

July Meeting  
Monday, July 11, 2022 7:00 PM

Media Center, Amherst School  
100 North Sycamore  
Amherst, NE 68812-0008

## **Agenda**

1. Call meeting to order
  - 1.1. Pledge of Allegiance
2. Notice of adherence to the Open Meeting Law
3. Roll Call
  - 3.1. Excuse absent Board members
4. Approval of Minutes, Claims and Reports
  - 4.1. Review previous meeting minutes
  - 4.2. Review financial reports and monthly claims
  - 4.3. Board Action on consolidated motion for approving Minutes, Claims and Financial Reports
5. Reports and communications from patrons or staff
6. Reports and communications from board members.
7. Principal's Report
8. Superintendent's Report
9. Old Business
10. New Business
  - 10.1. Approve Bid for Phone System Upgrade
  - 10.2. Set lunch prices for the 2022-23 school year.
  - 10.3. Set Pay increase for Bus, Office, and Custodial Staff for the 2022-2023 school year.
  - 10.4. Approve 2022/23 substitute teacher pay rate.
  - 10.5. First Reading 113.2--Title IX Grievance Policy
  - 10.6. First Reading 235--Agenda Construction and Control
  - 10.7. First Reading 430-- Bidding Construction Projects
  - 10.8. First Reading 441.1--Internal Controls
  - 10.9. First Reading 605 Drug Use
  - 10.10. First Reading Policy 241 PUBLIC PARTICIPATION AT BOARD MEETINGS
  - 10.11. First Reading: Policy 617 SUBSTITUTE TEACHERS
  - 10.12. First Reading: 310 - Supt Job Description and Qualifications
  - 10.13. First Reading: 340 - Job Description, Activities Director
  - 10.14. Job descriptions
  - 10.15. Approve review of Policy 201 through 231
11. Miscellaneous or non-action items
12. Executive Session
13. Adjourn

## FINANCIAL REPORT For June 30, 2022

Fund	Bank	Interest	Co. Treas	NSDLAF	Int.	TOTAL	Mo. Intr.	Balances
	06/30/22		05/31/22	06/30/22		06/30/22		06/30/21
<b>General</b>	2,700,486.10	818.96	170,138.63	767.88	0.48	2,701,253.98	819.44	1,980,692.09
CD								1,000,000.00
<b>Lunch</b>	27,163.04	1.57				27,163.04	1.57	43,682.75
<b>Petty Cash</b>	3,506.50					3,506.50		3,468.57
<b>Activity</b>	191,817.80	16.30				191,817.80	16.30	196,003.05
<b>Retirement</b>	39,830.50					39,830.50		39,270.66
<b>Spe. Bld.</b>	1,918,642.61	508.69	32,067.71	235.21	0.15	1,918,877.82	508.84	933,309.21
CD								500,000.00
<b>Handicp</b>	1,108.05	0.28		503.45	0.31	1,611.50	0.59	1,104.49
<b>Deprec.</b>	598,835.88	159.94		438.98	0.27	599,274.86	160.21	598,134.72
<b>Unemployment</b>	9,049.48			2,223.93	1.38	11,273.41	1.38	9,049.48
<b>Caf. Plan</b>	7,520.42					7,520.42		7,536.86
<b>Bond</b>	10,658.49	14.91	77.40	362.76	0.22	11,021.25	15.13	84,015.97
<b>Construction</b>	9,111,768.84	2,620.44				9,111,768.84	2,620.44	-
<b>TOTAL</b>	\$ 14,620,387.71	\$ 4,141.09	\$ 202,283.74	\$ 4,532.21	\$ 2.81	\$ 14,624,919.92	\$ 4,143.90	\$ 5,396,267.85

interest.35% General fund, Bond Fund, Special Building, and Depreciation Funds  
interest .1% on all other accounts      Construction account 2.5% Money Market

	Budgeted	Spent to Date	Under budget
General Fund	\$ 5,100,000.00	\$ 3,861,228	7.62%
Lunch Fund	\$ 380,000.00	\$ 253,907	16.52%

21-22 General Fund Project expence	\$ 708,575.16
Total Project Spending	\$ 790,125.16

**June Meeting**  
Media Center, Amherst School  
Monday, June 13, 2022 7:00 PM

Terry Abbott: Present  
Les Adelung: Present  
Jess Day: Absent  
Ryan Fisher: Present  
Karen Harmony: Present  
Casey Mitchell: Present

Visitors present: Mr. Matt Gordon, Mr. Roger Thomsen

Motion to approve absence of board member Jess Day. This motion, made by Terry Abbott and seconded by Casey Mitchell, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Karen Harmony: Yea, Casey Mitchell: Yea

Motion to approve minutes claims and financial reports,. This motion, made by Ryan Fisher and seconded by Terry Abbott, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Karen Harmony: Yea, Casey Mitchell: Yea

Motion to approve second reading of Board Policy 626 Staff Resignation. This motion, made by Karen Harmony and seconded by Les Adelung, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Karen Harmony: Yea, Casey Mitchell: Yea

Motion to approve contract with Trane for HVAC. This motion, made by Ryan Fisher and seconded by Les Adelung, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Karen Harmony: Yea, Casey Mitchell: Yea

Motion to adjourn meeting at 8:26 PM. This motion, made by Casey Mitchell and seconded by Terry Abbott, Passed.

Terry Abbott: Yea, Les Adelung: Yea, Ryan Fisher: Yea, Karen Harmony: Yea, Casey Mitchell: Yea

President Adelung began the Regular Board Meeting in the Media Center at 7:00 PM. President Adelung made known the location of the "Open Meetings Law" poster, which is hanging on the Media Center's wall. Superintendent Gordon discussed the 22-23 budget and gave a building update. Superintendent Gordon's 2<sup>nd</sup> evaluation for his first year was also discussed.

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## Construction Spending

DATE	CK#	ACCOUNT (specbldg/depr/gen/constr)	VENDOR	DESCRIPTION	Disbursed
1/11/21	33060	general	Buffalo County Election Commissioner	election costs	\$ 100.00
8/9/21	33554	general	Wilkins Architecture Design Planning LLC	inv 4400	\$ 4,100.00
9/11/21	33627	general	Wilkins Architecture Design Planning LLC	inv 4526	\$ 1,300.00
10/10/21	33703	general	Wilkins Architecture Design Planning LLC	bal due plus mileage, inv 4548	\$ 1,333.92
11/7/21	33778	general	Wilkins Architecture Design Planning LLC	inv 4602	\$ 1,300.00
12/11/21	33844	general	Wilkins Architecture Design Planning LLC	bal due, inv 4686	\$ 163,185.18
12/11/21	33801	general	Buffalo County Election Commissioner	election costs	\$ 3,746.91
2/14/22	33981	general	Wilkins Architecture Design Planning LLC	1/20 invoice, inv: 4757 and 4744	\$ 195,992.92
3/13/22	34037	general	Wilkins Architecture Design Planning LLC	services, inv 4800	\$ 183,690.11
4/10/22	34105	general	Wilkins Architecture Design Planning LLC	bal due, inv 4844	\$ 62,267.50
5/8/22	34179	general	Wilkins Architecture Design Planning LLC	inv 4882	\$ 41,614.87
5/11/22	34183	general	Dawson Public Power	construction charge	\$ 28,655.13
6/12/22	34209	general	Dawson Public Power	aid to construction	\$ 3,935.00
6/12/22	34246	general	Black Hills Energy	service relocation	\$ 17,353.62
				<b>Total Costs To date</b>	<b>\$ 708,575.16</b>

Bond Purchase cost \$ 81,550.00 Cost so purchase bonds\*\*\*

Total Project Spending \$ 790,125.16

**Consolidated Check Listing**

Direct Dep.	Check	Check Date	Payable To	Amount
<b>01 - GENERAL FUND</b>				
	00034256	07/08/2022	Am. Family Life Assurance Co	1,585.96
	00034257	07/08/2022	Country Partners Cooperative	1,130.81
	00034258	07/08/2022	DAS State Accounting - Central Finance	259.49
	00034259	07/08/2022	ASK Supply Co.	1,316.30
	00034260	07/08/2022	B2 Environmental, Inc.	1,600.00
	00034261	07/08/2022	Heartland Bank	15.00
	00034262	07/08/2022	Blick art materials	57.73
	00034263	07/08/2022	Blue Cross-Blue Shield	50,315.71
	00034264	07/08/2022	Broadfoot Sand & Gravel Inc.	184.00
	00034265	07/08/2022	Business Education Publishing	329.70
	00034266	07/08/2022	Cash Drawer-amherst School	142.56
	00034267	07/08/2022	Cengage Learning	1,344.00
	00034268	07/08/2022	Crisis Prevention Institute	4,136.38
	00034269	07/08/2022	Culligan of Kearney	189.57
	00034270	07/08/2022	Dawson Co Pub Power	4,298.03
	00034271	07/08/2022	Ecolab Pest Elimination	73.42
	00034272	07/08/2022	Erin M. McCartney, Chapter 13 Trustee	425.00
	00034273	07/08/2022	ESU Coordinating Council	241.80
	00034274	07/08/2022	ESU 10	20,167.12
	00034275	07/08/2022	First Bankcard	1,614.13
	00034276	07/08/2022	Frontier	436.32
	00034277	07/08/2022	Learning Without Tears	1,833.25
	00034278	07/08/2022	Heartland Bank	39,011.06
	00034279	07/08/2022	HireRight Solutions, Inc	36.85
	00034280	07/08/2022	Hometown Leasing	492.30
	00034281	07/08/2022	Horace Mann	24.66
	00034282	07/08/2022	Horace Mann	25.00
	00034283	07/08/2022	Innovative Office Solutions	2,931.19
	00034284	07/08/2022	Journey.Ed.com, Inc.	39.00
	00034285	07/08/2022	Lakeshore Learning	372.51
	00034286	07/08/2022	Liberty National Life Ins. Co	245.06
	00034287	07/08/2022	Matheson-Linweld Tri-Gas Inc	167.30
	00034288	07/08/2022	Mcgraw-hill School Education Holdings, LLC	23,224.19
	00034289	07/08/2022	Menards - Kearney	302.79
	00034290	07/08/2022	Midwest Grads	401.45
	00034291	07/08/2022	Midwest Technology Products	115.56
	00034292	07/08/2022	Miscellaneous Cash Account	121.75
	00034293	07/08/2022	Ne Assoc Of School Boards	250.00
	00034294	07/08/2022	Nickman Brothers, LLC	1,125.00
	00034295	07/08/2022	Novel Ideas, Inc	2,156.25

# Consolidated Check Listing

Direct Dep.	Check	Check Date	Payable To	Amount
	00034296	07/08/2022	NE Rural Community Schools Assoc.	850.00
	00034297	07/08/2022	Principal Life	784.34
	00034298	07/08/2022	Quill Corp	66.75
	00034299	07/08/2022	Ravenna Sanitation	433.00
	00034300	07/08/2022	Really Good Stuff LLC	204.79
	00034301	07/08/2022	Retirement	35,149.63
	00034302	07/08/2022	Heartland Bank	5,761.02
	00034303	07/08/2022	Rochester 100 Inc.	136.80
	00034304	07/08/2022	S&S Worldwide, Inc	224.91
	00034305	07/08/2022	School Specialty, LLC	278.91
	00034306	07/08/2022	Black Hills Energy	207.44
	00034307	07/08/2022	Staples Advantage	10.58
	00034308	07/08/2022	State Fire Marshal Office	60.00
	00034309	07/08/2022	Heartland Bank	4,699.16
	00034310	07/08/2022	Teacher Direct	33.92
	00034311	07/08/2022	Univ Of Ne @ Kearney	80.00
	00034312	07/08/2022	United States Academic Decathlon	804.50
	00034313	07/08/2022	Verizon Wireless	166.21
	00034314	07/08/2022	Village Of Amherst Water Dept	974.68
	00034315	07/08/2022	Wilkins Architecture Design Planning LLC	10,241.33
	00034316	07/08/2022	Kearney Winnelson Co.	53.60
<b>01 - GENERAL FUND Totals:</b>				<b>223,959.77</b>
<b>06 - LUNCH FUND</b>				
	00004448	07/08/2022	Cash-wa Dist Co	758.32
	00004449	07/08/2022	Heartland Bank	831.53
	00004450	07/08/2022	Innovative Office Solutions	285.10
	00004451	07/08/2022	Miscellaneous Cash Account	26.33
	00004452	07/08/2022	Retirement	875.47
	00004453	07/08/2022	Heartland Bank	101.32
<b>06 - LUNCH FUND Totals:</b>				<b>2,878.07</b>
<b>Report Total:</b>				<b>226,837.84</b>

# 2021-2022 SCHEDULE...UPDATED 5-17-2021

Period 1	= 8:05-8:54	
Period 2	= 8:57-9:46	
Period 3	= 9:49-10:38	
Period 4	= 10:41-11:30	PRE-K -11:15-11:40
Period 5A	= 11:33-12:22	1 <sup>st</sup> lunch = 11:30-11:12
Period 5B	= 12:00-12:49	Elem lunch = 11:38-12:38
Period 6	= 12:52-1:41	2 <sup>nd</sup> lunch = 12:22-12:52
Period 7	= 1:44-2:33	
Period 8	= 2:36-3:37	(NO 8 <sup>TH</sup> PERIOD ON FRIDAYS)

**ELEM Reading**            **Kdg, 1<sup>st</sup>, 2<sup>nd</sup> = 8:25 – 9:55    &    3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> = 10:00-11:30**

## **PE/Music Schedule**

8:40 - 9:15	3 <sup>rd</sup> & 4 <sup>th</sup>	((M W F = PE = K 2 4 6))
9:25 - 9:55	5 <sup>th</sup> & 6 <sup>th</sup>	((T TH = PE = 1 3 5))
10:00 - 10:35	Kdg	
10:40 - 11:15	1 <sup>st</sup> & 2 <sup>nd</sup>	

**5<sup>TH</sup> Band** = Monday & Wednesday 2:40 - 3:10

**6<sup>TH</sup> Band** = Tuesday & Thursday                    2:40 - 3:10

## **ELEM Art**

Kdg	=	8:15 – 9:00	Tuesday
1st	=	9:55 – 10:40	Thursday
2nd	=	9:55 – 10:40	Monday
3rd	=	9:15 – 10:00	Tuesday
4th	=	9:15 – 10:00	Wednesday
5th	=	8:15 – 9:00	Thursday
6th	=	8:15 – 9:00	Wednesday

1<sup>st</sup> Lunch                    = All Junior High, 9-12 Band, Study Hall & Study Skills

ELEM Lunch            = Pre-K 11:15    K 11:40            1<sup>ST</sup> 11:43            2<sup>ND</sup> 11:47  
                                  = 3<sup>RD</sup> 11:50            4<sup>TH</sup> 11:53            5<sup>TH</sup> 11:56            6<sup>TH</sup> 11:59

2<sup>nd</sup> Lunch                    = All 9-12 (except 9-12 Band, Study Hall, & Study Skills)

## **ELEM Council**

Tuesdays:            6<sup>th</sup> = 11:30-11:59    5<sup>th</sup> = 1:00-1:30    1<sup>ST</sup> = 1:40-2:10

Wednesdays:        3<sup>RD</sup> = 1:00 -1:30    2<sup>nd</sup> = 1:40-2:10

Thursdays:            4<sup>th</sup> = 1:00 -1:30    KDG = 1:40-2:10

**5<sup>th</sup> Grade Keyboarding...** 2:40-3:20 T / TH

8:00 WARNING BELL  
8:05 START OF 1ST PERIOD  
8:54 END OF 1ST PERIOD  
8:57 START OF 2ND PERIOD  
9:46 END OF 2ND PERIOD  
9:49 START OF 3RD PERIOD  
10:38 END OF 3RD PERIOD  
10:41 START OF 4TH PERIOD  
11:30 END OF 4TH / START OF 1<sup>ST</sup> LUNCH  
11:33 START OF 5TH "A" PERIOD  
11:57 1<sup>ST</sup> WARNING BELL  
12:00 START OF 5TH "B" PERIOD  
12:22 END OF 5A / START OF 2<sup>ND</sup> LUNCH  
12:49 END OF 5B/ 2<sup>ND</sup> WARNING BELL  
12:52 START OF 6TH PERIOD  
1:41 END OF 6TH PERIOD  
1:44 START OF 7TH PERIOD  
2:33 END OF 7TH PERIOD  
2:36 START OF 8TH PERIOD  
3:37 END OF 8TH PERIOD  
4:00 LAST BELL

EEA Technologies Inc  
 1818 Central Ave  
 Kearney, NE 68847 US  
 308-627-2671  
 dustin@methe.us

# Estimate 1172

<b>ADDRESS</b>	<b>SHIP TO</b>	<b>DATE</b>	<b>TOTAL</b>
Amherst Public Schools 100 North Sycamore Amherst, Ne 68812	Amherst Public Schools 100 North Sycamore Amherst, Ne 68812	06/17/2022	<b>\$12,241.17</b>

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/16/2022	<b>Yealink IP Phone</b>	Yealink IP Phone T46U	4	185.00	740.00T
06/16/2022	<b>Yealink Sidecar</b>	Yealink Side Car - Extra Buttons for the front office phone.	2	105.00	210.00T
06/16/2022	<b>Yealink IP Phone</b>	Yealink IP Phone T33G	57	109.00	6,213.00T
06/16/2022	<b>Session Border Controller</b>	Session Border Controller, Increases network security so there is no need to open anywhere near as many ports on the firewall. Also keeps internal traffic strictly within the building.	1	475.00	475.00T
06/16/2022	<b>Labor</b>	One hour per phone for programming, phone setup, installation and training	61	65.00	3,965.00T
06/16/2022	<b>Monthly Hosted PBX</b>	This is the monthly fee for Cloud Hosting, Licensing, and phone lines. It will be \$220 per month.  We are able to do as many or as few phones as you would like to right now. So if you decide to only do, for example, 40 phones right now subtract 21 phones and 21 hours off the total bid.	1	0.00	0.00T

SUBTOTAL	11,603.00
TAX	638.17

<b>TOTAL</b>	<b>\$12,241.17</b>
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THANK YOU.

