Board of Education Regular Meeting

Monday, March 16, 2015 7:00 PM

1. Call to Order

2. Flag Salute

3. Open Meetings Act

4. Roll Call
   to excuse JC Ourada from the meeting Passed with a motion by John Worthing and a second by Denise Ourada.
   Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, John Worthing: Yea
5. Review of Agenda
   Motion to approve the agenda as presented Passed with a motion by Lynette Mitchell and a second by Morgan Meier.
   Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, John Worthing: Yea
6. Citizen's Comments

7. Consent Agenda
   Motion to approve the Consent Agenda as presented Passed with a motion by John Worthing and a second by Jeff Meads.
   Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, John Worthing: Yea

7.1. Approval of Minutes of Previous Meeting(s)

7.2. Payment of Invoices for $97,196.14

7.3. Financial Reports

8. Old Business

8.1. Review of the 8000 series policies

8.2. Teacher Presentation, Mrs. McCarter

9. Executive Session
   Motion to enter into Executive Session at 7:11PM Passed with a motion by Denise Ourada and a second by Morgan Meier.
   Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, John Worthing: Yea
   Motion to exit from Executive Session @ 7:37 PM Passed with a motion by Denise Ourada

and a second by Morgan Meier.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, John Worthing: Yea

10. New Business

10.1. Approval of revised contract with ServiceMaster
I recommend the approval of the revised SeviceMaster contract Passed with a motion by Lynette Mitchell and a second by Morgan Meier.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, John Worthing: Yea

10.2. Consideration of Voluntary Early Retirement Incentive Program
Voluntary Early Retirement Incentive Program Passed with a motion by John Worthing and a second by Jeff Meads.
Morgan Meier: Nay, Lynette Mitchell: Nay, Jeff Meads: Yea, Denise Ourada: Yea, John Worthing: Yea

11. Reports

11.1. Curriculum, Technology and Finance Committee

11.2. Transportation Committee Report

11.3. Buildings and Ground Committee Report

11.4. Principal's Report

11.5. Superintendent Report

12. Next Regular Meeting on Monday, April 13, 2015 at 8:00 PM

13. Adjournment
Motion to adjourn meeting @ 8:05 PM Passed with a motion by Denise Ourada and a second by Jeff Meads.
Jeff Meads: Yea, Morgan Meier: Yea, Lynette Mitchell: Yea, Denise Ourada: Yea, John Worthing: Yea

Board of Education Regular Meeting
February 09, 2015 7:00 PM
Elm Creek Public Schools/Room 810

Attendance Taken at 7:00 PM:

Present Board Members:
Jeff Meads
Morgan Meier
Lynette Mitchell
Denise Ourada
JC Ourada
John Worthing

I. Call to Order

II. Flag Salute

III. Open Meetings Act

IV. Roll Call

V. Review of Agenda

Motion Passed: Motion to approve the agenda as presented passed with a motion by JC Ourada and a second by Jeff Meads.

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

VI. Citizen's Comments

VII. Consent Agenda

Motion Passed: Motion to approve the Consent Agenda as presented passed with a motion by Lynette Mitchell and a second by Morgan Meier.

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

VII.A. Approval of Minutes of Previous Meeting(s)
VII.B. Payment of Invoices ($91,933.67)
VII.C. Financial Reports
VII.D. Amanda Lorenz Local Substitute Certificate
VII.E. ESU 10 Contracts for 2015-16 School Year
VII.F. Personnel Actions
VII.F.1. Approve Hiring Recommendations
VII.F.1.a. Lauren Ibach, Agricultural Education Teacher
VII.F.1.b. Kayla Essink, Language Arts/ Social Science

VIII. Old Business
VIII.A. Superintendent Contract

Motion Passed: I recommend the approval of the superintendent contract for the 2015-16 and 2016-17 school years, passed with a motion by John Worthing and a second by JC Ourada.

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

VIII.B. Review of the 9000 series Board Policies
VIII.C. Policy 5006 - Option Enrollment and Capacity Resolution

Motion Passed: I recommend approval of Policy 5006 - Option Enrollment and Capacity Resolution passed with a motion by Lynette Mitchell and a second by JC Ourada.

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

VIII.D. BIST Program Overview

Discussion:
Mr. Jayce Dueland gave an overview of the BIST Vision Team mission statement to teach and protect and establish relationships based on grace and accountability.

Teachers are piloting a google doc which will document student movements to "safe seat," 'buddy room," and the office. The Vision team will meet monthly to monitor student movements and create plans to help students.

Every Tuesday will be a BIST Homeroom topic. Students will be guided through a review of the BIST program by their Homeroom teacher.

ART Presentation w/ Hillary Knake
Ms. Knake brought in a new art project with students creating a body of work.

IX. New Business

X. Reports
X.A. Curriculum, Technology and Finance Committee
X.B. Transportation Committee Report
X.C. Buildings and Ground Committee Report
X.D. Principal's Report
X.E. Superintendent Report

XI. Executive Session

Motion Passed: Motion to enter into Executive Session @ 7:52 PM passed with a motion by Denise Ourada and a second by John Worthing.

Jeff Meads	Yes

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

Motion Passed: Motion to exit from Executive Session at 8:58 PM passed with a motion by JC Ourada and a second by Morgan Meier.

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

XII. Next Regular Meeting, Monday, March 16, 2015

XIII. Adjournment

Motion Passed: Motion to adjourn meeting at 8:59 PM passed with a motion by Denise Ourada and a second by Jeff Meads.

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

_____
Chairperson

_____
Superintendent

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR March 16, 2015

GENERAL FUND - ACCT NO. 137766 (Reconciled 3/6/15)

BANK BALANCE February 1, 2015		$	575,177.62
February 2015 RECEIPTS			
	BUFFALO COUNTY	$	66,587.96
	ASCD-REIMBURSEMENT	$	488.24
	DAWSON COUNTY	$	4,785.16
	ESU #10-SUBPAY	$	1,515.68
	NDHHS	$	618.91
	PHELPS COUNTY	$	86,560.91
	STATE-SPED REIMBURSEMENT	$	35,922.00
	STATE-APPORTIONMENT	$	45,055.07
	STATE - AID	$	89,247.63
TOTAL RECEIPTS		$	330,781.56
AVAILABLE BALANCE		$	905,959.18
DISBURSEMENTS:			
	Bills Paid February, 2015	$	91,933.67
	February PAYROLL	$	266,352.02
	TOTAL DISBURSEMENTS	$	358,285.69
BOOK BALANCE March 1, 2015		$	547,673.49

DEPRECIATION FUND - ACCT NO 14832

	BALANCE February 1, 2015	$	21,175.74
	INTEREST	$	-
BOOK BALANCE March 1, 2015		$	21,175.74

CERTIFICATES OF DEPOSIT THRU February 31, 2015

#6692	Bus Depreciation	$	11,500.00
#6233	Track Maintenance - Issued 8/31/09	$	16,166.97
#6013	Track Maintenance	$	54,930.50
#6235	Unknown Capital Outlays - Issued 8/31/09	$	16,142.59
#2232	Unemployment	$	10,698.02
#6466	Elm Creek Public Schools (FCCLA-ISSUED 6-21-11)	$	5,085.45
#6482	Track Maintenance - Issued 8/31/2011	$	10,142.36
	CERTIFICATE TOTALS	$	124,665.89

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR March 16, 2015

LEASE PURCHASE PROGRAM

Balance March 1, 2015	$	-

BUILDING FUND (RECONCILED 2/5/15):

Balance February 1, 2015	$	69,319.51
INTEREST	$	5.26
EXPENSES	$	-
BUILDING FUND BOOK BALANCE March 1, 2015	$	69,324.77

CONSTRUCTION FUND

Balance February 1, 2015	$	-
RECEIPTS	$	-
DISTRIBUTIONS	$	-
CONSTRUCTION FUND BALANCE March 1, 2015	$	-

BOND FUND (OPENED 11-12-09)

BALANCE February 1, 2015	$	6,438.96
RECEIPTS	$	-
DISBURSEMENTS	$	-
March 1, 2015 BALANCE	$	6,438.96

SAM ACCOUNT (REAP-1173)

BALANCE February 1, 2015	$	10,193.40
DISBURSEMENTS	$	-
March 1, 2015 BOOK BALANCE	$	10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR March 16, 2015

LUNCH FUND (RECONCILED 3-6-15)

BANK BALANCE February 1, 2015	$	38,280.65
February RECEIPTS		
LUNCH SALES	$	4,615.67
FEDERAL REIMBURSEMENT - LUNCH	$	5,321.06
FEDERAL REIMBURSEMENT - BREAKFAST	$	-
STATE REIMBURSEMENT	$	-
TRANSFERS FROM GENERAL ACCT	$	-
TOTAL RECEIPTS	$	9,936.73
AVAILABLE BALANCE	$	48,217.38
February DISBURSEMENTS		
Payroll Transfer	$	-
Returned Checks.	$	-
General Expenses	$	-
Food/Groceries/Milk Etc.	$	7,936.46
TOTAL DISBURSEMENTS	$	7,936.46
BANK BALANCE March 1, 2015	$	40,280.92

March BILLS

CASH-WA	$	3,214.08
DOUBLE D	$	45.64
FOSTERS	$	-
HEARTLAND REFRIGERATION	$	-
HILAND DAIRY (FMLY ROBERTS DAIRY)	$	1,415.17
PAYROLL TRANSFER	$	6,254.77
NE FOOD DISTR PROGRAM	$	483.57
THOMPSON	$	-
	$	11,413.23

ACTIVITY FUND
TREASURER'S REPORT
FOR 3-16-15
RECONCILED 3-5-15

Account Description	Begin Dec	EXPENSES	INCOME	End Dec
ACCELERATED READER	$ 3,726.67	$ -	$ -	$ 3,726.67
ALUMNI	$ 54.28	$ -	$ -	$ 54.28
ANNUAL	$ (6,621.50)	$ 874.00	$ 400.00	$ (7,095.50)
ATTEND/VAL SCHOL (tea conc)	$ 2,505.65	$ 550.00	$ -	$ 1,955.65
BAND	$ (6,623.71)	$ 48.50	$ -	$ (6,672.21)
BAND CLUB	$ (70.25)	$ -	$ -	$ (70.25)
BAND INSTR RENTAL	$ 455.00	$ -	$ -	$ 455.00
BBALL	$ (535.03)	$ 3,177.60	$ 2,892.75	$ (819.88)
BOARD SCHOLARSHIP FUND	$ 252.54	$ -	$ -	$ 252.54
BOYS BBALL CLUB	$ 4,490.04	$ 143.91	$ 79.00	$ 4,425.13
BUFFATEERS/STU COUNCIL	$ 1,827.75	$ 750.00	$ -	$ 1,077.75
CHEER	$ 1,404.99	$ 528.40	$ 900.00	$ 1,776.59
CHOIR	$ (2,945.71)	$ 129.81	$ -	$ (3,075.52)
CHOIR CLUB	$ 455.05	$ -	$ -	$ 455.05
CLASS OF 2009	$ (54.64)	$ -	$ -	$ (54.64)
CLASS OF 2010	$ 78.45	$ -	$ -	$ 78.45
CLASS OF 2013	$ 292.21	$ -	$ -	$ 292.21
CLASS OF 2014	$ 116.95	$ -	$ -	$ 116.95
CLASS OF 2015	$ 486.77	$ -	$ -	$ 486.77
CLASS OF 2016	$ 3,275.67	$ -	$ 2,749.40	$ 6,025.07
CLASS OF 2017	$ 1,576.61	$ -	$ -	$ 1,576.61
CLASS OF 2018	$ 5,117.81	$ -	$ -	$ 5,117.81
CLASS OF 2019	$ 4,779.61	$ -	$ -	$ 4,779.61
CLASS OF 2020	$ -	$ -	$ -	$ -
CLASS OF 2021	$ 628.84	$ -	$ -	$ 628.84
COMP PURCHASE	$ 112.23	$ 263.46	$ -	$ (151.23)
CONCESSIONS	$ (7,473.28)	$ 7,426.83	$ 9,589.51	$ (5,310.60)
COURTESY COMMITTEE	$ 599.22	$ -	$ -	$ 599.22
CROSS COUNTRY	$ (910.13)	$ -	$ -	$ (910.13)
CROSS COUNTRY CLUB	$ (0.28)	$ -	$ -	$ (0.28)
DANCE CLUB	$ (476.35)	$ -	$ -	$ (476.35)
DRAMA	$ (272.99)	$ -	$ -	$ (272.99)
ELEM PLAYGROUND	$ 30,144.73	$ -	$ -	$ 30,144.73
FBLA	$ 22.39	$ -	$ -	$ 22.39
FCCLA	$ (2,605.70)	$ 409.00	$ 482.73	$ (2,531.97)
FCS - PATTERNS	$ 105.76	$ -	$ -	$ 105.76
FINE ARTS	$ 111.83	$ -	$ -	$ 111.83
FOB CHECKOUT	$ 2,250.00	$ -	$ -	$ 2,250.00
FOOTBALL	$ (5,612.97)	$ -	$ -	$ (5,612.97)
PAGE 4 OF 5				

