

**ACKNOWLEDGMENT OF RECEIPT  
OF NOTICE OF MEETING**

The undersigned members of the Board of Education of Millard, District #017, Omaha, Nebraska, hereby acknowledge receipt of advance notice of a meeting of said Board of Education and the agenda for such meeting held at 7:00 P.M. on May 5th 2003, at Don Stroh Administrative Center 5606 South 147th Street.

Dated this 5th day of May, 2003

Jean Stothert - President

Mike Pate - Vice President

Brad R. Burwell  
Brad Burwell - Secretary

Mike Kennedy - Treasurer

Linda Poole  
Linda Poole

Julie Johnson

Joe Johnson - Millard North High School

Ashlee Freeman - Millard South High School

Jenna Coalson  
Jenna Coalson - Millard West High School

**SCHOOL DISTRICT NO. 17  
NOTICE OF MEETING**

Notice is hereby given of a Board of Education meeting of School District No. 17, in the County of Douglas, which will be held at 7:00 p.m. on Monday, May 5, 2003, at 5606 South 147th Street, Omaha, Nebraska.

An agenda for such meeting, kept continuously current, is available for public inspection at the office of the superintendent at 5606 South 147th Street, Omaha, Nebraska.

Brad R. Burwell  
Secretary  
May 2, 2003

**PROOF OF PUBLICATION**

**AFFIDAVIT**

State of Nebraska, County of Douglas, ss:

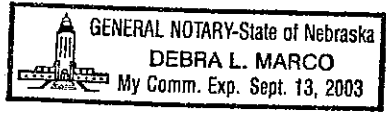
**Michelle Revis**

....., being duly sworn, deposes and says that he is an employee of The Omaha World-Herald, a legal daily newspaper printed and published in the county of Douglas and State of Nebraska, and of general circulation in the Counties of Douglas and Sarpy and State of Nebraska, and that the attached printed notice was published in the said newspaper on the ... 3 ... day of ..... May ..... A. D., 2003. . . . , and that said newspaper is a legal newspaper under the statues of the State of Nebraska. The above facts are within my personal knowledge. The Omaha World-Herald has an average circulation of . . . . 200,238 . . daily, . . . 241,137 . . Sunday, in 2003. .

(Signed) Michelle Revis Title: Advertising

Subscribed in my presence and sworn to before me this 5 ..... day of ..... May .. 20 .. 03

Debra L. Marco  
Notary Public



Printer's Fee \$ .....  
Affidavit .....  
Paid by .....

BOARD OF EDUCATION MEETING - MAY 5, 2003

NAME:

REPRESENTING:

Era Vanlent	Black Elk Elem.
Christina Sweeney	CRCC
Susan Anglemma	Sondoy
Kara Hutton	Montclair
Jim Saum-Mills	MSSHS
Rita Cain	Rohwer
Jody Carhart	Aldrich
Wanhe Kaiser	The Bookworm
John Cain	" "
Paul JENSEN	SOUTHWEST AIRLINES
Carol Beatty	MPS - Ezra
Nancy Nielsen	RMS
Jean Devoy	RMS
Natasa + Tina Jensen	Family Vision Care
RICK & KELLI BACANI	OMAHA STATE BANK
Pat Rhodes	Bryan
Barb Wall	Deal America, Mellard No.
Anna Dennis Glinka	Omaha State Bank.
Jim V. HILDAL	TRI-V TOOL + MFG. Co.
Tony Levy	MEA
Sid Rames	MEA-R
Marilyn K. Yeak	Cody Ele.

BOARD OF EDUCATION MEETING - MAY 5, 2003

NAME:

REPRESENTING:

Deb Rowe	Neihardt
Amanda J. Wees	MWHS
Martha Nielsen	Ackerman
Jim Foster	Ackerman El.
Guliana Huber	CIVIC MWHS
Annikke Ijse	Civic MWHS
Shannon Olegg	CIVIC MSHS
Meghan Malone	CIVIC MWHS
MJ [Signature]	Pouet - MWHS
Phil Heiss	West
Andy Pickens	MWHS
Sabrina Lee	MW
ASHLEY THOMPSON	MW
Deek Wilcox	Black Elk
Gwen Stahmer	Ezra
Lise Rose	Ezra
Susie Handow	Ezra
Michelle Shellito	Ezra
Deanna Larson	Ezra
Suzen Hayer	Ezra
Helen Lykke-Wolter	Ezra
Eric Chausser	Attatt
Jim Welay	Rockwell

BOARD OF EDUCATION MEETING - MAY 5, 2003

NAME:

REPRESENTING:

Sheri Schumann

Rodover

Chris Jovan

Leah Hartman

M.W.H.S.

Bea Duncan

MWHS

Sean Murphy

MWHS

Curt Herman

MWHS

Danielle Brazda

MWHS

Lauren Matt

MWHS

Danielle Osborne

MWHS

Megan Danenhauer

MWHS

Kelly Kane

MWHS

Jennifer Hickam

MWHS

Timothy Kucera

"

DAN RYAN

MWHS

Rowan Lang

Distribution

Maghan Molinell

MWHS

DANA BLAKE

MWHS

Brad Sullivan

Hitchcock

Kathy Zuput

Black Elk

Pat Bedlow

Black Elk

A decorative border with a repeating diamond pattern surrounds the entire page.

# **millard**

**PUBLIC SCHOOLS**

***BOARD OF EDUCATION  
MEETING***



***MAY 5, 2003***

BOARD OF EDUCATION  
MILLARD PUBLIC SCHOOLS  
OMAHA, NEBRASKA

BUSINESS MEETING  
7:00 P.M.

DON STROH ADMINISTRATION CENTER  
5606 SOUTH 147th STREET  
MAY 5, 2003

**6:00 P.M. – PAYBAC Reception.**

**AGENDA**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Comments on agenda items - This is the proper time for public questions and comments on agenda items only. Please make sure a request form is given to the Board President before the meeting begins.
- E. Routine Matters
  - \*1. Approval of Board of Education Minutes – April 21, 2003
  - \*2. Approval of Bills
- F. Information Items
  - 1. Employees of the Month
  - 2. Showcase: PAYBAC Award Winners
  - 3. Superintendent's Report
  - 4. Board Comments/Announcement
  - 5. Report from Student Representatives
- G. Unfinished Business
- H. New Business
  - 1. Approval of Rule 5100.1 – Pupil Services – Enrollment of Students – Residency Requirements
  - 2. Approval of Rule 5400.6 – Pupil Services – Standards for Student Conduct
  - 3. Approval of Safety and Security Procedures
  - 4. Approval of Personnel Actions: Leaves of Absence, Resignations, Amendment to Continuing Contracts, New Hires
  - 5. Collective Bargaining Negotiations Update (Executive Session)
- I. Reports
  - 1. Enrollment Report
  - 2. Enrollment Projections
  - 3. Legislative Update
  - 4. Maintenance and Operations Report
- J. Future Agenda Items/Board Calendar.
  - 1. Committee of the Whole Meeting on May 12, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street

2. Board of Education Meeting on Monday, May 19, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
3. Employee Recognition Dinner on Wednesday, May 21, 2003 at the Georgetowne Club with Social at 5:30 p.m. and Dinner at 6:30 p.m.
4. 2003 Graduations on Sunday, May 25, 2003 at Civic Auditorium – Millard West at 1 p.m., Millard North at 4 p.m., and Millard South at 7 p.m.
5. Board of Education Meeting on June 2, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
6. Committee of the Whole Meeting on June 9, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street.
7. Board of Education Meeting on June 16, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street

K. Public Comments - This is the proper time for public questions and comments on any topic.  
Please make sure a request form is given to the Board President before the meeting begins.

L. Adjournment

All items indicated by an asterisk (\*) will comprise the Consent Agenda and may be acted on in a single motion. Items may be deleted from the Consent Agenda by request of any board member.



BOARD OF EDUCATION  
MILLARD PUBLIC SCHOOLS  
OMAHA, NEBRASKA

BUSINESS MEETING  
7:00 P.M.

STROH ADMINISTRATION CENTER  
5606 SOUTH 147TH STREET  
March 3, 2003

**6:00 P.M. – PAYBAC Reception**

ADMINISTRATIVE MEMORANDUM

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call
- D. Public Comments on agenda items - This is the proper time for public questions and comments on agenda items only. Please make sure a request form is given to the Board President prior to the meeting.
- \*E.1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Board of Education Minutes – April 21, 2003. (See enclosure.)
- \*E.2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the bills. (See Enclosures.)
- F.1. Employees of the Month
- F.2. Showcase: PAYBAC Award Winners
- F.3. Superintendent's Report
- F.4. Board Comments/Announcements
- F.5. Report from Student Representatives
- H1. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Policy 5100.1 – Pupil Services – Enrollment of Students – Residency Requirements. (See enclosure.)
- H.2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Policy 5400.6 Pupil Services – Standards for Student Conduct. (See enclosure.)
- H3. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Safety and Security Procedures. (See enclosure.)
- H.4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Personnel Actions: Leaves of Absence, Resignations, Amendment to Continuing Contracts, Teachers for Hire. (See enclosures.)

H.5. Collective Bargaining Negotiations Update (Executive Session)

I. Reports

1. Enrollment Report
2. Enrollment Projections
3. Legislative Update
4. Maintenance and Operation Report

J. Future Agenda Items/Board Calendar.

1. Committee of the Whole Meeting on May 12, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
2. Board of Education Meeting on Monday, May 19, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
3. Employee Recognition Dinner on Wednesday, May 21, 2003 at the Georgetowne Club with Social at 5:30 p.m. and Dinner at 6:30 p.m.
4. 2003 Graduations on Sunday, May 25, 2003 at Civic Auditorium – Millard West at 1 p.m., Millard North at 4 p.m., and Millard South at 7 p.m.
5. Board of Education Meeting on June 2, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
6. Committee of the Whole Meeting on June 9, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street.
7. Board of Education Meeting on June 16, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street

K. Public Comments - This is the proper time for public questions and comments on any topic.  
Please make sure a request form is given to the Board President before the meeting begins.

L. Adjournment

All items indicated by an asterisk (\*) will comprise the Consent Agenda and may be acted on in a single motion. Items may be deleted from the Consent Agenda by request of any board member.

## SCHOOL DISTRICT NO 17

A meeting was held of the Board of Education of the School District No. 17, in the County of Douglas in the State of Nebraska. This meeting was convened in open and public session at 7:00 p.m., Monday, April 21, 2003, the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street.

PRESENT: Brad Burwell, Mike Pate Jean Stothert, Linda Poole, and Mike Kennedy

ABSENT: Julie Johnson

Notice of this meeting was given in advance thereof by publication in the Midlands Business Journal on April 18, 2003; a copy of the publication is being attached to these minutes. Notice of this meeting was given to all members of the Board of Education and a copy of their Acknowledgment of Receipt of Notice and the agenda are attached to these minutes. Availability of the agenda was communicated in advance notice and in the notice of the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

At 6:30 p.m. there was a hearing on Rule 6750.1 – Curriculum, Instruction and Assessment – Student Fees. There were no comments from the public during the hearing.

At 7:00 p.m. Jean Stothert called the meeting to order and asked everyone to say the Pledge of Allegiance.

Roll call was taken and members present were: Jean Stothert, Mike Pate, Brad Burwell, Mike Kennedy, and Linda Poole. Absent was Julie Johnson.

Motion by Brad Burwell, seconded by Mike Pate, to excuse Julie Johnson from the meeting. Upon roll call vote, all members voted aye. Motion carried.

Motion by Brad Burwell, seconded by, Linda Poole, to approve the Board of Education minutes of March 17, 2003, to approved the special board of education minutes from April 16, 2003, approve the bills and to receive the treasurer's report and place on file. Upon roll call vote, all members voted aye. Motion carried.

Mike Pate summarized the Board Committee of the Whole meeting from April 16, 2003. Topics of discussion included an update on legislative bills from the district's lobbyist, Bill Mueller, and a discussion on the differentiation between regular, honors, advanced placement and International Baccalaureate Classes.

Employees of the Month for April included Scott Butler, counselor at Millard West High School and Jenifer Cook, paraprofessional at Cather Elementary School.

Showcase highlighted winners in winter sports, State Culinary Competition, Family, Community and Career Leaders of America, Destination Imagination, and Nebraska Technology Celebration Award.

Mrs. Stothert recognized Boy Scout Troop 282 who was in attendance to earn their Citizenship in the Community badge.

**Superintendent's Highlights:**

1. Reminder to Board members about upcoming functions included: Meeting with the National Federation of Urban Suburban School Districts on May 3, 2003, Hall of Fame Banquet on May 9, 2003, and 2003 Graduation ceremonies on May 25, 2003.
2. On the agenda is modification of this year's calendar. It will designate May 28, 2003 at the last day of school and it being one-half day.
3. Reminder of the PAYBAC reception set for May 5, 2003 at 6 p.m. at DSAC, prior to the Board of Education meeting.
4. Monday, April 28, 2003 will be the last Town Hall meeting at Millard North High School at 7 p.m.
5. The district is still in the process of exploring proposals for management of the food service program.
6. Strategic Planning has been moved to August 25, 26, and 27<sup>th</sup>, 2003.
7. On Thursday, April 24, 2003 there will be a meeting with the PTO/PTA and secondary building representatives at 7 p.m.

**COMMENTS FROM THE BOARD:**

Brad Burwell reported he attended a session at the National School Boards Association conference session presented by a school district in Oregon on civics classes and service learning. He noted they had made some relevant curriculum changes that they had used that Millard Public School may want to review.

Mr. Burwell said he spoke to business classes at Millard North High School. Janet Butler has asked him to speak in her classes at Millard West next week also. The first week of May he will

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April 21, 2003

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be reading at Black Elk Elementary. He has been asked to participate in the Millard West speech interviews next week, also.

Mr. Burwell highlighted an article in the World Herald about the young men who received honors for their culinary expertise.

Jean Stothert reported that she read at Sandoz Elementary and will be reading at Black Elk. She will be participating in the speech interviews at Millard West High School.

Mrs. Stothert said she attended the Communication Advisory Committee meeting with Amy Friedman. The SRO's were invited to speak about the safety and security in the Millard Public Schools.

Mrs. Stothert attended the Metropolitan Area Boards of Education meeting in Ralston. The group decided not to schedule a luncheon meeting with the state senators next year, she reported. The topics they discussed included the National School Boards Convention, shared policies on public speaking at board meetings, and inter-district transfers. If other board members want to know what the other districts do on those topics, just let her know.

Mrs. Stothert said she would be attending the meeting with the PTO Presidents and Secondary building representatives on Thursday, April 24, 2003.

Mrs. Stothert said she would not be at the Board meeting on Monday, May 5, 2003, because she will be attending honors night at Millard South High School. Mike Pate will conduct the meeting.

Linda Poole reported on some comments that she heard from coaches from other districts on the nice track that was put in at Millard North High School.

Mrs. Poole also wanted to thank the principals at Kiewit, North High, Beadle, Russell, and West High for the tour they provide to an Executive from First Data who will be moving to Omaha from Denver, CO.

Ashlee Freeman, student representative from Millard South and Jenna Coalson, student representative from Millard West High School. Both of the girls reported on academic and athletics activities at their respective buildings.

Motion by Linda Poole, seconded by Brad Burwell, to approve Rule 5600.2- Pupil Services – Student Health - Possession and Use of Medication. There were two changes in the Rule: glucose tablets is to replace “Glucos Tabs”, which is a brand name and there was a suggestion

Board of Education Minutes

April 21, 2003

Page 4

to also include "nurse practitioner" when it talks about "a physicians written order". Upon roll call vote, all members voted aye. Motion carried.

Motion by Linda Poole, seconded by Mike Pate, to approve Rule 5600.6 Pupil Services – Student Health – Procedures for Use of Automated External Defibrillators. It was suggested to include the Don Stroh Administration Center as one of the locations for an Automated External Defibrillators. Upon roll call vote, all members voted aye. Motion carried.

Motion by Mike Pate, seconded by Brad Burwell, that the District amend its custodial, maintenance, and grounds management contract with Sodexo America, LLC to include services related to a HVAC mechanical engineer and a HVAC controls specialist; that such amendment be consistent with the draft amendment submitted; and, that the Associate Superintendent for General Administration be authorized and directed to review and approve the final language of the amendment and to execute it on behalf of the District. Upon roll call vote, all members voted aye. Motion carried.

Motion by Brad Burwell, seconded by Linda Poole, to approve ELO Re-Teaching Classes. Upon roll call vote, all members voted aye. Motion carried.

Motion by Linda Poole, seconded by Brad Burwell, to approve 6750.1 – Curriculum, Instruction, and Assessment – Student Fees. Motion by Mike Kennedy, seconded by Brad Burwell, to amend the motion to increase the high school participation fee from \$35 to \$50. Upon roll call vote, Mike Kennedy, Jean Stothert, and Brad Burwell voted aye. Mike Pate and Linda Poole voted nay. Motion carried. The vote to approve the motion as amended, Jean Stothert, Brad Burwell, and Mike Kennedy voted aye. Linda Poole and Mike Pate voted nay. Motion carried.

Motion by Brad Burwell, seconded by Linda Poole, to set the last day of school for Wednesday, May 28, 2003, which will be a half-day. Upon roll call vote, all members voted aye. Motion carried.

Motion by Linda Poole, seconded by Brad Burwell, to approve Personnel Actions: Resignations: Carolyn Beery, Rick Breitenfeldt, Joanie Day, Kristina Hansen, Susie Landow, Christie Lewis, Jessica Littlejohn, Dianne Payne, Jeremy Penn, Nicole Ray, Theresa Reimer, Benjamin Rolofson, Jean Snyowicki, and Theresa Walker; Leaves of Absence: Amendment to Continuing Contracts: Shannon Cooper, Jenna Dudley, Pam Ehly, Amy Flynn, Gina Hill, and Karen Wilwerding; Leaves of Absence: Susan Hertzler, Kimberly Kidder and Tania Renken, and Teachers for Hire: Lurene Bessembinders, Carol Bowley, Angela Griggs, Jessica Jesseritz, Andrea O'Rourke, John Becker, Tony Brisbois, Sara Hancock, Anna Vandenberg, Kelly Zezulak, and Mark Sukraw. Upon roll call vote, all members voted aye. Motion carried.

There was not a need to go into Executive Session to discuss Collective Bargaining Negotiations.

Reports included: an Enrollment Report, Parent Survey, a Construction Report, Quarterly Investment report, Classroom Grant Winners, Strategic Planning Quarterly Report, Update on Alternative Middle School, and Industrial Technology Academies.

Future Agenda Items/Board Calendar: A Town Hall Meeting will be held on Monday, April 28, 2003 at 7 p.m. at Millard North High School. A Board of Education Meeting will be held on May 5, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. The Millard Public Schools Foundation Hall of Fame Dinner will be held on Friday, May 9, 2003 at Holiday Inn Central. A Committee of the Whole Meeting will be held on May 12, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. A Board of Education Meeting on Monday, May 19, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. The Employee Recognition Dinner will be held on May 21, 2003 at the Georgetown Club – 5:30 p.m. Social, 6:30 p.m. Dinner. The 2003 High School Graduations will be held on Sunday, May 25, 2003, Millard West at 1 p.m., Millard North at 4 p.m. and Millard South at 7 p.m. at Civic Auditorium. A Board of Education Meeting will be held on Monday, June 2, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. A Committee of the Whole Meeting will be held on Monday, June 9, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. A Board of Education Meeting on Monday, June 16, 2003 at 7 p.m. at the Don Stroh Administration Center, 5606 So. 147<sup>th</sup> Street.

Jean Stothert adjourned the meeting.



