

## Board of Education Regular Meeting

Monday, April 11, 2022 6:00 PM

### 1. Call to Order

### 2. Flag Salute

### 3. Open Meeting Act

3.1. The "Open Meetings Act" has been duly posted at the front of the room. It has also been advertised in the Beacon-Observer Newspaper ahead of time.

### 4. Roll Call

4.1. - Excuse Absent Board Members

### 5. Approval of Agenda

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

Ryan Harbur: Abstain (With Conflict), Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

### 6. Citizens Comments

The purpose of public participation is not to provide an opportunity for the board to act upon matters concerning the public, but instead, it is a forum for the public to provide information and be heard by the members of the board. To acknowledge the purpose of public participation, the chair may wish to recognize the public comment received during this portion of the agenda, while emphasizing the board will not respond and/or act pertaining to matters brought before the board.

### 7. Consent Agenda

Motion to Approve the Consent Agenda which includes all of section 7 on the agenda. This motion, made by JC Ourada and seconded by Alicia Beavers, Passed.

Ryan Harbur: Abstain (With Conflict), Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

#### 7.1. Elm Creek Public Schools Mission Statement:

At Elm Creek Public Schools we will:

Be Kind

Be Respectful

Be Responsible

Be Trustworthy

Be Accountable

Be Honest

and Give Great Effort.

7.2.

7.3. Minutes

7.4. Claims

7.5. Staff Adjustments

Resignation: Jonathan Bouc - .5 CTE Teacher and .5 para

Substitute Teacher Application:

Substitute Teacher: Sarah Waite

7.6. Treasurer's Report

7.7. Policies reviewed by committee (These policies were reviewed by the committee and only grammatical changes were made.)

5001 - Compulsory Attendance and Excessive Absenteeism

7.8. 5002 - Admission of Students

7.9. 5004 - Option Enrollment

7.10.

7.11. Current and Former Board Members participating in the district health insurance at their own expense.

Morgan Meier

JC Ourada

Denise Ourada

8. Information Items

8.1. Jack Moles will present on NRCSA and legislative issues facing education.

8.2. Presentation on 6th - 12th grade science adoption.

8.3. Adjust the support staff handbook to include pay increases for various positions.

8.4. Pay increase for Elementary Principal at a rate of 4.5%.

8.5. Pay increase for Superintendent at a rate of 3.5%.

8.6. First Read of Policy 4019 - Workplace Injury Prevention and Safety Committee

9. Action Items

Motion to approve Ryan Harbur to replace Dana Steiner. This motion, made by Alicia Beavers and seconded by Jeff Meads, Passed.

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

- 9.1. Appoint Ryan Harbur as Elm Creek School Board Member to fulfill the vacancy caused by a recent resignation.

Make a motion to appoint Ryan Harbur to the Elm Creek School Board to fulfill the vacant position. This motion, made by Alicia Beavers and seconded by Jeff Meads, Passed.

Ryan Harbur: Abstain (With Conflict), Alicia Beavers: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

- 9.2. Approve the adoption of Discovery Education for grades 6 - 12.

Motion to Approve the adoption of Discovery Education for grades 6 - 12. This motion, made by Ryan Harbur and seconded by Morgan Fouts, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Ryan Harbur: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

- 9.3. Pay increase for support staff as set in Support Staff Handbook.

Make a motion to approve the new pay structure as stated in the 2022-2023 support staff handbook. This motion, made by Jeff Meads and seconded by Lynette Mitchell, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Ryan Harbur: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

- 9.4. Pay increase of 4.5% for Elementary Principal.

Make a motion to approved a 4.5% pay increase for the position of elementary principal. This motion, made by Alicia Beavers and seconded by JC Ourada, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Ryan Harbur: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

- 9.5. Pay increase of 3.5% for Superintendent.

Make a motion to approve a 3.5% pay increase for the position of superintendent. This motion, made by JC Ourada and seconded by Ryan Harbur, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Ryan Harbur: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

- 9.6. Policy 4019 - Workplace Injury Prevention and Safety Committee

Make a motion to approve policy 4019 Workplace Injury Prevention and Safety Committee. This motion, made by Alicia Beavers and seconded by Lynette Mitchell, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Ryan Harbur: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

10. Reports

- 10.1. Superintendent's Report

Update on elementary construction project  
Strategic Planning Session on May 4th at 3:00 p.m.

- 10.2. Principals' Report

Discuss end of year plans

- 10.3. Board Committees March 30th @ 4:00 - Building, Grounds, and Transportation Committee

- 10.4. March 30th @ 6:30 - Finance
- 10.5. April 6th @ 5:00 - Policy and Negotiations
- 10.6.

11. Next Regular Board Meeting

May 9th at 6:00 p.m. in room 810 of the high school

12. Adjournment

Motion to adjourn the meeting at 6:54 PM. This motion, made by Alicia Beavers and seconded by Jeff Meads, Passed.

Alicia Beavers: Yea, Morgan Fouts: Yea, Ryan Harbur: Yea, Jeff Meads: Yea, Lynette Mitchell: Yea, JC Ourada: Yea

## Board of Education Regular Meeting

Monday, March 14, 2022 6:00 PM

### 1. Call to Order

The meeting was called to order @ 6:00PM by Board President Alicia Beavers.

### 2. Flag Salute

Pledge Completed

### 3. Open Meeting Act

3.1. The "Open Meetings Act" has been duly posted at the front of the room. It has also been advertised in the Beacon-Observer Newspaper ahead of time.

