining a memorial;

iv. Whether prior tragedies have been commemorated by a memorial;

v. The potential for future tragedies which could necessitate a similar memorial; and

vi. Any other factor which the crisis team deems relevant to its recommendation.

d. After consideration of the factors outlined above, the crisis team will make a recommendation as to whether the prohibition against memorials should be waived.

e. The Superintendent will communicate the crisis team's recommendation to the individual requesting the memorial.

f. If the crisis team recommends waiver of the prohibition against memorials, the individual who made the initial request must inform the Superintendent if he/she wishes to ask the board to approve the memorial.

g. Memorials may only be approved by the board and only after completion of the process outlined in this policy.

iii. This policy is not intended to discourage the acceptance of memorial funds or specific items.

II. Superintendent's Duties Related to Safety and Security

a. Appointment of Crisis Team

The Superintendent shall appoint members to serve on the school district's crisis team. The superintendent may, but is not required, to include representatives from the following groups on the crisis team:

- Administrators
- Teachers
- Health/mental health
- Facilities staff
- Transportation staff
- Food service staff member
- Information technology staff
- Students
- Parents
- Staff member with expertise on the needs of students with disabilities
- Organizations that serve the disabled
- Organizations that serve the needs of minority populations (ELL, race, etc.)
- Representatives from local early responders (law enforcement, fire and rescue personnel, railroad, factories, etc.)

b. Compliance with Fire and Safety Codes

The Superintendent will ensure that the school district meets all current fire and life safety codes or is in the process of coming into compliance.

c. Annual Safety Audits

The Superintendent will arrange for the performance of an annual safety audits using an external consultants utilizing the standardized audit protocol adopted by the Nebraska Department of Education.

d. Mutual Aid Agreements

The Superintendent will enter into mutual aid agreements to address the academic, physical, operational, psychological, and emotional recovery areas when possible with appropriate local entities.

III. Building Principals’ Duties Related to Safety and Security

a. Positive and Safe Learning Environment

Each building principal shall implement a school-wide behavior process to create a positive and safe learning environment.

Each building principal shall conduct training on and require enforcement of the district's anti-bullying and dating violence policies.

Each building principal shall ensure that staff complete the required suicide prevention training as required by board policy.

Each building principal shall require staff to engage in active supervision of students at all times

b. Visitor Protocol.

Each building principal shall adopt a protocol for visitors to his/her school building to sign in upon arrival and departure and to be identified as a visitor while they are in the building during the school day. The protocol must also address visitors in specialized areas of the school such as playgrounds, gyms, cafeterias and the like.

This protocol may be written or unwritten but must be clearly communicated to and enforced by all staff.

The building principal will report individuals who repeatedly violate the visitor protocol to the superintendent for possible exclusion from school facilities pursuant to board policy.

c. Emergency Drills

Each building principal must ensure that the following drills are conducted in his/her building:

- i. Fire drills (evacuation): One fire drill conducted monthly with one additional drill being conducted during the first 30 days of school.
- ii. Tornado drills (shelter): One drill during the first two weeks of school and the second drill during the month of March.

- iii. Bus evacuation drills: Two drills during the school year involving all students and appropriate staff. Recommended that one drill occur during the first month of school.

Each building principal must also conduct any non-required drills recommended by crisis team.

Each building principal shall conduct a performance review of each of the drills conducted pursuant to this policy. This review does not have to be in writing.

Adopted on: 7-14-14

Revised on: 8-17-15, 6-18-18

Reviewed on: _____

3049

Drones and Unmanned Aircraft

Drones, Unmanned Aircraft Systems, and any other such vehicles ("drones"), which are not operated for purposes of district programs or activities, may not be operated on or above district property without the prior written permission of the superintendent or designee. Any authorized use of drones must comply with all state and federal regulations governing the operation of drones, including FAA regulations.

Drones owned by the district or operated on or above district property with permission must be operated:

1. In compliance with this policy and all other district policies;
2. Only outside the school building(s) in the area authorized or designated by the superintendent or designee;
3. Under the direct supervision of an individual fully trained and skilled in the system's operation;
4. By an individual with the requisite skill and training to safely operate the drone; and
5. Consistent with any other limitations imposed by the superintendent or designee.

