

Board of Education Regular Meeting

Monday, February 13, 2017 7:00 PM

1. Call to Order

Call to Order at 7:01 with the absence of John Worthing Passed with a motion by JC Ourada and a second by Jeff Meads.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

2. Flag Salute

3. Open Meetings Act

4. Roll Call

5. Review of Agenda

Motion to approve the agenda as presented Passed with a motion by Suzanne Brodine and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

6. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by Morgan Meier and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

6.1. Approval of Minutes of Previous Meeting(s)

6.2. Payment of Invoices

6.3. Financial Reports

6.4. Approve settlement with Fisher Track

7. Old Business

7.1. Policy 3520AR Foster Care Student Procedures - 2nd reading

Policy 3520AR Foster Care Student Procedures - 2nd reading Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

8. New Business

8.1. Policy review - 3000 section (Business) 1st reading

Policy review - 3000 section (Business) 1st reading Passed with a motion by JC Ourada and a second by Jeff Meads.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

- 8.2. Recognize the Elm Creek Education Association as the sole bargaining unit for Elm Creek teaching staff for the 2018-2019 contract year.

Recognize the Elm Creek Education Association as the sole bargaining unit for Elm Creek teaching staff for the 2018-2019 contract year Passed with a motion by JC Ourada and a second by Morgan Fouts.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

- 8.3. Approve Superintendent contract

Approve Superintendent contract Passed with a motion by Suzanne Brodine and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

- 8.4. Approve purchase of Band Uniforms

Approve purchase of Band Uniforms Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

- 8.5. Approve Social Studies Curriculum proposal

Approve Social Studies Curriculum proposal Passed with a motion by Suzanne Brodine and a second by Jeff Meads.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

- 8.6. Approval of ESU 10 Service Contracts for the 2017-18 school year

Approval of ESU 10 Service Contracts for the 2017-18 school year Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

- 8.7. Approve technology purchase

Approve technology purchase Passed with a motion by Suzanne Brodine and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

9. Reports

- 9.1. Curriculum, Finance and Technology Committee

- 9.2. Transportation Committee Report

- 9.3. Buildings and Ground Committee Report

- 9.4. Superintendent Report

- 9.4.1. NRSCA information

10. Next Regular Meeting

11. Adjournment

Motion to adjourn meeting at 8:00 pm Passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Morgan Meier: Yea, JC Ourada: Yea

**Board of Education Regular Meeting**

January 09, 2017 7:15 PM

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

**Attendance Taken at 7:30 PM:**

Present Board Members:

Suzanne Brodine  
Morgan Fouts  
Jeff Meads  
Morgan Meier  
JC Ourada  
John Worthing

**I. Call to Order**

**II. Flag Salute**

**III. Open Meetings Act**

**IV. Roll Call**

**V. Review of Agenda**

**Motion Passed:** Motion to approve the agenda as presented passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**VI. Citizen's Comments**

**VII. Consent Agenda**

**Motion Passed:** Motion to approve the Consent Agenda as corrected passed with a motion by JC Ourada and a second by Jeff Meads.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

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

**VII.B. Payment of Invoices**

**VII.C. Financial Reports**

**VII.D. Personnel Actions**

**VII.D.1. Recommendation to Hire**

**VII.D.1.a. Rhonda Knapp**

**VII.D.1.b. Ryan Hellriegel - Bus Driver**

**VII.D.1.c. Jerry Hall - Bus Driver**

**VII.D.2. Resignation**

VII.D.2.a. Ibach, Lauren

VII.D.2.b. Rhonda Knapp

**VIII. Old Business**

**IX. Executive Session**

**Motion Passed:** Motion to enter into Executive Session at 7:39 pm passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**IX.A. Exit Executive Session**

**Motion Passed:** Exit Executive Session at 9:18 pm passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**X. New Business**

**X.A. 2017-2018 School Calendar**

**Motion Passed:** passed with a motion by Suzanne Brodine and a second by Morgan Fouts.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**X.B. Approve Administrative Organization Plan**

**Motion Passed:** Approve Administrative Organization Plan passed with a motion by John Worthing and a second by Morgan Meier.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**X.C. Appointment of Superintendent of Schools for 2017-2018**

**Motion Passed:** Appointment of Jason Sullivan as Superintendent of Schools for 2017-2018 passed with a motion by JC Ourada and a second by John Worthing.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes

Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**X.D. Multi-Cultural Survey**

**Motion Passed:** Multi-Cultural Survey passed with a motion by Suzanne Brodine and a second by JC Ourada.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**X.E. Policy 3520AR Foster Care Student Procedures - First Reading**

**Motion Passed:** Policy 3520AR Foster Care Student Procedures - First Reading passed with a motion by JC Ourada and a second by Jeff Meads.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**X.F. Ratify 2017-2018 Negotiated Agreement with the ECEA**

**Motion Passed:** Ratify 2017-2018 Negotiated Agreement with the ECEA passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**XI. Reports**

**XII. Next Regular Meeting**

**XIII. Adjournment**

**Motion Passed:** Motion to adjourn meeting at 9:42 pm passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

---

Chairperson

---

Superintendent

**Board of Education Regular Meeting**

January 09, 2017 7:00 PM

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

**I. Call to Order**

**II. Open Meetings Act**

**III. Roll Call**

**IV. Review of Agenda**

**Motion Passed:** passed with a motion by John Worthing and a second by Lynette Mitchell.

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

**V. OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS**

**VI. ELECTION OF OFFICERS**

**VI.A. Election of President**

**Motion Passed:** Motion to nominate JC Ourada for President and to cease nomination passed with a motion by John Worthing and a second by Morgan Meier.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Abstain
John Worthing	Yes

**Motion Passed:** Motion to elect JC Ourada as President passed with a motion by Morgan Meier and a second by Jeff Meads.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Abstain
John Worthing	Yes

**VI.B. Election of Vice-President**

**Motion Passed:** Motion to nominate Morgan Meier for Vice President and to cease nominations passed with a motion by JC Ourada and a second by John Worthing.

Suzanne Brodine	Yes
-----------------	-----

Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Abstain
JC Ourada	Yes
John Worthing	Yes

**Motion Passed:** Motion to elect Morgan Meier for Vice President passed with a motion by JC Ourada and a second by Suzanne Brodine.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Abstain
JC Ourada	Yes
John Worthing	Yes

#### **VI.C. Election of Secretary**

**Motion Passed:** Motion to nominate Suzanne Brodine for Secretary and to cease nominations passed with a motion by Morgan Meier and a second by John Worthing.

Suzanne Brodine	Abstain
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**Motion Passed:** Motion to elect Suzanne Brodine for Secretary passed with a motion by John Worthing and a second by Morgan Meier

Suzanne Brodine	Abstain
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

#### **VI.D. Election of Treasurer**

**Motion Passed:** Nomination of Morgan Fouts for Treasurer and to cease nominations passed with a motion by John Worthing and a second by Jeff Meads.

Suzanne Brodine	Yes
Morgan Fouts	Abstain
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**Motion Passed:** Motion to elect Morgan Fouts passed with a motion by John Worthing and a second by Morgan Meier.

Suzanne Brodine	Yes
Morgan Fouts	Abstain
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes

John Worthing Yes

**VII. APPOINTMENTS, DESIGNATIONS, AND AUTHORIZATIONS FOR 2017**

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

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**VII.A. Appoint Superintendent of Schools as the district financial officer**

**VII.B. Authorize the Superintendent of Schools as the official district representative for all local, state, and federal programs**

**VII.C. Appoint the Superintendent of Schools as federal program officer**

**VII.D. Designate the Beacon Observer as the official district newspaper**

**VII.E. Designate First Tier Bank as depository of district funds**

**VII.F. Designate Greg Perry and Perry, Guthery, Haase, and Gessford as legal counsel for the District.**

**VIII. 2017 COMMITTEE APPOINTMENTS**

**Motion Passed:** Approve the committee appointments passed with a motion by John Worthing and a second by Suzanne Brodine.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**VIII.A. Building and Grounds**

Discussion:

Morgan Meier Jeff Meads Morgan Fouts

**VIII.B. Negotiations**

Discussion:

John Worthing Suzanne Brodine Morgan Fouts

**VIII.C. Transportation**

Discussion:

JC Ourada Jeff Meads Morgan Meier

**VIII.D. Finance and Curriculum/Technology**

Discussion:

John Worthing JC Ourada Morgan Meier

**VIII.E. Americanism**

Discussion:

John Worthing Suzanne Brodine Jeff Meads

**IX. APPROVAL OF CURRENT BOARD POLICIES AND REGULATIONS**

**Motion Passed:** APPROVAL OF CURRENT BOARD POLICIES AND REGULATIONS passed with a motion by JC Ourada and a second by Morgan Fouts.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**X. ANNUAL POLICY REVIEW SCHEDULE - one section per month, beginning with the month of February.**

**Motion Passed:** ANNUAL POLICY REVIEW SCHEDULE passed with a motion by JC Ourada and a second by Morgan Meier.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

**XI. DISSEMINATION OF BOARD MEMBERS CONFLICT OF INTEREST STATUTES AND POLICIES**

**XI.A. Conflict of Interest - Employment of Family Member of Board Member**

**XI.B. Conflict of Interest Contracts**

**XI.C. Conflict of Interest Procedures**

**XII. Adjournment**

**Motion Passed:** Motion to adjourn meeting at 7:29 pm passed with a motion by JC Ourada and a second by John Worthing.

Suzanne Brodine	Yes
Morgan Fouts	Yes
Jeff Meads	Yes
Morgan Meier	Yes
JC Ourada	Yes
John Worthing	Yes

---

Chairperson

---

Superintendent

# Check Register

Direct	Dep. Invoice	Check Number	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
<b>Checks Printed</b>						
<b>1 - GENERAL FUND</b>						
Bank Account :A - General Fund						
	00014648		02/13/2017	ACTINFO	ACT	
	121165		01/11/2017		02/10/2017 ACT TEST	2,125.00
					Check Total	2,125.00
	00014649		02/13/2017	AGRICOOP	CHS AGRI SERVICE CENTER	
	013117		01/31/2017		02/10/2017 FUEL ETC	2,248.96
					Check Total	2,248.96
	00014650		02/13/2017	ALPHAREH	ALPHA REHABILITATION P.C.	
	1444		01/31/2017		02/10/2017 OT, SPEECH	345.00
					Check Total	345.00
	00014651		02/13/2017	ASKSUP	ASK SUPPLY CO. LLC	
	17693		01/31/2017		02/10/2017 BULBS	83.07
					Check Total	83.07
	00014652		02/13/2017	BAUERRI	RICK BAUER	
	011717		01/17/2017		02/10/2017 OCT, NOV, DEC ELEC	120.00
	01312017		01/31/2017		02/10/2017 RENT	45.00
					Check Total	165.00
	00014653		02/13/2017	BLACKHILLS	BLACK HILLS ENERGY	
	5788709240-020		02/09/2017		02/10/2017 230 EAST CALKINS	5,196.07
	917					
	6084899701-020		02/09/2017		02/10/2017 225 E BOYD	1,777.42
	917					
	8475809094-020		02/09/2017		02/10/2017 122 NORTH CHURCH	43.44
	917					
					Check Total	7,016.93
	00014654		02/13/2017	CENTRALST	CENTRAL STATES SAFETY & DRIVER TRAINING	
	1040		01/25/2017		02/10/2017 HALL-BUS TEST	150.00
					Check Total	150.00
	00014655		02/13/2017	CENTURY	CENTURYLINK	
	010717		01/07/2017		02/10/2017 PHONE	314.94
					Check Total	314.94
	00014656		02/13/2017	CHARTERC	CHARTER COMMUNICATIONS	
	012417		01/24/2017		02/10/2017	211.28
					Check Total	211.28
	00014657		02/13/2017	CHEMSEARCH	CHEMSEARCH	
	2568976		12/29/2016		02/10/2017 DISPOSABLE FILTER BAGS	143.01
	2569359		12/30/2016		02/10/2017 AEROSOL, PRE-SEAL	492.78
	2602247		01/31/2017		02/10/2017 X-ICE, TRAILBLAZER MAXX	1,184.85

# Check Register

Direct	Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
		Invoice	Invoice Date	PO Number	Description	
					<b>Check Total</b>	<b>1,820.64</b>
		00014658	02/13/2017	CIRCLESP	CIRCLE S PLUMBING	
		53736	12/08/2016		02/10/2017 BULBS UNDER AWNING	484.37
		53738	12/05/2016		02/10/2017 250 BALLAST	408.54
					<b>Check Total</b>	<b>892.91</b>
		00014659	02/13/2017	COUNTRYC	Country Clinic	
		030916	03/09/2016		02/10/2017 BUS PHYSICAL	185.00
					<b>Check Total</b>	<b>185.00</b>
		00014660	02/13/2017	DOUBLED	Double D Cleaners	
		ECSJ120116	12/01/2016		02/10/2017 TOWELS, MOPS, LAUNDRY BAGS	130.95
					<b>Check Total</b>	<b>130.95</b>
		00014661	02/13/2017	EAKESOFF	EAKES OFFICE PRODUCTS	
		7167191-0	01/27/2017		02/10/2017 STAPLES	98.00
		7171130-0	01/27/2017		02/10/2017 STAPLES	80.00
					<b>Check Total</b>	<b>178.00</b>
		00014662	02/13/2017	ECOLABPR	Ecolab Professional Products	
		9040127	01/11/2017		02/10/2017	68.61
					<b>Check Total</b>	<b>68.61</b>
		00014663	02/13/2017	ESU10	Educational Service Unit 10	
		020117	02/01/2017		02/10/2017 SPED SERVICES ETC	16,092.73
					<b>Check Total</b>	<b>16,092.73</b>
		00014664	02/13/2017	FAMILYR	FAMILY RESOURCES	
		1923	02/01/2017		02/10/2017 MARCH, APRIL, MAY 2017	375.00
					<b>Check Total</b>	<b>375.00</b>
		00014665	02/13/2017	FOSTERC	CURT FOSTER	
		020117	02/01/2017		02/10/2017 RENT	100.00
					<b>Check Total</b>	<b>100.00</b>
		00014666	02/13/2017	FOSTFAMI	Foster's Family Foods	
		CODE 14-013117	01/31/2017		02/10/2017 SUPPLIES	241.08
		CODE 54-013117	01/31/2017		02/10/2017 HAND SANITIZER	6.00
					<b>Check Total</b>	<b>247.08</b>
		00014667	02/13/2017	HAPPP	HAPP PUBLISHING	
		DEC2016	12/31/2016		02/10/2017 DEC NOTICES, MINUTES	113.42
					<b>Check Total</b>	<b>113.42</b>
		00014668	02/13/2017	HOMETOWN	Hometown Leasing	
		013117	01/31/2017		02/10/2017 COPIERS	1,539.64
					<b>Check Total</b>	<b>1,539.64</b>

