

Board of Education Regular Meeting

Monday, March 9, 2020 5:30 PM

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda

Motion to approve the agenda as presented Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea

6. Citizen's Comments
7. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by Suzanne Brodine and a second by Jeff Meads.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea

1. Approval of Minutes of Previous Meeting(s)
2. Payment of Invoices
3. Financial Reports
8. Old Business

1. Approve second reading of Board of Education 4000 policy revisions.

Motion to approve second reading of Board of Education 4000 policy revisions. Passed with a motion by JC Ourada and a second by Alicia Beavers.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea

9. New Business
1. Approve Little Buffs Preschool Handbook

Dana Steiner joined the meeting at 5:55 PM and participated in the vote on this action item. Motion to approve Little Buffs Preschool Handbook as presented. 5-1 motion passed. Passed with a motion by Alicia Beavers and a second by JC Ourada.

Morgan Fouts: Nay, Alicia Beavers: Yea, Suzanne Brodine: Yea, Jeff Meads: Yea, JC Ourada: Yea

2. Approve Option Enrollment resolution

Motion to approve Option Enrollment resolution as presented. Passed with a motion by Alicia Beavers and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

3. Approve Memorandum of Understanding between County of Buffalo and Elm Creek Public Schools regarding School Discipline, Resource Officers, and Active Shooter Software.

Motion to approve Memorandum of Understanding between County of Buffalo and Elm Creek Public Schools regarding School Discipline, Resource Officers, and Active Shooter Software. Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

4. Approve purchase of a 2020 Handicapped Accessible Bus

Motion to approve purchase of a 2020 Handicapped Accessible Bus purchase prices of \$97,292 from Omaha Truck Center. Passed with a motion by JC Ourada and a second by Jeff Meads.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

5. Approve employment recommendation for:

- a. 7-12 Special Education
- b. PreK-6 Principal

Motion to approve employment recommendation for: 7-12 Special Education and PreK-6 Principal. Passed with a motion by Suzanne Brodine and a second by JC Ourada.

Alicia Beavers: Abstain (With Conflict), Morgan Fouts: Nay, Suzanne Brodine: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

10. Reports

1. Transportation Committee Report

2. Buildings and Ground Committee Report

3. Principal's Report

4. Superintendent Report

11. Next Regular Meeting

12. Adjournment

Motion to adjourn meeting. Next Meeting is at 7:00 PM on April 13th. Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

Board of Education Regular Meeting
Monday, February 10, 2020 7:00 PM

1. Call to Order
2. Flag Salute
3. Open Meetings Act
4. Roll Call
5. Review of Agenda

Motion to approve the agenda as presented Passed with a motion by Suzanne Brodine and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

6. Citizen's Comments
7. Staff Presentation - Jessica Edeal, School Psychologist
8. Consent Agenda

Motion to approve the Consent Agenda as presented Passed with a motion by JC Ourada and a second by Alicia Beavers.

Morgan Fouts: Abstain (With Conflict), Alicia Beavers: Yea, Suzanne Brodine: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

- 8.1. Approval of Minutes of Previous Meeting(s)
 - 8.1.1. January 13, 2020 Special Board of Education meeting minutes
 - 8.1.2. January 13, 2020 Regular Board of Education meeting minutes
- 8.2. Payment of Invoices
- 8.3. Financial Reports
- 8.4. Year to Date Revenue Report
- 8.5. Year to Date Expenditure Report
9. Old Business
 - 9.1. Superintendent evaluation
 - 9.2. Negotiations
10. Executive Session

Motion to enter into Executive Session at 7:30PM. Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

Motion to exit executive session at 8:30PM. Passed with a motion by JC Ourada and a second by Jeff Meads.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11. New Business

11.1. Motion to Approve resignations: Amanda Hinds, Secondary Special Education and Derrick Pulliam, Elementary Principal

Motion to Approve resignations: Amanda Hinds, Secondary Special Education and Derrick Pulliam, Elementary Principal. Passed with a motion by JC Ourada and a second by Alicia Beavers.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.2. Motion to approve 2020-2021 school calendar

Motion to approve 2020-2021 school calendar as presented. Passed with a motion by Suzanne Brodine and a second by Jeff Meads.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.3. Motion to approve 2020-2021 Educational Service Unit #10 service contact agreements.

Motion to approve all contracts with ESU10 with the exception of the school psychologist portion of the contract. Passed with a motion by Alicia Beavers and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.4. Motion to approve 1st Reading of Elm Creek Public Schools Board policy section 4000 (4001-4260) review and revisions. The attached pages are policies that have revisions other than a date of review added to the bottom of the policy.

Motion to approve 1st Reading of Elm Creek Public Schools Board policy section 4000 (4001-4260) review and revisions. The attached pages are policies that have revisions other than a date of review added to the bottom of the policy. Passed with a motion by JC Ourada and a second by Alicia Beavers.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.5. Motion to approve Principal contracts for the 2020-2021 school year

Motion to approve Principal contracts for the 2020-2021 school year off the current contract with a \$4000 increase. Passed with a motion by JC Ourada and a second by Jeff Meads.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.6. Motion to approve Superintendent evaluation

Motion to approve Superintendent evaluation. Passed with a motion by JC Ourada and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.7. Motion to approve the negotiated agreement with the Elm Creek Education Association for the 2020-2021 school year.

Motion to approve the negotiated agreement with the Elm Creek Education Association for the 2020-2021 school year. Passed with a motion by Suzanne Brodine and a second by Dana Steiner.
Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.8. Accept Auditor Report

Motion to accept Auditor Report as presented. Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.9. Approve purchase and installation of a new sound system for the old gym. (Foundation Donation)

Motion to approve purchase and installation of a new sound system for the old gym. (Foundation Donation). Passed with a motion by Alicia Beavers and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

11.10. Motion to approve Early Graduation request.

Motion to approve Early Graduation request. Passed with a motion by Suzanne Brodine and a second by Morgan Fouts.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

12. Reports

12.1. Transportation Committee Report

12.2. Buildings and Ground Committee Report

12.3. Principal's Report

12.4. Superintendent Report

13. Next Regular Meeting

14. Adjournment

Motion to adjourn meeting at 8:58 PM. Next Meeting is March 9 at 5:30 PM. Passed with a motion by JC Ourada and a second by Suzanne Brodine.

Alicia Beavers: Yea, Suzanne Brodine: Yea, Morgan Fouts: Yea, Jeff Meads: Yea, JC Ourada: Yea, Dana Steiner: Yea

