

Board of Education Regular Meeting
Monday, February 11, 2019 6:30 PM
High School Library
P.O. Box 8400
Ravenna, NE 68869-8400

1. Call to Order and Roll Call - Open Meeting Law
2. Excuse Absent Board Members
3. The Pledge of Allegiance
4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow: Family-Community-School
5. Approval of Agenda
6. Financial Report
7. Consent Agenda
 1. Discuss, consider, and take all necessary action to minutes
 2. Discuss, consider, and take all necessary action to bills
 3. Discuss, consider, and take all action necessary to job descriptions for school district employees
 4. Discuss, consider, and take all action necessary to 2019-20 Special Education Service Contract with ESU 10
 5. Discuss, consider, and take all action necessary to resignation of certificated staff member, Ms. Traci Woodson
8. Request to Address the Board and Correspondence
9. Blue Jay Celebration of Success-Ms. Caley Greer & Ms. Abby Sorensen on Kindergarten Teacher's Use of Social Media to Keep Parents Informed-Postponed Until March Board Meeting
10. ABC Bluejay Staff Member of the Month-Mrs. Cindy Habe
11. Information and Action Items

1. Discuss, consider, and take all necessary action to Board Member Appointments to the Ravenna Public Schools Foundation
 2. Discuss, consider, and take all action necessary to 2019-20 Ravenna Public Schools Calendar
 3. Discuss, consider, and take all action necessary to elementary principal's compensation for 2019-20 contract term (Possible Executive Session)
 4. Discuss, consider, and take all action necessary to secondary principal's compensation for the 2019-20 contract term (Possible Executive Session)
 5. Discuss, consider, and take all action necessary to Activity Director's compensation for the 2019-20 contract term
12. Discussion Items
1. Discuss, consider, and take all action necessary to "2019-20 Classified Handbook"
 2. Discuss, consider, and take all action necessary to "Staff Handbook" Draft
 3. After School Programming Options
 4. Maker's Space-Guest Speakers-Shane Farritor & Roberto Gallardo @ 8:30
13. Elementary Principal's Report:
14. Secondary Principal's Report
15. Superintendent's Report (Possible Executive Session)
16. Board Report
17. Board Strategic Planning Session-Guest Presenter @ 6:30-8:00 (Scott-Strengths Finder)
18. Positive Comments
19. Adjournment



418 East Douglas
 O'Neill, NE 68763
 402-336-2282
 402-336-3245

E-mail: stadium_sports@hotmail.com

INVOICE

17298

DATE 12/6/18

SOLD TO	RAVENNA Public Schools			SHIP TO	P.O. #	
	PHONE #				Ch. Dan Beck	
SALESMAN K. L.		SHIP Pat Garvin - For IPT			PAYMENT TERMS: <input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____	
QTY.	STYLE	DESCRIPTION			UNIT PRICE	AMOUNT
1	Pro Tech 26	IPT 4 section 22' wide x 9' deep x 28" TALL HEAD TANK PIT + 1/4" H" Bump out for middle 11' - 2" top Pool cover + 18oz weather cover included * FREE DELIVERY *				6190.00
NO CASH REFUNDS					SUBTOTAL	6190.00
					TAX	0.00
					FREIGHT	0.00
					TOTAL	6190.00
					CASH DOWN	
A FINANCE CHARGE will accrue from the date of sale: 1.5% per month or AN ANNUAL PERCENTAGE RATE of 18% per year. NO RETURNS, REFUNDS OR EXCHANGES AFTER 60 DAYS OF POSSESSION, ONLY MANUFACTURERS' WARRANTIES APPLY AFTER THAT DATE. x <u>Pat Garvin</u> CUSTOMER SIGNATURE					BALANCE DUE	

Ravenna Public Schools
Fund Balance Report
January 31, 2019

Special Building

Last month ending balance	\$	184,291.94
Buffalo Co Taxes	\$	47,697.80
Sherman Co Taxes	\$	19,479.31
Interest	\$	148.06
Check(s)	\$	(8,540.58)
Bank Statement Balance	\$	243,076.53

Depreciation Fund

Last month ending balance	\$	154,260.60
Interest		\$39.30
Ins. Proceeds		\$0.00
Transfer		\$0.00
Check(s)		\$0.00
Bank Statement Balance	\$	154,299.90

Employee Benefit Fund

Last month ending balance	\$	14,837.35
Interest	\$	3.78
Bank Statement Balance	\$	14,841.13

Qualified Cap

Last month ending balance	\$	86,243.59
Buffalo Co Taxes	\$	11,431.72
Sherm Co Taxes	\$	4,566.93
US Treas.	\$	-
Interest	\$	56.54
check(s)	\$	(500.00)
Bank Statement Balance	\$	101,798.78

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID	01	Fund Number 01	General	
01 2620 319 001 000	9541	A-1REFRIGERATION	01/30/2019	6,800.00
		Other Pur Ser Secon		6,800.00
01 2620 319 001 000	9542	A-1REFRIGERATION	01/30/2019	2,600.00
		Other Pur Ser Secon		2,600.00
Total A-1REFRIGERATION				9,400.00
	2379	ALPHA REHABILITATION	01/31/2019	260.75
01 1238 318 001 000		SpEd LVL III OT/PT		260.75
Total ALPHA REHABILITATION				260.75
	00953	BLACK HILLS ENERGY	01/22/2019	194.71
01 2610 321 001 000		Fuel Secon		97.36
01 2610 321 002 000		Fuel Elem		97.35
	00954	BLACK HILLS ENERGY	01/22/2019	6,300.70
01 2610 321 001 000		Fuel Secon		3,150.35
01 2610 321 002 000		Fuel Elem		3,150.35
Total BLACK HILLS ENERGY				6,495.41
	cps.dec2018	CENTER FOR PSYCHOLOGICAL SERVICES, PC	01/14/2019	94.83
01 1100 391 000 000		Mileage for Psyche Services		94.83
	cps.jan19	CENTER FOR PSYCHOLOGICAL SERVICES, PC	01/31/2019	94.83
01 1100 391 000 000		Mileage for Psyche Services		94.83
Total CENTER FOR PSYCHOLOGICAL SERVICES, PC				189.66
	0000310012419	CHARTER COMMUNICATIONS	01/24/2019	174.82
01 1100 381 000 000		INTERNET SERVICES		174.82
Total CHARTER COMMUNICATIONS				174.82
	357.jan19	CITY OF RAVENNA	01/29/2018	580.83
01 2610 323 001 000		Water Sewer Secon		290.42
01 2610 323 002 000		Water Sewer Elem		290.41
	760.jan19	CITY OF RAVENNA	01/29/2018	73.17
01 2610 323 001 000		Water Sewer Secon		36.58
01 2610 323 002 000		Water Sewer Elem		36.59
Total CITY OF RAVENNA				654.00
	2019-018	COACH MASTER'S INC.	01/17/2019	195.70
01 2750 337 000 000		Tires And Parts		5.70
01 2750 338 000 000		Purchased Repair		190.00
	2019-024	COACH MASTER'S INC.	01/21/2019	1,166.56
01 2750 337 000 000		Tires And Parts		1,166.56
Total COACH MASTER'S INC.				1,362.26
	290118001	COMPLETE AUTO REPAIR	01/18/2019	3,021.85
01 2750 338 000 000		Purchased Repair		917.35
01 2750 337 000 000		Tires And Parts		2,104.50
Total COMPLETE AUTO REPAIR				3,021.85
	17065	CWK Network	01/22/2019	2,500.00
01 1100 460 001 000		Comp Software Secon		1,250.00
01 1100 460 002 000		Comp Software Elem		1,250.00
Total CWK Network				2,500.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	1146945	DAS State Accounting - Central Finance	01/01/2019	229.49
01 1100 381 000 000		INTERNET SERVICES		229.49
Total		DAS State Accounting - Central Finance		229.49
	4907	Diversified Drug Testing, LLC	01/23/2019	243.00
01 2750 318 000 000		TESTING		243.00
Total		Diversified Drug Testing, LLC		243.00
	1000813768	DOLLAR GENERAL REGIONS 410526	01/18/2019	4.60
01 1130 411 001 000		FCS Instr Materials		4.60
Total		DOLLAR GENERAL REGIONS 410526		4.60
	6241751	ECOLAB PEST ELIM DIV	01/24/2019	70.18
01 2620 318 001 000		Con/ser Repair Secon		35.09
01 2620 318 002 000		Cont/ser Repair Elem		35.09
Total		ECOLAB PEST ELIM DIV		70.18
	180300.jan19	ESU #10	02/01/2009	46,166.63
01 1213 313 001 000		Vocational		892.07
01 2212 319 001 000		Purch Prof Ser Secon		45.00
01 1214 313 001 000		Deaf		257.12
01 1292 313 000 000		Pre Deaf Ed Services (0-2)		257.12
01 1214 313 002 000		PT Therapy		242.52
01 1214 313 002 000		PT Therapy		242.52
01 1291 318 002 000		PRE PT Services (3-5)		152.45
01 1292 313 002 000		Pre Sped PT Services (0-2)		55.41
01 1212 313 001 000		Contracted Supervis		1,859.56
01 1212 313 002 000		SPED SUPERVISION		1,859.56
01 1214 318 002 000		OT Therapy		1,974.61
01 1214 318 002 000		OT Therapy		1,974.61
01 1291 313 001 000		PRE OT Services (3-5)		749.85
01 1292 313 001 000		Pre Sped OT Services (0-2)		299.94
01 1216 313 001 000		Speech Therapy		6,905.94
01 1216 313 002 000		Speech Therapy Elem		17,560.48
01 1290 313 000 000		PRE SCHL SPEECH (3-5)		1,569.84
01 1292 313 002 602		Pre Speech (0-2)		262.98
01 1214 318 001 000		Vision		356.09
01 1213 313 002 000		Diagnostic Testing (School Psych)		3,361.93
01 1213 313 002 000		Diagnostic Testing (School Psych)		3,361.93
01 1291 318 000 000		PRE D/E Psychologist Services (3-5)		840.48
01 1292 318 002 000		Pre D/E Psychological Services (0-2)		840.48
01 1215 313 001 000		Audiology Secon		97.66
01 1215 313 002 000		Audiology Elem		97.66
01 1291 313 002 000		PRE Deaf Ed Services (3-5)		24.41
01 1292 313 000 000		Pre Deaf Ed Services (0-2)		24.41
Total		ESU #10		46,166.63
	12792246.feb19	HOMETOWN LEASING	02/05/2019	1,063.00
01 1100 327 001 000		LEASED EQUIP		708.66
01 1100 327 002 000		LEASED EQUIP		354.34
Total		HOMETOWN LEASING		1,063.00
	614607	ISLAND SUPPLY WELDING CO	01/14/2019	41.53
01 1125 411 001 000		Instr Materials		41.53

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	614647	ISLAND SUPPLY WELDING CO	01/28/2019	95.12
01 1125 411 001 000		Instr Materials		95.12
Total		ISLAND SUPPLY WELDING CO		136.65
	01081922	ITsavvy LLC	01/15/2019	333.94
01 1124 411 001 000		Computer Parts-etc		166.97
01 1124 411 002 000		Computer Parts-etc		166.97
Total		ITsavvy LLC		333.94
	03598501	J. W. PEPPER & SON INC.	01/16/2019	142.99
01 1118 411 001 000		Music Materials		142.99
Total		J. W. PEPPER & SON INC.		142.99
	10306970	JourneyEd.com, Inc.	01/18/2019	3,068.37
01 1100 460 001 000		Comp Software Secon		1,534.19
01 1100 460 002 000		Comp Software Elem		1,534.18
Total		JourneyEd.com, Inc.		3,068.37
	2460.jan2019	K & B PARTS	01/31/2019	359.69
01 2750 337 000 000		Tires And Parts		359.69
Total		K & B PARTS		359.69
	5762	KSB SCHOOL LAW, PC LLO	02/01/2019	2,968.50
01 2330 317 000 000		LEGAL SERVICES		2,968.50
Total		KSB SCHOOL LAW, PC LLO		2,968.50
	3867	LARSEN ELECTRIC INC	01/10/2018	1,150.15
01 2620 319 001 000		Other Pur Ser Secon		1,150.15
Total		LARSEN ELECTRIC INC		1,150.15
	348.jan2019	LUNCH FUND	02/07/2019	60.00
01 1100 690 002 000		Other Misc Exp Elem		60.00
Total		LUNCH FUND		60.00
	0656686-IN	MID-AMERICAN RESEARCH	01/31/2019	557.92
01 2610 410 001 000		Supplies Secon		278.96
01 2610 410 002 000		Supplies Elem		278.96
Total		MID-AMERICAN RESEARCH		557.92
	134012	MIDWEST FLOOR SPECIALISTS	01/31/2019	116.80
01 2610 410 001 000		Supplies Secon		58.40
01 2610 410 002 000		Supplies Elem		58.40
Total		MIDWEST FLOOR SPECIALISTS		116.80
	AXT0110-10	MOSAIC	02/04/2019	3,364.20
01 1238 362 001 000		Sped Tuition LVL III		3,364.20
Total		MOSAIC		3,364.20
	mileage.0119	Myers, Holly	01/11/2019	39.44
01 2212 670 001 000		Travel Secon		39.44
Total		Myers, Holly		39.44
	52749.jan19	NE PUBLIC POWER DISTRICT	01/30/2019	51.05

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 322 001 000		Electricity Secon		25.52
01 2610 322 002 000		Electricity Elem		25.53
	52754.jan19	NE PUBLIC POWER DISTRICT	01/30/2019	145.77
01 2610 322 001 000		Electricity Secon		72.89
01 2610 322 002 000		Electricity Elem		72.88
	52759.jan19	NE PUBLIC POWER DISTRICT	01/30/2019	3,476.21
01 2610 322 001 000		Electricity Secon		1,738.10
01 2610 322 002 000		Electricity Elem		1,738.11
	52765.jan19	NE PUBLIC POWER DISTRICT	01/30/2019	70.77
01 2610 322 001 000		Electricity Secon		35.39
01 2610 322 002 000		Electricity Elem		35.38
	52769.jan19	NE PUBLIC POWER DISTRICT	02/04/2019	76.05
01 2610 322 001 000		Electricity Secon		38.03
01 2610 322 002 000		Electricity Elem		38.02
Total		NE PUBLIC POWER DISTRICT		3,819.85
	INV-02945- Y4S2V5	NEBR ASSOC OF SCHOOL BOARDS	01/21/2019	90.00
01 2320 630 000 000		Dues And Fees		90.00
Total		NEBR ASSOC OF SCHOOL BOARDS		90.00
	20321140	NEBR CENTRAL TELEPHONE CO	01/16/2019	329.85
01 2510 342 001 000		Telephone Secon		164.93
01 2510 342 002 000		Telephone Elem		164.92
	20322177	NEBR CENTRAL TELEPHONE CO	01/16/2019	106.74
01 2510 342 001 000		Telephone Secon		53.37
01 2510 342 002 000		Telephone Elem		53.37
	20322457	NEBR CENTRAL TELEPHONE CO	01/16/2019	33.55
01 2510 342 001 000		Telephone Secon		16.78
01 2510 342 002 000		Telephone Elem		16.77
Total		NEBR CENTRAL TELEPHONE CO		470.14
	2019stockmarketg ame	Nebraska Council on Economic Education	01/18/2019	90.00
01 1126 631 001 000		Student Registration		90.00
Total		Nebraska Council on Economic Education		90.00
	21019-1237276	PAYFLEX SYSTEMS USA INC	01/10/2019	100.00
01 2310 630 000 000		Dues And Fees		100.00
Total		PAYFLEX SYSTEMS USA INC		100.00
	phw.feb19	PRAIRIE HILLS WIRELESS, LLC	02/01/2019	60.00
01 1100 381 000 000		INTERNET SERVICES		60.00
Total		PRAIRIE HILLS WIRELESS, LLC		60.00
	2019renewal. media	RAVENNA NEWS	01/23/2019	27.00
01 2222 440 001 000		Magazines Secon		27.00
	news.novdec2018	RAVENNA NEWS	12/31/2018	337.39
01 2310 350 000 000		Advertising & Print		337.39
Total		RAVENNA NEWS		364.39
	1819-347	Ravenna Public Schools Robotics	01/31/2019	160.00
01 3135 630 000 000		High Abilt Learn Registration		160.00

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	Ravenna Public Schools Robotics			160.00
	trash.jan19	RAVENNA SANITATION	01/31/2019	472.80
01 2620 318 001 000		Con/ser Repair Secon		236.40
01 2620 318 002 000		Cont/ser Repair Elem		236.40
Total	RAVENNA SANITATION			472.80
	ADmileage.0119	REICKS, DOMINIC	01/31/2019	250.56
01 2212 670 001 000		Travel Secon		250.56
Total	REICKS, DOMINIC			250.56
	1819-340	Russell, Kalynn	01/28/2019	50.00
01 1100 690 001 000		Other Misc Exp Secon		50.00
Total	Russell, Kalynn			50.00
	05525-590960	Safelite AutoGlass	01/11/2019	277.97
01 2750 337 000 000		Tires And Parts		199.99
01 2750 338 000 000		Purchased Repair		77.98
Total	Safelite AutoGlass			277.97
	1819-356	SCHROEDER, KENNETH	02/07/2019	100.00
01 2320 690 000 000		Other Misc Exp		100.00
Total	SCHROEDER, KENNETH			100.00
	1418	SPARQDATA SOLUTIONS	01/07/2019	3,800.00
01 2310 467 000 000		Software (E-Meetings)		2,500.00
01 2320 467 000 000		Software (North Star)		1,300.00
Total	SPARQDATA SOLUTIONS			3,800.00
	471683508	SUPPLYWORKS	01/04/2019	467.46
01 2620 318 001 000		Con/ser Repair Secon		233.73
01 2620 318 002 000		Cont/ser Repair Elem		233.73
	472396233	SUPPLYWORKS	01/09/2019	110.44
01 2620 318 001 000		Con/ser Repair Secon		55.22
01 2620 318 002 000		Cont/ser Repair Elem		55.22
	472396241	SUPPLYWORKS	01/09/2019	4.47
01 2620 318 001 000		Con/ser Repair Secon		4.47
	473320703	SUPPLYWORKS	01/04/2019	33.43
01 2620 318 001 000		Con/ser Repair Secon		16.72
01 2620 318 002 000		Cont/ser Repair Elem		16.71
	474406741	SUPPLYWORKS	01/22/2019	133.14
01 1125 411 001 000		Instr Materials		133.14
	475066775	SUPPLYWORKS	01/25/2019	189.82
01 2610 410 001 000		Supplies Secon		69.88
01 2610 410 002 000		Supplies Elem		119.94
Total	SUPPLYWORKS			938.76
	567.2019	TOWN & COUNTRY BANK	01/12/2019	10.00
01 2310 630 000 000		Dues And Fees		10.00
Total	TOWN & COUNTRY BANK			10.00
	usbank.jan2019	U.S. Bank	01/25/2019	1,829.93
01 2510 341 000 000		Postage		125.53

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 3135 410 000 000		High Abilt Learn Supplies		155.24
01 3135 630 000 000		High Abilt Learn Registration		430.00
01 3135 410 000 000		High Abilt Learn Supplies		179.15
01 1229 318 002 000		Contracted Services		150.00
01 2222 430 002 000		Library Books Elem		99.67
01 1100 410 001 000		Gen Supplies Secon		269.18
01 1124 411 001 000		Computer Parts-etc		24.99
01 1124 411 002 000		Computer Parts-etc		25.00
01 2620 318 001 000		Con/ser Repair Secon		133.28
01 2620 318 001 000		Con/ser Repair Secon		(55.35)
01 2510 410 000 000		Supplies		99.17
01 1100 410 002 000		Gen Supplies Elem		24.18
01 2222 410 001 000		Supplies Secon		(0.61)
01 2222 410 001 000		Supplies Secon		114.50
01 2620 318 002 000		Cont/ser Repair Elem		56.00
Total U.S. Bank				<u>1,829.93</u>
	4960080201901	Verizon Business	02/01/2019	167.30
01 2510 342 001 000		Telephone Secon		83.65
01 2510 342 002 000		Telephone Elem		83.65
Total Verizon Business				<u>167.30</u>
	9823016354	VERIZON WIRELESS	01/25/2019	172.82
01 2510 342 001 000		Telephone Secon		86.41
01 2510 342 002 000		Telephone Elem		86.41
Total VERIZON WIRELESS				<u>172.82</u>
	eap.3rdqtr2019	WHOLENESS HEALING EAP	02/01/2019	800.00
01 2310 630 000 000		Dues And Fees		800.00
Total WHOLENESS HEALING EAP				<u>800.00</u>
	rps.jan19	WILKE'S TRUE VALUE	01/31/2019	49.91
01 2620 318 001 000		Con/ser Repair Secon		15.07
01 2620 318 002 000		Cont/ser Repair Elem		15.08
01 2750 337 000 000		Tires And Parts		19.76
Total WILKE'S TRUE VALUE				<u>49.91</u>
	381608	YANDA'S MUSIC	01/10/2019	31.00
01 1128 318 001 000		Instrument Repair Secon		31.00
	381609	YANDA'S MUSIC	01/10/2019	51.20
01 1128 318 002 000		Instrument Repair		51.20
	381612	YANDA'S MUSIC	01/10/2019	48.00
01 1128 318 002 000		Instrument Repair		48.00
	381614	YANDA'S MUSIC	01/10/2019	53.80
01 1128 318 001 000		Instrument Repair Secon		53.80
	381615	YANDA'S MUSIC	01/10/2019	33.00
01 1128 318 001 000		Instrument Repair Secon		33.00
	381618	YANDA'S MUSIC	01/10/2019	48.80
01 1128 318 001 000		Instrument Repair Secon		48.80
	381619	YANDA'S MUSIC	01/10/2019	33.00
01 1128 318 002 000		Instrument Repair		33.00
	382459	YANDA'S MUSIC	01/17/2019	53.00
01 1128 318 002 000		Instrument Repair		53.00
Total YANDA'S MUSIC				<u>351.80</u>

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PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Fund Number	01			<hr/> 98,560.53
Checking Account ID	01			<hr/> 98,560.53