ACTIVITY FUND
TREASURER'S REPORT
FOR 3-16-15
RECONCILED 3-5-15

Account Description	Begin Dec	EXPENSES	INCOME	End Dec
FOOTBALL CLUB	$ 7,968.59	$ -	$ 434.57	$ 8,403.16
GENERAL DONATION FUND	$ (103.04)	$ -	$ 874.00	$ 770.96
GENERAL EXPENSES/INCOME (x)	$ (29,581.31)	$ 6,083.90	$ 1,189.03	$ (34,476.18)
GENERAL POSTAGE	$ (395.20)	$ 10.65	$ -	$ (405.85)
GIRLS BBALL CLUB	$ 1,891.27	$ 114.11	$ 97.00	$ 1,874.16
GOLF	$ (1,074.85)	$ 964.66	$ -	$ (2,039.51)
GOLF CLUB	$ 163.38	$ -	$ 218.06	$ 381.44
GYM RENT	$ 5,101.50	$ -	$ -	$ 5,101.50
IND TECH SPECIAL FUND	$ 1,894.79	$ -	$ -	$ 1,894.79
INSURANCE	$ (7,312.26)	$ 5,722.94	$ 9,114.60	$ (3,920.60)
IPAD INSURANCE	$ 5,698.80	$ -	$ 60.25	$ 5,759.05
IRS 125	$ 3,380.53	$ 2,989.81	$ -	$ 390.72
LASER	$ 10.41	$ -	$ -	$ 10.41
MISCELLANEOUS	$ 7,161.66	$ 990.00	$ 125.35	$ 6,297.01
MOTOR CLUB	$ 849.57	$ -	$ -	$ 849.57
MUSIC TRIP	$ 1,824.12	$ -	$ -	$ 1,824.12
NHS	$ 2,633.90	$ 1,344.50	$ 641.67	$ 1,931.07
ONE ACT	$ (418.17)	$ -	$ -	$ (418.17)
PRES FREE SCHOL	$ (371.36)	$ -	$ 1,750.00	$ 1,378.64
PRESCHOOL	$ 14,936.00	$ 25.00	$ 2,525.00	$ 17,436.00
PROM	$ 871.04	$ -	$ -	$ 871.04
RETIREMENT	$ 44.91	$ -	$ -	$ 44.91
SCHOOL PLAY	$ (46.12)	$ 191.90	$ -	$ (238.02)
SIGN ADVERTISING	$ 9,610.58	$ -	$ -	$ 9,610.58
SPECIAL ED	$ 1,113.72	$ 305.75	$ -	$ 807.97
SRS GIFTS	$ 191.61	$ -	$ -	$ 191.61
SUPERMERCADO	$ 176.68	$ -	$ -	$ 176.68
SURPLUS PRO	$ 93.00	$ -	$ -	$ 93.00
TRACK	$ (3,887.38)	$ 885.10	$ -	$ (4,772.48)
TRACK CLUB	$ 1,012.51	$ -	$ -	$ 1,012.51
VOLLEYBALL	$ (9,407.24)	$ -	$ 200.00	$ (9,207.24)
VOLLEYBALL CLUB	$ 3,098.28	$ -	$ -	$ 3,098.28
WRESTLING	$ (11,626.56)	$ 10,627.06	$ 11,664.00	$ (10,589.62)
WRESTLING CLUB	$ 2,793.59	$ 506.62	$ 410.00	$ 2,696.97
	$ 38,965.46	$ 45,063.51	$ 46,396.92	$ 40,298.87

CHECK REGISTER FOR ACTIVITY ACCOUNT: FEBRUARY 2015

Check Number	Date	Paid To	Description	Amount
Bank ID: C Activity Fund				
11643	2/2/2015	SCHOOL DISTRICT #9	TRANSFER	$ 2,768.31
11644	2/2/2015	DIVAS FLORAL SHOP & BOUTIQUE	PARENT'S NIGHT	$ 22.00
11645	2/2/2015	NEBRASKA STATE READING ASSOCIA	CONFERENCE FEES/DUES	$ 170.00
11646	2/2/2015	LITTLE CAESER'S	CONCESSIONS	$ 185.00
11647	2/2/2015	Firstier Bank	CHANGE	$ 1,244.00
11648	2/2/2015	LEON PEARSON	FKC OFFICIAL	$ 390.00
11649	2/5/2015	KEARNEY HIGH SCHOOL	SPEECH MEET	$ 46.00
11650	2/5/2015	VOID		$ -
11651	2/9/2015	JAKE BARTLING	TEACHER'S SCHOLARSHIP	$ 300.00
11652	2/9/2015	PAYFLEX SYSTEMS USA	FLEX PLAN	$ 221.50
11653	2/9/2015	Cash Wa Distributing	CANDY, FRANKS, BUNS	$ 2,072.67
11654	2/9/2015	EILEEN'S COLOSSAL COOKIES OF K	PARENT'S NIGHT	$ 153.60
11655	2/9/2015	GRAPHIC EDGE	SPORT POLOS	$ 127.96
11656	2/9/2015	AWARDS UNLIMITED	TRACK INVITE	$ 885.10
11657	2/9/2015	Foster's Family Foods	ICE, OIL, CHEESE	$ 62.51
11658	2/9/2015	Hobby Lobby	PROJECT	$ 49.03
11659	2/9/2015	TEAM GOLF GEAR	GOLF BAGS	$ 836.70
11660	2/9/2015	MIDWEST DESTROYERS WRESTLING	WRESTLING CLOCK RENTAL	$ 300.00
11661	2/10/2015	Firstier Bank	CHANGE	$ 894.00
11662	2/10/2015	POSSIBILITIES	LITTLE BUFFS CAMP	$ 520.00
11663	2/10/2015	ARES SPORTSWEAR	SHIRTS	$ 166.57
11664	2/10/2015	AMHERST PUBLIC SCHOOLS	FKC HONOR BAND	$ 44.50
11665	2/10/2015	MOONLIGHT EMBROIDERY	PARKAS	$ 990.00
11666	2/10/2015	CARL HAMM	ELWOOD GAME	$ 285.00
11667	2/10/2015	LENOVO FINANCIAL SERVICES	COMPUTER PURCHASE AGMT	$ 263.46
11668	2/11/2015	GRAND ISLAND STUDENT COUNCIL	STU COUNCIL REG FEE	$ 250.00
11669	2/11/2015	ARAPAHOE HIGH SCHOOL	ENTRY FEE	$ 75.00
11670	2/11/2015	KALEN PFEIFFER	WRESTLING TOURNY DIRECTOR	$ 300.00
11671	2/13/2015	CHESTERMAN CO.	POP	$ 2,420.40
11672	2/13/2015	Firstier Bank	CHANGE	$ 2,567.00
11673	2/13/2015	ROGER ASPEN	DIST WRESTLING OFFICIAL	$ 355.00
11674	2/13/2015	KENT BRILL	DIST WRESTLING OFFICIAL	$ 263.00
11675	2/13/2015	ADAM CLARK	DIST WRESTLING OFFICIAL	$ 410.00
11676	2/13/2015	RON SMITH	DIST WRESTLING OFFICIAL	$ 257.00
11677	2/13/2015	NEBRASKA COACHES ASSN	ALL STAR GAME ENTRY FEES	$ 25.00
11678	2/17/2015	KEARNEY CATHOLIC HIGH SCHOOL	DIST GIRLS' BBALL	$ 34.00
11679	2/18/2015	CORPORATE PAYMENT SYSTEMS	SUPPLIES, TECH, FUEL	$ 3,262.27
11680	2/18/2015	PLEASANTON MEAT LOCKER	HOSPITALITY ROOM	$ 436.76
11681	2/18/2015	Firstier Bank	2ND DAY GATE-DIST	$ 175.00
11682	2/18/2015	FORT KEARNY CONFERENCE	FKC QUARTER FINALS	$ 741.60
11683	2/18/2015	SCHOLASTIC BOOK FAIRS	BOOK FAIR	$ 1,751.31
11684	2/19/2015	FORT KEARNY CONFERENCE	DIST GIRLS' BBALL	$ 34.00
11685	2/19/2015	STUCK'S LAST CALL	HOSPILITALITY ROOM - DIST	$ 1,917.00
11686	2/19/2015	STAFF MEMBER	WIRE TX FEE-PAYROLL	$ 10.00
11687	2/19/2015	Loup City Public Schools	SPEECH MEET	$ 28.00
11688	2/19/2015	SHARON MUIRHEAD	FIXED CHEER UNIFORM	$ 8.40
11689	2/20/2015	Firstier Bank	CONC START CHANGE - 2 DAYS	$ 1,486.00

CHECK REGISTER FOR ACTIVITY ACCOUNT: FEBRUARY 2015

Check Number	Date	Paid To	Description	Amount
Bank ID: C Activity Fund				
11690	2/21/2015	LITTLE CAESER'S	SNOW JAM	$ 310.00
11691	2/21/2015	BLUE CROSS BLUE SHIELD OF NE	BOARD MEMBER, RETIRED BD	$ 5,722.94
11692	2/24/2015	GRAFTON & ASSOCIATES	PEER ED RETREAT	$ 315.00
11693	2/24/2015	CRICKET SPORTS	SHIRTS	$ 289.25
11694	2/24/2015	WAL-MART	PT CONFERENCES	$ 686.96
11695	2/24/2015	Lunch Fund	XFER-PRESCHOOL LUNCH 1 CK	$ 25.00
11696	2/24/2015	KEARNEY CATHOLIC HIGH SCHOOL	DISTRICT BB	$ 33.00
11697	2/24/2015	Firstier Bank	CHANGE	$ 45.00
11698	2/24/2015	Postmaster	POSTAGE	$ 10.65
11699	2/26/2015	Firstier Bank	CHANGE	$ 105.00
11700	2/26/2015	NE SCHOOL TRANSPORTATION ASSN	CONFERENCE	$ 50.00
11701	2/26/2015	NEBRASKA SCHOOL ACTIVITIES ASS	DISTRICTS	$ 2,481.12
11702	2/26/2015	Firstier Bank	CHANGE	$ 15.00
11703	2/26/2015	ALMA SCHOOLS	DISTRICT WRESTLING	$ 75.83
11704	2/26/2015	AMHERST PUBLIC SCHOOLS	DISTRICT WRESTLING	$ 78.83
11705	2/26/2015	ANSELMO MERNA HIGH SCHOOL	DISTRICT WRESTLING	$ 96.83
11706	2/26/2015	ANSLEY SCHOOLS	DISTRICT WRESTLING	$ 114.83
11707	2/26/2015	ARAPAHOE HIGH SCHOOL	DISTRICT WRESTLING	$ 189.83
11708	2/26/2015	AXTELL SCHOOLS	DISTRICT WRESTLING	$ 90.83
11709	2/26/2015	CAMBRIDGE HIGH SCHOOL	DISTRICT WRESTLING	$ 234.83
11710	2/26/2015	ELWOOD SCHOOLS	DISTRICT WRESTLING	$ 106.83
11711	2/26/2015	EUSTIS-FARNAM HIGH SCHOOL	DISTRICT WRESTLING	$ 77.83
11712	2/26/2015	FRANKLIN HIGH SCHOOL	DISTRICT WRESTLING	$ 228.83
11713	2/26/2015	Overton Public School	DISTRICT WRESTLING	$ 48.83
11714	2/26/2015	PLEASANTON PUBLIC SCHOOLS	DISTRICT WRESTLING	$ 98.83
11715	2/26/2015	SANDHILLS-THEDFORD SCHOOLS	DISTRICT WRESTLING	$ 75.83
11716	2/26/2015	SOUTH LOUP HIGH SCHOOL	DISTRICT WRESTLING	$ 200.83
11717	2/26/2015	KEARNEY CATHOLIC HIGH SCHOOL	DISTRICT BB	$ 60.00
11718	2/26/2015	SOUTHWEST HIGH SCHOOL	DISTRICT WRESTLING	$ 255.83
11719	2/26/2015	STAPLETON SCHOOLS	DISTRICT WRESTLING	$ 258.83
11720	2/26/2015	SUMNER-EDDYVILLE-MILLER	DISTRICT WRESTLING	$ 52.83
11721	2/26/2015	WILCOX-HILDRETH SCHOOLS	DISTRICT WRESTLING	$ 96.83
11722	2/26/2015	MINDEN HIGH SCHOOL	SPEECH	$ 98.00

ALL Data

Check Register

Arranged by:
Check Number

Direct Dep.	Check Number / Invoice	Check Date / Invoice Date	Vendor ID / PO Number	PO Date	Vendor Name / Description	Amount
Checks Printed						
1 - GENERAL FUND						
Bank Account :A - General Fund						
	00013142	03/12/2015	FIRSTIER		Firstier Bank	
	031215	03/12/2015		03/12/2015	CERT/DEPOSIT	24,000.00
					Check Total	24,000.00
	00013143	03/16/2015	ACADEMICS		ACADEMIC SUPERSTORE	
	10026746	02/25/2015		03/06/2015	ADOBE DISIGN	701.80
					Check Total	701.80
	00013144	03/16/2015	ACTIFUND		Activity Fund	
	11568	01/06/2015		03/06/2015	BABCOCK PREMIUMS	360.17
	11571	01/06/2015		03/06/2015	JH CONCUSSION TEST	115.00
	11580	01/07/2015		03/06/2015	DVD's FOR BAND	27.00
	11581	01/09/2015		03/06/2015	LEX SPEECH MEET	35.00
	11583	01/09/2015		03/06/2015	DMV-BACKGRD CHKS	129.00
	11588	01/09/2015		03/06/2015	POSTAGE	188.65
	11603	01/15/2015		03/06/2015	SUPPLIES	195.70
	11619	01/21/2015		03/06/2015	KITCHEN HELP	91.44
	11623	01/22/2015		03/06/2015	BROKEN BOW SPEECH MEET	28.00
	11624	01/22/2015		03/06/2015	ART SUPPLIES	39.42
	11641	01/29/2015		03/06/2015	TRAILER TITLE	14.00
	11645	02/02/2015		03/06/2015	READ CONF FEES	170.00
	11652	01/12/2015		03/06/2015	FLEX PLAN FEES-JANUARY	221.50
	11668	02/11/2015		03/06/2015	GI STU COUNCIL	250.00
	11679A	02/18/2015		03/06/2015	TECH	2,335.10
	11679B	02/18/2015		03/06/2015	ELEM SUPPLIES	45.90
	11679C	02/18/2015		03/06/2015	CHOIR HONOR CLINIC	158.84
	11683	02/18/2015		03/06/2015	BOOK FAIR	563.03
	11686	02/19/2015		03/06/2015	WIRE TX FEE REFUND	10.00
	11687	02/19/2015		03/06/2015	LOUP CITY SPEECH MEET	28.00
	11694	02/24/2015		03/06/2015	EPI PENS	450.57
	11694A	02/24/2015		03/06/2015	PT CONFERENCE SUPPLIES	44.96
	11694B	02/24/2015		03/06/2015	SCIENCE	35.30
	11694C	02/24/2015		03/06/2015	HOSPITALITY RM	47.91
	11700	02/26/2015		03/06/2015	CONFERENCE	50.00
	11722	02/26/2015		03/06/2015	MINDEN SPEECH MEET	98.00
					Check Total	5,732.49
	00013145	03/16/2015	ADVANCEDW		ADVANCED WATER COMPANY	
	5408	02/14/2015		03/06/2015	SERVICE CONTRACT	4,300.00
					Check Total	4,300.00
	00013146	03/16/2015	AGDRYER		Ag Dryer Services	
	27348	02/13/2015		03/06/2015	BAND SAW BLADES	97.90
					Check Total	97.90
	00013147	03/16/2015	AGRICOOP		CHS AGRI SERVICE CENTER	