Accepted By

Accepted Date

**Proposal for:**  
**AMHERST PUBLIC SCHOOL DISTRICT**

**06/29/2022 QUOTE NUMBER: 00057890**

Joyce Savage

Business Account Manager Sr.

Phone:

(469) 240-8214

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Mobile:

(214) 240-8214

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Email:

[joyce.savage@ftr.com](mailto:joyce.savage@ftr.com)



## Why you should partner with Frontier

Frontier (NASDAQ: FYBR) is more than a technology and communications provider – we're also your partner. We work closely with you to solve real business problems and enhance the way you operate through resources including:

- Flexible equipment options (premise-based, cloud, managed, or hybrid configurations)
- Dedicated enterprise support when you need it most
- Reliable state-of-the-art technology to keep the focus on productivity & cost-effective plans to make the most of every dollar
- Secure connections for your vital information & multisite solutions to seamlessly link different locations
- Strong partnerships with industry-leading equipment manufacturers and specialty solutions providers
- Financing options available to protect your investment against obsolescence, while tailoring your payment scenario to fit your budget

Frontier offers end-to-end data, voice, and video solutions to businesses of all sizes. We're committed to providing next generation technology that's flexible and reliable – ready to grow with your business. And you'll enjoy the convenience of having one single, responsive source for all your communications needs. You can count on the strength and stability of a Fortune 500 company along with the flexibility to deliver on a personal scale. Frontier Business will keep your business connected and running strong.

Choose from our fully integrated product portfolio that includes:

- Ethernet Solutions Dedicated Internet Access
- VoIP (hosted and premise based) Communications & Network Equipment
- Optical Transport Services
- Audio, Web & Video Conferencing  
Wireless Data Access/Wi-Fi Business  
Continuity Solutions Business High-Speed Internet Local & Long-Distance Service Managed Services
- Internet & Data Security

### Frontier Provides

- State-of-the-art Network
- 24/7 expert tech support
- U.S.-based workforce
- Customized Solutions
- Comprehensive Product Portfolio
- Dedicated Account Executive

Joyce Savage has created a custom-designed plan based on your needs and budget all backed by our 24/7 expert technical support. Plus, we monitor the Frontier network to ensure that your business communications run without interruption. It's all part of our dedication to helping you succeed.

## Quote Number: 00057890

### Situation Analysis

Your company's current communications capabilities include:

Based on what we learned from you, your immediate and future communications needs are:

## Executive Summary

Our team of Business Specialists is dedicated to gaining a full understanding of your capabilities and challenges. That way, we can custom-tailor a solution that meets your needs and gives you the confidence to move forward.

**Our recommendations based on the needs defined above include:**

**Service Term:** 60 Months

**Service Location:** 100 N Sycamore St, Amherst, NE 688124515

Ethernet Service Description	Quantity	MRC	NRC
<b><u>DIA (Dedicated Internet Access)</u></b> Silver                      500 Mbps	1	\$1,140.00	\$0.00
<b><u>IP</u></b> /29 = 5 IPs	1	\$0.00	\$0.00
<b><u>DIA Managed Router</u></b>	1	\$0.00	\$0.00

<u>UCF Executive</u>	20	\$0.00	\$0.00
<u>UCF Executive</u>	20	\$19.99	\$0.00
<u>UCF Yealink T54W</u>	20	\$0.00	\$0.00
<u>UCF Yealink T54W</u>	36	\$0.00	\$0.00
<u>UCF E911 Additional Site Listing</u>	1	\$0.00	\$0.00
<u>UCF Yealink EXP50</u>	1	\$2.75	\$0.00
<u>UCF Additional Directory Listing</u>	2	\$5.00	\$0.00
<u>UCF Basic</u>	18	\$12.50	\$0.00
<b>Total:</b>		<b>\$1,777.55</b>	<b>\$0.00</b>

The services set forth in this proposal will be provided by Frontier Communications and its affiliates (collectively referred to herein as "Frontier"). Frontier does not consider the proposal itself to be a legally binding offer to contract. Pricing contained within this document is budgetary, and a site survey may be required prior to a final quote. This quote is valid for up to thirty (30) days from the date hereof. Taxes and surcharges are not included.

This proposal is confidential and contains proprietary information. The contents contained herein are not to be shared with parties other than the customer and its employees named in this document is confidential and the property of Frontier Communications Corporation Parent, Inc., and its affiliates.

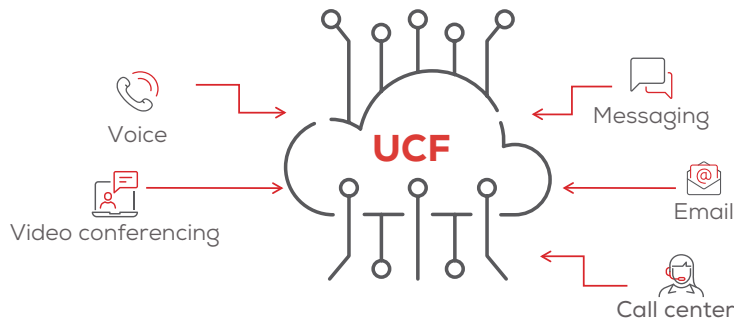


SOLUTION OVERVIEW

**Unified Communications**

A single solution for all your communication needs

Too many communication platforms to manage? Stuck juggling a remote or work-from-home workforce and their connected devices? Unified Communications by Frontier (UCF) offers voice, messaging, video, and conferencing in a single package—and carries the communications across its rock-solid network.



Why do I need Unified Communications by Frontier?

UCF is customized combination of communication services bundled into a single solution for easier management, cost savings, and better performance on any device. With UCF, your business can:

**Work from anywhere**  
whether office, home or on the road with integrated communications platforms.

**Pair with Frontier's advanced network**  
for performance and reliability.

**Communicate using any mobile device**  
including smartphones, desktops, laptops and tablets.

**Pay a single invoice**  
for your entire communication solution.

**Better Productivity with Unified Communication**

Today's productivity requires streamlined communication and collaboration between teams, branches, even geographies. Did you know...

**70% of businesses** point to communication inefficiency as a productivity obstacle\*.

**62% of employees** perform better in a simplified workplace\*.

**\$62.4 million** how much money the enterprise loses each year due to communication issues\*.

\* Source: UCToday.com - 2020

## What types of services does UCF include?

With UCF, merge your hosted communication services to optimize collaboration, communication and sharing across your organization. These services can include:

- Zoom audio and video conferencing
- Voice calls and voicemail
- Instant messaging
- Desktop and file sharing
- Customer chat services
- Call center services
- And more—ask your Frontier representative for a complete list!

## How do I know if UCF is right for me?

Unified Communications by Frontier is specifically designed to scale with your organization. Businesses that benefit from UCF are usually looking for:



### Updated phone systems

Instead of wrestling with an on-premise PBX or outdated phone system, save more with fully managed, fully hosted VoIP services.



### Communication solutions for remote employees

Streamline communication solutions for employees working remotely or in the field.



### Decrease in operating expenses

Unify voice, messaging, and video conferencing for improved cost savings.



### Increase productivity

Give employees the tools they need to fast-track productivity and collaboration.

With UCF, you can customize your solution by choosing from three different service tiers:

	BEST VALUE		
	Executive	Basic	Analog
Unlimited calling to the US and Canada	✓	✓	✓
Voicemail to email (via wav)	✓	✓	✓
CommPortal to manage call features	✓	✓	✓
Call Manager	✓	✓	-
Desktop and Mobile Client	✓	-	-
Mobile Twinning	✓	-	-
Outlook Calendar integration	✓	-	-
	\$19.99/mo	\$12.50/mo	\$12.50/mo

# Why should I choose Frontier?

With Unified Communications by Frontier, get unique benefits including:



## High redundancy

Rest easy with three levels of redundancy (onsite, platform and network) to ensure your communication systems stay up and available.



## Fully managed solution

Get 24/7 hosting, security, monitoring, support, maintenance and updates from our expert technicians.



## Guaranteed performance

Choose SLAs that meet or exceed industry standards.



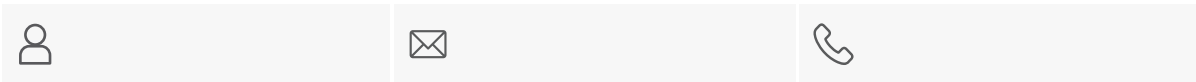
## Trusted provider

Take advantage of Frontier's advanced MEF 2.0 certified network serviced by over 5,500 technicians for nearly 400,000 business clients.

Learn more at [enterprise.frontier.com/cloud-collaboration](https://enterprise.frontier.com/cloud-collaboration)

**Don't wait—ask your rep about UCF today**

Contact your Frontier representative for more information or a quote.



Looking for more? Ask about Frontier's related offerings:

Contact Center as a Service	Managed SD-WAN	SIP Trunking
Cloud-based contact center infrastructure for advanced features and functionality.	Greater network control, visibility, and performance.	Flexible communications tools for organizations in need.

**Proposal for:**  
**AMHERST PUBLIC SCHOOL DISTRICT**

**06/29/2022 QUOTE NUMBER: 00057876**

Joyce Savage

Business Account Manager Sr.

Phone:

(469) 240-8214

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Mobile:

(214) 240-8214

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Email:

[joyce.savage@ftr.com](mailto:joyce.savage@ftr.com)



## Why you should partner with Frontier

Frontier (NASDAQ: FYBR) is more than a technology and communications provider – we're also your partner. We work closely with you to solve real business problems and enhance the way you operate through resources including:

- Flexible equipment options (premise-based, cloud, managed, or hybrid configurations)
- Dedicated enterprise support when you need it most
- Reliable state-of-the-art technology to keep the focus on productivity & cost-effective plans to make the most of every dollar
- Secure connections for your vital information & multisite solutions to seamlessly link different locations
- Strong partnerships with industry-leading equipment manufacturers and specialty solutions providers
- Financing options available to protect your investment against obsolescence, while tailoring your payment scenario to fit your budget

Frontier offers end-to-end data, voice, and video solutions to businesses of all sizes. We're committed to providing next generation technology that's flexible and reliable – ready to grow with your business. And you'll enjoy the convenience of having one single, responsive source for all your communications needs. You can count on the strength and stability of a Fortune 500 company along with the flexibility to deliver on a personal scale. Frontier Business will keep your business connected and running strong.

Choose from our fully integrated product portfolio that includes:

- Ethernet Solutions Dedicated Internet Access
- VoIP (hosted and premise based) Communications & Network Equipment
- Optical Transport Services
- Audio, Web & Video Conferencing  
Wireless Data Access/Wi-Fi Business  
Continuity Solutions Business High-Speed Internet Local & Long-Distance Service Managed Services
- Internet & Data Security

### Frontier Provides

- State-of-the-art Network
- 24/7 expert tech support
- U.S.-based workforce
- Customized Solutions
- Comprehensive Product Portfolio
- Dedicated Account Executive

Joyce Savage has created a custom-designed plan based on your needs and budget all backed by our 24/7 expert technical support. Plus, we monitor the Frontier network to ensure that your business communications run without interruption. It's all part of our dedication to helping you succeed.

## Quote Number: 00057876

### Situation Analysis

Your company's current communications capabilities include:

Based on what we learned from you, your immediate and future communications needs are:

## Executive Summary

Our team of Business Specialists is dedicated to gaining a full understanding of your capabilities and challenges. That way, we can custom-tailor a solution that meets your needs and gives you the confidence to move forward.

**Our recommendations based on the needs defined above include:**

**Service Term:** 36 Months

**Service Location:** 100 N Sycamore St, Amherst, NE 688124515

Ethernet Service Description	Quantity	MRC	NRC
<u>UCF Basic</u>	18	\$12.50	\$0.00
<u>UCF Executive</u>	38	\$19.99	\$0.00
<u>UCF Yealink T53W</u>	56	\$5.50	\$0.00

<b><u>Installation Charge - Phones</u></b>	56	\$0.00	\$27.50
<b><u>UCF E911 Additional Site Listing</u></b>	1	\$0.00	\$0.00
<b><u>UCF Yealink EXP50</u></b>	1	\$2.75	\$0.00
<b><u>UCF E911 Additional Site Listing</u></b>	2	\$0.00	\$0.00
<b>Total:</b>		<b>\$1,295.37</b>	<b>\$1,540.00</b>

The services set forth in this proposal will be provided by Frontier Communications and its affiliates (collectively referred to herein as "Frontier"). Frontier does not consider the proposal itself to be a legally binding offer to contract. Pricing contained within this document is budgetary, and a site survey may be required prior to a final quote. This quote is valid for up to thirty (30) days from the date hereof. Taxes and surcharges are not included.

This proposal is confidential and contains proprietary information. The contents contained herein are not to be shared with parties other than the customer and its employees named in this document is confidential and the property of Frontier Communications Corporation Parent, Inc., and its affiliates.

Qty	Item Description	Item Cost	Annual Cost	One-Time Cost	Comments
	<u>Zoom Licensing</u>				
38	Zoom Meeting Users (\$6/year)	\$6.00	\$228.00		all Zoom Phone users require this license, but not all staff may need Zoom Meeting
38	Zoom Phone Users (\$8/mth)	\$8.00	\$3,648.00		all staff that need a desk phone or soft phone need this
18	Zoom Phone Common Areas (\$4/mth)	\$4.00	\$864.00		only phones that are not assigned a Zoom user account
	<u>Phone Equipment</u>				
50	<a href="#">Poly VVX 250 Phone</a>	\$150.00		\$7,500.00	
4	<a href="#">Poly VVX 450 Phone</a>	\$230.00		\$920.00	
1	VVX EM50 Expansion Module	\$225.00		\$225.00	
	<u>Paging Equipment</u>				
0	<a href="#">Algo Paging Adapter and Scheduler</a>	\$435.00		\$0.00	
0	<a href="#">Algo Paging Adapter - Legacy zones</a>	\$415.00		\$0.00	
	Labor for installation and configuration	\$85.00		\$0.00	
	<b>Totals</b>		<b>\$4,740.00</b>	<b>\$8,645.00</b>	<b>\$13,385.00</b>
			<a href="#">from 2016 erate</a>		
<u>Provider</u>	<u>Current Telephone Services</u>	<u>Qty</u>	<u>Monthly Costs</u>	<u>Annual Costs</u>	
Frontier/Citizens	Voice Lines/channels	6	\$415.17	\$4,982.00	
	Fax Lines/channels				
	Security lines/channels				

**Americom Communications Corporation**

Phone: (402) 489-9700  
Fax: (402) 489-9771  
P.O. Box 84546  
Lincoln, NE 68501



**Quote**  
No.: **24543**  
Date: 7/1/2022

Prepared for:

Amherst Public Schools  
100 North Sycamore  
Amherst, NE 68812 U.S.A.

Prepared by: Corey Odvody

Account No.: 3553

Phone: (308) 826-3131

Quantity	Item ID	Description
52	90-0921i	ZIP 21i phone
3	90-0923G	ZIP 23G phone
1	90-0949G	ZIP 49G Phone
65.00	HOSTED VOICE INSTALLATION LABOR	HOSTED VOICE INSTALLATION LABOR
10	90-21252	Zultys 21G, 22G, & 23G wall-mount bracket
1	90-09450	Zultys 450M Expansion Module (45G, 47GE, 49G)
1	MISC	MISC MATERIAL/Patch Cables

**Your Price:** **\$10,610.00**

**Total:** **\$10,610.00**

Prices are firm until 7/31/2022

Terms: Net 30

**Prepared by:** Corey Odvody, Corey@americom.biz

**Date:** 7/1/2022

This proposal represents the parts and installation for a hosted Zultys phone system.

