

Board of Education Regular Meeting

Monday, June 13, 2016 1:30 PM

Elm Creek Public Schools Media Center /Board of Education meeting room
230 Calkins Avenue
Elm Creek, NE 68836-0490

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda
6. Citizen's Comments
7. Consent Agenda
 - 7.1. Approval of Minutes of Previous Meeting(s)
 - 7.2. Payment of Invoices for \$60,547.62
 - 7.3. Financial Reports
 - 7.4. Personnel
 - 7.4.1. Resignations
 - 7.4.1.1. Dean Tickle
 - 7.4.2. Recommendation to Hire
 - 7.4.2.1. Teresa Osmanski
8. Executive Session
9. New Business
 - 9.1. Review of Policies 4014-4260
 - 9.2. Recommendation to hire Interim superintendent
10. Reports
 - 10.1. Principal's Report
 - 10.2. Superintendent Report
11. Next Regular Meeting on July 11, 2016 at 8:00pm
12. Adjournment

Board of Education Regular Meeting

May 09, 2016 8:00 PM

Elm Creek Public Schools /Room 810

Attendance Taken at 8:00 PM:

Present Board Members:

Jeff Meads
Morgan Meier
Lynette Mitchell
Denise Ourada
JC Ourada
John Worthing

I. Call to Order

II. Flag Salute

III. Open Meetings Act

IV. Roll Call

V. Review of Agenda

Motion Passed: Motion to approve the agenda as presented passed with a motion by Lynette Mitchell and a second by John Worthing.

| | |
|------------------|-----|
| Jeff Meads | Yes |
| Morgan Meier | Yes |
| Lynette Mitchell | Yes |
| Denise Ourada | Yes |
| JC Ourada | Yes |
| John Worthing | Yes |

VI. Citizen's Comments

VII. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda as presented passed with a motion by John Worthing and a second by Morgan Meier.

| | |
|------------------|-----|
| Jeff Meads | Yes |
| Morgan Meier | Yes |
| Lynette Mitchell | Yes |
| Denise Ourada | Yes |
| JC Ourada | Yes |
| John Worthing | Yes |

VII.A. Approval of Minutes of Previous Meeting(s)

VII.B. Payment of Invoices for \$44,546.81

VII.C. Financial Reports

VII.D. Personnel

VII.D.1. Resignations

VII.D.1.a. Nathan Dietz

VII.D.1.b. Makala Keaschall

VII.D.2. Recommendation to Hire

VII.D.2.a. John Kosch (4-12 Band)

VII.D.2.b. Camden Harlan (7-12 Social Studies)
VII.D.2.c. Amanda Hines (7-12 Special Education)

VIII. Old Business

VIII.A. BOK Financial Bond Payment (\$28,991.25)

Motion Passed: I move to approve the payment of the district's bond obligation to BOK Financial for \$28,991.25 passed with a motion by John Worthing and a second by Denise Ourada.

| | |
|------------------|-----|
| Jeff Meads | Yes |
| Morgan Meier | Yes |
| Lynette Mitchell | Yes |
| Denise Ourada | Yes |
| JC Ourada | Yes |
| John Worthing | Yes |

VIII.B. Mrs. Teresa Aten, Kindergarten Vocabulary Development

IX. New Business

IX.A. Review of Policies 4000 - 4013

Motion Passed: Having been reviewed by the board, I move that the 4000-4013 policy series be approved as is, with name corrections passed with a motion by Lynette Mitchell and a second by JC Ourada.

| | |
|------------------|-----|
| Jeff Meads | Yes |
| Morgan Meier | Yes |
| Lynette Mitchell | Yes |
| Denise Ourada | Yes |
| JC Ourada | Yes |
| John Worthing | Yes |

X. Reports

X.A. Principal's Report

X.B. Superintendent Report

XI. Next Regular Meeting, June 13, 2016 at 8:00 p.m.

XII. Adjournment

Motion Passed: Motion to adjourn meeting at 8:54pm passed with a motion by Denise Ourada and a second by JC Ourada.

| | |
|------------------|-----|
| Jeff Meads | Yes |
| Morgan Meier | Yes |
| Lynette Mitchell | Yes |
| Denise Ourada | Yes |
| JC Ourada | Yes |
| John Worthing | Yes |

Chairperson

Superintendent

Board of Education Regular Meeting

June 02, 2016 8:00 PM

Elm Creek Public Schools Media Center /Board of Education meeting room

Attendance Taken at 8:00 PM:

Present Board Members:

Jeff Meads
Morgan Meier
Lynette Mitchell
Denise Ourada
JC Ourada
John Worthing

I. Call to Order

II. Flag Salute

III. Open Meetings Act

IV. Roll Call

V. Executive Session

Motion Passed: Motion to enter into Executive Session at 8:02pm passed with a motion by Denise Ourada and a second by JC Ourada.

| | |
|------------------|-----|
| Jeff Meads | Yes |
| Morgan Meier | Yes |
| Lynette Mitchell | Yes |
| Denise Ourada | Yes |
| JC Ourada | Yes |
| John Worthing | Yes |

Motion Passed: Motion to exit at Executive Session at 9:19pm passed with a motion by Denise Ourada and a second by Jeff Meads.

| | |
|------------------|-----|
| Jeff Meads | Yes |
| Morgan Meier | Yes |
| Lynette Mitchell | Yes |
| Denise Ourada | Yes |
| JC Ourada | Yes |
| John Worthing | Yes |

VI. Planning Session

VII. Next Regular Meeting

VIII. Adjournment

Motion Passed: Motion to adjourn meeting at 9:41pm passed with a motion by JC Ourada and a second by Morgan Meier.

| | |
|------------------|-----|
| Jeff Meads | Yes |
| Morgan Meier | Yes |
| Lynette Mitchell | Yes |
| Denise Ourada | Yes |

JC Ourada
John Worthing

Yes
Yes

Chairperson

Superintendent

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 13, 2016

GENERAL FUND - ACCT NO. 137766 (Reconciled 6-7-16)

| | | |
|---|----|-----------------|
| BANK BALANCE MAY 1, 2016 | \$ | 945,156.69 |
| MAY 2016 RECEIPTS | | |
| Buffalo County | \$ | 694,404.91 |
| Dawson County | \$ | 61,782.39 |
| EC High School Fund (tech repair reimbursement) | \$ | 1,167.00 |
| ESU#10 - Subpay | \$ | 700.00 |
| ESU#10 - Title | \$ | 39,691.36 |
| NDHHS - Medicaid in Schools | \$ | 93.01 |
| Phelps County | \$ | 186,997.14 |
| State - Aid | \$ | 80,524.79 |
| State - SA Reimburse | \$ | 34,150.00 |
| USPS | \$ | 79.55 |
| TOTAL RECEIPTS | | \$ 1,099,590.15 |
| AVAILABLE BALANCE | | \$ 2,044,746.84 |
| DISBURSEMENTS: | | |
| Bills Paid MAY 9, 2016 | \$ | 44,546.81 |
| MAY PAYROLL | \$ | 280,892.54 |
| TOTAL DISBURSEMENTS | | \$ 325,439.35 |
| BOOK BALANCE JUNE 1, 2016 | | \$ 1,719,307.49 |
| <u>DEPRECIATION FUND - ACCT NO 14832</u> | | |
| BALANCE MAY 1, 2016 | \$ | 71,486.60 |
| INTEREST | \$ | - |
| RECEIVED | \$ | - |
| BOOK BALANCE JUNE 1, 2016 | | \$ 71,486.60 |
| <u>CERTIFICATES OF DEPOSIT THRU MAY 31, 2016</u> | | |
| #6692 Bus Depreciation | \$ | 11,569.29 |
| #6233 Track Maintenance - Issued 8/31/09 | \$ | 16,312.52 |
| #6013 Track Maintenance | \$ | 55,341.50 |
| #6235 Unknown Capital Outlays - Issued 8/31/09 | \$ | 16,263.90 |
| #2232 Unemployment | \$ | 10,749.84 |
| #6482 Track Maintenance - Issued 8/31/2011 | \$ | 10,179.94 |
| #6701 ECPS-(Issued 3-12-15) | \$ | 24,144.83 |
| CERTIFICATE TOTALS | | \$ 144,561.82 |

