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{\rtlch\fcs1 \af2\afs28 \ltrch\fcs0 \fs28\insrsid3682047\charrsid12679068 Monday, July 8, 2019  
7:30 PM \par Conference Room at the Southern Valley Schools Junior/Senior High School  
Building, Oxford, Nebraska  
43739 Hwy 89  
Oxford, NE 68967r\s15\ql  
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## 1. OPENING

- 1.1. Call Meeting to Order
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Excuse Absent Board Members
- 1.5. Acknowledge Posted Open Meeting Act

## 2. REVIEW THE AGENDA

- 2.1. Publication of Notice Verification
- 2.2. Notes Regarding Agenda/Additions
- 2.3. Approval of Agenda

Motion Passed with a motion by Steve Hunt and a second by Ryan Hunt.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea

- 2.4. Approval of Prior Minutes

## 3. RECOGNITION OF VISITORS

3.1. Public Comment

4. BUSINESS ITEMS

4.1. Approval of Bills

Motion Passed with a motion by Ryan Hunt and a second by Steve Hunt.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer: Yea, David Witte: Yea

4.2. Treasurer's Report

4.3. Committee Reports

4.4. PK-6 Principal's Report

4.5. 7-12 Principal's Report

4.6. AD Report

4.7. Superintendent's Report

4.8. Future of PLC at SV

4.9. Board Policy Committee

4.10. Tiny Eagles Learning Center

5. ACTION ITEMS

5.1. Approve Classified Staff handbook for 2019-2020

Motion Passed with a motion by Steve Hunt and a second by David Witte.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer: Yea, David Witte: Yea

5.2. Approve Teacher Handbook for 2019-2020

Motion Passed with a motion by David Witte and a second by Ryan Hunt.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer: Yea, David Witte: Yea

5.3. Honors program

5.4. Apple Computer Quote

Motion Passed with a motion by Ryan Hunt and a second by Stacey Shafer.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer: Yea, David Witte: Yea

5.5. Concrete Bid

Motion Passed with a motion by Ryan Hunt and a second by Todd Brown.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea

5.6. Band Lease for 2019-2023

Motion Passed with a motion by Steve Hunt and a second by Ryan Hunt.

Robert Bergquist: Yea, Todd Brown: Yea, Ryan Hunt: Yea, Steve Hunt: Yea, Stacey Shafer:  
Yea, David Witte: Yea

6. INFORMATIONAL ITEMS

6.1. Budget Workshop for 2019-2020

7. EXECUTIVE SESSION

8. MOTION TO ADJOURN

Board of Education Meeting  
June 11<sup>th</sup>, 2019 7:30 PM  
Conference Room at the Southern Valley Schools Junior/Senior High School Building,  
Oxford, Nebraska

The regular meeting of the Southern Valley Board of Education was called to order by President Bob Bergquist at 7:30pm. The roll was called and the following members were present: Ryan Hunt, Bob Bergquist, Todd Brown, Dave Witte and Stacy Shafer. Members absent: Steve Hunt. Others present: Superintendent Bryce Jorgenson, Elementary Principal Mark Grove and Activities Director Brandon Marquez. Absent: Secondary Principal Jeff Linden.

The Board of Education makes available a current copy of the Open Meetings Act accessible to members of the public. The Open Meetings Act is also posted in the conference room. Notice of the meeting was given in advance by posting in accordance with the Board of Education approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the agenda was communicated in the posted notice and a current copy of the agenda was maintained as stated in the posted notice.

All members and public recited the Pledge of Allegiance.

Time was allowed for public comment. No public comment.

May 2019 minutes approved as submitted.

Motion to approve the agenda passed with a motion by Ryan Hunt and a second by Todd Brown.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve receipts and payment of expenditures submitted by the administration passed with a motion by Ryan Hunt and a second by Stacy Shafer.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Dave Witte	Yes

The Financial Report and Budget Comparison Reports were reviewed along with current account balances and projected revenue.

Elementary Principal Mark Grove updated the board on Summer Camp to be held June 18<sup>th</sup>-20<sup>th</sup>. Mr. Grove also mentioned that several students have had academic success with the NWEA MAP testing for the 2018-19 school year. Stating that overall 70% of our elementary students scored "At or Above Normal Grade Level Mean RIT".

Activities Director Brandon Marquez updated the board on the release of the 2019-20 schedule and wanted to remind everyone that activities are always subject to change so please check the schedule often. Activities and Coaches for the 2019-20 athletics, activities and groups were also released. Mr. Marquez also discussed open gym times and attendance for the summer. Possible grants and fundraising ideas for the Stamford Softball field project were also discussed.

Superintendent Bryce Jorgenson updated the board that the year has gone well at Southern Valley. All classified staff evaluations have been completed. Mr. Jorgenson and Transportation Director Leighton Schmidt were invited to visit the International Bus Plant where our new bus was being manufactured. Superintendent Jorgenson then updated the board on the Administrative Team attending a PLC Conference in Minnesota and the Public Daycare Meeting to be held June 12<sup>th</sup> at Southern Valley.

Motion to approve changes to the 2019-20 School Calendar, to include the 2020 Graduation date, passed with a motion by Steve Hunt and a second by Ryan Hunt.

Stacy Shafer	Yes
Bob Bergquist	No
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve the 2019-20 Student Handbook passed with a motion by Ryan Hunt and a second by Todd Brown.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Dave Witte	Yes

Motion to table 2019-20 Classified Handbook until the July meeting passed with a motion by Ryan Hunt and a second by Dave Witte.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Dave Witte	Yes

Motion to table 2019-20 Teacher Handbook until the July meeting passed with a motion by Ryan Hunt and a second by Stacy Shafer.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Dave Witte	Yes

Motion to approve forming a Board Policy Committee passed with a motion by Ryan Hunt and a second by Stacy Shafer. Committee members for the 2019 year to include Bob Bergquist and Stacy Shafer with an additional member to be selected at July meeting.

Stacy Shafer	Yes
Bob Bergquist	Yes
Todd Brown	Yes
Steve Hunt	Absent
Ryan Hunt	Yes
Dave Witte	Yes

Meeting adjourned at 9:09 pm.

The next regular meeting is scheduled for July 8<sup>th</sup>, 2019 at 7:30pm.

Dated this 14<sup>th</sup> day of June 2019.

FURNAS COUNTY SCHOOL DISTRICT #540  
A/K/A SOUTHERN VALLEY SCHOOLS  
BY: Bob Bergquist, PRESIDENT

ATTEST: Lindin Quinn, Recording Secretary

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
Acco Brands USA LLC	2840291	General Supplies	11.29
Acco Brands USA LLC	2840379	General Supplies	6.96
Total Acco Brands USA LLC			<u>18.25</u>
Ag Valley Coop	162780 6/25/19	Bus Gas	581.20
Total Ag Valley Coop			<u>581.20</u>
Alma Auto Parts	14766-71521	Bus Maintenance	202.18
Alma Auto Parts	14766-72437	Bus Maintenance	163.50
Total Alma Auto Parts			<u>365.68</u>
Amazon Capital Services	16V1-F7RL-HV97	Custodial Supplies	93.93
Amazon Capital Services	1TYX-CKF9-NCYY	Computer Hardware	3,275.88
Amazon Capital Services	1YJP-CCQ4-YRCY	Computer Hardware	40.52
Total Amazon Capital Services			<u>3,410.33</u>
Amplify Education Inc	INV-011353	Software Renewal	1,263.55
Total Amplify Education Inc			<u>1,263.55</u>
Beaver Creek Mowing	220752	Mowing- 2 months	4,655.00
Total Beaver Creek Mowing			<u>4,655.00</u>
Becker, Dexter	7/3/19	Mileage	126.00
Total Becker, Dexter			<u>126.00</u>
Berg Christian Enterprises	190507003-1	Elementary Teaching Supplies- PE	532.53
Total Berg Christian Enterprises			<u>532.53</u>
Breining Diesel LLC	6775	Bus Maintenance	228.50
Total Breining Diesel LLC			<u>228.50</u>
Business Telecommunication Systems	31615	Auto Phone Setup	50.00
Total Business Telecommunication Systems			<u>50.00</u>
Cannon Sports Inc	178801	Elementary Teaching Supplies-PE	64.79
Total Cannon Sports Inc			<u>64.79</u>
Central Community College	001671042	Teacher Inservice	70.00
Total Central Community College			<u>70.00</u>
Class Intercom	1148	Software Renewal	975.00
Total Class Intercom			<u>975.00</u>
Coach Masters, Inc.	2019-281	Coach Bus Maintenance	11,891.70
Total Coach Masters, Inc.			<u>11,891.70</u>
Cobra Midwest	080791	Custodial Supplies	454.65
Total Cobra Midwest			<u>454.65</u>
Comdata Corporation	XE887 7/1/19	Bus Gas	683.72
Total Comdata Corporation			<u>683.72</u>