56 total phones are included: 52 of the Z21, 3 of the Z23, and 1) 49GE with a sidecar.

This proposal assumes that all network cables are in place to phone locations, and that PoE switch ports are available to connect to.

This proposal includes 10 wall mount adapter plates.

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disclaimer**

The customer is responsible for any and all sales and/or use tax that may be due for this order. The balance is due upon completion. All equipment is considered the property of Americom until payment has been received in full.



## ZULTYS CLOUD SERVICES PROPOSAL

Presented to:

**Zach Kinning**  
**Amherst Public Schools**  
**Office: 308-826-3131**  
**Email: zach@americom.biz**

Presented by: **Corey Odvody**  
Contact Phone: **402-489-9700**  
Contact Email: **corey@americom.biz**

Date: **7/5/2022**

Quote Valid through: **10/3/2022**



## Zultys Cloud Services at a Glance

Zultys delivers an easy-to-use, secure, and reliable platform designed to streamline all forms of communications and increase productivity for any size business. With Zultys, users can control all forms of communications in a single user interface. This architecture allows users to seamlessly handle all types of customer communications in one easy-to-use platform.



### Zultys Advantages



**Zultys Cloud Support Button** – Every phone has a button that enables users to call Zultys support with a less than 16 second average hold time.

**One-Touch Record** – Press a record button on a physical phone, inside ZAC (Zultys Advanced Communicator), or with MX Mobile on your iPhone or Android device. The recording starts from the beginning of a call with the simple press or click of a record button during an active call.

**Call Attach Data** – Take notes during and after a business call with customized Call Attached Data (CAD) fields. CAD fields are included with a call when transferred to other users on the system. Acknowledging why someone is calling helps improve the customer experience. Run reports on any CAD fields using MX reports.

**Flexibility of Deployment** – Zultys Advanced Communicator is both client and browser-based, utilizing Web RTC technology, allowing your customer to have a choice.

**Screen Share and Video** – Easily share your screen or start video with the click of a button. Allow your organization to collaborate with other individuals or a group inside your office or invite outside parties. Allow your team to collaborate seamlessly without a subscription or a need to download a separate piece of software.

#### Most Reliable

- Single secure virtual instance per customer
- SLA 99.999 reliability
- Geo-redundant data centers
- Blended bandwidth for better uptime than most competitors that use only one underlying carrier
- Mobility application for cell phones for all users to protect against local last mile outages at the customer's site

#### World-Class Support

- 100% US-based support
- Implementation specialist assigned to each account
- Zultys Support Desk button on every phone
- Webinar training or video training

#### Robust Scalability

- Support 5 to 10,000+ users
- Add or delete users from a portal to support your business seasonally
- Feature set that continues to grow with current technology demands

#### You're Protected

- Single secure virtual instance with dedicated login and passwords
- Separation of all data from other customers
- HIPAA Compliant
- Kari's Law Compliant
- Ray Baum's Act Compliant
- Physically secured data centers
- Encrypted telephone calls
- Optional MPLS through customer's carrier

#### Business Critical Integrations

- Contact sales@zultys.com to ask about your specific CRM/ERP/EMS
- Zultys allows integration with most software
- Below are a few popular integrations
- Outlook
- Microsoft Dynamics
- Teams
- SalesForce
- NetSuite
- Sugar
- Sage
- Zoho



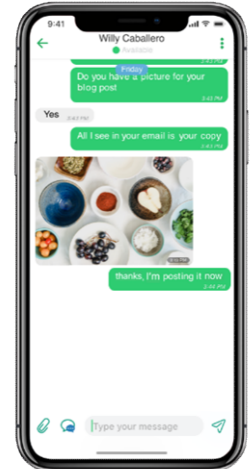
FEATURES	STANDARD USER	PREMIUM USER	CONTACT CENTER USER
Hunt Group	•	•	•
ACD Group	•	•	•
Customizable Call Distribution	•	•	•
Paging Group	•	•	•
Auto Attendant	•	•	•
Internal 911 Call Notifications	•	•	•
Voice Mail	•	•	•
Voice Mail Escalations	•	•	•
Voice Mail to Email	•	•	•
<u>Voice Mail Transcription</u>	•	•	•
<u>Call Forwarding</u>	•	•	•
<u>Personal Call Handling Rules</u>	•	•	•
Call Queue	•	•	•
Music on Hold	•	•	•
Queue Announcements – 64 sources	•	•	•
<u>Zultys MX Mobile for iPhone/Android</u>	•	•	•
Basic Reporting - Scheduled	•	•	•
<u>Conferencing – 3 Party</u>	•	•	•
Instant Messaging	•	•	•
Invite Outside Contacts to IM	•	•	•
Presence with Custom Note Field	•	•	•
MXconference	\$	•	•
<u>Call Recording</u>	\$	\$	•
<u>MXreport Call Detail Records</u>	\$	\$	•
<u>MXreport – Contact Center Edition</u>	\$	\$	•
<u>SMS Messaging</u>	\$	\$	\$
Outbound Dialer		\$	\$
<u>Zultys Advanced Communicator</u>		•	•
<u>Binding – Work from anywhere</u>		•	•
<u>Native Softphone</u>		•	•
<u>Call Attached Data</u>		•	•
FAX		•	•
<u>Screensharing</u>		•	•
<u>Invite External Contacts to Group Chats</u>		•	•
<u>File Sharing</u>		•	•
<u>Webchat</u>		•	•
Outlook Integration		•	•
<u>Video</u>		•	•
<u>Contact Center Agent Functionality</u>			•
<u>Contact Center Supervisor Functionality</u>			•
Customizable Wallboard			•

## FEATURES

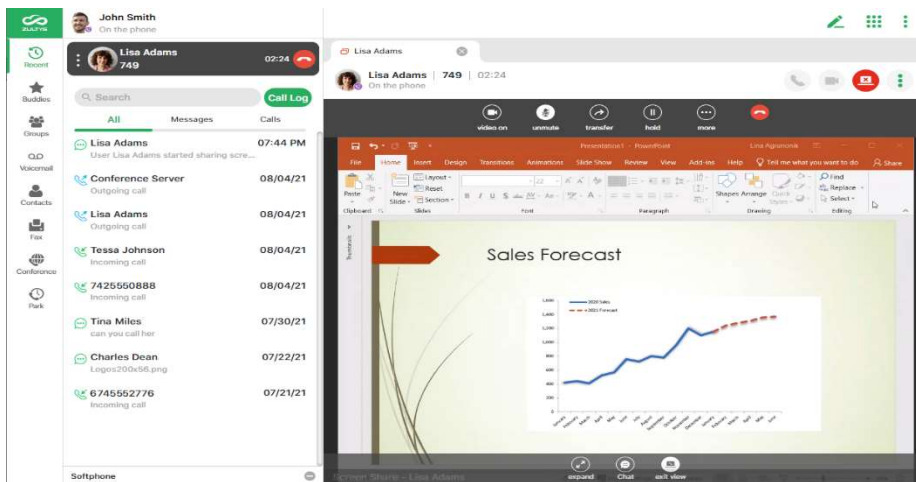
### Zultys MX Mobile for iPhone and Android

Zultys mobility solutions for Unified Communications allow employees to stay in contact no matter where they are. MX Mobile is a real-time presence and communications client for Android and iPhone that delivers a complete Unified Communications experience to mobile workers by integrating them into the corporate Voice and Unified Communications system. Zultys mobility solutions provide critical tools like voice mail access and management, presence, internal extension dialing, corporate directory access, and least-cost routing to cut international call costs. MX Mobile supports call group functionality, allowing users to make and receive calls for the call group extension from their smartphones. Users can also share files with coworkers over the application.

Included in the Standard User, Premium User and Contact Center User Packages.



### ZAC Unified Communication Client with Softphone



Zultys' UC client for desktop Zultys Advanced Communicator (ZAC) integrates and manages all of your communications functions. The client lets you see the presence status of others in your company. You can send emails, control all your phone calls via desktop phones or a softphone, send and receive faxes, send secure Instant Messages and voice messages, share your screen, check Voicemail, and much more – all with a single mouse click. ZAC

comes prepackaged with the softphone feature. Turn the computer into a phone and unclutter employee's desks.

Included in the Premium User and Contact Center User Packages.

### Zultys Outlook Communicator

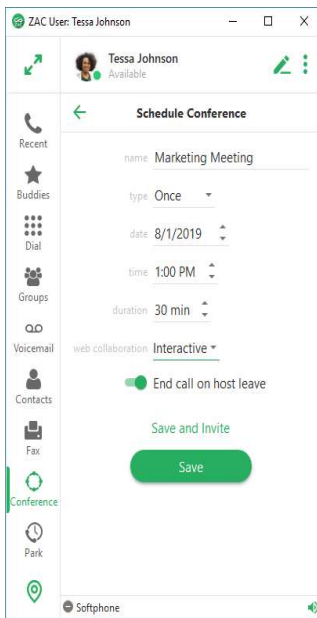
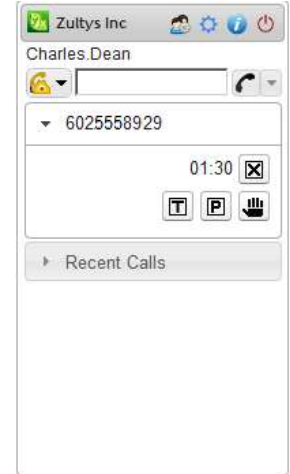
With Zultys Outlook Communicator, your Zultys IP phone system can be closely integrated with Microsoft Outlook. Users have full call control and can phone contacts directly from Outlook. This product conveniently synchronizes the User's Presence with their Outlook calendar, allowing it to be changed directly from Outlook.

Included in the Premium User and Contact Center User Packages.

## Zultys Salesforce Communicator

Companies that have Zultys Cloud Services and use Salesforce.com as their customer relationship management (CRM) system can integrate the two systems using Zultys Salesforce Communicator. After a call center agent installs the software, they can make, transfer and disconnect calls from within a Salesforce window and obtain a caller's contact information in a Salesforce screen display. Additionally, Salesforce automatically logs the call record in its database.

Can be purchased as an additional feature for any user package type.



## MXconference

MXconference eliminates the need for costly pay-as-you-go subscription-based conference services. MXconference is fully integrated with the ZAC desktop Unified Communications client and uses a simple management window to schedule, manage and launch audio conferences through basic point-and-click commands — whether they are "on-demand" or planned weeks in advance.

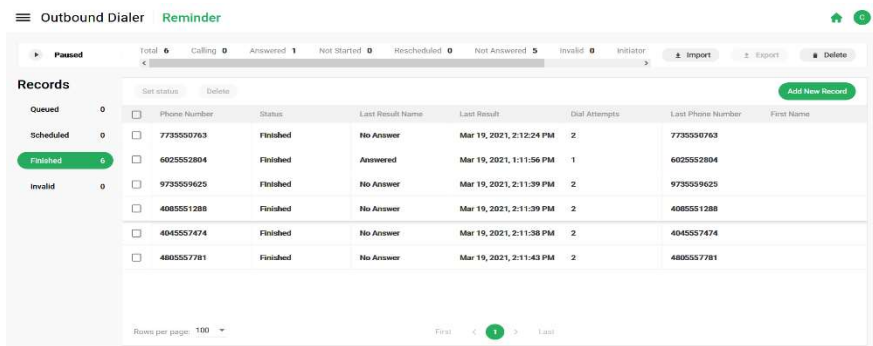
Included in the Premium User and Contact Center User Packages. Additional conference participator licenses available as an additional feature.

## MXoutbound

MXoutbound, a fully integrated outbound dialer solution, offers a flexible and easy-to-manage automated process for reaching out to an organization's customer base. MXoutbound is appropriate for virtually any application that requires automatic outbound dialing. The call message may be as simple as a

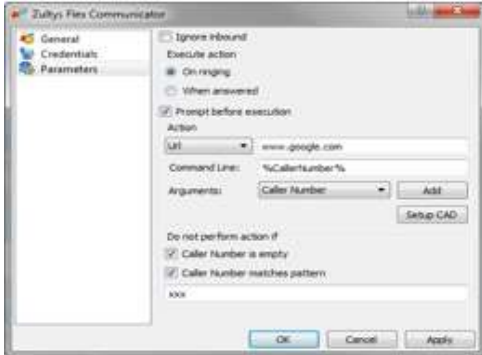
single recorded sentence or an elaborate customer survey with a series of questions based on previous responses.

Can be purchased as an additional feature for any user package type.



Records	Phone Number	Status	Last Result Name	Last Result	Dial Attempts	Last Phone Number	First Name
Queued 0	7733550763	Finished	No Answer	Mar 19, 2021, 2:12:24 PM	2	7733550763	
Scheduled 0	6025552804	Finished	Answered	Mar 19, 2021, 1:11:56 PM	1	6025552804	
Finished 6	9733559625	Finished	No Answer	Mar 19, 2021, 2:11:39 PM	2	9733559625	
Invalid 0	4085551288	Finished	No Answer	Mar 19, 2021, 2:11:39 PM	2	4085551288	
	4045557474	Finished	No Answer	Mar 19, 2021, 2:11:38 PM	2	4045557474	
	4885557781	Finished	No Answer	Mar 19, 2021, 2:11:43 PM	2	4885557781	

## Zultys Flex Communicator



Zultys Flex Communicator simplifies integration with web-based and traditional CRM and line-of-business applications. Zultys Flex Communicator generates screen pops for caller information on receipt of an incoming call. It can be compatible with web-based CRM applications and programs installed on the user's computer.

Can be purchased as an additional feature for any user package type.

## Integrated Contact Center Solution

The Zultys Integrated Contact Center (ICC) intelligently processes incoming calls to a group of Supervisors & Agents based on administrator-defined rules & real-time conditions. When there are more callers than available agents, ICC will either re-route callers or queue



callers with customized in-queue messages and music that may be unique for each ICC group. Agents can be located anywhere in the world, allowing for true flexibility and round-the-clock coverage, without the need to relocate key talent. Contact Center solution comes prepackaged with the SuperView feature, a real-time call monitoring & statistics for multiple ICC groups in a single window.

Included in the Contact Center User Packages.



## MXreport

MXreport gives users the ability to generate custom reports on-call activity. MXreport allows users to generate their own report template and create graphs via a drag and drop report builder. Report scheduler automatically delivers reports via email or to a designated folder every day, week, month, and so on.

Contact Center Edition of MXreport is included in the Contact Center User Packages. CDR Edition of MXreport can be purchased as an additional feature for any user package type.

## END POINTS

### ZIP 49G

The ZIP 49G Smart Media Phone combines productivity-enhancing visual communications with the Android operating system's flexibility, accessed via a 7-inch touch screen, to deliver an outstanding user experience for business professionals. Functions and contacts may be accessed quickly via 27 programmable soft keys.



### ZIP 47GE

The ZIP 47GE combines a hi-resolution color display and dual Gigabit Ethernet ports in a feature-rich IP phone ideal for busy executives and heavy phone users. Functions and contacts may be accessed quickly via 27 programmable soft keys.

### ZIP 45G

The ZIP 45G incorporates a 3.7" backlit graphical display and dual Gigabit Ethernet in a feature-rich IP phone suitable for the most demanding of users. Functions and contacts may be accessed quickly via 21 programmable soft keys.





### Z 21i

The Z 21i is an easy-to-use, cost-effective business IP phone with a graphical backlit display, dedicated line keys, and Power over Ethernet (PoE) support.

### Z 22G

The Z 22G is an easy-to-use, cost-effective, business IP phone with a color display, dedicated line keys, and dual Gigabit Ethernet ports with Power over Ethernet (PoE).



### Z 23G

The Z 23G combines a color display and dual Gigabit Ethernet ports in a feature-rich IP phone ideal for busy phone users. Functions and contacts may be accessed quickly via 14 programmable soft keys.

### ZIP 450M

The ZIP 450M's 4.3" 272x480 pixel color screen can add up to 60 additional programmable keys to ZIP 45G and ZIP 49G phones. Up to 3 expansion modules can be daisy-chained per each phone.





**Quote Summary**

All Pricing is subject to final confirmation at the time of order.