Check Register

Direct

Dep. Invoice	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	

Checks Printed

01 - GENERAL FUND

Bank Account :A - General Fund

00017061	03/09/2020	ALPHAREH		ALPHA REHABILITATION P.C.	
2826	02/29/2020		03/05/2020	SPEECH & OT	436.37
				Check Total	436.37
00017062	03/09/2020	ASKSUP		ASK SUPPLY CO. LLC	
21098	02/07/2020		03/05/2020	FLUORESCENT BULBS	68.40
				Check Total	68.40
00017063	03/09/2020	BLACKHILLS		BLACK HILLS ENERGY	
022120-01	02/21/2020		03/05/2020	225 E BOYD	855.51
022120-40	02/21/2020		03/05/2020	230 E CALKINS	2,667.05
022120-94	02/21/2020		03/05/2020	122 N CHURCH	33.44
				Check Total	3,556.00
00017064	03/09/2020	C&S TRUCK		C&S TRUCK & SALVAGE	
95132	02/20/2020		03/05/2020	Oil Change '08	335.23
95159	02/28/2020		03/05/2020	Change Oil in '18	318.73
				Check Total	653.96
00017065	03/09/2020	CASHWA		Cash Wa Distributing	
12328921	01/17/2020		03/05/2020	CAN LINERS, SOAP	171.65
				Check Total	171.65
00017066	03/09/2020	CENTURY		CENTURYLINK	
02072020	02/07/2020		03/05/2020	Telephone	379.95
				Check Total	379.95
00017067	03/09/2020	CHEMSEARCH		CHEMSEARCH	
3867489	02/28/2020		03/06/2020	Aerosol	184.85
				Check Total	184.85
00017068	03/09/2020	CIRCLESP		CIRCLE S PLUMBING	
1026	02/22/2020		03/05/2020	Repairs - Water Ftn	260.78
1032	02/22/2020		03/05/2020	Urinal Repair	685.13
1033	02/22/2020		03/05/2020	Urinal & stool repair	841.15
				Check Total	1,787.06
00017069	03/09/2020	CONDITION		CONDITIONED AIR MECHANICAL SYSTEMS	
40654	02/05/2020		03/05/2020	Fire Alarm Repairs	1,605.00
40657	02/10/2020		03/05/2020	Leak in Elementary Floor	3,816.00
40673	02/26/2020		03/05/2020	MEZZANINE BOILER SYST	7,947.00
				Check Total	13,368.00
00017070	03/09/2020	EAKESOFF		EAKES OFFICE PRODUCTS	
INV186747	02/07/2020		03/05/2020	Meter Billing Charge	2,669.53

Check Register

Direct

Dep.	Check Number	Check Date	Vendor ID	Vendor Name	Amount
Invoice	Invoice Date	PO Number	PO Date	Description	
Check Total					2,669.53
00017071	03/09/2020	ECOLAB		ECOLAB PEST ELIMINATION	
8613715	02/17/2020		03/05/2020	Pest Elim	71.01
Check Total					71.01
00017072	03/09/2020	ESU10		Educational Service Unit 10	
030120-11	03/01/2020		03/05/2020	Network Op	75.00
030120-12	03/01/2020		03/05/2020	Voc Eval	288.76
030120-78	03/01/2020		03/05/2020	Deaf Ed	465.02
030120-79	03/01/2020		03/05/2020	Phys Therapy	625.28
030120-80	03/01/2020		03/05/2020	Supervision	1,708.82
030120-81	03/01/2020		03/05/2020	OT	1,855.20
030120-84	03/01/2020		03/05/2020	Psych	3,895.58
030120-85	03/01/2020		03/05/2020	Audio	108.92
Check Total					9,022.58
00017073	03/09/2020	FIRSTC		FIRST CARE MEDICAL	
012320	01/23/2020		03/05/2020	DOT Physical	175.00
022120	02/21/2020		03/05/2020	DOT Physical	175.00
Check Total					350.00
00017074	03/09/2020	FOSTERC		CURT FOSTER	
03012020	03/01/2020		03/05/2020	Rent	100.00
Check Total					100.00
00017075	03/09/2020	FOSTFAMI		Foster's Family Foods	
02292020-14	02/29/2020		03/05/2020	FCS, Sped	301.20
Check Total					301.20
00017076	03/09/2020	GOVCONNE		GOVCONNECTION, INC.	
57515556	02/18/2020		03/05/2020	2019 License etc	167.11
Check Total					167.11
00017077	03/09/2020	HOMETOWN		Hometown Leasing	
030720	03/07/2020		03/05/2020	Copiers	1,420.00
Check Total					1,420.00
00017078	03/09/2020	ISLANDSU		Island Supply Welding	
216376	02/29/2020		03/05/2020	Shop	64.96
Check Total					64.96
00017079	03/09/2020	KEARNWIN		KEARNEY WINLECTRIC CO	
25924400	01/30/2020		03/06/2020	Bulbs	21.36
Check Total					21.36
00017080	03/09/2020	KELLYSA		KELLY'S SALES & AG SERVICE	
20635	02/13/2020		03/06/2020	2007 Van	881.71

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
	20636	02/13/2020		03/06/2020	2016 Van	111.45
	20637	02/13/2020		03/06/2020	2014 Van	111.45
					Check Total	1,104.61
00017081		03/09/2020	KENDALLH		KENDALL HUNT PUBLISHING CO	
	12288494	02/20/2020		03/06/2020	SINDT - SCIENCE	49.70
					Check Total	49.70
00017082		03/09/2020	KSBSCHOOL		KSB SCHOOL LAW	
	7542	03/02/2020		03/06/2020	LEGAL SERVICES	94.50
					Check Total	94.50
00017083		03/09/2020	LINWELD		MATHESON TRI GAS	
	51591111	02/29/2020		03/06/2020	SHOP	171.76
					Check Total	171.76
00017084		03/09/2020	MENARDS		MENARDS - KEARNEY	
	93910	12/26/2019		03/06/2020	BOLTS, PAINT, WOOD	176.50
	96208	02/11/2020		03/06/2020	PAINT, DSNFCT, BULBS	107.94
	97095	02/29/2020		03/06/2020	WOOD, STOPS RUST	188.31
					Check Total	472.75
00017085		03/09/2020	MIDSTATEI		MID-STATES INSURANCE AGENCY	
	10212019	10/21/2019		03/06/2020	BOND RENEWAL	150.00
					Check Total	150.00
00017086		03/09/2020	MOSAIC		MOSAIC	
	AXT0220-31	03/03/2020		03/06/2020	FEBRUARY 2020	3,558.24
					Check Total	3,558.24
00017087		03/09/2020	NPPD		NEBRASKA PUBLIC POWER DISTRICT	
	021720-6740	02/17/2020		03/06/2020	BUS BARN	62.14
	021720-6744	02/17/2020		03/06/2020	BALLFIELD	51.05
	021720-6748	02/17/2020		03/06/2020	230 E CALKINS	4,441.69
					Check Total	4,554.88
00017088		03/09/2020	OKEEFELE		O'KEEFE ELEVATOR COMPANY, INC	
	01408108	03/06/2020		03/06/2020	State Testing	275.00
					Check Total	275.00
00017089		03/09/2020	PAYFLEX		PAYFLEX SYSTEMS USA	
	031020	03/10/2020		03/06/2020	FLEX PLAN	150.00
					Check Total	150.00
00017090		03/09/2020	PEPPERJW		JW PEPPER	
	255308018	01/11/2020		03/06/2020	CHOIR MUSIC	17.79
					Check Total	17.79

Check Register

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name Description	Amount
	00017091	03/09/2020	PIONEERTE	PIONEER TELEPHONE	
	03012020	03/01/2020		03/06/2020 LONG DISTANCE	103.59
				Check Total	103.59
	00017092	03/09/2020	PSAT	COLLEGE ENTRANCE EXAM BOARD	
	382034372A	02/11/2020		03/06/2020 280760	78.00
				Check Total	78.00
	00017093	03/09/2020	SAHLING	SAHLING KENWORTH-KEARNEY	
	041S220034	02/10/2020		03/06/2020 DOT INSPECTION 2015	143.10
				Check Total	143.10
	00017094	03/09/2020	SERVICE	SERVICEMASTER OF MID NE	
	18000	02/29/2020		03/06/2020 2010 FACILITY	3,784.87
	18001	02/29/2020		03/06/2020 ELEM FACILITY	4,061.15
				Check Total	7,846.02
	00017095	03/09/2020	STATENE	STATE OF NEBRASKA	
	1204970	02/01/2020		03/06/2020 NETWORK SERVICE	409.88
				Check Total	409.88
	00017096	03/09/2020	VERIZON	VERIZON WIRELESS	
	9847759909	02/27/2020		03/06/2020 CELL PHONE	29.38
				Check Total	29.38
	00017097	03/09/2020	VILLAGEE	Village Of Elm Creek	
	022920	02/29/2020		03/06/2020	742.50
				Check Total	742.50
	00017098	03/09/2020	VILLAGEU	VILLAGE UNIFORM	
	FEB INVOICES	02/29/2020		03/06/2020 RAGS ETC	20.20
				Check Total	20.20
	00017099	03/09/2020	WELLSF	WELLS FARGO BUSINESS CARD	
	022520	02/25/2020		03/06/2020 SULLIVAN WORKSHOP	45.00
				Check Total	45.00
	00017100	03/09/2020	WELLSFARG	Wells Fargo Card Services	
	022520	02/25/2020		03/06/2020 SPED, PRESCH, NURSE, SHOP	285.70
				Check Total	285.70
	00017101	03/09/2020	WEXBANK	WEX BANK	
	64104705	02/29/2020		03/06/2020 FUEL	2,326.19
				Check Total	2,326.19
	00017102	03/09/2020	WOODWARDS	WOODWARDS DISPOSAL SERVICE	
	NO8911-806	02/24/2020		03/06/2020 DOC DESTRUCTION	25.00

