

## Board of Education Regular Meeting

Monday, May 10, 2021 6:00 PM

Elm Creek Public Schools, room 810.  
230 Calkins Avenue  
Elm Creek, NE 68836-0490

1. Call to Order
2. Flag Salute
3. Open Meeting Act
4. Roll Call
5. Approval of Agenda
6. Citizens Comments
7. Consent Agenda
- 7.1. Minutes

The public announcement for this meeting has been duly posted in The Beacon Observer Newspaper.

- 7.2. Claims
- 7.3. Treasurer's Report
8. Information Items
  - 8.1. Presentation on Accounting Software
  - 8.2. Presentation on Transportation Handbook and Guidelines
  - 8.3. Update on Construction Planning
9. Action Items
  - 9.1. Finance Curriculum for middle and high school classes
  - 9.2. Two Year Contract with Eakes for soap, sanitizer, paper towels, and toilet paper.
  - 9.3. Policy 4057 Superintendent Evaluation
10. Reports
  - 10.1. Superintendent's Report
    - 10.1.1. Upcoming work on:
      1. High Ability Learner Programs
      2. EL Program
      3. Emergency Readiness and Crisis Planning
  - 10.2. Principals' Report
    - 10.2.1. Mr. Spotanski will present on graduation requirements and adjustments in 2020-2021.  
  
Mrs. Williams will present on pre-school programming for 2021-2022.
  - 10.3. Board Committees

May 5th - Vision Committee Meeting

May 10th - Building, Grounds, and Transportation

11. Next Regular Board Meeting
12. Adjournment

## Board of Education Regular Meeting

Monday, April 12, 2021 6:00 PM

### 1. Call to Order

### 2. Flag Salute

### 3. Open Meeting Act

### 4. Roll Call

### 5. Approval of Agenda

approve the agenda as presented. This motion, made by JC Ourada and seconded by Alicia Beavers, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea, Dana Steiner: Yea

### 6. Citizens Comments

### 7. Consent Agenda

Motion to approve the consent agenda. This motion, made by Jeff Meads and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea, Dana Steiner: Yea

### 7.1. Minutes

The public announcement for this meeting has been duly posted in The Beacon Observer Newspaper.

### 7.2. Claims

### 7.3. Staff Adjustments

#### 7.3.1. Resignations:

Kayla Essink - HS Language Arts

Mike Ford - 5th/6th Grade Teacher

#### 7.3.2. New Hires:

Jayden High-6th Grade

Kenneth Weber-6th Grade

Olivia Kitterman - Music/Instrumental

Jon Bouc - .5 FTE Shop Teacher

### 7.4. Treasurer's Report

### 8. Information Items

8.1. Presentation by Sage Solon of Eakes on the supply of cleaning materials and dispensers.

8.2. Personal Finance Program of Instruction - Ramsey Group

## 9. Reports

### 9.1. Superintendent's Report

Update board on committees and programs we are organizing for the upcoming year.

### 9.2. Principals' Report

Mr. Spotanski will update the board on activity and coaching assignments.

Mrs. William's will discuss the upcoming pep rally and state testing.

### 9.3. Board Committees

March 17th Steering Committee

March 31st Board Workshop

April 7th Vision Committee

April 7th Finance Committee

## 10. Next Regular Board Meeting

## 11. Executive Session

Review, consider, negotiate, and take action on a superintendent employment contract for the 2021-22 and following school years (Note: This item may include a closed session for the board members to negotiate the terms of the agreement or to give negotiating guidance to its negotiators).

motion to move into executive session at 7:06. This motion, made by JC Ourada and seconded by Alicia Beavers, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea, Dana Steiner: Yea

## 12. Action

12.1. Superintendent's contract for the 2021-2022 school year.

Move to approve the superintendent's contracts as posted on the web site. This motion, made by Alicia Beavers and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea, Dana Steiner: Yea

## 13. Adjournment

motion to adjourn the meeting at 7:11 p.m. This motion, made by JC Ourada and seconded by Jeff Meads, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea, Dana Steiner: Yea

# Check Register

Direct

Dep. Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
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**Checks Printed**

**01 - GENERAL FUND**

Bank Account :A - General Fund

00017915	05/10/2021	ADVANCEDW	ADVANCED WATER COMPANY, INC		
INV2170	05/01/2021		05/05/2021	Quarterly Payment	1,185.19
				<b>Check Total</b>	1,185.19
00017916	05/10/2021	AGLAND	AgLand Auto Repair		
5555	04/02/2021		05/05/2021	2020 Van	65.95
				<b>Check Total</b>	65.95
00017917	05/10/2021	ALPHAREH	ALPHA REHABILITATION P.C.		
3167	04/30/2021		05/05/2021	SPEECH & OT SERVICES	757.96
				<b>Check Total</b>	757.96
00017918	05/10/2021	BLACKHILLS	BLACK HILLS ENERGY		
04232021-01	04/23/2021		05/05/2021	225 E BOYD	584.40
04232021-40	04/23/2021		05/05/2021	230 E CALKINS	1,602.30
04232021-94	04/23/2021		05/06/2021	122 N Church	34.01
				<b>Check Total</b>	2,220.71
00017919	05/10/2021	BUFFALOOOUT	BUFFALO OUTDOOR POWER LLC		
178022	04/08/2021		05/06/2021	Spacer-Axle	15.21
				<b>Check Total</b>	15.21
00017920	05/10/2021	CENTURY	CENTURYLINK		
04072021	04/07/2021		05/05/2021	PHONE SERVICE	434.76
				<b>Check Total</b>	434.76
00017921	05/10/2021	CIRCLESP	CIRCLE S PLUMBING		
1412	04/11/2021		05/05/2021	FLOOR DRAINS, URINALS	266.99
1429	04/18/2021		05/05/2021	3RD FLOOR BATHROOM	954.48
1430	04/18/2021		05/05/2021	WATER COOLER REPAIR	225.43
1431	04/09/2021		05/05/2021	DE-WINTERIZE STADIUM	85.00
				<b>Check Total</b>	1,531.90
00017922	05/10/2021	EAKESOFF	EAKES OFFICE PRODUCTS		
8231318-0	04/01/2021		05/05/2021	TOWELS	78.72
8235373-0	04/09/2021		05/05/2021	PAPER AND TAPE	114.30
INV270228	03/30/2021		05/05/2021	Shoulder Sprayer	1,129.65
INV272367	04/07/2021		05/05/2021	CONTRACT INVOICE	3,427.35
				<b>Check Total</b>	4,750.02
00017923	05/10/2021	ECOWATER	ECOWATER SYSTEMS		
4333300	04/20/2021		05/05/2021	PEST ELIMINATION	71.01
				<b>Check Total</b>	71.01
00017924	05/10/2021	EDEALJ	JESSICA EDEAL		