Direct Dep.	Check Number / Invoice	Check Date / Invoice Date	Vendor ID / PO Number	Vendor Name / PO Date	Description		Amount
	031515	03/15/2015		03/06/2015	FUEL, SUPPLIES		1,916.30
						Check Total	1,916.30
	00013148	03/16/2015	ALPHAREH	ALPHA REHABILITATION P.C.			
	3404	02/26/2015		03/06/2015	OT/PT/SPEECH THERAPY		332.89
						Check Total	332.89
	00013149	03/16/2015	APPLEINC	APPLE INC			
	4327716979	02/06/2015		03/06/2015	iPAD MINIS		7,020.00
						Check Total	7,020.00
	00013150	03/16/2015	BAUERRI	RICK BAUER			
	020115	02/01/2015		03/06/2015	FEB & MARCH 2015 RENT		90.00
						Check Total	90.00
	00013151	03/16/2015	CENTURY	CENTURYLINK			
	020715	02/07/2015		03/06/2015	PHONE SERVICE		308.64
						Check Total	308.64
	00013152	03/16/2015	CHARTERC	CHARTER COMMUNICATIONS			
	022415	02/24/2015		03/06/2015	INTERNET		256.26
						Check Total	256.26
	00013153	03/16/2015	COMPUTERH	Computer Hardware, Inc			
	PO 10427	02/10/2015		03/06/2015			500.00
	PO 10435	02/19/2015		03/06/2015	JUCE PEELS		960.00
						Check Total	1,460.00
	00013154	03/16/2015	CULLIGAN	CULLIGAN			
	022415	02/24/2015		03/12/2015	SOFT SALT		658.50
						Check Total	658.50
	00013155	03/16/2015	ECOL	ECOLAB PEST ELIMINATION			
	5382744	02/09/2015		03/12/2015	PEST ELIMINATION		63.44
						Check Total	63.44
	00013156	03/16/2015	ELECTRONIC	ELECTRONIC CONTRACTING CO.			
	LN036992	02/27/2015		03/12/2015	DOOR CORD - REPAIRS		1,401.26
						Check Total	1,401.26
	00013157	03/16/2015	ESU10	Educational Service Unit 10			
	022515	02/25/2015		03/12/2015	SPED SERVICES		1,890.96
						Check Total	1,890.96
	00013158	03/16/2015	FOSTFAMI	Foster's Family Foods			
	CODE 14-030115	03/01/2015		03/12/2015	FCS		194.63
	CODE 54-0301215	03/01/2015		03/12/2015	CLEANING SUPPLIES		32.28

Direct Dep.	Check Number / Invoice	Check Date / Invoice Date	Vendor ID / PO Number	Vendor Name / PO Date	Description	Amount
					Check Total	226.91
	00013159	03/16/2015	GREATAMF	GREAT AMERICAN FINANCIAL SERVICES		
	16582217	02/18/2015		03/12/2015	COPIERS	1,365.45
					Check Total	1,365.45
	00013160	03/16/2015	HAPPP	HAPP PUBLISHING		
	013115	01/31/2015		03/12/2015	CLAIMS, MINUTES, NOTICE	117.43
					Check Total	117.43
	00013161	03/16/2015	HEARTLAN	HEARTLAND REFRIGERATION LLC		
	9405	03/02/2015		03/12/2015	ICE MAKER	158.00
					Check Total	158.00
	00013162	03/16/2015	HOLIDAYINN	HOLIDAY INN LINCOLN - DOWNTOWN		
	022615	02/26/2015		03/12/2015	MARZANO CONFERENCE	498.00
					Check Total	498.00
	00013163	03/16/2015	ISLANDSU	Island Supply Welding		
	132365	02/28/2015		03/12/2015	SHOP	54.88
					Check Total	54.88
	00013164	03/16/2015	JOYLABZ	JOYLABZ		
	INV-1966	02/20/2015		03/12/2015	HAL	234.95
					Check Total	234.95
	00013165	03/16/2015	K&K	K & K PARTS CO. INC.		
	E-225835	02/28/2015		03/12/2015	BATTERIES	58.95
					Check Total	58.95
	00013166	03/16/2015	KEARFLOR	Kearney Floral		
	030215	03/02/2015		03/12/2015	FUNERAL SERVICE	41.95
					Check Total	41.95
	00013167	03/16/2015	KEARNEYRE	KEARNEY RENTAL PROS		
	1498	02/19/2015		03/12/2015	ELECTRICITY	44.28
					Check Total	44.28
	00013168	03/16/2015	LASERTEC	LASERTEC OF NEBRASKA		
	50275	02/28/2015		03/12/2015	OVERAGE	1,038.30
					Check Total	1,038.30
	00013169	03/16/2015	LINWELD	MATHESON TRI GAS		
	50752058	02/28/2015		03/12/2015	SHOP	97.36
					Check Total	97.36
	00013170	03/16/2015	LOCKMASTER	LOCKMASTERS USA INC		
	1035739	02/11/2015		03/12/2015		452.50

Direct Dep.	Check Number / Invoice	Check Date / Invoice Date	Vendor ID / PO Number	Vendor Name / PO Date	Description	Amount
					Check Total	452.50
	00013171	03/16/2015	MENARD	MENARDS - KEARNEY		
	75060	02/25/2015		03/12/2015	CLEANING SUPPLIES	61.87
	75247	02/27/2015		03/12/2015	STAIN, NAILS, WOOD ETC	194.80
					Check Total	256.67
	00013172	03/16/2015	MIDSTATEI	MID-STATES INSURANCE AGENCY		
	021115	02/11/2015		03/12/2015	TREASURER'S BOND	20.00
					Check Total	20.00
	00013173	03/16/2015	MOSAIC	MOSAIC		
	031215	03/12/2015		03/12/2015	SPED SERVICES	2,137.35
					Check Total	2,137.35
	00013174	03/16/2015	NASB	NEBRASKA ASSN OF SCHOOL BOARDS		
	36960	02/24/2015		03/12/2015	D OURADA WORKSHOP	150.00
					Check Total	150.00
	00013175	03/16/2015	NECOUNADM	NEBRASKA COUNCIL OF SCHOOL ADM		
	37617	02/05/2015		03/12/2015	ED FORUM	280.00
					Check Total	280.00
	00013176	03/16/2015	NEDEPTED	NEBRASKA DEPARTMENT OF EDUCATION		
	031215	03/12/2015		03/12/2015	3RD OF 4 PAYMENTS	16,623.15
					Check Total	16,623.15
	00013177	03/16/2015	NESAFETYAN	NEBRASKA SAFETY AND FIRE EQUIP		
	50530	02/18/2015		03/12/2015	REPAIRS	454.50
					Check Total	454.50
	00013178	03/16/2015	NMCEXCH	NMC EXCHANGE LLC		
	INV022534	01/20/2015		03/12/2015	STOP ARM REPAIRS	1,108.40
	INV024485	01/30/2015		03/12/2015	LIGHT REPAIR	681.89
	INV030852	03/03/2015		03/12/2015	REPAIRS	421.00
					Check Total	2,211.29
	00013179	03/16/2015	NPPD	NEBRASKA PUBLIC POWER DISTRICT		
	211010056740	02/13/2015		03/12/2015	BUS BARN	27.37
	211010056744-0 21315	02/13/2015		03/12/2015	BALLFIELD	27.37
	211010056748-0 21315	02/13/2015		03/12/2015	230 E CALKINS AVE	4,277.22
					Check Total	4,331.96
	00013180	03/16/2015	NRCSA	NE RURAL COMMUNITY SCHOOLS ASSN		
	030415	03/04/2015		03/12/2015	SPRING CONF REGISTRATION	1,295.00
					Check Total	1,295.00

Direct Dep.	Check Number / Invoice	Check Date / Invoice Date	Vendor ID / PO Number	PO Date	Vendor Name / Description	Amount
	00013181	03/16/2015	PAYFLEX		PAYFLEX SYSTEMS USA	
	131932-632408	02/11/2015		03/12/2015	FLEX PLAN	221.50
					Check Total	221.50
	00013182	03/16/2015	PEARSON		NCS PEARSON INC.	
	10113083	02/12/2015		03/12/2015	CARLTON PO 10436	681.45
					Check Total	681.45
	00013183	03/16/2015	PERMA		PERMA-BOUND	
	1615710-02	02/10/2015		03/12/2015	BOOKS	61.21
					Check Total	61.21
	00013184	03/16/2015	PERRY		Perry, Guthery, Haase & Gessford, PC, LLO	
	022215	02/22/2015		03/12/2015	LEGAL SERVICES	388.05
					Check Total	388.05
	00013185	03/16/2015	PIONEERTE		PIONEER TELEPHONE	
	030115	03/01/2015		03/12/2015	LONG DISTANCE	26.75
					Check Total	26.75
	00013186	03/16/2015	PVGLASS		PLATTE VALLEY GLASS & TRAILERS	
	42840	02/17/2015		03/12/2015	REPAIRS	45.00
					Check Total	45.00
	00013187	03/16/2015	QUILL		Quill	
	1131095	02/03/2015		03/12/2015	SELF-INK STAMP	20.69
	1147803	02/03/2015		03/12/2015	INDEX CARDS	41.44
	1520942	02/16/2015		03/12/2015	CASH TRAY	23.39
	1540736	02/16/2015		03/12/2015	LAMINATE CART ROLL	55.79
	1811738	02/25/2015		03/12/2015	PENCIL SHARPENER	37.79
					Check Total	179.10
	00013188	03/16/2015	SCHNURSE		School Nurse Supply, Inc.	
	0516975-IN	02/13/2015		03/12/2015	BANDAIDS & THERM COVERS	145.00
					Check Total	145.00
	00013189	03/16/2015	SERVICE		SERVICEMASTER OF MID NE	
	10879	02/28/2015		03/12/2015	2010 ADDITION	3,207.00
	10880	02/28/2015		03/12/2015	ELEM FACILITY	3,442.00
					Check Total	6,649.00
	00013190	03/16/2015	SOURCE		SOURCEGAS LLC	
	201003149238	02/23/2015		03/12/2015	122 NORTH CHURCH	258.60
	201269768673	02/23/2015		03/12/2015	230 EAST CALKINS	3,078.98
	201536692232	02/23/2015		03/12/2015	225 EAST BOYD	968.80
					Check Total	4,306.38
	00013191	03/16/2015	STATENE		STATE OF NEBRASKA	
	919372	02/01/2015		03/12/2015	NETWORK SERVICE FEE	236.79

Direct Dep.	Check Number / Invoice	Check Date / Invoice Date	Vendor ID / PO Number	PO Date	Vendor Name / Description	Amount
					Check Total	236.79
	00013192	03/16/2015	SUTHERL		LEAH SUTHERLAND	
	030115	03/01/2015		03/12/2015	JAN, FEB, MARCH RENT	300.00
					Check Total	300.00
	00013193	03/16/2015	THOMPSON		THE THOMPSON CO.	
	1554118	02/05/2015		03/12/2015	CAN LINERS, TISSUE	163.62
	1557244	02/12/2015		03/12/2015	CAN LINERS, SOAP, TOWELS	232.35
	1560378	02/19/2015		03/12/2015	CAN LINERS, TOWELS	157.38
	1563364	02/26/2015		03/12/2015	CAN LINERS, TISSUE, TOWELS	267.88
					Check Total	821.23
	00013194	03/16/2015	VERIZON		VERIZON WIRELESS	
	9740066074	03/01/2015		03/12/2015	CELL PHONE	20.23
					Check Total	20.23
	00013195	03/16/2015	VILLAGEE		Village Of Elm Creek	
	030115	03/01/2015		03/12/2015		595.00
					Check Total	595.00
	00013196	03/16/2015	WILKE		WILKE'S TRUE VALUE	
	B129664	02/25/2015		03/12/2015	FLUO BULBS	115.13
					Check Total	115.13
	00013197	03/16/2015	WOODWARDS		WOODWARDS DISPOSAL SERVICE	
	022315	02/23/2015		03/12/2015	SHRED SERVICES	25.00
					Check Total	25.00
					1 - GENERAL FUND Totals:	**97,196.14**
					Total of Checks Printed:	**97,196.14**
					Report Total:	**97,196.14**

TABLE OF CONTENTS

POLICY

A. Organization
1. Purpose and Role of the Board 8110
2. Duties and Functions of the Board of Education 8120
3. Annual Organizational Meeting 8130
4. Committee of the Whole 8150
5. Standing Committees 8151
6. Standing Committee on Negotiations 8152
7. Standing Committee on Curriculum and Americanism 8153
8. Temporary Committees 8160

B. Board Members
1. Retirement 8200
2. Orientation for Newly-Elected Members of the Board of Education 8210
3. Policy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and Meetings 8230
4. Coffee Act Policy (Reimbursable Expenses) 8231
5. Use of Public Resources by Board Members and Employees 8232
6. Membership in School Board Associations 8240
7. Conflict of Interest/Contracts 8260
8. Conflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member 8261
9. Conflict of Interest/Other than Contracts or Employment 8270
10. Reporting Procedures 8271
11. Code of Ethics 8272

C. Methods of Operation
1. Methods of Operation 8300
2. Formulation of Policies 8310
3. Adoption, Amendment or Suspension of Policies 8320
4. Formulation of Administrative Regulations 8330
5. Meetings 8340
6. Types of Meetings 8341
7. Designated Method of Giving Notice of Meetings 8342
8. Agenda Construction and Control 8343
9. Location of School Board Meetings 8344
10. Procedures During Meetings 8345
11. Public Participation at Board Meetings 8346
12. Teacher-Administrator-Board of Education Relationships 8347

Internal Board Policies - Organization

Purpose and Role of the Board

The responsibilities of the Board of Education shall be as follows:

1. Provide a school system which offers a Kindergarten through twelfth grade program.
2. Confer with the Superintendent of schools about recommendations for school programs.
3. Consider and adopt textbooks selected by the Superintendent and staff together with the courses of study recommended by them.
4. Set and annually review long-term written goals for the school district.
5. Consider and approve the annual operating budget prepared by the Superintendent.
6. Consider and approve claims for expenditures.
7. Be responsible to interpret the school programs to the community through a community relations program.
8. Represent the needs of the school system before city and state authorities as well as the general public.
9. Refer parent and community criticism and suggestions to the Superintendent for consideration and recommendation.
10. Serve as a body of final appeal for staff members and school patrons on matters properly appealable from orders of the Superintendent.
11. Establish and maintain policies consistent with the Board's interpretation of the wishes of the community and the requirements of the law. Conduct an annual review of policies as and to the extent required by law.
12. Develop a procedure whereby policy changes and/or additions may be proposed by board members, other school employees, or the general public by submitting them to the Superintendent for consideration and recommendation.
13. Continuously evaluate the effectiveness of Board policies.
14. Adopt rules and regulations in cooperation with the Superintendent for governance of the school system.

