

Board of Education Regular Meeting
Monday, July 20, 2020 6:15 PM
Ashland-Greenwood Public Schools
Middle/High School Conference Rm, 1842
Furnas Street, Ashland NE 68003
1842 Furnas Street
Ashland, NE 68003

1. Call to Order. Roll Call.
2. Acknowledge of Open Meetings Law posting.
3. Recognition of public participation
4. Visitors and Communication from the public.
5. Approval of changes in the mailed agenda and/or changes in the agenda order.
6. Approval of Consent Agenda Items.
 1. Approval of Minutes of previous meetings
 2. Acceptance of Financial Reports
 3. Action on Claims
 4. Approval of Contracts
 5. Motion to excuse /approve the absence of board member(s)
7. Old Business
8. New Business
 1. Discussion and action to approve 2020-21 staff handbooks. (Attached)
 2. Discussion and action to approve 2020-21 Student/Parent Handbooks. (Attached)
 3. Report on Ashland-Greenwood census. (Attached)
 4. Discussion and action to approve substitute teaching rates.
 5. Certified and non-certified staff resignations.

6. Motion to go into closed session to address our future facility and property needs in order to protect the property owners
7. Reconvene.
9. Informational Items
10. Call for Next Meeting
 1. The next meeting is set for Monday, August 17th, 2020 at 6:00 p.m.. All meetings are held in Ashland-Greenwood Middle/High School, Media Center at 1842 Furnas Street, Ashland, NE 68003. Notice of the meetings are posted in advance in the District Office, 1842 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Bank of Ashland, 2433 Silver St., Ashland, NE. All meetings are open to the public. An agenda for the meeting shall be kept continuously current in the Office of the District Office at 1842 Furnas St., Ashland, NE 68003.
11. Adjournment.
 1. Board of Education Information:

BOARD OF EDUCATION MEETING INFORMATION:

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INSTRUCTIONS FOR THOSE WHO WISH TO SPEAK DURING PUBLIC FORUM:

Getting Started: When it is your turn to speak during the public forum portion of the agenda, please come forward, sign your name and address on the sign-in sheet and state your name to the Board of Education.

Time Limit: You may speak only one time and must limit comments to 5 minutes or less.

Personnel or Student Topic: If you are planning to speak about a personnel or student matter involving an individual, please understand that our policies require that such concerns initially be directed to the administration for consideration. Board members will generally not respond to any questions you ask or comments you make about individual staff members or students. You are cautioned that slanderous comments are not protected just because they are made at a Board meeting.

General Rules: Please remember that this is a meeting of the Board of Education held in public for conducting the business of the Board of Education. Offensive language, personal attacks and hostile conduct will not be tolerated.

REQUEST FOR CLOSED SESSIONS:

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**Ashland-Greenwood Public Schools
Board of Education Regular Meeting Minutes
Monday, June 15, 2020**

Opening

A meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened open and public session on Monday, June 15, 2020

Attendance

The roll was called and the following Board members were present:

Eric Beranek:	Present
Ally Miller:	Absent
David Nygren:	Present
Suzanne Sapp:	Present
Karen Stille:	Present
Russ Westerhold:	Present

Notice

Notice of the meeting was posted in advance in the Superintendent's Office, 1842 Furnas Street, Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Bank of Ashland, 2433 Silver St., Ashland, NE. Notice of this meeting was given in advance to all members of the Board of Education. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the public.

A brief summary of board proceedings and list of claims will be published in the Ashland Gazette.

1. Call to Order. Roll Call.

A regular meeting of the Board of Education of the Ashland-Greenwood Public Schools was convened in open and public session at 6:00 p.m. on 15th of June, 2020 by President Nygren. Notice of the meetings are posted in advance in the District Office, 1842 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE Bank of Ashland 2433 Silver Street, Ashland, NE.

2. Acknowledge of Open Meetings Law posting.

President Nygren announced and informed the public of the current copy of the Open Meetings Act in the meeting room.

3. Pledge of Allegiance.

All stood and recited the Pledge of Allegiance.

4. Recognition of public participation

There was no public participation.

5. Visitors and Communication from the public.

There were no visitors or communication from the public.

6. Approval of changes in the mailed agenda and/or changes in the agenda order.

There were no changes to the mailed agenda.

7. Approval of Consent Agenda Items.

Motion to approve the consent agenda including previous board meeting minutes, current monthly financial statements for all accounts and current monthly claims for all accounts. No contracts were presented. Excuse absence of board member, made by Russ Westerhold and seconded by Suzanne Sapp, Passed.

Eric Beranek: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

7.1. Approval of Minutes of previous meetings

7.2. Acceptance of Financial Reports

7.3. Action on Claims

7.4. Approval of Contracts

7.5. Motion to excuse /approve the absence of board member(s)

8. Administrators' and Practitioners' Reports

8.1. Ms. Finkey

Mrs. Finkey shared planning for the next school year. Admin Team created a return to school task force operating on the most current information. Building Operations, Communication, CAREs Act, Food Service, Health Service, Instruction and Assessments, Personnel needs, Social Emotional Wellness Staff and Students are among the topics. All staff will have an opportunity for feed back. Currently looking at three different options which will be determined by the current risks. Currently in the research and planning phase. Keeping informed with current health measures. NDE will provide guidance however local schools will need to apply guidance for what is practical. Networking with other Districts. Thursday Administrators held a mini

retreat; reflect on previous year, student data, new information, review staff survey on remote learning, identified potential focus and expectations for 20-21. Megan Poell, new Elem. Asst. Prinicipal was able to participate in the retreat. Discussion was held.

8.2. Ms. Bray

Mrs. Bray gave some updates on remodeling of computer lab to house interventionist. Added another classroom; Mrs. Bray is reviewing scheduling to maintain programming. Letters went out to Kindergarten parents of 72 students. Summer school looks a little different this year; required to provide some summer services. This is being done remotely, reading, writing twelve session per student. Serving 20 students. HVAC system is coming along and the gym floor was resurfaced and looks great. Mrs. Bray is working and reviewing lanuage arts materials to make a selection in the fall. ELA Interventionist committees reviewing different interventions. Schedules, Rountines, Procedures, PreSchool Grant \$7000.

8.3. Mr. Jacobsen

Mr. Jacobsen reported on Summer School, 10 students credit recovery core class. June review handbooks, policies, building schedules, additional staff reduced class sizes, limit on space shared classrooms. FInding location for classrooms, 130 students involved in Distance Learning; Dual Credits; losing programming - exploratory classes for middle school, study hall numbers 35-55 students with one teacher. LLimit on Vocational classes. MCC distance learning for college Spanish. Discussion was held. Graduation is looking like it will happen July 26.

8.4. Mr. Libal

Mr. Libal reported to the board on facility reopening outdoor track, playground equipment will reopen. Caution at your risk. In town bussing will be on a wait and see due to COVID regulations. HVAC project is going well, Science Lab waiting on plumbers, conference room reconstructed for office space. Managing space to make the most use of the current space. Community engagement meeting June 29, several RSVPs returned. Mr. Libal recognized Carrie Holz retirement from Board Secretary position. Facility use will reevaluate every two weeks to meet CDC guidelines. Realign groups as necessary. Opened up gyms for activities, utilizing space but limiting numbers, cleaning sanitizing, staffing and supervision - will keep board updated.

9. New Business

9.1. Discussion and action to approve 2020-21 school meal pricing. (Attached)
Motion to approve the 2020-2021 meal pricing, made by Russ Westerhold and seconded by Karen Stille, Passed.
Eric Beranek: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

Mr. Libal is recommending a \$.05 increase on the student breakfast and lunch prices. However, we will maintain the current amount for the 6-12 student lunch.

9.2. Discussion and action related to 2020-21 Policy Updates. (Attached)

Approval to review and update policies 2002, 3039, 3046, 4003, 5016, 5035, 5054, 6020, 6021, 6033 and remove 3034, made by Eric Beranek and seconded by Russ Westerhold, Passed.

Eric Beranek: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

Mr. Libal presented to the board the recommended policy updates and revisions by KSB School Law Offices. It is expected that there will be three rounds of policy updates this year. Title IX will be reviewed. Discussion was held.

9.3. Discussion and action related to 2020-21 administrative salaries. (Attached)

Amend the recommended motion to approve the 20-21 2.8% salary increase for all administrative salaries, made by Karen Stille and seconded by Suzanne Sapp, Passed.

Eric Beranek: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

Suzanne Sapp addressed the board that all Administrators should receive the 2.8% salary increase.

9.4. Certified and non-certified staff resignations.

No resignations were presented.

9.5. Motion to go into closed session to address our future facility and property needs in order to protect the property owners

Motion to enter closed session at 7:30 p.m. with respect to future facility and property considerations clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual in compliance with the law, made by Suzanne Sapp and seconded by Eric Beranek, Passed.

Eric Beranek: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

9.6. Reconvene.

Motion to reconvene at 8:05 p.m., made by Russ Westerhold and seconded by Karen Stille, Passed.

Eric Beranek: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

10. Informational Items

11. Call for Next Meeting

11.1. The next meeting is set for Monday, June 29th at 6:00 p.m. This working meeting will be held in the MS/HS Cafeteria at 1842 Furnas Street, Ashland, NE 68003. A Regular Meeting will be held July 20, 2020 in the MS/HS Media Center. Notice of the meetings are

posted in advance in the District Office, 1842 Furnas St., Ashland, NE, Farmers & Merchants Bank, 1501 Silver St., Ashland, NE and Bank of Ashland, 2433 Silver St., Ashland, NE. All meetings are open to the public. An agenda for the meeting shall be kept continuously current in the Office of the District Office at 1842 Furnas St., Ashland, NE 68003.

12. Adjournment.

Motion to adjourn the meeting at 8:07 p.m., made by Eric Beranek and seconded by Karen Stille, Passed.