### 4. Roll Call

Dana Steiner Absent

#### 4.1. - Excuse Absent Board Members

Excuse Dana Steiner from meeting. This motion, made by Alicia Beavers and seconded by JC Ourada, Passed.

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

### 5. Approval of Agenda

Approve the agenda as presented. 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

### 6. Citizens Comments

The purpose of public participation is not to provide an opportunity for the board to act upon matters concerning the public, but instead, it is a forum for the public to provide information and be heard by the members of the board. To acknowledge the purpose of public participation, the chair may wish to recognize the public comment received during this portion of the agenda, while emphasizing the board will not respond and/or act pertaining to matters brought before the board.

Community Member:

Willie Keep  
432 East Caulkins  
Elm Creek, NE

Willie came in to discuss Zoning in Buffalo County. He wants to make citizens aware of an opinion survey being sent out.

### 7. Consent Agenda

Motion to approve the consent agenda. This motion, made by Alicia Beavers and seconded by JC Ourada, Passed.

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

#### 7.1. Elm Creek Public Schools Mission Statement:

At Elm Creek Public Schools we will:

Be Kind  
Be Respectful  
Be Responsible  
Be Trustworthy  
Be Accountable  
Be Honest  
and Give Great Effort.

#### 7.2. Minutes

#### 7.3. Claims

#### 7.4. Staff Adjustments

Hiring:

1. Brooke Griss for Kindergarten position
2. Miakayla Almanza for 2nd grade position

Resignation:

1. Maranda Kegley - Ag. Teacher

Introductions of Brooke Griss Kindergarten teacher & Miakayla Almanza 2nd grade teacher.

#### 7.5. Treasurer's Report

#### 8. Information Items

##### 8.1. Presentation on Post-Graduate Survey

Mr. Spotanski presented a survey of graduates.

Mr. Spotanski thanked Mr. Revelo for his help putting this together.

##### 8.2. Process to replace a board member

Committees felt that the most neutral avenue to fill the upcoming vacancy during an election year is to select the person with the fourth highest number of votes during the 2020 election for the Elm Creek Schools Board.

### 8.3. Presentation on K-5 Science Adoption

The science group presented how they came to the decision and how this is a great curriculum.

## 9. Action Items

### 9.1. Dana Steiner's resignation from the Elm Creek Schools Board of Education.

Make a motion to accept Dana Steiner's resignation from the Elm Creek Board of Education.

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

### 9.2. Approve the adoption and purchase of PhD Science published by "Great Minds" for grades Kindergarten - 5th grades.

Make a motion to approve the adoption and purchase of PhD Science for grades Kindergarten - 5th as presented with the purchase price not to exceed \$38,000. 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

### 9.3. Appoint Brandon Marquez, high school principal, as the Title IV Coordinator for 2022-2023.

Make a motion to appoint Brandon Marquez, high school principal, as the Title IV Coordinator for 2022-2023. 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

### 9.4. Approve the 2022-2023 school calendar.

Make a motion to approve the 2022-2023 school calendar as presented. This motion, made by Alicia Beavers and seconded by JC Ourada, Passed.

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

### 9.5. Approve the process of filling the current board vacancy by selecting the person with the fourth highest number of votes during the 2020 election for the Elm Creek School Board.

Make a motion to approve the process of filling the current board vacancy by selecting the person with the fourth highest number of votes during the 2020 election for the Elm Creek School Board. This motion, made by Alicia Beavers and seconded by JC Ourada, Passed.

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

## 10. Reports

### 10.1. Superintendent's Report

#### 10.1.1.

##### 1. ESSER II and III Update

##### 2. General Construction Update

All ESSR money was approved for this year and can be used for the new lift and HAVC. Bids open on the 23rd for HVAC. We will try to get started sooner rather than later.

## 10.2. Board Committees

February 15th @ 3:00 - Building, Grounds, and Transportation (95% Meeting)

March 2nd @ 5:00 - Building, Grounds, and Transportation Committee

March 2nd @ 6:00 - Finance

March 9th @ 5:00 - Curriculum and Technology

March 9th @ 6:00 - Policy and Negotiations

## 11. Next Regular Board Meeting

Monday, April 11 @ 6:00 p.m.

Motion to Adjourn Meeting @ 6:29 PM. This motion, made by Alicia Beavers and seconded by JC Ourada, Passed.