15. Select the Superintendent and support the Superintendent in the efficient discharge of the Superintendent's duties.

16. Require reports from the Superintendent.

17. Evaluate the Superintendent of Schools in accordance with applicable state laws.

18. Elect school personnel upon nomination and recommendation of the Superintendent.

19. Annually elect officers of the Board and appoint auxiliary personnel as necessary.

20. Distinguish between selfish, uniformed criticism and genuinely helpful criticism.

21. Perform specific duties imposed on school boards by statutes of the State of Nebraska.

22. Participate in local, state and national organizations for school board members.

23. Cooperate with other governmental bodies and agencies.

24. Cooperate with professional and educational organizations.

Legal Reference: Neb. Rev. Stat. § 79-501
Neb. Rev. Stat. § 79-512
Neb. Rev. Stat. § 79-525
Neb. Rev. Stat. § 79-526

Date of Adoption: May 13, 2013
Date of Review: March 16, 2015

Internal Board Policies - Organization

Duties and Functions of the Board of Education

A. The Board of Education shall exercise full legislative control over Elm Creek Public Schools, in accordance with the statutes of the State of Nebraska.

B. The Board of Education shall elect a Superintendent to carry out the executive duties of Elm Creek Public Schools. The Superintendent's appointment shall be a major item of business at the December meeting, unless the present Superintendent is on a term contract.

C. The Board of Education shall, through its legislative function, initiate questions of policy and act on the recommendations of the Superintendent in matters of policy, employee employment or dismissal, salary schedules or other personnel regulations, courses of study, selection of text books, and other matters pertaining to the direct welfare of the schools.

D. The Board of Education shall require reports from its executive officer concerning conditions of efficiency and needs of the schools. The Board shall take steps to appraise the effectiveness with which the schools are achieving the educational purposes of the school system as may be determined by the Board of Education.

E. The Board of Education shall provide for the preparation and adoption of the annual budget and shall provide, by the exercise of its taxing power, the funds necessary to finance the operation of the schools within the guidelines of Nebraska State Statute.

F. In order to exercise its rights and duties, the Board of Education shall prepare and publish a body of policies and regulations covering organization, policies, and procedures of the school system. The Board of Education shall cause its policies and regulations to be kept in constant revision, conduct an annual review to the extent and shall republish such policies as and to the extent required by law and as deemed necessary.

Date of Adoption: May 13, 2013

Internal Board Policies - Organization

Annual Organizational Meeting

A. An organizational meeting of the Elm Creek School District Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

2. Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. If the tie is not broken after five ballots, the Chair will determine the winner by the flip of a coin, followed by a vote ratifying such selection. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

3. The President shall assume the chair immediately upon the President's election.

B. The order of business for meeting shall be as follows:

1. Call to Order and Roll Call

2. Oath of office for most recently elected

3. Elections
    a. President
    b. Vice President
    c. Treasurer
    d. Secretary

4. Approval of committees, positions, and designations
    a. Consider, discuss and take action to elect Secretary to the BOE
    b. Consider, discuss and take action to select Legal counsel
    c. Consider, discuss and take action to elect Committees as determined by the BOE

d. Consider, discuss and take action to select Depository bank(s)
e. Consider, discuss and take action to select District newspaper(s) of record

5. Approval of current Board policies and regulations

6. Designate date for the annual review of BOE policies

7. Dissemination to each Board member of conflict of interest statutes

8. Adjournment

Date of Adoption: May 13, 2013

RESOLUTION

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

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

The following members voted against the same: _____
_____.

The following members were absent or not voting: _____
_____.

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

DATED this ____ day of _____, 20__.

Elm Creek Public Schools

BY: _____
President

Attest:

_____
Secretary

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

Date of Adoption: May 13, 2013

Internal Board Policies - Organization

Committee of the Whole

It shall be the policy of Elm Creek Public Schools that the Board of Education shall take formal actions as a Committee of the Whole on all matters pertaining to business and educational policies of the district.

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

Date of Adoption: May 13, 2013

Internal Board Policies - Organization

Standing Committees

It shall be the policy of Elm Creek Public Schools that the following will be the standing committees of the Board of Education:

1. Negotiations Committee
2. Curriculum and Finance/Technology Committee
3. Transportation
4. Building and Grounds Committee
5. Americanism Committee

It shall further be the policy of Elm Creek Public Schools that the Superintendent shall appoint the members of the above committees.

Legal Reference: Neb. Rev. Stat. § 79-724
Neb. Rev. Stat. § 79-520

Date of Adoption: May 13, 2013

Internal Board Policies

Standing Committee on Negotiations

It shall be the policy of Elm Creek Public Schools that the Negotiations Committee shall consist of three members appointed by the Superintendent.

The Negotiations Committee will represent the full Board of Education in negotiations with recognized labor organizations. The full Board of Education may also include selected administrators on the negotiations team. The Board of Education reserves the right to appoint a chief spokesperson who is not a member of the Board to represent the Board in negotiations.

After negotiations are completed, the negotiations committee will make a recommendation to the full Board of Education on the salary schedule and benefits under consideration.

Date of Adoption: May 13, 2013

Internal Board Policies - Organization

Standing Committees on Curriculum and Americanism

It shall be the policy of Elm Creek Public Schools that the Committees on Curriculum and Americanism shall consist of three members appointed by the Superintendent. One of the responsibilities of these committees will be to examine recommended social studies textbooks and report findings based on this examination to other members of the Board of Education.

It shall further be the policy of Elm Creek Public Schools that the Committees on Curriculum and Americanism shall review all major proposals prepared by the superintendent of schools and instructional staff for adoption of new textbooks, development of new instructional programs, revision of existing instructional programs, modification of established graduation requirements, and other related matters. After the review is completed, the Committees on Curriculum and Americanism will make a recommendation to the full Board of Education about approval or adoption of the matter under consideration.

Legal Reference: Neb. Rev. Stat. § 79-724
Neb. Rev. Stat. § 79-520

Date of Adoption: May 13, 2013
Date of Review: March 16, 2015

Internal Board Policies - Organization

Temporary Committees

It shall be the policy of Elm Creek Public Schools that in addition to the appointment of standing committees, the President of the Board of Education or the full Board may appoint such temporary committees as are deemed necessary.

Temporary committees shall serve at the pleasure of the President of the Board of Education or of a majority of the members of the Board of Education, but in general the duration of temporary committees shall not exceed beyond the next annual meeting of the Board of Education.

Temporary committees will be expected to submit their recommendations to the full Board of Education for appropriate action.

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

Date of Adoption: May 13, 2013

Internal Board Policies - Board Members

Retirement

It shall be the policy of Elm Creek Public Schools that retiring members of the Board of Education shall be appropriately recognized and thanked for the service which they have rendered to the schools and to the community.

When a Board member is retiring from service, the President of the Board of Education will direct that preparation be made for any presentation or award which will be made at the final meeting attended by the retiring Board member.

Date of Adoption: May 13, 2013

Internal Board Policies - Board Members

Orientation for Newly-Elected Members of the Board of Education

The Board of Education and staff members shall assist each new elected member to understand the functions, policies, and procedures of the Board of Education before the member takes office. To this end the following steps shall be taken:

1. The newly-elected member shall be given selected materials such as a copy of the Board's policies, a copy of the school budget, a copy of Nebraska school laws and information on the responsibility of a school Board member.

2. The newly-elected member shall be invited to attend meetings of the Board of Education and to participate in the discussions.

3. The secretary of the Board of Education shall supply material pertinent to the meetings and the Superintendent of the School shall explain the use of such materials.

4. The newly-elected member shall be invited to meet with the Superintendent and Principal to discuss their area of responsibility as defined by the Board of Education.

5. Any other material deemed helpful shall be made available upon request.

Date of Adoption: May 13, 2013

Internal Board Policies - Board Members

Policy for Board Member Attendance at Educational Workshops, Conferences, Training Programs, Official Functions, Hearings, and Meetings

Board members are expected to maintain effectiveness by being well-informed on educational issues. Accordingly, Board members are encouraged to attend educational workshops, conferences, training programs, official functions, hearings, or meetings which are sponsored by the school district, state, and national education organizations.

Board members are specifically authorized to attend such functions which are sponsored by this school district, the Nebraska Association of School Boards, the National School Boards Association, AASA, NRCSA and similar organizations without specific action by the Board of Education. In addition, school Board members may attend such functions at district expense sponsored by other organizations upon specific prior approval of the Board of Education.

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: May 13, 2013

Internal Board Policies - Board Members

Coffee Act Policy (Reimbursable Expenses)

A. Board members, employees or volunteers of the school district are expected to maintain effectiveness by being well informed on educational and related issues and are encouraged to diligently perform their required duties, attend educational workshops, conferences, training programs, official functions, hearings or meetings which are necessary to perform required duties, sponsored by the school district or State and national educational organizations or which are otherwise in the best interests of this school district as follows:

1. Board members as a result of this policy are hereby given prior approval by this school Board and upon approval by the Superintendent or the Superintendent's designee are specifically authorized to attend such functions without additional or further approval by the school Board unless otherwise so determined and the school district shall pay the registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable Federal Rates.

2. Employees and volunteers are authorized to attend such functions upon prior approval by the Superintendent or the Superintendent's designee and the school district shall pay registration costs, tuition costs, fees or charges for such functions along with actual travel expenses, if travel is by commercial or charter means or if a personal automobile is used, mileage shall be allowed at the rate provided by law with meals and lodging to be reimbursed based upon substantiated costs actually and necessarily incurred or applicable to Federal rates.

B. Payment or reimbursement for expenses incurred by Board members, employees or volunteers as otherwise specifically permitted by law shall also be allowed as provided by such law.

C. Since it is hereby determined to be important and in the best interest of this school district to recognize service by Board members, employees and volunteers, the school Board hereby authorizes the President, Superintendent or the Superintendent's designee to determine when and to whom plaques, certificates of achievement, flowers or other items of value should be granted provided that no such plaque, certificate, flowers or other item of value to be awarded shall cost more than $75.00.

D. School Board members are not paid members and when appropriate because of the timing, length or other factors, sandwiches or meals may be provided to School Board members, employees and volunteers attending public meetings or in other appropriate or necessary situations such as joint meetings with other governing bodies.

E. That non-alcoholic beverages, cookies or other similar items may be provided to individuals attending public meetings, private meetings, discussions or public or private conferences as determined necessary or appropriate by the Superintendent or the Superintendent's designee to be in the best interest of this school district.

F. Non-alcoholic beverages and meals may be provided for individuals while performing or immediately after performing relief, assistance or support activities in emergency situations or during or immediately following their participation in any activity approved by the School Board.

G. In addition to the other matters covered and allowed by this policy, one recognition dinner each fiscal year may be held for Board members, employees or volunteers provided the maximum cost per person, which is hereby established for such dinner shall not exceed $25.00 and further provided that such annual dinner may be held separately for employees of each department or separately for volunteers or any of them in combination.

H. The authority necessary to carry out the provisions of this policy should be and is hereby delegated from the School Board to the designated officials so indicated herein.

I. Nothing in this policy shall authorize the expenditure of public funds to pay for any expenses incurred by a spouse of a Board member, employee or volunteer unless the spouse is also a Board member, employee or volunteer.

Legal Reference: Neb. Rev. Stat. §§ 13-2201 to 13-2204

Date of Adoption: May 13, 2013

Internal Board Policies/Personnel

Use of Public Resources by Board Members and Employees

Restrictions on Use

No Board member or employee of Elm Creek Public Schools shall use or authorize the use of his or her public office or any confidential information received through the holding of the public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which the individual is associated.

No Board member or employee shall use or authorize the use of school district personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

No Board member or employee shall use or authorize the use of school resources for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. For purposes of this restriction, "school resources" means personnel, property, resources, or funds under the official care and control of the Board member or employee.

Authorized Uses

The uses described below are not authorized by employees, and violate this policy, where an employee's use: (1) interferes with the conduct of school business; (2) interferes with the performance of the employee's duties and responsibilities; (3) is contrary to another Board policy or a rule or directive set forth in an employee handbook or other employee communication device; (4) is contrary to a supervisor's directive; or (5) the use is for the employee's personal financial gain or potential for personal financial gain.

Incidental or De Minimis Use: Use of school resources by a Board member or employee which is incidental or de minimis does not constitute a violation of this policy.