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	PO Date	Amount
	00014669	02/13/2017	ISLANDSU	Island Supply Welding		
	013117	01/31/2017		CYL RENTAL	02/10/2017	60.76
				<b>Check Total</b>		<b>60.76</b>
	00014670	02/13/2017	KELLYSA	KELLY'S SALES & SERVICE		
	15198	01/03/2017		06 VAN	02/10/2017	1,708.71
	15360	01/31/2017		1995 GMC	02/10/2017	128.76
				<b>Check Total</b>		<b>1,837.47</b>
	00014671	02/13/2017	LINWELD	MATHESON TRI GAS		
	51135987	01/31/2017			02/10/2017	136.48
				<b>Check Total</b>		<b>136.48</b>
	00014672	02/13/2017	MENARD	MENARDS - KEARNEY		
	25584	01/20/2017		NUTS, BOLTS, SCREWS, WOOD	02/10/2017	130.70
	26280	01/31/2017		CLEANERS, TAPE, SCREW DR	02/10/2017	83.26
				<b>Check Total</b>		<b>213.96</b>
	00014673	02/13/2017	MOSAIC	MOSAIC		
	AXT0117	02/03/2017		JANUARY 2017	02/10/2017	3,963.24
				<b>Check Total</b>		<b>3,963.24</b>
	00014674	02/13/2017	NAME	NATIONAL ASSN FOR MUSIC EDUCATION		
	1547725	10/20/2016		2016 CONF - BAND	02/10/2017	65.00
				<b>Check Total</b>		<b>65.00</b>
	00014675	02/13/2017	NASB	NEBRASKA ASSN OF SCHOOL BOARDS		
	012917	01/29/2017		MEMBERSHIP DUES	02/10/2017	3,371.00
				<b>Check Total</b>		<b>3,371.00</b>
	00014676	02/13/2017	NE SAFETY	NEBRASKA SAFETY CENTER		
	57-4077BUS	01/03/2017		LEVEL 1 TRANSP COURSE	02/10/2017	150.00
	57-4120BUS	02/01/2017		LEVEL 1 TRANSP COURSES	02/10/2017	300.00
				<b>Check Total</b>		<b>450.00</b>
	00014677	02/13/2017	NPPD	NEBRASKA PUBLIC POWER DISTRICT		
	211010056740-0	01/17/2017		BUS BARN	02/10/2017	37.59
	11717					
	211010056744-0	01/17/2017		BALLFIELD	02/10/2017	57.29
	11717					
	211010056748-0	01/17/2017		230 E CALKINS	02/10/2017	4,637.98
	11717					
				<b>Check Total</b>		<b>4,732.86</b>
	00014678	02/13/2017	OKEEFELE	O'KEEFE ELEVATOR COMPANY, INC		
	01354910	01/31/2017		PICKUP ROLLERS	02/10/2017	29.64
				<b>Check Total</b>		<b>29.64</b>
	00014679	02/13/2017	PEPPERJW	JW PEPPER		

# Check Register

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	0350666	01/04/2017		CHOIR MUSIC	14.75
	03508593	01/13/2017		CHOIR MUSIC	8.00
	03511466	02/01/2017		CHOIR MUSIC	9.50
				<b>Check Total</b>	<b>32.25</b>
	00014680	02/13/2017	PERMA	PERMA-BOUND	
	1703075-01	01/10/2017		LIBRARY	19.46
				<b>Check Total</b>	<b>19.46</b>
	00014681	02/13/2017	PERRY	Perry, Guthery, Haase & Gessford, PC, LLO	
	2711.00000-200	01/24/2017		FED LAW UPDATE, ACA	650.00
	2711.12000-7	01/24/2017		FISHER TRACKS	5,470.00
				<b>Check Total</b>	<b>6,120.00</b>
	00014682	02/13/2017	PIONEERTE	PIONEER TELEPHONE	
	465905-020117	02/01/2017		LONG DISTANCE	90.06
				<b>Check Total</b>	<b>90.06</b>
	00014683	02/13/2017	QUILL	Quill	
	3394699	01/11/2017		FOLDERS, TAPE	36.77
	3425414	01/12/2017		STICKY TACK	17.90
	3437374	01/12/2017		SCISSORS, BNDR CLIPS	101.10
				<b>Check Total</b>	<b>155.77</b>
	00014684	02/13/2017	SERVICE	SERVICEMASTER OF MID NE	
	13636	01/31/2017		2010 ADDITION	3,466.00
	13637	01/31/2017		ELEMENTARY FACILITY	3,719.00
				<b>Check Total</b>	<b>7,185.00</b>
	00014685	02/13/2017	STATENE	STATE OF NEBRASKA	
	1044360	01/01/2017			238.96
				<b>Check Total</b>	<b>238.96</b>
	00014686	02/13/2017	STUDIO	STUDIO 747	
	2109	01/19/2017		DOMAIN NAME REGISTRATION	105.00
				<b>Check Total</b>	<b>105.00</b>
	00014687	02/13/2017	THOMPSON	THE THOMPSON CO.	
	1845066	01/04/2017		CAN LINERS, TP, TOWELS	408.04
	1848888	01/12/2017		CAN LINERS, TOWELS	124.87
	1851681	01/19/2017		CAN LINERS, SOAP, TP	218.58
	1854741	01/26/2017		CAN LINERS, TP, TOWELS	179.04
				<b>Check Total</b>	<b>930.53</b>
	00014688	02/13/2017	USPOSTAL	US Postal Service	
	021017	02/10/2017		STAMPED ENVELOPES	843.00
				<b>Check Total</b>	<b>843.00</b>
	00014689	02/13/2017	VERIZON	VERIZON WIRELESS	

ALL Data

# Check Register

Arranged by:  
Check Number

Direct Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	9778179410	02/01/2017		02/10/2017	CELL PHONE	46.26
					Check Total	46.26
	00014690	02/13/2017	VILLAGEE	02/10/2017	Village Of Elm Creek	595.00
	013117	01/31/2017				595.00
					Check Total	595.00
	00014691	02/13/2017	WILKE	02/10/2017	WILKE'S TRUE VALUE	115.13
	A282266	01/31/2017			BULBS	115.13
					Check Total	115.13
	00014692	02/13/2017	WOODWARDS	02/10/2017	WOODWARDS DISPOSAL SERVICE	25.00
	NO8717-661	01/01/2017			DOC DESTRUCTION	25.00
					Check Total	25.00
					<b>1 - GENERAL FUND Totals:</b>	<b>65,765.99</b>
					<b>Total of Checks Printed:</b>	<b>65,765.99</b>
					<b>Report Total:</b>	<b>65,765.99</b>

**CHECK REGISTER FOR ACTIVITY ACCOUNT: JANUARY 2017**

Check Number	Date	Paid To	Description	Amount
Bank ID: C	Activity Fund			
12812	1/3/2017	KEARNEY HIGH SCHOOL	VOID-HR BAND NOT HELD	\$ -
12813	1/3/2017	PLEASANTON PUBLIC SCHOOLS	ENTRY FEES	\$ 80.00
12814	1/3/2017	BILL HELLRIEGEL	REIMBURSEMENT	\$ 175.00
12815	1/5/2017	Foster's Family Foods	SUPPLIES	\$ 36.12
12816	1/5/2017	YANDA'S MUSIC	CLAVINOVA	\$ 3,199.00
12817	1/5/2017	GRAPHIC EDGE	POLOS	\$ 97.06
12818	1/5/2017	WAL-MART	ART AND CUSTODIAL	\$ 91.19
12819	1/5/2017	Fillmore Central Public	ENTRY FEES	\$ 140.00
12820	1/5/2017	CORPORATE PAYMENT SYSTEMS	NMEA, TRANSP, FFA, TECH	\$ 3,927.83
12821	1/5/2017	JAYCE DUELAND	JH OFFICIAL	\$ 120.00
12822	1/5/2017	MITCH MUMA	JH OFFICIAL	\$ 120.00
12823	1/5/2017	Firstier Bank	CHANGE	\$ 425.00
12824	1/5/2017	Cash Wa Distributing	SEASONING, CHIPS	\$ 3,663.74
12825	1/6/2017	LEXINGTON PUBLIC SCHOOLS	SPEECH ENTRY FEES	\$ 35.00
12826	1/6/2017	DAVID SQUIERS	VARSITY OFFICIAL	\$ 325.00
12827	1/6/2017	MITCH MUMA	JV OFFICIAL	\$ 120.00
12828	1/6/2017	MATT ATEN	JV OFFICIAL	\$ 120.00
12829	1/6/2017	Firstier Bank	VOID - WROTE WRONG AMT	\$ -
12830	1/6/2017	Firstier Bank	CHANGE	\$ 1,245.00
12831	1/12/2017	TIM HIGGINS	VARSITY OFFICIALS	\$ 325.00
12832	1/12/2017	PARKER YOUNG	JV OFFICIAL	\$ 120.00
12833	1/12/2017	MITCH MUMA	JV OFFICIAL	\$ 120.00
12834	1/12/2017	Firstier Bank	CHANGE	\$ 1,215.00
12835	1/12/2017	Postmaster	POSTAGE	\$ 100.75
12836	1/13/2017	CORPORATE PAYMENT SYSTEMS	BOOKS, HEALTH, CHEER, FFA	\$ 1,442.78
12837	1/13/2017	CHESTERMAN CO.	POP	\$ 2,248.80
12838	1/13/2017	TERRY PFEIFFER	OFFICIAL	\$ 240.00
12839	1/13/2017	CHRIS TRAMPE	OFFICIAL	\$ 240.00
12840	1/13/2017	KENT BRILL	OFFICIAL	\$ 240.00
12841	1/13/2017	KALEN PFEIFFER	TRACKWRESTLING	\$ 300.00
12842	1/13/2017	SCOTT DELONG	OFFICIAL	\$ 240.00
12843	1/13/2017	MEL ARMSTRONG	REIMBURSEMENT	\$ 50.00
12844	1/13/2017	MOONLIGHT EMBROIDERY	WRESTLING SHIRTS	\$ 236.00
12845	1/13/2017	Firstier Bank	CHANGE	\$ 1,590.00
12846	1/19/2017	Broken Bow Schools	ENTRY FEES	\$ 21.00
12847	1/20/2017	Firstier Bank	CHANGE	\$ 1,225.00
12848	1/21/2017	MITCH MUMA	JV OFFICIAL	\$ 120.00
12849	1/21/2017	DAVID PIERCE	JV OFFICIAL	\$ 120.00
12850	1/21/2017	DOUG STEVENSON	VARSITY OFFICIAL	\$ 325.00
12851	1/23/2017	JIM LANGIN	JH OFFICIAL	\$ 120.00
12852	1/23/2017	NATE WILLIAMS	JV OFFICIAL	\$ 120.00
12853	1/24/2017	Firstier Bank	CHANGE	\$ 1,165.00
12854	1/24/2017	BURWELL HIGH SCHOOL	ENTRY FEES	\$ 90.00

**CHECK REGISTER FOR ACTIVITY ACCOUNT: JANUARY 2017**

Check Number	Date	Paid To	Description	Amount
<b>Bank ID: C    Activity Fund</b>				
12855	1/24/2017	ARAPAHOE HIGH SCHOOL	ENTRY FEES	\$ 100.00
12856	1/24/2017	BLUE HILL WRESTLING CLUB	CLOCKS	\$ 200.00
12857	1/24/2017	WOOD RIVER HIGH SCHOOL	ENTRY FEES	\$ 80.00
12858	1/24/2017	MULLEN HIGH SCHOOL	ENTRY FEES	\$ 80.00
12859	1/24/2017	JAYCE DUELAND	JV OFFICIAL	\$ 120.00
12860	1/24/2017	MITCH MUMA	JV OFFICIAL	\$ 120.00
12861	1/24/2017	LEON PEARSON	OFFICIAL	\$ 325.00
12862	1/24/2017	LITTLE CAESER'S	PIZZA FOR CONCESSIONS	\$ 65.00
12863	1/24/2017	BLUE CROSS BLUE SHIELD OF NE	BOARD PREMIUMS	\$ 6,117.46
12864	1/24/2017	PAYFLEX SYSTEMS USA	JANUARY	\$ 150.00
12865	1/24/2017	FFA CONVENTION TOUR - NE GROUP	1ST DEPOSIT (OF 3)	\$ 450.00
12866	1/24/2017	THE LEADERSHIP CENTER	DIST LSE ENTRY FEES	\$ 267.75
12867	1/24/2017	DIVAS FLORAL SHOP & BOUTIQUE	ROSES-PARENTS NIGHT	\$ 24.00
12867	1/24/2017	DIVAS FLORAL SHOP & BOUTIQUE	ROSES-PARENTS NIGHT	\$ 96.00
12868	1/24/2017	WAL-MART	BATTERIES	\$ 39.88
12869	1/26/2017	JEFFREY WEST	SCHOLARSHIP	\$ 500.00
12870	1/27/2017	GNFA	SPEECH	\$ 150.00
12871	1/30/2017	Postmaster	POSTAGE	\$ 6.44
12872	1/30/2017	BRENT RACER	FKC OFFICIAL	\$ 404.40
12873	1/30/2017	Firstier Bank	CHANGE	\$ 1,600.00

ACTIVITY FUND  
TREASURER'S REPORT  
2-13-17  
Reconciled 2-6-17

Account Description	BEGIN JAN	EXPENSES	INCOME	END JAN
ACCELERATED READER	\$ 3,569.03	\$ -	\$ 1,175.60	\$ 4,744.63
ALUMNI	\$ 54.28	\$ -	\$ -	\$ 54.28
ANNUAL	\$ (9,482.14)	\$ -	\$ -	\$ (9,482.14)
ATTEND/VAL SCHOL (tea conc)	\$ 1,355.65	\$ -	\$ -	\$ 1,355.65
BAND	\$ (8,369.94)	\$ 96.15	\$ 669.73	\$ (7,796.36)
BAND CLUB	\$ -	\$ -	\$ -	\$ -
BAND INSTR RENTAL	\$ 535.00	\$ -	\$ -	\$ 535.00
BBALL	\$ (7,575.37)	\$ 8,141.50	\$ 10,224.00	\$ (5,492.87)
BOARD SCHOLARSHIP FUND	\$ 252.54	\$ -	\$ -	\$ 252.54
BOYS BBALL CLUB	\$ 240.08	\$ -	\$ -	\$ 240.08
CHEER	\$ 808.52	\$ 286.50	\$ 876.55	\$ 1,398.57
CHOIR	\$ (5,758.72)	\$ 334.33	\$ -	\$ (6,093.05)
CHOIR CLUB	\$ 1,606.67	\$ -	\$ -	\$ 1,606.67
CLASS OF 2009	\$ (54.64)	\$ -	\$ -	\$ (54.64)
CLASS OF 2010	\$ 78.45	\$ -	\$ -	\$ 78.45
CLASS OF 2013	\$ 292.21	\$ -	\$ -	\$ 292.21
CLASS OF 2014	\$ 116.95	\$ -	\$ -	\$ 116.95
CLASS OF 2015	\$ 29.30	\$ -	\$ -	\$ 29.30
CLASS OF 2016	\$ (1,645.49)	\$ -	\$ -	\$ (1,645.49)
CLASS OF 2017	\$ 918.10	\$ -	\$ 523.60	\$ 1,441.70
CLASS OF 2018	\$ 4,164.62	\$ -	\$ 478.05	\$ 4,642.67
CLASS OF 2019	\$ 4,582.30	\$ -	\$ -	\$ 4,582.30
CLASS OF 2020	\$ 3,550.62	\$ -	\$ -	\$ 3,550.62
CLASS OF 2021	\$ 5,316.44	\$ -	\$ -	\$ 5,316.44
CLASS OF 2022	\$ 1,437.70	\$ -	\$ 5.60	\$ 1,443.30
COMP PURCHASE	\$ (151.23)	\$ -	\$ -	\$ (151.23)
CONCESSIONS	\$ (11,992.44)	\$ 8,970.26	\$ 10,981.21	\$ (9,981.49)
COURTESY COMMITTEE	\$ 193.30	\$ -	\$ -	\$ 193.30
CROSS COUNTRY	\$ (1,875.13)	\$ -	\$ -	\$ (1,875.13)
CROSS COUNTRY CLUB	\$ 729.70	\$ -	\$ -	\$ 729.70
DANCE CLUB	\$ (476.35)	\$ -	\$ -	\$ (476.35)
DRAMA	\$ (272.99)	\$ -	\$ -	\$ (272.99)
ELEM PLAYGROUND	\$ -	\$ -	\$ -	\$ -
FCCLA	\$ (322.53)	\$ -	\$ 706.47	\$ 383.94
FCS - PATTERNS	\$ 440.46	\$ -	\$ -	\$ 440.46
FFA	\$ 7,573.45	\$ 2,725.56	\$ 5,868.99	\$ 10,716.88
FINE ARTS	\$ 11,968.48	\$ 3,199.00	\$ 6,085.73	\$ 14,855.21
FOB CHECKOUT	\$ 2,700.00	\$ -	\$ -	\$ 2,700.00