Any monitoring or recording of picture, video, or audio by a drone must have the prior written permission of the superintendent or designee and comply with all board policies governing recordings, data, and records.

Any unauthorized use of a drone is strictly prohibited. Devices used in a manner that does not comply with this policy or applicable state and federal law may be confiscated and the operator may be subject to discipline, civil liability, or criminal liability.

Adopted on: 7-16-18

Revised on: 6-18-18

Reviewed on: _____

3050 Technology in the Classroom

I. In General

The district desires to use technology in a way that aides in the education of students. New devices and applications offer a number of helpful tools that can improve the student experience and increase learning. Many of these devices and applications also create concerns about student privacy. It is the goal of the district to embrace the helpful elements of technological advancement while remaining mindful of potential student privacy issues.

II. Devices

A. Non-district issued electronic devices may be used in the classroom, under supervision of a staff member. Teachers who wish to bring a device into the classroom on a regular or permanent basis, should inform the principal before deploying the device.

1. Smart speakers such as Google Home, Amazon Echo, Apple HomePod, and similar devices may be used in the classroom. The device must be registered to an account linked to the classroom teacher's school email address. The district will not maintain any records created by use of the smart speaker device. Any record of use will be considered non-record communications pursuant to Nebraska's Records Management Act, and not be maintained by the district.
2. Assistive technology may be used in district classrooms. Any assistive technology, such as an AngelSense device, that uses "listen-in" functionality must have that function disabled while the student using the device is in a district classroom. No assistive technology devices will be permitted to record or transmit the classroom activity of other students unless required by law.
3. All other electronic devices that connect to the internet that a staff member wishes to use for the education of students should be disclosed to the administration prior to use. The district may at any time direct that a teacher discontinue use of a given device.

- B. Any classroom recordings made by a staff member will be made pursuant to district policy.

III. Applications

A. School as Agent. The school will serve as an agent for parents/guardians in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. District Applications. The district uses various software applications to record, track, and store student data. Each application selected by the district is in compliance with federal and state law, to the best of the administration's knowledge. Should the district become aware that an application used by the district has suffered a data breach, or been found to be out of compliance with federal or state law, the district will investigate the scope of the violations and notify students, parents, and staff in accordance with district policy.

C. Staff-Selected Applications.

1. Staff are permitted to select applications for use in the classroom.
2. Staff must perform basic due diligence to ensure that the application is safe for students and serves a pedagogical purpose. Staff must notify their supervising administrator of the application they plan to use as part of their lesson plan prior to their use in the classroom. The district may at any time direct that a teacher discontinue use of a given application. The district will provide training on the relevant student privacy laws to staff members who are selecting and deploying applications in the classroom.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4012 Staff Internet and Computer Use

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

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

B. Unacceptable Use While on Duty or on School Property

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

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any

electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

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

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

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

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986,

as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4013 Grievance Procedure

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

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

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

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

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

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

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

Step 4 - Appeal to the Board of Education. If the determination of the superintendent of schools is not satisfactory

to the grievant, the grievant may appeal it to the board within five (5) days of receipt of the superintendent's decision. The board shall hear the grievance within thirty (30) days in open or closed session in accordance with the law. The board shall notify the grievant of its decision within five (5) days of hearing the grievance.

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

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

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

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

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

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

Time Limitations. Time limitations herein are critical. All references to days are to calendar days. No grievance shall be accepted by the district unless it is submitted or appealed within the time limits set forth in this Agreement. If at any time during the grievance process, it is discovered that the grievance was not filed or appealed in a timely manner, the grievance shall be dismissed. If the grievance is not submitted in a timely manner at Step 1 or Step 2, it shall be deemed

to be waived. If the grievance is not appealed to Step 3 in a timely manner, it shall be deemed to have been settled in accordance with the district's Step 2 determination. If the district fails to answer within the time limits set forth in this Agreement, the grievance shall automatically proceed to the next step.