Vendor Name	Invoice Number	Description	Amount
Computer Hardware	126825	Computer Hardware	50.00
Computer Hardware	126826	Computer Hardware	165.00
Computer Hardware	126827	Computer Hardware	550.00
Total Computer Hardware			<u>765.00</u>
Computers Etc.	91498	Computer Supplies	10.02
Computers Etc.	91516	Computer Supplies	197.52
Total Computers Etc.			<u>207.54</u>
Eakes Office Products Gi	INV139071	Copies	4,107.36
Total Eakes Office Products Gi			<u>4,107.36</u>
Esu #11	3585	ESU #11	3,875.00
Total Esu #11			<u>3,875.00</u>
ESU Coordinating Council	AEPA001055	Computer Software	660.00
ESU Coordinating Council	AEPA001100	Computer Software	207.68
Total ESU Coordinating Council			<u>867.68</u>
Frontier Communications	7/1/19	Telephone	450.36
Frontier Communications	7/1/19-2	Telephone	202.38
Total Frontier Communications			<u>652.74</u>
Harlan County Health System	#12/#13	Bus river Drug Screen/Physical	145.00
Total Harlan County Health System			<u>145.00</u>
Harlan County Journal	29000 6/1	Legal Notice	125.00
Total Harlan County Journal			<u>125.00</u>
Holmes Plumbing & Heating	216246	Custodial Supplies	24.19
Holmes Plumbing & Heating	216712	Custodial Supplies	41.40
Total Holmes Plumbing & Heating			<u>65.59</u>
Hometown Leasing	JULY 2019 PYMT	Copier Lease Pymt- JULY 2019	3,354.16
Total Hometown Leasing			<u>3,354.16</u>
J & J Repair	6458	Bus Maintenance	506.10
J & J Repair	6462	Bus Maintenance	750.40
Total J & J Repair			<u>1,256.50</u>
J W Pepper & Son Inc.	135016 6/4	Teaching Supplies- Stalder	267.06
Total J W Pepper & Son Inc.			<u>267.06</u>
JENNIFER SCHUTZ,OTR/L	JUNE 2019	SPED Services- OT- Birth-3	539.10
Total JENNIFER SCHUTZ,OTR/L			<u>539.10</u>
JJ&ZAK	Power of ICU 19-20	Power of ICU Renewal	1,199.00
Total JJ&ZAK			<u>1,199.00</u>
Johnstone Supply	6096789	Custodial Supplies	23.07
Total Johnstone Supply			<u>23.07</u>
Jones School Supply	1668742	Elementary Guidance Supplies	109.29

Vendor Name	Invoice Number	Description	Amount
Total Jones School Supply			<u>109.29</u>
Jorgenson, Bryce	7/2/19	Reimbursement- Cell phone	502.33
Total Jorgenson, Bryce			<u>502.33</u>
Kennedy Industries	283433	Custodial Supplies	175.22
Total Kennedy Industries			<u>175.22</u>
Kevin Harper	7/5/19	Reimbursement- Mower Blades	34.48
Total Kevin Harper			<u>34.48</u>
Leighton Schmidt	7/3/19	Reimbursement- Cell Phone	121.05
Total Leighton Schmidt			<u>121.05</u>
MCI	6/16/19	Long Distance Service	168.34
Total MCI			<u>168.34</u>
Menards	82836	Custodial Supplies	399.58
Total Menards			<u>399.58</u>
Metal Doors & Hardware Co.	67183	General Supplies	1,950.00
Total Metal Doors & Hardware Co.			<u>1,950.00</u>
NASB	INV-03896-Z1J4Y8	School Law Seminar- Jorgenson	155.00
NASB	INV-03922-R7P3V2	NAEP Workshop- Quinn	75.00
Total NASB			<u>230.00</u>
NCS Pearson	7/3/19	SPED Supplies	59.00
Total NCS Pearson			<u>59.00</u>
NCSA	59202	DATA Conference- Jorgenson	150.00
Total NCSA			<u>150.00</u>
One Call Concepts, Inc.	9060668	Line Locate	4.23
Total One Call Concepts, Inc.			<u>4.23</u>
Oxford Locker	44986	Summer School Supplies	113.77
Total Oxford Locker			<u>113.77</u>
Oxford Standard	17092 7/1	Legal Notice	82.44
Total Oxford Standard			<u>82.44</u>
Oxford Utilities	7704 6/30	Trash Disposal	660.20
Oxford Utilities	7914 6/20	Electricity- Bus Barn	36.62
Total Oxford Utilities			<u>696.82</u>
Pitney Bowes	Postage 7/2	Postage	500.00
Total Pitney Bowes			<u>500.00</u>
Rapids	0855303	Elementary Teaching Supplies- PE	6.76
Total Rapids			<u>6.76</u>

Vendor Name	Invoice Number	Description	Amount
Reliable Pest Control	27903	Pest Control	125.00
<b>Total Reliable Pest Control</b>			<u>125.00</u>
S & W Auto Parts	707500	HS Teaching Supplies- Spaulding	150.13
S & W Auto Parts	707731	Bus Maintenance	29.99
S & W Auto Parts	707741	Bus Maintenance	19.99
S & W Auto Parts	707743	Bus Maintenance	26.58
<b>Total S &amp; W Auto Parts</b>			<u>226.69</u>
S&S Worldwide	100155928	General Supplies	14.12
S&S Worldwide	100160062	General Supplies	36.25
<b>Total S&amp;S Worldwide</b>			<u>50.37</u>
School Specialty Inc	208122990852	Credit- General Supplies	(9.52)
School Specialty Inc	308103314548	General Supplies	937.98
<b>Total School Specialty Inc</b>			<u>928.46</u>
Sherwin-Williams Co	1869-5	Custodial Supplies	119.72
<b>Total Sherwin-Williams Co</b>			<u>119.72</u>
Sinclair Oil Corporation	7375058 7/23/19	Bus Gas	400.76
<b>Total Sinclair Oil Corporation</b>			<u>400.76</u>
Solution Tree	#PS112880	PLC Registration	2,756.00
<b>Total Solution Tree</b>			<u>2,756.00</u>
Staples Advantage	3415961505	General Supplies	1,669.37
Staples Advantage	3416033912	General Supplies	261.90
Staples Advantage	3416033913	General Supplies	35.64
Staples Advantage	3416392329	General Supplies	15.40
Staples Advantage	3416392330	General Supplies	43.40
<b>Total Staples Advantage</b>			<u>2,025.71</u>
Student Assurance Services	2019-20	Student Assurance 2019-20	642.50
<b>Total Student Assurance Services</b>			<u>642.50</u>
TAESE/USU	NEMTSS2_57	NE MTSS Summit Registration- Grove	125.00
TAESE/USU	NEMTSS2_72	NE MTSS Summit Registration- McDonald	125.00
<b>Total TAESE/USU</b>			<u>250.00</u>
TEACHER DIRECT	2019-15631	Elementary Teaching Supplies	160.24
TEACHER DIRECT	2019-15651-34	Elementary Teaching Supplies	70.98
<b>Total TEACHER DIRECT</b>			<u>231.22</u>
Tom Dinsdale Chevrolet-Cadillac-GMC-BMW	CVR 322873	Bus Maintenance	141.03
Tom Dinsdale Chevrolet-Cadillac-GMC-BMW	CVR322485-1	Bus Maintenance	292.11
<b>Total Tom Dinsdale Chevrolet-Cadillac-GMC-BMW</b>			<u>433.14</u>
Tripe Motor Company	48051	Bus Maintenance	516.00
<b>Total Tripe Motor Company</b>			<u>516.00</u>
Trustworthy Hardware	47876	Custodial Supplies	35.47
<b>Total Trustworthy Hardware</b>			<u>35.47</u>