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
1110 1110		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1111 411 002 000	Grade 1 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1111 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1111 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1111 1111		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1112 411 002 000	Grade 2 Materials	0.00	0.00	26.80	0.00	(26.80)	0.00	(26.80)
01 1112 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1112 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1112 1112		0.00	0.00	26.80	0.00	(26.80)	0.00	(26.80)
01 1113 411 002 000	Grade 3 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1113 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1113 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1113 1113		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1114 411 002 000	Grade 4 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1114 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1114 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1114 1114		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1115 411 002 000	Grade 5 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1115 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1115 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1115 Grade 5		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1116 411 002 000	Grade 6 Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1116 412 002 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1116 413 002 000	Expendable Wrkbk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1116 1116		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1117 411 002 000	Elem Art Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1117 MATERIALS & TEXTBOOKS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 411 001 000	Music Materials	0.00	142.99	676.86	0.00	(676.86)	0.00	(676.86)
01 1118 411 002 000	Music Materials	0.00	0.00	125.00	0.00	(125.00)	0.00	(125.00)
01 1118 530 001 000	Music Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 530 002 000	Music Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 600 001 000	Other (Band Uniforms)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1118 631 001 000	Choral Registration	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
1118 MUSIC		0.00	142.99	841.86	0.00	(841.86)	0.00	(841.86)
01 1119 411 002 000	Elem Pe Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1119 530 002 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1119 1119		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1120 411 001 000	Lang Arts Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1120 412 001 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1120 460 001 000	Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1120 631 001 000	Student Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1120 1120		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1121 411 001 000	Math Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1121 1121		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1122 318 001 000	Science Equip Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1122 411 001 000	Materials	0.00	0.00	683.30	0.00	(683.30)	0.00	(683.30)
01 1122 412 001 000	Classroom Periodical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1122 460 001 000	Computer Software	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1122 530 001 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1122 SCIENCE AND COMPUTER		0.00	0.00	683.30	0.00	(683.30)	0.00	(683.30)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1131 530 001 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1131 630 001 000	Instru Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1131 631 001 000	Student Registration	0.00	0.00	700.00	0.00	(700.00)	0.00	(700.00)
01 1131 670 001 000	Instructor Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1131 671 001 000	Student Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1131 INDUSTRIAL ARTS		0.00	0.00	1,263.09	0.00	(1,263.09)	0.00	(1,263.09)
01 1132 411 001 000	Foreign Lang Mater	0.00	0.00	47.96	0.00	(47.96)	0.00	(47.96)
01 1132 412 001 000	Classroom Period	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1132 631 001 000	REGISTRATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1132 FOREIGN LANGUAGE		0.00	0.00	47.96	0.00	(47.96)	0.00	(47.96)
01 1133 411 001 000	Journalism Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1133 530 001 000	Journalism Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1133 JOURNALISM		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 110 000 000	Poverty Instructional Program	0.00	9,172.91	55,037.46	0.00	(55,037.46)	0.00	(55,037.46)
01 1160 210 000 000	Poverty Program FICA	0.00	642.20	3,853.43	0.00	(3,853.43)	0.00	(3,853.43)
01 1160 220 000 000	Poverty Program Retire	0.00	906.08	5,436.48	0.00	(5,436.48)	0.00	(5,436.48)
01 1160 230 000 000	Poverty Program Health Ins	0.00	1,902.75	11,409.96	0.00	(11,409.96)	0.00	(11,409.96)
01 1160 290 000 000	Life	0.00	12.65	75.82	0.00	(75.82)	0.00	(75.82)
1160 POVERTY		0.00	12,636.59	75,813.15	0.00	(75,813.15)	0.00	(75,813.15)
01 1190 110 002 000	PreK Salary	0.00	3.08	27.36	0.00	(27.36)	0.00	(27.36)
01 1190 120 002 000	PreK Subs	0.00	140.65	566.44	0.00	(566.44)	0.00	(566.44)
01 1190 140 002 000	PreK Para	0.00	1,784.49	7,944.92	0.00	(7,944.92)	0.00	(7,944.92)
01 1190 210 002 000	PreK Fica	0.00	85.98	323.51	0.00	(323.51)	0.00	(323.51)
01 1190 220 002 000	PreK Retire	0.00	135.92	715.30	0.00	(715.30)	0.00	(715.30)
01 1190 230 002 000	PreK Health	0.00	462.63	2,483.89	0.00	(2,483.89)	0.00	(2,483.89)
01 1190 290 002 000	PreK Life	0.00	3.86	20.74	0.00	(20.74)	0.00	(20.74)
01 1190 410 002 000	PreK Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 690 002 000	PreK Misc Exp	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1190 PREK		0.00	2,616.61	12,082.16	0.00	(12,082.16)	0.00	(12,082.16)
01 1212 313 001 000	Contracted Supervis	0.00	1,859.56	7,434.12	0.00	(7,434.12)	0.00	(7,434.12)
01 1212 313 002 000	SPED SUPERVISION	0.00	1,859.56	7,434.12	0.00	(7,434.12)	0.00	(7,434.12)
1212 SP ED		0.00	3,719.12	14,868.24	0.00	(14,868.24)	0.00	(14,868.24)
01 1213 313 001 000	Vocational	0.00	892.07	3,028.95	0.00	(3,028.95)	0.00	(3,028.95)
01 1213 313 002 000	Diagnostic Testing (School Psych)	0.00	6,723.86	25,403.86	0.00	(25,403.86)	0.00	(25,403.86)
1213 School Psych		0.00	7,615.93	28,432.81	0.00	(28,432.81)	0.00	(28,432.81)
01 1214 313 001 000	Deaf	0.00	257.12	601.64	0.00	(601.64)	0.00	(601.64)
01 1214 313 002 000	PT Therapy	0.00	485.04	5,312.80	0.00	(5,312.80)	0.00	(5,312.80)
01 1214 318 001 000	Vision	0.00	356.09	1,707.65	0.00	(1,707.65)	0.00	(1,707.65)
01 1214 318 002 000	OT Therapy	0.00	3,949.22	14,103.86	0.00	(14,103.86)	0.00	(14,103.86)
1214 DIAGNOSTIC TESTING		0.00	5,047.47	21,725.95	0.00	(21,725.95)	0.00	(21,725.95)
01 1215 313 001 000	Audiology Secon	0.00	97.66	418.66	0.00	(418.66)	0.00	(418.66)
01 1215 313 002 000	Audiology Elem	0.00	97.66	418.66	0.00	(418.66)	0.00	(418.66)
1215 DISTANCE LEARNING & AUDIOLOGY		0.00	195.32	837.32	0.00	(837.32)	0.00	(837.32)
01 1216 313 001 000	Speech Therapy	0.00	6,905.94	24,358.46	0.00	(24,358.46)	0.00	(24,358.46)
01 1216 313 002 000	Speech Therapy Elem	0.00	17,560.48	67,827.41	0.00	(67,827.41)	0.00	(67,827.41)
1216 SPEECH		0.00	24,466.42	92,185.87	0.00	(92,185.87)	0.00	(92,185.87)
01 1218 313 001 000	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1218 313 002 000	Spec Ed Flex Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1218 SPEC ED FLEX		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1220 110 001 000	Nurse Sp Ed Services	0.00	849.20	5,095.20	0.00	(5,095.20)	0.00	(5,095.20)
01 1220 110 002 000	Nurse Sp Ed Services	0.00	849.20	5,095.20	0.00	(5,095.20)	0.00	(5,095.20)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 1220 210 001 000	Fica	0.00	64.82	388.95	0.00	(388.95)	0.00	(388.95)
01 1220 210 002 000	Fica	0.00	64.82	388.95	0.00	(388.95)	0.00	(388.95)
01 1220 220 001 000	Retire	0.00	83.88	503.28	0.00	(503.28)	0.00	(503.28)
01 1220 220 002 000	Retire	0.00	83.88	503.28	0.00	(503.28)	0.00	(503.28)
01 1220 230 001 000	Health Ins	0.00	140.05	840.28	0.00	(840.28)	0.00	(840.28)
01 1220 230 002 000	Health Ins	0.00	140.05	840.28	0.00	(840.28)	0.00	(840.28)
01 1220 290 001 000	Life Ins	0.00	1.76	10.56	0.00	(10.56)	0.00	(10.56)
01 1220 290 002 000	Life Ins	0.00	1.76	10.56	0.00	(10.56)	0.00	(10.56)
1220 NURSE SP ED		0.00	2,279.42	13,676.54	0.00	(13,676.54)	0.00	(13,676.54)
01 1222 110 001 000	Sp Ed Lvl2 Secon	0.00	11,528.70	69,373.13	0.00	(69,373.13)	0.00	(69,373.13)
01 1222 111 001 000	Cash in lieu of BC	0.00	676.39	4,058.34	0.00	(4,058.34)	0.00	(4,058.34)
01 1222 120 001 000	Sub Secon	0.00	30.00	330.00	0.00	(330.00)	0.00	(330.00)
01 1222 140 001 000	Aide Secon	0.00	14,570.32	87,680.76	0.00	(87,680.76)	0.00	(87,680.76)
01 1222 210 001 000	Fica Secon	0.00	1,953.75	11,780.94	0.00	(11,780.94)	0.00	(11,780.94)
01 1222 220 001 000	Retire Secon	0.00	2,549.44	15,316.61	0.00	(15,316.61)	0.00	(15,316.61)
01 1222 230 001 000	Health Ins	0.00	4,361.49	25,674.46	0.00	(25,674.46)	0.00	(25,674.46)
01 1222 290 001 000	Life Ins Secon	0.00	56.02	333.96	0.00	(333.96)	0.00	(333.96)
01 1222 310 001 000	Inservice	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 313 001 000	Purch Prof Ser Secon	0.00	0.00	257.50	0.00	(257.50)	0.00	(257.50)
01 1222 318 001 000	Contracted Services	0.00	0.00	1,466.64	0.00	(1,466.64)	0.00	(1,466.64)
01 1222 327 001 000	RENTALS OR LEASES	0.00	0.00	331.00	0.00	(331.00)	0.00	(331.00)
01 1222 410 001 000	Gen Supplies	0.00	0.00	43.31	0.00	(43.31)	0.00	(43.31)
01 1222 411 001 000	Instruc Mater Secon	0.00	0.00	992.79	0.00	(992.79)	0.00	(992.79)
01 1222 413 001 000	Expendable Workbooks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 420 001 000	Textbooks	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 440 001 000	Periodicals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 450 001 000	Audio Visual Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 460 001 000	Comp Software Secon	0.00	0.00	299.00	0.00	(299.00)	0.00	(299.00)
01 1222 530 001 000	Equipment Furn Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 560 001 000	Comp Equip Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 630 001 000	Registration Secondary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 641 001 000	Liability Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1222 670 001 000	Travel Secon	0.00	0.00	400.82	0.00	(400.82)	0.00	(400.82)
1222 SPECIAL ED SECONDARY		0.00	35,726.11	218,339.26	0.00	(218,339.26)	0.00	(218,339.26)
01 1229 110 002 000	Sp Ed Lvl2 Elem	0.00	17,128.58	102,747.41	0.00	(102,747.41)	0.00	(102,747.41)
01 1229 111 002 000	Cash in lieu of BC	0.00	39.79	238.74	0.00	(238.74)	0.00	(238.74)
01 1229 120 002 000	Sub Elem	0.00	202.01	3,562.01	0.00	(3,562.01)	0.00	(3,562.01)
01 1229 140 002 000	Aide Elem	0.00	6,604.57	39,435.67	0.00	(39,435.67)	0.00	(39,435.67)
01 1229 210 002 000	Fica Elem	0.00	1,753.96	10,698.03	0.00	(10,698.03)	0.00	(10,698.03)
01 1229 220 002 000	Retire Elem	0.00	2,332.81	13,952.63	0.00	(13,952.63)	0.00	(13,952.63)
01 1229 230 002 000	Health Ins Elem	0.00	6,669.64	39,921.14	0.00	(39,921.14)	0.00	(39,921.14)
01 1229 290 002 000	Life Ins Elem	0.00	44.73	267.37	0.00	(267.37)	0.00	(267.37)
01 1229 313 002 000	Purch Prof Serv Elem	0.00	0.00	257.50	0.00	(257.50)	0.00	(257.50)
01 1229 318 002 000	Contracted Services	0.00	150.00	1,073.31	0.00	(1,073.31)	0.00	(1,073.31)
01 1229 410 002 000	Gen Supplies Elem	0.00	0.00	43.31	0.00	(43.31)	0.00	(43.31)
01 1229 411 002 000	Instruc Mater Elem	0.00	0.00	78.58	0.00	(78.58)	0.00	(78.58)
01 1229 413 002 000	Expendable Wrkb Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 420 002 000	Textbooks Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 450 002 000	Audio Visual Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 460 002 000	Comp Software Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 530 002 000	Furniture Equip Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 560 002 000	Computer Equip Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 630 002 000	Registration Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1229 670 002 000	Travel Elem	0.00	0.00	400.82	0.00	(400.82)	0.00	(400.82)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2130 530 000 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2130 630 000 000	Dues And Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2130 670 000 000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2130 NURSE		0.00	2,901.12	17,606.41	0.00	(17,606.41)	0.00	(17,606.41)
01 2190 140 001 000	Act Trans Sal Secon	0.00	1,402.89	9,779.94	0.00	(9,779.94)	0.00	(9,779.94)
01 2190 140 002 000	Act Trans Sal Elem	0.00	0.00	253.36	0.00	(253.36)	0.00	(253.36)
01 2190 210 001 000	Fica Secon	0.00	107.33	748.19	0.00	(748.19)	0.00	(748.19)
01 2190 210 002 000	Fica Elem	0.00	0.00	19.39	0.00	(19.39)	0.00	(19.39)
01 2190 220 001 000	Retirement Secon	0.00	0.00	287.65	0.00	(287.65)	0.00	(287.65)
01 2190 220 002 000	Retirement Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2190 340 001 000	Testing	0.00	0.00	570.00	0.00	(570.00)	0.00	(570.00)
01 2190 670 001 000	Meals/travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2190 670 002 000	Meals/mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2190 ACT TRANS		0.00	1,510.22	11,658.53	0.00	(11,658.53)	0.00	(11,658.53)
01 2212 110 002 000	Staff Dev Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 120 001 000	Staff Development	0.00	0.00	480.00	0.00	(480.00)	0.00	(480.00)
01 2212 120 002 000	Staff Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 210 001 000	Staff Dev Fica	0.00	0.00	36.72	0.00	(36.72)	0.00	(36.72)
01 2212 210 002 000	Staff Dev Fica	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 220 002 000	Staff Dev Retire	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 230 002 000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 290 002 000	LIFE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 319 001 000	Purch Prof Ser Secon	0.00	45.00	1,118.00	0.00	(1,118.00)	0.00	(1,118.00)
01 2212 319 002 000	Purch Prof Ser Elem	0.00	0.00	375.00	0.00	(375.00)	0.00	(375.00)
01 2212 410 001 000	Supplies Secon	0.00	0.00	169.30	0.00	(169.30)	0.00	(169.30)
01 2212 410 002 000	Supplies Elem	0.00	0.00	169.30	0.00	(169.30)	0.00	(169.30)
01 2212 630 001 000	Dues And Fees Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 630 002 000	Dues And Fees Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2212 670 001 000	Travel Secon	0.00	290.00	2,606.62	0.00	(2,606.62)	0.00	(2,606.62)
01 2212 670 002 000	Travel Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2212 STAFF		0.00	335.00	4,954.94	0.00	(4,954.94)	0.00	(4,954.94)
01 2215 110 000 000	Assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 210 002 000	Assessment Fica Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 220 000 000	Assessment Retire	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 410 001 000	Assessment Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 410 002 000	Assessment Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 630 001 000	Assessment Dues/fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 630 002 000	Assessment Dues/fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 670 001 000	Assessment Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2215 670 002 000	Assessment Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2215 ASSESSMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 110 000 000	Tech Support Salary	0.00	5,000.00	30,000.00	0.00	(30,000.00)	0.00	(30,000.00)
01 2220 140 000 000	Tech Support Aides	0.00	0.00	594.18	0.00	(594.18)	0.00	(594.18)
01 2220 210 000 000	Tech Support Fica	0.00	361.46	2,168.76	0.00	(2,168.76)	0.00	(2,168.76)
01 2220 220 000 000	Tech Support Retir	0.00	493.89	2,963.34	0.00	(2,963.34)	0.00	(2,963.34)
01 2220 230 000 000	Tech Support Health Ins	0.00	1,742.89	10,457.34	0.00	(10,457.34)	0.00	(10,457.34)
01 2220 290 000 000	Tech Support Life Ins	0.00	8.00	48.00	0.00	(48.00)	0.00	(48.00)
01 2220 318 000 000	SUPPORT/NETWORK/BACKUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 630 000 000	REGISTRATION	0.00	0.00	25.00	0.00	(25.00)	0.00	(25.00)
01 2220 670 000 000	Tech Support Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220 TECH SUPPORT		0.00	7,606.24	46,256.62	0.00	(46,256.62)	0.00	(46,256.62)
01 2222 110 001 000	Librarian Sal Secon	0.00	2,040.73	12,244.38	0.00	(12,244.38)	0.00	(12,244.38)
01 2222 110 002 000	Librarian Sal Elem	0.00	2,040.73	12,244.38	0.00	(12,244.38)	0.00	(12,244.38)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2222 210 001 000	Fica Secon	0.00	154.97	929.82	0.00	(929.82)	0.00	(929.82)
01 2222 210 002 000	Fica Elem	0.00	154.99	929.94	0.00	(929.94)	0.00	(929.94)
01 2222 220 001 000	Retire Secon	0.00	201.58	1,209.48	0.00	(1,209.48)	0.00	(1,209.48)
01 2222 220 002 000	Retire Elem	0.00	201.58	1,209.48	0.00	(1,209.48)	0.00	(1,209.48)
01 2222 230 001 000	Health Ins Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 230 002 000	Health Ins Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 290 001 000	Life Ins Secon	0.00	4.00	24.00	0.00	(24.00)	0.00	(24.00)
01 2222 290 002 000	Life Ins Elem	0.00	4.00	24.00	0.00	(24.00)	0.00	(24.00)
01 2222 313 001 000	Purchased Ser Secon	0.00	0.00	40.00	0.00	(40.00)	0.00	(40.00)
01 2222 313 002 000	Purchased Ser Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 318 001 000	Repair Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 318 002 000	Repair Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 410 001 000	Supplies Secon	0.00	113.89	496.49	0.00	(496.49)	0.00	(496.49)
01 2222 410 002 000	Supplies Elem	0.00	0.00	84.93	0.00	(84.93)	0.00	(84.93)
01 2222 425 000 000	EBOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 430 001 000	Library Books Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 430 002 000	Library Books Elem	0.00	99.67	235.82	0.00	(235.82)	0.00	(235.82)
01 2222 440 001 000	Magazines Secon	0.00	27.00	27.00	0.00	(27.00)	0.00	(27.00)
01 2222 440 002 000	Magazines Elem	0.00	0.00	27.00	0.00	(27.00)	0.00	(27.00)
01 2222 450 001 000	Av Mater Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 450 002 000	Av Mater Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 460 001 000	Computer Software	0.00	0.00	770.50	0.00	(770.50)	0.00	(770.50)
01 2222 460 002 000	Elem Software	0.00	0.00	770.50	0.00	(770.50)	0.00	(770.50)
01 2222 530 001 000	Equipment Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 530 002 000	Equipment Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 670 001 000	TRAVEL	0.00	0.00	37.06	0.00	(37.06)	0.00	(37.06)
01 2222 690 001 000	Other Mis Exp Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2222 690 002 000	Other Misc Exp Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2222 LIBRARY		0.00	5,043.14	31,304.78	0.00	(31,304.78)	0.00	(31,304.78)
01 2310 318 000 000	SERVICES	0.00	0.00	620.00	0.00	(620.00)	0.00	(620.00)
01 2310 319 000 000	Audit	0.00	0.00	6,500.00	0.00	(6,500.00)	0.00	(6,500.00)
01 2310 350 000 000	Advertising & Print	0.00	337.39	1,834.67	0.00	(1,834.67)	0.00	(1,834.67)
01 2310 410 000 000	Supplies	0.00	0.00	179.91	0.00	(179.91)	0.00	(179.91)
01 2310 467 000 000	Software (E-Meetings)	0.00	2,500.00	2,500.00	0.00	(2,500.00)	0.00	(2,500.00)
01 2310 630 000 000	Dues And Fees	0.00	910.00	3,168.30	0.00	(3,168.30)	0.00	(3,168.30)
01 2310 641 000 000	Liability Ins	0.00	0.00	14,077.67	0.00	(14,077.67)	0.00	(14,077.67)
01 2310 642 000 000	Fidelity Bond Prem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 670 000 000	Board Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 690 000 000	Other Misc Exp	0.00	0.00	142.21	0.00	(142.21)	0.00	(142.21)
2310 TREASURER		0.00	3,747.39	29,022.76	0.00	(29,022.76)	0.00	(29,022.76)
01 2320 110 000 000	Supt Salary	0.00	10,889.24	65,335.44	0.00	(65,335.44)	0.00	(65,335.44)
01 2320 140 000 000	Clerical	0.00	1,437.25	9,119.85	0.00	(9,119.85)	0.00	(9,119.85)
01 2320 210 000 000	Fica	0.00	930.15	5,618.82	0.00	(5,618.82)	0.00	(5,618.82)
01 2320 220 000 000	Retirement	0.00	1,214.09	7,299.50	0.00	(7,299.50)	0.00	(7,299.50)
01 2320 230 000 000	Health Ins	0.00	2,317.94	13,907.64	0.00	(13,907.64)	0.00	(13,907.64)
01 2320 290 000 000	Life Ins	0.00	11.20	67.20	0.00	(67.20)	0.00	(67.20)
01 2320 410 000 000	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2320 467 000 000	Software (North Star)	0.00	1,300.00	1,300.00	0.00	(1,300.00)	0.00	(1,300.00)
01 2320 630 000 000	Dues And Fees	0.00	90.00	645.00	0.00	(645.00)	0.00	(645.00)
01 2320 670 000 000	Travel	0.00	0.00	441.50	0.00	(441.50)	0.00	(441.50)
01 2320 690 000 000	Other Misc Exp	0.00	100.00	500.00	0.00	(500.00)	0.00	(500.00)
2320 SUPERINTENDENT		0.00	18,289.87	104,234.95	0.00	(104,234.95)	0.00	(104,234.95)
01 2330 317 000 000	LEGAL SERVICES	0.00	2,968.50	8,203.00	0.00	(8,203.00)	0.00	(8,203.00)
2330 DISTRICT		0.00	2,968.50	8,203.00	0.00	(8,203.00)	0.00	(8,203.00)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2400 110 001 000	Princ Sal Secon	0.00	8,278.25	49,692.82	0.00	(49,692.82)	0.00	(49,692.82)
01 2400 110 002 000	Prin Sal Elem	0.00	7,776.25	46,657.50	0.00	(46,657.50)	0.00	(46,657.50)
01 2400 111 002 000	Cash in lieu	0.00	1,714.22	10,285.32	0.00	(10,285.32)	0.00	(10,285.32)
01 2400 120 001 000	Student Aide	0.00	143.93	945.05	0.00	(945.05)	0.00	(945.05)
01 2400 140 001 000	Clerical Sal Secon	0.00	3,446.97	22,021.26	0.00	(22,021.26)	0.00	(22,021.26)
01 2400 140 002 000	Clerical Sal Elem	0.00	2,354.67	14,317.88	0.00	(14,317.88)	0.00	(14,317.88)
01 2400 210 001 000	Fica Secon	0.00	850.99	5,236.59	0.00	(5,236.59)	0.00	(5,236.59)
01 2400 210 002 000	Fica Elem	0.00	893.18	5,373.54	0.00	(5,373.54)	0.00	(5,373.54)
01 2400 220 001 000	Retirement Secon	0.00	1,148.97	6,971.04	0.00	(6,971.04)	0.00	(6,971.04)
01 2400 220 002 000	Retirement Elem	0.00	1,000.71	6,013.96	0.00	(6,013.96)	0.00	(6,013.96)
01 2400 230 001 000	Health Ins Secon	0.00	1,220.02	7,472.87	0.00	(7,472.87)	0.00	(7,472.87)
01 2400 230 002 000	Health Ins Elem	0.00	1,742.89	10,457.34	0.00	(10,457.34)	0.00	(10,457.34)
01 2400 290 001 000	Life Ins Secon	0.00	12.80	78.05	0.00	(78.05)	0.00	(78.05)
01 2400 290 002 000	Life Ins Elem	0.00	14.00	84.10	0.00	(84.10)	0.00	(84.10)
01 2400 410 001 000	Supplies Secon	0.00	0.00	57.12	0.00	(57.12)	0.00	(57.12)
01 2400 410 002 000	Supplies Elem	0.00	0.00	1.18	0.00	(1.18)	0.00	(1.18)
01 2400 530 001 000	Equipment Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 530 002 000	Equipment Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 560 002 000	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 630 001 000	Dues And Fees Secon	0.00	0.00	170.00	0.00	(170.00)	0.00	(170.00)
01 2400 630 002 000	Dues And Fees Elem	0.00	0.00	55.00	0.00	(55.00)	0.00	(55.00)
01 2400 670 001 000	Travel Secon	0.00	0.00	138.43	0.00	(138.43)	0.00	(138.43)
01 2400 670 002 000	Travel Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 690 001 000	Other Misc Exp Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2400 690 002 000	Other Misc Exp Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 PRINCIPAL		0.00	30,597.85	186,029.05	0.00	(186,029.05)	0.00	(186,029.05)
01 2510 111 000 000	Cash in lieu	0.00	795.75	4,774.50	0.00	(4,774.50)	0.00	(4,774.50)
01 2510 140 000 000	Clerical Salary	0.00	6,455.51	42,536.58	0.00	(42,536.58)	0.00	(42,536.58)
01 2510 210 000 000	Fica	0.00	546.92	3,568.67	0.00	(3,568.67)	0.00	(3,568.67)
01 2510 220 000 000	Retirement	0.00	637.66	4,201.68	0.00	(4,201.68)	0.00	(4,201.68)
01 2510 230 000 000	Health Ins	0.00	508.30	3,394.71	0.00	(3,394.71)	0.00	(3,394.71)
01 2510 290 000 000	Life Ins	0.00	7.03	44.64	0.00	(44.64)	0.00	(44.64)
01 2510 293 000 000	Workman's Comp	0.00	0.00	25,943.00	0.00	(25,943.00)	0.00	(25,943.00)
01 2510 318 000 000	Repair Maint Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 327 000 000	Rental And Leases	0.00	0.00	1,260.00	0.00	(1,260.00)	0.00	(1,260.00)
01 2510 341 000 000	Postage	0.00	125.53	520.06	0.00	(520.06)	0.00	(520.06)
01 2510 342 001 000	Telephone Secon	0.00	405.14	2,469.19	0.00	(2,469.19)	0.00	(2,469.19)
01 2510 342 002 000	Telephone Elem	0.00	405.12	2,469.13	0.00	(2,469.13)	0.00	(2,469.13)
01 2510 410 000 000	Supplies	0.00	99.17	162.87	0.00	(162.87)	0.00	(162.87)
01 2510 460 000 000	Computer Software	0.00	0.00	568.23	0.00	(568.23)	0.00	(568.23)
01 2510 530 000 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 560 000 000	Computer Hardware	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 630 000 000	REGISTRATION	0.00	0.00	25.00	0.00	(25.00)	0.00	(25.00)
01 2510 670 000 000	Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 690 000 000	Other Misc Exp	0.00	0.00	189.78	0.00	(189.78)	0.00	(189.78)
2510 CLERICAL		0.00	9,986.13	92,128.04	0.00	(92,128.04)	0.00	(92,128.04)
01 2610 120 001 000	Sub/Summer Sal Secon	0.00	64.45	2,984.92	0.00	(2,984.92)	0.00	(2,984.92)
01 2610 120 002 000	Sub/Summer Sal Elem	0.00	64.45	2,865.21	0.00	(2,865.21)	0.00	(2,865.21)
01 2610 140 001 000	Cust Sal Secon	0.00	6,938.10	44,982.14	0.00	(44,982.14)	0.00	(44,982.14)
01 2610 140 002 000	Cust Sal Elem	0.00	3,337.75	19,939.31	0.00	(19,939.31)	0.00	(19,939.31)
01 2610 210 001 000	Fica Secon	0.00	530.74	3,593.22	0.00	(3,593.22)	0.00	(3,593.22)
01 2610 210 002 000	Fica Elem	0.00	254.22	1,663.16	0.00	(1,663.16)	0.00	(1,663.16)
01 2610 220 001 000	Retirement Secon	0.00	665.67	3,995.42	0.00	(3,995.42)	0.00	(3,995.42)
01 2610 220 002 000	Retirement Elem	0.00	310.03	1,913.83	0.00	(1,913.83)	0.00	(1,913.83)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 2610 230 001 000	Health Ins Secon	0.00	1,875.48	11,838.60	0.00	(11,838.60)	0.00	(11,838.60)
01 2610 230 002 000	Health Ins Elem	0.00	1,898.32	11,870.00	0.00	(11,870.00)	0.00	(11,870.00)
01 2610 290 001 000	Life Ins	0.00	6.37	41.01	0.00	(41.01)	0.00	(41.01)
01 2610 290 002 000	Life Ins	0.00	5.13	33.19	0.00	(33.19)	0.00	(33.19)
01 2610 321 001 000	Fuel Secon	0.00	3,247.71	8,700.41	0.00	(8,700.41)	0.00	(8,700.41)
01 2610 321 002 000	Fuel Elem	0.00	3,247.70	8,700.38	0.00	(8,700.38)	0.00	(8,700.38)
01 2610 322 001 000	Electricity Secon	0.00	1,909.93	13,927.30	0.00	(13,927.30)	0.00	(13,927.30)
01 2610 322 002 000	Electricity Elem	0.00	1,909.92	13,927.25	0.00	(13,927.25)	0.00	(13,927.25)
01 2610 323 001 000	Water Sewer Secon	0.00	327.00	1,939.13	0.00	(1,939.13)	0.00	(1,939.13)
01 2610 323 002 000	Water Sewer Elem	0.00	327.00	1,939.12	0.00	(1,939.12)	0.00	(1,939.12)
01 2610 410 001 000	Supplies Secon	0.00	407.24	3,613.15	0.00	(3,613.15)	0.00	(3,613.15)
01 2610 410 002 000	Supplies Elem	0.00	457.30	3,632.37	0.00	(3,632.37)	0.00	(3,632.37)
2610 CUSTODIAL		0.00	27,784.51	162,099.12	0.00	(162,099.12)	0.00	(162,099.12)
01 2620 140 000 000	Maintenance Sal	0.00	3,584.88	22,507.23	0.00	(22,507.23)	0.00	(22,507.23)
01 2620 210 000 000	Fica	0.00	273.09	1,714.86	0.00	(1,714.86)	0.00	(1,714.86)
01 2620 220 000 000	Retirement	0.00	354.10	2,124.60	0.00	(2,124.60)	0.00	(2,124.60)
01 2620 230 000 000	Health Ins	0.00	348.58	2,091.48	0.00	(2,091.48)	0.00	(2,091.48)
01 2620 290 000 000	Life Ins	0.00	3.20	19.20	0.00	(19.20)	0.00	(19.20)
01 2620 318 001 000	Con/ser Repair Secon	0.00	674.63	7,046.07	0.00	(7,046.07)	0.00	(7,046.07)
01 2620 318 002 000	Cont/ser Repair Elem	0.00	648.23	5,260.68	0.00	(5,260.68)	0.00	(5,260.68)
01 2620 319 001 000	Other Pur Ser Secon	0.00	10,550.15	21,737.64	0.00	(21,737.64)	0.00	(21,737.64)
01 2620 319 002 000	Other Purch Ser Elem	0.00	0.00	7,721.58	0.00	(7,721.58)	0.00	(7,721.58)
01 2620 328 001 000	Property Ins Secon	0.00	0.00	14,077.66	0.00	(14,077.66)	0.00	(14,077.66)
01 2620 328 002 000	Property Ins Elem	0.00	0.00	14,077.67	0.00	(14,077.67)	0.00	(14,077.67)
01 2620 500 001 000	Depreciation Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 500 002 000	Depreciation Fund Transfer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 520 001 000	BLDG IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 520 002 000	BLDG IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 530 001 000	Equipment Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 530 002 000	Equipment Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 690 001 000	Other Exp Secon	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 690 002 000	Other Exp Elem	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2620 MAINTENANCE		0.00	16,436.86	98,378.67	0.00	(98,378.67)	0.00	(98,378.67)
01 2750 110 000 000	Transp Salaries	0.00	(191.12)	(191.12)	0.00	191.12	0.00	191.12
01 2750 140 000 000	Transp Salaries	0.00	9,474.06	57,006.03	0.00	(57,006.03)	0.00	(57,006.03)
01 2750 210 000 000	Fica	0.00	709.95	4,345.10	0.00	(4,345.10)	0.00	(4,345.10)
01 2750 220 000 000	Retirement	0.00	341.87	2,075.85	0.00	(2,075.85)	0.00	(2,075.85)
01 2750 230 000 000	Health Ins	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2750 290 000 000	LIFE INS	0.00	5.60	31.32	0.00	(31.32)	0.00	(31.32)
01 2750 318 000 000	TESTING	0.00	243.00	935.00	0.00	(935.00)	0.00	(935.00)
01 2750 319 000 000	Purch Ser(physicals)	0.00	0.00	1,421.00	0.00	(1,421.00)	0.00	(1,421.00)
01 2750 332 000 000	Option Stu Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2750 336 000 000	Gas And Oil	0.00	0.00	21,113.67	0.00	(21,113.67)	0.00	(21,113.67)
01 2750 337 000 000	Tires And Parts	0.00	3,856.20	13,221.41	0.00	(13,221.41)	0.00	(13,221.41)
01 2750 338 000 000	Purchased Repair	0.00	1,185.33	4,171.92	0.00	(4,171.92)	0.00	(4,171.92)
01 2750 530 000 000	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2750 641 000 000	Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2750 690 000 000	Other Exp	0.00	0.00	289.00	0.00	(289.00)	0.00	(289.00)
2750 TRANSPORTATION		0.00	15,624.89	104,419.18	0.00	(104,419.18)	0.00	(104,419.18)
01 2760 140 002 000	SPED TRANSP	0.00	918.13	4,675.10	0.00	(4,675.10)	0.00	(4,675.10)
01 2760 210 002 000	SPED Transp FICA	0.00	70.24	357.67	0.00	(357.67)	0.00	(357.67)
01 2760 220 002 000	SPED Transp Retire	0.00	90.69	440.39	0.00	(440.39)	0.00	(440.39)
01 2760 230 002 000	SPED Transp Health	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2760 290 002 000	LIFE	0.00	0.00	2.28	0.00	(2.28)	0.00	(2.28)