Hosted PBX				
Service Location	Provider	Term	Monthly (\$)	Install (\$)
100 N Sycamore, Amherst, NE 68812	Zultys	36	\$731.44	\$0.00

Service Location	Total Monthly (\$)	Total Install (\$)
	\$731.44	\$0.00

**Quote Details**

100 N Sycamore, Amherst, NE 68812			
Voice Services	QTY	Unit Price	Monthly
Existing DIDs to Port (DID Promotional Free)	1	\$0.00	\$0.00
Premium Users: 1-User, 1-ZAC/MXIE, 1-Outlook Communicator with Exchange	4	\$24.99	\$99.96
Lobby Users	52	\$9.99	\$519.48
Professional Services	56	\$2.00	\$112.00
Installation Services	QTY	Unit Price	One-Time
Existing DIDs to Port (DID Promotional Free)	1	\$0.00	\$0.00
<b>Site Total</b>	<b>Monthly</b>	<b>\$731.44</b>	<b>One-Time \$0.00</b>
<b>Order Totals</b>	<b>Monthly</b>	<b>\$731.44</b>	<b>One-Time \$0.00</b>

If you'd wish to proceed or find out more information on this Proposal please contact your agent at: [salesteam@americom.biz](mailto:salesteam@americom.biz)

2019-20 LUNCH ASSESSMENT  
AMHERST PUBLIC SCHOOLS

*Expenditures include Summer Program*

	2019-2020 (7/1/19-6/30/20)
STATE/FEDERAL AID	75062.68
Free and Reduced numbers	119
GENERAL FUND SUPPORT	0
INTEREST	28.35
REBATES, ETC	20
OUTSTANDING BALANCES	1596.56
PAID MEALS	73327.22
	<b>150,034.81</b>
 YTD EXPENDITURES	 159600.67 (9,565.86)

July Expenses not reflected on report

2019-2020 SERVING REPORT

Total Days Served	129
Paid adult meals eaten	291
Free student meals	8629
Reduced student meals	4173
Paid student meals	24889
	<b>37982</b> (2018-2019 total was 49532 lunches served with 172 serving days)

CLASSIFIED STAFF		2021-22	2022-23	2022-23	2022-23
		2.27%	2.00%	2.50%	3.00%
		1.0227	1.02	1.025	1.03
Carlene Abbott	office	17.50	17.85	17.94	18.03
Bev Anderson	office	24.62	25.11	25.23	25.36
			0.00	0.00	0.00
Joanie Gehrt	nurse	31.56	32.19	32.35	32.51
Anita Smith	custodial	15.00	15.00		
Jerome Malleck	Maintaince	30.00	30.00		
Jami Klingehoefer	custodial	15.83	16.15	16.23	16.30
	route	23.66	24.14	24.26	24.37
	activity	14.74	15.04	15.11	15.18
Matt Yonkers	route	23.66	24.14	24.26	24.37
	activity	14.74	15.04	15.11	15.18
Amy Graham	route	23.66	24.14	24.26	24.37
	activity		0.00	0.00	0.00
Bill Houchin	activity	14.74	15.04	15.11	15.18
	route	23.66	24.14	24.26	24.37
Chuck Kasson	route	23.66	24.14	24.26	24.37
	activity	14.74	15.04	15.11	15.18
Sherri Thomsen	aide	13.30	17.76		
Kellie Bandel	aide	12.74	16.49		
Melinda Grogan	aide	14.00	15.43		
Cara Bogard	aide	15.97	16.49		
McKenzie Kohler	aide	12.00	13.91		
Jean Kasson	aide	13.60	17.26		
Shannon Bartels	aide	13.19	15.08		
Jen Cottem	aide	-	14.00		
Kim Klingelhofer	aide	-	13.50		
Cassie Harmony	daycare		13		
Megan Trampe	aide	12.5	13		
Juli Klingelhofer	daycare	18.74	19.11	19.21	19.30
	kitchen	22.21	22.65	22.76	22.88
Andrea Riessland	kitchen	12.31	13.50		
Margene Bauer	piano	13.60	13.87	13.94	14.01
	kitchen				
Tiffany Bell	kitchen		13		

Community RelationsTitle IX – Procedure for Complaints of Sexual Harassment**A. Complaint Procedure - Generally**

1. Reporting Procedures: All employees are responsible for helping to prevent sexual harassment. Employees or students who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or the Title IX Coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator is:

**TITLE IX COORDINATOR CONTACT INFORMATION**

Matt Gordon  
100 N. Sycamore St  
Amherst, NE  
308-826-3131  
mgordon@amherstbroncos.org

2. District Actions upon Report of Sexual Harassment or Sexual Misconduct: Upon receipt of a report of sexual harassment, the Title IX Coordinator, or designee, including but not limited to a building principal or assistant principal, will conduct an initial inquiry. The first step of the inquiry will typically include a preliminary meeting between the individual whom the reporting party alleges has been subjected to sexual harassment or sexual misconduct and the Title IX Coordinator, or designee. The initial inquiry may also include a meeting between the Title IX Coordinator, or designee, and the individual whom the reporting party alleges has committed sexual harassment or sexual misconduct. The purpose of these meetings is to gain a basic understanding of the nature and circumstances of the report, it is not intended to be a full investigative interview. During the initial assessment, the reporting party may also receive

information about resources, rights, procedural options, and supportive measures. The Title IX Coordinator, or designee, may inquire into whether the person who has is alleged to have been subject to sexual harassment or misconduct requests resources, no further action, supportive measures, and/or initiation of the “Formal Complaint” process. The Title IX Coordinator will make a reasonable effort to respect the wishes of the person who experienced sexual harassment or sexual misconduct; however, if the reported incident constitutes an imminent or ongoing threat to school safety, based on the assessment of the Title IX Coordinator, then the Title IX Coordinator may file a Formal Complaint, on behalf of the District, with or without the consent or permission of the person who has experienced sexual harassment or sexual misconduct.

With or without a Formal Complaint, allegations of sexual harassment or discrimination shall be investigated and if substantiated, corrective or disciplinary action will be taken, up to and including dismissal from employment, if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against any person for reporting discrimination or harassment. This policy does not limit or prohibit the District from instituting disciplinary measures pursuant to other Board Policy, rules, or other expectations if the District determines that a person violated District rules or expectations.

#### **B. Formal Complaint Process**

The following procedures apply only in the event that a Formal Complaint is filed. All other reports of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

1. Misconduct Which May Be Investigated Under a Formal Complaint: The Formal Complaint process is only available if the Formal Complaint alleges: (i) conduct which occurs on District grounds or property owned or controlled by the District; (ii) conduct which occurs in the context of District employment or an education program or District-sponsored activity within the United States, and (iii) conduct which occurs when the District has substantial control over both the Respondent and the context in which the sexual harassment or sexual misconduct occurs. The conduct must also fall within one of the following categories: (a) an employee of the District conditioning an aid, service, or benefit of the District on an individual’s participation in unwelcome sexual contact; (b) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the District’s education program or activity; (c) sexual assault; (d) domestic violence; (e) dating violence; or (f) stalking.

2. Parties to a Formal Complaint: The only parties to a Formal Complaint are the Complainant, who is the person alleged to have been subject to misconduct, and the Respondent, the person who is alleged to have committed the misconduct.

3. Filing a Formal Complaint: A Formal Complaint may only be filed by a Complainant or the Title IX Coordinator. An employee or student Complainant may file a Formal Complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail. The Formal Complaint must be signed by the Complainant or by the Title IX Coordinator.

4. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a Formal Complaint, the Title IX Coordinator will conduct an initial assessment of the allegations contained within the Formal Complaint to determine if the allegations in the Formal Complaint, if true, allege misconduct which may be investigated under the Formal Complaint process. If the allegations in the Formal Complaint do not allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator must dismiss the Formal Complaint and may proceed under other District policies or procedures. The Complainant will be provided notice in writing if the Formal Complaint is dismissed.

If the allegations in the Formal Complaint allege misconduct which may be investigated under the Formal Complaint process, the Title IX Coordinator shall provide the following to all known parties: (1) The complaint procedure as outlined in this policy; and (2) Notice of the allegations of sexual harassment, known by the District at the time of filing the Notice, including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The Title IX Coordinator shall then provide the Formal Complaint and the Notice of the Formal Complaint to the District's Title IX Investigator.

5. Investigation of Formal Complaint: Upon receipt of a Formal Complaint, the Investigator will promptly investigate the allegations contained within, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the District will notify the Complainant of his or her right to file a criminal complaint, and District employees will not dissuade the Complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will contact the Complainant, Respondent, and relevant witnesses to schedule interviews. All parties may bring up to two people to this meeting: (1) Support Person and/or (2) Advisor of Choice. The Advisor of Choice may or may not be an attorney. Neither the Support Person nor the Advisor of Choice can direct questions or comments to the Investigator, nor may the Support Person or Advisor of Choice advise a student or employee how to answer the Investigator's questions.

The Investigator will also aim to collect all tangible evidence relevant to the investigation.

The Investigator will complete the investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the Formal Complaint and the number of witnesses that may need to be interviewed. The time frame originally set by the Title IX Coordinator may be extended by the

Title IX Coordinator, upon notice to the parties, as deemed necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, Investigator, Decision-Maker, or any person designated by the District to facilitate this Formal Complaint process, shall not have any conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District shall ensure that Title IX Coordinator, Investigator, Decision-Maker, and any person who facilitates this Formal Complaint process shall receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudice of the fact at issue, conflicts of interest, and bias.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding the outcome of the Formal Complaint. To reach a determination, the investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. A consideration of various factors, including: (1) the nature of the conduct and whether the conduct was unwelcome, (2) the surrounding circumstances, expectations, and relationships, (3) the degree to which the conduct affected one or more students' education, (4) the type, frequency, and duration of the conduct, (5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, (6) the number of individuals involved, (7) the age and sex, if applicable, of the alleged harasser and the alleged victim(s) of the harassment, (8) the location of the incidents and the context in which they occurred, (9) the totality of the circumstances, and (10) other relevant evidence.
- iv. A review of the evidence using a "preponderance of the evidence" standard. To meet the "preponderance of the evidence" standard, the evidence must show that the discrimination, harassment, or retaliation more likely occurred than did not occur.

(C) *Rights of the Parties*: The Respondent is entitled to a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process. The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The District retains the right to place any person on administrative leave during the pendency of the investigation. The District also retains the right to remove a Respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the Respondent shall have the opportunity to challenge the decision for removal by meeting with the Title IX Coordinator to discuss the removal.

(D) *Conclusion of Investigation:* Prior to the conclusion of the investigation, the Investigator shall send each party the evidence that is subject to inspection and review in an electronic format or a hard copy. This information shall be known as the “Draft Investigative Report.” The Draft Investigative Report shall include all evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the Investigator does not intend to relay to the Decision-Maker. The parties shall then have ten (10) calendar days to submit a written response, which the Investigator will consider. Responses may not be submitted by the parties’ Advisor of Choice or Support Person, unless such person is the parent or guardian of the Complainant or Respondent. Responses may include corrections to the Investigator’s summary of the parties’ interviews, suggestions for additional investigation, or additional information not known at the time of the interviews. Any new information provided by the parties during the response period will not result in an additional time period for response by the other party unless determined necessary by the Title IX Coordinator. The Investigator is not obliged to respond to any question or requests for information in the parties’ responses. The Investigator will consider the information provided by the parties and will incorporate relevant information into the Final Investigative Report. The Final Investigative Report will fairly summarize the relevant evidence. The Investigator shall then submit the Final Investigation Report to the Decision-Maker. The parties shall each receive a copy of the Final Investigative Report at the same time as the Decision-Maker.

6. Actions Taken By Decision-Maker Upon Receipt of Final Investigative Report: Upon receipt of the Final Investigative Report, the Decision-Maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness. Questions shall be submitted to the Title IX Coordinator who shall determine whether questions are relevant. The Title IX Coordinator shall contact parties or witnesses to request answers to the parties’ relevant questions. The Title IX Coordinator will provide each party, and the Decision-Maker with the answers provided by the opposing party or witness and allow for additional, limited follow-up questions from each party.

7. Notice of Determination: Once the Decision-Maker has received the answers to relevant questions submitted by the parties, the Decision-Maker shall consider the answers and the Decision-Maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame, as determined by the Title IX Coordinator. The Decision-Maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person’s status, such as the Complainant, Respondent, or witness. The Decision-Maker shall provide the written determination to both parties simultaneously. The written determination shall include:

- (a) Identification of the allegations potentially constituting sexual harassment;
- (b) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- (c) Findings of fact supporting the determination;
- (d) Conclusions regarding the application of each recipient’s code of conduct to the facts;
- (e) A statement of, and rationale for, the results as to each allegation, including a

determination regarding responsibility, any disciplinary sanctions the recipient imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the Complainant; and

- (f) The recipient's procedures and permissible bases for the Complainant and Respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA) permits the District to disclose relevant information to a student who was discriminated against or harassed.

8. Sanctions: At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures against the Respondent if the Decision-Maker determines that the Respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and, in the case of an employee disciplinary action, up to and including immediate termination from employment.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures for the victim(s).

### C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the Decision-Maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent generally or the individual Complainant or Respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent shall give both parties a reasonable and equal opportunity to submit a written statement in support of or challenging the outcome.

The Superintendent shall review the investigative report, Decision-Maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent shall provide the written decision simultaneously to both parties.

**D. Informal Resolution**

If a Formal Complaint is filed, the District may offer the Complainant and Respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the Formal Complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the Formal Complaint do not involve any allegations that an employee sexually harassed a student.

**E. Record Keeping**

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven (7) years.

Legal Reference: Title IX

Date of Adoption: [Insert Date]

Internal Board Policies - Methods of Operation

Agenda Construction and Control

- A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.
  
- B. Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of Schools of the [Name] School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Legal Reference: Neb. Rev. Stat. Sec. 84-1411

Date of Adoption: [Insert Date]

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is in excess of one hundred nine thousand dollars (\$109,000), or such sum as adjusted pursuant to Section 73-106. The bidding procedures shall comply with the requirements of state law and shall include the following:

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

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed one hundred and eighteen thousand dollars (\$118,000), as adjusted from time to time by Section 81-3445 or other applicable law.
  
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

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

Date of Adoption: [Insert Date]

Business OperationsInternal Controls

The District will develop and maintain internal control procedures as required by law and in accordance with sound fiscal monitoring practices that will ensure appropriate oversight of state and federal funds. The following internal control procedures will be utilized for all federal grants:

Generally: If the District receives federal awards, grants, or other funds, the District will:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the District manages the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. The District will endeavor to develop and maintain these internal controls consistent with the “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO);
- (b) Comply with the U.S. Constitution, federal statutes, regulations, and the terms and conditions of the federal award;
- (c) Evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of federal award;
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; and
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency, or pass-through entity, designates as “sensitive” or the District considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and responsibility over confidentiality.

Legal Reference: 2 C.F.R. § 200.303.

Management requirements: The District will manage equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until the District disposes of such equipment. The District will, as a minimum, meet the following requirements:

- 1) Maintain property records of the equipment (including equipment description, serial number or other identification number, source of funding, acquisition date, and the like);
- 2) Maintain a physical inventory procedure, with an inventory occurring at a minimum of every two (2) years;
- 3) Implement a Control System procedure;

- 4) Continue to develop and implement adequate maintenance procedures for the equipment;
- 5) Continue to develop and implement sales procedures for the equipment; and
- 6) Continue to develop and implement disposition procedure for the equipment.

Legal Reference: 2 C.F.R. §§ 200.313 & 200.33.

Procurement: The District will use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the requirement standards imposed by law, including:

- 1) A procedure for micro-purchases (Under \$10,000);
- 2) A procedure for small purchases (between \$10,000 to \$250,000);
- 3) A procedure for sealed bids;
- 4) A procedure for competitive proposals; and
- 5) A procedure for noncompetitive bids.

Legal Reference: 2 C.F.R. §§ 200.317 through 200.326.

Cross-Reference: Policies 3130 & 3131.

Record Retention: Financial records, supporting documents, statistical records, and all other related records pertinent to a federal award will be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a sub-recipient.

For all other records, the District will retain such records for the length of time as required by law.  
Legal Reference: 2 C.F.R. § 200.333.

Suspension and Debarment: The District will not contract with any entity or individual who has been debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities. Before entering into a contract regarding a federal award, the District will verify that a vendor has not been debarred, suspended or otherwise excluded, and the District will maintain a copy of said verification.

Legal Reference: 2 C.F.R. § 200.213.

Financial Management: The District will maintain financial management systems to account for the federal funds, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award. These records will be sufficient to permit the District to prepare reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award. The financial management system will provide for the following:

- 1) Identifying all of the federal awards received and expended and the federal programs under which they were received;

- 2) Ensuring that accurate, current, and complete disclosure of the financial results of each federal award or program are maintained in accordance with reporting requirements;
- 3) Identifying adequately the source and application of funds for federally-funded activities;
- 4) Ensuring effective controls over and accountability for all funds, property, and other assets;
- 5) Comparing actual expenditures with budget amounts for each federal award;
- 6) Ensuring payments of federal funds are made in accordance with applicable law, including 2 CFR § 200.305; and
- 7) Determining the allowability of costs in accordance with applicable law and the conditions of the federal award.