Eric Beranek: Yea, David Nygren: Yea, Suzanne Sapp: Yea, Karen Stille: Yea, Russ Westerhold: Yea

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GENERAL FUND

	Beginning Balance			\$	5,944,429.59	
	<u>RECEIPTS</u>					
6/1/20	Cass County Property Taxes	\$	126,727.39			
6/3/20	Laptop Fine	\$	175.00			
6/4/20	Senior Fines	\$	265.00			
6/4/20	Saunders Co Fines	\$	2,149.90			
6/4/20	Saunders Co Interest	\$	190.98			
6/4/20	Saunders Co MV	\$	37,156.43			
6/4/20	Saunders Co Property Tax	\$	25,795.30	\$	65,292.61	
6/16/20	Cass County MV	\$	13,134.03			
6/16/20	Cass County Revenue Interes	\$	871.93			
6/16/20	Cass County Property Taxes	\$	11,964.34			
6/16/20	Cass County Fines	\$	1,844.09			
6/16/20	Cass County Homestead	\$	5,158.87	\$	32,973.26	
6/22/20	State of NE MAC SN 19	\$	2,542.20			
6/22/20	State of NE MAC SN 19	\$	277.16			
6/19/20	Saunders Co Property Tax	\$	60,075.95			
6/19/20	Saunders Co Homestead	\$	17,696.47			
6/19/20	Saunders Co Interest	\$	483.40	\$	78,255.82	
6/24/20	SPED SA FFR Reimb 18-19	\$	126,087.00			
6/26/20	State of NE MIPS	\$	3,438.30			
6/30/20	State aid	\$	92,211.00			
6/30/20	F & M Interest	\$	479.96			
6/30/20	NLAF Interest	\$	45.51			
				\$	528,770.21	\$ 6,473,199.80
	<u>DISBURSEMENTS</u>					
	June Claims	\$	845,499.03			
	Refunds/Rebates/Sub Reimbursement	\$	(1,909.49)			
	Total			\$	843,589.54	\$ 5,629,610.26
	ENDING BALANCE					\$ <u>5,629,610.26</u>
	<u>RECONCILIATION</u>					
	NLAF Liquid Balance	\$	1,659,292.03			
	Plus F& M Bank Balance	\$	2,578,531.15			
	Plus General Fund Investments	\$	1,441,621.85			
	Less: Outstanding Claims	\$	<u>49,834.77</u>			
	Reconciled Balance	\$	5,629,610.26			\$ <u>5,629,610.26</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

Jun-2020

ADMINISTRATIVE OPERATIONS ACCOUNT

Beginning Balance \$ 3,000.00

RECEIPTS

GF #040147 \$ 51.45

Total \$ 51.45 \$ 3,051.45

DISBURSEMENTS

6/4/20 M Hoffman, Transp Mileage \$ 26.45

6/15/20 NASP, Business Off Dues \$ 25.00

6/18/20 T Harms, Supplies \$ 102.66

6/24/20 US Dept of Treas, PCORE fee \$ 2.45

Total \$ 156.56 \$ 2,894.89

Ending Balance \$ 2,894.89

RECONCILIATION

Bank Balance \$ 3,387.34

Less: Claims Outstanding \$ 492.45

Reconciled Balance \$ 2,894.89 \$ 2,894.89

PAYROLL ACCOUNT

Beginning Balance \$ 15,271.92

RECEIPTS

General Fund \$ 562,774.14

Hot Lunch \$ 12,093.91

Employee Prems

FM National Bank: Interest \$ 6.88

Total \$ 574,874.93 \$ 590,146.85

DISBURSEMENTS

Net Payroll \$ 346,829.83

Retirement \$ 99,660.46

State Tax Withholdings \$ 16,822.51

Federal/FICA Taxes \$ 111,555.25

Retiree Life Insurance Mo. Premium \$ 123.00

Retiree Eye Insurance Mo Premium \$ 37.74

Total \$ 575,028.79 \$ 15,118.06

Ending Balance \$ 15,118.06

RECONCILIATION

Bank Balance \$ 15,118.06

Outstanding Checks \$ -

Reconciled Balance \$ 15,118.06 \$ 15,118.06

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT
EMPLOYEE BENEFIT (SECTION 125) ACCOUNT

Jun-2020

Beginning Balance			\$	33,644.15
 <u>RECEIPTS</u>				
Employee Payroll Deposit	\$	10,935.32		
Bank of Ashland: Interest	\$	3.22		
Total			\$	10,938.54
			\$	44,582.69
 <u>DISBURSEMENTS</u>				
Employee Benefits	\$	41.31		
Employee Benefits	\$	1,318.57		
Employee Benefits	\$	2,099.57		
Employee Benefits	\$	2,872.67		
Total			\$	6,332.12
			\$	38,250.57
Ending Balance			\$	<u>38,250.57</u>
 <u>RECONCILIATION</u>				
Bank Balance	\$	38,250.57		
Reconciled Balance	\$	<u>38,250.57</u>		<u>\$ 38,250.57</u>

SPECIAL BUILDING ACCOUNT

Beginning Balance			\$	3,098,350.35
 <u>RECEIPTS</u>				
Cass County	\$	20,882.16		
Sarpy County				
Saunders County	\$	15,239.46		
NLAF Interest	\$	19.57		
F & M Interest	\$	497.54		
Total			\$	36,638.73
			\$	3,134,989.08
 <u>DISBURSEMENTS</u>				
Total			\$0.00	\$ 3,134,989.08
Ending Balance			\$	<u>3,134,989.08</u>
 <u>RECONCILIATION</u>				
F&M Bank Balance	\$	1,739,493.34		
NLAF #9300590 Balance	\$	907,495.74		
Plus Special Building Investments	\$	488,000.00		
Reconciled Balance	\$	<u>3,134,989.08</u>		<u>\$ 3,134,989.08</u>

ASHLAND-GREENWOOD PUBLIC SCHOOLS FINANCIAL STATEMENT

Jun-2020

QUALIFIED CAPITAL PURPOSE FUND

Beginning Balance			\$	69,615.84
 <u>RECEIPTS</u>				
Interest	\$	5.72		
Total			\$	5.72
			\$	69,621.56
 <u>DISBURSEMENTS</u>				
Total			\$	-
Ending Balance			\$	<u>69,621.56</u>
 <u>RECONCILIATION</u>				
Bank Balance	\$	69,621.56		
Less: Outstanding Claims	\$	-		
Reconciled Balance	\$	<u>69,621.56</u>	\$	<u>69,621.56</u>

DEPRECIATION FUND

Beginning Balance			\$	1,763,512.59
 <u>RECEIPTS</u>				
F&M National Bank, Interest	\$	36.02		
NLAF Interest	\$	23.30		
Total			\$	59.32
			\$	1,763,571.91
 <u>DISBURSEMENTS</u>				
Total			\$	-
Ending Balance			\$	<u>1,763,571.91</u>
 <u>RECONCILIATION</u>				
F & M Bank Balance	\$	438,293.05		
NLAF Balance	\$	1,080,278.86		
Plus Depreciation Investments	\$	245,000.00		
Less: Outstanding Claims	\$	-		
	\$	<u>1,763,571.91</u>		
Reconciled Balance	\$	<u>1,763,571.91</u>	\$	<u>1,763,571.91</u>

STUDENT FEE FUND

Beginning Balance			\$	6,136.44
<u>RECEIPTS</u>				
Cap and Gown Fees				
Student Fees				
College Drop Fee				
Interest Bank of Ashland	\$	0.54		
Total			\$	0.54
			\$	6,136.98
<u>DISBURSEMENTS</u>				
Total			\$	-
Ending Balance			\$	<u>6,136.98</u>
<u>RECONCILIATION</u>				
Bank Balance	\$	6,136.98		
Claims Outstanding	\$	-		
Misdirected Deposit				
Reconciled Balance	\$	<u>6,136.98</u>		\$ <u>6,136.98</u>

HOT LUNCH ACCOUNT

		Beginning Balance		\$	16,925.68
<u>RECEIPTS</u>					
Student and Staff Deposits	\$	-			
Online Student Deposits	\$	(1.00)			
Federal Reimbursement	\$	30,508.42			
State Reimbursement					
F&M National Bank: Interest	\$	0.80			
Vending Payment					
Total			\$	30,508.22	\$ 47,433.90
<u>DISBURSEMENTS</u>					
Wages & Benefits	\$	13,239.65			
Food/ Supplies/ Contracted Services	\$	22,182.26			
Rebate/ Food Payment		-188.47			
Total			\$	<u>35,233.44</u>	\$ <u>12,200.46</u>
Ending Balance					\$ <u>12,200.46</u>
<u>RECONCILIATION</u>					
Bank Balance	\$	12,306.76			
Claims Outstanding	\$	106.30			
	\$	<u>12,200.46</u>			
Receipts Outstanding					
Reconciled Balance	\$	<u>12,200.46</u>			\$ <u>12,200.46</u>
Student and Staff Deposits Held on Account - End of Month	\$			26,645.45	

INVESTMENTS

Date Bought	Security Description	Rate	Investment
General Fund Investments			
1/30/2015	Farmers & Merchants Bank, Ashland	0.550%	\$ 867,297.14
10/22/2017	Bank of Ashland, Ashland	0.850%	\$ 106,324.71
11/8/2018	Franklin Synergy TN	3.200%	\$ 234,000.00
11/8/2018	Farmers & Merchants Union Bank, WI	3.200%	\$ 234,000.00
Total Investments			<u><u>\$ 1,441,621.85</u></u>

Depreaction Fund Investments

12/18/2019	First National Bank of McGregor TX	1.800%	\$ 245,000.00
Special Building Fund Investments			
10/11/2019	Cfg Community Bank, MD	2.050%	\$ 244,000.00
10/11/2019	First Capital bank, TN	2.050%	\$ 244,000.00
			<u><u>\$ 488,000.00</u></u>

LOCAL BANK SECURITIES PLEDGE TO SCHOOL DISTRICT DEPOSITS & FDIC INSURANCE ON DEPOSITS

BANK OF ASHLAND

FDIC INSURANCE	\$ 250,000.00
Total Secured	<u><u>\$ 250,000.00</u></u>

FARMERS AND MERCHANTS BANK

FDIC INSURANCE	\$ 250,000.00
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Pledged Safekeeping Security

Various pledged amounts at Agencies, Municipals, SBA, CD's etc, monitored by: Farmers Merchant Bank	Total Face Value	Actual Value
		\$ 3,000,000.00
Total Secured		<u><u>\$ 3,250,000.00</u></u>

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING Jun-2020

				Beginning Balance			\$ 74,946.27
Date	Check #	Payee	Description	Receipt	Disbursed	Balance	
ATHLETICS							\$ 8,701.71
6/1/20	014868	Hauff Mid-America Sports	Knee pads		\$ 118.53		
6/1/20	014885	Odeys Field Experts	baseball field		\$ 304.80		
6/19/20	014897	Menards	Trash cans		\$ 83.63		
6/19/20	014898	Sideline Power	Down Markers		\$ 1,750.00		
6/24/20		NSAA	Championship Reimburseme	\$ 389.25			
6/29/20	014900	VISA	Baseball Equipment		\$ 249.95		
TOTALS				\$389.25	\$ 2,506.91	\$	6,584.05
ALUMNI Projects							\$ 2,993.79
TOTALS				\$ -	\$ -	\$	2,993.79
BAND							\$ 788.41
TOTALS				\$0.00	\$ -	\$	788.41
BLUE TEAM							\$ 242.80
TOTALS				\$ -	\$ -	\$	242.80
DRAMA							\$ 2,197.18
TOTALS				\$0.00	\$ -	\$	2,197.18
ELM BOOK FAIR							\$ 812.64
TOTALS				\$ -	\$ -	\$	812.64
ELM STAFF							\$ 1,258.45
TOTALS				\$0.00	\$ -	\$	1,258.45
ELM STUDENT COUNCIL							\$ 7,387.37
TOTALS				\$0.00	\$ -	\$	7,387.37
FBLA							\$ 6,291.81
6/1/20		23 student Refunds	SLC Refund		\$ 3,633.00		
6/1/20	014884	NO FRILLS/SPARTANNASI	FBLA Fundraising Incentive		\$ 25.00		
6/23/20		Booster Club	Concession workers	\$ 520.00			
6/30/20		Hamm	SLC Donation	\$ 150.00			
TOTALS				\$ 670.00	\$ 3,658.00	\$	3,303.81