SECRETARY

**Millard Public Schools**

**May 5, 2003**



**Millard Public Schools**

Check Register for 5/5/2003 - 5/5/2003

Date: 4/30/2003

Check Number	Date	Vendor No	Vendor Name	Amount
197746	5/5/2003	099220	DICK BLICK	243.94
197747	5/5/2003	048518	HEINEMANN PROFESSIONAL DEVELOPMENT	119.00
197748	5/5/2003	132556	MAKEMUSIC INC	75.00
197749	5/5/2003	010412	MIDWEST DISTRIBUTING CORP.	1,558.08
197750	5/5/2003	067751	NATIONAL GEOGRAPHIC SOCIETY	258.98
197751	5/5/2003	099899	NEBRASKALAND MAGAZINE	33.40
197752	5/5/2003	070700	OMAHA PAPER COMPANY INC.	4,155.20
197753	5/5/2003	109027	PEARSON EDUCATION	188.79
197754	5/5/2003	072760	PITSCO INC	115.39
197755	5/5/2003	081491	SAGE PUBLICATIONS, INC.	50.93
197756	5/5/2003	081630	SAM'S CLUB DIRECT	60.00
197757	5/5/2003	081630	SAM'S CLUB DIRECT	100.00
<b>Total for GENERAL FUND</b>				<b>6,958.71</b>
197756	5/5/2003	081630	SAM'S CLUB DIRECT	15.00
<b>Total for GRANT FUND</b>				<b>15.00</b>
<b>Report Total</b>				<b>6,973.71</b>

**Millard Public Schools**

Check Register for 5/5/2003 - 5/5/2003

Date: 4/28/2003

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
197186	5/5/2003	101140	100% EDUCATIONAL VIDEOS	98.35
197187	5/5/2003	010037	ABC SCHOOL SUPPLY COMPANY	43.64
197188	5/5/2003	131632	AC AWARDS INC	1,705.22
197189	5/5/2003	010275	ACADEMIC COMMUNICATION ASSOC INC	103.40
197190	5/5/2003	010298	ACCU CUT SYSTEMS	172.00
197191	5/5/2003	010300	ACCURATE LOCKSMITH INC	24.50
197192	5/5/2003	010383	ACTION BATTERIES UNLIMITED INC	70.56
197193	5/5/2003	132402	HEIDI L ADAMS	25.00
197194	5/5/2003	108296	PAT SHARKEY	187.45
197195	5/5/2003	010421	DEBORAH A ADY	97.33
197196	5/5/2003	010570	AIMS EDUCATION FOUNDATION	1,453.93
197198	5/5/2003	108394	MARJORIE E ALFIERI	18.73
197199	5/5/2003	132788	ALFRED PUBLISHING CO INC	42.50
197200	5/5/2003	011040	ALL BRANDS TOOL SERVICE INC	155.60
197201	5/5/2003	011051	ALL MAKES OFFICE EQUIPMENT	39.20
197202	5/5/2003	063103	CHAUNCY A. ALLEN	96.00
197203	5/5/2003	011185	ALLIED OIL & SUPPLY, INC.	1,062.63
197204	5/5/2003	109079	ALLTEL	1,412.28
197205	5/5/2003	099597	AMERICAN GUIDANCE SERVICE INC	3,404.04
197206	5/5/2003	102430	AMI GROUP INC	3,950.00
197207	5/5/2003	012590	AMSTERDAM PRINTING & LITHO	293.64
197208	5/5/2003	132187	LORI ANDALORO	1,233.80
197209	5/5/2003	012896	NANCY G ANDERSON	82.86
197211	5/5/2003	101098	APPELBAUM TRAINING INSTITUTE	700.00
197212	5/5/2003	012989	APPLE COMPUTER, INC.	6,636.20
197213	5/5/2003	106889	APPLIED INDUSTRIAL TECHNOLOGIES	149.96
197214	5/5/2003	106436	AQUA-CHEM INC	368.50
197215	5/5/2003	131410	AQUENT LLC	6,450.00
197216	5/5/2003	013496	ASCD	2,958.84
197217	5/5/2003	106167	ASCD (CONFERENCE REGIST)	329.00
197218	5/5/2003	013234	ASPHALT AND CONCRETE MATERIALS CO	105.84
197219	5/5/2003	012507	AT&T	339.91

**Millard Public Schools**

Check Register for 5/5/2003 - 5/5/2003

Date: 4/28/2003

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
197220	5/5/2003	012507	AT&T	1,680.37
197221	5/5/2003	101611	ATLAS AUTO BODY	2,118.94
197222	5/5/2003	010083	ATS MOBILE TELEPHONE CO INC	298.52
197223	5/5/2003	010083	ATS MOBILE TELEPHONE CO INC	338.79
197224	5/5/2003	102237	AUTO STATION	6,547.96
197225	5/5/2003	108092	APW/AUTO VALUE	721.39
197226	5/5/2003	016295	BADGER BODY & TRUCK EQUIPMENT CO	224.52
197227	5/5/2003	109852	BAER SUPPLY	461.57
197228	5/5/2003	132405	BAG 'N SAVE	153.45
197231	5/5/2003	017619	RICHARD D BAKER	556.52
197232	5/5/2003	017900	BARCO MUNICIPAL PRODUCTS, INC.	33.90
197233	5/5/2003	017908	REX J BARKER	448.44
197234	5/5/2003	099646	BARNES & NOBLE BOOKSTORE(OAKV)	219.58
197235	5/5/2003	017877	CYNTHIA L BARR-MCNAIR	230.06
197236	5/5/2003	132701	BEATRICE STATE DEVELOPMENTAL CENTER	30.00
197237	5/5/2003	130337	DEBRA K BEAUDOIN	10.02
197238	5/5/2003	107540	BRIAN F BEGLEY	494.42
197240	5/5/2003	102860	BENIK CORP.	68.02
197241	5/5/2003	101062	BENNINGTON IMPLEMENT INC	726.32
197242	5/5/2003	018650	PAMELA R BERKI	557.72
197243	5/5/2003	132664	BFS (BIGGER FASTER STRONGER)	372.95
197244	5/5/2003	072250	BG PETERSON COMPANY	140.00
197245	5/5/2003	019111	BISHOP BUSINESS EQUIPMENT	3,981.81
197246	5/5/2003	132769	BLAINE WINDOW HARDWARE INC.	34.04
197247	5/5/2003	106805	TANYA BLIGH	13.85
197248	5/5/2003	019138	JON T BLOOMQUIST	118.80
197249	5/5/2003	103060	BOB PIKE GROUP	47.91
197250	5/5/2003	130899	KIMBERLY M BOLAN	79.94
197251	5/5/2003	102043	BOOKS ARE FUN LTD	16.00
197252	5/5/2003	103068	BOOKS ON TAPE INC	193.66
197253	5/5/2003	101364	BOOKWORM	212.79
197254	5/5/2003	132189	MEVLUDIN BOSNJOR	24.82

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197255	5/5/2003	019559	BOUND TO STAY BOUND BOOKS INC	4,604.12
197256	5/5/2003	132775	JENNIFER A BOWES	15.88
197257	5/5/2003	019835	BOYS TOWN NATIONAL	7,814.35
197258	5/5/2003	130311	BOYS TOWN NATIONAL RESOURCE	598.00
197259	5/5/2003	132699	FATHER FLANAGANS BOYS HOME	88.49
197261	5/5/2003	019858	PEGGY A BRENDEL	36.71
197262	5/5/2003	131479	BROWNSTONE PUBLISHERS, INC.	195.00
197263	5/5/2003	131995	M. MARTHA BRUCKNER	65.00
197264	5/5/2003	130333	BSI INTERIORS	770.00
197265	5/5/2003	106983	BUSINESS EQUIPMENT LEASING CO.	378.00
197266	5/5/2003	099431	BUSINESS MEDIA, INC.	11,166.00
197267	5/5/2003	131619	C E SUNDBERG CO	140.12
197268	5/5/2003	102465	CANTER & ASSOCIATES	164.84
197269	5/5/2003	132772	TONI L CARAGIULO	20.20
197272	5/5/2003	023970	CAROLINA BIOLOGICAL SUPPLY CO	73.85
197274	5/5/2003	024425	CENTRAL STATES INDUSTRIAL SUPPLY	53.14
197275	5/5/2003	132206	CERTIFIED LABORATORIES	118.94
197280	5/5/2003	024652	CHILDCRAFT EDUCATION CORP	3,533.72
197281	5/5/2003	106851	CHILDREN'S HOME HEALTHCARE	2,886.00
197282	5/5/2003	097900	CHILDSWORK CHILDSPLAY LLC	142.79
197284	5/5/2003	131336	CITIZENS BANK	1,602.66
197286	5/5/2003	099222	CLASSROOMDIRECT.COM	69.26
197287	5/5/2003	025222	DEBI CLATTERBUCK	32.83
197288	5/5/2003	025345	CODA MUSIC (SEE MAKEMUSIC)132556	75.00
197289	5/5/2003	132408	JAN COFFEY	63.81
197291	5/5/2003	022701	SHARON R COMISAR-LANGDON	35.03
197292	5/5/2003	025830	GEORGE R CONRAD	391.86
197294	5/5/2003	026057	CONTROL MASTERS INC	50,825.11
197295	5/5/2003	132720	CONTROLTEMP INC	225.00
197297	5/5/2003	026537	CORWIN PRESS INC	50.93
197299	5/5/2003	100300	CREATIVE TEACHING PRESS INC	69.14
197300	5/5/2003	109021	PATRICIA A CRUM	195.96

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197301	5/5/2003	027130	CRYSTAL PRODUCTIONS	417.12
197302	5/5/2003	099957	CRYSTAL SPRINGS BOOKS	195.45
197303	5/5/2003	106893	CULLIGAN WATER CONDITIONING	40.00
197304	5/5/2003	027300	CUMMINS GREAT PLAINS DIESEL	372.50
197305	5/5/2003	132725	CURRY BROS.MOTORSPORTS	52.32
197306	5/5/2003	100577	CURTIS 1000	1,743.09
197308	5/5/2003	130900	CHERYL L CUSTARD	48.18
197309	5/5/2003	130731	D & D COMMUNICATIONS	203.25
197310	5/5/2003	132671	JEAN T DAIGLE	103.19
197311	5/5/2003	032140	DALTILE CORPORATION	333.42
197313	5/5/2003	130687	DAY TIMERS	21.28
197314	5/5/2003	131239	JULIE K DEBRUYN	14.58
197317	5/5/2003	107469	DEFFENBAUGH INDUSTRIES	8,234.38
197318	5/5/2003	106713	ANDREW S DEFREECE	151.00
197319	5/5/2003	032700	DELUXE CATERING, INC.	75.00
197320	5/5/2003	032800	DEMCO INC	657.96
197321	5/5/2003	032872	DENNIS SUPPLY COMPANY	15.31
197323	5/5/2003	106319	DES MOINES STAMP MANUFACTURING	13.85
197324	5/5/2003	102435	DIAMOND VOGEL PAINTS	392.76
197325	5/5/2003	101106	GREGG NEWTON	400.00
197326	5/5/2003	099220	DICK BLICK	572.69
197327	5/5/2003	019132	DICK BLICK SEE V#099220	243.94
197328	5/5/2003	132750	JOHN D DICKEY	185.42
197329	5/5/2003	132782	MARC M DIEHL	17,045.71
197330	5/5/2003	033473	DIETZE MUSIC HOUSE INC.	1,471.80
197331	5/5/2003	131797	DIRECT ADVANTAGE	125.70
197332	5/5/2003	033720	DOMINIE PRESS INC	4.35
197333	5/5/2003	131198	DON SHAFER DISPLAY INC.	58.80
197335	5/5/2003	034100	DRAKE-WILLIAMS STEEL INC	66.00
197336	5/5/2003	099556	DRAMATISTS PLAY SERVICE, INC.	156.23
197337	5/5/2003	034120	DULTMEIER SALES LLC	104.00
197338	5/5/2003	036520	EASTERN NE HUMAN SERVICES AGENCY	29,952.00

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197339	5/5/2003	037525	EDUCATIONAL SERVICE UNIT #3	15,476.61
197340	5/5/2003	037525	EDUCATIONAL SERVICE UNIT #3	50.00
197341	5/5/2003	037525	EDUCATIONAL SERVICE UNIT #3	281.25
197342	5/5/2003	037525	EDUCATIONAL SERVICE UNIT #3	24.00
197343	5/5/2003	132689	EDUPRESS INC	448.90
197344	5/5/2003	038100	ELECTRIC FIXTURE & SUPPLY	1,377.14
197345	5/5/2003	038140	ELECTRONIC SOUND INC.	1,082.50
197346	5/5/2003	131007	ELMAN & CO INC	2,594.10
197347	5/5/2003	038217	WARREN K ELTISTE	448.62
197349	5/5/2003	035610	ETA/CUISENAIRE	97.32
197350	5/5/2003	038475	EXCEL ELECTRIC INC	1,482.80
197351	5/5/2003	040450	FEDERAL EXPRESS	55.22
197352	5/5/2003	040537	FERGUSON ENTERPRISES INC	3,232.72
197353	5/5/2003	106956	FERRELLGAS	41.48
197354	5/5/2003	041086	FLINN SCIENTIFIC INC	545.64
197355	5/5/2003	106714	LADONNA V FLOOD	99.25
197356	5/5/2003	131555	FLOORS, INC.	2,268.00
197357	5/5/2003	041100	FOLLETT LIBRARY RESOURCES	2,219.39
197358	5/5/2003	100307	FOOD SERVICES OF AMERICA	534.83
197359	5/5/2003	106517	JANET M FRANK	239.06
197360	5/5/2003	041463	FREE SPIRIT PUBLISHING INC	26.85
197361	5/5/2003	132733	MICHAEL R FUNK	47.20
197362	5/5/2003	042025	FUTURE HORIZONS INC	360.00
197363	5/5/2003	132736	GERALD L GDOWSKI	47.20
197364	5/5/2003	106129	LINDA L GIBBS	134.56
197365	5/5/2003	106660	GLASSMASTERS, INC.	1,161.26
197366	5/5/2003	044675	GLOBAL COMPUTER SUPPLIES	306.04
197368	5/5/2003	044891	GOPHER/PLAY WITH A PURPOSE	198.14
197369	5/5/2003	043609	GP BUSINESS SERVICES LLC	1,118.68
197372	5/5/2003	044972	GREAT ACTIVITIES PUBLISHING CO	65.89
197373	5/5/2003	132770	MARY L GREWE	8.54
197374	5/5/2003	131686	ANDREW J HAHN	117.53

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197375	5/5/2003	132127	CARYN LESLIE HAKANSON	77.09
197376	5/5/2003	132781	LORI A HALLER	6.11
197377	5/5/2003	131179	GEOFFREY HAMILTON	23.60
197378	5/5/2003	047800	HAMMOND & STEPHENS	209.91
197380	5/5/2003	047853	HAPPY CAB COMPANY INC	16,535.15
197381	5/5/2003	047855	HARCOURT INC	100.36
197382	5/5/2003	106932	KATHRYN HAUSWALD	49.25
197384	5/5/2003	048475	HEARTLAND FOUNDATION	6,472.26
197385	5/5/2003	100782	HEARTLAND SCENIC STUDIO INC	2,112.00
197386	5/5/2003	048517	HEINEMANN EDUCATIONAL BOOKS	119.00
197387	5/5/2003	048518	HEINEMANN PROFESSIONAL DEVELOPMENT	278.00
197388	5/5/2003	132423	HEWLET PACKARD CO	54,299.36
197389	5/5/2003	048710	HIGHSMITH COMPANY INC	261.17
197394	5/5/2003	132592	WILLIAM SPRAGUE, JR.	512.23
197395	5/5/2003	095520	LINDA D HORTON	418.37
197396	5/5/2003	049650	HOUGHTON MIFFLIN COMPANY	147.40
197397	5/5/2003	132658	HUGGIE AIDS LTD	69.50
197398	5/5/2003	049715	HUMAN KINETICS	281.64
197399	5/5/2003	049723	HUMAN RELATIONS MEDIA	152.55
197400	5/5/2003	101032	HUSKER MIDWEST PRINTING	2,499.55
197401	5/5/2003	131495	INSECT LORE	47.90
197402	5/5/2003	101783	INTERACT	235.37
197403	5/5/2003	132652	IFIC FOUNDATION	22.00
197404	5/5/2003	052370	INTERSTATE ELECTRIC SUPPLY CO	831.17
197405	5/5/2003	132777	GLENN O IRWIN	136.14
197406	5/5/2003	101991	J.A. SEXAUER	2,379.56
197407	5/5/2003	100928	J.W. PEPPER & SON INC.	318.83
197408	5/5/2003	130913	ANNE JAMBOR	144.83
197410	5/5/2003	054230	JANELLE PUBLICATIONS INC	55.00
197411	5/5/2003	132735	DAVE JOEKEL	47.20
197412	5/5/2003	054500	JOHNSON HARDWARE COMPANY	364.80
197413	5/5/2003	054492	JIMMIE L JOHNSON	200.00

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197415	5/5/2003	101224	KAPCO	209.77
197416	5/5/2003	101641	KAR PRODUCTS	758.53
197417	5/5/2003	056237	KAYLORS SCHOOL & OFFICE SUPPLY INC	41.00
197418	5/5/2003	056240	EDMUND J KAZMIERSKI	77.09
197419	5/5/2003	132786	DAVE KEBER	70.80
197420	5/5/2003	056276	KELVIN ELECTRONICS	121.45
197422	5/5/2003	109848	KERI KENNON	19.99
197424	5/5/2003	084090	KIWANIS CLUB OF SOUTHWEST OMAHA	340.00
197425	5/5/2003	132385	PAULINE KLAIBER	98.48
197428	5/5/2003	056770	BETTY H KLESITZ	76.65
197429	5/5/2003	106582	KOHL'S PHARMACY & HOMECARE INC	187.00
197430	5/5/2003	131722	KROGER	14.19
197431	5/5/2003	058745	BARBARA B LACEY	88.95
197433	5/5/2003	058755	LIDLAW TRANSIT INC	131,870.76
197434	5/5/2003	099217	LAKESHORE LEARNING MATERIALS	1,396.40
197435	5/5/2003	131498	LATTE LOUNGE	54.90
197436	5/5/2003	109816	JILL C LAVENE	333.94
197438	5/5/2003	130792	LEARNING RESOURCES	38.85
197440	5/5/2003	106403	LESCO	101.13
197441	5/5/2003	059300	CAROL A LEWIS	17.52
197443	5/5/2003	132137	JULIE LI	28.54
197444	5/5/2003	059470	LIEN TERMITE & PEST CONTROL INC	642.00
197445	5/5/2003	132397	AIMEE L LIMONGI	29.55
197446	5/5/2003	132633	LINCARE, INC.	50.00
197447	5/5/2003	059560	LINWELD INC	716.00
197448	5/5/2003	131970	LITHIA FORD OF OMAHA	38.82
197449	5/5/2003	059791	LIVING VOICES	3,275.00
197451	5/5/2003	059866	STACY L LONGACRE	373.92
197452	5/5/2003	099965	LOVE AND LOGIC INSTITUTE INC	187.70
197453	5/5/2003	060111	LOVELESS MACHINE & GRINDING	42.50
197454	5/5/2003	131397	LOWE'S HOME CENTERS INC	311.84
197455	5/5/2003	060121	BRYAN A LUBBERS	25.65



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197456	5/5/2003	060125	LUCKS MUSIC LIBRARY INC	77.65
197457	5/5/2003	132737	LUDWIG MUSIC PUBLISHING CO	46.47
197459	5/5/2003	099321	MACKIN BOOK COMPANY	38.42
197460	5/5/2003	109834	JOHN MACLEAN	272.16
197461	5/5/2003	109133	MACROSYSTEM US INC	400.00
197462	5/5/2003	132741	LARRY MACTAGGART	1,400.00
197463	5/5/2003	132556	MAKEMUSIC INC	159.95
197464	5/5/2003	063800	MANGELSEN'S	26.93
197465	5/5/2003	063920	MARCO PRODUCTS INC	68.97
197467	5/5/2003	132641	MASCOT METROPOLITAN INC	105.00
197468	5/5/2003	131274	MASTER BLASTER INC.	75.00
197469	5/5/2003	108052	MAX I WALKER	444.00
197470	5/5/2003	132752	HEIDI MAY	31.97
197471	5/5/2003	131019	RICHARD MCCOLLOM	13.34
197472	5/5/2003	100944	MCDONALD & ASSOCIATES INC	564.80
197474	5/5/2003	063349	MCGRAW-HILL COMPANIES	4,473.98
197475	5/5/2003	063361	ALBERT G MCKAIN	84.32
197476	5/5/2003	099781	MCQUEENY LOCK COMPANY	93.42
197477	5/5/2003	109826	MCREL	300.00
197478	5/5/2003	064260	MECHANICAL SALES INC.	608.86
197479	5/5/2003	132458	JAMES MERCER	79.75
197480	5/5/2003	064600	METAL DOORS & HARDWARE COMPANY INC	4,257.00
197481	5/5/2003	108304	METRO MEDICAL TRANSPORTATION	531.25
197485	5/5/2003	064800	METRO UTILITIES DISTRICT OF OMAHA	120,359.16
197487	5/5/2003	064835	MICRO WAREHOUSE GOV/ED INC	716.78
197488	5/5/2003	102466	WYMAN L MARTINEK	60.25
197489	5/5/2003	102870	MIDLAND COMPUTER INC	47,060.61
197490	5/5/2003	064833	MIDLANDS BUSINESS JOURNAL	17.00
197491	5/5/2003	648477	MIDLANDS MESSENGER SERVICE INC	62.65
197492	5/5/2003	132787	AUTOMECHANICS INC	284.70
197493	5/5/2003	065233	MIDWEST TURF & IRRIGATION INC	977.94
197494	5/5/2003	065400	MILLARD LUMBER INC	113.31

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197495	5/5/2003	099585	MILLARD MANUFACTURING COMPANY	226.50
197496	5/5/2003	065410	MILLARD SCHOOLS ADMINISTRATIVE	30.80
197498	5/5/2003	065350	MILLARD TRUE VALUE HARDWARE	109.58
197499	5/5/2003	065709	SHARRON A MILLSAP	67.92
197500	5/5/2003	100316	MINDWARE	379.45
197501	5/5/2003	065810	MIRACLE RECREATION	37.84
197502	5/5/2003	065950	MODERN SOUND PICTURES, INC.	372.00
197503	5/5/2003	132774	SHERI L MOSBY	9.38
197504	5/5/2003	063150	MSC INDUSTRIAL SUPPLY CO	350.42
197505	5/5/2003	132181	CHRIS MULL	47.60
197508	5/5/2003	066580	MUSIC IN MOTION INC	482.13
197509	5/5/2003	066608	MUSIC TEACHERS SUPPLY	130.36
197510	5/5/2003	131395	DARREN D MYERS	451.14
197511	5/5/2003	099662	NAESP	89.90
197512	5/5/2003	066996	NAPA/GENUINE PARTS COMPANY	57.52
197513	5/5/2003	067000	NASCO	347.91
197514	5/5/2003	067253	NATIONAL ASSOC OF SECONDARY	306.55
197515	5/5/2003	131337	NATIONAL GEOGRAPHIC SCHOOL PUBL.	286.93
197516	5/5/2003	067751	NATIONAL GEOGRAPHIC SOCIETY	27.95
197517	5/5/2003	067801	NATIONAL MIDDLE SCHOOL ASSOC	56.00
197518	5/5/2003	068280	JOHN R NATTERMANN	341.14
197519	5/5/2003	069785	NCA, CASI	420.00
197520	5/5/2003	102522	NCECBVI	115.00
197521	5/5/2003	130548	NCS PEARSON INC	149.48
197523	5/5/2003	068334	NEBRASKA AIR FILTER, INC.	2,045.33
197524	5/5/2003	068445	NEBRASKA FURNITURE MART INC	484.81
197525	5/5/2003	068466	NEBRASKA PRINTING CENTER	303.41
197526	5/5/2003	068684	NEBRASKA SCIENTIFIC	137.17
197527	5/5/2003	131476	NEBRASKA TURF PRODUCTS	100.00
197528	5/5/2003	068801	NEBRASKA WORKFORCE DEVELOPMENT	3,314.95
197530	5/5/2003	132685	NEW ENGLAND EDUCATIONAL INSTITUTE	318.00
197531	5/5/2003	109843	NEXTEL PARTNERS INC	283.55

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197532	5/5/2003	109843	NEXTEL PARTNERS INC	1,084.27
197533	5/5/2003	109843	NEXTEL PARTNERS INC	614.78
197534	5/5/2003	109843	NEXTEL PARTNERS INC	644.32
197536	5/5/2003	069689	NOGG CHEMICAL & PAPER	482.04
197537	5/5/2003	069805	NORTHWEST REGIONAL ED LABORATORY	202.25
197538	5/5/2003	069930	NOVA HEALTH EQUIPMENT COMPANY	369.00
197539	5/5/2003	131265	JILL M NUISMER	75.35
197540	5/5/2003	069945	NUTS & BOLTS, INC.	389.69
197542	5/5/2003	132610	OAEYC	135.00
197543	5/5/2003	070190	OFFICE DEPOT (125TH/RETAIL)	42.78
197545	5/5/2003	100013	OFFICE DEPOT BUS. SVCS. DIV.	3,121.95
197546	5/5/2003	101147	OFFICE MAX #521	176.49
197547	5/5/2003	070245	OHARCO DISTRIBUTORS	132.58
197548	5/5/2003	070473	ELIZABETH A OLSON	488.74
197549	5/5/2003	132778	MELANIE L OLSON	135.00
197550	5/5/2003	099658	OMAHA CHILDRENS MUSEUM	135.00
197551	5/5/2003	070662	OMAHA HEARING SCHOOL FOR CHILDREN	3,673.46
197552	5/5/2003	070700	OMAHA PAPER COMPANY INC.	407.48
197553	5/5/2003	071025	OMAHA TRUCK CENTER INC	1,079.59
197554	5/5/2003	071040	OMAHA WINNELSON COMPANY	355.00
197555	5/5/2003	071050	OMAHA WORLD HERALD CO	485.32
197556	5/5/2003	107815	ON LINE IMAGING SERVICES LLC	3,180.44
197557	5/5/2003	132779	MAUREEN P ORD	20.00
197558	5/5/2003	107193	OTIS ELEVATOR COMPANY	563.50
197559	5/5/2003	131552	OTTER CREEK INSTITUTE	159.00
197560	5/5/2003	071528	PAMECO CORPORATION	241.81
197561	5/5/2003	071550	DAVID L CRAIG	57.62
197562	5/5/2003	071566	PAPILLION-LAVISTA PUBLIC SCHOOLS	2,100.00
197563	5/5/2003	131171	PARENTS AS TEACHERS NATIONAL CENTER	320.00
197565	5/5/2003	132006	ANDREA L PARSONS	306.41
197567	5/5/2003	071771	LT NEIL P. PAULISON	3,420.00
197568	5/5/2003	071891	PAYFLEX SYSTEMS USA, INC.	4,265.10