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
01 4410 313 002 605	IDEA Vision Services Preschool	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4410	IDEA E-P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
605	Vision	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 4410 318 002 606	IDEA D/E Psychological Services Preschoo	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4410	IDEA E-P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
606	D/E Psychological	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	General	0.00	516,507.57	3,068,666.71	0.00	(3,068,666.71)	0.00	(3,068,666.71)

**Ravenna Public Schools
GENERAL FUND
Ending January 31, 2018**

Beginning Balance: **\$3,146,058.51**

Receipts:

Tax Collection (Sherman)	\$204,323.48	
Tax Collection (Buffalo)	\$518,336.31	
State of NE Sped	\$73,168.00	
IDEA	\$0.00	
State of NE HAL		
Universal Service Fund (E-Rate)		
City of Ravenna		
ESU 10	\$100.00	
Sale of Prop/Equip.		
Medicaid (MAC)		
State Aid	\$4,581.86	
State of NE DHHS (MIPS)		
Distance Learning		
Other	\$3,100.00	
Interest	\$866.41	
Total Receipts:		\$804,476.06

Disbursements:

Board Bills (Jan.)	\$503,070.72	
Total Disbursements:		\$503,070.72
Ending Balance:		\$3,447,463.85

Cash on Hand:	\$3,447,463.85	
Outstanding checks	\$67,430.32	
Bank Balance:	\$3,514,894.17	

Investments: **\$157,518.66**

Accounted for as Follows:

General Fund

General Fund Checking	\$3,447,463.85	
CD #42554	\$132,518.66	
CD # 70099 (9 mo)	\$25,000.00	
Total Available:	\$3,604,982.51	\$3,604,982.51

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
01 1100 1000	District Taxes - Buffalo	0.00	500,582.60	1,859,548.54
01 1100 1100	District Taxes - Sherman	0.00	198,384.11	532,556.93
01 1115 1000	Carlina-Buffero	0.00	0.00	2,490.07
01 1115 1100	Carlina - Sherman	0.00	0.00	715.81
01 1120 1000	Public Power Tax - Buffalo	0.00	0.00	0.00
01 1120 1100	Public Power Tax - Sherman	0.00	0.00	0.00
01 1125 1000	Motor Vehicle Taxes - Buffalo	0.00	13,447.51	69,248.97
01 1125 1100	Motor Vehicle Taxes - Sherman	0.00	5,092.30	14,190.61
01 1311	Tuition Individual	0.00	0.00	0.00
01 1313	Tuit Sp Ed Individ.	0.00	0.00	0.00
01 1315	DISTANCE LEARNING	0.00	0.00	0.00
01 1323	Tuit Sp Ed Oth Dist.	0.00	0.00	0.00
01 1410	Trans. Individual	0.00	0.00	0.00
01 1411	Trans Sp Ed Individ.	0.00	0.00	0.00
01 1421	Trans. Other Dist.	0.00	0.00	0.00
01 1423	Trans Sp Ed Oth Dist	0.00	0.00	0.00
01 1510	Interest On Invest.	0.00	866.41	4,599.19
01 1700	Other Local Receipts	0.00	0.00	2,100.00
01 1701	Bond Fund Transfer	0.00	0.00	0.00
01 1790	Driver's Ed	0.00	0.00	0.00
01 1800	KEARNEY FOUND YC	0.00	0.00	0.00
01 1900	AUTISM ACTION PARTNERSHIP	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL EQUIPMENT & FACILITIES	0.00	100.00	276.50
01 1911	Local License Fees	0.00	1.00	182.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00
01 1921	Police Court Fines	0.00	0.00	0.00
01 1925	Tobacco Grant	0.00	0.00	0.00
01 2110 1000	Buffalo Co Fines-lic	0.00	1,851.81	10,827.57
01 2110 1100	Sherm Fines-license	0.00	236.65	1,255.78
01 2130 1000	Other County Receipt - Buffalo	0.00	0.00	0.00
01 2130 1100	Other County Receipts- Sherman	0.00	0.00	0.00
01 2140	Non-resident Tuition	0.00	0.00	0.00
01 2210	ESU Receipts	0.00	100.00	348.15
01 2800 1000	In Lieu Of Tax - Buffalo	0.00	0.00	0.00
01 2800 1100	In Lieu Of Tax - Sherman	0.00	0.00	0.00
01 3110	State Aid	0.00	4,581.86	17,525.86
01 3120	Spec. Ed Programs	0.00	73,168.00	146,399.00
01 3125	Special Ed Transpor.	0.00	0.00	0.00
01 3130 1000	Homestead Exemption - Buffalo	0.00	0.00	0.00
01 3130 1100	Sherm Homestead Ex	0.00	0.00	0.00
01 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00
01 3170	State Vocational	0.00	0.00	0.00
01 3180 1000	Pro-rata Motor Veh. Buffalo	0.00	2,453.39	3,854.54
01 3180 1100	Sher Pro Rat Moto V	0.00	610.42	959.03
01 3400	State Apportionment	0.00	0.00	0.00
01 3512	DIST ED INCENTIVE	0.00	0.00	23,001.92
01 3535	High Abilt Learners	0.00	0.00	4,799.00
01 3550	School Tech Fund	0.00	0.00	0.00

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
01 3570	Teacher Evaluation	0.00	0.00	0.00
01 3990	Other State Funds	0.00	0.00	0.00
01 4100	Title 1 Carry Over	0.00	0.00	0.00
01 4105	UNIVERSAL SERVICE FUND (E-RATE)	0.00	0.00	0.00
01 4311	Title VI Past Year	0.00	0.00	0.00
01 4312	Title VI Current	0.00	0.00	0.00
01 4315	Title V	0.00	0.00	0.00
01 4325	Title IIA Class Size Reduction	0.00	0.00	0.00
01 4401	IDEA PRESCHOOL	0.00	0.00	0.00
01 4402	Preschool Travel	0.00	0.00	0.00
01 4403	Spec Ed Medicaid	0.00	0.00	0.00
01 4505	Title 1 Current	0.00	0.00	11,647.64
01 4506	Title 1 NCLB	0.00	0.00	0.00
01 4509	TITLE II, PART A NCLB TCHR QULTY GRANTS	0.00	0.00	0.00
01 4511	REAP GRANT	0.00	0.00	0.00
01 4512	IDEA Base	0.00	0.00	0.00
01 4516	IDEA Pre-school Handicapp	0.00	0.00	0.00
01 4519	IDEA E-P	0.00	0.00	0.00
01 4525	Fed. Vocational	0.00	0.00	0.00
01 4580	EDUCATION JOB MONEY	0.00	0.00	0.00
01 4599	ARRA STATE AID	0.00	0.00	0.00
01 4708	Medicaid in Public School (MIPS)	0.00	0.00	0.00
01 4709	Meccatech(MAAPS)	0.00	0.00	0.00
01 4900	Other Fed. Non-cat	0.00	0.00	0.00
01 5200	From Other Funds	0.00	0.00	0.00
01 5300	Sale Of Prop & Equip	0.00	0.00	483.80
01 5301	Insurance Adjustment	0.00	0.00	0.00
01 5690	Other Non-revenue	0.00	3,000.00	3,516.89
01 9000	Non-program Receipts	0.00	0.00	0.00
01 9100	NE ST REVENUE	0.00	0.00	0.00
01 9200	Interlocal Agreement	0.00	0.00	0.00
01	General	0.00	804,476.06	2,710,527.80
8	Revenue	0.00	804,476.06	2,710,527.80



Invoice

Page	1/1
Invoice	NE00018843
Date	01/31/2019

Bill to:

Opaa! Food Mgt. of NE, LLC

PO Box 790379
St. Louis, MO 63179-0379

Ravenna Public Schools

41750 Carthage Road PO Box 8400
Ravenna, NE 68869-8869

Customer ID	Description	Payment Terms		
NE0007	JANUARY 2019 CONTRACT SERVICES	0%/NET30		
Quantity	Itemized	Meal Equivalent	Unit Price	Total
5922.00	Student Lunches		\$2.5475	\$15,086.30
1098.00	Student Breakfasts		\$1.2737	\$1,398.52
538.69	A la Carte	\$1906.95 + 3.5400	\$2.5475	\$1,372.30
105.83	Vended Sales	\$374.65 + 3.5400	\$2.5475	\$269.61
171.21	Adult Lunches	\$606.10 + 3.5400	\$2.5475	\$436.17
.75	Adult Breakfasts	\$2.65 + 3.5400	\$2.5475	\$1.91
391.00	Preschool Snack		\$0.4000	\$156.40
1439.00	K-3 Milk		\$0.3500	\$503.65
358.00	Preschool Milk		\$0.2500	\$89.50
1.00	Actual Commodity Credit		(\$1382.9900)	(\$1,382.99)

NOTES:

Total	\$17,931.37
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Keith E Schroeder
2-4-19

Please Remit Payment To: Opaa! Food Management, Inc. P.O. Box 790379 St. Louis, MO 63179 636-812-0777

Board Report - Detail

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 06		Fund Number 06 Lunch		
	NE00018843	Opaa! Food Mgt. of NE, LLC	01/31/2019	17,931.37
06 1100 390 000 000		OTHER PURCHASED SERVICES		<u>17,931.37</u>
Total Opaa! Food Mgt. of NE, LLC				<u>17,931.37</u>
Fund Number 06				<u>17,931.37</u>
Checking Account ID 06				<u>17,931.37</u>

Expenditure Report by Op. Unit/Function

Account Number	Account Description	Revised Budget	During Month	Expenditures to Date	% of Budget	Balance at EOM	Encumbrances	Unencumbered Balance
06	Lunch							
06 1100 120 000 000	Sub Salaries	0.00	25.20	886.41	0.00	(886.41)	0.00	(886.41)
06 1100 130 000 000	Overtime Salaries	0.00	34.15	120.28	0.00	(120.28)	0.00	(120.28)
06 1100 140 000 000	Salary	0.00	5,540.81	34,083.36	0.00	(34,083.36)	0.00	(34,083.36)
06 1100 210 000 000	Fica	0.00	283.15	1,797.22	0.00	(1,797.22)	0.00	(1,797.22)
06 1100 220 000 000	Retirement	0.00	550.68	3,378.55	0.00	(3,378.55)	0.00	(3,378.55)
06 1100 230 000 000	Health Insurance	0.00	1,594.18	8,928.48	0.00	(8,928.48)	0.00	(8,928.48)
06 1100 290 000 000	Life Ins	0.00	14.00	80.00	0.00	(80.00)	0.00	(80.00)
06 1100 390 000 000	OTHER PURCHASED SERVICES	0.00	17,931.37	97,874.14	0.00	(97,874.14)	0.00	(97,874.14)
06 1100 530 000 000	Equipment	0.00	0.00	447.88	0.00	(447.88)	0.00	(447.88)
06 1100 560 000 000	Computer Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 690 000 000	Other Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 1100 691 000 000	Other Misc.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1100	SALARIES	0.00	25,973.54	147,596.32	0.00	(147,596.32)	0.00	(147,596.32)
000	DISTRICT WIDE	0.00	25,973.54	147,596.32	0.00	(147,596.32)	0.00	(147,596.32)
06	Lunch	0.00	25,973.54	147,596.32	0.00	(147,596.32)	0.00	(147,596.32)

**Ravenna Public School
Lunch Fund Report
Ending January 31, 2018**

Beginning Balance: \$ 10,489.43

RECEIPTS:

Deposit \$ 23,497.96

Interest \$ 4.11

Total Receipts: \$ 23,502.07

DISBURSEMENTS:

Lunch Bills \$ 20,952.18

Outstanding Checks \$ (1,238.18)

Total Disbursements: \$ 19,714.00

Bank Balance: \$ 14,277.50

Book Balance: \$ 13,039.32

Revenue Detail

Account Number	Account Description	Budget	Month to Date	Year to Date
8	Revenue			
06 1510	Interest	0.00	4.11	24.25
06 1610	Student Lunches	0.00	13,645.68	59,871.50
06 1613	Special Milk	0.00	0.00	0.00
06 1620	Daily Sales-Adult/A la Carte	0.00	1,182.72	5,496.93
06 2100	State Reimbursement	0.00	0.00	0.00
06 2200	Breakfast	0.00	0.00	0.00
06 3400	Adult Lunches	0.00	0.00	0.00
06 3800	State Lunch Reimb.	0.00	0.00	0.00
06 3900	State Breakfast Reimb.	0.00	0.00	0.00
06 4000	Federal Reimbursment	0.00	7,267.85	44,827.53
06 4001	Special Milk	0.00	51.58	419.56
06 4002	Breakfast	0.00	1,350.13	8,827.57
06 5000	Trans From Savings	0.00	0.00	0.00
06 5200	School Dist Contrib.	0.00	0.00	0.00
06 5690	Other Income	0.00	0.00	0.00
06 9000	Non Program Receipts	0.00	0.00	0.00
06	Lunch	0.00	23,502.07	119,467.34
8	Revenue	0.00	23,502.07	119,467.34



Ravenna Public Schools
 Dr. Ken Schroeder
 41750 Carthage Road
 Ravenna, NE 68869

Invoice number 14645
 Date 01/29/2019

Project **2018176 Ravenna Public Schools -
 Elem. HVAC (Phase III) & High School
 Condensing Units**

Description	Contract Amount	Percent Complete	Total Billed	Prior Billed	Current Billed
Construction Documents	10,880.00	50.00	5,440.00	3,400.00	2,040.00
Bidding/Negotiation	680.00	0.00	0.00	0.00	0.00
Construction Administration	2,040.00	0.00	0.00	0.00	0.00
Total	13,600.00	40.00	5,440.00	3,400.00	2,040.00

Reimbursables

	Units	Rate	Billed Amount
Copies	2.00	0.132	0.26
Invoice total			2,040.26

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
14645	01/29/2019	2,040.26	2,040.26				
Total		2,040.26	2,040.26	0.00	0.00	0.00	0.00

Approved by:

MK

Martin D. Kasl
 Principal

Kenith E Schroeder

1-31-19



DATE: Friday, February 1, 2019
TO: All ALICAP Districts/ESUs
FROM: Megan Boldt – Director of ALICAP
SUBJECT: 2017-2018 Adjusted Workers' Compensation Premiums

Enclosed is a 2017-2018 WC Premium Adjustment. After collecting all audited payroll information for this recent completed year, each district/ESU's ALICAP premium contribution has been adjusted. **Enclosed is either a check or an invoice.** There is also a one-page-document which illustrates a breakdown of the original premium and the adjusted premium.

If you have any questions or concerns regarding this information please contact me. Our NASB number is 1.800.422.4572.

Thanks so much for all you do!

NASB ALICAP CONTRIBUTION NOTICE FOR POLICY YEAR 2017/2018

**WORKERS COMPENSATION PAYROLL AUDIT
FOR THE PERIOD SEPTEMBER 1, 2017 THROUGH AUGUST 31, 2018**

Name of School District/ESU: **Ravenna Public Schools**

<u>Payroll Class Code</u>	<u>Original Estimated Payroll</u>	<u>Actual Audited Payroll</u>
8868	\$3,217,795	\$3,204,368
9101	\$297,261	\$235,157
7380	<u>\$114,000</u>	<u>\$129,805</u>
Total	<u>\$3,629,056</u>	<u>\$3,569,330</u>

Actual contribution required per audited payroll	\$36,184
Less: estimated contribution already made	<u>\$37,977</u>
Balance	<u>\$-1,792</u>

If excess contributions are indicated above, this amount is being refunded with the enclosed refund check.

Net amount due **\$**

Or

Net amount being refunded back to member **\$1,792**
See enclosed check, if applicable

Legend for Classification Codes:

8868 = Professional employees, teachers, administrators, aides and clerical

9101 = Custodians, cooks, and all other employees

7380 = Bus Drivers

Please remit any due contributions to NASB ALICAP by February 28, 2019
1311 Stockwell Street
Lincoln, NE 68502

NASB ALICAP

008911

Ravenna Public Schools

Check Date: Jan 28, 2019
Check Number 8911
Check Amount \$1,792.00

Item Being Paid	Amount Paic	Description
Audit Remb. #1145	1,792.00	17-18 Audit Premium Excess Paid

DOCUMENT IS PRINTED ON CHEMICALLY REACTIVE PAPER - THE BACK OF THIS DOCUMENT INCLUDES A TAMPER EVIDENT CHEMICAL WASH WARNING BOX

NASB ALICAP
OPERATIONS ACCOUNT
1311 STOCKWELL ST.
LINCOLN, NE 68502-5345
402-423-4951

WELLS FARGO BANK

27-5/1040

008911

DATE	AMOUNT
Jan 28, 2019	1,792.00

PAY One Thousand Seven Hundred Ninety-Two and 00/100 Dollars

TO THE
ORDER
OF

Ravenna Public Schools

Megan Boldt

Rachel Houston
AUTHORIZED SIGNATURE



NASB ALICAP

008911

Ravenna Public Schools

Check Date: Jan 28, 2019
Check Number 8911
Check Amount \$1,792.00

Item Being Paid	Amount Paic	Description
Audit Remb. #1145	1,792.00	17-18 Audit Premium Excess Paid

Board of Education Regular Meeting

Board Room

P.O. Box 8400

Ravenna, NE 68869-8400

Monday, January 14, 2019 6:30 PM

Marilyn Bohn: Present

Misti Fiddelke: Present

Ryan Osten: Present

Dawn Standage: Present

Marc Vacek: Present

Tara Schirmer: Present

1. Call to Order and Roll Call - Open Meeting Law

2. Excuse Absent Board Members

Motion to excuse absent board member Tara Schirmer passed with a motion by Marilyn Bohn and a second by Ryan Osten. Tara Schirmer was initially absent when attendance was taken at 6:30 and arrived at 6:53.

3. The Pledge of Allegiance

4. Recitation of School Mission Statement: Preparing Students Today to Succeed Tomorrow: Family-Community-School

5. Oath of Office for Elected Board Members-Bohn, Fiddelke, Osten

6. Reorganization of the Ravenna School Board

6.1. Review of Conflict of Interest Policy, Conflict of Interest Statutes, & Board Code of Ethics

6.2. Annual Review of Ravenna Board of Education Policy on Complaints, Policy 2006

6.3. Election of Officers

Motion to elect board officers as voted on by the Ravenna Board of Education passed with a motion by Marilyn Bohn and a second by Ryan Osten. The following officers were elected to the following positions on the Ravenna School Board for the 2019 year:

6.3.1. President-Misti Fiddelke

6.3.2. Vice-President-Tara Schirmer

6.3.3. Secretary-Dawn Standage

6.4. Appointments

6.4.1. Treasurer

Motion to appoint Hilary Bolling as Treasurer for the Ravenna Public School Board passed with a motion by Ryan Osten and a second by Dawn Standage.

6.4.2. Authorized Representatives for Federal & State Programs

Motion to appoint Ken Schroeder as School District's Representative for all State and Federal Programs passed with a motion by Dawn Standage and a second by Ryan Osten.

6.4.3. Bus Mechanic for Bus Inspections

Motion to appoint Ravenna Coop, Chris Stahl, & Todd VanWinkle as mechanics to perform all vehicle inspections passed with a motion by Marc Vacek and a second by Ryan Osten.

6.5. Name Fund Depository For Ravenna Public Schools

Motion to appoint Town & Country Bank as fund depository for Ravenna Public Schools passed with a motion by Dawn Standage and a second by Marc Vacek.

6.6. Designate Legal Newspaper for Ravenna Public Schools

Motion to designate "The Ravenna News" as the legal newspaper for Ravenna Public Schools passed with a motion by Ryan Osten and a second by Marc Vacek.

6.7. Designate Method for Publicizing Meetings of the Ravenna Board of Education

Motion to publicize meeting of the Ravenna Board of Education in accordance with Board Policy 2008 passed with a motion by Dawn Standage and a second by Ryan Osten.

6.8. Designate Legal Counsel for Ravenna Public Schools

Motion to designate KSB Law Firm as legal counsel for Ravenna Public Schools passed with a motion by Marc Vacek and a second by Ryan Osten.

6.9. Appoint Standing Committees

Motion to appoint standing committees of the board as recommended by Superintendent Schroeder passed with a motion by Marilyn Bohn and a second by Marc Vacek.

6.9.1. Finance

6.9.2. Americanism

6.9.3. Negotiations

6.9.4. Building & Grounds

6.9.5. Transportation

7. Approval of Agenda

Motion to approve the agenda passed with a motion by Ryan Osten and a second by Dawn Standage.