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 13, 2016

LEASE PURCHASE PROGRAM

Balance JUNE 1, 2016 \$ -

BUILDING FUND

Balance MAY 1, 2016 \$ 69,414.30
INTEREST \$ 9.13
EXPENSES \$ -
BUILDING FUND BOOK BALANCE JUNE 1, 2016 \$ 69,423.43

CONSTRUCTION FUND

Balance MAY 1, 2016 \$ -
RECEIPTS \$ -
DISTRIBUTIONS \$ -
CONSTRUCTION FUND BALANCE JUNE 1, 2016 \$ -

BOND FUND (OPENED 11-12-09)

Balance MAY 1, 2016 \$ 6,438.96
RECEIPTS \$ -
DISBURSEMENTS \$ -
JUNE 1, 2016 BALANCE \$ 6,438.96

SAM/DUNS ACCOUNT (REAP-1173)

Balance MAY 1, 2016 \$ 10,193.40
DISBURSEMENTS \$ -
JUNE 1, 2016 BALANCE \$ 10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR JUNE 13, 2016

LUNCH FUND

BANK BALANCE MAY 1, 2016 (RECONCILED 6-8-16) \$ 82,403.02

MAY RECEIPTS

| | |
|---------------------------------|---------------------|
| LUNCH SALES | \$ 3,028.53 |
| Federal Reimbursement Lunch | \$ 4,996.84 |
| Federal Reimbursement Breakfast | \$ 1,518.30 |
| EFUND PAYMENTS | \$ 830.96 |
| State Reimbursement | \$ - |
| TRANSFERS FROM GENERAL ACCT | \$ - |
| TOTAL RECEIPTS | \$ 10,374.63 |

AVAILABLE BALANCE \$ 92,777.65

MAY DISBURSEMENTS

| | |
|----------------------------|--------------------|
| Returned Checks. | \$ 255.80 |
| General Expenses | \$ 1,865.85 |
| Food/Groceries/Milk Etc. | \$ 5,750.96 |
| TOTAL DISBURSEMENTS | \$ 7,872.61 |

BANK BALANCE JUNE 1, 2016 \$ 84,905.04

JUNE BILLS

| | |
|-------------------------------------|--------------------|
| BERNARD FOODS | \$ - |
| CASH-WA | \$ 2,680.02 |
| DOUBLE D | \$ 37.64 |
| FOSTERS | \$ 195.36 |
| HEARTLAND REFRIGERATION (Milk case) | \$ - |
| HILAND DAIRY | \$ 832.02 |
| HOBART (REPAIRS) | \$ - |
| NE FOOD DISTR PROGRAM | \$ - |
| THOMPSON | \$ 284.98 |
| | \$ 4,030.02 |

ACTIVITY FUND
TREASURER'S REPORT
FOR 6-13-16
RECONCILED 6-7-16

| Account Description | Beg May | EXPENSES | INCOME | End May |
|-----------------------------|----------------|-------------|-------------|----------------|
| ACCELERATED READER | \$ 4,177.49 | \$ 1,104.75 | \$ 189.79 | \$ 3,262.53 |
| ALUMNI | \$ 54.28 | \$ - | \$ - | \$ 54.28 |
| ANNUAL | \$ (6,388.34) | \$ 564.25 | \$ 1,730.00 | \$ (5,222.59) |
| ATTEND/VAL SCHOL (tea conc) | \$ 1,355.65 | \$ - | \$ - | \$ 1,355.65 |
| BAND | \$ (6,803.59) | \$ - | \$ 18.42 | \$ (6,785.17) |
| BAND CLUB | \$ - | \$ - | \$ - | \$ - |
| BAND INSTR RENTAL | \$ 535.00 | \$ - | \$ - | \$ 535.00 |
| BBALL | \$ (3,228.39) | \$ 800.00 | \$ 60.00 | \$ (3,968.39) |
| BOARD SCHOLARSHIP FUND | \$ 252.54 | \$ - | \$ - | \$ 252.54 |
| BOYS BBALL CLUB | \$ 1,037.71 | \$ - | \$ - | \$ 1,037.71 |
| CHEER | \$ 1,035.13 | \$ 60.00 | \$ - | \$ 975.13 |
| CHOIR | \$ (6,223.53) | \$ - | \$ 800.81 | \$ (5,422.72) |
| CHOIR CLUB | \$ 1,606.67 | \$ - | \$ - | \$ 1,606.67 |
| CLASS OF 2009 | \$ (54.64) | \$ - | \$ - | \$ (54.64) |
| CLASS OF 2010 | \$ 78.45 | \$ - | \$ - | \$ 78.45 |
| CLASS OF 2013 | \$ 292.21 | \$ - | \$ - | \$ 292.21 |
| CLASS OF 2014 | \$ 116.95 | \$ - | \$ - | \$ 116.95 |
| CLASS OF 2015 | \$ 29.30 | \$ - | \$ - | \$ 29.30 |
| CLASS OF 2016 | \$ (1,455.49) | \$ 1,122.00 | \$ 1,212.00 | \$ (1,365.49) |
| CLASS OF 2017 | \$ 2,981.77 | \$ 937.49 | \$ 60.00 | \$ 2,104.28 |
| CLASS OF 2018 | \$ 4,012.85 | \$ 50.00 | \$ - | \$ 3,962.85 |
| CLASS OF 2019 | \$ 4,779.61 | \$ - | \$ - | \$ 4,779.61 |
| CLASS OF 2020 | \$ 3,489.20 | \$ - | \$ - | \$ 3,489.20 |
| CLASS OF 2021 | \$ - | \$ - | \$ - | \$ - |
| COMP PURCHASE | \$ (151.23) | \$ - | \$ - | \$ (151.23) |
| CONCESSIONS | \$ (11,247.58) | \$ 2,040.46 | \$ 2,383.95 | \$ (10,904.09) |
| COURTESY COMMITTEE | \$ 267.82 | \$ - | \$ - | \$ 267.82 |
| CROSS COUNTRY | \$ (1,480.13) | \$ - | \$ - | \$ (1,480.13) |
| CROSS COUNTRY CLUB | \$ 622.40 | \$ - | \$ - | \$ 622.40 |
| DANCE CLUB | \$ (476.35) | \$ - | \$ - | \$ (476.35) |
| DRAMA | \$ (272.99) | \$ - | \$ - | \$ (272.99) |
| ELEM PLAYGROUND | \$ - | \$ - | \$ - | \$ - |
| FCCLA | \$ (3,077.34) | \$ 168.89 | \$ 2,033.71 | \$ (1,212.52) |
| FCS - PATTERNS | \$ 440.46 | \$ - | \$ - | \$ 440.46 |
| FFA | \$ 3,631.48 | \$ 3,572.95 | \$ 279.74 | \$ 338.27 |
| FINE ARTS | \$ 14,111.83 | \$ - | \$ - | \$ 14,111.83 |
| FOB CHECKOUT | \$ 2,400.00 | \$ - | \$ - | \$ 2,400.00 |
| | | | | |
| | | | | |
| | | | | |
| Page 4 of 5 | | | | |