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

## 12. Adjournment

Checking Account ID: GENERAL

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
18532	04/11/2022				ACTINFO	ACT	58.75
18533	04/11/2022				ALPHAREH	ALPHA REHABILITATION P.C.	3,334.64
18534	04/11/2022				APPTEGY	APPTEGY, INC	7,533.00
18535	04/11/2022				ARNOLDM	ARNOLD MOTOR SUPPLY	29.37
18536	04/11/2022				BLACKHILLS	BLACK HILLS ENERGY	3,247.10
18537	04/11/2022				CENTURY	CENTURYLINK	379.44
18538	04/11/2022				CIRCLES	CIRCLE S PLUMBING	150.17
18539	04/11/2022				CONDITION	CONDITIONED AIR MECHANICAL SYSTEMS	1,422.50
18540	04/11/2022				USBANK90	CORPORATE PAYMENT SYSTEMS	1,324.30
18541	04/11/2022				EAKESOFF	EAKES OFFICE PRODUCTS	1,857.98
18542	04/11/2022				ECOLAB	ECOLAB PEST ELIMINATION	71.01
18543	04/11/2022				ESU10	EDUCATIONAL SERVICE UNIT 10	2,727.75
18544	04/11/2022				FLORELL	ROBIN & KELLY FLORELL	2,550.00
18545	04/11/2022				FOSTERC	CURT FOSTER	100.00
18546	04/11/2022				FOSTFA205	FOSTER'S FAMILY FOODS	34.71
18547	04/11/2022				GREATM	GREAT MINDS	990.00
18548	04/11/2022				HEARTLANDR	HEARTLAND REFRIGERATION LLC	299.76
18549	04/11/2022				HOMETOWN	HOMETOWN LEASING	1,420.00
18550	04/11/2022				HUBBARDO	OLIVIA HUBBARD	600.00
18551	04/11/2022				INTELL	INTELLICOM COMPUTER CONSULTING	270.00
18552	04/11/2022				ISLANDSU	ISLAND SUPPLY WELDING	69.44
18553	04/11/2022				JUNIOR	JUNIOR LIBRARY GUILD	207.00
18554	04/11/2022				PEPPERJW	JW PEPPER	90.75
18555	04/11/2022				KELLYSA	KELLY'S SALES & AG SERVICE	927.80
18556	04/11/2022				KSBSCHOOL	KSB SCHOOL LAW, PC LLO	450.00
18557	04/11/2022				LINCOLNJ	LINCOLN JOURNAL STAR	134.41
18558	04/11/2022				LOCKMOBILE	THE LOCKMOBILE	184.70
18559	04/11/2022				LONGK	KATHY LONG	347.15
18560	04/11/2022				LINWELD	MATHESON TRI GAS	35,068.55
18561	04/11/2022				MCGRW	MCGRW-HILL COMPANIES	21.27
18562	04/11/2022				MENARD430	MENARDS - KEARNEY	1,539.92
18563	04/11/2022				MOSAIC	MOSAIC	7,140.00
18564	04/11/2022				NRCSA	NE RURAL COMMUNITY SCHOOLS ASSN	210.00
18565	04/11/2022				NPPD	NEBRASKA PUBLIC POWER DISTRICT	4,118.43
18566	04/11/2022				ONESOURCE	ONESOURCE	159.00
18567	04/11/2022				PAYFLEX	PAYFLEX SYSTEMS USA	150.00
18568	04/11/2022				PEARSON	PEARSON	190.00
18569	04/11/2022				PIONEERTE	PIONEER TELEPHONE	95.96
18570	04/11/2022				REVELOB	BERNARDO REVELO	77.83
18571	04/11/2022				SAHLING	SAHLING KENWORTH-KEARNEY	1,496.20
18572	04/11/2022				SHOFF	CHRISTINE SHOFF	21.40
18573	04/11/2022				STATENE	STATE OF NEBRASKA	327.70
18574	04/11/2022				TECHI	TECHNOLOGY INTEGRATORS INC	1,600.00
18575	04/11/2022				VILLAGEE	VILLAGE OF ELM CREEK	857.70
18576	04/11/2022				VILLAGEU	VILLAGE UNIFORM	91.98
18577	04/11/2022				VVS	VVS SURVEILLANCE SYSTEMS	520.37
18578	04/11/2022				WEXBANK	WEX BANK	2,880.16
18579	04/11/2022				WOODWARDS	WOODWARDS DISPOSAL SERVICE	25.00
Check Type Total:		Check			Void Total:	0.00	Total without Voids: 87,403.20
Checking Account Total:		GENERAL			Void Total:	0.00	Total without Voids: 87,403.20
Grand Total:					Void Total:	0.00	Total without Voids: 87,403.20

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 GENERAL FUNDS ONLY  
 FOR APRIL 11, 2022  
 MARCH 2022 FINANCIALS

**GENERAL FUND - ACCT NO. 137766**

BANK BALANCE MARCH 1, 2022		\$	793,295.75
RECEIPTS	BUFFALO COUNTY - TAXES	\$	145,740.05
	CENTRAL COMMUNITY COLLEGE (DUAL CREDIT)	\$	1,740.00
	Dawson County	\$	5,329.13
	ESU 10	\$	225.00
	OVERTON SCHOOLS	\$	4,364.47
	PRESCHOOL PAYMENTS	\$	825.00
	PHELPS COUNTY (MARCH)	\$	59,829.02
	PLAYGROUND EQUIPMENT - SALES	\$	12,227.82
	STATE AID	\$	66,056.00
	STATE - MAC	\$	1,075.53
	STATE - SPED REIMBURSEMENT	\$	39,005.00
	TOTAL RECEIPTS	\$	336,417.02
AVAILABLE BALANCE		\$	1,129,712.77
DISBURSEMENTS:			
	Bills Paid MARCH 14, 2022	\$	47,514.45
	Payroll	\$	317,943.45
	TOTAL DISBURSEMENTS	\$	365,457.90
BOOK BALANCE MARCH 31, 2022		\$	764,254.87

**DEPRECIATION FUND - ACCT NO 14832**

Balance MARCH 1, 2022		\$	509,387.09
INTEREST		\$	62.80
BOOK BALANCE MARCH 31, 2022		\$	509,449.89

**UNEMPLOYMENT CD #2232**

Balance MARCH 1, 2022		\$	11,457.44
DECEMBER INTEREST RECORDED INCORRECTLY		\$	(47.85)
MARCH INTEREST		\$	12.67
BALANCE MARCH 31, 2022		\$	11,422.26

