

Board of Education Regular Meeting

Monday, May 10, 2021 6:00 PM

1. Call to Order

2. Flag Salute

3. Open Meeting Act

4. Roll Call

Motion to excuse JC from the meeting. This motion, made by Alicia Beavers and seconded by Jeff Meads, Passed.

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

Motion to approve roll call. This motion, made by Jeff Meads and seconded by Alicia Beavers, Passed.

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

5. Approval of Agenda

Motion to approve the agenda as presented. This motion, made by Dana Steiner and seconded by Alicia Beavers, Passed.

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

6. Citizens Comments

7. Consent Agenda

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

Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: 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. 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

Motion to approve the finance curriculum for middle and high school classes. This motion, made by Alicia Beavers and seconded by Morgan Fouts, Passed.

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

9.2. Two Year Contract with Eakes for soap, sanitizer, paper towels, and toilet paper.

Motion to approve two year contract with Eakes. This motion, made by Morgan Fouts and seconded by Alicia Beavers, Passed.

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

9.3. Policy 4057 Superintendent Evaluation

Motion to approve superintendent evaluation. This motion, made by Alicia Beavers and seconded by Lynette Mitchell, Passed.

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

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

Motion to adjourn the meeting. This motion, made by Alicia Beavers and seconded by Morgan Fouts, Passed.

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

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 |
|--------------|-------------------------|---------------------|---------------------|-------------|--------|
|--------------|-------------------------|---------------------|---------------------|-------------|--------|

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 |
| Check Total | | | | | 1,185.19 |

| | | | | | |
|--------------------|------------|--------|--------------------|----------|-------|
| 00017916 | 05/10/2021 | AGLAND | AgLand Auto Repair | | |
| 5555 | 04/02/2021 | | 05/05/2021 | 2020 Van | 65.95 |
| Check Total | | | | | 65.95 |

| | | | | | |
|--------------------|------------|----------|---------------------------|----------------------|--------|
| 00017917 | 05/10/2021 | ALPHAREH | ALPHA REHABILITATION P.C. | | |
| 3167 | 04/30/2021 | | 05/05/2021 | SPEECH & OT SERVICES | 757.96 |
| Check Total | | | | | 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 |
| Check Total | | | | | 2,220.71 |

| | | | | | |
|--------------------|------------|-------------|---------------------------|-------------|-------|
| 00017919 | 05/10/2021 | BUFFALOOOUT | BUFFALO OUTDOOR POWER LLC | | |
| 178022 | 04/08/2021 | | 05/06/2021 | Spacer-Axle | 15.21 |
| Check Total | | | | | 15.21 |

| | | | | | |
|--------------------|------------|---------|-------------|---------------|--------|
| 00017920 | 05/10/2021 | CENTURY | CENTURYLINK | | |
| 04072021 | 04/07/2021 | | 05/05/2021 | PHONE SERVICE | 434.76 |
| Check Total | | | | | 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 |
| Check Total | | | | | 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 |
| Check Total | | | | | 4,750.02 |

| | | | | | |
|--------------------|------------|----------|------------------|------------------|-------|
| 00017923 | 05/10/2021 | ECOWATER | ECOWATER SYSTEMS | | |
| 4333300 | 04/20/2021 | | 05/05/2021 | PEST ELIMINATION | 71.01 |
| Check Total | | | | | 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 |

Check Register

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 |
| | | | | 01 - GENERAL FUND Totals: | 60,504.67 |
| | | | | Total of Checks Printed: | 60,504.67 |
| | | | | Report Total: | 60,504.67 |

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 |

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)

| | | | |
|---------------------|---|----|-------------|
| (Reconciled) | 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 |
| TOTALS | 897,110.96 | 4,131,306.05 | (4,334,568.40) | 693,848.61 |

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 1ST
- 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 |
| TOTAL WITH WEB LINK | 13,275.00 |
| 2021-2022 AAWEB SUPPORT (ACTIVITY PROGRAM) | 1,216.00 |
| 2021-2022 APTAFUND ANNUAL SUPPORT | 5,645.00 |
| TOTAL IMPLEMENTATION AND 1ST YEAR SUPPORT | 20,136.00 |

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 |
| TOTAL WITH WEB LINK | 9,575.00 |
| 2021-2022 ANNUAL SUPPORT (SEPT 1, 21 TO AUG 31, 22) | 7,920.00 |
| TOTAL IMPLEMENTATION AND 1ST YEAR SUPPORT | 17,495.00 |

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.

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.

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 |
|--|-----------|-------------------|-----------------|
| BUSES | | | |
| 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 |
| VANS | | | |
| 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

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

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

X _____
Customer Authorized Signature

X _____
Date

X _____
Print Name

X _____
Phone

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: _____