ACTIVITY FUND
TREASURER'S REPORT
FOR 6-13-16
RECONCILED 6-7-16

| Account Description | Beg May | EXPENSES | INCOME | End May |
|-------------------------|----------------|--------------|--------------|----------------|
| FOOTBALL | \$ (22,763.14) | \$ 820.00 | \$ - | \$ (23,583.14) |
| FOOTBALL CLUB | \$ 6,634.63 | \$ 3,220.00 | \$ - | \$ 3,414.63 |
| GENERAL DONATION FUND | \$ 539.10 | \$ - | \$ - | \$ 539.10 |
| GENERAL EXPENSES/INCOME | \$ 630.82 | \$ 3,523.38 | \$ 2,706.56 | \$ (186.00) |
| GENERAL POSTAGE | \$ (247.45) | \$ - | \$ - | \$ (247.45) |
| GIRLS BBALL CLUB | \$ 469.77 | \$ - | \$ - | \$ 469.77 |
| GOLF | \$ (3,552.05) | \$ 618.75 | \$ 557.00 | \$ (3,613.80) |
| GOLF CLUB | \$ 538.81 | \$ - | \$ - | \$ 538.81 |
| GYM RENT | \$ 5,989.50 | \$ - | \$ - | \$ 5,989.50 |
| IND TECH SPECIAL FUND | \$ 1,894.79 | \$ - | \$ - | \$ 1,894.79 |
| INSURANCE | \$ (3,337.35) | \$ 5,831.69 | \$ 9,774.99 | \$ 605.95 |
| IPADs | \$ 12,288.77 | \$ 1,217.00 | \$ 318.15 | \$ 11,389.92 |
| IRS 125 | \$ (587.78) | \$ 150.00 | \$ 300.00 | \$ (437.78) |
| LASER | \$ 10.41 | \$ - | \$ - | \$ 10.41 |
| MISCELLANEOUS | \$ 7,820.93 | \$ - | \$ 241.98 | \$ 8,062.91 |
| MOTOR CLUB | \$ 849.57 | \$ - | \$ - | \$ 849.57 |
| MUSIC TRIP | \$ 1,824.12 | \$ - | \$ - | \$ 1,824.12 |
| NHS | \$ 2,618.55 | \$ 1,034.66 | \$ 248.65 | \$ 1,832.54 |
| ONE ACT | \$ (392.10) | \$ - | \$ - | \$ (392.10) |
| PRES FREE SCHOL | \$ (166.36) | \$ - | \$ - | \$ (166.36) |
| PRESCHOOL | \$ 29,114.75 | \$ - | \$ 200.00 | \$ 29,314.75 |
| PROM | \$ 871.04 | \$ - | \$ - | \$ 871.04 |
| RETIREMENT | \$ 44.91 | \$ - | \$ - | \$ 44.91 |
| SCHOOL PLAY | \$ 383.80 | \$ - | \$ - | \$ 383.80 |
| SIGN ADVERTISING | \$ 9,610.58 | \$ - | \$ - | \$ 9,610.58 |
| SPECIAL ED | \$ 1,009.06 | \$ - | \$ - | \$ 1,009.06 |
| SRS GIFTS | \$ (298.25) | \$ - | \$ 30.00 | \$ (268.25) |
| STU COUNCIL | \$ 1,009.47 | \$ - | \$ 175.00 | \$ 1,184.47 |
| SUPERMERCADO | \$ 176.68 | \$ - | \$ - | \$ 176.68 |
| SURPLUS PRO | \$ 93.00 | \$ - | \$ - | \$ 93.00 |
| TRACK | \$ (7,696.05) | \$ 3,635.25 | \$ 4,330.00 | \$ (7,001.30) |
| TRACK CLUB | \$ 2,531.06 | \$ 281.50 | \$ - | \$ 2,249.56 |
| VOLLEYBALL | \$ (16,517.89) | \$ 400.00 | \$ - | \$ (16,917.89) |
| VOLLEYBALL CLUB | \$ 3,030.78 | \$ - | \$ 374.58 | \$ 3,405.36 |
| WRESTLING | \$ (16,224.40) | \$ 400.00 | \$ - | \$ (16,624.40) |
| WRESTLING CLUB | \$ 1,950.72 | \$ - | \$ - | \$ 1,950.72 |
| | \$ 26,602.00 | \$ 31,553.02 | \$ 28,025.33 | \$ 23,074.31 |
| | | | | |
| | | | | |
| Page 5 of 5 | | | | |