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	050521	05/05/2021		MILEAGE	31.05
				Check Total	31.05
00017925		05/10/2021	ESU10	Educational Service Unit 10	
	050121-11	05/01/2021		05/05/2021 WIRELESS SYSTEM	93.75
	050121-12	05/01/2021		05/05/2021 VOC EVAL	328.82
	050121-78	05/01/2021		05/05/2021 DEAF ED	567.98
	050121-79	05/01/2021		05/05/2021 PT	671.42
	050121-80	05/01/2021		05/05/2021 J ANDERSON	2,017.46
	050121-81	05/01/2021		05/05/2021 OT	2,039.30
	050121-85	05/01/2021		05/05/2021 AUDIO	117.43
				Check Total	5,836.16
00017926		05/10/2021	FOSTERC	CURT FOSTER	
	05212021	05/01/2021		05/05/2021 RENT	100.00
				Check Total	100.00
00017927		05/10/2021	FOSTFAMI	Foster's Family Foods	
	05012021-54	05/01/2021		05/05/2021 OFFICE	55.32
				Check Total	55.32
00017928		05/10/2021	FRONTLINE	FRONTLINE	
	INVUS136212	05/01/2021		05/05/2021 ABSENCE & SUB MGMT	3,528.93
				Check Total	3,528.93
00017929		05/10/2021	GRACZYKL	GRACZYK LAWN & LANDSCAPE	
	75396	03/12/2021		05/05/2021 STERILIZATION	440.00
	76474	04/02/2021		05/05/2021 FERT & WEED CONTROL	794.00
				Check Total	1,234.00
00017930		05/10/2021	GREATM	GREAT MINDS	
	INV070477	04/30/2021		05/05/2021 EUREKA MATH	158.04
				Check Total	158.04
00017931		05/10/2021	HOMETOWN	Hometown Leasing	
	050521	05/05/2021		05/05/2021 COPIERS	1,420.00
				Check Total	1,420.00
00017932		05/10/2021	ISAACSON	BETTY ISAACSON	
	05062021	05/06/2021		05/06/2021 MILEAGE	317.98
				Check Total	317.98
00017933		05/10/2021	ISLANDSU	Island Supply Welding	
	239727	04/30/2021		05/05/2021 SHOP	67.20
				Check Total	67.20
00017934		05/10/2021	JENSENPUB	JENSEN PUBLISHING INC	
	050521	05/05/2021		05/05/2021 HUSKER PREP	35.00

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	35.00
	00017935	05/10/2021	JOSTENS		Jostens	
	26348810	04/27/2021		05/05/2021	CAPS, TASSELS	670.73
					Check Total	670.73
	00017936	05/10/2021	KSBSCHOOL		KSB SCHOOL LAW	
	9945	05/03/2021		05/05/2021	LEGAL SERVICES	416.62
					Check Total	416.62
	00017937	05/10/2021	LINWELD		MATHESON TRI GAS	
	0051793689	04/30/2021		05/05/2021	SHOP	189.20
					Check Total	189.20
	00017938	05/10/2021	LOCKMOB		Lockmobile	
	L775454	03/05/2021		05/05/2021	SPINDLE SCREWS	5.00
					Check Total	5.00
	00017939	05/10/2021	MCGRAW		MCGRAW-HILL COMPANIES	
	117401297001	04/06/2021		05/05/2021	REVEAL MATH	87.80
					Check Total	87.80
	00017940	05/10/2021	MENARDS		MENARDS - KEARNEY	
	17443	04/12/2021		05/05/2021	MOISTURE CONTROL	21.08
					Check Total	21.08
	00017941	05/10/2021	MILLERA		MILLER & ASSOCIATES	
	0277	04/21/2021		05/05/2021	SITE DESIGN SURVEY	4,450.00
					Check Total	4,450.00
	00017942	05/10/2021	MORRISP		MORRIS PRESS	
	100591	05/04/2021		05/05/2021	FOLD OVER CARDS	160.00
					Check Total	160.00
	00017943	05/10/2021	MOSAIC		MOSAIC	
	AXT0421-11	05/03/2021		05/05/2021	APRIL SERVICES	3,565.10
	AXT0421-32	05/01/2021		05/05/2021	APRIL SERVICES	3,370.64
					Check Total	6,935.74
	00017944	05/10/2021	NASB		NEBRASKA ASSN OF SCHOOL BOARDS	
	45977	12/18/2020		05/05/2021	BD LDRSHP SURVEY	300.00
	45991	12/29/2020		05/05/2021	BD LDRSHP CONF	332.46
	46234	03/29/2021		05/05/2021	LDRSHIP RETREAT	650.00
	INV-06860-L1S7 C8	11/18/2020		05/05/2021	VIRTUAL PRE CONF	70.00
	INV-06935-P8S1 T9	11/30/2020		05/05/2021	'20 BD MBR WORKSHOP	100.00
	INV-06996-B3T3	12/17/2020		05/05/2021	SCHRODER	55.00

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Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	M4					
	INV-07587-V1Q1	03/05/2021		05/05/2021	JOHNS CONF	50.00
	W9					
	INV-07592-S7J9	03/05/2021		05/05/2021	BUDGET WORKSHOP	65.00
	W3					
	INV-07603-F7W5	03/08/2021		05/05/2021	'21 PRES RETREAT	150.00
	H3					
	INV-07615-V8K0	03/09/2021		05/05/2021	NEW BD MBR WORKSHOP	25.00
	V6					
	INV-07616-X7G5	03/09/2021		05/05/2021	NEW BD MBR WORKSHOP	95.00
	R5					
	INV-07628-K4X0	03/09/2021		05/05/2021	McCarter Conf	100.00
	S4					
	INV07591-X7D0J	03/05/2021		05/05/2021	PRES RETREAT	450.00
	1					
					Check Total	2,442.46
00017945		05/10/2021	NATLREST		NATIONAL RESTAURANT ASSN	
53822642		03/30/2021		05/05/2021	REITER TRAINING	400.00
					Check Total	400.00
00017946		05/10/2021	NE COUNADM		NEBRASKA COUNCIL OF SCHOOL ADM	
66631		04/26/2021		05/05/2021	NASBO STATE CONV	90.00
					Check Total	90.00
00017947		05/10/2021	NPPD		NEBRASKA PUBLIC POWER DISTRICT	
04152021		04/15/2021		05/05/2021	BALLFIELD	47.37
04152021-6740		04/15/2021		05/05/2021	BUS BARN	47.37
04152021-6748		04/15/2021		05/05/2021	230 E CALKINS	3,748.09
					Check Total	3,842.83
00017948		05/10/2021	OKEEFELE		THYSSENKRUPP ELEVATOR CORP	
1000342829		04/30/2021		05/05/2021	ELEVATOR SERVICE	325.74
					Check Total	325.74
00017949		05/10/2021	ONESOURCE		ONESOURCE	
5834-20210430		04/30/2021		05/05/2021	BACKGROUND CHECKS	82.00
					Check Total	82.00
00017950		05/10/2021	PAPER101		PAPER101	
128924		04/09/2021		05/05/2021	PAPER	1,060.40
					Check Total	1,060.40
00017951		05/10/2021	PIONEERTE		PIONEER TELEPHONE	
050121		05/01/2021		05/05/2021	LONG DISTANCE	89.18
					Check Total	89.18
00017952		05/10/2021	POWERSCH		POWERSCHOOL GROUP LLC	
INV256045		04/22/2021		05/05/2021	SIS SUBSCRIPTION	4,919.13

# Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	4,919.13
	00017953	05/10/2021	STATENE		STATE OF NEBRASKA	
	1263181	04/08/2021		05/05/2021	NETWORK SERVICE FEE	355.24
					Check Total	355.24
	00017954	05/10/2021	STONEC		CINDY STONE	
	050521	05/05/2021		05/05/2021	FUEL, HEADLAMPS	89.05
					Check Total	89.05
	00017955	05/10/2021	UNL-L		UNIVERSITY OF NEBRASKA-LINCOLN	
	050521	05/05/2021		05/05/2021	LUNCH WORKSHOP	250.00
					Check Total	250.00
	00017956	05/10/2021	USBANK		CORPORATE PAYMENT SYSTEMS	
	05062021A	05/06/2021		05/05/2021	VEX ROBOTIX	4,894.00
	05062021S	05/06/2021		05/06/2021	SR Breakfast	302.60
	050621	05/06/2021		05/05/2021	MATH, FCS, CUST	1,165.80
	050621B	05/06/2021		05/05/2021	MASKS	296.35
					Check Total	6,658.75
	00017957	05/10/2021	VILLAGEE		Village Of Elm Creek	
	050521	05/05/2021		05/05/2021	TRASH ETC	857.70
					Check Total	857.70
	00017958	05/10/2021	VILLAGEU		VILLAGE UNIFORM	
	515585	03/26/2021		05/05/2021	TOWELS ETC	29.51
	516065	04/02/2021		05/05/2021	TOWELS ETC	29.51
	516523	04/09/2021		05/05/2021	TOWELS ETC	29.51
	517023	04/16/2021		05/05/2021	TOWELS, ETC	29.51
	517505	04/23/2021		05/05/2021	TOWELS, ETC	44.26
					Check Total	162.30
	00017959	05/10/2021	WELLSFARG		Wells Fargo Card Services	
	05052021	05/05/2021		05/05/2021	WALMART SUPPLIES	57.42
					Check Total	57.42
	00017960	05/10/2021	WEXBANK		WEX BANK	
	71593083	04/30/2021		05/05/2021	FUEL	1,942.91
					Check Total	1,942.91
	00017961	05/10/2021	WOODWARDS		WOODWARDS DISPOSAL SERVICE	
	NO8991-844	04/26/2021		05/05/2021	SHRED SERVICE	25.00
					Check Total	25.00
	00017962	05/10/2021	YANDA'S		YANDA'S MUSIC	
	519354	04/01/2021		05/06/2021	Repairs	73.00
	520986	04/08/2021		05/06/2021	Repairs	29.00

ALL Data

# Check Register

Arranged by:  
Check Number

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Check Total					102.00
<b>01 - GENERAL FUND Totals:</b>					<b>60,504.67</b>
<b>Total of Checks Printed:</b>					<b>60,504.67</b>
<b>Report Total:</b>					<b>60,504.67</b>

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
FOR MAY 10, 2021  
APRIL 2021 FINANCIALS

**GENERAL FUND - ACCT NO. 137766 (Reconciled)**

BANK BALANCE APRIL 1, 2021		\$	335,831.50
RECEIPTS			
	BUFFALO COUNTY - TAXES	\$	136,602.09
	Dawson County	\$	6.15
	ESU #10 (PERKINS)	\$	4,898.00
	NASB REFUND - CONF & MEALS	\$	1,874.00
	OVERTON SCHOOLS (PSYCH REIMBURSEMENT)	\$	8,608.34
	PHELPS COUNTY (TAXES)	\$	16,036.09
	PHELPS COUNTY (REIMBURSEMENT)	\$	53.40
	PRESCHOOL	\$	1,795.00
	STATE - CHILD CARE	\$	8,418.63
	STATE 19-20 FFR SPED REIMBURSEMENT	\$	35,851.00
	SPED SCH AGE TRANS 19-20	\$	6,653.00
	STATE AID	\$	45,973.00
	VILLAGE OF ELM CREEK (LICENSING)	\$	400.00
	TOTAL RECEIPTS	\$	267,168.70
AVAILABLE BALANCE		\$	603,000.20
DISBURSEMENTS:			
	Bills Paid APRIL 12, 2021	\$	42,581.46
	CK #17864 (CHECK VOIDED)	\$	(367.47)
	SPOTANSKI TUITION	\$	1,026.47
	Payroll	\$	327,230.76
	TOTAL DISBURSEMENTS	\$	370,471.22
BOOK BALANCE APRIL 30, 2021		\$	232,528.98

**DEPRECIATION FUND - ACCT NO 14832 (Reconciled)**

	Balance APRIL 1, 2021	\$	69,573.21
	INTEREST	\$	-
BOOK BALANCE APRIL 30, 2021		\$	69,573.21

**UNEMPLOYMENT CD #2232**

	Balance APRIL 1, 2021	\$	11,368.56
	INTEREST	\$	6.76
	BALANCE APRIL 30, 2021	\$	11,375.32

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR MAY 10, 2021  
 APRIL 2021 FINANCIALS

**BUILDING FUND (Reconciled)**

Balance APRIL 1, 2021	\$	97,764.62
BUFFALO COUNTY	\$	3,162.04
DAWSON COUNTY	\$	-
RECEIPTS - PHELPS COUNTY	\$	347.18
INTEREST	\$	8.23
BALANCE APRIL 30, 2021	\$	101,282.07

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

**(Reconciled)**

Balance APRIL 1, 2021	\$	197,282.53
RECEIPTS- BUFFALO	\$	18,137.34
RECEIPTS-DAWSON CO	\$	-
RECEIPTS - PHELPS COUNTY	\$	1,990.62
BALANCE APRIL 30, 2021	\$	217,410.49

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

**(Reconciled)**

Balance APRIL 1, 2021	\$	10,193.40
DISBURSEMENTS	\$	-
BALANCE APRIL 30, 2021	\$	10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR MAY 10, 2021  
 APRIL 2021 FINANCIALS

**LUNCH FUND (Reconciled)**

BANK BALANCE APRIL 1, 2021 24,618.90

RECEIPTS

LUNCH SALES	329.46
EFUND PAYMENTS	-
Federal Reimbursement Breakfast	-
Federal Reimbursement Lunch	-
State Reimbursement Lunch	-
State Reimbursement Breakfast	-
SFP RECEIPTS (ADMIN)	2,059.35
SFP RECEIPTS (OPERATING)	19,894.72
TRANSFERS FROM GENERAL ACCT	
TOTAL RECEIPTS	22,283.53
AVAILABLE BALANCE	46,902.43

