

Regular November 9 Board Meeting

Monday, November 9, 2015 7:00 PM

1. Call the meeting to order
2. Roll Call
3. Verification of Open Meetings Act Notice
4. Verification of publication of meeting notice
5. 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 Raquel Felzien and a second by James Haussermann.
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
6. Action Items
 - 6.1. Consent Agenda
Motion to approve consent agenda passed with a motion by James Haussermann and a second by Les Sidlo.
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
 - 6.1.1. Minutes of previous meetings
 - 6.1.2. Monthly Financial Report
 - 6.1.3. Claims
 - 6.2. School/Community Partnership for Essential Planning by Mr. Don Fritz
A motion to approve the School/Community Partnership for Essential Planning facilitated by Mr. Don Fritz for \$6,875.00 passed with a motion by Scott Herrick and a second by Raquel Felzien.
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
 - 6.3. Temporary Early Retirement Incentive Policy (TERIP)
 - 6.4. Superintendent's Evaluation
A motion to approve the recommended superintendent evaluation form passed with a motion by Kim Molzahn and a second by Raquel Felzien.
Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea
 - 6.5. Consider and approve adoption of board policies 6212, 3540, 7050, 3560, 9340, 6600,1200, 4002, 4003, 4003a (notice), 4003b (complaint form, 5401, 5401z (complaint form), 6287, 5001(kndg early enrollment form), 5418 (forms), 6115 & 5416 as presented and to repeal and rescind all existing board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies
Approve adoption of board policies 6212, 3540, 7050, 3560, 9340, 6600,1200, 4002, 4003, 4003a (notice), 4003b (complaint form, 5401, 5401z (complaint form), 6287, 5001(kndg early enrollment form), 5418 (forms), 6115 & 5416 as presented and to repeal and rescind all existing board policies that pertain to the same matters or that are otherwise conflicting, including without limitation existing policies passed with a motion by Kim Molzahn and a second by Les Sidlo.

Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea

7. Discussion Items

7.1. ACE Recipients Recognition

7.2. Crisis Team Presentation by Kelly Simmons

7.3. Negotiations (Possible Executive Session)

Entering Executive Session at 8:35 pm for the purpose of discussing negotiations passed with a motion by Kim Molzahn and a second by Les Sidlo.

Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea

Ending executive session at 8:48 pm passed with a motion by Kim Molzahn and a second by Scott Herrick.

Raquel Felzien: Yea, James Haussermann: Yea, Scott Herrick: Yea, Kim Molzahn: Yea, Les Sidlo: Yea, John Siel: Yea

7.4. Staff Christmas Party

7.5. Discuss Changes to Policy 9320

8. Visitor Comments

9. Elementary Principal's Report

10. Secondary Principal/Activities Director's Report

11. Superintendent's Report

12. Positive Comments

13. Adjournment

General Fund

October 31, 2015

Check Beginning Balance	9/30/15	\$1,164,103.53	
	Claims for 10/12/15 Meeting	(\$120,463.06)	
	October Local PPD Claims	(\$6,382.56)	
	October Payroll	(\$314,864.47)	
	Lunch Fund Reim for October Payroll	\$5,522.18	
	Dir Dep's, Deposits & Int-October	\$148,823.49	
	End of Month Checking Balance		\$876,739.11
	9/30/15	\$920,746.76	
	10/2015 Interest	\$320.64	
	10/31/15		\$921,067.40
Total General Fund 10/31/15			\$1,797,806.51
	Checking FSB 10/31/15	\$935,045.42	
	Less Outstanding checks	(\$58,306.31)	
	Plus Outstanding Deposits	\$0.00	
	10/31/15		\$876,739.11
FSB	CD # 33723	\$106,957.05	2/1/16 3 Mths
FSB	CD # 34032	\$316,907.11	3/1/16 6 Mth
FSB	CD # 34800	\$300,000.00	11/26/15
SCSB	CD # 402352	\$123,090.40	1/1/16 Mthly
SCSB	CD # 402354	\$74,112.84	1/1/16 Mthly
	Investment Total 10/31/15		\$921,067.40
Recon Total	10/31/15		\$1,797,806.51

Regular; Processing Month 10/2015; 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	4,637,500.00	127,933.62	1,106,053.46	23.85	3,531,446.54
01 1115	CARLINE TAX	0.00	0.00	38.33	0.00	(38.33)
01 1125	MOTOR VEHICLE TAX	135,000.00	8,554.68	20,104.73	14.89	114,895.27
01 1240	TUITION REC FROM INDIVID - SP ED	2,500.00	0.00	0.00	0.00	2,500.00
01 1270	PRE-SCHOOL TUITION	0.00	340.00	340.00	0.00	(340.00)
01 1410	INTEREST	5,000.00	562.67	1,121.77	22.44	3,878.23
01 1610	LOCAL LICENSES AND FEES	1,000.00	78.00	78.00	7.80	922.00
01 1620	POLICE COURT FINES	0.00	0.00	0.00	0.00	0.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		4,781,000.00	137,468.97	1,127,736.29	23.59	3,653,263.71
01 2110	COUNTY FINES AND LIC. FEES	5,000.00	506.21	896.50	17.93	4,103.50
01 2130	OTHER COUNTY RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 2210	ED SERVICE UNIT RECEIPTS	0.00	0.00	585.00	0.00	(585.00)
Subtotal: COUNTY AND ESU RECEIPTS		5,000.00	506.21	1,481.50	29.63	3,518.50
01 3110	STATE AID	45,959.00	4,595.86	9,191.72	20.00	36,767.28
01 3120	S.P.E.D.	200,000.00	0.00	0.00	0.00	200,000.00
01 3125	SPECIAL ED TRANSPORTATION SCHOOL AGE	0.00	0.00	0.00	0.00	0.00
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	4,256.00	4,326.00	4,326.00	101.64	(70.00)
01 3180	PRO-RATE MOTOR VEHICLE	5,000.00	1,040.33	1,040.33	20.81	3,959.67
01 3200	STATE APPORTIONMENT	35,000.00	0.00	0.00	0.00	35,000.00
01 3300	IN-LIEU OF SCH. LAND TAX	0.00	569.93	1,159.30	0.00	(1,159.30)
01 3500	STATE CATEGORICAL PROGRAMS	9,000.00	0.00	0.00	0.00	9,000.00
01 3510	EDUC INNOVATION FUNDS-Coor School Health	0.00	0.00	0.00	0.00	0.00
01 3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	0.00	0.00	4,000.00	0.00	(4,000.00)
01 3540	EARLY CHILDHOOD	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: STATE RECEIPTS		299,215.00	10,532.12	19,717.35	6.59	279,497.65
01 4200	TITLE I	149,592.00	0.00	71,933.00	48.09	77,659.00
01 4310	TITLE IIA	12,500.00	0.00	0.00	0.00	12,500.00
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	125,000.00	0.00	0.00	0.00	125,000.00
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	10,000.00	0.00	450.93	4.51	9,549.07
01 4455	MEDICAID ADMIN. ACTIV.	15,000.00	0.00	0.00	0.00	15,000.00
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	22,890.00	0.00	0.00	0.00	22,890.00
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	0.00	0.00	0.00
01 4940	HEAD START	0.00	350.00	350.00	0.00	(350.00)
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 FEDERAL CATEGORICAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
01 4992	REAP	26,778.00	0.00	4,645.00	17.35	22,133.00
Subtotal: FEDERAL RECEIPTS		361,760.00	350.00	77,378.93	21.39	284,381.07

Regular; Processing Month 10/2015; 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 5200	LONG TERM LOANS	0.00	0.00	0.00	0.00	0.00
01 5300	INSURANCE ADJUSTMENTS	0.00	0.00	2,280.46	0.00	(2,280.46)
01 5400	SALE OF PROPERTY	500.00	0.00	0.00	0.00	500.00
01 5500	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE REC.	0.00	0.00	36.15	0.00	(36.15)
Subtotal: NON-REVENUE RECEIPTS		500.00	0.00	2,316.61	463.32	(1,816.61)
Fund Total:		5,447,475.00	148,857.30	1,228,630.68	22.55	4,218,844.32

Lunch Fund**October 31, 2015**

Balance on hand:	9/30/15	\$44,026.63
Receipts:	Meals, milk & juice	\$6,004.75
	Transfer from General Fund	\$0.00
	Fed Reim	\$8,801.32
	State Reim	\$0.00
	Interest Checking	\$5.57
Misc Deposits AF Reim's to Lunch		\$48.00
	Disbursements	(\$8,853.02)
	Payroll Reim to GF	(\$5,522.18)
	NSF	(\$100.00)

Balance on hand:	10/30/15	\$44,411.07
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Reconciliation:		
FSB	Super Now Acct Ckg	\$44,466.72
	plus outstanding deposits	\$0.00
	less outstanding checks	(\$55.65)

Recon Total	10/30/15	\$44,411.07
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	O/S claims, estimate due	\$0.00
	Payroll Estimates	(\$7,000.00)
	outstanding Receipts	
	Net Estimate Cash Resource	\$37,411.07

Building Fund

October 31, 2015

Balance on hand:	9/30/15	\$6,825.27
Receipts:	Interest	\$2.04
	Misc	\$41.33
Disbursements:		<u>\$0.00</u>
Balance on hand:	10/30/15	\$6,868.64

Reconciliation:	10/30/15	\$16,579.50
FSB Super Now Acct Ckg		\$0.00
less outstanding cks		<u>(\$9,710.86)</u>
Recon Total	10/30/15	\$6,868.64

Depreciation Fund

October 31, 2015

Balance on hand:	9/30/15	\$14,501.33
Receipts:		\$0.00
Disbursements:	Claims	\$0.00
Balance on hand:	10/30/15	\$14,501.33
End Balance		\$14,501.33

Reconciliation:		
FSB Checking	10/30/15	\$37,152.33
plus outstanding dep		\$0.00
less outstanding cks		<u>(\$22,651.00)</u>
Recon Total	10/30/15	\$14,501.33
End Balance		\$14,501.33

Employee Benefit/Unemployment Ins Fund

October 31, 2015

Balance on hand:	9/30/15	\$3,460.64
Receipts:	Interest	\$0.28
Disbursements:		<u>\$0.00</u>
Balance on hand:	10/30/15	\$3,460.92
	9/30/15	\$3,921.76
	Interest	<u>\$0.00</u>
	10/31/15 Investments	<u>\$3,921.76</u>
Recon Total	10/30/15	\$7,382.68

Reconciliation:	10/30/15		Matures	Next Mature
FSB Checking Account		\$3,460.92		
Less Outstanding Ck		\$0.00		
Plus Outstanding Deposits		<u>\$0.00</u>		
	10/30/15	\$3,460.92		
FSB CD#33386		\$3,921.76	6 Mths	1/1/16
Investment 10/31/15		<u>\$3,921.76</u>		
Recon Total	10/31/15	\$7,382.68		

Cafeteria Plan

October 31, 2015

Balance on hand:	9/30/15	\$20,742.08
Receipts:	Transfer frm General Fund for 2015-16 SY	
	Reim from Employees Payroll-October	\$1,939.98
	Reim from Employees Non-Qualified Exp	\$0.00
	Debit Card Expense Reimb	\$0.00
Disbursements:	Claims Checks for 2015-2016 SY	(\$732.53)
	Claims Checks for 2014-2015 SY	\$0.00
	Reimb GF for 2015-16 Start-up	\$0.00
	Check Supply Order	\$0.00
AMGL & Employees	Non-Qualified fee	\$0.00
	Claims Debit Cards	(\$385.87)
Balance on hand:	10/30/15	\$21,563.66
Reconciliation:		
FSB Checking	10/30/15	\$22,676.40
	less outstanding receipts	\$0.00
	less outstanding chks	(\$1,112.74)
Recon Total	10/30/15	\$21,563.66

Activity Fund

October 31, 2015

Balance on hand:	9/30/15	\$78,908.89
Receipts:	Dep/Interest	\$34,295.36
Disbursements:	October	(\$20,750.20)
	NSF	(\$40.00)

Checking Account Balance	10/31/15	\$92,454.05
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9/30/2015 Investments	\$21,016.06	
Interest	\$18.54	
	10/31/15	\$21,034.60

Total Activity Fund Balance		\$113,488.65
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Reconciliation:

FSB	Now Acct Ckg	\$92,940.05
	Plus Outstanding Dep	\$0.00
	Less Outstanding Ck	(\$486.00)