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197569	5/5/2003	071353	WARFIELD PCI LIMITED	176.20
197570	5/5/2003	132755	PEAK ATHLETIC CONDITIONING INC	5,285.00
197571	5/5/2003	102699	PEARSON EDUCATION	188.79
197572	5/5/2003	072216	PERMA BOUND	173.31
197574	5/5/2003	132751	BETH A PFEIFFER	30.66
197575	5/5/2003	106967	PHILFLEET ADVANTAGE	1,785.02
197576	5/5/2003	072450	PHILLIPS 66 COMPANY	4,753.33
197578	5/5/2003	108071	PITTSBURGH PAINTS-5508	253.61
197580	5/5/2003	107710	LYNNE M. POPP A.E.T.	117.00
197581	5/5/2003	073231	PRECISION INDUSTRIES, INC.	112.72
197582	5/5/2003	072349	PREMIER AGENDAS, INC.	32.50
197583	5/5/2003	073250	PRENTICE HALL	474.30
197584	5/5/2003	102423	PRIMARY CONCEPTS	194.48
197585	5/5/2003	073427	PRO-ED	655.25
197586	5/5/2003	073495	PROFESSIONAL AUDIOLOGY AND	1,029.10
197587	5/5/2003	107657	PROTEC SYSTEMS LLC	230.00
197588	5/5/2003	073040	PSI GROUP-OMAHA	20,000.00
197589	5/5/2003	099551	PSYCHOLOGICAL CORPORATION	756.26
197592	5/5/2003	131481	DANIEL N QUINN	12.60
197593	5/5/2003	090673	QWEST	30,675.73
197594	5/5/2003	131292	QWEST CHOICE TV & ONLINE	2.00
197595	5/5/2003	107325	QWEST INTERPRISE AMERICAN INC	474.00
197596	5/5/2003	106214	BRUCE BRIAN RADIL	215.00
197597	5/5/2003	099219	RADIOSHACK	66.17
197598	5/5/2003	099777	RADIOSHACK	70.72
197599	5/5/2003	131262	RADIOSHACK	93.03
197600	5/5/2003	078420	RAWSON & SONS ROOFING, INC.	3,690.00
197601	5/5/2003	100642	REALLY GOOD STUFF INC	99.40
197602	5/5/2003	078670	REAMS SPRINKLER SUPPLY COMPANY INC	695.73
197603	5/5/2003	078674	RECORDED BOOKS LLC	78.90
197608	5/5/2003	078958	REMEDIA PUBLICATIONS	139.36
197609	5/5/2003	102976	CHUCK MATSON	80.00

**Millard Public Schools**

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<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
197610	5/5/2003	132541	RIGBY	52.50
197611	5/5/2003	079190	RIGBY EDUCATION	199.47
197612	5/5/2003	130053	RIVERDEEP, INC.	53.00
197613	5/5/2003	099555	RIVERSIDE PUBLISHING COMPANY	2,406.45
197614	5/5/2003	132574	RK DIGITAL	1,834.30
197615	5/5/2003	131376	ROBERT BROOKE & ASSOCIATES, INC.	468.82
197616	5/5/2003	079310	ROCKBROOK CAMERA CENTER	145.70
197618	5/5/2003	132394	ROSE BLUMKIN PERFORMING ARTS CENTER	340.00
197619	5/5/2003	084660	RS STOVER COMPANY	199.96
197620	5/5/2003	107539	RUTH & MUELLER LLC	5,300.00
197621	5/5/2003	132780	JENNIFER N SACHAU	20.78
197622	5/5/2003	079691	SADDLEBACK EDUCATIONAL INC	439.89
197623	5/5/2003	081491	SAGE PUBLICATIONS, INC.	627.78
197625	5/5/2003	041500	SAMUEL FRENCH INC	375.00
197626	5/5/2003	081725	KIMBERLEY K SAUM-MILLS	38.00
197627	5/5/2003	081800	SAX ARTS & CRAFTS INC	184.70
197629	5/5/2003	081891	SCHMITT MUSIC CENTER	45.75
197631	5/5/2003	082100	SCHOLASTIC INC	5,823.53
197632	5/5/2003	082200	SCHOOL HEALTH CORPORATION	138.92
197633	5/5/2003	082350	SCHOOL SPECIALTY INC	428.20
197634	5/5/2003	101520	KIM SCHRADER	141.78
197636	5/5/2003	132771	CAROLYN C SCHWENNSSEN	62.67
197637	5/5/2003	082910	SECURITY EQUIPMENT INC	2,709.43
197638	5/5/2003	082920	MARTI K SEIBERLING	13.29
197639	5/5/2003	132738	LEONARD SELLERS	47.20
197640	5/5/2003	082941	KELLY M SELTING	331.79
197642	5/5/2003	132734	SHIP MAIL & MORE	194.00
197643	5/5/2003	083219	SHOPKO STORE #056	40.66
197644	5/5/2003	130893	SHOPPING MADE EASY.COM,INC.	906.15
197645	5/5/2003	132719	JEFFREY W ROAN	1,200.00
197646	5/5/2003	131979	SIECUS PUBLICATIONS	74.00
197647	5/5/2003	083400	SIMPLEXGRINNELL	2,165.90

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197648	5/5/2003	083452	SIMPSON SUPPLY	386.16
197649	5/5/2003	131814	NANETTE R SOBCZAK	65.15
197650	5/5/2003	083950	SOCIAL STUDIES SCHOOL SERVICE	14.00
197651	5/5/2003	102264	SOFTWARE PLUS	632.24
197652	5/5/2003	109793	SOLUTION ONE	1,872.41
197653	5/5/2003	130722	SOLUTIONS FOR YOUR OFFICE	585.66
197654	5/5/2003	084081	SOUTH OMAHA TERMINAL WAREHOUSE CO	655.20
197655	5/5/2003	100421	SOUTH/SOUTHWEST YMCA	88.00
197656	5/5/2003	131714	JOHN D SOUTHWORTH	359.00
197657	5/5/2003	084240	SPEECH BIN	22.00
197658	5/5/2003	109796	SPORT SUPPLY GROUP INC.	509.17
197659	5/5/2003	084326	SPORTIME	334.52
197660	5/5/2003	084360	CANDACE W SPURZEM	791.48
197661	5/5/2003	109836	AMY ST. AMOUR	264.63
197662	5/5/2003	084415	STANDARD STATIONERY SUPPLY CO	1,301.94
197663	5/5/2003	084491	TRACY L STAUFFER	102.20
197665	5/5/2003	132315	STRATEGIC AIR & SPACE MUSEUM	108.00
197666	5/5/2003	132785	JAMIE SUAREZ DELGADO	50.00
197667	5/5/2003	084689	SULLIVAN SEWER SERVICE INC	985.00
197668	5/5/2003	084781	SUMMIT LEARNING	248.40
197669	5/5/2003	132400	SUN TURF, INC.	1,047.15
197670	5/5/2003	084907	SUNDERLAND BROTHERS COMPANY	75.26
197671	5/5/2003	084930	SUPER DUPER INC	44.80
197672	5/5/2003	102869	SUPER SAVER #20	1,478.47
197673	5/5/2003	132695	SUPERIOR DISTRIBUTION	53.40
197674	5/5/2003	085000	SYNERGISTICS	115.39
197675	5/5/2003	088654	TARGET	473.46
197676	5/5/2003	109041	TEACHER'S DISCOVERY (FOREIGNL)	130.35
197677	5/5/2003	101393	TEACHERS VIDEO COMPANY	128.68
197678	5/5/2003	106697	LINDA A TERRY	65.56
197679	5/5/2003	130780	THADDEUS COMPUTING	19.95
197680	5/5/2003	131938	THE KEYBOARD TEACHER	63.98

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197681	5/5/2003	107959	NANCY C THORNBLAD	164.62
197682	5/5/2003	131643	CAROL L THURBER	50.12
197684	5/5/2003	132140	TILT GOLF	38.00
197685	5/5/2003	089574	TOTAL MARKETING, INC.	770.00
197686	5/5/2003	101470	TOYS R US	240.87
197687	5/5/2003	108055	TRADE WELL PALLET INC	630.00
197688	5/5/2003	089765	TRI-V TOOL & MFG. CO.	200.00
197689	5/5/2003	106493	TRITZ PLUMBING, INC.	1,031.88
197690	5/5/2003	132748	LAURA L TWIFORD	154.76
197691	5/5/2003	102764	U.S. MAP & BOOK CO.	13.95
197692	5/5/2003	090678	UNISOURCE	305.64
197693	5/5/2003	090214	UNITED ELECTRIC SUPPLY CO INC	537.02
197694	5/5/2003	109861	UNITED EQUIPMENT SERVICES	422.00
197695	5/5/2003	090250	UNITED SEEDS INC.	75.00
197696	5/5/2003	068875	UNIV OF NE MED CENTER	3,774.00
197697	5/5/2003	100096	UNIVERSITY OF NE AT LINCOLN	981.00
197699	5/5/2003	090900	UNIVERSITY PUB, INC.	180.00
197701	5/5/2003	131693	US FOODSERVICE	304.68
197702	5/5/2003	106173	UTA HALEE GIRLS VILLAGE	5,780.80
197703	5/5/2003	091040	VALENTINOS INC	193.28
197704	5/5/2003	083340	VERNE SIMMONDS COMPANY	3,209.35
197705	5/5/2003	092287	VIKING OFFICE PRODUCTS	282.37
197706	5/5/2003	092323	VIRCO MANUFACTURING CORP	6,834.17
197707	5/5/2003	130676	VISITING NURSES HEALTH SERVICES	48.00
197708	5/5/2003	109122	CONNIE L VLCEK	13.25
197709	5/5/2003	092786	WALCRO INC	102.54
197710	5/5/2003	092834	WALKER TIRE INC	550.41
197711	5/5/2003	093765	WATER ENGINEERING, INC.	1,850.00
197712	5/5/2003	093772	WATKINS CONCRETE BLOCK CO. INC.	24.40
197714	5/5/2003	093978	BECKY S WEGNER	265.98
197715	5/5/2003	093989	DIANA L WEIS	60.50
197717	5/5/2003	094245	WESTLAKE ACE HARDWARE INC	497.19

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197718	5/5/2003	094630	WESTONE LABORATORIES	25.75
197719	5/5/2003	094650	WESTSIDE COMMUNITY SCHOOLS	747.50
197720	5/5/2003	102477	BRYAN WHEATLEY	21,510.00
197721	5/5/2003	094820	WHOLESALE HEATING & COOLING	308.31
197722	5/5/2003	132205	ELIZABETH WIESE	904.58
197723	5/5/2003	109119	TRACEY A WIESER	7.67
197725	5/5/2003	132638	WINDSOR INDUSTRIES	43.91
197726	5/5/2003	132299	KATY WINGENDER	11.95
197727	5/5/2003	095173	WINGERT JONES MUSIC INC.	1,701.41
197728	5/5/2003	109073	CRAIG J WOLF	155.13
197729	5/5/2003	130716	SUSAN J WOOSTER	233.69
197730	5/5/2003	095371	WORLD ALMANAC EDUCATION	673.26
197731	5/5/2003	095376	WORLD BOOK INC	359.00
197732	5/5/2003	107149	MONICA R WORMINGTON	30.51
197736	5/5/2003	044950	WW GRAINGER INC	1,683.04
197737	5/5/2003	101370	XEROX CORPORATION (ORDERS)	172.00
197738	5/5/2003	096200	YOUNG & WHITE	17,136.80
197739	5/5/2003	109818	MARION YOUNG	154.76
197740	5/5/2003	099212	ZANER BLOSER INC	701.64
<b>Total for GENERAL FUND</b>				<b>885,596.37</b>
197204	5/5/2003	109079	ALLTEL	-570.80
197212	5/5/2003	012989	APPLE COMPUTER, INC.	580.00
197294	5/5/2003	026057	CONTROL MASTERS INC	756.50
197350	5/5/2003	038475	EXCEL ELECTRIC INC	396.57
197356	5/5/2003	131555	FLOORS, INC.	624.00
197371	5/5/2003	099888	GRAYBAR ELECTRIC COMPANY, INC.	155.08
197472	5/5/2003	100944	MCDONALD & ASSOCIATES INC	88.95
197473	5/5/2003	102819	MCGILL BROTHERS INC	1,750.00
197489	5/5/2003	102870	MIDLAND COMPUTER INC	146.99
197600	5/5/2003	078420	RAWSON & SONS ROOFING, INC.	4,690.00
197628	5/5/2003	081880	SCHEMMER ASSOCATES, INC.	1,276.00



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<b>Total for SPECIAL BUILDING</b>				<b>9,893.29</b>
197212	5/5/2003	012989	APPLE COMPUTER, INC.	894.00
197234	5/5/2003	099646	BARNES & NOBLE BOOKSTORE(OAKV)	195.65
197247	5/5/2003	106805	TANYA BLIGH	10.95
197255	5/5/2003	019559	BOUND TO STAY BOUND BOOKS INC	498.43
197283	5/5/2003	025100	CHRONICLE GUIDANCE PUBLISHING	245.03
197290	5/5/2003	107482	COLLEGE BOARD/MWRO	300.00
197298	5/5/2003	132709	CREATIVE TEACHING ASSOCIATES	130.46
197312	5/5/2003	032255	DAVIS PUBLICATIONS INC	76.76
197315	5/5/2003	032497	CHERYL R DECKER	138.24
197339	5/5/2003	037525	EDUCATIONAL SERVICE UNIT #3	425.00
197364	5/5/2003	106129	LINDA L GIBBS	229.16
197383	5/5/2003	048400	HAZELDEN	411.46
197388	5/5/2003	132423	HEWLET PACKARD CO	10,518.64
197391	5/5/2003	048940	HOBBY LOBBY	74.75
197392	5/5/2003	132721	HODGES BADGE COMPANY	66.00
197396	5/5/2003	049650	HOUGHTON MIFFLIN COMPANY	143.21
197421	5/5/2003	056279	KENDALL/HUNT PUBLICATIONS	184.72
197433	5/5/2003	058755	LIDLAW TRANSIT INC	160.68
197437	5/5/2003	131568	LEADERSHIP TALKS TECHNOLOGY ACADEMY	425.00
197449	5/5/2003	059791	LIVING VOICES	950.00
197474	5/5/2003	063349	MCGRAW-HILL COMPANIES	-380.19
197489	5/5/2003	102870	MIDLAND COMPUTER INC	2,147.00
197496	5/5/2003	065410	MILLARD SCHOOLS ADMINISTRATIVE	5.20
197497	5/5/2003	065440	MILLARD SOUTH HIGH SCHOOL	4,995.49
197529	5/5/2003	100216	NETA	960.00
197545	5/5/2003	100013	OFFICE DEPOT BUS. SVCS. DIV.	804.18
197566	5/5/2003	106973	RITA PASKOWITZ	200.00
197611	5/5/2003	079190	RIGBY EDUCATION	1,308.00
197630	5/5/2003	099640	SCHOLASTIC BOOK FAIRS	353.90
197631	5/5/2003	082100	SCHOLASTIC INC	50.98
197633	5/5/2003	082350	SCHOOL SPECIALTY INC	79.93

**Millard Public Schools**

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197668	5/5/2003	084781	SUMMIT LEARNING	126.66
197698	5/5/2003	068840	UNIVERSITY OF NE. AT OMAHA	150.00
197703	5/5/2003	091040	VALENTINOS INC	67.03
<b>Total for GRANT FUND</b>				<b>26,946.32</b>
197335	5/5/2003	034100	DRAKE-WILLIAMS STEEL INC	793.00
197388	5/5/2003	132423	HEWLET PACKARD CO	5,592.00
197489	5/5/2003	102870	MIDLAND COMPUTER INC	138.45
197706	5/5/2003	092323	VIRCO MANUFACTURING CORP	1,122.60
<b>Total for DEPRECIATION</b>				<b>7,646.05</b>
197334	5/5/2003	130908	DOUGLAS COUNTY SCHOOL DIST.28-0001	242,477.92
197339	5/5/2003	037525	EDUCATIONAL SERVICE UNIT #3	1,132.85
<b>Total for INTERLOCAL FUND</b>				<b>243,610.77</b>
197197	5/5/2003	010888	ALBERTSONS 2201	104.95
197204	5/5/2003	109079	ALLTEL	12.68
197210	5/5/2003	107791	MEREDITH LEIGH ANDREWS	144.00
197229	5/5/2003	132765	KYLE BAINBRIDGE	128.00
197230	5/5/2003	132743	NICK BAKER	192.00
197239	5/5/2003	132123	AMANDA C BENAK	144.00
197255	5/5/2003	019559	BOUND TO STAY BOUND BOOKS INC	336.97
197260	5/5/2003	132744	BREANNA DEGEORGE	160.00
197270	5/5/2003	132220	LILY CAREY	96.00
197271	5/5/2003	108485	COLLEEN CARNABY	144.00
197273	5/5/2003	132729	ERIN CARTER	64.00
197276	5/5/2003	131863	MEGAN M CHALUPA	108.00
197277	5/5/2003	132728	RYAN CHAMBERLAIN	96.00
197278	5/5/2003	132107	SARAH CHERMOK	96.00
197280	5/5/2003	024652	CHILDCRAFT EDUCATION CORP	813.97
197285	5/5/2003	132759	JUSTIN CLARK	68.00
197296	5/5/2003	132757	JAMES COOK	56.00
197307	5/5/2003	132745	ASHLEY CURTIS	192.00
197322	5/5/2003	032904	RONALD DEREMER	107.00

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197348	5/5/2003	131569	BENJAMIN G. ESTEP	96.00
197358	5/5/2003	100307	FOOD SERVICES OF AMERICA	657.27
197367	5/5/2003	109820	KRISTY GMEINER	80.00
197370	5/5/2003	108163	FARRAH GRANT	240.00
197379	5/5/2003	107785	HEATHER HANSSSEN	220.00
197390	5/5/2003	131628	CRYSTAL L HILL	64.00
197393	5/5/2003	132761	ASHLEY HOLTHAUS	140.00
197409	5/5/2003	131637	RICK JANECEK	36.00
197414	5/5/2003	131629	MAX KAETER	112.00
197423	5/5/2003	108194	KRISTYN KIENY	112.00
197426	5/5/2003	132358	DAWN KLAIBER	160.00
197427	5/5/2003	108472	KELLY KLAIBER	180.00
197434	5/5/2003	099217	LAKESHORE LEARNING MATERIALS	114.77
197439	5/5/2003	131861	NATHAN LENZEN	96.00
197442	5/5/2003	132746	COURTNEY LEZANIC	128.00
197449	5/5/2003	059791	LIVING VOICES	475.00
197450	5/5/2003	107792	MEREDITH RAE LONG	200.00
197458	5/5/2003	107802	JOANNA LUEBBERT	200.00
197466	5/5/2003	132764	ELIZABETH MARTY	128.00
197486	5/5/2003	131945	CASSIE MEYER	100.00
197489	5/5/2003	102870	MIDLAND COMPUTER INC	4,145.34
197494	5/5/2003	065400	MILLARD LUMBER INC	151.84
197506	5/5/2003	132104	KYLE MULLIGAN	140.00
197507	5/5/2003	130934	MEGHAN A. MURPHY	96.00
197535	5/5/2003	131573	ERIC NICHOLS	140.00
197541	5/5/2003	130935	ERICA NUZZOLILLO	136.00
197564	5/5/2003	132763	JILLIAN PARRISH	80.00
197569	5/5/2003	071353	WARFIELD PCI LIMITED	65.29
197573	5/5/2003	132270	NICK PETERSEN	96.00
197577	5/5/2003	132762	KATELYN PIRNIE	128.00
197579	5/5/2003	072850	PLAYTIME EQUIPMENT & SCHOOL SUPPLY	3,800.00
197583	5/5/2003	073250	PRENTICE HALL	1,237.84

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Check Number	Date	Vendor No	Vendor Name	Amount
196733	4/24/2003	011651	AMERICAN EXPRESS	10,763.55
196734	4/24/2003	130469	SUSAN J ANGLEMYER	996.84
196736	4/24/2003	060121	BRYAN A LUBBERS	423.67
196738	4/24/2003	130135	JOSEPH J. MARTINEC JR.	150.00
196739	4/24/2003	064008	JOSEPH J. MARTINEC	225.00
196740	4/24/2003	132767	NAMFT	85.00
196742	4/24/2003	132773	MARY HELEN PELTON	500.00
196743	4/24/2003	132502	PEGGY SCHMITZ	50.00
<b>Total for GENERAL FUND</b>				<b>13,194.06</b>
196735	4/24/2003	107454	CHRISTOPHER COLLING	120.00
196737	4/24/2003	132766	M-PBEA 2003 CONFERENCE	129.00
196741	4/24/2003	107732	BRIAN L. NELSON	440.00
196742	4/24/2003	132773	MARY HELEN PELTON	500.00
<b>Total for GRANT FUND</b>				<b>1,189.00</b>
196742	4/24/2003	132773	MARY HELEN PELTON	1,500.00
<b>Total for ACTIVITY FUND</b>				<b>1,500.00</b>
196742	4/24/2003	132773	MARY HELEN PELTON	-100.00
<b>Total for</b>				<b>-100.00</b>
<b>Report Total</b>				<b>15,783.06</b>