Legal Reference: 2 C.F.R. § 200.302.

Program Income: The District will consult with the federal awarding agency and refer to the applicable law and federal program terms and conditions to determine how to account for, deduct and otherwise handle income from federal programs.

Legal Reference: 2 C.F.R. § 200.307.

Cost Sharing or Matching: For all federal awards, any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as part of the District's cost sharing or matching, when such contributions meet all of the following criteria:

- 1) Are verifiable from the District's records;
- 2) Are not included as contributions for any other Federal award;
- 3) Are necessary and reasonable for accomplishment of project or program objectives;
- 4) Are allowable under the applicable Cost Principles requirements;
- 5) Are not paid by the Federal Government under another Federal award, except where the federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- 6) Are provided for in the approved budget when required by the federal awarding agency; and
- 7) Conform to other provisions of the law or terms and conditions of the federal award, as applicable.

Legal Reference: 2 C.F.R. § 200.306.

Compensation: Compensation for personal services includes all remuneration for services of employees rendered during the period of performance under the federal award, including, but not limited to wages, salaries, and fringe benefits. Costs of compensation may be allowable under federal law and the federal grant to the extent that they satisfy the following requirements:

- 1) Is reasonable for the services rendered; and
- 2) Conforms to the established written expectations of the District, as applied consistently to both Federal and non-Federal activities.

If the District intends to charge compensation to federal awards, such charges will be based on records that accurately reflect the work performed, and will:

- 1) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- 2) Be incorporated into the official records of the District;
- 3) Reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of compensated activities;
- 4) Encompass both federally-assisted and all other activities compensated by the District on an integrated basis, but may include the use of subsidiary records as defined in the District's written procedures;
- 5) Comply with the established accounting policies and practices of the District; and
- 6) Differentiate and account for the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two (2) or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

Budget estimates will generally not be used to support charges to Federal awards but may be used for interim accounting purposes.

Legal Reference: 2 C.F.R. §§ 200.430 & 200.431.

Federal Funds for Construction Projects: For all federal awards, the District will comply with all applicable legal requirements, including the Davis-Bacon Act.

Legal Reference: 34 C.F.R. § 75.600, et seq.

Capitalization and Depreciation: The District will follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E, when charging these specific expenditures to a federal grant. When applicable, District staff will check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, federal, state, or program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those requirements. The following rules of allowability apply to equipment and other capital expenditures:

- A. Capital expenditures for general purpose equipment, buildings, and land are unallowable as direct charges, except with the prior written approval of the federal awarding agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the federal awarding agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment which materially increase their value or useful life are unallowable as a direct cost except with the prior written approval of the federal awarding agency or pass-through entity.

D. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 CFR § 200.436 and 2 CFR § 200.465.

E. When approved as a direct cost by the federal awarding agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal awarding agency.

F. If the District is instructed by the federal awarding agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.

G. Any depreciation will be computed, charged, and recorded in a manner consistent with federal regulations and any requirements of the federal awarding agency.

Legal Reference: 2 C.F.R. §§200.436 & 200.439.

Maintaining Records: Financial records, supporting documents, statistical records, and all other District records pertinent to a federal award must be retained for the minimum period time as required by federal law or the terms of the federal awarding agency, whichever is longer in time.

Legal Reference: 2 C.F.R. § 200.334.

Conflict of Interest: Notwithstanding any other Board Policies or Procedures, the District shall ensure that it avoids any conflicts of interest regarding any federal awards. The District will disclose in writing any potential conflict of interest to the federal awarding agency or pass-through entity in accordance with applicable federal awarding agency policy.

Legal Reference: 2 C.F.R. § 200.112.

Unexpected or Extraordinary Circumstances: For all federal awards, if the District does not currently have in place a sufficient policy that addresses extraordinary circumstances, such as those caused by COVID-19, the District may amend or create a policy at a later date in order to put emergency contingencies in place for federal and non-federal similarly situated employees. If the conditions exist for charges to be made to the federal grant, then charges may also be made to any non-federal sources that are used by the District in order to meet a matching requirement. The District will take other steps to comply with federal award requirements in the event of unexpected or extraordinary circumstances.

Legal Reference: 2 C.F.R. § 200, et seq.

Date of Adoption: [Insert Date]

Personnel - All EmployeesDrug and Substance Use and Abuse

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

**Section 1 Drug-Free Workplace**

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

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

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

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

### **Section 2 Alcohol and Drug Testing**

The District will implement regulations and practices which will insure compliance with the Omnibus Transportation Employee Testing Act of 1991, the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) Act, and all regulations and rules promulgated pursuant to such Acts. Employees in "safety-sensitive" positions, as defined by the Act and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law. (See attached Appendix "1"). Refusal to submit to such pre-employment testing, or testing positive, shall disqualify an applicant from employment. Reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing shall also be conducted. Employees who test positive shall be immediately removed from safety-sensitive positions and shall be removed from employment.

Legal Reference: 41 U.S.C. §§701 to 707  
49 U.S.C. §§5331(b) and 31306; 49 CFR Part 382

Date of Adoption: [Insert Date]

**CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING:  
FEDERAL REGULATIONS, Amherst PUBLIC SCHOOLS' COMPLIANCE POLICIES  
AND PROCEDURES, AND EDUCATIONAL MATERIALS**

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

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

Superintendent of Schools  
Secondary Principal

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

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

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

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

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

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

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

1. **Pre-employment testing.**  
Prior to the first time a driver performs safety-sensitive functions, the driver shall undergo testing for alcohol and controlled substances. No safety-sensitive functions are to be performed unless the driver has been administered an alcohol test with a result indicating an alcohol concentration less than 0.04, and has received a controlled substances test result from the medical review officer indicating a verified negative test result.
2. **Post-accident testing.**
  - (a) As soon as practicable following an accident involving a commercial motor vehicle, each surviving driver:
    - (1) Who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
    - (2) Who receives a citation under State or local law for a moving

traffic violation arising from the accident shall undergo a test for alcohol and controlled substances.

- (b) (1) *Alcohol tests.* Shall be administered within two hours following the accident unless such cannot reasonably be done, and not more than eight hours following the accident.
- (2) *Controlled substance tests.* Shall be administered within 32 hours following the accident.
- (c) A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit to testing. The driver shall be permitted to leave the immediate scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care, but shall otherwise remain readily available for testing.

### 3. **Random testing.**

(a) Drivers shall be subject to random testing. The minimum annual percentage rate for random alcohol testing should be 25 percent of the average number of driver positions, or such minimum annual percentage rate as established from time to time by the FHWA. The minimum annual percentage rate for random controlled substance testing shall be 50 percent of the average number of driver positions.

(b) The selection of drivers for random alcohol and controlled substances testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.

(c) The random alcohol and controlled substances tests shall be unannounced and the dates for administering random alcohol and controlled substances tests shall be spread reasonably throughout the calendar year.

(d) Each driver who is notified of selection for random alcohol and/or controlled substances testing shall proceed to the test site immediately; provided, however, that if the driver is performing a safety-sensitive function at the time of notification, the driver shall cease to perform the safety-sensitive function and proceed to the testing site as soon as possible.

### 4. **Reasonable suspicion testing.**

(a) A driver shall submit to an alcohol test when the employer has reasonable suspicion to believe that the driver has engaged in conduct prohibited by the federal drug and alcohol testing regulations (except for possession of alcohol).

(b) Under federal law, notwithstanding the absence of a reasonable suspicion alcohol test, a driver is prohibited from reporting for duty or remaining on duty requiring the performance of safety-sensitive functions while the driver is under the influence of or impaired by alcohol and must not perform or continue to perform safety-sensitive functions, until:

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

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

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

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

**6. Follow-up testing.**

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

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

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

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

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

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

*Refuse to submit* (to an alcohol or controlled substances test) means that a driver (1) Fails to provide adequate breath for testing without a valid medical explanation after he or she has received notice of the requirement for breath testing, (2) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing, or (3) engages in conduct that clearly obstructs the testing process. A failure to remain readily available for post-accident testing, or to notify the employer of the need for such testing, or to proceed to the test site immediately for random testing, may be deemed by the employer to constitute a refusal to submit.

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

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

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

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

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

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

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

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

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

Date of Adoption: [Insert Date]

## **Policy: 241**

### **PUBLIC PARTICIPATION AT BOARD MEETINGS**

The public shall have the right to attend and the right to speak at meetings of the Board of Education. The public further has the right to videotape, televise, photograph, broadcast, or record all or any part of a meeting of a Board of Education by means of a tape recorder, camera, video equipment, or other means of pictorial or sonic reproduction or in writing. The Board of Education may make and enforce reasonable rules and regulations, in addition to this policy, regarding the conduct of the persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings. The Board of Education is not required to allow citizens to speak at each meeting, but the Board of Education shall not forbid public participation at all meetings.

The Board of Education shall not require members of the public to identify themselves as a condition for admission to a Board meeting. Any member of the public desiring to address the body shall be required to identify himself or herself, including an address and the name of any organization represented by such person, unless the address requirement is waived to protect the security of the individual.

Normally, the Board of Education shall hold its regular and special meetings in the library/media center. Upon request, the Board of Education shall make reasonable efforts to accommodate the public's right to hear the discussion and testimony presented at a Board meeting.

(Legal Reference: 84-1412)

### **PROCEDURES FOR ADDRESSING THE BOARD OF EDUCATION**

#### WHO MAY ADDRESS THE BOARD

1. Residents of the district.
2. Members of the staff or student body.
3. Parents of students enrolled in the district.
4. Individuals who have been requested by the superintendent or board to present a given subject.
5. Nonresidents of the district who have requested and received the permission of the superintendent in the prescribed manner.

#### ITEMS OF DISCUSSION

Only items on the written board agenda will be discussed at any meeting unless the board, by a majority action, agrees to place additional items on the agenda at the request of the superintendent or a board member.

#### TO PLACE AN ITEM ON THE AGENDA

An applicant may place an item on the agenda by filing a written request with the superintendent at least one week prior to the regularly scheduled board meeting. The written request should include the name, address, and telephone number of the person making the request; the name of the organization or group represented, if any; a statement of action to be requested of the board; any pertinent background information leading to the request.

#### TIME AND PLACEMENT ON THE AGENDA

The superintendent, upon receipt of a properly executed request, shall set a date for inclusion of the requested item on the agenda as soon as practicable, bearing in mind such considerations as allowing time to gather pertinent information, to assemble members of the staff who have knowledge of the subject, etc. The superintendent shall notify the individual or group of the date, time, and place of the meeting at which the item will be considered.

#### TO SPEAK TO AN ITEM ON THE AGENDA

1. Stand during the visitors' period (agenda item 5) and be recognized by the presiding officer.
2. State your name and address.
3. State the subject about which you wish to speak.
4. Your name will be placed under that subject on the agenda and you will be called upon when that subject comes up for discussion.

#### TO SPEAK TO AN ITEM NOT ON THE AGENDA

1. Stand during the visitors' period and be recognized by the presiding officer.
2. State your name and address.
3. No action will be taken by the board on items brought up during the visitors' period. If action is desired the subject should be placed on the agenda of a future meeting in the manner described in the third section of this document.

#### TIME LIMIT FOR SPEAKERS

A time limit of five minutes per speaker will be allowed. Not more than a total of twenty minutes will be allowed for the presentation of any specific topic. These time limits may be changed by a majority of the board members voting to extend the time for a specific topic or speaker.

#### CONDUCT AND REMARKS OUT OF ORDER

Undue interruption or other interference with the orderly conduct of business cannot be allowed. Defamatory or abusive remarks are always out of order. A speaker's privilege of address may be terminated if he persists in improper conduct or remarks.

#### QUESTIONS AND COMMENTS BY THE BOARD AND SUPERINTENDENT

Members of the board of education and the superintendent may question a speaker or make comments in response to the speaker's remarks. Board members and the superintendent are not subject to questioning by speakers.

#### CHARGES, COMPLAINTS, OR CHALLENGES

At a public meeting of the board, no person shall orally initiate charges or complaints against individual employees of the district or challenge instructional materials used in the district. All such charges, complaints, or challenges shall be presented to the superintendent or board in writing (on Personnel Complaint form), signed by the complainant. All such charges, if presented to the board directly, shall be referred to the superintendent for investigation and report.

#### CIRCULATION OF MATERIALS

Any written or printed material to be circulated at a board meeting must be submitted to the superintendent by the Wednesday preceding the meeting. This material will be transmitted to the members of the board for their consideration.

Reviewed: January 10, 2011

Amherst, Nebraska

PERSONNEL COMPLAINT

What is the nature of the complaint or allegation? (Be Specific)

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When did this occur? (Be Specific)

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What or Whom are the source/sources of this complaint?

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If this employee requests a hearing before the Board of Education would you be willing to testify before the Board regarding the complaint?

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Date of Complaint filing: \_\_\_\_\_

Signature of Complainant: \_\_\_\_\_

## **Policy: 617**

### **SUBSTITUTE TEACHERS**

A. Requirements for Substitutes. Persons wishing to serve as a substitute teacher in the Amherst Public Schools are required to file an application with the superintendent. The substitute teachers must be qualified as set forth by the State Department of Education.

Substitutes will be paid at a rate to be annually established by the board of education and will be utilized only to the extent allowed in the particular teaching certified of the substitute involved. A substitute teacher that teaches ten (10) consecutive days for the same teacher will then be compensated at the rate of 1/182 of the base salary.

Supervising principals are required to maintain an evaluation on substitute teachers and the placement and utilization of substitutes will be based upon the recommendation of the principal involved and the evaluation of past teaching performance made by the district's administrative personnel.

B. Provisions for Substitutes. It is the function of the building principal to furnish substitutes when teachers are absent. It is the responsibility of the teacher to notify their principal as soon as possible when they are going to be absent.

C. Persons holding a "Local Substitute Teaching Certificate" are approved for substituting 90 days/year at Amherst Public School.

D. The Superintendent shall be responsible for recruitment, selection, assignment, orientation and evaluation of substitute teachers. The Superintendent, or Superintendent's designee, is hereby authorized on behalf of the District to execute any necessary documents to assist a substitute teacher to secure a local substitute teaching permit.

Legal References: NDE Rule 21

Policy adopted: November 12, 2007  
Reviewed: April 11, 2011

Amherst Public Schools  
Amherst, Nebraska

## SUPERINTENDENT JOB DESCRIPTION AND QUALIFICATIONS

Title:	Superintendent
Reports to:	Board of Education
Requirements:	(Minimum certification required by the State and/or board)
General description:	Serves as chief executive officer of the board; administers, supervises, directs, and evaluates the total school system.

- Selection of the Superintendent. The board of education at such time as it deems expedient shall elect a superintendent of schools who shall be the executive officer to the board of education, for a term not to exceed three years and whose term shall begin July 1.
- Qualifications. The Superintendent shall meet the requirements for an administrative certificate as prescribed by the State Department of Education. If not required for that certificate as a minimum these qualifications should include an Educational Specialist certificate, graduate study in school administration, curriculum and supervision; a strong general education background; and a minimum of three years of successful teaching experience and four year's successful administrative experience.

### **Duties and Responsibilities**

#### **Board of Education**

- Attends and participates as an ex officio member in all meetings of the board, except when the superintendent's employment or salary is being considered;
- Develops the board meeting agenda in consultation with the board president;
- Supervises the preparation and distribution of reports and information prior to board meetings;
- Makes recommendations on the action to be taken on all matters brought before the board; ▪ Works with the school board to develop district vision.
- Interprets and implements all board policies and all state and federal laws relevant to education and recognizes and protects the chain of command.
- Represents the board as a liaison between the school district and the community; and supervises, either directly or through delegation, all activities of the school system according to, and consistent with, the policies of the board and in accordance with the Superintendent's job description.
- Maintain a positive relationship with the members of the board of education.
- Build the board, through mentorship, team planning to ensure the cohesiveness of the board.
- Provides accurate, timely, and complete information when presenting a critical issue to the board.

#### **Personnel**

- Recommends to the board the selection of employees for the school district;
- Makes and records assignments and transfers of all employees pursuant to their qualifications;
- Recommends to the board, for final action, the promotion, salary change, demotion, or dismissal of any employee;
- Supervises and evaluates the administrators who report directly to him/her and ensures that all other personnel are supervised and evaluated; and
- Ensures staff participation in relevant professional development activities.