Vendor Name	Invoice Number	Description	Amount
Twin Valleys Public Power	7/3/19	Electricity	9,358.96
Total Twin Valleys Public Power			<u>9,358.96</u>
TwoPturf, LLC	1966	Grounds Upkeep	2,216.25
Total TwoPturf, LLC			<u>2,216.25</u>
ULINE	109587172	Custodial Supplies	788.35
Total ULINE			<u>788.35</u>
Verizon Wireless	9832192556	Verizon	80.02
Total Verizon Wireless			<u>80.02</u>
Village of Stamford	0-1/5 6/6	Water	158.00
Total Village of Stamford			<u>158.00</u>
VVS Inc	3600470039	General Supplies	73.84
Total VVS Inc			<u>73.84</u>
Wiedel, Denise	7/2/19	Reimbursement- Supplies	158.58
Total Wiedel, Denise			<u>158.58</u>
Woodward's Disposal Service, Inc.	8865-2529	Shredding	35.00
Total Woodward's Disposal Service, Inc.			<u>35.00</u>
Fund Number 01			<u>69,734.05</u>
Checking Account ID 1			<u>69,734.05</u>

**SOUTHERN VALLEY SCHOOL Financial Report- July 2019 Meeting**

<u>ACCOUNT NAME</u>	<u>CASH BALANCE</u>	<u>BEGIN. CD BAL.</u>	<u>DEPOSIT</u>	<u>INTEREST</u>	<u>TRANSFER</u>	<u>EXPENSE</u>	<u>Current Balances</u>	<u>2018 Balances</u>
<i>Bond Fund Checking</i>	\$ 264,622.92		\$ 15,377.03	\$ 191.33		\$ 46,615.00	\$ 233,576.28	\$ 305,951.55
<i>Bond LAF</i>	\$ 179,955.44			\$ 315.84			\$ 180,271.28	\$ 177,399.18
<b>Bond Total</b>							<b>\$ 413,847.56</b>	\$ 483,350.73
<i>Depreciation Checking</i>	\$ 77,833.25			\$ 45.36		\$ 6,071.65	<b>\$ 71,806.96</b>	\$ 69,306.07
<i>General Special</i>		\$ 196,811.40		\$ 153.67	\$0.00	\$ -	\$196,965.07	\$ 195,167.08
<i>General Checking</i>	\$ 3,321,794.65		\$ 306,682.19	\$ 4,702.91	\$0.00	\$ 642,310.93	\$ 2,990,868.82	\$ 2,890,193.85
<b>General Total</b>							<b>\$3,187,833.89</b>	\$ 3,085,360.93
<i>General Clearing Checking</i>	\$ 60,565.93		\$ 58,362.71	\$ 25.77		\$ 60,341.33	<b>\$ 58,613.08</b>	\$ 47,793.52
<i>Sinking/BLDG Fund Checking</i>	\$ 689,523.08		\$ 7,536.25	\$ 366.65		\$ 9,263.75	<b>\$ 688,162.23</b>	\$ 618,059.40
<i>QCPUF</i>	\$ 197,999.60		\$ 4,519.20	\$ 156.13			<b>\$ 202,674.93</b>	\$ 76,042.68
							<b>\$ 4,420,263.72</b>	\$ 4,303,870.65



Superintendent Report  
July 2019 Board Meeting

1. Summer project updates
  - a. Softball Field
    - i. Sod in
    - ii. Donations
  - b. Drains
    - i. Unable to get anyone to bid Will try again in fall for next summer
  - c. Inside the building
2. Charging for preschool
  - a. Going to stop
3. Trip to Minneapolis
  - a. Much better than Phoenix
4. Begin working on Budget tomorrow
  - a. Need to have a budget workshop
  - b.

# **Southern Valley Schools**



## **Classified Staff Handbook**

# HOURS OF WORK

**CLASSIFIED EMPLOYEE:** A classified employee works in one of the following capacities of the district: secretary, bookkeeper, bus driver, custodian, food service, maintenance or aide.

**FULL TIME EMPLOYEE:** Anyone working 40 hours per week.

**PART TIME EMPLOYEE:** Anyone working less than 40 hours per week.

**NORMAL WORKDAY AND WORKWEEK:** The normal workday shall consist of eight (8) hours and the normal workweek of five (5) consecutive days, according to the following schedule:

## **FULL TIME 12-MONTH EMPLOYEES:**

Maintenance Custodian	7:30am-4:00pm + Activities
Building Custodian	Various Times + Activities
Administrative Assistant to Superintendent	8:00am-4:30pm
Director of Transportation	Various Times
Head Tech Coordinator	8:00am-4:00pm + Activities

## **FULL TIME 10-MONTH EMPLOYEES:**

Administrative Assistant to Elementary	7:30am-4:00pm
Administrative Assistant to High School	7:00am-4:00pm
Administrative Assistant to Lunch Program	7:00am-4:00pm

## **FULL TIME 9 MONTH EMPLOYEES:**

Para Educators	Maximum of 40 hours per week
Food Service	Maximum of 40 hours per week

## **PART-TIME:**

Bus drivers and custodial hours vary. Bus drivers should plan on an 8:10 AM arrival time.

**LUNCH BREAKS:** All full and part-time employees: 30 minutes

**VARIANCE OF WORKING DAY:** Employees may have later arrival times, earlier departure times and be permitted to leave the building during the normal work day for personal reasons on an individual basis, when approval is granted by the Superintendent or Head Supervisor. If there is a variance of the workday on a permanent basis, such variance must be approved by the Superintendent or designee. All employees leaving during a shift need to clock out before exiting the building.

**OVERTIME:**

No overtime will be allowed unless prior approval is received by the employee from the Superintendent/Principal or Head Supervisor.

**CONDITIONS OF EMPLOYMENT**

**PERFORMANCE EVALUATION:** Either the administrator or supervisor shall endeavor, at least once annually, to evaluate employees under his or her immediate supervision. More than one evaluation may be conducted by the immediate supervisor. If no formal written evaluations are completed by the immediate supervisor that shall not limit the supervisor or administrator from imposing discipline up to and including termination.

**EMPLOYEE DISCIPLINE:** Employees may be disciplined by oral reprimand, written reprimand, suspension with pay, suspension without pay or termination. Imposition of discipline is at the sole discretion of the supervisor or administrator and no particular order of discipline (i.e. oral reprimand, then written reprimand, then suspension, etc.) need to be followed.

**USE OF TOBACCO ON SCHOOL PREMISES OR AT SCHOOL ACTIVITIES**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property or at school activities at any time.

**PROMOTIONS AND VACANCIES:** Whenever a permanent job vacancy develops or is expected to develop, the position will be advertised if time allows. Current employees may apply for the position to the Superintendent or designee in writing. The Superintendent shall have the exclusive right to consider all applicants (employees and non-employees) for a vacancy and to select any one of the applicants or to offer the job to a person who was invited to apply for the position.

**LEAVE OF ABSENCE**

**STAFF ABSENCE REPORT:** Each employee is required to complete a Staff Absence Report prior to any authorized leave, or immediately following any illness leave and turn report into Lindin Quinn.

**DISCRETIONARY LEAVE:** The Board may, at its' discretion, grant a leave of absence (either with or without salary and/or credit for experience) to any classified employee for any good and sufficient reason.