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197590	5/5/2003	108000	EMILY PUFALL	72.00
197591	5/5/2003	132122	TARA QUANDT	160.00
197593	5/5/2003	090673	QWEST	150.00
197604	5/5/2003	108015	STEPHANIE REED	12.00
197605	5/5/2003	132760	JENNIFER REINER	64.00
197606	5/5/2003	108467	KRISTIN REITZ	108.00
197607	5/5/2003	132758	PAIGE REITZ	96.00
197617	5/5/2003	108003	WHITNEY ROGERS	120.00
197624	5/5/2003	108469	ANGELA SAKARIS	128.00
197633	5/5/2003	082350	SCHOOL SPECIALTY INC	12.78
197635	5/5/2003	131859	KATHARINE SCHROEDER	128.00
197641	5/5/2003	130563	RYAN SHAFFER	140.00
197664	5/5/2003	130238	DEBRA STEPHENSON	50.00
197683	5/5/2003	131865	ALEX TIES	64.00
197699	5/5/2003	090900	UNIVERSITY PUB, INC.	736.00
197700	5/5/2003	090973	UPSTART	512.60
197713	5/5/2003	132747	ALLISON WAY	160.00
197716	5/5/2003	094129	NICHOLAS LEE WENNSTEDT	240.00
197724	5/5/2003	132727	ALLEN WILLIAMS	84.00
197733	5/5/2003	095441	JERRY WORTMAN	90.00
197734	5/5/2003	131589	ERIC WRIGHT	148.00
197735	5/5/2003	108006	JILL WRIGHT	108.00
<b>Total for ACTIVITY FUND</b>				<b>20,202.30</b>
197645	5/5/2003	132719	JEFFREY W ROAN	-48.00
<b>Total for</b>				<b>-48.00</b>
<b>Report Total</b>				<b>1,193,847.10</b>

**Hot Lunch Fund Millard Public Schools**

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17447	5/5/2003	109079	ALLTEL	409.38
17448	5/5/2003	032872	DENNIS SUPPLY COMPANY	34.73
17449	5/5/2003	084907	SUNDERLAND BROTHERS COMPANY	169.34
17450	5/5/2003	092323	VIRCO MANUFACTURING CORP	205.21
<b>Total for FOOD SERVICE</b>				<b>818.66</b>
<b>Report Total</b>				<b>818.66</b>

**Millard Public Schools**

Check Register for 4/17/2003 - 4/17/2003

Date: 4/17/2003

Check Number	Date	Vendor No	Vendor Name	Amount
196722	4/17/2003	107454	CHRISTOPHER COLLING	120.00
196725	4/17/2003	102451	INTERNATIONAL BACCALAUREATE	1,100.00
196726	4/17/2003	130135	JOSEPH J. MARTINEC JR.	187.50
196727	4/17/2003	064008	JOSEPH J. MARTINEC	150.00
196728	4/17/2003	068393	NEBRASKA STATE PATROL	20.00
196729	4/17/2003	107732	BRIAN L. NELSON	410.00
196731	4/17/2003	106173	UTA HALEE GIRLS VILLAGE	65.00
196732	4/17/2003	012459	TED WEIR	472.00
<b>Total for GENERAL FUND</b>				<b>2,524.50</b>
196721	4/17/2003	020550	BUREAU OF EDUCATION & RESEARCH	165.00
196730	4/17/2003	081630	SAMS CLUB DIRECT	101.36
<b>Total for GRANT FUND</b>				<b>266.36</b>
196720	4/17/2003	132731	JOY L ABELS	65.00
196723	4/17/2003	132730	CRAIG CULLEN	1,173.00
196724	4/17/2003	107948	DARREL DRAPER	190.00
<b>Total for ACTIVITY FUND</b>				<b>1,428.00</b>
<b>Report Total</b>				<b>4,218.86</b>

**Hot Lunch Fund Millard Public Schools**

Check Register for 4/24/2003 - 4/24/2003

Date: 4/24/2003

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
17446	4/24/2003	010280	SAMUEL A PULLEN INC	232.75
<b>Total for FOOD SERVICE</b>				<b>232.75</b>
<b>Report Total</b>				<b>232.75</b>





Enclosure F.1.  
May 5, 2003

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Don Stroh Administration Center • 5606 So. 147th Street • Omaha, NE 68137-2604 • (402) 895-8200 • Fax (402) 895-8409

April 30, 2003

TO: Board Members

FROM: Amy Friedman

RE: Employees of the Month

The Employees of the Month for May are Bernadette Vlock, Read teacher at Ezra Millard Elementary School and Jean Bogatz, preschool educational paraprofessional at Neihardt Elementary.

AF:sp

6.

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MILLARD BOARD OF EDUCATION

Brad Burwell, Julie A. Johnson, Mike Kennedy, Mike Pate, Linda Poole, Jean Stothert, Keith Lutz, Ed.D., Superintendent

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** Approval of Rule 5100.1, Residency Requirements.

**MEETING DATE:** May 5, 2003

**DEPARTMENT:** Pupil Services

**TITLE AND BRIEF DESCRIPTION:** New definition of homeless children was added to this Rule to be consistent with state and federal statutes.

**ACTION DESIRED:** Information Only \_\_\_\_\_ Approval  X

**BACKGROUND:** No Child Left Behind and the McKinney-Vento Homeless Assistance Act of 2001 resulted in adding a definition for homeless children to Rule 5100.1.

**OPTIONS AND ALTERNATIVE CONSIDERED:**

**RECOMMENDATIONS:** Adoption of proposed rule.

**STRATEGIC PLAN REFERENCE:** N/A

**IMPLICATIONS OF ADOPTION OR REJECTION:** This Rule will not be in compliance with Nebraska Statutes.

**TIMELINE:**

**RESPONSIBLE PERSON(S):** Dr. Roger Farr

**ASSOCIATE SUPERINTENDENT APPROVAL:** Martha Duckner  
(Signature)

**BOARD ACTION:**

## Pupil Services

### Enrollment of Students/Residency Requirements

5100.1

#### I. Rules Governing the Enrollment of Students

- A. Enrollment of Resident Students. Students of school age residing in the District, students who have at least one (1) parent residing in the District, and students of school age who may be by law allowed to attend the District's schools without charge, shall be permitted to enroll in the District's schools tuition-free.
- B. Questionnaire Form. Students who reside in the District with a person other than the student's parents or legal guardian will be required to complete District and Nebraska Department of Education questionnaire forms which shall include, among other things, the name and address of the contact person for medical emergencies, student disciplinary matters, school conferences, and truancy. The forms must be completed and returned to the District within the time-frame set by the District.
- C. Enrollment of Future Residents. Students whose parents or guardian are planning to become District residents in the reasonably near future may be enrolled in the District tuition-free. Reasonable proof of future residency will be required by the District prior to enrollment. If the parents or guardian of such student have not become District residents within nine (9) weeks of enrollment, the student may be excluded from further attendance until residency is established.
- D. Homeless Children and Youth~~Homeless Students.~~ ~~Students-Children and youths~~ who are homeless and who request admission, shall be admitted ~~without charge~~ according to the following:-
1. *The Students defined in state law as homeless children or youths shall be admitted without payment of tuition.*
  2. *The Director of Pupil Services will be notified and provide placement when a homeless child or youth needs to be enrolled.*
- E. Expelled Students. A student who has been expelled from a public school in any school district in any state or from a private, denominational, or parochial school in any state and who has not completed the terms of the expulsion, shall not be permitted to enroll in the District until the District's Board approves, by a majority vote, the enrollment of the student. As a condition of such enrollment, the District's Board may require attendance in an alternative school, class or education program pursuant to Nebraska Revised Statute §79-266 until the terms of the expulsion are completed. A student who has been expelled from a private, denominational, or parochial school or from a school in another state may not be prohibited from enrolling in the District for any period of time beyond the time limits placed on expulsion pursuant to the Student Discipline Act or for any expulsion for an offense for which expulsion is not authorized for a public school student under the Student Discipline Act, if the student is a resident of the District or the student has been accepted pursuant to the District's Option Enrollment Program.

#### II. Resident Students Who Move During the School Year

- A. Students who move out of the District during the school year may continue attending school in the District for the remainder of the school year tuition-free.

#### III. Enrollment of Nonresident Students

- A. The District may admit the following nonresident students:

- ~~A.1.~~ Students who have at least one (1) parent residing in the District.
- ~~B.2.~~ Students accepted through the District's Option Enrollment Program.
- ~~C.3.~~ Nonresident students from Nebraska may be admitted pursuant to a contract with the school district where the student is a resident, with the payment and collection of tuition pursuant to the contract.
- ~~D.4.~~ Nonresident students of another state may be admitted, with the advance payment of tuition at a rate determined by the Board.
- ~~E.B.~~ Nonresident students may not attend schools which are closed to option enrollment due to capacity standards. Nonresident students may request enrollment at any District school which is not closed to option enrollment.

**IV. Wards of the State or a Court**

- A. Any student who is a ward of the state or a ward of any court and who resides in a foster family home within the District which is licensed or approved by the Department of Health and Human Services or who resides in a foster home within the District which is maintained or used pursuant to Nebraska Revised Statute §83-108.04 shall be deemed a resident of the District. Students who are placed in foster homes within the District by individuals, or by agencies other than the Department of Health and Human Services or in foster homes which are not maintained or used pursuant to Nebraska Revised Statute § 83-108.04, as hereinbefore provided, shall be required to complete a residency questionnaire and shall be subject to the same residency requirements as other nonresident students seeking enrollment in the District.

**V. Improper Enrollment**

- A. If a student is improperly enrolled in the District, the District in its sole discretion may:
  - ~~A.1.~~ Exclude the student from the schools of the District and charge tuition for the time period that the student was improperly enrolled; or
  - ~~B.2.~~ Permit the nonresident student to remain enrolled as a nonresident student provided tuition is paid in advance.

**VI. Illegal Aliens**

- A. Illegal aliens will not be denied a public education based on their illegal alien status.

~~VII. Extenuating Circumstances - The Superintendent may in his/her discretion admit students to schools which are closed to option enrollment or waive tuition for nonresident students when extenuating circumstances warrant such action.~~

~~VIII.VII. Definitions~~

- A. "Guardian" shall mean a person or agent of an institution who has been named by a court of competent jurisdiction to be the legal guardian of a student.
- B. "Homeless child or youth" shall mean:
  1. An individual who lacks a fixed, regular, and adequate nighttime residence; and
  2. An individual who has a primary nighttime residence that is:

- a. *A supervised publicly or privately operated shelter designed to provide temporary living accommodations including welfare hotels, congregate shelters, and transitional housing;*
  - b. *An institution that provides a temporary residence for individuals intended to be institutionalized; or*
  - c. *A public or private place not designed for, or ordinarily, used as a regular sleeping accommodation for human beings.*
3. *The term "homeless child or youth" does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.*

C. "Improper enrollment" shall mean students enrolled in the District who do not meet the residency, option enrollment, or other statutory requirements to enable tuition-free admission into the District.

~~C.D.~~ "Parents" shall mean the biological parents of the student or a person who has adopted the student in a court of competent jurisdiction.

Legal References:

Plyler v. Doe, 457 U.S. 202, 102 S. Ct. 2382, 72 L. Ed. 2d 786 (1982);  
Neb. Rev. Stat. § 79-215;  
Neb. Rev. Stat. § 79-216;  
Neb. Rev. Stat. § 79-266.01;  
*Title 92, Nebraska Administrative Code, Chapter 19;*  
*Title 92, Nebraska Administrative Code, Chapter 7;*  
*McKinney-Vento Homeless Assistance Act of 2001, 42 U.S.C. § 11431 et seq.*

Related Rule: 5100.3

Rule Approved: February 1, 1982

Revised: January 8, 1996; August 21, 2000; August 6, 2001; \_\_\_\_\_ 2003

Millard Public Schools  
Omaha, NE

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** Revision of Rule 5400.6, Standards for Student Conduct.

**MEETING DATE:** May 5, 2003

**DEPARTMENT:** Pupil Services

**TITLE AND BRIEF DESCRIPTION:** Rule 5400.6, Standards for Student Conduct, is reviewed and revised annually according to Policy. Revisions in the Standards were made to provide more consistency in enforcing the discipline policies and to ensure compliance with State laws.

**ACTION DESIRED:** Information Only \_\_\_\_\_ Approval  X

**BACKGROUND:** Changes in the present Standards for Student Conduct were made to improve discipline. The changes were recommended by the Discipline Committee. The Discipline Committee is composed of principals and assistant principals who are active in enforcing discipline in the buildings.

**OPTIONS AND ALTERNATIVE CONSIDERED:** N/A

**RECOMMENDATIONS:** Board approval of the Standards for Student Conduct.

**STRATEGIC PLAN REFERENCE:** N/A

**IMPLICATIONS OF ADOPTION OR REJECTION:** Rejection might leave lapses in the authority to enforce discipline. Although other infractions can be used to cover the caps, principals feel the changes will make it easier to enforce.

**TIMELINE:** N/A

**RESPONSIBLE PERSON(S):** Dr. Roger R. Farr

**ASSOCIATE SUPERINTENDENT APPROVAL:** \_\_\_\_\_

  
(Signature)

**BOARD ACTION:**

## Pupil Services

### Standards for Student Conduct

5400.6

#### I. Introduction.

- A. Policy Statement. Every Millard School District student has the right to an education. The following Standards have been instituted to ensure that right. Each student and their parents are required, on their own, to become familiar with these Standards, and to help provide an atmosphere conducive to learning.
- B. Grounds for Exclusion. A student may be excluded from school if there is reasonable evidence that the student has committed a prohibited act listed below while on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- C. Length of Expulsions. Unless specified otherwise within these Standards, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year. Neb. Rev. Stat. §79-283(2).
- D. Contact of Legal Authorities. The principal of a school or the principal's designee shall notify as soon as possible the appropriate law enforcement authorities, of the county or city in which the school is located, of any act of a student described in Neb. Rev. Stat. §79-267 which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code. Neb. Rev. Stat. §79-293(1).
- E. Sanction to be Followed. If minimum and maximum sanctions are not specified for a specific prohibited act, the recommended sanction shall be imposed.
- F. Students with Disabilities. Disciplinary procedures for students who have disabilities as defined by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 shall be subject to the disciplinary procedures set forth in District Rules 5400.2 and 5400.3 and applicable federal and state law.
- G. Mandatory Compliance. Students and their parent(s) or guardian(s) are hereby notified that compliance with the District's Standards for Student Conduct is mandatory. It is the responsibility of all students and their parent(s) or guardian(s) to become familiar with these Standards.

#### II. Violations Against Persons.

- A. Use of Violence. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes.
1. Pushing, Shoving or Related Behaviors.
- a. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

12.

2. **Fighting.** Mutual attempt to physically harm another person.
  - a. **First offense.**
    - (1) **Minimum Sanction.** Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
    - (2) **Maximum Sanction.** Long-term suspension. Suspension from extracurricular activities during time of suspension.
    - (3) **Mandatory Action.** Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.
  - b. **Two offenses or more.**
    - (1) **Minimum Sanction.** Long-term suspension. Suspension from extracurricular activities during time of suspension.
    - (2) **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.
    - (3) **Mandatory Action.** Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.

3. **Physical Assault.** Initiation of a violent act against another person through physical contact.
  - a. **Minimum Sanction.** Long-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
  - b. **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.
  - c. **Mandatory Action.** Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.

B. **Physical Injury to District Employees, Volunteers, and Students.** Causing or attempting to cause personal injury to an employee, a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this provision. Neb. Rev. Stat. §79-267(3).

1. **Sanctions on School Grounds.**
  - a. **Minimum Sanction.** Long-term suspension. Suspension from extracurricular activities during time of suspension.
  - b. **Mandatory Action.** Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(3) and 293.



2. Sanctions off School Grounds. Citation during academic school year and the student is found guilty; does not contest the citation; or admits that he or she has violated subsection II (B). Suspension from extracurricular activities for remainder of the semester or at least nineteen (19) school days, whichever is more.

C. Use of Threats or Intimidation.

1. Use of Threats (Verbal and Written). All threats, including those alleged to be jokes, will always be taken seriously and are subject to the following disciplinary action.

- a. Level One Threat. Using a threat as part of a common expression or in a context that the recipient does not feel threatened, frightened, or coerced (e.g., "Oh, I could just kill you for that" or "I will punch you in the nose").

- (1) Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

- b. Level Two Threat. Using an expression or an implied or veiled threat with the intent of threatening, frightening, or coercing another and the recipient feels threatened, frightened, or coerced (e.g., "I will kill you.").

- (1) Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade four (4).

- (2) Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

- (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.

- c. Level Three Threat. Threatening to kill or injure another person or threatening to damage property with potential for personal injury, without possessing a weapon or other object that could kill or injure the threatened or intimidated person, and the student describes how it will be done, including any threats that concern dangerous chemical substances, biochemical attacks, or bioterrorism

- (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade four (4).

- (2) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

- (3) Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.

- d. Threatening with an Object. Threatening with an object which looks like a weapon or an object that could be used to injure someone. To qualify as a look-a-like weapon, the object must closely resemble a real weapon in size, shape, and color even when examined up close.

- (1) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of the suspension.

(2) *Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.*

(3) *Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(1) and 293.*

2. Bomb Threat (Verbal or Written). Threatening to use any type of explosive or incendiary device generally referred to as a bomb to injure a person(s) or destroy property.

a. Minimum Sanction. Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.

b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §28-1221; Neb. Rev. Stat. §§79-267(1) and 293.

D. Firearms, Explosives, and Weapons.

1. Guns, etc. Knowingly possessing, handling, transmitting, using, intimidating with, or threatening with any object or material that is ordinarily and/or generally considered a firearm, explosive, destructive device, or weapon, including guns, firearms, paint ball guns, pipe bombs, stun guns, B.B. guns and pellet guns.

a. Sanctions on School Grounds.

(1) *Minimum Sanction.* Mandatory expulsion for one (1) year. Suspension from extracurricular activities during time of expulsion.

(2) *Mandatory Action.* Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04, 1215, 1216, 1220, 1242, 1244, and 1250; Neb. Rev. Stat. §§79-267 (5) and 293.

b. Sanctions off School Grounds.

(1) Citation for illegal possession of a weapon during academic school year and the student is found guilty; does not contest the citation; or admits that he or she has violated subsection II(D). Suspension from extracurricular activities for one (1) year.

2. Other Weapons. Using or threatening with a knife, throwing star, brass knuckles, chemical substances (including, but not limited to, mace, pepper guns, and bleach), and any other object that could be used to injure a person.

a. Sanctions on School Grounds.

(1) *Minimum Sanction.* Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.

(2) *Mandatory Action.* Legal authorities shall be contacted. Neb. Rev. Stat. §§28-1202 to 1204.04, 1215, 1216, 1220, 1242, 1244, and 1250; Neb. Rev. Stat. §§79-267 (5) and 293.

b. Sanctions off School Grounds.

- (1) Citation during academic school year and the student is found guilty; does not contest the citation; or admits that he or she has violated subsection II(D). Suspension from extracurricular activities for one (1) year.

3. Possession of Certain Prohibited Objects. Knowingly possessing, handling, or transmitting knives, throwing stars, brass knuckles, or other objects not enumerated above which could cause injury.

- a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
- b. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

4. Possession of Look-a-like Weapons. Possessing a look-a-like weapon, the object must closely resemble a real weapon in size, shape, and color even when examined up close.

- a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
- b. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

4.5. Exception for Certain Firearms. Subsection II(D) shall not apply to:

- a. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training; or
- b. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

E. Extortion. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
2. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(4) and 293.

F. Sexual Assault or Attempted Sexual Assault. Any sexual assault or attempt to sexually assault any person. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320. Neb. Rev. Stat. §79-267(8).

1. Sanctions on School Grounds.

- a. Minimum Sanction. Mandatory expulsion. Suspension from extracurricular activities for one (1) year.
- b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(8) and 293.

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2. Sanctions off School Grounds.

- a. Minimum Sanction. Suspension from extracurricular activities for one (1) year.
- b. Maximum Sanction. Expulsion. A complaint must have been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person off school grounds not a school function, activity, or event, and the student's presence at school has a direct and immediate effect on maintaining discipline, order, or safety in the school. Sexual assault shall mean sexual assault in the first or second degree as defined in Neb. Rev. Stat. §§28-319 and 320. Neb. Rev. Stat. §§79-267(8).

G. Sexual Contact. The intentional touching of another person's sexual or intimate parts or the intentional touching of another person's clothing covering the immediate area of the other person's sexual or intimate parts, without the consent of the other person. Sexual contact also includes the non-consensual touching by the other person of the actor's sexual or intimate parts or the clothing covering the immediate area of the actor's sexual or intimate parts when such touching is intentionally caused by the actor. The sexual contact must be such that it can be reasonably construed as being for the purpose of sexual arousal or gratification of either party. Neb. Rev. Stat. §§28-318 and 320.

1. Sanctions on School Grounds.

- a. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
- b. Maximum Sanction. Expulsion. Suspension from extracurricular during time of expulsion.
- c. Mandatory Action. Legal authorities must be contacted upon the request of the offended party. Neb. Rev. Stat. §79-293.

2. Sanctions off School Grounds.

- a. Citation during academic school year and the student is found guilty; does not contest the citation; or admits that he or she has violated subsection II(G). Suspension from extracurricular activities for one (1) year.

H. Sexual Harassment. Unwanted or unwelcome activity of a sexual nature which materially interferes with or substantially disrupts the educational process. This may include, but is not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons or graffiti of a sexual nature, and unwanted body contact.

- 1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

I. Harassment. Any intentionally hurtful, demeaning, or disparaging acts, words, symbolic representations, or behavior used by a student or students against another student or students that is disruptive of the educational process. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

J. Bullying. Any intentionally hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing, or physical activities such as poking, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

### III. Violations Against Public Health and Safety.

A. Possession of Drugs or Alcohol. Possession or use of an illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, or look-a-like substance, or possession or use of a prescribed medication by a student for whom the prescribed medication was not prescribed; or possession or use of drug paraphernalia. Possession or use of alcohol or an alcohol-containing beverage or liquor capable of human consumption.

1. Sanctions on School Grounds.

- a. First Offense. Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).
- b. Second Offense. (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.
- c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.

2. Sanctions off School Grounds.

- a. Citation during academic school year and the student is found guilty; does not contest the citation; or admits that he or she has violated subsection III(A). Curtailment of extracurricular activities for nineteen (19) school days.
  - (1) First Offense. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities). Previous offenses of subsection III(A) on or off school grounds during the current academic school year would not allow participation in this option.
  - (2) Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year.