DISBURSEMENTS

Food/Groceries/Milk Etc.	12,977.19
Supplies	1,056.70
Prof Services (Repairs)	-
MARCH Payroll	9,850.53
TOTAL DISBURSEMENTS	23,884.42
BALANCE APRIL 30, 2021	23,018.01

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MAY 2021 Bills

CASHWA	\$	12,700.54
FOSTERS	\$	64.75
HILAND (MILK)	\$	2,186.48
US FOODS (THOMPSON)	\$	-
VILLAGE UNIFORM (TOWELS ETC)	\$	-
	\$	14,951.77

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR MAY 10, 2021  
 APRIL 2021 FINANCIALS

**ACTIVITY FUND (CURRENT CASH BALANCE SUMMARY)**

<b>(Reconciled)</b>	Balance APRIL 1, 2021	\$	33,327.28
GROUP A & B	RECT'S-GATE, DIST ACT, ENTRY FEES, RETURN CHNGE	\$	644.29
GROUP C, D & E	RECT'S-FUNDRAISING	\$	3,403.00
GROUP F	RECT'S - SALES	\$	80.00
GROUP G & H	RECT'S-FEES	\$	50,275.76
GROUP A & B	EXPENSE-START CHNGE, OFFICIALS, ENT FEES	\$	(1,929.35)
GROUP C, D & E	EXPENSE-FEES AND APPAREL	\$	(3,614.75)
GROUP F	EXPENSE-BILLINGS(SALES)	\$	(352.80)
GROUP G & H	EXPENSE-FEES	\$	(53,366.30)
	BALANCE APRIL 30, 2021	\$	28,467.13

- GROUP KEY  
 A-ATHLETICS  
 B-ACTIVITIES  
 C-CLUBS AND ORGANIZATIONS  
 D-SPECIAL FUNDS  
 E-CLASS FUNDS  
 F-SCHOOL GROUPS  
 G-DISTRICT ACTIVITIES  
 H-MISCELLANEOUS

## CASH SUMMARY REPORT

DATE RANGE: 09/01/2020 THRU 4/30/2021

ARRANGED BY: FUND DESCRIPTION

Fund Description	Beginning (09/01/2020)	Revenue To Date	Expenses to Date	(01/31/2021)
Activity Fund	56,369.95	369,125.19	(397,028.01)	28,467.13
Bond Fund	457,095.71	335,984.78	(575,670.00)	217,410.49
Building Fund	42,732.91	58,549.16	-	101,282.07
DEPRECIATION FUND	163,432.27	432.94	(94,292.00)	69,573.21
Employee Benefit Fund	11,309.19	66.13	-	11,375.32
GENERAL FUND	146,019.60	3,204,959.58	(3,118,450.20)	232,528.98
LUNCH FUND	9,957.93	162,188.27	(149,128.19)	23,018.01
SAM/DUNS ACCOUNT	10,193.40	-	-	10,193.40
<b>TOTALS</b>	<b>897,110.96</b>	<b>4,131,306.05</b>	<b>(4,334,568.40)</b>	<b>693,848.61</b>

## SOFTWARE UNLIMITED VS. APTAFUND FINANCIAL SOFTWARE

### WHY SWITCH TO ONLINE PROGRAM:

- AUTOMATIC BACKUP SYSTEMS
- AUTOMATIC UPGRADES
- ABILITY TO ACCESS THE PROGRAM ELSEWHERE WHEN ELECTRICITY IS OUT OR INTERNET IS DOWN
- ABILITY TO IMPORT CHECKS FROM BANK THAT HAVE CLEARED TO ASSIST WITH RECONCILIATION
- ABILITY TO IMPORT BUDGET

### SOFTWARE UNLIMITED VS. APTAFUND: SIMILARITIES IN FEATURES:

- CAN IMPORT TIME & ATTENDANCE (EMPLOYEE “TIME CARD”) INTO ONLINE PROGRAM
- WORK WELL WITH FRONTLINE, THE TIME AND ATTENDANCE PROGRAM
- ABILITY OF EMPLOYEES TO ACCESS W-2s ONLINE
- STAFF CAN ENTER PURCHASE ORDERS ONLINE
- RECORDED AND LIVE WEBINARS FOR TRAINING AFTER IMPLEMENTATION
- CAN KEEP TRACK OF TEACHER CERTIFICATIONS, HISTORY OF POSITIONS AND BENEFITS (GOING FROM PARA TO TEACHER, HISTORY OF ACTIVITY SPONSORS AND COACHES, FOR EXAMPLE)
- CAN CREATE CUSTOM FIELDS THAT ARE UNIQUE TO THE DISTRICT (KEEPING TRACK OF ALLERGIES, PARKING SPOTS FOR EXAMPLE)
- FIXED ASSET INVENTORY
- WOULD “GO LIVE” SEPTEMBER 1<sup>ST</sup>
- CAN ACCESS HISTORICAL DATA FROM CURRENT ACCOUNTING SYSTEM
- WORKS WELL WITH NDE FOR REPORTING AFR
- CAN MOVE OVER PREVIOUS DATA FROM FUND ACCOUNTING II (NEITHER RECOMMENDS DOING MORE THAN ONE YEAR BECAUSE THE INFORMATION “GETS CLOUDY”)
- “REPORT WRITER”: ABILITY TO MAKE CUSTOM REPORTS
- CAN CUSTOMIZE OUR BOARD REPORTS WITHIN THE SYSTEM
- WE WOULD NEED TO ORDER NEW CHECKS FOR BOTH SYSTEMS
- PAYROLL AND REGULAR ACCOUNTS PAYABLE PROCESSES ARE SIMILAR

### SOFTWARE UNLIMITED VS. APTAFUND: DIFFERENCES IN FEATURES:

SOFTWARE UNLIMITED	APTAFUND
TRAINING INCLUDES 3-DAY IN PERSON WORKSHOP (IN KEARNEY) AT THE END OF AUGUST AND INCLUDES TELEPHONE SUPPORT	LIVE WEBEX TRAINING, 6 DAYS, 2 OR 4 HOUR INCREMENTS
AUTO BACKUP NIGHTLY	AUTO BACKUP THROUGHOUT THE DAY