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR APRIL 11, 2022  
 MARCH 2022 FINANCIALS

**BUILDING FUND**

Balance MARCH 1, 2022	\$	113,159.67
BUFFALO COUNTY	\$	6,336.19
DAWSON COUNTY	\$	250.79
RECEIPTS - PHELPS COUNTY	\$	2,751.88
INTEREST	\$	14.89
BALANCE MARCH 31, 2022	\$	122,513.42

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

Balance MARCH 1, 2022	\$	186,073.80
BOND PRINCIPAL AND INTEREST PAYMENT	\$	-
RECEIPTS- BUFFALO	\$	20,451.70
RECEIPTS-DAWSON CO	\$	801.15
PHELPS COUNTY	\$	8,790.63
BALANCE MARCH 31, 2022	\$	216,117.28

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

Balance MARCH 1, 2022	\$	10,188.40
DORMANT ACCOUNT FEE (Bank to Reimburse 4-6-22)	\$	5.00
BALANCE MARCH 31, 2022	\$	10,183.40

**ELEM CONSTRUCTION (NLAF)**

Balance MARCH 1, 2022	\$	11,960,125.92
WILKINS - WIRE REDEMPTION	\$	(384,158.47)
DEBIT MEMO	\$	(20.84)
DIVIDEND REINVESTMENT	\$	116.75
BALANCE MARCH 31, 2022	\$	11,576,063.36

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR APRIL 11, 2022  
 MARCH 2022 FINANCIALS

**LUNCH FUND**

<u>BALANCE MARCH 1, 2022</u>	\$	28,856.53
<u>RECEIPTS</u>		
LUNCH SALES (A la Carte)	\$	709.70
EFUND PAYMENTS	\$	-
Federal Reimbursement Breakfast	\$	-
Federal Reimbursement Lunch	\$	-
State Reimbursement Lunch	\$	-
State Reimbursement Breakfast	\$	-
SSO LUNCH-S4	\$	1,662.09
SSO LUNCH-S11	\$	15,871.59
SSO BREAKFAST	\$	4,326.90
TOTAL RECEIPTS	\$	22,570.28
AVAILABLE BALANCE	\$	51,426.81
<u>DISBURSEMENTS</u>		
Food/Groceries/Milk Etc.	\$	10,318.21
Supplies	\$	704.12
Miscellaneous (Reimbursements, Bank Fees)	\$	155.50
Payroll	\$	6,115.61
TOTAL DISBURSEMENTS	\$	17,293.44
<b>BALANCE MARCH 31, 2022</b>	<b>\$</b>	<b>34,133.37</b>
<u>MARCH BILLS ESTIMATE (As of 4-6-22)</u>		
CASHWA	\$	9,533.86
FOSTERS	\$	94.59
HILAND (MILK)	\$	2,124.84
MARCH PAYROLL (ESTIMATE)	\$	7,000.00
US FOODS	\$	1,806.70
VILLAGE UNIFORM (TOWELS ETC)	\$	53.68
	\$	20,613.67
MARCH NUTRITION FUND CLAIM (APRIL DEP)	\$	25,534.51

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS  
 FOR APRIL 11, 2022  
 MARCH 2022 FINANCIALS

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

	Balance MARCH 1, 2022	\$	24,675.74
GROUP A & B	RECT'S-GATE, DIST ACT, ENTRY FEES, RETURN CHNGE	\$	774.82
GROUP C, D & E	RECT'S-FUNDRAISING	\$	699.80
GROUP F	RECT'S - SALES, APPAREL PURCHASES	\$	-
GROUP G & H	RECT'S-FEES	\$	4,824.29
GROUP A & B	EXPENSE-START CHNGE, OFFICIALS, ENT FEES	\$	(808.30)
GROUP C, D & E	EXPENSE-FEES AND APPAREL	\$	(1,330.70)
GROUP F	EXPENSE-BILLINGS(SALES)	\$	-
GROUP G & H	EXPENSE-FEES	\$	<u>(5,773.46)</u>
	 BALANCE MARCH 31, 2022	 \$	 23,062.19

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 Flow Report

School District #9

Page: 1

4/7/22

Regular; Processing Month 3/2022

User ID: LKJ

FUND NUMB	Account	BEGINNING CASH	REVENUES	EXPENSES	ENDING CASH
	SAMS	10,193.40	-	(10.00)	10,183.40
01	GENERAL FUND	164,123.37	3,311,084.97	(2,710,953.47)	764,254.87
02	DEPRECIATION	519,581.88	156.01	(10,288.00)	509,449.89
03	EMPLOYEE BENEFIT	11,383.88	38.38	-	11,422.26
05	ACTIVITY FUND	43,143.04	226,596.95	(246,677.80)	23,062.19
06	NUTRITION FUND	14,445.29	169,751.10	(150,063.02)	34,133.37
07	BOND FUND	457,715.09	339,032.19	(580,630.00)	216,117.28
08	BUILDING FUND	145,154.62	82,358.80	(105,000.00)	122,513.42
		1,365,740.57	4,129,018.40	(3,803,622.29)	1,691,136.68

## **5001 Compulsory Attendance and Excessive Absenteeism**

### **Section 1 Attendance Policy**

Regular and punctual student attendance is required by school board policy 5008 and state law. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The Principals and teachers are required to maintain an accurate record of each student's attendance.