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING Jun-2020

FFA								\$	20,068.28
6/10/20	014894	GovConnection	Powerbanks			\$	376.23		
6/15/20		NE FFA Foundation	Grant	\$	1,019.94				
6/19/20	014895	Amber Wilke	Reward Cups			\$	320.00		
6/19/20	014896	Awards Unlimited	Chili Cookoff			\$	10.50		
TOTALS				\$	1,019.94	\$	706.73	\$	20,381.49
HONOR SOCIETY								\$	743.56
TOTALS				\$0.00	\$	-	\$		743.56
HS STUDENT COUNCIL								\$	1,314.68
TOTALS				\$0.00	\$	-	\$		1,314.68
MS/HS STAFF								\$	2,344.94
TOTALS				\$0.00	\$	-	\$		2,344.94
MS STUDENT COUNCIL								\$	2,417.67
TOTALS				\$0.00	\$	-			2,417.67
PROM ACCOUNT								\$	4,198.93
6/1/20	014858	Anderson's/Taymark	prom crowns			\$	96.15		
TOTALS				\$0.00	\$	96.15	\$		4,102.78
SCHOOL STORE								\$	186.10
TOTALS				\$	-	\$	-	\$	186.10
SENIORS								\$	400.20
TOTALS				\$	-	\$	-	\$	400.20
SKILLS USA (formerly SHOP)								\$	2,298.37
TOTALS				\$0.00		\$0.00	\$		2,298.37
SPANISH CLUB								\$	244.11
TOTALS				\$	-	\$	-	\$	244.11
SPIRIT SQUAD								\$	2,237.30
TOTALS				\$0.00	\$	-	\$		2,237.30
SPEECH								\$	328.24
TOTALS				\$	-	\$	-	\$	328.24
TALENTED/GIFTED ACTIVITES								\$	133.23
TOTALS				\$	-	\$	-	\$	133.23

**FINANCIAL STATEMENT
ACTIVITY FUND**

FOR MONTH ENDING Jun-2020

VOCAL MUSIC \$ 3,137.15

TOTALS \$0.00 \$ - \$ 3,137.15

YEARBOOK/ANNUAL \$ (1,418.46)

6/1/20	Student	MS Yrbook/ HS Yrbook	\$ 66.00		
6/10/20	Paw Spa	HS Yrbook advert	\$ 50.00		
6/19/20	014899 Walsworth Publishing	Middle School Yearbook		\$ 189.99	
6/16/20	Ashland-Greenwood GF	MS Yrbook	\$ 32.00		

TOTALS \$148.00 \$189.99 \$ (1,460.45)

INTEREST \$ 5,637.81

6/30/2020	Bank of Ashland	Interest	\$ 6.46		
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TOTALS \$ 6.46 \$ - \$ 5,644.27

ACTIVITY FUND TOTALS ALL ACCOUNTS \$ 2,233.65 \$ 7,157.78 \$ 70,022.14

Ending Balance	\$ 70,022.14
Plus: Outstanding Checks	\$ 2,819.95
Less: Outstanding Receipts	

Equals: Bank Balance \$ 72,842.09

Ashland-Greenwood Public Schools' General Fund Claims
 General Fund Claims
 7/20/2020

Check No.	Vendor	Amount	Description
040178	AG Payroll Account	\$ 341,448.49	June Net Payroll
040179	BANK OF ASHLAND	\$ 10,275.32	Payroll Section 125 Deduct
040180	Blue Cross and Blue Shield of Nebraska	\$ 126,397.33	Payroll Health & Dental Ins
040181	Madison National Life	\$ 1,377.05	Payroll LTD Insurance Prem
040182	Madison National Life	\$ 913.02	Payroll Employee Life Prem
040183	AG Payroll Account	\$ 18,477.28	Payroll State Tax Wthhldg
040184	AG Payroll Account	\$ 113,855.74	Payroll Federal Tax Wthhldg
040185	Retirement	\$ 93,315.26	Payroll Retirement Wthhldg
040186	TSA Consulting Group Inc	\$ 2,875.00	Payroll Annuity Deduction
040187	Vision Service Plan	\$ 1,179.99	Payroll Employee Vision Prem
040188	ABC Termite & Pest Control Inc.	\$ 85.00	Rodent control
040189	Ashland-Greenwood Activities Acct	\$ 600.00	Bus Washing
040190	Anderson Print Group/Business Printing	\$ 927.93	AG folders
040191	Ashland Disposal Service	\$ 800.31	District Sanitation Collection
040192	Ashland Pharmacy	\$ 507.41	Uniform Cleaning
040193	AT & T Mobility	\$ 299.95	District Internet
040194	Awards Unlimited, Inc.	\$ 114.25	HS awards engraving
040195	Bound to Stay Bound Books	\$ 60.73	Elem Media Books
040196	Ryan Brady	\$ 292.50	Security Services
040197	C & L Hardware	\$ 6.98	shop supplies
040198	Capital Business Systems, Inc.	\$ 113.07	District Copier Charges
040199	CenterPoint Energy Services Retail, LLC	\$ 5,107.75	District Natural Gas Service
040200	City Of Ashland	\$ 3,475.00	District Sewer and Water
040201	Council Bluffs WinSupply Co	\$ 1,585.63	District Maintenance
040202	Collison Center	\$ 150.00	Transportation Repairs
040203	Cornhusker International Trucks, Inc.	\$ 488.52	Transportation Supplies
040204	Creative Mathematics	\$ 708.75	Elem Instructional Supplies
040205	DATASTOR, INC	\$ 415.52	Graduate Scanning
040206	Eddie Lawn Service, LLC	\$ 675.00	District Lawn Service
040207	Sunburst Digital Inc/Educational Resources	\$ 450.00	Student Instruction Services
040208	Egan Supply Co.	\$ 14,675.50	HS/MS/Elem Gym floor
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040210	FBG Service Corporation	\$ 7,920.00	District Cleaning Services
040211	Flinn Scientific Inc	\$ 2,236.69	HS Instruction Supplies
040212	Follett School Solutions, Inc.	\$ 1,558.98	Media Books
040213	Frey Scientific	\$ 976.54	Microscopes
040214	Grainger	\$ 64.17	Shop Supplies
040215	Groth Music Company	\$ 222.87	Elem Music - Recorders
040216	Jim Halbmaier	\$ 4,848.78	Privacy Banners for fences
040217	HARRIS	\$ 8,997.45	Business Office Services
040218	Interstate-All Battery Center	\$ 1,763.70	District Maintenance
040219	IRIE AT	\$ 249.00	Vision Services

040220	Johnstone Supply	\$	598.26	District Maintenance
040221	JourneyEd.com Inc	\$	1,000.00	Instr Software
040222	KSB School Law, PC LLO	\$	797.50	District Legal Services
040223	Lazel, Inc./Learning A-Z, LLC	\$	209.95	SPED Elem. Services
040224	Gerard Lusienki dba ACCU WRITE Business C	\$	122.00	District Supplies
040225	Matheson Tri-Gas, Inc/Linweld	\$	34.85	Student Instruction
040226	Montemarano Landscapes Inc	\$	190.00	Mulch
040227	Nebraska Central Equipment Inc	\$	169.60	Transportation Supplies
040228	Nebraska.gov	\$	3.00	Transportation Supplies
040229	Nebraska Capitol Conference	\$	575.00	NCC fees
040230	NEOPOST	\$	817.73	District Office Supplies
040231	Odeys Field Experts	\$	975.00	District Grounds Service
040232	One Call Concepts Inc	\$	6.91	District Maintenance
040233	One Source, Inc	\$	112.00	Employment Checks
040234	Porter-Trustin-Carlson CO	\$	3,050.00	MS Locker Room
040235	Really Good Stuff LLC	\$	275.32	Elem Instructional Supplies
040236	Realityworks, Inc	\$	1,635.07	HS Instructional Supplies
040237	Richard A. Sabatka	\$	1,447.51	Parking Lot Maintenance
040238	Saunders Medical Center	\$	120.00	Transportation Services
040239	Schmitt Music Center	\$	30.00	HS Reg Inst Supplies (Band)
040240	School Safety Solution LLC	\$	108.04	Elem safety window shades
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040253	C & L Hardware	\$	7.79	shop supplies
040254	Charter Communications	\$	111.14	District Cable
040255	NO FRILLS/SPARTANNASH	\$	18.33	Board of Education Supplies
040256	School Specialty Inc	\$	44.20	MS Inst Supplies
040257	USIC Locating Services, LLC	\$	46.35	Locating Service
040258	US Mechanical Service Inc	\$	452.50	Maintenance
040259	United States Postal Service - POC	\$	750.00	District Postage
040260	Beverly Wliggs	\$	313.50	District Therapy Services
040261	Ashland Auto Parts	\$	13.49	shop supplies
040262	Barnes & Noble Inc	\$	446.09	HS Instructional Supplies
040263	Blinds.com	\$	1,539.82	Window Treatments
040264	Bobcat of Omaha	\$	1,464.52	Bobcat Repair
040265	C & L Hardware	\$	115.80	Maintenance
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040270	Grainger	\$	35.11	Instr Suplies
040271	Innovative Laboratory Systems	\$	1,782.00	Science Rm Remodel
040272	Menard Inc	\$	367.44	Maintenance
040273	Ralston Public Schools	\$	6,316.91	SPED Sevices
040274	All American Sports Corp.	\$	1,326.43	FB helmet recondition
040275	Trugreen-Chemlawn	\$	78.75	Tree Service
040276	Voice & Data Systems, Inc.	\$	1,922.47	District Telecommunication Ser
040277	Wahoo-Waverly-Ashland Newspapers	\$	109.34	District Meeting Notice

Incompletes

AD OP	Lee Sapp Ford*
AG Activities	Matheson
Ashland Auto	Menards
Ashland Gazette	Meyo Enterprises
Ashland-Greenwood Hot Lunch	Metal Doors & Hardware
Awards Unlimited	Midwest Flooring
Baylor Test Prep	No Frills/Spartan Nash
Bishop business	Odeys
Blinds.com	OPPD
Charter/Spectrum	Payflex
C&L Hardware	Quill
DLR	RTI
ESU2	Saunders County Youth Serv
GovConnect	School Specialty
Harris	TSA
Hillyard	VISA
Innovative Labs	Windstream
Kreiser Drywall	Williams Sales and Service

*** Denotes possible conflict of interest**

Authorized by:

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 7/20/2020

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Incompletes

AD OP
AG Activities
Ashland Auto
Ashland Gazette
Ashland-Greenwood Hot Lunch
Awards Unlimited
Baylor Test Prep
Blinds.com
Charter/Spectrum
C&L Hardware
DLR
GovConnect
Harris
Hillyard
Innovative Labs
Jackie Fudge
Kreiser Drywall
Matheson
Menards
Meyo Enterprises
Metal Doors & Hardware
Midwest Flooring
No Frills/Spartan Nash
Odeys
OPPD
Payflex
Quill
RTI
School Specialty
TSA
VISA
Windstream
Williams Sales and Service

