

January 2013 Regular Meeting

Monday, January 14, 2013 7:00 PM

1. Call the meeting to order
- 1.1. Oath of Office for most recently elected board members & annual election of board officers
- 1.2. Roll Call
- 1.3. Verification of Open Meetings Act Notice
- 1.4. Verification of publication of meeting notice
2. Consider and approve minutes of previous meeting
Motion to approve the the minutes from the previous month's meeting passed with a motion by Raquel Felzien and a second by James Haussermann.
John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea
3. Consider and approve the current board meeting agenda
Motion to approve the current month's board meeting agenda as presented passed with a motion by Kim Molzahn and a second by Scott Herrick.
John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea
4. Reorganization of Board of Education-Election of Officers as per Franklin Public School Board Policy #8130
- 4.1. Consider and approve appointments to the Franklin Board of Education Committees as presented by Superintendent Ken Schroeder
Motion to approve the appointments to the Franklin Board of Education Committees as presented by Superintendent Ken Schroeder passed with a motion by Raquel Felzien and a second by James Haussermann.
John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea
- 4.2. Consider and approve selecting Greg Perry as legal counsel for Franklin Public Schools
Motion to consider and approve selecting Greg Perry as legal counsel for Franklin Public Schools passed with a motion by Raquel Felzien and a second by Scott Herrick.
John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea
- 4.3. Consider and approve selecting Franklin State Bank and South Central State Bank as depository banks for Franklin Public Schools for 2013
Motion to consider and approve selecting Franklin State Bank and South Central State Bank as depository banks for Franklin Public Schools for 2013 passed with a motion by Kim Molzahn and a second by Raquel Felzien.
John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea
- 4.4. Dissemination of conflict of interest statutes to each board member as per Franklin Public Schools Board Policy 8130
- 4.5. Consider and approve selecting the Franklin Chronicle as the Franklin Public School District's newspaper of record for 2013

Motion to consider and approve selecting the Franklin Chronicle as the Franklin Public School District's newspaper of record for 2013 passed with a motion by Scott Herrick and a second by James Haussermann.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

5. Consider and approve bills

Motion to approve bills as presented passed with a motion by Scott Herrick and a second by Kim Molzahn.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

5.1. Consider and approve payment of \$6600.14 to Chief Electric from the special building fund for electrical improvements made in conjunction with the high school roof replacement during the summer of 2012

Motion to approve payment of \$6600.14 to Chief Electric from the special building fund for electrical improvements made in conjunction with the high school roof replacement during the summer of 2012 passed with a motion by Kim Molzahn and a second by James Haussermann.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

5.2. Consider and approve R & R repair bill in the amount of \$112.93

Motion to approve bill from R & R passed with a motion by Raquel Felzien and a second by Kim Molzahn.

John Siel: Absent, Scott Herrick: Abstain (With Conflict), Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Kim Molzahn: Yea

5.3. Consider and approve payment of \$3842.20 from the depreciation fund to Chief Electric for electrical repairs in the classrooms

Motion to approve payment of \$3842.20 from the depreciation fund to Chief Electric for electrical repairs in the classrooms passed with a motion by Raquel Felzien and a second by Scott Herrick.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

6. Visitors' Comments-Brittney Ingram & Guests to discuss the possibility of a dance squad.

7. Reports

7.1. Principal's Report

7.2. Superintendent's Report

7.2.1. Activities Director

7.2.2. Bowling Team Insurance Question

7.3. Board Members' Reports

7.4. Committee Reports

8. Action Items

8.1. Consider and approve 1st reading of 4000 series policies

8.2. Consider and approve providing \$120 per Franklin Public Schools Student who chooses to participate in the driver's education program provided at Franklin Public Schools through the Nebraska Safety Center during the summer of 2013

Motion to approve providing \$120 per Franklin Public Schools Student who chooses to participate in the driver's education program provided at Franklin Public Schools through the

Nebraska Safety Center during the summer of 2013 passed with a motion by Raquel Felzien and a second by Kim Molzahn.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

8.3. Consider and approve providing financial support for art teacher attending national art teaching convention

Motion to approve providing financial support for art teacher attending national art teaching convention in the amount discussed for attendance at the national art teaching convention passed with a motion by Raquel Felzien and a second by James Haussermann.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

8.4. Consider and approve the Superintendent's Contract as discussed (Possible Executive Session)

Motion to go into executive session to avoid needless injury to the reputation of employee was made by Raquel Felzien and second by Scott Herrick. The motion was repeated by Board President Ron Fritson. The board entered into executive session at 7:15 PM and came out of executive session at 7:53 PM. No further action was taken on the superintendent's contract. The item was tabled until the Regular February Board Meeting. passed with a motion by Raquel Felzien and a second by Scott Herrick.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

9. Discussion Items

9.1. FCCLA Presentation-Brigitte Siel

9.2. Wellness Council Membership

9.3. Security & Safety Protocols at Franklin Public Schools

Motion to enter into executive session for the purpose of discussing the possible deployment of safety measures at Franklin Public Schools was made by Kim Molzahn and second by Scott Herrick. The motion was repeated by Ron Fritson. The board entered into executive session at 10:50 PM and came out of executive session at 11:35 PM. passed with a motion by Kim Molzahn and a second by Ron Fritson.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

9.4. Future Holiday Tournament Options

9.5. Annual Transportation Report

9.6. School Climate Survey

9.7. Championship Banners and Record Boards

9.8. Superintendent's Evaluation (Possible Executive Session)

10. Positive Comments

11. Adjournment

Motion to adjourn at 11:35 PM passed with a motion by Raquel Felzien and a second by James Haussermann.

John Siel: Absent, Raquel Felzien: Yea, Ron Fritson: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	§§ 79-570; 79-571; § 84-1411 (3) and (6); § 84-1412 (1) and (3)
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B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	§ 84-1412 (7)
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C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	§ 84-1412 (1)
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D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	§ 84-1412 (8)
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E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:

§ 84-1412 (1) (2) and (3)

FRANKLIN PUBLIC SCHOOLS

NEBRASKA SCHOOL BOARD OATH OF OFFICE

I, _____ (Board Member's Name), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Nebraska, against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely and without mental reservation or for purpose of evasion; and that I will faithfully and impartially perform the duties of the office of Franklin Public Schools board member according to law and to the best of my ability. And I do further swear that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence; and that during such time as I am in this position I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this state by force or violence. So help me God.

Franklin Public Schools Board Of Education Meeting Minutes

December Regular Board Meeting

December 10, 2012 @ 07:00PM

Franklin Public Schools Media Center

Board Members Present & Absent

Attendance Taken at 7:01 PM:

Present Board Members:

Raquel Felzien
Ron Fritson
James Haussermann
Scott Herrick
Kim Molzahn
John Siel

1. Call the meeting to order

The regular, December 10th, 2012, meeting of the Franklin Public School Board was opened by Board President Ron Fritson at 7:00 PM.

1.1. Roll Call

The regular, December 10th, 2012, meeting of the Franklin Public School Board was called to order by Board President Ron Fritson.

1.2. Verification of Open Meetings Act Notice

Board Member Scott Herrick verified that the Open Meetings Notice was posted in the Franklin Public School's Media Center.

1.3. Verification of publication of meeting notice

Board Member John Siel verified that the meeting notice was published in the *Franklin Chronicle*.

2. Consider and approve minutes of previous meeting

Motion to approve the minutes from the previous month's meeting passed with a motion by Raquel Felzien and a second by John Siel.

3. Consider and approve the current board meeting agenda

Motion to approve the current month's board meeting agenda as presented passed with a motion by Scott Herrick and a second by Kim Molzahn.

4. Consider and approve bills

Motion Passed: Motion to approve bills as presented passed with a motion by Kim Molzahn and a second by Scott Herrick.

4.1. Consider and approve R & R repair bill in the amount of \$?????

No action taken, due to a lack of a R & R Repair bill this month.

5. Visitors' Comments

Dave Rocker was present on behalf of the teaching staff and the non-certificated staff members to encourage the board members to take their time with the 4000 series policy.

6. Reports

6.1. Principal's Report

See Attached Principal's Report

6.2. Superintendent's Report

6.2.1. School Climate Survey

6.2.2. Activities Program Items

6.2.3. Activities Director

6.3. Board Members' Reports

No Board Member Reports this month.

6.4. Committee Reports

No committee members reports this month.

7. New Business

7.1. Planning

7.2. Policy Review

7.2.1. School Wellness Policy

8. Action Items

8.1. Consider and approve recognizing the Franklin Teachers Association as the exclusive bargaining agent for Franklin Public Schools Non-Supervisory Certificated Employees for the 2014-15 negotiations process

Motion to consider and approve recognizing the Franklin Teachers Association as the sole bargaining agent for non-supervisory certificated staff members for the 2014-15 negotiations process passed with a motion by Kim Molzahn and a second by Raquel Felzien.

8.2. Consider and approve 1st reading of 4000 series policies

No action was taken on this item.

9. Discussion Items

9.1. 2012 Insurance Claims Recap & Q & A

9.2. Superintendent's Evaluation

9.3. Superintendent's Contract

10. Positive Comments

The state school board convention was a positive experience. The session pertaining to the Waverly School District and the work they are doing building leadership capacity and a positive school environment with their students and their administration was particularly interesting. I think something like that at Franklin would be very helpful to 7th and 8th grade students. -Raquel

Felzien, Board Member

Mrs. Sidman and the one-act play participants had a successful season and presented a quality play. The student actors did a great job! -Ken Schroeder, Superintendent

The most recent elementary concert was good. -Kim Molzahn, Board Member

Congratulations to the middle school basketball team on their tournament win this past weekend in. -Shelley Kahrs, Principal

The seniors' banners in the gym are really nice, and we should look for a way to fund them once the current funding source ends. -John Siel, Board Vice-President

The winter sports season participants are having success, and they are off to a great start! The kids and the coaches are to be commended for participating in the winter sports. Ron Fritson, Board President

Congratulations to the FFA Greenhands and the elementary students who went to the Elk's Free Throw Contest in Kearney. -Scott Herrick, Board Member

11. Adjournment

Motion to adjourn at 7:41 PM passed with a motion by John Siel and a second by Kim Molzahn.

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Franklin School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.
 2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.
 3. The President shall assume the chair immediately upon the President's election.
- B. The order of business for meeting shall be as follows:
1. Call to Order and Roll Call
 2. Oath of office for most recently elected
 3. Elections
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Secretary to the BOE
 - b. Consider, discuss and take action to select Legal counsel
 - c. Consider, discuss and take action to elect Committees as determined by the BOE
 - d. Consider, discuss and take action to select Depository bank(s)

- e. Consider, discuss and take action to select District newspaper(s) of record
- 5. Approval of current Board policies and regulations
- 6. Designate date for the annual review of BOE policies
- 7. Dissemination to each Board member of conflict of interest statutes
- 8. Adjournment

RESOLUTION

RESOLVED, that the official depository of school funds for this School District is hereby designated to be _____, and that the designation of any other institution as the depository of school funds is hereby withdrawn.

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, and member _____ seconded the same. After discussion and roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____

_____.
The following members voted against the same: _____

_____.
The following members were absent or not voting: _____

_____.
The above Resolution, having been consented to and approved by more than a majority of the members of the School Board of this School District, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

Franklin Public Schools

BY: _____
President

Attest:

Secretary

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.01

Franklin Public Schools Board of Education 2013 Officers & Committee Assignments

President:_____

Vice President:_____

Secretary:_____

Treasurer:_____

Negotiations

Ron Fritson, Chairman

Raquel Felzien

John Siel

Americanism & Policy Development

Scott Herrick, Chairman

Raquel Felzien

Kim Molzahn

Building and Grounds

John Siel, Chairman

Ron Fritson

James Haussermann

Transportation

John Siel, Chairman

James Haussermann

Scott Herrick

Legislative Liaison

Kim Molzahn

Humpert Scholarship

Raquel Felzien

BOARD OF EDUCATION

Franklin Public Schools
District 506
Franklin, Nebraska 68939

Regular Meeting

7:00 PM
January 14, 2013
Media Center

REMINDERS - -

BILLS COMMITTEE:
Scott & Kim
December & January

***R & R claim for \$112.93**

General Fund

December 31, 2012

Check Beg Balance	11/30/12	\$129,468.15	
	Claims 12/10/2012 Mtg	(\$95,142.25)	
	Dec Local PPd Claims	(\$4,575.73)	
	Dec Payroll	(\$282,309.41)	
	Lunch Fund Reim Dec Payroll	\$7,008.52	
	Dir Dep's, Deposits & Int	\$192,718.49	
	Outstanding Dep	\$0.00	
	CD moved to Checking	\$433,591.75	
	End of Month Checking Balance		\$380,759.52

	12/31/12	\$1,354,729.06	
	12/2012 Interest	\$1,253.87	
	Less CD moved to Checking	(\$433,591.75)	
	12/31/12		\$922,391.18

Total General Fund 12/31/12 **\$1,303,150.70**

	Checking FSB 12/31/12	\$426,440.75	
	Less Outstanding checks	(\$45,681.23)	
	Plus Outstanding Deposits	\$0.00	
	12/31/12		\$380,759.52
FSB	CD # 32567	\$0.00	\$274,559.64Trn to Chk
FSB	CD # 33669	\$0.00	\$159,032.11Trn to Chk
FSB	CD # 33723	\$105,708.08	2/1/13 3 Mths
FSB	CD # 34031	\$310,832.18	4/1/13 3 Mths
FSB	CD # 34032	\$312,244.75	4/1/13 6 Mth
SCSB	CD # 402352	\$120,845.18	1/1/13 Mthly
SCSB	CD # 402354	\$72,760.99	1/1/13 Mthly
	Investment Total 12/31/12		\$922,391.18

Recon Total **12/31/12** **\$1,303,150.70**

Regular; Processing Month 12/2012; Fund Number 01

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1110	LOCAL PROPERTY TAX	2,727,378.00	39,998.27	805,232.38	29.52	1,922,145.62
01 1115	CARLINE TAX	0.00	0.00	67.52	0.00	(67.52)
01 1125	MOTOR VEHICLE TAX	100,000.00	7,642.36	30,829.09	30.83	69,170.91
01 1240	TUITION REC FROM INDIVID - SP ED	500.00	0.00	0.00	0.00	500.00
01 1270	PRE-SCHOOL TUITION	0.00	420.00	1,380.00	0.00	(1,380.00)
01 1410	INTEREST	20,000.00	1,357.05	3,754.67	18.77	16,245.33
01 1610	LOCAL LICENSES AND FEES	1,000.00	300.00	1,300.00	130.00	(300.00)
01 1620	POLICE COURT FINES	0.00	45.00	45.00	0.00	(45.00)
01 1990	OTHER LOCAL RECEIPTS	1,000.00	0.00	0.00	0.00	1,000.00
Subtotal: LOCAL RECIEPTS		2,849,878.00	49,762.68	842,608.68	29.57	2,007,269.34
01 2110	COUNTY FINES AND LIC. FEES	5,000.00	612.39	1,404.77	28.10	3,595.23
01 2130	OTHER COUNTY RECEIPTS	0.00	0.00	860.16	0.00	(860.16)
01 2160	PRO-RATE MOTOR VEHICLES	0.00	0.00	731.79	0.00	(731.79)
Subtotal: COUNTY AND ESU RECEIPTS		5,000.00	612.39	2,996.72	59.93	2,003.28
01 3110	STATE AID	951,513.00	95,151.40	380,605.60	40.00	570,907.40
01 3120	S.P.E.D.	150,000.00	34,255.00	34,255.00	22.84	115,745.00
01 3125	SPECIAL ED TRANSPORTATION SCHOOL AGE	2,500.00	0.00	0.00	0.00	2,500.00
01 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.00	0.00	0.00
01 3131	RELIEF TO PROPERTY TAX	0.00	0.00	0.00	0.00	0.00
01 3135	HIGH ABILITY LEARNERS	3,500.00	0.00	4,288.00	122.51	(788.00)
01 3180	PRO-RATE MOTOR VEHICLE	3,000.00	0.00	0.00	0.00	3,000.00
01 3200	STATE APPORTIONMENT	35,000.00	0.00	0.00	0.00	35,000.00
01 3300	IN-LIEU OF SCH. LAND TAX	5,000.00	355.23	2,220.52	44.41	2,779.48
01 3500	STATE CATEGORICAL PROGRAMS	25,000.00	0.00	0.00	0.00	25,000.00
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	0.00	5,000.00	0.00	(5,000.00)
01 3540	EARLY CHILDHOOD	0.00	12,919.00	12,919.00	0.00	(12,919.00)
01 3990	OTHER STATE RECEIPTS	2,500.00	0.00	0.00	0.00	2,500.00
Subtotal: STATE RECEIPTS		1,178,013.00	142,680.63	439,288.12	37.29	738,724.88
01 4200	TITLE I	70,000.00	0.00	60,300.00	86.14	9,700.00
01 4310	TITLE IIA	14,000.00	0.00	13,994.00	99.96	6.00
01 4315	TITLE II, PART B NCLB	0.00	0.00	0.00	0.00	0.00
01 4320	Innovation Ed Prog(Include NCLB TitleV)	0.00	0.00	0.00	0.00	0.00
01 4404	IDEA BASE	5,000.00	0.00	0.00	0.00	5,000.00
01 4406	IDEA PRESCHOOL(619) BASE ALLOCATION	0.00	0.00	0.00	0.00	0.00
01 4410	IDEA ENROLLMENT/POVERTY	0.00	0.00	0.00	0.00	0.00
01 4450	MEDICAID IN SCHOOLS	5,000.00	911.66	2,967.42	59.35	2,032.58
01 4455	MEDICAID ADMIN. ACTIV.	50,000.00	0.00	6,699.77	13.40	43,300.23
01 4580	ARRA: ED JOBS FUND PROGRAM	0.00	0.00	0.00	0.00	0.00
01 4593	IDEA ENROLLMENT POVERTY	0.00	0.00	0.00	0.00	0.00
01 4599	FED STIMULUS/STATE AID	0.00	0.00	0.00	0.00	0.00
01 4610	ARRA: IDEA PART B(611) ENROLL/POV	0.00	0.00	0.00	0.00	0.00
01 4630	ARRA: IDEA PRESCHOOL(619) ENROLL/POV	0.00	0.00	0.00	0.00	0.00
01 4690	OTHER FEDERAL NON-CATEGORICAL RECEIPTS	90,000.00	0.00	0.00	0.00	90,000.00
01 4810	ARRA TITLE I PART D	0.00	0.00	0.00	0.00	0.00
01 4850	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	4,236.03	0.00	(4,236.03)
01 4960	DRUG FREE SCHOOLS	0.00	0.00	0.00	0.00	0.00
01 4985	TITLE II PART D	0.00	0.00	0.00	0.00	0.00
01 4990	OTHER FED CATEGORICAL REC.	0.00	0.00	0.00	0.00	0.00
Subtotal: FEDERAL RECEIPTS		234,000.00	911.66	88,197.22	37.69	145,802.78
01 5200	LONG TERM LOANS	337,665.00	0.00	0.00	0.00	337,665.00
01 5300	INSURANCE ADJUSTMENTS	48,000.00	0.00	0.00	0.00	48,000.00
01 5400	SALE OF PROPERTY	100.00	0.00	3,094.50	3,094.50	(2,994.50)

Revenue Summary Report
Processing Month: 12/2012
Regular; Processing Month 12/2012; Fund Number 01

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 5690	OTHER NON-REVENUE REC.	0.00	5.00	205.00	0.00	(205.00)
	Subtotal: NON-REVENUE RECEIPTS	385,765.00	5.00	3,299.50	0.86	382,465.50
	Fund Total:	4,652,656.00	193,972.36	1,376,390.22	29.58	3,276,265.78

Lunch Fund**December 31, 2012**

Balance on hand:	11/30/12	\$28,844.17
Receipts:	Meals, milk & juice	\$5,789.40
	Transfer from General Fund	\$0.00
	Fed Reim	\$8,639.87
	State Reim	\$0.00
	Interest Checking	\$4.71
Disbursements:	Claims	(\$18,012.29)
	Payroll Dec	(\$7,008.52)
		\$0.00
Balance on hand:	12/31/12	\$18,257.34
Reconciliation:		
FSB	Super Now Acct Ckg	\$18,257.34
	plus outstanding deposits	\$0.00
	less outstanding checks	\$0.00
Recon Total	12/31/12	\$18,257.34
	outstanding claims	(\$4,181.53)
	FFA Reim for Fruit Bill	\$7,447.21
	Payroll estimate /Dec	(\$7,000.00)
	outstanding Receipts	\$0.00
	Net Estimate Cash Resource	\$14,523.02

Updated 1/9/13 SR

Building Fund

December 31, 2012

Balance on hand:	11/30/12	\$99,777.05
Receipts:	Interest	\$6.24
	Misc	\$0.00
Disbursements:		\$0.00
Balance on hand:	12/31/12	\$99,783.29

Reconciliation:			Matures	Next Mature
FSB	Super Now Acct Ckg	\$14,099.15	NA	NA
	C#33233	\$34,437.87	3 Mths	1/2/13
	C#33381	\$10,677.32	Mthly	1/1/13
SCSB	C#404520	\$40,568.95	12 Mths	10/1/13
Recon Total	12/31/12	\$99,783.29		

Depreciation Fund

December 31, 2012

Balance on hand:	11/30/12	\$132,371.43
Receipts:		\$0.00
Disbursements:	Claims	\$0.00
Balance on hand:	12/31/12	\$132,371.43

Reconciliation:		
FSB Checking	12/31/12	\$132,371.43
	plus outstanding dep	\$0.00
	less outstanding chks	\$0.00
Recon Total	12/31/12	\$132,371.43

Employee Benefit/Unemployment Ins Fund

December 31, 2012

Balance on hand:	11/30/12	\$9,041.19
Receipts:	Interest	\$6.33
Disbursements:		\$0.00
Balance on hand:	12/31/12	\$9,047.52

Reconciliation:			Matures	Next Mature
FSB	Now Acct Ckg	\$5,177.77	N/A	N/A
		\$0.00		
	C#33386	\$3,869.75	6 Mths	4/1/13
Recon Total	12/31/12	\$9,047.52		

Cafeteria Plan**December 31, 2012**

Balance on hand:	11/30/12	\$42,038.06
Receipts:	Transfer frm General Fund for 2012-13SY	\$0.00
	Reim from Employees Payroll	\$3,053.32
Disbursements:	Claim Checks 2011-12SY	\$0.00
	Claims Checks 2012-13SY	(\$4,999.57)
	FLEX Reim GF for Debit Card Expenses	\$0.00
	Claims Debit Cards	(\$521.80)
	Repayment to GF for 2011-12 SY	\$0.00
Balance on hand:	12/31/12	\$39,570.01
Reconciliation:		
FSB Checking	12/31/12	\$39,570.01
	less outstanding chks	\$0.00
Recon Total	12/31/12	\$39,570.01

Regular; Beginning Month 12/2012; Processing Month 12/2012; Active Chart of Account Number True; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0001	ATHLETICS	(3,082.37)	4,735.99	1,487.50	0.00	(8,330.86)
05 704 0002	CAMPS	5,370.00	0.00	0.00	0.00	5,370.00
05 704 0003	CROSS COUNTRY	0.00	0.00	0.00	0.00	0.00
05 704 0004	BASKETBALL/BOYS	318.50	0.00	816.00	0.00	1,134.50
05 704 0005	BASKETBALL/GIRLS	811.23	0.00	0.00	0.00	811.23
05 704 0006	Football	1,600.46	255.59	0.00	0.00	1,344.87
05 704 0007	GOLF	0.00	0.00	0.00	0.00	0.00
05 704 0008	TRACK/GIRLS	1,064.51	0.00	0.00	0.00	1,064.51
05 704 0010	VOLLEYBALL	977.36	0.00	73.12	0.00	1,050.48
05 704 0011	WRESTLING	205.17	0.00	1,166.00	0.00	1,371.17
05 704 0015	ANNUAL	(3,302.16)	0.00	0.00	0.00	(3,302.16)
05 704 0016	BAND	6,483.43	576.54	25.00	0.00	5,931.89
05 704 0017	CHEER SQUAD	4.42	0.00	0.00	0.00	4.42
05 704 0019	CONCESSIONS	1,089.61	982.74	1,487.06	0.00	1,593.93
05 704 0020	FCCLA	1,836.14	398.32	293.51	0.00	1,731.33
05 704 0021	FFA	14,408.11	2,350.49	2,693.25	0.00	14,750.87
05 704 0022	FOREIGN LANGUAGE	1,646.38	0.00	0.00	0.00	1,646.38
05 704 0023	FRESHMAN	0.00	325.00	836.36	0.00	511.36
05 704 0024	JUNIORS	4,435.57	58.06	0.00	0.00	4,377.51
05 704 0025	SENIOR BANNERS	487.88	0.00	0.00	0.00	487.88
05 704 0026	NHS	5,298.96	373.77	203.50	0.00	5,128.71
05 704 0027	OM/GIFTED	720.58	118.05	125.00	0.00	727.53
05 704 0028	SCIENCE CLUB	937.12	125.70	195.20	0.00	1,006.62
05 704 0029	SENIORS	847.17	0.00	0.00	0.00	847.17
05 704 0030	SOPHMORES	468.56	162.00	617.58	0.00	924.14
05 704 0031	STUDENT COUNCIL	261.44	0.00	0.00	0.00	261.44
05 704 0032	VOCAL	938.94	600.00	600.00	0.00	938.94
05 704 0034	CAPS/GOWNS	1,614.39	0.00	0.00	0.00	1,614.39
05 704 0037	GREENHOUSE	2,663.57	0.00	770.00	0.00	3,433.57
05 704 0038	COURTESY	116.77	41.00	0.00	0.00	75.77
05 704 0039	ELEMENTARY TEACHERS	754.64	30.64	0.00	0.00	724.00
05 704 0040	INDUSTRIAL ARTS	2,463.14	68.18	0.00	0.00	2,393.96
05 704 0041	INVESTMENTS	20,804.58	0.00	0.00	0.00	20,804.58
05 704 0043	LIBRARY	100.00	0.00	0.00	0.00	100.00
05 704 0046	SPECIAL PROJECTS	8,136.92	0.00	(8.00)	0.00	8,128.92
05 704 0047	SPEECH/DRAMA	(443.26)	318.58	0.00	0.00	(761.84)
05 704 0048	ENTREPRENEURSHIP	73.86	0.00	0.00	0.00	73.86
05 704 0049	ACE, 40 Dev Assets	2,000.00	0.00	0.00	0.00	2,000.00
05 704 0050	IND ARTS/DONATIONS	1,283.28	0.00	0.00	0.00	1,283.28
Fund Total: 05		83,364.92	11,521.65	11,361.08	0.00	83,254.35