ACTIVITY FUND  
TREASURER'S REPORT  
2-13-17  
Reconciled 2-6-17

Account Description	BEGIN JAN	EXPENSES	INCOME	END JAN
FOOTBALL	\$ (15,454.43)	\$ 155.00	\$ 93.64	\$ (15,515.79)
FOOTBALL CLUB	96.78	\$ -	\$ -	\$ 96.78
GENERAL DONATION FUND	\$ 539.10	\$ -	\$ -	\$ 539.10
GENERAL EXPENSES/INCOME	\$ 2,655.07	\$ 2,586.92	\$ 134.00	\$ 202.15
GENERAL POSTAGE	\$ (340.36)	\$ 107.19	\$ -	\$ (447.55)
GIRLS BBALL CLUB	\$ 828.06	\$ -	\$ -	\$ 828.06
GOLF	\$ (4,268.47)	\$ -	\$ -	\$ (4,268.47)
GOLF CLUB	\$ 789.11	\$ -	\$ -	\$ 789.11
GYM RENT	\$ 5,989.50	\$ -	\$ -	\$ 5,989.50
IND TECH SPECIAL FUND	\$ 1,894.79	\$ -	\$ -	\$ 1,894.79
INSURANCE	\$ (3,085.66)	\$ 6,117.46	\$ 12,060.63	\$ 2,857.51
IPADs	\$ 17,015.72	\$ -	\$ 65.00	\$ 17,080.72
IRS 125	\$ (1,100.00)	\$ 150.00	\$ -	\$ (1,250.00)
LASER	\$ 10.41	\$ -	\$ -	\$ 10.41
MISCELLANEOUS	\$ 8,387.91	\$ -	\$ 14,000.00	\$ 22,387.91
MOTOR CLUB	\$ 849.57	\$ -	\$ -	\$ 849.57
MUSIC TRIP	\$ 1,974.62	\$ -	\$ -	\$ 1,974.62
NHS	\$ 2,521.99	\$ 628.40	\$ 267.60	\$ 2,161.19
ONE ACT	\$ (21.44)	\$ 50.00	\$ -	\$ (71.44)
PRES FREE SCHOL	\$ (166.36)	\$ -	\$ -	\$ (166.36)
PRESCHOOL	\$ 34,564.75	\$ -	\$ 1,850.00	\$ 36,414.75
PROM	\$ 871.04	\$ -	\$ -	\$ 871.04
RETIREMENT	\$ 44.91	\$ -	\$ -	\$ 44.91
SCHOOL PLAY	\$ 383.80	\$ -	\$ -	\$ 383.80
SIGN ADVERTISING	\$ 9,610.58	\$ -	\$ -	\$ 9,610.58
SPECIAL ED (CIRCLE OF FRIENDS)	\$ 1,274.64	\$ -	\$ -	\$ 1,274.64
SRS GIFTS	\$ (282.12)	\$ -	\$ -	\$ (282.12)
STU COUNCIL	\$ 1,473.33	\$ 91.93	\$ 119.25	\$ 1,500.65
SUPERMERCADO	\$ 176.68	\$ -	\$ -	\$ 176.68
SURPLUS PRO	\$ 93.00	\$ -	\$ -	\$ 93.00
TRACK	\$ (9,064.34)	\$ -	\$ -	\$ (9,064.34)
TRACK CLUB	\$ 2,526.56	\$ -	\$ 380.27	\$ 2,906.83
VOLLEYBALL	\$ (21,000.32)	\$ -	\$ -	\$ (21,000.32)
VOLLEYBALL CLUB	\$ 1,369.86	\$ -	\$ -	\$ 1,369.86
WRESTLING	\$ (13,660.60)	\$ 3,190.00	\$ 2,594.01	\$ (14,256.59)
WRESTLING CLUB(Incl INSF ck)	\$ (1,285.20)	\$ -	\$ -	\$ (1,285.20)
	\$ 30,749.36	\$ 36,830.20	\$ 69,159.93	\$ 63,079.09

general fund

updated

2/1/17

multiplier

ytd expenditure summary

1.0435

		15/16 Budget	15/16 Actual	16/17 Budget	16/17 projected	17/18 (4.35% increase)
1100	All Instruction	\$2,544,914.00	\$2,055,119.00	\$2,325,000.00	\$2,126,635.00	\$2,219,143.62
1200	Special Education Programs	\$475,500.00	\$492,327.00	\$565,100.00	\$502,122.00	\$523,964.31
2100	Guidance Services	\$198,419.00	\$136,074.00	\$200,000.00	\$145,042.00	\$151,351.33
2200	Library	\$53,500.00	\$46,401.00	\$57,500.00	\$47,872.00	\$49,954.43
2300	General Administration	\$288,800.00	\$250,912.00	\$295,000.00	\$166,600.00	\$173,847.10
2400	Office of the Principal	\$104,100.00	\$99,956.00	\$125,000.00	\$102,990.00	\$250,000.00
2500	Business Suport	\$257,100.00	\$163,708.00	\$432,100.00	\$245,535.00	\$256,215.77
2600	Maint. And Operation of Buildings	\$531,200.00	\$345,733.00	\$555,000.00	\$418,562.00	\$436,769.45
2700	Pupil Transportation	\$209,500.00	\$123,944.00	\$158,525.00	\$139,292.00	\$145,351.20
3000	State Categorical Programs	\$101,417.00	\$101,726.00	\$104,250.00	\$129,208.00	\$134,828.55
4000	Federal Programs	\$215,353.00	\$157,598.00	\$210,000.00	\$219,535.00	\$229,084.77
5000	Debt Services		\$61,651.00			
8000	Transfers to other Funds		\$50,000.00	\$165,000.00	\$625,000.00	\$250,000.00
9000	Miscellaneous	\$2,000.00				
		\$4,981,803.00	\$4,085,149.00	\$5,192,475.00	\$4,868,393.00	\$4,820,510.53

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR FEBRUARY 13, 2017

**GENERAL FUND - ACCT NO. 137766**

BANK BALANCE JANUARY 1, 2017 (Reconciled 2-6-17)	\$	1,039,030.55
 <b>RECEIPTS</b>		
BUFFALO COUNTY (BOND FUNDS)	\$	55,999.45
BUFFALO COUNTY (General Funds)	\$	327,661.88
DAWSON COUNTY	\$	21,999.11
LUNCH FUND PAYROLL TRANSFER	\$	9,129.54
PHELPS COUNTY	\$	308,506.93
STATE - SPED SCHOOL AGE	\$	31,066.00
STATE AID	\$	4,464.90
<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>758,827.81</b>
 AVAILABLE BALANCE	 \$	 1,797,858.36
 <b>DISBURSEMENTS:</b>		
Bills Paid JANUARY 9, 2017	\$	74,425.02
JANUARY PAYROLL	\$	274,887.78
<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>	<b>349,312.80</b>
 <b>BOOK BALANCE FEBRUARY 1, 2017</b>	 <b>\$</b>	 <b>1,448,545.56</b>

**DEPRECIATION FUND - ACCT NO 14832**

BALANCE JANUARY 1, 2017	\$	71,549.40
INTEREST	\$	-
RECEIVED	\$	-
<b>BOOK BALANCE FEBRUARY 1, 2017</b>	<b>\$</b>	<b>71,549.40</b>

**CERTIFICATES OF DEPOSIT THRU JANUARY 31, 2017**

#6692	Bus Depreciation	\$	11,624.67
#6233	Track Maintenance - Issued 8/31/09	\$	16,372.17
#6013	Track Maintenance	\$	55,543.85
#6235	Unknown Capital Outlays - Issued 8/31/09	\$	16,313.00
#2232	Unemployment	\$	10,785.84
#6482	Track Maintenance - Issued 8/31/2011	\$	10,199.37
#6701	ECPS-(Issued 3-12-15)	\$	24,254.22
	<b>CERTIFICATE TOTALS</b>	<b>\$</b>	<b>145,093.12</b>

**ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR FEBRUARY 13, 2017**

**BUILDING FUND**

Balance JANUARY 1, 2017	\$	69,492.89
INTEREST 1-31-17	\$	12.19
EXPENSES	\$	-
BALANCE FEBRUARY 1, 2017	\$	<u>69,505.08</u>

**BOND FUND (OPENED 11-12-09)**

Balance JANUARY 1, 2017	\$	2,447.71
RECEIPTS	\$	-
DISBURSEMENTS (Wire Transfer - Bond Payment)	\$	-
BALANCE FEBRUARY 1, 2017	\$	<u>2,447.71</u>

**SAM/DUNS ACCOUNT (REAP-1173)**

Balance JANUARY 1, 2017	\$	10,193.40
DISBURSEMENTS	\$	-
BALANCE FEBRUARY 1, 2017	\$	<u>10,193.40</u>

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR FEBRUARY 13, 2017

**LUNCH FUND**

BANK BALANCE JANUARY 1, 2017 (Reconciled 2-6-17) \$ 6,611.11

**RECEIPTS**

LUNCH SALES	\$	5,877.05
Federal Reimbursement Lunch	\$	16,607.54
Federal Reimbursement Breakfast	\$	4,676.47
EFUND PAYMENTS	\$	797.00
State Reimbursement	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
<b>TOTAL RECEIPTS</b>	<b>\$</b>	<b>27,958.06</b>

AVAILABLE BALANCE \$ 34,569.17

**DISBURSEMENTS**

Food/Groceries/Milk Etc.	\$	6,784.14
General Expenses	\$	574.26
Payroll Transfer	\$	9,129.54
Returned Checks.	\$	-

TOTAL DISBURSEMENTS \$ 16,487.94

BALANCE FEBRUARY 1, 2017 \$ 18,081.23

**FEBRUARY BILLS**

BERNARD FOODS	\$	-
CASHWA	\$	5,320.69
DOUBLE D	\$	59.38
FOSTERS	\$	69.79
HEARTLAND REFRIGERATION	\$	-
HILAND (MILK)	\$	1,742.05
NE FOOD DISTRIBUTION PROGRAM	\$	1,041.53
PAYROLL TRANSFER	\$	6,598.95
THOMPSON	\$	834.21

\$ 15,666.60

general fund

Feb. 1, 2017

ytd expenditure summary

		16/17 Budget	Expended during month	current month ytd expended	balance	% remaining
1100	All Instruction	\$2,325,000.00	\$161,642.16	\$886,097.62	\$1,438,902.38	61.89
1200	Special Education Programs	\$565,100.00	\$40,529.80	\$209,217.46	\$355,882.54	62.98
2100	Guidance Services	\$200,000.00	\$12,024.40	\$60,434.35	\$139,565.65	69.78
2200	Library	\$57,500.00	\$3,108.29	\$19,946.72	\$37,553.28	65.31
2300	General Administration	\$295,000.00	\$12,562.04	\$69,416.58	\$225,583.42	76.47
2400	Office of the Principal	\$125,000.00	\$8,539.89	\$42,912.21	\$82,087.79	65.67
2500	Business Suport	\$432,100.00	\$10,270.13	\$102,305.56	\$329,794.44	76.32
2600	Maint. And Operation of Buildings	\$555,000.00	\$49,799.90	\$174,400.53	\$430,399.37	77.55
2700	Pupil Transportation	\$158,525.00	\$13,726.48	\$58,038.45	\$100,486.55	63.39
3000	State Categorical Programs	\$104,250.00	\$13,145.52	\$53,836.62	\$50,413.38	48.36
4000	Federal Programs	\$210,000.00	\$19,321.99	\$91,472.92	\$118,527.08	56.44
5000	Debt Services			\$0.00		
8000	Transfers to other Funds	\$165,000.00	\$0.00	\$590,000.00	-\$425,000.00	0.00
9000	Miscellaneous					
		\$5,192,475.00		\$2,358,079.02	\$3,179,066.58	61.22

**ELM CREEK PUBLIC SCHOOL DISTRICT'S  
FOSTER CARE STUDENT PROCEDURES**

As of January 9, 2017, Elm Creek Public School District (the "District") has developed and implemented procedures governing how transportation will be provided for children in foster care to maintain their school of origin when it is in their best interest. Such procedures shall be kept current with the District's "Fostering Connections in Education Liaison Network" ("FLCN") representative (the "District Liaison"), identified as follows:

Superintendent of Schools

230 East Calkins Ave.

308-856-4300

The District is committed to ensuring that children in foster care receive the support needed to succeed in the educational environment. As a result, the District's procedures will ensure that:

1. Children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with applicable law.

2. If there are additional costs incurred by the District in providing transportation to maintain children in foster care in their schools of origin, the District will provide transportation to the school of origin if:

(a) the local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;

(b) the local educational agency agrees to pay for the cost of such transportation;

or

(c) the local educational agency and the local child welfare agency agree to share the cost of such transportation.

3. Any questions, concerns or disputes relating to a child in foster care should be addressed to the District's Liaison. The District's Liaison will ensure that any issue relating to a child in foster care will be promptly addressed.

---

Superintendent

TABLE OF CONTENTS

	POLICY
1. Budget Planning.....	3010
2. Fund Balance Reporting .....	3011
3. Public Review of Budget .....	3020
4. Transfer of Funds Between Categories.....	3030
5. Budget as Spending Plan – Budgeted Items .....	3040
6. Tuition Fees .....	3050
7. Materials Fees .....	3060
8. Summer School Fees.....	3070
9. Federal Funds.....	3080
10. Sales and Disposal of Books, Equipment and Supplies.....	3090
11. Leasing.....	3100
12. Short-Term Investing .....	3110
13. Depository .....	3120
Resolution	
14. Purchasing Policies .....	3130
15. Contracting for Services .....	3140
16. Paying for Goods and Services .....	3150
17. Report of Treasurer .....	3160
18. Periodic Audit .....	3170
19. System of Accounts .....	3180
20. Inventory of Equipment .....	3190
21. Monies in School Buildings.....	3200
22. Bonds .....	3210
23. Educational Service Units – Designated Representative .....	3220
24. Security .....	3230
25. Video Surveillance.....	3231
26. Risk Management and Safety Committee.....	3240
27. Trespassers.....	3250
28. Safe Driving Record Standard for Drivers.....	3410
Driver Certification Form	
Drivers – First Aid Procedures	
Emergency Evacuation Procedures – Small Vehicles	
29. Transportation.....	3520
30. Procedures – Bidding Construction Projects .....	3540
31. Rebates to School Personnel.....	3550
32. Records Management and Disposition .....	3560
33. ESSA.....	3570

Business OperationsBudget Planning

1. The Superintendent, with the assistance of the Curriculum, Finance and Technology Committee, shall direct the preparation of the school budget annually for the fiscal year beginning September 1 and ending August 31. Income and expenditure estimates shall be based upon the following:

- A. Past experience.
- B. State guidelines, legal spending limitations, and other statutes and regulations.
- C. Other projection techniques.