Personal Use as Part of Compensation: Use of school resources for personal purposes is authorized by this policy if:

1. the use of the resource for personal purposes is part of the employee's compensation provided in an employment contract or is consistent with this policy; and

2. the personal use of the resource as compensation is reported in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid by the affected employee.

Employees who engage in such personal use shall, upon request of the Board of Education or the administration, provide evidence to establish that the compensation has been reported and taxes paid as required by the Tax Code.

School Vehicles: Use of a school vehicle by a Board member or employee to travel to a designated location or the home of the Board member or employee is permissible when the primary purpose of the travel serves a school district purpose. Such use is authorized by this policy. No travel other than directly to the school-related trip destination shall occur, however, when students are in the vehicle or if the vehicle is a school bus.

Communication Devices: A Board member or employee may use a telecommunication system, a cellular telephone, an electronic handheld device, or a computer under the control of the school district for email, text messaging, a local call, or a long-distance call, to a child at home, a teacher, a doctor, a day care center, a baby-sitter, a family member, or any other person to inform any such person of an unexpected schedule change or for other essential personal business. Any such communication shall be kept to a minimum and shall not interfere with the conduct of school business or the performance of an employee's duties.

A Board member or employee shall be responsible for payment or reimbursement of charges (e.g. long distance charges), if any, that directly results from any such communication. The Board member or employee shall promptly report any such communication that results in an expense to the School District to the Superintendent or the Superintendent's designee. The Superintendent or the Superintendent's designee shall establish procedures for reimbursement of charges incurred as a result of such communications.

Use of the District's internet system for such communications shall not be permitted to the extent such use violates the terms of the E-Rate program, which restricts use of the internet system to "educational purposes."

Election Issues: A Board member or the Superintendent, in the normal course of his or her duties, may use school resources to research and prepare materials to assist the School Board in determining the effect of a ballot question on the School District.

Mass mailings, mass duplication, or other mass communications at school expense for the purpose of qualifying, supporting, or opposing a ballot question is not permitted. Mass communications does not include placing public records demonstrating the consequences of the passage or defeat of a ballot question affecting the School District on its existing websites.

A Board member or employee may campaign for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate when no school resources are used. An employee shall not engage in campaign activity for or against the qualification, passage, or defeat of a ballot question or the nomination or election of a candidate while on duty time.

A Board member or authorized employee may make school facilities available for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is

not a factor in making the facilities available or a factor in determining the cost or conditions of use.

The School Board may discuss and vote upon a resolution supporting or opposing a ballot question.

A Board member may respond to specific inquiries by the press or the public as to his or her opinion regarding a ballot question or provide information in response to a request for information.

A Board member or employee may identify himself or herself by his or her official title when communicating about a ballot question. Employees who do so shall clearly communicate that their communication is their personal opinion and does not reflect the position or views of the Board of Education or the School District unless express authorization is given by the Board of Education or the Superintendent.

Legal Reference: Neb. Rev. Stat. §§49-14,101.01 and 49-14,101.02

Date of Adoption: May 13, 2013

Internal Board Policies - Board Members

Membership in School Board Associations

The Board of Education shall hold memberships in such school board associations as it may from time to time determine appropriate.

Legal Reference: Neb. Rev. Stat. § 79-512

Date of Adoption: May 13, 2013

Internal Board Policies - Board Members

Conflict of Interest/Contracts

It shall be the policy of Elm Creek Public Schools that any contract whether oral or written, formal or informal, which is entered into by the school district and in which a member of the Board of Education is directly or indirectly interested, is voidable unless certain reporting, disclosure and abstention requirements are met. The school district is authorized to enter into a contract in which a member of the Board of Education is directly or indirectly interested so long as:

1. The Board member makes a declaration on the record regarding the nature of his/her interest prior to official consideration of the contract.

2. The affected Board member does not participate in consideration or discussion of the contract.

3. The Board member does not vote on the granting of the contract except that if the number of members of the Board declaring an interest in the contract would prevent the Board with all members present from securing a quorum in the issue, then all members may vote on the matter.

4. The Board member does not in any way participate in the inspection, operation, administration or performance under the contract on the part of the district.

It shall further be the policy of Elm Creek Public Schools that the above provisions apply not only to formal contracts but also to open accounts.

Legal Reference: Neb. Rev. Stat. § 49-14,103.01

Date of Adoption: May 13, 2013

Internal Board Policies

Conflict of Interest - Employment of Family Member of Board Member or Supervisor and Employment of Board Member

1. A member of the Board of Education or an administrator or other employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if:
   a. He or she does not abuse his or her official position (for this purpose, "abuse" means employing an immediate family member: who is not qualified for and able to perform the duties of the position; at an unreasonably high salary; or who is not required to perform the duties of the position);
   b. He or she makes a full disclosure on the record to the Board of Education and a written disclosure to the Superintendent and/or Secretary of the Board; and,
   c. The Board of Education approves the employment or supervisory position.

2. No immediate family member of a Board of Education or an administrator or other employee with supervisory responsibilities shall be employed by the School District:
   a. Without first having made a reasonable solicitation and consideration of applications for such employment.
   b. Who is not qualified for and able to perform the duties of the position.
   c. For any unreasonably high salary.
   d. Who is not required to perform the duties of the position.

3. Neither the Board of Education nor an administrator or other employee with supervisory responsibilities shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

4. This policy shall not apply to an immediate family member of a member of the Board of Education or an administrator or other employee with supervisory responsibilities who was previously employed in a position with the School District prior to the election or appointment of the Board member or employee. Prior to or as soon as reasonably possible after the official date a Board member takes office or an employee assumes his or her responsibilities, such Board member, administrator or other employee with supervisory responsibilities shall make a full disclosure of any immediate family member employed in a position subject to this policy.

5. A member of the Board of Education may not be engaged in a contract to teach with the Elm Creek Public School District. Nor shall a member of the Board of Education cast a vote in favor of the election of any employee when the Board member is related by blood or marriage to such employee.

Legal Reference: Neb. Rev. Stat. §§ 49-1499.04; §49-1499.05; 79-544; and 79-818

Date of Adoption: May 13, 2013

Internal Board Policies

Conflict of Interest—Other Than Contracts or Employment

1. Members of the Board of Education of this School District shall abstain from voting on matters on which they may have a conflict of interest. Any Board member who would be required to take any action or make any decision in the discharge of his or her duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

(a) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and,

(b) Deliver a copy of the statement to the Political Accountability and Disclosure Commission and to the Superintendent and Secretary of the Board of Education who shall enter the statement into the public records of the School District.

The Board member shall take such action as the Commission shall advise or prescribe to remove himself or herself from influence over the action or decision in the matter.

2. The provisions of paragraph 1 above shall not prevent a Board member from making or participating in the making of a School District-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Board member shall report the occurrence to the Commission.

3. Except as defined in Nebraska statute and this policy, conflict of interest of a Board member shall not prevent a Board member from serving on the Board or restrict the hiring or purchasing practices of this School District.

4. The Superintendent, or the Superintendent's designee, shall provide:

(A) Each Board member with copies of state statutes of Nebraska pertaining to conflicts of interest at the organizational meeting of the Board of Education held before the regular School Board meeting in January of each year. In addition, any newly appointed or elected Board member shall be provided such statutes.

(B) When possible, provide each Board member with a list of financial matters on the agenda to come before the Board of Education at the next regular meeting in sufficient detail to allow the Board member to identify potential conflicts of interest and report and receive advice from the Commission.

5. For purposes of this policy, immediate family member shall be defined as a child residing in the Board member's household, a Board member's spouse or an individual claimed by that Board member or the Board member's spouse as a dependent for federal income tax purposes.

Legal Reference: Neb. Rev. Stat. § 49-1425; § 49-14,101; § 49-14,102; § 49-14,103; § 49-14,103.01; § 49-14,103.02; § 49-14,103.03; § 49-14,103.04; § 49-14,103.05; § 49-14,103.06; § 79-818; § 79-544 and § 49-1499.

Date of Adoption: May 13, 2013

Internal Board Policies - Board Members

Reporting Procedures

It shall be the policy of Elm Creek Public Schools that any school Board member who has a direct or indirect interest in a formal contract entered into with Elm Creek Public Schools, or an open account, shall provide the Superintendent of schools with the following:

1. Names of the contracting parties.

2. Nature of the interest of the school Board member.

3. Date that the contract was approved by the school Board.

4. Amount of the contract.

5. Basic terms of the contract.

The above information shall be provided to the Superintendent of schools no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the school Board member. The ledger kept by the Superintendent of schools shall be available for public inspection during the normal working hours.

It shall further be the policy of Elm Creek Public Schools that in the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.

Legal Reference: Neb. Rev. Stat. § 49-14,103.02

Date of Adoption: May 13, 2013

CONFLICTS LEDGER

CONTRACTS IN WHICH BOARD MEMBER HAS A POSSIBLE CONFLICT

(1) Names of the contracting parties-- (a) Business	(b) Board member with possible conflict	(2) Nature of the interest of the officer in question	(3) Date contract was approved by Board	(4) Amount of the contract[1]	(5) Basic terms of the contract

Note: May attach and reference NADC Form C-3.

§ 49-14,103.02. Contract with officer; information required; ledger maintained. The person charged with keeping records for each governing body shall maintain separately from other records a ledger containing the information listed in subdivisions (1) through (5) of this section about every contract entered into by the governing body in which an officer of the body has an interest and for which disclosure is made pursuant to section 49-14,103.01. Such information shall be kept in the ledger for five years from the date of the officer's last day in office and shall include the:
(1) Names of the contracting parties;
(2) Nature of the interest of the officer in question;
(3) Date that the contract was approved by the governing body;
(4) Amount of the contract; and
(5) Basic terms of the contract.
The information supplied relative to the contract shall be provided no later than ten days after the contract has been signed by both parties. The ledger kept pursuant to this section shall be available for public inspection during the normal working hours of the office in which it is kept.
Source: Laws 1986, LB 548, § 3; Laws 2001, LB 242, § 22.

§ 49-14,103.03. Open account with officer; how treated. An open account established for the benefit of any governing body with a business in which an officer has an interest shall be deemed a contract subject to sections 49-14,103.01 to 49-14,103.06. The statement required to be filed by section 49-14,103.02 shall be filed within ten days after such account is opened. Thereafter, the person charged with keeping records for such governing body shall maintain a running account of amounts purchased on the open account. Purchases made from petty cash or a petty cash fund shall not be subject to sections 49-14,103.01 to 49-14,103.06.
Source: Laws 1986, LB 548, § 4.

[1] If contract involves an open account insert "open account." A running account of amounts purchased is maintained in the records of the District Bookkeeper.

Internal Board Policies - Board Members

Code of Ethics

It shall be the policy of Elm Creek Public Schools that members of the Board of Education will exercise their responsibilities in accordance with the following Code of Ethics:

1. As a member of the local Board of Education, representing all the citizens of the Elm Creek School District, each Board member will recognize:

    a. That he or she has been entrusted with the educational development of the children and youth of the community.

    b. That the community expects that the first and greatest concern of a school Board member will be the best interest of each and every one of the young people enrolled in the district's schools.

    c. That the future welfare of this community, of this state, and of our nation depends in the largest measure upon the quality of education provided in Elm Creek Public Schools to meet the needs of every learner.

    d. That members of the Board of Education must collectively take the initiative in helping all the people in this community to have updated, accurate information about the public schools system, and to provide the finest possible school programs, school staff, and school facilities.

    e. That by statute the authority of the Board of Education is derived from the state which is ultimately responsible for the organization and operation of the public schools and which determines the degree of discretionary power exercised by the Board representing the people of the Elm Creek community.

    f. That a school Board member must never neglect his or her personal obligation to the community and legal obligation to the State of Nebraska, nor surrender these responsibilities to any other person, group or organization; but that, beyond this, each school Board member has a moral and civic obligation to our country which can remain strong and free only so long as public schools in the United States are kept strong and free.

2. In view of the foregoing consideration, it must be the constant endeavor of each school Board member:

    a. To devote time, thought and study to the duties and responsibilities of a school Board member so that he/she may render effective and creditable service.

b. To work with fellow school Board members in a spirit of harmony and cooperation so as to convert differences of opinion which arise during discussion and debate into a consensus for the benefit of the students enrolled in Elm Creek Public Schools.

c. To base personal decisions upon all available facts in each situation, to vote honest conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board of Education.

d. To remember at all times that individual Board members have no local authority outside the meetings of the Board of Education, and to conduct relationships with school staff members, local citizens, and all media of communication on the basis of this fact.

e. To resist every temptation and outside pressure to use the position as a school Board member to benefit either oneself or any other individual or agency apart from the total interest of the school system.

f. To recognize that it is as important for the Board of Education to understand and evaluate the educational program of Elm Creek Public Schools as it is to plan for the business of the school district.

g. To bear in mind under all circumstances that the primary function of the Board of Education is to establish and maintain the policies by which the schools are to be administered, but that the administration of the educational program and the conduct of school business shall be the primary responsibility of the Superintendent of Schools and the professional and non-professional staff members who are employed to work with the Superintendent of Schools.

h. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in Elm Creek Public Schools with respect to the establishment of policy on current school operation and proposed future developments.

i. To strive step by step to achieve the ideal conditions for the most effective service by a Board of Education to its community, in a spirit of teamwork and unwavering commitment to the American system of public education as a primary means for preservation and perpetuation of our representative democracy.

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Methods of Operation

It shall be the policy of Elm Creek Public Schools that the Board of Education exercises authority over the schools in accordance with applicable laws. It determines policy; delegates executive supervisory and instructional authority to its employees; and appraises results achieved in light of goals established by the Board of Education.

The Board of Education shall direct its attention primarily to broad questions of policy and the appraisal of results rather than to administrative details. It shall be recognized that the implementation and the application of policy is an administrative task to be performed by the Superintendent of Schools and professional and non-professional staff elected to work with the Superintendent of Schools. The Superintendent and Principals shall be held responsible for the effective administration and supervision of Elm Creek Public Schools and its policies.