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

Requirement to Grieve. This grievance procedure is not discretionary and cannot be waived except through the express written consent of the board. No administrator or board member, individually, has the authority to waive the requirements of this procedure. Any grievance covered by this procedure but not raised pursuant to the requirements herein, including any grievance abandoned, will be forfeited.

Bad Faith or Serial Filings. The purpose of the grievance procedure is to resolve complaints and grievances regarding covered matters at the lowest level possible within the chain of command. Grievances filed without any intention to attempt to resolve the issues raised; for the purpose of adding administrative burden; or for purposes inconsistent with the professional obligations of district staff members may be dismissed by the superintendent without providing final resolution other than noting the dismissal on a basis in this section.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4014 Employment-Related Sexual Harassment

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

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

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

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

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the

person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

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

Sexual harassment of students is addressed in a separate policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

1st Reading
Replaces 5403 Married Pregnant Students
Have no policies on Parenting

5008
Pregnant or Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5037
Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at

any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Children's Online Privacy Protection Act (COPPA)

- A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
- B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district **does/does not** provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student activity card \$ 0
Covers admission to all extracurricular events
- Student participation fee \$ 0
Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America \$ 25
- National Honor Society \$ 0
- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$ 0
- Football students must provide their own football shoes, undergarments, and mouth guards

Track, Volleyball, Wrestling

~~Student uniforms provided~~

- Future Farmers of America

student must purchase their own jackets and pay dues of \$ 25

6. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$ 0.

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 (black and white)/\$.25 (color) per page for reproduction of student records.

9. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$ 100.00.

The Driver’s Education Fee shall be \$250.00.

10. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-6
 - Regular Price \$ 1.80
 - Reduced Price \$.30

- Breakfast Program – Grades 7-12
 - Regular Price \$ 2.25
 - Reduced Price \$.30

- Lunch Program – Grades K-6
 - Regular Price \$ 2.60
 - Reduced Price \$.40

- Lunch Program – Grades 9-12
 - Regular Price \$ 2.85
 - Reduced Price \$.40

11. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers

- Swing Choir Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$ 0.

12. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$ 10.00.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: 7-17-17

Revised on: 7-18-17

Reviewed on:

5062
Lice and Nits

THIS POLICY CONTAINS OPTIONS A and B. YOU MUST SELECT ONE OF THE OPTIONS AND DELETE THE OTHER

Option A

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Option B

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: _____

Revised on: _____

Reviewed on: _____

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The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6021
**District Criteria for Selecting Evaluators to be Used for Special
Education Evaluation and Verification and Independent Educational
Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.

2. Those Nebraska providers located within **100¹** miles of the school district.

Adopted on: _____
Revised on: _____
Reviewed on: _____

¹ Insert mileage that is appropriate to your district's geographic location.

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the

hearing.

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6036

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. Beginning in 2019-20, the school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment must occur within the first 30 days of the school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must:

- Be provided to any student identified as having a reading deficiency;
- Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

The supplemental reading intervention program may also include:

- Reading intervention techniques that are based on scientific research and best practices;
- Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individual reading improvement plan no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: _____

Revised on: _____

Reviewed on: _____



Sterling Public Schools

2017-2018 Board/District Goals

Board of Education

John Harms, President

Lois Agena

Mark Parde

Mike Hestermann

Rick Vollman

Cheri Wirthele

SUPERINTENDENT

Dottie Heusman

Sterling Public Schools Mission Statement

**Sterling Public Schools will educate students to excel,
prepare to compete, inspire to serve, and challenge to lead.**

Priorities

❖ Promotion of the District

❖ Effective learning opportunities for all students.

❖ A collaborative working relationship with all stakeholders to improve the culture and climate

❖ Fiscal responsibility while providing a safe and quality learning environment that supports growth, improved instruction and learning for all students

District Promotion Goal

The Superintendent will provide visionary leadership to ensure the promotion of the district.

Strategy I

Engage the board and stakeholders in the mission, vision, and goals to support the growth and progression of the district.