### **Section 2 Attendance and Absences**

#### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to regularly attend a public or private school unless the child has graduated from high school or has been disenrolled by the child's parent or guardian.

#### **Mandatory Attendance Age**

A child is of mandatory age if the child will reach the age of six (6) years prior to January 1 of the then-current school year and has not reached the age of eighteen (18) years.

#### **Exceptions for Younger Students**

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. [Click here to access the required affidavit.](#)

#### **Exceptions for Older Students**

Attendance is not mandatory for a child who:

has obtained a high school diploma by meeting statutory graduation requirements;

has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements;

has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

### **Attendance Officer**

The superintendent is designated as the attendance officer for the district. The superintendent, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law and board policy relating to compulsory attendance. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Attendance/Absences**

An absence from school will be reported as: 1. an excused absence or 2. an unexcused absence.

### **Excused Absences**

Absences should be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parent approval, may not be excused unless it is specifically excused by board policy. Please call the High School office at 308-856-4300 before 8:30 am to report a student absence. Below are reasons for absence that may be excused if proper procedures have been followed unless otherwise permitted by board policy, the school handbook, or state law:

Attending a funeral of an immediate family member (parent, sibling, or grandparent),

Illness (physical or mental) which causes a student to be absent from school (a physician's verification will be required for documentation of absence for illness in the event of excessive absences.)

Medical appointments (doctor, vision, or dental) for the student (a physician's verification will be required for documentation of absence for appointment in the event of excessive absences.

Appearance at court or for other legal matters

School sponsored activities which require students to be absent from school

Family trips in which the student accompanies parent(s)/legal guardian(s)

College planning visits, and

Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. Students who will be absent for a school activity must make arrangements with their teachers prior to the absence. If requested, assignments will be prepared for students who are ill. If parents and /or students request assignments, the school should be contacted by no later than 9 a.m. A student will be considered absent until a parent/guardian contacts the school. After two days with no parent or guardian contact, the absence will be considered unexcused even if the absence would otherwise be excused.

If a student is absent, a parent or guardian must call the Elm Creek High School office that day with the reason for the absence. The call must be made each day a student is absent, unless other arrangements have been made, such as pre-arranged absences or an extended period of absence for the same cause. In the event of an appointment(s) or medical visit, please bring a note, from the doctor to the high school office for documentation.

### **Unexcused Absences**

An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per Neb. Rev. Stat. 79-201. Students are subject to disciplinary action for trancies. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

### **Excessive Absences - Notification and Collaborative Plan Process**

Excessive absenteeism refers to any student that is absent 5 days or more per 9 weeks period. Such absences shall be determined on a per class basis. ECHS may use excused and unexcused absences to calculate this total. The following procedures will act as a guide for Elm Creek High School to address excessive absenteeism.

Verbal (@ 3 days) or written (@ 5 days) communication by school officials with the person or persons who have legal or actual charge or control of the student.

One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance.

The result of the meeting or meetings shall be to develop a collaborative plan/attendance contract to reduce barriers identified to improve regular attendance. The plan/contract shall consider, but not limited to:

Illness related to physical or behavioral health of the child

Educational counseling

Educational evaluation

Referral to community agencies for economic services

Family or individual counseling

Assisting the family in working with other community services.

If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.

**Reporting Excessive Absenteeism to the County Attorney**-The School may report to the county attorney of the county in which the person resides when the school efforts to address excessive absences, the collaborative plan/contract to reduce barriers identified to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year. The school will notify the student's family in writing prior to referring the child to the county attorney.

### **Credit Loss due to Absenteeism**

Unless otherwise arranged and approved in advance, after three (3) days of absence during a term, a phone call discussing our attendance policy will be made to the parent and/or guardian. We will discuss any discrepancies and parent/guardian will be asked to provide any necessary absence documentation. When a student has exceeded five (5 Excused/Unexcused) absences during any Term, a letter will be sent home informing the student and his/her parents/guardians of the possible revocation of academic credits and possible need to provide documentation and/or setup an attendance review at the end of the term. This letter may coincide with a student conference and/or follow up phone call and/or meeting with the student and/or parents, in addition to any of the aforementioned interventions. The following terms and processes govern credit loss due to absenteeism:

Absences related to school activities, suspensions, court appearances, medical/legal documented appointments/absences, bad roads, two (2) college visits, school suspensions, Elm Creek state activity contests and any

other reason contained in board policy are excluded from a student's absence total when considering revoking class credits.

At the end of the semester, students that have exceeded nine (9) or more Excused/Unexcused absences during the term will be sent a letter regarding the revocation of academic credits and procedures to request an attendance review and present documentation or information to support their contention that the individual situation deserves special consideration and that credit should not be lost. Failure to request a review within five (5) days will result in the student being denied credit in the designated classes.

An attendance committee appointed by the superintendent will review the circumstances during the review and determine whether or not to grant credit. Extraordinary or unusual circumstances, which may have caused a student to have an absence, may be presented to the committee, which may allow the student to earn credit despite his or her absence. The committee may consider such factors as: whether the reasons are contrary to the spirit of this policy; whether the student is failing in any class; whether the student has been a disruptive, undisciplined student, whether the student has repeatedly failed to comply with school rules and regulations; and /or other similar factors deemed appropriate by the committee.

Adopted on: December 14, 2020 \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **5002 Admission of Students**

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as foreign exchange students pursuant to policy;
- legal residents of a district that has contracted with this district for their educational services;
- statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or
- out-of-state students who have been enrolled pursuant to policy.