CHECK REGISTER FOR ACTIVITY ACCOUNT: APRIL 2016

| Check Number | Date | Paid To | Description | Amount |
|-------------------|----------------------|--------------------------------|------------------------|-------------|
| Bank ID: C | Activity Fund | | | |
| 12417 | 5/3/2016 | STUHR MUSEUM | ELEM FT | \$ 115.50 |
| 12418 | 5/4/2016 | J & H ATHLETIC EQUIP RECONDITI | RECONDITIONED HELMET | \$ 20.00 |
| 12419 | 5/5/2016 | JIM CROSBY | STARTER | \$ 195.00 |
| 12420 | 5/5/2016 | Donald Richmond | HS-REFEREE | \$ 195.00 |
| 12421 | 5/5/2016 | Donald Richmond | JH STARTER | \$ 150.00 |
| 12422 | 5/5/2016 | Firstier | START CHANGE | \$ 2,680.00 |
| 12423 | 5/9/2016 | HALL COUNTY EXTENSION | LUNCH WORKSHOP | \$ 125.00 |
| 12424 | 5/9/2016 | BERTRAND HIGH SCHOOL | ENTRY FEE | \$ 50.00 |
| 12425 | 5/9/2016 | SOUTHERN VALLEY SCHOOLS | ENTRY FEES | \$ 50.00 |
| 12426 | 5/10/2016 | PLAINSMAN MUSEUM | 3RD GRADE FT | \$ 42.00 |
| 12427 | 5/10/2016 | EDGERTON EXPLORIT CENTER | 3RD GRADE FT | \$ 126.00 |
| 12428 | 5/10/2016 | Loup City Public Schools | SPEECH-DISTRICTS | \$ 232.20 |
| 12429 | 5/11/2016 | Broken Bow Schools | DISTRICT MEET | \$ 40.00 |
| 12430 | 5/12/2016 | HASTINGS MUSEUM | 2ND GRADE FT | \$ 163.00 |
| 12431 | 5/12/2016 | BUFFALO COUNTY EXTENSION | 6TH GRADE - HALSEY | \$ 760.00 |
| 12432 | 5/12/2016 | Lunch Fund | PROM FOOD | \$ 618.69 |
| 12433 | 5/12/2016 | JADYN HIGH | CHEER TRYOUT JUDGE | \$ 20.00 |
| 12434 | 5/12/2016 | HOLLY JOHNSON | CHEER TRYOUT JUDGE | \$ 20.00 |
| 12435 | 5/12/2016 | TRICIA DANBURG | CHEER TRYOUT JUDGE | \$ 20.00 |
| 12436 | 5/12/2016 | JUMPAROO | AR READING PARTY | \$ 950.00 |
| 12437 | 5/12/2016 | LITTLE CAESER'S | AR PARTY | \$ 154.75 |
| 12438 | 5/12/2016 | GARY BROUILLETTE | BUS DRIVING PERMIT | \$ 7.50 |
| 12439 | 5/12/2016 | Foster's Family Foods | FFA | \$ 14.29 |
| 12440 | 5/13/2016 | LESLIE CARR | REIMBURSEMENT | \$ 168.89 |
| 12441 | 5/13/2016 | EPIC FOOTBALL CAMP | CAMP | \$ 2,780.00 |
| 12442 | 5/16/2016 | INDIAN HEAD GOLF CLUB | DISTRICTS | \$ 90.00 |
| 12443 | 5/18/2016 | BECKY HALLIWELL | REFUND-YEARBOOK | \$ 85.00 |
| 12444 | 5/18/2016 | CALLI MEIER | REFUND-FOUND CHARGER | \$ 50.00 |
| 12445 | 5/19/2016 | EPIC FOOTBALL CAMP | VOID | \$ - |
| 12446 | 5/19/2016 | Overton Public School | FOOTBALL CAMP | \$ 440.00 |
| 12447 | 5/19/2016 | DIVAS FLORAL SHOP & BOUTIQUE | FOR GRADUATION | \$ 1,122.00 |
| 12448 | 5/19/2016 | SCHOOL DISTRICT #9 | REIMBURSE-IPAD REPAIRS | \$ 1,167.00 |
| 12449 | 5/19/2016 | MOONLIGHT EMBROIDERY | SHIRTS FOR EC MEET | \$ 717.50 |
| 12450 | 5/19/2016 | THE LEADERSHIP CENTER | COLT SESSION-FFA | \$ 252.00 |
| 12451 | 5/19/2016 | Hobby Lobby | PROM DECORATIONS | \$ 318.80 |
| 12452 | 5/19/2016 | NEBRASKA CAREER EDUCATION | COUNSELING CONFERENCE | \$ 235.00 |
| 12453 | 5/19/2016 | NAEA DISTRICT 6 AGRICULTURE ED | 16-17 DUES | \$ 155.00 |
| 12454 | 5/19/2016 | NEBRASKA FFA ASSN | COLT CONFERENCE | \$ 504.00 |
| 12455 | 5/19/2016 | NAEA DISTRICT 6 AGRICULTURE ED | DUES | \$ 235.00 |
| 12456 | 5/19/2016 | STAYBRIDGE SUITES LINCOLN | LODGING | \$ 2,399.82 |
| 12457 | 5/19/2016 | SCHOLASTIC BOOK FAIRS | BOOK FAIR | \$ 1,081.83 |
| 12458 | 5/19/2016 | CHESTERMAN CO. | POP | \$ 1,696.21 |
| 12459 | 5/25/2016 | KATHY HAHN | MILEAGE | \$ 15.12 |
| 12460 | 5/25/2016 | PAYFLEX SYSTEMS USA | MAY ACCT FEES | \$ 150.00 |

CHECK REGISTER FOR ACTIVITY ACCOUNT: APRIL 2016

| Check Number | Date | Paid To | Description | Amount |
|-------------------|----------------------|----------------------------------|----------------------------|-------------|
| Bank ID: C | Activity Fund | | | |
| 12461 | 5/25/2016 | PRINCIPAL LIFE | LONG/SHORT TERM DISABILITY | \$ 107.25 |
| 12462 | 5/25/2016 | BLUE CROSS BLUE SHIELD OF NE | BOARD PREMIUMS | \$ 5,831.69 |
| 12463 | 5/25/2016 | MITCH MUMA | REIMBURSEMENTS | \$ 12.00 |
| 12464 | 5/25/2016 | ASPI SOLUTIONS INC | HS & JH TRACK | \$ 288.00 |
| 12465 | 5/25/2016 | Jostens | ELEM YEARBOOK | \$ 479.25 |
| 12466 | 5/25/2016 | ZIMMERMAN PRINTING & SHIRT SHACK | STATE TRACK SHIRTS | \$ 848.00 |
| 12467 | 5/25/2016 | AGILE SPORTS TECH | HUDL SUBSCRIPTION | \$ 2,599.00 |
| 12468 | 5/25/2016 | PURE PLATINUM DJ SERVICE | 2017 PROM | \$ 50.00 |
| 12469 | 5/25/2016 | Nebraska Coaches Assn | DUES/CAMPS | \$ 830.00 |
| 12470 | 5/25/2016 | WAL-MART | SUPPLIES (NURSE) | \$ 95.73 |

Check Register

Direct

| Dep. Invoice | Check Number | Check Date Invoice Date | Vendor ID PO Number | Vendor Name Description | Amount |
|--------------------------------|--------------|-------------------------|---------------------|------------------------------------|-------------|
| Checks Printed | | | | | |
| 1 - GENERAL FUND | | | | | |
| Bank Account :A - General Fund | | | | | |
| 00014114 | | 06/13/2016 | AGRICOOP | CHS AGRI SERVICE CENTER | |
| 053116 | | 05/31/2016 | | 06/09/2016 FUEL, MAINT ETC | 1,588.33 |
| | | | | | Check Total |
| | | | | | 1,588.33 |
| 00014115 | | 06/13/2016 | ALERTS | ALERT SOLUTIONS | |
| 84087 | | 06/01/2016 | | 06/09/2016 PHONE ALERT SERVICE | 538.50 |
| | | | | | Check Total |
| | | | | | 538.50 |
| 00014116 | | 06/13/2016 | ALPHAREH | ALPHA REHABILITATION P.C. | |
| 108 | | 05/31/2016 | | 06/09/2016 OT/PT/SPEECH | 393.43 |
| | | | | | Check Total |
| | | | | | 393.43 |
| 00014117 | | 06/13/2016 | ARNOLDM | ARNOLD MOTOR SUPPLY | |
| 76-118780 | | 05/20/2016 | | 06/09/2016 | 44.97 |
| | | | | | Check Total |
| | | | | | 44.97 |
| 00014118 | | 06/13/2016 | BAUERRI | RICK BAUER | |
| 053116 | | 05/31/2016 | | 06/10/2016 BUS STORAGE | 45.00 |
| | | | | | Check Total |
| | | | | | 45.00 |
| 00014119 | | 06/13/2016 | BROWN&S | BROWN & SAENGER | |
| 2072476-0 | | 04/11/2016 | | 06/09/2016 PAPER | 37.96 |
| | | | | | Check Total |
| | | | | | 37.96 |
| 00014120 | | 06/13/2016 | CENTURY | CENTURYLINK | |
| 050716 | | 05/07/2016 | | 06/09/2016 TELEPHONE | 309.96 |
| | | | | | Check Total |
| | | | | | 309.96 |
| 00014121 | | 06/13/2016 | CHARTERC | CHARTER COMMUNICATIONS | |
| 052416 | | 05/24/2016 | | 06/09/2016 INTERNET | 206.23 |
| | | | | | Check Total |
| | | | | | 206.23 |
| 00014122 | | 06/13/2016 | CIRCLESP | CIRCLE S PLUMBING | |
| 53461 | | 04/13/2016 | | 06/09/2016 STADIUM - TURN WATER ON | 80.07 |
| | | | | | Check Total |
| | | | | | 80.07 |
| 00014123 | | 06/13/2016 | DAWSONCL | DAWSON COUNTY CLERK | |
| 051816 | | 05/18/2016 | | 06/09/2016 PRIMARY ELECTION | 242.03 |
| | | | | | Check Total |
| | | | | | 242.03 |
| 00014124 | | 06/13/2016 | DOUBLED | Double D Cleaners | |
| ECS030316 | | 03/03/2016 | | 06/09/2016 TOWELS, MOPS, MATS | 89.70 |
| ECS040716 | | 04/07/2016 | | 06/09/2016 TOWELS, MOPS, MATS | 75.20 |
| | | | | | Check Total |
| | | | | | 164.90 |