2. The annual budget preparation shall be compatible with the long-range aims of the school district. In addition, the Superintendent, in preparing the budget, shall consider the priorities as established by the board for the total school program and shall equalize the educational opportunities offered at the school.

3. The specific manner in which the annual budget shall be compiled shall be at the discretion of the Superintendent. However, the budget shall contain the following:

- A. The beginning fund balance for each fund.
- B. Estimated receipts.
- C. Estimated expenditures.
- D. Estimated ending fund balance.

4. A report of the anticipated budget position shall be presented to the board early in each calendar year. At this time the board will establish guidelines for the development of the budget. The tentative budget shall then be developed for the board review, modification and approval prior to the budget hearing.

5. The Superintendent shall each year, prior to the preparation of the budget, establish a budget plan. The budget plan shall take into consideration all items of expenditure requests in relationship to the total school program, and shall be mindful of equalizing the educational opportunities at each level. In the budget plan the Superintendent will direct board budget priorities.

6. In preparing the annual budget for the board, the Superintendent shall give to the school principals and staff the information necessary for them to assess adequately the availability of funds and to relate funds available to the Superintendent's budget plan.

The principals will, based upon the availability of funds and the school's budget plan, submit budget recommendations to the Superintendent. Each principal's recommendations and requests will be evaluated according to the budget plan, then accepted or rejected for inclusion into the proposed budget. The Superintendent will convey or make available the Superintendent's decisions to the principal and staff prior to developing the final document.

Date of Adoption: November 11, 2013

Business OperationsPublic Review of Budget

The Superintendent shall make the tentative budget conveniently available for public inspection and arrange for a public hearing on the tentative budget as required by law. At least one public hearing shall be held regarding the tentative budget prior to the final action by the board. Notice and time of such hearing together with a summary of the proposed budget statement, shall be published as required by law.

Legal Reference: Neb. Rev. Stat. §§ 13-501 to 13-513

Date of Adoption: November 11, 2103

Business OperationsTransfer of Funds Between Categories

All transfers of funds between the major classifications of the budget shall be according to law and upon approval of the board. The board may make transfers of monies between the various items within the General Fund without a rehearing on the budget. Monies may be borrowed from one fund into another as allowed by law as long as such funds are replaced as soon as revenues are available.

Legal Reference: Neb. Rev. Stat. §§ 13-501 to 13-513

Date of Adoption: November 11, 2013

Business OperationsBudget as Spending Plan - Budgeted Items

After the budget has been adopted, the Superintendent shall be responsible for the proper use of the budget by all personnel. The Superintendent shall establish and operate budget controls for all schools and departments and shall ensure that the administration of the budget is in conformity with the legal requirements as well as the policies and actions of the board.

Date of Adoption: November 11, 2013

Business Operations

Tuition Fees

The Board of Education may at its sole discretion allow non-resident students to attend Elm Creek Public Schools upon payment of tuition in an amount established by the Board of Education, and paid in advance, as and to the extent required by law.

Legal Reference:      Neb. Rev. Stat. § 79-215

Date of Adoption:      November 11, 2013

Business Operations

Materials Fees

Each principal is responsible, in cooperation with teachers, coaches and other instructional personnel for planning and requesting budgetary provision for all materials and activities recognized as part of the total school program.

Date of Adoption: November 11, 2013

Business OperationsSummer School Fees

Students who fail classes and are required to take summer school classes out of district shall be expected to pay their own tuition and travel expenses. If Elm Creek Public Schools provides summer school instruction, the tuition charges shall be based upon the actual costs incurred in operation and will not be intended to provide a financial profit for the district.

Date of Adoption: November 11, 2013

Business Operations

Federal Funds

The Superintendent shall recommend to the Board of Education approval of application for federal assistance under the provisions of federal laws if the use of such funds is not contrary to the educational goals and policies of the district.

Date of Adoption: November 11, 2013

Business Operations

Sale and Disposal of School Property

The Superintendent is authorized and directed to dispose of books, furniture, equipment, real estate, and other property that is obsolete or no longer needed for school operations. Any sale of school property is contingent on approval by the vote of at least two-thirds of the members of the Board of Education at a regular meeting.

Such disposal may be by private sale, auction, trade-in, or by taking bids and selling to the highest or most responsible bidder.

The following procedures shall be followed for an auction or when taking bids:

1. The intention to sell shall be publicized, via school newsletter, a weekly memo, a bulletin posting, a newspaper advertisement, or other means suitable to the value and nature of the property.
2. Real estate will be sold to the highest bidder, except that a minimum acceptable price may be established prior to bidding.
3. Items which are offered for sale in an approved manner which are not sold after a reasonable period of time may be considered to have no value and may be disposed of as determined by the Superintendent and reported to the Board of Education.

Property that has little or no value shall be discarded or recycled as appropriate. No school employee shall take such property for their personal use, even if the item has been placed in the trash, without the express approval of the administration.

Legal Reference: Neb. Rev. Stat. § 79-10,114

Date of Adoption: July 11, 2016

Business OperationsLeasing

When inadequate space exists for the proper function of the educational program or for administrative needs, the Board of Education may use funds to lease additional space. When the board determines that space within its buildings is in excess of that required for the proper functioning of the educational program or for administrative needs, the Board may lease space to another party, providing the business of the leasing party does not distract from the reputation, education or administration of the schools.

Date of Adoption: November 11, 2013

Business OperationsShort-Term Investing

The Treasurer of the Board has the responsibility of investing funds in savings accounts, certificates of deposit, United States Government Securities and other legally approved investments. The interest received on any investments shall be credited to the fund from which the money was taken to make the investment, or in such other manner as may be permitted by law and in the best interests of the District's financial responsibilities.

Legal Reference:      Neb. Rev. Stat. § 79-1043

Date of Adoption:      November 11, 2013

Business OperationsDepository

The Treasurer of the Board shall deposit the funds received in a bank situated within the boundaries of the district.

The depository bank or banks shall be, from time to time, designated by the Board by formal resolution. Such designation may be withdrawn at any time by the Board by formal resolution entered upon its records.

If there is no bank within the district, or if the bank refuses or neglects to make application as a depository, the board may designate any bank that is a state bank or national bank within the State.

Legal Reference: Neb. Rev. Stat. §§ 77-2350 and 77-2350.1

Date of Adoption: November 11, 2013

**RESOLUTION**

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

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

The following members voted against the same: \_\_\_\_\_

The following members were absent or not voting: \_\_\_\_\_

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

**DATED** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Elm Creek Public Schools

**BY:** \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

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

Date of Adoption: November 11, 2013

Business OperationsPurchasing Policies

The Superintendent shall ensure that all purchases are made in the interest of economy and efficiency. Where necessary, standards and procedures shall be established to accomplish the following policies of the Board of Education:

1. Purchases up to \$10,000. For the greatest efficiency in expediting purchases, the administration shall be authorized to purchase any item specifically budgeted which has a sale price within the established limit.
2. Purchases from \$10,000 up to \$40,000. The Superintendent shall request the submission of proposals for purchases which have a sale price within the established limit. The Superintendent shall receive and evaluate all proposals in making a recommendation to the Board of Education for acceptance. The Board of Education may review all proposals submitted relating to the recommended purchase. Since this is a proposal system, not a bidding process, the school district in no way shall be obligated to arbitrarily award the contract to the lowest proposal, but shall reserve the right to reject any and all proposals or to waive any informality in any proposal it deems advisable, and to award to the proposer which, in its opinion, is most desirable.
3. Purchases of \$40,000 and above. The Superintendent shall advertise for sealed bids which shall be opened in conformity with any applicable laws and in compliance with any procedures established by the Superintendent. The Board retains the right to determine the responsibility of the bidders, and shall award the contract to the lowest responsible bidder meeting specifications, be the bidder a member or apart from the local community.
4. Any school employee who orders any supplies or equipment outside of that which has been included in the annual budget and without written authorization of the principal or superintendent shall be personally liable for payment for the supplies or equipment purchased.
5. School employees or students purchasing supplies and equipment out of an activity account must first secure a purchase order from the principal authorizing the purchase. Failure to do so will cause the person to be personally liable for payment for the supplies or equipment purchased.

Credit Card Purchasing Program

1. The Board of Education authorizes the Superintendent or designee to contract with one or more financial institutions, card-issuing banks, credit card companies, charge card companies, debit card companies, or third-party merchant banks capable of operating a purchasing card program on behalf of the District.

2. The Board of Education delegates to the Superintendent or designee: (a) the determination of the type of purchasing card or cards to be utilized in the District's purchasing card program; and (b) the determination of which employees shall be approved or disapproved to be assigned a purchasing card in the District's purchasing card program. The Superintendent shall submit the approved names to the Board, from time to time.
3. The District's purchasing card program may only be utilized for the purchase of goods and services for and on behalf of the District. No officer or employee of the District shall use a purchasing card for any unauthorized use.
4. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases. In the event that a receipt does not accompany an authorized cardholder's purchase, the Superintendent or designee shall temporarily or permanently suspend said cardholder's purchasing card privileges.
5. Upon the termination or suspension of employment of an individual using a purchasing card, the Superintendent or designee shall immediately close such individual's purchasing card account and said employee shall immediately return the purchasing card.

Legal Reference: Neb. Rev. Stat. § 13-610

Date of Adoption: July 11, 2016

Business OperationsContracting for Services

Contractual services which by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill, where the ability or fitness of the individual plays an important part, are not subject to bid but are subject to approval by the Board of Education in conformity with established policy.

Every contract for services to be provided to Elm Creek Public Schools shall require that the contractor use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. Such requirement shall be deemed to be included and a part of the terms of every contract for services with the School District, including but not limited to oral contracts.

Legal Reference: Neb. Rev. Stat. § 4-114

Date of Adoption: November 11, 2013

Business Operations

Paying for Goods and Services

At a regularly scheduled meeting of the Board the administration shall present a list of bills for which payment is due, for the approval of the Board of Education. Supporting documents to verify payment shall be available for review upon request.

Date of Adoption: November 11, 2013

Business Operations

Report of Treasurer

The Treasurer shall submit a monthly reconciliation to the Board which shall include:

1. Balances
2. Receipts
3. Disbursements
4. Investments

Date of Adoption: November 11, 2013

Business OperationsPeriodic Audit

An audit of the accounts of the school district shall be made annually by a certified public accounting firm selected by the Board. The audit examination shall be conducted in accordance with generally accepted auditing standards, shall comply with the current rules and regulations approved by the State Board of Education, and shall include all funds over which the Board has direct or supervisory control.

Legal Reference: Neb. Rev. Stat. § 79-1229  
NDE Rule 1

Date of Adoption: November 11, 2013

Business Operations

System of Accounts

The accounting systems and procedures for the school district shall be set up so as to conform to best business practice and existing guides from the state department of education.

Date of Adoption: November 11, 2013

Business Operations

Inventory of Equipment

An inventory of equipment shall be maintained by the Superintendent or designee and shall serve the functions of property control and determination of necessary insurance coverage.

Date of Adoption: November 11, 2013

Business Operations

Monies in School Buildings

Monies collected by school district employees and by student treasurers shall be managed in a good and prudent business manner.

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

Date of Adoption: November 11, 2013

Business OperationsBonds

The treasurer shall give a bond or equivalent insurance coverage payable to the School District in such amount as required by law and determined appropriate by the Board of Education. The Board of Education may require that other school officials whose duties require the handling of funds be bonded or obtain insurance coverage including, but not limited to, the bookkeeper, activities director, Superintendent and cafeteria supervisor. The cost of such bonds or equivalent insurance coverage shall be paid by the School District.

Legal Reference: Neb. Rev. Stat. §§ 79-586 and 79-589

Date of Adoption: November 11, 2013

Business Operations

Educational Service Units - Designated Representative

The Superintendent of Schools is the designated representative of this school district for purposes of indicating the approval or disapproval of the school district of proposals of core services offerings and the use of the property tax levy of the educational service unit of which the school district is a member.

Legal Reference:   Neb. Rev. Stat. § 79-1242  
                          NDE Rule 84

Date of Adoption:   November 11, 2013

Business Operations

Security

The Superintendent of schools is directed to establish such rules and regulations as may be needed to provide for security of all school district property and safety of students and staff.

Date of Adoption: November 11, 2013

BusinessVideo Surveillance

1. Purpose. The Board authorizes the use of video cameras and other passive electronic measures (such as motion detectors) for the purposes of ensuring the health, welfare and safety of staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.
2. Placement. Video cameras and similar devices are authorized to be used on school facilities, school vehicles and other places within the control of the District. The locations in which the devices will be placed and the times the devices will be in use are to be determined by the Superintendent or the Superintendent's designee consistent with the purposes set forth in this Policy. The devices shall not be placed or operational in locations in which individuals have a high expectation of privacy, such as restrooms and locker rooms.
3. Notice. Notice of the fact that video surveillance cameras are being utilized shall be given through appropriate mechanisms, such as by posting signs in the building entry and other locations and by including a notice in the student-parent and staff handbooks.
4. Viewing Monitors and Video Recordings. Monitors used to view video recordings are to be located and positioned such that only authorized personnel are able to see the images on the monitors. Only authorized personnel shall be allowed to view recorded video. Authorized personnel for these purposes are: school administrators, school staff members with a direct involvement with the recorded contents of the specific video recording and employees or agents responsible for the technical operations of the system (for technical purposes only).

School administrators may allow law enforcement officers to view monitors and recorded video when such is consistent with school security and discipline and consistent with law.

Students shall not be permitted to view the monitors. Students shall not be permitted to view recorded video except where the individual student is the focus of the recorded video.

5. Use of Video Recordings. Video records may be used as a basis for student or employee disciplinary action and for making reports to law enforcement.
6. Video Recordings as Education Records. Video recordings which are considered to be "education records" within the scope of FERPA shall be maintained in accordance with FERPA and other applicable laws. A video recording may be considered an education record when a specific student is the focus of the video recording.

For example, if the video recording shows a student violating a school rule, the video recording is an education record of that student. It may be viewed on request by that student's parent (or the student if age 18 or older). The video recording may not be viewed by, nor will a copy be given to, others without the parent's written consent unless a FERPA exception exists.

In the event more than one student is a focal point of the video recording, it may be an education record of each such student. This would be the case, for example, if two students are recorded fighting. In that event, the school would allow both set of parents an opportunity on request to view the video, but will not give a copy of the video to either set of parents, without the written consent of the other student's parent.