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>
Checking	1		
Checking	1	Fund: 01 GENERAL FUND	
HOMETOWN LEASING	2012 1225	1490	1,581.36
01 5000 610 0	#18 REDEMPTION OF PRINC,Copier Pymnt#18		1,581.36
		Vendor Total:	1,581.36
LIENEMANN, RANDALL	2012 1126	1488	300.00
01 2190 634 2	Reim Fees-Science,Reim Natl Sci Fr PlaneTkts		300.00
		Vendor Total:	300.00
PITSTOP & SHOP, INC.	2012	1487	78.41
01 2750 336 0	1029Stmnt GAS & OIL		78.41
		Vendor Total:	78.41
S.E. SMITH & SONS	2012	1492	20.93
01 1100 418 2	1130Stmnt Vo Ag Supplies		1.44
01 1100 413 2	INDUSTRIAL ARTS Supplies		2.99
01 2620 410 0	SUPPLIES, Kitchen plate glass		16.50
		Vendor Total:	20.93
WRIGHT EXPRESS FSC	2012	1491	2,595.03
01 2750 336 0	1130Stmnt GAS & OIL		2,595.03
		Vendor Total:	2,595.03
		Fund Total:	4,575.73
		Checking Account Total:	4,575.73

<u>Vendor Name</u>		<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>		<u>Amount</u>
Checking		1		
Checking	1	Fund: 01 GENERAL FUND		
A-1 REFRIGERATION		9922875	5385	2,254.46
01 2620 314 0		HEATING WORK, Reset Thermostats, filters		2,254.46
A-1 REFRIGERATION		9922881	5385	532.08
01 2620 314 0		HEATING WORK, Multi Purp Rm		532.08
A-1 REFRIGERATION		9922908	5385	263.99
01 2620 314 0		HEATING WORK, Rooms 104,105 & 106		263.99
Vendor Total:				3,050.53
ALMQUIST M.G. & LUTH		2012	5386	100.00
		1219Stmnt		
01 2510 660 0		FLEX 12/2012 DATA PROCESSING		100.00
Vendor Total:				100.00
AURORA COOPERATIVE		2012	5387	6,658.21
		1231Stmnt		
01 2750 336 0		GAS & OIL, I# 22414 Diesel 12/5/12		6,658.21
Vendor Total:				6,658.21
AWARDS USA		11262	5388	146.79
01 2410 410 0		SUPPLIES, S Kahrs Honor Roll Medals		146.79
Vendor Total:				146.79
BLUE CROSS BLUE SHIELD OF NEBRASKA 2013			5389	459.54
		0101Stmnt		
01 1100 230 2		HEALTH INS, Randall Lienemann Jan/2013		459.54
Vendor Total:				459.54
BOB'S AUTO & TRUCK REPAIR		1013707	5390	40.00
01 2750 338 0		VEHICLE REPAIRS, Inspec 2008 IH Bus		40.00
BOB'S AUTO & TRUCK REPAIR		1013708	5390	40.00
01 2750 338 0		VEHICLE REPAIRS, Inspec 97 IH Bus		40.00
BOB'S AUTO & TRUCK REPAIR		1013709	5390	40.00
01 2750 338 0		VEHICLE REPAIRS, Inspec 95 IH Bus		40.00
Vendor Total:				120.00
CASEY EDELL PIANO SERVICE		2012 1211	5391	140.00
01 1100 412 2		VOCAL MUSIC, tune piano		70.00
01 1100 411 2		BAND, tune piano		70.00
Vendor Total:				140.00
CHARTER COMMUNICATIONS		2012	5392	335.83
		1224Stmnt		
01 1100 382 2		DISTANCE ED MBPS Opt Ethr Intra		1,570.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
01 1100 382 2	DISTANCE ED NE Univ Serv		21.83	
01 1100 382 2	DISTANCE ED Adjustments		(1,256.00)	
			Vendor Total:	335.83
CITY OF FRANKLN	2012	5393	6,069.80	
	1231Stmnt			
01 2610 322 0	ELECTRICITY		5,417.80	
01 2610 323 0	WATER & SEWER		178.00	
01 2610 324 0	GARBAGE DISPOSAL		474.00	
			Vendor Total:	6,069.80
COMPASSLEARNING	6425	5394	8,999.98	
01 1200 465 0	Compass Learning,COMPUTER SOFTWARE		8,999.98	
			Vendor Total:	8,999.98
COOPERATIVE PRODUCERS INC.	2012	5395	422.28	
	1231Stmnt			
01 2750 336 0	GAS & OIL, filters		422.28	
			Vendor Total:	422.28
CRS Advanced Technology	SF1219532	5396	198.00	
01 2510 660 0	DATA PROCESSING, Dec 2012		198.00	
			Vendor Total:	198.00
CULLIGAN OF KEARNEY	2012 1129	5397	47.50	
01 2610 410 0	SUPPLIES, Salt		47.50	
CULLIGAN OF KEARNEY	2012	5397	10.50	
	1227Stmnt			
01 2610 410 0	SUPPLIES, Rent Water Cooler		10.50	
			Vendor Total:	58.00
DEARBORN NATIONAL LIFE INSURANCE COMPANY	2013	5398	252.00	
	0101Stmnt			
01 1100 260 1	LIFE INSURANCE		59.10	
01 1100 260 2	LIFE INSURANCE		96.90	
01 1190 260 0	LIFE INSURANCE		6.00	
01 1200 260 1	LIFE INSURANCE		6.00	
01 1200 260 2	LIFE INSURANCE		12.00	
01 1310 260 0	LIFE INSURANCE		1.20	
01 4200 260 0	LIFE INSURANCE		6.00	
01 4310 260 0	LIFE INSURANCE		6.00	
01 1160 260 1	LIFE INSURANCE		6.00	
01 9001 260 0	Life INSURANCE		6.00	
01 2120 260 0	LIFE INSURANCE		6.00	
01 2222 260 0	LIFE INSURANCE		4.80	
01 2320 260 0	LIFE INSURANCE		10.50	
01 2410 260 1	LIFE INSURANCE		6.00	
01 2410 260 2	LIFE INSURANCE		1.50	
01 2610 260 0	LIFE INSURANCE		18.00	
			Vendor Total:	252.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
DIETZE MUSIC	8618	5399	47.60	
01 1100 411 2	BAND		47.60	
			Vendor Total:	47.60
ESU 11	1213-1- 8EarlyCh	5400	2,833.45	
01 3540 313 0	0-2 Early Chldhd Purch PUPIL SERVICES		2,833.45	
ESU 11	1558	5400	400.00	
01 1100 382 2	TriValleyDISTANCE ED, 2013-14 TVDEC App		400.00	
			Vendor Total:	3,233.45
ESU COORDINATING COUNCIL	5389	5401	500.00	
01 1100 319 0	Crisis Team Trng, A Grube, Prof Dev		100.00	
01 1100 319 0	Crisis Team Trng, J Guge, Prof Dev		100.00	
01 1100 319 0	Crisis Team Trng, J Einspahr, Prof Dev		100.00	
01 1100 319 0	Crisis Team Trng, K Simmons, Prof Dev		100.00	
01 1100 319 0	Crisis Team Trng, S Kahrs, Prof Dev		100.00	
			Vendor Total:	500.00
FAMILY P.T. & SPORTS	926	5402	88.97	
01 1217 313 1	PT Hallows, Purchased Serv, PUPIL		88.97	
			Vendor Total:	88.97
FLOWERS-N-MORE	13347	5403	10.99	
01 1100 418 2	Vo Ag Supplies, Miracle Gro Potting Soil		10.99	
			Vendor Total:	10.99
FRANKLIN AUTO PARTS	2012 1227Stmnt	5404	1,014.38	
01 2750 336 0	GAS & OIL, Filters		219.03	
01 2750 337 0	Tires & Parts, misc filtrs, heatr mtr, alt		764.52	
01 2620 410 0	SUPPLIES, towels		30.83	
			Vendor Total:	1,014.38
FRANKLIN COUNTY CHRONICLE	2012 1130Stmnt	5405	227.42	
01 2510 350 0	ADVERTISING/PRINTING		227.42	
			Vendor Total:	227.42
FRANKLIN STATE BANK	2013 0102Stmnt	5406	26.00	
01 2510 660 0	DATA PROCESSING, 12/20PR		26.00	
			Vendor Total:	26.00
FRONTIER	2012	5407	565.85	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
01 2510 342 0	1207Stmnt TELEPHONE		565.85	
			Vendor Total:	565.85
H Y LEVELING 01 2620 310 0	763938 REPAIR SERV, Snow Removal 12/20/12	5408	1,200.00 600.00	
01 2620 310 0	REPAIR SERV, Snow Removal 12/31/12		600.00	
			Vendor Total:	1,200.00
HANDWRITING WITHOUT TEARS 01 1240 410 0	725352-1 SUPPLIES, S Osantowski PreK	5409	215.00 215.00	
			Vendor Total:	215.00
HARLAN COUNTY CLERK 01 2510 690 0	2012 1214Elec MISC, 2012 Elections	5410	77.37 77.37	
			Vendor Total:	77.37
HASTINGS TRIBUNE 01 2510 350 0	2012 1219WntrSp ADVERTISING/PRINTING, Winter Sports	5411	40.00 40.00	
			Vendor Total:	40.00
HOMETOWN LEASING 01 5000 610 0	2012 0125 #19 REDEMPTION OF PRINC, Copier Pymnt #19	5412	1,581.36 1,581.36	
			Vendor Total:	1,581.36
LIESKE PHARMACY 01 1100 418 2	2013 0102 Vo Ag Supplies, Battery	5413	5.99 5.99	
			Vendor Total:	5.99
MATHESON TRI-GAS, INC 01 1100 413 2 01 1100 418 2	50346366 INDUSTRIAL ARTS Vo Ag & FCS	5414	30.08 15.04 15.04	
			Vendor Total:	30.08
MENARDS 01 1100 414 2	10686 ART, Supplies, Guge	5415	14.00 14.00	
			Vendor Total:	14.00
MIDWEST COMMUNICATIONS 01 2620 315 0	2012 1230Stmnt ELECTRICAL WORK, Alarm	5416	224.00 224.00	
			Vendor Total:	224.00
PERRY, GUTHERY, HAASE & GESSFORD, PC, LLO 01 2310 317 0	2012 1226Stmnt LEGAL SERVICES	5417	141.00 141.00	
			Vendor Total:	141.00

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
PLANK LUMBER & HARDWARE	2012	5418	94.80	
	1229Stmnt			
01 2610 410 0	SUPPLIES,		59.07	
	swiffers, hrdwr, tools,			
	battery			
01 2620 410 0	SUPPLIES, bulbs, utility		35.73	
	boxes			
				Vendor Total: 94.80
PRICE, MARCUS	2012	5419	28.46	
	1207Reim			
01 1100 411 2	BAND, Office Supplies		28.46	
				Vendor Total: 28.46
PRINCIPAL LIFE/DEPT. 900	2013	5420	1,086.90	
	0101Stmnt			
01 1100 290 1	DISABILITY INSURANCE		220.79	
01 1100 290 2	DISABILITY INSURANCE		401.14	
01 1190 290 0	DISABILITY INSURANCE		18.10	
01 1200 290 1	Disability Ins, OTHER		39.33	
	BENEFITS			
01 1200 290 2	Disability Ins, OTHER		70.46	
	BENEFITS			
01 2410 290 2	DISABILITY INSURANCE		28.38	
01 2610 290 0	DISABILITY INSURANCE		43.68	
01 4200 290 0	Disability, OTHER BENEFITS		32.59	
01 4310 290 0	Disability, OTHER BENEFITS		15.43	
01 1160 290 1	Disability, OTHER BENEFITS		25.95	
01 9001 290 0	Disability, OTHER BENEFITS		29.94	
01 1240 290 0	DISABILITY INSURANCE		9.72	
01 1310 290 0	DISABILITY INSURANCE		5.77	
01 2120 290 0	Disability, OTHER BENEFITS		21.22	
01 2222 290 0	DISABILITY INSURANCE		23.06	
01 2320 290 0	DISABILITY INSURANCE		63.60	
01 2410 290 1	DISABILITY INSURANCE		37.74	
				Vendor Total: 1,086.90
R & R SALES & SERVICE	2012	5421	112.93	
	1130Stmnt			
01 2620 410 0	SUPPLIES, grounds		112.93	
				Vendor Total: 112.93
RIGHTWAY	2012	5422	123.78	
	1228HomeEc			
01 1100 418 2	FCS Supplies		123.78	
RIGHTWAY	2012	5422	1,253.10	
	1228Office			
01 1100 416 2	SCIENCE, Supplies S Kahrs		27.75	
01 1100 410 1	SUPPLIES, H Largent		5.05	
01 1240 410 0	SUPPLIES, PreSchl, C Corr		34.16	
01 2310 690 0	MISC, Staff Christmas		321.59	
01 2610 410 0	SUPPLIES, Custodial		864.55	
				Vendor Total: 1,376.88

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
S.E. SMITH & SONS	2012	5423	112.36	
01 1100 413 2	1231Stmnt INDUSTRIAL ARTS, Supplies		112.36	
			Vendor Total:	112.36
Schutz, Jennifer	2012	5424	188.48	
01 1218 313 2	1219Stmnt Purchased Serv, PUPIL, OT, M Ignowski		188.48	
			Vendor Total:	188.48
SHAD'S AUTO, INC.	8949	5425	216.50	
01 2750 338 0	VEHICLE Rpr, 5 Bus Inspec's (2nd Inspec)		200.00	
01 2750 338 0	VEHICLE REPAIRS, Bus 99 Antifreeze		16.50	
			Vendor Total:	216.50
SOURCE GAS	201001902024	5426	3,096.64	
01 2610 321 0	FUEL/NATURAL GAS, Main		3,096.64	
SOURCE GAS	201001902025	5426	332.86	
01 2610 321 0	FUEL/NATURAL GAS, Bus Barn		332.86	
SOURCE GAS	201179695787	5426	558.76	
01 2610 321 0	FUEL/NATURAL GAS, Greenhouse		558.76	
			Vendor Total:	3,988.26
STATE OF NEBRASKA	785995	5427	222.15	
01 1100 382 2	DISTANCE EDUCATION, Nov 2012		222.15	
			Vendor Total:	222.15
STELLING BRASS & WINDS	747458	5428	30.00	
01 1100 411 2	BAND, Clarinet Repair		30.00	
STELLING BRASS & WINDS	747459	5428	52.50	
01 1100 411 2	BAND, Flute Repair		52.50	
STELLING BRASS & WINDS	747463	5428	85.00	
01 1100 411 2	BAND, Trumpet Repair		85.00	
			Vendor Total:	167.50
THOMPSON CO.	1233707	5429	28.30	
01 2310 690 0	MISC, Staff Christmas Party		28.30	
			Vendor Total:	28.30
U.S. POST OFFICE	2013	5430	190.00	
01 2510 341 0	0104Bulk POSTAGE		190.00	
			Vendor Total:	190.00
VERIZON BUSINESS	74431027	5431	135.67	
01 2510 342 0	TELEPHONE		135.67	
			Vendor Total:	135.67

<u>Vendor Name</u>	<u>Invoice</u>	<u>Check #</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>		<u>Amount</u>	
VERIZON WIRELESS	2012	5432	264.33	
01 2510 342 0	1206Stmnt TELEPHONE		264.33	
			Vendor Total:	264.33
WOODWARD'S DISPOSAL SERV INC	2012	5433	47.50	
01 2510 690 0	1224Stmnt MISCELLANEOUS, 2 Doc Destruction		47.50	
			Vendor Total:	47.50
WOODWIND BRASSWIND	15106001	5434	4.49	
01 1100 411 2	BAND,Award Stickers		4.49	
WOODWIND BRASSWIND	15614003	5434	11.98	
01 1100 411 2	BAND		11.98	
			Vendor Total:	16.47
WRIGHT EXPRESS FSC	2012	5435	1,858.05	
01 2750 336 0	1231Stmnt GAS & OIL		1,858.05	
			Vendor Total:	1,858.05
			Fund Total:	46,389.96
			Checking Account Total:	46,389.96

Internal Board Policies - Methods of OperationPublic Participation at Board MeetingsA. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	§§ 79-570; 79-571; § 84-1411 (3) and (6); § 84-1412 (1) and (3)
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B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	§ 84-1412 (7)
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C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	§ 84-1412 (1)
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D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	§ 84-1412 (8)
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E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:

§ 84-1412 (1) (2) and (3)

Elementary/MS Principal's Report

Math-A- Thon for St. Jude Research Hospital

The annual Math-A-Thon fundraiser kicked off on December 10th and concluded January 7th. There were 23 students in K-6 grades participated in the Math-A-Thon for St. Jude Children's Research Hospital. Daily operating cost for St. Jude is \$1.7 million, which is primarily covered by public contributions. The students collected \$2037.63 during the drive. With this total Franklin Elementary students have donated over \$10,000 to St. Jude since starting the program 5 years ago.

Elementary Honors

Honors medals and certificates are awarded to students who achieve an overall grade point average of 93% and above. The grades must be all A's and B's.

Those achieving honors are:

4th Grade Honors

**Shyanne Baxter
Joseph Kahrs
Levi Lennemann
Jacob Lunsford
Taylor Scheuneman
Madalynn Welsh
Isaak Grube
Kristen Herrick
Taelyn Pritchard
Mia Vansyckle
Logan Wentworth**

5th Grade Honors

**Claire Harrison
Makaylin Kahrs
Alyson Lunsford
Marc Osantowski
Alexis Plank
Abe Schroeder
Avery Yates
Joseph Aberle
Ava Goosic
Grace Hudson
Saxson Rose
Ethan Vansyckle**

6th Grade Honor

**Moriah Aberle
Taylor Falkenstine
Emma Goosic
Chase Haussermann
Karsen Haussermann
Courtney Meade
Sophia Schroeder
Asa Sinachack
MaKayla Weiss**

Boosters certificates are awarded to students who may not of achieved honors but have made an improvement in their overall grade point average by raising their grade point average by .5.

Those achieving boosters are:

4th Grade Boosters

**Patrick Frerichs
Isaak Grube
Kristen Herrick
Alex Wilbur
Taelyn Pritchard
Logan Wentworth
Spencer Wentworth
Joseph Kahrs
Taylor Scheuneman
Cheyenne Trompke
Eian Vansyckle
Kaci Watts**

5th Grade Boosters

**Libby Bower
Abigail Cleveland
Claire Harrison
Makaylin Kahrs
Alyson Lunsford
Marc Osantowski
Avery Yates
Alexis Plank
Andrea Schurman
Jasmin Wengler
Grace Hudson**

6th Grade Boosters

**Alex Adams
Selena Bloos
Taylor Falkenstine
Sam Gerdes
Emma Goosic
Chase Haussermann
Karsen Haussermann
Hunter James
Courtney Meade
Justin Munson
Sophia Schroeder
Lexie Wagner
Brooke Watts**

Middle-School Health Fair

On Thursday, January 24, students in grades 7 through 8 will have the opportunity to participate in the Franklin Middle School Health Fair. The health fair will feature three short programs concerning the following:

1. Healthy relationships and self-esteem for the Teen
2. Portion Distortion and Nutrition
3. Social Media, Sexting and the Law – Presentation by Jeremy McCoy

Middle school students will also have the opportunity to participate in blood screening for Cholesterol level, lipids and blood sugar. This is an annual event sponsored by the Good Beginnings group of Franklin.

2012-2013 Enrollment

Last Updated 1/7/13

	Total
Pre-School	24
Kindergarten	18
Grade 1	23
Grade 2	12
Grade 3	17
Grade 4	26
Grade 5	24
Grade 6	19
Elementary Enrollment	163

	Total
Grade 7	27
Grade 8	19
Grade 9	25
Grade 10	31
Grade 11	23
Grade 12	19
High School Enrollment	144

Total Enrollment 307

Response from Roger Dorn regarding an liability associated with the high school bowling club:

Ken,

since the school is not sponsoring the bowling and it is not nsaa sanctioned , the school would not be liable for the activitys of the team.

However, if something should happen and the school was sued, EMC would pay for defense coverage for the school to determine any negligence.if negligence was determined , EMC would pay damages.

as long as school is not sponsoring in any way,it would be very difficult for the school to be found negligent.

also, if you are not providing transportation , they you should have no liability exposure there either.

i look at this like a club, such as boy scouts etc. and the school does not have exposure there either.

not poviding transportation is probaly a good thing , as that could open up a lot of different problems.

the main thing to remember and assure the school board is that if franklin school is sued, EMC will defend them.

i know this is kind of rambling, hopefully this will answer questions you all have.

let me know if you need anything else.

thanks

Roger

ROGER DORN
DORN INSURANCE AGENCY
308-425-6281

Personnel -AllRecruitment and Selection

The Board of Education authorizes the Superintendent to recruit and recommend for employment the best qualified personnel to implement and fulfill the goals and policies of Franklin Public Schools. When a vacancy exists, the administration may consider reassignment of existing staff to fill the vacancy. When the administration determines that a vacancy can not be appropriately filled by reassignment of existing staff, the administration is to solicit applicants by advertising or otherwise. All applicants so selected and recommended must satisfy the standards as set by the Board and/or the laws of the State of Nebraska.

Where required by law or deemed essential by the school district, employees must be duly licensed and/or certified.

The rehiring of a former employee is contingent on the former employing having a positive performance record with the District. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.

Legal Reference: Neb. Rev. Stat. § 79-501

Date of Adoption: [Insert Date]

Personnel - All Employees

Equal Opportunity Employment

It is the policy of Franklin Public Schools to employ the best qualified applicant for each position without regard to race, color, religion, sex, age, marital status, physical or mental disability or national origin, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, age, marital status, disability, or national origin.

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

Date of Adoption: [Insert Date]

Personnel - All Employees

Absence of Employees

1. An employee who finds it necessary to be absent from duty shall notify the office of the employee's immediate supervisor in advance of such absence and give (1) the reason for the absence; and, (2) the anticipated length of absence.
2. Employees requesting leave in order to perform other duties for which they will be compensated (court duty, consulting, etc.) shall be required to remit to the District either the compensation received beyond expenses or their district wages for the time missed.
3. Absence or suspension from duty of any employee shall result in loss of pay for the period of absence or suspension except as otherwise provided by these policies or law.
4. A substitute may not be hired by any employee to take over his/her duties. In no instance may an employee make personal arrangements to pay a substitute.

Date of Adoption: [Insert Date]

Personnel - All Employees

Absence From Building

1. Employees may not be absent from their respective assignments during duty hours except by permission of their immediate supervisor or Superintendent. Employees shall check out of the building whenever absent during the day.
2. Employees may be excused from the building for periods not to exceed thirty (30) minutes with the approval of their immediate superior officer or Superintendent for matters of personal business which cannot be completed after regular school hours. Personal absence leave forms shall be completed in the event the absence from the building exceeds 30 minutes.

Date of Adoption: [Insert Date]

Personnel - All EmployeesFamily and Medical Leave Policy

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993 (FMLA) as amended.

The "leave year" for purposes of the FMLA shall be a "rolling" twelve-month period, measured backward from the date of any FMLA leave usage.

Substitution of accrued paid leaves for otherwise unpaid FMLA leaves may be required in the discretion of the Superintendent or the Superintendent's designee, or the Board. The employee may also have paid leave run concurrently with unpaid FMLA leave entitlement, provided the employee meets applicable requirements of the leave policy.

Employees shall be required to submit medical certifications to support a request for FMLA leave because of a serious health condition, or a sick leave, when such leave is for a duration in excess of five (5) successive days, and in such other cases as deemed appropriate by the Superintendent or the Board based on the nature of the illness or other circumstances surrounding the leave. Second and third medical opinions may, in the Superintendent or the Board's discretion, be required. Employees shall be required to report periodically, at such times as requested by the Superintendent or the Board, on their intent to return to work from FMLA leaves and other leaves. Employees shall be required to submit a fitness-for-duty certification from their health care provider as a condition of returning to work from a FMLA leave taken because of the employee's serious health condition, or from a sick leave taken by reason of the employee's illness, when such leave was of a duration in excess of five (5) successive days, and upon request of the Superintendent or the Board when such is deemed appropriate by the Superintendent or the Board based upon the nature of the illness or other circumstances surrounding the leave.

An "equivalent position" for FMLA restoration purposes shall, in the case of certificated employees, be any administrative, teaching, or instruction related position for which the employee is qualified by reason of endorsement, college preparation, or experience, or other indicia; in the case of coaching or other similar extracurricular duty assignments, be any extracurricular duty assignment, and in the case of other employees or positions, be in a position with or at equivalent pay, benefits, and working conditions, involving similar or related duties, as determined by the Superintendent or the Board.

Legal Reference: 29 USC §§ 2611 to 2618 and
29 CFR Part 82

Date of Adoption: [Insert Date]

Personnel - All EmployeesAdoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as soon as possible.

Legal Reference: Neb. Rev. Stat. § 48-234

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

It is the policy of the Franklin Public School District to eliminate the influence of drugs, alcohol and other chemicals within the school environment and to educate students against the usage of drugs, alcohol and illegal substances. The District will implement regulations and practices which will insure compliance with laws relating to drugs and alcohol, including: the Drug-Free Workplace Act and the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto.