ALL Data

Check Register

Arranged by:
Check Number

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name PO Date Description | Amount |
|------|-------------------------|----------------------------|------------------------|---------------------------------------|----------|
| | 00014125 | 06/13/2016 | EAKESOFF | EAKES OFFICE PRODUCTS | |
| | 6973630-0 | 05/06/2016 | | 06/09/2016 PAPER | 159.96 |
| | 6987026-0 | 05/25/2016 | | 06/09/2016 INSTALL PAPER CUT | 584.00 |
| | | | | Check Total | 743.96 |
| | 00014126 | 06/13/2016 | ECOL | ECOLAB PEST ELIMINATION | |
| | 7695970 | 05/18/2016 | | 06/09/2016 PEST ELMINATION | 66.29 |
| | | | | Check Total | 66.29 |
| | 00014127 | 06/13/2016 | ECOWATER | ECOWATER SYSTEMS | |
| | 1033608 | 05/12/2016 | | 06/09/2016 SOFT SALT | 75.00 |
| | | | | Check Total | 75.00 |
| | 00014128 | 06/13/2016 | ESU10 | Educational Service Unit 10 | |
| | 052616 | 05/26/2016 | | 06/09/2016 SPED SERVICES ETC | 9,692.47 |
| | | | | Check Total | 9,692.47 |
| | 00014129 | 06/13/2016 | EVERYTHING | EVERYTHING MEDICAL LLC | |
| | 7185 | 05/13/2016 | | 06/09/2016 COLD PACKS | 13.95 |
| | 7353 | 05/19/2016 | | 06/09/2016 COLD PACKS | 41.85 |
| | | | | Check Total | 55.80 |
| | 00014130 | 06/13/2016 | FLINNS | FLINN SCIENTIFIC INC | |
| | 1976329 | 05/20/2016 | | 06/09/2016 ACID, DISSECTION ITEMS | 417.97 |
| | 1977472 | 05/26/2016 | | 06/09/2016 AMMETER, TRIPLE RANGE | 30.17 |
| | | | | Check Total | 448.14 |
| | 00014131 | 06/13/2016 | FOLLETTSCH | FOLLETT SCHOOL SOLUTIONS, INC | |
| | 1221289 | 05/01/2016 | | 06/09/2016 | 1,000.00 |
| | | | | Check Total | 1,000.00 |
| | 00014132 | 06/13/2016 | FOSTFAMI | Foster's Family Foods | |
| | CODE 14-053116 | 05/31/2016 | | 06/09/2016 FCS & AG | 121.94 |
| | CODE 54-053116 | 05/31/2016 | | 06/09/2016 CLEANING PRODUCTS | 10.76 |
| | | | | Check Total | 132.70 |
| | 00014133 | 06/13/2016 | FREY | FREY SCIENTIFIC | |
| | 302500143826 | 05/25/2016 | | 06/09/2016 AG - IBACH | 432.86 |
| | 302500143967 | 06/02/2016 | | 06/09/2016 SCIENCE-SUPPLIES | 423.35 |
| | | | | Check Total | 856.21 |
| | 00014134 | 06/13/2016 | GRACZYKL | GRACZYK LAWN & LANDSCAPE | |
| | 26858 | 05/18/2016 | | 06/09/2016 PRACTICE FIELD | 1,194.00 |
| | | | | Check Total | 1,194.00 |
| | 00014135 | 06/13/2016 | HAPPP | HAPP PUBLISHING | |
| | 040716 | 04/07/2016 | | 06/09/2016 APR MINUTES | 3.44 |
| | 042116 | 04/21/2016 | | 06/09/2016 APR MINUTES | 49.83 |

ALL Data

Check Register

Arranged by:
Check Number

Direct

| Dep. | Check Number | Check Date | Vendor ID | Vendor Name | Amount |
|-----------|--------------|------------|------------|-----------------------------|----------|
| Invoice | Invoice Date | PO Number | PO Date | Description | |
| | | | | Check Total | 53.27 |
| 00014136 | 06/13/2016 | HOMETOWN | | Hometown Leasing | |
| 061516 | 06/15/2016 | | 06/09/2016 | COPIERS | 1,539.64 |
| | | | | Check Total | 1,539.64 |
| 00014137 | 06/13/2016 | HOUGHTON | | HOUGHTON MIFFLIN HARCOURT | |
| 952283762 | 05/25/2016 | | 06/09/2016 | B MCCARTER - BOOKS | 275.02 |
| 952287052 | 05/26/2016 | | 06/09/2016 | B MCCARTER - BOOKS | 555.37 |
| | | | | Check Total | 830.39 |
| 00014138 | 06/13/2016 | HUSKER | | HUSKERLAND PREP REPORT | |
| 060916 | 06/09/2016 | | 06/09/2016 | SUBSCRIPTION | 64.00 |
| | | | | Check Total | 64.00 |
| 00014139 | 06/13/2016 | ISLANDSU | | Island Supply Welding | |
| 151661 | 05/31/2016 | | 06/09/2016 | | 60.76 |
| | | | | Check Total | 60.76 |
| 00014140 | 06/13/2016 | JOSTENS | | Jostens | |
| 18629310 | 04/15/2016 | | 06/09/2016 | DIPLOMA | 13.12 |
| 18893070 | 05/21/2016 | | 06/09/2016 | DIPLOMA | 13.14 |
| | | | | Check Total | 26.26 |
| 00014141 | 06/13/2016 | KPSTREAS | | PATRICIA MAURER | |
| 052516 | 05/25/2016 | | 06/09/2016 | SPED SERVICES | 5,100.00 |
| | | | | Check Total | 5,100.00 |
| 00014142 | 06/13/2016 | LAB-AIDS | | LAB-AIDS | |
| 00115546 | 05/26/2016 | | 06/09/2016 | FFA- AG CLASS | 79.75 |
| | | | | Check Total | 79.75 |
| 00014143 | 06/13/2016 | LINWELD | | MATHESON TRI GAS | |
| 51013318 | 05/31/2016 | | 06/09/2016 | | 124.08 |
| | | | | Check Total | 124.08 |
| 00014144 | 06/13/2016 | LOCKMOB | | Lockmobile | |
| L53703 | 03/30/2016 | | 06/09/2016 | KEYS | 36.40 |
| | | | | Check Total | 36.40 |
| 00014145 | 06/13/2016 | MENARD | | MENARDS - KEARNEY | |
| 6979 | 05/06/2016 | | 06/09/2016 | CLEANERS | 41.63 |
| 7425 | 05/11/2016 | | 06/09/2016 | PIPE, CEMENT | 10.79 |
| 8107 | 05/20/2016 | | 06/09/2016 | CLEANERS, BAGS, PIPE, CLOCK | 67.47 |
| 8698 | 05/27/2016 | | 06/09/2016 | FILTERS, CORDS | 28.52 |
| | | | | Check Total | 148.41 |
| 00014146 | 06/13/2016 | MOSAIC | | MOSAIC | |
| AXT0416 | 05/06/2016 | | 06/09/2016 | APRIL 2016 SERVICES | 3,344.57 |