7. Maintaining Video Recordings. The District shall comply with all applicable state and federal laws related to record maintenance and retention of video recordings. Video recordings that contain personal information shall be securely stored and, when such recordings are no longer needed or required to be maintained, shall be properly disposed of or erased.
8. Maintaining the Integrity of the Video Surveillance System. The building principals shall be responsible for periodically checking the video surveillance system within their building to ensure it is operating properly. Students or staff who vandalize, damage, disable, or render inoperable surveillance cameras or equipment, or use the video surveillance system in a manner that is not consistent with the purposes set forth in this Policy, shall be subject to appropriate disciplinary action (up to and including expulsion, for a student, and termination, for a staff member) and referral to appropriate law enforcement authorities.

Legal Reference: Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g) (34 C.F.R Part 99)  
State Records Administrator Guidelines:  
Schedule 10: Records of Local School Districts (Feb. 1989)  
Schedule 24: Local Agencies General Records (March 2005)  
Electronic Imaging Guidelines (March 2003)

Date of Adoption: November 11, 2013

Business OperationsRisk Management and Safety Committee

Elm Creek Public Schools is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

The Superintendent or designee is to establish and maintain the Safety Committee or committees as required by law. The Safety Committee(s) shall be made up of members, hold meetings, and perform such functions as required by law. The Safety Committee(s) shall adopt and maintain an effective written Injury Prevention Program for the School District. The Superintendent or the Superintendent's designee is delegated authority and responsibility as required or allowed by law over such Injury Prevention Program.

Management shall participate in the Safety Committee(s), in safety education and training, the establishment of safety rules, policies and procedures as provided in Board policy, the School District's written Injury Prevention Program, and as otherwise provided by law. The Superintendent shall ensure that records of safety law compliance and workplace injuries are created and retained as required by law.

Legal Reference: Neb. Rev. Stat. §§ 48-443 to 48-445

Date of Adoption: November 11, 2013

Business OperationsTrespassers

Restrictions on the use of school buildings and grounds may be implemented by administrative action. The Board gives all district and building administrators and their designees full power and authority to implement and enforce restrictions on access to school property and to issue no trespassing commands and stay away/no trespassing letters. Such action shall be taken consistent with constitutional and other legal rights.

All district and building administrators and their designees shall have full power and authority to direct any individual or group to leave school grounds and stay away where such individual or group has:

1. failed to comply with identification or check-in procedures,
2. are determined by such administrators or designees to not have a legitimate school purpose to be on school grounds, or
3. who are determined by such administrators or designees to present a risk to the safety of building users or a risk of disruption to the educational program, including without limitation, registered sex offenders.

A refusal to leave or stay away as directed will be considered trespassing and shall be reported by the administrators or their designees to proper law enforcement authorities.

Legal Reference: Neb. Rev. Stat. §§ 28-520 to 28-522

Date of Adoption: November 11, 2013

Business OperationsSafe Driving Record Standard for Drivers

Standard for Pupil Transportation Vehicle Drivers: Each person who is required to have a permit to operate a pupil transportation vehicle for this School District shall meet all requirements to hold and continue to hold a pupil transportation operator's permit. One of the requirements for obtaining such a permit is that the person have a record of satisfactory driving as determined by Board policy. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Small Vehicles for Activity Trips: Each person who drives a small vehicle (car or van) other than a pupil transportation vehicle for school activities and who is not required to have a permit to operate a pupil transportation vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of 5 or more points under the motor vehicle operators' license point system, within the immediate prior 4 years. In the event the person has accumulated 3 or 4 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

Standard for Drivers of Other School Vehicles: Each person who drives a school vehicle other than a pupil transportation vehicle and does not transport students in the vehicle shall be precluded from driving in the event it is discovered that the person does not have a record of satisfactory driving. In the event the person's employment position requires driving vehicles as a function of the person's employment, the employment may be terminated in the absence of a

record of satisfactory driving. For such persons, a satisfactory driving record means a record which reflects the absence of any of the following offenses or circumstances:

1. Motor vehicle homicide;
2. Driving while under the influence of alcoholic liquor or drugs or refusal to submit to a chemical test, within the immediate prior 5 years; or,
3. Reckless driving or willful reckless, within the immediate prior 5 years; or
4. Accumulation of 6 or more points under the motor vehicle operators' license point system within the immediate prior 4 years. In the event the person has accumulated 3, 4 or 5 points within the immediate prior 4 years, the determination of whether the person has a satisfactory driving record shall be made by the Superintendent or Superintendent's designee based on the nature and proximity of the offense as it relates to safe transportation.

The record of satisfactory driving standards shall apply to all new employees from and after adoption of this policy. Existing employees shall be subject to the same standards, provided that the Superintendent or Superintendent's designee may determine to permit an exception based on the existing employee's record of satisfactory driving while employed with the District and the nature and proximity of prior driving offenses as such offenses relate to safe transportation.

Legal Reference: Neb. Rev. Stat. §§ 79-318, 79-602, 79-607 and 79-608  
Neb. Rev. Stat. § 60-4,182 (point system)  
Title 92, Nebraska Administrative Code, Chapter 91

Date of Adoption: November 11, 2013

**DRIVER CERTIFICATION  
FOR USE OF DISTRICT VEHICLES OR TRANSPORTATION OF STUDENTS**

*This certification is required for all persons who: (1) drive District-owned or leased vehicles or (2) drive students as part of their employment or (3) provide a pupil transportation service which is sponsored or approved by the District.*

Name \_\_\_\_\_ Operator's License No: \_\_\_\_\_ License Class: \_\_\_\_\_

I certify that the following information is true and accurate:

\_\_\_\_\_ I have a current and valid Nebraska motor vehicle license, current proof of insurance, and the physical and mental ability to properly operate a motor vehicle.

\_\_\_\_\_ My driver's license is subject to the following restrictions (check the applicable restrictions) and I will comply with all such restrictions:

- |                          |                             |
|--------------------------|-----------------------------|
| _____ Corrective Lenses  | _____ Outside Mirrors       |
| _____ Automatic Signals  | _____ Maximum Speed Rest.   |
| _____ Mechanical Aids    | _____ Daylight Only         |
| _____ Restricted Area    | _____ 2 Lane, 2 Way Only    |
| _____ Automatic Trans.   | _____ No Interstate Driving |
| _____ No One Way Streets | _____ Other: _____          |

\_\_\_\_\_ I will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Cell phones and other handheld wireless communication devices will not be used while the vehicle is in motion.

\_\_\_\_\_ I have been given instruction on emergency evacuation procedures, first aid and other instruction applicable to the group of pupils being transported.

\_\_\_\_\_ I certify that I am of good moral character and I will not engage in conduct or use language inappropriate for children.

\_\_\_\_\_ I certify that I have a satisfactory driving record. I agree to immediately notify my supervisor or the Superintendent upon the occurrence of any of the following events:

- Suspension, revocation, withdrawal or expiration of my driver's license;
- Any ticket or accident while in a District-owned vehicle or while engaged in school business;
- Any ticket or accident which could result in the suspension, revocation, or withdrawal of my driver's license while in any vehicle at any time;
- Any circumstance which may result in any of the responses on this Driver Certification not continuing to be completely accurate or which may indicate that I should not be driving a school vehicle or transporting students.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Driver

# Basic First Aid Procedures

First aid is the immediate and temporary care given to the victim of an accident or sudden illness until medical services can be obtained. Keep these points in mind when handling situations that may require you to administer first aid:

- Remove everyone from danger and then provide first aid in a safe location. Also, do not attempt to make a rescue until you are sure you won't become a victim.
- Remain calm. Keeping your composure while helping the injured person will help him/her to keep calm and cooperate. If the person becomes anxious or excited, the damage from the injury could be increased.
- Plan quickly what you need to do. Learn basic procedures or have your first aid information available so you can care for the injured person.
- Send for professional help as soon as possible. The local emergency telephone number is \_\_\_\_\_.
- The school telephone number is: \_\_\_\_\_
- Let the person know that help is on the way and try to make them as comfortable as possible.

## Evaluating the Situation and Setting Priorities

To effectively deal with emergencies, the situation must be evaluated and priorities set.

<p>Three evaluations which must be made to establish priorities for treatment:</p> <ul style="list-style-type: none"> <li>• Condition of the scene</li> <li>• Type of injury</li> <li>• Need for treatment</li> </ul>	<p>Primary first aid procedures are to:</p> <ul style="list-style-type: none"> <li>• Restore breathing.</li> <li>• Control bleeding.</li> <li>• Prevent shock</li> </ul>
---	--

Whenever possible, do not move the victim. Treat the person where you find him/her. However, several types of situations require the person to be moved out of immediate danger, such as fire, electrocution, and drowning.

## Bleeding

Bleeding needs immediate attention. Evaluate the type of bleeding and the amount of blood lost:

<ul style="list-style-type: none"> <li>• Capillary oozing.</li> </ul>	<p>Injuries to capillaries or small veins. It is indicated by steady oozing of dark colored blood.</p>
<ul style="list-style-type: none"> <li>• Venous bleeding</li> </ul>	<p>Bleeding from the vein. It is indicated by a flow of dark-colored blood at a steady rate.</p>
<ul style="list-style-type: none"> <li>• Arterial bleeding.</li> </ul>	<p>Bleeding from an artery. It is indicated by bright red blood flowing quickly in spurts.</p>

Blood flowing in a small, steady stream or small spurts can be serious, but can be controlled. Blood flowing in a heavy stream or large spurts is very serious and must be brought under control immediately.

The primary step to control bleeding is to exert direct pressure over the wound. Place the cleanest material available against the bleeding point and apply pressure by hand until the wound clots and can be dressed with bandages. If necessary, apply direct, even pressure with your bare hand. If blood soaks through the bandage, do not remove it. Apply more bandages and secure them. Make sure the bandages are not too tight so circulation is not restricted.

Look for swelling around the wound. If the bandage interferes with the circulation of the blood, loosen it. Elevate the wound above the level of the heart, except when there is a broken bone.

### Artery Pressure Point

If direct pressure on the wound does not control bleeding, direct pressure on any artery pressure point closest to the wound is necessary. The artery pressure point must be located between the heart and the wound.

## **Tourniquet Warning**

A tourniquet should only be used for hemorrhaging that cannot be controlled by direct or arterial pressure. Tourniquets are dangerous to apply, to leave on, and to remove. Stoppage of blood supply below the tourniquet can lead to gangrene and loss of limb.

## **Shock**

Shock occurs when the vital body functions are depressed. The three most common causes of shock are:

- Excessive bleeding
- Inadequate breathing
- Unsplintered fractures

If shock is not treated promptly, death may result, even if the injury causing the shock is not severe enough to cause death. It is NOT recommended that drivers attempt to splint a fractured bone; instead simply treat the victim for shock.

### **Recognizing shock**

When a person is in shock, the skin is pale, cold, clammy, and moist with beads of sweat around the lips and forehead. The pulse is fast, weak, or entirely absent. Breathing is shallow and irregular and the eyes are dull and vacant with dilated pupils. The person complains of nausea and dizziness. She may be unaware of the seriousness of the injury and then suddenly collapse.

### **Control of shock**

The victim should lie down on top of an article of clothing, newspaper or other material and kept warm with a light blanket. In warmer temperatures, it is not necessary to use a cover.

The person should not become overly warm so that perspiration occurs. Perspiration draws blood to the skin, away from the interior of the body where it is needed. In order to help the flow of blood to the heart and head, elevate their legs at least 12 inches high. If there is a head or chest injury or breathing seems difficult, elevate the chest instead of the legs.

Offer small amounts of water to the person every 15 minutes. Do not give water if the victim is vomiting, nauseous, or unconscious.

## **Burns**

It is not recommended to treat burns. First aid treatment often causes complications and interferes with the treatment given by the physicians. Keep the burned area uncontaminated and treat for shock.

Do not apply burn preparation and do not use ice water. It intensifies the shock. There are exceptions when it may be necessary to give first aid. Chemicals may continue to burn the skin if they are not removed. Large amounts of water should be used to flush the area free of the chemicals, particularly if it is a chemical burn of the eyes or face.

## **Mouth-to-Mouth Resuscitation**

Breathing may stop for the following three reasons:

- Air passage is blocked
- Nerve centers that control breathing are not functioning due to drowning, electrocution, head injury or poisoning
- A sucking sound in the chest prevents the lungs from expanding.

In the first two cases, the skin may be blue and breathing may appear to have stopped. If there seems to be no back injury, place the person on his back, open the mouth and clear out foreign matter with your fingers. Place your hand on the victim's forehead, tilt the head back so the chin points upward and lift jaw. This action moves the base of the tongue away from the back of the throat so the airway is not blocked.

Pinch nostrils to prevent any leakage of air. Open your mouth wide, take a deep breath, and place your mouth over the victim's mouth. With a small child, place your mouth over the mouth and nose, making a tight seal.

Blow vigorously into the mouth, while continuing to lift the lower jaw in order to keep the airway clear. Between each breath, remove your mouth and listen for the outflow of air coming from the lungs. If you hear air, an exchange of air has occurred. Continue to breathe for the person, blowing into the mouth approximately 12 times a minute.

After each breath, remove your mouth and listen for the exchange of air. Blow less vigorously with a small child using shallower breaths at rate of about 20 per minute. A sign of restored breathing is a sigh or a gasp from the victim.

Breath may be irregular at first so continue mouth-to-mouth resuscitation. If normal breathing doesn't occur, continue breathing for the person, alternating with others until aid arrives.

## **Be Prepared--Learn Cardiopulmonary Resuscitation (CPR)**

CPR should be used when a person is unresponsive or when breathing or heart beat stops. Call 911 immediately. If someone is available, have him or her call emergency medical services while you begin CPR. Try to stimulate the victim. If no response, turn them onto their back by supporting the head and neck. If head or neck injury is suspected, do not bend or turn neck. Tilt the head back and lift chin up and out to open the airway. Look, listen and feel for breath. If no breathing is present, seal your lips tightly around their mouth; pinch their nose shut. Give two slow breaths (1 to 1½ seconds each), until chest rises.

If no signs of circulation, place heel of one hand in the center of the chest. Compress at a rate that provides about 100 compressions and 20 breaths per minute. For a child, compression depth should be ½ to 1 inch. For an adult, compressions should be about 2 inches.

Repeat cycle of five compressions to one breath until signs of circulation return or until help arrives.

## **Epilepsy**

Once an epileptic seizure begins, you may not be able to move the person. Try to prevent him/her from injury, such as striking his head or body against any hard, sharp, or hot object.

Do not restrain the person or interfere with his movements. Epilepsy victims seldom bite their tongues during seizures. More harm is done when an object is forced between the teeth or into the mouth. Breaking teeth, cutting lips, mouth, or tongue, can occur more often than by the tongue being bitten because of the seizure.

You should communicate information about any seizure to the parents and to the school authorities.

## **Choking**

The Heimlich Method, or Hug of Life, is a procedure to help a choking person. Stand behind the person, place your arms around his/her waist and grasp your hands together halfway between the navel and sternum (right below the rib cage). Form a fist with the thumb side against the midriff area. Grasp your fist with your other hand, press midriff area with a quick upward thrust. If the person has collapsed, turn him on his back. Straddle him and press into the same spot with a quick upward thrust with the heel of one hand placed on top of the other hand. Continue until object is freed and/or the person begins coughing.

Do not pound or slap a choking person on the back. This can force the object further into the throat. Artificial respiration or offering water is useless because the throat is blocked. Children often choke from running with food or other objects in their mouths.