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held. The school district recognizes that the use, possession, or being under the influence of illicit drugs or alcohol constitutes a hazard to the positive development of students and employees and a substantial interference with school purposes.

1. The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. Employees are also prohibited from possessing, using or distributing illicit drugs or alcohol, or being under the influence of illicit drugs or alcohol, on any district property or district sponsored event. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol in the work place or on duty time shall be a violation of the drug-free workplace.
2. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the work place or off duty time.
3. As a condition of employment, employees will abide by the District's drug-free workplace policies and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
4. Disciplinary sanctions, up to and including termination of employment and referral for prosecution, will be imposed upon employees who violate the aforementioned standards of conduct. Sanctions for violation thereof may include the requirement that the employee complete an appropriate rehabilitation program, reprimands, and non-renewal, cancellation, or termination of contract of employment.
5. Employees shall be advised through employee publications about drug and alcohol counseling and rehabilitation and reentry programs that are available.

6. Employees shall be furnished with a copy of this policy.

This policy supplements and is in addition to all other policies, regulations, practices, procedures and contractual provisions regarding or related to the improper or unlawful possession, use, or distribution of illicit drugs and alcohol.

Section 2 Alcohol and Drug Testing

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, and all regulations and rules promulgated pursuant thereto. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707
49 U.S.C. §31306 and 49 CFR Part 382

Date of Adoption: [Insert Date]

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:
FEDERAL REGULATIONS, Franklin PUBLIC SCHOOL'S COMPLIANCE POLICIES
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

The U.S. Department of Transportation (DOT) and the Federal Highway Administration (FHWA) have issued regulations requiring that individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs) be tested for controlled substances and alcohol and not engage in controlled substances use or alcohol misuse. Information concerning those regulations, Franklin Public Schools policies and procedures, and educational materials relating to controlled substances use and alcohol misuse is set forth as follows:

(A) The persons designated by Franklin Public Schools to answer employee questions about these materials are:

Superintendent of Schools
Secondary Principal

(B) The categories of employees who are subject to the provisions of the federal controlled substances and alcohol use and testing regulations are:

Individuals who perform safety-sensitive functions and who are required to maintain a commercial driver's license (CDLs), including bus drivers and distribution and maintenance employees who are subject to driving commercial motor vehicles.

(C) The term "safety-sensitive functions" means:

- (1) All time waiting to be dispatched, unless the driver has been relieved from duty;
- (2) All time inspecting equipment or inspecting, servicing, or conditioning any commercial motor vehicle (i.e., a vehicle in excess of 26,000 pounds GVWR or designed to carry 16 or more passengers, including the driver) at any time;
- (3) All driving time (i.e., time spent at the controls of a commercial motor vehicle in operation);
- (4) All time, other than driving time, in or upon any commercial motor vehicle;
- (5) All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
- (6) All time spent performing the driver requirements of 49 CFR §§392.40 and 392.41 relating to accidents;
- (7) All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

(D) **Employee conduct that is prohibited by the federal controlled substances and alcohol use and testing regulations includes:**

1. **Alcohol concentration.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
2. **Alcohol possession.**
No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol.
3. **On-duty use.**
No driver shall use alcohol while performing safety-sensitive functions.
4. **Pre-duty use.**
No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. **Use following an accident.**
No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. **Refusal to submit to a required alcohol or controlled substances test.**
No driver shall refuse to submit to a post-accident alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, or a follow-up alcohol or controlled substances test.
7. **Controlled substances use.**
No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle.
8. **Controlled substances test.**
No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive for controlled substances.

(E) **The circumstances under which an employee will be tested for alcohol and/or controlled substances pursuant to the federal regulations include:**

1. **Pre-employment testing.**
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.

2. Post-accident testing.

- (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
- (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
 - (2) Who receives a citation under State or local law for a moving traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.
- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such can not reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

3. Random testing.

- (a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.
- (b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- (c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.
- (d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

4. Reasonable suspicion testing.

- (a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).
- (b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

- (i) An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or
- (ii) Twenty-four hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions concerning the use of alcohol.

5. **Return-to-duty testing.**

(a) Alcohol. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning alcohol and has not been terminated, the driver shall undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02.

(b) Controlled Substances. If a driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations concerning controlled substances, and has not been terminated, the driver shall undergo a return-to-duty controlled substances test with a result indicating a verified negative result for controlled substances use.

6. **Follow-up testing.**

Following a determination that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, the driver shall, if still employed, be subject to unannounced follow-up alcohol and/or controlled substances testing as directed by a substance abuse professional in accordance with the provisions of federal regulations.

Random, reasonable suspicion, and follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

(F) The procedures that will be used to test for the presence of alcohol and controlled substances, to protect the employee and the integrity of the testing processes, to safeguard the validity of the test results, and to ensure that those results are attributed to the correct employee include:

The procedures outlined in 49 CFR 40, concerning procedures for Transportation Workplace Drug and Alcohol Testing Program, will be followed. This includes use of a "split sample" approach for drug testing and chain of custody procedures including documentation of screening aliquots.

(G) An employee is required to submit to alcohol and controlled substances tests administered pursuant to the federal regulations.

(H) A "refusal to submit" to an alcohol or controlled substance test includes:

Refuse to submit (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the

testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

The consequences for refusing to submit to an alcohol or controlled substances test are as follows: A driver who has refused to submit to a required alcohol or controlled substance test is subject to the same consequences as a driver who has tested positive on an alcohol (concentration of 0.04 or greater) or controlled substances test.

(I) The consequences under the federal regulations for employees who have violated the federal regulations relating to controlled substances and alcohol use and testing include:

The driver shall be removed from and not permitted to perform safety-sensitive functions. The driver shall be referred for evaluation by a substance abuse professional for a determination of what assistance, if any, the employee needs in resolving problems associated with alcohol misuse and controlled substances abuse.

Before a driver returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by the federal regulations, the driver shall, if still employed, undergo a return-to-duty alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol, or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, if still employed,

- (i) Shall be evaluated by a substance abuse professional to determine that the driver has properly followed any rehabilitation program prescribed, and
- (ii) Shall be subject to unannounced follow-up alcohol and controlled substances tests administered by the employer following the driver's return to duty.

The driver may also be subject to the penalty provisions of 49 U.S.C. § 521(b).

(J) The consequences under the federal regulations for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04 include: Removal from safety-sensitive functions for a period of not less than 24 hours following administration of the test.

(K) Information to assist employees in avoiding alcohol misuse and controlled substances use, signs and symptoms of an alcohol or a controlled substances problem, and available methods of intervening when such a problem is suspected: Information will be made available by the counselor to employees upon request.

Date of Adoption: [Insert Date]

**APPLICANT'S CONSENT
TO OBTAIN PAST DRUG AND ALCOHOL TEST RESULTS**

I, _____ [insert applicant's name], understand that as a condition of hire with Franklin Public Schools ("School District") I must give the School District written Consent to obtain the results of all DOT-required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I worked as a driver, or for which I took a pre-employment drug and/or alcohol test during the past two (2) years. I also understand that the School District requires me to consent to access to the same information concerning any non-DOT driver drug and/or alcohol tests which I took during this same period of time. I have also been advised and understand that my signing of this consent does not guarantee me a job or guarantee that I will be offered a position with the School District.

Below I have listed all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test during the past two (2) years. I hereby consent to the School District obtaining from those companies, and I hereby consent to those companies furnishing to the School District, all requested information concerning my drug and alcohol tests, including:

- (i) all DOT and non-DOT alcohol test results of 0.04 or greater during the past two (2) years;
- (ii) all verified positive DOT and non-DOT drug test results during the past two (2) years;
- (iii) all instances in which I refused to submit to a DOT-required drug and/or alcohol test during the past two (2) years;
- (iv) any other violations of DOT agency drug and alcohol testing regulations during the past two (2) years; and
- (v) documentation of successful completion of DOT return-to-duty requirements (including follow-up tests) in the event of a violation of a DOT drug and alcohol testing regulations during the past two (2) years.

I specifically authorize the companies to fully complete the School District's Report of Past Drug and/or Alcohol Test Results form.

The following is a list of all of the companies for which I worked as a driver, or for which I took a pre-employment driver position drug and/or alcohol test, during the past two (2) years:

<u>Company name</u>	<u>Dates worked for/took pre-employment test</u>
_____	_____
_____	_____
_____	_____
_____	_____

APPLICANT CERTIFICATION

I have carefully read and fully understand this Consent to release my past drug and alcohol test results. In authorizing the release of my test results, I consent and agree to waive any physician-patient privilege that may otherwise exist with respect to the confidentiality of my drug and alcohol test results. I further release the Company and its medical review officer, and any officer, employee or agent of the Company or medical review officer whose disclosure of the results is in accordance with this release from any and all claims or causes of actions which may result from the disclosure of such test results to the person or persons identified on this release form.

In signing below, I certify that all of the information which I have furnished on this form is true and complete, and that I have identified all of the companies for which I have either worked, or for which I took a pre-employment drug and/or alcohol test, as a driver during the past two years. I understand that this information is material to my hiring and that my failure to provide true and complete information will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination. Further, I understand that in the event of receipt of a report of past drug and/or alcohol violation, any conditional offer of employment will be revoked and in the event I have been hired, any employment will be automatically ended.

Signature of Applicant	Print Name	Date
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**APPLICANT'S CERTIFICATION OF
PAST DRUG AND ALCOHOL TEST RESULTS**

During the past two years before this application, I:

Did _____ Did not _____ (check applicable blank) test positive or refuse to submit to any pre-employment drug or alcohol test administered by an employer to which I applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules.

If I did test positive or refuse to submit, then I further certify that I:

Did _____ Did not _____ N/A _____ (check applicable blank) complete the return-to-duty process of the DOT agency drug and alcohol testing rules. I agree that it is my responsibility to provide the School District with documents establishing completion of such process before I may perform safety-sensitive functions for the School District.

APPLICANT CERTIFICATION

In signing below, I certify that all of the information which I have furnished on this form is true and complete. I understand that this information is material to my hiring and that my failure to provide true and complete information concerning the time period in question will automatically disqualify me for a position with the School District or, in the event that I am hired, subject me to immediate termination.

Signature of Applicant

Print Name

Date

REQUEST FOR PAST TEST RESULTS

To: _____ *[Insert name of previous employer]*
From: _____ *[Insert name and title of school representative]*
Subject: Request to obtain past drug and alcohol test results
Date: _____ *[Insert date]*

_____ *[Insert applicant's name]* has advised us that he/she worked for your company as a driver or that he/she applied to your company for work as a driver, during the previous two (2) years.

Regulations of the Department of Transportation (DOT) (49 C.F.R. § 40.25) require us to obtain from your company, and **require your company to provide** to us, information concerning the above-named driver's past drug and alcohol test results (including refusals to be tested).

In accordance with DOT's regulations, therefore, we are providing you with the driver's written consent directing your company to provide us with the past drug and alcohol testing results, as set forth in the consent. A Report form to provide the requested information is also enclosed for your convenience.

Please send this information to

Franklin Public Schools
1001 M Street
Franklin, NE 68939

as soon as possible, either by facsimile (FAX # (308) 425-6553) or by mail. As required by the DOT, the information which you furnish will be treated as strictly confidential.

Enclosures:

- Document No. 1. Applicant's Consent to Obtain Past Drug and Alcohol Test Results.**
- Document No. 4. Report of Past Drug and Alcohol Test Results.**

REPORT OF PAST DRUG AND/OR ALCOHOL TEST RESULTS

To: Franklin Public Schools ("School District")
 From: _____ [Insert name of Company submitting results]
 Re: _____ [Insert Driver/Applicant's name]
 _____ [Insert Driver/Applicant's Social Security Number]
 _____ to _____ [Insert "Relevant 2 Year Period" dates]

In accordance with the DOT regulations, School District's request, and the Driver/Applicant's Consent, the Company reports the following results of drug and alcohol tests conducted on the above named Driver/Applicant by this Company during the above designated "Relevant 2 Year Period."

(i) Past Alcohol Test Results: No alcohol tests conducted during relevant period
 Date of Test: _____ 0.04 or greater Negative Refused to be tested
 Date of Test: _____ 0.04 or greater Negative Refused to be tested

(ii) Past Drug Test Results: No drug test conducted during relevant period
 Date of Test: _____ Verified Positive Negative Refused to be tested
 Date of Test: _____ Verified Positive Negative Refused to be tested

(iii) Refusals to Submit: (Note: Refusals to submit include verified adulterated or substituted drug tests)
 No refusal to submit to drug and/or alcohol test during relevant period
 Refusal to submit to drug and/or alcohol test during relevant period, on the following dates:
 Date of Refusal: _____ Nature of Refusal: _____
 Date of Refusal: _____ Nature of Refusal: _____

(iv) Any Other Violations of DOT Agency Drug and/or Alcohol Testing Regulations:
 No such violations during period specified
 Violations occurred during relevant period, on the following dates:
 Date of Violation: _____ Nature of Violation: _____
 Date of Violation: _____ Nature of Violation: _____

(v) Completion of DOT Return-to-Duty Requirements, including follow-up tests:
 Not Applicable, no violations occurred during period specified
 Not Applicable, violation(s) occurred during period specified, but Company has no record of successful completion of return-to-duty requirements
 Documents are attached; violation(s) occurred during period specified, and Employee successfully completed return-to-duty requirements

 Date Name of person completing form (type/print) Title (type/print)

Personnel - All EmployeesBloodborne Pathogen Compliance PlanA. Procedures for Control of Communicable Diseases.

The School District shall cooperate with county and state health departments in developing procedures for the control of communicable disease in School District programs and activities. Procedures shall conform to the regulations for communicable disease control set up by the state health department. The Superintendent or designee shall establish an exposure control plan in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard.

B. Students

1. Contagious and Infectious Diseases. Contagious and infectious diseases subject to this part include those diseases regulated by the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control (173 NAC 3). A student showing any signs or symptoms of a contagious or infectious disease will be excluded from attending Franklin Public Schools or programs in accordance with the Contagious and Infectious Disease Chart attached to those regulations and not be allowed to return until the minimum isolation period has elapsed, and all signs or symptoms of illness have disappeared in accordance with the Chart. Students with contagious or infectious diseases or conditions other than those listed in the Chart will be subject to exclusion until the student's physician gives a written statement that the disease or condition is not in a communicable stage or there is minimal risk of transmission to others in a school program setting.
2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). A student with such a disease shall not be excluded or be subject to different treatment concerning services or participation in activities in the absence of an individualized determination that exclusion or modifications are appropriate because the student's condition poses an imminent threat to the health or the safety of others in the School District or program community. Such a determination shall be made by following established policies and procedures for students with chronic health problems or students with disabilities. Decision makers are to consult with the student's physician and parent or guardian; respect the student's and family's privacy rights; and reassess the placement if there is a change in the student's need for accommodations or services.

In making such a determination, the following factors will be evaluated: (1) the nature of the disease; (2) the age of the student; (3) the behavior of the student; (4) the neurological development of the student; (5) the physical condition of the student; (6) the expected type of interaction which the student will have with other individuals in the proposed placement setting; (7) the degree to which other individuals may be exposed to infectious organisms; (8) the hygienic practices of the student; (9) the risk of transmission of the disease from the student to those individuals with whom the student will interact; and (10) any other pertinent factor reasonably related to the decision.

3. Reporting. Employees who become aware that a student has been diagnosed with or is suspected of having a reportable disease shall immediately inform the Superintendent or designee, who shall notify the appropriate Superintendent of the school in which the student is enrolled and make a report to the Board of Health where required by law.

C. Employees

1. Contagious and Infectious Diseases. When an employee has a contagious or infectious disease which is in a communicable stage or presents more than a minimal risk of transmission to others, the employee should not report to work and is expected to follow the absence reporting procedures. Employees should in general follow the same guidelines for absence from work as a student is to follow under the guidelines of the Contagious and Infectious Disease Chart of the Nebraska Department of Health and Human Services regulations pertaining to school health and communicable disease control. Prior to returning to work, employees shall upon request submit a physician's written statement stating that the employee is able to return to work and does not pose a significant risk of transmission of the disease to others.
2. Bloodborne Pathogen Communicable Diseases. Communicable diseases subject to this part include diseases spread via bloodborne pathogens, including Human immunodeficiency virus (HIV) (including AIDS) and Hepatitis B (only carriers are of concern). An employee with a communicable disease, or an applicant for employment, shall be employed or be continued in employment without consideration of the communicable disease provided the employee or applicant is able to perform the essential functions of the position with such reasonable accommodations as may be necessary and provided the communicable disease does not pose an imminent threat to the health or the safety of others within the employee's work environment. Employees who have a communicable disease are expected to conduct themselves in such a manner as to not place others at risk and, in the event reasonable accommodation is necessary to avoid such risk, to make a confidential request for such accommodation.

D. General Provisions

1. No Discrimination or Harassment. No employee or student shall be unlawfully discriminated against or subjected to harassment on the basis of having a communicable disease.
2. Privacy. Every employee has a duty to treat as highly confidential any knowledge or speculation concerning the bloodborne pathogen status of a student or other employee. Violation of medical privacy may be cause for disciplinary action against the employee, including possible termination.

No information regarding a person's bloodborne pathogen status will be divulged to any individual or organization other than School District employees or agents who have a need to know of the circumstance, appropriate officials of the school in which the student is enrolled, and emergency medical personnel with a need to know, without a court order or a signed and dated consent of the person with the bloodborne pathogen infection (or the parent or guardian of a minor).

3. Records. All health records, notes, and other documents that reference an employee's bloodborne pathogen status or occupational exposure will be maintained in a separate confidential medical file for the employee. Records of occupational exposure shall be maintained for at least the duration of employment plus 30 years in accordance with OSHA standards.

All health records, notes, and other documents that reference a student's bloodborne pathogen status will be maintained in a separate confidential medical file for the student.

4. Infection Control. All employees are required to consistently follow infection control guidelines. Employees are required to follow the exposure control plan of The School District established in accordance with OSHA's "Occupational Exposure to Blood-Borne Pathogens" Standard. The use of universal precautions is mandated and work practice controls to minimize or prevent potential exposure are to be implemented. Any incident of exposure to blood shall be reported, evaluated, and follow-up completed and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements. Equipment and supplies needed to apply the infection control guidelines will be maintained and kept accessible.

5. Staff Development. The Superintendent or designee will make communicable disease and bloodborne pathogen education programs available to employees as appropriate to convey guidance on infection control procedures and inform employees about School District policies.

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. § 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. §12101 et seq.; 28 CFR §35.101 et seq.
Rehabilitation Act of 1973, Section 504--29 U.S.C. §791, et seq.; 34 CFR §104, et seq.
Nebraska Fair Employment Practices Act--§§48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Date of Adoption: [Insert Date]

Personnel - All EmployeesInfectious Diseases

In the event that a student, employee, or other person in frequent contact with students, employees or others present in Franklin Public Schools contracts an infectious disease, the determination of whether that person should be permitted to remain on duty, attend school or participate in school activities shall be made on a case-by-case basis. The following factors will be taken into consideration:

- (1) The behavior, neurological development, and physical condition of the student;
- (2) The expected type of interaction with others in the school setting;
- (3) The impact on both the infected person and others in that setting.

The determination of whether or not the infected person remains in the school shall be based on scientific and medical evidence.

When it is determined that an infected student poses an imminent threat to the health and safety of the school community or that the student's conduct presents a clear threat to the physical safety of himself, herself, or others, the provisions of the Communicable and Infectious Disease policies shall be implemented, providing for the exclusion of that student.

Any person with an infectious disease will retain the rights of confidentiality and privacy, limited to individuals in a need-to-know position (administrators and board members). The community shall be informed that an infectious disease is present in the school system and that the person will be excluded if the situation warrants such action, based on medical and legal advice. No information will be given out about the individual, his or her specific medical record, or about the family without the written permission of the individual (adult) or parent/legal guardian (student).

Legal Reference: 173 NAC 3 (HHS Control of Communicable Disease regulation) §§ 20-167 and 20-168 (HIV/AIDs statutes)
Neb. Rev. Stat. § 79-264 (student emergency exclusion)
29 CFR 1910.1030 (OSHA Bloodborne Pathogens regulation)
ADA-42 U.S.C. §12101 et seq.; 28 CFR §35.101 et seq.
Rehabilitation Act of 1973, Section 504--29 U.S.C. §791, et seq.; 34 CFR §104, et seq.
Nebraska Fair Employment Practices Act--§§48-1101 to 48-1126
20 U.S.C. 1232g (FERPA)

Date of Adoption: [Insert Date]

Personnel-All EmployeesPersonnel Files

Any teacher, administrator, or full-time employee of any public school district shall, upon request, have access to their personnel file and shall have the right to attach a written response to any item in such file, and may in writing authorize any other person to have access to such file, which authorization shall be honored by the district. Such access and right to attach a written response shall not be granted with respect to any letters of recommendation solicited by the employer which appear in the personnel file. No other person except school officials while engaged in their professional duties shall be granted access to such file nor shall the contents thereof be divulged in any manner to any unauthorized person.

Legal Reference: Neb. Rev. Stat. § 79-539; § 79-8,109

Date of Adoption: [Insert Date]

Personnel - All Employees

Receiving Agents, Salespersons, and Other Business Representatives

No school employee shall visit with or discuss business matters of a personal nature with any sales representative during the hours the employee is on duty in the school, except by special permission of the Superintendent or building principal.

Any agent or business representative calling on school personnel about school matters, such as, textbooks, publication of the school annual, class insignia, athletic equipment, school equipment, school supplies, building and custodial supplies, and the like, shall first obtain the permission of the Superintendent or building principal and it is the duty of the school employee to ascertain that the representative has such permission. In general, a teacher shall not interrupt class work to confer with such representatives.

Legal Reference: Neb. Rev. Stat. § 79-8,100

Date of Adoption: [Insert Date]

Personnel - All Employees

Unauthorized Purchases

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered.

Date of Adoption: [Insert Date]

Personnel - All Employees

Use of School Facilities and Equipment by School Employees

The Superintendent may approve use of school facilities, equipment and other resources by school employees, except for activities which result in personal or corporate gain and provided that such use is consistent with Policy No. 1100.

School vehicles shall not be available for personal use.

Date of Adoption: [Insert Date]

Personnel - All Employees

Activity Passes

All employees and Board of Education members of Franklin Public Schools may be given an activity pass which will admit the employee and Board of Education member and spouse to school activities. The activity pass may be used only by the person whose name appears on the pass.

Date of Adoption: [Insert Date]

PersonnelCommunity Relations—Political Activity

The Board requires that staff members who desire to seek public office or to engage in other political activity likely to interfere with their normal work requirements seek prior Board approval.

In order to guard against placing students or staff members under undue pressure to adopt particular positions on political issues, the Board directs that employees avoid using their positions or their access to school materials or facilities for solicitation, promotion, recruiting or to otherwise work for the election or defeat of any candidate for public office or to influence the outcome of an election or a decision by a governing body on a political issue. Specifically, employees are restricted from the use of the following for such purposes.

1. Their position, whether as an instructor or as a leader or supervisor of other employees;
2. Classrooms, buildings or facilities;
3. Students; or
4. School equipment, materials or mailing systems.

These restrictions do not apply to employees who are engaged in authorized lobbying activities on behalf of the district. The restrictions also do not apply to the distribution of employee association correspondence or newsletters in the normal course of association business, even though those communication media may contain information concerning adopted positions of the association on political issues.

Date of Adoption: [Insert Date]

Personnel - All EmployeesFair Labor Standards Act (Minimum Wage & Overtime)

Work week: The work week for overtime purposes shall be 12:00 a.m. Sunday until 11:59 Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime: Overtime will be paid to non-exempt employees as required by law. Compensatory pay in-lieu of overtime pay may be implemented in accordance with law. A non-exempt employee shall not work overtime without the express approval of the employee's supervisor.

Salaried Basis: The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Legal Reference: Fair Labor Standards Act, 29 U.S.C. § 201 et seq.
29 CFR §§ 541.303; 541.602; 541.603; 541.710; 553.20-.28; and 771.105

Date of Adoption: [Insert Date]

Personnel - All EmployeesShredding Consumer Reports

It is the policy of Franklin Public Schools to take reasonable measures to protect against unauthorized access to consumer information from consumer reports.¹ A consumer report includes criminal background checks performed on applicants or employees by a third party. It does not include criminal checks performed by school staff.

Reasonable measures to protect against unauthorized access to or use of consumer information in connection with its disposal include the following examples. These examples are illustrative only and are not exclusive or exhaustive methods for complying with this directive.

- (1) Shredding of papers containing consumer information so that the information cannot practicably be read or reconstructed. Burning or pulverising such papers are also options where appropriate.
- (2) Destruction or erasure of electronic media containing consumer information so that the information cannot practicably be read or reconstructed.
- (3) After due diligence,² entering into and monitoring compliance with a contract with another party engaged in the business of record destruction to dispose of material in a manner consistent with this directive.

This policy does not require that the consumer reports information be disposed of; rather, it specifies the action to be taken whenever such disposal occurs. Questions regarding the disposal of consumer reports information should be directed to the Superintendent or the Superintendent's designee.

Legal Reference: FTC Rule on Disposal of Consumer Report Information and Records, 16 CFR Part 682

Date of Adoption: [Insert Date]

¹ "The term 'consumer report' means any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for . . . (B) employment purposes." Fair Credit Reporting Act, 15 U.S.C. § 1681a(3).

² The FTC rule states: "In this context, due diligence could include reviewing an independent audit of the disposal company's operations and/or its compliance with this rule, obtaining information about the disposal company from several references or other reliable sources, requiring that the disposal company be certified by a recognized trade association or similar third party, reviewing and evaluating the disposal company's information security policies or procedures, or taking other appropriate measures to determine the competency and integrity of the potential disposal company."