- B. Distribution of Drugs or Alcohol. Distribution or attempted distribution to any other person, of any illegal narcotic drug, controlled substance, look-a-like substance, mood-altering or behavior affecting substance, drug paraphernalia, or alcohol.
1. Sanctions on School Grounds.
    - a. First Offense. Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.
    - b. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.
  2. Sanctions off School Grounds.
    - a. Citation during academic school year and the student is found guilty; does not contest the citation; or admits that he or she has violated subsection III(B). Curtailment of extracurricular activities for one (1) year.
- C. Possession, Use and Transportation of Medications. The possession, use, and transportation of prescribed and non-prescribed medications shall be in accordance with the following rules.
1. Possession of Medications (Preschool and Elementary Levels). Possession of prescribed or non-prescribed medications, or possession of prescribed or non-prescribed medications on school grounds during transportation to and from school, is prohibited.
    - a. Sanctions on School Grounds.
      - (1) First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Second Offense. (Within one (1) year)
        - (a) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
        - (b) Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. Possession of Medications (Middle School Level). Possession of prescribed or non-prescribed medications, or possession of prescribed medications on school grounds during transportation to and from school, is prohibited. Middle school students may transport non-prescribed medications to and from school but must turn it into the nurse upon arrival at school.
    - a. Sanctions on School Grounds.
      - (1) First Offense. Short-term suspension. Suspension from extracurricular activities during time of suspension.
      - (2) Second Offense. (Within one (1) year)
        - (a) Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

(b) **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.

3. **Possession of Medications (High School Level).** Possession of prescribed medications is prohibited. High school students may possess non-prescribed medications, but they may not possess prescribed medications except in transport to and from school. Prescribed medications must be turned into the nurse upon arrival at school.

a. **Sanctions on School Grounds.**

(1) **First Offense.** Short-term suspension. Suspension from extracurricular activities during time of suspension.

(2) **Second Offense.** (Within one (1) year)

(a) **Minimum Sanction.** Long-term suspension. Suspension from extracurricular activities during time of suspension.

(b) **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.

D. **Distribution of Prescribed Medications.** Distribution or attempted distribution to any other person, of any prescribed medication.

1. **First Offense.** Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program that in part must offer instruction on the dangers of abusing medications. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).

2. **Second Offense.** (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.

3. **Mandatory Action.** Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.

E. **Distribution of Non-Prescribed Medications.** Distribution or attempted distribution to any other person, of any non-prescribed medication.

1. **Sanctions on School Grounds.**

a. **First Offense.** Short-term suspension. Suspension from extracurricular activities during time of suspension.

b. **Second Offense.** (Within one (1) year)

(1) **Minimum Sanction.** Long-term suspension. Suspension from extracurricular activities during time of suspension.

(2) **Maximum Sanction.** Expulsion. Suspension from extracurricular activities during time of expulsion.

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F. Receiving Non-Prescribed Medications. Receiving non-prescription medications by high school students that are distributed by another student at school.

1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

G. Under the Influence of Drugs or Alcohol. Being intoxicated or under the influence of any illegal narcotic drug, controlled substance, prescribed medication by a student for whom the prescribed medication was not prescribed, mood-altering or behavior-affecting substance, or alcohol.

1. Sanctions on School Grounds.

a. First Offense. Suspension for nineteen (19) school days. Suspension from extracurricular activities while not in school due to the suspension. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the suspension and curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) days out of school).

b. Second Offense. (Within one (1) year) Mandatory expulsion. Suspension from extracurricular activities during time of expulsion.

c. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§79-267(6) and 293.

2. Sanctions off School Grounds.

a. Citation during academic school year and the student is found guilty; does not contest the citation; or admits that he or she has violated subsection III(GF). Curtailment of extracurricular activities for nineteen (19) school days.

(1) First Offense. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities by a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities). Previous offenses of subsection III(GF) on or off school grounds during the current academic school year would not allow participation in this option.

(2) Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year.

H. Exposure to Bodily Fluids. Intentionally spitting, throwing, wiping, or otherwise dispersing bodily fluids on or to another student or staff member for the purpose of infecting, inciting, demeaning, or intimidating that person.

1. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

2. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

G.I. Tobacco. Possession or use of tobacco or tobacco products.

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1. Sanctions on School Grounds.
  - a. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

*H.J.* Possession of Fireworks.

1. Sanctions on School Grounds.
  - a. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

*H.K.* Use of Fireworks. Use or lighting of firecrackers or fireworks of any description.

1. Sanctions on School Grounds.
  - a. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

IV. Violations Against Public Decency and Good Morals.

- A. Public Indecency. Behavior resulting in public indecency (see definition). This subsection shall apply only to students above grade five (5). Neb. Rev. Stat. §79-267(7).
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- B. Profanity and Obscenity. Written or oral language that is reasonably offensive or repulsive to the person hearing the same and which is disruptive of the educational process.
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- C. Disparaging Language/Symbolism. Disparaging or demeaning language or symbolic actions of any kind including, but not limited to gestures or language that is intended to disparage, demean, or subject another student or staff member to ridicule.
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

V. Violations Against Property.

- A. Damage to Property. Willfully causing or attempting to cause substantial damage to property, or repeated damage to property. This shall include school property lent to the student which the student damages. As to any such damaged property, the student's parent(s) or guardian(s) shall be liable for the damage to the school property. Neb. Rev. Stat. §79-267(2).
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §28-519; Neb. Rev. Stat. §§79-267(2) and 293.

*22.*

- B. Theft/Larceny. Stealing or attempting to steal property, or repeated theft of property. This will include school property lent to a student which ~~which~~ *that* is not returned upon demand by an authorized staff member and for which there is no reasonable justification for the failure to return the property. Neb. Rev. Stat. §79-267(2).
1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  2. Mandatory Action. Legal authorities shall be contacted when the value of the property involved is two-hundred dollars (\$200.00) or more. Neb. Rev. Stat. §§28-511 and 518; Neb. Rev. Stat. §§79-267(2) and 293.
  3. Sanctions off School Grounds. Committing burglary or theft which constitutes a felony provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection and the student is found guilty; the student does not contest the citation; or the student admits that he or she has violated subsection V(B). Suspension from extracurricular activities for one (1) year.
- C. Arson or False Fire Alarm. Intentionally starting a fire. Use of any fire causing agents to start or attempt to start a fire. Purposely or knowingly causing a false fire alarm. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §79-267(9).
1. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension. There is no mandated minimum sanction below grade six (6).
  2. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  3. Mandatory Action. Legal authorities shall be contacted if it is believed the arson was criminal. Neb. Rev. Stat. §§28-502 to 504 and 907; Neb. Rev. Stat. §§79-267(9) and 293.
- D. False Alarm or Report. Purposely making a false alarm or false report, or purposely furnishing false information or making a false communication or statement, whether verbal, written or electronic, concerning the existence of any bomb, explosive device or weapon, dangerous chemical substance, or biochemical or terroristic device, or concerning another's intent or attempt to be made to kill, injure, or intimidate any individual or to use any bomb, explosive device, or weapon, dangerous chemical substance, or biochemical or terroristic device, or concerning the need for medical, police, or emergency services or procedures. Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §79-267(9).
1. Minimum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
  2. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
  3. Mandatory Action. Legal authorities shall be contacted. Neb. Rev. Stat. §§28-907 and 1221; Neb. Rev. Stat. §§79-267(9) and 293.
- E. Computers. Direct or indirect use of District computers, computer networks, or computer systems, which involves offensive, personal, commercial, and/or religious messages, or any unauthorized access or use of a District computer, computer network, or computer system which violates District policy or state or federal law. Neb. Rev. Stat. §28-1341; Neb. Rev. Stat. §79-267(9).

23.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
2. Mandatory Action. Legal authorities shall be contacted if the action constitutes a felony. Neb. Rev. Stat. §28-1341; Neb. Rev. Stat. §§79-267(9) and 293.

VI. Violations Against School Administration.

- A. Truancy. Unauthorized absence from school. Neb. Rev. Stat. §§79-201 and 209.
  1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.
- B. Gambling. Playing any game of chance for money or other stakes. Neb. Rev. Stat. §79-267(9).
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- C. Dishonesty and Plagiarism. Dishonesty which interferes with the educational process, and/or the close imitation of another person's work with the representation, expressed or implied, that it is the plagiarizing student's original work.
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- D. Cheating or Plagiarism. Cheating on examinations including but not limited to ELO examinations. Plagiarism on projects including but not limited to reports, research papers, and portfolios.
  1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
- ~~D.E.~~ Insubordination. Disrespect for, defying authority of, or refusing to obey requests or directions of teachers, school officials or school employees.
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- ~~E.F.~~ Disruptive Behavior. Behavior or possession of any item that materially interferes with or substantially disrupts class work, school activities, or the educational process.
  1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.
- ~~F.G.~~ Nuisance Items. Any item in a student's possession that is sufficiently annoying, offensive, unpleasant, or obnoxious that it substantially interferes with or materially interrupts the educational process. These items may include, but are not limited to radios, cell phones, beepers, walkie-talkies, tape players, cameras, devices that emit laser light beams, and other electronic devices.
  1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
- ~~G.H.~~ Unlawful Activity. Engaging in any unlawful activity not specifically covered herein, which constitutes a danger to other students or school personnel, or interferes with school purposes or the educational process. Neb. Rev. Stat. §79-267(9).

24.

1. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

*H.I.* False Complaints. False accusations or complaints against another student or staff member.

1. Maximum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.

*F.J.* Noncompliance with Code Yellow or Code Red. Intentionally leaving an assigned area already in containment during a Code Yellow or Code Red alert unless specifically given permission to do so by the supervisor of the assigned area.

1. Minimum Sanction. Long-term suspension. Suspension from extracurricular activities during time of suspension.
2. Maximum Sanction. Expulsion. Suspension from extracurricular activities during time of expulsion.

*F.K.* Student Identification. Failure of a high school student to present the school approved student identification card upon the request of a District staff member while on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Maximum Sanction. Short-term suspension. Suspension from extracurricular activities during time of suspension.

VII. Repeated Offenses or Series of Prohibited Conduct.

A. Two (2) or more violations of prohibited conduct, or violation of two (2) or more of the acts prohibited herein within the academic school year which constitute a substantial interference with school purposes. Neb. Rev. Stat. §79-267(10).

1. Sanction. Unless otherwise provided herein, prohibited conduct otherwise subject to short-term suspension shall be subject to long-term suspension; conduct otherwise subject to long-term suspension shall be subject to expulsion; prohibited conduct initially subject to expulsion shall be again subject to expulsion.

VIII. Curtailment of Extracurricular Activities.

A. General Statement. When reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, the District shall curtail a student's participation in District extracurricular activities. Students shall not be permitted to participate in extracurricular activities during the time period that the student is excluded from school for disciplinary reasons. In addition, students may be curtailed from extracurricular activities for misconduct taking place off school grounds not at a school function, activity, or event during the academic school year pursuant to the provisions of this section.

B. Period of Ineligibility for Conduct on School Grounds.

1. Period of Ineligibility. During any time period that a student is excluded from school due to short-term suspension, long-term suspension, expulsion, or emergency exclusion for conduct occurring on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee at a school-sponsored activity or athletic

event, or any other place where the governing law permits the District to discipline students for prohibited conduct, the student so excluded shall also be ineligible for participation in extracurricular activities for the entire period of exclusion, and will also be prohibited from attending any extracurricular events which take place on District property during the period of exclusion from school.

2. Effective Following Semester if Necessary. The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.

C. Period of Ineligibility for Conduct off School Grounds. The following prohibited conduct shall subject the student to the following periods of ineligibility for extracurricular activities for conduct occurring off school grounds not at a school function, activity, or event during the academic school year:

1. Possession of Drugs or Alcohol. The use or possession of an illegal narcotic drug, drug paraphernalia, look-a-like substance, controlled substance, mood-altering or behavior-affecting substance, or alcoholic beverage, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection and the student is found guilty; the student does not contest the citation; or the student admits that he or she has violated subsection III(A).
  - a. First Offense. Ineligibility period of nineteen (19) school days. Parents, at their own expense, may choose to participate in a District approved suspension reduction program. Successful completion of this program may reduce the curtailment of extracurricular activities a maximum of nine (9) school days (results in a total of ten (10) school days curtailment of extracurricular activities).
  - b. Second Offense. (Within one (1) year) Suspension from extracurricular activities for one (1) year.
2. Distribution of Drugs or Alcohol. The dispensing, sale, or the intent to sell or dispense an illegal narcotic drug, look-a-like substance, controlled substance, mood-altering or behavior-affecting substance, or alcoholic beverage provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection and the student is found guilty; the student does not contest the citation; or the student admits that he or she has violated subsection III(B).
  - a. Sanction. Ineligibility period of one (1) year.
3. Physical Injury to District Employees, Volunteers, and Students. Causing or attempting to cause personal injury to any District employee, school volunteer, or to any student, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection and the student is found guilty; the student does not contest the citation; or the student admits that he or she has violated subsection II(BE).
  - a. Sanction. Ineligibility period of remainder of the semester or nineteen (19) school days, whichever is more.

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4. Sexual Assault or Attempted Sexual Assault. Sexually assaulting or attempting to sexually assault any person provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection and the student is found guilty; the student does not contest the citation; the student admits that he or she has violated subsection II(F); or a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person.
    - a. Sanction. Ineligibility period of one (1) year.
  5. Weapons. Illegal possession or use of a weapon, provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection and the student is found guilty; the student does not contest the citation; or the student admits that he or she has violated subsection II(D).
    - a. Sanction. Ineligibility period of one (1) year.
  6. Theft/Larceny. Committing a burglary or theft that constitutes a felony provided the student has received a citation by a law enforcement officer which involves the offense subject to this subsection and the student is found guilty; the student does not contest the citation; or the student admits that he or she has violated subsection V(B).
    - a. Sanction. Ineligibility period of one (1) year.
  7. Repeated Offenses. Two (2) or more offenses of one (1) of the above prohibited actions.
    - a. Sanction: Ineligibility period of one (1) year.
- D. District Events During Ineligibility Period. Students who are ineligible for participation in extracurricular activities will also be prohibited from attending any extracurricular events that take place on District property during the ineligibility period.
- E. Effective Following Semester if Necessary. The ineligibility period shall remain in effect during the following semester (including the following school year) if there are insufficient school days in the semester to complete the ineligibility period.
- F. Commutation. Penalties assigned under this Section may be reduced by the Superintendent or Superintendent's designee upon the successful completion of counseling, community service, or other alternatives to curtailment set by the District. The District shall have the sole discretion in determining whether the student is eligible for commutation, and what form the counseling, community service, or other alternatives to curtailment must be successfully completed before commutation may take place. Any costs associated with counseling, community service, or other alternatives to curtailment shall be borne by the student or the student's parent(s) or guardian(s).
- G. Effective Date. The effective date of the curtailment of extracurricular activities shall be the date that the principal or principal's designee provides the student with the oral or written notice of the charges except the principal shall not issue a letter of curtailment until there is a student admission, court decision or uncontested citation.

IX. Definitions.

- A. "Alcoholic beverage" shall mean any substance subject to the jurisdiction of the Nebraska Liquor Commission.
- B. "Citation" shall mean a summons to appear in court issued by a law enforcement officer.

- C. "Controlled substance" shall mean opiates, opium derivatives, depressants, stimulants, and the substances and derivatives as defined by Neb. Rev. Stat. §28-401(4) including, but not limited to, "uppers", "downers", barbiturates, amphetamines, LSD, heroin, hashish, hallucinogenics or cocaine, and substances, such as glue, to the extent any such substance is used for the purpose of mood or behavior alteration by a student, and any other substance which alters the mood or behavior and which is not taken for medical purposes (e.g., steroids).
- D. "Curtailment of extracurricular activities" shall mean that the student is ineligible for participation in or attending any extracurricular activities. During any time that a student is excluded from school for conduct occurring while within school jurisdiction, the student is ineligible for participation in extracurricular activities.
- E. "Destructive device" shall mean (1-) any explosive, incendiary or poison gas-bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than ~~than~~ one-quarter ounce, mine, or device similar to any of the devices described in the proceeding clauses; (2-) any type of weapon (other than a shotgun shell which is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3-) any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled.
- F. "Exclusion" shall mean that time period a student is excluded from school during short-term suspension, long-term suspension, emergency exclusion, or expulsion. It may also mean that period that the student is mandatorily reassigned.
- G. "Expulsion" shall mean exclusion from all schools in the District (except the location designated for alternative education).
- H. "Extracurricular activities" shall mean all athletic teams, activities, groups, clubs, homecomings, proms, dances, graduation ceremonies, and all other organizations sponsored by or associated with the Millard School District which are not part of the District curriculum.
- I. "Firearms" shall mean (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, or by the action of compressed gases or air, or by the action of the frame or receiver; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Such term does not include an antique firearm.
- J. "Illegal narcotic drug" shall mean the illegal substances as defined by Neb. Rev. Stat. §28-401(16).
- K. "Ineligibility period" shall mean that period of time that a District student is prohibited from participating in and/or attending any District extracurricular activities.
- L. "Injury" shall mean damage to a person that results in a specific wound or wounds that requires first aid treatment or a physician's care.
- M. "Long-term suspension" shall mean exclusion from all schools in the District for more than five (5) school days but less than twenty (20) school days.

- N. "Look-a-like substance" (also known as imitation controlled substance) shall mean any substance which is not a controlled substance, but which by its appearance (including, but not limited to, color, shape, size, markings, or packaging) or by representations made, induce or are intended to induce, persons to believe that the substance is a controlled substance. "Look-a-like substance" shall include any beverage containing alcohol or a beverage that is represented to contain alcohol.
- O. "Medication" shall be broadly defined and shall mean all prescribed medications, over the counter and other non-prescribed medications, and all chemical substances, compounds, and/or devices, which purport to aid in a person's health or well-being or are intended for use in the diagnoses, cure, mitigation, treatment, or prevention of diseases, or are intended to affect the structure or any function of the body; and any device, instrument, apparatus, implement, machine, contrivance, implant, or other similar or related article, including any component part or accessory, which is prescribed by a physician and dispensed by a pharmacist or other person authorized by law.
- P. "Non-prescribed medication" shall mean all medications which are available without a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- Q. "On school grounds" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event.
- R. "One year" shall mean the three-hundred sixty-five (365) days that follow the acts at issue.
- S. "Prescribed medication" shall mean all medications which are available only with a prescription or order from a person who is licensed under the laws of Nebraska to prescribe medications.
- T. "Public indecency" shall mean performing, procuring, or assisting any other person to perform, in a public place and where the conduct may reasonably be expected to be publicly viewed: (1) An act of sexual penetration; (2) An exposure of the genitals, female breasts or buttocks of the body done with intent to affront or alarm any person; or (3) A lewd fondling or caressing of the body of another person of the same or opposite sex.
- U. "School day" shall mean any day that school is in session and students are attending academic courses. It does not include practices for extracurricular activities held during the summer, or weekends *and vacations that occur* during the academic school year.
- V. "School jurisdiction" shall mean on District property, in a vehicle owned, leased, or contracted by the District being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee at a school-sponsored activity or athletic event, or any other place where the governing law permits the District to discipline students for prohibited conduct.
- W. "Sexual assault" shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Neb. Rev. Stat. §§28-319 and 320.
- X. "Sexual or intimate parts" shall mean the genital area, groin, inner thighs, buttocks or breasts.
- Y. "Short-term suspension" shall mean exclusion from all schools in the District not to exceed five (5) school days.



- Z. "Under the influence" shall mean the manifestation of physical and physiological symptoms or reactions caused by the use of any illegal narcotic drug, controlled substance, mood-altering or behavior-affecting substance, prescribed medication by a student for whom the prescribed medication was not prescribed, or alcohol.
- AA. "Weapon" shall mean any object or material that is ordinarily or generally considered a firearm, explosive, or weapon, including guns, firearms, pipe bombs, stun guns, B.B. guns, paintball guns and pellet guns.

Legal Reference: Neb. Rev. Stat. §§28-201 and 209  
Neb. Rev. Stat. §§28-319 and 320  
Neb. Rev. Stat. §28-401  
Neb. Rev. Stat. §§28-502 and 504  
Neb. Rev. Stat. §§28-511, 518 and 519  
Neb. Rev. Stat. §28-907  
Neb. Rev. Stat. §28-1202 et seq.  
Neb. Rev. Stat. §28-1341  
Neb. Rev. Stat. §79-267  
Neb. Rev. Stat. §79-293

Related Rules: 5400.1 through .5  
5410.1  
5420.1  
5470.1  
5480.1  
5490.1  
5600.2

Rule Approved: May 7, 2001  
Revised: April 15, 2002, \_\_\_\_\_, 2003

Millard Public Schools  
Omaha, NE

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**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** Approval of Millard Public Schools Safety and Security Procedures

**MEETING DATE:** May 5, 2003

**DEPARTMENT:** Pupil Services

**TITLE AND BRIEF DESCRIPTION:** District Safety and Security Procedures are reviewed annually by the District Safety and Security Committee and recommendations provided.

**ACTION DESIRED:** Information Only \_\_\_\_\_ Approval  X

**BACKGROUND:** Rule 10 requires that the District Safety and Security Committee review annually district safety procedures. New sections were added in preparation for new terroristic threats posed by biological, chemical, and nuclear attack. Many resources were used to develop the bio-terrorism plan. The most reasonable and applicable resource was the Emergency Preparedness and Support Plan developed by Fairfax County Public Schools in Fairfax County Virginia. Particularly, the sheltering-in-place procedures seemed to be the most reasonable. (See attached bibliography for additional resources consulted in developing this section.)

**OPTIONS/ALTERNATIVES CONSIDERED:** N/A

**RECOMMENDATIONS:** Approval of Millard Public Schools Safety and Security Procedures.

**STRATEGIC PLAN REFERENCE:** N/A

**IMPLICATIONS OF ADOPTION OR REJECTION:** We would not be in compliance with Rule 10.

**TIMELINE:** N/A

**RESPONSIBLE PERSON(S):** Dr. Roger R. Farr

**ASSOCIATE SUPERINTENDENT APPROVAL:** \_\_\_\_\_

(Signature)

**BOARD ACTION:**

## Bibliography

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- Emergencies & Disasters, U.S. Department of Homeland Security. ([www.dhs.gov/dhspublic/display?theme=14&content=446](http://www.dhs.gov/dhspublic/display?theme=14&content=446))
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- Guidance for Radiation Accident Management, Oak Ridge Associated Universities, March 2002. ([www.ornl.gov/reacts/define.htm](http://www.ornl.gov/reacts/define.htm))
- Homeland Security Advisory System Recommendations for Schools. ([www.nebema.org/homesecurityadvisorysysch.html](http://www.nebema.org/homesecurityadvisorysysch.html))
- Nebraska Emergency Management Agency Radiological Preparedness. ([www.nebema.org/doselimits.html](http://www.nebema.org/doselimits.html))
- Nebraska Emergency Management Agency: Your Family Disaster Plan. ([www.nebema.org/disasterplan.html](http://www.nebema.org/disasterplan.html))
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# **Safety and Security Procedures**



Approved 6/17/025/5/03

## I. GENERAL SAFETY PROCEDURES

### A. Introduction.

1. The District will provide students with a safe, secure, healthful, and orderly school environment that is supportive of quality learning for all students. The District, and its schools, will implement procedures in a safety and security plan that addresses the safety and security of students, staff, and visitors; provides for the uniqueness of individual sites; and is evaluated at least annually by a District safety and security committee. The schools' safety and security plans will be reviewed annually by one (1) or more persons who are not employees of the District. The Superintendent or designee will be responsible for safety and security procedures in the District.
2. District safety and security procedures will be implemented by all schools and buildings that house staff members or students within the District.