## **EMERGENCY EVACUATION PROCEDURES** **(For Students Being Transported in Small Vehicles—Cars & Vans)**

In a vehicle accident or emergency situation, the driver must use his/her best judgment to decide what action shall be taken. As a driver, your primary responsibility is student safety. In an emergency, it may be necessary that the vehicle be evacuated.

### **A Vehicle Must Be Evacuated In These Situations:**

- The vehicle is on fire. It must be stopped and evacuated immediately. Passengers will move to a point 100 feet or more from the vehicle and remain there until the vehicle driver has determined that no danger remains. If a vehicle is unable to move and is close to existing fire or highly combustible materials, the danger of fire shall be assumed and all passengers must be evacuated.
- The vehicle is stopped in an unsafe location and is unable to proceed (e.g., due to an accident or weather conditions). The driver must determine immediately if it is safer for passengers to remain on the vehicle or to evacuate. For example, if the vehicle is in the path of any train, or on or closely adjacent to any railroad tracks.
- The vehicle could change position and increase the danger. For example, if a vehicle were to come to rest near a body of water or precipice where it could slide into the water or over a cliff, it must be evacuated;
- If there is danger of collision. Under normal traffic conditions, the vehicle should be visible for a distance of 300 feet or more. A position over a hill or around a curve where such visibility does not exist should be considered reason for evacuation.

**Important Factors In School Vehicle Evacuation:** The safety of the pupils is of utmost importance and must be given first consideration. Prior to evacuation, the emergency brakes shall be set, ignition turned off, the transmission placed in an appropriate gear; and hazard flashers turned on to warn traffic. The driver should stay in the vehicle during evacuation to facilitate the evacuation procedures. The driver should be familiar with any extra equipment on the vehicle that would aid in an evacuation of a student with a disability and assure that the student is safely evacuated.

Students should be instructed to evacuate on side of the vehicle away from the roadway—typically the passenger side. Evacuations shall be conducted with deliberate speed. A time interval of 1½ to 2 seconds per passenger has proven to be the safest and most efficient. A vehicle should be completely evacuated in 2 ½ minutes. To insure a safe exit, passengers must have their hands free. They must leave personal belongings in the vehicle except those needed for their safety (coats, etc.). During an evacuation, passengers must be directed to a safe point at least 100 feet from the vehicle and remain there until given further directions.

Upon evacuation, the driver should attend to any injured students and immediately contact emergency service (call 911 and the school). Discuss the accident only with police and school district officials. Do not leave the scene of an accident until the safe transportation of all students has been arranged by the student's parent, the school, or emergency personnel.

To assist the driver in evacuations (or to respond to situations where the driver is incapacitated), mature, responsible students should be selected and trained to lead passengers to safety from each door utilized for evacuation. The selected student should be trained to: • turn off ignition switches; • set emergency brakes; • summon help when and where needed (instructions and telephone numbers shall be available); • use windows for evacuation in emergencies; • set flags and reflectors or reflective triangles; • open and close service and emergency exit doors; • direct school vehicle evacuations; • perform other duties as directed by the driver.

**Emergency Equipment:** The driver should be familiar with and appropriately use emergency equipment during an evacuation. Emergency equipment for a small vehicle may include the following: • reflector kit; • vehicle-mounted hazard flashers; • body fluid clean-up kit; • first aid kits; • fire extinguishers; • triangle shaped reflectors.

Business Operations

Transportation

Elm Creek Public Schools shall not provide free transportation to and from school except for circumstances where the administration determines it to be appropriate and efficient to provide transportation for students who would otherwise be entitled by law to a transportation allowance; to students residing on an established route; and to students entitled by right to transportation services.

Transportation may be provided for school activities and field trips as determined appropriate by the administration from time to time.

Legal Reference:     Neb. Rev. Stat. § 79-611  
                              NDE Rule 91

Date of Adoption:    November 11, 2013

Business OperationsProcedures—Bidding Construction Projects

The District shall bid every project for the construction, remodeling, or repair of any school-owned building or for site improvements when the contemplated expenditures for the project is over \$40,000.00. The bidding procedures shall comply with the requirements of state law and shall include the following:

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

6. Retention of an Architect or Engineer. The School District shall not engage in the construction of any public works involving architecture or engineering unless the plans, specifications, and estimates have been prepared and the construction has been observed by an architect, a professional engineer, or a person under the direct supervision of an architect, professional engineer, or those under the direct supervision of an architect or professional engineer; provided that such requirement shall not apply to any public work in which the contemplated expenditure for the complete project does not exceed eighty-six thousand dollars (\$86,000), or the dollar amount set forth in Neb. Rev. Stat. § 81-3445, as amended from time to time.
  
7. Additional Procedures. Each bid for which a labor and material bond is required shall be accompanied by a bid bond or certified check in the amount of five percent (5%) of such bid unless the School Board or Administration waives such requirement. The Board of Education or Administration may provide for additional procedures for the procurement, opening and acceptance of bids as deemed appropriate for a particular project.

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

Date of Adoption: November 11, 2013

Business OperationsRebates to School Personnel

No school employee or board member shall receive any commission, expense-paid trips, or anything of value from individuals or companies from which the school district purchases equipment or materials required in the operation of the school district. The operation of the school district includes the purchase of materials for the repair and maintenance of the school plant, for providing educational programs, for materials and supplies used in school organizations, such as clubs, specific classes, and for comparable items.

Legal Reference: Neb. Rev. Stat. § 79-520

Date of Adoption: November 11, 2013

Business OperationsRecords Management and Disposition

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

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

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

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

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

#### 4. Electronic Records

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

#### 5. Litigation Holds

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

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

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

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

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

6. Settlement Agreements

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

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

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

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

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

Date of Adoption: August 10, 2015

Business OperationsESSA

It is the policy of the District to comply with the Every Student Succeeds Act (“ESSA”) and federal grant programs in which the District participates.

1. Authority to Sign Applications. The Superintendent is authorized to sign applications for any of the ESSA formula grants on behalf of the District and may delegate such authority to other administrators in the Superintendent’s discretion. The Superintendent shall submit such applications as determined appropriate so long as acceptance of the funds does not include conditions contrary to the policies of the Board of Education.
2. Supplement not Supplant. Federal funds shall be used to supplement, not supplant the amount of funds or services available from non-federal sources, in compliance with the requirements of federal law. ESSA funds shall not be used to provide services otherwise required by law to be made available.
3. Equitable Allocation. Federal funds shall be used in a manner to ensure equitable allocation of resources. Staff are to be assigned and curriculum materials and instructional supplies are to be distributed to the schools in such a way that equivalence of personnel and materials is ensured among the schools in compliance with the requirements of federal law.
4. Maintenance of Effort. The District shall maintain fiscal effort related to ESSA programs in compliance with the requirements of federal law.
5. Resources. The procurement of resources related to the ESSA programs, including contracts and purchase or service agreements for such program, shall be in accordance with the District’s written procedures for purchasing and contracting. Purchase orders and invoices shall indicate an appropriate record of expenditures. All equipment purchased with federal funds, including those used in nonpublic and other facilities, shall be appropriately identified, inventoried, and when no longer useful to the program, properly disposed. Resources such as staff, materials and equipment funded by Title I shall be used only for children participating in the program.
6. Maintenance of Records. Records of all federal financial and program information shall be kept for a minimum of 5 years after the start date of the project.
7. Identification of Eligible Children. The Superintendent and the designees shall implement an appropriate process to identify children eligible for services provided under federal programs.

8. Coordination of Services. Title I services shall be coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.
9. Standards and Expectations. Students receiving services in Title I are held to the same standards and expectations as all other students.
10. Assessments. Students receiving services in Title I are assessed with the regular population without accommodations.
11. Parents Right to Know. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following:
  - (A) Whether the student's teacher—
    - (i) has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
    - (ii) is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
    - (iii) is teaching in the field of discipline of the certification of the teacher.
  - (B) Whether the child is provided services by paraprofessionals and, if so, their qualifications.
12. Testing Opt-Out. At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:
  - (A) the subject matter assessed;
  - (B) the purpose for which the assessment is designed and used;
  - (C) the source of the requirement for the assessment;
  - (D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
  - (E) the time and format for disseminating results.
13. Language Instruction Programs. At the beginning of each school year, if the District receives Title I funding, the District will implement an effective means of outreach to parents of English learners to inform the parents regarding how the parents can—
  - (A) be involved in the education of their children; and
  - (B) be active participants in assisting their children to—
    - (i) attain English proficiency;

- (ii) achieve at high levels within a well-rounded education; and
- (iii) meet the challenging State academic standards expected of all students.

The District will also inform parents of an English learner identified student of opportunities to participate in various school programs, as set forth in ESSA.

- 14. Other Requirements. The Superintendent shall take or cause other staff to take such action as required by law for the District to maintain compliance with ESSA and specific ESSA grant programs in which the District participates.

Legal Reference: ESSA

Date of Adoption: July 11, 2016

January 9th, 2017

Elm Creek Public School  
Board of Education  
230 East Calkins Street  
Elm Creek, NE 68836

Dear Negotiations Committee:

The Elm Creek Education Association requests that the school board of Elm Creek Public Schools take action to recognize the Elm Creek Education Association as exclusive bargaining agent for the district's non-supervisory certificated staff for the 2018-19 contract year.

Please direct your response to the undersigned.

Sincerely,

A handwritten signature in black ink that reads "Derrick Pulliam". The signature is written in a cursive style with a large, prominent 'D' at the beginning.

Derrick Pulliam  
Elm Creek Education Association

## **ELM CREEK PUBLIC SCHOOL DISTRICT SUPERINTENDENT'S CONTRACT**

**THIS CONTRACT** is made by and between the Board of Education of the Buffalo County School District 10-0009, a/k/a, Elm Creek Public Schools, hereinafter referred to as "the Board," and Jason Sullivan, hereinafter referred to as "the Superintendent."

**WITNESSETH:** That in accordance with action taken by the Board as recorded in the minutes of the Board meeting held on the 13th day of February, 2017, the Board hereby agrees to employ the Superintendent, and the Superintendent hereby agrees to accept such employment, subject to the following terms and conditions:

- 1.) **Term of Contract.** This Contract is for a term of two (2) years beginning on the 1st day of July 2017, and expiring on the 30th day of June 2019. References in this Contract to "contract year" shall mean the period of July 1 to June 30.
  - i) The Board shall, at or before its regular Board meeting in December of 2017 and each subsequent contract year, notify the Superintendent of the Board's offer of continued employment and of the terms of such continued employment. The Superintendent shall accept or deny such contract offer at or before the regular Board meeting in January.
- 2.) **Salary.** The annual salary for the 2017-2018 contract year shall be **ONE HUNDRED TWO THOUSAND DOLLARS (\$102,000.00)**; and, the annual salary for the **2018-2019** contract year shall be determined by the Board and Superintendent subject to the provisions of paragraph 2.c. below.
  - a) The annual salary shall be paid in equal installments in accordance with the policy of the Board governing payment of certificated employees of the District
  - b) In the event that the Superintendent is elected to any other office or offices of the Board of Education or in connection with the District, the Superintendent shall perform the duties of such other office or offices without remuneration other than that as provided in this Contract
  - c) The Board reserves the right to adjust the annual salary during the term of this Contract, said salary adjustment, however, not to reduce the annual salary to any lesser amount than that as above stated. Any adjustment in salary made during the term of this Contract shall be in the form of an amendment and shall become a part of this Contract; provided, however, that in making any such salary adjustment, it shall not be considered that the Board has entered into a new Contract, nor shall the termination date of this Contract be thereby extended unless the Board, by specific action, shall expressly extend such termination date. In no event shall any such extension, together with the unexpired term of this Contract or any prior extension, be for a period in excess of three (3) years.
  - d) This Contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security and School Employees' Retirement Act. Other deductions may be withheld as agreed to by the parties to this contract.

3) **Benefits.** As further consideration for the services to be performed by the Superintendent, it is agreed as follows:

a) Leave Benefits. Paid leave is available to the Superintendent when the following specific conditions are met:

1. The Superintendent is currently employed by the District and 2. the paid leave day is taken on a day the Superintendent would otherwise be expected to be at work.

(a) Vacation. The Superintendent shall be allowed fifteen (15) working days of vacation leave during each contract year. The superintendent may elect to use a vacation day or days anytime during the school year when school is not in session, all other vacation time is to be used during the summer.

(b) Carry-over and Accumulation of Vacation Days. Vacation is to be used during each contract year. Vacation days are to be used in the contract year in which it becomes available. There is no carry-over or accumulation of unused vacation leave from one contract year to another contract year. At the end of each contract year the superintendent will be reimbursed up to five (5) unused vacation days at the effective daily rate of pay in such contract year. Any unused or un-reimbursed vacation days remaining from a prior contract year shall be subtracted from the number of vacation days the Superintendent has for the following contract year, such that the total vacation days at the beginning of each contract year be fifteen (15) days. Upon ending employment, unused vacation days available in the final contract year will be paid at the effective daily rate of pay.

2. **Sick Leave,** The superintendent shall be entitled to twelve (12) contract days of sick leave the first year of employment as of the first official day included in the initial contract of employment and twelve (12) contract days of each succeeding year accumulative to fifty (50) days.

a. **Carry-over and Accumulation of Sick Days.** A maximum of fifty (50) days of sick leave may be accumulated.

3. **Personal Days.** The superintendent shall be entitled to four (4) days of personal leave. Personal days not used will be paid to the superintendent at the "substitute daily rate" in effect for each contract year as set forth in Board of Education policy. The reimbursement will be made in the final check of the contract year.

4. **Holidays.** The following days shall be holiday days and not working days: Labor Day Thanksgiving Day, Friday following Thanksgiving, Christmas Day, day following Christmas, New Years Day, one-half day on New Year's Eve, Good Friday, Memorial Day and July 4°. Provided that should an identified holiday fall on a weekend day, the Superintendent may elect to take either the first working day before or after the holiday as an off duty day.

5. **Log.** The Superintendent shall maintain a current log of used vacation, personal and sick leave days with the President of the Board of Education, or his or her designee.

- a. Health and Dental Insurance. The District shall pay for and provide the Superintendent with health and dental insurance for which the Superintendent is qualified under the District's group insurance plan on the same terms as that which is provided to certificated employees in accordance with the negotiated agreement between the District teacher's association.
- b. Long Term Disability. The District shall pay for and provide the Superintendent with disability insurance consistent with that provided for other certificated employees for which the Superintendent is qualified under the District's disability insurance plan.
- c. Meetings and Dues. The Superintendent shall attend appropriate professional meetings at the local, state and national levels provided that such attendance does not interfere with the proper performance of Superintendent's duties. The reasonable and necessary expenses of such meetings shall be reimbursed by the District consistent with Board policies. In addition, the District shall pay the Superintendent's annual dues to the Nebraska Council of School Administrators and may pay dues to other professional organizations suitable for the Superintendent's position upon the Superintendent's request
- d. Transportation Expenses. Any reasonable and necessary expenses of transportation required in the performance of Superintendent's official duties shall be reimbursed at the rate set annually by the Board for District travel.
- e. Indemnification. The District shall, to the extent permitted by law, defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in the Superintendent's individual capacity or the Superintendent's official capacity as an agent or employee of the District, provided that the incident arose while the Superintendent was acting (or, in good faith, reasonably believed that the Superintendent was acting) within the scope of the Superintendent's employment with the District and the District is not in an adverse position in the legal proceedings.
- f. Education Expenses. The District shall provide tuition/fee/materials reimbursement to the Superintendent for education expenses not to exceed \$5,000.00 per contract year.
- g. Other Benefits. The Superintendent may be provided such other benefits as are provided to certificated employees of the District in the Board's discretion, except as otherwise provided herein, provided the Superintendent meets the conditions and eligibility requirements for such benefits.