Recon Total	10/31/15	\$92,454.05
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	CD #404519	\$21,034.60
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Recon Total	10/31/15	\$113,488.65
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Regular; Beginning Month 10/2015; Processing Month 10/2015; 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	(2,103.62)	5,804.75	6,762.00	0.00	(1,146.37)
05 704 0002	CAMPS	5,370.00	0.00	0.00	0.00	5,370.00
05 704 0003	CROSS COUNTRY	229.05	35.46	0.00	0.00	193.59
05 704 0004	BASKETBALL/BOYS	624.04	155.87	557.35	0.00	1,025.52
05 704 0005	BASKETBALL/GIRLS	247.75	0.00	0.00	0.00	247.75
05 704 0006	Football	4,989.12	2,292.52	0.00	0.00	2,696.60
05 704 0007	GOLF	1,032.45	35.87	127.52	0.00	1,124.10
05 704 0008	TRACK/GIRLS	2,299.52	11.97	0.00	0.00	2,287.55
05 704 0010	VOLLEYBALL	1,507.57	273.00	1,199.19	0.00	2,433.76
05 704 0011	WRESTLING	998.91	0.00	893.57	0.00	1,892.48
05 704 0015	ANNUAL	(1,807.53)	0.00	1,389.00	0.00	(418.53)
05 704 0016	BAND	839.16	152.83	6,950.00	0.00	7,636.33
05 704 0017	CHEER SQUAD	(101.45)	409.87	525.00	0.00	13.68
05 704 0019	CONCESSIONS	716.66	3,443.27	3,852.17	0.00	1,125.56
05 704 0020	FCCLA	1,114.03	1,591.58	3,675.15	0.00	3,197.60
05 704 0021	FFA	6,384.97	1,582.21	5,626.77	0.00	10,429.53
05 704 0022	FOREIGN LANGUAGE	1,850.93	92.52	355.50	0.00	2,113.91
05 704 0023	FRESHMAN	0.00	0.00	382.56	0.00	382.56
05 704 0024	JUNIORS	5,726.66	3,431.65	170.60	0.00	2,465.61
05 704 0025	SENIOR BANNERS	0.00	480.32	315.32	0.00	(165.00)
05 704 0026	NHS	5,890.22	100.70	167.19	0.00	5,956.71
05 704 0027	OM/GIFTED	0.00	0.00	0.00	0.00	0.00
05 704 0028	SCIENCE CLUB	320.10	0.00	0.00	0.00	320.10
05 704 0029	SENIORS	1,296.61	79.81	0.00	0.00	1,216.80
05 704 0030	SOPHMORES	505.11	0.00	0.00	0.00	505.11
05 704 0031	STUDENT COUNCIL	(902.91)	0.00	308.62	0.00	(594.29)
05 704 0032	VOCAL	786.61	0.00	0.00	0.00	786.61
05 704 0034	CAPS/GOWNS	2,759.81	0.00	0.00	0.00	2,759.81
05 704 0037	GREENHOUSE	9,457.98	0.00	0.00	0.00	9,457.98
05 704 0038	COURTESY	2,095.94	0.00	0.00	0.00	2,095.94
05 704 0039	ELEMENTARY TEACHERS	15,766.80	0.00	266.18	0.00	16,032.98
05 704 0040	INDUSTRIAL ARTS	1,367.19	0.00	0.00	0.00	1,367.19
05 704 0041	INVESTMENTS	21,016.06	0.00	18.54	0.00	21,034.60
05 704 0043	LIBRARY	103.99	0.00	0.00	0.00	103.99
05 704 0046	SPECIAL PROJECTS	9,650.06	581.00	746.67	0.00	9,815.73
05 704 0047	SPEECH/DRAMA	(97.60)	140.00	0.00	0.00	(237.60)
05 704 0048	ENTREPRENEURSHIP	73.86	0.00	0.00	0.00	73.86
05 704 0049	ACE, 40 Dev Assets	0.00	55.00	0.00	0.00	(55.00)
05 704 0050	IND ARTS/DONATIONS	169.45	0.00	0.00	0.00	169.45
05 704 0051	QUIZ BOWL	(252.55)	0.00	25.00	0.00	(227.55)
Fund Total: 05		99,924.95	20,750.20	34,313.90	0.00	113,488.65

Franklin Public Schools
Board of Education
District 506
Franklin, Nebraska 68939

Regular November Meeting

**Monday – November 9th, 2015
7:00 Regular Meeting**

**Franklin Public Schools
Media Center
1001 M Street
Franklin, NE 68939**

Bills Committee: October & November (James & John)

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
Checking		1		
Checking		Fund: 01 GENERAL FUND		
	006773-190201	ALMQUIST M.G. & LUTH, P.C.	10/19/2015	149.00
01 2510 660 0		DATA PROCESSING, Oct Flex	149.00	
		Vendor Total:		149.00
	1040	ALPHA REHABILITATION PC	10/30/2015	578.55
01 4450 313 1		Puch Srvs, PUPIL, J Riley OT	77.37	
01 4450 313 1		Puch Srvs, PUPIL, J Riley Sp	30.33	
01 4450 313 2		Puch Srvs, PUPIL, A Wagner OT	23.03	
01 4450 313 2		Puch Srvs, PUPIL, A Wagner Sp	225.91	
01 4450 313 1		Puch Srvs, PUPIL, B Wagner OT	47.90	
01 4450 313 1		Puch Srvs, PUPIL, B Wagner Sp	174.01	
		Vendor Total:		578.55
4773Amber	4357531930	Apple Inc.	10/10/2015	509.00
01 2410 410 0		SUPPLIES, Ipad , S Kahrs	509.00	
		Vendor Total:		509.00
4800Chad	15511	ASK SUPPLY CO., LLC	10/08/2015	70.22
01 2610 410 0		SUPPLIES, gloves	70.22	
4809Chad	15631	ASK SUPPLY CO., LLC	10/29/2015	869.90
01 2610 410 0		SUPPLIESgloves	869.90	
		Vendor Total:		940.12
	27728	AURORA COOPERATIVE	10/20/2015	4,445.30
01 2750 336 0		GAS & OIL	4,445.30	
		Vendor Total:		4,445.30
	3348	BILL'S ELECTRIC	10/22/2015	439.66
01 2620 315 0		ELECTRICAL WORK, Gym	439.66	
		Vendor Total:		439.66
	2015Oct	BOETTCHER, HEATHER	10/12/2015	14.00
01 2310 410 0		SUPPLIES, ACE Cupcakes	14.00	
		Vendor Total:		14.00
	2015533	CEI SECURITY & SOUND	10/19/2015	209.50
01 2750 690 0		MISC, bus camera repair	209.50	
		Vendor Total:		209.50
	20151024	CHARTER COMMUNICATIONS	10/24/2015	110.01
01 1100 382 2		DISTANCE ED, MBPS Opt Ethr Intra	514.26	
01 1100 382 2		DISTANCE ED, NE Universal Srv	35.74	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
01 1100 382 2		DISTANCE ED, NE Universal Srv	(28.59)	
01 1100 382 2		DISTANCE ED, 80% erate	(411.40)	
			Vendor Total:	110.01
	20151026	CHASE CARD SERVICES	10/26/2015	10,493.41
01 2320 410 0		SUPPLIES, PLC Book, Conradt	37.75	
01 2320 670 0		TRAVEL, PLC Meals, Conradt	156.02	
01 2320 670 0		TRAVEL, PLC Luggage, Conradt	78.83	
01 2320 670 0		TRAVEL, PLC Hotel, Conradt	1,156.18	
01 2320 410 0		SUPPLIES, ipad, Conradt	629.99	
01 1100 419 0		STUDENT FEES, Child All State Choir	120.00	
01 1100 410 2		SUPPLIES, Mac Sleeve	12.99	
01 2410 410 0		SUPPLIES, ipad S Kahrs	29.99	
01 1100 530 1		EQUIPMENT, projector Dreher	399.00	
01 1100 530 2		EQUIPMENT, projector Hanshaw	399.00	
01 1100 530 1		EQUIPMENT, projector	399.00	
01 1100 410 2		SUPPLIES, student power adapter	209.75	
01 2320 410 0		SUPPLIES,ipad mini cover Conradt	42.00	
01 2320 410 0		SUPPLIES,ipad glass Conradt	37.26	
01 2610 410 0		SUPPLIES, Parts Town Custodial	376.80	
01 2120 410 2		SUPPLIES, Honors plaques	110.75	
01 2190 633 2		Dues/Entries/Fees-FFA, St Land Jud Hotel	267.00	
01 2750 336 0		GAS & OIL, St Land Judging	56.95	
01 1100 670 1		TRAVEL, Sila	166.00	
01 2120 670 2		TRAVEL, Simmons-Marzano	166.00	
01 1100 670 1		TRAV, Mar, Hof, Han, Gug, Bon, Dre, Sidl, RoeMaz	1,004.30	
01 1100 670 2		TRAVEL, Sid, Vet, EMil, Kah, Han, Gug, Ham-Marz	991.85	
01 1100 670 2		TRAVEL, Anth, Ein, Schm, Ryb, Roe, Rock-Marzan	991.85	
01 2410 670 0		TRAVEL, Kahrs/Boett - Marzano	332.00	
01 2320 670 0		TRAVEL, Conradt- Marzano	166.00	
01 1200 670 0		TRAVEL, Str, Volk, Kwia-Marzano	498.00	
01 1160 670 1		TRAVEL, Largent-Marzano	166.00	
01 2222 670 0		TRAVEL, Haussermanna, Marzano	166.00	
01 1190 690 0		TRAVEL, Corr-Marzano	83.00	
01 4404 670 0		TRAVEL, Corr-Marzano	83.00	
01 1100 670 1		TRAVEL, Parking Marzano	24.00	
01 1100 670 2		TRAVEL, Parking Marzano	24.00	
01 2750 336 0		GAS & OIL, Marzano	36.48	
01 1100 670 1		Travel, Meals Marzano	408.28	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>		<u>Amount</u>
01 1100 670 2		Travel, Meals Marzano	408.28	
01 1100 417 2		BUSINESS, Hammer	73.60	
01 2320 410 0		SUPPLIES, frames	28.77	
01 1100 410 1		SUPPLIES, Kahrs/R Miller	156.74	
			Vendor Total:	10,493.41
	20151031	CITY OF FRANKLN	10/31/2015	9,301.53
01 2610 322 0		ELECTRICITY, 9/15-10/15	8,401.63	
01 2610 323 0		WATER & SEWER, 9/15-10/15	425.90	
01 2610 324 0		GARBAGE DISPOSAL, 9/15-10/15	474.00	
			Vendor Total:	9,301.53
4799Chad	945453	CLINCH ENTERPRISES	10/12/2015	176.04
01 2610 410 0		SUPPLIES, RR Cleaner	176.04	
			Vendor Total:	176.04
	106492	COMPUTER HARDWARE INC.	10/29/2015	109.00
01 2620 310 0		REPAIR SERVICES, Ipad glass	109.00	
	106493	COMPUTER HARDWARE INC.	10/29/2015	99.00
01 2620 310 0		REPAIR SERVICES, Ipad jack	99.00	
			Vendor Total:	208.00
	20151027	CULLIGAN OF KEARNEY	10/27/2015	10.50
01 2610 410 0		SUPPLIES, cold/room temp cooler	10.50	
			Vendor Total:	10.50
	20151015	DEARBORN NATIONAL LIFE INSURANCE COMPANY	10/15/2015	252.00
01 1100 260 1		LIFE INSURANCE	45.30	
01 1100 260 2		LIFE INSURANCE	98.70	
01 1160 260 1		LIFE INSURANCE	6.00	
01 1190 260 0		LIFE INSURANCE	3.00	
01 1200 260 1		LIFE INSURANCE	15.00	
01 1200 260 2		LIFE INSURANCE	6.00	
01 1310 260 0		LIFE INSURANCE	1.20	
01 2120 260 1		LIFE INSURANCE	3.00	
01 2120 260 2		LIFE INSURANCE	3.00	
01 2222 260 0		LIFE INSURANCE	4.80	
01 2320 260 0		LIFE INSURANCE	18.00	
01 2410 260 1		LIFE INSURANCE	6.00	
01 2410 260 2		LIFE INSURANCE	6.00	
01 2610 260 0		LIFE INSURANCE	18.00	
01 4200 260 0		LIFE INSURANCE	6.00	
01 4310 260 0		LIFE INSURANCE	6.00	
01 4404 260 0		LIFE INSURANCE	3.00	
01 4410 260 1		LIFE INSURANCE	3.00	
			Vendor Total:	252.00

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
	2710	ESU 11	10/28/2015	2,900.00
01 1100 382 2		DISTANCE ED, DL/BlendEd Learning	2,500.00	
01 2510 690 0		MISC, 15-16 Erate Charter Filing	400.00	
Vendor Total:				2,900.00
	20151029	FRANKLIN AUTO PARTS	10/29/2015	317.78
01 2750 336 0		GAS & OIL, oil/filters	109.59	
01 2750 690 0		MISC, bulb, cleaner, bearing	135.47	
01 2610 410 0		SUPPLIES, custodial shop towes	72.72	
Vendor Total:				317.78
	20150930	FRANKLIN COUNTY CHRONICLE	09/30/2015	521.66
01 2510 350 0		ADVERTISING/PRINTING, September	521.66	
Vendor Total:				521.66
	20151010	FRANKLIN HOSPITAL	10/10/2015	200.00
01 2750 690 0		MISC, Holmes/Jester Physicals	200.00	
Vendor Total:				200.00
	20151021	FRONTIER	10/21/2015	540.18
01 2510 342 0		TELEPHONE, 9/21-10/20	540.18	
Vendor Total:				540.18
4793Chad	108675865	GLOBAL EQUIPMENT CO., INC.	10/16/2015	990.00
01 2620 410 0		SUPPLIES, Water Fountain	990.00	
Vendor Total:				990.00
	2015September	HEAD START CHILD & FAMILY DEVELOPMENT PROGRAM, INC.	10/06/2015	270.55
01 4404 410 0		SUPPLIES, September	270.55	
Vendor Total:				270.55
	20151225	HOMETOWN LEASING	10/31/2015	1,460.31
01 5000 610 0		REDEMPTION OF PRINCIPAL, Copier	1,460.31	
Vendor Total:				1,460.31
	20151029	HTMC	10/29/2015	288.00
01 2510 350 0		ADVERTISING/PRINTING, Winter Activity	288.00	
Vendor Total:				288.00
4801Melody	03452683	JW PEPPER & SON INC.	10/09/2015	41.99
01 1100 412 2		VOCAL MUSIC, Antholz	41.99	
4801Melody-1	03455240	JW PEPPER & SON INC.	10/26/2015	26.16
01 1100 412 2		VOCAL MUSIC, Antholz	26.16	
4816Melody	03456284	JW PEPPER & SON INC.	10/30/2015	188.99