8. Financial Report

9. Consent Agenda

Motion to approve the consent agenda passed with a motion by Marc Vacek and a second by Ryan Osten.

9.1. Discuss, consider, and take all necessary action to minutes

9.2. Discuss, consider, and take all necessary action to bills

10. Request to Address the Board and Correspondence

11. Blue Jay Celebration of Success-Mr. Ellis & FBLA

12. ABC Bluejay Staff Member of the Month-Mrs. Kayla Wiarda

13. Information and Action Items

13.1. Discuss, consider, and take all necessary action to classified staff salaries for the 2019-20 school year

Motion to increase classified staff salary compensation by 4.5% for the 2019-20 contract term passed with a motion by Dawn Standage and a second by Marilyn Bohn.

14. Discussion Items

14.1. Discuss, consider, and take all necessary action to Board Member Appointments to the Ravenna Public Schools Foundation

14.2. After School Programming Options

14.3. Discuss, consider, and take all action necessary to "Staff Handbook" Draft

14.4. Discuss, consider, and take all action necessary to job descriptions for school district employees

15. Elementary Principal's Report

16. Secondary Principal's Report

17. Superintendent's Report

18. Board Report

19. Board Strategic Planning Session-Guest Presenter, Mr. Scott Daniell

20. Positive Comments

The remodel of the concession stand is wonderful. Thanks to Dan Cyboron and Todd VanWinkle for their excellent work with remodeling the space. -Dawn Standage

Congratulations to FFA Chapter Sponsor, Mr. Heath Ahrens, and the Ravenna FFA Chapter on hosting a very successful and well organized FFA District Contest. -Marc Vacek

Congratulations to the Ravenna Public Schools Staff on earning the "Gold Award" presented by the Ravenna Area Chamber of Commerce at this year's President's Banquet. This honor is the direct result of the hard work and dedication all RPS Staff Members pour into educating and serving our students each day. -Ryan Osten

FBLA Officers Claire Standage, Ryan Johnson, & Ravenna FBLA Chapter Leader, Mr. Tanner Ellis, did a great job of presenting to the Ravenna Board of Education. They are also doing a

great job of expanding their student membership in the organization and of undertaking many community service projects that are making the school and the Community of Ravenna a better place. Great job! Keep up the great work! -Marilyn Bohn

21. Adjournment

Motion to adjourn at 10:31 PM passed with a motion by Marilyn Bohn and a second by Ryan Osten.

**EDUCATIONAL SERVICE UNIT 10
CONTRACT FOR SCHOOL AGE AND BELOW AGE FIVE
SPECIAL EDUCATION SERVICES**

THIS AGREEMENT, made and entered into this 1st day of July, 2019, by and between **EDUCATIONAL SERVICE UNIT 10** of the State of Nebraska hereinafter called "**SERVICING AGENCY**", "Ravenna Public Schools, called "**DISTRICT**."

WITNESSETH:

The District does hereby agree to hire the Servicing Agency to service its school age students with disabilities, below age five children with disabilities during the school year 2019-20, and the Servicing Agency agrees to act as such Servicing Agency, for the consideration and under the terms and conditions as hereinafter set forth:

- 1, A description of the program of special education and related services to be provided to District students shall be as set forth in Schedule "A" hereto attached, including full-time equivalency (FTE) provided in 2018-19 and anticipated in 2019-20 unless district notifies servicing agency otherwise,
- 2, It is agreed that the District shall pay the Servicing Agency for said special education or related services in accordance with the rate schedule. This schedule shall be in full force and effect during the school year of 2019-20, commencing not earlier than August 15, 2019, and ending not later than August 20, 2020. The total dollar amount of this contract will be submitted to the district on or before July 1, 2019 or as soon as the budgets are set for the Servicing Agency,
- 3, The District agrees that pending the reconciliation of costs for the actual services rendered, the amount payable for those special education services to be delivered by the Servicing Agency, shall be paid in full. All programs and services will be billed based on the actual services delivered,
4. The District agrees that the amount payable for special education services the first month of the school year will be 1/10 of the budgeted cost with payment due on or before October 17, 2019,
- 5, The Servicing Agency agrees to bill the District for the actual cost of special education services rendered and to make any adjustments caused by prior overpayment or underpayment,
- 6, The Servicing Agency agrees to provide the District with the final billing, a complete reconciliation of the actual costs of special education services rendered and the actual rate for cost of services. The final billing to the District shall serve as a final reconciliation of the amount of payment previously agreed upon in item two of this contract.
7. The District agrees that the final billing for special education services submitted to the District by the Servicing Agency for actual services rendered during the contract period shall be considered as an amendment to the original contract and by reference made a part thereof.
8. Special education programs or services which extend beyond the regular school year will be provided by the Servicing Agency upon request by the District. Extended programs shall be covered by separate contract,
9. It is further agreed that in the event the District does not pay the Servicing Agency as herein set forth, the Servicing Agency may cancel this contract and refuse further service, In the event of such Cancellation, the Servicing Agency may recover any past due amounts.
10. The Servicing Agency shall record and supply to the District information on each child for whom services are contracted, The Servicing Agency agrees to confer with the District for purposes of evaluating such child's progress,

11. The Servicing Agency shall assist the District with the preparation of plan and budget, financial reports and other procedures required by NDE Rule 51.

12. The District and the Servicing Agency agree to abide by the mandated procedures for identification, verification, placement, development of the individualized program, inspection and review of student records, and other requirements as specified in NDE Rule 51, Regulations and Standards for Special Education Programs, Nebraska State Department of Education, the Federal Regulations of IDEA 2006.

13. The District hereby agrees that changes or modifications in the program or children served shall be mutually agreed upon before said change or modifications are implemented.

14. Should the Servicing Agency be unable to render the services contracted because of the Servicing Agency's inability to employ personnel who meet the criteria for employment of the Servicing Agency and/or the certification requirements of the State of Nebraska, or for other reasons which are determined by the Servicing Agency to be valid, the Servicing Agency will not assume liability for those services contracted for but not provided. In which instance, schools will be notified no later than September 1, 2018.

15. The District herewith agrees that any act intentionally and unilaterally done which act may cause litigation against the Servicing Agent shall be defended at the sole expense of the District and any damages assessed against the District for the Servicing Agency or either of them shall be borne entirely by the District. This paragraph shall not operate to indemnify or relieve the Servicing Agency of any liability otherwise attaching to it under any applicable state or federal law, nor to any action undertaken by the District in the provision of special education services or related services which are undertaken in consultation with the Servicing Agency or in a good faith effort by the District to comply with lawful obligations of the District.

16. The District herewith agrees that in the event the District desires to change the services provided by this contract for a subsequent year whether by change in full-time equivalency, staffing, change in percentage FTE of any area of endorsement held by personnel presently assigned to the District, to eliminate any program or service being provided pursuant to this contract, it shall be the duty of the District to notify the administrator in writing of such requested change on or before March 1 next preceding the starting date of the school year to be affected by any changes as are described in this paragraph.

17. The District herewith agrees that in the event that no such written notice is made to the Servicing Agency on or before March 1, that the Servicing Agency shall be entitled to assume that the District desires the same FTE in all areas of endorsement, certification or other qualification, and in all programs it had through this contract with the Servicing Agency. In the event the District should later notify the Servicing Agency of a diminished request for FTE in any area of endorsement, certification or other qualification, or in any program or service provided by this contract, the Servicing Agency shall use its best effort to find other employment for such affected personnel, provided, however, that in the event such personnel cannot be reassigned and to the extent that such personnel constitute a cost to the Servicing Agency that cannot be passed through by way of contract or otherwise, the District agrees to pay any cost incurred by the Servicing Agency for such personnel.

18. This contract may be renegotiated by mutual agreement.

ACCEPTED FOR Ravenna SCHOOL AS **DISTRICT**

THIS 11th DAY OF February 2019.

BY _____
President or Secretary of Board

ACCEPTED FOR **EDUCATIONAL SERVICE UNIT 10** AS SERVICING AGENCY

THIS _____ DAY OF _____ 2019.

BY _____
Secretary of the Board of Education, ESU 10

EDUCATIONAL SERVICE UNIT 10 BUDGET FORM
 2019-20
 Agency Code--950010

District Name: Ravenna Public School

Contracted Reimbursable School Age Services

	Service Code	2018-19	2019-20
Speech Teacher School Age - Elementary	4001	1.380	1.380
Speech Teacher School Age - Secondary		0.480	0.480
SpEd Supervision School Age - Elementary	0001	0.041	0.041
SpEd Supervision School Age - Secondary		0.041	0.041
D/E Audiology School Age - Elementary	1003	0.008	0.008
D/E Audiology School Age - Secondary		0.008	0.008
Deaf Education Services School Age - Elementary	2014	0.010	0.016
Deaf Education Services School Age - Secondary			0.010
D/E Psychology School Age - Elementary	1002	0.026	0.026
D/E Psychology School Age - Secondary		0.026	0.026
Occupational Therapy School Age - Elementary	4006	0.036	0.036
Occupational Therapy School Age - Secondary		0.036	0.036
Physical Therapy School Age - Elementary	4005	0.029	0.029
Physical Therapy School Age - Secondary		0.029	0.029
Vision Services School Age - Elementary	2008	0.039	0.039
Vision Services School Age - Secondary			
Vocational	4007	0.050	0.050

Contracted Nonreimbursable Preschool Services

		2018-19 Percent Per District	2019-20 Percent Per District
Speech Teacher Birth - 2	4001	0.0200	0.0200
Speech Teacher Ages 3 - 4		0.1200	0.1200
SpEd Supervision Birth - 2	0001	0.0410	0.0410
SpEd Supervision Ages 3 - 4		0.0410	0.0410
D/E Audiology Birth - 2	1003	0.0021	0.0021
D/E Audiology Ages 3 - 4		0.0021	0.0021
Deaf Education Services Birth - 2	2014	0.0100	0.0014
Deaf Education Services Ages 3 - 4			0.0014
D/E Psychology Birth - 2	1002	0.0060	0.0060
D/E Psychology Ages 3 - 4		0.0060	0.0060
Occupational Therapy Birth - 2	4006	0.0054	0.0054
Occupational Therapy Ages 3 - 4		0.0136	0.0136
Physical Therapy Birth - 2	4005	0.0067	0.0067
Physical Therapy Ages 3 - 4		0.0190	0.0190
Vision Services Birth - 2	2008		
Vision Services Ages 3 - 4			

signature of authorized school representative

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION
COOPERATIVE PROGRAM AGREEMENT
SCHOOL YEAR 2019-20

Cooperative Program Name: ESU 10 Special Education Supervision Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
Signature: <u>Dr. Melissa Wheelock</u> Administrative Agency	Date: <u>7/15/19</u>

PART VI:

Cooperative Program Participant: Ravenna Public Schools	School District or ESU Number: 10-0069
Address: PO Box 8400 Ravenna NE 68869	
Phone: 308-452-3249	
Name/Title of Cooperative Program Participant Representative: Dr. Ken Schroeder, Superintendent	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: <u>Kenneth E Schroeder</u> Cooperative Program Participant Representative	Date: <u>2-11-19</u>

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION
COOPERATIVE PROGRAM AGREEMENT
SCHOOL YEAR 2019-20

Cooperative Program Name: ESU 10 Deaf Education Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
Signature: <u>Dr. Melissa Wheelock</u>	Date: <u>7/15/19</u>
Administrative Agency	

PART VI:

Cooperative Program Participant: Ravenna Public School	School District or ESU Number: 10-0069
Address: PO Box 8400 Ravenna NE 68869	
Phone: 308-452-3249	
Name/Title of Cooperative Program Participant: Dr. Ken Schroeder, Superintendent	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: <u>Keneth Schroeder</u>	Date: <u>2-11-19</u>
Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION
COOPERATIVE PROGRAM AGREEMENT
SCHOOL YEAR 2019-20

Cooperative Program Name: ESU 10 Audiology Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
Signature: <u>Dr. Melissa Wheelock</u>	Date: <u>7/15/19</u>
Administrative Agency	

PART VI:

Cooperative Program Participant: Ravenna Public Schools	School District or ESU Number: 10-0069
Address: PO Box 8400 Ravenna NE 68869	
Phone: 308-452-3249	
Name/Title of Cooperative Program Participant Representative: Dr. Ken Schroeder, Superintendent	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: <u>Kenneth Schroeder</u>	Date: <u>2-11-19</u>
Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION
COOPERATIVE PROGRAM AGREEMENT
SCHOOL YEAR 2019-20

Cooperative Program Name: ESU 10 Psychology Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
Signature: <u>Dr. Melissa Wheelock</u>	Date: <u>7/15/19</u>
Administrative Agency	

PART VI:

Cooperative Program Participant: Ravenna Public Schools	School District or ESU Number: 10-0069
Address: PO Box 8400 Ravenna NE 68869	
Phone: 308-452-3249	
Name/Title of Cooperative Program Participant Representative: Dr. Ken Schroeder, Superintendent	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: <u>Kenneth E Schroeder</u>	Date: <u>2-11-19</u>
Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION
COOPERATIVE PROGRAM AGREEMENT
SCHOOL YEAR 2019-20

Cooperative Program Name: ESU 10 Occupational Therapy Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
Signature: <u>Dr. Melissa Wheelock</u> Administrative Agency	Date: <u>7/15/19</u>

PART VI:

Cooperative Program Participant: Ravenna Public Schools	School District or ESU Number: 10-0069
Address: PO Box 8400 Ravenna NE 68869	
Phone: 308-452-3249	
Name/Title of Cooperative Program Participant Representative: Dr. Ken Schroeder, Superintendent	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: <u>Kenneth Schroeder</u> Cooperative Program Participant Representative	Date: <u>2-11-19</u>

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION
COOPERATIVE PROGRAM AGREEMENT
SCHOOL YEAR 2019-20

Cooperative Program Name: ESU 10 Physical Therapy Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
Signature: <u>Dr. Melissa Wheelock</u>	Date: <u>7/15/19</u>
Administrative Agency	

PART VI:

Cooperative Program Participant: Ravenna Public Schools	School District or ESU Number: 10-0069
Address: PO Box 8400 Ravenna NE 68869	
Phone: 308-452-3249	
Name/Title of Cooperative Program Participant Representative: Dr. Ken Schroeder, Superintendent	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: <u>Kenneth S Schroeder</u>	Date: <u>2-11-19</u>
Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION
COOPERATIVE PROGRAM AGREEMENT
SCHOOL YEAR 2019-20

Cooperative Program Name: ESU 10 Vision Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
Signature: <u>Dr. Melissa Wheelock</u>	Date: <u>7/15/19</u>
Administrative Agency	

PART VI:

Cooperative Program Participant: Ravenna Public Schools	School District or ESU Number: 10-0069
Address: PO Box 8400 Ravenna NE 68869	
Phone: 308-452-3249	
Name/Title of Cooperative Program Participant Representative: Dr. Ken Schroeder, Superintendent	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: <u>Kenneth S Schroeder</u>	Date: <u>2-11-19</u>
Cooperative Program Participant Representative	

NEBRASKA DEPARTMENT OF EDUCATION SPECIAL EDUCATION
COOPERATIVE PROGRAM AGREEMENT
SCHOOL YEAR 2019-20

Cooperative Program Name: ESU 10 Vocational Cooperative

Part V:

NAME OF ADMINISTRATIVE AGENCY: Educational Service Unit 10	SCHOOL DISTRICT OR ESU NUMBER: 950010
Address: P.O. Box 850 Kearney, NE 68848	
Phone: 308-237-5927	
Name/Title of Administrative Agency Representative: Dr. Melissa Wheelock, Administrator	
Name/Title of Contact Person (if different than Administrative Agency Representative): Jean Anderson, Special Education Director	
Address: same	
Phone: same	
Signature: <u>Dr. Melissa Wheelock</u>	Date: <u>7/15/19</u>
Administrative Agency	

PART VI:

Cooperative Program Participant: Ravenna Public Schools	School District or ESU Number: 10-0069
Address: PO Box 8400 Ravenna NE 68869	
Phone: 308-452-3249	
Name/Title of Cooperative Program Participant Representative: Dr. Ken Schroeder, Superintendent	
Name/Title of Contact Person (if different than Cooperative Program Participant Representative):	
Address:	
Phone:	
Signature: <u>Kenneth E Schroeder</u>	Date: <u>2-11-19</u>
Cooperative Program Participant Representative	

Traci Woodson

903 Milan Avenue
Ravenna, NE 68869
(719) 320-3465
woodson.traci@gmail.com

2nd February 2019

Dr. Kenneth Schroeder, Brad Kjar, & Paul Anderson

Ravenna Public Schools
41750 Carthage Road
Ravenna, NE 68869

Dear Dr. Schroeder & Administrators,

First, I would like to start off by saying how lucky I feel to be a part of such a wonderful school district. It is with a heavy heart that I am informing you that I will not be returning for the 2019/2020 school year. I will be resigning from my position as Ravenna Public Schools Behavioral Interventionist at the end of the 2018/2019 school year/ contract. I love and enjoy my position at the school however it is time for me to move closer to my family.

Ravenna Public Schools has been a very rewarding part of my career. I have had the opportunity not only to continue my passion for teaching individuals with disabilities but so much more. I have learned more about special education law and practice, with the support of administration, than I could have ever done from a book or previous setting. I truly believe that working with students and teachers on behavior strategies to enhance the learning environment for everyone is a very important part of education. My work with the district MTSS systems has not only become a passion of mine but given me direction of where I would like to take my career. As I relocate to Colorado, I look to continue working with districts and schools on supporting all students and staff through multi-tiered systems of support and behavior. I thank you for this.

My time here will not be forgotten and I will carry the moments I shared here forever. The students, colleagues and community is like no other place I have been and I am grateful for every experience. Thank you for all that you have done.

Sincerely,



Traci A. Woodson

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

BY-LAWS
OF
RAVENNA PUBLIC SCHOOLS FOUNDATION

ARTICLE I
OFFICES

The principal office of the Foundation shall be in the City of Ravenna, the County of Buffalo, in the State of Nebraska. The business of the Foundation may be conducted at any place convenient to the Board of Directors and officers.

ARTICLE II
MEMBERS

This Foundation shall have no members.

ARTICLE III
BOARD OF DIRECTORS

Section 1. General Powers. The business and affairs of the Foundation shall be managed by its Board of Directors, which shall have and shall exercise all of the powers of the Foundation subject to any limitations imposed by the Articles of Incorporation of the Kearney Area Community Foundation and these By-Laws.

Section 2. Number of Directors. There shall be nine (9) regular Directors of the Foundation, three (3) of whom shall be members of the Board of Education of the Ravenna Public Schools (two of whom will be appointed and the third member shall be the President of the Board), three (3) of whom shall be members of the certificated staff of the Ravenna Public Schools, and three (3) of whom shall be members of the Ravenna Area Community. The Superintendent of Schools of the Ravenna Public Schools shall be an ex-officio non-voting member of the Board of Directors.

Section 3. Election and Term. All regular Directors shall be appointed by a majority vote of the Board of Education of the Ravenna Public Schools for terms of three years except the appointed members of the Board of Education shall serve a term of two (2) years. Each Director shall serve until his or her successor has been appointed and taken office. The Board of Education of the Ravenna Public Schools shall hold regular elections for members of the Board of Directors at its regularly scheduled meeting in February of each calendar year in which the term of one or more Directors shall expire. Directors so elected shall take office at the next regularly scheduled meeting of the Board of Directors. A vacancy on the Board of Directors, whether caused by death, resignation, or removal of a Director or by an increase in the number of Directors may be filled at any

time by the Board of Education of the Ravenna Public Schools. A Director appointed to fill a vacancy shall hold office only for the remaining term of the Director whose vacancy is being filled. The terms of the directors shall be staggered so that no more than three directors shall have terms expire in any one year. No more than four consecutive terms may be served by any one Director.

The initial Board of Directors will be appointed in such a manner in that one member of the Board of Education of the Ravenna Public Schools, one member of the Certificated Staff, and one member of the Ravenna Area Community will be appointed for term of one year; one member of the Board of Education of the Ravenna Public Schools, one member of the Certificated Staff and one member of the Ravenna Area Community shall be appointed for two years; and one member of the Certificated Staff and one member of the Ravenna Area Community shall be appointed for three years.

Section 4. Regular Meetings. A regular annual meeting of the Board of Directors shall be held on the first Monday of the month of February in each calendar year in the High School Library of the Ravenna Public Schools. The Board of Directors may provide by resolution the time and place for holding additional regular meetings of the Board of Directors. Said meetings shall be held without further notice other than the notice provided by these By-Laws and applicable resolutions.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the President or any two (2) Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any time and place for the holding of any such special meetings of the Board called by them.

Section 6. Notice of Special Meetings. Notice of the date, time, and place of any special meeting shall be given at least three (3) days prior thereto by written notice delivered personally, by mail, or by other electronic device to each Director at his or her address as shown by the records of the Foundation. Neither the business to be transacted, nor the purpose of any special meeting of the Board of Directors need be specified in the Notice of such meeting unless specifically required by law or by these By-Laws.

Section 7. Quorum. A majority of the number of regular Directors as provided herein shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such majority is present at a meeting, a majority of the Directors present may adjourn the meeting.

Section 8. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these By-Laws.

Section 9. Removal. Any Director may be removed from office by a two thirds (2/3) majority vote of the Board of Directors of the Foundation for any cause deemed sufficient by the Board in its sole discretion.

Ravenna Public Schools

2019-2020 School Calendar

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

-  School Closed
-  Early Release Day
-  Parent Teacher Conferences

-  Teacher In Service (No school for students)
-  Noon Dismissal
-  First and Last Day of School

-  P/T Conf - No School for Students
-  Board Meeting
-  Graduation

First Day of School - August 14

Labor Day - September 2 - No School

Parent/Teacher Conf - Sept. 19 (4-8pm) Sept. 20 (8 am-Noon)-2:00 Dismissal

Thanksgiving Break - November 27 (Noon Dismissal), 28, 29

Professional Development Day - December 6 (No school for students)

Winter Break - December 23 - January 3 (Five Day Moratorium Dec 22-26)

Spring Break - March 12 & 13

Parent/Teacher Conferences - March 19 (4-8pm) - 2:00 Dismissal

Easter Break - April 10 & 13

Ravenna Track Invite - April 16 (Noon Dismissal)

Graduation May 9

Last Day of School for Students - May 15 (Noon Dismissal)

Last Day of School for Teachers- May 18 (Noon Dismissal)

End of QT 1 - Oct 16

End of QT 2 - Dec 20

End of QT 3 - March 11

End of QT 4 - May 15

Day	School	Minutes	Comment	Student Days	Teacher Days		Elem
	Aug					Regular	417 395
Fri	10		Teacher In Service		1		
Mon	13		Teacher In Service		2	Friday	357 335
Tues	14		Teacher In Service		3	Noon	237 235
Wed	15	417	First Day of School	1	4	Late	297
Thurs	16	417		2	5	Early	327 305
Fri	17	357		3	6	No School	0
Mon	20	417		4	7	Late Start on Friday	
Tues	21	417		5	8		
Wed	22	417		6	9		
Thurs	23	417		7	10		
Fri	24	357		8	11		
Mon	27	417		9	12		
Tues	28	417		10	13		
Wed	29	417		11	14		
Thurs	30	417		12	15		
Fri	31	357		13	16		
	Sept						
Mon	3	0	No School - Labor Day				
Tues	4	417		14	17		
Wed	5	417		15	18		
Thurs	6	417		16	19		
Fri	7	357		17	20		
Mon	10	417		18	21		
Tues	11	417		19	22		
Wed	12	417		20	23		
Thurs	13	417		21	24		
Fri	14	357		22	25		
Mon	17	417		23	26		
Tues	18	417		24	27		
Wed	19	417		25	28		
Thurs	20	327	2:00 Dismissal	26	29		
Fri	21	0	Parent Teach Conf		30		

Day	School	Minutes	Comment	Student Days	Teacher Days		Elem
Mon	24	417		27	31		
Tues	25	417		28	32		
Wed	26	417		29	33		
Thurs	27	417		30	34		
Fri	28	357		31	35		
	Oct						
Mon	1	417		32	36		
Tues	2	417		33	37		
Wed	3	417		34	38		
Thurs	4	417		35	39		
Fri	5	357		36	40		
Mon	8	417		37	41		
Tues	9	417		38	42		
Wed	10	417		39	43		
Thurs	11	417		40	44		
Fri	12	357		41	45		
Mon	15	417		42	46		
Tues	16	417		43	47		
Wed	17	417		44	48		
Thurs	18	417		45	49		
Fri	19	357		46	50		
Mon	22	417		47	51		
Tues	23	417		48	52		
Wed	24	417		49	53		
Thurs	25	417		50	54		
Fri	26	0	No School				
Mon	29	417		51	55		
Tues	30	417		52	56		
Wed	31	417		53	57		
	Nov						
Thurs	1	417		54	58		
Fri	2	357		55	59		
Mon	5	417		56	60		

Day	School	Minutes	Comment	Student Days	Teacher Days		Elem
Tues	6	417		57	61		
Wed	7	417		58	62		
Thurs	8	417		59	63		
Fri	9	357		60	64		
Mon	12	417		61	65		
Tues	13	417		62	66		
Wed	14	417		63	67		
Thurs	15	417		64	68		
Fri	16	357		65	69		
Mon	19	417		66	70		
Tues	20	417		67	71		
Wed	21	237	Noon Dismissal	67.5	71.5		
Thurs	22	0	Thanksgiving Break				
Fri	23	0	Thanksgiving Break				
Mon	26	417		68.5	72.5		
Tues	27	417		69.5	73.5		
Wed	28	417		70.5	74.5		
Thurs	29	417		71.5	75.5		
Fri	30	0	No School - Teachers Still Report		76.5		
	Dec						
Mon	3	297		72.5	77.5	LATE START	
Tues	4	417		73.5	78.5		
Wed	5	417		74.5	79.5		
Thurs	6	417		75.5	80.5		
Fri	7	357		76.5	81.5		
Mon	10	417		77.5	82.5		
Tues	11	417		78.5	83.5		
Wed	12	0	Teachers Report		84.5		
Thurs	13	417		79.5	85.5		
Fri	14	357		80.5	86.5		
Mon	17	417		81.5	87.5		
Tues	18	417		82.5	88.5		
Wed	19	417		83.5	89.5		