**SICK LEAVE FOR FULL-TIME 12 MONTH EMPLOYEES:** In the case of absence from work for any reason, each employee shall be allowed full pay for approved absences for during his/her 12 month employment period starting at the beginning of the new school year. A day is defined as the number of hours the employee is hired to work. Any unused days can be carried over to the following school year. Leave will be granted according to the following:

One through five years of service:	15 days per year
Six through 10 years of service:	17 days per year
Eleven or more years of service:	20 days per year

Leave days can be accumulated up to 35 days. Any unused days will not be reimbursed at the end of each school year. Upon retiring from the school district, any unused days will be reimbursed at the employee's current rate.

~~because of personal illness or accident and in some cases absence due to illness or accident to a family member, an employee shall be allowed full pay for approved absence. Each employee shall be allowed full pay for approved absences for seven (7) days during the year. Any unused days carry over for accumulation, up to 21 days.~~

**SICK LEAVE FOR FULL-TIME 9 MONTH EMPLOYEES:** In the case of absence from work for any reason, each employee shall be allowed full pay for approved absences for ten (10) days during his/her 9 month employment period starting with the beginning of the new school year. A day is defined as the number of hours the employee is hired to work. Days not used will be paid out at the employee's hourly rate in July. ~~because of personal illness or accident, and in some cases absence due to illness or accident to a family member, an employee shall be allowed full pay for such absence. Each employee shall be allowed full pay for approved absences for five (5) days during his/her 9 month employment period starting with the beginning of the new school year. A day is defined as the number of hours the employee is hired to work. Days not used during that year are carried over for accumulation of up to 10 days.~~

~~The Board may require a physician's statement substantiating any claim for sick leave.~~

**LEAVE FOR BUS DRIVERS/PART TIME CUSTODIAL:** Bus drivers/part time custodians will be allowed five (5) sick days during the year. Any unused days will be paid at their current rate in July. ~~custodial will be allowed two (2) sick days during the year. Any unused days carry over for accumulation, up to 10 days.~~

~~The Board may require a physician's statement substantiating any claim for sick leave.~~

**JURY LEAVE:** In the event an employee is called to serve on jury duty or is subpoenaed as a witness, the Superintendent may, at his discretion, grant leave to perform such duty without the loss of pay. Staff member will be paid there regular daily salary.

**PERSONAL LEAVE:** ~~No employee shall absent himself/herself from school on account of personal business or pleasure, unless he/she shall have requested such leave through the Superintendent. After three (3) years of service to the Southern Valley School System, two (2) days of personal leave will be allowed each year for full time 12 month employed persons, with the approval of the~~

Superintendent. No accumulation of personal days will be allowed. If two (2) personal days are not used they will not be reimbursed or accumulated.

Absence under this regulation shall be without pay, except when an adjusted work schedule can be arranged so as not to impair the operation of the school, such deduction need not be made.

~~**BEREAVEMENT LEAVE:** Bereavement leave is provided for an employee to attend and make preparations for the funeral of a member of the immediate family. All bereavement days should be used as sick day leave and employees are allowed absence in case of death of the immediate family, defined as wife, husband, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparent, grandchild, or any other relative who has lived in the home of the employee for some time preceding death.~~

**CONDITIONS OF LEAVE:** Unless expressly provided to the contrary, all leave shall be without pay. Any employee who does not report for work at the termination of an authorized leave of absence shall be considered to have quit voluntarily.

## INSURANCE

### GROUP HEALTH INSURANCE:

#### *12 Month Employees*

A group health insurance plan providing for a schedule of benefits is available for twelve (12) month-full time employees. The Board will pay the full monthly cost of employee, employee and spouse, employee and children, or family coverage. Each employee shall complete the proper paperwork stating whether or not participation is desired.

#### *9 and 10 Month Employees*

A group health insurance plan providing for a schedule of benefits is available for nine (9) and ten (10) month employees. The Board will pay the full monthly cost of employee coverage. If the employee desires more coverage, they will be required to pay the difference.

## HOLIDAYS

**HOLIDAYS:** The following are paid holidays for all full time 12-month employees.

New Year's Eve and New Year's Day (2) days total

Spring Break: (1) day total

Easter Break Good Friday/Monday after (2) days total

Memorial Day (1) day total  
Fourth of July if on weekend then day of observed (1) day total  
Labor Day (1) day total  
Fall Break: (1) days total  
Thanksgiving Vacation (1) day total  
Black Friday (1) day total  
Christmas Eve (1) day total  
Christmas Day (1) day total  
Christmas Vacation one other day over the vacation period (1) day total

## VACATIONS

~~**PAID VACATIONS:** Regular full-time employees are granted a two week (10 working days) vacation each year. Vacations are figured on the following year, July 1 through June 30.~~

~~Persons who are terminated are not eligible to receive unused vacation days as reimbursement. Persons retiring or leaving for another job outside of the Southern Valley School district will not be reimbursed for unused vacation days.~~

~~**Vacation for employees with:**~~

<del>One through five years of service:</del>	<del>10 days per year with a maximum of 12 accumulated days*</del>
<del>Six through 10 years of service:</del>	<del>12 days per year with a maximum of 14 accumulated days*</del>
<del>Eleven or more years of service:</del>	<del>15 days per year with a maximum of 17 accumulated days*</del>

~~\* Employees may carry over 2 days of vacation to the next year. All accumulated vacation leave may not be used in one block of time, unless approved by the Superintendent.~~

## OTHER BENEFITS

~~**TAX SHELTERED ANNUITY-12 MONTH FULL-TIME:** Board policy allows employees the benefit of payroll deduction toward a selected tax sheltered annuity.~~

~~**RETIREMENT:** Employees working 15 hours or more in week must participate, as required by law, in the Nebraska Public Employee's Retirement System. Employees have the percentage rate as determined by the state retirement system deducted from their salary for State Retirement. The district contributes 101% of what the employee contributes. The methods for determining retirement benefits are revised periodically by the Nebraska Legislature; therefore, each employee is encouraged to contact the Nebraska Retirement System to verify years of experience and to determine his/her particular benefit. For information write to: Nebraska Retirement Systems, PO Box 94816, Lincoln, NE 68509, or web access: [www.npers.ne.gov](http://www.npers.ne.gov).~~

~~**SOCIAL SECURITY:** All employees in the Southern Valley School District participate in the federal Social Security Program, according to rates and conditions required by law.~~

**WORKER'S COMPENSATION:** Southern Valley Schools provides, as required by law, worker's compensation insurance on all employees who are injured in completion of their duties. Medical and hospital expenses, as well as loss of time from work are covered at rates determined by the insurance contract.

**UNUSED SICK DAYS FOR FULL TIME 12 MONTH EMPLOYEES:** Southern Valley Schools will not provide reimbursement for any unused sick leave.

**UNUSED SICK DAYS UPON LEAVING EMPLOYMENT:** Any regular full time 12 month employee after being employed by the Southern Valley School System for three (3) years shall be entitled to compensation of unused sick days. This compensation shall be one-half (1/2) that employees' regular hourly wage rate and based on an eight (8) hour work day, up to a maximum of ten (10) days when leaving or retiring from the Southern Valley School System.

**UNUSED VACATION DAYS UPON LEAVING EMPLOYMENT:** Any regular full time 12 month employee after being employed by the Southern Valley School System for three (3) years shall be entitled to compensation of unused vacation days. This compensation shall be one-half (1/2) that employees' regular hourly wage rate and based on an eight (8) hour work day, up to a maximum of ten (10) days when leaving or retiring from the Southern Valley School System.

All leave accumulated for an employee working three years or less will terminate upon resignation, retirement, or termination of employment.

## WAGES

**NEW HIRES:** All salaries are subject to experience and qualifications of new employee.

**MILEAGE:** Employees who are required to use personal vehicles for school business shall receive the mileage rate set by the Board of Education, with prior approval of the administrator.