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>		
01 1100 412 2		VOCAL MUSIC, Antholz	188.99		
				Vendor Total:	257.14
4805Chad	S101195870.001	KRIZ DAVIS CO	10/12/2015	608.20	
01 2610 410 0		SUPPLIES, ballast	608.20		
4805Chad-1	S101201610.001	KRIZ DAVIS CO	10/20/2015	(10.77)	
01 2610 410 0		SUPPLIES, credit broken items	(10.77)		
				Vendor Total:	597.43
	5835-42018	KT HEATING & AIR CONDITIONING INC.	10/23/2015	1,668.59	
01 2620 314 0		HEATING WORK, pre-k room	1,668.59		
				Vendor Total:	1,668.59
4803Clark	12137380	MATHESON TRI-GAS, INC	10/08/2015	200.75	
01 1100 418 2		Vo Ag, Rocker	100.38		
01 1100 413 2		INDUSTRIAL ARTS, Vetter	100.37		
				Vendor Total:	200.75
1135Theresa-	88995637001	MCGRAW-HILL SCHOOL EDUCATION HOLDINGS LLC	10/07/2015	93.18	
2		TEXTBOOKS, Culinary	93.18		
01 1100 420 2					
				Vendor Total:	93.18
	91637	MENARDS, INC.	10/11/2015	28.12	
01 2610 410 0		SUPPLIES, custodial	28.12		
	92573	MENARDS, INC.	10/23/2015	67.52	
01 2610 410 0		SUPPLIES, custodial	67.52		
				Vendor Total:	95.64
4783Clark	22502	Mid-west 3D Solutions, LLC	10/08/2015	14,809.00	
01 1100 530 2		EQUIPMENT, Versa Laser Ind Art Vetter	14,809.00		
				Vendor Total:	14,809.00
	3393	MIDWEST MARKETING	09/30/2015	208.00	
01 2620 410 0		SUPPLIES, RR/Gym signs	208.00		
				Vendor Total:	208.00
	22062	MIERAU & CO PC	10/31/2015	277.66	
01 2510 660 0		DATA PROCESSING, Oct PR	350.00		
01 2510 690 0		MISC, NPERS fees reimb	(72.34)		
				Vendor Total:	277.66
	AXT0915-A	MOSAIC	10/09/2015	3,130.82	
01 4450 370 2		TUITION PD SPED, (Sept) A Wagner	3,130.82		
	AXT0915-B	MOSAIC	10/09/2015	3,344.57	
01 4450 370 1		TUITION PD SPED, (Sept) B Wagner	3,295.60		

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
01 4450 313 1		Puch Srvs, PUPIL SERVICES, B Wagner OT	48.97	
		Vendor Total:		6,475.39
	38377	NASB	10/08/2015	1,392.00
01 2320 630 0		FEES, St Sch Board, Conradt	232.00	
01 2310 630 0		FEES,St Sch Bd, Felz,Haus,Herr,Molz,Siel	1,160.00	
		Vendor Total:		1,392.00
	2015- 16Member	NCSA	10/31/2015	782.00
01 2320 630 0		DUES/FEES, 2015-16 SY Conradt	782.00	
		Vendor Total:		782.00
	2015November	NEOFUNDS BY NEOPOST	11/02/2015	250.00
01 2510 341 0		POSTAGE	250.00	
		Vendor Total:		250.00
	2211- 20151031	ONE SOURCE THE BACKGROUND COMPANY	10/31/2015	65.00
01 2320 690 0		MISC, Williams,Hardt, Smith	65.00	
		Vendor Total:		65.00
	23826	PAULSEN AUTOMOTIVE	10/06/2015	232.98
01 2750 338 0		VEHICLE REPAIRS, 08 Mini sway bar	232.98	
		Vendor Total:		232.98
1190Clark-1	85072	PAULSEN INC.	10/26/2015	475.12
01 1100 413 2		INDUSTRIAL ARTS, Vetter, practice field	475.12	
		Vendor Total:		475.12
	76	PERRY,GUTHERY,HAASE & GESSFORD,PC,LLC	10/25/2015	210.00
01 2330 317 0		LEGAL SERVICES, October	210.00	
		Vendor Total:		210.00
	20151031	PITSTOP & SHOP, INC.	10/28/2015	195.25
01 2760 336 0		GAS & OIL, October	195.25	
		Vendor Total:		195.25
	20151031	PLANK LUMBER & HARDWARE	10/31/2015	112.82
01 1100 413 2		INDUSTRIAL ARTS, Vetter, Laser materials	112.82	
	20151031Cust	PLANK LUMBER & HARDWARE	10/31/2015	96.54
01 2610 410 0		SUPPLIES, custodial	96.54	
	20151031Grds	PLANK LUMBER & HARDWARE	10/01/2015	10.49
01 2610 410 0		SUPPLIES, themocpl	10.49	
1142Dave	L149534	PLANK LUMBER & HARDWARE	10/10/2015	11.94
01 1100 418 2		Vo Ag, Rocker	11.94	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
			Vendor Total:	231.79
	30702871	PRESTO-X	10/06/2015	117.60
01 2620 310 0		REPAIR SERVICES, October	117.60	
			Vendor Total:	117.60
	20151017	PRINCIPAL LIFE/DEPT. 900	10/17/2015	1,195.20
01 1100 290 1		DISABILITY INSURANCE	184.29	
01 1100 290 2		DISABILITY INSURANCE	394.60	
01 1160 290 1		DISABILITY INSURANCE	40.13	
01 1200 290 1		DISABILITY INSURANCE	67.95	
01 1200 290 2		DISABILITY INSURANCE	72.57	
01 1190 290 0		DISABILITY INSURANCE	12.32	
01 4404 290 0		DISABILITY INSURANCE	20.55	
01 1310 290 0		DISABILITY INSURANCE	6.31	
01 2120 290 1		DISABILITY INSURANCE	12.99	
01 2120 290 2		DISABILITY INSURANCE	13.00	
01 2130 290 1		DISABILITY INSURANCE	5.12	
01 2130 290 2		DISABILITY INSURANCE	5.11	
01 2222 290 0		DISABILITY INSURANCE	25.23	
01 2320 290 0		DISABILITY INSURANCE	97.76	
01 2410 290 1		DISABILITY INSURANCE	40.54	
01 2410 290 2		DISABILITY INSURANCE	52.12	
01 2610 290 0		DISABILITY INSURANCE	53.66	
01 4200 290 0		DISABILITY INSURANCE	31.05	
01 4310 290 0		DISABILITY INSURANCE	25.10	
01 4410 290 1		DISABILITY INSURANCE	12.41	
01 9001 290 0		DISABILITY INSURANCE	22.39	
			Vendor Total:	1,195.20
	20151031-372	RIGHTWAY INC.	10/27/2015	250.72
01 1100 418 2		FCS, McDowell	250.72	
	20151031-376	RIGHTWAY INC.	10/27/2015	1,674.37
01 2410 410 0		SUPPLIES, Elem Honors	27.20	
01 1100 416 2		SCIENCE, 1103shannette	4.82	
01 1100 410 1		SUPPLIES, PT Conference	91.50	
01 1100 410 2		SUPPLIES, PT Conference	91.49	
01 2610 410 0		SUPPLIES, Grounds	13.68	
01 2130 410 1		SUPPLIES, Med room	9.98	
01 2130 410 2		SUPPLIES, Med room	9.99	
01 1100 690 0		MISC, Staff InSrv	341.68	
01 2610 410 0		SUPPLIES, Custodial	1,084.03	
			Vendor Total:	1,925.09
	20151031	S.E. SMITH & SONS	10/31/2015	42.11
01 2610 410 0		SUPPLIES, custodial	42.11	
1142Dave-Oct	20151031-Ag	S.E. SMITH & SONS	10/31/2015	118.08
01 1100 418 2		Vo Ag, Rocker	118.08	
1190Clark	20151031-IA	S.E. SMITH & SONS	10/19/2015	90.10

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
01 1100 413 2		INDUSTRIAL ARTS, Vetter	90.10	
		Vendor Total:		250.29
4802Polly	M5752238 5	SCHOLASTIC MAGAZINES	10/13/2015	118.67
01 1200 410 0		SUPPLIES, scholastic reader	118.67	
		Vendor Total:		118.67
4797Polly	208115347322	SCHOOL SPECIALTY	10/05/2015	265.12
01 1200 410 0		SUPPLIES, Stroup	265.12	
		Vendor Total:		265.12
	20151030	Schutz, Jennifer	10/30/2015	132.64
01 1218 313 2		Purchased Serv,PUPIL SRV, Ignowski OT	132.64	
		Vendor Total:		132.64
	11465	SHAD'S AUTO, INC.	10/31/2015	922.13
01 2750 338 0		VEHICLE REPAIRS, 99 freightliner tailpip	922.13	
		Vendor Total:		922.13
	201181170181	SOURCE GAS	10/28/2015	400.71
01 2610 321 0		FUEL/NATURAL GAS, 9/29- 10/28 Main	400.71	
	201181170182	SOURCE GAS	10/28/2015	74.15
01 2610 321 0		FUEL/NATURAL GAS, 9/29- 10/28 Shop	74.15	
	201270125488	SOURCE GAS	10/28/2015	167.36
01 2610 321 0		FUEL/NATURAL GAS, 9/29- 10/28 GrnHse	167.36	
		Vendor Total:		642.22
	974071	STATE OF NEBRASKA	10/01/2015	227.47
01 1100 382 2		DISTANCE EDUCATION, September	227.47	
		Vendor Total:		227.47
810Chad	71644665	ULINE, INC.	10/22/2015	38.00
01 2610 410 0		SUPPLIES, glove dispenser	38.00	
		Vendor Total:		38.00
	05781784	VERIZON BUSINESS	10/25/2015	86.80
01 2510 342 0		TELEPHONE, 9/15-10/14	86.80	
		Vendor Total:		86.80
	9754511654	VERIZON WIRELESS	10/23/2015	216.27
01 2510 342 0		TELEPHONE, 9/24-10/23	216.27	
		Vendor Total:		216.27
	20151031	WEX BANK	10/31/2015	1,536.79
01 2750 336 0		GAS & OIL, Ocotber	807.47	
01 2760 336 0		GAS & OIL, Ocotber	729.32	

<u>PO Number</u>	<u>Invoice</u>	<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Amount</u>	
			Vendor Total:	1,536.79
	N08637-1829	WOODWARD'S DISPOSAL SERV INC	10/24/2015	47.50
01 2510 690 0		MISCELLANEOUS, October	47.50	
			Vendor Total:	47.50
4811Chad	608917	YOUNGS	10/26/2015	30.25
01 2610 410 0		SUPPLIES, ,building	30.25	
			Vendor Total:	30.25
			Fund Total:	71,594.06
			Checking Account Total:	71,594.06



Maximizing Individual
and Organizational Capacity
to Create a Preferred Future

School/Community Partnership for Essential Planning (SCPEP)

(Suggested format, can be customized to meet district needs)

Proposal for the Franklin Public Schools

Prepared by Don Fritz

November 9, 2015

Proposal Goals:

- 1) Facilitate a School/Community Partnership for Essential Planning (SCPEP) Activity**
- 2) Conduct a Board Planning session to identify strategic goals and Key Performance Indicators**
- 3) Provide consultation in the development of a District Strategic Plan**

What Is The SCPEP?

- A district/community decision-making process that studies district issues and identifies priorities for the district.
- The process proactively moves toward a preferred future rather than waiting until problems arise.

What Is The Purpose?

- To inform district stakeholders of current successes and issues in the district.
- To involve the community in identifying district priorities.
- To determine priority PK-12 course and program offerings
- To identify current facility issues and additional resources/revenues.
- To identify priorities to guide Board decisions for responding to future challenges.
- To articulate a clear vision for the future of the district.

Critical Questions of the Process?

- What do students need in their educational experience to be successful now and in the future?
- What programs and services are top priorities for the community?
- How do local, state, and federal mandates affect the course offerings and services provided by the district?
- How do local course offerings and programs compare to schools of comparable size?
- What facility/resources are needed to deliver priority programs?
- What steps need to be taken to assure that the district continues to operate in an effective and efficient manner?



Maximizing Individual
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Who is involved?

- Approximately thirty-four participants; selected and invited by the Board.
- Participants are a demographic representation of the community and staff.
- Participants include representation from the Board, district administration, and staff.
- Individuals of good will who are interested in moving the district forward.

What is the Process?

Five, three hour sessions; usually scheduled from 6:30 pm – 9:30 pm, over an eight-twelve week time frame
(Note: this can be adjusted to meet the needs of the district.)

What Are the Outcomes of Each Session (Suggested)?

Session One– Revisit the mission/belief statements; introduce concept of vision statements; develop an understanding of the current school/community environment (demographics); review student achievement

Session Two – Identify school/program priorities based upon environmental scan data, Rule 10, and schools of comparable size.

Session Three – Review current facilities; identify priority facility needs to deliver programs.

Session Four – Review district resources/finances and identify priorities.

Session Five - Finalize recommendations for written report to the Board; finalize vision for the district.

What Happens After the SCPEP?

- Priorities are detailed in a formal, written report (prepared by Don Fritz).
- The Board meets in a planning session to review priorities and to identify strategic goals and Key Performance Indicators
- District develops action plans for implementation

Contractor Responsibilities

- Includes pre/post planning with Board and Administrative team
- Includes facilitation of five (5), three-hour community planning sessions
- Includes travel expenses and ppt. copies
- Includes writing a full report of activities of the SCPEP
- Includes facilitation of a three (3) hour Board retreat to develop goals and indicators
- Includes follow-up phone and email consultation during the development of the action plans



Maximizing Individual
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District Responsibilities

- Board clarifies specific expectations for the SCPEP
- The district selects participants and informs them of role and purpose
- Meeting times and locations are selected and communicated to the participants
- Board, administration, and staff prepare specific reports on current demographics, student achievement, curricular programs, facilities overview and needs, financial overview and needs, and presents to the participants
- The district provides a notebook for participants to collect planning documents
- Board commits to a post SCPEP planning session
- Board and administrative staff facilitate work groups to complete actions plans
- Board approves district strategic plan

Proposal Cost: \$6,875

Pre and Post Consultations (25 hours x \$75)	\$1,875
Group Facilitation (24 hours x \$150)	\$3,600
Expenses (mileage, copies, chart paper)	\$1,400

Note: Actual expenses to be billed and documented; not to exceed proposal amount.