Personnel - All EmployeesSocial Security Numbers

Employee social security numbers shall be kept confidential to the extent required by law. Use of more than the last four digits of an employee's social security number shall be made by the District only for:

1. Legal Mandates. Compliance with state or federal laws, rules, or regulations.
2. Internal Administration. Internal administrative purposes, including provision of employee social security numbers to third parties for such purposes as administration of personnel benefits and employment screening and staffing. However, the internal administrative uses shall not permit use of employee social security numbers:
 - a. As an identification number for occupational licensing.
 - b. As an identification number for drug-testing purposes except when required by state or federal law.
 - c. As an identification number for District meetings.
 - d. In files with unrestricted access within the District.
 - e. In files accessible by any temporary employee unless the temporary employee is bonded or insured under a blanket corporate surety bond or equivalent commercial insurance.
 - f. For posting any type of District information.
3. Voluntary Transactions. Commercial transactions freely and voluntarily entered into by the employee with the District for the purchase of goods or services.

The District will not use or require an employee to use more than the last four digits of an employee's social security number District for:

1. Public Posting or Display. Any public posting or display available to the general public or to an employee's co-workers.
2. Internet Transmission. Transmission over the Internet unless the connection is secure or the information is encrypted.
3. Internet Access. To access an Internet web site unless a password, unique personal identification number, or other authentication device is also required to access the Internet web site.
4. Identifier. As an employee number for any type of employment-related activity.

Legal Reference: Neb. Rev. Stat. § 48-287
5 USCS § 552a (note) (Privacy Act of 1974)

Date of Adoption: [Insert Date]

Personnel - All EmployeesMilitary and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law.

Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Family military leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Legal Reference: Neb. Rev. Stat. §§ 55-160 to 55-166;
 Neb. Rev. Stat. §§ 55-501 to 55-507
 29 U.S.C.A. §§ 2611, et seq. and 29 CFR Part 825
 38 USC Sections 4301 to 4333 and 20 CFR Part 1002

Date of Adoption: [Insert Date]

Personnel - All EmployeesNotification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - e. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure

prior to commencement of employment. Any hiring made without such disclosure shall be subject being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Date of Adoption: [Insert Date]

Personnel - All Employees

Wage and Deduction Information

Within ten working days after a written request is made by an employee, the Superintendent or designee shall furnish the employee with an itemized statement listing the wages earned and the deductions made from the employee's wages for each pay period that earnings and deductions were made. The statement may be in print or electronic format.

Legal Reference: Neb. Rev. Stat. § 48-1230

Date of Adoption: [Insert Date]

Personnel - Certificated Employees

Qualifications for Appointment as Teacher

To be eligible for appointment as a teacher, an applicant must have a minimum of a Bachelor's Degree from an accredited or approved college or university and have a current teaching certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. § 79-801 et. seq.

Date of Adoption: [Insert Date]

Personnel - Certificated Employees

Qualifications for Appointment to Administrative and Supervisory Positions

To be eligible for appointment to any administrative or supervisory position, an applicant must have a minimum of a Master's Degree from an accredited institution of higher learning with graduate training in educational supervision and administration from an accredited or approved college or university and have a current Administrative and supervisory certificate from the State of Nebraska, Department of Education (or provide satisfactory evidence that these requirements will be in place prior to commencement of duties), and such other certification or license as may be required by law.

Legal Reference: Neb. Rev. Stat. § 79-801 et. seq.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesContract

Certificated employees shall be recommended for hiring by the Superintendent with the final approval by the Board of Education prior to hiring. Final approval must be made by formal motion of the Board of Education. The final approval by the Board of Education should generally follow closely the recommendation of the Superintendent whenever possible, but such approval of recommendation is not mandatory on the Board of Education.

All contracts for employment of a teacher or administrator to be effective must meet the following conditions:

1. The contract must be in writing and contain such provisions as are required by law.
2. The employed person must hold a valid teaching or administrative certificate at all times.
3. The employed person must not be under contract to another district in this state.
4. The contract must be approved by at least four (4) school Board members and signed by a designated member of the Board.

No member of the Board of Education may cast a vote in favor of the election of any teacher when such member of the Board is related to him or her or to the majority of the Board by blood or marriage.

Legal Reference: Neb. Rev. Stat. § 79-817
 Neb. Rev. Stat. § 79-818
 Neb. Rev. Stat. § 79-819

Date of Adoption: [Insert Date]

Personnel - Certificated Employees

Certification

Each certificated staff member shall hold at all times a valid Nebraska teaching or administrative certificate.

Legal Reference: Neb. Rev. Stat. § 79-802

Date of Adoption: [Insert Date]

Personnel - Certificated Employees

Probationary Certified Employees

During the first three (3) years of employment with the School District, as determined and calculated in accordance with state law, a certificated employee shall be considered a probationary employee. A probationary employee's rights to continued employment status and non-renewal of a probationary employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. § 79-824

Date of Adoption: [Insert Date]

Personnel - Certificated Employees

Permanent Certified Employees

A certificated employee who has been employed for the full probationary period as set forth in policy 4120 and in accordance with state law is a permanent certificated employee. A permanent certificated employee's rights to continued employment status and termination of said permanent certificated employee's contract shall be determined according to law.

Legal Reference: Neb. Rev. Stat. § 79-824

Date of Adoption: [Insert Date]

Personnel - Certificated Employees

Assignment of Duties

The Superintendent shall have the authority to assign and reassign teachers and other staff to extracurricular activities and other specific activities, including supervision of pupils in halls, study halls, playgrounds, work on faculty committees and staff activities, and other duties necessary for the operation of the school.

Legal Reference: Neb. Rev. Stat. § 79-839

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesAgents/Tutors

Teachers and other certificated staff shall not act as agents, or accept commission, royalties, or other rewards for books or other school materials, the selection or purchases of which they may influence.

A professional employee may not provide private tutoring or professional services in exchange for compensation from a source other than the School District without advance approval of the Superintendent:

1. to a child that the employee teaches or provides professional services in the course and scope of the employee's duties to the School District; or
2. in a facility owned or under the control of the District; or
3. during the employee's duty hours.

Professional employees who accept engagements to provide private tutoring or professional services are to make clear that the services are not being provided on behalf of the School District to the extent the recipient of the services may in any way otherwise be caused to believe the services are provided through the School District.

Legal Reference: NDE Rule 27, sections 27.402E, 27.403F and 27.404B

Date of Adoption: [Insert Date]

Personnel - Certificated Employees

Student Teachers and Pre-Student Teachers

The district will cooperate with colleges and universities by allowing students who are preparing to teach to devote a reasonable amount of time to training in our schools, provided that this training will in no way impede the satisfactory progress of pupils.

Date of Adoption: [Insert Date]

PersonnelProfessional GrowthRequired Professional Growth Activities

Every six years the teachers in the Franklin Public Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period - This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and end it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Points - All teachers must earn a total of 24 professional growth points during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: written reports, AV presentations, grade transcripts, etc.

Procedures for Applying for Growth Credit - Application for accreditation of professional growth activities and college credit shall be made on forms prescribed by the Professional Growth Committee. A separate application shall be submitted for each activity for which growth points are requested. Application shall be initiated by the person requesting credit. Any activity not clearly defined as a possibility for professional growth must have preliminary approval before participation by the superintendent and principal. The application, together with substantiating evidence that the work has been completed, shall be given to the principal's office. After the professional growth committee has considered the application, then reviewed and signed by the superintendent, notice will be sent to the applicant of the approval or non-approval. After all the parties have taken action, the application will be filed in the applicant's personal file. Teachers may earn more than twenty-four professional growth points in a six year period and have these recorded on their record if they so request this to the superintendent/or principal.

Professional Growth Committee - A professional growth committee will be appointed by the superintendent. The principal and two teachers will make up this committee. The teachers will be appointed for a two year period.

Classification of Activities - Listed are the activities for which growth points may be obtained and in addition, the maximum number of points allowed. The required 24 points may be earned in a single year or over a period of six years. Points earned during one growth period may not be carried over into the succeeding professional period, even though they may have earned in excess of the required number.

Professional Development Activities:

Professional Development Activity		Point Criteria
I. Course Work		
	A. College or University Courses	One semester hour = 4 pts
	B. Verified Audit of College or University Courses	One semester hour = 1 pt
II. Professional Meetings		
	A. Workshops, curriculum conf. & conventions	Three seat hours = 1 pt ¹
	B. TV or Internet In-service Programs	Six viewing hours = 1 pt
	C. Professional presentations prepared and presented to adults at a workshop, conference, or convention	One hour = 1 pt
III. Other Pre-Approved Activities ²		
	A. Professional research related to pedagogy	Administrative discretion - up to 4 pts
	B. Publication of work in professional journals or other educational related materials	Administrative discretion - up to 4 pts
	C. Travel to destination related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	D. School visitations or accreditation/visitation committees	One day = 1 pt
	E. Summer employment related to endorsed area or subject matter of assigned curriculum	Administrative discretion - up to 4 pts
	F. Service as a "cooperating Teacher" for student Teacher.	One semester = 1 pt
	G. Service as an appointive or elected officer of a professional organization	Administrative discretion - up to 4 pts
	H. Other activities not included above may be considered by the Professional Growth Committee after prior approval from the administration	Administrative discretion - up to 4 pts

If a staff member attends a workshop or conference for one and one-half hours (1/2 point possible credit), then that workshop may be referred to the Professional Growth Committee, if accompanied by another application from the same category for another one-half point.

No more than 8 growth points can be awarded in the areas of extra-curricular activities in any growth period.

All applications eligible for consideration must be turned into the principal's office during the six year growth period of time.

Legal Reference: Neb. Rev. Stat. § 79-830

Date of Adoption: [Insert Date]

¹ Except Franklin Public Schools sponsored workshops.

² "Pre-approved Activities" shall mean those professional growth activities proposed by the certificated employee to be credits with points for purposes of professional growth under this policy that have been approved for such purpose in writing by the Superintendent and Principal.

Personnel - Certificated EmployeesTeacher Training

The district shall provide and promote development programs for all professional staff - Superintendent, principals, teachers and the board of education. Features of the staff development program:

1. Staff development resources and time shall be allocated in keeping with the key values and priorities of the district.
2. The staff development program shall concentrate on the programs and practices of effective schools and teaching, goal setting, assessment procedures, evaluation of staff, and the change process.
3. Content shall be selected that has been verified by research to improve student outcomes.
4. Teachers shall be actively involved in initiating, planning, and conducting the development programs for teachers.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesEvaluation of Teachers

These evaluation procedures are applicable to certificated staff (teachers). Administrators are not covered by this evaluation policy.

1. Communication of Evaluation Process.

Annual written communication of the evaluation process to those being evaluated shall be made by distributing a copy of the evaluation instrument shall be distributed to the certificated staff at the beginning of each school year.

2. Duration and frequency of observations and written evaluations

The duration and frequency of observations and written evaluations for probationary and permanent (tenured) teachers are to be as follows:

a. Probationary Teachers.

- i. Formal observations of probationary teachers shall be based upon actual classroom observations for an entire instructional period.
- ii. Probationary teachers shall be formally observed and evaluated at least once each semester.
- iii. The responsible evaluator is expected to complete the second semester evaluations of probationary teachers prior to April 15 of each year.

b. Permanent Teachers.

- i. Formal observations and evaluations of permanent teachers are to be based upon actual classroom observations for an entire instructional period.
- ii. Permanent teachers are to be formally observed and evaluated at least once each school year.

c. Teachers' Responsibility. Teachers are expected to inform the responsible evaluator of instructional periods that would be conducive to an evaluation and to make themselves readily available for evaluations. In the event the responsible evaluator has not initiated the evaluation process nearing the time within which an evaluation is required to be completed, the teacher has the responsibility to notify the responsible evaluator such that the evaluation can be completed when due.

d. Failure to Complete Evaluations. For permanent teachers, a failure to complete evaluations with the designated duration and frequency shall not give the permanent teacher rights, but is to be considered in evaluating the responsible evaluator's performance.

e. Informal Observations and Evaluations. Informal observations and evaluations may be conducted as the administration determines to be appropriate.

- f. Additional Observations and Evaluations. The duration and frequency of observations and written evaluations is specified as a minimum. Observations and evaluations of greater frequency or number than required may be conducted and made at the request of the teacher or in the discretion of the evaluator.

3. Evaluation Criteria

Teachers shall be evaluated based upon the following district-defined evaluation criteria:

- Instruction, which includes:
 - Instructional Process
 - Instructional Climate, which includes Classroom Organization and Management
- Professionalism, which includes:
 - Professional Conduct
 - Personal Conduct
- Improvement, which includes:
 - Teaching Improvement
 - School Improvement

The descriptors set forth in the evaluation instrument approved by the board of education set forth the specific district-defined criterion within each of the foregoing criteria areas.

In preparing summative evaluations, evaluators are to consider not only the formal observations conducted, but also informal observations and other relevant information concerning the performance of the teacher in each of the evaluation criteria.

4. Communication of Deficiencies

The evaluation process shall include written communication and documentation to the evaluated teacher specifying all noted deficiencies, specific means for the correction of the noted deficiency, and an adequate timeline for implementing the concrete suggestions for improvement.

As professionals, teachers may be assigned responsibility to provide suggestions for improvement plans or job growth strategies and shall have the duty of complying with such requests. Further, in the event improvement plans or other similar performance measures are implemented, teachers shall have the duty to comply with such plans. Teachers are expected to be cooperative, professional, and to exhibit a willingness to improve performance and to accept the constructive criticisms and suggestions of the evaluator.

5. Teacher Responses to Evaluations

Teachers shall be provided seven calendar days from receipt of an evaluation in which to give a written response to the evaluation.

6. Plan for Training Evaluators

All evaluators shall possess a valid Nebraska Administrator's Certificate and trained to use the evaluation system used in the District. Training sessions in the use of the District's teacher evaluation system will be provided by the Superintendent or designee to all evaluators prior to their participation in teacher evaluations. Refresher training is to be conducted as the Superintendent determines to be needed.

Legal Reference: Neb. Rev. Stat. § 79-828 (Evaluation of Probationary Teachers)
NDE Rule 10

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesReduction in Force Policy for Certificated Staff

Reductions-in-force of certificated staff member may be required due to decreasing enrollments, limited financial support, changing programs, or other changes in circumstances. If such changes occur and a reduction of certificated staff is necessary, the Superintendent (or his designee) shall recommend to the Board of Education those certificated employees to be reduced under the reduction-in-force provisions of the continuing contract laws; provided, however, that no permanent employee may be reduced through a reduction-in-force while a probationary employee is retained to perform a service in a position that the permanent employee is qualified by certification and endorsement to perform or where certification is not applicable, by reason of college credits in the teaching area.

Due to the often intimate, confidential, and unique personal working relationship necessary between the administration and the Board of Education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.

The selection of personnel to be reduced shall be made with consideration given to the following: (1) programs to be offered, (2) areas of certification and endorsement, (3) state and federal regulations which may mandate certain employment practices, (4) special qualifications that may require specific training and/or experience, (5) contributions to activity programs, (6) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures, (7) the organizational and educational impact created by multiple part time certificated employees, and (8) any other reasons which can be rationally related to the instruction in or administration of the school system.

Employee evaluations (including frequency of evaluations, evaluation forms, and number and length of classroom observations, if applicable) used for purposes of this policy shall conform to the board policies and administrative rules, regulations, and practices (in effect at the time) related to the periodic evaluation of certificated staff members.

If, after consideration of the above, it is the opinion of the Superintendent that no significant difference exists between certificated employees being considered for reduction-in-force, then the employee with the longest uninterrupted service to the district shall be retained. Uninterrupted service time shall accrue the same for all certificated employees regardless of their full time equivalency. Uninterrupted service time for employees employed less than a full school year shall accrue according to the number of contract days worked. Uninterrupted service time shall not accrue for certificated employees on leave of absence for more than forty (40) days.

Any certificated employee whose contract is terminated because of reduction-in-force shall be considered to have been dismissed with honor and shall, upon request, be provided a letter to that effect. Such employee shall have preferred rights to re-employment for a period of twenty-four

months commencing at the end of the contract year and the employee shall be recalled on the basis of length of uninterrupted service to the school to any position for which he or she is qualified by endorsement or college preparation to teach. The employee shall, upon reappointment, retain any benefits which had accrued to said employee prior to the reduction, but such leave of absence shall not be considered as a year of employment by the district. An employee under contract to another educational institution may waive recall but such waiver shall not deprive the employee of his or her right to subsequent recall.

It shall be the responsibility of such certificated employee to file (with the Superintendent of Schools) a copy of said employee's teaching certificate (including endorsements) upon initial employment with the district. On or before March 15th of each year thereafter (for so long as the employee is employed in the school system or has rights of recall) evidence of any changes in said employee's certification or endorsements which have occurred (since March 15th of the previous year) or are pending shall be filed with the Superintendent of Schools.

Any certificated employee whose employment contract is reduced as a result of reductions-in-force shall (during his/her period of recall) report his/her current address to the Superintendent of Schools and shall inform said Superintendent of any changes of address thereafter. If a vacancy in the system occurs for which said employee has rights of recall, the offer of such employment may be sent by said Superintendent to said employee's last known address. If no acceptance of such offer is received from said employee within fourteen days of mailing and the Superintendent has no personal knowledge of the whereabouts of said employee (other than said last known address), the employee shall be deemed to have waived his/her rights to recall to said employment position.

Anything in this policy to the contrary notwithstanding, this policy shall specifically permit and allow reductions in force to occur which deal with total elimination or termination or amendment of contracts or positions, which deal with reductions in force from full-time to part-time, which deal with reductions in force from part-time to a lesser part-time, or which deal with any other reductions in force which result in the termination or amendment of a certificated employee's contract or employment position.

Legal Reference: Neb. Rev. Stat. §§ 79-846 to 79-849

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesLeave of Absence

After a minimum of three (3) years of employment in Franklin Public Schools, a teacher may apply for a one-year leave of absence. Criteria to be considered by the superintendent in recommending approval or denial of a request include:

- no more than one Elementary teacher and no more than one Secondary teacher may be on leave during the same year. If more than one request is received from the Elementary or Secondary, the administration shall decide based on factors including the date of application, the reason for requesting leave, the subsequent value to the school district, and seniority;
- requests for the one-year leave of absence must be submitted in writing to the Superintendent prior to March 1 through the Superintendent;
- a qualified replacement must be found before the leave is approved;
- no salary or benefits will be paid to the teacher by the district during the year of absence. Continued group health insurance may be obtained, subject to the approval of the insurance carrier; the premiums for such insurance shall be paid by the teacher in advance. Upon return, the teacher will be placed on the salary schedule at the vertical step earned prior to the beginning of the leave period;
- a teacher who wishes to return from leave shall notify the Superintendent in writing by March 1. If no such notice is received by March 1, the teacher is considered to have resigned. The school district shall not be responsible for reminding the teacher of the required return notice;
- a teacher returning from leave is not guaranteed the same position held before the leave of absence. However, an effort will be made to arrange for the same or a comparable position placement; and
- a teacher shall enter into a written agreement with the Board of Education setting forth the terms of such leave of absence.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesDual Sponsorship of Activities

In any instance where more than one teacher is assigned to the sponsorship of an activity for which a stipend is paid, each teacher thereby assigned shall receive payment of the stipend as is specified in the negotiated agreement between the certificated teaching staff and the school district. Should two or more teachers receive administration approval to share the sponsorship of any activity, only an amount equal to one stipend as specified shall be made but shall be equally divided among those teachers sharing the sponsorship.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesStandards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.
8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
9. Shall report to the Superintendent any known violation of these standards.
10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
7. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair professional judgment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.
5. Shall not assign to unqualified personnel tasks for which an educator is responsible.
6. Shall permit no commercial or personal exploitation of his or her professional position.
7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. §§ 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: [Insert Date]

Personnel - Non-Certificated Employees

Qualifications of Non-Certificated Employees

Non-certificated employees shall meet the statutory license requirements and such other qualifications as may be determined by the Board and the Superintendent.

Date of Adoption: [Insert Date]

Personnel - Non-Certificated Employees"At Will" Employees

All non-certificated employees and non-certificated assignments shall be employed on an "at will" basis. Non-certificated employees shall have no property right in continued employment and need not be accorded a hearing or any other procedural or substantive due process, prior to termination of their employment.

Nothing in board policy, administrative regulations or practices, employee handbooks, or in any evaluation instrument or in the appraisal process or program for non-certificated employees shall or is intended to create or be a contract or part of a contract with a non-certificated employee which shall in any way be construed to be contrary to the "at will" employment of non-certificated employees. No administrator or other employee of the school district has any authority to enter into any agreement of employment with a non-certificated employee for any specific period of time or to make any agreement contrary to an at-will employment relationship.

Date of Adoption: [Insert Date]

Personnel - Non-Certificated EmployeesHiring/Dismissal

The Board of Education hereby delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate) on behalf of Franklin Public Schools. Such authority shall be exercised in compliance with the policies of the Board of Education. The Board of Education reserves the authority to modify or reverse any such action taken by the Superintendent.

Dismissal of non-certificated employees shall be on an at-will basis, as such employees are subject to termination at any time without cause, without prior disciplinary action or progressive discipline, and irrespective of the lack of any evaluation or the irregularity in any evaluation process.

Date of Adoption: [Insert Date]

Personnel - Non-Certificated Employees

Contract

All non-certificated employees shall be required to sign an "at will" employment contract with the school district as a condition precedent to employment or continued employment with the school district. The non-certificated "at will" employee contract shall be in the form as proposed by the Superintendent and approved by resolution of the Board of Education.

Date of Adoption: [Insert Date]

Personnel - Non-Certificated Employees

Assignment and Transfer

Each non-certificated employee shall be assigned to a position at the direction of the Superintendent and may be transferred to any other position as the Superintendent may direct.

Date of Adoption: [Insert Date]

Personnel - Non-Certificated EmployeesComplaint Procedure

The normal procedure to be followed by each employee regarding a personal complaint related to his/her employment is to discuss the matter in a personal conference with the school principal or with the supervisory officer directly in charge. When the nature of the complaint dictates otherwise, the employee is entitled to present the complaint to any higher supervisory officer. An unsatisfactory result with the school principal or with the supervisory officer may be taken to the Superintendent.

Date of Adoption: [Insert Date]

Personnel - Non-Certificated Employees

Complaint Form

This complaint form is to be used when a non-certificated employee of Franklin Public Schools has a personal complaint related to his/her employment. The initial step for such a complaint is to have a conference with the school principal or with the supervisory officer directly in charge. That step may be undertaken informally, without completing this form.

This form is to be completed if the employee is dissatisfied with the outcome at the initial step and wishes to have his/her complaint reviewed at the next level.

Date: _____

Name: _____

(1) Description of the complaint:

_____.

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

_____.

(3) Identify and attach any supporting the complaint:

_____.

(4) Date of the personal conference with the principal or supervisory officer: _____.

(5) Response given by principal or supervisory officer to the employee's complaint:

_____.

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

_____.

The undersigned states: I have a reasonable belief that the facts in this complaint are true and accurate and I give permission for an investigation to be made into this complaint.

Signature: _____

Received by: _____

Date: _____

PersonnelNon-Certified StaffBus Drivers

Bus drivers are selected from qualified applicants by the superintendent and recommended to the Board of Education for employment. Bus drivers must meet all the requirements prescribed by Nebraska Law.

Regular bus drivers are paid at a rate established annually by the Board of Education. Bus drivers receive three days sick leave per year non-accumulative with one of those days available to be used for personal leave with the permission of the administration. Bus drivers are entitled to none of the insurance benefits.

Bus drivers will be paid at an hourly rate established annually by the Board for school activity and field trips.

Except as may otherwise be established by the Board, the pay for each trip on a regular route shall be the total annual pay divided by the total scheduled trips. This amount shall be deducted for each trip that a substitute must be hired. Substitute drivers will be paid an amount calculated according to the procedures outlined above.

Legal Reference: Neb. Rev. Stat. § 79-608
NDE Rules 91 and 92

Date of Adoption: [Insert Date]

PersonnelStandards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, religion, handicapping condition or sexual orientation.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee's personal and institutional views.
11. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee's supervisor.
12. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: [Insert Date]

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

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

The Franklin Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Ken Schroeder, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (kschroed@esu11.org).

Employees and Others: Ken Schroeder, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (kschroed@esu11.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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

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

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

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

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

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

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

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

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

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

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

2. Anti-retaliation:

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

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

3. Grievance (or Complaint) Procedures:

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

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

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

with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

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

i. Level 1 (Investigation and Findings):

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

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

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

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

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and

relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

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

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

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

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

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary,

and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

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

4. Remedies:

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

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

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

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.

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

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

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

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

5. Confidentiality:

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

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

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

6. Training:

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

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.

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

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

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

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

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

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

8. Preventive Measures:

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

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

Date of Adoption: [Insert Date]

**Complaint Form
Discrimination, Harassment or Retaliation**

The Franklin Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

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

The applicable coordinator may be contacted if you have questions about filling out this complaint form:
Students: Ken Schroedder, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (kschroed@esu11.org).
Employees and Others: Ken Schroedder, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (kschroed@esu11.org).

Name: _____ Date: _____

(1) Description of the complaint: _____

_____.

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

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

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

_____.

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

_____.

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

Received by: _____ Signature: _____
Date: _____

Notice of Nondiscrimination

The Franklin Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Ken Schroeder, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (kschroed@esu11.org).

Employees and Others: Ken Schroeder, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (kschroed@esu11.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Personnel - All EmployeesDuty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
2. Teachers shall make arrangements to be available to students after school. Unless otherwise specified by the Superintendent, members of the professional staff shall be on duty from 7:50 AM to 3:50 PM on regular duty days and 7:50 AM to 2:10 PM on early release days to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall be provided with a one half hour duty free lunch period.
3. All other staff shall be on duty as determined by the Superintendent.
4. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Date of Adoption: [Insert Date]

Personnel - Certificated EmployeesSubstitute Teachers

Persons employed as substitute teachers shall meet such qualifications as are established by law and the State Department of Education and may be employed for periods of time in the absence of the regular teacher.