EXCELLENT REVIEWS FOR SUPPORT	MIXED REVIEWS ON SUPPORT, HOWEVER I HAVE EXPERIENCED EXCELLENT SUPPORT FROM HARRIS SOFTWARE FOR FA2
REVIEWS SHOW EASE OF USE	MIXED REVIEWS ON EASE OF USE
THE MAJORITY OF BOOKKEEPERS ON NAEP (NEBRASKA ADMINISTRATIVE EDUCATION PROFESSIONALS) DISCUSSION BOARD USE SOFTWARE UNLIMITED	I AM AWARE OF ONE SCHOOL IN NEBRASKA THAT SWITCHED FROM FUND ACCOUNTING II TO APTAFUND, DIDN'T LIKE IT SO THEY CONVERTED TO SOFTWARE UNLIMITED AND PREFERRED IT
ACTIVITY FUND IS INCLUDED	ACTIVITY FUND IS INCLUDED BUT HARRIS SOFTWARE SAID THAT IT WOULD BE BETTER TO KEEP OUR CURRENT ACTIVITY ACCOUNTING SYSTEM: AAWEB (SUPPORT COST IS SEPARATE)

COST COMPARISON

APTAFUND:

SET-UP	4,275.00
INSTALL/ACTIVATE	795.00
CONSULTING (FOLLOW-UP TRAINING)	2,850.00
TRAINING	8,550.00
SELF SERVICE MODULE	1,350.00
“LEGACY CUSTOMER” DISCOUNT	-4,545.00
<b>TOTAL WITH WEB LINK</b>	<b>13,275.00</b>
2021-2022 AAWEB SUPPORT (ACTIVITY PROGRAM)	1,216.00
2021-2022 APTAFUND ANNUAL SUPPORT	5,645.00
<b>TOTAL IMPLEMENTATION AND 1<sup>ST</sup> YEAR SUPPORT</b>	<b>20,136.00</b>

SOFTWARE UNLIMITED:

ACCOUNTING SYSTEM SET UP (INCLUDES ACT FUND)	4,995.00
WEB-LINK (EMPLOYEE ACCESS)	1,145.00
HUMAN RESOURCE MODULE	1,145.00
FIXED ASSET INVENTORY MODULE	1,145.00
REPORT WRITER MODULE	1,145.00
<b>TOTAL WITH WEB LINK</b>	<b>9,575.00</b>
2021-2022 ANNUAL SUPPORT (SEPT 1, 21 TO AUG 31, 22)	7,920.00
<b>TOTAL IMPLEMENTATION AND 1<sup>ST</sup> YEAR SUPPORT</b>	<b>17,495.00</b>

**DIFFERENCE BETWEEN SET-UP & ANNUAL SUPPORT**

**2,641.00**

## **INTRODUCTION**

This information is prepared to inform parents and students about our bus transportation policy, rules and procedures. Our number one priority is student safety. This information will help ensure our students are safe and promote communication between families who have children riding the school bus. Please read this information to help familiarize yourself with our transportation policy.

Bus routes are scheduled to move students to and from school in a safe and efficient manner.

Buses are maintained and inspected by bus-certified mechanics. Vans are maintained and inspected by certified auto mechanics.

## **OUR GOALS**

1. Make sure students have a safe ride to and from school.
2. Instruct students to behave appropriately and safely while on the bus.
3. Help students to understand the important job bus drivers do.
4. Work continuously toward protecting all passenger's right to a safe ride.

## **IMPORTANT SCHOOL BUS SAFETY ALERTS**

Bus drivers will work with the students to make sure they understand the rules around the bus:

Stay away from the Danger Zone around the bus.

Don't try to pick up something dropped near the bus--the bus driver may not see you.

Use EXTREME caution when getting on or off the bus. Other motorists don't always stop for a stopped school bus.

## **WHO CAN RIDE?**

Families that live outside of the Elm Creek city limits but inside the school district qualify to ride the bus. The one exception to this rule is families that live south of the railroad tracks and Highway 30 can also be eligible to ride the bus. If you're unsure if your child qualifies to ride, please contact Cindy Stone, Director of Transportation, at 308-627-2569 or [cindy.stone@elmcreekschools.org](mailto:cindy.stone@elmcreekschools.org).

## **HOW CAN PARENTS HELP?**

The Transportation Department encourages parents to become involved in the safe operation of the school buses. Here are a few ways you can help.

1. Make sure your child is ready for the bus at least 5 minutes early.
2. Drivers will adhere to a strict schedule and cannot always wait for late boarding students.
3. Dress your child in clothing appropriate for the weather conditions and have all extra clothing items and papers in a backpack.

4. Encourage bus safety at home. Talk to your child about safe behavior while riding, loading and unloading, and crossing 10 feet in front of the school bus.
5. Communicate directly with your bus driver about any change in the normal pick-up/drop-off location or person picking up/dropping off your child. The driver's contact information will be provided to you in August or you may contact the school office for this information. It is especially important to notify your child's bus driver if your child will NOT be riding the bus.
6. The bus driver will wait 10 minutes after school for students to load. If your child is not on the bus by that time and the driver hasn't been contacted your child could be left behind at school.

## **EMERGENCY CONDITIONS**

**Weather Emergencies:** When weather conditions make driving hazardous, information about school closings or late starts will be communicated through phone calls, emails and text messages to all district families.

**Home Emergencies:** Bus drivers do not have the authority to transport unauthorized riders or to make route deviations.

## **BEHAVIORAL EXPECTATIONS FOR BUS RIDERS**

Students are expected to follow safety rules at all times, including:

1. Make sure the bus is stopped before leaving your seat to get off the bus.
2. Never put any part of your body outside the bus windows or throw any items out of the window
3. Only talk to the driver if there is an emergency. Please wait to ask a question until the driver is stopped.
4. Keep books, backpacks, lunches, instruments in your seat or on the rack. Please keep everything out of the bus aisles.
5. Report any damage to the bus to the driver.
6. Only walking when on the bus, no running.
7. Cross the road or street in front of the bus before it has pulled away from the stop. This gives you protection of the bus signals.
8. When crossing in front of the bus watch for the driver's "all clear" signal before crossing the street/road.
9. Students must get on and leave the bus only at their assigned stop unless other arrangements have been made with the bus driver.
10. Keep personal items at home, such as animals, water guns, crafting supplies, silly string, make up/perfume/body spray, and messy foods or drinks. Items such as weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver are strictly prohibited. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator.
11. Follow the directions of the bus driver. The driver WILL assign a seating arrangement.
12. Talk quietly and stay seated during the ride.

13. Be polite and courteous to other bus riders and the driver. No yelling, screaming, screeching or any other distracting noises. Keep your hands to yourself.
14. Throw trash away and help keep the bus clean.
15. If using a personal electronic device (cell phone, tablet, etc.) use headphones or earbuds so only you can hear it.
16. Possession or use of tobacco or alcohol is strictly prohibited.
17. Bullying, name calling, inappropriate language, fighting, hitting/slapping will NOT be tolerated.

The process that will be followed in situations involving violations of behavioral expectations for riding a bus is as follows:

**1st Offense:** The driver will talk to the student about his/her behavior in an effort to correct it. The driver may report it to the principal and the principal may talk with the student.

**2nd Offense:** The driver will give a written report to the principal. The principal will counsel the student. Parents/guardians will be contacted.