## Policy 310

- Promotes academic rigor and excellence among staff and students.
- Reviews, recommends and maintains job descriptions and work agreements for staff seeking Board approval when required by law.

### **Public Relations**

- Maintains liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools;
- Ensures that the board is kept abreast of proposed legislation and exercises leadership in developing and maintaining effective relations with political representatives;
- Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the district, effecting a wholesome and cooperative working relationship between the schools and the community
- Develop and continue to identify opportunities to build relations with forms of media, community and various stakeholder groups.
- Formulates internal and external communication strategies in a timely and appropriate manner.
- Works to build strong relationships with staff, community, and the board.
- Exhibits acceptable moral and ethical integrity in his/her actions.

### **Policy Governance**

- Utilizes policy in his/her decision-making on a daily basis.
- Actively reviews and works with the board to maintain, review, and update district policy on a routine basis.
- Recommends policies for the board's consideration.
- Utilizes data to help the board make policy decisions that will ensure progress in student achievement.

### **Business/Financial Management**

- Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the board for review and approval;
- Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to the direction and approval of the board.
- Provides continued updates and proper budget summary information to the board in a timely and appropriate fashion.
- Knowledgeable and involved in current legislative matters pertaining to the financial wellbeing of the school district.
- Includes the board in the budget planning and development process.
- Seeks opportunities to promote school programs and utilize community and alternative resources to fund and enhance learning.

### **Planning/School Improvement**

- Ensures that the district regularly engages in a strategic planning process and regularly informs the board as to the progress being made by the school improvement team.
- Supervises the implementation of goals established in the planning process and ensures that progress is regularly reported to the board;

## Policy 310

- Assumes responsibility for the efficient maintenance and use of district facilities and sites, and for recommending to the board plans for needed improvements; and
- Assumes responsibility for directing the organization and supervision of support services (such as transportation and food programs), and for recommending to the board plans for needed improvements.
- Ensures the district maintains an effective and current school improvement plan, and provides the board with scheduled updates and recommendations.
- Develop a vision and achieve success through its planning and implementation.
- Regularly review the progress of the district against the vision and mission.
- Involves the board and administration in the planning and leadership of the district.

### **Curriculum/Instructional Management**

- Defines educational needs and formulates policies and implementation plans for recommendation to the board
- Ensures that the district complies with all legal requirements and maintains its state accreditation.
- Ensures quality and effective curriculum is provided to all students.
- Demonstrates an understanding of effective classroom instruction.
- Develop and implement a process for professional growth for staff.
- Uses data to make sound educational decisions to ensure the district is progressing.
- Identify facilities needs and improvements to support student achievement.
- Maintains sound fiscal decision-making to improve student achievement.

### **Professional Growth**

- Attends such conventions and conferences as are necessary to keep abreast of the latest trends that might have an impact on the schools, in keeping with board policies and regulations.

### **Standards and Assessments**

- Assigns responsibility to ensure the school district complies with state standards in Mathematics, Reading/Writing, Science, Social Studies/History
- Ensure that the school district, develops standards that are adequate to represent the knowledge of the students
- Ensures that all standards for which reporting is required are taught, assessed and reported at the local level
- Ensures that Nebraska NeSA standards are reported to the Nebraska State Department of Education in the appropriate manner and at the appropriate time.

The list of duties shall not act to limit the board's authority and responsibility over the superintendent. In executing these duties and others the board may delegate, the superintendent shall consider the district's financial condition as well as the needs of the students of the district.

Legal Reference      Neb Statute 79-501  
                                    Neb Statute 79-828

Approved

Reviewed  
Reviewed

## JOB DESCRIPTION-ACTIVITIES DIRECTOR

The Activities Director position is an extra duty position assigned by the Superintendent (subject to approval by the Board of Education) in conjunction with a teaching or administrative assignment. The director will have a sincere interest in and belief of the value our students gain through participation in extra-curricular activity and/or athletic programs as enhancement to the curricular programs of the school. The goal is to assist school administration and staff with implementation of an efficient and effective activities program. The job performance is to be evaluated annually by the [Superintendent](#).

The Activities Director shall be responsible for organization and administration of Secondary School activity and athletic programs provided for students and application and enforcement of rules and regulations of the school and state along with those of any conference, or state activity association in which the school is a participating member. The director will represent the school at all conference meetings and district or state meetings as held by the state activity association at the discretion of and with counsel from the superintendent.

The Activities Director assignment shall include the following among others which may from time to time be assigned by school administration:

- I. May be requested by school administration to assist in interview and selection of applicants for athletic and/or activity coach or sponsor positions.
- II. In agreement with the superintendent, be responsible for assignment and evaluation of coaches and/or sponsors assigned to athletic and activity positions. This shall include specific duties and expectations of head coaches and sponsors as they fulfill their duties and responsibilities.
- III. Development, maintenance and implementation of the activity/athletic handbook to include activity/athletic policies and regulations of the school. Assure that all coaches, sponsors and student participants receive and are informed of the handbook and its contents; and assure that all coaches meet with student participants and their parents at the beginning of each athletic season or sport to distribute and explain the activity/athletic handbook.
  - a. Review school district's suspension, expulsion, eligibility and alcohol/drug suspension policy with coaches, sponsors, students, parents.
  - b. Review accident insurance policy which is made available through the school with coaches, sponsors, students, parents.
  - c. Emphasize that coaches take appropriate and proper immediate action to assure that injured participants receive timely and proper attention to injuries and/or to advise and assist student to seek medical attention.
  - d. Hold meetings with coaching staffs on a regular or as-needed basis to provide communications and to keep them informed of current rules, policy, etc.
- IV. Establish and maintain yearly schedules of athletic and activity events in a manner to provide a minimum of conflict or interference with other scheduled school events and with the regular instructional program and schedule of the school. This shall include the execution of all written contracts and maintenance of records as required for proper scheduling of events with other schools and all written contracts or oral commitments to secure services of referees, officials, judges as necessary for appropriate administration of the school's athletic or activity programs.

- a. Develop, maintain and update the activities calendar for the school year. Distribute the activities calendar to administration, staff and community on a monthly basis. Develop and distribute posters and pocket-size schedules to publicize athletic schedules.
  - b. Notify the school secretary immediately when any changes occur in the schedule.
- V. Assume responsibility for Work with maintenance supervisor to insure proper maintenance, care and preparation of athletic playing fields, gymnasium and locker rooms. Communicate and coordinate with members of the school's custodial/maintenance and grounds staff as necessary to assure facilities are in proper condition to use for practice and/or game event purposes.
- a. Work with superintendent to assign supervisory personnel, ticket sales, concessions, custodial and other workers necessary for to host home activities.
  - b. Serve as director for conference and/or district events hosted by the school.
  - c. Coordinate time(s) for pre-game, pep bands, half-time activities at games.
  - d. Obtain information required from visiting teams for preparation of programs.
  - e. Inform visiting teams of details such as time schedule, dressing facilities and parking areas for team vehicles.
  - f. Coordinate arrangements in press box or at scorer's table for official personnel required, such as timer, scorer, P/A announcer and media coverage.
  - g. Arrange to have medical personnel and/or EMT personnel on site at football games or to have emergency call procedure prepared as appropriate.
- VI. Assume responsibility Work with transportation director for arrangement and use of necessary transportation needs and travel procedures. working in coordination with the grounds/transportation staff member in charge of vehicle maintenance and repair.
- VII. Assume responsibility for developing and managing the Athletic Department budget of revenue and expenditures in conjunction with the superintendent and district office. This responsibility includes use of a planned uniform and equipment replacement schedule, maintenance of inventory records of uniforms, equipment and supplies relating to the athletic department and authority to require same from the various Head Coaches of each sport.
- a. Ordering and purchasing of uniforms, equipment or supplies as needed for all athletics or activities after counsel with coaches, activity sponsors and building principal.
  - b. Work with the district bookkeeper who is Responsible for all monies received as Activity Passes, admissions and/or entry fees for home activities, deposit into appropriate school activity fund accounts, and timely bank deposits of funds.
  - c. Work with superintendent to establish procedure for budgetary controls and authorization of expenditures.
  - d. Prepare and distribute school's Activity Passes to staff, board members and administration, to include conference, district and state passes as received.
- VIII. Responsibility for completion of forms from State (N.D.E.), conference or state activities association required for participation in athletics or activities, to include eligibility determination and registration, verification of student residency, age and scholastic requirements.
- IX. Responsibility for verification of proper certification and endorsement for athletic coaches.

- X. Promotion of extra-curricular activities as a benefit for students and our school program, provide local media with information relating to school activities, and provide local and state media and the state activities association as required with scores and results of all home events.
  - a. Establish and maintain effective public relations program with staff and community.
  - b. Establish communications procedures within athletic and activity departments.
  - c. Expected to attend meetings of and cooperate with the Bronco Booster Club.
  - d. Instruct coaches and sponsors to provide local media with scores, statistics and relevant information of home and away events.
  
- XI. Distribute student accident insurance forms to appropriate coaches or to student athletes themselves, forward enrollment lists to the insurance company as these lists relate to participation in athletics.
  
- XII. Receive year end inventories of equipment, uniforms, and supplies from head coaches or activity sponsors for report to building principals.
  
- XIII. Prepare annual report to the superintendent and principal at the end of each school year. The report should include, but is not limited to:
  - a. Accomplishment and record of all participating teams.
  - b. Summary evaluation of head coaches/sponsors, and assistants.
  - c. Revised inventory of uniforms and equipment.
  - d. Summary of year's receipts and expenditures received from the district bookkeeper.
  - e. Recommendations for future consideration.
  
- XIV. Assume responsibility for other duties as may from time to time be assigned by the superintendent
  
  
- XV. Minimum educational preparation requirements.
  - A. Nebraska Bachelor's degree in education, or equivalent. Master's degree preferred.
  - B. Holds a Nebraska teaching certificate.
  - C. Previous successful teaching and activity experience.
  
- XVI. This position may require spending time outside during inclement weather.

## XVII. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing			X	
Walking			X	
<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

- <sup>1</sup> Operate A-V equipment (TV, VCR, various projectors, recorders), calculator, and telephone. Knowledge of computer necessary in some areas.

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## JOB DESCRIPTION, TEACHER AIDE/PARAEDUCATOR

The Teacher Aide is an “at will” employee assigned by the superintendent and supervised and evaluated by the supervising teacher(s) in conjunction with the superintendent. Their duties shall include but not limited to the following:

All Teacher Aides -

- I. Maintaining confidentiality of sensitive information related to staff, students, and parents.
- II. Assisting teachers in preparing instructional materials, correcting papers, student attendance, inventory, ordering of supplies, and room preparation.
- III. Tutoring any small group instruction as directed and supervised by a teacher.
- IV. Assisting students with make-up work.
- V. Performing supervisory duties, such as lunchroom, playground, and halls. Assist with supervisory duties in all classes and /or classrooms assigned, and on field trips.
- VI. Keyboarding, drawing, writing and duplicating materials, preparing bulletin boards, and preparing instructional material.
- VII. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- VIII. Performing other tasks and duties as assigned.
- IX. Personal skills, qualities, and personality traits required for this position.
  - A. Possess effective oral and written communication skills.
  - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
  - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
  - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
  - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.

Special Education Aides: In addition to the above duties and responsibilities the special education aide shall have the following additional duties and responsibilities.

- I. Assisting in behavioral and physical conditions of the student.
- II. Assisting in preparation of written reports, including but not limited to progress reports and Individual Education Plans.
- III. Assisting children who may have neuromuscular disorders. This may require lifting, assisting in lifting, or assisting a child to move from one point to another.

- IV. Minimum educational preparation requirements.
- A. High School Diploma or equivalent.
  - B. Previous successful work with school-age children preferred.
  - E. Associates degree; or a minimum of sixty hours of course work in an accredited college or university; or completed a state accepted program.

V. Minimum physical requirements for all teacher aides.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing		X		
Driving	X			
Lifting 50# Max.	X			
Carrying 25 ft.	X			
Manual Dexterity Tasks <sup>1</sup>			X	

<sup>1</sup> Operate A-V equipment (TV, various projectors, recorders), calculator and telephone. Must possess knowledge of computer and other modern technology equipment.

- VI. Work environment includes both inside and outside. May be exposed to some inclement weather.
- VII. May be exposed to communicable diseases.
- VIII. Elementary aides and those assistants assigned to staff working with students with handicapping conditions may have to assist students with buttoning coats, tying shoes, putting on overshoes, etc.

Legal Reference: §79-802

Employment of Teacher Aides

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JOB DESCRIPTION, CUSTODIAN/HOUSEKEEPER

The custodian/housekeeper is an “at will” employee assigned, supervised, and evaluated by the superintendent of schools. His/her duties shall include, but not be limited to the following:

- I. Performing daily and scheduled housekeeping duties as directed by immediate supervisor to maintain a clean, safe, and attractive building.
  - A. Daily Tasks while school is in session
    1. Vacuum all mats.
    2. Sweep gym floors.
    3. Clean and sanitize drinking fountains.
    4. Sweep & mop hard surfaced floors and stairway.
    5. Vacuum and clean offices, classrooms, and hallways.
    6. Dump waste baskets that are located in classrooms, hallways, and offices.
    7. Clean locker rooms-sweep & mop floors; clean sinks, toilets, showers & mirrors; remove graffiti; empty trash cans; maintain deodorizing devices; and replenish toilet paper, towels, & soap as needed.
    8. Clean rest rooms- sweep & mop floors; clean sinks, toilets, & mirrors; remove graffiti; empty trash cans; maintain deodorizing devices; and replenish toilet paper, towels, & soap as needed.
  - B. Non-routine tasks as required while school is in session.
    1. Wash windows.
    2. Do minor painting when needed.
    3. Periodically wash mops and rags.
    4. Dusting library books and shelves.
    5. Keep walls clean and free of marks.
    6. Removing spots from floor covering.
    7. Attend staff meetings when requested.
    8. Clean glass in doors and display areas.
    9. Report discipline problems to the principal.
    10. Report supply needs to the Superintendent.
    11. Clean desk tops, chairs; remove writing and marks.
    12. Dusting shelves, ledges, and fan blades as needed.
    13. Attend all school sponsored evening activities unless otherwise directed by the superintendent. This duty may be equally divided between custodians and maintenance personnel.
- II. Assisting organizations in using school facilities.
- III. Assisting in preparing for extra activities such as plays, banquets, and graduation.
- IV. Assisting in carrying out the following duties as directed:
  - A. Snow removal
  - B. Replacing light bulbs.
  - C. Assisting in the delivery of supplies from one section of the school to another.
- V. Performing the following specific duties:

- A. Summer Cleaning
  - 1. Shampoo all carpets.
  - 2. Paint areas as needed.
  - 3. Clean walls in all hallways.
  - 4. Strip and wax all tile floors.
  - 5. Clean each room and contents.

VI. Seeing that all exterior doors and windows are secured before leaving. Checking all interior doors and seeing that building equipment is secure.

VII. Maintaining confidentiality of sensitive information related to staff, students, and parents.

VIII. Maintaining a cooperative working relationship with all personnel, students, and patrons.

IX. Performing other tasks and duties as assigned. During summer months assignments may be adjusted by the superintendent of schools.

X. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing			X	
Walking			X	
Sitting	X			
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 50# Max.		X		
Carrying 30 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

<sup>1</sup>Operate various manual tools and electrical appliances (vacuum cleaner, buffers, hand tools, etc.). Knowledge of minor repair of equipment necessary.

XI. Personal skills, qualities, and personality traits required for this position.

- A. Possess effective oral and written communication skills.