Performance Indicator	Responsible	Timeline	Progress/Success
A. Create and lead a committee to develop a plan for promotion of the district including advertising.	Superintendent		1-3-18 Update --John, Lois, Cheri (No progress yet)
B. Identify methods for sharing information with the public; i.e. signage, celebrations, media updates, newsletters, billboard, town welcome committee, social media presence, visibility	Superintendent and Principal		1-3-18 Update --Sterling Sign --Advertising at Bank --Marquee
C. Implement methods for sharing information with the public.	Board, Superintendent, and Principal		1-3-18 Update --Facebook, Website, Twitter

Educational Leadership Goal

The Sterling School District will provide effective learning opportunities for all students.

Strategy I

Investigate the potential learning opportunities and design curriculum materials and resources that support the needs.

Performance Indicator	Responsible	Timeline	Progress/Success
A. Study and assess the value of expanded learning opportunities including, but not limited to; Pre-K, Before & After School Program, SENCAP, UNL Independent HS Courses, PBIS, Social/Emotional Curriculum, Foreign Language for elementary students.	Board, Superintendent, Principal, and Guidance Counselor		1-3-18 Update --Reviewing curriculum offerings for the upcoming year via student survey data --Job Experts to come talk to JH & HS students 6-18-18 Update for 18-19 school year --New and expanded class offerings for 5 th -12 th grade --Art for elementary on a rotating schedule --Social/Emotional Screener for K-5 th --PBIS for elementary and start of work at 7-12 --Before/After School Survey will occur in August to determine need
B. Identify technology practices, next steps for teachers to use technology, and opportunities to expand the curriculum with the use of technology for all students.	Superintendent, Principal, Technology Director, and Technology Team		1-3-18 Update --1 World Initiative 6-18-18 Update --1 World Initiative will occur in August --Roll out activities in August before school starts
C. Investigate the restructuring of the school day/week	Superintendent and Administrator		6-18-18 Update --September survey to parents about interest --Share results with the board --Visits to 4 days a week schools

Communications Leadership Goal

The board and superintendent aspire to grow the collaborative working relationship with internal and external stakeholders through improved and purposeful methods of communication to improve the culture and climate for all stakeholders.

Strategy 1:

Engage stakeholders in purposeful discussion to grow the connection to the district and to support planning.

Developed: July 16, 2015

Performance Indicators:	Responsible	Timeline	Progress/Success
A. Provide purposeful leadership to grow, improve, and sustain the morale of staff through the use of effective communication. This will include, but is not limited to; daily communication, weekly communication, develop a hiring process, walk thru feedback.	Superintendent and Principal		<p>1-3-18 Update --New communication practices have been put into place through admin offices --Will be reviewing the hiring process on this day</p> <p>6-18-18 Update --Hiring process in practice --New staff procedures: Summer Trainings, Marzano Workshop, New Teacher Day August 2 in Sterling, New Teacher Bootcamp at ESU #4 August 7 & 8</p>
B. Engage the community members and business leaders to establish and maintain an effective partnership between the school and community.	Superintendent and Principal		<p>1-3-18 Update --Working with the Sterling Community Association on the new Community Building (Dottie & John)</p> <p>6-18-18 Update --Welcome to Sterling baskets --Attending Community Association Meetings --Mr. Harrington & Mrs. Heusman attending Booster Club Meetings --Visibility in the community by Mr. Harrington &</p>

			Mrs. Heusman
C. Provide board meeting overview to internal and external stakeholders to foster open and positive communications.	Superintendent		<p>1-3-18 Update --Supt. does an update after the meetings to staff, in newsletter.</p> <p>6-18-18 Update --Summaries of Board Meetings shared with all staff. --Sharing of Board activities with local newspapers --Monthly Newsletters will start at the end of July and continue through May 2019</p>

Budget Leadership

The board and administration will plan and manage district resources to ensure the district provides a safe and quality learning environment that supports growth and improved instruction and learning for all students.

Strategy I

Develop, adopt, and manage district resources to support curriculum, instruction, learning, district facilities, and transportation.