**June 2020 Incomplete
General Fund Disbursements**

Check	Payable to	Amount	Description
040162	Awards Unlimited, Inc.	\$ 1,080.00	New Conference Signs
040163	C & L Hardware	\$ 240.22	District Maintenance
040164	Shane Denson	\$ 1,400.00	Welding Supplies
040165	Frey Scientific	\$ 339.96	Insturctional Supplies
040166	GovConnection Inc.	\$ 39.68	Tech Supplies
040167	Matheson Tri-Gas, Inc/Linweld	\$ 2,402.43	Mig Wielder
040168	Menard Inc	\$ 517.04	District Maintenance
040169	Meyo Enterprises	\$ 3,125.00	District Maintenance
040170	Omaha Public Power District	\$ 8,648.10	District Electricity
040171	PayFlex Systems USA Inc	\$ 278.72	Employee Benefit
040172	Pitsco Inc	\$ 1,248.75	Insturctional Supplies
040173	Quill Corp	\$ 1,016.35	District Supplies
040174	School Specialty Inc	\$ 218.83	Insturctional Supplies
040175	TSA Consulting Group Inc	\$ 83.33	Employee Beenfit
040176	VISA	\$ 95.00	Conference
040176	VISA	\$ 77.02	Postage
040176	VISA	\$ 129.00	Membership fees
040177	Windstream	\$ 710.92	District Telephone Services

Authorized by:

Ashland-Greenwood Public Schools

Activities Account

June 16, 2020 to July 20, 2020

Date	Check #	Vendor	Description	Disbursed	Activity
6/29/20	014900	VISA	Ball hog lgoves	\$ 249.95	Athletics
7/2/20	014901	BSN	Athletic Supplies	\$ 1,215.02	Athletics
7/2/20	014902	Nebraska Sports	Softball, volleyball	\$ 1,177.43	Athletics
7/2/20	014903	Pro Tuff Decals	Helmet Decals	\$ 306.50	Athletics
7/2/20	014904	UNL	FFA Fees	\$ 150.00	FFA

**this could be updated*

Authorized by:

Ashland-Greenwood Public Schools
Hot Lunch Claims
Jul-20

DATE	Check #	VENDOR	Amount	Description
7/8/2020	011180	AG Payroll Account	\$ 4,392.24	July Net Payroll
7/8/2020	011181	Blue Cross Blue Shield of NE	\$ 559.90	July 20 PR
7/8/2020	011182	Madison National Life	\$ 19.00	July 20 PR
7/8/2020	011183	AG Payroll Account	\$ 63.45	July 20 PR
7/8/2020	011184	AG Payroll Account	\$ 1,079.80	July 20 PR
7/8/2020	011185	Retirement	\$ 1,111.85	July 20 PR
7/20/2020	011186	Cash-Wa	\$ 6,161.76	Food Supplies
7/20/2020	011187	Hiland Dairy	\$ 1,390.98	District Milk
7/20/2020	011188	SYSCO	\$ 1,443.90	District Food
7/20/2020	011189	US FoodService	\$ 3,268.98	District Food
7/20/2020	011190	VISA	\$ 42.00	Food Handler Training

Authorized by:

Ashland-Greenwood Public Schools' Claims
Special Building
May 18, 2020

Date	Check No.	Vendor/Description	Amount
6/22/20	1008	Saunders County Treasurer Misdirected Deposit	\$ 6,953.25

Authorized by:



Ashland-Greenwood
PUBLIC SCHOOLS

2020-2021

Staff Handbook

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes

in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Jason Libal Title:
Superintendent Address: 1842 Furnas
Street Telephone: (402) 944-2128
E-mail: jason.libal@agps.org

For further information on notice of nondiscrimination, visit <http://wdcrobc01p01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

DRUG-FREE WORKPLACE REQUIREMENTS It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

POLICIES AND PROCEDURES REGARDING ALL STAFF

ACCIDENTS AND INJURIES If an injury occurs on the job to an employee, the following procedures must be observed:

1. All injuries must be reported to your immediate supervisor or the Office Manager immediately. If the injury occurs during a period of time when the supervisor and/or Office Manager are not at work injuries should be reported by calling 944-2128. If there is no answer at that number a message should be left on the voice mail at extension #2011.
2. The office manager must fill out a worker's compensation form as soon as possible.
3. If emergency medical attention is needed, contact the proper agencies.
4. Report the incident as soon as possible following that emergency treatment.
5. All reports must go through the Superintendent's office.

AGENTS, SALESMEN AND OTHER BUSINESS REPRESENTATIVES All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

ANNOUNCEMENTS AND CIRCULARS No announcements shall be made before any school group

without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

BOARD POLICIES, RULES, AND DIRECTIVES The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modify existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

CHILD ABUSE Staff members have an obligation under Nebraska law to report suspected child abuse or neglect cases to local law enforcement or social services personnel. In an effort to help prevent child abuse or neglect, school employees should learn to recognize the symptoms of child abuse, know how to report it, and provide continuing support and encouragement to abused children and their families.

Child abuse is defined as knowingly, intentionally or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter or care;
4. Placed in a situation to be sexually exploited by allowing, encouraging, or forcing such minor child to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions;
- or 5. Placed in a situation to be sexually abused as defined in Neb Statutes 28-319 or 29-320.01.

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions that reasonably would result in abuse or neglect, shall report such incidents to the proper authorities.

The employee shall make an oral report to the Ashland Police Department (944-2222) or the statewide hotline (1-800-652-1999), followed by a written report to law enforcement. The report will include all information required by law including the employee's name and address, name, address and age of abused, address of persons having custody of the child, nature and extent of abuse or the conditions and circumstances which would reasonably result in abuse or neglect, and other information which in the opinion of the person may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator or perpetrators.

School employees are not responsible for actual investigation or intervention in child abuse cases and should not assume that responsibility. However, staff shall work cooperatively with law enforcement who are investigating a report of child abuse. Law enforcement and/or the CPS worker will be given access to a child as per Board Policy 1411.

During the investigation of a reported child abuse case, when law enforcement and/or a CPS worker requests information about a student, school employees will provide information regarded as generally obtainable through other sources. It is recognized that access to this information may help to expedite the initial investigation of a case.

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and

shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to

services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

COMPUTERS AND INTERNET: ACCEPTABLE USE BY STAFF Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

COMPUTER AND INTERNET SAFETY

All staff will be expected to be familiar with and compliant with the Internet Protection Act (CIPA). (*School Policy 6800*). Staff members will be asked to sign an Acceptable Use of Computers and Networks Form.

CONFLICT OF INTEREST All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

CONTACT INFORMATION Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

COPYRIGHT AND FAIR USE The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in

which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

CORPORAL PUNISHMENT Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

CRIMINAL AND IMMORAL ACTIVITY An employee who engages in or who is arrested for a crime, engaged in other immoral activity, is the subject of a criminal investigation or is involved in civil litigation involving an allegation of illegal or immoral activity shall notify his or her supervisor immediately of the nature of the conduct or allegations.

DISABILITY LEAVE (SHORT-TERM) Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district’s local education association. Short-Term Disability leave will run concurrently with FMLA leave.

DISCRIMINATION AND HARASSMENT The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee’s school performance, or (3) otherwise adversely affects an employee’s employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Kristin Fangmeyer at (402) 944-2128, kristin.fangmeyer@agps.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Brad Jacobsen at (402) 944-2128, brad.jacobsen@agps.org or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent: Jason Libal at (402) 944-2128, jason.libal@agps.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

DRIVING All personnel who drive school vehicles must provide the Superintendent's office with a copy of their Nebraska driver's license. The Superintendent's office will obtain a copy of the employee's driving record from the Nebraska Department of Motor Vehicles. Personnel who receive a citation for a traffic violation while driving school vehicles or while driving a personal vehicle for a school event are responsible for payment of that citation and self-reporting of the citation; even if the citation is received while driving a personal vehicle on or during personal time.

DRESS CODE The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be “dress down” days.
- Hats, except when worn outside for sun coverage.
- Rubber soled ‘flip flop’ thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

DRUG AND ALCOHOL TESTING School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in the Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

ELECTRONIC COMMUNICATION WHILE DRIVING Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

EXPENSES The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on designated forms that are available from the district and office and/or district website. Appropriate receipts must be attached. All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

FAMILY AND MEDICAL LEAVE ACT (FMLA) Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

HARASSMENT The Ashland-Greenwood Public Schools shall maintain an environment that is free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual Harassment by board members, administrators, certified and support personnel, classified personnel, students, vendors and any others having business or other contact with this school district is prohibited.

Employees whose behavior is found to be in violation of this policy shall be subject to the investigation procedure that may result in discipline, up to and including discharge. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined appropriate by the administrator or board.

Sexual harassment may include verbal harassment or abuse, unwelcome pressure for sexual activity, repeated unwelcome remarks with sexual or demeaning implications, unwelcome touching, and suggesting or demanding sexual involvement by implied or explicit threats or promises of benefit concerning one's employment or education.

Such conduct shall constitute a violation of this policy when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or education, or
2. Submission to or rejection of such conduct by a person is used as the basis for academic or employment decisions affecting that person, or

3. Such conduct has the clear purpose of effect or interfering with a person's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

4. Other types of harassment may include, but not be limited to jokes, stories, pictures or objects that are offensive, or tend to alarm, annoy, abuse or demean certain protected individuals or groups.

Employees who witness or are the victims of sexual harassment shall immediately notify their immediate supervisor, or the next level administrator who is not the subject of the complaint, as may be appropriate under the circumstances.

The Building Principals shall be the harassment compliance officers for the district. In the event that the Building Principal becomes a party to a harassment complaint, the Superintendent shall be the alternate compliance officer. The compliance officer shall investigate all complaints reported to him or her. All complaints shall be handled in a timely and confidential manner. Information regarding an investigation of alleged harassment shall be confidential, and those persons involved in the investigation shall not discuss information regarding the complaint outside the investigation.

Person found in violation of this policy shall be subject to discipline, which may include reprimand, probation, demotion, suspension, termination, or other sanction as determined appropriate by the board.

Any requirements regarding harassment that are detailed in master labor agreements between members of collective bargaining units and the board shall be followed. Employees who believe that their complaint has not been satisfactorily resolved may utilize the normal grievance procedure.

IDENTIFICATION BADGES Staff will receive employee identification badges. The badge shall be worn so that it can be seen at all times. The badges serve as a method for visitors to identify that you are an employee, assist other school staff in knowing who you are, and will assist emergency personnel in case of an emergency in more quickly responding to school issues.

IN-SCHOOL COMMUNICATION Most staff members will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's email system. Each staff member must check his or her email account frequently throughout the school day. Staff members are allowed to use their school email accounts for a moderate amount of personal email correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal email is received on the staff member's school email account or a personal account.

INTELLECTUAL PROPERTY All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

JURY DUTY AND COURT LEAVE The Board will allow jury duty pay or court appearance pay for a lawfully issued subpoena to appear in court during the school year; the employee will receive regular salary from the school, but must assign any jury duty or appearance compensation back to the school, less the reimbursement of expenses. Except that this shall not apply to employees who must appear in court because they are being sued or are suing another party in a civil litigation or for employees who are absent because they have been charged with criminal action.