### B. Access Control. Principals or the designated administrator are responsible for implementing access control procedures to control entrance to and exit from schools and buildings that house staff members or students.

1. Establish a key control system that limits access to both internal and external building doors and provides documentation on which personnel have access to combination door locks and/or *have been assigned door* keys.
  - a. *Keys will be issued to staff only for doors that they must access on a regular basis as part of their assigned duties.*
  - b. *Keys will be checked in at the end of the school year for staff members not hired during the summer and reissued only for individuals who must access the building during the summer.*
  - c. *All personnel will be required to check in keys when terminating employment.*
2. Designate the least number of unlocked doors possible to restrict access to the building while not impeding the flow of traffic for staff, students, and visitors prior to school, during school, and after school.
  - a. Monitor all unlocked outside doors at all times.
  - b. Lock all other outside doors at all times.
  - c. Inform staff, students, and visitors of the appropriate outside doors to use.
3. Equip all locked outside doors with panic bars that secure the doors from the outside but that facilitate exiting from inside the building in the event of an emergency, such as a fire.

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4. Obtain key locks or pushbutton combination door locks for "limited use" outside doors that are generally kept locked. This includes doors that are only used for exit and entry by special classes or groups at particular times, such as physical education classes or elementary classes at recess time.
5. *Lock all classrooms or interior rooms with doors when they are not occupied.*
- 5.6. Periodically review access control operations to determine the need for modifications.

C. **Identification Systems: Visitors at School.** To help ensure safe and secure schools, visitor screening and identification procedures are to be followed by administrators at all schools. Principals are to inform students, parents/guardians, and vendors of these procedures. Identification procedures are to be communicated at least annually to students and parents/guardians in such formats as newsletters, enrollment packets, and meetings.

1. Designate a minimum number of entrances for visitors to use during the school day and enforce this policy at all other entrances.
2. Post signs that let visitors know that they must register with the office and how to locate the office.
3. Greet all visitors in a friendly manner to relax the visitor ~~and~~ to make it easier to ask questions later.
4. Question all visitors *in a friendly manner to find their purpose for visiting the school.* ~~"What is your name please?" "Whom are you visiting?" "Do you have an appointment?" "What is this in reference to?"~~
5. Explain to visitors that, to help ensure school safety, visitor screening and identification procedures must be followed.
6. *If the visitor requests to visit a teacher, the secretary or principal should contact the teacher to see if the visitor has an appointment before escorting them to the classroom (See Rule 5740.1 for parent visits to schools).*
  - a. *Only visitors who have appointments should be allowed to visit classrooms.*
  - b. *Visits to classrooms, during the school day when students are present, will be granted by the principal by appointment only.*

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7. *If a visitor is unknown to school personnel, they will be asked for identification. Any visitor announcing himself or herself as a federal agent, law enforcement officer, or employee of the District is to be asked for identification. Government and law enforcement agents and District employees should have photo ID's.*
- 7.8. Immediately contact the principal, administrator, or SRO if the visitor seems nervous, hostile, is sweating or pacing, looks unkempt, distraught, disoriented, or if there are other visible indicators that the visitor is a security risk.
- 8.9. When registering visitors at the office, request visitors who do not have a valid reason for being in the building to leave the campus. If necessary, call for law enforcement assistance.
  - a. Instruct staff members who encounter an individual in the building without a valid District identification badge to escort the individual to the principal's office. If the individual refuses to comply they are to be immediately reported to the principal.
  - b. Train staff members on how to question people not in possession of a valid identification badge and what to do if an unauthorized individual is encountered in the building.
- 9.10. Request the visitor to record the following information in the visitor logbook: signature, printed name, date, arrival time, name of employee or student being visited, and the departure time.
- 10.11. District employees with valid identification badges are also required to register in the logbook.
  - a. Workers or vendors who enter through the rear of the building, are supervised or observed by a building staff member during their visit, and have the proper identification need not sign the logbook unless the duration of the visit extends beyond one hour.
  - b. It is not necessary for District employees with the official identification badge to sign the logbook if it is after 4:00 p.m. and classes have been dismissed, or if there are no students in attendance.
  - c. Volunteers need to sign the logbook when entering the building and sign out when leaving the building.
- 11.12. Provide the visitor with a valid District visitor identification badge and explain that it is to be worn at all times while the visitor is on campus.
 

Please note: Vendors who routinely enter the building and who are well known by the principal will be issued a long-term vendor badge after they sign in the visitor logbook. Vendors who deliver to docking areas need not obtain a visitor badge if they are under the direct supervision of a District employee.

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- ~~12~~-13. Request the visitor to return to the office and sign out of the visitor logbook and return the visitor badge upon departure from the campus. Report all uncollected and/or lost badges to the principal.
- ~~13~~-14. Escort the visitor to their destination, if deemed necessary.
- ~~14~~-15. Periodically review the visitor logbook to identify potential problems.
- ~~15~~-16. Instruct staff members who encounter an individual without a valid identification badge to escort the individual to the principal's office. Refusals are to be immediately reported to the principal.
- ~~16~~-17. Elementary school administrators will designate a waiting area in the lobby or other area(s) near the front entrance for parents who come into the school at the end of the day to pick up their children during inclement weather. This area should be located where it can contain visitors and parents with a minimum of supervision. This area should be as near as possible to exits so that visitors entering and exiting the building will pose minimal exposure to the rest of the building. Barriers or ropes are not recommended to cordon off this area. Having a designated area will avoid the need to issue visitor badges to parents and will help avoid confusion in the hallways.

D. **Identification Systems: Visitors at District Buildings.** *To help ensure safe and secure buildings, visitor screening and identification procedures are to be followed by administrators at all District buildings with offices. The building administrator is to inform students, parents/guardians, visitors, and vendors of these procedures.*

1. *Designate a minimum number of entrances for visitors to use during the school day and enforce this policy at all other entrances.*
2. *Post signs that let visitors know that they must register with the office and how to locate the office.*
3. *Inform visitors with a Millard Public Schools Identification Badge they will not be required to sign in at buildings that do not house students.*
4. *Greet all visitors in a friendly manner to relax the visitor to make it easier to ask questions later.*
5. *Question all visitors in a friendly manner to find their purpose for visiting the building.*
6. *Contact the staff member to see if the visitor has an appointment or is able to see the visitor before granting them access to the area.*
7. *Ask for identification if a visitor is unknown to the receptionist. Any visitor announcing himself or herself as a federal agent, law enforcement officer, or employee of the District is to be asked for identification. Government and law enforcement agents and District employees should have photo ID's.*



8. *Contact a building administrator immediately, if the visitor seems nervous, hostile, is sweating or pacing, looks unkempt, distraught, disoriented, or if there are other visible indicators that the visitor is a security risk.*

**E. Identification Systems: School Employees.**

1. To help ensure safe and secure schools, identification procedures for school employees are to be followed by administrators at all work sites in the District. Administrators are responsible for informing building staff of these procedures.
2. Instruct all non-student employees of the District (including student teachers) to obtain a valid District photo identification badge from the Personnel Department. (See Rule 4410.1)
  - a. Each employee must wear the badge in a clearly visible location on the employee's clothing while on duty and on District property.
  - b. Identification badges are District property and must not be altered in any way.
  - c. The District will provide free replacement for damaged badges or change of name.
  - d. In the event the identification badge is lost or stolen, the loss or theft shall be immediately reported to the employee's principal or supervisor.
  - e. The employee will be issued a badge to replace the one lost or stolen and the employee shall pay the cost of the replacement badge at the time it is issued.
  - f. The badge shall be used only by the person whose name and photo appears on the badge.
  - g. In the event the employee ceases employment with the District, any and all identification badges in the possession of the employee will be surrendered to the employee's immediate supervisor on the last day the employee performs duties on District premises. The supervisor will forward the badge to the Personnel Department.
3. Identification badges should be secured in a way that poses no safety hazard to the person wearing them or the people around them.
4. Photo identification badges are standardized throughout the District and do not vary from site to site. The badges will have the following information:
  - a. First Name (Required).
  - b. Last Name (Required).
  - c. Title (Optional). Choices include: Mr., Mrs., Miss, Ms., or Dr.

- d. Picture (Required).
  - e. Job Title (Required). Examples include: Secretary, Counselor, School Psychologist, Teacher or Principal.
  - f. Location (Required).
    - (1) More than one building, use home school.
    - (2) Subs, use Don Stroh Administration Center.
  - g. Position Type (Required). Choices include: Administrator, Teacher or Support Staff.
- 6-5. Inform all employees that refusal to wear a valid identification badge or repeated failures to do so may result in disciplinary action.
- 7-6. Direct any staff member who fails to wear a valid identification badge to report to the office to obtain a valid visitor identification badge for use for that day. The visitor badge is to be returned to the office at the end of the day.
- 8-7. Inform employees who have a valid District identification badge and regularly work in different schools in the District or at central office that they need to sign the visitor logbooks at all schools.

F. ~~E.~~ **Identification Systems: Construction Workers and Contractors.**

1. Identification procedures for construction workers and contractors are to be followed at all work sites in the District.
2. The construction superintendent for the job site is responsible for implementing the procedures.
3. Future contracts for construction will include requirements that contractors adhere to identification procedures.
4. Request that all contractors and subcontractors have their employees wear identification badges supplied by the District while on District property.
5. Follow up to determine if workers are wearing identification badges.
6. Request contractors and subcontractors to remedy situations where the identification badges are not being displayed.
7. Collect badges from contractors and subcontractors upon completion of work.

## II. STUDENT/VISITOR SUPERVISION

### A. Supervision of Students.

1. Adequate supervision of students is a key element to ensure safe schools. In addition to security issues, unsupervised students present a liability risk for the District. It is important that all educators, whether supervising students or not, be familiar with the Standards for Student Conduct and intervene whenever they see students misbehaving.
2. Supervisory duties are to be assigned by administrators, as needed, so that:
  - a. Areas outside of the school building where students congregate are supervised before school starts, *during the school day*, and after school ends. Hours of supervision will be communicated to parents and students.
  - b. Areas inside the school facility where students ~~are congregate~~ *present* are supervised before school starts, *during the school day*, and after school ends.
3. All areas of the building where students are present will be supervised between class periods including restrooms.

### B. Guidelines for Managing Violent Student Behavior.

1. Students will be monitored for violent behavior.
  - a. Students should be supervised in all school situations to preempt any violent or potentially violent behavior. The direct monitoring of students is discussed in Part A of "Supervision of Students."
  - b. Violent or potentially violent behavior will be tracked and disaggregated from discipline records related to the Standards for Student Conduct to determine which students have repeated infractions or previous infractions which indicate a tendency towards violence. *This information will be communicated to the student's next Millard school if they are transferring or progressing to middle school or high school.*
  - c. Student data should be monitored continuously to insure that all potentially violent students receive counseling or other forms of intervention.
  - d. Students should be encouraged to report violent behavior by reporting directly to teachers or administrators or by using the District Safe Schools Hotline.
2. Managing violent student behavior.
  - a. Students who are violent should receive appropriate disciplinary action based on the Standards for Student Conduct.

- b. Students who are violent or potentially violent should be referred for counseling or to the Millard Intervention Team (MIT) to receive intervention.
- c. Students who are violent should be referred to outside agencies to receive intervention when appropriate *or parents advised to seek outside counseling.*
- d. A behavior plan will be developed to assist violent or potentially violent students in changing behavior. The plan should include, but is not limited to, such interventions as: anger management classes, counseling, behavior modification, and discipline consequences.

**C. Guidelines for Managing Angry or Aggressive Visitors.**

- 1. When communicating with angry or aggressive visitors, District employees will demonstrate professionalism. District employees will avoid disruptive, volatile, hostile, threatening, or aggressive communication or actions that could escalate the issue. District employees will treat parents and other members of the public with courtesy and respect.
- 2. Secretaries and/or teachers should refer angry or aggressive visitors to the principal or the principal's designee. The principal or designee should invite angry or aggressive, non-combative persons to their office or another private area to discuss concerns.
- 3. The following behaviors will be considered unacceptable or disruptive behavior:
  - a. Disruptive behavior that includes, but is not limited to, behavior which interferes with or threatens to interfere with the operation of a classroom, a District employee's duties, the functions of a school facility, District activities, or substantially interferes with the educational process.
  - b. Using loud and/or offensive language, swearing, cursing, using profane language, or the display of anger.
  - c. Threatening to do bodily or physical harm to students, District employees or other visitors on District property whether or not the behavior constitutes or may constitute a criminal violation.
  - d. Damaging or destroying District property.
  - e. Any other behavior that disrupts the orderly operation of a school, a school classroom, or any other District facility.
  - f. Refusing to follow District safety instructions.
  - g. Defaming District employees.

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- h. Abusive, threatening, or obscene E-mail or voice mail messages.
- 4. If visitors demonstrate the behaviors in C3 above, the staff member should call for the assistance of the principal or other staff members for support.
  - a. If administrators are present, they should take control of the situation in an effort to de-escalate.
  - b. Staff members who witness another staff member encountering the behavior above should come to their aid by standing within proximity but not entering into the discussion.
- 5. Any individual who exhibits the following behaviors may be directed to leave District property by a principal, principal's designee or District level administrator:
  - a. Disrupts or threatens to disrupt school or District activities or operations;
  - b. Threatens to or attempts to do or does physical harm to students, District employees, or other visitors;
  - c. Threatens the health or safety of students, District employees, or others visitors;
  - d. Intentionally causes damage to a school, District property, or property of other visitors;
  - e. Uses loud or offensive language;
  - f. Defames District employees;
  - g. Who without authorization comes onto District property.
- 6. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall call 911 for law enforcement assistance.
- 7. Implement emergency management procedures should the person display a weapon, commit or attempt to commit an assault, or when there is an imminent threat of safety violations that could endanger staff members or students.
- 8. If a visitor uses obscenities or speaks in a demanding, loud, insulting, and/or a demeaning manner, the District employee to whom the remarks are directed will follow these procedures:
  - a. Shall calmly and politely warn the speaker to communicate civilly.
  - b. If such conduct continues, the District employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation.

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- c. If the meeting or conference is on District property, any District employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises.
  - d. If the person refuses to leave the premises as directed, the principal or designee or a District level administrator may call 911 for law enforcement assistance.
  - e. If the District employee is threatened with personal harm, the District employee may call 911 for law enforcement assistance.
9. If any District employee receives an E-mail or voice mail message that is abusive, threatening, or obscene, the District employee is not obligated to respond to the E-mail or return the telephone call.
- a. The District employee should save the message and contact their supervisor.
  - b. If the message threatens personal harm, the District employee may contact law enforcement.

<b>III. HOTLINE</b>
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- A. **Safe Schools Hotline Background.** The Safe Schools Hotline will be maintained by the District as a means to solicit information from students and patrons that may help protect the lives of students and keep schools safe. The District will make available to students, staff and parents a 24-hour, seven days a week hotline so that students or parents may anonymously report threats, drug use, gangs, suicide, violence, bullying, vandalism, theft or other safety issues of concern.
- B. **Safe Schools Hotline Procedures.** Through an agreement with the National Institute for School and Workplace Safety in Florida, the “Help a Friend Hotline” in Orlando, Florida will provide hotline services. The hotline is manned by trained counselors 24 hours a day to take calls.
- 1. The Director of Pupil Services will monitor the Safe Schools Hotline.
  - 2. The caller will phone 1-888-426-5432.
  - 3. The Director of Pupil Services will direct the necessary emergency and/or response services to help the caller.
  - 4. If a call is received, the hotline staff will page the Director of Pupil Services or the Associate Superintendent of Personnel if the call is an emergency or fax the information to Pupil Services if it is not an emergency.

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5. The National Institute for School and Workplace Safety will hold any information received on the Hotline in strict confidence, including the identity of the caller, if known, and will not divulge such information to anyone other than the Director of Pupil Services or designee unless the National Institute for School and Workplace Safety is required to divulge such information by a strict legal process.
6. The District and buildings will publicize, with the assistance of the Director of Communications, the existence of the Hotline through student handbooks, posters throughout the schools, parent and community newsletters, and the media.
7. The District will prepare summary reports on Hotline utilization, including, but not limited to, the number of calls, the nature of calls, and whether or not follow-through resolved any safety concerns.

<b>IV. EMERGENCY PROCEDURES</b>
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- A. **Uniform Emergency Procedures.** Uniform emergency procedures will be adopted District-wide. These procedures will be distributed in a document called the Millard Public Schools Emergency Management Procedures.
  1. Emergency Management Procedures will be distributed to all principals and designated personnel who are responsible for managing students in emergency situations.
  2. Emergency Management Procedures will be reviewed at least annually by the District Safety and Security Committee.
  
- B. **Alert Codes.** Uniform District-wide alert codes will be implemented in all schools during emergency situations.
  1. *Alert codes will be practiced at least once each semester in every school.*
  2. *Practice drills will be unannounced.*
  
- C. **Code Yellow Procedures for Administrators.** Administrators will implement the following District-wide procedures for Code Yellow:
  1. Turn off two-way radios and cellular phones if bomb threat.
  2. Shut down bell system (not the fire alarm).
  3. Lock doors and secure perimeter.
  4. Notify and direct teachers with classes outside or without communication.
  5. SAFE Team members report to front office.
  6. Sweep campus; move students to designated area.
  7. Notify Director of Pupil Services.

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8. Have campus maps available at gates and front office that include power, gas, and water shut-off locations.
9. Contact/isolate victim's family members who are on campus.
10. Prepare written statements for callers/media in conjunction with police and the Director of Communications.
11. Prepare letters for students/parents to take home in conjunction with the Director of Communications.
12. Prepare for faculty meeting at the end of the day or situation.
13. Prepare for debriefing and assessment of response with administrative staff.
14. Provide for guidance counseling or crisis team as needed.

D. **Code Red Procedures for Administrators.** Administrators will implement the following District-wide procedures for Code Red:

1. Shut down bell system (not the fire alarm).
2. Lock doors; secure campus perimeter and designate person to monitor and direct emergency vehicles.
3. *Do not cover windows.*
4. *Notify teachers with classes outside or without communication.*
- ~~4.5.~~ SAFE Team members report to designated area.
- ~~5.6.~~ Assign roles for staff members.
- ~~6.7.~~ Designate teams of three to sweep campus of students; move students to designated areas.
- ~~7.8.~~ Radio use is permitted; however, limit use.
- ~~8.9.~~ Notify the Director of Pupil Services.
- ~~9.10.~~ Have campus maps available at gates and front office that include power, gas, and water shut-off locations.
- ~~10.11.~~ Contact/isolate victim's family members who are on campus.
- ~~11.12.~~ Prepare written statements for callers/media in conjunction with police and the Director of Communications.
- ~~12.13.~~ Prepare letters for students/parents to take home in conjunction with the Director of Communications.
- ~~13.14.~~ Prepare for faculty meeting at the end of the day or situation.
- ~~14.15.~~ Prepare for debriefing and assessment of response with administrative staff.
- ~~15.16.~~ Provide for guidance counseling or crisis team as needed.



E. **Code Yellow Procedures for Teachers.** Teachers will implement the following District-wide procedures for Code Yellow:

1. Turn off two-way radios and cellular phones if bomb threat.
2. Lock doors but admit students assigned to that class.
3. If outside, remain outside and gather students until directed to do otherwise.
4. Do not leave the classroom or allow students to leave. Continue instruction.
5. Create a list of names of students not in the classroom. Note late arrivals.
6. Call office only in an emergency.
7. Do not make any phone calls or allow students to use cellular phones.
8. Emergency team members report to designated area.
9. Plan for faculty meeting at the end of the day or situation.

F. **Code Red Procedures for Teachers.** Teachers will implement the following District-wide procedures for Code Red:

1. Lock doors. Do not admit students.
2. If outside, remain outside and gather students until directed to do otherwise.
3. Keep all students quiet. Turn off the lights.
4. Instruct students to get on the floor in a sitting or crouching position. Get away from windows and doors.
5. Create a list of names of students not in the classroom. Note late arrivals.
6. Do not call the office.
7. Do not make any phone calls or allow students to use cellular phones.
8. Do not leave the classroom or allow students to leave.
9. Emergency team members report to designated area.
10. All adults who do not have supervisory responsibility for students at the time, proceed with caution to designated area.
11. Limited radio use is permitted.
12. Plan for faculty meeting at the end of the day or situation.

G. **Bio-terrorism/Chemical Attack Response Procedures.** The following procedures will be used as a guideline should a threat of bio-terrorism or chemical attack occur. If a dangerous chemical or biological substance were released in the community and posed a threat to students during the school day, affected schools will follow these procedures:

1. Suspicious Materials. Should a suspicious material be delivered or found in the school setting that could potentially house a hazardous biochemical agent or is threatened to be an act of bio-terrorism, the following procedures should be used as a guideline:
  - ~~1~~.a. Call the Director of Pupil Services and confer on the nature of the discovery and surrounding circumstances.
  - ~~2~~.b. After conferencing, call 911 or a non-emergency police number depending on the circumstances.
  - ~~3~~.c. Announce a Code Yellow. No one is to leave or enter the building except emergency personnel.
  - ~~4~~.d. Quarantine the room or area where the substance or suspicious material was found.
    - ~~a~~.(1) Evacuate people in the room to a nearby empty room so that the spread of materials or virus is limited and inhalation of the material is minimized. Avoid bringing potentially contaminated people in contact with people who are less likely to have been exposed.
    - ~~b~~.(2) Turn off local fans or ventilation units in the area and if there is no local or area control consider turning off fans and ventilation to the entire building.
    - ~~e~~.(3) At the direction of the police, prepare for the possibility of decontamination including a change of clothing.
    - ~~d~~.(4) Track the route of the substance since entering the building if possible, and quarantine those areas of the building.
  - ~~5~~.e. Contain the suspected material with as little handling as possible.
    - ~~a~~.(1) Do not shake or empty the contents of any suspicious envelope or package.
    - ~~b~~.(2) Do not try to clean up any spilled powder. Cover the spilled contents with anything such as paper or plastic bags.
    - ~~e~~.(3) Leave the room and close the door, or section off the area to prevent others from entering.
    - ~~d~~.(4) Consult with safety officials for body decontamination. Avoid spreading any powder or chemical to your face until properly decontaminated.

- ~~6.f.~~ Evacuation, if deemed necessary, will be at the direction of the police.
  - ~~a.(1)~~ People in areas of the building not near the contamination will be evacuated away from suspected contaminated areas.
  - ~~b.(2)~~ Account for all personnel and their locations at the time of the discovery of the contamination.
  - ~~e.(3)~~ Make a separate list of people who were exposed to the contaminated material for release to police and health officials.
  - ~~d.(4)~~ Do not release students to parents until police and health officials have given permission to do so.
- ~~7.g.~~ In consultation with the Director of Communications and the Director of Pupil Services prepare communication with staff, parents, and the media.