- B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
  - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
  - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
  - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.
- XII. Minimum educational requirements and experience.
- A. High School Education or equivalent.
  - B. Must be able to follow instructions.
  - C. Ability to work with minimal supervision.
  - D. Preference will be given to individuals with previous custodial experience.
- XIII. This position may require the individual to work in extreme climatic or temperature conditions. The individual may need to work outside during inclement weather.
- XIV. This position may require the individual to attend some evening activities, both in the building and at athletic events. Some overtime hours may be necessary.
- XV. May be exposed to such hazards as solvents, dust, hot surfaces, water pressure, steam, drafts, and infectious diseases.
- XVI. Be able to operate power equipment

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### JOB DESCRIPTION, MAINTENANCE SUPERVISOR

The maintenance supervisor is an “at will” employee assigned, supervised, and evaluated by the superintendent of schools. His/her duties shall include, but not be limited to, the following:

- I. Maintaining and directing the mechanical maintenance program while adhering to OSHA, state regulations, and laws. This shall include but not be limited to the following: electrical, plumbing, heating, air-conditioning, and fire alarm systems.
- I. Overseeing and directing the general maintenance of all buildings and grounds. This shall include but not be limited to the following: roof repair, repairing damaged ceilings, walls, floors, etc., replacing broken glass and repairing windows, painting, floor resurfacing, including the gym floor, fertilizing, watering, and mowing the lawn, playground, football field, and practice areas owned by the school district.
- II. Contracting for services when the solution to a problem is beyond the capability of trained staff. Upon approval of immediate supervisor employing additional part-time help if necessary for snow removal and post-activity cleanups.
- III. Checking mechanical rooms and/or equipment to assure proper functioning year round.
  - A. Opening the buildings in the morning.
  - B. Practice as much preventive maintenance as possible.
  - C. Maintain boiler room, monitor gauges daily, keep storage spaces in a clean neat organized manner.
  - D. Check the heating units, cooling units, change filters ay minimum every 3 months, water heaters, and thermostats.
  - E. Keep an updated inventory list of all equipment, tools, and supplies.
- IV. Repairing all equipment including but not limited to desks, chairs, tables, shades, doors and locks, water fountains, A-V office equipment, etc.
- VI. Annually establishing an operation and maintenance budget, subject to the approval of or in coordination with the superintendent of schools. The annual budget shall include the purchasing of custodial and maintenance supplies and equipment for the ensuing school year.
- VII. Developing and implementing energy conservation plans and programs, reducing energy consumption and costs.
- VIII. Recommending needed improvements to campus. With the approval of the superintendent of schools and/or board of education, soliciting bids, negotiating costs, contractors and overseeing work done, etc.
- IX. Preparing for and directing summer maintenance and repair programs. This shall include but not be limited to:
  - A. Preparing project lists, with cost estimates, in March.
  - B. Supervising and/or coordinating approved projects until completion.
  - C. Reviewing project lists with superintendent of schools prior to April 1.
  - D. Reviewing facilities with superintendent and Facilities Committee in February.

- X. Overseeing school district's winter snow removal.
  
- XI. Overseeing and assisting in the care and cleaning of the facilities. This shall include, but not be limited to the following :
  - A. Empty the garbage cans in the cafeteria and kitchen daily.
  - B. See that all facilities are presentable and in good general appearance at all times.
  - C. When school is in session machine clean the cafeteria on the last school day of each week.
  - D. When school is in session machine clean the main gym floor once a week, preferably before a home volleyball or basketball game.
  - E. Handle, mix, and store chemicals according to directions on labels While adhering to OSHA and state laws and regulations.
  
- XII. Ensuring that all buildings are maintained so as to provide a student/staff environmental level that will be conducive to learning, including temperature, ventilation, and building safety.
  
- XIII. Scheduling all maintenance and cleaning activities at times which will least interfere with the school district's curricular or extra-curricular programs and, during normal duty hours; making the buildings and facilities available as the superintendent directs.
  
- XIV. Communicating with the staff and students to achieve a harmoniously educational environment.
  
- XV. Maintaining a cooperative working relationship with all staff, students, and patrons.
  
- XVI. Maintaining confidentiality of sensitive information related to staff, students, and parents.
  
- XVII. Overseeing and assisting in preparing school facilities for public use (Facility Usage Form) and school activities. Insuring that the school district's interests and property are safeguarded.
  - A. Lights turned on
  - B. PA System prepared.
  - C. Scoreboard Checked.
  - D. Tables and Chairs in place.
  - E. Lock off parts of building not in use
  - F. See that gym floor is cleaned before games.
  - G. Doors opened when the ticket takers are ready.
  - H. Close and secure the building after everyone has gone.
  - I. Have the speaker booth cleaned before home football games.
  - J. Turn the football field lights on and off at the appropriate times.
  - K. See that gym floor is dry mopped at halftime of basketball games.
  - L. Aid the athletic director in preparing the football field before home games.
  
- XVIII. Inspecting facilities to insure that cleaning standards meet established requirements.
  
- XIX. Coordinating the work schedule for all part-time summer help with the superintendent. The work schedule for each employee shall include but not be limited to the following:
  - A. Establishing hours of duty.

- B. Establishing specific job responsibilities.
- C. Assigning daily maintenance to be performed.

XX. The training of part-time helpers. This shall include but not be limited to the following:

- A. Stressing pride in quality of workmanship.
- B. Special training based upon job responsibilities.
- C. Stressing cooperation and positive attitude toward job responsibilities.
- D. Cross-training of personnel to cover for absences of personnel with critical job responsibilities.

XXI. Maintain standards for acceptable workmanship.

XXII. Obtain and maintain a bus driver’s license to assist as a substitute driver and with driving students to activities.

XXIII. Shall be responsible for working with building personnel in developing and conducting safety drills.

XXIV. Must be able to follow instructions and complete work with minimal supervision.

XXV. Performing other tasks and duties as assigned by immediate supervisor.

XXVI. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing			X	
Walking			X	
Sitting	X			
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing			X	
Driving			X	
Lifting 75# Max			X	
Carrying 50 ft.			X	
Manual Dexterity			X	

Tasks <sup>1</sup>				
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<sup>1</sup> Operate electrical equipment necessary to maintain buildings and grounds. Knowledge of computer helpful.

XXVII. Minimum educational preparation requirements and experience.

- A. High School Diploma or equivalent, previous custodial experience preferred.
- B. Preference will be given to individuals with 2-year Associate degree in building maintenance and upkeep of grounds, or equivalent.

XXVIII. Personal skills, qualities, and personality traits required for this position.

- A. Possess effective oral and written communication skills.
- B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
- C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
- D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
- E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.

XXIV. This position will require the individual to work in extreme climatic or temperature conditions. Frequent work outside during inclement weather may be necessary.

XXV. This position will require the individual to attend some evening activities, both in the building and at athletic events. Some overtime hours may be necessary.

XXVI. This position may result in exposure to solvents, dust, hot surfaces, water pressure, steam, and drafts.

XXVII. Requires operating power equipment.

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## JOB DESCRIPTION-FOOD SERVICE MANAGER

The Food Service Manager is an “at will” employee assigned, supervised, and evaluated by the superintendent of schools. His/her duties shall include, but not be limited to the following:

- I. Responsible for overall operation of food service unit.
- II. Supervises, directs, and instructs employees assigned to the kitchen in a continuous on-the-job training program.
- III. Responsible for all food preparation and menu planning.
- IV. Orders food and supplies. Receives and signs for all deliveries. Figures all invoices for accuracy.
- V. Prepares the menu according to requirements as set forth by the State and Federal child nutrition program.
- VI. Supervises serving food to students; supplies food to serving line. Assists with serving.
- VII. Maintains daily records of participation, food prepared and used, perpetual inventory, temperatures.
- VIII. Completes necessary Federal and State child nutrition program forms.
- IX. Takes annual equipment inventory and prepares replacement order for approval by Superintendent.
- X. Assists in washing pots and pans, cleaning of equipment, cleaning storeroom and sweeping and scrubbing floors.
- XI. Responsible for sanitation of entire area by directing and working with other employees in a combined effort.
- XII. Responsible for maintaining equipment in proper repair to operate efficiently. Will inform the maintenance man when any equipment is not functioning properly.
- XIII. Obtains substitutes for kitchen help if needed. Notifies supervisor of employee’s absence.
- XIV. Works with superintendent for smooth operation of food service in the best interest of children.
- XV. Attends managers’ meetings.
- XVI. Takes monthly inventory of food and supplies.
- XVII. Assumes responsibility for all food and supply orders.
- XVIII. Follows schedule to timely send all reports, payroll, bills, etc., to the office.

- XIX. Acts as manager for any extra-curricular meal and/or functions scheduled at the school even though the meal and/or functions occur at times other than the regular duty day.
- XX. Maintaining confidentiality of sensitive information related to staff, students, and parents
- XXI. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- XXII. Performing other duties as assigned by the superintendent of schools.
- XXIII. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing				X
Walking				X
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing		X		
Driving	X			
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>				X

<sup>1</sup>Operate Dishwasher, mixers, meat cutting equipment, electrical and/or gas equipment and appliances.

- XXIV. Minimum educational and preparation requirements.
  - A. High school diploma or equivalent. Have a background in food preparation and preparing a menu.
  - B. Must be neat and clean, congenial, tactful, understanding, alert, flexible, and cooperative.
  - C. Must provide complete medical certificate. A statement from a doctor stating fitness for duty may be required.
- XXV. Personal skills, qualities, and personality traits required for this position.
  - A. Possess effective oral and written communication skills.
  - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.

- C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
- D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
- E. Demonstrate good personal qualities such as moral and ethical behavior, self— confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.

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JOB DESCRIPTION-ASSISTANT COOK

The Assistant Cook is an “at will” employee assigned by the superintendent of schools. He/she shall be supervised and evaluated by the Food Service Manager. His/her duties shall include, but not be limited to the following:

- I. Works in the kitchen assisting the head cook.
- II. Assists with food preparation as assigned by the food manager.
- III. Assists with serving of food.
- IV. May be called upon to assist children in line or perform tasks such as opening cans and cutting bread.
- V. Assists in washing pots and pans, cleaning of equipment, cleaning storeroom, sweeping and scrubbing floors, and taking inventory.
- VI. Maintaining confidentiality of sensitive information related to staff, students, and parents.
- VII. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- VIII. Performing other duties as assigned by the Food Service Manager.
- IX. Personal skills, qualities, and personality traits required for this position.
  - A. Possess effective oral and written communication skills.
  - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
  - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
  - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
  - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.
- X. Minimum educational and preparation requirements.
  - A. High school diploma or equivalent.
  - B. Must be able to speak with and understand students.
  - C. Food preparation experience is desirable but not required.
  - D. Must possess a willingness to learn and a desire to improve.
  - E. Must be neat and clean, congenial, tactful, understanding, alert, flexible, and cooperative.
  - F. Must provide complete medical certificate. A statement from a doctor stating fitness for duty may be required.

XI. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing				X
Walking				X
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing		X		
Driving	X			
Lifting 40# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>				X

<sup>1</sup>Operate Dishwasher, mixers, meat cutting equipment, electrical and/or gas equipment and appliances.

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### JOB DESCRIPTION-ADMINISTRATIVE ASSISTANT

The building/office administrative assistant is an “at-will” employee who is assigned, supervised, and evaluated by the superintendent of schools. The duties shall include, but not be limited to, the following:

- I. Making, requesting, up-dating, or sending student cumulative records.
- II. Maintaining attendance records.
  - A. Collect first period attendance.
  - B. Record attendance on permanent records at the end of the school year.
  - C. Enter all student absences and tardies into the student information system.
- III. Maintaining confidentiality of sensitive information related to staff, students, and parents.
- IV. Maintaining cordial contacts and working relationships with all personnel, students, patrons, and vendors.
  - A. Relaying messages to staff, students, and parents.
  - B. Attending to minor health needs in the absence of the school nurse.
  - C. Greeting and directing all visitors in a pleasant and courteous manner.
- V. Assisting the superintendent and principal in carrying out their duties.
  - A. Do typing as needed.
  - B. Developing and up-dating forms necessary for the operation of the building.
  - C. To assist in the smooth, efficient operation of the school and its business affairs, (This is the primary goal.)
  - D. The Secretary will complete all correspondence from the superintendent on the same day as assigned unless otherwise instructed.
  - E. Keeps record of, update, formats, and prints Board Policy
- VI. Responsible for school lunch program.
  - A. Collect hot lunch money.
  - B. Keep track of all lunches eaten by taking a lunch line count each day.
- VII. Distributing medications to students at required times during the day and record. Administer Tylenol and other medications as needed or permitted by parents.
- VIII. Maintaining building inventory
- I X. Checking incoming supplies against orders, invoices, and billings.
- X. Assisting staff in scheduling of parent-teacher conferences.
  - A. Mail report cards at the end of each nine-week grading period.
- XI. Performing other tasks and duties as assigned.
  - A. Sort and deliver mail.
  - B. Answering the phone.
  - C. Responsible for the bell system.
  - D. Proof—read for accuracy all correspondence prior to sending them to the public.
  - E. Complete and enter the annual School Census report in the summer.

- F. Update and keep all information for student and teacher rosters, class schedules, and emergency information for each student and staff.
  - G. Complete Daily Bulletin and send it through school information system. Throughout the day update the Daily Bulletin for the next day so it is ready to go, except for attendance and last minute items. Remind the staff to turn in articles the afternoon before when possible.
  - H. Print and prepare for mailing Quarterly school news letter.
- XII. Personal skills, qualities, and personality traits required for this position.
- A. Possess effective oral and written communication skills.
  - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
  - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
  - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
  - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.
- XIII. Scheduling:
- A. Responsible for Activity Bus Scheduling
  - B. Route Bus Scheduling and Bus Routing
- XIV. Facilities Scheduling
- XV. Assist in the preparation for school sponsored programs and banquets.
- A. Work with all activity and class sponsors as needed.
  - B. Type and run off programs
  - C. Assist Athletic Director as needed

XVI. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing		X		
Walking		X		
Sitting			X	
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 25# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

<sup>1</sup> Operate typewriter/keyboard, computer, telephone, FAX, copying machines and other office equipment.

XVII. Minimum educational and preparation requirements.

- A. High school diploma or equivalent with strong background in business education. Previous secretarial experience is preferred.
- B. Must be able to type 60 words per minute. Knowledge of computer and word processing essential.
- C. Two year Associate Degree with major emphasis on secretarial education preferred.

Approved March 15, 2010

Reviewed \_\_\_\_\_

## JOB DESCRIPTION-BOOKKEEPER

The bookkeeper is an “at will” employee assigned, supervised, and evaluated by the superintendent of schools. His/her duties shall include, but not be limited to the following:

- I. Maintain confidentiality of all sensitive information relating to the board, staff, students, and parents.
- II. Maintaining a cordial and cooperative working relationship with all personnel, students, patrons, and vendors.
- III. Publish the legal notices and minutes of all meetings.
- IV. Send out legal notices of meetings, along with the agenda and all materials compiled for board reference.
- V. Prepare checks for the school district treasurer for payment of authorized claims.
- VI. Prepare cash boxes for home ball games, plays, musicals, etc.
- VII. Publish a list of all claims approved by the board of education.
- VIII. Maintain classified accounts of receipts and disbursements of the general funds, and of such other funds as the board of education may require.
  - A. Receipt any revenue received to the appropriate accounts.
  - B. Process and code all claims for payment from the correct account and department.
- IX. Compute withholding and social security taxes, from salaries of employees, as well as such payroll deductions as authorized by the board of education.
  - A. Have new employees fill out a W-4 form and enter them into the FA2 program with all needed information including payroll coding.
  - B. Deduct State School Retirement System retirement payments from any employee who works 15 or more hours per week at a regular, ongoing basis.
- X. Distribute monthly time cards to classified staff. He/she shall be responsible for computing hours and recording these on a worksheet.
- XI. Compute monthly federal withholding taxes and depositing the monies in the appropriate account.
- XII. Prepare and transmit all quarterly state and federal payroll reports.
- XIII. Serve as the custodian of all school district securities, documents, title papers, and other records of the board of education.
- XIV. Publish the budget, setting up fiscal ledgers accordingly, and calling attention to any that are in danger of exceeding the budget.

- XV. Assist the administrative assistant in distributing medications to students at required times during the day and record. Administer Tylenol and other medications as needed or permitted by parents.
- XVI. Attend the State Retirement and the Blue Cross Blue Shield seminars that are held during the summer. Also attend other specific job related training.
- XVII. Open bookkeeper's mail (including bills), date, stamp, and file where needed.
- XVIII. Responsible for school bus and school vehicle reports.
  - A. At the end of each month, collect monthly bus operating sheets from drivers.
  - B. Calculate number of miles driven, separating activity miles from route miles.
  - C. Calculate gallons of gas or diesel used, miles per gallon and repairs for each bus.
  - D. Compile information into a monthly bus summary for the Superintendent and the Board of Education.
- XIX. Able to follow instructions and complete work with minimal supervision.
- XX. Performing other duties as assigned by the superintendent of schools.
- XXI. Personal skills, qualities, and personality traits required for this position.
  - A. Possess effective oral and written communication skills.
  - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
  - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
  - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
  - E. Demonstrate good personal qualities such as moral and ethical behavior, self— confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.
- XXII. Minimum educational and preparation requirements.
  - A. High school diploma or equivalent.
  - B. A strong background in business education with knowledge of accounting preferred
  - C. Ability to type 60 words per minute with knowledge of computer and word processing is essential.
  - D. Two year Associate Degree with major emphasis on secretarial education and three years of secretarial experience preferred.

XXIII. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing	X			
Walking	X			
Sitting				X
Bending/ Stooping	X			
Reaching/ Pulling	X			
Climbing	X			
Driving	X			
Lifting 20# Max.	X			
Carrying 25 ft.	X			
Manual Dexterity Tasks <sup>1</sup>			X	

<sup>1</sup> Operate typewriter/keyboard, computer, telephone, calculator, FAX, copying machines and other office equipment.