MEALS PROGRAM Staff may take advantage of meals offered through the district's food program. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

MILITARY LEAVE OF ABSENCE Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

MILK EXPRESSION The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

NEWS AND PRESS RELEASES Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

NEWSLETTERS The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes the positive aspects of the district's mission.

OBLIGATIONS RELATED TO THE AMERICAN CIVICS REQUIREMENTS All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to

properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

OUTSIDE EMPLOYMENT No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

POLITICAL ACTIVITIES District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

PREGNANT OR PARENTING STUDENTS The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include: 1. If the student cannot regularly attend classes, the provision of online courses; 2. The arrangement of meeting times with teachers; 3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and 4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

PROFESSIONAL BOUNDARIES BETWEEN STAFF AND STUDENTS All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

PROFESSIONAL GROWTH Staff members are required to participate in all professional development opportunities as provided by the district for the development of increased competence beyond that which may be attained through the performance of assigned duties.

In addition to this requirement, the superintendent or his or her designee will select in-service programming to provide additional professional growth activities for certified and classified staff.

RECORDS AND REPORTS Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

RECORDING OF STUDENTS AND CLASSROOMS Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

SCHOOL CALENDAR The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal.

SCHOOL PROPERTY School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

SCHOOL VEHICLE USE The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to

travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

SECURITY Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Building security systems may protect some buildings. In those facilities the security system should be disarmed during building operational hours. Employees may be provided security access to arm or disarm security systems during non-operating hours. Employees provided security access shall be responsible to arm and disarm the system when using the facility during non-operating hours. Employees may not give the security access to other individuals.

The school district also has available security cameras. Cameras are used for security but may also be used for other purposes.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

To further ensure the safety, security, and care of the building and occupants, staff shall:

- Not hang materials from acoustical (lay-in) ceiling systems;
 - Not hang flammable items such as papers and artwork on doorways or on more than 20% of any other wall space;
 - Not bring in personal electrical appliances including but not limited to electrical heaters, hot plates, coffee pots, refrigerators, etc.;
 - Not use any candles, incense or open flames except that which may be used as a part of a science experiment.
- See that hazardous materials are properly stored and MSDS sheets maintained;
 - Not use scotch or masking tape on building surfaces including carpeted floors, painted walls or clear coated wood finishes. Scotch or masking tape may be used on glass surfaces. Gaffers tape may be used on floors to tape down cords, etc.;
- Use a lid when transporting any liquids or food in the school building;
 - Treat all carpet spills immediately with water in a quantity at least double the original amount of spilled liquid and then immediately report the spill to the building office.

SMOKING ON SCHOOL PREMISES OR AT SCHOOL ACTIVITIES The use or possession of any tobacco products, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

SNIFFER (DRUG) DOGS The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that: 1. Lockers may be sniffed by sniffer dogs at any time. 2. Vehicles parked on school property may be sniffed by sniffer dogs at any time. 3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present. 4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

SOCIAL MEDIA USAGE BY STAFF Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

SOLICITATION AND DISTRIBUTION OF MERCHANDISE In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

STAFF ROOM The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

STUDENT INTERVIEWS Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

TELEPHONES School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

THREAT ASSESSMENT AND RESPONSE The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about

the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful. The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the superintendent will keep members of the school community informed about possible threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

4. Coordination with the Crisis Team After Resolution of Threat

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

VISITORS Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
 - salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must sign in at the respective office and wear a visitor's badge supplied by the building office

WAGE AND SALARY PAYMENTS

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the money to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

WEATHER-RELATED CLOSINGS If school is called off because of bad weather or for any other reason, it will be announced on the Student Notification System. In addition, the announcement will be made on the local television and radio stations.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in the case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

WORKPLACE SEARCHES To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

SCHOOL DAY

Teachers are expected to report to work by 8:00 a.m. on regularly scheduled school days. Staff members will have completed their contractual obligation at 4:00 p.m. if all normal duties have been completed. It may be necessary for professional staff members as a part of normal duties to work beyond 4:00 p.m. or prior to 8:00 a.m. in order to participate in parent conferences, staff meetings, curriculum committee meetings, open houses or other professional activities. When possible staff members will be given advance notice of these types of activities. Participation in these types of activities will be considered a part of the professional staff member's contractual obligations.

SCHOOL YEAR The Board of Education of the Ashland-Greenwood Public Schools adopts each spring a yearly calendar outlining the operational time frame for the District. Typically the teaching staff will be asked to provide 175 days of in-classroom activities and also attend an additional ten (10) days of pre and post schoolwork sessions or school year professional days. Changes in this time format, because of inclement weather or other unforeseen emergencies may occur.

TEACHER'S PRESENTATION Staff members are expected to dress in a professional manner respective

to their job responsibilities. Research clearly indicates that dress influences the way in which students interact with staff members. Staff members shall be cognizant of their dress and the impact it will have on their classroom climate and learning environment.

To that end, T-Shirts, sweats, slickies, shorts, blue denim jeans, flip flops are generally not appropriate forms of professional dress. Any dress that is prohibited for students to wear is also prohibited for staff. Visible body piercings other than in the ears are also not appropriate.

Staff members are to keep their work area orderly, safe and free of clutter.

LEAVING SCHOOL GROUNDS OR CLASSROOM Teachers must inform their building administrator if they plan to leave the school at other than regularly scheduled times. Staff members shall sign out in the Principal's Office prior to leaving the building during regular working hours except during lunch break. If staff members leave prior to the end of the student instructional day they shall use the appropriate leave as specified in the master agreement and leave will be subtracted from an employee's available leave. In no case shall leave be granted for less than 1/2 day. Employees may leave at the conclusion of the student day for emergencies or to conduct serious personal business that cannot be conducted after 4:00 p.m. or during inclement weather without loss of leave. The staff member shall have the permission of the building Principal prior to leaving.

Students shall not be left unsupervised in classrooms or areas assigned to staff members. Staff members will inform the building principal or building principal's designee whenever their class is going to meet away from the scheduled location in the building.

FACULTY MEETINGS Periodic staff meetings will be held. The building principals will announce the time and the place of such meetings and all certified personnel will be in attendance. Occasionally it will be necessary for the building administrators to hold faculty meetings in addition to the aforementioned ones. Teaching personnel are expected to be in attendance unless excused by their principal.

CLERICAL WORK In the same manner in which staff expects students to turn work in, staff members are expected to complete clerical tasks in a timely fashion. These include, but are not limited to the following:

1. Lesson plans,
2. Attendance,
3. Grade and assessment reports,
4. Lunch counts,
5. Discipline reports,
- and 5. Miscellaneous reports that may arise and which are necessary for the efficient operation of the district.

ATTENDANCE AT SCHOOL ACTIVITIES Staff members are urged to be present at as many school activities as is possible. The public and your pupils will appreciate your interest in their efforts. Normally the cost of admission to school activities is waived for both the employee and their family.

Remember that occasionally you will be asked to help in the supervision of school activities. Your cooperation in these matters is solicited. Building administrators or the activities director may assign staff to these duties.

USE OF PHYSICAL FORCE AND RESTRAINT State law and school district policy prohibits the use of

corporal punishment. Staff members should never use the striking of children to modify behavior. Staff members should also not engage in ear twisting, slapping, hair pulling, or verbally abusing or swearing at children. Staff may physically restrain children who are about to injure themselves or others. Staff engaging in any abusive activities will be subject to a reprimand; may be suspended with or without pay for a period of time and may be dismissed.

In cases where a student must be removed from an area a staff member should proceed as follows:

1. Verbally request the student to leave the learning area and direct the student on where to go. 2. If the student refuses to leave, request either a. Assistance from the Principal or his or her designee; or b. Move the balance of the class from the area, and notify the administrative offices. 3. If the student continues to resist leaving an area the principal or his or her designee shall contact: a. The child's parent, guardian or other designated adult supervisor to come to school to remove the child from school; or b. Law enforcement shall be called to remove the child from the area.

This policy shall not prohibit staff members from physically restraining students who may injure themselves or others. Physical restraint should always be a last resort to deal with a problematic student.

CONFIDENTIALITY AND COMMUNICATING WITH PUBLIC The Federal Educational Rights and Privacy Act of 1974 and district policy as contained with the student handbooks establishes specific guidelines for the privacy of student information. Student work and performance is a confidential matter between the student, teacher and parent. Teachers should not share information with others either within the school or outside the school who do not have a need to know in planning the child's educational program. Teachers should particularly make a concerted effort to not discuss student progress in public or semi-public areas such as the employee lounge, local businesses or at meetings of community groups. This type of discussion is unprofessional and may find you in violation of federal law.

Staff also should not publicly discuss school problems or concerns without going through proper channels. Requests, complaints, concerns or suggestions should be made to the employee's immediate supervisor. If the supervisor cannot or does not respond to the request, complaint, concern or suggestion in a satisfactory manner the issue should be referred to the next individual in the organizational chart. School problems or concerns are not appropriate for discussion with individuals working outside of the school system, other than its Board, Administration, staff or relevant organizations or committees.

Breaches of confidentiality reflect poorly on the school system as a whole and upon you as an individual working within the organization.

It shall be considered a breach of confidentiality for staff members to ask students to read grades aloud in class or to provide students access to grade books. Only professional staff members should record grades in grade books. Staff members using electronic means for recording grades should maintain utmost security of their personal computer files and passwords to prevent access by others of files containing grading information.

HOMEWORK The assignment of work outside the normal class period can be beneficial to the learning experience of students. However, to be worthwhile homework must be appropriate to the educational goals to be achieved and the teacher must review it. If the assignment of extra work is not necessary, make sure that students carry home the knowledge of the day's activities and not the burden of numerous textbooks. In order to promote the family unit this district does not permit homework to be assigned on Wednesday (Family) Night. This includes the completion of writing and reading assignments and studying for tests.

MATERIAL REQUISITIONS In order to maintain sound yet economical education it shall be district wide policy to require the filing of requisition forms for all materials to be used in the system. Occasionally, because of a lack of funds it will be necessary to deny requisitions. Sometimes board approval must be secured before a particular purchase can be made. Any and all items purchased without administrative approval will become the financial obligation of the employee.

To help assure approval on large items, it may be necessary to show a definite need and benefits to be gained. The setting and organization of immediate and long-range priorities can be very beneficial to the acquiring of materials.

All vendors for goods and services must be approved in advance of placing an order. A vendor should be requested to complete an IRS form W-9 to begin the process of adding a vendor.

General, building and lunch fund claims are paid once monthly. Invoices and payment requests must be submitted to the Superintendent's Office by the 1st Monday of the month in order for payment to be made on the 3rd Monday. Activity Fund payments for clubs and organizations are made twice each month on or about the 1st and the 15th. Invoices and payment requests must be submitted five days in advance of the processing date.

ROOM ASSIGNMENTS As nearly as is administratively possible, teachers will be assigned to one particular classroom. However, necessity does not always allow for strict adherence to such a practice. Classrooms will be utilized to secure the best educational environment for all children.