Performance Indicators

Responsible

Timeline

Progress/Success

<p>1) Equip board members with current and historical budget information to assess and monitor the spending and management of district resources.</p>	<p>Superintendent</p>		
<p>2) Develop a 1-5 year budget plan to include technology & building improvements</p>	<p>Board Members, Superintendent, Principal, and appropriate Staff</p>		<p>1-3-18 Update --Will review at the board workshop</p>

Month	Tentative Topics
January	<p>Planning</p> <ul style="list-style-type: none"> ● Board of Education/Administration Goals (Possible Retreat) ● Review Continuous Improvement Plan <p>Budget</p> <p>Policy</p> <ul style="list-style-type: none"> ● Set Option Enrollment Capacity (Board Policy 5006) ● Review and revise teacher evaluation instrument <p>Personnel</p> <ul style="list-style-type: none"> ● Appoint superintendent as district's Non-discrimination Compliance Coordinator, and authorized to sign all state, federal, and ESU forms ● Negotiations mandatory mediation if no agreement; Due February 8 - § 48-818.01 If an agreement is not reached by February 8th, the parties shall submit to mandatory mediation or fact-finding as ordered by the commission, unless the parties mutually agree, in writing, to forgo mandatory mediation or fact-finding. <p>Curriculum</p> <ul style="list-style-type: none"> ● Review District Report Card <p>Other</p> <ul style="list-style-type: none"> ● Election of Board Officers and Committees ● New Board Member Orientation ● Designate Depositories for School Funds ● Designation of Local Newspapers ● Designation of District used Law Firm ● NRCSA Legislative Conference
February	<p>Planning</p> <ul style="list-style-type: none"> ● Adopt Board of Education/Administration Goals (If developed during January meeting) <p>Budget</p> <p>Policy</p> <p>Personnel</p> <ul style="list-style-type: none"> ● Principal Contract ● Reduction in Force Discussion (if needed) ● Approve Negotiated Agreement. Mediation, fact-finding end date; Due March 25 - § 48-818.01

	<ul style="list-style-type: none"> ○ Negotiations, mediation, and fact-finding shall end. If no agreement is reached by this date, either party may, within fourteen days after such date, file a petition with the commission. <p>Curriculum</p> <ul style="list-style-type: none"> ● Review Special Education Program <p>Other</p> <ul style="list-style-type: none"> ● NASA/NASB Labor Relations Conference ● NASB Education Forum ● NRCSA Legislative Issues Conference
March	<p>Planning</p> <ul style="list-style-type: none"> ● Adopt Upcoming School Year Calendar ● Set End Date for current School Year ● Review ESU #4 Extended Network Support Service Agreement <p>Budget</p> <ul style="list-style-type: none"> ● Preliminary State Aid Notification ● Budget Update and Planning <p>Policy</p> <p>Personnel</p> <ul style="list-style-type: none"> ● Certified Staff acceptance of Employment <ul style="list-style-type: none"> ● Teacher Non-Renewal, RIF, and Termination Notices; Due April 15 - § 79-831 <ul style="list-style-type: none"> ● For any probationary or permanent certificated employee, written notice must be given if the district plans on amending, terminating, or not renewing the employee’s contract for the next school year. <p>Curriculum</p> <ul style="list-style-type: none"> ● Winter Activities Review <p>Other</p> <ul style="list-style-type: none"> ● Diploma Presentation Representatives Selected ● NRCSA Spring Conference ● NASB President’s Retreat / NASB Dues ● NASB School Law Seminar
April	<p>Planning</p> <ul style="list-style-type: none"> ● Annual Facility Review ● Teacher Appreciation Discussion ● Summer Maintenance Projects

	<p>Budget</p> <ul style="list-style-type: none"> ● Approve Core Service Resolution from ESU #4 <p>Policy</p> <p>Personnel</p> <ul style="list-style-type: none"> ● Teacher Contracts <p>Curriculum</p> <p>Other</p> <ul style="list-style-type: none"> ● Graduation Diplomas Signed ● NRCSA Conference Report ● State Aid Certification
<p>May</p>	<p>Planning</p> <ul style="list-style-type: none"> ● Summer Maintenance <p>Budget</p> <p>Policy</p> <p>Personnel</p> <ul style="list-style-type: none"> ● Accept Extra Duty Assignment Schedule for the Upcoming School Year <p>Curriculum</p> <ul style="list-style-type: none"> ● Curriculum Reports ● New Curriculum Purchases for Upcoming Year ● Spring Activities Review <p>Other</p> <ul style="list-style-type: none"> ● Review Graduation Ceremony
<p>June</p>	<p>Planning</p> <ul style="list-style-type: none"> ● Set Date/Time of Student Fee Policy 5045 Review (Separate meeting before the regular July meeting) ● Final Enrollment Numbers <p>Budget</p> <ul style="list-style-type: none"> ● Budget - Set date/time for possible Budget Workshop ● Review Surplus Items ● Food Service Program Report ● Approve Meal Prices for the upcoming School Year <p>Policy</p> <ul style="list-style-type: none"> ● Annual Review Bullying Prevention Policy 5054; Due July 1 - § 79-2,137 <ul style="list-style-type: none"> ○ School district must review their bullying prevention and education policy annually; update as needed.