Rates of compensation for all substitute teachers will be set by the Board, substitutes who serve for more than 5 consecutive days shall have the right to request an increase daily rate of pay which will be negotiated with the superintendent and is not to exceed the per diem rate for teachers who are on step 1 of the current teachers' salary schedule provided that after a substitute employee has been on duty for fifteen (15) consecutive school days, such substitute teacher shall be paid on a per diem rate applying the salary schedule in place for certificated teachers for the school district based upon the substitute teacher's level of educational attainment and years of teacher experience. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers.

Legal Reference: Neb. Rev. Stat. § 79-808

Date of Adoption: [Insert Date]

**CLASSIFIED EMPLOYEE'S
EMPLOYMENT AGREEMENT**

This Employment Agreement is entered into between Franklin Public Schools, hereinafter referred to as the "District," and _____, hereinafter referred to as the Employee.

WITNESSETH: The District hereby agrees to employ the Employee and the Employee hereby agrees to accept such employment on the following terms and conditions:

Section 1. Term of Contract. The term of this contract shall commence effective on the 1st day of August, 20__, and shall terminate on the 31st day of July, 20__. The contract and employment is on an "at will" basis and may be earlier terminated pursuant to Section 4. The contract may be extended for like periods by written agreement.

Section 2. Compensation and Benefits.

- a. Salary Worksheet. Employee shall be paid a salary and benefits in accordance with the Salary Worksheet attached hereto and incorporated by this reference. Salary shall be payable in twelve equal installments on the regular payroll date each month.
- b. Leaves. Vacation leave days are earned on a proportionate basis throughout the year (for example, if the District provides 12 days per year, one day is available each month); the District may permit advance leave days to be taken in its discretion. Unused leave does not carry forward from one year to another. There shall be no pay in lieu of unused leave.
- c. Deductions. The Employee authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Employee or the value of property or money entrusted to the Employee or owed by the Employee to the District during the course of the Employee's employment.
- d. State Retirement. This employment is subject to provisions of the School Employees State Retirement Act.
- e. FLSA Exemption: Employee is Exempt ____ Not Exempt ____ (check as applicable) under the FLSA guidelines. Employee agrees that this overtime-exempt determination is accurate.

Section 3. Duties of Employee.

- a. Position. Employee is employed in the position of _____.
- b. Duties. The duties of the Employee shall include such duties as may be set forth in the applicable job description for the position, the policies of the Board of Education, and as are assigned by the Superintendent and by the Employee's supervisor. The Employee agrees to perform the duties faithfully and to the best of the Employee's ability.
- c. Board Policies. The Employee shall comply with the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The Employee agrees that the policies of the Board of Education and rules and regulations of the district may be changed at any time, with or without notice to the Employee.
- d. Duty Hours. The days and hours of employment shall be as assigned by the Superintendent or the Employee's supervisor. Regular, dependable attendance is an essential function of the Employee's position.
- e. Assignment. The Employee may be assigned to different positions and duties and in such event the Board shall retain the discretion to adjust the salary and benefits commensurate with such changed position or duties.

Section 4. Termination of Employment.

- a. Termination by District. This agreement creates no property right in continued employment. It may be terminated by the District, with or without cause or hearing, upon giving two (2) calendar weeks notice or pay in lieu of notice, provided that in the event of just cause for termination, no notice or pay in lieu of notice shall be required.
- b. Termination by Employee. In the event of Employee submits a resignation or otherwise terminates the agreement prior to July 31, 20__ (or prior to an extended term entered into between the District and the Employee), the resignation shall not become effective until approval by the Board which, unless waived by Board action, shall be subject to the condition that Employee pay liquidated damages for such early termination as follows: resignation effective more than 90 days prior to term—fifteen percent (15%) of annual salary; resignation effective more than 60 days but less than 90 days prior to term—ten percent (10%) of annual salary; and resignation effective at any other time prior to the effective date but without two (2) weeks written notice—five percent (5%) of annual salary. The Employee agrees that such liquidated damages are necessary for the reason that early resignations and resignations without advance notice present severe problems for the District in obtaining suitable replacements, the damages from such are difficult to fix, and the established liquidated damages approximate damages to the District.
- c. Compensation upon Termination. Upon termination, the compensation to be paid shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of termination bears to the twelve months in the annual salary period in which termination occurs. (In the event salary is fixed on a period other than twelve months, the same proration method shall be used for the period over which the salary has been fixed). Any portion of compensation, whether in the form of salary or benefits, paid or provided but not earned prior to termination, shall be refunded to the District by the Employee. The Employee authorizes a set-off from compensation for any damages due the District from the Employee for reason of liquidated damages or otherwise.

Section 5. Applicable Law. This agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

Section 6. Entirety of Agreement and Amendments. This Employment Agreement constitutes the entire agreement and no representations, promises, agreements or undertakings made by or on behalf of the District, written or oral, not herein contained shall be of any force or effect. It is specifically agreed that this Employment Agreement shall be subject to modification only by a written instrument signed by the Employee and the Superintendent or the Board of Education.

<p>Executed this ___ day of _____, 20__.</p> <p>_____</p> <p>Employee</p>	<p>Executed this ___ day of _____, 20__.</p> <p>Franklin Public Schools</p> <p>By: _____</p> <p>Superintendent or other Authorized Official</p>
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SALARY WORKSHEET

Employee Name:	Assignment:
Schedule Placement:	Days Per Year*:
Hours Per Day:	Yearly Fringe Benefit: \$
Fringe Benefit: \$	Yearly Salary: \$
Hourly Salary: \$	Extra Duty:
Extra Wage: \$	

***FLSA-Exempt Employees:** If Employee is FLSA-exempt, it is understood that there shall be no pay for days or hours worked in excess of that listed absent a written, Board approved agreement for such work. Employee agrees that Employee (initial as appropriate):

___ Executive Exemption: Employee’s duties include the primary duty of the management of a recognized department or subdivision and customarily and regularly directing the work of other employees (2.0 FTE or more). Employee’s recommendations as to hiring, firing, promotion or other change of status of other employees are to be given particular weight.

___ Administrative Exemption: Employee’s duties include the primary duty of performing office or non-manual work directly related to the management policies or general business operations of the employer or the employer’s customers and Employee customarily and regularly exercises discretion and independent judgment; or Employee’s duties include the primary duty of performing administrative functions directly related to academic instruction or training.

Income Summary	
Monthly Salary:	\$
Monthly Fringe:	\$
Total Salary Available:	\$
Deductions	
Cancer Insurance:	\$
Blue Cross Blue Shield	\$
Guardian Life Insurance	\$
SelectFlex	\$
Savings Bond	\$
Annuities	\$
United Way	\$
Credit Union	\$
Direct Deposit	\$
Association Dues	\$
College	\$

Please use this worksheet to make any changes in your deductions. Salary Reduction Agreements are required to make changes to annuities. As an employee of the Franklin Public Schools, I voluntarily authorize the above deductions effective on the signed date.

_____ Employee	Date: _____, 20__.
_____ Superintendent	Date: _____, 20__.

PersonnelNon-Certified StaffBus Drivers

Bus drivers are selected from qualified applicants by the superintendent and recommended to the Board of Education for employment. Bus drivers must meet all the requirements prescribed by Nebraska Law.

Regular bus drivers are paid at a rate established annually by the Board of Education. Bus drivers receive 5 discretionary leave days per year non-accumulative with one of those days available to be used for personal leave with the permission of the administration. Bus drivers are entitled to none of the insurance benefits.

Bus drivers will be paid at an hourly rate established annually by the Board for school activity and field trips.

Except as may otherwise be established by the Board, the pay for each trip on a regular route shall be the total annual pay divided by the total scheduled trips. This amount shall be deducted for each trip that a substitute must be hired. Substitute drivers will be paid an amount calculated according to the procedures outlined above.

Legal Reference: Neb. Rev. Stat. ' 79-608
NDE Rules 91 and 92

Date of Adoption: [Insert Date]

Subject: 4000 Series Policies

Date: Wednesday, November 21, 2012 5:41 PM

From: Ken Schroeder <kschroed@esu11.org>

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Staff-

The Franklin Board of Education is currently conducting a policy review of its board policies. They are doing this because many of the old policies were antiquated, no longer relevant, and in some instances did not reflect the operational practices we currently observe as a school. Currently, they are reviewing the 4000 series of policy, which pertains to district employees (both certificated and non-certificated staff). You may review the 4000 series policies by going to the school's website and clicking on "Board of Education Minutes & Agendas" link.

Once you click on that link, a list of past meetings and the upcoming December 10th meeting link will appear. Click on the December 10th meeting and scroll down to 8.1. Several pdf's of the 4000 series policies as they will be presented for first reading at the December board meeting appear there. You may direct any questions or concerns pertaining to these policies to me via email or in person. Policies are adopted over the course of several (usually 3 to 4) months, so you have ample time to express concerns if you have them. These likely won't be adopted until January at the earliest and February at the latest.

Please let me know if you have questions.

-Ken

Request for Financial Assistance

To the NAEA (National Art Education Association) 2013 National Convention

- Ft. Worth, Texas
- March 7-10, 2013

Costs:

- Active NAEA Member Registration - \$140
- Hotel: Omni Fort Worth \$194/single/double per night
- Air Fare from Grand Island: \$508 for Round Trip
- \$39 for each hands-on workshop

I would appreciate any assistance Franklin Public Schools can provide for me to make this trip a special learning experience. The NAEA convention provides substantive professional development services that will enhance my teaching duties in the visual arts. It will afford me the opportunity to participate in workshops, panels, tours, as well as meeting art educators from across the country.

Thank you for any financial assistance,
Janet Guge

AX SERIES

Integratable Audio
& Video Security



**Versatile Intercom Communication
for any Security Demand**

COMPLETE SECURITY

Over half of all medium to large sized business establishments **limit access** into their building.

- Bureau of Labor Statistics



AX SERIES

gives you the
power to...

- **CONTROL**

entry security and
regulate access
into a building

- **COMMUNICATE**

easily and efficiently
while keeping your
facility secure

- **CONFIRM**

identity with crisp
audio and clear,
up-close video



COMMERCIAL



HEALTHCARE



EDUCATIONAL



GOVERNMENT

SYSTEM LAYOUT: STANDARD

CEU (AX-084C shown)

AX Series: Versatile System



Flexible system allows expansion up to 8 master stations and 120 door/sub/adaptor stations for complete building security.

Protect Remote Areas

Reduce exposure to risk in remote locations by adding door stations to parking garages, stanchions, gates, etc.

CAT-5e

IE-SSR



Monitor Interior Doorways

Secure access to restricted areas within a building by using the video door stations at interior locations.

AX-DVF



CAT-5e

Safeguard All Exterior Entrances

Protect front and rear doorways, loading docks, and service entries with video door stations.

CAT-5e

Scan Monitoring

Systematically listen to programmed door or sub stations, saving on labor and ensuring security.

CAT-5e

Vandal Resistant Door Stations

Enhance overall building security with vandal resistant video door stations at perimeter gates and outdoor entrances.

CAT-5e

Door Strikes & Magnetic Door Locks

Door strikes or magnetic door locks can be controlled by the master stations.
(Requires additional wire)

Selective Calling

Use the master stations to selectively call all other master, door, and sub stations throughout the facility.

All Call & Group Call

Master stations have the ability to use All Call and Group Call features between other master stations.

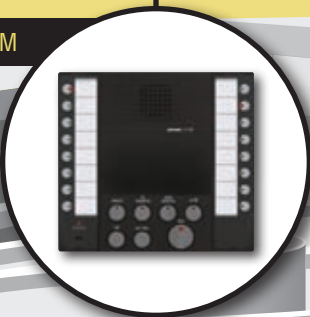
CAT-5e

CAT-5e

CAT-5e

CAT-5e

AX-8M



AX-8MV



AX-8MV



AX-DV



AX-AN



AX-DM



AX-DVF



Mullion Mount Door Station

Mullion mount door stations are available to use where video identification is not required.

IMPORTANT: Diagram is for illustrative purposes only. System wiring may vary by installation! Refer to instruction manual for actual wire count & installation directions.

SYSTEM LAYOUT: INTEGRATED

CEU (AX-248C shown)

AX Series: Mainstream Integration



Integrate the AX Series into existing security components including CCTV systems, electronic access control, and telephone transfer.

Telephone wire

Viking Model K-1900-5 Programmable Dialer *



Outside telephone line

CAT-5e

CAT-5e

CAT-5e

CCTV Cameras

Monitor parking garages and other remote areas by integrating with a CCTV system.

IE-SSR



CCTV Camera *



AXW-AZ



CAT-5e

Variable wire
(determined by product used)

Electronic Access Control

Authorize or deny access into a building, or areas within a building, using the electronic access control function.
(May require additional wire)

Keyless Entry

HID® embedded door stations are ideal for any location where keyless entry is wanted or required. *(Host controller required for card readers. Not supplied by Aiphone)*

AXW-AVR



Variable wire
(determined by product used)

Increase Wire Distance

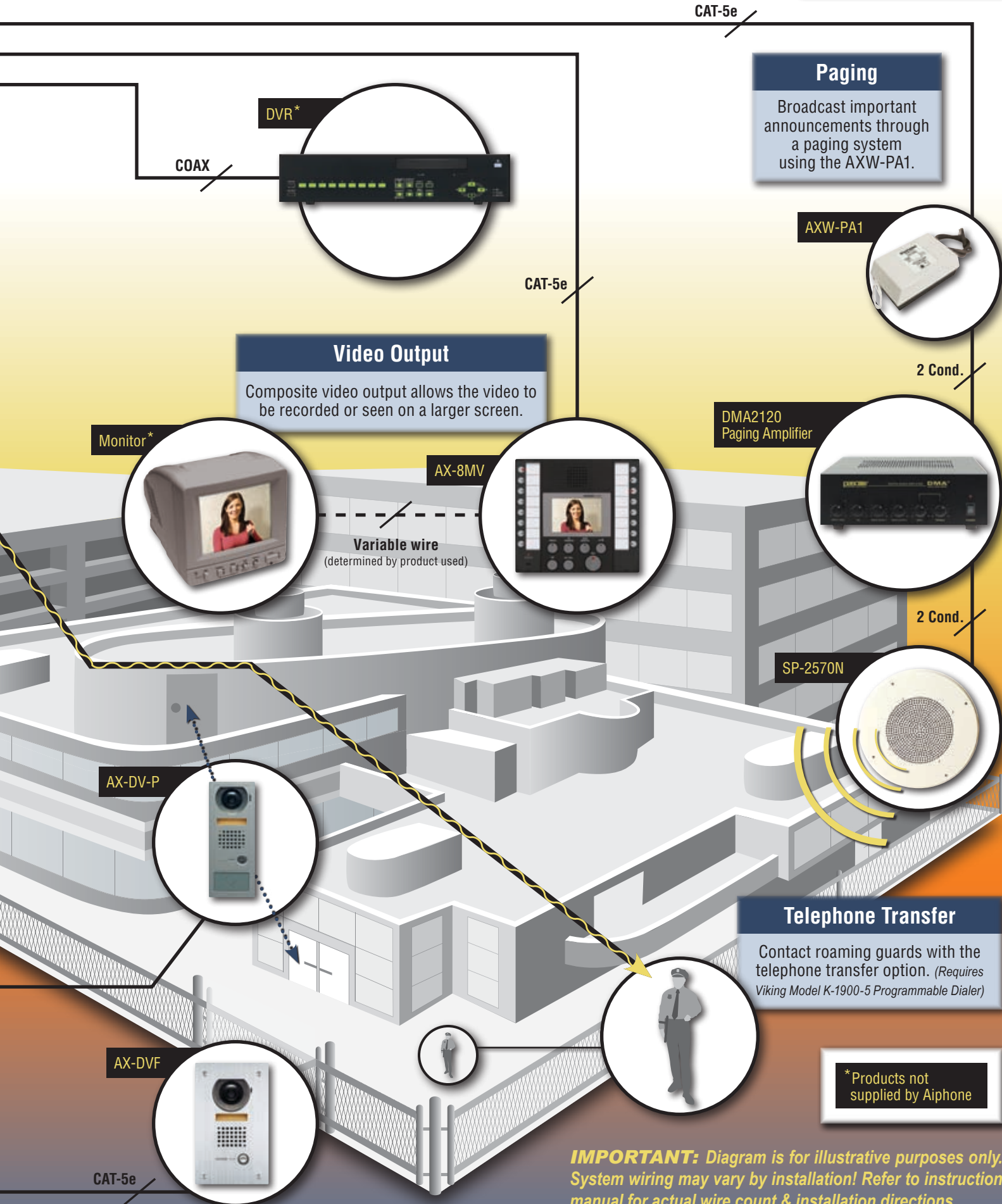
If a perimeter gate exceeds 980 ft., use the AXW-AVT and AXW-AVR along with fiber optic or other devices to extend the distance.
(Please see page 11 for a current list of compatible devices)

Utilize Infrastructure

The AXW-AVT and AXW-AVR allows the use of a facility's **existing** technologies and wiring systems.

AXW-AVT





Paging

Broadcast important announcements through a paging system using the AXW-PA1.

AXW-PA1



2 Cond.

Video Output

Composite video output allows the video to be recorded or seen on a larger screen.

Monitor*



AX-8MV



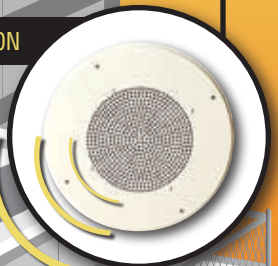
Variable wire
(determined by product used)

DMA2120
Paging Amplifier



2 Cond.

SP-2570N



Telephone Transfer

Contact roaming guards with the telephone transfer option. (Requires Viking Model K-1900-5 Programmable Dialer)

AX-DV-P



AX-DVF

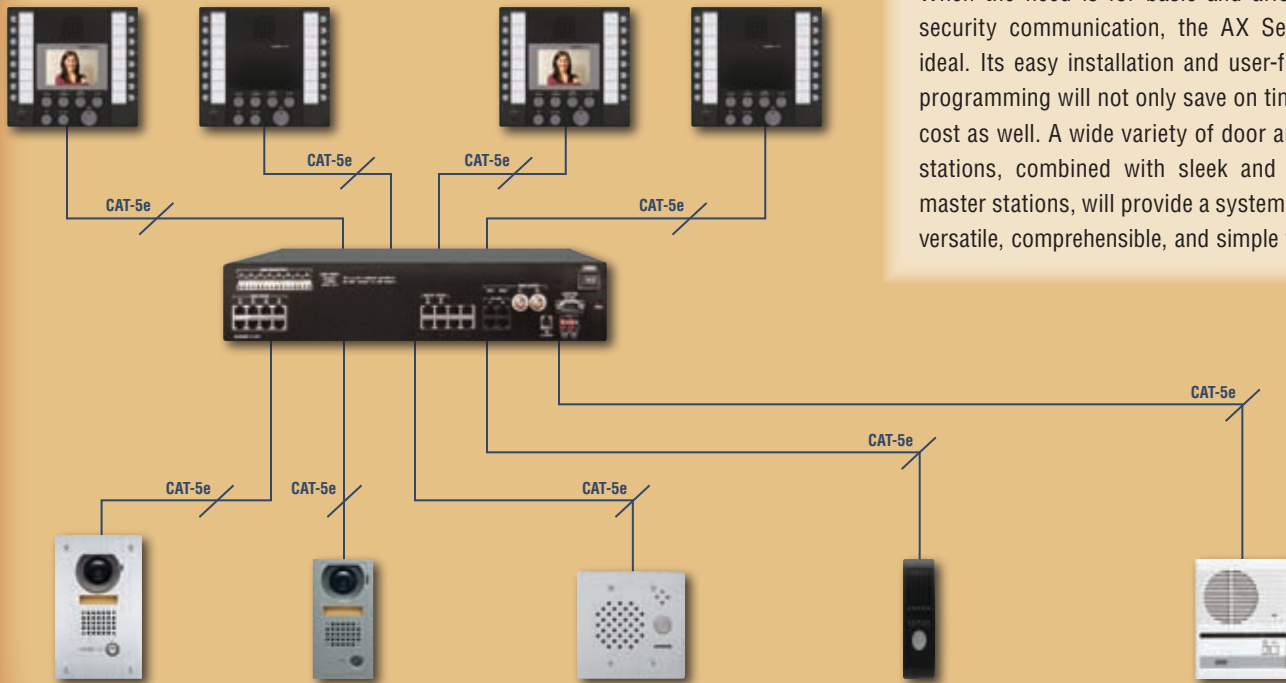


*Products not supplied by Aiphone

IMPORTANT: Diagram is for illustrative purposes only. System wiring may vary by installation! Refer to instruction manual for actual wire count & installation directions.

System Hardware Example

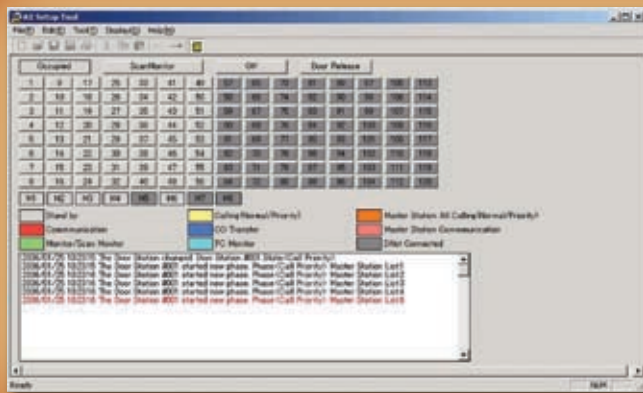
Basic Installation



When the need is for basic and affordable security communication, the AX Series is ideal. Its easy installation and user-friendly programming will not only save on time, but cost as well. A wide variety of door and sub stations, combined with sleek and sturdy master stations, will provide a system that is versatile, comprehensible, and simple to use.

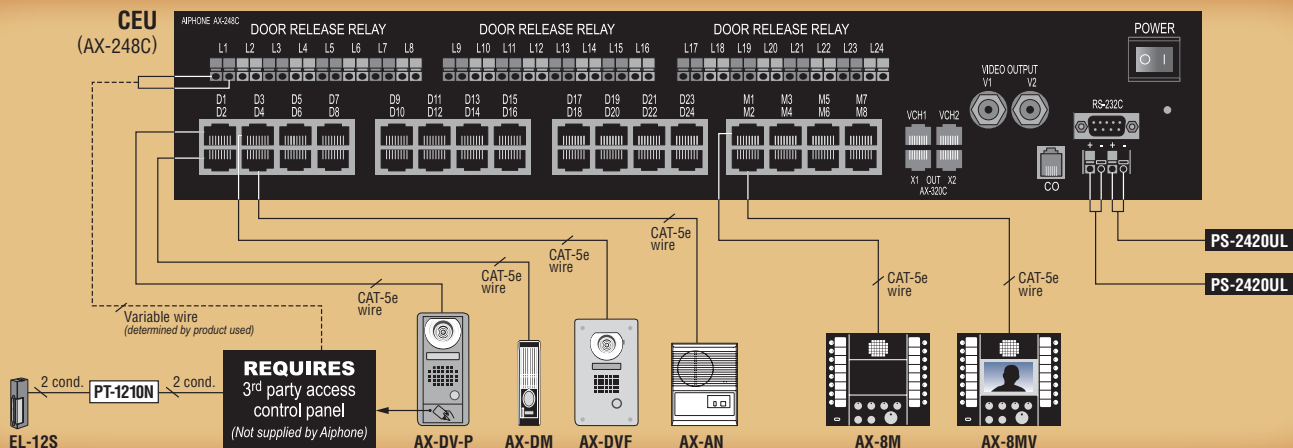
NOTE: Power supplies not shown. For a fully integrated installation, see the system software example on the next page.