All matters to be submitted to the Board of Education shall first be brought to the Superintendent of Schools for study, analysis, review and recommendation. The Superintendent will present to the Board of Education those matters which require formal action by the Board of Education.

Legal Reference: Neb. Rev. Stat. § 79-526
Neb. Rev. Stat. § 79-520

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Formulation of Policies

It shall be the policy of Elm Creek Public Schools that the Board of Education, representing the people of the Elm Creek School District, will be the governing body which determines all questions of general policy to be employed in the governance of the Elm Creek Public Schools.

Proposals regarding school district policies and operation may be initiated by any of several sources: a parent, a taxpayer, a professional employee, a school board member, a non-professional employee, a professional consultant, a civic group, etc. Ordinarily policies will be developed for presentation to the Board of Education by the Superintendent.

Formal action on policy proposals, whatever their source, will be taken by the Board of Education in accordance with its bylaws. Ordinarily, the Board of Education shall take action on such matters upon the basis of recommendations presented to the Board of Education by the Superintendent.

Legal Reference: Neb. Rev. Stat. § 79-554
Neb. Rev. Stat. § 79-520

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Adoption, Amendment or Suspension of Policies

A. Proposed policies introduced and recommended to the Board shall require a majority vote of the Board for adoption and if so passed shall take effect immediately.

B. Any policy of the Board may be suspended for an agreed upon period of time by a majority vote of the members of the Board.

C. The Superintendent, in case of emergency or to comply with legal requirements, may suspend any part of these policies and regulations as it pertains to administration of schools provided, however, that the Superintendent shall report the fact and the reason for such suspension at the next meeting of the Board of Education and, provided further that the suspension shall expire at the time of said report unless continued in effect by action of the Board of Education.

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Formulation of Administrative Regulations

The Board of Education shall delegate to the Superintendent of Schools the function of specifying required actions and outlining detailed arrangements for operation of the schools. These rules and detailed arrangements shall constitute the administrative regulations governing the schools. These rules and arrangements must, in every respect, be consistent with the policies adopted by the Board of Education.

The Board of Education shall approve administrative regulations when specific state laws require such action or when the Superintendent recommends that the Board of Education take such action.

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

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Meetings

The formation of school policy is a public matter and final action on such a matter must be taken in an open meeting. Every meeting of the Board of Education shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of the Board of Education, except as otherwise provided by the Constitution of the State of Nebraska, and by federal and state law.

The term "meeting" shall refer to all regular, special, or called meetings, formal or informal, of the Board of Education for the purpose of briefing, discussing public business, forming tentative policy, or taking any action of the Board of Education. This definition of "meeting" includes any meeting of an advisory committee of the Board of Education, but specifically excludes any meeting of a subcommittee, or standing committee, of the Board of Education unless such subcommittee or standing committee has been given the authority to take formal action on behalf of the Board.

Since members of the Board of Education are unable to function officially as individuals, the meeting of the Board of Education will present an opportunity for the school program to be discussed and appraised and for individual biases and opinions to be aired as the members of the Board of Education strive for consensus decisions on specific issues. In addition, the meeting will provide an appropriate place for items of interest or concern to individual citizens or groups of the school community to be heard and considered. The Board of Education will take formal action only when the Board is meeting in open session.

Legal Reference: Neb. Rev. Stat. § 79-554
Neb. Rev. Stat. § 79-555
Neb. Rev. Stat. § 84-1412

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Types of Meetings

Regular Meetings

Regular scheduled meetings may be of two kinds: business or education or both. The education meetings may be held for the purpose of reviewing the school program, or for the development and discussion of policy.

Special Meetings

A special meeting may be called by the President of the Board, or upon recommendation of the Superintendent, or by two members collectively in the event the President fails to act, upon due notice as specified by the bylaws. No business shall be transacted at a special meeting except that for which the meeting is called or that of an emergency nature.

Legal Reference: Neb. Rev. Stat. § 79-554
Neb. Rev. Stat. § 84-1409

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Designated Method of Giving Notice of Meetings

The designated methods of giving advance notice of meetings of the Board of Education of the Elm Creek School District shall be by publication or by posting. If notice is given by posting, such notice shall be given by posting notice in at least three (3) public places throughout the school district. The school house door, the post office, and a local bank are designated posting places, though other or different places at which the public may reasonably be notified are also designated as permissible places.

Notice shall be given a reasonable time in advance of the meeting. Two (2) days advance notice shall be considered sufficient.

For an emergency meeting, notice shall not be required to be given; however, the Board will complete minutes for such an emergency meeting as required by law. An emergency has been defined as any event or occasional combination of circumstances which calls for immediate action or remedy; pressing necessity; exigency; a sudden or unexpected happening; an unforeseen occurrence or condition.

The Secretary of the Board of Education, or the Secretary's designee, shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to such news media of the time and place of each meeting and the subjects to be discussed at the meeting.

Legal Reference: Neb. Rev. Stat. §§ 79-554; 79-555 and 84-1411

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Agenda Construction and Control

A. Written meeting agendas will be prepared by the Superintendent in collaboration with the President of the Board of Education. Any Board member may submit agenda items to be placed on the agenda by the Superintendent and the Board President.

B. Control of the agenda is the responsibility of the Board President. Agenda items shall set forth the matter to be discussed at that agenda item. An agenda, kept continuously current, shall be readily available for public inspection at the office of the Superintendent of Schools of the Elm Creek School District during normal business hours. Except for items of an emergency nature, the agenda shall not be altered later than 24 hours before the scheduled commencement of the meeting. The School Board shall have the right to modify the agenda to include items of an emergency nature only by action taken at the public meeting at which the item is to be considered. Agenda items shall be sufficiently specific to advise the public of the issues to be discussed under that agenda item.

Legal Reference: Neb. Rev. Stat. § 84-1411

Date of Adoption: May 13, 2013

Internal Board Policies

Location of School Board Meetings

The traditional meeting place for Board meetings will be the board room at the Elm Creek Public School. The President or Superintendent may designate a different meeting place for individual meetings with advance notice to the members.

All meetings of the Board shall be held at the location designated in the notice of said meeting. If circumstances dictate meeting in a different location than designated in the notice, it shall be the responsibility of the Superintendent to take the appropriate steps to inform Board members and the public.

Meetings of the Board may be held outside the School District boundaries when deemed necessary by the Board and approved by the Board at any preceding meeting. Meetings of the Board may be held outside the state of Nebraska upon compliance with applicable laws.

Legal Reference: Neb. Rev. Stat. §§ 84-1411 and 84-1412

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Procedures During Meetings

In the absence of the President and the Vice President of the Board of Education at any meeting, the Board shall choose a President pro tempore. In the absence of the Secretary at any meeting, the Board shall also choose a Secretary pro tempore.

Any action taken on a question or a motion duly moved and seconded shall be by roll call vote of the Board in open session, and the record shall state how each member voted, or if the member was absent or abstained.

Legal Reference: Neb. Rev. Stat. § 79-569
Neb. Rev. Stat. § 79-520
Neb. Rev. Stat. § 84-1413

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Public Participation at Board Meetings

A. Attend

Members of the public shall be permitted to attend and to speak at board meetings. They will not be required to identify themselves as a condition for admission to the meeting.

The Board may allow advisors, consultants, and other persons who are not Board members to appear at the meeting via telephone or other similar means.

The chair has the authority to assure that people conduct themselves in an orderly manner at the meeting. Undue interruption or other interference with the orderly conduct of business will not be allowed. The chair may order persons who are disorderly to be removed from the meeting.

Legal Reference:	§§ 79-570; 79-571; § 84-1411 (3) and (6); § 84-1412 (1) and (3)

B. Hear

The board will, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at the meeting.

Legal Reference:	§ 84-1412 (7)

C. Record

Members of the public may use recording devices (tape recorder, video camera, etc.) to record any part of a meeting of a public body, except for closed sessions. No recording, other than note taking, shall be done without informing the President in advance. The President shall control the placement of the recording device so the device does not obstruct the view of Board members or other members of the public attending the meeting and does not otherwise interfere with the meeting.

Legal Reference:	§ 84-1412 (1)

D. Access to Written Materials

At least one copy of all reproducible written material to be discussed at an open meeting will be made available at the meeting for examination and copying by members of the public.

Legal Reference:	§ 84-1412 (8)

E. Speak

Members of the public will be permitted to speak at Board meetings at which a public forum is on the Agenda. Members of the public may also speak when invited to make a presentation or when recognized by the chair. The Board is not required to allow members of the public to speak at each meeting. However, the Board will not forbid public participation at all meetings.

Members of the public will not be required to have their name be placed on the agenda prior to the meeting in order to speak about items on the agenda.

Members of the public who desire to address the Board will be required to identify themselves.

The President or chair for the meeting shall have the authority to establish reasonable time limits for individual speakers and for the duration of public forum sessions.

Speakers will be permitted to address the Board consistent with free speech rights. However, offensive language, defamatory remarks, and hostile conduct will not be tolerated. Further, charges or complaints against a school employee shall not be made for the first time at a public Board meeting without having followed the school's complaint procedure.

Legal Reference:	§ 84-1412 (1) (2) and (3)

Date of Adoption: May 13, 2013

Internal Board Policies - Methods of Operation

Teacher-Administrator-Board of Education Relationships

Since it is recognized that providing a high quality education for children is the paramount aim of Elm Creek Public Schools and that good morale is necessary for the best education of children, the Board sets forth the following policy concerning the relationship of the Board, the administration, and the staff:

A. The Board of Education, under law, has the final responsibility of establishing policies for the district.

B. The Superintendent and staff have the responsibility of carrying out the policies established through the development and monitoring of administrative rules and regulations.

C. The professional teaching personnel has the ultimate responsibility of providing the best possible education in the classroom through the careful following of Board policies and administrative rules and regulations.

Date of Adoption: May 13, 2013

ServiceMaster of Mid Nebraska
PO Box 898
Lexington, NE 68850
Ph. #: 308-324-3072
Fax #: 308-324-2421
Email: bbazata@servicemastermidne.com

Friday, November 28th, 2014

Elm Creek School District
Dean Tickle
POB 490
Elm Creek, NE 68836

Dear Dean,

As you are probably well aware, the State of Nebraska recently (November 2014) voted in favor of new a new minimum wage law. The law mandates two increases over the next two years. **On January 1, 2015 there will be an increase from $7.25 to $8.00. On January 1, 2016 the minimum wage will increase from $8.00 to $9.00.** The wage floor will **rise 24.14%** over the next two years in Nebraska.

In addition to the minimum wage change, the competition for entry level labor has continued to increase in the Dawson County area. Although we are constantly vigilant of our direct costs and overhead, labor is still the main resource and rate driver of our industry. Not only will we adjust our wage scale to be legally compliant, but we simply need to have the ability to recruit and retain high quality people.

To ensure that we are providing you with suitable personnel at your facility(s), we utilize criminal background checks provided by local law enforcement (Dawson County Sheriff's Dept.), and participate in the Federal "E-Verify" program. We also provide our team members with continuous training and on-site inspections. The results of our inspections are communicated with you each month.

The management team and I strive very hard to keep our rates as static as possible because we understand that every dollar counts. However, as a result of the change in the minimum wage law and the consequential rise in labor costs, we must adjust our price for services. Effective January 1, 2015, I am proposing to increase the monthly fee ServiceMaster charges for cleaning your facilities. Please refer to **Table 1** on the following page to view the updated price structure.

ServiceMaster of Mid Nebraska
PO Box 898
Lexington, NE 68850
Ph. #: 308-324-3072
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TABLE 1

Facility Description	Current Monthly Price	**Proposed 2015 Monthly Price**	Adjustment Amount	% Increase
New Addition	$ 3077.00	**$ 3207.00**	$ 130.00	4.22%
Elementary School	$ 3355.00	**$ 3442.00**	$ 87.00	2.59%
TOTALS	$ 6432.00	**$ 6649.00**	$ 217.00	3.37%

For the areas that we clean, your total monthly rate will be **$6,649.00 in 2015**. This is an increase of $217.00 or 3.37%. Although this rise in price is substantial, it is still less than the 10.34% surge in entry level labor costs that will occur in 2015.

I assure you that my organization does not take the issue of price increases lightly. We value your patronage and will continue to work hard to keep you as our customer. If you wish to discuss this matter, please do not hesitate to call me.

Sincerely,

Brian Bazata, President
ServiceMaster of Mid NE

ServiceMASTER Clean
The clean you expect. The service you deserve.

ServiceMaster of Mid Nebraska
PO Box 898
Lexington, NE 68850
Ph. #: 308-324-3072
Fax #: 308-324-2421
Email: smccourt@servicemastermidne.com

Contract Change Order A2015

This Change Order ("Order") made _____, 20__ shall amend and become an integral part of the Contract Cleaning Services Agreement ("Agreement") by and between **B&H Services, Inc. DBA ServiceMaster of Mid NE** ("ServiceMaster Clean") and **The Elm Creek Public School District** ("Client"):

Mr. Dean Tickle
Superintendent
Elm Creek Public School District
230 Calkins Ave
Elm Creek, NE 68836

This Order provides as follows:

1. Beginning on January 1st, 2015, the Client authorizes ServiceMaster Clean to increase the monthly contracted amount by **$130.00 for janitorial services at the facility known as the "New Addition"**. This change is being made due to compensate for the increase in labor costs due to the passage of a new minimum wage law in the state of Nebraska. The law will become effective January 1st, 2015.

2. The Agreement is amended to specify that changes in the services to be performed upon the area to be served shall be deemed incorporated into the Task Schedule(s) described in paragraph one of the Agreement.

3. All other terms and conditions of the Agreement are ratified and confirmed.

ServiceMaster of Mid Nebraska
PO Box 898
Lexington, NE 68850
Ph. #: 308-324-3072
Fax #: 308-324-2421
Email: smccourt@servicemastermidne.com

Contract Change Order A2015
Signature Sheet

AGREED:

CLIENT	SERVICEMASTER CLEAN
Authorized Signature	Authorized Signature
Title	President Title
Date	3/12/15 Date
Printed Name	Brian Bazata Printed Name

Elm Creek Public School District
230 Calkins Ave
POB 490
Elm Creek, NE 68836

ServiceMaster of Mid NE
702 N Adams St.
POB 898
Lexington, NE 68850

ServiceMASTER Clean
The clean you expect. The service you deserve.