All payroll periods run from the first of the month to the last day of the month, with payment of hours the month following. An example would be that all hours worked from September 1st to September 30th, will be paid in the October. All payroll checks are deposited on the 20<sup>th</sup> of each month unless the 20<sup>th</sup> falls on a weekend or holiday; in that case you are paid the day before the weekend or holiday.



**RECEIPT OF 2019-2020 CLASSIFIED EMPLOYEE HANDBOOK  
OF Southern Valley Schools**

This signed receipt acknowledges receipt of the 2019-2020 Classified Employee Handbook of Southern Valley Schools. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, a drug-free workplace notice, and the District's anti-discrimination and harassment policies, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination. Failure to sign and return this acknowledgement that you have read the Non-Certified Employee Handbook by the required date may result in disciplinary action of the employee.

Employee's Signature: \_\_\_\_\_

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

Return by August 20<sup>th</sup>, 2019:

Bryce Jorgenson  
Southern Valley Schools

***2019 - 2020***

***SOUTHERN VALLEY  
SCHOOL DISTRICT #540***

***Teacher's Handbook***

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# INTRODUCTION

The purpose of this handbook is to assist you during your tenure with the Southern Valley School District. It most certainly will not answer all of your questions, but some basic points are clearly stated. The Board of Education has a written and adopted set of board policies -- a copy of these policies, and the administrative rules and regulations are available to the staff. It is strongly suggested that each teacher read the board policies and administrative rules and regulations. These will also assist you in understanding how our school district functions.

All questions and/or problems cannot be covered in this handbook, the board policies, or the administrative rules and regulations. When you are in a situation not covered by the policies, rules and regulations, or this handbook, arrange a conference with your principal or the superintendent.

The Southern Valley School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination: Superintendent Darren Tobey, 43739 Highway 89, Oxford, NE 68967, (308) 868-2222.

### **Board of Education**

Robert Bergquist – President

Ryan Hunt – Vice President

Todd Brown - Secretary

David Witte - Treasurer

Steve Hunt - Member

Stacey Shafer - Member

### **Administration**

Bryce Jorgenson – Superintendent

Jeff Linden – 7-12 Principal

Mark Grove – K-6 Principal

Brandon Marquez -- Athletic Director

### **Classified Staff**

Lindin Quinn – Secretary/Bookkeeper

Pam Wessels – Jr/Sr High Secretary/AD Secretary

Margaret McInturf – Elementary Secretary

Sharon Lanham – Jr/Sr High Secretary/Lunch Coordinator

Samantha Ehrke – Library Aide

Linda Culver -- Paraeducator

Tina Hutchens -- Paraeducator

Georgia Mroczek -- Paraeducator

Amy Russell -- Paraeducator

April Reaves -- Paraeducator

Deanna Ruskamp – Paraeducator

Joyce Schoenfelder – Paraeducator

Christine Skinner – Paraeducator

Nancy Tarkington – Paraeducator

## **Jr. Sr. High School Staff**

Bryce Jorgenson – Superintendent  
Jeff Linden - - - Principal 7-12  
Brandon Marquez - - - Athletic Director  
Justin Adams - - - Social Studies  
Joey Bose - - - Math  
Kristi Bose - - - English & Drama  
Tina Brown - - - Special Education  
Linda Dannehl - - - FCS  
Jeremy Epp - - - Social Studies  
Jared Fausch - - - Computer Coordinator/LAN Manager  
Chad Hamilton - - - Math  
Stephanie Holste - - - Special Education  
Jason Huerta - - - Spanish  
Melinda Hunt - - - Guidance Director  
Rebecca Jorgenson - - - Art  
Anita Krejdl - - - Mathematics  
Emily Culver - - - School Psychologist  
Richard McDonald - - - Science  
Meredith McQuay - - - English & Journalism  
Kaitlin Nathan - - - Speech & English  
Zach Nathan - - - Instrumental  
Russell Norton - - - Physical Education/Weight Training  
Brad Reaves - - - Industrial Arts  
Thomas Schoenfelder - - - Media  
Jeff Spaulding - - - Industrial Arts & Technology  
Tabitha Stalder - - - Vocal  
Jessie Thalheim - Science  
Christen Williamson - - - Agriculture & Science  
Joe York - - - Business Education

## **Elementary Staff**

Bryce Jorgenson - - - Superintendent  
Mark Grove - - - Principal  
Danielle Schultz - - - Pre School  
Betsy Hoxmeier - - - Kindergarten  
Morgan Huxoll - - - Kindergarten  
Maria Ehrke - - - First Grade  
RayAnn Roskop - - - First Grade  
Kelsey Fincher - - - Second Grade  
Angie Culver - - - Third Grade  
Molly Wendland - - - Fourth Grade  
Ali McCord - - - Fourth Grade  
Gina Ellis - - - Fifth Grade  
Karson Langley - - - Fifth Grade  
Tylor Fincher - - - Sixth Grade  
Jennifer Wasenius - - - Sixth Grade  
Kathy McQuiston - - - Title I  
Rena Brooks - - - Title I  
Hennessey Lans - - - Special Education  
Kim McQuiston - - - Special Education  
Tricia Weatherwax - - - Guidance  
Emily Culver - - - School Psychologist  
Amanda Lans - - - Speech – ESU #11  
Thomas Schoenfelder - - - Librarian  
Tabitha Stalder - - - Vocal Music  
Zach Nathan - - - Instrumental Music  
Patty Hansen - - - Art  
Dexter Becker - - - P.E.

Staff is provided, by Educational Service Unit #11, for special needs

## **Classified Staff**

Denise Wiedel - Food Service Manager

Janet Schmidt – Assistant Cook

Navella Leiding – Assistant Cook

Bonnie Wright – Assistant Cook

April Batt - - - Assistant Cook

Greg Huerta - Maintenance Supervisor

Kevin Harper – Custodian

Becky Robinson – Custodian

JayDee Wolzen - Custodian

Peg Wolzen – Part-Time Custodian

Leighton Schmidt – Transportation Director

George Davis – Bus Driver

Todd Brown – Bus Driver

Chris Joppa -- Bus Driver

John MacDonald – Bus Driver

Phil McInturf – Bus Driver

Bill Norman – Bus Driver

Dennis Tegtman – Bus Driver

Don Vacha – Bus Driver

Ryan Hunt – Activity Driver

Stanley Johnson -- Activity Driver

Joe Kresser – Activity Driver

Mike Taylor – Activity Driver

## **SCHOOL CALENDAR 2019-2020**

August 12, 13, & 14	Teacher Workdays
August 15	First day for Students - Dismiss at 2:30
September 2	Labor Day -- No School
September 18	Parent Teacher Conferences (2:30-7:30 p.m.) Dismiss at 12:30
October 7	Teacher In-Service -- No School
October 17	End of First Quarter
October 18	Fall Break -- No School
November 8	Teacher In-Service -- No School
November 27	12:30 Dismissal
November 28-29	Thanksgiving Vacation
December 13	Wrestling Invite -- No School
December 20	End of First Semester (Friday Dismissal)
December 22 – 26	NSAA Moratorium
January 6	Teacher Workday -- No School
January 7	School Resumes
February 13	Parent Teacher Conferences (2:30-7:30 p.m.) Dismiss at 12:30
February 14	Spring Break -- No School
February 21	Spring Break -- No School
March 6	Spring Break -- No School
March 12	End of 3rd Quarter
March 13	Spring Break -- No School
April 10	Easter Break -- No School
April 13	Easter Break -- No School
April 23	District Music/In-Service -- No School
May 9	Senior Graduation – 1:00 PM
May 11	SV JH Track Invite -- 12:30 Dismissal
May 19	End of Second Semester -- Last day of school
May 20	Teacher Workday

# **PERSONNEL POLICIES**

## **Reports and Records**

You will be asked to make certain reports and keep and maintain certain records for the office and the principal. Please attempt to get them in on time and correctly done. Your cooperation will increase the efficiency of the entire school.