CLASSROOM MAINTENANCE Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

ACTIVITY CALENDAR The Master Activity Calendar will be kept in the Activities Director's office and on

the district website. Requests for activities should initially be submitted to the Activities Director or to the Building Principal. The Activities Director will check the Master Calendar for conflicts. Normally requests should be submitted at least two (2) weeks or more prior to the actual event.

FAMILY TIME School organizations should not routinely schedule school functions on Wednesday evenings or during the day or evening on Sundays, and before 7:00 a.m. or after 10:00 p.m. daily. The principal and the Superintendent of Schools must clear exceptions to this rule. These particular segments of the day and week are reserved for families. In case of varsity competitions at conference, district or state tournaments on Monday evening, Sunday team practices may be held for varsity members only on a voluntary basis with practice not to begin before 2 PM or end after 6 PM.

SUPERVISION DUTY Periodically it will be necessary for staff members to supervise students during the noon hour and in the morning prior to school. Such assignments will be made by the administration and each teacher is expected to fulfill their portion of the required duties. Staff members should be prompt and must notify the appropriate administrator if they are unable to be present for a portion of their duty time.

SCHOOL GROUNDS SUPERVISION During elementary recesses, before and after school and during outdoor activity periods, it is mandatory for at least one teacher or teacher's aide to be in charge and on duty. Rules and regulations for the successful control of such time will be developed and disseminated by building administrators.

HALL SUPERVISION In the course of a normal school day it is the responsibility of teachers to supervise the passing of students during class changes. In order to accomplish this, it is necessary for teachers to move to areas of congestion near their classroom.

FUNDRAISING All fundraising (including selling, soliciting, service and activity projects) must be approved in advance by the building principal. Teachers should review Board Policy and Administrative Regulations regarding fundraising. Request for fundraising should be made in writing, with a stated purpose for fundraising, a plan for future fundraising, and with a statement of alternative funding if possible. Fundraising must be scheduled prior to making any commitments. Funds derived from the selling items door-to-door or by soliciting for donations may not be used for taking trips, which are entertainment in nature. All funds raised must be cleared through the appropriate student activity account. All monies received shall be deposited on the same day they are received. Sponsors shall be personally responsible for the care of all monies collected.

TEACHER CERTIFICATES-COLLEGE TRANSCRIPTS Professional staff members must have a current certificate and an original college transcript on file in the district administrative offices in order to receive compensation for duties performed. Payroll adjustments necessary because of additional approved college work will be made if official transcripts are received prior to October 1st.

LONG DISTANCE AND OVERNIGHT STUDENT TRAVEL Approval for travel over 200 miles from Ashland or which will result in an overnight stay must be approved prior to planning by the Board of Education. The Superintendent of Schools must give final approval. Prior to getting final approval the primary sponsor will submit a trip itinerary, projected costs and method of funding, identification of transportation source, list of students traveling, list of sponsors, plan for supervision, and eligibility

standards. In order to be approved, all trips must have a school employee as the primary sponsor, all arrangements must be made and confirmed, funds must be raised, and only commercial transportation sources may be used. The Superintendent may approve of non-commercial travel. At minimum of one sponsor is necessary for every 15 students traveling. Sponsors are responsible for complying with board policy and regulations.

DRILLS Periodically, practice drills will be conducted to prepare students in the procedures for protection from severe storms. Students will be instructed in advance of the first tornado drill concerning safety measures and locations for safest retreat in case of such storms.

Fire drills will be held each month of the school year. Directions for safest and quickest exit from the building will be announced prior to the first drill of the year. The method of exit from the building is posted in each room. Drills and procedures will be distributed by building Principals.

SAFETY Safety is a major concern in the Ashland-Greenwood Public Schools. It is the responsibility of every employee to maintain a safe and healthy workplace for employees within the schools. Every employee is responsible to report unsafe conditions to his/her immediate supervisor or workplace safety committee. It is the responsibility of each employee to become familiar with and follow the guidelines of the injury prevention plan contained in this handbook.

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

- Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- The frame or receiver of any object described in the preceding example;
- Any firearm muffler or silencer;
 - Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- Any bludgeon, sandclub, metal knuckles, or throwing star;
 - Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of the size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and

- A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

- A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

- Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse. (2015)

ACCEPTABLE USE POLICY With the spread of telecommunications throughout the modern workplace, the importance for employees to shift the ways they share ideas, transmit information and contact others. As staff members are connected to the global community, their use of new tools and systems bring new responsibilities as well as opportunities. Employees are expected to use electronic mail and telecommunications tools and expected to apply the tools in appropriate ways to the performance of tasks associated with their positions and assignments.

Communications over school networks should not be considered private. Network supervision and maintenance may require review and inspection of directories and messages. Messages may be diverted accidentally to a destination other than the one intended. Privacy in these communications is not guaranteed. The district reserves the right to access stored records. Legal precedent and statutes allow that messages may be subpoenaed, and network supervisors may examine communications in order to ascertain compliance with network guidelines for acceptable use.

Employees are expected to professionally communicate consistent with state laws governing the behavior of school employees and with federal laws governing copyrights. Electronic mail and telecommunications are not to be utilized to share confidential information about students or other employees except in secured environments. Electronic mail and internet communications are not to be used for personal purposes or personal gain.

Staff members are encouraged to make use of telecommunications to explore educational topics, conduct research and contact others in the educational world. These systems will expedite the sharing of effective practices and lessons across the district and will help staff stay on the leading edge of practice by forming partnerships with others across the nation and around the world.

ORGANIZATIONS AND FUND ACCOUNTING Staff members assigned to sponsor organizations that collect and disburse funds should follow district policies in handling those funds. Staff should refer to the 'Handling of Funds Guidelines' available in the District Office.

All receipts shall be deposited with the business manager or through night deposit on the same day. The sponsor must maintain records regarding the source of such receipts as specified in the board policy.

The disbursement of all funds shall be made through the Office Manager in the Superintendent's Office and shall be made by check. In no case should cash be disbursed to vendors for services or supplies. Receipts, invoices or billing statements should accompany all requests for disbursement of funds.

On an annual basis staff members shall prepare a budget for the organization or organizations that they sponsor. Staff members may not expend or commit to expend funds in excess of that which has been budgeted without filing an amended budget and seeking permission of the superintendent.

ABUSE OF STUDENTS BY DISTRICT EMPLOYEES OR VOLUNTEERS

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior by employees will not be tolerated. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the superintendent who will complete any further investigations as deemed necessary and take appropriate final action. The investigators shall be the principals.

COMMUNICATING WITH THE PUBLIC – SENSITIVE ISSUES Staff shall seek permission from the building principal and notify parents prior to conducting surveys of students with questions deemed to be sensitive in nature. Sensitive items include but are not limited to such things as political affiliations; mental or psychological problems; sex behavior or attitudes; illegal, antisocial or self-incriminating behavior, critical appraisals of individuals with whom the child has close family relationship; religious practices and affiliations; or questions about income. Staff members shall allow students and parents to opt not to participate in such a survey

USE OF COPYING, PRINTING, COMPUTING AND LAMINATING EQUIPMENT Staff members are encouraged to use district copying, printing and laminating resources responsibly. These tools used responsibly can be very valuable in aiding the instructional process or furthering the mission of the school. Used improperly, the equipment can waste the district's limited resources and/or can be illegal. Illegal

copying can create a serious financial liability for the district and the employee.

Staff are asked to follow these guidelines in the use of this equipment

- Use the district copying, printing, computing and laminating equipment for professional purposes only. Do not copy, laminate or print materials for personal use except in rare situations where you have the permission of your supervisor and an arrangement has been made for reimbursing the school district. Exceptions may be made for school related groups such as Booster Clubs, PTAs-PTOs, Alumni Associations, Foundations, Athletic/activity organizations, etc.

- Consider making an efficient use of materials whenever possible. Efficiencies can be achieved by duplex copying, reusing copies, and laminating materials that will not be changed and that will be used regularly year after year. Do not laminate items that change frequently such as lunch menus and telephone lists.

- Consider the use of instructional materials that are reusable. Use reusable materials such as transparencies, chalkboards, marker boards, video projections, etc. whenever possible.

- Reduce paper waste by utilizing technology. Paper can be reduced by using e-mail, electronic bulletins or the Internet. Consolidating bulletin items and/or distributing take home messages to the oldest or only child whenever possible and reasonable will also reduce waste.

- Laminate student school work only in very special and rare situations. Materials may be laminated when it is anticipated that the item will be maintained by the parent or school for several years. This may include special holiday gifts - story book covers - award certificates.

- Use activity based learning activities whenever possible and appropriate rather than worksheets and booklets.

- Consider the fair use guidelines of the copyright laws prior to copying or reproducing any documents or software. Employees should not violate and district equipment should not be used to violate copyright laws. Generally copyrighted materials cannot be copied or reproduced for use in classrooms except in special circumstances. Consult with the Media Specialist or Building Principal about Fair Use Guidelines of Copyright Laws.

- Consider utilizing the most efficient and economical methods of reproducing materials whenever large quantities are needed. Automatic duplicators available at each building are generally the most economical for large quantities. Copiers and laser printers are most economical for smaller quantities and provide greater flexibility for size of copy and duplexing features. Inkjet printers are the least efficient and usage should be kept to a minimum.

WORK ORDERS The basis for a sound, workable maintenance program is a "work order" system. This is a formal, systematic method in which a staff member can request a repair or alteration. Work orders will provide a lasting record of work that was accomplished. Work orders must be directed via e-mail to the maintenance department through the head building custodian, a building principal or the superintendent's office. Emergency items, including safety issues such as slick walkways, natural gas odors, exposed electrical, broken water pipes, etc. should be reported by phone or in person immediately.

TRAVEL Travel on behalf of the school district should be approved in advance by the staff member's supervisor. Employees should determine if a school vehicle is available prior to using a personal vehicle.

If a school vehicle is used the employee shall make prior arrangements to schedule the vehicle and determine that the vehicle has adequate fuel for the trip. Any accidents or damage that occurs to a vehicle should be reported immediately to the Superintendent's Office.

Regardless if a personal or school vehicle is used the employee shall always follow traffic laws and wear a seat restraint system. The district shall reimburse the employee for the use of a personal vehicle at the rate established by the Nebraska Department of Administrative Services.

All other travel expenses shall be reimbursed in accordance with the procedures established for the State of Nebraska by the Nebraska Department of Administrative Services. Receipts shall be required for any personal expenses incurred for travel, lodging or food while traveling. Employees should contact the Superintendent's Office for reimbursement guidelines prior to traveling.

CRIMINAL ACTIVITY AND IMMORAL ACTIVITIES An employee who engages in or who is arrested for violating a crime or who is engaged in other immoral activity, is involved in a criminal investigation or is involved in a civil litigation involving an allegation of illegal or immoral activity shall notify his or her supervisor immediately of the nature of the charges.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

ASBESTOS MANAGEMENT All custodial staff prior to going to work for the district must have a minimum of two hours of training in asbestos. The responsibility for this training is that of the head building custodian. Upon completion the head custodian and employee should see that signed confirmation of the training is filed in the district asbestos management plan in the office of the Superintendent.