Don Fritz
dba The FGR Group, LLC
1820 Kings Hwy
Lincoln, NE 68502
EIN 20-3690494

Why Use a Content-Neutral Facilitator?

Often, organizations call in a topic-specific consultant with the expectation that the consultant will apply their expertise to addressing some important problem or issue. Organizations will select the consultant because of their expertise in the topic area. In these cases, the consultants are not neutral. Instead they bring a specific point of view and clear ideas for actions the organization might take. Most consultants have as their greatest desire that their clients implement the recommendations they make. Is there a place for topic-specific consultants? Absolutely! Expert information needs to be used during the decision-making process and consultants can be built into the process very easily.

It is very difficult to be both a consultant and a facilitator. The two roles are at cross-purposes. A content-neutral facilitator will bring expertise in group dynamics, consensus building, the change process, and the planning process. Skilled facilitators provide structure and orchestrate learning and problem-solving through discovery, reflection, and conversation. Group involvement creates understanding, commitment, and ownership. The most effective results are achieved when priorities and solutions are created, understood, and accepted by the people impacted. Once specific issues are identified, then the consultants can be used in the planning process.

What Do Facilitators Do?

- **Facilitators guide the interaction and participants' acquisition of knowledge, skills, and ideas.**
- **Facilitators create a safe and trusting environment for groups of people to make meaningful decisions.**
- **Facilitators make sure everyone has a voice.**
- **Facilitators empower participants through positive, purposeful design.**
- **Facilitators orchestrate problem-solving and learning through reflection, discovery, and conversation.**
- **Facilitators provide process and structure for achieving efficient results.**
- **Facilitators understand the change process and can assist groups in leading change.**
- **Facilitators are content-neutral.**

Why Use Facilitators?

- **Groups do not automatically know how to effectively work together.**
- **People need to work together to manage and lead change; it is difficult to accomplish alone.**
- **Effective groups can accomplish more than individuals.**
- **A skilled facilitator can empower groups to be successful.**
- **Facilitation increases group effectiveness by improving processes and structures.**
- **Group involvement creates understanding, commitment, and ownership.**
- **Organizations can be more flexible and produce results more quickly.**
- **All members of the organization can participate and provide input without being concerned about process.**



Maximizing Individual
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The Role of Board Members District Planning with Community and Staff

Board members are members of the process and should actively participate with the other members of the group. Having said that, because of your unique role as a Board member, your major focus should be:

- 1) Listener – This is an opportunity to hear what is important to your patrons and staff.**
- 2) Resource – Often patrons and staff do not have complete information about what is happening in schools or why certain decisions have been made.**
- 3) Supporter – This is a time to support, cheerlead, and celebrate the District, the Board, Administration, staff, and students.**
- 4) Guide – You have a unique knowledge set about the district. Assist the patrons in determining the priorities for the future of the students in your district. Remember, this is an advisory process. As a collective Board, you will determine the specific direction of the district.**

FRANKLIN PUBLIC SCHOOLS

2015-16 SUPERINTENDENT GOALS



MEMBERS OF THE BOARD

JOHN SIEL, CHAIR
SCOTT HERRICK

RAQUEL FELZIEN
KIM MOLZAHN

JAMES HAUSSERMAN
LES SIDLO

SUPERINTENDENT
CANDACE CONRADT

FRANKLIN PUBLIC SCHOOLS MISSION STATEMENT

The mission of the Franklin Public Schools is to equip all students with the skills and competencies needed to meet the challenges of the twenty-first century.

Identified priorities:

Communications

- Engage internal and external stakeholders
- Community leadership
- Build relationships and trust among community and staff
- Continue weekly updates
- Collaboration
- Community coffees
- Engage staff with board meeting updates
- Visibility in classrooms and hallways and activities and staff meetings

Academics

- Assess the current staff to ensure assigned duties reflect the qualifications and strengths of each staff member

- Sustain district technology
- Assess and evaluate current instruction, curriculum, and student achievement
- Sustain and grow technology

District Budget

- Finance
- Forecasting budget development, comparable data
- Advocacy legislative
- Evaluate district buildings and grounds to create a short and long-term facilities plan

Educational Leadership Goal

The Superintendent will provide educational leadership to support quality instruction, improved student learning, and the mission of the school district.

Educational Leadership Objective I

Provide leadership by assessing the quality of current district curriculum, instructional practices, and student achievement data.

Strategy	Timeline	Progress/Success
1) Provide an overview of the current teacher evaluation identifying the qualities of the tool and protocol for evaluating tenured vs. non-tenured staff. 1st Board Identified: August 12, 2015	Nov. – March	
2) Collaborate with administrators and staff to review and assess district curriculum to ensure it is aligned K-12. 2nd Board Identified: August 12, 2015	December - Ongoing	
3) Collaborate with administrators and staff to assess and monitor current student achievement data to identify areas of growth and improvement. 3rd Board Identified: August 12, 2015	Oct – Ongoing	

Strategy	Timeline	Progress/Success
4) Engage the board in the discussion of district data to communicate the growth and need for improving instruction and learning districtwide. 2nd Board Identified: August 12, 2015	November	Presentation by principals and myself – Nov Board Mtg
5) Assess the current staff to ensure assigned duties reflect the qualifications and strengths of each staff member 3rd Board Identified: August 12, 2015	January	

Educational Leadership Objective II

Provide leadership by completing an assessment and review of the district's current technology program.

Strategy	Timeline	Progress/Success
<p>1) Establish a Technology Committee</p> <p>2) Study, assess, and provide a report to the board outlining the K-12 technology program including, but not limited to: hardware, software, professional development, funding, and support staff.</p> <p>Board Identified: August 12, 2015</p>	<p>October 9</p> <p>Oct- Ongoing</p>	<p>Committee Set 1st Meeting – Wed. Oct.21</p>
<p>3) Develop a technology plan and goals to support growth and improvement of integrated technology to ensure support of effective instruction and learning.</p> <p>Board Identified: August 12, 2015</p>	<p>November</p>	<p>Next Tech Mtg is Nov 11 Tech plan due to E-Rate & NDE Nov 30</p>

Communications Leadership Goal

The Superintendent will provide strong communications leadership to cultivate and foster a cohesive and collaborative district culture and climate.

Communications Leadership Objective I

Provide consistent, effective, and timely communications to board, administrator, staff, students, parents, and community members.

Strategy	Timeline	Progress/Success
1) Provide timely, appropriate, and effective communications to the board and internal and external stakeholders to strengthen the culture and climate of the district. <small>2nd Board Identified: August 12, 2015</small>	Currently – Ongoing	Text message board members, email & personal conversation with board & staff Newsletters – on website and mailed – October 22 Sportmanship & By now you have heard
2) Communicate and advocate the expectation that board, staff, and community members utilize the proper chain of command to address problems and/or concerns. <small>2nd Board Identified: August 12, 2015</small>	October	Newsletter on Sportsmanship – includes proper chain of command
3) Initiate staff and student presentations at board meetings to foster a positive method of engaging staff, students, and the board. <small>2nd Board Identified: August 12, 2015</small>	November	FFA & FCCLA Guidance Counselor - Nov

Strategy	Timeline	Progress/Success
<p>4) Provide board-meeting updates to all staff to ensure correct information is presented and shared with staff.</p> <p>3rd Board Identified: August 12, 2015</p>	<p>November</p>	<p>Send out email to faculty</p>
<p>5) Conduct community coffee (early morning) meetings with key community members for the purpose of communicating correct information and fostering a positive working relationship with the community.</p> <p>1st Board Identified: August 12, 2015</p>	<p>November – Ongoing</p>	<p>Set up locations and dates</p>
<p>6) Attend and engage internal and external stakeholders to foster a positive working relationship with staff and community.</p> <p>a. Take every opportunity to engage staff through a presence in the classrooms, hallways, staff meetings, one-on-one connections, etc. to foster a positive working relationship with the staff and students.</p> <p>b. Participate in community activities to engage community and business leaders in the community to build a positive working relationship between the district and the community.</p> <p>3rd Board Identified: August 12, 2015</p>	<p>Ongoing</p> <p>Currently</p>	<p>Need more ideas:</p> <p>1) Attended 4-H Banquet/Awards</p> <p>2) Present at Boy Scouts – October 19</p>

Budget Leadership Goal

The Superintendent will provide budget leadership to engage the board in the development and management of district resources to meet quality instruction, improved student learning, and the mission of the school district.

Budget Leadership Objective I

Provide engaged and collaborative leadership in the development and management of district resources.

Strategy	Timeline	Progress/Success
1) Work collaboratively with the administrators and board to develop a short and long-term facilities plan to support the needs, maintenance, and growth related to instruction/curriculum of a quality and safe learning environment for staff and students. 2nd Board Identified: August 12, 2015	December – Ongoing	
2) Monitor legislation, engage legislative representatives, and advocate in the best interest of Franklin Public Schools. 3rd Board Identified: August 12, 2015	December – Ongoing	
3) Engage the board in the budget development discussion and process and provide comparable historical data to monitor budget spending in the monthly board meeting packets. 1st Board Identified: August 12, 2015	December - Ongoing	Utilize Finance Committee Create powerpoint & present to the board

Current Plan

Administration

Evaluation Instrument of Superintendent

I. EVALUATION PLAN

The following are steps recommended as an evaluation for the Superintendent of Schools.

1. Review of Performance Evaluation instrument by individual board members.
2. Completion of rating instrument by individual members.
3. Individual member consultation with Superintendent. (optional)
4. Compilation of ratings by Board President.
5. Meeting with Board members to review compiled ratings, identify strengths, areas for improvement, and superintendent's goals for current year.
6. Meeting with the Superintendent to review ratings, strengths, and areas for improvement.
7. Superintendent response to evaluation and revisions of goals for ensuing year.
8. Determination of salary and/or contract terms (as appropriate).

Levels of Performance

II. PERFORMANCE INSTRUMENT

4 3 2 1 N/A

A. EDUCATIONAL LEADERSHIP

1. Administering the development and maintenance of an educational program designed to meet the needs of the community and to carry out policies of the Board of Education.
2. Overseeing the setting of educational goals of the district both annually and over a long-range period
3. Conducting a continuous evaluation of the development and needs of the school system, utilizing community, staff, and student input.
4. Evaluating all administrative personnel, in writing, on an annual basis.
5. Attending state, regional, and national conferences pertaining to the superintendent's duties, upon approval by the Board.
6. Initiating policy considerations to cover situations requiring discretionary action when the superintendent feels the circumstances necessitate a policy.
7. Being alert to advances and improvements in the educational process.

Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable

COMMENTS:

B. STAFF RELATIONS

Levels of Performance

4 3 2 1 N/A

	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable
1. Providing the number and type of positions needed for the effective operation of the schools.					
2. Nominating for appointment, assigning, and defining the duties of all personnel, subject to the approval of the Board.					
3. Striving to create good morale among staff members,					
4. Dealing with personnel matters on an impartial basis.					
5. Recommending the dismissal of staff members for just cause.					

COMMENTS:

C. COMMUNITY LEADERSHIP

Levels of Performance

1. Assuming a major responsibility of maintaining good human relationships among students, teachers, administrators, board members, parents, and the general public. The superintendent shall serve as a unifying force within the school district, striving at every opportunity to reconcile divergent viewpoints on behalf of what is best for students and what is best for public education.
2. Generating and coordinating a public relations program for the school system.
3. Serving as the educational spokesperson for the district in all matters, stressing the positive attributes of the district and the need for continued support for education
4. Establishing and maintaining a sound working relationship with the news media, utilizing any public service opportunities for the betterment of education within the community.
5. Maintaining in all departments and schools, a continuous study of the problems of the school as a basis for their being remediated.

	4	3	2	1	N/A
	Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable

COMMENTS:

Levels of Performance

D. WORKING RELATIONSHIP WITH THE BOARD OF EDUCATION

4 3 2 1 N/A

1. Keeping the board informed, by frequent reporting, on the progress and conditions of the school and by keeping in continuous contact with the president of the Board of Education.
2. Attending and participating in all meetings of the board except when the superintendent's own position, salary, or tenure may be under consideration.
3. Preparing for each member of the board, before each board meeting, an agenda listing items to be considered.
4. Developing the necessary rules and regulations to effectively carry out board policy. Also, taking care of all other administrative duties not specifically covered in board policy.
5. Offering professional guidance, recommendation or assistance, when appropriate, when the board is making decisions.

Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable

COMMENTS:

Levels of Performance

E. FINANCIAL DIRECTION

4

3

2

1

N/A

- 1. Supervising the preparation of the annual budget and recommending it to the board at its regular meeting for budget approval and supervising the preparation for the public hearing on the budget in accordance with Nebraska statutes.
- 2. Directing the formulation of, or the revision of, salary schedules as a result of negotiations and making such recommendations to the board.

Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable

COMMENTS:

Levels of Performance

4 3 2 1 N/A

F. MANAGEMENT OF FACILITIES
GROUNDS AND EQUIPMENT

- 1. Serving as custodian of all property, real or personal, owned, leased or borrowed by the district; and lending, exchanging, transmitting or receiving such property only in accordance with approval of the board.
- 2. Assembling data for the recommended building program and acting as educational advisor to the architect in the preparation of all plans and specifications for the construction of all new buildings or modifications of existing buildings.
- 3. Recommending boundaries, and changes in boundaries, for the schools within the district.

Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable

COMMENTS:

Levels of Performance

G. PERSONAL QUALITIES

4 3 2 1 N/A

- 1. Maintains high standards of ethics, honesty and integrity in all personal and professional matters.
- 2. Demonstrates his ability to work well with individuals and groups.
- 3. Possesses and maintains the health and energy necessary to meet the responsibility of his position.
- 4. Speaks well in front of large and small groups, expressing his ideas in a logical, forthright, and professional manner.
- 5. Maintains his professional development by reading, course work, conference attendance, work on professional committees, visiting other districts, and meeting other superintendents.

Exceeds Expectations	Meets Expectations	Needs Improvement	Does Not Meet Expectations	Not Applicable

COMMENTS:

III. SUMMARY

What are the three strongest areas of the superintendent's performance during the past year?

1) _____

2) _____

3) _____

What are the three areas most in need of improvement during the coming year?

1) _____

2) _____

3) _____

Board President Signature

Superintendent's Signature

Date

Date

Superintendent Appraisal Instrument

<i>Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a √ in the column of the appropriate ranking for each goal. EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet District Expectations. Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation.</i>				
SECTION A: RELATIONSHIP WITH THE BOARD	EXCEEDS	MET	UNMET	COMMENTS
Provides Regular updates regarding district matters.				
Provides opportunities to learn about function of schools and programs through site visits, presentations, and reading materials to the Board.				
Provides adequate meeting materials and background information				
Responds to Board Member questions thoroughly and shares information with the entire board in a timely manner.				
Invites Board participation in district activities.				
Assists in development, recommendation, and administration of policies.				
Encourages Board development.				
Works with the Board to establish goals and plans for the future.				
Openly accepts Board input and is responsive to Board directions.				
Alerts the Board about significant media contacts with district personnel and other newsworthy district activities, reports, and incidents.				

SECTION A - PAGE 2 CONTINUED RELATIONSHIP WITH THE BOARD	EXCEEDS	MET	UNMET	COMMENTS
Implements meeting responsibilities by preparing the agenda, attending and participating in Board meetings, serving as ex-officio member of all committees, and offering professional guidance, recommendations, or assistance.				
Works to engender a collaborative working relationship with the Board.				
Additional Comments:				

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a \checkmark in the column of the appropriate ranking for each goal. EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet District Expectations. Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation

SECTION B: COMMUNITY RELATIONS	EXCEEDS	MET	UNMET	COMMENTS
Projects a positive image of the school district.				
Continually identifies all stakeholder groups and establishes open two (2)way lines of communication				
Maintains good media relations.				
Encourages collaborative relationships with neighborhoods, business, industry, government, and labor.				
Is "approachable" by members of the community.				
Prepares a quality annual report and shares it with the community.				
Additional Comments:				

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet District Expectations. Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation.

SECTION C: SUPERINTENDENT/STAFF RELATIONSHIPS	EXCEEDS	MET	UNMET	COMMENTS
Communicates effectively with staff regarding current and new trends in education, programs, procedures, and policies.				
Demonstrates objectivity in personnel matters.				
Ensures evaluation of personnel will be consistent with policies and law.				
Shows concern for the welfare of staff.				
Delegates both responsibility and authority.				
Provides staff recognition for contribution(s) towards the betterment of educational outcomes.				
Recruits competent staff.				
Promotes sound collective bargaining relations.				
Involves the staff in strategic planning.				
Fosters team spirit and is "a part of the team."				
Visits buildings and programs on a regular basis.				
Additional Comments:				

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet District Expectations. Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation

SECTION D: BUSINESS AND FINANCE	EXCEEDS	MET	UNMET	COMMENTS
Seeks Board input and recommends appropriate budgets and any subsequent budget revisions to the Board.				
Ensures complete financial controls/audits.				
Regularly reports to the Board on district budget and finances.				
Informs the Board on current or proposed funding issues.				
Develops facilities management plans and procedures.				
Seeks alternative funding sources.				
Ensures the efficient alignment of district resources with district goals.				
Additional Comments:				

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a \checkmark in the column of the appropriate ranking for each goal. EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet District Expectations. Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation

SECTION E: LEADERSHIP	EXCEEDS	MET	UNMET	COMMENTS
Projects a strong leadership image.				
Demonstrates enthusiasm in carrying out job responsibilities.				
Demonstrates knowledge of procedural aspects of the job.				
Seeks to learn and improve.				
Keeps the focus on student learning.				
Demonstrates awareness and implements current research and best practices.				
Promotes cultural competency for the district.				
Facilitates development and implementation of long and short-term educational goals for the district.				
Ensures the District develops, maintains, and evaluates an effective curriculum that reflects the changing needs of students and society.				
Promotes staff growth to improve educational quality for all students.				
Additional Comments:				

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a \checkmark in the column of the appropriate ranking for each goal. EXCEEDS = Exceeds District Expectations; MET = Meets District Expectations; UNMET = Does Not Meet District Expectations. Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation

SECTION F: PERSONAL TRAITS	EXCEEDS	MET	UNMET	COMMENTS
Elicits respect in the community, schools, and among peers.				
Accepts constructive criticism and responds appropriately.				
Writes and speaks clearly and effectively.				
Is assertive, but tactful.				
Maintains poise and composure in the face of crisis/criticism.				
Is business like and professional in appearance.				
Projects a caring attitude.				
Displays a sense of humor.				
Demonstrates good listening skills.				
Additional Comments				

Please consider each specific Superintendent Leadership Goal or Job Target below in relationship to the performance of the Superintendent. Place a ✓ in the column of the appropriate ranking for each goal. Please note: Any goal marked as "Exceeds" or "Unmet" must be accompanied by written documentation. These goals/job targets should be reviewed annually at a Board Retreat. The Board notes that meeting some of the specific dates is not solely within the Superintendent's control.

SECTION G: LEADERSHIP GOALS/JOB TARGETS	EXCEEDS	MET	UNMET	COMMENTS
1. Develop and implement a strategy for effective advocacy at local, state and national levels by June 1, 2012 - with update prior to the start of the January 2012 session of the Nebraska Legislature..				
2. Based on comprehensive site-based management review, make recommendations by Dec. 1, 2011.				
3. Conduct a review and make recommendations about school district assessment practices by June 30, 2012.				
4. Plan for the succession of leadership in the Lincoln Public Schools organization with updates to the Lincoln Board of Education.				
5. Develop prudent, efficient budgets that align with Lincoln Public Schools strategic plan with a report by June 30, 2012.				
6. Develop - with the Lincoln Board of Education - a performance pay strategy for the superintendent (by June 15, 2012).				

SECTION G: PAGE 2 - CONTINUED. LEADERSHIP GOALS/JOB TARGETS	EXCEEDS	MET	UNMET	COMMENTS
Additional Comments:				

Please complete the appraisal instrument and return to the Board President _____

Complete form no later than: _____

AdministrationElection of Administrative Personnel

All administrative positions shall be authorized by the board of education upon the recommendation of the superintendent of schools. All administrators shall be properly certified so as to conform with standards established by the Nebraska State Board of Education and shall have such training and experience as deemed appropriate by the superintendent of schools. Unless otherwise indicated, administrators are assigned, supervised, and evaluated by the superintendent of schools. Except for an administrator who may also be categorized as a teacher, the superintendent of schools will share evaluation summaries with the board of education. If the superintendent of schools intends to recommend that the board of education consider amending or terminating the contract of any administrator, said administrator's evaluation will be withheld pending its possible introduction at a board hearing on the matter.

The rehiring and compensation package (salary/benefits) for the Superintendent shall be considered at the regular December meeting of the Board of Education. The rehiring and compensation package (salary/benefits) for the Principal shall be considered at the regular March meeting of the Board of Education. Action on such rehiring and compensation packages shall be taken by the Board of Education on or before April 15 of each year. The dates for action are subject to modification in the discretion of the Board of Education.

Date of Adoption: June 12, 2013

Administration

Superintendent's Evaluation

The Superintendent shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation instrument to be used in the evaluation of the Superintendent shall be in the form established by the Board of Education from time to time.

Date of Adoption: June 12, 2013

Community RelationsPersonnel - All Employees and StudentsAnti-discriminationA. **Elimination of Discrimination.**

The policy of Franklin Public Schools is to not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities.

Franklin Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of Franklin Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

The Superintendent shall be the Coordinator for anti-discrimination laws (including Title VI, Title IX; the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973 (Section 504)) and complaints or concerns involving discrimination or compliance with those laws should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and Students.**

1. **Purpose:** Franklin Public Schools is committed to offering employment and educational opportunity to its employees and students based on ability and performance in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Franklin Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

- a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

- b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
- c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

- (a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
- (b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

2. **Procedures:**

- a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, 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 is encouraged to go to the next level of supervision.
- b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Franklin Public Schools.
- c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

- d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.
- e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.
- f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.
- g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

Legal Reference: Title VI, 42 U.S.C. § 2000d, Title VII, 42 U.S.C. § 2000e, Title IX; 20 U.S.C. § 1681, and the Nebraska Fair Employment Practices Act, Neb. Rev. Stat. §48-1101 et seq.
Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA), 29 U.S.C. §621 et seq., and the Nebraska Age Discrimination in Employment Act, Neb. Rev. Stat. §48-1001 et seq.;
Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.
Section 504 of the Rehabilitation Act of 1973 (Section 504)
Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
Uniform Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of \$100,000.00, or such sum as adjusted pursuant to §73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

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

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

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

Date of Adoption: [Insert Date]

Business OperationsRecords Management and Disposition

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

sending or receiving such communications may delete them immediately without obtaining approval.

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

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

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

4. Electronic Records

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

5. Litigation Holds

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

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

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

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

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

6. Settlement Agreements

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

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

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

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

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

Date of Adoption: [Insert Date]

Personnel - All EmployeesEqual Opportunity Employment

It is the policy of Franklin Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, 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 sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status.

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 (& 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 sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Candace Conradt, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (candace.conradt@fpsflyers.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (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]

Notice of Nondiscrimination

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

Candace Conradt, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (candace.conradt@fpsflyers.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

**Complaint Form
Discrimination, Harassment or Retaliation**

The Franklin Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, 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 coordinator may be contacted if you have questions about filling out this complaint form:
Candace Conradt, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283
(candace.conradt@fpsflyers.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: _____

FORMS FOR HEALTH RELATED ADMISSION REQUIREMENTS

1. **Notice of Requirements for Student Admission—Birth Certificate, Immunization, Physical Examination and Visual Evaluation**
2. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict**
3. **Immunization—Affidavit of Refusal—For Reason of Religious Conflict (Alternative: HHS Form)**
4. **Immunization—Affidavit of Refusal—For Medical Reason (HHS Form)**
5. **Immunization—Medical Documentation of Varicella (Chickenpox) Disease (HHS Form)**
6. **Physical Examination or Visual Evaluation---Parent Objection Form**
7. **Waiver of Physical Examination/Visual Evaluation Requirement (HHS Form)**
8. **HHS Summary of the School Immunization Rules and Regulations 2015-2016**
9. **Affidavit (For Child to Enroll Early in Kindergarten)**
10. **Request for Non Disclosure of High School Personal Information to Institutions of Higher Education and Military Recruiters**
11. **Section 9528. Armed Forces Recruiter Access to Students and Student Recruiting Information**

AFFIDAVIT
(For Child to Enroll Early in Kindergarten)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child will reach the age of five years on or after August 1 and on or before October 15 of the current school year.

I elect to enroll the Child this school year and hereby affirm (check or initial appropriate provision for early enrollment):

_____ the Child attended kindergarten in another jurisdiction in the current school year; or

_____ the family anticipates relocation to another jurisdiction that would allow admission within the current year; or

_____ the Child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 2015.

Parent or Guardian

STATE OF NEBRASKA)

)

ss.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2015 by _____.

Notary Public

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

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

Candace Conradt, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283 (candace.conradt@fpsflyers.org).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (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 School District 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**

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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 coordinator may be contacted if you have questions about filling out this complaint form:
Candace Conradt, Superintendent of Schools, 1001 M Street, Franklin, NE 68939 (308) 425-6283
(candace.conradt@fpsflyers.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: _____

StudentsStudent Fees Policy

The Board of Education of Franklin Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2015-2016 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious

radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish

students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2015-2016 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten

services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the ___ day of _____, 20___, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the

student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal Reference: Neb. Rev. Stat. §§79-2125 to 79-2135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: June 11, 2012

WRITTEN NOTIFICATION OF ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

- _____ Child does not qualify under the homeless student program.
- _____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the state coordinator:
Education Specialist & Homeless Education / NCLB Programs
Nebraska Department of Education
<http://www.education.ne.gov/federalprograms/Title%20X.html>
Telephone: (402) 471-1419 Facsimile: (402) 742-2371
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program

DISPUTE RESOLUTION FORM

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature

Date

-----For School Use-----

Date received by Homeless Coordinator _____

-----Determination of Homeless Coordinator-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact the state coordinator:

Education Specialist & Homeless Education / NCLB Programs

Nebraska Department of Education

<http://www.education.ne.gov/federalprograms/Title%20X.html>

Telephone: (402) 471-1419 Facsimile: (402) 471-0117

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

InstructionFire Drills

Fire drills shall be conducted at such times and manner as is required by the State Fire Marshal.

The frequency of fire drills shall be as follows:

- at a sufficient frequency to familiarize occupants with the drill procedure as a matter of routine;
- every month in each school building in which the facility is in session;
- subject to the exception that a monthly drill may be deferred in months of severe weather, provided that the required number of annual drills is achieved and not less than four are conducted before the drills are deferred; and
- one additional drill shall be conducted within the first 30 days of a school year.

The manner of conducting fire drills shall be as follows:

- emphasis shall be on conducting an orderly evacuation, rather than speed;
- under varying conditions and at expected and unexpected times;
- participants shall relocate to a predetermined location and remain until recalled or dismissed; and
- all emergency and relocation drill alarms shall be sounded

Crisis Plans

Crisis Plans for emergency responses and directions for tornado, evacuation, lockdown, lockout, shelter in place and fire drill activities have been developed. To be in compliance with the fire code, there are to be nine fire evacuation exercises each school year. Two tornado drills are to be exercised and two lockdown drills practiced each school year.