**3rd Offense:** The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact parents/guardians for a conference. The student may be suspended from the bus pending this conference. The suspension may be extended five days beyond the conference date at the discretion of the principal.

**4th Offense:** The driver will give a written report to the principal. The principal will contact the student and inform the student of the alleged misconduct. The student will be given the opportunity to orally respond. The principal will contact the parents/guardians for a conference. The student may be suspended from the bus for the semester.

**Serious Rule Violations:** The driver will complete and submit to the school administration a bus conduct report or incident report involving the occurrence of any student behavior involving weapons or the making of terroristic threats, any student behavior which affects safety, and any serious rule violations. A student may be suspended from the bus at any time without the existence of prior rule violations if the principal determines it is warranted because of the seriousness of the rule violation. Other disciplinary consequences in addition to suspension of bus privileges may occur.

**THANK YOU FOR YOUR HELP AND PARTNERSHIP! We want a safe and positive bus experience for your child! Please contact Cindy Stone with any questions at [cindy.stone@elmcreekschools.org](mailto:cindy.stone@elmcreekschools.org).**

## **TRANSPORTATION CONTACT INFORMATION**

Cindy Stone, Director of Transportation  
Elm Creek Public Schools  
PO Box 490

230 East Calkins Avenue  
Elm Creek, NE 68836  
Transportation Director's phone: 308-627-3569



# ELM CREEK PUBLIC SCHOOLS

230 E. Calkins Ave, PO Box 490

Elm Creek, NE 68836

Phone: (308) 856-4300

Fax: (308) 856-4907

Dr. Bret Schroder, Superintendent -- Cory Spotanski, 7-12 Principal/Activities Director -- Terah Williams, PK-6 Principal

## PURPOSE

The purpose of this document is to explain details relevant to the transportation program at Elm Creek Public Schools.

## SCHOOL FLEET

Year Make Model	Vehicle #	VIN Number	Current Mileage
<b>BUSES</b>			
1995 GMC Minibus - 19 passenger	95	1GDHG31Y75F551400	140869
2002 Blue Bird Minibus - 14 passenger	2	1GDJG31F921175277	
2013 Thomas Freightliner Bus - 59 passenger	13	4UZABRDT5DCBT0219	78187
2015 Blue Bird Bus - 71 passenger	15	1BAKGCPA6FF313638	56251
2020 Blue Bird Bus - 65 passenger	18	1BAKGCSH8LF360217	19045
2021 Thomas Freightliner Wheelchair Bus - 52 passenger	21	4UZABRFC9MCMP4937	4876
<b>VANS</b>			
1999 Chevy Suburban - Non Pupil		1GNFK16R7XJ573120	
2005 Ford Van - 11 passenger	5	1FBNE31L15HB07931	99961
2006 Ford Econoline Van - 11 passenger - maint.	6	1FBNE31L26DA56013	
2007 Ford E350 Van Club Wagon - 11 passenger	7	1FBNE31LX7DA91187	99324
2012 Dodge Caravan - 7 passenger	12	2C4RDGCG7CR406610	157806
2014 Dodge Caravan Grand SXT - 7 passenger	14	2C4RDGCG7ER352308	80971
2016 Chevy Transit E350 Van - 11 passenger	16	1FBZX2ZM2GKA76553	67971
2020 Chevy Express LS Van 11-passenger	20	1GAWGEFG2L1259684	12865

# QUARTERLY INSPECTIONS

Quarterly inspections are completed every 80 days by a certified bus mechanic for buses and a certified auto mechanic for vans. Any school vehicle that transports students must be inspected.

Buses are inspected by Corey Scheideman from Truck Centers in York. 402-599-0483

Vans are inspected by Brian Florell from Kelly's in Elm Creek. 308-440-8461

An example of the vehicle inspection form:

TITLE 92  
CHAPTER 92

## **APPENDIX I- MECHANIC'S PUPIL TRANSPORTATION VEHICLE INSPECTION REPORT**

This report is included as an example and details minimum Inspection Points. Schools/contractors may include additional inspection points to this report. This form is to be kept in your school records and made available upon request. **This Checklist Indicates Compliance with Rule 92 Inspection Criteria**

District/System:			County District #:	
Vehicle Year:	Make of Chassis:	Make of Body:	Capacity:	VIN No:

	First Quarter Date:		Second Quarter Date:		Third Quarter Date:		Fourth Quarter Date:	
	Approved Yes	No	Approved Yes	No	Approved Yes	No	Approved Yes	No
Brakes	Yes	No	Yes	No	Yes	No	Yes	No
Steering	Yes	No	Yes	No	Yes	No	Yes	No
Suspension Components	Yes	No	Yes	No	Yes	No	Yes	No
Bus Chassis/Frame	Yes	No	Yes	No	Yes	No	Yes	No
Exhaust System	Yes	No	Yes	No	Yes	No	Yes	No
Drive Shaft/Differential	Yes	No	Yes	No	Yes	No	Yes	No
Engine & Fuel System	Yes	No	Yes	No	Yes	No	Yes	No
Tires/Wheels/Hubs	Yes	No	Yes	No	Yes	No	Yes	No
Electrical System	Yes	No	Yes	No	Yes	No	Yes	No
Windshield Wipers	Yes	No	Yes	No	Yes	No	Yes	No
Bus Interior, Floors and Seats (buses only)	Yes	No	Yes	No	Yes	No	Yes	No
Doors, Steps, and Handrail	Yes	No	Yes	No	Yes	No	Yes	No
Emergency Door/Hatches (buses only)	Yes	No	Yes	No	Yes	No	Yes	No
Windows	Yes	No	Yes	No	Yes	No	Yes	No
Heaters, Defrosters	Yes	No	Yes	No	Yes	No	Yes	No
Mirrors and Bus Exterior	Yes	No	Yes	No	Yes	No	Yes	No
Lights, Lamps, Signals	Yes	No	Yes	No	Yes	No	Yes	No
Stop Signal Arm (buses only)	Yes	No	Yes	No	Yes	No	Yes	No
Emergency Equipment:								
Fire Extinguisher	Yes	No	Yes	No	Yes	No	Yes	No
First Aid/Body Fluid Kit	Yes	No	Yes	No	Yes	No	Yes	No
Emergency Reflection	Yes	No	Yes	No	Yes	No	Yes	No
Wheel Chair Lift Equipment (if equipped)	Yes	No	Yes	No	Yes	No	Yes	No

## VEHICLE REPAIRS AND MAINTENANCE

Buses are currently being repaired by Corey Scheideman from Truck Centers. He travels to our school to perform inspections, repairs, and oil changes. Sahling Kenworth can also be utilized for inspections and oil changes if needed. If Cummins warranty work is needed, it can be completed at Sahling Kenworth or Cummins in Kearney. Phone number for Sahling Kenworth is 308-234-2511. Cummins phone number is 308-234-1994. Oil changes are performed every 5,000 miles.