## JOB DESCRIPTION, DAY CARE

The Day care is an “at will” employee assigned by the superintendent and supervised and evaluated by the supervising teacher(s) in conjunction with the superintendent. Their duties shall include but not limited to the following:

All Day care -

- I. Maintaining confidentiality of sensitive information related to staff, students, and parents.
- II. Keeping student attendance for billing purposes, inventory, ordering of supplies, and room preparation.
- III. Organizes and maintain daily schedule, and staff/student ratio to meet DHHS requirements.
- IV. Professional duties will involve attending meetings as necessary, attending in-service provided, and becoming acquainted with philosophies, policies, procedures, equipment, and the work site where assigned.
- V. Clerical assistance will be performed when needed
- VI. Reinforcement of instruction of students in various situations and programs as needed. Preparation of instructional or other support materials will be assigned as needed.
- VII. Performing supervisory duties, such as lunchroom, playground, and halls. Assist with supervisory duties in all classes and /or classrooms assigned, and on field trips.
- VIII. Maintaining a cooperative working relationship with all personnel, students, and patrons.
- IX. Performing other tasks and duties as assigned.
- X. Personal skills, qualities, and personality traits required for this position.
  - i. Possess effective oral and written communication skills.
  - b. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
  - c. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
  - d. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
  - e. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.
- XI. Minimum educational preparation requirements.
  - a. 1500 hours Previous successful work with school-age children preferred.
- XII. Associates degree; or a minimum of sixty hours of course work in an accredited college or university; or completed a state accepted program.

XIII. Minimum physical requirements for all Day care.

ACTIVITY	SELDOM 0-10%	OCCASIONAL 11-35%	FREQUENT 36-65%	CONSTANT OVER 65%
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing		X		
Driving	X			
Lifting 50# Max.	X			
Carrying 25 ft.	X			
Manual Dexterity Tasks <sup>1</sup>			X	

XIV. Operate A-V equipment (TV, various projectors, recorders), calculator and telephone. Must possess knowledge of computer and other modern technology equipment.

XV. Work environment includes both inside and outside. May be exposed to some inclement weather.

XVI. May be exposed to communicable diseases.

XVII. Elementary aides and those assistants assigned to staff working with students with handicapping conditions may have to assist students with buttoning coats, tying shoes, putting on overshoes, etc.

Legal Reference: §79-802

Employment of Daycare

Approved

Reviewed \_\_\_\_\_

## JOB DESCRIPTION-TEACHER

Teachers shall be assigned, supervised, and evaluated by the building principal, and their duties shall include, but not be limited to, the following:

- I. Meeting or exceeding district evaluating standards in the areas of instructional performance, classroom organization and management, professional conduct, and personal conduct as outlined in the teacher evaluation form.
- II. Adhering to the code of ethics established by the Nebraska State Board of Education's Professional Practices Commission.
- III. Planning and supplementing instructional objectives and activities consistent with district approved curriculum guides.
- IV. Directing and supervising the learning activities of assigned students.
- V. Supervising behavior in the school environment to maintain the safety and well-being of the students and staff. In addition to classroom activities such supervision may also include playground, cafeteria, and halls.
- VI. Selecting material suitable to the educational objectives.
- VII. Utilizing a variety of analytical and evaluative techniques suitable to the curriculum content.
- VIII. Communicating a positive support of the students in their educational development.
- IX. Recognizing the exemplary influence of the educator over the student. Recognizing that a primary function of teaching is to see that each student is given equal opportunity to achieve at his or her highest level of ability.
- X. Communicating with staff, parents, and community through positive professional cooperation.
- XI. Keeping accurate records of each student's attendance and progress. Recording grades and other pertinent data on permanent records.
- XII. Suggesting positive recommendations for the continuing review and development of curriculum.
- XIII. Actively participating in scheduled staff meetings and serving on educational and curriculum development committees.
- XIV. Recognizing the extracurricular program as an integral part of the educational development of the child.
- XV. Participating, as requested, in the budget formation and acquisition process as it relates to the individual's position.
- XVI. Maintaining a classroom situation which will be conducive to learning.

XVII. Demonstrating an effective and articulate use of the English language in both oral and written communications.

XVIII. Dealing with stressful situations.

XIX. Reports to and is evaluated by the building principal.

XX. Minimum physical requirements for the position.

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 30# Max.		X		
Carrying 25 feet		X		
Manual Dexterity Tasks			X	

<sup>1</sup> Operate A-V equipment (TV, VCR, various projectors, recorders, and telephone. Knowledge of computer necessary in some areas.

XXI. Minimum educational preparation requirements.

A. Nebraska Bachelor's degree in education, or equivalent. Master's degree preferred.

B. Holds a Nebraska teaching certificate with endorsement in area of assignment, or equivalent.

C. Previous successful teaching experience preferred.

XXII. Teachers in lower grades must be able to assist students with clothing, such as putting on coats, overshoes, mittens, etc.

XXIII. Shall perform such other tasks and duties as may be assigned.

Legal References:	§79-101	Teaching Defined.
	§79-501	District Boards, Hiring of Superintendent, Teachers, and Personnel.
	§79-567	Board of Education, Power to Select Officers and Employees.
	§79-804	
	Through	Certification Requirements.
	§79-816	
	§79-817	Schools, Written Contracts Required.
	§79-859	
	Through	Professional Practices Commission.
	§79-871	

Adopted:

Reviewed \_\_\_\_\_

## JOB DESCRIPTION-GUIDANCE COUNSELOR

The school counselor shall be assigned, supervised, and evaluated by the building principal, and the duties shall include, but not be limited to the following:

### **The K-12 Guidance Counselor Will Implement the School Counseling Program by Providing:**

I. Performing those applicable duties described in the teachers' job description in 604.1 R1.

#### *II. Provide Classroom Guidance that promotes*

- Academic skills support
- Organizational, study and test-taking skills
- Postsecondary planning and application process
- Career planning
- Education in understanding self and others
- Coping strategies
- Peer relationships and effective social skills
- Communication, problem-solving, decision-making, conflict resolution and study skills
- Career awareness and the world of work
- Substance abuse education
- Multicultural/diversity awareness

#### *III. Provide Individual Student Planning*

- Goal setting
- Academic plans
- Career plans
- Problem solving
- Education in understanding of self, including strengths and weaknesses
- Transition plans

*IV. Responsive Services*

- Individual and small-group counseling
- Individual/family/school crisis intervention
- Peer facilitation
- Consultation/collaboration
- Referrals

*V. System Support*

- Professional development
- Consultation, collaboration and teaming
- Program management and operation

*These examples are not intended to be all-inclusive*

*IV. Collaborate with:*

**Parents**

Academic planning/support  
Postsecondary planning  
Scholarship/financial search process  
School-to-parent communications  
School-to-work transition programs  
One-on-one parent conferencing  
Referral process

**Students**

Academic support services  
Program planning  
Peer education program  
Peer mediation program  
Crisis management  
Transition programs

**Teachers**

Portfolio development, providing recommendations and assisting students with the postsecondary application process  
Classroom guidance lessons on postsecondary planning, study skills, career

Policy 604.1 R3

development, etc.

School-to-work transition programs

Academic support, learning style assessment and education to help students succeed academically

At-risk student identification and implementation of interventions to enhance success

**Administrators**

School climate

Academic support interventions

Behavioral management plans

School-wide needs assessments

Data sharing

Student assistance team development

**Community**

Job shadowing, worked-based learning, part-time jobs, etc.

Crisis interventions

Referrals

Career education

V. Minimum physical requirements for the position.

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing		X		
Walking		X		
Sitting			X	
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 30# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity			X	

Tasks <sup>1</sup>				
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Knowledge of computer and software necessary in some areas.

- VI. Minimum educational preparation requirements.
  - A. Nebraska Master's degree in guidance and counseling, or equivalent.
  - B. Holds a Nebraska teaching certificate with endorsement as school guidance counselor, or equivalent
  - C. Two years previous successful teaching experience.

VII. Performing other tasks and duties as assigned.

Legal References:	<a href="#">§79-101</a>	Teaching Defined.
	<a href="#">§79-501</a>	District Boards, Hiring of Superintendent, Teachers, and Personnel.
	<a href="#">§79-567</a>	Board of Education, Power to Select Officers and Employees.
	<a href="#">§79-804 Through §79-816</a>	Certification Requirements.
	<a href="#">§79-1248</a>	Schools, Written Contracts Required.
	<a href="#">§79-859 Through §79-871</a>	Professional Practices Commission

## JOB DESCRIPTION- HEAD COACH (ATHLETICS)

The board of education expects that all persons who are assigned as head coaches will have a sincere interest in relating with students in a non-classroom setting and, if assigned as a head coach, he or she will have participated in sports during his or her high school or college student career. He or she shall have a balanced perspective toward the role of student activities in an academic setting; have an appreciation for the value of student activities in a student's school and family life; and shall be an advocate for children who take on a dual role of activity participant and student.

The head coach shall be assigned, supervised, and evaluated by the superintendent /principal or Activities Director and the duties shall include, but not be limited to, the following:

- I. Performing those applicable duties described in the teachers' job description in 604.1 R1.
- II. Coaching individual participants in the skills necessary for excellent achievement in the activity involved.
- III. Communicating with parents, principals, activities director, and teachers regarding participation requirements, scheduling of practices, meetings, events, transportation requirements, and the progress or status of students with regard to the particular activity.
- IV. Maintaining necessary attendance forms and where applicable, insurance records, or other pertinent records. (Some records may be filed with the activities director.)
- V. Maintaining an inventory of equipment and material as they relate to his or her assigned program. Inspecting and maintaining equipment, assuring the safety of equipment and facilities.
- VI. Working with the activities director in the scheduling of intrascholastic or interscholastic activities.
- VII. Assigning duties to all coaches under his or her direction and evaluating the performance of these individuals, seeing that they fulfill their duties and responsibilities.
- VIII. Reviewing insurance program with participating students. Making sure students have proper physical examinations and insurance cards have been signed by parents and turned in.
- IX. Overseeing the safety conditions of the facility or area in which activities are conducted during the time students are present.
- X. Being trained in first aid, including CPR, and athletic training procedures. The health and safety of the students shall be of prime importance. He or she shall be responsible for caring for injured athletes performing under his or her direction until additional medical assistance is secured. In the absence of a nurse or other medical personnel, he or she shall see that the injured individual is adequately supervised and, if necessary, accompanied to the hospital. The coach will see that the injured student's parents or guardian are notified. For all injuries which require the attention of additional medical personnel, a written report shall be made to the athletic director and school nurse.
- XI. Establishing performance criteria for eligibility in interscholastic participation in his or her activity.

- XII. Enforcing discipline and teaching sportsmanlike behavior at all times and shall be responsible for establishing and overseeing penalties for breach of such standards by individual students. Each coach shall be responsible for seeing that all rules or penalties are applied consistently between all participants.
- XIII. Assisting in the preparation of an annual budget for the activity program and shall be responsible for all expenditures from this budget as it pertains to his or her program.
- XIV. Submitting a year-end summary to the activities director, documenting participant numbers, accomplishments, equipment inventories and any other pertinent information requested.
- XV. Minimum physical requirements for the position.

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing				X
Walking				X
Sitting		X		
Bending/ Stooping			X	
Reaching/ Pulling			X	
Climbing		X		
Driving		X		
Lifting 50#		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>		X		

<sup>1</sup> Operate A-V equipment (TV, VCR, various projectors, and recorders.) Use telephone. Knowledge of computer helpful.

XVI. Preferred Minimum educational preparation requirements.

A. Nebraska Bachelor's degree in education, or equivalent. Master's degree preferred.

B. Holds a Nebraska teaching certificate with endorsement in coaching, or equivalent

- C. Previous successful teaching experience preferred.
- D. \*\*\* Non Certified employees must hold a Nebraska coaching certificate\*\*\*

XVII. Spending time outside during inclement weather possible.

XVIII. Performing such other tasks and duties as may be assigned.

Legal References:	§79-101	Teaching Defined.
	§79-501	District Boards, Hiring of Superintendent, Teachers, and Personnel.
	§79-567	Board of Education, Power to Select Officers and Employees.
	§79-804 Through §79-816	Certification Requirements.
	§79-1248	Schools, Written Contracts Required.
	§79-859 Through §79-871	Professional Practices Commission.

Note: Assistant athletic coaches will have many of the same responsibilities as the head coach, but will serve as assistants to the head coach for that particular activity. The head coach will direct the day-to-day activities of the assistant coaches. The assistant coach may or may not have the educational background or practical experience for the sport to which he or she is assigned, but will rely upon directions provided by the head coach.

Approved:

Reviewed \_\_\_\_\_

Class/Organization Sponsor

The board of education recognizes the importance of student participation in activities outside of the normal classroom instructional setting. Those activities outside of the classroom should provide students opportunities to participate in the selection of officers and the establishment of committees to plan and carry out the goals and objectives of the class or organization. Adult sponsors selected to guide the youth in these activities must have a sincere interest in developing all aspects of a student's life.

The activity sponsor shall be assigned by the Superintendent with Board approval. The activity sponsor shall be supervised, and evaluated by the activities director in cooperation with the principal. The duties of the sponsor shall include but not limited to the following:

- I. Performing those applicable duties described in the teachers' job description.
- II. Overseeing the establishment of goals and objectives for the organization.
- III. Overseeing the selection of officers and committees to carry out the identified goals and objectives.
- IV. Assisting the students in planning an operational budget and determining how these funds will be acquired. Providing budget information to the activities director. Assuring that items are ordered and on hand at the desired time, if needed.
- V. Impressing upon students the necessity for coordinating organization activities with other school activities. Coordinating activities with activities director.
- VI. Instructing students on the use and care of school equipment needed to carry out activities.
- VII. Overseeing a student-directed public relations program, both within the school system as well as with the community.
- VIII. Stressing the importance for maintaining scholastic eligibility in order for continued participation in the activity.
- IX. Performing other tasks and duties as assigned.
- X. Preferred Minimum educational requirements.
  - A. Bachelor's degree in education, or equivalent is preferred.
  - B. Hold a Nebraska teaching license or fulfill Nebraska State Department Education and/or Nebraska High School Activities Association requirements.
- XI. Depending upon the organization, some outside activities may be required.

XII. Minimum physical requirements for the position.

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing		X		
Walking		X		
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 30# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks <sup>1</sup>		X		

Adopted

Reviewed \_\_\_\_\_

## JOB DESCRIPTION-SPECIAL EDUCATION TEACHER

The special education teacher shall be responsible to and evaluated by the building principal but shall cooperate and work with the staff in performing his or her duties. The job description shall include but will not be limited to the following:

- I. Performing those applicable duties described in the teacher's job description in 615.1 R1
- II. Must work closely with the administration in developing, supervising, and administering the budget and financial accounting of all reimbursable special education programs.
- III. Assisting in the preparation of reports as they relate to the special education program.
- IV. Assisting in the formulation of philosophy and objectives as they relate to the special education program.
- V. Assisting in the administration and coordination of all special education referrals, diagnostic testing, student placement, and Individual Education Plans (I.E.P.'s).
- VI. Working with students in Special Olympics program (as actable)
- VII. Effectively working with other staff members in the coordination of the special education program with over-all educational program of the school district.
- VIII. Shall be available for presenting reports to the board of education at the request of the superintendent of schools.
- IX. Consulting with the building principal in the selection of all classified personnel assigned to his or her program.
- X. Consulting with the superintendent of schools in the evaluation of those classified personnel assigned to his or her program.
- XI. Minimum educational preparation requirements.
  - A. Nebraska Bachelor's in education plus those hours needed to meet Nebraska Department of Education requirements for area of endorsement, or equivalent.
  - B. Holds a Nebraska certificate with endorsement in area of assignment, or equivalent.
- XII. Requires considerable lifting and positioning of students in the course of teaching and assisting them.
- XIII. Minimum physical requirements for the position.

<b>ACTIVITY</b>	<b>SELDOM 0 -10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing			X	
Walking			X	
Sitting		X		
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving		X		
Lifting 75# Max.		X		
Carrying 30 ft.		X		
Manual Dexterity Tasks <sup>1</sup>			X	

<sup>1</sup> Use telephone, typewriter and/or computer, AV equipment, and copier.

XIV. Must be able to deal with stressful situations.

XV. May be assigned such duties as taking tickets or monitoring students during school-sponsored evening or Saturday activities. May be assigned to assist with student supervisory or playground duties during school day.

XVI. May be exposed to such hazards as chalk dust, infectious diseases, or inclement weather.

XVII. Shall perform such other tasks and duties as may be assigned.

Adopted:

Reviewed \_\_\_\_\_