ALL Data

Check Register

Arranged by:
Check Number

Direct

| Dep. Invoice | Check Number | Check Date | Vendor ID | Vendor Name | Amount |
|----------------|--------------|------------|------------|--------------------------------|----------|
| Invoice | Invoice Date | PO Number | PO Date | Description | |
| AXT0516 | | 05/31/2016 | | 06/09/2016 MAY 2016 SERVICES | 3,509.35 |
| Check Total | | | | | 6,853.92 |
| 00014147 | | 06/13/2016 | NASB | NEBRASKA ASSN OF SCHOOL BOARDS | |
| 39989 | | 05/25/2016 | | 06/09/2016 SCHOOL LAW SEMINAR | 465.00 |
| Check Total | | | | | 465.00 |
| 00014148 | | 06/13/2016 | NEBRASKAL | NEBRASKALAND TIRE TRUCK STOP | |
| 101655 | | 06/03/2016 | | 06/09/2016 4 TIRES | 507.24 |
| Check Total | | | | | 507.24 |
| 00014149 | | 06/13/2016 | NMCEXCH | NMC EXCHANGE LLC | |
| INV119810 | | 05/31/2016 | | 06/09/2016 VEHICLE INSPECTIONS | 210.00 |
| Check Total | | | | | 210.00 |
| 00014150 | | 06/13/2016 | NORTHTOO | NORTHERN TOOL & EQUIPMENT | |
| 35391187 | | 05/12/2016 | | 06/09/2016 GRINDERS ETC | 470.91 |
| 35391452 | | 05/12/2016 | | 06/09/2016 MITER SAW | 199.00 |
| Check Total | | | | | 669.91 |
| 00014151 | | 06/13/2016 | NPPD | NEBRASKA PUBLIC POWER DISTRICT | |
| 211010056740-0 | | 05/16/2016 | | 06/09/2016 BUS BARN | 27.37 |
| 51616 | | | | 06/09/2016 BALL FIELD | 33.93 |
| 211010056744-0 | | 05/16/2016 | | 06/09/2016 BALL FIELD | 33.93 |
| 51616 | | | | 06/09/2016 230 EAST CALKINS | 3,588.72 |
| 211010056748-0 | | 05/16/2016 | | 06/09/2016 230 EAST CALKINS | 3,588.72 |
| 51616 | | | | | |
| Check Total | | | | | 3,650.02 |
| 00014152 | | 06/13/2016 | OKEEFELE | O'KEEFE ELEVATOR COMPANY INC | |
| 00438303 | | 04/01/2016 | | 06/09/2016 | 278.48 |
| Check Total | | | | | 278.48 |
| 00014153 | | 06/13/2016 | PAPER101 | PAPER101 | |
| 91324-00 | | 05/31/2016 | | 06/09/2016 PAPER | 2,171.15 |
| Check Total | | | | | 2,171.15 |
| 00014154 | | 06/13/2016 | PEARSON | NCS PEARSON INC. | |
| 051516 | | 05/15/2016 | | 06/09/2016 POWERSCHOOL SUBSCR | 3,664.00 |
| Check Total | | | | | 3,664.00 |
| 00014155 | | 06/13/2016 | PERMA | PERMA-BOUND | |
| 1685920-00 | | 05/31/2016 | | 06/09/2016 | 760.60 |
| Check Total | | | | | 760.60 |
| 00014156 | | 06/13/2016 | PHELPSCLER | Phelps County Clerk | |
| 052016 | | 05/20/2016 | | 06/09/2016 PRIMARY ELECTION | 615.34 |
| Check Total | | | | | 615.34 |

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name PO Date Description | Amount |
|------|-------------------------|----------------------------|------------------------|---------------------------------------|----------|
| | 00014157 | 06/13/2016 | PIONEERTE | PIONEER TELEPHONE | |
| | 060116 | 06/01/2016 | | 06/09/2016 LONG DISTANCE | 143.59 |
| | | | | Check Total | 143.59 |
| | 00014158 | 06/13/2016 | POPPLERS | Popplers | |
| | 1914505 | 05/18/2016 | | 06/09/2016 CHOIR MUSIC | 13.95 |
| | | | | Check Total | 13.95 |
| | 00014159 | 06/13/2016 | PYRAMID | PYRAMID SCHOOL PRODUCTS | |
| | S1317092.001 | 05/19/2016 | | 06/09/2016 ART SUPPLIES | 837.76 |
| | | | | Check Total | 837.76 |
| | 00014160 | 06/13/2016 | QUILL | Quill | |
| | 6068934 | 05/23/2016 | | 06/09/2016 SUPER STRENGTH TAPE | 53.90 |
| | | | | Check Total | 53.90 |
| | 00014161 | 06/13/2016 | REALLY | Really Good Stuff | |
| | 5521419 | 05/20/2016 | | 06/09/2016 ATEN | 38.90 |
| | 5523312 | 05/24/2016 | | 06/09/2016 GUNDERSON | 96.06 |
| | 5524722 | 05/25/2016 | | 06/09/2016 SINDT | 80.73 |
| | | | | Check Total | 215.69 |
| | 00014162 | 06/13/2016 | RETHINK | RETHINK | |
| | INV-010771 | 02/01/2016 | | 06/09/2016 LICENSE 2/2016 TO 1/2019 | 1,425.00 |
| | | | | Check Total | 1,425.00 |
| | 00014163 | 06/13/2016 | SCHOOLSP | SCHOOL SPECIALTY | |
| | 208116225048 | 05/06/2016 | | 06/09/2016 ART SUPPLIES | 709.80 |
| | | | | Check Total | 709.80 |
| | 00014164 | 06/13/2016 | SERVICE | SERVICEMASTER OF MID NE | |
| | 12677 | 05/31/2016 | | 06/09/2016 HS ADDITION | 3,466.00 |
| | 12678 | 05/31/2016 | | 06/09/2016 ELEMENTARY FACILITY | 3,719.00 |
| | | | | Check Total | 7,185.00 |
| | 00014165 | 06/13/2016 | SOURCE | SOURCEGAS LLC | |
| | 201359365596 | 05/23/2016 | | 06/09/2016 230 EAST CALKINS | 536.60 |
| | 201448348262 | 05/23/2016 | | 06/09/2016 225 E BOYD | 600.84 |
| | 201715256646 | 05/23/2016 | | 06/09/2016 122 N CHURCH | 37.63 |
| | | | | Check Total | 1,175.07 |
| | 00014166 | 06/13/2016 | STAPLES | STAPLES ADVANTAGE | |
| | 3302746192 | 05/16/2016 | | 06/09/2016 ART | 22.50 |
| | | | | Check Total | 22.50 |
| | 00014167 | 06/13/2016 | STATENE | STATE OF NEBRASKA | |
| | 1008964 | 05/01/2016 | | 06/09/2016 APRIL 2016 | 227.47 |
| | | | | Check Total | 227.47 |