Since many parents may not be at home, all children and faculty will be normally retained at the school building in case of extreme emergency. The school notification system will be activated to inform parents and guardians regarding where children may be picked up at school or at the evacuation site.

Legal Reference: Neb. Rev. Stat. §79-706

Date of Adoption: [Insert Date]

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

- Language Arts standards that were adopted by the State Board in September, 2014;
- Mathematics standards that were approved by the State Board in October 2010;
- Science standards that were adopted by the State Board in November, 2010; and
- Social Studies standards that were adopted by the State Board in December, 2012.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. §§ 79-760 to 79-760.05

Date of Adoption: [Insert Date]

Instruction

Activities

Return to Learn From Cancer

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize that students who have been treated for pediatric cancer and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff.

A 504 team meeting will be held, as appropriate, to develop individual return to learn accommodations and modifications.

Date of Adoption: [Insert Date]

Special Education Policies

Franklin Public Schools adopts this special education policy with the intent that the policy maintain the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

Date of Adoption: [Insert Date]

New Construction

Facilities - Bids and Contracts

All contracts for work related to building construction, remodeling or repair or site improvement in excess of \$100,000, or such sum as adjusted pursuant to §73-106, will be bid in accordance with state statutes. All other contracts will be handled under current district policies and regulations.

Legal Reference: Neb. Rev. Stat. §§ 73-101 to 73-106

Date of Adoption: [Insert Date]

Bylaws of the Board - MeetingsMinutes

The Board of Education shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed. The resignation of a Board member or any other circumstance that results in a vacancy in office shall be made a part of the minutes.

The minutes shall be prepared by the secretary immediately following the meeting, shall be written, shall be available for inspection by the public and for distribution to the members of the Board within ten (10) working days, or prior to the next convened meeting, whichever occurs earlier, and shall be a part of the agenda for the next regular meeting at which time they shall be corrected, if necessary, and approved.

The minutes shall be kept in the office of the superintendent and shall be public records and open to public inspection during normal business hours.

The minutes may be kept as an electronic record.

Legal Reference: Neb. Rev. Stat. §§ 79-555; 79-570; and 79-577
Neb. Rev. Stat. §§ 84-1408 to 1414

Date of Adoption: [Insert Date]

John M. Guthery
Thomas M. Haase
James B. Gessford
Rex R. Schultze***
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann*
R.J. Shortridge*
Jeanette Stull
Corey L. Stull*
Joshua J. Schauer*
Shawn P. Dontigney
Derek A. Aldridge**
Justin J. Knight****



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.
233 SOUTH 13TH STREET, SUITE 1400
LINCOLN, NEBRASKA 68508
TELEPHONE (402) 476-9200 • FAX (402) 476-0094
www.perrylawfirm.com

Of Counsel
Richard D. Sievers
Kelley Baker

*Also Admitted in Iowa
**Also Admitted in Kansas
***Also Admitted in Wyoming
****Also Admitted in Colorado

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

Perry Law Firm 2015 Annual Policy Update Service

To: Dr. Paul Tedesco, Administrator, ESU 11
From: Gregory H. Perry and Rex R. Schultze
Date: June 19, 2015

This is the 2015 Annual Policy Update.

1. Assessments—Adopt State Standards—Policy 6212

The statute related to adoption of state standards by school districts states:

79-760.02: In accordance with timelines that are adopted by the State Board of Education, but in no event later than one year following the adoption or modification of state standards, each school district shall adopt measurable quality academic content standards in the subject areas of reading, writing, mathematics, science, and social studies. The standards may be the same as, or may be equal to or exceed in rigor, the measurable academic content standards adopted by the state board and shall cover at least the same grade levels.

The Commissioner had previously determined that the adoption of the standards needs to be in the form of a board policy.

We have amended Policy 6212 to incorporate the Language Arts standards that were adopted by the State Board in September, 2014.

2. Bidding Construction—Policies 3540 and 7050

LB 431 amended Neb. Rev. Stat. §73-106 to increase the dollar amount for construction projects which are required to be bid from \$40,000 to \$100,000. Policy 3540 has been amended to reflect that change.

In addition, Policy 7050, which addresses the dollar amount of construction projects that require involvement of an architect or engineer, has been revised to use the same language for the periodic adjustment of the dollar amount that is used in Policy 3540.

3. Electronic Records—Policies 3560 and 9340

LB 365 permits electronic records, including keeping board meeting minutes in electronic form. Policies 3560 and 9340 have been revised to incorporate this change in the law.

4. Special Education—Policy 6600

Policy 6600 has been amended to include additional provisions required by NDE Rule 51, and to incorporate updated citations to Rule 51.

5. Pregnancy—Non-Discrimination Policies

LB 627 amended the Nebraska Fair Employment Act to make it unlawful to discriminate against pregnant women in employment, and to require that accommodations be provided to pregnant employees.

We have amended the non-discrimination policies (1200, 4002, 4003, 4003a (notice), 4003b (complaint form), 5401 and 5401z (complaint form)).

It is not known whether the Nebraska Equal Opportunity Commission will change its non-discrimination poster to reflect the new pregnancy law.

6. Return to Learn from Cancer—Policy 6286-6287

LB 511 requires schools to “establish a return-to-learn protocol for students returning to school after being treated for pediatric cancer.” Policy 6286-6287 responds to this requirement. The policy recognizes that in most cases, the individual details of the accommodations to be provided will be developed by the students’ 504 teams.

~~**7. School Wellness (No Policy Update; Adoption of Regulation Pending)**~~

~~The Nutrition School Lunch Act was amended in 2010 to authorize the Secretary to establish regulations related to local wellness policies. 42 USC section 1758b. The Secretary put out proposed regulations in 2014. However, on May 11, 2015, the proposed rule was re-published in the Federal Register and opened for another notice and comment period. The comment period ends July 10, 2015, so we can assume the final rule will be adopted sometime thereafter.~~

~~Nonetheless, we will proceed to prepare a revised wellness policy and send it out next week.~~

8. Student Admission Forms—Policy 5001 forms

Policy 5001 includes a set of forms related to student admission. We recently created an affidavit form for early enrollment in Kindergarten in a circumstance in which the family anticipates relocating to another state that would allow admission within the current year. The packet of 5001 forms now includes that affidavit form.

9. **Homeless Forms—Policy 5418 forms**

Policy 5418 includes forms related to homeless students. One of the forms identified the NDE Homeless Coordinator by name. Given NDE staffing forms, the reference is no longer accurate, so we have modified the form accordingly.

10. **Fire Drills—Policy 6115**

There has not been a change in the legal requirements for fire drills. However, we gained access to information that has led us to revise Policy 6115 to be compliant with the legal requirements.

Conclusion

If you need anything further with regard to these documents or have questions, please contact either Greg (gperry@perrylawfirm.com) or Rex (rschultze@perrylawfirm.com).

School Districts that receive this Memo and the enclosures should consult with their school attorney for independent legal advice.

and
5416 - school year date change

October "Way-To-Go!" ACE Students

Sadie DeJonge Oct. Flyer ACE

Abigail Yelken Oct. Flyer ACE

Colby Ingram Mallory Rochette Makaylin Kahrs Nick Crouse Jacob Cooper
Matthew Sweet Anthony Frerichs Cory Cook-Painter Michael Edgar
Madison Yelken Levi Jester Ashley Bruening Holden Bruce Ryan Weiss
Jasmin Wengler Alex Wilbur Lane Wenninghoff Sheridan Trompke Bailey
Lennemann Chadd Watts Sierra Bloos Thomas Phifer Grant Haussermann
Kyler Carraher Yancy Welsh Carter Trambly Macy Lennemann
Meredith Shaver Eraleigh Gregg Myley Hoffman Breanna Trevarton
Gunner Wenninghoff Madison Devich Austin Meade



FRANKLIN PUBLIC SCHOOLS
IS PLEASED TO ANNOUNCE OUR
OCTOBER FLYER A.C.E.s
(ABOVE COMMON EXPECTATIONS)



Mercedes DeJonge received several "Way to Go" tickets during the month of October. She was nominated by Mrs. Kelly Simmons for helping a fellow student feel better when they were having a rough day. Mrs. Simmons wrote, "You really helped lift their spirits". Thanks for being a friend when a friend needed it!



Abigail Yelken was this month's Elementary ACE winner. She was nominated by Mrs. Bev Jackson. Mrs. Jackson speaks highly of Abigail as she is one of the older students who arrive at school in the morning and is a great help with the younger students while they wait outside for recess. Thanks for your leadership in helping others and Mrs. Jackson to keep students safe!

The monthly ACE winner is drawn randomly from a group of students that were recognized in their classroom for their positive behavior.

This ad is sponsored by Franklin Public Schools.

2016/17 Rates
4.9% increase



School Groups Approve Low 4.9% Rate Increase for EHA Plan *Increase to Take Effect September 1, 2016*

Lincoln, NE, Oct. 29, 2015 – Premium rates for the health insurance plan used by nearly every Nebraska school district will rise by just 4.9 percent next year, following action by the Educators Health Alliance, a consortium of three statewide public school education groups that manages the plan.

When the 2016-17 plan year opens Sept. 1, 2016, it will mark the 14th consecutive rate increase of less than 10 percent, said Neal Clayburn, chair of the EHA Board of Directors. In six of the past seven years, the rate adjustment has been less than 5 percent.

The EHA rates are quite favorable when compared to projected increases of 12 to 31 percent for individual health care policies in Nebraska in 2016, as reported by the Omaha World-Herald on Sept. 1.

The rates set by the EHA board are for the Blue Cross and Blue Shield of Nebraska (BCBSNE) health care plan used by more than 400 public school district and affiliate groups in the state. The plan is governed by the Nebraska Association of School Boards, the Nebraska Council of School Administrators and the Nebraska State Education Association. More than 80,000 Nebraskans are covered by the plan, making it the largest health plan in the state.

The 4.9 percent increase is for all plan options. Rate increases in the previous five years were 1.91 percent; 2.30 percent; 6.40 percent; 2.99 percent; and zero percent.

The 2016-17 plan includes modest increases to deductibles, drug copays and out-of-pocket limits to keep up with medical costs, said Clayburn. Current deductibles have been in place since 2013, and current brand name drug copays have been in place since 2009. Generic drug copays have been in effect since 2005, and will not change for most members. Clayburn said the board was pleased with the rate in the face of ever-growing medical costs.

“Our board’s strong management of the plan, and judicious use of health care benefits by plan members, have worked to keep plan costs stable,” said Clayburn. “All involved have worked hard to help our plan avoid the huge spikes in premium costs that other plans have experienced.”

Growing use of an EHA wellness program has also been instrumental in keeping costs reined in, said Beth Kernes Krause, EHA vice chair and Auburn Public Schools Board of Education member. “Nearly every Nebraska school district participates in the wellness program, and our rates indicate it is making a difference,” she said.

Jack Moles, EHA secretary and Superintendent of Johnson County Schools, said good management by BCBSNE and collaboration of the three education stakeholders keeps the plan vibrant and effective. “Favorable rate experiences don’t just happen. This has taken a lot of diligence, a lot of hard work by a lot of people,” said Moles. “All should be applauded for their effort.”

The statewide health care plan was formed 45 years ago. A 12-member board representing NSEA, the Nebraska Association of School Boards and the Nebraska Council of School Administrators governs the health care plan.

2015/16
1.990 increase



Board Approves Educators Health Alliance 2015-16 Rates and Benefits

EHA premium rates for the Blue Cross and Blue Shield of Nebraska (BCBSNE) health care plan used by nearly every Nebraska school district will increase by 1.9 percent for all benefit options on Sept. 1, 2015. The Board of Directors of the Educators Health Alliance approved the renewal rates and benefits on Friday, Oct. 24, 2014.

When the 2015-16 plan year starts on Sept. 1, 2015, it will mark the 13th consecutive year the rate increases have been less than 10 percent. The rate increases in 2011-12, 2012-13, 2013-14 and 2014-15 were 0.0 percent, 2.99 percent, 6.4 percent and 2.3 percent respectively. The EHA has kept the increases well below national trends.

“Several factors contributed to the EHA’s ability to achieve a rate increase below medical inflation,” said Neal Clayburn, EHA board chair. “The wise use of medical services and maintenance of healthy practices by our members has resulted in favorable claim experience. Additional factors include the work of BCBSNE, the ongoing dependent eligibility verification, the EHA wellness program and the collaboration of the three associations that govern the plan: the Nebraska School Boards Association, Nebraska Council of School Administrators and the Nebraska State Education Association.”

Premium rates will increase by 1.9 percent for all rate and benefit categories. This includes all medical and dental plans as well as active employee and early retiree categories.

There will be no changes made to the EHA available plan deductibles, coinsurance, or copays for the 2015-16 plan year.

“The EHA continues to work diligently to achieve rate stability and increases below health insurance industry averages,” said Clayburn. “In addition to good management of the plan, utilization substantially affects rates. Our members are making smart health care choices and that is reflected in continued favorable experience with regard to utilization.”

The EHA plan’s insurance coverage with Blue Cross Blue Shield of Nebraska includes more than 70,000 education employees, early retirees and their dependents in more than 400 school groups. NSEA formed the statewide health care network 45 years ago. A 12-member board representing NSEA, the Nebraska Association of School Boards and the Nebraska Council of School Administrators now governs the health care plan.

-End-

2016/17



Educators Health Alliance

Renewal Effective September 1, 2016

The EHA Board of Directors has announced the following rate and benefit change decisions for the 2016-17 contract year, effective September 1, 2016.

Premium Rate Change

The medical rates for all Active Employee categories will increase by 4.9%.