ServiceMaster of Mid Nebraska
PO Box 898
Lexington, NE 68850
Ph. #: 308-324-3072
Fax #: 308-324-2421
Email: smccourt@servicemastermidne.com

Contract Change Order B2015

This Change Order ("Order") made _____, 20__ shall amend and become an integral part of the Contract Cleaning Services Agreement ("Agreement") by and between **B&H Services, Inc. DBA ServiceMaster of Mid NE** ("ServiceMaster Clean") and **The Elm Creek Public School District** ("Client"):

Mr. Dean Tickle
Superintendent
Elm Creek Public School District
230 Calkins Ave
Elm Creek, NE 68836

This Order provides as follows:

1. Beginning on January 1st, 2015, the Client authorizes ServiceMaster Clean to increase the monthly contracted amount by **$87.00 for janitorial services at the facility known as the "Elementary School"**. This change is being made due to compensate for the increase in labor costs due to the passage of a new minimum wage law in the state of Nebraska. The law will become effective January 1st, 2015.

2. The Agreement is amended to specify that changes in the services to be performed upon the area to be served shall be deemed incorporated into the Task Schedule(s) described in paragraph one of the Agreement.

3. All other terms and conditions of the Agreement are ratified and confirmed.

ServiceMaster of Mid Nebraska
PO Box 898
Lexington, NE 68850
Ph. #: 308-324-3072
Fax #: 308-324-2421
Email: smccourt@servicemastermidne.com

Contract Change Order B2015
Signature Sheet

AGREED:

CLIENT	SERVICEMASTER CLEAN
Authorized Signature	Authorized Signature
Title	President Title
Date	3/12/2015 Date
Printed Name	Brian Bazata Printed Name

Elm Creek Public School District
230 Calkins Ave
POB 490
Elm Creek, NE 68836

ServiceMaster of Mid NE
702 N Adams St.
POB 898
Lexington, NE 68850

Document No. 1
(Motion to Repeal Existing Policy
and adopt new VERIP Policy)

RESOLUTION

BE IT RESOLVED by the Board of Education of this School District that any existing early retirement incentive program or policy for this School District should be, and is hereby, repealed effective immediately upon the passage of this Resolution, and that no employee shall be entitled to any benefits or claims under such program or policy, and that the new Voluntary Early Retirement Incentive Program and Policy, and the Application and Agreement therefore, which are attached hereto and incorporated herein by this reference as though set forth in full, should be and are hereby approved and the same shall become effective and be in full force and effect immediately upon the passage of this Resolution and shall expire and be, and hereby are, repealed without further action of this Board of Education as of and effective on August 31, 2015.

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

The following members voted against the same: _____ _____.

The following members were absent or not voting: _____ _____.

The above Resolution having been consented to and approved by more than a majority of the members of the Board of Education of this School District was declared as duly passed and adopted, with all provisions thereof being effective immediately, at a duly called and lawfully held meeting of this School District in full compliance with the Nebraska Open Meetings Law.

DATED this **16th** day of **March, 2015**.

BUFFALO COUNTY SCHOOL DISTRICT 10-0009,
A/K/A ELM CREEK PUBLIC SCHOOLS

BY: _____
President

ATTEST:

_____
Secretary

VOLUNTARY EARLY RETIREMENT INCENTIVE PROGRAM POLICY

A. PURPOSE

The purpose of this Voluntary Early Retirement Incentive Program ("VERIP") is to encourage eligible certificated employees of Elm Creek Public Schools ("School District") who are considering an early-leaving decision to accelerate their retirement plans effective at the end of the 2014-2015 school year. Objectives include, but are not limited to, the following:

1. To offer financial incentives that will assist long-term employees considering early retirement or early-leaving decisions to complete such decisions.
2. To reduce costs to the School District by replacing employees with lesser salaried employees or by eliminating positions.
3. To buy-out the tenure rights (i.e., continuing contract rights) of certificated staff, and in effect, make payments to secure the release of unexpired contracts of employment in exchange for permanent certificated employees giving up their constitutional and contractual rights to tenure and relinquishing such tenure rights.
4. To provide a better balance of staff experience.

B. QUALIFICATIONS

1. Certificated Employee: To be a participant a person must be employed by the School District, as of the date of acceptance of the person's application, in a position requiring that the employee have a certificate issued by the Nebraska Department of Education. The Eligible Employee must have completed at least fifteen (15) continuous years of credited service to the School District; and the Eligible Employee has been continuously employed by the School District with a 1.0 FTE for at least five (5) years preceding the date on which this application is submitted.

2. Full-Time Equivalency: A "certificated employee" is defined for purposes of this VERIP as a person employed at least 1.0 FTE. As such, employees who are employed on a less than 1.0 FTE basis are not eligible.

3. Rule 85 Eligibility: To be a participant a person must be eligible for retirement under the School Employees Retirement Act without reduction of benefits under such Act, on the basis of being at least fifty-two (52) years of age and the sum of the person's attained age and creditable service under that Act totals eighty-five (85). Age and creditable service are to be determined as of September 1, 2015.

4. Terminated Employee's Ineligibility: An employee who has received written notice of possible cancellation, termination or non-renewal for reasons other than reduction in force shall not be eligible and may not participate in this program, unless after a hearing before the Board of Education it is determined that the employee's contract should not be cancelled, non-renewed or terminated. An employee who has received written notice of possible termination for reason of a reduction in force shall be eligible and may participate in this program if, but only if, said employee expressly waives all rights to which he or she may be entitled under the reduction in force law including, without limitation, substantive and procedural rights, staff development assistance and retirement incentive plan benefits, and recall rights.

C. ENROLLMENT REQUIREMENTS

1. Resignation: Participants in the program shall resign their employment with the School District effective at the end of the 2014-2015 school year.

If a certificated employee participating in this program is re-employed by the School District as a certificated employee to a position of .50 F.T.E. or greater within four (4) years of September 1 of the year in which said resignation is effective, the certificated employee shall refund to the School District that portion of the monies received under this plan for any portion of said four (4) year period that has not elapsed as of the date the certificated employee is re-employed on a per diem pro rata basis. This provision shall not apply to substitute teaching for the School District on a per diem basis.

The amount forfeited shall be determined based on the four year period of time that has not elapsed between September 1, 2015 and September 1, 2019, on a pro rata basis. To the extent the forfeited amount of the severance benefit has been paid, such forfeited amount shall be refunded immediately upon re-employment. Examples: If an employee is re-employed as of September 1, 2015, the entire severance benefit is forfeited. If an employee is re-employed as of September 1, 2016, three-fourths (3/4ths) of the severance benefit is forfeited and must be refunded immediately upon re-employment; if re-employment was as of September 1, 2017, the forfeiture is two-fourths (2/4ths), etc.

2. Application and Agreement: Each eligible employee who wishes to participate in the VERIP must properly complete, execute, and submit an Application and Agreement form to the Superintendent on or before **May 1, 2015**. **FAILURE TO SUBMIT THE APPLICATION AND AGREEMENT WITHIN THE TIME FRAME SPECIFIED SHALL RESULT IN THE REJECTION OF SUCH APPLICATION OR AGREEMENT.**

The Superintendent shall review the employee's record to determine eligibility. If eligible, the Board of Education shall approve the Application and Agreement, except as may be otherwise provided herein, at such time as deemed appropriate.

3. Acceptance or Rejection of Applications: The Board of Education of the School District, in its sole and absolute discretion, reserves the right to accept or reject any or all applications based on financial exigencies, availability of funds, budget, expenses, revenue, and other school finance issues. The intent of the Board of Education is to accept no more than two (2) applications under this VERIP. The Board of Education may grant preferences if numerous applications are filed based on: (1) length of service with the School District, (2) programs to be offered, (3) areas of certification and endorsement, (4) state and federal regulations which may mandate certain employment practices, (5) special qualifications which may require specific training and/or experience, (6) contributions to activity programs, (7) qualifications based on past performance and competence as determined by the Principal and/or Superintendent through employee evaluation procedures and review of any prior disciplinary action of incidents, (8) the organizational and educational impact created by multiple part time certificated employees and (9) salary levels of the applicants.

D. BENEFITS

1. Calculation of Severance Benefit: A qualified full-time certificated employee who has requested and been accepted for participation in the VERIP shall receive a severance benefit equal to the amount of $11,000.

The severance benefit shall be payable in the form of a contribution to the School District's 403(b) annuity or custodial account for the benefit of the Certificated Employee. The severance benefit payments shall be made on the following schedule: two (2) equal payments to be made on or about September 20, 2015 and September 20, 2016.

The parties agree that the non-elective contribution described herein will not exceed any Internal Revenue Code or other limit imposed by law at the time the contribution is made. If the School District determines that a contribution, together with any other contributions on behalf of the Certificated Employee, would cause the Certificated Employee to exceed the maximum allowed by law, the excess shall be paid to the Certificated Employee in cash, less required withholding.

2. Source of Funds: The School District shall pay the entire cost of the plan.

3. Administration: This Plan shall be administered by the Board of Education by and through the administration of the School District.

4. Income Tax Consequences: The payments made pursuant to the VERIP are made to buy-out the tenure rights (i.e., continuing contract rights) of certificated staff, and in effect, make payments to secure the release of unexpired contracts of employment, and to pay a negotiated amount of money in exchange for permanent certificated employees giving up their constitutional and contractual rights to tenure and relinquishing such tenure rights. Further, pursuant to IRS Publication 15-B, contributions to the cost of health insurance premiums of a retiree are not subject to FICA and Social Security taxes. As such, FICA, Social Security taxes, and similar taxes are not to be withheld from payments made pursuant to this VERIP unless, in the sole discretion of the School District, it is determined that the law requires that such taxes or withholding be made, in which event the social security percentage and any other required state or federal withholdings may be subtracted from each payment to the participant. Otherwise, and except as otherwise provided in this VERIP, no state or federal retirement contributions, FICA, FUTA, or state or federal unemployment contributions, including employer and employee share thereof will be withheld from or contributed in relation to the payments. In the event the School District or a participant are called upon to pay the federal government or the State of Nebraska, or any other state or federal authority, sums or payments that should have been withheld from or contributed in relation to the VERIP payments, including retirement contributions, FICA, FUTA, or state or federal unemployment contributions, the participant shall indemnify and hold the School District harmless from any and all sums which it is called upon to pay, including the employee's and employer's share thereof and any and all penalties and interest arising from either the employee's share or employer's share thereof.

5. COBRA Rights: Pursuant to COBRA, a participant will have the opportunity to continue participation in the School District's group health insurance plan for at least eighteen (18) months following resignation of employment upon payment by the employee of the monthly insurance premiums.

E. WAIVER AND RELEASE OF CLAIMS

Employees who participate in the VERIP shall be required to waive and release the School District from claims and rights as provided for in the Application and Agreement adopted as a part of this VERIP policy. The Superintendent shall give the requisite notices to eligible employees as required by law in order for the waiver and release to be fully enforceable.

The Superintendent shall deliver to all eligible certificated employees a copy of this VERIP Policy and a copy of the attendant Application and Agreement at least forty-five (45) days prior to the application deadline and provide eligible employees any additional information required by law.

A copy of the Application and Agreement shall also be made available at the Superintendent's office.

F. TERM OF PROGRAM

The VERIP program and policy, and all benefits provided herein, have been repealed and shall expire and be of no force and effect as of August 31, 2015.

ELM CREEK PUBLIC SCHOOLS
VOLUNTARY EARLY RETIREMENT INCENTIVE PROGRAM
APPLICATION AND AGREEMENT

APPLICATION DEADLINE: **May 1, 2015**.

This Voluntary Early Retirement Incentive Program ("VERIP") Application and Agreement is offered and made this ____ day of _____, 2015, between Buffalo School District 10-0009, a/k/a Elm Creek Public Schools ("School District"), and

_____ ("Certificated Employee")
_____ (address)

WHEREAS, the School District has established a VERIP to be offered during the remainder of the 2014-2015 school year only, for the purpose of encouraging eligible certificated employees who are considering an early leave decision to accelerate their retirement plans; and,

WHEREAS, the Certificated Employee is desirous of voluntarily participating in the VERIP and in voluntarily resigning from employment; and,

WHEREAS, the Certificated Employee affirms as a condition of this Application that the Certificated Employee is eligible for the VERIP and specifically meets each of the following conditions for eligibility:

1. the Certificated Employee is employed by the School District, as of date of acceptance of the application, in a position requiring that the employee have a certificate issued by the Nebraska Department of Education;
2. the Certificated Employee will qualify under the Rule of 85 as of September 1, 2015; and
3. the Certificated Employee has not received written notice of possible cancellation, termination or non-renewal for reasons other than reduction in force; and,

WHEREAS, the Certificated Employee acknowledges that:

1. forty-five (45) or more days prior to the Certificated Employee's execution of this Application and Agreement, the Certificated Employee received the VERIP Policy and Application form and a Memorandum from the Superintendent, which provided the Certificated Employee with information as to the class, unit, or group of individuals covered by the VERIP program, eligibility factors for such program, time limits applicable to such program; the job titles and ages of all individuals eligible or selected for the program, and the ages of all individuals in the same job classification or organizational unit who are not eligible or selected for the program;
2. the Certificated Employee has been advised in writing to consult with an attorney prior to executing this Application and Agreement;
3. the Certificated Employee has had 45 or more days to consider participation in the VERIP;
4. the Certificated Employee understands that the Certificated Employee has the right, for a period of at least seven days following the execution of the VERIP Application

and Agreement, to revoke the Agreement, and that the VERIP Application and Agreement does not become effective or enforceable until the revocation period has expired; and

5. the Certificated Employee's participation in the VERIP is knowing and voluntary and the Certificated Employee was not coerced in any manner to participate in the VERIP.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and stipulations set forth in this Application and Agreement, the Certificated Employee and the School District hereby agree as follows:

1. CERTIFICATED EMPLOYEE'S RESIGNATION: The Certificated Employee, by signing this Application and Agreement, hereby voluntarily, unconditionally, and irrevocably resigns from the Certificated Employee's employment with the School District effective at the end of the 2014-2015 school year. The Certificated Employee waives any and all notice of action by the Board of Education to accept the resignation and to terminate the Certificated Employee's continuing contract and employment with the School District. The Certificated Employee waives any and all rights the Certificated Employee may have under Neb. Rev. Stat. "79-824 to 79-839 (the teacher tenure law), or other laws as they now exist or as they may be amended in the future relating to continued employment. The Certificated Employee authorizes the School District to advertise for, and contract with, a replacement certificated employee, if deemed appropriate, for the 2014-2015 school year. The Certificated Employee authorizes the School District to approve and accept this Application and Agreement immediately upon its submission.