Any employee who has less than sixteen hours of training, has not had a physical and has not been fitted with respiratory equipment may not touch, handle, scrap, remove, cut or in any other way damage asbestos containing materials in the district. Those with sixteen hours of training may never work with an amount greater than three feet of asbestos materials.

Custodial and maintenance crews may not conduct any construction activities in the buildings without the plans for the construction being reviewed with the management plan.

AT-WILL EMPLOYEE Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

The following are guidelines regarding benefits of non-certified employees in this district effective

September 1st, 2020.

ELIGIBILITY Employees who work in positions that are scheduled for at least seventeen and one-half (17.5) hours on an average weekly basis, for at least nine (9) months will be entitled to participate in any leave or group insurance benefits. Employees who work less than 17.5 hours weekly, less than 9 months per year or are temporary or substitute employees are not entitled to any leave or group insurance benefits except those that may be required by law.

HEALTH, DENTAL and LIFE INSURANCE: The District will maintain group Health and Dental Insurance Plans. Employees may participate in those plans through the use of a Section 125 Cafeteria Plan. The district will provide each employee eligible for group insurance plans with \$15,000 of group term life insurance.

The district will also contribute all but \$95.00 towards the monthly premium towards “employee only” health insurance for employees who work less than 12 months. The insurance option available will be the EHA 1,500.00 deductible plan.

The district will contribute the full premium towards “employee only” health insurance for employees working 12 months. Employees taking health insurance coverage with the school district shall pay the balance of any health insurance premium. Employees may take at their own expense Employee and Children; Employee and Spouse; or Employee, Spouse and Children Health and Dental Coverage.

The annual health, dental, life and LTD insurance premiums for employees working less than 12 months shall be made by payroll deduction and shall be divided over the months in which the employee has sufficient wages that a payroll deduction can be made. Health, dental and life (up to \$50,000) premiums will be paid through an IRS Section 125 program.

When an employee reaches age 70 the employee life insurance benefit will be halved. That is if the employee has \$15,000 life policy the policy benefit will be reduced to \$7,500.

APPLICATION OF LEAVE BENEFITS - WORK YEAR - LEAVE BENEFITS ON TERMINATION All leave, once used is final and will not be re-assigned at a later date. For example, if the day is taken as “sick leave” it is not permissible to later change it to “personal leave” or vice versa.

Incremental Leave. Leave is only available in 1/2 day increments. Employees who need to be gone for periods of time which are less than 1/2 day and who do not want to use at least 1/2 day of leave will need to make arrangements for unpaid leave with their supervisor.

Leave Hours. Paid leave days will be of the same duration as the employee’s normal average workday. Leave is calculated at the usual and customary hours for the employee but in no circumstances shall leave ever exceed 8 hours in a day or 40 hours in a week. No overtime pay is considered while on leave

Benefit Year. Certain leave benefits may be accumulated and carried forward but only when specified. Leave shall be calculated and available leave shall be carried forward at the end of the school term for

less than 12 month employees. Beginning 2020-21 employees who work 12 months shall have their leave calculated based on current school year. September 1, through August 31. Leave will be prorated for new employees. The Superintendent may establish a different work year for the purpose of leave benefits for an employee.

Leave for Alternate Day Employees. The use of leave is incremental. Employees working less than full-time use leave in the same increment as their FTE. An employee working half days would use one day or increment of leave for every 1/2 day absent. Employees who do not work every day but rather on an alternate day basis are considered 1/2 time and shall be assessed for one (1) day of leave for every 1/2 day absent.

Leave Benefits on Termination. Employees shall be paid for any vacation leave earned but not taken at the time of termination. Employee's shall not be paid for any other leave when they leave employment with the district or are terminated except as may otherwise be stated within these terms and conditions and approved by the Superintendent.

Final Leave Determinations. The Superintendent shall make all determinations and have complete discretion in making those determinations regarding the application of leave. The Superintendent's decision shall be final.

ATTENDANCE INCENTIVE PAY Any non-certificated employee who has accumulated 45 days of sick leave and is unable to carry additional sick leave forward on to the next employment year shall be paid an attendance bonus pay of \$40 a day for unused sick leave. Such payment shall be made in July for less than 12 month employees. For 12 month employees the incentive will be paid in the month following the month in which the employee's carried forward days are calculated.

Employees who do not regularly work at least 15 hours a week are not eligible for attendance incentive pay. Employees working at least 15 hours but more than or equal to 37 hours weekly shall have the attendance incentive prorated by the average number of hours worked daily divided by 8 hours. (i.e. If an employee averages 4 hours daily than the employees benefit would be 4/8 of a full \$40 a day benefit or 50%)

All attendance incentives are awarded by and at the discretion of the Superintendent of Schools and all decisions made by him or her with respect to the implementation and payment of the benefit is final.

Non-certificated staff working 10 months or more will be eligible for personal leave incentive pay. Each unused personal day that is unable to carry-over to the next employment year will be paid at a rate of \$40 per day. (2016)

VACATION DAYS Custodial, Maintenance and 12-month clerical personnel are eligible for vacation leave in this school district. Vacation is provided under the following conditions.

After one complete year (12 Months) of continuous employment in the same position(s), 10 days of

vacation will be granted. The same position is defined as a position for which a separate and distinct job description is written. The superintendent may waive the same position requirement if the person has been reassigned temporarily at the district's request and not the employee's. After five years of continuous employment in the same position, 15 days of vacation will be granted. Only twelve-month employees are eligible for vacation leave with pay. Vacation days are to be used as arranged with the supervisor or superintendent.

Vacation may be taken anytime during the year with approval of the employee's supervisor. A minimum of two weeks advance request should be given. Hours for wage calculation during vacation will be calculated at the usual and customary daily rate for the employee for the majority of the school year. Vacation leave hours shall never exceed eight hours per day or 40 hours per week.

Employees will not receive additional daily hours for vacation pay if employees are given discretion to temporarily work more hours a day in lieu of fewer days a week. For example an employee who is assigned to work normally 32.5 hours a week at 6.5 hours daily but chooses to work four 8-hour days temporarily during a seasonal period will be given credit for only 6.5 hours daily for vacation pay.

Vacation leave days are not cumulative except that up to three (3) vacation leave days that are unused on the employee's anniversary date may be carried forward to the next employment year. Vacation leave days carried forward shall be considered as used with respect to coordination with other benefits within the year it was originally earned. The days carried forward shall be the first vacation days used in the new employment year.

SICK LEAVE POLICY Non-certified personnel are allowed one sick leave day for each month worked accumulative up to 45 days. At the beginning of each school year non certificated employees will be credited with one sick leave day for each month worked. In August, 10 month employees will receive 10 days; in September, 12 month employees will receive 12 days of sick leave.

Sick leave may be used for the personal illness or injury of the employee or of the employee's minor children living at home. Sick leave may also be used for the serious illness or injury of an employee's child, step-child, spouse, parents, parents-in-law, brother, sister, brother-in-law, or sister-in-law that results in hospitalization or medical care by a physician and necessitates the employee being present.

Amounts being paid to staff as Workers' Compensation will be deducted from sick leave pay or other leave benefits so that the employee does not receive more than full pay when on leave. Sick leave days will not be earned while an employee is on leave.

The use of sick leave days by less than 12 month or part-time employees for discretionary - elective surgery for themselves or dependent children will be prohibited. Such surgical procedures shall be accomplished outside the framework of the employee's contracted days. A physician's statement may be required by the employer to verify sick leave.

UNUSED SICK LEAVE Upon leaving the Ashland-Greenwood Public Schools after 15 years or more of continuous service an employee shall be paid \$40.00 for each day of unused sick leave up to 45 days. Termination of employment shall disqualify the employee from receiving this benefit.

SICK LEAVE DONATION PROGRAM A Sick Leave Donation Program will be available for use by any non-certificated employee, eligible for sick leave benefits, during the time the employee is absent due to personal illness or injury or the personal illness or injury of an immediate family member provided the eligible employee has first exhausted all other accumulated and available paid leave including but not limited to sick, personal and vacation leaves. Immediate family members shall only include a spouse and dependent children. Parents and adult children are not considered immediate family for the purposes of this benefit.

A staff member meeting these criteria may request in writing, to the Superintendent, for accumulated sick leave from other non-certificated staff members. Upon receipt of a request the Superintendent shall notify all non-certificated staff of the request to voluntarily surrender sick leave. The staff member requesting the leave shall be deemed to consent to sharing of information about the staff member's health status to the extent such information is reasonably shared as part of the Sick Leave Donation Program. The employee, employee's spouse or employee's dependent may also be required to sign a release to share information.

Any non-certificated staff member covered by this agreement may voluntarily donate up to one (1) sick leave day. Staff willing to donate a day must notify the Superintendent within 7 calendar days of the notice being sent or it will be considered a refusal to donate. Staff shall be under no obligation to donate and any donations shall remain anonymous. Upon being donated, the sick leave days may not be returned to the donor even if the donee is unable to use all of the donated leave.

In order for a staff member to be eligible to request accumulated sick leave from other staff members, the employee must be enrolled in the district's Group Long Term Disability insurance program. The sick leave donation program is not to be used to permit an employee to receive both benefits from the sick leave donations and other compensation while on leave; as such, an employee may not use donated sick leave while receiving disability or workers compensation benefits. There is no pay for unused donated sick leave upon termination of employment. Donated sick leave days may not be carried forward nor shall the employee receive any further benefit from the donated days once the employee returns to work on a regular basis or at the conclusion of the school term/year in which the application is made whatever comes later.

BEREAVEMENT LEAVE A total of not more than four (4) days on full pay is allowed each employee for absence in case of death in the immediate family, defined as spouse, children, mother, father, mother-in-law, father-in-law, or person in the same home as part of the family. A total of not more than two (2) consecutive days on full pay is allowed for each employee for absence in the case of death of other members of the immediate family, defined as son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchildren, niece or nephew. A total of one (1) day on full pay is allowed for each employee in the case of death of a close friend, other relative or neighbor.

Death leave is not limited to four (4) days in one year, but covers each death in the immediate family which occurs during the year. The above mentioned days are minimum and the number of days

granted shall be at the discretion of the Superintendent.

UNPAID LEAVE An employee may request leave without pay. Salaried employees will be deducted pay at a ratio of 1 to the number of contract days times the gross salary. The employee's immediate supervisor should approve unpaid leave.

PERSONAL BUSINESS DAYS Personal leave days shall be requested from your supervisor prior to their use. All non-certified employees are eligible to receive three personal leave days annually.

Personal leave days are not cumulative except that one (1) personal leave day may be carried forward for a maximum of four (4) personal leave days during a school year.

PAID HOLIDAYS All 12 month employees are eligible to take the following paid holidays: Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, New Year's Day, Good Friday and Memorial Day. When the holiday falls on a Saturday or Sunday, either Friday or Monday will be observed, as designated by the Superintendent. The employee must work the day before and after the holiday in order to be eligible for a paid holiday. The taking of eligible leave shall be considered as having worked the day for purposes of this regulation.

HOLIDAY PAY Employees who are required to work during a paid holiday shall receive double the regular hourly rate for hours worked. Employees should notify the payroll department whenever they were required to work during a holiday.