2. *Airborne Chemical or Biological Hazards.* *If a dangerous chemical or biological substance were released in the community and posed a threat to students during the school day, affected schools will follow these procedures:*

- a. *Sheltering-In-Place*
  - (1) *Bring all students and staff members indoors including those in portable classrooms.*
  - (2) *Close all exterior doors and windows.*
  - (3) *Shut down all heating, ventilation, and air conditioning systems.*
  - (4) *Prohibit anyone from entering or leaving the building until instructed to do so by civil defense officials, law enforcement, or fire department personnel.*
  - (5) *Move all students to interior rooms. It is preferable that:*
    - (a) *Rooms can be closed off. All windows, doors, and other openings will be shut. (Rooms used for tornado shelters may be appropriate.)*
    - (b) *Rooms have restroom facilities.*
    - (c) *Rooms can access food and water already available in the building.*
  - (6) *If the conditions for interior rooms can not be met in (5) above, approximate as closely as possible.*
  - (7) *During a shelter-in-place incident, public safety officials will secure the affected school building(s), and no people will be allowed in or out of the building(s) until an all-clear*

signal is given. While students are protected in the school building, parents will be sheltered in their own homes or place of work. The school division will make every effort to communicate the status of students to parents and the community. All emergency messaging systems will be used.

b. *Advantages of Sheltering-In-Place.*

- (1) *The neutral atmospheric pressure created by these actions would create a barrier and help keep chemical agents from leaking into the building.*
- (2) *This approach has proven to be safe-much safer than evacuating students into a contaminated outdoor environment. In fact, no person protected by a shelter-in-place procedure has died as a result of any of the 35 major chemical accidents in this country over the last 20 years.*
- (3) *Shelter-in-place is the safest possible way to separate students and staff members from an outdoor hazardous environment. It is a temporary solution to a temporary problem. Shelter-in-place will be used when needed, not to keep students from parents, but to keep them safe until their parents can safely reach them.*
- (4) *Once the contaminated air has passed, public safety officials would evaluate the situation. At that time, they will either give the school clearance to resume safe and normal operation or request that the school be evacuated for cleanup operations. In the case of an evacuation, students will be safely transported by bus to a designated parent-student reunification center.*
- (5) *Shelter-in-place is a short-term measure (minutes or hours, not days) designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. The alternative would be to evacuate into a hazardous situation thereby causing harm to all involved. Stockpiling of water and food stuffs are not needed. Shelter-in-place is ended as soon as the outdoor air is safe for students and parents to breathe.*

c. *Decontamination.*

- (1) *If a staff member or student shows obvious symptoms of exposure to a contaminant, staff members on hand would conduct basic decontamination.*
- (2) *The affected individuals will be separated and washed with soap and water.*

- (3) *If possible, they will shower and be given alternative clothing.*
- (4) *The exposed clothing will be put in plastic bags. Removing a contaminated person's clothing effectively removes in excess of 80 percent of contaminants from the person, reducing the chance that the person will suffer pain and serious injury.*

H. *Nuclear and Radiological Attack.* *Nuclear explosions can cause deadly effects—blinding light, intense heat (thermal radiation), initial nuclear radiation, blast, fires started by the heat pulse, and secondary fires caused by the destruction. They also produce radioactive particles called fallout that can be carried by wind for hundreds of miles.*

1. *Dirty Bombs.* *Terrorist use of a radiological dispersion device (RDD)—often called "dirty nuke" or "dirty bomb"—is considered far more likely than use of a nuclear device. If the District is threatened with radiological contamination, the following procedures will be employed.*

a. *Bring all students and staff members indoors including those in portable classrooms. Fallout shelters do not need to be specially constructed for that purpose. They can be any protected space, provided that the walls and roof are thick and dense enough to absorb the radiation given off by fallout particles. The three protective factors of a fallout shelter are shielding, distance, and time.*

- (1) *Close all exterior doors and windows.*
- (2) *Shut down all heating, ventilation, and air conditioning systems.*
- (3) *Prohibit anyone from entering or leaving the building until instructed to do so by civil defense officials, law enforcement, or fire department personnel.*
- (4) *Move all students to interior rooms. It is preferable that:*
  - (a) *Rooms can be closed off. All windows, doors, and other openings will be shut. (Rooms used for tornado shelters may be appropriate.)*
  - (b) *Rooms have restroom facilities.*
  - (c) *Rooms can access food and water already available in the building.*
- (5) *If the conditions for interior rooms can not be met in (5) above, approximate as closely as possible.*
- (6) *During a shelter-in-place incident, public safety officials will secure the affected school building(s), and no people will be allowed in or out of the building(s) until an all-clear*

*signal is given. While students are protected in the school building, parents will be sheltered in their own homes or place of work. The school division will make every effort to communicate the status of students to parents and the community. All emergency messaging systems will be used.*

*b. There is no way of knowing how much warning time there would be before an attack by a terrorist using a nuclear or radiological weapon. A surprise attack remains a possibility so staff needs to be ready to react immediately.*

*2. Nuclear Blast. If there were threat of an attack from a hostile nation, people living near potential targets could be advised to evacuate or they could decide on their own to evacuate to an area not considered a likely target. Protection from radioactive fallout would require taking shelter in an underground area, or in the middle of a large building.*

*a. Taking shelter during a nuclear attack is absolutely necessary. Blast shelters offer some protection against blast pressure, initial radiation, heat and fire, but even a blast shelter could not withstand a direct hit from a nuclear detonation.*

*(1) Schools will follow the same procedures as for radioactive fallout outlined in IV H 1 above. However, if adequate notice is given, schools will follow civil defense instructions for evacuation from the area or sheltering in blast shelters.*

*(2) Remember that any protection, however temporary, is better than none at all, and the more shielding, distance and time you can take advantage of, the better.*

#### **I. Building SAFE Team.**

*1. Each school will develop a SAFE Team to assist with the development and implementation of school emergency management plans and to help manage crisis situations. Team leadership responsibility is to be clarified, including times when various team members are absent. Specific roles are to be assigned to SAFE Team members as follows:*

*a. Scene Contact: Administrator or designee will monitor and report from crisis scene and/or serve as liaison with law enforcement and fire department personnel. Consults with the Director of Pupil Services on scene management not under the control of law enforcement and fire department personnel.*

*b. Perimeter Contact: Directs Emergency Vehicles. Keeps unnecessary traffic off campus.*

*c. Parent Contact: Meets and shares information with parents.*

*d. Staff Resource Contact: Meets with staff members who do not have supervisory duties to assign duties.*

- e. Media/Information Contact: Consults with the Director of Communications to write statements for release to media, callers, etc.

**J. Post-Intervention Procedures for Assisting Staff after an Emergency.**

1. After an emergency situation, the Director of Pupil Services will request the Crisis Response Team.
2. The Crisis Response Team in conjunction with the Director of Pupil Services and the building administrator will be responsible for implementing the post emergency response plan and coordinating support.
3. The Crisis Response Team will have procedures for response to a student or staff member's death, postvention for student suicide, response following a major accident or disaster and postvention after violence or threats. Each crisis incident will be dealt with on an individual basis.
4. In the event of a major disaster or violent incident, additional assistance may be procured through NOVA - National Organization for Victims Assistance, Red Cross, and other agencies.
5. After a severe traumatic event, students and staff members who were directly affected will be provided sessions for defusing and debriefing.

**V. National Security Alert Procedures**

- A. *Homeland Security Advisory System Risk Levels. The Office of Homeland Security has developed security levels to indicate the level of readiness that needs to be implemented in response to national threats. Millard Public Schools will implement the following levels of security in response to Nation Security Alert Levels:*
1. *Normal. Millard Public Schools Safety and Security Procedures will be followed.\**
  2. *Low (Green). Millard Public Schools Safety and Security Procedures will be followed.\**
  3. *Guarded (Blue). Millard Public Schools Safety and Security Procedures will be followed.\**
  4. *Elevated (Yellow). Millard Public Schools Safety and Security Procedures will be followed. Staff will be vigilant to any out of the ordinary activities in or around school.*

5. *High (Orange). Millard Public Schools Safety and Security Procedures will be followed. Staff will supervise unlocked doors and assure that all visitors sign in. Parking lots and playgrounds will be observed before and after school. Video cameras will be monitored at all times. Teachers and other staff will be assigned watch areas when students are present.*
6. *Severe (Red). Includes all of the previous steps. Access will be limited to only individuals who have a need to be in the school. Elementary children will remain inside for recess. Extracurricular activities will continue as planned but supervisory staff will be increased. Teachers or other available staff will be assigned to security or supervisory activities.*

*\* Millard Public Schools Safety and Security Procedures provide a constant level of preparedness equivalent to the "Guarded (Blue)" risk level recommended by Homeland Security Advisory Systems.*

## **IV. EVACUATION PLANS AND PROCEDURES**

### **A. Evacuation of School Buildings.**

1. In a number of situations, it may be necessary to evacuate a school building. These situations may include fire and bomb threats (see the Emergency Management Procedures for details on specific situations). The following steps must be followed:
  - a. Maps are to be posted in all classrooms indicating the primary and secondary egress routes and holding areas/assembly points.
  - b. Teachers are to bring their class record books and emergency kits with them when evacuating their classrooms/building.
  - c. Teachers are to ensure that all students are out of their classrooms and adjoining restrooms.
  - d. Teachers are to turn off the lights and close the door prior to following their students out of the building.
  - e. The principal will designate a responsible person to hold open the outside exit door until all persons in the class have evacuated. (Continue this procedure until the building is clear.)
  - f. Classes proceed to the pre-designated holding areas/assembly points. Once there, teachers should make note of students who are not present and maintain order.
  - g. Teachers are to remain with their classes until an "all clear" signal is sounded or an administrator gives other instructions.



**B. Evacuation of Campus.**

1. Situations may arise which require off-campus evacuation to ensure the safety of students and staff. These situations include a chemical spill, airplane crash, explosive device located on campus, or a major fire. Pre-planning procedures for the emergency evacuation of a campus consist of the following minimum requirements when evacuation is required:
  - a. Identify at least four assembly points (North, South, East, and West) or as many as possible, a minimum of one quarter of a mile away from the school location in the event it becomes necessary to evacuate a school campus. Assign staff supervision as necessary to assure all students are supervised.
  - b. Establish the desired evacuation routes to the evacuation sites/assembly points on an evacuation plan.
  - c. Provide for the special evacuation needs of the disabled.
  - d. Maintain a copy of the evacuation plan readily available in the principal's emergency kit.
  - e. Orient staff, faculty, and students on their specific duties, requirements, and responsibilities should an off-campus evacuation be necessary.
  - f. Provide for the use of the public address system as the primary means of notifying building occupants, when possible. (Reference Code Yellow and Code Red procedures.) Determine an alternate means of announcing an evacuation in the event of public address system failure.

**C. Off-Campus Evacuation.**

1. Teachers and/or staff are to:
  - a. Bring class record books and emergency kits when evacuating their classrooms/building.
  - b. Ensure that all students are out of the classroom and adjoining restrooms.
  - c. Turn off the lights and close the door prior to escorting their students out of the building.
  - d. Proceed to the pre-designated assembly points. Once there, teachers should take attendance, maintain order, and remain with their class. Principal and designee will be responsible to make sure the building is clear.
2. School-based administrators or designees are to:
  - a. Notify the Director of Pupil Services.
  - b. Obtain the principal's emergency kit.

- c. Activate the District's Crisis Response Team for assistance.
- d. Establish and assign designated supervisory staff to a management post at the off-site evacuation point.
- e. Gather lists of unaccounted-for students from staff members.
- f. Identify the location of classes at assembly points and offsite locations to facilitate parents in an orderly pick up of their children.
- g. Direct parents from the school to the management post to pickup students.
- h. Maintain contact with police/fire departments to keep informed about conditions at the school site.

D. **Early Dismissal of Students.** In the event of dismissal during the school day due to some emergency situation, the procedures in Rule 5900.4 shall be followed:

- 1. Accounting for students and contacting parents.
  - a. Students living within walking distance of the attendance center shall be allowed to proceed home if in the determination of the building administration conditions are conducive to safe travel by foot. Parents or guardians shall be contacted before the student leaves the building.
  - b. Students who normally use school-provided or contracted transportation services shall remain at the attendance center until such vehicles arrive or until their parents or guardians provide alternative transportation.
  - c. Students shall be allowed to leave school with adults other than their parents or guardians only when permission is granted by the parents or guardians of the respective student.
- 2. If parents can not be contacted.
  - a. The student should remain under supervision at school or at the alternative site until the parents or emergency contact person can be reached.
  - b. If the parent has previously specified in writing, that the student can be released to a designated agency or individual, the student may be released.

## VII. DISTRICT SAFE TEAM

### A. Safe Team Responsibilities.

1. A District Safe Team assists school personnel in implementing school emergency management procedures and helps manage crisis situations during an emergency. *Traveling staff should not be assigned Safe Team Responsibilities.* Specific roles are to be assigned to Safe Team members as follows:
  - a. **Administrator in Charge:** In an emergency situation, the Superintendent or designee will assume overall responsibility for site management. The Superintendent or designee will direct resources and make decisions that deviate from the District Emergency Management Procedures when it is deemed necessary.
  - b. **Scene Contact:** The Director of Pupil Services will consult with the principal or designee on scene management, assist in monitoring and reporting from the crisis scene, serve as liaison with law enforcement and fire department personnel, and assume those duties as assigned by the Superintendent.
  - c. **Facility Manager:** The Associate Superintendent of Administration will direct support staff if transportation or temporary facilities are needed and assist the principal, police, fire department, and public utilities personnel with exterior and interior access to utilities shut-off and traffic control. Assigns staff as necessary to direct emergency vehicles.
  - d. **Technology Manager:** The ~~Executive Director~~ *Assistant Superintendent* of Technology will provide support on computer network communications, video surveillance equipment, and other technological communication systems.
  - e. **Media/Information Contact:** The Director of Communications will assist building administrators in preparing statements to the media, callers, parents and other appropriate people and will be the liaison between the school and the media.

## VIII. BUILDING SAFETY AND SECURITY PLANS

### A. Building Safety and Security Plan Contents.

1. Building safety and security plans are school-specific comprehensive procedures for coping with safety and security. The entire school staff must know these procedures. The roles and responsibilities of personnel during and after the crisis are detailed, as are the relationships and roles of central office staff. A three-deep line of succession to building leadership

is identified and will provide continuity should the principal be unavailable during an emergency.

2. Building level safety and security procedures must:
  - a. Be approved by the Superintendent or designee.
  - b. Be a self-contained document that is separate from the Safety and Security Procedures or the Emergency Management Procedures distributed by the District.
  - c. Be formatted to follow the District outline established by the District Safety and Security Committee.
  - d. Identify those procedures specific to the building that are not identified or detailed in the District Safety and Security Procedures.
  - e. Specify who, what, where, and how District Safety and Security Procedures will be carried out in the building.
  - f. Be in accordance with District policy, rules, and procedures.
  - g. Be evaluated annually and revised according to areas of identified need by building administration and be evaluated by one or more persons who are not on the District's Safety and Security Committee and who are not employees of the District.
  - h. Be reviewed and updated annually by the principal or designee.
  - i. Be reviewed annually by the District Safety and Security Committee.
  - j. Be disseminated to all staff in the building.
3. Building safety and security plans shall include the District recommended contents:
  - a. Contain a violence prevention and intervention program.
  - b. Provide a description of the continuity of leadership if the principal is incapacitated or unavailable.
  - c. Provide a plan for reducing repeat infractions of the Standards for Student Conduct dealing with violence.
  - d. Define the roles and responsibilities of personnel during and after a crisis.
4. Building safety and security plans must identify those procedures specific to the building which are not identified or detailed in the District Emergency Management Procedures. They should contain the following areas:
  - a. The Building SAFE Team members and their roles and responsibilities.

- b. Methods of communication used to notify the principal's office. Identify alternate methods in case primary communication methods are out.
  - c. Methods of communication used to notify the District office. Identify alternate methods in case primary communication methods are out.
  - d. Staff member-calling tree to communicate with staff members at their homes.
  - e. Communication mediums and/or signals within the school to alert staff and students (including deaf and/or blind) and to indicate that law enforcement personnel are to be called immediately.
  - f. Personnel assignments for implementing specific aspects or responsibilities.
  - g. Persons and locations of school personnel trained in CPR and first aid.
  - h. Location and contents of the teacher's and principal's emergency kits.
  - i. Sites for relocating students.
  - j. Evacuation routes and procedures with situational alternatives (including those for disabled).
  - k. Personnel accounting means for both students and staff.
  - l. Procedures to identify injured students.
  - m. Location and procedures for administering first aid.
  - n. Emergency agencies and phone numbers.
  - o. Alternative communications center if the school office is incapacitated.
  - p. A plan for carrying out the provisions of Rule 5900.4, Emergency Dismissal. This plan should include:
    - (1) Parent notification and student transportation means.
    - (2) Places for parents to pick up and sign out students.
    - (3) Traffic management.
  - q. Policy and procedures for dealing with the media.
  - r. Record-keeping responsibilities during the event.
5. Building safety and security plans shall include details for unsafe scenarios that are specific to a building and are not covered in or that compliment the District Emergency Management Procedures. Some suggestions for consideration are listed below:

- a. \_\_\_\_\_ Assaults with injury
  - b. \_\_\_\_\_ Bombs – threats & devices
  - c. \_\_\_\_\_ Chemical spills
  - d. \_\_\_\_\_ Deaths – students, staff
  - e. \_\_\_\_\_ Fires - explosions
  - f. \_\_\_\_\_ Gas leak
  - g. \_\_\_\_\_ Hostage situations
  - h. \_\_\_\_\_ Intruders/trespass
  - i. \_\_\_\_\_ Kidnapping
  - j. \_\_\_\_\_ Major student disruption
  - k. \_\_\_\_\_ Medical emergencies
  - l. \_\_\_\_\_ Natural disasters
  - m. \_\_\_\_\_ Robberies
  - n. \_\_\_\_\_ Sex offenses
  - o. \_\_\_\_\_ Shootings/Stabbings
  - p. \_\_\_\_\_ Suicide or suicide attempts
  - q. \_\_\_\_\_ Toxic fumes
  - r. \_\_\_\_\_ Traffic/bus emergency (maintain a list of students and adults on the bus).
  - s. \_\_\_\_\_ Vandalism
  - t. \_\_\_\_\_ Weapons
6. Building safety and security plans should also include building level details which will add to or compliment the District Emergency Management Procedures:
- a. Emergency procedures for co-curricular and away-from-school site activities.
  - b. Incorporating the services of the District Crisis Response Team, which functions both as a pre-crisis advisory group and a crisis response team.
  - c. Posting of plans and procedures at suitable locations throughout the facility.
  - d. Training requirements for specified staff.
  - e. Drills of various procedures (evacuation, Code Red, Code Yellow, etc.). Building emergency drills shall:

- (1) Be implemented at a variety of times from the beginning to the end of the school day;
- (2) Be implemented when students are in diverse locations (i.e., the cafeteria) and in a variety of activities throughout the building;
- (3) Not endanger students or staff; and
- (4) Provide that adequate orientation and instruction be provided early in the school year.

B. **Emergency Kits.**

1. Teachers' Emergency Kits. Teachers are to be provided the following to include in emergency kits and the kits should be replenished annually or as needed:
  - a. A current list of students for each class period, as well as known student/staff medical conditions.
  - b. Stick-on name tags (for identification and for those who may be injured).
  - c. A whistle (to request adult assistance).
  - d. Pad of paper, pens, and markers.
  - e. Flashlight/batteries -- Check the condition of the batteries at the beginning of each school year.
  - f. Vinyl gloves and bandages.
  - g. Signal cards for attendance (Green, Red).
    - (1) When students have congregated outside and if all of the students are accounted for, the teacher or supervisor of the group holds up a green card signifying that all students are present and accounted for.
    - (2) If the students have congregated outside and the teacher or supervisor has students missing, a red card is held up signifying that one or more students are missing.
2. Principal's Emergency Management Kit. Each principal is to assemble two Emergency Management Kits. One is to be kept in the principal's office at all times. The back-up kit is to be kept in a location known to all members of the SAFE Team. The contents include the following:
  - a. The school's Emergency Management Plan (including evacuation plans).

- b. School floor plans that show the location of all the exits (exterior doors numbered); power, water, and gas shut off locations; fire alarm shut off locations; telephone and wall jacks; computer locations; and all other devices that may be useful in an emergency.
- c. A current master list of all students and staff and known medical conditions.
- d. Building security codes.
- e. A copy of the Millard Public Schools Emergency Communication Reference Card.
- f. A copy of the District Emergency Management Procedures.
- g. Flashlights and batteries -- Check the condition of the batteries at the beginning of each school year.
- h. Pad of paper, pens, and markers.
- i. Stick-on name tags (used to identify injured students or adults at the emergency site).
- j. A first aid kit that is well stocked.
- k. The absence list for the current day (preferably, for the current period) and student emergency cards are to be included in the kits whenever the building is evacuated.

<b>IX. SECURITY PERSONNEL</b>
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**A. School Resource Officers (SROs)/Off-Duty Police Officers.**

- 1. SROs or off-duty police officers will serve in selected District secondary schools.
  - a. SROs will be placed in the high schools and selected middle schools in agreement with local law enforcement agencies:
  - b. SROs or off-duty police officers will be ~~are~~ uniformed police officers with ~~the-full~~ law enforcement powers of ~~any other police officer~~. SROs or off-duty police officers ~~shall-will~~ wear the uniform worn by other departmental officers in that local police agency.
- 2. In fulfilling their duties and responsibilities, SROs or off-duty police officers will:
  - a. Work with school administration to help provide students education on tobacco, drugs and alcohol, violence diffusion and violence prevention, law enforcement and safety.

*lol.*



- b. Work in concert with school principals and the Director of Pupil Services.
  - c. Provide programs to parents on issues related to tobacco, alcohol, and other drugs, violence prevention and safety.
  - d. Act as a communication liaison with law enforcement agencies, and provide basic information concerning students on the campus served by the officer.
  - e. Provide informational in-services for staff members.
  - f. Gather information regarding potential problems such as criminal activity, gang activity and student unrest, and attempt to identify particular individuals who may be a disruptive influence to the school environment and/or students.
3. SROs or off-duty police officers will not act as school disciplinarians. However, if the principal believes that an incident is a violation of the law, the principal may contact the SRO and the SRO will determine whether law enforcement action is appropriate.