System Software



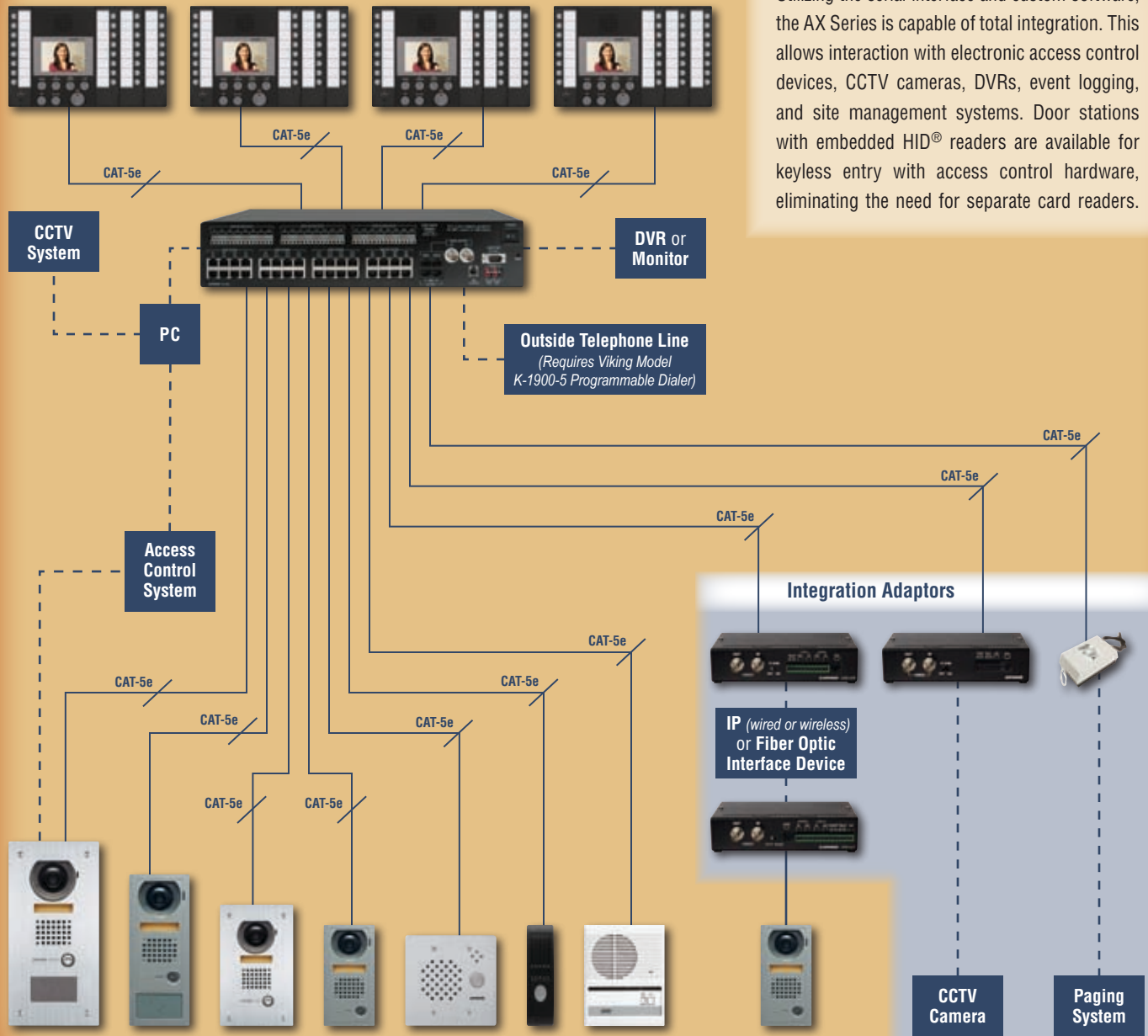
Features and functions are programmed using the custom software, included with the CEU. It is intuitive to use and allows you to set individual door stations' call-in length (10 seconds to 10 minutes, or infinite), call-in priority levels, scan monitoring inclusion, and door release relay activation and timing. In addition, the software features an easy to use interface for gathering log data, setting the communication method at the master (VOX or PTT), and data up/down loading.

System Wiring Diagram



System Integration Example

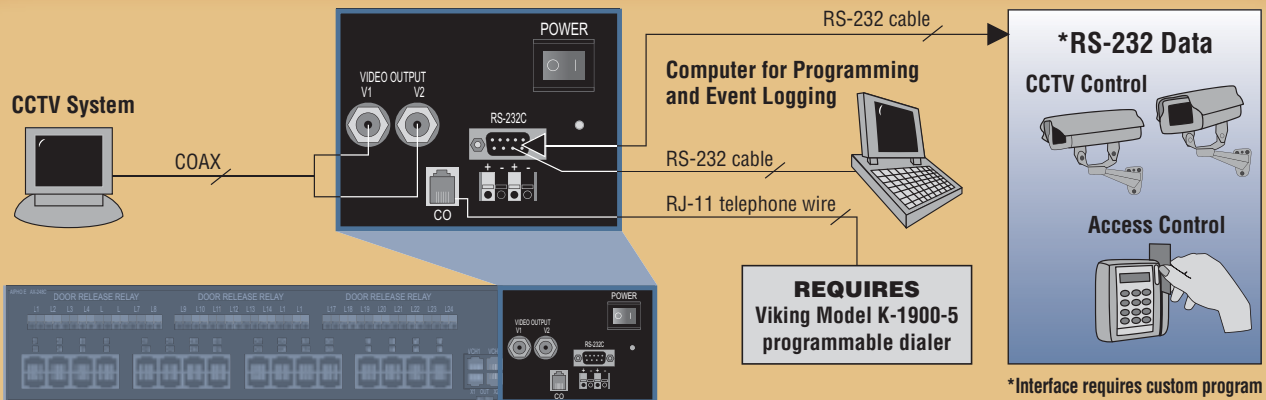
Fully Integrated Installation



Utilizing the serial interface and custom software, the AX Series is capable of total integration. This allows interaction with electronic access control devices, CCTV cameras, DVRs, event logging, and site management systems. Door stations with embedded HID® readers are available for keyless entry with access control hardware, eliminating the need for separate card readers.

NOTE: Power supplies not shown.

Integrated Wiring Diagram



*Interface requires custom program (Not supplied by Aiphone)

Central Exchange Unit



AX-084C (Shown)
Central Exchange Unit for 8 doors and 4 masters

AX-248C
Central Exchange Unit for 24 doors and 8 masters

AX-320C
Add-on Exchange Unit for 32 doors

- RJ-45 connectors for master and door stations
- Composite video output (BNC)
- RS-232 serial output
- Selective door release (Programmable to N/O or N/C)
- CCTV and access integration
- PC programmed
- Rack mountable (2U)

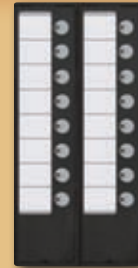
Master Stations



AX-8MV
Color Video Master Station, wall or desk mount



AX-8MV-W
WHITE Color Video Master Station, wall or desk mount (Up to max. of 8 door stations and 8 master stations)



AX-16SW
16-Call Add-on Selector



AX-8M
Audio Only Master Station, wall or desk mount

- 3.5" color TFT LCD monitor (AX-8MV & AX-8MV-W only)
- Hands-free (VOX) or push-to-talk (PTT) communication
- All Call to master stations
- Scan monitoring
- Selective door release
- Privacy and mute functions
- Connection for headset and footswitch

- Channels for additional door stations
- Aesthetically matches AX-8M and AX-8MV (Not recommended for the AX-8MV-W)

Component Matrix

Number of door stations, sub stations, or adaptors	Number of master stations	Number of add-on selectors per master	Number of central exchange units		Number of add-on exchange units
			AX-084C	AX-248C	
Up to 8	Up to 4	—	1	—	—
Up to 24	Up to 8	1	—	1	—
Up to 40	Up to 4	2	1	—	1
Up to 56	Up to 8	3	—	1	1
Up to 72	Up to 4	4	1	—	2
Up to 88	Up to 8	5	—	1	2
Up to 104	Up to 4	6	1	—	3
Up to 120	Up to 8	7	—	1	3

NOTES: Use the AX-248C for systems with more than 4 master stations (May effect the required quantity of AX-320C). Two PS-2420UL power supplies are required per system.

Door Stations

Weather & Vandal Resistant Video Door Stations - Surface Mount



AX-DV
Fixed Color Video Door Station, aluminum die cast, surface mount



AX-DV-P
Fixed Color Video Door Station with HID® ProxPoint® Plus Card Reader, aluminum die cast, surface mount



AX-DV-XP
Fixed Color Video Door Station with embedded Stand-Alone Card Reader and host controller, aluminum die cast, surface mount

Weather & Vandal Resistant Video Door Stations - Flush Mount



AX-DVF
Fixed Color Video Door Station, stainless steel, flush mount



AX-DVF-P
Fixed Color Video Door Station with embedded HID® ProxPoint® Plus Card Reader, stainless steel, flush mount



AX-DVF-XP
Fixed Color Video Door Station with embedded Stand-Alone Card Reader and host controller, stainless steel, flush mount

Weather Resistant Audio Only Door Stations - Surface Mount



AX-DM
Audio Door Station, plastic cover, mullion surface mount



IF-DA
Audio Door Station, plastic cover, surface mount



IE-DC
Audio Door Station, plastic and aluminum cover, surface mount

Weather Resistant Audio Only Door Station - Flush Mount



IE-JA
Door Station, stainless steel faceplate, flush mount

Weather & Vandal Resistant Audio Door Stations - Flush Mount



IE-SS
Door Station, stainless steel, flush mount



IE-SSR
Door Station with a red mushroom call button, stainless steel, flush mount

Weather & Vandal Resistant CCTV Camera Audio Door Station - Flush Mount



IE-SSV
Door Station with a built-in CCTV camera, stainless steel, flush mount
(Requires AXW-AZ)

Sub Stations



AX-A
Sub Station, plastic cover, surface mount

AX-AN (Shown)
Privacy Sub Station, plastic cover, surface mount

AX-B
Sub Station, plastic cover, semi-flush mount

AX-BN
Privacy Sub Station, plastic cover, semi-flush mount

Integration Adaptors

Approved Devices for AXW-AVT & AXW-AVR

Manufacturer	Model	Type
AFI (American Fibertek)	MT/MR -1890	Fiber Optic
Infinova	N3732TA - M / N3732RA - M	Fiber Optic
Meridian Technologies	ST / SR-1W2A2C2G / 2A2C2G-X	Fiber Optic

NOTE: The list of approved devices (above) is subject to change. For an updated list, please contact Aiphone Technical Support (Mon.- Fri., 6:00am - 4:30pm) at **(800) 692-0200** or e-mail tech@aiphone.com.



AXW-AZ
CCTV Camera Input Module



AXW-PA1
Paging Adaptor



AXW-AVT
Door Station IP or Fiber Optic Transmission Interface Unit



AXW-AVR
Door Station IP or Fiber Optic Reception Interface Unit

AX Series - Options & Accessories

 <p>XP Kit Includes keypad (XRP3), programming cards, and 10 blank entry cards (XC579)</p>	 <p>HID-SS Accessory Station with an embedded HID® ProxPoint® Plus Card Reader</p>	 <p>ICP-BR Brass Faceplate for IE-JA</p>	 <p>ICP-AB Antique Brass Faceplate for IE-JA</p>	 <p>SBX-2G Surface Mount Box for HID-SS, IE-JA, IE-SS, IE-SSR, or IE-SSV</p>	 <p>SBX-2BH Horizontal Surface Mount Box for HID-SS and IE-JA, IE-SS, IE-SSR, or IE-SSV</p>	 <p>SBX-2BV Vertical Surface Mount Box for HID-SS and IE-JA, IE-SS, IE-SSR, or IE-SSV</p>	
 <p>SBX-AXDV30 30° Angle Box for AX-DV</p>	 <p>SBX-AXDVF Surface Mount Box for AX-DVF</p>	 <p>SBX-DVF-P Surface Mount Box for AX-DVF-P and AX-DVF-XP</p>	 <p>EL-12S Electric Door Strike, 12V AC/DC, 200mA (Requires PT-1210N)</p>	 <p>IER-2 Call Extension Speaker</p>	 <p>TAR-3 External Signaling Relay (Requires SKK-620B)</p>	 <p>MCW-S/A Master Station Desk Stand</p>	 <p>RY-24L Form C Door Release Relay (1 per door)</p>

Unit Dimensions

MODEL	HEIGHT	WIDTH	DEPTH	MODEL	HEIGHT	WIDTH	DEPTH	MODEL	HEIGHT	WIDTH	DEPTH
AX-084C	3-7/16"	18-7/8"	13-3/16"	AX-DV-P	9-5/8"	3-15/16"	1"	IE-SSR	4-3/4"	4-3/4"	2"
AX-248C	3-7/16"	18-7/8"	13-3/16"	AX-DVF-P	11-5/8"	5-3/4"	1-7/8"	IE-SSV	4-3/4"	4-3/4"	2"
AX-320C	3-7/16"	18-7/8"	13-3/16"	AX-DV-XP	9-5/8"	3-15/16"	1"	AX-A	7-1/16"	5-5/8"	2-3/16"
AX-8M	6-7/8"	7-5/8"	1-7/8"	AX-DVF-XP	11-5/8"	5-3/4"	1-7/8"	AX-AN	7-1/16"	5-5/8"	2-3/16"
AX-8MV	6-7/8"	7-5/8"	1-7/8"	AX-DM	6-5/16"	1-11/16"	7/8"	AX-B	8-3/16"	6"	1-15/16"
AX-8MV-W	6-7/8"	7-5/8"	1-7/8"	IF-DA	5-1/8"	3-7/8"	1-1/8"	AX-BN	8-3/16"	6"	1-15/16"
AX-16SW	6-7/8"	3-3/8"	1-7/8"	IE-DC	5-5/16"	4"	1-11/16"	AXW-AZ	1-5/8"	7"	4"
AX-DV	7-11/16"	3-15/16"	1"	IE-JA	4-1/2"	4-9/16"	1-3/16"	AXW-AVT	1-5/8"	7"	4"
AX-DVF	9-11/16"	5-3/4"	1-7/8"	IE-SS	4-3/4"	4-3/4"	2"	AXW-AVR	1-5/8"	7"	4"

Specifications

Power source	24V DC - Use two PS-2420UL
Calling	Tremolo and LED 10~600 secs. (programmable) or infinite
Communication	Push TALK button to reply, communication times out in 30~600 secs. (programmable)
Video Monitor	3-1/2" direct view TFT color LCD
Camera	250,000 pixels
Scanning Line	525 lines
Door Release	Programmable N/O or N/C dry contact, 24V AC/DC, 500mA max. Use RY-24L for larger contact rating
Wiring	Homerun CAT-5e wire to CEU
Distance	Door stations to CEU: 980' CEU to master stations: 980'
Wire type	CEU to master stations: CAT-5e Video Door stations to CEU: CAT-5e IE door stations to CEU: CAT-5e

System Features

- CAT-5e wiring homerun from each station
- Up to 8 masters and 120 doors/subs/adaptors
- Two talk channels
- Hands-free (VOX) or push-to-talk (PTT) communication
- Selective calling between masters and from masters to door/sub stations
- Masters available with 3-1/2" color TFT LCD monitor
- Composite video output from CEU and video masters
- Normal or priority call levels
- Scan monitoring
- Data output on CEU provides custom integration capability with CCTV and access control systems*
- PC programmable with a large variety of settings
- All Call or Group Call to master stations
- Compatible with IE and IF Series door stations
- Transfer calls to an outside phone line (requires Viking Model K-1900-5 programmable dialer)
- Optional Features: Headset, footswitch, call transfer to telephone, and PC remote control*

*Interface requires custom program (not supplied by Aiphone)

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School Security: Reviewing Your Program after the Sandy Hook Incident

Last week's school shooting at Sandy Hook Elementary was an unprecedented act of violence and a sobering reminder of life's fragile nature. Our thoughts and prayers go out to the grieving families and community who are coping with this loss. In this time of uncertainty, we're also thinking about school districts across the country that are scrambling to evaluate security policies and provide answers to parents to make sure similar tragedies don't visit their own students.

Though schools are still statistically one of the safest places a young person can be, we can always do more. Simply banning weapons or investing in expensive security technology isn't enough to protect a district. The truth is there is no one simple solution to preventing school violence. Instead, schools must implement a cross-functional set of controls combined with a robust security culture. This approach is the best way to prevent both day-to-day violence like bullying and large-scale violent events.

- **Establish student/staff communications and trust.** An effective and confidential system of communication between students and staff members can prevent violent events before they even occur. Students may observe or overhear concerning material, but they don't know how to report it or don't want to be identified as the reporter. Overcoming these barriers is important because many perpetrators of school violence (93 percent, according to a joint report from the Secret Service and Department of Education) display behavior prior to the incident that causes concern or indicates a need for help. Staff members should also be alert to stressors in students' lives, as 98 percent of school violence perpetrators had experienced a real or perceived loss in their lives (loss of parent, breaking up with a significant other, etc.) before the incident.
- **Control building access.** Though it seems like it should be obvious, many schools do a poor job controlling access to their buildings. Simply put, perimeter doors should be locked at all times. Visitors and vendors should be allowed in through a controlled process. Controlling access can be as minimal as installing a doorbell and an intercom, or it can be as elaborate as an integrated video/intercom/door release system. A variety of options can work, as long as you can screen each individual requesting access into your building.
- **Implement emergency lockdown procedures.** Every school should have a lockdown procedure. Once a procedure is in place, it should be practiced regularly. Make sure you are able to communicate lockdowns throughout the building and outside. It's a best practice to have three levels of lockdown to accommodate the various situations you will encounter.

- *Clear the Halls*—This lockdown is used during medical emergencies or locker searches when you want to limit student and staff traffic in the halls.
- *Exterior Lockdown*—By keeping staff and students inside, this lockdown protects them from outdoor incidents that occur on or near school property.
- *Lockdown*—This is used for interior or exterior situations that are dangerous and could impact staff and students at any time.
- **Create layers of security.** Keeping unwanted visitors out of the building is just the beginning. You should also place additional barriers between violent individuals and your students. Options include installing lockable doors in all classrooms, or providing a securable safe room for those areas without a door.
- **Practice makes perfect.** Implementing a program without dedicating the necessary time to training and practice is nearly the same as having no security program at all. Once you have security policies, procedures and programs in place, you must train all staff members and students so they understand both the procedures and their specific roles. Conduct tabletop exercises of security-related items regularly to keep staff members sharp and to discover ways to make your programs better. Once you have most of the bugs worked out of your program, you can conduct drills. Just as with fire and tornado drills, make sure you include the students in the drills or they will not know what to do in the event of a real emergency.

The following resources may be helpful for schools that are creating or updating their security and incident response programs. For more information on school security, visit us at emcins.com/losscontrol, or use your web browser to search for “EMC Loss Control”.

[School Security: Access Control](#)

[School Security: Electronic Surveillance](#)

[School Security: Visitor Program](#)

[Administrative Sample Crisis Response Plan](#)

[School Emergency Response Quick Reference Guide](#)

[Support Staff Sample Crisis Response Plan](#)

[Teacher Sample Crisis Response Plan](#)

Transportation Report

(Please fill out in pen)

Bus # 2000 Route # Activity Reporting Period July - Dec. 2012
Ford van Repairs, parts, etc. \$1351.⁸⁵
Red Labor 273.-
 TOTAL \$1624.⁸⁵

Itemized Repairs, Labor, Etc.

683 gal gas

Date	Parts/Item & Cost	Labor Cost	Vendor
7-10-12	Tire repair - 53. ⁰⁰		Jim's OK tire
8-21-12	7ats 15-40 - 24. ⁵⁰		COOP
	B329 Filter - 7. ³⁵		COOP
	grease Wash Fluid - Power St. fluid. 3. ⁰⁰		C.Q.
8-18	wipers - grease - seal - 71. ⁹⁶		Tom P.
	Ball joints 162. ⁹⁶		↓
	rear brakes 172. ⁹⁸		
	Inspect-labor-repairs 204. ⁰⁰		
8-23	Front tires 2169.-		Jim OK tire
10-1	7ats 15-40 - Filter - 32. ⁸⁵		COOP
	88418 - filter 16. ⁰⁰		C.Q.
10-4	tire repair 15. ⁰⁰		Jim OK tire
10-8	seat belt 257. ⁵⁵	45. ⁰⁰	Tom P.
11-7	7ats 15-40 - filter grease 32. ⁸⁵		COOP
11-24	Inspection	24.-	Tom P.
12-13	7ats 15-40 - filter - grease 32. ⁸⁵		COOP

Beginning Mileage 140,551 Ending Mileage 150,000 Total 9,449

Average Miles Per Month 1575 Bus Route Miles _____

Gasoline: MPG 13.83 Average Cost Per Mile* \$.41

*(Gasoline \$2190.- + Repair & Labor \$1624.⁸⁵) ÷ Miles _____

Comments: _____

Transportation Report

(Please fill out in pen)

Bus # 2007 Route # Activity Reporting Period July - Dec. 2012
Ford Van Repairs, parts, etc. 983.⁶⁴
Gold Labor 115.⁵⁰
 TOTAL 1099.¹⁴

Itemized Repairs, Labor, Etc.

374 gal gas

Date	Parts/Item & Cost	Labor Cost	Vendor
7-1-12	4 tires 824. ⁰⁰		
8-1	wiper - wheel seals - inspect - 71. ⁹⁶	91. ⁵⁰	Tom P.
9-5	7ats 15-40 - filter - grease 33. ⁸⁵	33. ⁸⁵	coop
10-10	wipers 19. ⁹⁸		C.A.
11-7	7ats 15-40 - filter - grease 33. ⁸⁵		coop
11-24	Inspection	24. ⁰⁰	Tom P.

Beginning Mileage 61,377 Ending Mileage 66,300 Total 4,927

Average Miles Per Month 820 Bus Route Miles _____

Gasoline: MPG 13.1 Average Cost Per Mile* \$.50

*(Gasoline \$ 1332.⁵⁰ + Repair & Labor \$ 1099.¹⁴) ÷ Miles _____

Comments: _____

Transportation Report

(Please fill out in pen)

Bus # 2007 Route # Activity Reporting Period July - Dec, 2012
Ford Van Repairs, parts, etc. 178.⁰⁰
Maroon Labor 115.⁵⁰
 TOTAL 294.¹⁶

Itemized Repairs, Labor, Etc.

405 gal gas

Date	Parts/Item & Cost	Labor Cost	Vendor
8-18	Pack wheel bearings - Inspect. wipers - grease seal - 71. ⁹⁶	91. ⁵⁰	Tom P.
9-11	7qt's 15-40 - filter - grease - 32. ⁸⁵		coop
10-4	Tire repair 15. ⁰⁰		Jim's OK tire
11-24	Inspection	24. ⁰⁰	Tom P.
12-4	7qt's 15-40 - filter - grease - 32. ⁸⁵		coop
	88418 - Filter 16. ⁰⁰		C. Q.
12-11	wipers 10. ⁰⁰		C. Q.

Beginning Mileage 78,058 Ending Mileage 84,100 Total 6,042
 Average Miles Per Month 1,007 Bus Route Miles _____
 Gasoline: MPG 14.⁹ Average Cost Per Mile* \$.28

*(Gasoline \$ 1423.⁰⁰ + Repair & Labor \$ 294.¹⁶) ÷ Miles _____

Comments: _____

Transportation Report

(Please fill out in pen)

Bus # 97 IH Route # Gary Reporting Period July - Dec. 2012

Repairs, parts, etc. 769.⁹⁰

Labor 180.⁰⁰

TOTAL 949.⁹⁰

Itemized Repairs, Labor, Etc.

926 gal diesel

Date	Parts/Item & Cost	Labor Cost	Vendor
7-19	oil-filter 85. ⁵⁴		coop
	Air Filter 40. ⁶⁷		coop
	Fuel Filter 35. ¹⁹		coop
	Tranny Filter - grease 9. ³⁷		C.Q.
8-15	Inspection	40. ⁰⁰	Bobs Auto
10-15	Rear BRK caliper - Pads 275. ⁴⁴	140. ⁰⁰	Bobs Auto
11-1	2 qts oil 7. ⁰⁰	7.⁰⁰	coop
11-30	Heater motor 147. ⁰⁰		C.Q.
	1 qt oil 3. ⁵⁰		coop
12-4	Air - tranny Filters - grease 62. ²⁷		C.Q.
	oil. Filter - fuel filter 103. ⁹²		coop

Beginning Mileage 219,881 Ending Mileage 225,800 Total 5,919

Average Miles Per Month 986. Bus Route Miles _____

Gasoline: MPG 6.4 Average Cost Per Mile* 1.75

*(Gasoline \$3500.²⁰ + Repair & Labor \$949.⁹⁰) ÷ Miles _____

Comments: _____

Transportation Report

(Please fill out in pen)

Bus # 05 Route # Stacey Reporting Period July - Dec 2012

Repairs, parts, etc. 7,293.⁵⁶

Labor 1,484.⁰⁸

TOTAL 8,777.⁶⁴

Itemized Repairs, Labor, Etc.

398 gal diesel

Date	Parts/Item & Cost	Labor Cost	Vendor
8-18	Inspect.	40. ⁰⁰	Bobs Auto
9-21	solenoid-sensor-switch 426. ²¹	228. ⁰⁰	Shads
11-4	Oil Pump		
	Injector circuit		
	Fuel reg.		
	oil cooler		
	Brake lines		
	Master cylinder		
	wheel sensor		
	cooler housing 6867. ³⁵	1216. ⁰⁰	Shad

Beginning Mileage 42,856 Ending Mileage 45,400 Total 2544

Average Miles Per Month 424 Bus Route Miles _____

Gasoline: MPG 6.⁴ Average Cost Per Mile* \$4.⁰⁴

*(Gasoline \$8,777.⁶⁴ + Repair & Labor \$1,504.⁴⁴) ÷ Miles _____

Comments: _____

Transportation Report

(Please fill out in pen)

Bus # 07 IH Route # Andy Reporting Period July - Dec. 2012

Repairs, parts, etc. 3064.58

Labor 116.-

TOTAL 3180.58

Itemized Repairs, Labor, Etc.

1020 gal diesel

Date	Parts/Item & Cost	Labor Cost	Vendor
7-1	tire repair 25.-		Jims OK tire
8-21	Inspection	40.00	Shads
10-29	4-Bear tires 1684		Jims OK Tire
11-24	Alternator-Belt 1115 ⁵⁸	76.00	Shads
12-10	oil 30 qts 105.00		coop
	84744xD Filter 43.34		C.Q.
	86219 - 16.-		
	88870 - 60.34		
	96043 - 13.32		
	grease - 2.00		

Beginning Mileage 47,700 Ending Mileage 54,723 Total 7,023

Average Miles Per Month 1178. Bus Route Miles _____

Gasoline: MPG 6.9 Average Cost Per Mile* .99

*(Gasoline \$3855.60 + Repair & Labor \$3180.58) ÷ Miles _____

Comments: _____

Transportation Report

(Please fill out in pen)

Bus # 08 Mini van Route # Sped

Reporting Period July - Dec, 2012

1 Repairs, parts, etc.
 Labor
 TOTAL

216.⁶¹
48.-
264.⁶¹

Itemized Repairs, Labor, Etc.

624 gal Fuel

Date	Parts/Item & Cost	Labor Cost	Vendor
8-13	oil-Filter 30. ⁵⁰		coop
8-18	Inspection-wipers 35.⁹⁰	24. ⁰⁰	Tom P.
9-20	oil-Filter 31. ⁴¹		coop
10-15	oil-Filter 30. ⁵⁰		coop
	Air Filter 10. ⁷²		C.Q.
11-7	oil-Filter 30. ⁵⁰		coop
11-24	Inspection	24. ⁰⁰	Tom P.
12-3	oil-Filter 30. ⁵⁰		coop
12-7	wiper 16. ⁵⁰		C.Q.