Vans are currently being repaired at Kelly's in Elm Creek and oil changes are performed by Aaron at AgLand in Elm Creek every 5,000 miles. Agland's phone number is 308-440-5517.

## VEHICLE REPLACEMENT SCHEDULE

It is suggested that buses and vans be replaced every 10 years or 100,000 miles. Currently we have three vans needing to be replaced including: Van 05 (99,961 miles), Van 07 (99,324) and Van 12 (157,806).

## DOCUMENTATION OF MILEAGE

All vehicles must have its mileage documented by whomever drives it. There is a Google Form available to help with this. The link is:

<https://docs.google.com/forms/d/16TjcRWJ3TvEo95WeEcMgQi6XIPQIsFcFyt09WQ1GR7Y/edit?usp=sharing>

Included on this Google Form is the driver's email address, vehicle used, pre-trip completed, reason the vehicle is being used (route, activity, non-pupil, or SPED), and beginning mileage or ending mileage. There are paper copies available for those who do not have a smartphone capable of using Google Forms or the information may be emailed or texted to the Director of Transportation.

## DOCUMENTATION OF PRE-TRIP AND POST-TRIP INSPECTION

All vehicles must be inspected before each trip. There is a Google Form available to document the inspections. The link is:

[https://docs.google.com/forms/d/1e7scWVfVjxuA6WZxT1jJCE9Enpn6\\_I\\_fJead4ZZhhA/edit](https://docs.google.com/forms/d/1e7scWVfVjxuA6WZxT1jJCE9Enpn6_I_fJead4ZZhhA/edit)

Included on this Google Form is the driver's email address, vehicle used and 42 points to check. Some of the points pertain only to buses. Normally van drivers perform a "walk around" inspection of the van they are driving while bus drivers perform the 42-point inspection on their bus. There are paper copies available for those who do not have a smartphone capable of using Google Forms.

## DOCUMENTATION OF BUS RIDERS

All bus and van route drivers must document each student riding the bus/van. There is a Google Form available for this. The form is only for ROUTES not activities. The link is:

<https://docs.google.com/forms/d/1qvqsrJf8p5sARkLfVhe495cg-8ImWIXaJa3EF7bScas/edit>

The Google Form is currently broken down into four routes: Odessa/south route, North/town route, Mosaic route and Veteran's Home route.

## BUS OR VAN REQUESTS

Anyone needing to use a bus or van to transport students to activities, field trips, class trips or camps must request a vehicle by filling out the following Google Form:

[https://docs.google.com/forms/d/1VIHebWfFWvljUuLHVRWxnkPeowUCuSYvJlo\\_h6UJgkk/edit](https://docs.google.com/forms/d/1VIHebWfFWvljUuLHVRWxnkPeowUCuSYvJlo_h6UJgkk/edit)

The information requested in the form includes the requestor's email address, purpose of the trip, how many students and teachers will be riding, destination, leave and return times. The Director of Transportation will determine which vehicle will be used. If a bus is needed, a bus and a bus driver will be scheduled. If a van can accommodate the riders, the teacher or sponsor may drive the van IF they meet the required qualifications detailed below.

The Director of Transportation will communicate with the vehicle requestor the vehicle assigned for their trip.

## VAN DRIVER'S RESPONSIBILITIES

Anyone driving a van for a school-sponsored trip must attend a two-hour inservice presented by the Director of Transportation in August before school starts. The two hour inservice must include: 1. Emergency Evacuations 2. Loading and Unloading 3. Student Management 4. Vehicle Inspections 5. School District Safe Pupil Transportation Plan.

Van drivers are also responsible for refueling the van after the trip is complete and cleaning out all trash or items left behind by students. The van should be ready to go for the next group to use. Van drivers must also record the mileage of the trip on the Google Form provided by the Director of Transportation or by texting or photographing the odometer readings before and after the drive and sending them to the Director of Transportation.

## QUALIFICATIONS TO DRIVE AN ACTIVITY VAN

To qualify to drive a school van for activities the driver must fulfill these requirements: 1. Be a PAID employee of the school (this includes coaches). 2. Complete the 2-hour inservice presented by the Director of Transportation. 3. Complete and sign any required paperwork. 4. Have a current driving record on file with the Director of Transportation with minimal traffic violations. 5. Adhere to the safe driving policy. 6. Possess a valid operator's license (Class O or CDL). 7. Be a minimum of 18 years of age.

## QUALIFICATIONS TO DRIVE A VAN ON ROUTES

To qualify to drive a school van on established bus/van routes the driver must fulfill these requirements: 1. Be a PAID employee of the school district. 2. Complete a 3-hour Level 1 course through the Nebraska Safety Center. 3. Pass a DOT physical every 1 to 2 years and provide a copy of the medical examiner's certificate to the Director of Transportation who will send a copy to DMV. 4. Pass a drive test with the Director of Transportation. 5. Complete the 2-hour inservice presented by the Director of Transportation yearly. 6. Complete and sign any required paperwork yearly. 7. Have a current driving record on file with the Director of Transportation with minimal traffic violations yearly. 8. Adhere to the safe driving policy. 9. Possess a valid operator's license (Class O or CDL) with a copy on file with the Director of Transportation. 10. Be a minimum of 18 years of age. 11. Be of good moral character. 12. A criminal record check will be performed every 5 years. 13. Pass the functional capacity test given yearly by the Director of Transportation. 14. Pass a CPR/First Aid/AED class every two years.

## QUALIFICATIONS TO DRIVE A BUS

To qualify to drive a school bus the driver must fulfill these requirements: 1. Be a PAID employee of the school district. 2. Complete an 11-hour Level 1 course through the Nebraska Safety Center. 3. Pass a DOT physical every 1 to 2 years and provide a copy of the medical examiner's certificate to the Director of Transportation who will send a copy to DMV. 4. Pass a drive test with the Director of Transportation after CDL is obtained. 5. Complete the 2-hour inservice presented by the Director of Transportation yearly. 6. Complete and sign any required paperwork yearly. 7. Have a current driving record on file with the Director of Transportation with minimal traffic violations yearly. 8. Adhere to the safe driving policy. 9. Possess a valid operator's license (Class A or B CDL) with a copy on file with the Director of Transportation. 10. Be a minimum of 18 years of age. 11. Be of good moral character. 12. A criminal record check will be performed every 5 years. 13. Must pass mandatory random alcohol/drug testing. 13. After five years as a bus driver a Level II recertification class through the Nebraska Safety Center is required. 14. Must have the following endorsements on the CDL license: School bus, Passenger and Air brakes. 15. Pass the functional capacity test given yearly by the Director of Transportation. 16. Pass CPR/First Aid/AED class every two years.