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts – Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: December 14, 2020 \_\_\_\_\_

Revised on: \_\_\_\_\_

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

## **5004**

### **Option Enrollment**

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

#### **1. Definitions**

- a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. **Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

#### **4. Standards for Acceptance or Rejection of Option Students.**

- a. **Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

- b. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
  
- c. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:
  - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
  - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
  - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
  
- d. The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.
  
- e. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
  
- f. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
  - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;

- ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
5. **False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
6. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
7. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
8. **Procedure for Students Optioning Into or Out of the School District.**
  - a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
  - b. On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
9. **Late Applications and Requests for Release**
  - a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:

- i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:
  - i. When the resident district has released the student;
  - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- b. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

**10. Students Who Do Not Need a Release from the Resident District**

- a. A student does not need to be released from his/her resident district under the following circumstances:
  - i. When the student has relocated to a different resident school district after February 1
  - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

**11. Cancellation of Option.**

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of

education of the option school district and the resident school district for approval for the following year.

- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

**12. Authority of Superintendent.**

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: December 14, 2020 \_\_\_\_\_

Revised on: \_\_\_\_\_

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



**ORDER FORM**

**Subscriber:** ELM CREEK SCHOOL DISTRICT 9

**Address:** PO BOX 490 ELM CREEK, NE 68836-0490

**Term:** 7/15/2022 to 7/14/2025

Group 1

Services	Start Date	End Date	Qty - Unit of Measure	Price	Total
Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)	7/15/2022	7/14/2025	28 - Student	\$102.00	\$2,856.00
Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)	7/15/2022	7/14/2025	23 - Student	\$102.00	\$2,346.00
Discovery Education Middle School Science Techbook, Modular Bundle (6 Print Modules)	7/15/2022	7/14/2025	33 - Student	\$111.00	\$3,663.00
Discovery Education Science Techbook, Bundle (Per Student)	7/15/2022	7/14/2025	86 - Student	\$60.00	\$5,160.00
<b>Group 1 TOTAL:</b>					<b>\$14,025.00</b>

Group 2

Services	Start Date	End Date	Qty - Unit of Measure	Price	Total
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Dead Fish in The Delta (English)	7/15/2022	7/14/2023	1 - Each	\$500.00	\$500.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Dogsled Race (English)	7/15/2022	7/14/2023	1 - Each	\$1,500.00	\$1,500.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Ever-Changing Moon (English)	7/15/2022	7/14/2023	1 - Each	\$750.00	\$750.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Puerto Rico Earthquake (English)	7/15/2022	7/14/2023	1 - Each	\$800.00	\$800.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Superstorm of 1993 (English)	7/15/2022	7/14/2023	1 - Each	\$900.00	\$900.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Albino Squirrels (English)	7/15/2022	7/14/2023	1 - Each	\$125.00	\$125.00



Services	Start Date	End Date	Qty - Unit of Measure	Price	Total
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Aloha Flies (English)	7/15/2022	7/14/2023	1 - Each	\$125.00	\$125.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Healing Cut (English)	7/15/2022	7/14/2023	1 - Each	\$1,000.00	\$1,000.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Kelp Forest (English)	7/15/2022	7/14/2023	1 - Each	\$600.00	\$600.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Mystery Fossil (English)	7/15/2022	7/14/2023	1 - Each	\$125.00	\$125.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Zebra Survival (English)	7/15/2022	7/14/2023	1 - Each	\$125.00	\$125.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Air Conditioner (English)	7/15/2022	7/14/2023	1 - Each	\$450.00	\$450.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Hindenburg Explosion (English)	7/15/2022	7/14/2023	1 - Each	\$450.00	\$450.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Levitating Forces (English)	7/15/2022	7/14/2023	1 - Each	\$1,500.00	\$1,500.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Rocket Sled (English)	7/15/2022	7/14/2023	1 - Each	\$1,500.00	\$1,500.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Wireless Speaker (English)	7/15/2022	7/14/2023	1 - Each	\$1,250.00	\$1,250.00
Professional Learning Hourly Package: 4 hours (Virtual Delivery)	7/15/2022	7/14/2023	1 - Each	\$3,000.00	\$3,000.00
Shipping	7/15/2022	7/14/2023	1 - Each	\$2,057.00	\$2,057.00
<b>Group 2 TOTAL:</b>					<b>\$16,757.00</b>

<b>TOTAL: \$30,782.00</b>
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Fees are non-cancellable and are due and payable as follows:

\$21,432.00 due no later than 8/15/2022

\$4,675.00 due no later than 8/15/2023

\$4,675.00 due no later than 8/15/2024

Estimated applicable taxes are \$1,089.23. If your organization is tax-exempt, please provide a valid exemption certificate.

Hourly Professional Development Sessions are due upfront, and are due and payable 30 days after receipt of invoice. If Subscriber fails to use all of the Hourly Professional Learning Sessions included in this Order Form by the end of the Term, then Subscriber shall not be permitted to use the remaining sessions after the Term has ended. Any unused Sessions will not be refunded.