Beginning Mileage 114,590 Ending Mileage 128,600 Total 14,010

Average Miles Per Month 2335 Bus Route Miles _____

Gasoline: MPG 22.5 Average Cost Per Mile \$18

*(Gasoline \$2204.+ Repair & Labor \$264.⁶¹) ÷ Miles _____

Comments: _____

Transportation Report

(Please fill out in pen)

Bus # 2004

Route # Sped

Reporting Period July - Dec, 2012

Dodge
minivan
#2

Repairs, parts, etc.

166.⁴⁸

Labor

48.-

TOTAL

214.⁴⁸

Itemized Repairs, Labor, Etc.

504 gal fuel

Date	Parts/Item & Cost	Labor Cost	Vendor
7-1	oil-filter 30. ⁵⁰		coop
8-18	Inspection - wipers 35. ⁹⁸	24.-	Tom P
10-2	oil filter 31. ⁵⁰		coop
	Air filter 6. ⁵⁰		C.G.
10-30	oil-filter 31. ⁵⁰		coop
11-29	oil-filter 30. ⁵⁰		coop
11-24	Inspection	24.-	Tom P

Beginning Mileage 60,971 Ending Mileage 73,200 Total 12,229

Average Miles Per Month 2038 Bus Route Miles _____

Gasoline: MPG 24.² Average Cost Per Mile \$.16

*(Gasoline \$ 1790. + Repair & Labor \$ 214.⁴⁸) ÷ Miles _____

Comments: _____

FPS FLEET INFORMATION

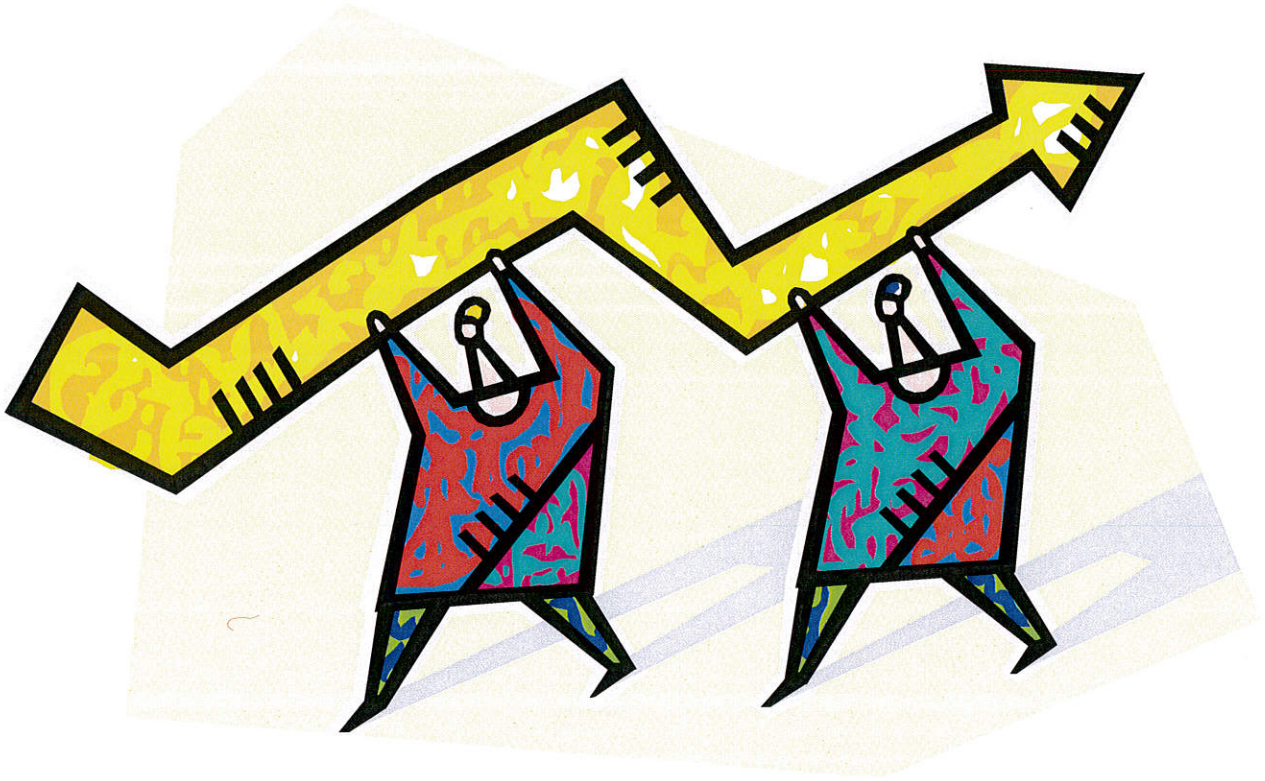
Updated: 1-14-13

Vehicle	Year	Mileage	Miles Last Year	Replacement Priority	Replacement Value	Notes/Repairs
Route Bus	1995	236,000	16,000	3	\$40,000	New Engine-2010-
Route Bus	1997	226,000	14,000	1	\$40,000	New Tranny-2011
Route Bus	2007	54,800	16,000	6	\$70,000	
Route Bus (Int.)	1999	164,000	15,000	4	\$55,000	
Route Bus (Frt.)	1999	140,000	4,000	2	\$55,000	No Driver Likes
Route Bus	2005	45,400	13,500	5	\$45,000	Oil Pump, Turbo, S
Big Activity Bus	2006	54,000	7,700	7	\$80,000	
New Activity Bus	2007	17,600	2,250	8	\$80,000	
Ford Van (Red)	2000	150,000	23,000	1	\$20,000	New Ball Joints
Ford Van (Maroon)	2007	84,000	15,700	2	\$20,000	
Ford Van (Gold)	2007	66,300	13,900	4	\$20,000	
Dodge Minivan #1	2008	128,600	39,000	5	\$15,000	
Dodge Minivan #2	2008	73,200	23,900	6	\$15,000	
Ford Van (White)	2011	37,800	10,000	7	\$19,000	
GMC Pickup	2007	75,800	10,800	3	\$25,000	

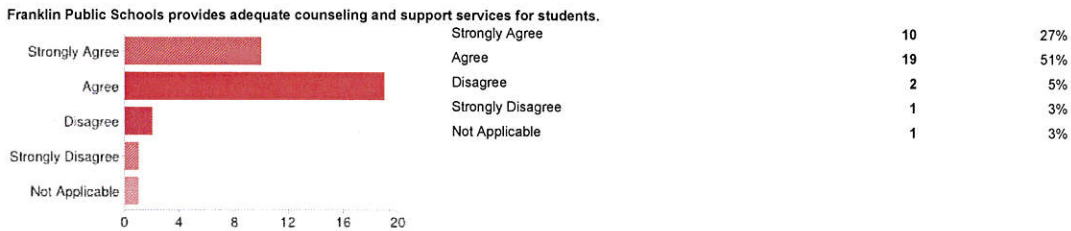
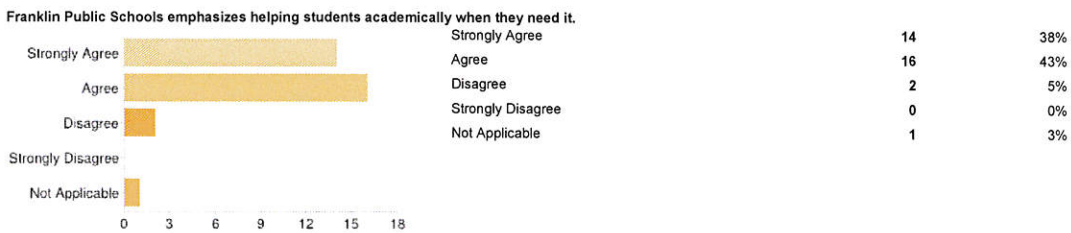
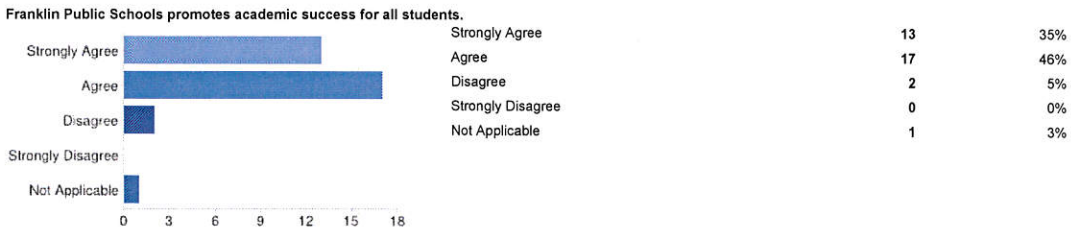
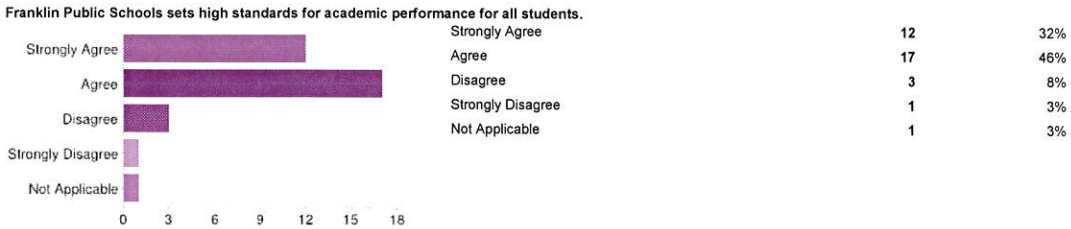
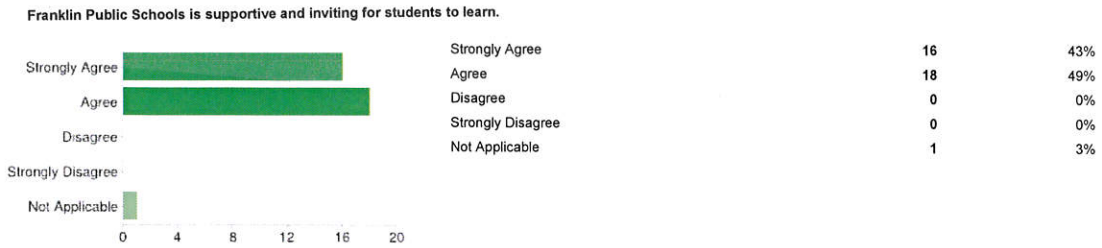
-Good Spare

Sensors (All Of Them)

2012-13



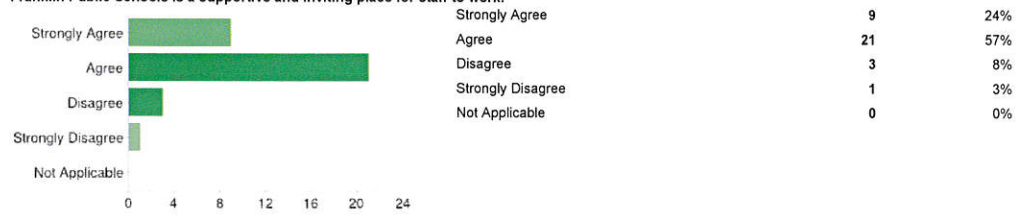
***Franklin Public
Schools Climate
Survey Results***



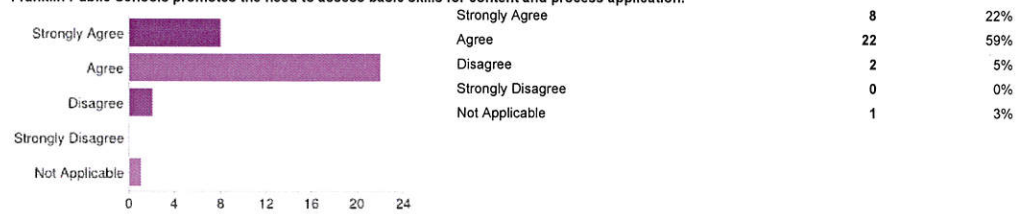
Franklin Public Schools emphasizes teaching lessons in ways relevant to students.



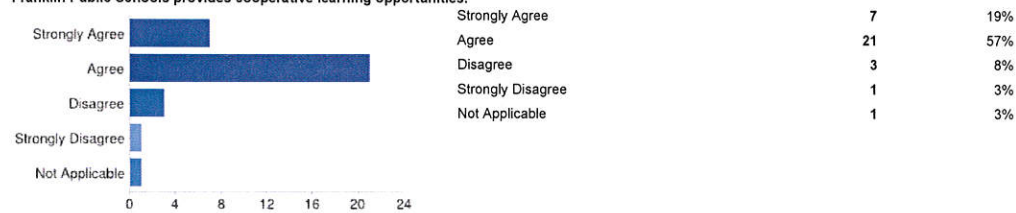
Franklin Public Schools is a supportive and inviting place for staff to work.



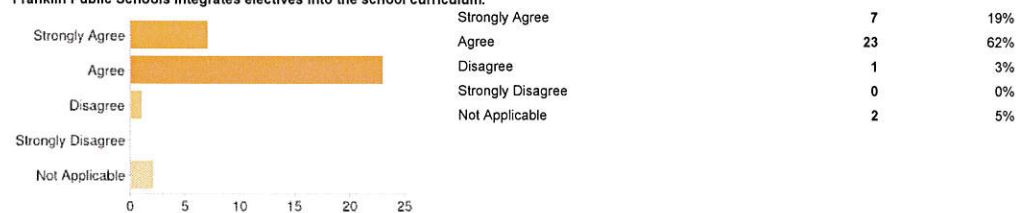
Franklin Public Schools promotes the need to assess basic skills for content and process application.



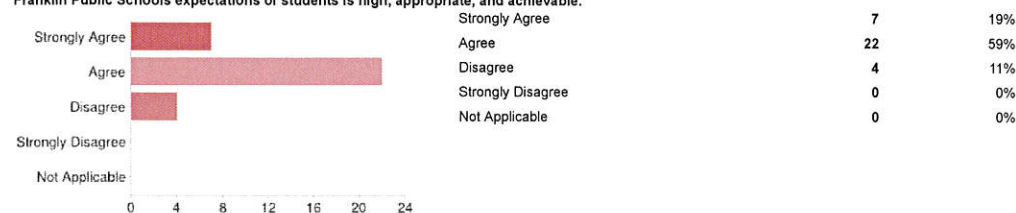
Franklin Public Schools provides cooperative learning opportunities.



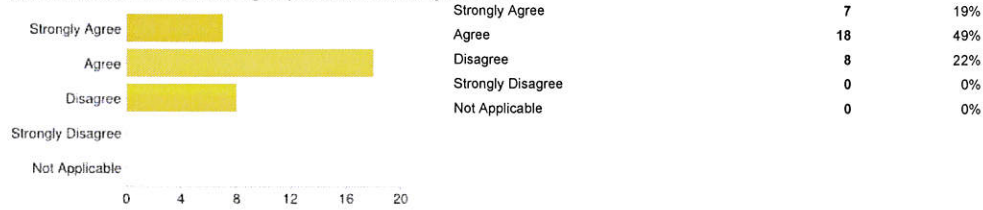
Franklin Public Schools integrates electives into the school curriculum.



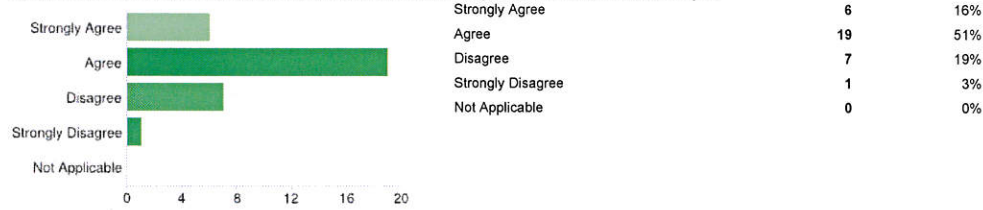
Franklin Public Schools expectations of students is high, appropriate, and achievable.



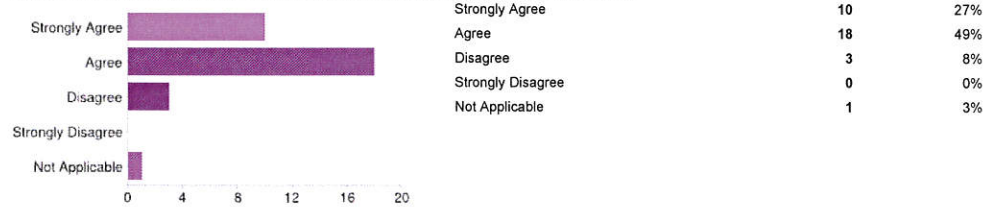
Franklin Public Schools maintains high expectations consistently over time.



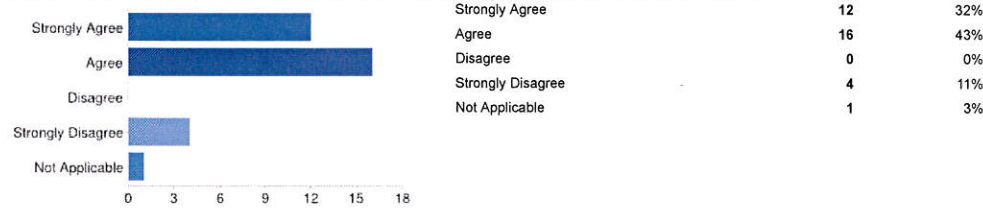
Franklin Public Schools instructional decisions are based on community, teacher, and administration input.



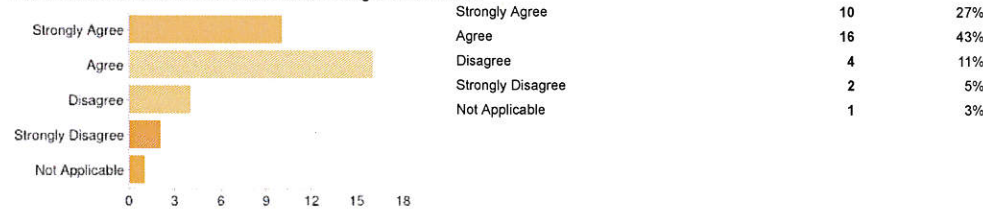
Franklin Public Schools emphasizes the importance of teaching and application of basic skills.



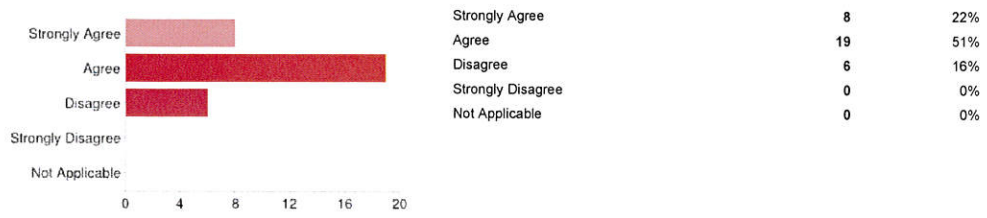
Franklin Public Schools prepares and expects success of all students regardless of social or cultural differences.



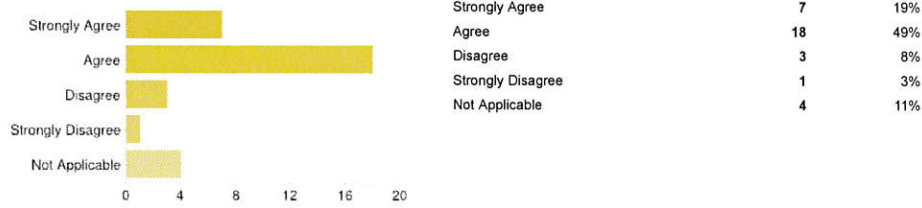
Franklin Public Schools communicates instructional goals to students.



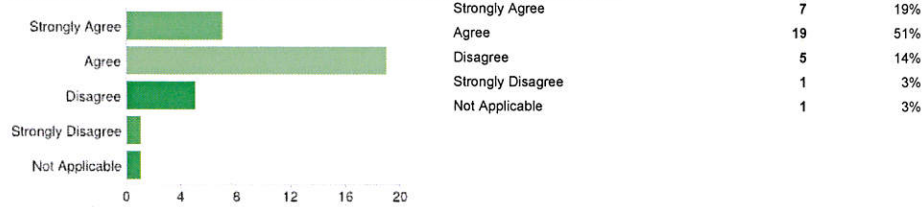
Franklin Public Schools curriculum is varied to accommodate needs, interests, and abilities of students.



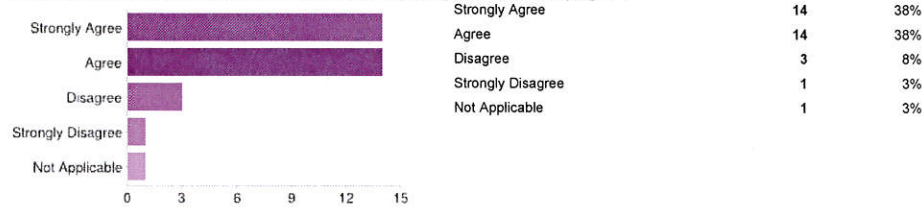
Franklin Public Schools goals of teachers are consistent with school and district goals.



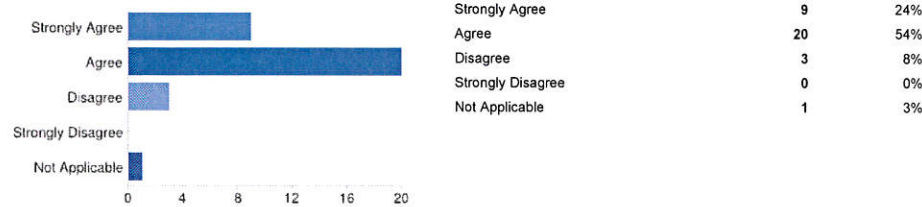
Franklin Public Schools integration of basic skills into instruction is consistently monitored.



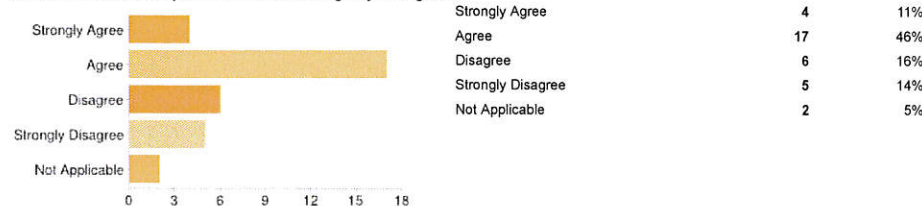
Franklin Public Schools teachers assume leadership for improving the instructional program.



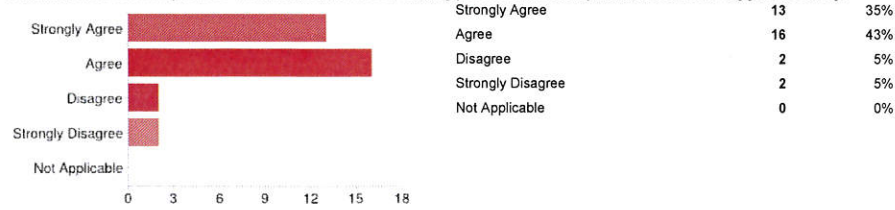
Franklin Public Schools provides opportunities for students to acquire basic academic skills.



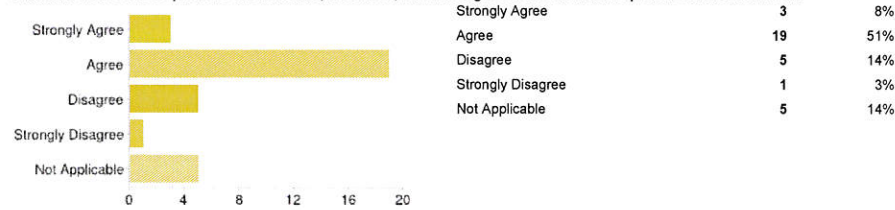
Franklin Public Schools promotes trust and collegiality among staff.



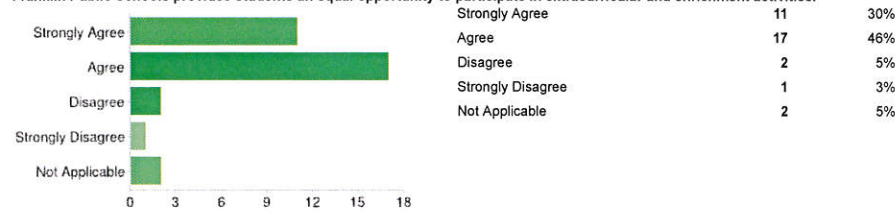
Franklin Public Schools provides the materials, resources, training/professional development, needed to do my job effectively.



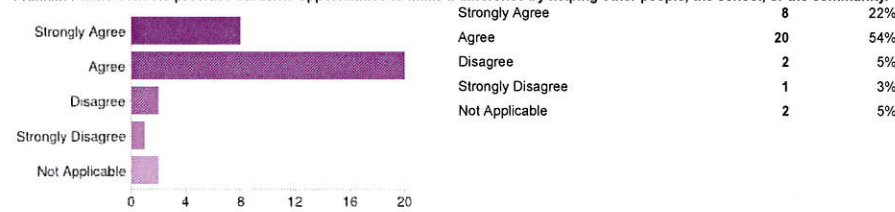
Franklin Public Schools provides the materials, resources, and training needed to work with special education students.



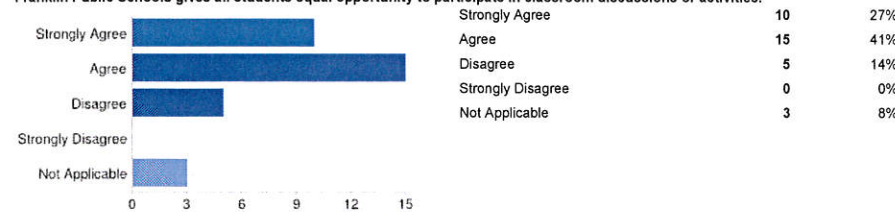
Franklin Public Schools provides students an equal opportunity to participate in extracurricular and enrichment activities.