ALL Data

Check Register

Arranged by:
Check Number

Direct

Dep.	Check Number Invoice	Check Date Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Amount
					Check Total	25.00
00017103		03/09/2020	ECLUNCH		Lunch Fund	
	030620	03/06/2020		03/06/2020	Xfer	10,000.00
					Check Total	10,000.00
01 - GENERAL FUND Totals:						67,447.78
Total of Checks Printed:						67,447.78
Report Total:						67,447.78

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2019 to 02/29/2020.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
ECHS	Elm Creek High School							
A	Athletics							
	3030		Uniforms	-5,319.14	0.00	567.41	0.00	-5,886.55
	3031		Basketball	-2,325.37	23,111.10	21,742.01	0.00	-956.28
	3033		Cheer	-6,116.37	11,771.42	2,291.18	-2,415.87	948.00
	3034		Cross Country	-295.44	0.00	380.00	0.00	-675.44
	3035		Football	-6,707.63	16,254.81	17,410.92	0.00	-7,863.74
	3038		Golf	-2,039.71	0.00	0.00	0.00	-2,039.71
	3041		Track	-5,100.54	1,437.05	980.32	-1,437.05	-6,080.86
	3042		Volleyball	-2,384.81	9,168.30	12,690.80	0.00	-5,907.31
	3044		Wrestling	-5,353.22	810.00	3,135.64	0.00	-7,678.86
		A	Totals:	-35,642.23	62,552.68	59,198.28	-3,852.92	-36,140.75
B	Activities							
	1739		Speech	-2,066.21	2,859.25	62.00	-1,754.00	-1,022.96
	1748		School Play	671.80	0.00	0.00	0.00	671.80
	1749		One Act Play	-471.31	2,306.60	1,111.78	-583.15	140.36
	2038		Drama	0.00	0.00	0.00	0.00	0.00
	2084		Fine Arts	0.00	0.00	0.00	0.00	0.00
		B	Totals:	-1,865.72	5,165.85	1,173.78	-2,337.15	-210.80
C	Clubs & Organizations							
	1740		ESports	-2,390.09	1,038.25	263.42	-623.90	-2,239.16
	1742		Mock Trial	141.85	0.00	0.00	0.00	141.85
	1743		Band Club	880.73	30.00	0.00	0.00	910.73
	1744		Choir Club	0.00	0.00	0.00	0.00	0.00
	3001		Stu Council	201.12	1,735.06	1,376.03	-597.80	-37.65
	3002		FFA	3,351.32	17,339.06	12,377.25	-294.70	8,018.43
	3003		FCCLA	4,417.64	0.00	57.25	0.00	4,360.39
	3005		NHS	892.52	2,866.11	2,312.83	0.00	1,445.80
	3032		Boys Basketball Club	501.61	3,554.50	3,405.81	-100.27	550.03
	3036		Football Club	3,041.78	1,857.58	1,557.53	35.00	3,376.83
	3037		Girls Basketball Club	630.16	1,302.26	1,057.76	-291.05	583.61
	3043		Volleyball Club	953.59	3,809.00	6,414.01	0.00	-1,651.42
	3045		Wrestling Club	1,466.14	6,019.50	1,658.50	0.00	5,827.14
	3046		Cross Country Club	364.81	1,282.51	570.00	-602.70	474.62
	3047		Golf Club	1,145.79	4,003.11	0.00	-1,436.40	3,712.50
	3048		Track Club	3,665.61	1,535.25	0.00	-365.30	4,835.56
	3049		Quiz Bowl	1,450.41	0.00	198.00	0.00	1,252.41
		C	Totals:	20,714.99	46,372.19	31,248.39	-4,277.12	31,561.67

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2019 to 02/29/2020.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
D	Special Funds							
	1766		ACC RDR	2,749.49	447.70	0.00	0.00	3,197.19
	1767		Elem Playground	0.00	0.00	0.00	0.00	0.00
	1768		Stampede Stand	-1,957.06	20.00	0.00	0.00	-1,937.06
	2049		SRS Gifts	-677.51	0.00	0.00	0.00	-677.51
	2082		Board Scholarship	252.54	1,237.92	0.00	-1,237.92	252.54
	2086		Presidential Freedom Schol	83.64	0.00	0.00	0.00	83.64
	2087		Attend/Val Sch	-188.62	733.05	0.00	-449.20	95.23
	2088		FKC Scholarships	671.73	878.50	0.00	-515.00	1,035.23
		D	Totals:	934.21	3,317.17	0.00	-2,202.12	2,049.26
E	Classes							
	2017		Class of 2017	0.00	0.00	0.00	0.00	0.00
	2018		Class of 2018	-336.81	0.00	0.00	0.00	-336.81
	2019		Class of 2019	82.27	0.00	0.00	0.00	82.27
	2020		Class of 2020	1,227.73	713.72	836.22	0.00	1,105.23
	2021		Class of 2021	5,772.92	143.25	0.00	-148.05	5,768.12
	2022		Class of 2022	3,074.78	955.80	296.50	-314.10	3,419.98
	2023		Class of 2023	1,979.02	2,017.25	250.00	-1,221.45	2,524.82
	2024		Class of 2024	326.04	2,491.70	0.00	-821.96	1,995.78
		E	Totals:	12,125.95	6,321.72	1,382.72	-2,505.56	14,559.39
F	School							
	1745		Band	7,375.82	1,389.00	1,328.98	-316.00	7,119.84
	1746		Choir	-121.19	0.00	1,614.79	0.00	-1,735.98
	2044		Circle of Friends	659.71	0.00	0.00	0.00	659.71
	3000		Annual/Yearbook	-10,436.21	910.00	0.00	0.00	-9,526.21
	3006		Pop - Chesterman	1,683.47	0.00	2,635.60	6,994.16	6,042.03
	3040		Concessions	-2,709.12	17,208.37	25,163.36	7,608.02	-3,056.09
		F	Totals:	-3,547.52	19,507.37	30,742.73	14,286.18	-496.70
G	District							
	1741		PreSchool	0.00	0.00	0.00	0.00	0.00
	1751		FOB	3,500.00	0.00	0.00	0.00	3,500.00
	1752		Technology	36,989.49	810.00	6.00	0.00	37,793.49
	2040		General District	-15,457.57	19,218.78	15,899.59	0.00	-12,138.38
	2041		CCC-Dual Credit Course	665.35	1,580.00	1,700.00	0.00	545.35
	2045		Insurance	-10,909.02	39,960.72	35,954.48	1,237.92	-5,664.86
	2046		Payflex Reimbursement Plan	0.00	0.00	0.00	0.00	0.00
	2051		Miscellaneous Funds	22,715.95	682.00	532.00	0.00	22,865.95
	2085		Sign Adv	2,372.83	0.00	0.00	0.00	2,372.83
	3029		GENERAL ACTIVITIES	23,036.75	7,862.93	2,683.74	-314.23	27,901.71
	3039		Gym Rent	6,589.50	0.00	0.00	0.00	6,589.50
		G	Totals:	69,503.28	70,114.43	56,775.81	923.69	83,765.59

Current Cash Balance

Sorted by Site ID, Group ID, Activity ID.
From 09/01/2019 to 02/29/2020.