This Order Form and the Discovery Education Standard Terms of Services and License available at [discoveryeducation.com/terms-and-conditions](http://discoveryeducation.com/terms-and-conditions) ("Standard Terms") constitute the entire agreement between Subscriber and Discovery Education, Inc. for the Services. By signing below, the Subscriber and Discovery Education, Inc. agree to be bound by this Order Form and the Standard Terms as of the date of last signature below. Ref. No. Q-333346



**ELM CREEK SCHOOL DISTRICT 9**

**Discovery Education, Inc.**

**By:** \_\_\_\_\_ **By:** \_\_\_\_\_  
(Signature Required) (Signature Required)

**Title:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return Exhibits A and B with the signed Order Form.



**EXHIBIT A  
LICENSED SCHOOLS**

<b>ELM CREEK SCHOOL - 230 E CALKINS AVE, ELM CREEK, NE. 68836-7650</b>		
<b>PRODUCT NAME</b>	<b>START DATE</b>	<b>END DATE</b>
Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)	07/15/2022	07/14/2025
Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)	07/15/2022	07/14/2025
Discovery Education Middle School Science Techbook, Modular Bundle (6 Print Modules)	07/15/2022	07/14/2025
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Dead Fish in The Delta (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Dogsled Race (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Ever-Changing Moon (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Puerto Rico Earthquake (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Superstorm of 1993 (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Albino Squirrels (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Aloha Flies (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Healing Cut (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Kelp Forest (English)	07/15/2022	07/14/2023
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Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Zebra Survival (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Air Conditioner (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Hindenburg Explosion (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Levitating Forces (English)	07/15/2022	07/14/2023



Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Rocket Sled (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Wireless Speaker (English)	07/15/2022	07/14/2023
Discovery Education Science Techbook, Bundle (Per Student)	07/15/2022	07/14/2025



EXHIBIT B

Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)		
Product Bundle Includes	Quantity	Unit of Measure
Discovery Education Experience	28	Student
Discovery Education Middle School Science Techbook, Modular	28	Student
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Dogsled Race (English)	28	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Superstorm of 1993 (English)	28	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Aloha Flies (English)	28	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Healing Cut (English)	28	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Air Conditioner (English)	28	Each

Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)		
Product Bundle Includes	Quantity	Unit of Measure
Discovery Education Experience	23	Student
Discovery Education Middle School Science Techbook, Modular	23	Student
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Dead Fish in The Delta (English)	23	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Puerto Rico Earthquake (English)	23	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Kelp Forest (English)	23	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Zebra Survival (English)	23	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Hindenburg Explosion (English)	23	Each

Discovery Education Middle School Science Techbook, Modular Bundle (6 Print Modules)		
Product Bundle Includes	Quantity	Unit of Measure



Discovery Education Experience	33	Student
Discovery Education Middle School Science Techbook, Modular	33	Student
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Ever-Changing Moon (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Albino Squirrels (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Mystery Fossil (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Levitating Forces (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Rocket Sled (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Wireless Speaker (English)	33	Each

Discovery Education Science Techbook, Bundle (Per Student)		
Product Bundle Includes	Quantity	Unit of Measure
Discovery Education Experience	86	Student
Discovery Education Science Techbook	86	Student

Professional Learning Hourly Package: 4 hours (Virtual Delivery)		
Product Bundle Includes	Quantity	Unit of Measure
Professional Learning Virtual Session (1-Hour)	4	Each

## **4019**

### **Workplace Injury Prevention and Safety Committee**

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law.

The committee shall adopt and maintain a written injury prevention program. The committee shall participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees shall be conducted annually.

The workplace injury prevention and safety committee shall maintain minutes of all meetings and file them in the district office. The committee shall implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district shall maintain records for at least three years, or longer if directed by the Department of Labor.

The committee shall meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee shall keep written minutes of all meetings, and provide a copy to the superintendent or designee who shall maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee shall develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee shall assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she shall provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee shall forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee shall establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records shall be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and shall review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: December 14, 2020

Revised on: \_\_\_\_\_

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



**ORDER FORM**

**Subscriber:** ELM CREEK SCHOOL DISTRICT 9

**Address:** PO BOX 490 ELM CREEK, NE 68836-0490

**Term:** 7/15/2022 to 7/14/2025

Group 1

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<b>Group 1 TOTAL:</b>					<b>\$14,025.00</b>

Group 2

Services	Start Date	End Date	Qty - Unit of Measure	Price	Total
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Dead Fish in The Delta (English)	7/15/2022	7/14/2023	1 - Each	\$500.00	\$500.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Dogsled Race (English)	7/15/2022	7/14/2023	1 - Each	\$1,500.00	\$1,500.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Ever-Changing Moon (English)	7/15/2022	7/14/2023	1 - Each	\$750.00	\$750.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Puerto Rico Earthquake (English)	7/15/2022	7/14/2023	1 - Each	\$800.00	\$800.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Superstorm of 1993 (English)	7/15/2022	7/14/2023	1 - Each	\$900.00	\$900.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Albino Squirrels (English)	7/15/2022	7/14/2023	1 - Each	\$125.00	\$125.00