4) **Duties.** The Superintendent is employed as the Superintendent for the District. The Superintendent shall perform the duties of such positions as are regularly and customarily expected for such positions and such duties and responsibilities as are set forth in Board Policy or Regulation for such positions. The Superintendent shall be subject to such other duties as the Board

may assign from time to time. The Superintendent agrees to devote full time to the assigned duties, provided that with the advance agreement of the Board of Education, the Superintendent may undertake consultative work, speaking engagements, writing, lecturing or other professional duties.

In performing the assigned duties, the Superintendent shall be governed by the policies, regulations and directions of the Board of Education. The Superintendent shall in all respects diligently and faithfully perform the assigned duties to the best of the Superintendent's professional ability. Regular dependable attendance at meetings of the Board and committees of the Board and other assigned duties is an essential function of the Superintendent's position.

- 5) **Residency.** Superintendent shall maintain permanent residence in the District and shall make the Superintendent's primary place of residence
- 6) **Board-Superintendent Relationship.** The Board shall have primary responsibility for formulating and adopting Board policy. The Superintendent shall be the chief administrative officer for the District, and shall have primary responsibility for implementation of Board policy. The Superintendent shall be responsible for development of policies for adoption by the Board and for development of regulations and rules consistent with Board policy. In the absence of Board policy on matters which require prompt action, the Superintendent shall have the authority to act using the Superintendent's professional judgment and consistent with legal requirements; provided that the Superintendent shall report the nature of the matter and the action taken to the Board no later than the next regularly scheduled Board meeting. The parties agree, individually and collectively, to promptly refer all criticism, complaints and suggestions called to its attention to the Superintendent for action study or recommendation, as appropriate.
- 7) **Evaluation of the Superintendent.** The Superintendent shall be evaluated each contract year and may be evaluated more frequently in the discretion of the Board. The Superintendent shall receive a copy of the evaluation and shall have the right to submit a written response to the evaluation; which response shall be placed in the Superintendent's personnel file. The Superintendent shall notify the President of the Board to remind the Board of the need to evaluate.
- 8) **Contract Termination.** In the event the Superintendent violates any of the provisions of this Contract or performs any act or does anything which is materially harmful to the District, or which substantially inhibits the Superintendent's ability to discharge the duties as set forth herein, including, but not limited to (1) becoming legally disqualified to perform as a superintendent or principal in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) any representations in this Contract being determined to be false or incorrect; (6) failure to return a Renewal Agreement by the required date, provided that such date not be prior to March 15 of the final year of the Contract or any extension of the Contract term; and (7) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give

evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties; then the Superintendent may be discharged in accordance with applicable law. Suspension or other disciplinary action may be enforced in accordance with applicable law. Upon lawful termination of this Contract for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the annual salary specified as the number of days of service to the date of such termination bears to the days of service remaining in the term of the Contract at the time termination occurs. Any portion of the salary paid, but not earned, prior to the date of termination of this Contract and any sums owing to the District by the Superintendent, shall be set off from sums due to the Superintendent and, if the sums owed to the District are in excess of the sums due the Superintendent, the amount owing shall be immediately refunded by the Superintendent.

- i) The Board of Education may require a certificate of health and physical fitness of Superintendent in accordance with applicable law at any time while the Contract is in force. Should the Superintendent be unable to perform the Superintendent's duties by reason of mental or physical capacity or any reason beyond the Superintendent's control, and said disability exists for a period exceeding the Superintendent's sick leave allowance, the Board of Education may, in its discretion, make a proportionate reduction from the salary and benefits, and if such disability continues or is permanent, or of such nature as to make the Superintendent unable to perform essential functions of the positions for which the Superintendent is employed, the Board of Education may, at its option, terminate this agreement whereupon the respective duties, rights and obligations hereof shall terminate.

9) **Representations and Legal Requirements.** The Superintendent affirms that: (1) the Superintendent holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extensions of this Contract (2) the required certificate to perform the assigned duties shall be registered as required by law it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Superintendent shall not be compensated for any services performed prior to the date of registration of this certificate; and (3) the Superintendent is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract.

- i) The Superintendent further warrants and represents as follows: (1) all information set forth in the Superintendent's application for employment and other information provided by the Superintendent in seeking employment are true and accurate, and if said information ceases to be true, Superintendent will advise the Board of Education immediately; (2) Superintendent has never been convicted or plead no contest or otherwise been adjudicated as having committed a felony, any other offense involving moral turpitude or any other offense involving abuse, neglect, or sexual misconduct as defined in Sections

003.12 through 003.14 of 92 NAC 21; and (3) Superintendent has not suffered suspension or revocation of any educational professional license or certificate, nor voluntarily surrendered such a license or certificate where charges or potential charges were pending or imminent.

- ii) There shall be no penalty for release or resignation by the Superintendent from this Contract; provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. This Contract is subject to provisions of the School Employees' Retirement Act.

**10) Governing Laws.** The parties shall be governed by all applicable Nebraska and federal laws, rules, and regulations in performance of their respective duties and obligations under this Contract.

**11) Amendments & Severability.** This Contract may be modified or amended only by a writing duly authorized and executed by the Superintendent and the Board. If any portion of this contract shall be declared invalid or unenforceable by a court of competent jurisdiction, such declaration shall not affect the validity or enforceability of the remaining provisions of this Contract.

*The failure to return a signed copy of this Contract to the President or Secretary of the Board of Education of the District on or before February 14, 2017 shall constitute a rejection by the Superintendent of the offer of employment.*

Executed this 14th day of February, 2017.

\_\_\_\_\_  
Jason Sullivan, Superintendent

Executed this 14th day of February, 2017.

Board of Education of Buffalo County School  
District 10-0009 a/k/a Elm Creek Public Schools.

By: \_\_\_\_\_  
President

Attest: \_\_\_\_\_  
Secretary

-7500 • FAX Sales:316-263-5550 Purchasing:316-263-4111 •  
 fruhauf@fruhauf.com

ORDER TYPE

Sales Order Number: 16-S46904

Quote Number:

By: Mr. Rex Barker

Cust. Phone: (308) 856-4300 xt 11100

Cust.FAX:

**Original Family Owned and Operated  
 Manufacturers of Band Uniforms for Over 100  
 Years**

**Sold To:** Cust. Lookup: **16B-16310**  
 John Kosch  
 Elm Creek HS  
 230 Calkins Street  
 Elm Creek, NE 68836

**Ship To:**  
 John Kosch  
 Elm Creek HS  
 230 Calkins Street  
 Elm Creek, NE 68836

Special Notes: Delivery will be 120 - 165 days.

**This Quote is good for 60 days from the date above**

QTY	ITEM	Size	Color	DESCRIPTION	ETA	PRICE	AMOUNT
80	16B/16310REGCT/			REG BAND COAT 16B/16310		\$244.40	\$19,552.00
80	16B/16310REGBIB			REG BAND BIBBERS 16B/16310		\$111.33	\$8,906.40
80	16B/16310REGSH		S	REG BAND SHAKO 16B/16310		\$62.47	\$4,997.60
80	PL/12/FR/FT/BLK/		A	12 FRCH FTN BLK W/GOLD FLK		\$29.60	\$2,368.00
80	BOX/TUFTOTE	Accessor	A	TUF-TOTE		\$10.50	\$840.00
80	GLV/BLK/CTN	Accessor	A	BLACK COTTON GLOVES		\$2.60	\$208.00
80	HNGR/BAR/17IN		A	17 IN HANGER W/ TRS BAR		\$1.50	\$120.00
80	16B/16310GBAG/		A	GARMENT BAG		\$10.95	\$876.00

**Delivery is . Days after receipt of Purchase  
 Order or Deposit, Measurements, Sample, On a new  
 set of uniforms a Sample Approval is also Required.**

4% processing fee will be added to all credit card and  
 purchasing card orders. If taxes are applicable, add to total.

*Thank you for your order! We appreciate your business, and hope  
 you will tell others about our company.  
 Customer Service*

**Thank You!**

**Subtotal: \$37,868.00**

**Sales Tax: \$0.00**

**Total: \$37,868.00**

**PrePayments Received**

**Balance Due \$37,868.00**



76 Plaza Boulevard PO Box 850 Kearney NE 68848-0850  
308.237.5927 Fax 308.237.5920

*Our focus is on serving you!*

---

DATE: January 27, 2017  
TO: Superintendents  
FROM: Jean Anderson, Special Education Director  
SUBJECT: Special Education Contract and Cooperative Service Agreements

A Special Education Contract for the 2017-18 school year is enclosed for you to sign and return. The signature does not need to be notarized; however, your board should officially authorize the service at the February board meeting. This contract includes Speech Therapy Services and Deaf Education Services. If your district contracts for these services, they will be indicated on the enclosed Schedule A. Also, enclosed are the cooperative service agreements for Special Education Supervision, Psychology Services, Audiology Services, Physical Therapy, Occupational Therapy, Vision Services and Vocational Services if you contract for these services. Please sign and date all of the cooperative service agreements, the contract and return them along with Schedule A to me before March 1, 2017. The ESU board will approve the contract, and a copy will be returned to you.

Schedule A (enclosed) is the service and FTE provided for the 2016-17 school year and the anticipated service for the 2017-18 school year. If for any reason your district intends to change the service or FTE for 2017-18, please make note of the change on Schedule A, sign and return it to me as part of the contract. The cost of service will be approximately 5% above the current year. A description of all services provided is available upon request.

To recap, you need to return to ESU 10:

1. The Special Education Contract (1 contract, **sign back page**)
2. Schedule A (1 form, **sign on front**)
3. Cooperative Service Agreements (1 to 7 forms, **sign on front**)

Please feel free to contact me if you have any questions.

Enclosures

Faint header text at the top left of the page.

Faint text on the right side of the page, possibly a date or reference number.

Faint text on the right side of the page, possibly a date or reference number.

Faint text centered on the page, possibly a title or subject line.

Main body of faint text, appearing to be several lines of a letter or document.

Second section of faint text, possibly a separate paragraph or section.

Third section of faint text, continuing the main body of the document.

Final section of faint text, possibly a closing or signature area.

Faint text at the bottom of the page, possibly a footer or page number.

**EDUCATIONAL SERVICE UNIT 10  
CONTRACT FOR SCHOOL AGE AND BELOW AGE FIVE  
SPECIAL EDUCATION SERVICES**

**THIS AGREEMENT**, made and entered into this 1st day of July, 2017, by and between **EDUCATIONAL SERVICE UNIT 10** of the State of Nebraska hereinafter called "**SERVICING AGENCY**," Elm Creek Public Schools, called "**DISTRICT**."

**WITNESSETH:**

The District does hereby agree to hire the Servicing Agency to service its school age students with disabilities, below age five children with disabilities during the school year 2017-18, and the Servicing Agency agrees to act as such Servicing Agency, for the consideration and under the terms and conditions as hereinafter set forth:

- 1, A description of the program of special education and related services to be provided to District students shall be as set forth in Schedule "A" hereto attached, including full-time equivalency (FTE) provided in 2016-17 and anticipated in 2017-18 unless district notifies servicing agency otherwise,
- 2, It is agreed that the District shall pay the Servicing Agency for said special education or related services in accordance with the rate schedule. This schedule shall be in full force and effect during the school year of 2017-18, commencing not earlier than August 15, 2017, and ending not later than August 20, 2018. The total dollar amount of this contract will be submitted to the district on or before July 1, 2017 or as soon as the budgets are set for the Servicing Agency,
- 3, The District agrees that pending the reconciliation of costs for the actual services rendered, the amount payable for those special education services to be delivered by the Servicing Agency, shall be paid in full. All programs and services will be billed based on the actual services delivered,
4. The District agrees that the amount payable for special education services the first month of the school year will be 1/10 of the budgeted cost with payment due on or before October 17, 2017,
- 5, The Servicing Agency agrees to bill the District for the actual cost of special education services rendered and to make any adjustments caused by prior overpayment or underpayment,
- 6, The Servicing Agency agrees to provide the District with the final billing, a complete reconciliation of the actual costs of special education services rendered and the actual rate for cost of services. The final billing to the District shall serve as a final reconciliation of the amount of payment previously agreed upon in item two of this contract.
7. The District agrees that the final billing for special education services submitted to the District by the Servicing Agency for actual services rendered during the contract period shall be considered as an amendment to the original contract and by reference made a part thereof.
8. Special education programs or services which extend beyond the regular school year will be provided by the Servicing Agency upon request by the District. Extended programs shall be covered by separate contract,
9. It is further agreed that in the event the District does not pay the Servicing Agency as herein set forth, the Servicing Agency may cancel this contract and refuse further service, In the event of such Cancellation, the Servicing Agency may recover any past due amounts.
10. The Servicing Agency shall record and supply to the District information on each child for whom services are contracted, The Servicing Agency agrees to confer with the District for purposes of evaluating such child's progress,

11. The Servicing Agency shall assist the District with the preparation of plan and budget, financial reports and other procedures required by NDE Rule 51.

12. The District and the Servicing Agency agree to abide by the mandated procedures for identification, verification, placement, development of the individualized program, inspection and review of student records, and other requirements as specified in NDE Rule 51, Regulations and Standards for Special Education Programs, Nebraska State Department of Education, the Federal Regulations of IDEA 2006.

13. The District hereby agrees that changes or modifications in the program or children served shall be mutually agreed upon before said change or modifications are implemented.

14. Should the Servicing Agency be unable to render the services contracted because of the Servicing Agency's inability to employ personnel who meet the criteria for employment of the Servicing Agency and/or the certification requirements of the State of Nebraska, or for other reasons which are determined by the Servicing Agency to be valid, the Servicing Agency will not assume liability for those services contracted for but not provided. In which instance, schools will be notified no later than September 1, 2017.

15. The District herewith agrees that any act intentionally and unilaterally done which act may cause litigation against the Servicing Agent shall be defended at the sole expense of the District and any damages assessed against the District for the Servicing Agency or either of them shall be borne entirely by the District. This paragraph shall not operate to indemnify or relieve the Servicing Agency of any liability otherwise attaching to it under any applicable state or federal law, nor to any action undertaken by the District in the provision of special education services or related services which are undertaken in consultation with the Servicing Agency or in a good faith effort by the District to comply with lawful obligations of the District.

16. The District herewith agrees that in the event the District desires to change the services provided by this contract for a subsequent year whether by change in full-time equivalency, staffing, change in percentage FTE of any area of endorsement held by personnel presently assigned to the District, to eliminate any program or service being provided pursuant to this contract, it shall be the duty of the District to notify the administrator in writing of such requested change on or before March 1 next preceding the starting date of the school year to be affected by any changes as are described in this paragraph.