Site ID Group ID	Site Name Group Name	Activity ID	Activity Name	Beginning Cash	Receipts	Disbursements	Adjustments	Cash Balance
H	Miscellaneous							
	2037		Special Committee	220.22	65.00	0.00	0.00	285.22
	2050		Courtesy Committee	27.96	620.00	25.00	0.00	622.96
	4000		Checking Acct Interest	0.00	0.00	0.00	0.00	0.00
		H	Totals:	248.18	685.00	25.00	0.00	908.18
		ECHS	Totals:	62,471.14	214,036.41	180,546.71	35.00	95,995.84
			Report Totals:	62,471.14	214,036.41	180,546.71	35.00	95,995.84

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR March 9, 2020

GENERAL FUND - ACCT NO. 137766 (Reconciled 3-2-2020)

BANK BALANCE February 1, 2020		\$	587,914.10
RECEIPTS	AMERICAN LIBRARY ASSN - MINI GRANT	\$	300.00
	BUFFALO COUNTY CLERK - Witness Fees	\$	58.56
	BUFFALO COUNTY - TAXES	\$	122,088.53
	BUILDING FUND FROM JANUARY	\$	(10,855.67)
	CCC - Dual Credit Course	\$	1,896.90
	Dawson County (pt is building acct funds)	\$	4,316.06
	ESU #10 - Peak, Perkind, Title II-A	\$	1,580.00
	LIFETOUCH	\$	220.00
	PHELPS COUNTY - TAXES	\$	68,846.73
	PRESCHOOL	\$	1,860.00
	STATE - APPORTIONEMENT	\$	42,715.42
	STATE OF NE	\$	577.38
	STATE AID	\$	16,566.00
	STATE-Sped Reimbursement 18-19	\$	<u>39,591.00</u>
	TOTAL RECEIPTS	\$	289,760.91
AVAILABLE BALANCE		\$	877,675.01
DISBURSEMENTS:			
	Bills Paid February, 2020	\$	43,480.57
	Payroll	\$	<u>335,891.47</u>
	TOTAL DISBURSEMENTS	\$	379,372.04
BOOK BALANCE February 29, 2020		\$	498,302.97

DEPRECIATION FUND - ACCT NO 14832

BALANCE February 1, 2020		\$	62,280.36
Expenses		\$	-
INTEREST		\$	-
CORRECTION FROM JANUARY		\$	<u>3,089.00</u>
BOOK BALANCE February 29, 2020		\$	65,369.36

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR March 9, 2020

CERTIFICATES OF DEPOSIT THRU February 29, 2020

#6692	Bus Depreciation	\$	12,067.61
#6233	Track Maintenance - Issued 8/31/09	\$	17,072.40
#6013	Track Maintenance	\$	57,922.35
#2232	Unemployment	\$	11,220.71
#6482	Track Maintenance - Issued 8/31/2011	\$	10,482.30
	CERTIFICATE TOTALS	\$	108,765.37

BUILDING FUND (Reconciled 3-2-20)

Balance February 1, 2020	\$	38,746.73
BUFFALO COUNTY	\$	2,202.94
DAWSON COUNTY	\$	105.86
GENERAL FUND FROM JANUARY	\$	10,855.67
INTEREST	\$	5.75
Phelps County	\$	1,249.94
ELECTRONIC CONTRACTING	\$	43,150.00
CORRECTION - TO DEPRECIATION	\$	3,089.00
BALANCE February 29, 2020	\$	6,927.89

BOND FUND (OPENED 11-12-09)

Balance February 1, 2020	\$	169,967.77
RECEIPTS- BUFFALO	\$	15,392.25
RECEIPTS - DAWSON COUNTY	\$	614.06
RECEIPTS - PHELPS COUNTY	\$	9,074.39
DISBURSEMENTS (Principal & Interest Payment)	\$	-
BALANCE February 29, 2020	\$	195,048.47

SAM/DUNS ACCOUNT (REAP-1173)

(Reconciled)

BALANCE February 1, 2020	\$	10,193.40
DISBURSEMENTS	\$	-
BALANCE February 29, 2020	\$	10,193.40

ELM CREEK SCHOOL BOARD TREASURER'S REPORTS
FOR March 9, 2020

LUNCH FUND

BANK BALANCE February 1, 2020 (Reconciled 3-4-2020) \$ 4,020.23

RECEIPTS

LUNCH SALES	\$	8,045.53
EFUND PAYMENTS	\$	672.00
Federal Reimbursement Breakfast	\$	1,713.52
Federal Reimbursement Lunch	\$	5,403.63
State Reimbursement Lunch	\$	-
State Reimbursement Breakfast	\$	-
TRANSFERS FROM GENERAL ACCT	\$	-
TOTAL RECEIPTS	\$	15,834.68

AVAILABLE BALANCE \$ 19,854.91

DISBURSEMENTS

Food/Groceries/Milk Etc.	\$	10,339.34
General Expenses	\$	48.20
Supplies	\$	287.00
February Payroll	\$	9,275.39

TOTAL DISBURSEMENTS \$ 19,949.93

BALANCE February 29, 2019 \$ (95.02)

March Bills

BERNARD FOODS	\$	-
CASHWA	\$	2,347.92
FOSTERS	\$	77.90
HEARTLAND REFRIGERATION	\$	-
HERITAGE FOOD SERVICE GROUP	\$	-
HILAND (MILK)	\$	1,522.39
NE FOOD DISTRIBUTION PROGRAM	\$	-
US FOODS (THOMPSON)	\$	2,029.08
VILLAGE UNIFORM (TOWELS ETC)	\$	33.80

\$ 6,011.09

Personnel - All Employees (& Students)Anti-discrimination, Anti-harassment, and Anti-retaliation**A. Elimination of Discrimination.**

The Elm Creek Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Elm Creek Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: High School Principal, 230 East Calkins Ave., Elm Creek, NE 68836 (308) 856-4300.

Employees and Others: Superintendent of Schools, 230 East Calkins Ave., Elm Creek, NE 68836 (308) 856-4300.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.**1. Purpose:**

The Elm Creek Public Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply

with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will **aim to** complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeframe**. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct

was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and
- d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the

investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.

- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees:
 - i. Know the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how and to whom to report any incidents of discrimination.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti-discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.

- b. The District's current anti-discrimination, anti-harassment, and anti-retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.
- e. Potential consequences for violating the District's anti-discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: August 10, 2015

Date of Review: March 9, 2020

Notice of Nondiscrimination

The Elm Creek Public Schools District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: High School Principal, 230 East Calkins Ave., Elm Creek, NE 68836 (308) 856-4300

Employees and Others: Superintendent of Schools, 230 East Calkins Ave., Elm Creek, NE 68836 (308) 856-4300.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Designation of ADA and 504 Coordinator

Elm Creek Public Schools does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities.

The Superintendent shall either coordinate or designate one or more persons to coordinate Elm Creek Public Schools compliance with the requirements of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended (ADA and Section 504).