Check Register

Direct

| Dep. | Check Number Invoice | Check Date Invoice Date | Vendor ID PO Number | Vendor Name PO Date Description | Amount |
|------|-------------------------|----------------------------|------------------------|-------------------------------------|------------------|
| | 00014168 | 06/13/2016 | SUMDOG | SUMDOG INC | |
| | INV-3804 | 06/06/2016 | | 06/09/2016 SUBSCRIPTION | 480.00 |
| | | | | Check Total | 480.00 |
| | | | | | |
| | 00014169 | 06/13/2016 | THOMPSON | THE THOMPSON CO. | |
| | 1746172 | 05/05/2016 | | 06/09/2016 LINERS, TISSUE | 217.30 |
| | 1749499 | 05/12/2016 | | 06/09/2016 TOWELS, TISSUE, LINERS | 100.36 |
| | | | | Check Total | 317.66 |
| | | | | | |
| | 00014170 | 06/13/2016 | TYLER | TYLER TECHNOLOGIES | |
| | 045-159722 | 06/01/2016 | | 06/09/2016 SCHOOLMASTER ARCHIVE | 300.00 |
| | | | | Check Total | 300.00 |
| | | | | | |
| | 00014171 | 06/13/2016 | VERIZON | VERIZON WIRELESS | |
| | 9764914174 | 05/06/2016 | | 06/09/2016 CELL PHONE | 46.34 |
| | | | | Check Total | 46.34 |
| | | | | | |
| | 00014172 | 06/13/2016 | VILLAGEE | Village Of Elm Creek | |
| | 053116 | 05/31/2016 | | 06/09/2016 APR & MAY 2016 | 1,190.00 |
| | | | | Check Total | 1,190.00 |
| | | | | | |
| | 00014173 | 06/13/2016 | WILKE | WILKE'S TRUE VALUE | |
| | A262245 | 05/06/2016 | | 06/09/2016 BULBS | 32.28 |
| | | | | Check Total | 32.28 |
| | | | | | |
| | 00014174 | 06/13/2016 | WOODWARDS | WOODWARDS DISPOSAL SERVICE | |
| | NO8675-649 | 05/23/2016 | | 06/09/2016 DOC DESTRUCTION | 25.00 |
| | | | | Check Total | 25.00 |
| | | | | | |
| | 00014175 | 06/13/2016 | YANDA'S | YANDA'S MUSIC | |
| | 053116 | 05/31/2016 | | 06/09/2016 REPAIRS | 126.00 |
| | | | | Check Total | 126.00 |
| | | | | | |
| | 00014176 | 06/13/2016 | ZANER | ZANER-BLOSER EDUCATIONAL PUBLISHERS | |
| | 10059994 | 05/11/2016 | | 06/09/2016 SCHOPKE - 3RD GRADE | 196.04 |
| | | | | Check Total | 196.04 |
| | | | | | |
| | | | | 1 - GENERAL FUND Totals: | 60,547.62 |
| | | | | Total of Checks Printed: | 60,547.62 |
| | | | | Report Total: | 60,547.62 |

General Fund Summary Report_JUNE_2016.xlsx

| General Fund | Expenditures | 15/16 Budget | Expended During Month | Spent YTD 15/16 | Balance Remaining | % Remaining |
|--------------|---------------------------------|-----------------|-----------------------|-----------------|-------------------|-------------|
| 1100 | All Instruction | \$ 2,544,914.00 | \$ 162,412.00 | \$ 1,521,347.00 | \$ 1,023,567.00 | 40.22 |
| 1200 | Special Education Programs | \$ 475,500.00 | \$ 36,264.00 | \$ 341,369.00 | \$ 134,131.00 | 28.20 |
| 2100 | Guidance Services | \$ 198,419.00 | \$ 21,677.00 | \$ 172,620.00 | \$ 25,799.00 | 13.00 |
| 2200 | Library | \$ 53,300.00 | \$ 3,514.00 | \$ 34,645.00 | \$ 18,655.00 | 35.00 |
| 2300 | General Administration | \$ 288,800.00 | \$ 13,112.00 | \$ 137,820.00 | \$ 150,980.00 | 52.27 |
| 2400 | Office of the Principal | \$ 104,100.00 | \$ 8,295.00 | \$ 74,856.00 | \$ 29,244.00 | 28.09 |
| 2500 | Business Support | \$ 257,100.00 | \$ 13,771.00 | \$ 123,517.00 | \$ 133,583.00 | 51.95 |
| 2600 | Maint. & Operation of Buildings | \$ 531,200.00 | \$ 29,603.00 | \$ 381,512.00 | \$ 149,688.00 | 28.17 |
| 2700 | Pupil Transportation | \$ 209,500.00 | \$ 10,661.00 | \$ 110,840.00 | \$ 98,660.00 | 47.09 |
| 3000 | State Catagorical Programs | \$ 101,417.00 | \$ 7,424.00 | \$ 71,002.00 | \$ 30,415.00 | 29.99 |
| 4000 | Federal Programs | \$ 215,353.00 | \$ 18,706.00 | \$ 160,761.00 | \$ 54,592.00 | 25.34 |
| 5000 | Debt Services | \$ - | | \$ - | \$ - | - |
| 8000 | Transfers to Other Funds | \$ - | | | \$ - | - |
| 9000 | Miscellaneous | \$ 2,000.00 | \$ - | \$ 1,166.00 | \$ 834.00 | 41.71 |
| | Total Expenditures | \$ 4,981,603.00 | \$ 325,439.00 | \$ 3,131,455.00 | \$ 1,850,148.00 | 37.13 |



Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

(308) 856-4300 phone (308) 856-4907 fax

www.elmcreekschools.org

June 13, 2016

Dear Elm Creek Board of Education:

I would like to offer my resignation as Superintendent effective at the end of my current contract.

I would also like to thank our district for the many opportunities that I have been given. I have been fortunate to work with many outstanding educators in my roles as an administrator and instructional leader these past 4 years. My work at Elm Creek has been especially rewarding as a direct result of the quality people I work with on a daily basis. I am proud of the many accomplishments that our district has achieved and feel blessed to have been a small part of so many of them.

As I complete my career in Elm Creek, I also want to mention the many students that I have had the privilege to serve. I certainly value the opportunity I had to get to know them and be a part of their lives. My association with the children of Elm Creek has certainly enriched my life.

Lastly, I want to thank the parents and patrons of our community who have supported me both personally and as an educator. I have a great many friends in Elm Creek that I will never truly be able to thank enough for their kindness.

I have been offered the Vice-President of Business/Operations at Nebraska Methodist College in Omaha.

Sincerely,

Dean Tickle



Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

(308) 856-4300 phone (308) 856-4907 fax

www.elmcreekschools.org

June 13, 2016

Dear Elm Creek Board of Education,

I would like to recommend the hire of Teresa Osmanski as a teacher for the Elm Creek Public Schools. Teresa is a native of Pueblo, Colorado and graduated from Northern Colorado. Teresa has previous experience teaching in Greeley, CO. and has also taught English Composition classes at UNK. She has served as the head swimming coach at UNK for the past 20 years. She will be teaching Language Arts at ECHS.

Teresa will be an outstanding addition to our school system and community. Thank you for your consideration.

Sincerely,

Jason Sullivan, Principal

Personnel - All EmployeesReceiving Agents, Salespersons, and Other Business Representatives

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

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

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

Date of Adoption: October 14, 2013

Personnel - All Employees

Unauthorized Purchases

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

Date of Adoption: October 14, 2013

Personnel - All Employees

Use of School Facilities and Equipment by School Employees

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

School vehicles shall not be available for personal use.