The medical rates for all Early Retiree categories will increase by 4.9%.

The dental rates for all participants in Dental Options 1, 3, 4, & 5 will not change. The dental rates for all participants in Dental Option 2 will increase by 4.9%.

Benefit Changes

1. Deductibles:
 - a. The \$500 plan deductible will increase by \$100 In-Network / \$200 Out-of-Network, 2x family.
 - b. The \$750 plan deductible will increase by \$150 In-Network / \$300 Out-of-Network, 2x family.
 - c. The \$950 plan deductible will increase by \$200 In-Network / \$400 Out-of-Network, 2x family.
 - d. The \$1,250 plan deductible will increase by \$250 In-Network / \$500 Out-of-Network, 2x family.
 - e. The \$1,650 plan deductible will increase by \$350 In-Network. The Out-of-Network deductible becomes twice the In-Network deductible, 2x family.
 - f. The \$3,100 plan deductible will increase by \$400 In-Network / \$800 Out-of-Network for single coverage and by \$650 In-Network / \$1,300 Out-of-Network for family coverage.
2. Out-of-Pocket Limits (including deductible, coinsurance, and copayments for medical and pharmacy services):
 - a. The Out-of-Pocket limits for the new \$600, \$900, \$1,150, and \$1,500 deductible plans will increase by the deductible increase amounts plus \$250 In-Network / \$500 Out-of-Network, 2x family.
 - b. The Out-of-Pocket limits for the new \$2,000 deductible plan will increase by the deductible increase amounts plus \$350 In-Network / \$700 Out-of-Network, 2x family.
3. Office Visit and Emergency Room Copays:
 - a. There are no changes to the office visit and emergency room copays.

4. Prescription Drug Copays

- a. Prescription Drug Copays for the new \$600, \$900, \$1,150, and \$1,500 deductible plans will be as follows:
 - i. Generic: 25% Coinsurance, \$5 Minimum / \$25 Maximum **(no change)**
 - ii. Formulary Brand: 25% Coinsurance, \$40 Minimum / \$80 Maximum
 - iii. Non-Formulary Brand: 50% Coinsurance, \$70 Minimum / \$110 Maximum
 - iv. Specialty In-Network: 25% Coinsurance, \$60 Minimum / \$120 Maximum
 - v. Specialty Out-of-Network: 50% Coinsurance, \$170 Minimum / \$340 Maximum
- b. Prescription Drug Copays for the new \$2,000 deductible plan will be as follows:
 - i. Generic: 30% Coinsurance, \$7 Minimum / \$30 Maximum **(no change)**
 - ii. Formulary Brand: 30% Coinsurance, \$45 Minimum / \$90 Maximum
 - iii. Non-Formulary Brand: 50% Coinsurance, \$70 Minimum / \$110 Maximum
 - iv. Specialty In-Network: 25% Coinsurance, \$60 Minimum / \$120 Maximum
 - v. Specialty Out-of-Network: 50% Coinsurance, \$170 Minimum / \$340 Maximum

2016-17

Educators Health Alliance
Renewal Rates for Health, Dental, and Dual Choice Options
Effective September 1, 2016
Standard Rates Only (Excluding Discounts or Surcharges)

	Renewal Rates -- Standard		
	Employee	Ee & Child(ren)	Ee & Spouse
Health Coverage - Active Employees			
\$600 Deductible	\$593.71	\$1,098.39	\$1,246.80
\$900 Deductible	\$562.95	\$1,041.47	\$1,182.19
\$1,150 Deductible	\$543.96	\$1,006.37	\$1,142.33
\$1,500 Deductible	\$521.10	\$964.06	\$1,094.32
\$4,000 Deductible HSA-Eligible	\$422.20	\$781.10	\$886.65
\$2,000 Deductible (Dual Choice Only)	\$474.97	\$878.72	\$997.45
\$3,500 Deductible HSA-Eligible (Dual Choice Only)	\$474.97	\$878.72	\$997.45

	Renewal Rates		
	Employee	Ee & Child(ren)	Ee & Spouse
Health Coverage - Retirees			
\$900 Deductible	\$619.24	\$1,097.74	\$1,300.39
\$4,000 Deductible HSA-Eligible	\$464.43	\$823.31	\$975.30
\$2,000 Deductible	\$522.48	\$926.18	\$1,097.18
\$3,500 Deductible HSA-Eligible	\$522.48	\$926.18	\$1,097.18

	Renewal Rates		
	Employee	Ee & Child(ren)	Ee & Spouse
Dental Coverage			
80% A & B Coverage - Option 1	\$24.64	\$45.59	\$51.73
80% A, B & C Coverage - Option 3	\$52.33	\$96.84	\$109.90
PPO - 80% A & B with 50% C Coverage - Option 2	\$26.55	\$49.09	\$55.73
PPO - 80% A, B & C with 50% D Coverage - Option 4	\$47.65	\$88.16	\$100.08
PPO - 100% A, B & C Coverage - Option 5	\$52.14	\$96.48	\$109.53

Educators Health Alliance
Renewal Rates for Health, Dental, and Dual Choice Options
Effective September 1, 2015
Standard Rates Only (Excluding Discounts or Surcharges)

2015/16

	Renewal Rates -- Standard			
	Employee	Ee & Child(ren)	Ee & Spouse	Ee, Spouse & Child(ren)
Health Coverage - Active Employees				
\$500 Deductible	\$565.98	\$1,047.08	\$1,188.56	\$1,595.94
\$750 Deductible	\$536.65	\$992.82	\$1,126.97	\$1,513.24
\$950 Deductible	\$518.55	\$959.36	\$1,088.97	\$1,462.21
\$1,250 Deductible	\$496.76	\$919.03	\$1,043.20	\$1,400.76
\$4,000 Deductible HSA-Eligible	\$402.48	\$744.61	\$845.23	\$1,134.92
\$1,650 Deductible (Dual Choice Only)	\$452.78	\$837.67	\$950.86	\$1,276.76
\$3,100 Deductible HSA-Eligible (Dual Choice Only)	\$452.78	\$837.67	\$950.86	\$1,276.76

	Renewal Rates			
	Employee	Ee & Child(ren)	Ee & Spouse	Ee, Spouse & Child(ren)
Health Coverage - Retirees				
\$750 Deductible	\$590.31	\$1,046.46	\$1,239.65	\$1,567.01
\$4,000 Deductible HSA-Eligible	\$442.74	\$784.85	\$929.74	\$1,175.25
\$1,650 Deductible	\$498.07	\$882.92	\$1,045.93	\$1,322.12
\$3,100 Deductible HSA-Eligible	\$498.07	\$882.92	\$1,045.93	\$1,322.12

	Renewal Rates			
	Employee	Ee & Child(ren)	Ee & Spouse	Ee, Spouse & Child(ren)
Dental Coverage				
80% A & B Coverage - Option 1	\$24.64	\$45.59	\$51.73	\$69.49
80% A, B & C Coverage - Option 3	\$52.33	\$96.84	\$109.90	\$147.59
PPO - 80% A & B with 50% C Coverage - Option 2	\$25.31	\$46.80	\$53.13	\$71.37
PPO - 80% A, B & C with 50% D Coverage - Option 4	\$47.65	\$88.16	\$100.08	\$134.41
PPO - 100% A, B & C Coverage - Option 5	\$52.14	\$96.48	\$109.53	\$147.09

2016-17

Educators Health Alliance
2016-17 Benefit Summary for PPO Health Coverage

Benefit Item	Preferred	Non-Preferred
Each PPO Subgroup May Choose 1 of 4 Deductible Options:		
Individual Deductible		
Deductible Option 1	\$600	\$1,200
Deductible Option 2	\$900	\$1,800
Deductible Option 3	\$1,150	\$2,300
Deductible Option 4	\$1,500	\$3,000
Family Deductible Maximum	Twice Deductible	Twice Deductible
Coinsurance - All Options	20%	40%
Individual Out-of-Pocket Maximum by Deductible Option		
Deductible Option 1	\$4,350	\$8,700
Deductible Option 2	\$4,650	\$9,300
Deductible Option 3	\$4,900	\$9,800
Deductible Option 4	\$5,250	\$10,500
Family Out-of-Pocket Maximum	2x Individual	2x Individual
<i>Combined Maximum Includes Deductible, Coinsurance, and Copays for all Services Including Prescription Drugs</i>		
Lifetime Maximum	Unlimited	
Office Visit Copay		
Primary Copay	\$30	Ded & Coins
Specialist Copay	\$50	Ded & Coins
Inpatient Hospital	Ded & Coins	
Outpatient Hospital	Ded & Coins	
Emergency Services		
Urgent Care	\$50 Copay, Ded & Coins	
Emergency Room	\$75 Copay, Ded & Coins	
Prescription Drugs		
Generic Copay	25% Coins (\$5 minimum, \$25 maximum)	
Formulary Brand Copay	25% Coins (\$40 minimum, \$80 maximum)	
Non-Formulary Brand Copay	50% Coins (\$70 minimum, \$110 maximum)	
In Network Specialty Copay (30 Day Supply)	25% Coins (\$60 minimum, \$120 maximum)	
Out of Network Specialty Copay (30 Day Supply)	50% Coins (\$170 minimum, \$340 maximum)	
Formulary Diabetic Supplies	20%	
Non-Formulary Diabetic Supplies	30%	
Ostomy Supplies	20%	
Mail Order Maximum	180 Days Supply	
Mail Order Copay	1 Copay per 30 Days Supply with 5 Copay Maximum	
Preauthorization Programs Included	Gastroprotective NSAIDs and Proton Pump Inhibitors	
Preventive Services	Covered at 100%	Ded & Coins
Mental Health and Substance Abuse		
Inpatient	Ded & Coins	
Outpatient	Ded & Coins	

2015/16

Educators Health Alliance
2015-16 Benefit Summary for PPO Health Coverage

Benefit Item	Preferred	Non-Preferred
Each PPO Subgroup May Choose 1 of 4 Deductible Options:		
Individual Deductible		
Deductible Option 1	\$500	\$1,000
Deductible Option 2	\$750	\$1,500
Deductible Option 3	\$950	\$1,900
Deductible Option 4	\$1,250	\$2,500
Family Deductible Maximum	Twice Deductible	Twice Deductible
Coinsurance - All Options	20%	40%
Individual Out-of-Pocket Maximum by Deductible Option		
Deductible Option 1	\$4,000	\$8,000
Deductible Option 2	\$4,250	\$8,500
Deductible Option 3	\$4,450	\$8,900
Deductible Option 4	\$4,750	\$9,500
Family Out-of-Pocket Maximum	2x Individual	2x Individual
<i>Combined Maximum Includes Deductible, Coinsurance, and Copays for all Services Including Prescription Drugs</i>		
Lifetime Maximum	Unlimited	
Office Visit Copay		
Primary Copay	\$30	Ded & Coins
Specialist Copay	\$50	Ded & Coins
Inpatient Hospital	Ded & Coins	
Outpatient Hospital	Ded & Coins	
Emergency Services		
Urgent Care	\$50 Copay, Ded & Coins	
Emergency Room	\$75 Copay, Ded & Coins	
Prescription Drugs		
Generic Copay	25% Coins (\$5 minimum, \$25 maximum)	
Formulary Brand Copay	25% Coins (\$30 minimum, \$60 maximum)	
Non-Formulary Brand Copay	50% Coins (\$60 minimum, \$90 maximum)	
In Network Specialty Copay (30 Day Supply)	25% Coins (\$50 minimum, \$100 maximum)	
Out of Network Specialty Copay (30 Day Supply)	50% Coins (\$150 minimum, \$300 maximum)	
Formulary Diabetic Supplies	20%	
Non-Formulary Diabetic Supplies	30%	
Ostomy Supplies	20%	
Mail Order Maximum	180 Days Supply	
Mail Order Copay	1 Copay per 30 Days Supply with 5 Copay Maximum	
Preauthorization Programs Included	Gastroprotective NSAIDs and Proton Pump Inhibitors	
Preventive Services	Covered at 100%	Ded & Coins
Mental Health and Substance Abuse		
Inpatient	Ded & Coins	
Outpatient	Ded & Coins	

2016-17

Educators Health Alliance
2016-17 Benefit Summary for HSA-Eligible \$3,500 Deductible Dual Choice Plan

Benefit Item	Preferred	Non-Preferred
Subgroups with the \$600, \$900, \$1,150, or \$1,500 May Choose This Plan as a Dual Option		
Individual Deductible	\$3,500	\$7,000
Family Deductible	\$6,850	\$13,700
Family Deductible Basis	Aggregate Only	Aggregate Only
Coinsurance	0%	20%
Individual Out-of-Pocket Maximum	\$3,500	\$12,000
Family Out-of-Pocket Maximum	\$6,850	\$23,700
<i>Combined Maximum Includes Deductible, Coinsurance, and Copays for all Services Including Prescription Drugs</i>		
Lifetime Maximum	Unlimited	
Office Visit Copay	Ded & Coins	
Inpatient Hospital	Ded & Coins	
Outpatient Hospital	Ded & Coins	
Emergency Services	Ded & Coins	
Prescription Drugs		
Generic Copay	Ded Only	
Formulary Brand Copay	Ded Only	
Non-Formulary Brand Copay	Ded Only	
In Network Specialty Copay (30 Day Supply)	Ded Only	
Out of Network Specialty Copay (30 Day Supply)	Ded Only	
Formulary Diabetic Supplies	Ded Only	
Non-Formulary Diabetic Supplies	Ded Only	
Ostomy Supplies	Ded Only	
Mail Order Maximum	180 Days Supply	
Mail Order Copay	Ded Only	
Preauthorization Programs Included	Gastroprotective NSAIDs and Proton Pump Inhibitors	
Preventive Services	Covered at 100%	Ded & Coins
Mental Health and Substance Abuse		
Inpatient	Ded & Coins	
Outpatient	Ded & Coins	