The Coordinator shall take such actions as required to maintain compliance with such laws, to provide information concerning such laws and their applicability to the services, programs, or activities of the District, and to resolve any complaints or grievances related to alleged non-compliance by the District with such laws.

In the event an employee has a disability and is in need of a reasonable accommodation to perform the employee's duties or to otherwise receive benefits and privileges of employment equal to those enjoyed by similarly-situated employees without a disability, the employee is to inform their supervisor and request a meeting with the ADA Coordinator to discuss the provisions of reasonable accommodations.

In the event a student has a disability and needs or is believed to need special education or related services, the 504 Coordinator shall initiate the 504 evaluation and accommodation process.

The Board of Education has adopted a plan regarding the accessibility requirements of persons with disabilities who use the school facilities as required by the ADA and Section 504. Members of the public may review the accessibility plan by contacting the Superintendent at the school's administrative offices. Comments or complaints regarding accessibility of district facilities shall be made to the Superintendent for resolution.

**Complaint Form
Discrimination, Harassment or Retaliation**

The Elm Creek Public School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: High School Principal, 230 East Calkins Ave., Elm Creek, NE 68836 (308) 856-4300.

Employees and Others: Superintendent of Schools, 230 East Calkins Ave., Elm Creek, NE 68836 (308) 856-4300.

Name: _____

Date: _____

(1) Description of the complaint: _____

_____.

(2) Names of any witnesses to the matter being complained about: _____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____.

(5) Relief requested (what I want done in response to this complaint):

_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Received by: _____

Signature: _____

Date: _____

Personnel - All EmployeesDuty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.
2. Teachers shall make arrangements to be available to students after school. Unless otherwise specified by the Superintendent or by negotiated agreement, members of the professional staff shall be on duty 30 minutes before the start of school and 30 minutes after the end of the day to plan and to carry out their individual professional responsibilities as determined by the Superintendent and the building principals. Teachers shall be provided with a one half hour duty free lunch period.
3. All other staff shall be on duty as determined by the Superintendent.
4. No teacher or other school employee shall 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.

Rights, Responsibilities and Duties

Any person employed with the Elm Creek Public Schools agrees to perform the responsibilities and duties as assigned in a safe and efficient manner.

All employees must follow all Elm Creek Public Schools policies, regulations, assessment and curriculum guidelines, testing procedures and protocols, directives, work rules, professional agreements, employee handbooks, and procedural handbooks/manuals. All employees shall obey all lawful and proper orders, instructions, and directives issued by a supervisor either orally or in writing.

Employees are accountable for the proper use and care of District equipment and supplies.

Adherence to Copyrights and Patent Laws

It is the intent of the Elm Creek Public Schools to adhere to the provisions of U.S. Copyright Law and the Patent Act. All parties are prohibited from using, copying or transmitting materials specifically allowed by fair use, copyright or patent law, licenses or contractual agreements or permission. All staff shall be responsible for informing themselves and reviewing relevant information to copyright and patent rules, fair use, District licenses or contractual agreements. Anyone who disregards this copyright and patent policy is in violation, assumes all responsibility for infringement, including possible civil liability and criminal prosecution and may be subject to disciplinary action including termination from employment. The District does not assume any legal responsibility for any infringement of copyrights, patents, or other proprietary rights.

All staff shall also respect the copyright, patent and proprietary rights of any materials accessed through the District's network system or technology resources. Staff may not use or duplicate copyrighted or patented materials, graphics, software (including district-owned or licensed software) or other proprietary material without permission from the copyright or patent holder, unless the use fall within fair use parameters, licenses, or contractual agreements or permissions, whether for personal use or for the use of others.

Date of Adoption: October 14, 2013

Date of Revision: March 9, 2020

PersonnelTobacco Policy

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings. For purposes of this policy, tobacco means any tobacco product (including, but not limited to cigarettes, cigars and chewing tobacco), vapor products (such as e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Legal Reference: Neb. Rev. Stat. " 71-5716 to 5734 (Nebraska Clean Indoor Air Act)

Date of Adoption: March 9, 2020

Personnel - All Employees

Unauthorized Purchases

Any employee who orders any supplies or equipment without express authorization of the Superintendent or building principal may be personally liable for payment of the bill for the material so ordered.

All authorized purchases shall have a corresponding purchase order.

Date of Adoption: October 14, 2013

Date of Revision: March 9, 2020

Personnel - All EmployeesNotification of Arrest, Criminal Charges, and Certificate, License or Child Abuse Complaints

Employees must notify the Superintendent by the next working day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives our students, including on extracurricular activities; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - d. **The crime relates to alleged violence, force, coercion, or sexual misconduct.**
 - e. The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - f. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.
2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy.

As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, up to and including termination.

Date of Adoption: October 14, 2013

Date of Review: March 9, 2020

PersonnelGrievance Procedures

Informal Resolution

The parties believe it is usually most desirable for an employee and their immediate supervisor to resolve problems through free and informal communications. When requested by the employee, a representative of the Association may assist in this informal resolution. However, when the grievance remains unresolved, then the grievance shall be processed as follows:

Step 1

The grievant shall present a written grievance to the employee's Principal within ten (10) working days of the event giving rise to the grievance. A meeting with the Principal shall be held within three (3) working days of the filing of the grievance. The Principal shall provide a written response to the grievance within two (2) working days of the meeting.

Step 2

If not resolved at Step 1, the grievant may appeal the Principal's decision by filing a written appeal with the Superintendent within five (5) working days of the receipt of the Principal's decision. The Superintendent and/or their designee shall arrange for a meeting with the grievant within five (5) working days of the receipt of the appeal. The Superintendent shall issue a written decision within four (4) working days of the date of the meeting.

Step 3

If not resolved at Step 2, the grievant may appeal the Superintendent's decision by filing with the Board President a written appeal within five (5) working day of the receipt of the Superintendent's decision. The Board President shall schedule a hearing on the grievance before the Board of Education within ten (10) working days from the date the appeal is received. The hearing shall be held no later than thirty (30) days from the receipt of the appeal. Each party shall have the right to call such witnesses as it deems necessary to develop facts pertinent to the grievance. The Board shall issue a written decision within five (5) working days from the date of the hearing to both the grievant and the Association.

The parties agree that the use of the grievance procedure is discretionary and is not a condition to presenting a claim for violation or variance of this agreement or an individual employment contract before a court of competent jurisdiction.

Date of Adoption March 9, 2020

PersonnelNon-Certified StaffBus Drivers

Bus drivers are selected from qualified applicants by the superintendent and recommended to the Board of Education for employment. Bus drivers must meet all the requirements prescribed by Nebraska Law.

Regular bus drivers are paid at a rate established annually by the Board of Education. Bus drivers receive three days sick leave per year non-accumulative with one of those days available to be used for personal leave with the permission of the administration. Bus drivers are entitled to none of the insurance benefits.

Bus drivers will be paid at an hourly rate established annually by the Board for school activity and field trips.

Except as may otherwise be established by the Board, the pay for each trip on a regular route shall be the total annual pay divided by the total scheduled trips. This amount shall be deducted for each trip that a substitute must be hired. Substitute drivers will be paid an amount calculated according to the procedures outlined above.

Legal Reference: Neb. Rev. Stat. ' 79-608
NDE Rules 91 and 92

Date of Adoption: October 14, 2013

Date of Review March 9, 2020

Anti-Drug Plan

Transportation Employees

The Omnibus Transportation Employee Testing Act of 1991 requires alcohol and drug testing of safety-sensitive employees in the aviation, motor carrier, railroad and mass transit industries. The Federal Highway Administration requires alcohol and drug testing of drivers who are required to have a commercial driver's license.