	<ul style="list-style-type: none"> ● Review New/Revised Board Policies from the Law Firm ● Review Attendance Policies <p>Personnel</p> <ul style="list-style-type: none"> ● Review Classified Staff Salary Ranges ● Review Substitute Teacher Pay for Upcoming School Year ● Superintendent Evaluation <p>Curriculum</p> <ul style="list-style-type: none"> ● Review and Approve Principal’s Multicultural Report ● Review Continuous Improvement Plan <p>Other</p> <ul style="list-style-type: none"> ● NASB School Law Seminar ● Board Self Assessment ● Submit Legislative Resolution or Standing Position to NASB Legislation Committee
<p>July</p>	<p>Planning</p> <ul style="list-style-type: none"> ● Review Census Report ● Transportation Review from Previous Year and Upcoming Year ● Teacher In-Service Opening Days Schedule <p>Budget</p> <ul style="list-style-type: none"> ● Budget Authority and Allowable Reserve Percentage Certification ● Set Date and Time for Budget Workshop after August 20th ● Student Fee Policy 5045 Review Due July 1 - § 79-2,134 <ul style="list-style-type: none"> ○ Requires every school board to hold a public hearing proposing a student fee policy. The board shall review the amount of money collected from student fees (per policy) the prior year. Then propose and adopt the upcoming school year policy and publish in the student handbook. <p>Policy</p> <ul style="list-style-type: none"> ● Parental Involvement Policy 6400 Review Due August1 - § 79-2,134 <ul style="list-style-type: none"> ○ (Public Hearing and adoption) – - § 79-531 and 79-533 ● Review Board Code of Conduct Policy 8272A ● Second Reading of Board Policies from Law Firm Recommendations ● Committee on Americanism; Due beginning of the school year - § 79-724. Requires every BOE to appoint a committee of three to be known as the Committee on Americanism. ● Parental Involvement Policy (State Law 6400 & Federal Law 6410 & Title I) <p>Personnel</p> <p>Curriculum</p> <p>Other</p>

	<ul style="list-style-type: none"> ● Review and Approve Proposed Staff & Student Handbook Changes ● Joining NRCSA for upcoming year
August	<p>Planning</p> <ul style="list-style-type: none"> ● Summer Maintenance Report ● Select Auditor to conduct previous year's audit <p>Budget</p> <ul style="list-style-type: none"> ● Review Census Report ● Board/Administrator's Budget Work Session ● Certification of District's Assessed Valuation ● Set Date/Time for the following Preliminary Budget Meeting ● Set Date/Time for Hearings in September: Budget and Special Tax Request <p>Policy</p> <ul style="list-style-type: none"> ● Assess and Review Wellness Policy 5417 <p>Personnel</p> <ul style="list-style-type: none"> ● Board/Staff Gathering ● Negotiations Employee's Agent request recognition; Due September 1 (year preceding contract year)) § 48-818.01 <ul style="list-style-type: none"> ○ The certificated and instructional employees' collective bargaining agent must request recognition as bargaining agent. ○ Negotiations contract dispute decision (year of contract, if needed); Due September 15 <p>Curriculum</p> <p>Other</p> <ul style="list-style-type: none"> ● Child Nutrition Programs – If school districts participate in National School Lunch Programs the School Breakfast Program or the Special Milk Program, they must provide parents and the public information about fee and reduced price meals and/or free milk and must provide parents with an application form. IDEA Annual Notice ● Individuals with Disabilities Education Act (IDEA) – Annual notice to parents of a child with a disability of the district's procedural safeguards. A notice must also be placed on the district's website. The notice must be easily understandable and in the native language of the parents. Sample Notice: http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf
September	Planning