The School District, by approving and signing this Application and Agreement, hereby unconditionally and irrevocably accepts the Certificated Employee's resignation, ending all employment relations between the School District and the Certificated Employee, effective at the end of the 2014-2015 school year.

If the Certificated Employee is re-employed by the School District as a certificated employee to a position of .50 F.T.E. or greater prior to September 1, 2015, the Certificated Employee shall forfeit all or a portion of the severance benefit. This provision shall not apply to substitute teaching for the School District on a per diem basis.

The amount forfeited shall be determined based on the four year period of time that has not elapsed between September 1, 2015 and September 1, 2019, on a pro rata basis. To the extent the forfeited amount of the severance benefit has been paid, such forfeited amount shall be refunded immediately upon re-employment. Examples: If an employee is re-employed as of September 1, 2015, the entire severance benefit is forfeited. If an employee is re-employed as of September 1, 2016, three-fourths (3/4ths) of the severance benefit is forfeited and must be refunded immediately upon re-employment; if re-employment was as of September 1, 2017, the forfeiture is two-fourths (2/4ths), etc.

2. EARLY RETIREMENT BENEFITS: In consideration of the Certificated Employee's resignation, and of other covenants and conditions set forth in this Application and Agreement, the Certificated Employee shall receive the following benefits and payments:

(a) **Early Retirement Benefit:** A qualified full-time certificated employee who has requested and been accepted for participation in the VERIP shall receive a severance benefit equal to the amount of $11,000.

The severance benefit shall be payable in the form of a contribution to the School District's 403(b) annuity or custodial account for the benefit of the Certificated Employee. The severance benefit payments shall be made on the following schedule: two (2) equal payments to be made on or about September 20, 2015 and September 20, 2016.

The parties agree that the non-elective contribution described herein will not exceed any Internal Revenue Code or other limit imposed by law at the time the contribution is made. If the School District determines that a contribution, together with any other contributions on behalf of the Certificated Employee, would cause the Certificated Employee to exceed the maximum allowed by law, the excess shall be paid to the Certificated Employee in cash, less required withholding.

(b) **Tax Consequences:** The payments made pursuant to the VERIP are made to buy-out the tenure rights (i.e., continuing contract rights) of certificated staff, and in effect, make payments to secure the release of unexpired contracts of employment, and to pay a negotiated amount of money in exchange for permanent certificated employees giving up their constitutional and contractual rights to tenure and relinquishing such tenure rights. Further, pursuant to IRS Publication 15-B, contributions to the cost of health insurance premiums of a retiree are not subject to FICA and Social Security taxes. As such, FICA, Social Security taxes and similar taxes, are not to be withheld from payments made pursuant to this VERIP unless, in the sole discretion of the School District, it is determined that the law requires that such taxes or withholding be made, in which event the social security percentage and any other required state or federal withholdings may be subtracted from each payment to the participant. Otherwise, and except as otherwise provided in this VERIP, no state or federal retirement contributions, FICA, FUTA, or state or federal unemployment contributions, including employer and employee share thereof will be withheld from or contributed in relation to the payments. The Certificated Employee agrees that, in the event the School District or the Certificated Employee are called upon to pay the federal government or the State of Nebraska, or any other state or federal authority, sums or payments that should have been withheld from or contributed in relation to the VERIP payments, including retirement contributions, FICA, FUTA, or state or federal unemployment contributions, the Certificated Employee shall indemnify and hold the School District harmless from any and all sums which it is called upon to pay, including the employee's and employer's share thereof and any and all penalties and interest arising from either the employee's share or employer's share thereof.

3. WAIVER AND RELEASE OF CLAIMS: By entering into this Agreement the Certificated Employee hereby releases, waives, acquits, and forever discharges the School District, all past, present, and future members of the Board of Education of such School District in their official and individual capacities, the Administrators, and all other officers, agents, and employees of

the School District, in their official and individual capacities, from any and all claims, however characterized, whether for damages, costs, expenses, compensation, penalties, wages, benefits, reinstatement, attorneys' fees, or attorneys' fees under 42 U.S.C. '1988, or the like, with respect to, arising out of, or in relation to the Certificated Employee's employment with the School District, including, but not limited to, claims or rights:

1. under the Age Discrimination in Employment Act (ADEA), the Older Workers Benefit Protection Act (OWBPA) (29 U.S.C. '621 et seq.), and the Act Prohibiting Unjust Discrimination in Employment on the Basis of Age (Neb. Rev. Stat. '48-1001 et seq.);
2. under the Employee Retirement Income Security Act of 1974 (ERISA) (29 U.S.C. '1001 et seq.)
3. under Title VI (42 U.S.C. § 2000d et seq.; 34 CFR §100 et seq.), Title VII (42 U.S.C. §2000e, et seq.) and Title IX of the Civil Rights Act of 1964 (20 U.S.C §1681; 34 CFR 106.1 et seq.);
4. under the Civil Rights Act of 1866 and 1871 (42 U.S.C. '1981, through and including 42 U.S.C. '1988);
5. under the Americans with Disabilities Act (42 U.S.C. §12101 et seq.; 28 CFR §35.101 et seq.), Section 504 of the Rehabilitation Act (29 U.S.C. §791, et seq.; 34 CFR §104, et seq.), and the Family Medical Leave Act of 1993 (29 U.S.C. '2601 et seq.);
6. under the Nebraska Fair Employment Practices Act (Neb. Rev. Stat. §48-1101 et seq.); the Nebraska Equal Opportunity in Education Act (Neb. Rev. Stat. §79-2,116 et seq.), the Industrial Relations Act, including unfair labor practices claims under that Act (Neb. Rev. Stat. §48-801 et seq.), and civil rights claims under Neb. Rev. Stat. § 20-168 and other state and local laws;
7. under the Wage Payment and Collection Act (Neb. Rev. Stat. §48-1228 et seq.), including claims or rights to be paid for any unused leave, but excluding rights to salary earned and unpaid for the final year of employment;
8. of or relating to discrimination on the basis of race, ethnic background, color, religion, sex, age, disability, handicap, marital status or national origin, or other protected status, free speech, and unlawful retaliation, before the state or federal EEOC or NEOC, or any other agency or department or state or federal courts under any state or federal constitution, law, rule, or regulation;
9. for breach of contract or tort, including but not limited to negligence, libel, slander, and breach of confidentiality or privacy;
10. of whatsoever nature arising under any other state, federal, or local constitution, statute, regulation, or ordinance arising out of the Certificated Employee's employment with the School District, this Application and Agreement, the VERIP, or the Certificated Employee's resignation from such employment.

This waiver and release is given in exchange for good and valuable consideration (the VERIP severance benefit) beyond that to which the Certificated Employee is otherwise entitled to pursuant to law or agreement.

4. LEGAL NOTICES

(a) Consult Attorney. The Certificated Employee is advised to consult with an attorney before entering into the VERIP by signing this Application and Agreement.

(b) Time to Consider. The Certificated Employee is given a period of at least 45 days within which to consider the VERIP policy and the Application and Agreement. The Certificated Employee acknowledges that the Certificated Employee has had sufficient time to consider the waiver and release of claims and all other matters contained in this Application and Agreement.

In the event the Certificated Employee signs this Application and Agreement prior to the 45 day time period, the Certificated Employee hereby states and affirms that: (1) the Certificated Employee's decision to accept such shortening of time is knowing and voluntary; (2) the Certificated Employee's decision to accept such shortening of time was not induced by the School District through fraud or misrepresentation, and (3) the Certificated Employee's decision to accept such shortening of time was not induced by the School District through a threat to withdraw or alter the offer prior to the expiration of the 45 day time period, or by providing different terms to employees who sign the release prior to the expiration of such time period.

(c) Right to Revoke. The Certificated Employee has the right, for a period of seven days following the execution of this Application and Agreement, to revoke this Application and Agreement. This Application and Agreement shall not become effective or enforceable until the revocation period has expired.

_____
Certificated Employee

STATE OF NEBRASKA)
) ss.
COUNTY OF BUFFALO)

On this _____ day of _____, 2015, before me, the undersigned notary public, duly commissioned and qualified in the aforesaid county, personally appeared _____, personally known to me to be the identical person who signed the above and foregoing Application and Agreement, and that such person acknowledged the execution of the Application and Agreement to be the person's voluntary act and deed.

_____
Notary Public

Acceptance

The above Voluntary Early Retirement Incentive Program Application and Agreement is hereby accepted and approved.

DATED this _____ day of _____, 2015.

BUFFALO COUNTY SCHOOL DISTRICT 10-0009, a/k/a ELM CREEK PUBLIC SCHOOLS

BY: _____

President or Other Duly Authorized School Official

Document No. 6
(Resolution Accepting TERIP Application)

RESOLUTION

BE IT RESOLVED by the Board of Education of this School District that the Voluntary Early Retirement Incentive Program Application and Agreement of _____ ("Certificated Employee") should be and is hereby approved and accepted, and that the President or any other school official of this School District should be, and is hereby, authorized and directed to sign, execute and deliver the same for and on behalf of this School District and to pay or cause to be paid all payments or benefits provided in such Application and Agreement, and that the resignation of the Certificated Employee should be and is hereby accepted, to be effective at the end of the 2014-2015 school year and that such Application and Agreement is on file with official records of this School District and is hereby incorporated herein by this reference as though set forth in full.

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

The following members voted against the same: _____
_____.

The following members were absent or not voting: _____
_____.

The above Resolution having been consented to and approved by more than a majority of the members of the Board of Education of this School District was declared as duly passed and adopted, effective immediately, at a duly called and lawfully held meeting of this School District in full compliance with the Nebraska Open Meetings Law.

DATED this ___ day of _____, 2015.

BUFFALO COUNTY SCHOOL DISTRICT 10-0009,
A/K/A ELM CREEK PUBLIC SCHOOLS

BY: _____
President

ATTEST:

_____
Secretary

ELM CREEK PUBLIC SCHOOL DISTRICT
Voluntary Early Retirement Incentive Program

NOTICE OF PROGRAM AND ADEA INFORMATION

To: All Eligible Certificated Employees

From: Dean Tickle, Superintendent

Date: March 17, 2015

Re: Important information concerning the VERIP

(A) **Eligibility Requirements**: The eligibility requirements for participation in the VERIP program are set forth in the policy and application form. Copies of the policy and application form are provided with this memo.

(B) **Enrollment Requirements**: All persons who are eligible and wish to apply for participation in the Elm Creek Public Schools VERIP must sign the application and return it to the Superintendent's Office on or before **May 1, 2015**. Once the signed application is returned to the Superintendent's Office, the employee has seven days to revoke the application. All persons are advised to consult with an attorney before entering into the VERIP or signing the application.

(C) **ADEA Age Information**: The ADEA requires that information be provided on the ages of those eligible and of those not eligible, by position. Attached is a listing of the ages and job titles of certificated employees of the School District who are and are not eligible to participate in the VERIP.

Number of certificated employees of each age who meet and do not meet eligibility requirements for the Elm Creek Public Schools VERIP.

Job Title	Age	No. Eligible	No. **not** Eligible
Certificated Employees.....	22.....	___	___
	23.....	___	2
	24.....	___	___
	25.....	___	1
	26.....	___	___
	27.....	___	1
	28.....	___	_3
	29.....	___	___
	30.....	___	___
	31.....	___	_1
	32.....	___	_1
	33.....	___	_1
	34.....	___	_1
	35.....	___	_1
	36.....	___	_2
	37.....	___	_2
	38.....	___	___
	39.....	___	___
	40.....	___	_2
	41.....	___	___
	42.....	___	___
	43.....	___	___
	44.....	___	___
	45.....	___	_1
	46.....	___	_1
	47.....	___	___
	48.....	___	___
	49.....	___	_1
	50.....	___	_1
	51.....	___	_3
	52.....	___	___
	53.....	___	_2
	54.....	_1	___
	55.....	___	_1
	56.....	___	___
	57.....	___	___
	58.....	___	___
	59.....	_2	___
	60.....	___	___
	61.....	___	___
	62.....	___	___
	63.....	___	___
	64.....	_1	___
	65.....	___	___
	66.....	___	___
	67.....	___	___
	68.....	___	___
	69.....	___	___
	70.....	___	___

Elm Creek Public Schools

230 East Calkins Ave., PO Box 490
Elm Creek, NE 68836
(308) 856-4300 phone (308) 856-4907 fax
www.elmcreekschools.org

Curriculum, Technology and Finance Committee Meeting

March 2, 2015, 8:30am

1. Social Science update
2. Schedule options for next year
3. Agricultural Program and NCTA
4. CIP update
5. Other

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Transportation Committee Meeting

March 2, 2015, 8:15am

Monthly transportation reports: District cost for fuel, repairs storage, utilities and driver expenses

Vehicle Repair

Bus Barn

Other:

Elm Creek Public Schools

230 East Calkins Ave., PO Box 490
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Building and Grounds Committee Meeting

Tuesday, March 2, 2015
7:00 AM

1. Security and Safety Audit review

2. Bleacher at the football field proposal

3. Lights outside the elementary

4. Schedule walk-through

5. Playground update

6. Other