Elm Creek Public Schools has a vital interest in maintaining safe, healthful and efficient working conditions for all of its employees. Being under the influence of a drug or alcohol on the job poses serious safety and health risks, not only to the user, but to all those who work with or otherwise come in to contact with the user. The possession, use, or sale of illegal drugs or alcohol on the job also poses unacceptable risks for safe, healthful and efficient operations.

It is the School District's right, obligation, and intent to maintain a safe, healthful, and efficient working environment for all of its employees and to protect district property, equipment, and operations from the risks associated with drug and alcohol use in the workplace. Employee's in 'safety-sensitive' positions, as defined by the Omnibus Transportation Employee Testing Act of 1991 and regulations promulgated thereunder, including employees whose position requires a commercial driver's license (CDL), shall be tested for alcohol and controlled substances as required by law.

Pre-Employment Testing

Elm Creek Public Schools requires all applicants it intends to hire to be tested for the use of controlled substances as a pre-qualification condition. Applicants who test positive for the use of controlled substances, or who refuse to submit to such testing, will be disqualified from further hiring consideration.

Post-Accident/Injury Testing

As soon as practicable following an accident involving a commercial motor vehicle, the District will require an alcohol test for the surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved:

- a. A citation under State or local law for a moving traffic violation arising from the accident
- b. A fatality
- c. Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or,
- d. One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

A driver who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the District to have refused to submit to testing.

Random Testing

Federal regulations also require random testing of commercial licensed drivers for controlled substances. The regulations specify that such test must equal or exceed 50% of the total number of drivers on an annual basis. All drivers will be required to submit to testing for controlled substances under random testing procedures establish by the District.

Elm Creek Public Schools Little Buffs Preschool Handbook 2020-2021

(revised August 1, 2020)



Love BLUE, Live GOLD!

In compliance with Title II of the Educational Amendments of 1976; Title VI of the Civil Rights Act of 1972; Section 504 of the Rehabilitation Act of 1978; and all other Federal, State, School rules, laws, regulations, and policies, the Buffalo County School District No. 9 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or handicap in the educational programs of activities, which it operates.

Specified complaints of alleged discrimination should be referred to:

Title IX Coordinator
Section 504 Coordinator – **Dr. Bret Schroder**
230 Calkins Street, P.O. - Box #490
Elm Creek, Nebraska 68836

**Elm Creek "Little Buff" Preschool
Parent/Student Handbook: 2020 - 2021 School Year**

Intent of Handbook:

This handbook provides information unique to the Little Buff's Preschool and is supplemental to the Elm Creek Elementary Handbook.

Members of the Board of Education:

Mr. JC Ourada	Mrs. Suzanne Brodine	Mr. Jeff Meads
Mr. Morgan Fouts	Mrs. Alicia Beavers	Mrs. Dana Steiner

Preschool Staff

Name	Position	Office Phone
	PK-6 Principal	856-4300 ex 1604
Mrs. Jessica Sullivan	Preschool Teacher	856-4300 ex 1104
Mrs. Betsy Dueland	Preschool Paraprofessional	856-4300 ex 1104
Mrs. Lacey Bouc	Special Education	856-4300 ex 1208
Mrs. Cindy Carlton	Speech Pathologist	856-4300 ex 1303

District Mission Statement:

The Elm Creek School District uses a whole child approach to help all young people become productive and engaged citizens. Our students will be problem solvers and creative thinkers and able to make positive choices about their education, future, and the community.

Enrollment

The Little Buffs Preschool is open to children based upon the following criteria: (Students with greatest priority are listed first)

1. District 4 year old students with an IEP or IFSP
2. District 4 year old students
3. District 3 year old students with an IEP or IFSP
4. Out of District 4 year old students
5. District 3 year old students
6. Out of District 3 year old students

August 1st of that school year. Any child who turns 5 (five) years of age prior to August 1st of that school year will not be eligible to attend the Little Buffs Preschool.

The intent of the Little Buffs Preschool is to give all students within the Elm Creek School District the opportunity to gain social and educational skills that help prepare them to be successful upon entering Kindergarten. Students residing within the boundaries of Elm Creek Public Schools will be given priority over students whose domicile is within a different school district. Should space be available within the maximum capacity of the Little Buffs Preschool, after all district students are placed, non-resident students may be accepted into the program up to the limit permitted. Our capacity is 20 students in the morning session and 20 students in the afternoon session. In an effort to maximize the spaces available, students of varying ages may

be enrolled in either session. Priority will be given to resident students who will be eligible to attend Kindergarten the following year. **Resident 3 and 4 year old children automatically qualify for the Little Buffs Preschool should they have a verified handicapping condition associated with an Individualized Education Plan (IEP or IFSP).**

Due to changing demographics within the Elm Creek Public Schools, preschool eligibility will be re-evaluated on a continual basis. Should it become necessary to remove students from the Little Buffs Preschool program to accommodate new qualifying resident children, the following criteria will be considered:

1. **Residency within the district**
2. **At risk factors associated with the student**
3. **Age of student (youngest to oldest)**

Notice of removal will be sent to affected parent(s)/guardian(s) 14 days in advance of removal so that there will be time to make other arrangements for their child(ren).

The enrollment window begins on April 15th. We encourage parents to fill out and return the enrollment form as soon as possible after April 15th to help with preschool planning for the following school year. The enrollment form is located at the end of the handbook.

Preschool Format

Play is such an important way for children at this age to be learning. This is why we will have a 1-hour block of playtime and 30 minutes of outside playtime. Children that are at the preschool age are developing social skills and learning academic skills through play. Through social interaction with their peers they are developing problem-solving skills, they are learning to be empathetic towards others, they are gaining self-confidence and learning how to be cooperative. These are just a few of the things that they are developing. As a public program we are required to "Include exploratory play during a majority of the daily schedule." And also to "Provide at least one outdoor play period (weather permitting) daily." We will have small groups and large group time where we teach specific skills as well.

Attendance

Regular attendance is expected of all students on days that school is in session. The School Year Calendar is available on the school website. Preschool will begin one week after the K-12 students begin in August, due to mandatory home visits. The last day of preschool will be communicated to parents, as it will be determined due to the number of hours needed to be in session and the necessity to facilitate the end of the year home visits.

Morning Session	7:45 am - 11:15 am.
Afternoon Session	11:50 am - 3:20 pm.

Planned Absences

Parents who know in advance that a student will be absent must call the school (308) 856-4300 or send a written note at the earliest possible date. Parents should make every attempt to schedule medical and other appointments after school hours when possible. Parents should contact the school secretary or the teacher directly if a child is going to be absent from school.

Absences due to Illness

If your child is ill, please call the school as soon as possible. If your child becomes ill at school, the school will contact parents or emergency contacts if parents are unable to answer the call. If your child is running a fever they must stay home. They will need to be fever free for 24 hours before returning to school. Please call the school to notify them that the child will be out of school due to the fever from the previous day.

Clothing and Attire

Students must come to school dressed in clean, neat and appropriate clothing. Attire that is easily cleaned. Children should be toilet trained in order to attend and dressed in clothing that enables them to use the restroom independently without assistance. They will need to have a paint shirt that will be used for various activities. Students will be going outside every day (weather permitting) therefore good sneakers, or shoes they can move around easily and run in are best. Students do go outside when it is very cold. The preschool playground is sheltered nicely from the wind and as long as it is above 10 degrees (wind chill factored in) students will go outside. Make sure that your child is dressed for cold weather, MITTENS work best for little hands, hats, coats, and boots when there is snow on the ground.