Day	School	Minutes	Comment	Student Days	Teacher Days		Elem
Thurs	20	417		84.5	90.5		
Fri	21	357		85.5	91.5		
Mon	24	0	Christmas Break				
Tues	25	0	Christmas Break				
Wed	26	0	Christmas Break				
Thurs	27	0	Christmas Break				
Fri	28	0	Christmas Break				
Mon	31	0	Christmas Break				
	Jan						
Tues	1	0	Christmas Break				
Wed	2	0	Teacher In Service		92.5		
Thurs	3	417		86.5	93.5		
Fri	4	357		87.5	94.5		
Mon	7	417		88.5	95.5		
Tues	8	417		89.5	96.5		
Wed	9	417		90.5	97.5		
Thurs	10	417		91.5	98.5		
Fri	11	357		92.5	99.5		
Mon	14	417		93.5	100.5		
Tues	15	417		94.5	101.5		
Wed	16	417		95.5	102.5		
Thurs	17	417		96.5	103.5		
Fri	18	357		97.5	104.5		
Mon	21	417		98.5	105.5		
Tues	22	0				Weather Day	
Wed	23	297		99.5	106.5	LATE START	
Thurs	24	417		100.5	107.5		
Fri	25	357		101.5	108.5		
Mon	28	417		102.5	109.5		
Tues	29	417		103.5	110.5		
Wed	30	417		104.5	111.5		
Thurs	31	417		105.5	112.5		
	Feb			106.5	113.5		

Day	School	Minutes	Comment	Student Days	Teacher Days		Elem
Fri	1	357					
Mon	4	0	Teacher In Service	107.5	114.5		
Tues	5	417			115.5		
Wed	6	417		108.5	116.5		
Thurs	7	417		109.5	117.5		
Fri	8	357		110.5	118.5		
Mon	11	417		111.5	119.5		
Tues	12	417		112.5	120.5		
Wed	13	417		113.5	121.5		
Thurs	14	417		114.5	122.5		
Fri	15	357		115.5	123.5		
Mon	18	417		116.5	124.5		
Tues	19	417		117.5	125.5		
Wed	20	417		118.5	126.5		
Thurs	21	417		119.5	127.5		
Fri	22	357		120.5	128.5		
Mon	25	417		121.5	129.5		
Tues	26	417		122.5	130.5		
Wed	27	417		123.5	131.5		
Thurs	28	417		124.5	132.5		
	Mar			125.5	133.5		
Fri	1	357					
Mon	4	417		126.5	134.5		
Tues	5	417		127.5	135.5		
Wed	6	417		128.5	136.5		
Thurs	7	0	Spring Break	129.5	137.5		
Fri	8	0	Spring Break				
Mon	11	417					
Tues	12	417		130.5	138.5		
Wed	13	417		131.5	139.5		
Thurs	14	417		132.5	140.5		
Fri	15	357		133.5	141.5		
Mon	18	417		134.5	142.5		

Day	School	Minutes	Comment	Student Days	Teacher Days		Elem
Tues	19	417		135.5	143.5		
Wed	20	417		136.5	144.5		
Thurs	21	327	2:00 Dismissal	137.5	145.5		
Fri	22	0	Teacher In Service	138.5	146.5		
Mon	25	417			147.5		
Tues	26	417		139.5	148.5		
Wed	27	417		140.5	149.5		
Thurs	28	417		141.5	150.5		
Fri	29	357		142.5	151.5		
	Apr			143.5	152.5		
Mon	1	417					
Tues	2	417		144.5	153.5		
Wed	3	417		145.5	154.5		
Thurs	4	417		146.5	155.5		
Fri	5	357		147.5	156.5		
Mon	8	417		148.5	157.5		
Tues	9	417		149.5	158.5		
Wed	10	417		150.5	159.5		
Thurs	11	237	Noon Dismissal	151.5	160.5		
Fri	12	357		152	161.5		
Mon	15	417		153	162.5		
Tues	16	417		154	163.5		
Wed	17	417		155	164.5		
Thurs	18	417		156	165.5		
Fri	19	0	Easter Break	157	166.5		
Mon	22	0	Easter Break				
Tues	23	417					
Wed	24	417		158	167.5		
Thurs	25	417		159	168.5		
Fri	26	357		160	169.5		
Mon	29	417		161	170.5		
Tues	30	417		162	171.5		
	May			163	172.5		

Day	School	Minutes	Comment	Student Days	
	Aug				
Fri	9	0	Teacher Work Day		
Mon	12	0	Teacher Work Day		
Tues	13	0	Teacher Work Day		
Wed	14	417		1	
Thur	15	417		2	
Fri	16	357		3	
Mon	19	417		4	
Tues	20	417		5	
Wed	21	417		6	
Thur	22	417		7	
Fri	23	357		8	
Mon	26	417		9	
Tues	27	417		10	
Wed	28	417		11	
Thur	29	417		12	
Fri	30	357		13	
	Sept				
Mon	2	0	Labor Day	-	
Tues	3	417		14	
Wed	4	417		15	
Thur	5	417		16	
Fri	6	357		17	
Mon	9	417		18	
Tues	10	417		19	
Wed	11	417		20	
Thur	12	417		21	
Fri	13	357		22	
Mon	16	417		23	
Tues	17	417		24	
Wed	18	417		25	
Thur	19	327	P/T Conference: 2:00 Dismissal	26	
Fri	20	0	P/T Conference: No Students, Teacher Work Day	-	
Mon	23	417		27	
Tues	24	417		28	
Wed	25	417		29	
Thur	26	417		30	
Fri	27	357		31	
Mon	30	417		32	
	Oct				
Tues	1	417		33	
Wed	2	417		34	
Thur	3	417		35	
Fri	4	357		36	
Mon	7	417		37	
Tues	8	417		38	

Wed	9	417		39	
Thur	10	417		40	
Fri	11	357		41	
Mon	14	417		42	
Tues	15	417		43	
Wed	16	417		44	
Thur	17	417		45	
Fri	18	357		46	
Mon	21	0	Teacher In Service	-	
Tues	22	417		47	
Wed	23	417		48	
Thur	24	417		49	
Fri	25	357		50	
Mon	28	417		51	
Tues	29	417		52	
Wed	30	417		53	
Thur	31	417		54	
	Nov				
Fri	1	357		55	
Mon	4	417		56	
Tues	5	417		57	
Wed	6	417		58	
Thur	7	417		59	
Fri	8	357		60	
Mon	11	417		61	
Tues	12	417		62	
Wed	13	417		63	
Thur	14	417		64	
Fri	15	357		65	
Mon	18	417		66	
Tues	19	417		67	
Wed	20	417		68	
Thur	21	417		69	
Fri	22	357		70	
Mon	25	417		71	
Tues	26	417		72	
Wed	27	237	Noon Dismissal	72.5	
Thur	28	0	Thanksgiving Break		
Fri	29	0	Thanksgiving Break		
	Dec				
Mon	2	417		73.5	
Tues	3	417		74.5	
Wed	4	417		75.5	
Thur	5	417		76.5	
Fri	6	0	Teacher In Service	-	
Mon	9	417		77.5	
Tues	10	417		78.5	

Wed	11	417		79.5	
Thur	12	417		80.5	
Fri	13	357		81.5	
Mon	16	417		82.5	
Tues	17	417		83.5	
Wed	18	417		84.5	
Thur	19	417		85.5	
Fri	20	357		86.5	
Mon	23	0	Christmas Break		
Tues	24	0	Christmas Break		
Wed	25	0	Christmas Break		
Thur	26	0	Christmas Break		
Fri	27	0	Christmas Break		
Mon	30	0	Christmas Break		
Tues	31	0	Christmas Break		
	Jan				
Wed	1	0	Christmas Break		
Thur	2	0	Christmas Break		
Fri	3	0	Teacher In Service	-	
Mon	6	417		87.5	
Tues	7	417		88.5	
Wed	8	417		89.5	
Thur	9	417		90.5	
Fri	10	357		91.5	
Mon	13	417		92.5	
Tues	14	417		93.5	
Wed	15	417		94.5	
Thur	16	417		95.5	
Fri	17	357		96.5	
Mon	20	417		97.5	
Tues	21	417		98.5	
Wed	22	417		99.5	
Thur	23	417		100.5	
Fri	24	357		101.5	
Mon	27	417		102.5	
Tues	28	417		103.5	
Wed	29	417		104.5	
Thur	30	417		105.5	
Fri	31	357		106.5	
	Feb				
Mon	3	0	Teacher In Service	-	
Tues	4	417		107.5	
Wed	5	417		108.5	
Thur	6	417		109.5	
Fri	7	357		110.5	
Mon	10	417		111.5	
Tues	11	417		112.5	

Wed	12	417		113.5	
Thur	13	417		114.5	
Fri	14	357		115.5	
Mon	17	417		116.5	
Tues	18	417		117.5	
Wed	19	417		118.5	
Thur	20	417		119.5	
Fri	21	357		120.5	
Mon	24	417		121.5	
Tues	25	417		122.5	
Wed	26	417		123.5	
Thur	27	417		124.5	
Fri	28	357		125.5	
	Mar				
Mon	2	417		126.5	
Tues	3	417		127.5	
Wed	4	417		128.5	
Thur	5	417		129.5	
Fri	6	357		130.5	
Mon	9	417		131.5	
Tues	10	417		132.5	
Wed	11	417		133.5	
Thur	12	0	Spring Break		
Fri	13	0	Spring Break		
Mon	16	417		134.5	
Tues	17	417		135.5	
Wed	18	417		136.5	
Thur	19	327	P/T Conference: 2:00 Dismissal	137.5	
Fri	20	0	Teacher In Service	-	
Mon	23	417		138.5	
Tues	24	417		139.5	
Wed	25	417		140.5	
Thur	26	417		141.5	
Fri	27	357		142.5	
Mon	30	417		143.5	
Tues	31	417		144.5	
	Apr				
Wed	1	417		145.5	
Thur	2	417		146.5	
Fri	3	357		147.5	
Mon	6	417		148.5	
Tues	7	417		149.5	
Wed	8	417		150.5	
Thur	9	417		151.5	
Fri	10	0	Easter Break		
Mon	13	0	Easter Break		
Tues	14	417		152.5	

Wed	15	417		153.5	
Thur	16	237	Noon Dismissal	154	
Fri	17	357		155	
Mon	20	417		156	
Tues	21	417		157	
Wed	22	417		158	
Thur	23	417		159	
Fri	24	357		160	
Mon	27	417		161	
Tues	28	417		162	
Wed	29	417		163	
Thur	30	417		164	
	May				
Fri	1	357	Last Day for Seniors	165	
Mon	4	417		166	
Tues	5	417		167	
Wed	6	417		168	
Thur	7	417		169	
Fri	8	357		170	
Mon	11	417		171	
Tues	12	417		172	
Wed	13	417		173	
Thur	14	417		174	
Fri	15	237	Last Day for Students	174.5	
Mon	18	0	Teacher Work Day 1/2 Day	-	
	Total	70812			
			Seniors subtract 3930		
			66882		
		1180.2 Hours	Seniors 1114.7 Hours		

Teacher Days		HS	Elem
	Regular	417	395
1			
2	Friday	357	335
3	Noon	237	235
4	Late	297	
5	Early	327	305
6	No School	0	
7	Late Start on Friday		
8			
9	Teacher In Service		
10			
11			
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Day	School	Minutes	Comment	Student Days	
	Aug				
	10		Teacher In Service		
	11		Teacher In Service		
Mon	14		Teacher In Service		
Tues	15	412		1	
Wed	16	412		2	
Thurs	17	412		3	
Fri	18	358		4	
Mon	21	0	No School		
Tues	22	412		5	
Wed	23	412		6	
Thurs	24	412		7	
Fri	25	358		8	
Mon	28	412		9	
Tues	29	412		10	
Wed	30	412		11	
Thurs	31	412		12	
	Sept				
Fri	1	358		13	
Mon	4	0	No School		
Tues	5	412		14	
Wed	6	412		15	
Thurs	7	412		16	
Fri	8	358		17	
Mon	11	412		18	
Tues	12	412		19	
Wed	13	412		20	
Thurs	14	412		21	
Fri	15	358		22	
Mon	18	412		23	
Tues	19	412		24	
Wed	20	412		25	
Thurs	21	325	2:00 Dismissal	26	
Fri	22	0	No School Parent Teacher Conf		
Mon	25	412		27	
Tues	26	412		28	
Wed	27	412		29	
Thurs	28	412		30	
Fri	29	358		31	
	Oct				
Mon	2	412		32	
Tues	3	412		33	
Wed	4	412		34	
Thurs	5	412		35	
Fri	6	358		36	
Mon	9	412		37	

Tues	10	412		38	
Wed	11	412		39	
Thurs	12	412		40	
Fri	13	358		41	
Mon	16	412		42	
Tues	17	412		43	
Wed	18	412		44	
Thurs	19	412		45	
Fri	20	358		46	
Mon	23	412		47	
Tues	24	412		48	
Wed	25	412		49	
Thurs	26	412		50	
Fri	27	0	Fall Break		
Mon	30	412		51	
Tues	31	412		52	
	Nov				
Wed	1	412		53	
Thurs	2	412		54	
Fri	3	358		55	
Mon	6	0	Teacher In Service		
Tues	7	412		56	
Wed	8	412		57	
Thurs	9	412		58	
Fri	10	358		59	
Mon	13	412		60	
Tues	14	412		61	
Wed	15	412		62	
Thurs	16	412		63	
Fri	17	358		64	
Mon	20	412		65	
Tues	21	412		66	
Wed	22	232	Noon Dismissal	67	
Thurs	23	0	Thanksgiving		
Fri	24	0	Thanksgiving		
Mon	27	412		68	
Tues	28	412		69	
Wed	29	412		70	
Thurs	30	412		71	
	Dec				
Fri	1	232	Noon Dismissal	72	
Mon	4	412		73	
Tues	5	412		74	
Wed	6	412		75	
Thurs	7	412		76	
Fri	8	358		77	
Mon	11	412		78	

Tues	12	412		79	
Wed	13	412		80	
Thurs	14	412		81	
Fri	15	358		82	
Mon	18	412		83	
Tues	19	412		84	
Wed	20	412		85	
Thurs	21	412		86	
Fri	22	358		87	
Mon	25	0	No School		
Tues	26	0	No School		
Wed	27	0	No School		
Thurs	28	0	No School		
Fri	29	0	No School		
	Jan				
Mon	1	0	No School		
Tues	2	0	Teacher In Service		
Wed	3	412		88	
Thurs	4	412		89	
Fri	5	358		90	
Mon	8	412		91	
Tues	9	412		92	
Wed	10	412		93	
Thurs	11	297	LATE START	94	
Fri	12	358		95	
Mon	15	412		96	
Tues	16	297	LATE START	97	
Wed	17	412		98	
Thurs	18	412		99	
Fri	19	358		100	
Mon	22	0	SNOW DAY	101	
Tues	23	0	SNOW DAY	102	
Wed	24	412		103	
Thurs	25	412		104	
Fri	26	358		105	
Mon	29	412		106	
Tues	30	412		107	
Wed	31	412		108	
	Feb				
Thurs	1	412		109	
Fri	2	358		110	
Mon	5	0	Teacher In Service		
Tues	6	412		111	
Wed	7	412		112	
Thurs	8	412		113	
Fri	9	358		114	
Mon	12	412		115	

Tues	13	412		116	
Wed	14	412		117	
Thurs	15	412		118	
Fri	16	358		119	
Mon	19	412		120	
Tues	20	412		121	
Wed	21	412		122	
Thurs	22	412		123	
Fri	23	358		124	
Mon	26	412		125	
Tues	27	412		126	
Wed	28	412		127	
	March				
Thurs	1	0	No School		
Fri	2	0	No School		
Mon	5	412		128	
Tues	6	412		129	
Wed	7	412		130	
Thurs	8	412		131	
Fri	9	358		132	
Mon	12	412		133	
Tues	13	412		134	
Wed	14	412		135	
Thurs	15	325	2:00 Dismissal	136	
Fri	16	358		137	
Mon	19	412		138	
Tues	20	412		139	
Wed	21	412		140	
Thurs	22	412		141	
Fri	23	358		142	
Mon	26	412		143	
Tues	27	412		144	
Wed	28	412		145	
Thurs	29	0	Teacher In Service		
Fri	30	0	No School		
	Apr				
Mon	2	0	No School		
Tues	3	412		146	
Wed	4	412		147	
Thurs	5	412		148	
Fri	6	358		149	
Mon	9	412		150	
Tues	10	412		151	
Wed	11	412		152	
Thurs	12	232	Noon Dismissal	153	
Fri	13	358		154	
Mon	16	412		155	

Tues	17	412		156	
Wed	18	412		157	
Thurs	19	412		158	
Fri	20	358		159	
Mon	23	412		160	
Tues	24	412		161	
Wed	25	412		162	
Thurs	26	412		163	
Fri	27	358		164	
Mon	30	412		165	
	May				
Tues	1	412		166	
Wed	2	412		167	
Thurs	3	412		168	
Fri	4	358		169	
Mon	7	412		170	
Tues	8	412		171	
Wed	9	412		172	
Thurs	10	412		173	
Fri	11	358		174	
Mon	14	412		175	
Tues	15	412		176	
Wed	16	412		177	
Thurs	17	232	Noon Dismissal	178	
Fri	18		Teacher Work Day		
Mon	21				
Tues	22				
Wed	23				

Instructional Minutes Subtract for seniors

69660

3474

Instructional Hours Senior Hours

1161

1103

Teacher Days		
	Regular	412
1		
2		
3	Friday	358
4	Noon	232
5	Late	297
6	Early	325
7	No School	0
	Late Start on Friday	243
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48	End of Qt1	
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91		
92	End of Qt2	
93		
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100	WEATHER	
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103	WEATHER	
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107	WEATHER	
108	WEATHER	
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136		
137	End of Qt3	
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177	Last Day for Seniors	
178		
179		
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181		
182		
183		
184		
185		
186	End of Qt4	
187		

Day	School	Minutes	Comment	Student Days	
	Aug				
Mon	15	232	Noon Dismissal	1	
Tues	16	412		2	
Wed	17	412		3	
Thurs	18	412		4	
Fri	19	358		5	
Mon	22	412		6	
Tues	23	412		7	
Wed	24	412		8	
Thurs	25	412		9	
Fri	26	358		10	
Mon	29	412		11	
Tues	30	412		12	
Wed	31	412		13	
	Sept				
Thurs	1	412		14	
Fri	2	358		15	
Mon	5	0	Labor Day		
Tues	6	412		16	
Wed	7	412		17	
Thurs	8	412		18	
Fri	9	358		19	
Mon	12	412		20	
Tues	13	412		21	
Wed	14	412		22	
Thurs	15	412		23	
Fri	16	0	Teacher In Service		
Mon	19	412		24	
Tues	20	325	Parent-Teacher Conf	25	
Wed	21	412		26	
Thurs	22	325	Parent-Teacher Conf	27	
Fri	23	358		28	
Mon	26	412		29	
Tues	27	412		30	
Wed	28	412		31	
Thurs	29	412		32	
Fri	30	358		33	
	Oct				
Mon	3	412		34	
Tues	4	412		35	
Wed	5	412		36	
Thurs	6	412		37	
Fri	7	358		38	
Mon	10	412		39	
Tues	11	412		40	
Wed	12	412		41	

Thurs	13	412		42	
Fri	14	358		43	
Mon	17	412		44	
Tues	18	412		45	
Wed	19	412		46	
Thurs	20	412		47	
Fri	21	0	Fall Break		
Mon	24	412		48	
Tues	25	412		49	
Wed	26	412		50	
Thurs	27	412		51	
Fri	28	358		52	
Mon	31	412		53	
	Nov				
Tues	1	412		54	
Wed	2	412		55	
Thurs	3	412		56	
Fri	4	0	Teacher In Service		
Mon	7	412		57	
Tues	8	412		58	
Wed	9	412		59	
Thurs	10	412		60	
Fri	11	358		61	
Mon	14	412		62	
Tues	15	412		63	
Wed	16	412		64	
Thurs	17	412		65	
Fri	18	358		66	
Mon	21	412		67	
Tues	22	412		68	
Wed	23	232	Noon Dismissal	69	
Thurs	24	0	Thanksgiving		
Fri	25	0	Thanksgiving		
Mon	28	0	District Play		
Tues	29	412		70	
Wed	30	412		71	
	Dec				
Thurs	1	412		72	
Fri	2	232	Noon Dismissal	73	
Mon	5	412		74	
Tues	6	412		75	
Wed	7	412		76	
Thurs	8	412		77	
Fri	9	358		78	
Mon	12	412		79	
Tues	13	412		80	
Wed	14	412		81	

Thurs	15	412		82	
Fri	16	358		83	
Mon	19	412		84	
Tues	20	412		85	
Wed	21	0	Christmas Break		
Thurs	22	0	Christmas Break		
Fri	23	0	Christmas Break		
Mon	26	0	Christmas Break		
Tues	27	0	Christmas Break		
Wed	28	0	Christmas Break		
Thurs	29	0	Christmas Break		
Fri	30	0	Christmas Break		
	Jan				
Mon	2	0	Christmas Break		
Tues	3	0	Teacher In Service		
Wed	4	412		86	
Thurs	5	412		87	
Fri	6	243		88	Late Start
Mon	9	412		89	
Tues	10	412		90	
Wed	11	412		91	
Thurs	12	297		92	
Fri	13	358		93	
Mon	16	0			No School - Weather
Tues	17	0			No School - Weather
Wed	18	412		94	
Thurs	19	412		95	
Fri	20	358		96	
Mon	23	412		97	
Tues	24	412		98	
Wed	25	243		99	Late Start
Thurs	26	412		100	
Fri	27	358		101	
Mon	30	412		102	
Tues	31	412		103	
	Feb				
Wed	1	412		104	
Thurs	2	412		105	
Fri	3	0	Teacher In Service		
Mon	6	412		106	
Tues	7	412		107	
Wed	8	412		108	
Thurs	9	412		109	
Fri	10	358		110	
Mon	13	412		111	
Tues	14	412		112	
Wed	15	412		113	

Thurs	16	412		114	
Fri	17	358		115	
Mon	20	412		116	
Tues	21	412		117	
Wed	22	412		118	
Thurs	23	412		119	
Fri	24	0	Snow Day		
Mon	27	412		120	
Tues	28	412		121	
	March				
Wed	1	412		122	
Thurs	2	0	State BB		
Fri	3	0	State BB		
Mon	6	412		123	
Tues	7	412		124	
Wed	8	412		125	
Thurs	9	0	Spring Break		
Fri	10	0	Spring Break		
Mon	13	412		126	
Tues	14	412		127	
Wed	15	412		128	
Thurs	16	325	Parent-Teacher Conf	129	
Fri	17	358		130	
Mon	20	412		131	
Tues	21	412		132	
Wed	22	412		133	
Thurs	23	412		134	
Fri	24	358		135	
Mon	27	412		136	
Tues	28	412		137	
Wed	29	412		138	
Thurs	30	412		139	
Fri	31	358		140	
	Apr				
Mon	3	412		141	
Tues	4	412		142	
Wed	5	412		143	
Thurs	6	412		144	
Fri	7	358		145	
Mon	10	412		146	
Tues	11	412		147	
Wed	12	412		148	
Thurs	13	232	Noon Dismissal	149	
Fri	14	0	Easter Break		
Mon	17	0	Easter Break		
Tues	18	412		150	
Wed	19	412		151	

Thurs	20	412		152	
Fri	21	358		153	
Mon	24	412		154	
Tues	25	412		155	
Wed	26	412		156	
Thurs	27	412		157	
Fri	28	358		158	
	May				
Mon	1	297		159	
Tues	2	412		160	
Wed	3	412		161	
Thurs	4	412		162	
Fri	5	358		163	
Mon	8	412		164	
Tues	9	412		165	
Wed	10	412		166	
Thurs	11	412		167	
Fri	12	358		168	
Mon	15	412		169	
Tues	16	412		170	
Wed	17	412		171	
Thurs	18	412		172	
Fri	19	358		173	
Mon	22	412		174	
Tues	23	412		175	
Wed	24	232	Noon Dismissal	176	
		Total Minutes			
		69325			
		Total Instructional Hours			
		1155.416667			
		Subtract Senior Minutes			
		4656	1079.73		

Day	School	Minutes	Comment	Teacher Days	Days In Session
	Aug			2	
Mon	17	232	Noon Dismissal	3	1
Tues	18	412		4	2
Wed	19	412		5	3
Thur	20	412		6	4
Fri	21	358		7	5
Mon	24	412		8	6
Tues	25	412		9	7
Wed	26	412		10	8
Thur	27	412		11	9
Fri	28	358		12	10
Mon	31	412		13	11
	Sept				
Tues	1	412		14	12
Wed	2	412		15	13
Thur	3	412		16	14
Fri	4	358		17	15
Mon	7	0	Labor Day		
Tues	8	412		18	16
Wed	9	412		19	17
Thur	10	412		20	18
Fri	11	358		21	19
Mon	14	412		22	20
Tues	15	412		23	21
Wed	16	412		24	22
Thur	17	412		25	23
Fri	18	0	Teacher In Service	26	
Mon	21	412		27	24
Tues	22	325	Parent Teacher Conf	28	25
Wed	23	412		29	26
Thur	24	325	Parent Teacher Conf	30	27
Fri	25	358		31	28
Mon	28	412		32	29
Tues	29	412		33	30
Wed	30	412		34	31
	Oct				
Thur	1	412		35	32
Fri	2	358		36	33
Mon	5	412		37	34
Tues	6	412		38	35
Wed	7	412		39	36
Thur	8	412		40	37
Fri	9	358		41	38
Mon	12	412		42	39
Tues	13	412		43	40
Wed	14	412		44	41