INCLEMENT WEATHER/EMERGENCY CANCELLATION Employees who work on an hourly basis for the district will be paid only for hours actually worked. When inclement weather does not allow school to be held and the employee cannot make it to work, they will not be paid. Employees paid on a salary basis will not be subject to these provisions but may be expected to make up lost work time. Twelve Month Employees are considered Essential Personnel and are expected to work closures. Work hours designated by Superintendent and or his designee.

Employees may not use personal or vacation leave on days when school is closed due to inclement weather unless such leave was arranged in advance of the school cancellation.

WORKER'S COMPENSATION All employees are covered by district worker's compensation insurance. Employees who are out of work as a result of a work related injury and who are being compensated for loss time by workers compensation shall not be eligible to elect sick, personal or vacation leave.

LONG TERM DISABILITY

The district does not provide Long Term Disability insurance for any of its employees. Employees may purchase Long Term Disability insurance through the district's group plan. Eligibility is subject to the eligibility rules and guidelines determined by the carrier.

BUS DRIVER COMPENSATION Morning and evening route drivers will be guaranteed employment a minimum of three hours daily for each student school day at the established route pay level. If an employee is only employed to drive a morning or an evening route the employment guarantee shall be 1 1/2 hours. Guaranteed Regular Route pay is determined by Superintendent and /or his designee. All drivers will have the opportunity to work a minimum of 30 minutes per trip they are assigned to drive. Drivers driving routes/trips requiring less than 30 minutes of time should see the transportation director for details. All other pay shall be for actual hours worked at the established rate of pay. The Superintendent or his or her designee shall establish appropriate times to clock in and out during regular routes.

ACTIVITY TRIP DRIVER COMPENSATION Drivers are paid from the time that they clock into the bus garage until the time they clock out. Drivers should not clock in more than 30 minutes prior to the departure time for the trip. Drivers shall be employed for sitting time at their destination less any lunch or dinner breaks that are taken. Drivers who have more than six hours of sitting time at an activity shall be required to take a 30 minute lunch or dinner break. Drivers shall be considered to be off duty during lunch or dinner breaks and shall be free of all duties. The district will not pay for sitting time at a destination if the driver has been directed to return home during the event and the driver requests and is given permission to remain at the event location.

In no case shall a driver be paid for more than 3 hours of sitting time for an activity that takes place in the school district unless specifically directed to remain at the site of the activity and available by his or her supervisor.

Drivers who are assigned to an overnight bus activity trip and who cannot return to the school shall be paid from the time that they leave the bus garage until they park the bus for the evening at the destination. The driver will be paid in subsequent days from the time they commence driving the following day until the bus is parked at its destination at the end of the day, except for lunch and dinner breaks. Drivers may be reimbursed for lodging and meal expenses incurred on overnight trips in accordance with school district expense reimbursement procedures.

OTHER DRIVER COMPENSATION Drivers shall be reimbursed for costs incurred in obtaining licensing except for those costs that the driver would have to incur even if they were not employed by the district. Costs reimbursed include those incurred while obtaining school bus permit, physical examination, Level 1 or 2 training, upgrading from a regular to a commercial license and student driving. The district will not reimburse for fees paid when renewing the CDL license. Mileage will be reimbursed for travel necessary to complete medical physicals as required for employment. Mileage and hour reimbursement is limited to three trips for obtaining a license/permit.

PAY SCHEDULE All employees shall be paid as per the pay schedule adopted by the Board of Education. It shall be the sole discretion of the Superintendent and/or Board to determine placement on that schedule. The district reserves the right to pay an individual outside of the schedule in some situations.

DIFFERENTIAL PAY Custodial personnel shall be paid an additional 60 cents per hour when more than half of their assigned shift takes place after 4 PM. This shall be considered a night shift differential pay.

Maintenance personnel who hold a Nebraska Electrical License shall receive at \$2.00 pay differential. This shall be considered Special Permit Differential.

ASSIGNMENT Employees may be assigned, reassigned, and directed at the discretion of the employee's supervisor(s) or the Superintendent.

DETERMINATIONS Determination of the interpretation and application of eligibility of benefits will be made by the Superintendent of Schools. All determinations by the Superintendent are final.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All staff members shall be provided notice of any such changes by the district's regular means of contact.

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of the Ashland-Greenwood School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

Ashland-Greenwood Elementary School Proposed Handbook Revisions for 2020.2021

NOTES:

1. Text to be deleted is struck through (~~like this~~); text to be added is italicized and underlined (*like this*).
2. Revisions which are editorial in nature (i.e. school calendar listings, board member listings, staff listings, etc...) are not included below.

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POTENTIAL AMENDMENTS OR SUPPLEMENTS:

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus (COVID-19) and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. You agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time. You will return any requested acknowledgement, as well.

RATIONALE: Legal advice from KSB to add this statement to our handbook in lieu of trying to include all things related to Covid-19.

Attendance Procedures (page 4)

A student absence shall be considered school excused providing attendance procedures have been followed and meets the following criteria: attendance at school is impossible or there are impracticable barriers outside the control of the student or parent that prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to illness (~~which is documented~~), court, death of a family member, scheduled school activity or trip, or suspension (SE-OSS or SE-ISS).

Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner, that the child is absent and the reason for the absence, and is the parent's responsibility for the extent of the school day. This includes, but is not limited to: illness (~~not documented~~), medical appointments, vacations and family activities. These student absences shall be considered non-school excused.

Tardiness is a violation of school rules. ~~Students who arrive following the tardy bell at 8:20 AM but before 9:00 AM will be considered tardy. Tardiness will be dealt with as a normal part of classroom discipline. Students who arrive late to school are required to check in at the office. Students who are in attendance during the school day but leave prior to 2:30 PM will be counted absent for one half of the day. Students leaving early are required to check out in the office.~~ *A student will be marked as tardy when he/she:*

(1) arrives following the 8:20 AM tardy bell and is in attendance for only part of the morning, or (2) leaves school after 12:00PM and is in attendance only part of the afternoon. Students who arrive late to school or leave early are required to check in and out at the office. Tardiness will be dealt with as a normal part of classroom discipline.

Absences are marked as a half day when a student is not in attendance for an entire morning or an entire afternoon.

RATIONALE: Elementary schools in the county met with the Saunders County Attorney and the noted changes were recommended by the County Attorney. In addition to recording absences and tardies, elementary schools will record in students' attendance records the time a student arrives or leaves that results in a tardy. Illnesses and medical appointments are considered not school excused even when documented; however, documentation can be considered if a filing with the County Attorney is under consideration.

Note: Administrative discretion can excuse an absence. Example: COVID absences that are medically directed to quarantine.

POTENTIAL AMENDMENTS OR SUPPLEMENTS: In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus (COVID-19) and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time. You will return any requested acknowledgement, as well.

RATIONALE: *Legal advice from KSB to add this statement to our handbook in lieu of trying to put in all things Covid.*

(ATTENDANCE) Parental Verification Procedures

- b. For verification purposes, the school cannot accept a student call or excuse regarding absence. Any absence not verified by a parent will be considered unexcused or unconfirmed. **Other absences are those in which the parent has not communicated a reason for the student’s absence will be considered unverified, unknown, or unexcused and will be considered TRUANT (marked TR).**

- c. Student attendance categories & codes that are **NOT SCHOOL EXCUSED (NSE):**

CODE	Meaning	Definition
MD	Medical	Medical documentation provided
PA	Parent Acknowledged	Parent notifies school of student’s absence
IL	Illness	Parent notifies school student is ill
TR	Truant/Absent	No notification. No verification.

A student absence shall be considered **Not School Excused** (marked NSE) and may result in a report to the county attorney under the following circumstances: Parent acknowledged absences are those in which the parent communicated with the school in the prescribed manner that the child is absent and is the parent’s responsibility for the extent of the school day. This includes, but is not limited to, illness, vacations, and medical appointments.

- d. Student attendance categories & codes that are **SCHOOL EXCUSED (SE):**

CODE	Meaning	Definition
OSS/ISS	Suspension	Out of school or In school suspension
SA	School Activity	Student attending a school activity
SE	School Excused	Excused by Administrative discretion
TA	Tardy	Late to class: missed less than 50% of class time
NC	No credit	Late to class, missed over 50% of class

A student absence shall be considered School Excused providing attendance procedures have been followed: **Attendance at school is impossible or impracticable**; barriers outside the control of the student or parent prevent a student from attending school. The parent must provide the school with documentation to demonstrate the absence was beyond the control of the parent or child. This could include, but is not limited to court, death of a family member, scheduled school activity or trip, or suspension.

RATIONALE: Advice and agreement with County Attorney and via a meeting with ALL middle/high schools in the county. The CHANGE is that medical excused absences with documentation are still considered NOT SCHOOL EXCUSED. The documentation can be considered if a filing is under consideration but we will not excuse it.

Side note: COVID absences that are medically directed can be Administrative discretion (example: required quarantine). Fear of Covid is not an excused absence. This was a small adjustment for us....we did it this way already (and were basically the model for what our county asked of the rest of the schools).

Saunders County School District Number One
 Ashland-Greenwood Public Schools
 Census History

Age as of June 30	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
0	42	34	40	45	43	40	42	51	43	45	40	37	37	28
1	55	48	44	51	52	52	45	51	44	54	57	50	52	46
2	53	63	60	58	54	54	61	68	56	49	65	68	59	67
3	52	65	69	62	56	50	56	62	56	70	57	77	73	65
4	62	59	71	71	65	64	60	65	72	65	75	64	84	87
5	68	72	68	64	74	70	74	65	80	81	73	90	79	94
6	63	62	66	70	64	72	78	84	66	88	90	79	103	87
7	66	64	66	77	75	67	76	84	67	75	95	89	83	113
8	78	63	66	56	70	72	71	84	77	77	83	99	94	89
9	71	81	66	65	59	67	76	79	87	82	79	84	104	100
10	72	64	75	60	69	59	64	65	70	89	87	82	96	111
11	56	75	68	78	64	70	59	65	74	72	93	92	80	103
12	78	59	79	65	73	57	70	70	69	73	74	97	98	89
13	65	82	62	77	67	75	60	55	66	67	74	77	99	105
14	66	70	82	61	77	69	73	73	73	69	76	76	88	108
15	73	67	75	82	62	75	70	67	69	73	69	82	82	93
16	49	74	72	68	82	65	78	78	74	55	76	71	88	85
17	79	48	75	70	81	84	65	78	70	73	60	80	73	94
18	58	81	48	75	68	63	67	59	74	60	74	62	81	77
<i>Total 5-18 % +/-</i>	942 #REF!	962 2.12%	968 0.62%	968 0.00%	985 1.76%	965 -2.03%	981 1.66%	1006 2.55%	1016 0.99%	1034 1.77%	1103 6.67%	1160 5.17%	1248 7.59%	1348 8.01%
<i>Grand Total % +/-</i>	1206 #REF!	1231 2.07%	1252 1.71%	1255 0.24%	1255 0.00%	1225 -2.39%	1245 1.63%	1269 1.93%	1287 1.42%	1317 2.33%	1397 6.07%	1456 4.22%	1553 6.66%	1641 5.67%

Note to follow an age group through the census reporting read the chart diagonally