## DOCUMENTATION REQUIRED TO BE ON FILE WITH THE DIRECTOR OF TRANSPORTATION

The Director of Transportation will keep a separate file on each van and bus route driver to include: 1. A copy of a current driver's license (Class O or CDL). 2. A copy of the Medical Examiner's Certificate. 3. A copy of a completed background check. 4. Any signed transportation paperwork. 5. A copy of the Functional Capacity Test. 6. Verification of attendance at Level 1 or Level 2 training through the Nebraska Safety Center.

## DOCUMENTATION OF EMERGENCY BUS EVACUATIONS

A document signed by the Director of Transportation certifying that Emergency Bus Evacuations have been completed twice during the school year is required.

## DOCUMENTATION OF QUARTERLY INSPECTIONS

Completed Quarterly Inspection forms must be on file with the Transportation Director for five years.

## ACTIVITY DRIVING

The activity driving schedule will be completed by the Director of Transportation and disbursed to the bus drivers as needed to keep the drivers up-to-date on upcoming driving assignments. The Director of Transportation may schedule a driver in person, over the phone, text or email if time is of the essence. Drive time and sit time must be tracked and turned into the school bookkeeper monthly.

## BUS ROUTES

The bus routes will be arranged by the Director of Transportation with input from the route bus drivers regarding pick up/drop off times and the most efficient driving route. Bus routes are mailed, emailed or texted to parents before school starts in August. Drive time must be tracked and turned into the school bookkeeper monthly. Currently Frontline (an online application) is used for drivers who have a smartphone to track drive time. Otherwise, a driver may keep track of drive time on a timesheet as directed by the bookkeeper.

## MOSAIC ROUTE

We currently have a van route to Mosaic in Axtell morning and afternoon. Since we are transporting two students with significant needs, two adults are needed to make the trip--the driver and a rider. Van 20 is the main SPED vehicle for transporting these students. Van 12 can also be used if needed. The school day begins at 8:30 am at Mosaic and ends at 3:00 pm except on Thursdays. Every Thursday the school day is 8:30 am to 2:00 pm. The students are picked up at their homes or at a predetermined location (i.e. the school or Thirsty's in Kearney). Paraeducators take turns riding/driving to Mosaic daily in the afternoon with Calvin and Jean Moore driving the morning route.

## END-OF-THE-YEAR REPORTING

The Director of Transportation completes the annual transportation piece of the year-end report. Items tracked by the annual report include SPED miles, activity miles and route miles for each school vehicle, bus riders that live in the district, bus riders that live outside the district and emergency evacuations among other topics. The numbers used for the end-of-the-year reporting are collected daily throughout the school year by the Director of Transportation. The transportation piece is completed by the end of May after school is out for the summer and vehicles are not being used.

## VEHICLE CLEANING

School vehicles are washed and vacuumed as frequently as weather and time permits. Each summer the Director of Transportation or whomever is assigned to the task scrubs each bus and van from top to bottom, inside and out. Vans can be taken through the car wash but buses must be hand washed. Each bus driver is responsible for keeping his or her assigned route bus clean throughout the school year by sweeping daily, dumping the trash frequently and cleaning/sanitizing the seats frequently.

Whomever drives the activity bus is responsible for sweeping the bus and dumping the trash after each trip along with adding diesel and cleaning the windshield/back windows/door windows.

## FUEL CARD

Every vehicle/bus has a fuel card to be utilized getting fuel. It can be found in a pocket of the black binder in each vehicle. The card can be used at any fuel station. In Elm Creek, Agland and Pump and Pantry are the main fueling stations. When using the card at the pump, it will ask for the driver's last four digits of their social security number and the odometer reading. It is not necessary to get a receipt. Fuel with 10% ethanol is what is usually put in the vans and diesel in the buses.

## BLACK BINDER

Each van and bus has a black binder located in the front driving compartment. In each binder is the fuel card, insurance card, quarterly inspection form, registration card, sickness bag, seat belt cutter, accident reporting form, pretrip and post trip procedure form, emergency contact information, and emergency procedures.

## TWO-WAY COMMUNICATION

Cell phones are used for two-way communication between the vehicles/buses and the school. A couple buses still have two-way radios but the newer buses do not. Since almost every driver has a cell phone (or every student) they should be utilized to contact the school.

## SUMMER MAINTENANCE PROCEDURES

During the summer months the Director of Transportation will drive each bus and van every two weeks to keep the moving parts lubricated and in good working order.

## BEGINNING-OF-THE-SCHOOL YEAR PROCEDURES

Every August before school starts the buses and vans are given quarterly inspections, oil changes and tire rotations. Bus routes are created and disbursed to parents. Bus and van driver's personnel files are updated with current driving record, functional capacity test results and inservice paperwork. All van and bus drivers must attend the two-hour transportation inservice.

## PROCESS TO BUY A VEHICLE



## Dispenser Support Agreement

**AGREEMENT OVERVIEW**

Thank you for choosing Eakes Office Solutions (EOS). EOS will provide towel, bath tissue and hand soap dispensers to customer (you) listed below at no cost for an initial term of 2 years from the date listed below. Only products supplied by EOS may be used with these dispensers. If you use any other products with the listed dispensers below, EOS will have the right to terminate this agreement, in which case you will have the option of either (1) buying out the dispensers at the price per unit listed below less a deduction of 20% for each year (or portion thereof) during which this agreement was in effect; or (2) removing and returning to EOS all of the listed dispensers at your expense.

After the two year initial term and annually thereafter, this agreement will automatically renew on a 1 year term. During any renewal term, EOS will replace or provide additional dispensers on an as needed basis at no additional charge under the same terms and conditions listed above.

**INSTALLATION**

Customer has the option to install or installation can be provided by trained EOS staff on 3 dispensers or more.

**PRICE PROTECTION GUARANTEE**

If our vendor raises it prices for refill products that affects your purchase price from EOS more than 10% in a calendar year, EOS will waive the dispenser cost if you change dispensing systems.

**PRODUCT WARRANTY**

Each dispenser is warranted by the manufacturer to be free from defects in workmanship and materials under normal use with authorized products. It is the responsibility of the customer to replace a dispenser, if replacement is necessary due to vandalism, misuse, theft, or use of unauthorized refill products.

Dispenser #	Description	Qty	List Each	Agreement
				N/C
				N/C
				N/C
				N/C
				N/C
				N/C
				N/C
				N/C

Please indicate your approval of the above:

Company Name	Address
_____ Customer Authorized Signature	_____ Date
_____ Print Name	_____ Phone

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 For Eakes Use Only

Account Number	Salesperson
Eakes Authorized Acceptance	Approval Date

## **4057 Superintendent Evaluation**

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

**Purpose.** The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

**Dates.** Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place ~~(1) at or prior to the October board meeting, and (2) at or prior to the January board meeting.~~ (1) during the first semester of the academic year; on or before the December board meeting, and (2) during the second semester of the academic year; on or before the June board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

**Evaluation Document.** The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the

document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

**Evaluation Procedures.** Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: December 14, 2020

Revised on: April 22, 2021

Reviewed on: \_\_\_\_\_