## **Teachers Files**

The administration, according to statute, maintains a file on each teacher. Contained in those files is a variety of information: the teacher's teaching certificate, transcript, employment data, teacher evaluations, teaching credentials, professional growth, and in limited occurrences, documentation of disciplinary or commendations episodes. Completed teacher evaluation forms and other documentation of teacher performance is only placed in the file if it, has previously been shared with the teacher. Those files are accessible to each respective teacher. If a teacher requests access to his or her file, it shall be shared in its entirety. The only exception is if that teacher has requested letters of recommendation which were included as confidential. In such instances, the college credentials will be removed before the teacher is given the file to review. The administration maintains only one file on each teacher, and it is open to inspection by that teacher at any time. If you have questions about the content of your file, please inspect that file in the office.

## **Teachers Certificates**

Certificates of new teachers should be registered with the Superintendent as soon as possible. All teachers must have an official transcript of credits filed in the school office.

## **Additional Hours**

The deadline for placement on the salary schedule for additional hours earned in the summer will be September 1<sup>st</sup>. Hours earned following that date will apply for the following school year. All additional hours of credit require the superintendent's approval before movement will be allowed on the salary schedule.

## **Professional Growth**

The Southern Valley School District #540 recognizes the significance of professional growth and shall encourage the continued growth and development of certificated personnel subject to the regulations adopted by the Board of Education.

Each tenured teacher shall have a six year professional growth period during which time the permanent staff member is required by statute to give evidence of professional growth. Each permanent staff member must submit evidence showing completion of acceptable professional growth activities totaling 24 points. Excessive points earned during one growth period may not be carried over into succeeding professional growth periods.

Application for the approval of professional growth activities shall be made on the prescribed forms. A separate application shall be submitted for each activity for which growth points are requested.

### **Extra Duties**

From time to time all teachers will be asked to assist with extra duties such as selling tickets at games or other events. Teachers have been very cooperative in the past, and it is sincerely appreciated. The administrator will make an effort to equalize the number of assignments.

### **Paychecks**

Teachers shall be paid in twelve equal installments, unless requested otherwise. Payday is usually the 20th day of each month.

### **Absence Without Pay**

If you find that you must be absent for reasons other than those listed, you may request permission to do so. Please refer to the master agreement between the SVEA and School Board to see how this will be handled. ~~Salary deductions for those days will be determined at the per day rate of your annual salary.~~

### **Workmen's Compensation**

All employees of this school are covered by workmen's compensation. Should you sustain any injuries while on duty be sure to report it to the superintendent immediately so that proper claims can be made for any medical cost involved.

### **Teacher's Hours**

Tardiness on the part of the teacher in reaching school or the classroom results in many problems. Promptness is also an indication of one's interest and professional attitude. **TEACHERS ARE TO BE IN SCHOOL AND AVAILABLE FOR STUDENT AND HALL SUPERVISION BY 8:00 A.M.**, and are to remain until 4:00 P.M. unless they have coaching or other duties.

### **Teacher Attire**

As professionals, our certificated staff is requested to dress the part. Appropriate, professional attire is expected of our teachers and administrators. **Blue jeans will be allowed for a fee on Friday's and some other special occasions.** ~~and other such casual attire don't fit into the dress expectations for most professions, nor should they be considered acceptable for the education profession.~~ The attire of teachers and administrators does have an impact on the important interactions common in our business.

### **Preparation for Classes**

Every child under your instruction has the right to expect you to be prepared every time you face the class. This is one of the best ways to gain and keep the respect of your pupils.

### **Preparation for Substitute Teachers**

Substitute teachers will normally be hired to take the place of teachers absent from duty. Your lesson plans should reflect the fact that your substitute may have few, if any, hours in your subject area.

Each teacher should have the following items available at all times:

- a. Complete lesson plans
- b. Daily instructional schedule
- c. Current seating chart
- d. Fire drill procedures
- e. Special duties and directions to cover each individual class

### **Activity During School Days**

When students are going to be absent from school for a school sponsored activity, the teacher/sponsor should duplicate a complete list of students who will be absent. This list should be turned in to the principal's office, in advance, so that it can be circulated to teachers.

### **Teacher Meetings**

There will be teacher meetings held at the discretion of the building administrator. Other faculty meetings may be called when needed. All teachers are expected to attend unless they are absent from school. Teacher meetings are designed to be helpful and to promote understanding of education and the school system.

### **Leaving the Building**

During the normal school day, excluding a teacher's lunch period, any faculty member who finds it necessary to leave the building should so notify the office personnel.

### **Testing System**

All secondary teachers are to give semester exams unless excused by the administration.

### **Ethics**

Loyalty is an integral part of most any code of ethics. If you work for an organization, support that organization. If there are things you cannot support, bring them out and discuss them with those in charge of the organization. Anything less than that will be considered unethical by the school; gossiping, talking behind one's back, or causing unrest with fellow teachers are undesirable examples.

### **Employee Compliance with Drug Free School Act Policy #1.32**

Southern Valley School District #540 is committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive workforce. To this end, the District unequivocally endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

In compliance with federal public law, our schools must notify employees and students that it is unlawful and, therefore, absolutely prohibited for any employee or students of the District to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

See definitions and procedures printed in the policy book located in the office of the Superintendent.

## **School Records**

A cumulative record shall be maintained for each student from the time of entrance into school through the twelfth grade. Such records may be used only for the benefit, promotion, or welfare of the pupil. A separate confidential record shall be maintained for each student having records such as psychological reports; individual testing reports; medical records of a confidential nature; etc.

All material in each cumulative record and in each student record shall be treated as confidential and shall be directly accessible only to the professional staff of the school, to the student, to the student's parents or guardians, and to those persons who will use the information for the professional purpose of helping the student.

The student records are maintained under the direction and supervision of the building principal and counselor. All individuals responsible for working with students' records have an obligation to update these records and provide a continuous evaluation of the contents.

Student records information will not be released to individuals, agencies, or institutions unless the request is accompanied by a written consent from the student and the parent/guardian of a student under 18 years of age.

Records of handicapped students shall remain confidential in accordance with P.L. 93-380. This confidentiality shall apply to all personally identifiable data.

## **Report Cards and Parent Contacts**

Report Cards are designed primarily to help pupils achieve the educational goals of the school system and secondly, to help parents understand the progress their child is making toward achieving the goals and objectives of the various courses.

No report card can convey complete understanding of the total school program or adequately explain the progress of every pupil. Conferences, letters to the home, and telephone conversations to the home must be made to supplement the report card. Whenever special contacts are made by a teacher with a student's home, please notify your building principal and maintain open and consistent lines of communication.

Whenever you make a contact with home concerning a student in academic difficulty, request that the parents make a return call to you later in that same grading period to check on the child's academic progress. This will shift part of the child's academic responsibility to the parent and improve the teacher's position at the end of the grading period if questions arise.

## **Grade Book**

The PowerSchool program is the district's official means of recording and keeping accurate records of grades. A Grade Book can still be used by any staff member to keep a hard copy of their grades, however, it is not required.

It is acknowledged that in a staff of our size, there will be a variety of ways in which the grade book is kept. This is perfectly acceptable. However, regardless of the method used, the grade book must accurately contain at least the following information:

1. Complete class roster with all students names entered completely, accurately and in alphabetical order;
2. Record grades of all assignments that are used to determine quarterly and

semester grades. Also, record total points possible for each assignment. When number or letter grades are given, be sure to give the numerical scale;

3. An explanation as to how a teacher arrives at his or her quarterly or semester grades is also to be noted.
4. Grades are to be recorded via PowerSchool on a weekly basis. **Grades are to be updated no later than 9:00 a.m. each Friday.**

## **Grading**

At the end of the first four and one half weeks of each grading period, each JR-SR High teacher is to mail down slips to those students who are failing, or are in jeopardy of failing, in their classroom performance. At that time, the teacher is to indicate to the parents that a conference is deemed necessary.

An “interim” report is used by teachers to identify in writing, radical changes in progress of a student. Such a report should be viewed by parents as a clear signal of concern.