Thur	15	412		45	42
Fri	16	358		46	43
Mon	19	412		1	44
Tues	20	412		2	45
Wed	21	412		3	46
Thur	22	412		4	47
Fri	23	0	Fall Break		
Mon	26	412		5	48
Tues	27	412		6	49
Wed	28	412		7	50
Thur	29	412		8	51
Fri	30	358		9	52
Nov					
Mon	2	412		10	53
Tues	3	412		11	54
Wed	4	412		12	55
Thur	5	412		13	56
Fri	6	0	Teacher In Service	14	
Mon	9	412		15	57
Tues	10	412		16	58
Wed	11	232	Noon Dismissal	17	59
Thur	12	412		18	60
Fri	13	358		19	61
Mon	16	412		20	62
Tues	17	412		21	63
Wed	18	412		22	64
Thur	19	412		23	65
Fri	20	358		24	66
Mon	23	412		25	67
Tues	24	412		26	68
Wed	25	325	Early Release	27	69
Thur	26	0	Thanksgiving		
Fri	27	0	Thanksgiving		
Mon	30	297	Late Start	28	70
Dec					
Tues	1	412		29	71
Wed	2	412		30	72
Thur	3	412		31	73
Fri	4	232	Noon Dismissal	32	74
Mon	7	412		33	75
Tues	8	412		34	76
Wed	9	412		35	77
Thur	10	412		36	78
Fri	11	358		37	79
Mon	14	412		38	80
Tues	15	412		39	81
Wed	16	297	Late Start	40	82

Thur	17	412		41	83
Fri	18	358		42	84
Mon	21	412		43	85
Tues	22	232	Noon Dismissal	44	86
Wed	23	0	Christmas Break		
Thur	24	0	Christmas Break		
Fri	25	0	Christmas Break		
Mon	28	0	Christmas Break		
Tues	29	0	Christmas Break		
Wed	30	0	Christmas Break		
Thur	31	0	Christmas Break		
Jan					
Fri	1	0	Christmas Break		
Mon	4	0	Teacher In Service	1	
Tues	5	412		2	87
Wed	6	412		3	88
Thur	7	412		4	89
Fri	8	358		5	90
Mon	11	412		6	91
Tues	12	412		7	92
Wed	13	412		8	93
Thur	14	412		9	94
Fri	15	358		10	95
Mon	18	412		11	96
Tues	19	412		12	97
Wed	20	412		13	98
Thur	21	412		14	99
Fri	22	358		15	100
Mon	25	412		16	101
Tues	26	412		17	102
Wed	27	412		18	103
Thur	28	412		19	104
Fri	29	358		20	105
Feb					
Mon	1	412		21	106
Tues	2	0	Snow Day		
Wed	3	0	Snow Day		
Thur	4	0	Snow Day		
Fri	5	0	Teacher In Service	22	
Mon	8	412		23	107
Tues	9	412		24	108
Wed	10	412		25	109
Thur	11	412		26	110
Fri	12	358		27	111
Mon	15	412		28	112
Tues	16	412		29	113
Wed	17	0	No School		

Thur	18	412		30	114
Fri	19	358		31	115
Mon	22	412		32	116
Tues	23	412		33	117
Wed	24	412		34	118
Thur	25	412		35	119
Fri	26	358		36	120
Mon	29	412		37	121
March					
Tues	1	412		38	122
Wed	2	412		39	123
Thur	3	412		40	124
Fri	4	358		41	125
Mon	7	412		42	126
Tues	8	412		43	127
Wed	9	412		44	128
Thur	10	0	Spring Break		
Fri	11	0	Spring Break		
Mon	14	412		45	129
Tues	15	412		46	130
Wed	16	412		47	131
Thur	17	412		48	132
Fri	18	358		49	133
Mon	21	412		1	134
Tues	22	412		2	135
Wed	23	412		3	136
Thur	24	232	Late Start/Early Release	4	137
Fri	25	0	Easter		
Mon	28	0	Easter		
Tues	29	412		5	138
Wed	30	412		6	139
Thur	31	325	Parent Teacher Conf	7	140
Apr					
Fri	1	358		8	141
Mon	4	412		9	142
Tues	5	412		10	143
Wed	6	412		11	144
Thur	7	412		12	145
Fri	8	358		13	146
Mon	11	412		14	147
Tues	12	412		15	148
Wed	13	412		16	149
Thur	14	232	Noon Dismissal	17	150
Fri	15	358		18	151
Mon	18	412		19	152
Tues	19	412		20	153
Wed	20	412		21	154

Thur	21	412		22	155
Fri	22	358		23	156
Mon	25	412		24	157
Tues	26	412		25	158
Wed	27	412		26	159
Thur	28	412		27	160
Fri	29	358		28	161
	May				
Mon	2	412		29	162
Tues	3	412		30	163
Wed	4	412		31	164
Thur	5	412		32	165
Fri	6	358		33	166
Mon	9	412		34	167
Tues	10	412		35	168
Wed	11	412		36	169
Thur	12	412		37	170
Fri	13	358		38	171
Mon	16	412		39	172
Tues	17	412		40	173
Wed	18	412		41	174
Thur	19	412		42	175
Fri	20	358		43	176
Mon	23	412		44	177
Tues	24	412		45	178
Wed	25	232	Noon Dismissal	46	179
	Total Minutes =	70290		Hours =	1171.5
				Seniors =	1087

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Days in session = 166

2018-2019 Elementary Principal Salary A

School	Base Salary	Additional Compensation	Benefits	Total Years Experience
Centura	\$93,109.00	\$11,816.00	\$40,907.00	16
Ravenna	\$93,315.00		\$38,620.00	27
Wood River	\$98,500.00		\$31,757.70	24
Shelton	\$93,500.00		\$34,830.00	18
Gibbon	\$90,000.00		\$36,370.38	18
St. Paul	\$88,379.00		\$37,607.00	14
Pleasanton	\$85,800.00	\$5,141.00	\$30,894.00	23
Loup City	\$82,300.00		\$33,953.00	31
Array Average:	\$91,800.43	\$8,478.50	\$35,617.39	20
*Amherst Superintendent is Elementary Principal				

rray w/o Amherst

Principal Education				Total Compensation	
Specialist				\$145,832.00	
Masters Plus				\$131,935.00	
Specialist				\$130,257.70	
Specialist				\$128,330.00	
Masters				\$126,370.38	
Masters Plus				\$125,986.00	
Masters				\$121,835.00	
Masters Plus				\$116,253.00	
				\$130,078.01	2018-2019

Elementary Conferenc

School	Base Salary	Additional Compensation	Benefits
Centura	\$93,109.00	\$11,816.00	\$40,907.00
Central City	\$98,110.00	\$6,983.00	\$38,990.00
Ord	\$102,602.00		\$37,257.00
Doniphan-Trumbull	\$98,292.00		\$37,721.00
Ravenna	\$93,315.00		\$38,620.00
Wood River	\$98,500.00		\$31,757.70
Gibbon	\$90,000.00		\$36,370.38
St. Paul	\$88,379.00		\$37,607.00
Loup City	\$82,300.00		\$33,953.00
Conference Average:	\$95,288.38	\$9,399.50	\$37,403.76

Principal Salary Array

Total Years Experience	Principal Education				Total Compensation	
16	Specialist				\$145,832.00	
19	Masters				\$144,083.00	
26	Masters Plus				\$139,859.00	
19	Specialist				\$136,013.00	
27	Masters Plus				\$131,935.00	
24	Specialist				\$130,257.70	
18	Masters				\$126,370.38	
14	Masters Plus				\$125,986.00	
31	Masters Plus				\$116,253.00	
21					\$132,954.34	2018-2019

	2017-2018	
	Base Salary	Total Compensation
2018-2019 RPS Elementary Principal	#####	\$131,935.00
Array Average*	\$89,486.14	\$130,078.71
Conference Average	\$93,263.38	\$132,954.34
Average of the 2	\$91,374.76	\$131,516.53

Secondary Conference Principal Salary

School	Base Salary	Additional Compensation	Benefits	Total Years Experience	Principal Education				Total Compensation	
Central City	\$112,192.00	\$693.00	\$39,670.00	30	Masters				\$152,555.00	
Wood River	\$111,000.00		\$38,300.00	18	Specialist				\$149,300.00	
Gibbon	\$104,246.69		\$39,384.01	25	Masters Plus				\$143,630.70	
Ord	\$102,602.00		\$37,257.00	26	Masters Plus				\$139,859.00	
Centura	\$92,694.00	\$6,613.00	\$38,840.00	15	Specialist				\$138,147.00	
Doniphan-Trumbull	\$92,763.00		\$36,723.00	9	Doctorate				\$129,486.00	
St. Paul	\$100,914.00		\$18,407.00	18	Masters Plus				\$119,321.00	
Ravenna	\$98,654.00	\$685.00	\$17,531.94	16	Specialist				\$116,870.94	
Loup City	\$77,500.00	\$689.50	\$13,704.90	13	Masters				\$91,894.40	
Conference Average:	\$101,883.21	\$3,653.00	\$33,264.12	20					\$131,229.34	2018-2019

	2018 - 2019	
	Base Salary	Total Compensation
RPS Secondary Principal	\$98,654.00	\$116,870.94
Array Average	\$97,226.09	\$127,305.34
Conference Average	\$101,883.21	\$131,229.34
Average of the 2	\$99,554.65	\$129,267.34
RPS Elementary Principal	\$93,315.00	\$131,935.00

AD Compensation Calculator						
Num	Description	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation
1	School Name	Ravenna	Loup City	Pleasanton	Shelton	Gibbon
2	Position Description	AD/Teacher	AD/Teacher	AD/Teacher	AD/Teacher	Ast.Prin/AD
3	% of Allotted AD Time	33%	25%	12%	22%	50%
4	Salary-2018/19	\$ 63,705.00	\$ 48,954.50	\$ 52,783.00	\$ 56,490.00	\$ 85,000.00
	AD Salary	\$ 21,022.65	\$ 12,238.63	\$ 6,333.96	\$ 12,427.80	\$ 42,500.00
5	Extra Duty Salary	\$ 6,713.00	\$ 8,274.00	\$ 6,855.00	\$ 4,203.00	
6	Extended Contract Pay	\$ -				
	Total AD Salary (TADS)	\$ 27,735.65	\$ 20,512.63	\$ 13,188.96	\$ 16,630.80	\$ 42,500.00
	FICA (.07649*TADS)	\$ 2,121.50	\$ 1,569.01	\$ 1,008.82	\$ 1,272.09	\$ 3,250.83
	Retirement (.09878*TADS)	\$ 2,739.73	\$ 2,026.24	\$ 1,302.81	\$ 1,642.79	\$ 4,198.15
	Life Insurance (Flat Annual Rate)	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00
7	Health Insurance Compensation	\$ 15,278.40	\$ 18,883.20	\$ 19,885.16	\$ 21,283.92	\$ 21,712.32
	AD Health Insurance Comp	\$ 5,041.87	\$ 4,720.80	\$ 2,386.22	\$ 4,682.46	\$ 10,856.16
	Total AD Compensation	\$ 37,734.75	\$ 28,924.67	\$ 17,982.81	\$ 24,324.14	\$ 60,901.14

8	Administrative Assistant / % per Day	0.00%	0.00%	0.00%
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AD Array Schools	100% Projection	1% Projection	33% Projection	98%-102%
Amherst	\$113,542.70	\$1,135.43	\$37,469.09	#NAME?
Centura	\$168,852.74	\$1,688.53	\$55,721.40	#NAME?
Gibbon	\$121,802.27	\$1,218.02	\$40,194.75	#NAME?
Loup City	\$115,698.69	\$1,156.99	\$38,180.57	#NAME?
Pleasanton	\$149,856.74	\$1,498.57	\$49,452.72	#NAME?
Ravenna	\$114,347.73	\$1,143.48	\$37,734.75	#NAME?
St. Paul	\$120,918.73	\$1,209.19	\$39,903.18	#NAME?
Shelton	\$121,620.71	\$1,216.21	\$40,134.84	#NAME?
Wood River	\$120,057.52	\$1,200.58	\$39,618.98	#NAME?
Average			#NAME?	

Median
MIDPOINT

\$39,903.18
#NAME?

100% of Compensation Range

98%
#NAME?

100%
#NAME?

102%
#NAME?

Difference from 98%, 100%, & 102%

#NAME?

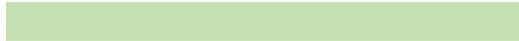
#NAME?

#NAME?

Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation	Input/Calculation
Centura	Amherst	St. Paul	Wood River	Ord	Central City	Doniphan-Trumbull
Principal/AD	AD/Teacher	Prin/AD	Asst. Prin/AD	AD	AD/Asst. Principal	AD/teacher
20%	25%	50%	50%	75%	100%	50%
\$ 98,000.00	\$ 59,504.00	\$ 76,095.00	\$ 85,362.00	\$ 35,100.00	\$ 92,387.00	\$ 35,650.00
\$ 19,600.00	\$ 14,876.00	\$ 38,047.50	\$ 42,681.00	\$ 26,325.00	\$ 92,387.00	\$ 32,263.00
\$ 6,500.00	\$ 5,863.00	\$ 6,600.00		\$ 5,000.00		\$ 6,060.00
\$ -				\$ 3,244.38		\$ 3,487.00
\$ 26,100.00	\$ 20,739.00	\$ 44,647.50	\$ 42,681.00	\$ 34,569.38	\$ 92,387.00	\$ 41,810.00
\$ 1,996.39	\$ 1,586.33	\$ 3,415.09	\$ 3,264.67	\$ 2,644.21	\$ 7,066.68	\$ 3,198.05
\$ 2,578.16	\$ 2,048.60	\$ 4,410.28	\$ 4,216.03	\$ 3,414.76	\$ 9,125.99	\$ 4,129.99
\$ 96.00	\$ 96.00		\$ 96.00	\$ 96.00	\$ 96.00	\$ 96.00
\$ 15,000.00	\$ 15,663.00	\$ 15,973.00	\$ 19,542.12		\$ 7,274.00	
\$ 3,000.00	\$ 3,915.75	\$ 7,986.50	\$ 9,771.06	\$ -	\$ 7,274.00	\$ -
\$ 33,770.55	\$ 28,385.67	\$ 60,459.37	\$ 60,028.76	\$ 40,724.36	\$ 115,949.67	\$ 49,234.04

50.00%

Input/Calculation	Input/Calculation
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ -	\$ -
\$ 96.00	\$ 96.00
\$ -	\$ -
\$ 96.00	\$ 96.00



Ravenna Public Schools



Classified Employee Handbook

Revised January 14, 2019

Employment, Compensation, and Benefits

Classified Employees

Section 1 EMPLOYMENT

Classified employees are “at-will” employees, and may be terminated at any time by the school district.

Section 2 ASSIGNMENTS

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Section 3 PERSONNEL FILE

The district will follow state and federal law regarding an employee’s personnel file. If an employee requests to view their file, the viewing will be done under the Superintendent’s supervision or other designee.

Section 4 COMPENSATION

Wages:

The board, on or before the regular August meeting, will establish hourly and monthly wages for support staff personnel. The superintendent will make recommendations to the board in establishing support staff salaries.

In determining compensation for support staff, the board will take into account the responsibilities of the position, the qualifications required, past experience of the individual, and years of service to the district. All wages and work schedules will comply with applicable regulations as adopted by the United States Department of Labor.

Work Week:

Wages are calculated on a work week by work week basis. A work week is seven consecutive days. The district’s work week begins on Sunday and ends on Saturday.

Payment:

All support staff personnel will be paid on the 20th of each month. When the 20th falls on a Saturday or Sunday, the direct deposit will be made on the preceding Friday. Wage structures and pay periods vary between the different classifications of employees. Wage and pay periods will be indicated as part of the job description.

Breaks:

Full-time employees, either year round or school term only, will be provided with a thirty minute paid break time per day. Depending on work schedules this may be taken in one break or two. Part-time employees will be adjusted accordingly.

Overtime Pay:

Hours in excess of forty hours per week will be considered overtime and will be paid at one and one-half times the regular established pay rate. Compensation time may be granted at the discretion of the superintendent at the rate of one and one-half hours for each hour of overtime.

The above provisions do not apply to employees who voluntarily accept assignments to serve community groups using school facilities.

Section 5 BENEFITS

Insurance/Health Benefits:

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Section 6 PAID LEAVE – SICK, PERSONAL, AND EMERGENCY LEAVES

Leave and Vacation:

The board will provide a plan for leaves and absences designed to help members of the support staff. Cases of unusual circumstances not specifically covered by these regulations shall be decided by the superintendent, subject to approval by the board.

Sick Leave:

Original: Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees will be provided with 5 days per year that may accumulate year to year up to 20 days. A day's leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Proposed: Year-round employees shall be provided sick leave of ten days per year that may accumulate year to year up to 40 days. A doctor's note may be required after five consecutive days of absence. Full-time school term employees (9 or 10 months of service) will be provided with 7.5 days per year that may accumulate year to year up to 30 days. A day's leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours.

Sick leave will be allowed to use for the employee or employee's immediate family: (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

A maximum of five sick leave days may be used each year as bereavement leave to allow a staff member to attend the funeral of a friend or relative not in the immediate family.

Personal Leave:

There shall be two days of personal leave allowed for full-time year round and full-time school term staff. Personal leave may be taken before or after a scheduled vacation day with approval of the superintendent. One-half day or one day of unused personal leave will be carried over to the following year; therefore staff could accumulate three personal days.

Emergency Leave:

Original: Emergency leave of four days per year are allowed to full-time year round and full-time school term staff. Emergency leave would include the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law). A maximum of five additional sick leave days may be used as emergency leave if needed.

Proposed: Up to four (4) days emergency leave may be granted with notification and approval of administration to full-time year round and full-time school term staff. Emergency leave can be used for the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

Section 7 HOLIDAYS

Pay will be received for those holidays observed by the district, **which fall within their assignment period.** When holidays fall on Sunday, Monday will be observed as the holiday. When holidays fall on Saturday, Friday will be observed as the holiday. The observed holidays are as followed:

Holidays Observed
New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
Thanksgiving Friday
Christmas Eve Day
Christmas Day

Section 8 VACATION

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions.

After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Section 9 PAYROLL DEDUCTIONS FOR ABSENCES IN EXCESS OF PAID LEAVE

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leaves, the employee's salary and fringe benefits may be reduced by the hours missed.

Section 10 UNPAID LEAVES-DOCK DAYS

Staff members covered by this handbook are entitled to up to 10 "dock days" of additional leave in excess of the leave provided herein, so long as their leave is otherwise qualifying under another leave provision in this handbook and they have complied with all of the requirements of that provision for taking the leave. Dock day leave will be taken at a reduction of the staff member's total salary and benefit cost per day. This provision shall not apply, and the staff member is not allowed to take dock day leave, if the staff member is eligible for any other type of leave, including but not limited to leaves such as those provided in this handbook, the FMLA, and/or short or long term disability.

Section 11 JURY DUTY LEAVE

An employee summoned for jury service must notify their supervisor as soon as possible. There will be no loss in salary or deduction in leave time spent in jury service. If an employee reports for jury duty and is dismissed for the remainder of the day, the employee needs to report back to work and resume duties for the remainder of that work day.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Section 12 FAMILY AND MEDICAL LEAVE

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA). For additional information, you may refer to the FMLA poster located in the office or contact the U.S. Wage and Hour Division at: 1-866-487-9243.

Section 13 PROFESSIONAL GROWTH AND TRAVEL

Support staff personnel may be asked to attend meetings, conventions, workshops, etc. to improve their jobs skills. Employees attending such meetings will be given credit for their absence. Expenses for such meetings will be the responsibility of the school district. Travel reimbursements will follow the same policies as applies to certificated personnel staff.

Section 14 EMPLOYEE PROTECTION

Assault Disability:

Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation:

The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property:

Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair actual value at the time of damage may be reimbursed.

Ravenna Public School Staff Handbook

Rules and Regulations
2019-2020

TABLE OF CONTENTS

INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent **Ken Schroeder** in writing at **PO Box 8400, Ravenna, NE 68869** or by telephone at (402) **452-3249**. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: OCR.KansasCity@ed.gov.

DRUG-FREE WORKPLACE REQUIREMENTS

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling or dispensing of look-alike drugs, controlled substances or alcoholic liquor. Look-alike drugs are those drugs which are not controlled substances but are represented as such, including chemicals which elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form which is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising **Current Board Policy Inserted by Ken**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The **administrators** are responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses and their school-age children will be admitted to home events free of charge.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements that are not related to the instructional program or extra curricular program shall be made before any school group without

authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Bell Schedules

2019-2020 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:50	47
	2nd Period	8:53 - 9:40	47
	3rd Period	9:43 - 10:30	47
	4th Period	10:33 - 11:20	47
	Period/Access	11:23 - 11:43	20
Lunch	6th Period	11:46 - 1:03	47
	7th Period	1:06 - 1:52	46
	8th Period	1:55 - 2:41	46
	9th Period	2:44 - 3:30	46
Lunch	11:43 - 12:13	2nd Lunch	12:33 - 1:03

Friday 2019-2020 Schedule			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:45	42
	2nd Period	8:48 - 9:30	42
	3rd Period	9:33 - 10:15	42
	4th Period	10:18 - 11:00	42
	6th Period	11:03 - 11:45	42
Lunch	7th Period	11:48 - 1:00	42
	8th Period	1:03 - 1:45	42
	9th Period	1:48 - 2:30	42
1st Lunch	11:45 - 12:15	2nd Lunch	12:30 - 1:00

2:00 Dismissal 2019-2020			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:41	38
	2nd Period	8:44 - 9:22	38
	3rd Period	9:25 - 10:03	38
	4th Period	10:06 - 10:44	38
	6th Period	10:47 - 11:25	38
Lunch	7th Period	11:28 - 12:38	40
	8th Period	12:41 - 1:19	38
	9th Period	1:22 - 2:00	38
1st Lunch	11:25 - 11:55	2nd Lunch	12:08 - 12:38

Noon Dismissal 2019-2020			
	3 minute passing periods		
	1st Bell	8:00	
	1st Period	8:03 - 8:29	27
	2nd Period	8:32 - 8:59	27
	3rd Period	9:02 - 9:29	27
	4th Period	9:32 - 9:59	27
	6th Period	10:02 - 10:29	27
	7th Period	10:32 - 10:59	27
	8th Period	11:02 - 11:29	27
	9th Period	11:32 - 12:00	28

10:00 Late Start 2019-2020			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:38	35
	2nd Period	10:41 - 11:16	35
	3rd Period	11:19 - 11:54	35
Lunch	4th Period	11:57 - 1:07	40
	6th Period	1:10 - 1:43	33

Friday 10:00 Late Start 2019-2020			
	3 minute passing periods		
	1st Bell	10:00	
	1st Period	10:03 - 10:28	25
	2nd Period	10:31 - 10:56	25
	3rd Period	10:59 - 11:24	25
	4th Period	11:27 - 11:51	25
Lunch	6th Period	11:54 - 1:04	40

	7th Period	1:46 - 2:19	33
	8th Period	2:22 - 2:55	33
	9th Period	2:58 - 3:30	32
1st Lunch	11:57 - 12:27	2nd Lunch	12:37 - 1:07

	7th Period	1:07 - 1:32	25
	8th Period	1:35 - 2:01	26
	9th Period	2:04 - 2:30	26
1st Lunch	11:51 - 12:21	2nd Lunch	12:34 - 1:04

Board Policies

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she or they have reasonable cause to believe that a child has been abused or neglected.

3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator.

Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. A complainant who is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint may appeal the decision to the superintendent.

- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
 - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Computers and the Internet: Acceptable Use by Staff **Current Board Policy Inserted by Ken**

Internet access is an important tool for keeping up to date with current education issues, for conducting personal research to enhance management, teaching and learning skills, and as a means of communication. The following procedures and guidelines are intended to ensure appropriate use of the Internet by the school's faculty and staff.

1. Acceptable Use

- a) Staff shall be restricted to use the Internet to conduct research for instructional purposes.

- b) Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
- c) Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
- d) Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

Unacceptable Use

- a) Staff shall not access obscene or pornographic material.
- b) Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
- c) Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
- d) The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
- e) Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

2. Methods of Enforcement

- a) The school district monitors all e-mail and other Internet communications, as well as Internet usage and patterns of Internet usage. The school district owns the computer system, and staff members have no right of privacy to any Internet communications or other electronic files. As with any school property, electronic files on the system are subject to search and inspection at any time.

- b) The school district uses a technology protection measure that blocks access to some sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- c) Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for staff research. The system administrator may override the technology protection measure that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
- d) School officials will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

3. **Violations**

Staff members who violate the school policy or rules regarding computer and Internet usage face:

- a) Cancellation, non-renewal or termination of employment;
- b) The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member; and
- c) Other discipline that the school administration and/or the school board deem appropriate.