	<ul style="list-style-type: none"> ● Superintendent files Membership Report Due October 15 § 79-528 <p>Budget</p> <ul style="list-style-type: none"> ● Recognition of SEA Bargaining Unit by October 1 ● Adopt Budget <ul style="list-style-type: none"> ○ School board shall file with, certify to the levying board, and file with the auditor a copy of the adopted budget statement together with the amount of the tax required to fund the adopted budget. On or before September 20. ○ Requires school boards of Class III districts to report to the county board the entire revenue raised by taxation and all other sources for the previous fiscal year and a budget for the ensuing fiscal year. On or before September 20. ○ Public Budget Hearing / Adopt Budget; Due on or before September 20 § 13-508 § 79-1084, § 79-1085, § 79-1086 <ul style="list-style-type: none"> ● Property Tax Requests <ul style="list-style-type: none"> ○ Tax Request Hearing for Fund Levies; Due October 13 § 77-1601.02 ○ Requires a school board, ESU, learning community board, who is setting the tax request at a different amount than the prior year, to hold a special public hearing, provide proper notice at least five days prior to the hearing, pass by a majority vote a resolution or ordinance increasing the tax amount and to certify and submit the resolution to the county clerk on or before October 13. <p>Policy</p> <p>Personnel</p> <ul style="list-style-type: none"> ● Personnel Report due to NDE by September 15 <p>Curriculum</p> <ul style="list-style-type: none"> ● Poverty Plan Due by October 15 § 79-1013 ● Annual Emergency Safety Plan Review <p>Other</p> <ul style="list-style-type: none"> ● NASB Area Membership Meetings
October	<p>Planning</p> <ul style="list-style-type: none"> ● Fall District Enrollment Figures from October 1 Submission <p>Budget</p> <ul style="list-style-type: none"> ● Certification of District Tax Levies ● Superintendents file Financial Report; Due November 1 § 79-528 <ul style="list-style-type: none"> ○ All superintendents must submit to the Commissioner of

	<p style="text-align: center;">Education an annual financial report.</p> <p>Policy</p> <ul style="list-style-type: none"> ● Review Early Retirement Policy 4161 <p>Personnel</p> <ul style="list-style-type: none"> ● Negotiations shall begin; Due November 1 § 48-818.01 <ul style="list-style-type: none"> ○ Negotiations shall begin. No fewer than four negotiations meetings between the certificated and instructional employees' collective-bargaining agent and the board's bargaining agent. <p>Curriculum</p> <p>Other</p>
November	<p>Planning</p> <p>Budget</p> <ul style="list-style-type: none"> ● Annual District Audit Report Presented <p>Policy</p> <p>Personnel</p> <ul style="list-style-type: none"> ● Staff Holiday Plan ● Certified Staff Negotiations ● Superintendent Evaluation/Contract Discussion <p>Curriculum</p> <ul style="list-style-type: none"> ● Technology Update ● Fall Activities Review <p>Other</p> <ul style="list-style-type: none"> ● NASB/NASA Conference
December	<p>Planning</p> <ul style="list-style-type: none"> ● Review of Board/Administrator Goals <p>Budget</p> <ul style="list-style-type: none"> ● Approve Annual District Audit <p>Policy</p> <p>Personnel</p> <ul style="list-style-type: none"> ● Mid-Year Superintendent evaluation (1st Year) / Annual Year 2 and beyond ● Approve Superintendent Contract—NOTE: Before approval of new contract/amendment board must publish a copy of the proposed contract/amendment three days before approval along with

	<p>estimate and description of all costs.</p> <ul style="list-style-type: none">● Certified Staff Negotiations <p>Curriculum</p> <p>Other</p> <ul style="list-style-type: none">● NASB/NASA Conference Report● NASB New Board Member Workshops (Election Year)
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