Each teacher will be given a grade book which is to be kept up to date at all times. The grade book should indicate clearly the grade(s) for each student. All grades should be registered according to the grading scale by the school district.

The grading scale is as follows:

93 - 100	A
85 - 92	B
77 - 84	C
70 - 76	D
Below 70	F

Teacher grade reports are to be in the office not later than 4:00 p.m. on the following dates: October 21, January 7, March 16, and May 20. All grades recorded on the Jr. Sr. High grade reports are to be NUMERICAL & LETTER. The grades reported on the Elementary report cards are to be LETTER GRADES. Report cards will be **mailed** to the elementary students and mailed to the Jr. Sr. High students following the close of the nine-week grading periods.

## **Communications**

Many hard feelings and misunderstandings can be eliminated or minimized with a more concerted communications effort. Progress reports are time-consuming, but they are important. Parents must be kept informed about their child’s progress. Parents find it difficult to understand and accept below-standard student academic marks at the standard grading periods when the teacher has not previously apprised the parents of inferior student work. Teachers are expected to regularly report student progress by means of the weekly and mid-term progress reporting system. Communications with parents about student successes is likewise important. Phone calls to parents are excellent means of expressing positive comments about students, but that means may be somewhat threatening to some teachers.

## **Supervision of Students**

DISCIPLINE IS EVERYBODY’S BUSINESS AND CONCERN. As a teacher you have authority over every student, and not just in your own classroom. Don’t ever hesitate to stop

trouble in halls, lunchroom, restrooms, etc. If you feel a neighboring classroom is noisy and that it disturbs your class, tell the teacher yourself. Many times we allow noise to build up without even realizing it. **Teachers are not to leave the class unattended for any length of time.** You run the risk of being held liable for any accidents which may occur while you are out of the room. Supervision during school activities is a joint responsibility of all teachers present. If you detect pupil misbehavior during a school activity, it is appropriate that you correct the situation. Supervision of hallways between classes is the responsibility of all teachers. Be in position to supervise in the mornings when the students enter the building as well as at noontime.

### **Supervision After Hours**

A teacher is never to allow students to use any part of the school building before or after school unless the teacher is there to supervise. Whenever a group participates in any activity, practice, or games, the teacher should be the last to leave the facility. All lights should be extinguished and the doors locked.

**IT IS NOT GOOD POLICY TO ALLOW STUDENTS TO USE YOUR KEYS.**

### **Technology Systems Use Policy**

Membership in such a community requires awareness and practice of acceptable behaviors. These behaviors apply to all levels of technology, whether using a single computer or using Internet resources. In addition, the school district is bound by contract to other providers of services to require certain acceptable behaviors.

Individuals must apply for access to our technology systems. Applicants must be aware of the stipulations of this policy and its related administrative policies and agree to them before access will be granted. **A copy of current specific administrative policies is available from the office at request.**

### **Procedures for Drug/Alcohol Problems**

1. In cases where a student's actions are abnormal enough to suggest the use of drugs or alcohol, but no direct evidence is present, all instructors are to:
  - a. Notify the building administration of your observations and reason for a concern in all cases; then, follow this up with a brief written statement.
  - b. If you are suspicious of a student's actions in class, send a note to the office and an administrator will come to your classroom. Do not make any accusations.
  - c. The student will be brought to the office where the issue will be discussed further and appropriate action will be taken.
  - d. If you have reason for concern about a student's actions and wish to deal with them on a personal basis, please feel free to do so. However, make the problem and your actions known to the administration. This protects you and your actions and it also brings a possible issue into better focus in the event more than one person is seeing the same thing.
2. In cases where a student is obviously under the influence of drugs or alcohol, you are obligated to notify the building administration at once. The student will be removed from the school pending appropriate action.
3. Where specific information pertaining to drug abuse outside of school comes to your attention, please make this available. This will be discreetly monitored in the office to determine

if further action should be taken.

### **Excusing Pupils**

No teacher will excuse any pupils on request of strangers or on a request coming in writing or over the telephone where the teacher is not certain that it is the parent who is making the request. Any request coming from sources which might not be approved by the parents should not be granted. If the teacher is in doubt at any time about the request to excuse the pupil, it is better to refuse to grant the request than to allow the pupil to be called out of class.

Student telephone calls should be held to those that are essential, and unless it is an emergency call, students will not be called to the telephone. The number will be taken and given to the pupil to call back at the close of the period or after dismissal.

Student passes should be kept to a minimum. The continual movement of students in the hall can be very disruptive to classes. There are very few occasions where students should be given passes to leave the school grounds. In all cases students should check out in the principal's office before leaving.

### **Community Relations**

Your membership in community activities is indicative of your attitude toward the community. Do not spread yourself too thin, but your participation is important. Too often teachers are accused of not taking part in community life.

### **USE OF TOBACCO ON SCHOOL PREMISES OR AT SCHOOL ACTIVITIES**

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property or at school activities at any time.

### **Custodial Staff**

The custodians in each building are responsible to the superintendent or his designee. Teachers should contact their building principal about any repairs which they wish to have made in their rooms.

You can aid the custodians by making sure that your room is cared for. Our custodians are valuable assets to our school. Do all that you can to help them.

### **Building Appearance**

Please take pride in the building and in your room in particular. This includes keeping the room neat and clean and providing something of interest such as pictures, bulletin boards, etc. It is urged that your room be locked at night and any time you will be out for more than just a few minutes.

### **School Property**

Teachers are responsible for property in their department or room. A complete inventory of all items and their condition should be turned in to the superintendent each school year. Teachers are to be on the lookout for damage to school property and to report such damage to the

office. Encourage students to take care of such property. Equipment (chairs, computers, etc.) is not to be taken from the school unless permission is granted from the office. The school will not be responsible for personal items brought to school by staff or students for school use.

### **Emergencies**

In case of an accident where medical help is needed, make sure that the parents are notified. If a child becomes ill and needs to be sent home, contact the office so parents may be notified. In all accidents requiring medical attention you must fill out a report and hand it in to the office. This should be done the same day if at all possible.

### **General Fund Purchasing**

All general fund purchasing will be made through the office and must have the direct approval of the principal/superintendent. Special printed purchase orders are issued by the office for ordering materials from sources outside the school. Purchases will not be made without a purchase order signed by the superintendent. Purchases made without permission are your personal obligation and your responsibility.

### **Activity Fund Purchasing by Organizations**

Purchases made by classes or other organizations must have the approval of the sponsor prior to the approval of the principal. Purchases will not be made without a signed school purchase order.

### **Dues, Fees, Collections, Funds, etc.**

The superintendent's office acts as treasurer for all classes, clubs and other school organizations. All payments are made through that office and receipts are deposited there. Instructors in charge of various groups and organizations should explain this to their groups and see that the policy is carried out. The office reserves the right to approve all collections or the amount of all class or organizations dues, all assessments, collections or request for funds of any nature which are sought from student body, groups, or individuals. Likewise, all fundraisers and other such projects shall be submitted to the principal/superintendent for approval prior to scheduling such events. In departments where materials are sold to pupils, such as shop, music, athletics, etc., the instructor shall collect for all materials and fees and will be required to hand in an itemized list of materials sold.

**DO NOT KEEP MONEY IN YOUR ROOM OVERNIGHT.**

### **Mileage**

There will be certain times when the school district will pay expenses for teachers who are out of town for school purposes. These trips must be approved before the trips are made. No payment will be made until the proper expense sheet has been filled out and returned to the superintendent's office. The mileage reimbursement rate of \$0.50 per mile will be paid to those approved.

### **Proper Driving of School Vehicles**

School staff members are often required to drive school vehicles for school business. Rules of the road must be followed. Speeding will not be condoned. Not only are unlawful

driving practices unsafe, the public is often understandably concerned.

### **Class Meetings**

All class meetings, group meetings, or any activity meetings which meet during tutorial school time or after school hours must be cleared through the principal's office. Sunday activities are not to be scheduled. No meetings are to be scheduled on Wednesday evenings.

### **Teaching Supplies**

Supplies may be obtained from the office. Do not send students for teaching supplies.