Child Custody

In most cases when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Food Service

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Please let us know if your child has any food allergies. Children who attend the morning session will eat first thing in the morning. The cost of this will be \$1.65. Children are allowed to bring a breakfast with them, they will still be able to purchase a milk if they bring their own breakfast. The afternoon session will eat shortly after arrival. The cost of this meal is \$2.45. Children are allowed to bring a lunch with them, they will still be able to purchase a milk if they do not eat the school lunch.

Each session will also have a daily snack that will be provided by the school.

Birthday/Special Treats

Birthday/special treats are not allowed to be brought to school.

Notice of Non-Discrimination

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Drop-off Procedures

Morning preschool begins at 7:45 am. Unless arrangements have been made, students should not arrive before 7:45 am. Preschool students should enter through the South side of the Elementary building. The doors will be opened by the preschool teacher or paraprofessional at 7:45 am. There is no supervision of children before this time. There is no need for them to be at the school any earlier than this time. PLEASE DO NOT HAVE THEM GO TO THE GYM WITH THE ELEMENTARY STUDENTS! You are welcome to walk your child in to the classroom, however we do ask that you do not linger, it is easier for them if you say your goodbyes and leave quickly. You will need to exit through the same doors that you entered.

Afternoon preschool begins at 11:50 am. Preschool students should enter through the South side of the Elementary building. The doors will be opened by the preschool teacher or paraprofessional at 11:50 am. There is no supervision of children before this time. There is no need for them to be at the school any earlier than this time. You are welcome to walk your child in to the classroom, however we do ask that you do not linger, it is easier for them if you give them if you say your goodbyes and leave quickly. You will need to exit through the same doors that you entered.

ONLY YOU AND YOUR CHILD ARE TO ENTER THOSE DOORS. IF YOU HAVE OTHER STUDENTS WITH YOU

THEY NEED TO ENTER THROUGH THE MAIN SCHOOL ENTRANCE. IF YOU ARRIVE LATE YOU WILL NEED TO ENTER THROUGH THE MAIN SCHOOL ENTRANCE.

Dismissal Procedures

Morning preschool dismisses at 11:15 and afternoon preschool dismisses at 3:20. We ask that you be here no later than 5 minutes after dismissal to pick your student up. We will dismiss students at the same south doors that you drop your child off at. If you are running late, please notify the school. Also, your child may be taken to the office for you to pick them up if you are late.

Payment

The cost of Preschool is \$75.00 a month unless your family qualifies for free/reduced lunches. Payment each month is expected by the 15th of the month. You may pay for more than one month at a time; just make a note of what month(s) you are paying for with each check.

**Unpaid monthly tuition balances may result in unenrollment from the preschool program.

Website

The handbook for the school, the school calendars, and lots of other information can be found on the school website ecbuffs.com.

**RECEIPT OF 2020-2021 PARENT-STUDENT
LITTLE BUFF PRESCHOOL HANDBOOK**

This signed receipt acknowledges receipt of the 2020-2021 Parent-Student Handbook of Elm Creek Little Buff Preschool. This receipt acknowledges that it is understood that the handbook contains student conduct, discipline rules, and a parent /school compact. The undersigned, as student, agrees to follow such conduct, discipline rules, and a parent /school compact. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination. The Handbook is located on the school website (elmcreekschools.org) The handbook is available in the school outside of the preschool room. A link will be sent to all parents as well.

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING ELM CREEK ELEMENTARY SCHOOL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Parent or Legal Guardian's Signature: _____ Date: _____

Return to: **Preschool School Teacher**

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

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

The following members voted against the same: _____.

The following members were absent or not voting: _____.

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

DATED this ____ day of _____, 20__.

ELM CREEK PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the 2020-2021 School Year. The Board of Education hereby sets forth the maximum number of option students for the 2020-2021 school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building that has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten	30	25	5
First	36	30	6
Second	30	25	5
Third	25	20	5
Fourth	30	27	3
Fifth	30	21	9
Sixth	40	35	5
Building Capacity, Elementary	221	183	38
Level I Elementary Special Education	20	20	0
Level II & III Elementary Special Education	-	-	-
Seventh	40	17	23
Eighth	40	22	18
Ninth	40	22	18
Tenth	40	25	15
Eleventh	40	21	19
Twelfth	40	32	8
Building Capacity, 7-12 School Attendance Center	240	139	101
Level I grades 7-12 School Special Education Program	20	20	0
Level II and III grades 7-12 School Special Education	-	-	-

**MEMORANDUM OF UNDERSTANDING
BETWEEN COUNTY OF BUFFALO AND _____
PUBLIC SCHOOLS REGARDING SCHOOL
DISCIPLINE, SCHOOL RESOURCE OFFICERS, AND
ACTIVE SHOOTER SOFTWARE**

This Memorandum of Understanding (MOU) is made and entered as of the date fully executed below, by and between the County of Buffalo (County) on behalf of the Buffalo County Sheriff's Office (BCSO), and the _____ Public School District, also known as _____ Public Schools(_PS):

WHEREAS, _PS and County share the goal of promoting school safety and a positive school climate;

WHEREAS, _PS and County have a successful partnership of enhancing the safety of _PS students with deputies in the school and the newly created School Resource Officer (SRO) program wherein BCSO deputies are assigned to Buffalo County schools, and agree to enhance the operation of an SRO program;

WHEREAS, All parties acknowledge that crime prevention is most effective when _PS, BCSO, parents, behavioral health professionals, and the community are working in a positive and collaborative manner;

WHEREAS, _PS and County agree it is important to create a school environment in which conflicts are de-escalated and students are provided developmentally appropriate and fair consequences for misbehavior that address the root causes of their misbehavior, while minimizing the loss of instruction time;

WHEREAS, _PS staff should generally not involve BCSO in enforcement of _PS discipline policies;

WHEREAS, _PS and County recognize that student contact with SROs and _PS staff builds positive relationships leading to better student outcomes;

WHEREAS, _PS and County agree that student discipline practices and referrals to the juvenile justice system need to be closely monitored to ensure fair and equitable treatment for all _PS students;

WHEREAS, a United States Department of Justice, Bureau of Justice Assistance STOP School Violence Grant is available for school districts and law enforcement to apply for funds to pay for an anonymous reporting system for threats of school violence and the coordinated response of law enforcement and first responders; and

WHEREAS, Collaboration in conjunction with planning, exercising, and training between

law enforcement and school officials has proven to result in more favorable outcomes regarding the safety of students and school staff during school-related violent encounters or incidents.

NOW, THEREFORE, _PS and County agree as follows:

Section 1. School Discipline and Law Enforcement Program Goals.

1. To create a common understanding that: (a) school administrators and teachers are ultimately responsible for school discipline and culture; (b) SROs should not be involved in the enforcement of school rules; and (c) a clear delineation of the roles and responsibilities of SROs as to student discipline, with regular review by all stakeholders, is essential.
2. To minimize student discipline issues so they do not become school-based referrals to the juvenile justice system;
3. To promote effectiveness and accountability;
4. To provide training as available to SROs and appropriate _PS staff on effective strategies to work with students that align with program goals;
5. To employ best practices so that all students are treated impartially and without bias by SROs and _PS staff in alignment with applicable County and _PS equity policies; and
6. To utilize best practices for training and oversight with the goal of reducing disproportionality.

Section 2. Roles and Responsibilities for the SRO Program Regarding School Discipline.