2015/16

Educators Health Alliance 2015-16 Benefit Summary for HSA-Eligible \$3,100 Deductible Dual Choice Plan

Benefit Item	Preferred	Non-Preferred
Subgroups with the \$500, \$750, \$950, or \$1,250 May Choose This Plan as a Dual Option		
Individual Deductible	\$3,100	\$6,200
Family Deductible	\$6,200	\$12,400
Family Deductible Basis	Aggregate Only	Aggregate Only
Coinsurance	0%	20%
Individual Out-of-Pocket Maximum	\$3,100	\$11,200
Family Out-of-Pocket Maximum	\$6,200	\$22,400
<i>Combined Maximum Includes Deductible, Coinsurance, and Copays for all Services Including Prescription Drugs</i>		
Lifetime Maximum	Unlimited	
Office Visit Copay	Ded & Coins	
Inpatient Hospital	Ded & Coins	
Outpatient Hospital	Ded & Coins	
Emergency Services	Ded & Coins	
Prescription Drugs		
Generic Copay	Ded Only	
Formulary Brand Copay	Ded Only	
Non-Formulary Brand Copay	Ded Only	
In Network Specialty Copay (30 Day Supply)	Ded Only	
Out of Network Specialty Copay (30 Day Supply)	Ded Only	
Formulary Diabetic Supplies	Ded Only	
Non-Formulary Diabetic Supplies	Ded Only	
Ostomy Supplies	Ded Only	
Mail Order Maximum	180 Days Supply	
Mail Order Copay	Ded Only	
Preauthorization Programs Included	Gastroprotective NSAIDs and Proton Pump Inhibitors	
Preventive Services	Covered at 100%	Ded & Coins
Mental Health and Substance Abuse		
Inpatient	Ded & Coins	
Outpatient	Ded & Coins	

Franklin Public Schools

Board Of Education & FPS Negotiation Team Minutes

October 25, 2015 Meeting
Black Powder Restaurant @ 7:00 PM

Board Members Present:

Raquel Felzien
Kim Molzahn
John Siel

Franklin Teachers Association Members Present:

Becky Cleveland
Sara Roether

The meal began at 7:00 pm

Mr. Siel shared with the teachers that the board has no specific agenda items. He shared that taxes are high and we need to look into relief on taxpayers and to look down the road for the financial stability of the district.

The teachers shared that they had met and two items had surfaced: 1) adding more discretionary days and 2) pay insurance coverage provided to those teachers retiring through December 31st of the year they retire.

The next date to meet will be November 16th at 7 pm in the elementary principal's office.

FRANKLIN PUBLIC SCHOOLS

2015-16

SALARY SCHEDULE, EXTRA DUTY, AND RELATED INFORMATION

SALARY SCHEDULE

1. PREVIOUS EXPERIENCE AND HOURS: In employing teaching personnel, credit for previous experience may be granted up to a maximum of five years, and credit for graduate hours may be granted up to a maximum of 45 hours. The number of years and hours credited will be determined by the Superintendent of Schools. The years and hours allowed an individual upon signing his first contract shall be the base figure for all future contracts and will not be altered.
2. Upon recommendation of the administrative staff (as represented by the Superintendent) a teacher who is frozen on a given step may be advanced downward one step as a result of commendable service to the system. There shall be no limit as to the number of advancements a teacher may be given.

In no case can a teacher move vertically more than one step per year.

3. HORIZONTAL ADVANCEMENT:
 - A. Credits earned to move on the salary schedule must be graduate level classes approved by the administration or be hours on an approved program leading to an advanced degree in the teacher's assigned area.
 - B. Credits earned after the opening day of school will not be allowed for salary schedule until the next contract year.
 - C. It is the teacher's responsibility to notify the Superintendent no later than May 15 if he intends to move horizontally on the schedule in the coming school term. If the teacher fails to notify the Superintendent by the date specified, he may not be advanced horizontally for the coming year.
 - D. In no case can a teacher move horizontally more than one step per year.
 - E. Teachers must present a transcript of their work prior to September 1 of the school term following the term in which such work was performed.

SALARY SCHEDULE continued

4. BASE SALARY AMOUNT: The base salary amount for the 2015-16 school year will be \$32,675.
5. If a shortage of teachers in a specific field necessitates hiring off the schedule, then that teacher will receive half increments until such time as proper placement on the schedule is achieved.

6. EXTENDED CONTRACT: Pay for extended contracts beyond 185 days of the salary schedule pay shall be calculated by the following formula: $1/185 \times$ that teacher's indexed salary \times number of additional days. Example - $1/185 \times \$37,264 = \201.42 per day \times 5 additional days = \$1,007.14.
7. Half-time teachers will receive 1/2 plus \$100 of their proper step of increments. Salaries will be based on a normal workload with no specified number of classes to allow for more equitable and flexible class scheduling.
8. BOARD OF EDUCATION RESERVES RIGHT TO VARY FROM SCHEDULE: The Board of Education has the right to designate any position as special, and vary from this schedule as they feel is essential to the welfare of the system.

OTHER

A section 125/Cafeteria Plan will be offered by the district and administered by a third party. The Section 125 Plan administrator will be selected by the district administration based on quality of service and cost to the district. Employees may voluntarily participate in the cafeteria plan for eligible medical and child care expenses.

TERMS AND CONDITIONS OF EMPLOYMENT

1. TEACHER CONTRACT LENGTH: A teacher's contract shall be considered 185 days of service. A teacher who loses a day's salary shall be deducted $1/185$ of their total annual salary. The Board may extend a teacher's contract beyond the normal 185 days.
2. TEACHER DUTY HOURS: A normal teaching day is from 7:50 AM to 3:50 PM. Early dismissal schedule teacher duty hours are from 7:50 AM to 2:10 PM. Teachers will be required to attend all meetings called by the school administration including meetings scheduled outside the regular duty hours listed herein.
3. CERTIFICATE REGISTRATION: Teachers must have a current certificate registered in the Superintendent's Office in order to receive a paycheck.
4. SALARY PAYMENTS: All salaries shall be paid in 12 equal payments except for those teachers employed after September 1. Those employed after September 1 shall be paid in equal payments with the last payment being in August. Payroll date is the 20th of each month.
5. EXTRA DUTIES NOT SPECIFICALLY LISTED: Extra duties not specifically listed are considered a part of the contractual agreement and may be assigned to any teacher.

INSURANCE BENEFITS

1. HEALTH INSURANCE: The Board agrees to provide single dental insurance for the employee for the 2015-16 school year. (Dependents may be covered at the employee's expense.) The Board also agrees to provide health insurance based on the

four-tier membership structure with BCBS at the second-tier deductible level (currently \$750 deductible) during the term of this agreement and to provide the \$750/\$3100HSA-HDHP to employees who elect to participate. The \$3100 HSA option will be available to staff beginning on January 1, 2016. This coverage is to be the full dollar cost of premiums for the school 2015-16 school year. Part-time certified employees will receive a percentage of family or single coverage - such percentage to be based upon percentage of salary paid. In the event the BCBS offerings become unavailable during the duration of this agreement, the Board shall provide the benefit offering that is the closest to the benefits described in this paragraph.

2. The Board of Education will authorize payment of full income protection insurance for all certified employees. Persons not wishing involvement in this fringe benefit will not be reimbursed the amount expended for monthly premiums.
3. LIFE INSURANCE: In conjunction with the Health Insurance plan the district provides \$15,000 of Life Insurance per employee. This rate is to be the full cost of premium for the 2015-2016 school year.

SPECIAL LEAVES

1. SICK and DISCRETIONARY. During the 2015-16 school year, staff will be entitled to 3 discretionary days and 10 sick days with up to 10 sick days rolling over into the sick day bank with a maximum accumulation of 45 sick days. Staff will be paid at a rate of 50% the substitute teacher daily pay rate for each unused discretionary day after the conclusion of the school year.
2. PROFESSIONAL LEAVE: Each teacher shall be eligible for two days of professional leave each year. Additional days can be granted to each teacher for worthwhile opportunities with approval of the building supervisor.
3. UNPAID LEAVE: The Superintendent may grant unpaid leave of absence in circumstances not covered by any other leave policies. Requests for such leave must be made in advance to the Superintendent and must have the Superintendent's approval. Teachers will not be paid for these days and salary deductions will be made at a ratio of the number of days granted to the total days of service on the teacher's contract. Unpaid leave is to be used for emergency or unusual circumstances and the Superintendent shall not permit its use to become routine or regular in nature.
4. JURY DUTY: Teachers who elect to serve on court juries rather than to apply for exemption (25-1601) shall receive their salary in full less per diem received from the courts.
5. PART-TIME EMPLOYEES will receive a FTE % of all leave listed in the negotiated agreement. Example - a .8 FTE instructor will receive 80% of all leave as outlined in the negotiated agreement.
6. BEREAVEMENT: Up to 5 days of paid leave per year shall be granted each teacher in the event of death of a teacher's spouse, child, son-in-law, daughter-in-law, parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparents and any other

member of the immediate family. Additional bereavement leave may be granted by the Superintendent as needed. Such additional days would come from sick leave.

FTA Representative Betsy Cleveland

FPS Board Representative John Diel President

Dated: January 12, 2015

Bylaws of the Board - Meetings*Current Policy*Order of Business

The following shall be the order of business for the regular meetings. The order of business may be changed when the Board President or Superintendent establish the Agenda and also by consent of the Board.

1. Call to Order and Roll Call
2. Public Forum
3. Consent Agenda--Approve
 - a. Minutes of prior meeting(s)
 - b. Treasurer's report receipts
 - c. Expenditures and claims for payment
4. Reports
 - a. Board committees
 - b. Secondary Principal
 - c. Superintendent
 - d. Other
5. Action Items
6. Discuss Items
7. Time/Date next meeting
8. Adjournment

Date of Adoption: May 14, 2012

Bylaws of the Board - Meetings*Proposed Policy -*Order of Business

The following shall be the order of business **for many** of the regular meetings. The order of business may be changed when the Board President or Superintendent establish the Agenda and also by consent of the Board.

1. Call the meeting to order
2. Roll Call
3. Verification of Open Meetings Act Notice
4. Verification of publication of meeting notice
5. Consider and approve the current board meeting agenda
6. Action Items
 - 6.1 Consent Agenda
 - 6.1.1 Minutes of previous meetings
 - 6.1.2 Monthly Financial Report
 - 6.1.3 Claims
7. Discussion Items
 - 7.1 Ace Recipients Recognition
8. Vistor Comments
9. Elementary Principal's Report
10. Secondary Principal/Activities Director's Report
11. Superintendent's Report
12. Positive Comments
13. Adjournment

Elementary 1st Quarter Honor Roll

4th Grade

High Honors 93% and above

Mika Baker
Sierra Bloos
Gregory Boettcher
Aiden Bydalek
Kyler Carraher
Isaac DeJonge
Jordyn Falkenstine
Alexa Goosic
Anna Grube
Grant Haussermann
Caitlyn Hindal
Grant Kahrs
Emma Largent
Levi Meade
Alek Molzahn
Sadie Pritchard
Sheridan Trompke
Keller Twohig
Yancy Welsh
Madison Zade

Honors 90%-92%

Elizabeth Olson

5th Grade

High Honors 93% and above

Miles Cleveland
Macy Cline
Joshua Cooper
Emma Jackson
Tamia Phifer
Tucker Rose
Ayden Schmidt
Meredith Shaver
Breanna Trevarton
Tavin Uden

Honors 90%-92%

Cheyenne Cherry
Rachael Crouse
Cody Greuter
Taylor Rochette

6th Grade

High Honors 93% and above

Stephen Aberle
Landon Boettcher
Bailey Lennemann
Jaycob McNiff
Emily Rutt
Kaitlyn Schurman
Aaliyah Wilsey
Abigail Yelken

Honors 90%-92%

Colton Bower
Barett Haussermann
Bryanah Hindal
Ayden Molzahn
Lane Robinson-O'Berg
Shelby Johnson

High School Principal's Report - November 2015
Board of Education

1. Academic Information

- ✓ NeSA and PLC PowerPoint to be shared with Shelley and Dr. Conradt.
- ✓ Veteran's Day Program will be on Wednesday at 8:30 am

2. Activity Information

- ✓ Fall Sports have concluded. At this time One-Acts have done a performance for the school and community and will compete for the first time next Tuesday the 17th at Red Cloud for TVC.
- ✓ MS Wrestling and MS Girls Basketball have started there seasons with Wrestling competing this last Saturday and MS Girls Basketball having their first game at Red Cloud.
- ✓ Winter Sports Practices will start next Monday.
- ✓ TVC - The TVC has been in conversation with the Fort Kearney Conference to discuss combining the Wrestling Tournament. I will hope to have more information on this for your knowledge at a future meeting.

3. Other Information

- ✓ None this month.

Superintendent's Report
November 9, 2015

Candy's Contact Information

E-mail: candace.conradt@fpsflyers.org

Cell Phone: 402-340-6103

Mtgs. Attended

Tues – Friday, October 13-16	PLC Conference @ San Diego
Monday, October 19	Paul Tedesco & Kate Hatch met with Administrative Team to work on Title 1 Information and Requirements
Wednesday, October 28	TVC Conference
Wednesday, November 4	Policy Committee
Wednesday, November 4	Finance Committee

Activities Attended

Monday, October 19	TVC Volleyball @ Franklin
Monday, October 19	Talked with Cub Scout Group
Sunday, October 25	Negotiations Meeting @ Black Powder
Monday, October 26	Volleyball

PLC Conference San Diego

Thank you for the opportunity to attend and grow in knowledge at the PLC Conference, San Diego.

Ms. Kahrs, Mr. Boettcher and I will be presenting information on State of Schools Report, School Improvement and PLCs.