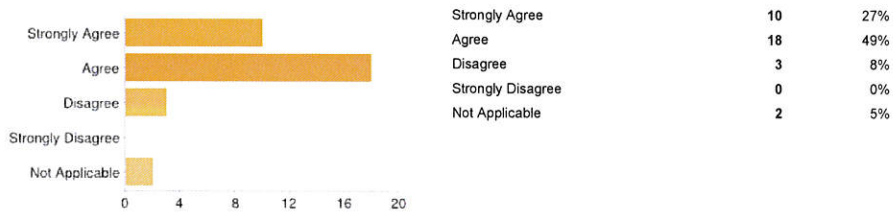
Franklin Public Schools provides students opportunities to make a difference by helping other people, the school, or the community.



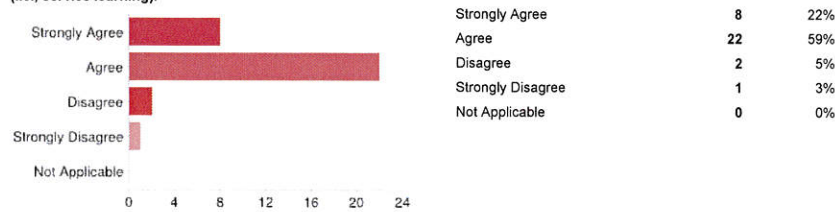
Franklin Public Schools gives all students equal opportunity to participate in classroom discussions or activities.



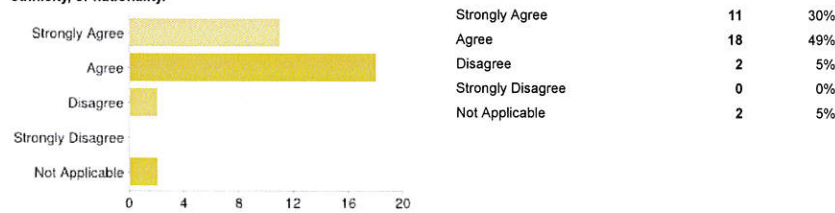
Franklin Public Schools gives all students equal opportunity to participate in numerous extracurricular and enrichment activities.



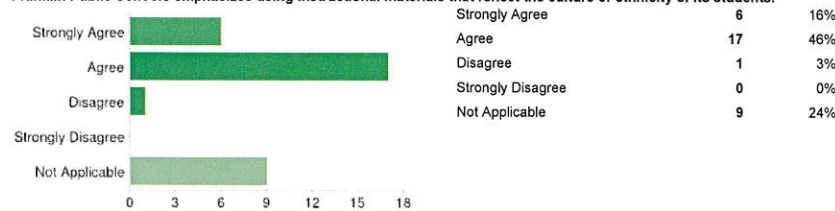
Franklin Public Schools gives students opportunities to make a difference by helping other people, the school or community (i.e., service learning).



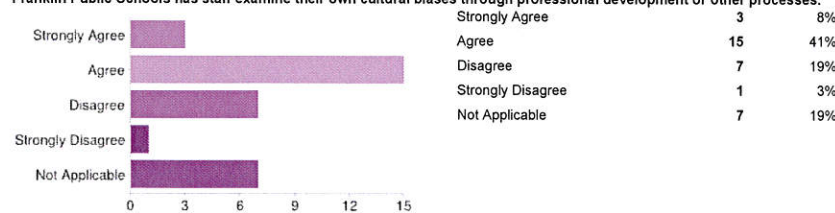
Franklin Public Schools encourages students to enroll in rigorous courses (such as honors and AP) regardless of their race, ethnicity, or nationality.



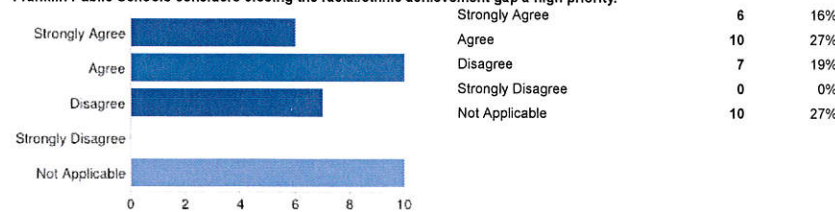
Franklin Public Schools emphasizes using instructional materials that reflect the culture or ethnicity of its students.



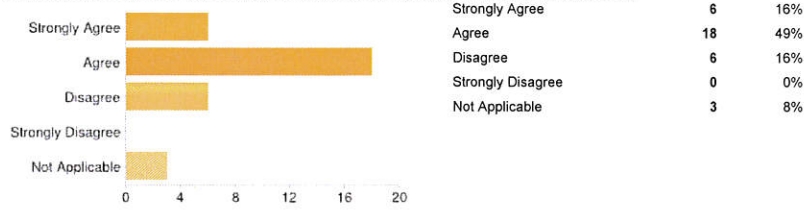
Franklin Public Schools has staff examine their own cultural biases through professional development or other processes.



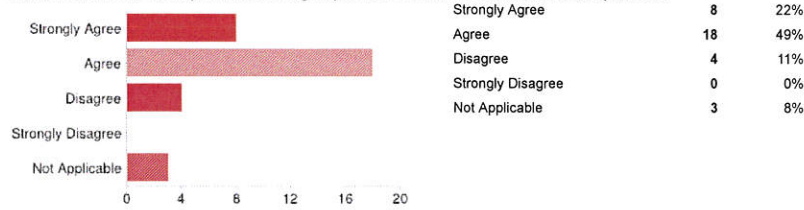
Franklin Public Schools considers closing the racial/ethnic achievement gap a high priority.



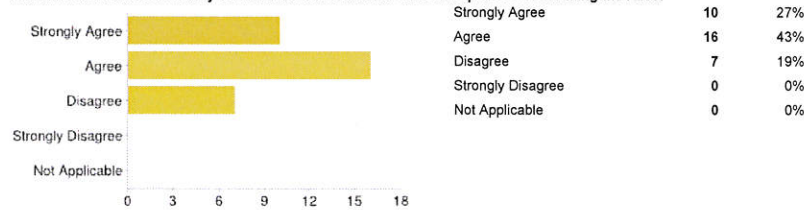
Franklin Public Schools fosters an appreciation of student diversity and respect for each other.



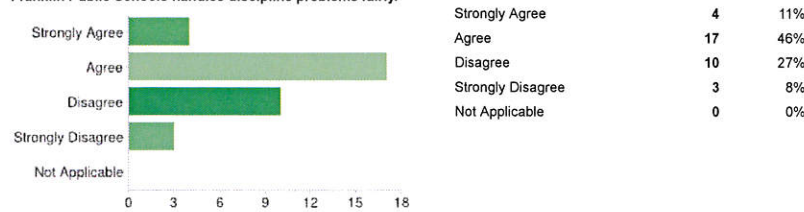
Franklin Public Schools emphasizes showing respect for all students' cultural beliefs and practices.



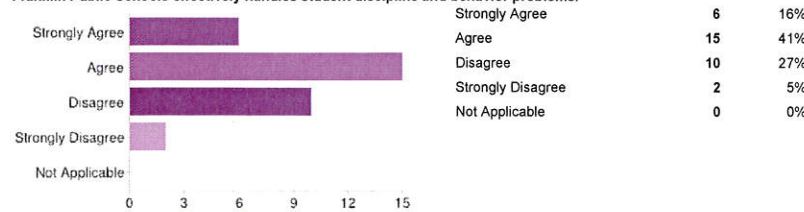
Franklin Public Schools clearly communicates to students the consequences of breaking the rules.



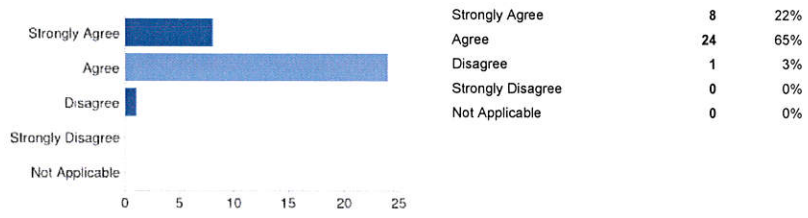
Franklin Public Schools handles discipline problems fairly.



Franklin Public Schools effectively handles student discipline and behavior problems.



Franklin Public Schools is a safe place for students.

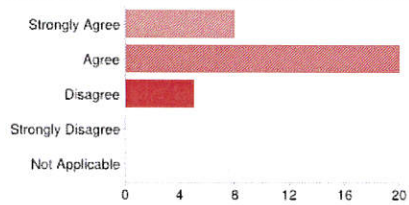


Franklin Public Schools is a safe place for staff.



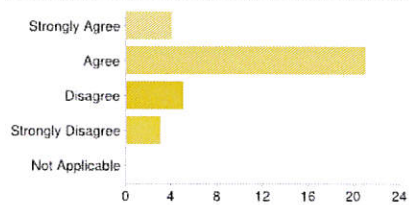
Strongly Agree	12	32%
Agree	21	57%
Disagree	0	0%
Strongly Disagree	1	3%
Not Applicable	0	0%

Franklin Public Schools is welcoming to and facilitates parent involvement.



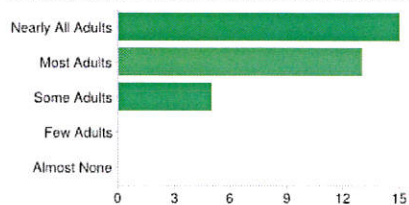
Strongly Agree	8	22%
Agree	20	54%
Disagree	5	14%
Strongly Disagree	0	0%
Not Applicable	0	0%

Franklin Public Schools has clean and well-maintained facilities and property.



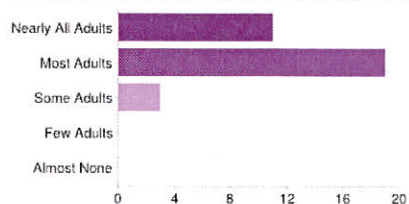
Strongly Agree	4	11%
Agree	21	57%
Disagree	5	14%
Strongly Disagree	3	8%
Not Applicable	0	0%

How many adults in this school really care about every student?



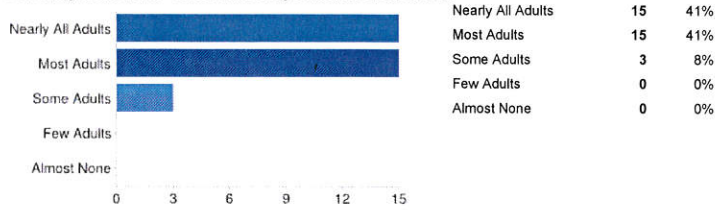
Nearly All Adults	15	41%
Most Adults	13	35%
Some Adults	5	14%
Few Adults	0	0%
Almost None	0	0%

How many adults in this school acknowledge and pay attention to students?

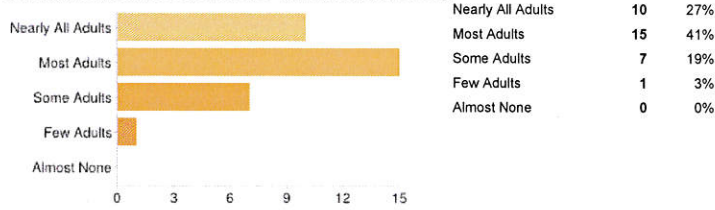


Nearly All Adults	11	30%
Most Adults	19	51%
Some Adults	3	8%
Few Adults	0	0%
Almost None	0	0%

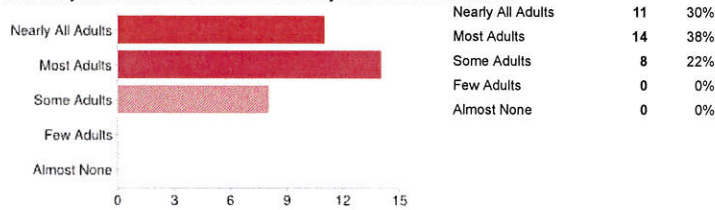
How many adults in this school want every student to do their best?



How many adults in this school listen to what students have to say?



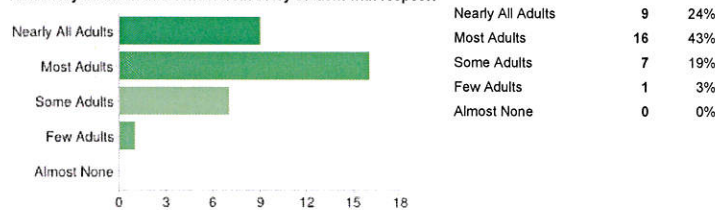
How many adults in this school believe that every student can be a success?



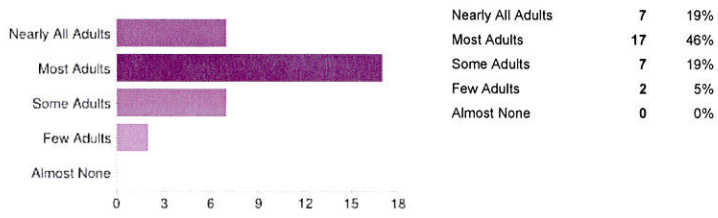
How many adults in this school treat all students fairly?

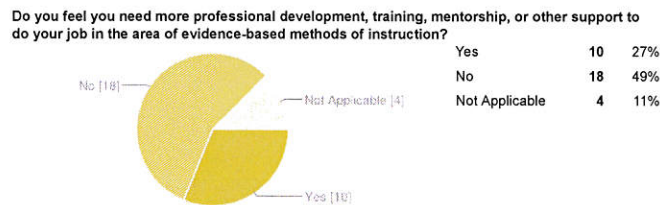
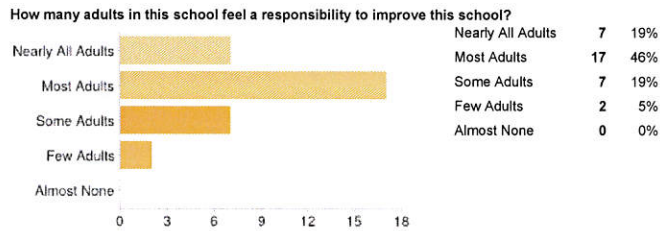
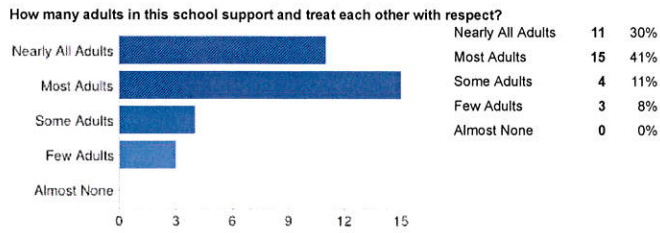


How many adults in this school treat every student with respect?



How many adults in this school have close professional relationships with one another?

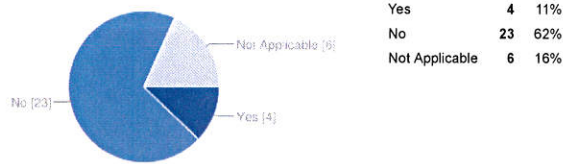




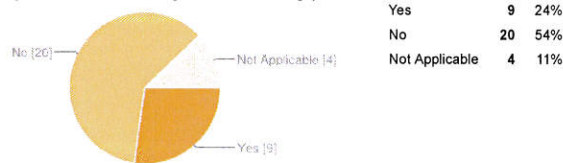
Do you feel you need more professional development, training, mentorship, or other support to do your job in the area of working with diverse racial, ethnic, or cultural groups?



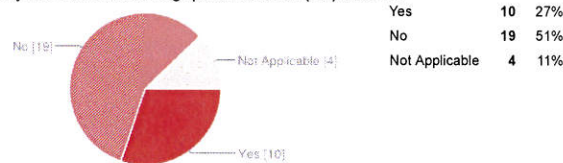
Do you feel you need more professional development, training, mentorship, or other support to do your job in the area of culturally relevant pedagogy for the school's student population?



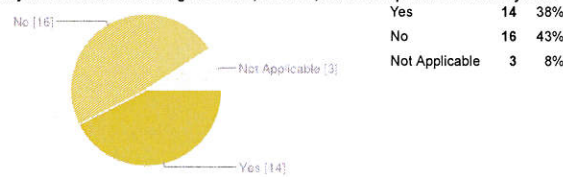
Do you feel you need more professional development, training, mentorship, or other support to do your job in the area of closing the achievement gap?



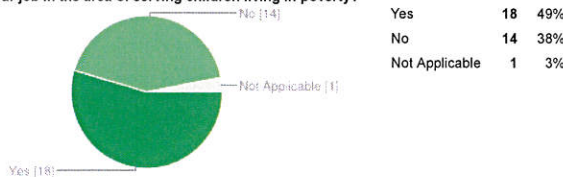
Do you feel you need more professional development, training, mentorship, or other support to do your job in the area of serving special education (IEP) students?



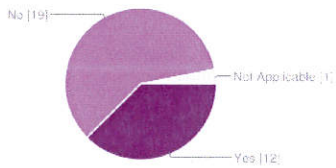
Do you feel you need more professional development, training, mentorship, or other support to do your job in the area of meeting the social, emotion, and developmental needs of youth?



Do you feel you need more professional development, training, mentorship, or other support to do your job in the area of serving children living in poverty?

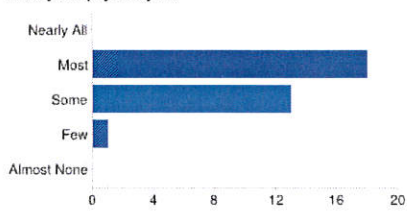


Do you feel you need more professional development, training, mentorship, or other support to do your job in the area of creating a positive school climate?



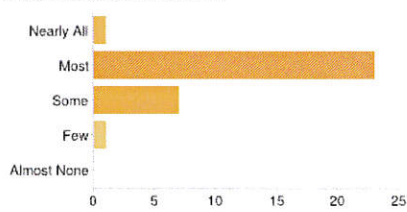
Yes	12	32%
No	19	51%
Not Applicable	1	3%

Based on your experience at Franklin Public Schools, how many students at school are healthy and physically fit?



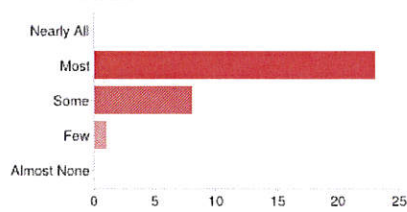
Nearly All	0	0%
Most	18	49%
Some	13	35%
Few	1	3%
Almost None	0	0%

Based on your experience at Franklin Public Schools, how many students at school arrive at school alert and rested?



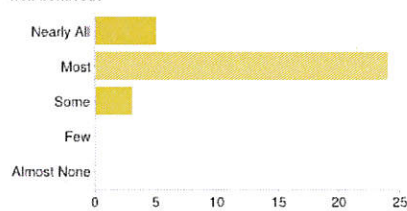
Nearly All	1	3%
Most	23	62%
Some	7	19%
Few	1	3%
Almost None	0	0%

Based on your experience at Franklin Public Schools, how many students at school are motivated to learn?



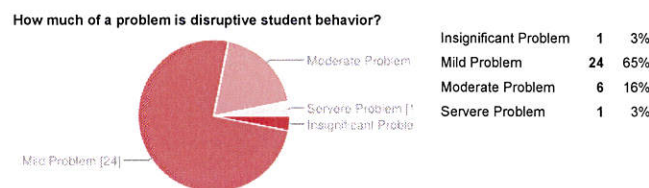
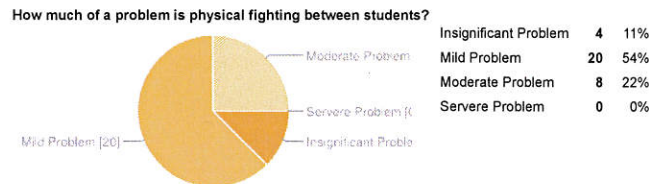
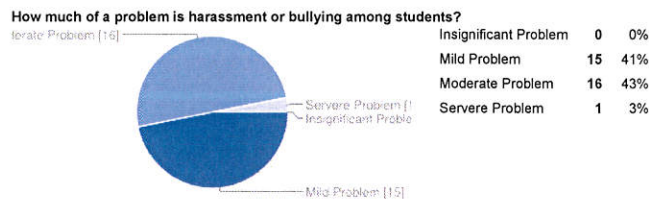
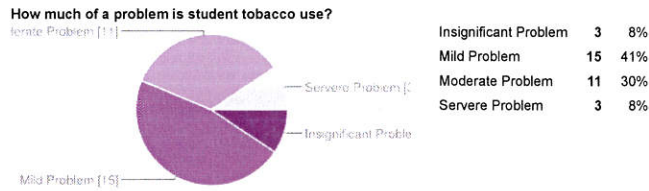
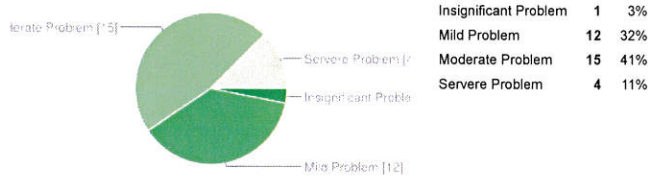
Nearly All	0	0%
Most	23	62%
Some	8	22%
Few	1	3%
Almost None	0	0%

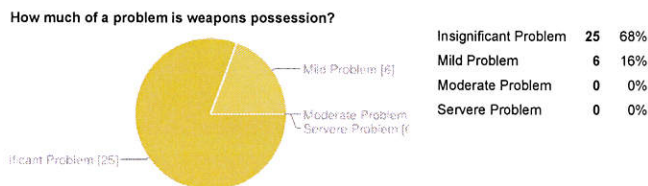
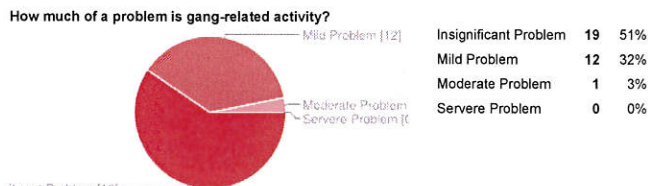
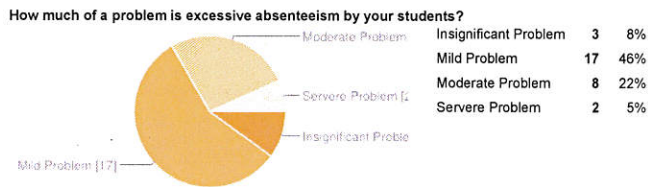
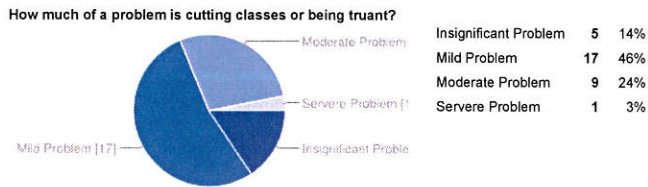
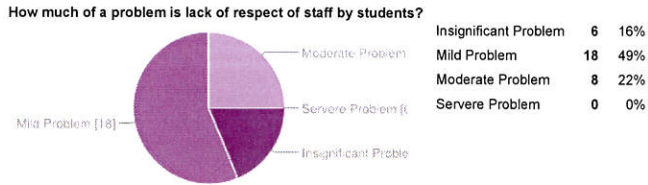
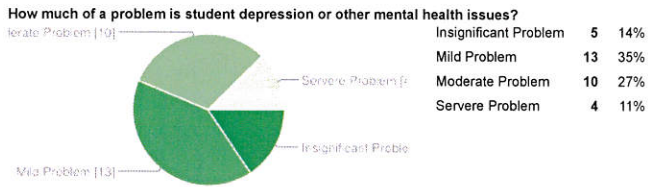
Based on your experience at Franklin Public Schools, how many students at school are well-behaved?



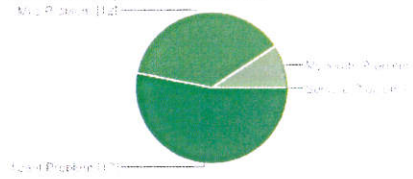
Nearly All	5	14%
Most	24	65%
Some	3	8%
Few	0	0%
Almost None	0	0%

How much of a problem is student alcohol and drug use?



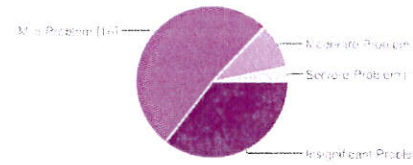


How much of a problem is vandalism?



Insignificant Problem	17	46%
Mild Problem	12	32%
Moderate Problem	3	8%
Severe Problem	0	0%

How much of a problem is theft?



Insignificant Problem	11	30%
Mild Problem	16	43%
Moderate Problem	3	8%
Severe Problem	1	3%



Simmy's to give donations



Cody Simmons

Cody and Kelly Simmons, owners of Simmy's Lakeside Grill in Alma, have come up with a unique way to give back to

charities and organizations in this area. Starting January 5, 2013, and continuing on the first Saturday of every month, Simmy's will donate \$1 for every customer that comes in to the restaurant on that Saturday. The organizations and charities that will receive this generous donation are:

January - Alma Chamber of Commerce

February - Alma Public Schools

March - Franklin Public Schools

April - Southern Valley Public Schools

May - Hoesch Memorial Library

June - Alma Rotary Club

July - Harlan County Health System

August - Alma Fire Department

September - Holdrege Public Schools

October - Phillipsburg Public Schools

November - Northern Valley Public Schools

December - Caring Cupboard.

"We have decided at Simmy's that everyone in the area has been so supportive of our business that we needed to give back. We want to contribute not just to organizations in Alma, but to surrounding communities also, since they have supported our business as well," Simmons said.