1. Disciplining students is the responsibility and authority of _PS, school administrators, and parents. Law enforcement is the responsibility of BCSO. _PS and County shall use best efforts to follow the principles in this MOU regarding the division between school discipline and law enforcement.
2. SROs can provide assistance when: (a) required by law under Neb. Rev. Stat. § 79-262 and 79-293 or other state or City law; (b) there is a threat to the safety of students, teachers, or public safety personnel; (c) to assist with victims of crime, missing persons, and persons in mental health crisis; (d) in an attempt to prevent criminal activity from occurring; or (e) it is required as part of emergency management response.
3. SRO should not act as a school disciplinarian. _PS staff should not involve SROs in disputes that are related to issues of school discipline; however, BCSO staff as a complement to school staff, may provide education or act in the role of a mentor, counselor, or trusted adult as herein provided.
4. SROs should not interview students or collect evidence for solely _PS disciplinary purposes.

Section 3. Other Considerations.

_PS and County agree that this MOU does not supersede any state statutes, City ordinances, BCSO Standard Operating procedures or special orders, and _PS policies, including but not limited to the following: (a) minimum age limits for arrest; and (b) when Miranda rights shall be given prior to interviewing students.

Section 4. SRO Program Review.

_PS, in collaboration with BCSO, shall conduct an annual review of the SRO program and shall: (a) make modifications as necessary to accomplish stated SRO program goals; and (b) create a report of the review to be provided to both parties.

Section 5. Community Partnerships.

_PS and BCSO shall continue to collaborate with community and governmental agencies to further program goals, support strategies to divert students from the criminal justice system, and access additional support services for students.

Section 6. Active Shooter Software Program Review

_PS, in collaboration with BCSO, other participating school districts and law enforcement agencies shall conduct a review of the threat assessment and active shooter software program prior to the conclusion of the three-year BJA grant. Through that review, BCSO and participating school districts shall: (a) make recommendations as to whether the software program accomplished the goals set forth, (b) if another grant is available to provide funds to sustain the current software program, if that grant will be applied for, (c) if no grant exists whether the participating school districts will assume the cost of the software program.

Section 6. Liability and Indemnification.

Nothing in the performance of this MOU shall impose any liability for claims made against the parties, and the parties agree to indemnify the other for intentional wrongdoing or negligence by the offending party, related to this MOU.

Section 7. Term, Termination, and Related Documents.

The term of this MOU shall commence on the date this MOU is fully executed through December 31, 2020, and thereafter may be automatically renewed for successive one (1) year terms for each calendar year until and unless either party provides the other party with a written notice of nonrenewal prior to the end of the one (1) year term. This MOU can be terminated at any time without cause with six (6) months' written notice to the other party. This MOU may be amended based on the annual review and new developments.

County of Buffalo, State of Nebraska

William C. McMullen, Chairman

Date

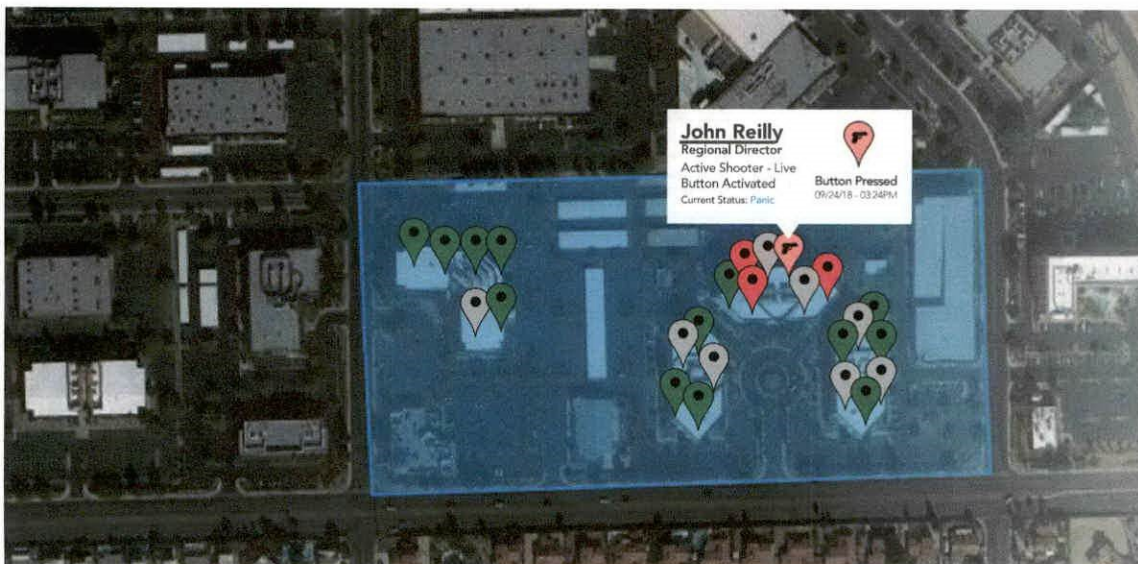
Neil A. Miller, Buffalo County Sheriff

Date

_____ **Public Schools**

_____, Superintendent

Date



Program Overview

VOLO ASAP combines a variety of tools to create a powerful system that helps prevent and manage critical situations like active shooter scenarios. ASAP includes a web application (VOLO - OS) for administrators and a powerful mobile application (VOLO Touch) for all employees.

Program Features

- Panic Buttons for every employee
- Employee Check-In feature with status updates and live chat
- Powerful geo-fence location settings
- Mass notifications with voice, text, email, and pop-up
- "See Something - Say Something" TipCenter



Panic Buttons

Arm your staff with the ability to launch a variety of different panic buttons with the press of a button. Scenarios can be customized to instantly contact as many people as necessary including employees, security, and law enforcement. System administrators can create as many different panic buttons as they want for virtually any situation and assign them to employees based on their geo-fence location and role.

Real-time Emergency Intelligence

View all employee locations within defined geo-fences and track their status when they Check-In during critical situations. Send notifications to targeted selections on the live map based on their status. Engage in live chat with individuals who need assistance. Administrators can even toggle which types of users are visible on the live map to effectively target their selections.

Immediate Notification

VOLO's robust communication platform can instantly send thousands of notifications simultaneously to every employee, business leader, and even law enforcement with the press of a button. Scenarios can be programmed in advance to send phone calls, text messages, emails, desktop popups and more.

"See Something-Say Something"

VOLO's 'See Something - Say Something' TipCenter allows people to anonymously report suspicious activity within an organization to help prevent tragic events before they occur. Using voice masking technology, employees can comfortably report suspicious activity without feeling endangered. You can also send text messages with photo and video attachments as well as submissions via the web.



ELM CREEK PUBLIC SCHOOLS

230 E. Calkins Ave, PO Box 490

Elm Creek, NE 68836

Phone: (308) 856-4300

Fax: (308) 856-4907

Tom Reeser, Superintendent -- Cory Spotanski, 7-12 Principal/Activities Director -- Derrick Pulliam, PK-6 Principal/Transportation Director

March 9, 2020

Elm Creek Board of Education,

Please accept this letter as my formal recommendation of Jenn Kotschwar to be hired for the Secondary (7-12) Special Education instructor at Elm Creek Public Schools for the 2020-2021 school year. It is without reservation that I endorse the hiring of Jenn in the aforementioned capacity.

Sincerely,

Thomas Reeser, Superintendent

Elm Creek Public Schools



ELM CREEK PUBLIC SCHOOLS

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Elm Creek, NE 68836

Phone: (308) 856-4300

Fax: (308) 856-4907

Tom Reeser, Superintendent -- Cory Spotanski, 7-12 Principal/Activities Director -- Derrick Pulliam, PK-6 Principal/Transportation Director

March 9, 2020

Elm Creek Board of Education,

Please accept this letter as my formal recommendation of Terah Williams to be hired as the Pre-K - 6 grade Principal at Elm Creek Public Schools for the 2020-2021 school year. It is without reservation that I endorse the hiring of Terah in the aforementioned capacity.

Sincerely,

Thomas Reeser, Superintendent

Elm Creek Public Schools