When appropriate, law enforcement agencies may be involved in investigating and prosecuting wrongdoing by a staff member.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work

includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any reasons which may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they

have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Ken Schroeder at (308) 452-3249, ken.schroeder@ravennabluejays.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Drug Testing of Drivers

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code-Current Board Policy Inserted by Ken

The attire worn by staff members conveys an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff may not wear the following types of clothing during the traditional school day from 7:50 a.m. to 3:50 p.m., when students or visitors are in attendance, or when the employee is supervising, directing or coaching students when the public is in attendance:

- **Exercise or athletic attire, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.**
- **Shorts, except when teaching physical education class or at athletic or other activity practices.**

- **Blue jeans, except at athletic practices, activity practices, or when allowed by the administration.**
- **Any clothing which is immodest and may distract other employees or students in the learning environment.**

The building principal may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”).

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related worked based upon employees’ duties and responsibilities.

Employee Assistance Program (EAP)

The school district recognizes that its staff may need some help at times in dealing with personal difficulties and that problems in their personal lives can affect their job performance. To help staff face and deal with personal

difficulties, the district offers an Employee Assistance Program through **Wholeness Healing Center**. This voluntary, cost-free program is intended to assist staff in obtaining help to resolve problems in a confidential manner. However, staff must remember that they bear the responsibility to seek assistance and to resolve the problem.

The Employee Assistance Program can address a wide range of problems. Family, marital, legal, medical, drug and emotional problems are all covered, although some limitations do apply. All full-time staff are eligible to participate in the Program at no cost to the employee.

Wholeness Healing Center Employee Assistance Program programs provide confidential, short-term counseling for staff, their dependants and household members at no cost.

Expenses

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense and credit card reimbursable fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available or if the use of a personal vehicle and corresponding travel reimbursement by the employee were not previously approved by the administration.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her

room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Maintenance & Cleaning Request Forms

Staff members should report maintenance and cleaning issues as soon as they need or see a maintenance or cleaning problem to the superintendent or the head of maintenance.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.00 per meal. The lunch price includes one carton of milk. Extra cartons cost \$0.40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) will be governed by the FMLA and the board's policy regarding the FMLA.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom or classroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the school district and its activities is good for the

school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio and print media promptly after matches or games to disseminate the results.

Communicating our schools to the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Personal Vehicles

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth-Current Board Policy Inserted by Ken

Every six years, permanent certificated employees shall give evidence of professional growth. Permanent certificate employees shall earn 30 professional growth points every six-year cycle. Six semester hours of college credit shall be accepted as evidence of professional growth, and shall be equivalent to 30 points, with each semester hour representing 5

professional growth points.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the **district bookkeeper** so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When **routine supplies** are needed for immediate use, staff should contact the **district bookkeeper**. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official

school records. Personal information will be treated confidentially by school officials.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the **superintendent** as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office or the **superintendent**.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends, are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

Smoking, including the possession or use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response-Current Board Policy Inserted by Ken

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Obligation to Report threatening Statements or Behaviors.

All staff and students must report any threatening statements or behavior to a member of the administration. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

2. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concerns person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the superintendent determines to be reasonable and useful.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

3. Communication with the Public about Reported Threats

To the extent possible, the team will keep members of the school community

informed about possible threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence if that individual is a minor.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the activities director of who will be taking their place.

Transportation Request Forms

Staff members must communicate transportation request via email, phone, or direct contact as soon as they know they need school-provided transportation to allow the transportation coordinator adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should insure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building. Visitors must comply with the following guidelines:

- If a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- Children under the age of 10 years must be accompanied by a parent or guardian
- All visitors must have the prior approval of the principal or superintendent
- Salespeople and other such agents will not be allowed to solicit staff members during school hours.
- **Visitors must wear the visitor's badge supplied by the building office.**

Wage and Salary Payments

Staff members are paid on the **20th** of each month. The district provides

direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on the NTV Website at: <https://nebraska.tv/weather/closings>. The district's messaging system will also be used to inform students and parents via text and automated call.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at

any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal before 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave must submit a leave request to the superintendent far enough in advance of the proposed leave to secure a substitute teacher. Building principals and the superintendent may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may take personal leave adjacent to a school break, with administrative approval.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the

completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Academic Dishonesty-Brad Added to be consistent with ih/hs handbook. Is this the way it is handled in elementary?

A student found to have committed academic dishonesty will receive a consequence at the discretion of the classroom teacher.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks (7th-12th Grade Students Only)

Assignment Notebooks are the 7th-12 grade students students' make-up slips, as well as pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class to go to the bathroom it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a

student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may close the door to their rooms for safety and security purposes.

Classroom teachers should have a well-defined behavioral expectations that have been taught to students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established behavioral expectations. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with

the authorization of the building principal.

Classroom teachers may not admit tardy students to class without a pass from the student's teacher from the previous period **or the office.**

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions and saliva.

2. **Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out requisition inventory forms or inventory requests to the activities director during the spring requisition period.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to **Ravenna Public Schools**, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. **The sponsor of any school organization is not to give merchandise to students until full and proper payment is secured by the activity sponsor.**

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community.

Computer Lab

Elementary students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the

computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during class unless they have made prior arrangements with the lab coordinator/elementary media para.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to obtain information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the office or the commons area to display student work or during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Turning in all monies collected to the main office by the end of the school day.
- j) Clearing all class meetings or trips through the principal's office.
- k) Participating in Student Assistance Teams pursuant to board policy.
- l) Assisting with the administration of standardized testing as assigned by the administration.
- m) Provide homebound instruction as assigned by the administration.
- n) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than **seventy percent (70%) in two or more**

classes weekly. There is a two week grace period at the start of each quarter. Following the grace period the eligibility report will be run each Tuesday at approximately 11:00 am. The eligibility period runs from Tuesday to the following Tuesday. Ineligible students, will at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. Other activities deemed appropriate by the principal

Extracurricular Activities

All staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the high school office. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities. Practices or events on Sunday must have prior approval of the superintendent.

Certain activities require time be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If cars are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help insure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a Yellow Card (extra students listed)

The signal to return to the school building will be an announcement over the intercom. An announcement to return into the building will be issued upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated shelters areas in the building. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff must cease the activity in which they are engaged immediately and leave the building at once, following

these regulations:

- a) All students and staff should proceed to their designated shelter area.
- b) Once in the designated shelter area, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property during the instructional day must get permission to do so from the building principal, prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Grades are given as letter or percentage as requested by the building principal. Incompletes may be given with the permission of the building principal.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Students will receive letter grades for their academic core classes.

A+	98-100	Superior 4.00	B+	90-92	Excellent 3.50
A	95-97	Superior 4.00	B	88-89	Excellent 3.00
A-	93-94	Superior 3.75	B-	85-87	Excellent 2.75
C+	82-84	Average 2.50	D+	75-77	Needs Additional Help 1.50
C	80-81	Average 2.50	D	72-74	Needs Additional Help 1.00
C-	78-80	Average 1.75	D-	70-71	Needs Additional Help .75
F	0-69	Failure of Subject 0.00			Incomplete 0.00
NG	No Grade				P - Pass 0.00

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade which the student may make up only by taking the

entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Report Cards

A= Excellent

B= Above Average

C= Average

D= Below Average

F= Failing

S= Satisfactory Progress

U= Unsatisfactory Progress

In Kindergarten & 1st Grade, students will receive standards-based grades in designated curricular and non-curricular areas. Elementary teachers should report student progress on grade reports using the following system:

Kindergarten & 1st Grade

Work Habits

Behavior/Attitude

Math

Writing

Reading Mastery

Art

P.E.

Music

Performance Level Indicators

E-Excellent

S-Satisfactory

I-Improving

U-Unsatisfactory

NA-Not Expected at This Time

In the elementary grades 2nd-6th, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

<u>2nd Grade - 4th Grade</u>	<u>5th-6th Grade</u>
<u>A, B, C, D, F</u>	<u>A, B, C, D, F</u>
Reading	Reading
Math	Math
Spelling	Spelling
Language	Language
Science	Science
Health	Health
	Social Studies
<u>S/U</u>	<u>S/U</u>
Social Studies	Penmanship
Penmanship	Art
Art	

Guest Lectures

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members **online. Digital media may** be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete comprehensive and updated lesson plans and post them to their teacher webpage on a weekly basis, at a minimum. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media

center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. Paras should not contact parents regarding student issues. All parental contact should be facilitated through the classroom teacher. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraeducators are to work only on their assigned work days and within their assigned work day. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members have the **South and North** parking lot reserved for them. **Students are not to park their cars in the staff lots.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non school hobbies and/or interests.

Infinite Campus

All teachers/classroom aides will be required to use Infinite Campus. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Infinite Campus.

Certified staff who have trouble/problems with Infinite Campus, should contact Shari Spaulding.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the superintendent or designee.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued following the end of the quarter. Teachers must have final grades reported within two days after the end of the 1st, 2nd, & 3rd quarters. Teachers must have final grades reported for the 4th quarter before checking out for the summer.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:50 a.m. and 3:50 p.m., Monday through Friday. On Fridays and days preceding

certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class

work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

No staff members other than the school nurse or unlicensed assistive personnel who have passed a "medication administration competency assessment" that meets the requirements in NDE Rule 59 may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self administer medications such as aspirin and cough syrup or cough drops.

The school nurse and unlicensed assistive personnel are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap, and directions for administering the medication.

After receiving the medication, the school nurse and unlicensed assistive personnel should lock the medication in a cabinet or place it in an area where access is restricted to the school nurse.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Any compensation for this duty is pursuant to the current Negotiated Agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave-Inserted by Ken as Current Language

A maximum of five sick leave days may be used each year as bereavement leave to allow a classified staff member to attend the funeral of a friend or relative not in the immediate family.

Holidays-Inserted by Ken as Current Holidays that are paid

Employees will receive paid time off on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been

notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy, unless they are an "exempt" status according to the FLSA (Fair Labor Standards Act).

Insurance/Health Benefits-Inserted by Ken as Current Practice

Full-time year-round employees will be provided with health care coverage and single dental coverage. School-term employees that work at least 30 hours per week will be provided single health care and single dental coverage equal to the fraction of the year in which they are employed. The additional costs shall be borne by the employee.

Workman's compensation coverage for employees will be provided by the school district. Other insurance benefits provided at the employee's cost include long-term disability, vision, and family dental. The school district will provide employees working at least 30 hours per week with \$20,000 of life insurance benefits. The employee can purchase additional life insurance benefits at their expense.

School term employees who are hired to do summer custodial work are provided with single health and single dental insurance coverage by the district.

Personal Leave-Inserted by Ken as Current Practice/Language from Current Classified Handbook

Classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. One-half or one day of unused personal leave will be carried over to the following year. Therefore, staff can accumulate three personal days.

Reporting When School is Closed-Inserted by Ken as Current Practice

When school is closed due to inclement weather, classified staff should report to work unless they are asked not to do so by the superintendent.

Sick Leave-Inserted by Ken as Current Practice/Language

Year round classified employees will receive 10 days of sick leave per year, accumulative to 40 days. Full-time school term employees will be provided with 5 days per year that may accumulate to 20 days. A day's leave will be equal to the number of hours normally worked by the employee, not to exceed 8 hours. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work.

Vacation-Inserted by Ken as Current Practice/Language

Eligible classified employees will receive paid vacation each school year. Employees should consult with the superintendent for vacation information.

Full-time year round employees will be entitled to an annual vacation with full pay in accord with the following provisions. After six months of employment, employees will receive 5 days of vacation for the first year. After two years of employment (based on anniversary date) the employee will earn 10 days per year. As of the fifth year of employment (fiscal year), the employee will accrue one additional day of vacation for each year of service up to a maximum total of 15 days per year.

Emergency Leave-Inserted by Ken as Current Practice/Language

Up to four (4) days emergency leave may be granted with notification and approval of administration to full-time year round and full-time school term staff. Emergency leave can be used for the following: death in the immediate family (spouse, children, mother, father, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, grandchild, grandparent, son-in-law, or daughter-in-law).

Employ Protection-Inserted by Ken from Current Classified Handbook

Assault Disability: Upon determination of the board that an employee has been physically disabled because of an assault on his/her person arising out of and/or in the course of employment, the board will grant the injured employee leave of absence with contract pay for a period not to exceed one year.

Workers Compensation: The assaulted injured employee shall immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Personal Property: Employees whose personal property (including but not limited to eye glasses, hearing aids, dentures, watches, or articles of clothing) is damaged in an assault on his/her person arising out of and in the course of his/her employment may apply for reimbursement of costs, of repairs, or replacement. If an item is damaged beyond repair actual value

at the time of damage may be reimbursed.

STAFF DIRECTORY

Members of the Board of Education:

.....
President
..... Vice-
President
.....
Secretary
.....
Treasurer
.....
Member
.....
Member

Administrative Staff:

Ken Schroeder..... Superintendent
Brad Kjar..... High School Principal
Paul Anderson..... Elementary Principal

Teaching Staff:

Office Staff:

Hilary Bolling..... Bookkeeper/Superintendent's Secretary
Pat Shrader..... Payroll/Human Resources
Shari Spaulding..... High School Principal's Secretary
Lacey Rager..... Elementary School Principal's Secretary

Child Nutrition Program:

Lynda Endecott..... Cafeteria Manager
Nancy Chizek..... Assistant Cook
Violet Wiese..... Assistant Cook
Chris Bruning..... Assistant Cook
Joanna Velez..... Assistant Cook
Marcie Gross..... Point of Sale

Custodians:

Dan Cyboron..... Head of Maintenance/Custodian
Kristi Hagge..... Secondary Custodian

Marcie Gross..... Elementary Custodian

Transportation Department:

Todd VanWinkle..... Transportation Director

..... Route
Driver

..... Route Driver

..... Activity
Driver

..... Activity
Driver

[SCHOOL CALENDAR]

[BLANK COPY OF DISTRICT EVALUATION FORM]

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

Signature

Date

The following questions/topics of discussion were discussed between the Ravenna Board of Education and RAV at the December 10th Ravenna Public School Board Meeting. The purpose of exploring these questions was to continue the conversation about possibly locating a maker's space at Ravenna Public Schools. RAV Members are encourage to clarify the answers to these questions as a whole group, for the purpose of informing the Ravenna Board of Education about their vision and wishes for such a space at the school. **RAV Members should please keep in mind that not all the questions below were addressed during the December 10th conversation between the Ravenna Board and the RAV, but the Ravenna Board would still like the RAV to address all of the questions below.**

1. How many pieces of equipment does RAV intend to donate for the Maker's Space? Laser Cutter with enclosed ventilation system; Vinyl Cutter and thermal press; & 3-D Printer. A computer and software would also be donated to be used with the donated equipment (laser & vinyl). Also a rock cutter and "geos" could be donated to a classroom. They also have access to a potter's wheel and a kiln. Classes could also be offered through the RAV to conduct cooking and sewing classes (quilter's guild) in the Youth Center.

(Additional pieces would be vinyl supplies for the vinyl cutter, Corel draw that could be used to operate the vinyl and laser cutter. There is a community member that might be able to donate a fairly new cnc router but that would be at your discretion.)

2. Has the RAV given any consideration to an annual contribution to cover the cost of consumable materials for the equipment?

Community members and students using the consumable materials using the equipment for projects would be paid for by the students or community members using the supplies. The charge to community for a membership fee would likely cover the cost of consumable materials. Also, as RAV buys the equipment, they are stocking up on consumable materials for the pieces of equipment. Management of these consumable materials within the maker's space for community volunteers continues to be a concern of the school's administration.

(The board cannot guarantee funding due to the fact that they are a new fund . They are willing to donate if funds are available and they wondered if the school foundation would be able to help as well? Depending on the laser cutter that is purchased they could possibly buy one that is less expensive and put the money towards the paid staff member.)

3. Has the RAV given any consideration to an annual contribution to cover the cost of repair costs?

Dana Dennison indicated that the RAV intends to keep the maker's space as a line item in their agenda and provide financial support for the space in future years, as funds allow. (UNL will continue to write Ravenna's maker space into grants as they become available. Right now Ravenna is up for a possible \$100,000 from UNL's grant but this is not a guarantee.)

(Only if funds allow)

4. Has RAV given any consideration to who will certify community users on each piece of equipment community users want to use?

There was some discussion about how this could be coordinated. School staff could certainly learn how to operate the equipment and show students how to do it in an afterschool program, but the question still remains on how community users will be trained to use the equipment.

(UNL will help provide training but we can clarify that for sure as they trained the library staff. If they are willing to do that your possible hired staff can train community members and get volunteers as well to be additional trainers)

5. Is the RAV looking to make the use of equipment in the maker's space a "shared time" between students and community members or would they like to see a clear break in the time when students use the equipment and when community members use the equipment?

Such as a 5:30 or 6:00 closing of the Youth Center after school program for 5th-12th graders followed by a 5:30 or 6:00 accessibility period beginning for community users? The discussion was that Shane Farritor could provide more insight on whether this "intergenerational" collaboration in the maker's space would be absolutely necessary and therefore students and community members would need to be using the equipment at the same time or not. Linda Zinnell indicated that she could reach out to Shane to get an answer to this questions and help clarify what the best way to structure the timeframes for the use of the space by the community and the students would be.

(For now RAV thinks keeping the students and the community separate would be best.)

6. What are the expectations for use of the area and equipment during the school day, when school is in session?

(RAV feels very strongly that this should be left up to the school and the trained staff. They are so much wiser on how this equipment can be incorporated into their lessons and overall curriculum.)

7. What are the expectations for use of the area when it is being used by outside groups for family gatherings (estimating this happens 10-15 times per year)?

The position of the school is that we would not want to take use of the space away from community members for family events and rental of the space. (Our thoughts are that if the South side of the building could be used this would solve that problem. If it could not be used then it would be our desire to not rent the space but ultimately that would be the decision of the school and we would support what works best for the school.)

8. Will there need to be any physical augmentations (electrical, venting) to the Youth Center Building regarding the equipment they intend to purchase and donate for the Maker's Space?

None are anticipated, and equipment will be selected with the intent of being "benign" and appropriate for the space. The RAV indicated that they are willing to pay for needed augmentations to the building to accommodate the equipment, but didn't foresee the need for any. The RAV would also consult with the school before purchasing any equipment to make sure it was appropriate for the space being used. (Answer stays the same as above)

9. Is the RAV planning on providing staffing to supervise the area while it is in use, or would that responsibility fall on the school? If it were to fall on the school, what is the expectation for the amount of time school staff would need to be made available to use the space?

(If a hired staff member could be hired for this RAV likes this idea but we believe once you get a trained staff member that they can train some volunteers to help in the maker space and the possible funding options were described in answers #2 and #3.

10. Does the school assume all responsibility for the community members who use the space? In other words, if there is a problem or issue with a Maker's Space user, whose responsibility is it to address the issue with the user?

(The RAV board felt it would be the school especially since the equipment would become the property of the school that your current school policies would cover those issues.)

11. What is the estimated "footprint" physical space, measured in square footage, that will be required for the equipment?

This is not known at this time.

12. If equipment is damaged beyond repair, lost, or stolen, whose responsibility is it to pursue any action against the person who lost, stole, or damaged the equipment?

(The RAV board again feels it would be the school's responsibility to pursue any action against the person as current school policy would dictate.)

13. What is the expectation of the RAV for future equipment purchases for the Maker's Space as equipment becomes obsolete?

The RAV is committed to raising funds for the maker's space and supporting the space at the school. They will continue to fundraise for the maker's space and continue to provide financial support, as their budget allows.

14. Where do users of the maker's space put their projects when they are not working on them?

Users would be required to take their projects home with them and not be allowed to leave them in the space.

15. Do we fear that we will lose some community involvement if we move it to the school rather than having it some other place in the community?

Dana indicated she doesn't really think it will affect the use of the area by the community.

16. What is the square footage of the south side of the Youth Center, as it could possibly be used as the proposed space?

The square footage of the maker's space is 528 square foot. It is a 22' x 24' room.

17. Would the Ravenna Board and the RAV like to have Shane Ferritor conduct a conference call via the school's DL system?

Gena indicated that she would arrange for a video conference call with Shane Farritor during the February 11th Board Meeting. Shane did commit to this meeting and we just need to get in touch with Mr. Huryta to see what system your school uses to get Shane connected into the meeting.)

2019 PROPERTY TAX COMPARISON

A COMPARISON OF THIS YEARS KEY PROPERTY TAX BILLS FROM NRCSA, OPEN SKY POLICY AND NASB



	LB 314 - BRIESE	LB 497 - FRIESEN	LB 695 - GROENE	LB 656 - WAYNE	LB 614 - CRAWFORD
How are property tax reductions provided?	66% of revenue raised into PTRF. Increase in of SpEd & AIT has potential to reduce PT.	Increase aid to schools. Ag-land value is reduced to 40%. (for school taxes only)	Reduces reliance on property tax for districts. Also eliminates PTRF.	Changes the maximum levy to \$1 minus the levy that would be required to tax for 85% of TEEOSA aid	Increased SpEd funding by \$150m (to 80%) and supplemental state aid to all district by \$150m reducing reliance on property tax. Districts required to publish what they did for PT relief. Increases AIT to 20%.
Does the bill change TEEOSA formulas? How?	N/A	Phase in minimum state aid over 3 years to equal to 35% of basic funding to 50% of basic funding. Lowers local effort rate to 0.975 and reduces ag land to 55% of market value.	Eliminates AIT and replaces with foundation aid of 25% of total income tax to be redistributed per student (approximately \$3500/student) . Eliminates averaging adjustment.	Foundation aid \$4,750 per student, \$500 per student for sparse and very sparse, \$1,600 for free lunch students, \$800 per free lunch student in districts with at least 50% free lunch students, \$1,600 for LEP students. In order to receive state aid, there can only be 20 students per classroom for early childhood, kindergarten and classrooms for grades 1 to 3, 22 students per classroom for grades 4 to 8, 25 students in classrooms for grades 9 to 12. Repeals the enrollment option program. Base limitation is the inflation rate (CPI)	Creates a Property Tax Relief Allowance and Supplemental State Aid of \$150m (additional \$488/student) to be distributed to all school districts. Increase AIT to 20%.
Are new revenue streams for school districts created?	AIT from 2.3% to 20% SPED reimbursement to 80%	Yes. Minimum state aid is increased and local effort rate is lowered.	Foundation aid	Foundation aid	Supplemental state aid. Approximately \$488/student
How is revenue generated to pay for the bill?	Various exemption eliminations, tax increases on current goods, 0.5% sales tax increase	Tax on food, tobacco, alcohol. Repeal of several exemptions.	PTRF money is diverted to TEEOSA	Nothing is listed in the bill	Income tax base expansion, repeals personal property tax exemption, taxes candy, softdrinks, water, cigarettes and spirits
How will non-equalized districts will benefit?	Increased SpEd reimbursement. AIT increase will reduce reliance for PT as a resource.	Non-equalized districts are getting base funding to 50%	Foundation aid	Foundation Aid and sparcity component	Supplemental state aid Approximately \$488/student
How will equalized districts benefit?	Increased SpEd reimbursement.	Lowered local effort rate (to 0.975) which results in more equalization aid	New revenue through foundation aid.	Increased funding for poverty and ELL students plus foundation aid.	New revenue through supplemental state aid Approximately \$488/student

2019 PROPERTY TAX COMPARISON

A COMPARISON OF THIS YEARS KEY PROPERTY TAX BILLS FROM NRCSA, OPEN SKY POLICY AND NASB



	LB 314 - BRIESE	LB 497 - FRIESEN	LB 695 - GROENE	LB 656 - WAYNE	LB 614 - CRAWFORD
Are there winners/losers? Who?	All districts get SpEd reimbursement increase. Unequalized districts will benefit from increase in AIT. Equalized districts will be held harmless.	Winners: Non-equalized districts. Losers: Districts that are equalized and have more than 40% of total taxable value in ag land. Districts that are equalized, are at their maximum levy and have low ag-land valuation. Total state aid would increase by \$350 million.*	Winners: Unequalized districts. All districts get foundation aid. Equalized districts will get proportional reduction in equalization aid. Losers: Districts at max levy with growing needs. Schools with high amount of net option kids.	Increase in aid to schools, reduction in property tax levies	All schools receive additional state aid for property tax relief (\$488/student). Increase SpEd reimbursement to 80%.
<p>*Sidney is an example of a loser in LB 497. They have low ag land value, are equalized and would receive a 24% increase in state aid under LB 497. They are at their maximum levy plus exclusions of \$1.08. They had a significant increase in state aid, but the property tax authority reduces their levy rate down to \$1.02. Comparing calculated state aid plus property tax authority under LB 497 to what they would have received under current law, plus property tax, they end up losing revenue. They would be better off under current law because of the property tax authority. *Cozad is another example. They have 58% taxable value in ag land. They would receive \$2 million more in state aid under LB 497 and are at the maximum levy of \$1.05. They had a significant increase in state aid, ag land value dropped from 75% down to 55%, and the property tax authority drops the levy rate down to \$0.82. Comparing state aid under LB 497 plus property tax authority to what Cozad would have received under current law plus property tax, they end up losing over \$1 million in total revenue.</p>					
Are any caps part of the bill? What caps?	N/A	Property tax request is capped. Levies are capped per a formula that increases the prior years PT request + State aid by the basic growth rate. Additional aid would automatically reduce a districts property tax request. The concept would allow school districts to increase property taxes if TEEOSA or other revenues decline.	Limits property tax increases to the prior year tax request grown by CPI (capped at 2.5% but can't be less than 0%) + any revenue created by new construction growth.	Limits property tax to \$1 minus the levy that would generate 85% of TEEOSA Aid	No caps
Do any revenues appear to be one-time or short-term?	No	No	No	No	No
Does the bill affect Net Option Funding?	No	No	Reduce per pupil amount distributed in net option funding (from approx. \$10k to \$6k)	Eliminates Net Option Funding	No
What happens if State Funding is diminished in a given year?	More pressure would be put on local resources	More pressure would be put on local resources	More pressure would be put on local resources	More pressure would be put on local resources	More pressure would be put on local resources
How does the bill affect the State's cash reserve?	N/A	New revenues would allow transfer of \$150 million.	N/A	N/A	New revenue generated
Does the bill include a TEEOSA study?	Yes	No	No	No	No

AQUESTT

for Nebraska

Chronic Absenteeism

Purpose of Presentation

- The Ravenna Board of Education recently conducted a self-assessment and set board goals in conjunction with that self-assessment.
- One of the “growth areas” the board identified was to become more knowledgeable of the assessment systems being used by the school district.
- They want to gain a better understanding of how the various assessment systems work.
- They have requested that the administration provide information, updates, and training regarding these assessment systems.
- The purpose of acquiring this knowledge of the assessment systems is to be able to use the information gathered from the assessment systems to make informed decisions about educational program evaluations and allocation of resources within the school district.
- **Board Goal: To understand assessment systems currently in place and use information from these assessment systems to lead the district.**

AQUESTT

for Nebraska

**Accountability for a Quality Education
System Today & Tomorrow**

Indicators Use to Classify Schools

ESSA Indicator:	Academic Achievement	Academic Progress	English Language Proficiency and Progress	Graduation Rate	School Quality or Student Success
AQuESTT Metric:	Status	Growth, Improvement, Non-Proficiency	Progress Towards English Language Proficiency	4- and 7-Year Cohort Graduation Rate	Chronic Absenteeism Science, Evidence-based Analysis

Chronic Absenteeism Definition

Chronically Absent is defined as “...when a student is absent 10% or more of their days in membership at a school...”