To enable us to maintain proper control of supplies, all supplies will be distributed by the office staff. Teachers are asked to refrain from taking supplies from the storage areas.

### **Copiers**

The use of the school's copiers shall be for necessary school use only. Any copies other than for necessary school use will cost \$.25 per copy.

For students, only teacher's assistants should be using the copy machines unless they are allowed by the administration. Students, except those authorized by the administration. Teachers are not to send random students to make copies for them.

### **Mail**

Each teacher will have a mailbox. All incoming mail will be distributed in these boxes. Please try to check your mailbox each morning, noon, and evening for memos, mail and announcements. Also, please do not let things pile up in your mailbox. Notices from the principal or superintendent are not easily seen when boxes are partially filled.

### **Passes**

Every member of the school staff will receive an activity pass for himself/herself and his/her spouse (as per RPAC Policy). These passes are not transferable.

**SOUTHERN VALLEY JR SR HIGH SCHOOL**  
**BELL SCHEDULE**  
**Monday through Thursday**

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:22	9:12	First Period
9:15	10:00	Second Period
10:03	10:48	Third Period
10:51	11:21	Tutorial
11:24	12:06	Fourth Period
12:09	1:19	Fifth Period
1:22	2:07	Sixth Period
2:10	2:55	Seventh Period
2:58	3:43	Eighth Period

Group 1: Lunch 12:06-12:31	Class 12:34-1:19
Group 2: Class 12:09-12:54	Lunch 12:54-1:19

**SOUTHERN VALLEY JR SR HIGH SCHOOL**  
**BELL SCHEDULE**  
**Friday**

<u>TARDY BELL</u>	<u>CLASS OUT</u>	<u>PERIOD</u>
8:22	9:06	First Period
9:09	9:50	Second Period
9:53	10:34	Third Period
10:37	11:18	Fourth Period
11:21	12:02	Sixth Period
12:05	1:11	Fifth Period
1:14	1:54	Seventh Period
1:57	2:37	Eighth Period

Group 1: Lunch 12:02-12:27	Class 12:30-1:11
Group 2: Class 12:05-12:46	Lunch 12:46-1:11

**2019-2020  
SOUTHERN VALLEY  
COACH/SPONSOR ASSIGNMENTS**

Football	Russell Norton, assisted by <del>Jason Huerta, Tom Schoenfelder, Jared Fausch</del> Justin Adams, Doug Brown & Rex Harouff
Jr. High Football	Richard McDonald, assisted by Jason Huerta
Volleyball	Jesse Thalheim, assisted by Joey Bose & Amanda Adams
Jr. High Volleyball	Tina Brown, assisted by Jennifer Wasenius
Softball (Coop with Alma)	Brad Reaves, assisted by JayDee Wolzen
Cross Country (Coop with Alma)	Deb Smolik assisted by Kristi Bose
Boys Basketball	Tylor Fincher, assisted by Mike Lanham & Craig Hoxmeier
Jr. High Boys Basketball	Tylor Fincher, assisted by <del>Richard McDonald</del> Greg Huerta
Girls Basketball	Richard McDonald, assisted by <del>Kelsey Papenhausen</del> Justin Adams
Jr. High Girls Basketball	Richard McDonald, assisted by Greg Huerta
Wrestling	Dexter Becker, assisted by Rudy Glur, David
Becker	
Jr. High Wrestling	Dexter Becker, assisted by Jeff
Spalding	
Sr. High Track	Tom Schoenfelder, assisted by Tylor Fincher, Richard McDonald, Larry Guy,
&	
Jr. High Track	Tom Schoenfelder assisted by RayAnn Roskop, & <del>Russell Norton</del> Justin Adams, Leo Hinkle
Golf	Jeremy Epp
Yearbook	Meredith McQuay
Student Council	Stephanie Holste & Melinda Hunt
National Honor Society	Anita Krejdl
Music	Zach Nathan & Tabitha Stalder
Cheerleading	Morgan Huxoll
FBLA	Joe York
FFA	<del>Kate Likens</del> Christen Williams
Future Problem Solving	Tom Schoenfelder
Elementary Quiz Bowl	Tricia Weatherwax
Jr. High Quiz Bowl	Jessie Thalheim
Sr. High Quiz Bowl	Chad Hamilton
Mock Trial	Meredith McQuay
Speech Team	Kaitlin Nathan & Rebecca Jorgenson
One Act Play	Kaitlin Nathan & Rebecca Jorgenson
Senior Class	Melinda Hunt
Junior Class	<del>Cindy Reeves, Meredith McQuay</del> Justin Adams & Tina Hutchens
Concessions	Joe York (FBLA) & Activities Booster Club



# Apple Store for Education Institution

## Proposal 2103770343

Proposer: Jared Fausch

Thank you for your proposal dated 05/13/2019. The details we've provided below are based on the terms assigned to account 38914, SOUTHERN VALLEY SCHOOLS.

To access this proposal online, please search by referencing proposal number 2103770343.

Comments from Proposer:

Part Number	Description	Total Quantity	Unit Price	Total Price
MQD62LL/A	MacBook Air 5-pack (13-inch/1.8GHz i5/8GB/128GB SSD storage/ 1.8GHz Intel Dual-Core Core i5, Turbo Boost up to 2.9GHz Intel HD Graphics 6000 8GB 1600MHz LPDDR3 SDRAM 128GB PCIe-based SSD KEYBOARD/USER'S GUIDE, 5-PK Accessory Kit	60	829.00	<b>49,740.00 USD</b>
<b>Subtotal</b>				<b>49,740.00 USD</b>
<b>Estimated Tax</b>				<b>0.00 USD</b>
<b>Total</b>				<b>49,740.00 USD</b>

Please note that your order subtotal does not include Sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed.

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The prices and specifications above correspond to those valid at the time the proposal was created and are subject to change.



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LEXINGTON, NE 68850  
OFFICE: 308-324-5186  
FAX: 308-324-6286

PROPOSAL SUBMITTED TO: SOUTHERN VALLEY SCHOOLS

DATE: 6/18/2019

ATT: GREG

LOCATION: Southern valley

**SCOPE OF WORK:**

**Labor Material and machine hired to remove and replace external sidewalk and paving consisting of the following:**

CONSTRUCT A NEW CONCRETE SIDEWALK 4' WIDE AND 4" THICK AT PLAYGROUND

REMOVE AND REPLACE SIDEWALK BEHIND CURB ON EAST SIDE OF SCHOOL

REMOVE AND REPLACE PAVING BY SOUTH OVERHEAD DOOR ON THE EAST SIDE OF THE SCHOOL

REMOVE AND REPLACE PAVING ON NORTH SIDE THAT CONNECTS TO GRAVEL DRIVE

REMOVE AND REPLACE MOUNTABLE CURB

Concrete mix design is 6 sac sand and gravel 10% will have a broom finish with white pig curing compound

All concrete control joints and expansion joint will be sealed with hot black rubber tar

**TOTAL: \$17,485**

**EXCLUSION:** Sprinkler repair and testing of any kind

Work to be completed has been figured for the above proposal. Any other concrete repair work outside of the above proposal will be considered extra work and would have to be priced separately.

It is understood and agreed that we shall not be held liable for any loss, damage or delays occasioned by strikes, material stolen after delivery upon premises, fire, lockouts, acts of god, or public the enemy, accidents, boycotts, material shortage, disturbed labor conditions, delayed delivery of material from seller supplier, inclement weather, embargoes caused incident of national emergencies, war or other causes beyond the reasonable control of the seller, whether of like or different character, or other causes beyond his control. Prices quoted in this contract are based upon present prices and general conditions, which are standard for specialty contractors in the construction industry. Final invoice based on field verification of quantities. Quotes not accepted within thirty (30) days are subject to price changes.

PROPOSAL SUBMITTED BY: \_\_\_\_\_ TRAVIS SUND \_\_\_\_\_

PROPOSAL ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

And agrees the above price and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified and payments will follow as agreed to above.