Services	Start Date	End Date	Qty - Unit of Measure	Price	Total
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Aloha Flies (English)	7/15/2022	7/14/2023	1 - Each	\$125.00	\$125.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Healing Cut (English)	7/15/2022	7/14/2023	1 - Each	\$1,000.00	\$1,000.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Kelp Forest (English)	7/15/2022	7/14/2023	1 - Each	\$600.00	\$600.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Mystery Fossil (English)	7/15/2022	7/14/2023	1 - Each	\$125.00	\$125.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Zebra Survival (English)	7/15/2022	7/14/2023	1 - Each	\$125.00	\$125.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Air Conditioner (English)	7/15/2022	7/14/2023	1 - Each	\$450.00	\$450.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Hindenburg Explosion (English)	7/15/2022	7/14/2023	1 - Each	\$450.00	\$450.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Levitating Forces (English)	7/15/2022	7/14/2023	1 - Each	\$1,500.00	\$1,500.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Rocket Sled (English)	7/15/2022	7/14/2023	1 - Each	\$1,500.00	\$1,500.00
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Wireless Speaker (English)	7/15/2022	7/14/2023	1 - Each	\$1,250.00	\$1,250.00
Professional Learning Hourly Package: 4 hours (Virtual Delivery)	7/15/2022	7/14/2023	1 - Each	\$3,000.00	\$3,000.00
Shipping	7/15/2022	7/14/2023	1 - Each	\$2,057.00	\$2,057.00
<b>Group 2 TOTAL:</b>					<b>\$16,757.00</b>

<b>TOTAL: \$30,782.00</b>
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Fees are non-cancellable and are due and payable as follows:

\$21,432.00 due no later than 8/15/2022

\$4,675.00 due no later than 8/15/2023

\$4,675.00 due no later than 8/15/2024

Estimated applicable taxes are \$1,089.23. If your organization is tax-exempt, please provide a valid exemption certificate.

Hourly Professional Development Sessions are due upfront, and are due and payable 30 days after receipt of invoice. If Subscriber fails to use all of the Hourly Professional Learning Sessions included in this Order Form by the end of the Term, then Subscriber shall not be permitted to use the remaining sessions after the Term has ended. Any unused Sessions will not be refunded.

This Order Form and the Discovery Education Standard Terms of Services and License available at [discoveryeducation.com/terms-and-conditions](https://discoveryeducation.com/terms-and-conditions) ("Standard Terms") constitute the entire agreement between Subscriber and Discovery Education, Inc. for the Services. By signing below, the Subscriber and Discovery Education, Inc. agree to be bound by this Order Form and the Standard Terms as of the date of last signature below. Ref. No. Q-333346



**ELM CREEK SCHOOL DISTRICT 9**

**Discovery Education, Inc.**

**By:** \_\_\_\_\_ **By:** \_\_\_\_\_  
*(Signature Required)* *(Signature Required)*

**Title:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return Exhibits A and B with the signed Order Form.



**EXHIBIT A  
LICENSED SCHOOLS**

<b>ELM CREEK SCHOOL - 230 E CALKINS AVE, ELM CREEK, NE. 68836-7650</b>		
<b>PRODUCT NAME</b>	<b>START DATE</b>	<b>END DATE</b>
Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)	07/15/2022	07/14/2025
Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)	07/15/2022	07/14/2025
Discovery Education Middle School Science Techbook, Modular Bundle (6 Print Modules)	07/15/2022	07/14/2025
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Dead Fish in The Delta (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Dogsled Race (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Ever-Changing Moon (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Puerto Rico Earthquake (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Earth Science - Superstorm of 1993 (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Albino Squirrels (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Aloha Flies (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Healing Cut (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Kelp Forest (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Mystery Fossil (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Life - Zebra Survival (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Air Conditioner (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Hindenburg Explosion (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Levitating Forces (English)	07/15/2022	07/14/2023



Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Rocket Sled (English)	07/15/2022	07/14/2023
Discovery Education Middle School Science Techbook, Modular: Hands-On Kit - Physical - Wireless Speaker (English)	07/15/2022	07/14/2023
Discovery Education Science Techbook, Bundle (Per Student)	07/15/2022	07/14/2025



EXHIBIT B

Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)		
Product Bundle Includes	Quantity	Unit of Measure
Discovery Education Experience	28	Student
Discovery Education Middle School Science Techbook, Modular	28	Student
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Dogsled Race (English)	28	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Superstorm of 1993 (English)	28	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Aloha Flies (English)	28	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Healing Cut (English)	28	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Air Conditioner (English)	28	Each

Discovery Education Middle School Science Techbook, Modular Bundle (5 Print Modules)		
Product Bundle Includes	Quantity	Unit of Measure
Discovery Education Experience	23	Student
Discovery Education Middle School Science Techbook, Modular	23	Student
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Dead Fish in The Delta (English)	23	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Puerto Rico Earthquake (English)	23	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Kelp Forest (English)	23	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Zebra Survival (English)	23	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Hindenburg Explosion (English)	23	Each

Discovery Education Middle School Science Techbook, Modular Bundle (6 Print Modules)		
Product Bundle Includes	Quantity	Unit of Measure



Discovery Education Experience	33	Student
Discovery Education Middle School Science Techbook, Modular	33	Student
Discovery Education Middle School Science Techbook, Modular: Student Edition - Earth Science - Ever-Changing Moon (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Albino Squirrels (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Life - Mystery Fossil (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Levitating Forces (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Rocket Sled (English)	33	Each
Discovery Education Middle School Science Techbook, Modular: Student Edition - Physical - Wireless Speaker (English)	33	Each

Discovery Education Science Techbook, Bundle (Per Student)		
Product Bundle Includes	Quantity	Unit of Measure
Discovery Education Experience	86	Student
Discovery Education Science Techbook	86	Student

Professional Learning Hourly Package: 4 hours (Virtual Delivery)		
Product Bundle Includes	Quantity	Unit of Measure
Professional Learning Virtual Session (1-Hour)	4	Each