Chronic Absenteeism Indicator

Chronic Absenteeism Indicator is defined by the difference between the percentage of eligible students at a school that are categorized as chronically absent, relative to a targeted percentage. The target percentage is calculated based on the goal of reducing chronic absenteeism

Educational Opportunities Tenet – Chronic Absenteeism

Note: A chronically absent student is defined as any student absent for 10% or more of the days they were enrolled

	2014-2015	2015-2016	2016-2017	Baseline	
# of Eligible Students	476	492	476	1444	
# Chronically Absent	43	45	18	106	
Rate	9.03%	9.15%	3.78%	7.34%	
	Target Rate for 2017-2018:			6.97%	5% reduction
	Current Year # of Eligible Students			472	
	Current Year # Chronically Absent			41	
	Rate			8.69%	
	Difference from Target Rate			-1.71%	

This indicator's score is determined by comparing the rate of students who are chronically absent in the current year against a target rate. The target rate of 6.97% is found by calculating the 3-year baseline rate of 7.34% and reducing it by 5%. The actual chronic absenteeism rate for this year is 8.69% which is 1.71% worse than the target rate.

Additional Resources

- **attendanceworks.com**
- This is the website that is being promoted by the NDE of to help schools address the issue of chronic absenteeism.
- Chronic absenteeism will likely fall under the domain of the MTSS Problem Solving Teams and the School Improvement Team, as attendance is directly related to academic success.

AQUESTT

Chronic Absenteeism

Questions?

COMMUNITY ENGAGEMENT

Nebraska Association of School Boards

RAVENNA BOARD OF EDUCATION

MISTI FIDDELKE, PRESIDENT

LARRY BEHRENDT

MARILYN BOHN

TIM LEWANDOWSKI

TARA SCHIRMER

DAWN STANDAGE

SUPERINTENDENT
DWAINE UTTECHT

MISSION STATEMENT

FAMILY – COMMUNITY – SCHOOL
PREPARING STUDENTS TODAY TO
SUCCEED TOMORROW



RAVENNA COMMUNITY ENGAGEMENT

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COMMUNITY ENGAGEMENT MEETING I – MARCH 24, 2014

A focus group made up of 80 members participated in a Community Discussion on Monday, March 24, 2014. The group identified the strengths, accomplishments, and achievements of the Ravenna Public Schools as well as the challenges the district will face in the next three to five years. Group participants included parents, community members, board members, and a district administrator.

Feedback received:

Question 1: What points of pride, accomplishments, and achievements, has the district realized?

- Respect (Village – tight knit)
- Consistency of teaching staff, parents, and community
- People want to stay
- Our location
- Advanced classes
- Sports programs
- Small classroom sizes
- Special Education program
- Enrollment increases
- Maintain skills USA, FBLA, FFA
- College level preparedness
- Kids adjust post H.S. to college in relation to study habits
- Positive involvement and guidance/scholarship assistance
- Teacher involvement to assist outside classroom
- Fine arts program has evolved, improved over the years including music/art
- Teachers involved outside of school
- Strong administration
- Keep kids in school
- High graduation rates
- Nice building/facility – The Green House/Learning Center/Theatre
- Nice to see other things in addition to sports

- Robotics, DECA–Lifetime skills– causes people to look at Ravenna differently
- FFA, FBLA, Skills, Trap and we do have athletics
- Student issues are handled well internally
- Biology class using greenhouse – seeing start to finish with growing plants, flowers, etc.
- Ravenna is on the map because of athletics, Robotics, DECA, acting and FFA
- Well represented by our teachers (i.e., staff presentation at an Autism conference)
- The youth came together with several teachers to put gather financing for the youth center
- Ravenna produces students who become teachers which presents a positive image of the current and past teaching staff
- We are a leader in technology with the one-to-one program
- The infrastructure of the school is good. The custodial staff has done a good job maintaining the facilities and grounds
- Surrounding employment
- Great facility – one location
- Technology based education with good student/instructor ratio
- Extra-curricular opportunities especially athletics
- Faculty contribute to the success of the district
- Academic competitions
- Welcoming community
- Youth Activity Center
- Star Program
- Good ACT scores
- Technology 1:1 program
- Good facilities
- One campus
- Security buzzer
- Parent volunteers
- Recognizing all groups and their successes – Robotics (new programs have been initiated) Drama and Bowling
- Alert text program
- Keep teachers for extended times
- Quality learning environment (school is well taken care of)

- Parental involvement
- College prep classes offered
- Kinder/curriculum
- Improvement of theater
- Sporting Events
- FFA
- Robotics
- Speech and Drama
- Working with city for Trap Team
- Community Service – special needs pick up recycling
- Music program
- Music at nursing home
- High school age kids help with camps
- Teacher retention and a high number of staff members that have master’s degree
- Youth Center
- Graduates that go on to college are successful students and well prepared
- Perform well academically as compared to other C-2 schools
- Post-graduate studies and education /increase in percentage of graduates
- Staff qualified and dedicated – longevity staff
- Arts/Drama/Robotics/Fine Arts Night
- New preschool in with Elementary and High School
- Youth Center well utilized after game gathering
- Board willing to listen to constituents through this meeting
- Scholarships for in state schools
- School activities published in paper
- Students of week/Athlete of week/Jr Jays
- Accredited
- Staff respects different learning styles
- District is not in debt
- Athletics
- Greenhouse
- Computer use
- College credit courses
- High graduation rates

- Good student teacher ratio
- Strong teacher/parent involvement
- Community investment (Athletics, Academics, Organizations)
- Opportunities/Extracurricular Activities
- Youth Center (Kids took part/accepted responsibilities for development and implementation)
- Facilities kept up with changing times (technology)
- Starts at early age (preschool – high school)
- Good leadership (Administration, School Board)
- Greenhouse for Agriculture
- Good Agriculture department for community
- Clean sports program

Question 2: What challenges will the district face in the next three to five years?

A. Academic Program

- Test scores – government requirements
- Population of students
- Continue to improve student performance on Standardized Testing – Raising the bar
- Moving target of Standards
- Communication between staff and parent if the student is having trouble learning. Finding out at parent/teacher conferences could be too late.
- College courses
- Meeting standardized testing requirements
- Keeping good administrators
- NESAS testing – need more explanation about it?
- Earlier notification of grades dropping BEFORE they get to the ninth hour penalty
- Challenge them to take at least one college credit upon graduation
- Mediocre testing scores
- There is a lack of advanced class work for the high ability learning students in the elementary
- Look into offering more college level distance learning courses to high school students

B. School Climate/Learning Environment

- Declining enrollment
- Maintaining enrollment
- Education should be emphasized more than sports
- School violence/security issues – No Facebook during class
- Policies in place for social networking
- Enrollment is declining
- Some kids suffer in subjects because they are pulled out of class early to focus on a subject they need extra help
- Enrollment
- More emphasis on college classes
- Keeping kids focused
- Teaching money management/life skills
- Lunch program challenges
- Safe learning environment
- Security
- School nurses – paperwork
- School food – increased paperwork
- Same rules for every student
- Lack of student motivation
- Safety
- Food – amount and quality
- A decrease in enrollment will affect the number of students we have
- Maintain Alcohol – Drug – Tobacco awareness and education – stay up on e-cigs
- Several tenured teachers are coming up on retirement and several who are able to retire already
- Preparing kids for college
- Replacing Mr. Fisher and as other great teachers leave
- Having a “Practical” education center in our high school
- Retaining good quality administration and staffing
- Increased security/safety
- School Lunchroom Guidelines
- Retention of staff
- Safety – Lockdown System

- Sustain enrollment
- Improved communication from the school to the community about classes being taught events with the administrators at the school
- Student numbers
- Keeping staff
- Staff over loaded
- Keeping teachers if student population decreases
- Out of state scholarship opportunities
- Bullying – education for both students and teachers
- Teacher access time
- Language barriers
- Have graduates evaluate teachers

C. Parent – Community Relations

- Continued Family Involvement/Community Involvement
- Engaging students in entrepreneurship to take over jobs within the community
- Enrollment – Community Issues
- Changes in Family Values
- Fewer farmers every year
- Mr. Fisher leaving – what can we do to keep growth of town –students
- Prepare for Hispanic population

D. Governance (Board of Education/Superintendent)

- Stay sharp on finances
- Financing – budget issues being able to sustain staffing balances
- Expectations from state and federal standard
- Drama and music left out financially
- Finances – Fiscal responsibility
- Publicize the endowment more
- Funding challenges will continue to be a problem, especially the state funding formula
- Keeping up with payroll
- Future gov't regulation
- Budget costs
- Funding

- Balancing all staff needs with demand for all activities
- Rising costs
- Decreased funding
- Money –budgeting
- Consolidation of schools
- Due to recent events in other schools. How many of our staff are trained to recognize drug use or threatening situations and what is the schools plan to handle?
- Declining state Aid dollars
- Retirement of staff
- Broadcasting teachers on TV to other places
- What funding will be like
- Possibly merging with other districts
- Figure out how to be a better leader
- If enrollment decreases – staff may decrease – funding decreases

E. Technology

- Keeping up with technology
- The cost of technology
- Technology – Social Media
- Keeping up with technology will be more challenging all the time
- Maintain quality technology
- Technology keeping up with the “jones” staffing and costs involved
- Technology – maintaining and/or improving and not falling behind
- Technology up keep – adequate funding to ensure progression
- Strict computer use regulations

F. Support Program

- Special Education programs

G. Extra-Curricular

- Sustaining the extra-curricular
- Teachers are asked to be involved in extra-curricular activities – hard to find enough volunteers
- Getting kids involved in extra activities

- Kids to involved
- Kids not involved – video games

H. Transportation

- Bussing – transportation
- Transportation – Distances have increased – Equipment
- Distance traveled for activities busing rural – subcontracted in some districts
- Out of town pre-schools

COMMUNITY ENGAGEMENT MEETING II – APRIL 8, 2014

Community members participated in a review and discussion of the identified needs brought forward during Community Engagement Meeting I. The outcome of the small group discussion realized the following priorities and strategies.

Student Academics

- I. Provide more advanced learning opportunities for both high school and elementary students
 - a) Research programs that can “challenge” youth for the high ability learners (Example: The reading program has three levels to help kids raise their testing scores.)
 - b) Consider internships or job shadowing to help kids identify what may be an unrealized interest or passion
 - c) Identify and bring local businesses into the district to support curriculum
 - d) Insure kids who have an IEP are pushed and challenged to allow them to succeed
 - e) Make certain the district is able to consider ways to keep up with technology
 - f) Provide continuing education for staff to support curriculum offerings
 - g) Pursue grants to help fund technology
 - h) Use social media as an educational tool for students
 - i) Continue to provide an environment that supports all learning levels and types
- II. Expand the curriculum to offer more diverse opportunities for students
 - a) Poll students to identify their interests
 - b) Consider other programs such as:
 1. Robotics
 2. Auto body or Mechanics classes
 3. Block scheduling
 4. Class flipping
 - c) Maintain quality faculty (young progressive educators)
 - d) Balance extracurricular and academics
- III. Improve academic opportunities for students by providing technological advancements
- IV. Prepare students with skills for the 21st Century
 - a) Keep curriculum current with workplace trends

- V. Prepare students for a future and emphasize responsibility and professional workplace behavior
 - b) Fair standards and discipline for all students
 - c) Clear and thorough policy on bullying
 - d) Train on bullying all levels, students, staff, and parents
- VI. Maintain academic excellence with variations in resources
 - a) Encourage every student to take at least one unit of higher education
 - b) Maintain academic superiority to attract students from other areas
 - c) Promote on-line/distance learning for a better selection of classes
 - d) Encourage teachers to teach every student to the best of their ability so that every student reaches their potential
- VII. Provide a curriculum that will prepare each student to meet or exceed their potential
 - a) Provide diverse curriculum and more flexibility for staff
 - b) Continue time management finance classes and expand college classes
 - c) Consider advanced technology courses

Technology

- I. Promote on-line and distance learning to support technology curriculum opportunities
- II. Improve academics by providing advanced technological (Pre-K through 12th grade)
- III. Raise technology funds through the foundation
 - a) Web presence
 - b) Brochure
 - c) Newsletter
- IV. Form an active technology task force
 - a) 1 to 2 school board representatives
 - b) 1 to 2 administrative representatives
 - c) 1 to 2 faculty representatives
 - d) 1 to 2 student representatives
- V. Enforce responsible use of technology through policy and training
 - a) Understand that once posted on the web it is forever there
 - b) Common sense ethics

School Climate

- I. Provide and create an environment for all learning levels and types
- II. Provide more opportunities for higher level achieving students to challenge their level of learning
- III. Use social media as an educational tool in the classroom
- IV. Continue to offer opportunities like this to allow parents to voice not just what we want, but also to support the board and principals
- V. Consider other ways to keep parents and patrons involved

COMMUNITY ENGAGEMENT EVALUATION

1. Do you think the Community Engagement process was a worthwhile activity for the district and community? Why?

- We hope the administration and board takes a close look at the points brought up!
- Yes, whenever you can share ideas and inputs you gain interest.
- Yes, I got ideas from people that otherwise would not say anything or think their opinion didn't matter.
- Yes – it makes the community more aware of issues in the community. Everyone's opinion is valued in a setting such as this.
- Very worthwhile – shows board/community support, gives direction to school system, gives multiple points brought to attention.
- Yes, it's nice to discuss and see the difference viewpoints of other community leaders
- Yes, it gives the board the opportunity to hear others opinion's
- Yes, it will give the board some ideas on what the community expects
- Yes, ideas from many are always appreciated
- Yes – increased community involvement in the school
- Yes, communication between community and school is key to getting things done.
- Yes, you got more ideas from a lot of different people
- Yes, it brought people together and allowed us to express ourselves and concerns or hopes for our school and future.
- Yes, is always good to get new ideas and thoughts in front of a board/community
- Hope so because the board can only do so much everyone has to buy in
- Yes, very worthwhile. The community as a whole can help create/make ideas which in turn can make the whole community active in the schools
- Yes, helps show more community support to the schools
- Yes, offered variety of thoughts and ideas to be given
- Yes, helps get parents involved in what our children are learning and challenges they may be dealing with in the school system
- Yes, lots of interesting and well thought out ideas were presented
- Yes, it involved the community, all ages, all opinion's and knowledgeable
- Yes, gives people a voice
- Don't know – haven't seen anything come about it yet. This is a good start – let's see specific follow through!!!

- The Ravenna News does a very good job of informing the community of board meetings and school activities. The school does not inform. The website is not always up to date and there is no column from the school administration or board. You should not expect the News to do your advertising!
- Yes, it is important that communities come together to discuss
- Yes, the board wanted to provide a forum for input before they made major changes to policy. I believe this approach is commendable.
- Yes, it is always good to get a variety of opinions
- Yes, community involvement is always important although people don't always take the time to become involved!!
- Yes, I believe that the community needs to be heard when it comes to education because it is the community that is served my education.
- Yes, it was nice to hear what others had to say. It was also nice to know that they were thinking along the same lines as me.
- Absolutely worthwhile – Furthering is a constant necessity. Community Forums increase patrons' ownership of the education process.
- Not sure – don't know if everyone is being heard
- Yes, it brought together the community discussion, not just school board
- Yes, good community bonding and for people to realize how to solve problems instead of just identify them.
- Yes, I think it gives the board an opportunity to get a feeling about how the community feels. Gave me personal insight to other opinions.
- Yes, this activity was a positive insight as to how the public views our school.

2. What did you learn from the Community Engagement process?

- It's good to hear other points of view
- There are many ideas out there we do not think about and some good resources out there.
- People can work together! It was nice to have such a cross section of the community present.
- Our school is strong academically
- There is always improvement to be made and that the board has a tough job to manage this process
- How little I know
- Many people are interested in the well-being of our school
- Everyone wants a school with great academics for all children.
- Should have had the community involved years ago.
- A lot

- The willingness of the board to hear ideas and thoughts. Showed they were proactive and care.
- That things from when I was in school 6 years ago have not been improved
- How other community schools works and where we need to go.
- People do seem to care about improving school, but it seems like the same group needs to diversify somehow to include more people.
- We all have the goal of improving and bettering our school and students
- Different ways things work within school system, was nice to hear opinions from the elementary up to high school level
- The vast number of challenges facing the school board/education district. Also, the many success stories that accompany them.
- Community wants to be involved in children's academic growth.
- A lot of ideas – different views
- People want more for our school – Don't give up – but there is so much more that can be done!
- We have many same concerns and parent's community members that are interested in helping.
- Primarily that most participants were concerned with academics and the advancements in technology that can assist in teaching students.
- The community wants to be heard.
- Interesting ideas and opinions from other people. Some ideas I hadn't thought of previously.
- That there are many issues that education faces, and they continue to increase.
- I learned where the school was currently in many areas of education. I learned that technology is very much on the minds of others.
- There is a lot to be proud of.
- Physical and verbal bullying is happening, but it is not always noticed.
It sounds like a 4 or 5 on a scale of 10
- That education is near and dear to many people
- There are a lot of people that are concerned in many areas not just a few.
- Gained insight to personal feeling in regard to what people feel is important to the education process
- I learned there are many people interested in our school and the progress it needs to make.

3. What would you do to improve the process?

- Possibly more input by board members
- Worked good the way it was
- Yearly community meetings
- Maybe a little more time
- Effective as it was
- Maybe have one night without administration to discuss
- Maybe have a general question and answer period
- Board Question and Answer for a set time
- Have kids come for their input
- Continue more engagement meetings because everybody has a positive attitude
- Invite more actual educators. Noticed more spouses invited but not actual educators. Don't they have better ideas of work at school? Advertise in paper.
- Liked the open discussion
- Thought it was a good process. Maybe provide each table with a different focus/area to improve.
- Encourage job shadowing, academic programs thru the web
- Nothing
- Let's see what the school board has for goals (specific goals) and what their plan is to see this through. Get more specifics and details.
- Nothing at this time
- I felt it was about right. One long meeting would overwhelm, but more than two would result in poor final attendance.
- A place that private comments could be made
- I felt this was a good format to follow in the future
- Possibly an overview of the school system for those that are not very involved in the district
- More use of technology to put their information online
- This is a fairly tried and true process
- I believe there needs to be a 3rd party secretary at every table to protect from personal opinion being shared with group and then all people will be heard
- Thought it was good as is
- I wish the administration could have interacted with the discussion groups

4. Do you have interest in continuing to serve the district? If so, do you have ideas of how you like to serve?

- Volunteer to help is agriculture related programs or classes
- No interest at this time
- Possibly volunteer in classroom. Encourage participation in the Ravenna Foundation. Encourage the foundation to help in funding “extra” projects of the school.
- I have interest/participate with the children
- Yes, taskforce
- Yes, giving input as needed on topics
- Community and Parents needs to feel welcomed in to the school system to volunteer. If people were welcomed to help at school they would see a lot more volunteers
- Yes, school board or another board of some kind
- Yes, not sure at this time.
- Yes, engagement meetings
- Stacy Paitz – any type of committee to help our youth
- Yes. Would love to provide an internship/practical experience for students
- Yes, I’m interested everyone should be –without our school our community would go under.
- Always willing to help.
- Keep this up I really appreciate being included and participating in this type
- Yes, I would like to be a part of the next step of this process. What becomes of the information the board has from the Community Engagement?
- I would be willing to sponsor a mentorship course or arrange for contacts in different disciplines per curriculum guidelines.
- Yes
- Yes, advice and information
- I’m going to remain anonymous on this form – I will sign up for something down the road.
- Yes, in discussions
- Not at this time. The walleye are biting and my fishing pole is ready for a workout



Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: NASB Board Self-Assessment Resources and Services

1 message

Marilyn Bohn <mamabohn7@gmail.com>
To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

Thu, Feb 7, 2019 at 10:12 AM

Hi K

Here are the attachments you can put on e-meetings.

Thank you
M

----- Forwarded message -----

From: Marcia Herring <mherring@nasbonline.org>
Date: Fri, Jan 25, 2019, 6:23 PM
Subject: NASB Board Self-Assessment Resources and Services
To: Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn!

I have attached the four traditional board self-assessment resources. Please note that BA.1, BA.2, BA.3 and BA.4 are available in two formats (both narrative and numerical). The Board Leadership Standard Assessment is available only in the format attached. Below, I have provided the details of the Online Board Self-Assessment process.

Board Self-AssessmentThe **Online Board Self-Assessment Survey Service** includes:

Option I –

The Association will

- Assist the board to identify a board self-assessment tool
- Integrate the identified tool into an online survey
- Distribute the link to all board members to complete the survey
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written Needs Analysis summarizing areas of need

Fee: \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Board Self-Assessment resources. Please let me know if you have any questions.

Have an amazing weekend and safe travels to Lincoln for the Legislative Issues Conference.

Warm regards,

Marcia R. Herring



NASB Director of Board Leadership

Nebraska Association of School Boards

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

Legislative Issues Conference

January 27-28

School Board Member Week

January 27 to February 2

Budget & Finance Workshops

February 13 | La Vista

February 20 | North Platte

Presidents Retreat – Kearney / February 17-18

Presidents Retreat – Lincoln / February 24-25

Learn more and register at www.NASBonline.org

5 attachments



image003.png
12K

BA.1 Narrative.doc
160K

BA.2 Numerical.doc
151K

BA.3 Narrative.doc
128K

BA.4 Numerical.doc
138K



Ken Schroeder <ken.schroeder@ravennabluejays.org>

Fwd: NASB Superintendent Evaluation Resources and Services

1 message

Marilyn Bohn <mamabohn7@gmail.com>

Thu, Feb 7, 2019 at 10:13 AM

To: Ken Schroeder <ken.schroeder@ravennabluejays.org>

And more..... Thank you! If we can get back in time I'll be there.

M

----- Forwarded message -----

From: **Marcia Herring** <mherring@nasbonline.org>

Date: Fri, Jan 25, 2019, 6:23 PM

Subject: NASB Superintendent Evaluation Resources and Services

To: Marilyn Bohn <mamabohn7@gmail.com>

Good evening, Marilyn! I have attached the NASB Superintendent Evaluation resources and below you will find a breakdown of the three options available to the board should they have interest in utilizing the online process.

NASB Online Superintendent Evaluation Service includes:

Option I –

The Association will:

- Integrate the board adopted superintendent evaluation tool into an online survey
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$200

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Option II -

The Association will:

- Assist the board in the identification and/or design of a superintendent evaluation tool
- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Option III –

The Association will:

- Develop a customized Superintendent Evaluation tool for the board

Fee \$50

- Issue link to superintendent to complete a self-assessment (Note: The superintendent self-evaluation is an optional feature.)
- Download superintendent self-assessment
- Distribute the superintendent self-assessment summary and survey link to each board member via email
- Issue reminders to board members prior to deadline
- Summarize board member input
- Develop a written summary and forward to board president

Fee \$250

If the board requests a Board Retreat to review the written summary and to develop goals, no fee will be assessed for the Online Survey.

Fee: Board Retreat fee plus travel expenses

Thank you for your interest in the NASB Superintendent Evaluation resources and the Online Superintendent Evaluation should the board decide to utilize this service. Please let me know if you have any questions, Marilyn!

Warm regards,

Marcia R. Herring

**NASB Director of Board Leadership****Nebraska Association of School Boards**

1311 Stockwell Street

Lincoln NE 68502

Toll Free 800.422.4572

Direct Line 402.817.0296

Cell/Text 402.450.5152

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Learn more and register at www.NASBOnline.org

4 attachments



image003.png
12K

 **Supt Eval 1.1 Governance Standards Narrative.doc**
170K

 **Supt Eval 1.2 Governance Standards Numerical.doc**
181K

 **Supt Eval 2.1 Leadership Standards Narrative.doc**
178K

RAVENNA SCHOOL BOARD 2018-2019 CALENDAR

September	Parent Teacher Board Meet & Greet	Dawn Planning All Participate
October	Review Envision Civic Group Visits	Marc Ryan
November	Review Community Data Results from 2014	Tara

December	Retreat with Personality Strength	Misti Planning All Participate
January	Organize, Structure, Expectations	All
February	Superintendent Review, Assessment, Tools	Marilyn Tools All Participate

March	Parent Teacher Conf Staff Engagement	All
April	High School Achievement	Brad
May	Elementary Achievement	Paul

June	Mission Statement	All
July	Vision	All
August	Planning for 19-20 School Year	All