17. The District herewith agrees that in the event that no such written notice is made to the Servicing Agency on or before March 1, that the Servicing Agency shall be entitled to assume that the District desires the same FTE in all areas of endorsement, certification or other qualification, and in all programs it had through this contract with the Servicing Agency. In the event the District should later notify the Servicing Agency of a diminished request for FTE in any area of endorsement, certification or other qualification, or in any program or service provided by this contract, the Servicing Agency shall use its best effort to find other employment for such affected personnel, provided, however, that in the event such personnel cannot be reassigned and to the extent that such personnel constitute a cost to the Servicing Agency that cannot be passed through by way of contract or otherwise, the District agrees to pay any cost incurred by the Servicing Agency for such personnel.

18. This contract may be renegotiated by mutual agreement.

ACCEPTED FOR \_\_\_\_\_ SCHOOL AS DISTRICT

THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2017.

BY \_\_\_\_\_  
President or Secretary of Board

ACCEPTED FOR EDUCATIONAL SERVICE UNIT 10 AS SERVICING AGENCY

THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2017.

BY \_\_\_\_\_  
Secretary of the Board of Education, ESU 10

EDUCATIONAL SERVICE UNIT 10 BUDGET FORM  
2017-2018  
Agency Code--950010

District Name: Elm Creek Public Schools

## Contracted Reimbursable School Age Services

	Service Code	2016-17	2017-18
Speech Teacher School Age	4001		
SpEd Supervision School Age	0001	0.064	0.064
D/E Audiology	1003	0.010	0.010
Deaf Education Services School Age	4002		
D/E Psychology School Age	1002	0.051	0.051
Occupational Therapy School Age	4006	0.059	0.059
Physical Therapy School Age	4005	0.057	0.057
Vision Services School Age	4002		
Vocational	4007	0.040	0.040

## Contracted Nonreimbursable Preschool Services

		2016-17 Percent Per District	2017-18 Percent Per District
Speech Teacher Preschool	4001	0.200	0.200
SpEd Supervision Preschool	0001	0.055	0.055
D/E Audiology	1003	0.0011	0.0011
Deaf Education Services Preschool	4002	0.020	0.020
D/E Psychology Preschool	1002	0.006	0.006
Occupational Therapy Preschool	4006	0.001	0.001
Physical Therapy Preschool	4005	0.010	0.010
Vision Services Preschool	4002		

---

signature of authorized school representative

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2017-18

Cooperative Program Name: ESU 10 Special Education Supervision Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Wayne A. Bell, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
7 Signature: <u>Wayne A. Bell</u> Administrative Agency	Date: <u>1/13/17</u>

PART VI:

Cooperative Program Participant: Elm Creek Public School	School District or ESU Number: 10-0009
Address: PO Box 490 Elm Creek NE 68836	
Phone: 308-856-4300	
Name/Title of Cooperative Program Participant Representative: Tom Reeser, Interim Super.	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: _____ Cooperative Program Participant Representative	Date: _____

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2017-18

Cooperative Program Name: ESU 10 Audiology Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Wayne A. Bell, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
7 Signature: <u>Wayne A. Bell</u> Administrative Agency	Date: <u>1/13/17</u>

PART VI:

Cooperative Program Participant: Elm Creek Public School	School District or ESU Number: 10-0009
Address: PO Box 490 Elm Creek NE 68836	
Phone: 308-856-4300	
Name/Title of Cooperative Program Participant Representative: Tom Reeser, Interim Super.	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: _____ Cooperative Program Participant Representative	Date: _____

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2017-18

Cooperative Program Name: ESU 10 Psychology Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Wayne A. Bell, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
7 Signature: <u>Wayne A. Bell</u> Administrative Agency	Date: <u>1/13/17</u>

PART VI:

Cooperative Program Participant: Elm Creek Public School	School District or ESU Number: 10-0009
Address: PO Box 490 Elm Creek NE 68836	
Phone: 308-856-4300	
Name/Title of Cooperative Program Participant Representative: Tom Reeser, Interim Super.	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: _____	Date: _____
Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2017-18

Cooperative Program Name: ESU 10 Occupational Therapy Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Wayne A. Bell, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
7 Signature: <u>Wayne A. Bell</u>	Date: <u>1/13/17</u>
Administrative Agency	

PART VI:

Cooperative Program Participant: Elm Creek Public School	School District or ESU Number: 10-0009
Address: PO Box 490 Elm Creek NE 68836	
Phone: 308-856-4300	
Name/Title of Cooperative Program Participant Representative: Tom Reeser, Interim Super.	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: _____	Date: _____
Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2017-18

Cooperative Program Name: ESU 10 Physical Therapy Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Wayne A. Bell, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
7 Signature: <u>Wayne A. Bell</u>	Date: <u>1/13/17</u>
Administrative Agency	

PART VI:

Cooperative Program Participant: Elm Creek Public School	School District or ESU Number: 10-0009
Address: PO Box 490 Elm Creek NE 68836	
Phone: 308-856-4300	
Name/Title of Cooperative Program Participant Representative: Tom Reeser, Interim Super.	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: _____	Date: _____
Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION  
COOPERATIVE PROGRAM AGREEMENT  
SCHOOL YEAR 2017-18

Cooperative Program Name: ESU 10 Vocational Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Wayne A. Bell, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
7 Signature: <u>Wayne A. Bell</u> Administrative Agency	Date: <u>1/13/17</u>

PART VI:

Cooperative Program Participant: Elm Creek Public School	School District or ESU Number: 10-0009
Address: PO Box 490 Elm Creek NE 68836	
Phone: 308-856-4300	
Name/Title of Cooperative Program Participant Representative: Tom Reeser, Interim Super.	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: _____ Cooperative Program Participant Representative	Date: _____

# Apple Inc. Education Price Quote

Customer: Jason Sullivan  
ELM CREEK PUBLIC SCHOOLS  
Phone: 3088564300  
email: jason.sullivan@elmcreekschools.org

Apple Inc:

Gregory Lemen  
5505 W Parmer Lane Bldg 7  
MS: 581-IES  
Austin, TX 78727-6524  
Phone: 512-6746891  
Fax: 800-5900325  
email: glemen@apple.com

Apple Quote: 2203679142  
Quote Date: 31-Jan-2017  
Quote Valid Until: 28-Feb-2017

Quote Comments:  
Please reference Apple Quote number on your Purchase Order.

#	Product Description	Qty	Unit List Price	Discount per Unit	Unit Discounted Price	Extended Discounted Price
1	MacBook Air 5-pack (13-inch/1.6GHz i5/8GB/128GB flash storage/Intel HD Graphics 6000)	8	4,645.00	175.00	4,470.00	35,760.00
	MacBook Air 13-inch: 128GB Part Number: MMGH2LL/A Quantity: 40  Part Number BLZS2LL/A					
			<b>Extended EDU List Price Total</b>			<b>37,160.00</b>
			<b>Total Discount</b>			<b>1,400.00</b>
			<b>Extended Discounted Price Subtotal</b>			<b>35,760.00</b>
			- eWaste Fee / Recycling Fee			0.00
			-			
			-			
			<b>Extended Discounted Total Price*</b>			<b>35,760.00</b>
			<i>*In most cases Extended discounted Total price does not include Sales Tax *If applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary</i>			

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2203679142. Please contact your institution's Authorized Purchaser to submit the above quote online at <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
  - If you are the Authorized Purchaser and need to register for access to the Apple Education Online Store, go to <http://myaccess.apple.com>. For registration assistance, call 1.800.800.2775, option 4, option 1.
- If you are unable to submit your order online, please send a copy of this Quote with your Purchase Order via email to [institutionorders@apple.com](mailto:institutionorders@apple.com). Be sure to reference the Apple Quote number on the PO to ensure expedited processing of your order.
  - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT [contracts@apple.com](mailto:contracts@apple.com).
- ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.



# Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

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

[www.elmcreekschools.org](http://www.elmcreekschools.org)

---

## Curriculum, Finance and Technology Committee Meeting Agenda January 31- 9:00 A.M.

*Members: Morgan Meier, JC Ourada, John Worthing*

1. Band Uniforms
2. Social Studies curriculum options
3. Elementary staffing
4. Computer purchase
5. ESU #10 Service Agreements
6. Superintendent contract



# **Elm Creek Public Schools**

**230 East Calkins Ave., PO Box 490**

**Elm Creek, NE 68836**

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

**[www.elmcreekschools.org](http://www.elmcreekschools.org)**



# Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

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

[www.elmcreekschools.org](http://www.elmcreekschools.org)

---

## Transportation Committee Meeting

Thursday, November 9, 2017

7:00 AM

Members: J. C. Ourada, Jeff Meads, Morgan Meier

### Agenda

1. Vehicle updates:

Recommended repairs -

95 Bluebird Minibus Kelly's estimate  
(\$1,326.90)

05 Ford Van - front end work -struts/shocks

12B Dodge Van - motor valve or cam issue (Larry's  
estimate \$1500-\$2000 (do both sides \$500 more)

2. January claims



# Elm Creek Public Schools

230 East Calkins Ave., PO Box 490

Elm Creek, NE 68836

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

[www.elmcreekschools.org](http://www.elmcreekschools.org)

---

## Building and Grounds Committee Meeting

February 9, 2017 8:00 AM

**Members: Morgan Fouts , Jeff Meads, Morgan Meier**

1. Curb Cut – Front Entrance
2. Carpet Squares – 4<sup>th</sup> Grade classroom
3. Lighting – Front Entrance



# NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B  
Lincoln, NE 68508

2016-17

## EXECUTIVE COMMITTEE

### Officers:

**Stephen Grizzle, President.**  
Fairbury Public Schools  
Fairbury, Nebraska

**Greg Sjuts, Past President.**  
Humphrey Public Schools  
Humphrey, Nebraska

**Dr. Jon Cerny, Pres-Elect.**  
Bancroft-Rosalie Community Schs  
Bancroft, Nebraska

**Jane Davis, Secretary.**  
Hershey Public Schools  
Hershey, Nebraska

### District Representatives:

**Dr. Caroline Winchester, West**  
Chadron Public Schools  
Chadron, Nebraska

**Jason Alexander, North Central**  
Ord Public Schools  
Ord, Nebraska

**Jason Dolliver, Northeast**  
Pender Public Schools  
Pender, Nebraska

**Charles Isom, Southeast**  
Superior Public Schools  
Superior, Nebraska

**Dr. Dennis Shipp, South Central**  
Bertrand Public Schools  
Bertrand, Nebraska

**Jim Kent, Southwest**  
Dundy County-Stratton Public Schs  
Benkelman, Nebraska

### Executive Director:

**Dr. Jon Habben**  
455 S. 11th St, Ste B  
Lincoln, NE 68508  
402-440-4378

### Lobbyist:

**Trent P. Nowka**  
**Nowka & Edwards.**  
Suite 201  
1233 Lincoln Mall,  
Lincoln, NE 68508  
402-476-1440

To: All NRCSA Members & Non-Members  
From: Jon Habben, Executive Director  
Re: Upcoming NRCSA Events

NRCSA has two upcoming events: the annual Legislative Forum and the Spring Conference. The Legislative Forum will be held on Wednesday, February 22, 2017, at the Cornhusker Hotel in Lincoln. The Spring Conference will be held March 23-24 at the Holiday Inn and Convention Center in Kearney. February Board Meetings would be a good time for board members and superintendents to coordinate plans to attend these events.

The Legislative Forum will give superintendents and board members a chance to hear from the Speaker of the Legislature; Chairs of the Education, Revenue, Transportation and Telecommunications, and Vice-Chair of Appropriations committees; the Governor; personnel from the Department of Education School Finance Office, and Brian Halstead, NDE Chief of Staff. There will be eight sessions. The speakers will include question and answer time. Additionally, you will have the opportunity to discuss issues of interest in groups with senators over lunch. If you are planning to attend, please encourage your senator to attend to speak with you.

This is an important NRCSA event, which demonstrates the organization is serious in its policy efforts. We expect to have commitments for twenty or more senators for lunch. Your presence is needed to make a statement about the importance of education and revenue issues, as well as other issues impacting all of Nebraska, but specifically rural Nebraska. Senators want to hear from you, and engage in a dialogue with you. Again, please call your senator and tell them you wish to visit with them at the Forum. That may provide your senator with additional incentive, as they have multiple choices for this date. The more rural school representatives that attend, the stronger the rural voice the senators hear.

The Spring Conference will provide high interest concurrent sessions and excellent keynote speakers. This year Cindy Moss of Discovery Education (STEM education) and new NREA Executive Director, Dr. Allen Pratt will present along with Commissioner of Education Dr. Matt Blomstedt, keynotes Rob Bell, and DeMoine Adams. A list of select-a-sessions gathered to this point is included with this mailing and on the website! Of course, the value of informal discussions with other board members and superintendents cannot be overstated. There are sessions related to school finance, boardsmanship, distance education, law, member school programs, and many more. Again, this year there has been a concerted effort to create sessions for board members. There will be a total of 35 sessions available.



# NEBRASKA RURAL COMMUNITY SCHOOLS ASSOCIATION

455 S. 11th St, Ste B  
Lincoln, NE 68508

2016-17

## EXECUTIVE COMMITTEE

### Officers:

**Stephen Grizzle, President.**  
Fairbury Public Schools  
Fairbury, Nebraska

**Greg Sjuts, Past President.**  
Humphrey Public Schools  
Humphrey, Nebraska

**Dr. Jon Cerny, Pres-Elect.**  
Bancroft-Rosalie Community Schs  
Bancroft, Nebraska

**Jane Davis, Secretary.**  
Hershey Public Schools  
Hershey, Nebraska

### District Representatives:

**Dr. Caroline Winchester, West**  
Chadron Public Schools  
Chadron, Nebraska

**Jason Alexander, North Central**  
Ord Public Schools  
Ord, Nebraska

**Jason Dolliver, Northeast**  
Pender Public Schools  
Pender, Nebraska

**Charles Isom, Southeast**  
Superior Public Schools  
Superior, Nebraska

**Dr. Dennis Shipp, South Central**  
Bertrand Public Schools  
Bertrand, Nebraska

**Jim Kent, Southwest**  
Dundy County-Stratton Public Schs  
Benkelman, Nebraska

### Executive Director:

**Dr. Jon Habben**  
455 S. 11th St, Ste B  
Lincoln, NE 68508  
402-440-4378

### Lobbyist:

**Trent P. Nowka**  
**Nowka & Edwards.**  
Suite 201  
1233 Lincoln Mall,  
Lincoln, NE 68508  
402-476-1440

Friday morning will feature two fifty minute sessions, expanding the number of sessions offered in recent years (was 28), allowing for treatment of more topics.

Spring Conference is also the opportunity to recognize sixteen \$1,000 scholarships to students, seven annual "Outstanding" awards, the NRCSA/RELC Closing the Achievement Gap awards, and the Pusch Foundation Grant (elementary music and professional development) recipients.

Detailed schedules for both the Legislative Forum and Spring Conference can be found by visiting the 'Conferences and Events' Section of the NRCSA website: [www.nrcsa.net](http://www.nrcsa.net). Be sure to look them over.

Registration forms for these events are included with this mailing and can also be found in the same section of the website. On-line registration for these events is available, or you may register by phone by calling Jeff Bundy at (402) 202-6028.

Please review these materials and make plans to attend these informative events. Your participation is vital to the success of these two events. If you are a non-member district, please take these opportunities to participate and experience NRCSA firsthand. NRCSA is often viewed as representing all rural schools regardless of membership status with the organization. The participation of ALL rural schools is needed. Thanks for your continued support of NRCSA. I hope to see all of you all there!

Dr. Jon Habben  
Executive Director, NRCSA