Date of Adoption: October 14, 2013

Personnel - All Employees

Activity Passes

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

Date of Adoption: October 14, 2013

PersonnelCommunity Relations—Political Activity

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

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

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

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

Date of Adoption: October 14, 2013

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

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

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

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

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

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

Date of Adoption: October 14, 2013

Personnel - All EmployeesShredding Consumer Reports

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

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

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

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

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

Date of Adoption: October 14, 2013

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

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

Personnel - All EmployeesSocial Security Numbers

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

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

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

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

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

Date of Adoption: October 14, 2013

Personnel - All EmployeesMilitary and Family Military Leave

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

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

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

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

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

Date of Adoption: October 14, 2013

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

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

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

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall

be subject to being immediately revoked in the event the required disclosure was not given.

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

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

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

Date of Adoption: October 14, 2013

Personnel - All Employees

Wage and Deduction Information

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

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

Date of Adoption: October 14, 2013

Personnel - All EmployeesProfessional Boundaries Between Employees and Students

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships with a student on MySpace, Facebook, or other social networking site. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topics that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.

- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District.

Date of Adoption: October 14, 2013

Personnel - Certificated Employees

Qualifications for Appointment as Teacher

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated EmployeesQualifications for Appointment to Administrative and Supervisory Positions

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated EmployeesContract

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

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

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

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated Employees

Certification

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated EmployeesProbationary Certified Employees

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated EmployeesPermanent Certificated Employees

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated Employees

Assignment of Duties

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated EmployeesAgents/Tutors

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

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

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

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated Employees

Student Teachers and Pre-Student Teachers

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

Date of Adoption: October 14, 2013

Personnel - Certificated Employees

Substitute Teachers

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

Rates of compensation for all substitute teachers will be set by the Board. Substitute teachers will not participate in the health plan or other fringe benefits of the school district.

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

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

Date of Adoption: October 14, 2013

PersonnelProfessional GrowthRequired Professional Growth Activities

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

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

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

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

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

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

Professional Development Activities:

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

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

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

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

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

Date of Adoption: October 14, 2013

¹ Except Elm Creek Public Schools sponsored workshops.

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

Personnel - Certificated EmployeesTeacher Training

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated EmployeesEvaluation of Teachers

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

1. Communication of Evaluation Process.

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

2. Duration and frequency of observations and written evaluations

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

a. Probationary Teachers.

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

b. Permanent Teachers.

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

c. Teachers' Responsibility. Teachers are expected to inform the responsible evaluator of instructional periods that would be conducive to an evaluation and to make themselves readily available for evaluations.

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

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

f. Additional Observations and Evaluations. The duration and frequency of observations and written evaluations is specified as a minimum. Observations and evaluations of greater frequency or number than required may be conducted

and made at the request of the teacher or in the discretion of the evaluator.

3. Evaluation Criteria

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

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

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

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

4. Communication of Deficiencies

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

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

5. Teacher Responses to Evaluations

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

6. Plan for Training Evaluators

All evaluators shall possess a valid Nebraska Administrator's Certificate and be trained to use the evaluation system used in the District. Training sessions in the use of the District's teacher

evaluation system will be provided by the Superintendent or designee to all evaluators prior to their participation in teacher evaluations. Refresher training is to be conducted as the Superintendent determines to be needed.

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

Date of Adoption: October 14, 2013

Personnel - Certificated EmployeesReduction in Force Policy for Certificated Staff

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

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

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

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

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

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

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

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

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

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

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

Date of Adoption: October 14, 2013

Personnel - Certificated EmployeesDual Sponsorship of Activities

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

Date of Adoption: October 14, 2013

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

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

Certificated Personnel-Professional Performance and Code of Ethics

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

Preamble

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

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

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

Principle I - Commitment as a Professional Educator:

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

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

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

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

Principle II - Commitment to the Student:

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

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

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

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

Principle III - Commitment to the Public:

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

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

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

Principle IV - Commitment to the Profession:

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

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

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

Principle V - Commitment to Professional Employment Practices:

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

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

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

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

Date of Adoption: October 14, 2013

Personnel - Non-Certificated Employees

Qualifications of Non-Certificated Employees

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

Date of Adoption: October 14, 2013

Personnel - Non-Certificated Employees"At Will" Employees

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

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

Date of Adoption: October 14, 2013

Personnel - Non-Certificated EmployeesHiring/Dismissal

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

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

Date of Adoption: October 14, 2013

Personnel - Non-Certificated Employees

Contract

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

Date of Adoption: October 14, 2013

**CLASSIFIED EMPLOYEE'S
EMPLOYMENT AGREEMENT**

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

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

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

Section 2. Compensation and Benefits.

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

Section 3. Duties of Employee.

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

Section 4. Termination of Employment.

- a. Termination by District. This agreement creates no property right in continued employment. It may be terminated by the District, with or without cause or hearing, upon giving two (2) calendar weeks notice or pay in lieu of notice, provided that in the event of just cause for termination, no notice or pay in lieu of notice shall be required.
- b. Compensation upon Termination. Upon termination, the compensation to be paid shall be an amount which bears the same ratio to the annual salary specified as the number of months or fraction thereof to the date of termination bears to the twelve months in the annual salary period in which termination occurs. (In the event salary is fixed on a period other than twelve months, the same proration method shall be used for the period over which the salary has been fixed). Any portion of compensation, whether in the form of salary or benefits, paid or provided but not earned prior to termination, shall be refunded to the District by the Employee. The Employee authorizes a set-off from compensation for any damages due the District from the Employee for reason of liquidated damages or otherwise.

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

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

| | |
|--|---|
| <p>Executed this ___ day of _____, 20__.</p> <p>_____</p> <p>Employee</p> | <p>Executed this ___ day of _____, 20__.</p> <p>Elm Creek Public Schools</p> <p>By: _____</p> <p>Superintendent or other Authorized Official</p> |
|--|---|

SALARY WORKSHEET

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

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

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

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

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

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

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

Personnel - Non-Certificated Employees

Assignment and Transfer

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

Date of Adoption: October 14, 2013

Personnel - Non-Certificated EmployeesComplaint Procedure

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

Date of Adoption: October 14, 2013

Personnel - Non-Certificated Employees

Complaint Form

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

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

Date: _____

Name: _____

(1) Description of the complaint:

_____.

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

_____.

(3) Identify and attach any material supporting the complaint:

_____.

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

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

_____.

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

_____.

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

Received by: _____ Signature: _____
Date: _____

PersonnelStandards of Performance for Non-Certified Employees

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

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

Date of Adoption: October 14, 2013

**Classified Employee Notice of Performance Concerns
Elm Creek Public Schools**

| | |
|----------|----------------|
| Employee | Date of Review |
| Location | Position |

CONCERNS: Check appropriate items(s)

| | |
|---|---|
| <input type="checkbox"/> Knowledge and performance of job | <input type="checkbox"/> Failure to follow policies |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Ability to work cooperatively with others |
| <input type="checkbox"/> Punctuality | <input type="checkbox"/> Failure to exhibit appropriate judgment and tact |
| <input type="checkbox"/> Neglect of Duty | <input type="checkbox"/> Other |

Description of Incident including date(s) of occurrence:

Recommendations for Improvement:

Supervisor

Date

* _____
Employee

Date

*Employee signature indicates that the employee has reviewed this document. The employee is also being notified that further infractions of this nature or any other type may result in further disciplinary action, which may include termination.

Original to file; copies to Employee, Supervisor