B. **School Security Staff.** School security staff will be placed in the high schools as hall monitors.

- 1. School security staff will:
  - a. Monitor hallways, ~~bathroom~~ restrooms, door entrances and immediate walkway areas throughout the building, especially during arrival and dismissal times.
  - b. Supervise special assignment areas which may be designated by the administration.
  - c. Notify administration of all violations of student rules.
  - d. Escort student rule violators to the office without physically moving or hitting the student.
  - e. Provide affidavits and testimony, as necessary, regarding observations of student misconduct.
  - f. Assist visitors in reporting to the office. Request unauthorized personnel to leave the building. Notify administration of unauthorized personnel.
  - g. Monitor students specifically for: substance use, possession and distribution, vandalism, and interpersonal confrontations.
  - h. Provide emergency first aid and CPR as necessary. Notify nurse and administration of students and staff requiring such assistance.
  - i. Report all problem situations to administration.

- j. Not search students or lockers nor physically or verbally abuse students. Assist administrators with locker searches as requested.
- k. Follow District and building policies and rules as provided by the principal.
- l. Perform other duties as requested by the principal.
- m. Attend District meetings for security staff as designated by the Director of Pupil Services.

<b>IX.X. SAFETY TRAINING AND STAFF DEVELOPMENT</b>
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- A. **School Security Training Requirements.** School security staff will meet established training requirements and qualifications.
  
- B. **Staff Development Guidelines.** The following guidelines will be followed for staff development of security staff in the District:
  - 1. Security staff will receive a minimum of ~~eight~~ *four* hours training annually on any of the following:
    - a. Self defense (CPI Training).
    - b. How to defuse dangerous situations.
    - c. How to communicate with aggressive students and parents.
    - d. The Standards for Student Conduct.
    - e. Bullying and harassment.
    - f. How to conduct an investigation.
    - g. Student rights and due process.
    - h. School safety and emergency management procedures.
    - i. *How to intervene in a fight.*
    - j. *Recognizing security risks and safety violations.*
    - i.k. Other areas deemed necessary by the Director of Pupil Services or building principal.
  
  - 2. Security staff will be included in safety drills for emergency procedures in the following areas:
    - a. Code Red and Code Yellow.
    - b. Scenarios listed in the District Emergency Management Procedures such as:
      - (1) Bomb threats.
      - (2) Gun or weapon on campus.

- (3) Hostage.
- (4) Shooting/stabbing.
- (5) Evacuation Plans.
- (6) Fire/Explosion/Gas Leak.

C. **Administrator Training Requirements.** Administrators will receive at least ~~eight-two~~ hours training or staff development in safety annually.

D. **Teacher Training Requirements.** ~~Teachers-Veteran teachers~~ will receive at least ~~eight-two~~ hours training or staff development in safety annually. *New teachers will receive four hours training or staff development in safety their first year.*

<b>X.XI. MAINTENANCE OF BUILDINGS AND GROUNDS FOR SAFETY</b>
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A. **Maintenance of Buildings for Safety and Security.**

- 1. Buildings are free of debris, trash, and other hazards which could result in injury and contribute to a "climate conducive to crime."
- 2. Buildings are free of graffiti.
- 3. Lighting is in good working order and burned-out bulbs are replaced.
- 4. Security equipment, when it is present, such as cameras, radios, intrusion systems and other such devices, is in good working order and operationalized according to District policy and procedures.
- 5. Vandalized equipment or building materials have been replaced, repaired, or removed.
- 6. Exit signs are lit and in working order.
- 7. All exterior locks on doors and panic bars on doors which require egress are in working order.
- 8. Restrooms are clean and free of trash.
- 9. Access to electrical panels/rooms is restricted.
- 10. A secure area is provided for student/school records.

B. **Maintenance of School Grounds for Security and Safety.**

- 1. Drug-free zone signs are posted.
- 2. Grounds are free of trash/debris.
- 3. Shrubs/foilage are trimmed to provide a good line of sight.

4. Vehicular access to play area is restricted.
5. Bus loading zones have restricted access.
6. Bus loading/drop off areas are clearly marked.
7. Adequate lighting in parking lots.

<b><u>XI.XII. DISTRICT SAFETY AND SECURITY COMMITTEE</u></b>
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- A. **District Safety and Security Committee.** The District will develop and implement a standing District Safety and Security Committee. The Director of Pupil Services will chair a standing District Safety and Security Committee which will be composed of:
1. District administrators;
  2. District certificated staff;
  3. Secondary students;
  4. Parents; and
  5. Community members.
- B. **District Safety and Security Committee Meetings.** The District Safety and Security Committee will meet at least quarterly to review safety and security plans and procedures, including emergency management plans and procedures, and to make recommendations for changes in existing procedures or recommendations for new procedures which address the changing security needs of the District.

<b><u>XII.XIII.</u></b>
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<b>EV</b>
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<b>ALUATION AND REVIEW OF DISTRICT SAFETY AND SECURITY</b>
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- A. **Evaluation and Review.** District safety and security plans and procedures will be evaluated annually and revised according to areas of identified need.
- B. **Committee Review.** The District Safety and Security Committee and the Director of Pupil Services or designee will review the safety and security plans and/or facilities of the District's buildings at least annually.
- C. **Outside Review.** The District's safety and security plans will be reviewed annually by one or more persons who are not on the District's Safety and Security Committee and who are not an employee of the District. This review will include visits to school buildings to analyze plans, policies, procedures, practices, and provide recommendations. Any recommendations made as a result of the analysis will be forwarded to the Director of Pupil Services and to the District's Safety and

Security Committee to be considered in making revisions to the District's safety and security plan.

*6/10*

**AGENDA SUMMARY SHEET**

MEETING DATE: May 5, 2003

DEPARTMENT: Human Resources

ACTION DESIRED: Approval

BACKGROUND: Personnel items: (1) New Hires; (2) Amended Contracts;  
(3) Leaves of Absence; and (4) Resignations

OPTIONS & ALTERNATIVES: NA

RECOMMENDATION: Approval

STRATEGIC PLAN REFERENCE: N/A

IMPLICATIONS OF ADOPTION  
OR REJECTION: N/A

TIMELINE: N/A

RESPONSIBLE PERSON: Dr. Kirby Eltiste

SUPERINTENDENT APPROVAL: Keith Lutz

May 5, 2003

**TEACHERS RECOMMENDED FOR HIRE**

**Recommend: the following teachers be hired for the 2003-04 school year:**

1. Rhonda Betzold – Step 1, BA+24 – California State University. Language arts teacher at North High School.
2. Jennifer Hopkins-Griffin – Step 2, BA+24 – University of Nebraska at Omaha. Counselor (60%) at Neihardt Elementary School. Previous experience: teacher, Millard Public Schools (1998-2000).
3. Jill Hoppe – Step 1, BA – University of Nebraska at Lincoln. Math teacher at Beadle Middle School.
4. Margaret Jaeckel – Step 12, MA – University of Nebraska at Omaha. Counselor (50%) at Bryan Elementary School. Previous experience: teacher, Council Bluffs Community Schools (1979-87); counselor, Council Bluffs Community Schools (1990-97; 1999-2003).
5. Karyn Lawrence – Step 4, BA – Saint Olaf College, Northfield, MN. Music teacher at Bryan Elementary School. Previous experience: teacher, Hugo, CO (1998-99); Lincoln, NE (1999-2002); Tucson, AZ (2002-03).
6. Renee Masching – Step 9, BA+36 – University of Nebraska at Omaha. Read teacher (50%) at Wheeler Elementary School. Previous experience: teacher, Millard Public Schools ((1989-2000).
7. Jodie Tuttle – Step 12, MA – University of Nebraska at Lincoln. Behavior disorder teacher at Ackerman Elementary School. Previous experience: teacher, Hastings Public Schools (2001-03); Millard Public Schools (1993-2001); Lincoln Public Schools (1991-93).

**The following individuals were employed with Millard Public Schools during the 2002-03 school year on a short term contract. They are being offered another short term contract for the 2003-04 school year.**

1. Jennifer Miller – Step 2, BA – University of Nebraska at Omaha. Second grade teacher at Bryan Elementary School.
2. Gina St. Cyr – Step 2, BA – University of Nebraska at Lincoln. Language arts teacher at South High School.

**The following individuals were employed with Millard Public Schools during the 2002-03 school year on short term contracts. They are now being offered regular contracts for the 2003-04 school year.**

1. Jennifer Carson – Step 2, BA – University of Nebraska at Omaha. Math teacher at North High School.

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2. Richard Everts – Step 12, MA – University of Missouri, Rolla, MO. Math teacher at North High School.
3. Tamela Fierstein – Step 8, BA+12 – University of Nebraska at Lincoln. Math teacher at Kiewit Middle School.
4. Cindy Killip – Step 8, BA+12 – Iowa State University. Language arts teacher at South High School.
5. Susan Nichols – Step 2, BA – University of Nebraska at Lincoln. English teacher at Kiewit Middle School.
6. Amy Nunamaker – Step 2, BA – University of Nebraska at Omaha. Music teacher at Beadle Middle School.
7. Jaime Reinert – Step 3, BA – Nebraska Wesleyan University. Second grade teacher at Black Elk Elementary School.

**The following individual was a CADRE teacher with Millard Public Schools during the 2002-03 school year. She is now being offered a regular contract for the 2003-04 school year.**

1. Katie Reuss – Step 2, BA – University of Nebraska at Kearney. First grade teacher at Wheeler Elementary School.



May 5, 2003

**AMENDMENT TO CONTINUING CONTRACTS**

**Recommend: amendment to the following contract:**

1. Sherri Schumann – Third grade teacher at Rohwer Elementary School. Amend contract from 50% to 100% for the 2003-04 school year.

May 5, 2003

### LEAVE OF ABSENCE REQUESTS

**Recommend: the following extended leave without pay requests be approved:**

1. Karen Beard – fourth grade teacher at Norris Elementary School. She is requesting a leave of absence for the 2003-04 school year for family reasons.
2. Stacey Mielke – French teacher at West High School. She is requesting a leave of absence for the 2003-04 school year for family reasons.
3. Elizabeth Stiles – speech language pathologist AT Cody Elementary School. She is requesting a leave of absence for the 2003-04 school year for family reasons.
4. Lisa Unger – READ teacher at Holling Heights Elementary. She is requesting a leave of absence for the 2003-04 school year for family reasons.

**RESIGNATIONS**

**Recommend: the following resignations be accepted:**

1. Donna Baker – Physical education teacher at Norris Elementary School. She is relocating with her spouse to Wisconsin. Resignation is effective at the end of the 2002-03 school year.
2. Mary Hare – Resource teacher at Cather Elementary School. She is relocating with her spouse to Kansas City. Resignation is effective at the end of the 2002-03 school year.
3. Karen Hattery – Resource teacher at West High School. She is resigning for family reasons. Resignation is effective at the end of the 2003-03 school year.
4. Bobbi Hinrichs – Third grade teacher at Ackerman Elementary School. She is resigning for family reasons. Resignation is effective at the end of the 2002-03 school year.
5. Cameron Randolph – Seventh grade science teacher at Kiewit Middle School. He has accepted a teaching position in Colorado. Resignation is effective at the end of the 2002-03 school year.
6. Don Ruleaux – Reteaching/HAL teacher at Central Middle School. He has accepted a teaching position with Gretna Public Schools. Resignation is effective at the end of the 2002-03 school year.
7. Jim Ryan – Math teacher at West High School. He has accepted a teaching position with Gretna Public Schools. Resignation is effective at the end of the 2002-03 school year.
8. Tracey Wieser – Speech language pathologist at Beadle Middle School. She is resigning for family reasons. Resignation is effective at the end of the 2002-03 school year.
9. Marla Yelovich – Seventh grade language arts teacher at Beadle Middle School. She is resigning for family reasons. Resignation is effective at the end of the 2002-03 school year.
10. Kathy Ziegler – Montessori department head at Central Middle School. She is resigning for family reasons. Resignation is effective at the end of the 2002-03 school year.

Elementary		K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment
Abbot	(3 unit)	71	62	68	75	79	77		432	0	-6	438
Ackerman	(4 unit)	119	93	89	106	78	85	15	585	4	20	565
Aldrich	(3 unit)	46	55	64	53	58	51		327	0	3	324
Black Elk	(3 unit)	102	84	106	87	98	93		570	0	11	559
Bryon	(3 unit)	56	64	61	56	63	63		363	2	-4	367
Cather	(3 unit)	69	78	77	81	63	70		438	1	-11	449
Cody	(2 unit)	42	35	22	30	34	32	29	224	-3	6	218
Cottonwood	(3 unit)	50	46	58	69	58	65		346	4	-3	349
Disney	(3 unit)	54	40	56	49	36	52	10	297	0	-7	304
Ezra Millard	(3 unit)	61	56	65	70	54	64	13	383	2	2	381
Harvey Oaks	(2 unit)	34	38	39	42	50	49		252	0	4	248
Hitchcock	(2 unit)	38	39	31	34	38	24		204	-1	4	200
Holling Heights	(3 unit)	60	54	52	48	59	61		334	-1	4	330
Montclair	(4 unit)	89	103	89	90	71	89	10	541	0	-6	547
Morton	(3 unit)	58	54	60	40	75	67	9	363	3	-2	365
Neihardt	(4 unit)	108	109	98	112	97	103		627	5	19	608
Norris	(3 unit)	52	43	45	34	40	44	25	283	4	1	282
Rockwell	(3 unit)	60	54	49	52	53	42	19	329	2	-4	333
Rohwer	(3 unit)	70	64	66	52	61	63	14	390	0	16	374
Sandoz	(3 unit)	42	51	49	49	58	54		303	-1	-6	309
Wheeler	(3 unit)	71	101	71	69	74	60	21	467	4	14	453
Willowdale	(3 unit)	53	66	65	56	69	83	11	403	1	-1	404
<b>Totals</b>		<b>1405</b>	<b>1389</b>	<b>1380</b>	<b>1354</b>	<b>1366</b>	<b>1391</b>	<b>176</b>	<b>8461</b>	<b>26</b>	<b>54</b>	<b>8407</b>

Secondary		6	7	8	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment
Andersen MS		241	274	281	10	796	2	-2	798
Beadle MS		202	174	130	13	506	0	3	503
Central MS		295	318	243	14	856	2	10	846
Klewit MS		337	334	347	8	1018	0	-11	1029
North MS		189	229	205	19	623	1	9	614
Russell MS		223	278	259	9	760	1	-4	764
MS Alternative		0	9	13		22	0	11	11
<b>Totals</b>		<b>1487</b>	<b>1616</b>	<b>1478</b>	<b>73</b>	<b>4581</b>	<b>6</b>	<b>16</b>	<b>4565</b>

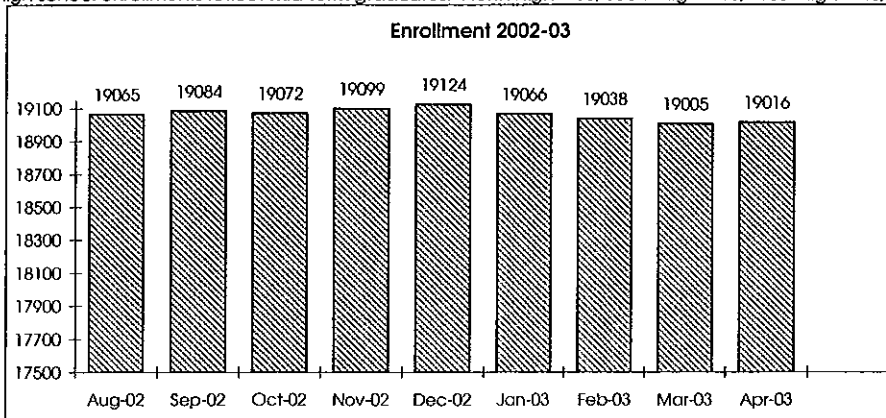
		9	10	11	12	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment
North HS		574	620	536	502	20	2232	-5	-61	2293
South HS		491	459	482	455	13	1887	-4	-45	1932
West HS		451	450	415	382	17	1698	-15	-40	1738
Millard Learning Center		0	0	30	52		82	-2	-2	84
<b>Totals</b>		<b>1516</b>	<b>1529</b>	<b>1463</b>	<b>1391</b>	<b>50</b>	<b>5899</b>	<b>-26</b>	<b>-148</b>	<b>6047</b>

Preschool	
Disney	36
Cody	16
Neihardt	74
Rockwell	50
Montessori - Montclair	60
Montessori - Norris	29
<b>Total</b>	<b>265</b>

Preschool SPED	
Cody	69
Rohwer	39
Sandoz	35
Wheeler	38
Contracted	3
Infants	87
<b>Total</b>	<b>271</b>

Contracted SPED	40	4	9	31
Young Adult Program	35	1	1	34
<b>Total District K-12</b>	<b>19016</b>	<b>11</b>	<b>-68</b>	<b>19084</b>
<b>Total District PreK-12</b>	<b>19552</b>	<b>10</b>	<b>-12</b>	<b>19564</b>

High school enrollments reflect mid-term graduates: North High = 35, South High = 18, West High = 46, MLC = 6



9/27/2002	
Elementary	8407
Middle School	4565
High School	6047
Contracted	31
Young Adult	34
<b>Total</b>	<b>19084</b>
4/21/2003	
Elementary	8461
Middle School	4581
High School	5899
Contracted	40
Young Adult	35
<b>Total</b>	<b>19016</b>
Current Change	11
YTD Change	-68

73.

Elementary

Classroom Enrollment

	K	1	2	3	4	5	4-5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class
													Size W/out SPED
Abbott	18	21	23	26	23	22	10						
	18	18	22	24	24	22	10						
	17	23	23	25	22	23							
	18												
Total Students	71	62	68	75	69	67	20		432	0	-6	438	432
Total Teachers	4.0	3	3	3	3	3	1		20.0				20.0
Classroom Avg	17.8	20.7	22.7	25.0	23.0	22.3	20		22				22

	K	1	2	3	1-3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class
													Size W/out SPED
Ackerman	16	24	22	27	22	26	28	7					
	26	23	25	26	24	26	28	8					
	26	23	22	27	23	26	29						
	26												
	25												
Total Students	119	70	69	80	69	78	85	15	585	4	20	565	570
Total Teachers	4.5	3	3	3	3	3.5	3.5	2	25.5				23.5
Classroom Avg	23.8	23.5	23.0	26.5	23.0	22.3	24.3	7.5	23				24

	K	1	2	3	4	5	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class
											Size W/out SPED
Aldrich	23	19	21	27	18	26					
	23	17	22	26	20	25					
		19	21		20						
Total Students	46	55	64	53	58	51	327	0	3	324	327
Total Teachers	2	3	3	2	3	2	15.00				15
Classroom Avg	23.0	18.3	21.3	26.5	19.3	25.5	22				22

	K	1	2	3	4	5	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class
											Size W/out SPED
Black Elk	22	21	21	22	25	24					
	21	21	21	22	25	23					
	19	21	21	22	25	23					
	21	21	21	21	23	23					
	19		22								
Total Students	102	84	106	87	98	93	570	0	11	559	570
Total Teachers	5.0	4	5	4	4	4	26				26
Classroom Avg	20.4	21.0	21.2	21.8	24.5	23.3	22				22

	K	1	2	3	4	5	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class
											Size W/out SPED
Bryan	19	21	15	20	22	20					
	19	22	14	19	20	22					
	18	21	16	17	21	21					
			16								
Total Students	56	64	61	56	63	63	363	2	-4	367	363
Total Teachers	3	3	4	3	3	3	19				19
Classroom Avg	18.7	21.3	15.3	18.7	21.0	21.0	19				19

	K	1	2	3	4	5	1-2	C-K	C-1	C-2	C-3	C-4	C-5	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class
																		Size W/out SPED
Cather	20	24	19	16	23	17	9	25	23	24	25	21	16					
				17		17	10	24	22	24	23	19	20					
Total Students	20	24	19	33	23	34	19	49	45	48	48	40	36	438	1	-11	449	438
Total Teachers	1	1	1	2	1	2	1	2	2	2	2	2	2	21				21.0
Classroom Avg	20.0	24.0	19.0	16.5	23.0	17.0	19.0	24.5	22.5	24.0	24.0	20.0	18.0	21				21

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class
												Size W/out SPED
Cody	22	19	11	15	17	16	10					
	20	16	11	15	17	16	9					
							10					
Total Students	42	35	22	30	34	32	29	224	-3	6	218	195
Total Teachers	2	2	2	2	2	2	3	15				12
Classroom Avg	21.0	17.5	11.0	15.0	17.0	16.0	9.7	15				16

	K	1	2	3	4	5	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class
											Size W/out SPED
Cottonwood	26	16	21	23	20	22					
	24	14	17	24	19	21					
		16	20	22	19	22					
Total Students	50	46	58	69	58	65	346	4	-3	349	346
Total Teachers	2	3	3	3	3	3	17				17
Classroom Avg	25.0	15.3	19.3	23.0	19.3	21.7	20				20

74.

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
												Size W/out SPED
Disney	17	14	19	17	19	26	6					
	18	13	19	14	17	26	4					
	19	13	18	18								
Total Students	54	40	56	49	36	52	10	297	0	-7	304	287
Total Teachers	3.0	3	3	3	2	2	2	18.0				16
Classroom Avg	18.0	13.3	18.7	16.3	18.0	26.0	5.0	17				18

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
												Size W/out SPED
Harvey Oaks	17	17	19	21	25	25						
	17	21	20	21	25	24						
Total Students	34	38	39	42	50	49		252	0	4	248	252
Total Teachers	2.0	2	2	2	2	2		12.0				12
Classroom Avg	17.0	19.0	19.5	21.0	25.0	24.5		21				21

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
												Size W/out SPED
Hitchcock	19	19	15	17	20	24						
	19	20	16	17	18							
Total Students	38	39	31	34	38	24		204	-1	4	200	204
Total Teachers	2.0	2	2	2	2	1		11.0				11
Classroom Avg	19.0	19.5	15.5	17.0	19.0	24.0		19				19

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
												Size W/out SPED
Holling Heights	20	18	18	16	20	21						
	20	18	18	16	20	20						
	20	18	16	16	19	20						
Total Students	60	54	52	48	59	61		334	-1	4	330	334
Total Teachers	3.0	3	3	3	3	3		18.0				18
Classroom Avg	20.0	18.0	17.3	16.0	19.7	20.3		19				19

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
												Size W/out SPED
Ezra Millard	21	18	21	24	18	22	6					
	19	19	22	23	18	21	7					
	21	19	22	23	18	21						
Total Students	61	56	65	70	54	64	13	383	2	2	381	370
Total Teachers	3	3	3	3	3	3	2	20				18
Classroom Avg	20.3	18.7	21.7	23.3	18.0	21.3	7	19				21

	K	1	2	3	4	5	M-K	M1-3	M4-5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
															Size W/out SPED
Montclair	21	22	21	20	17	23	17	26	21	6					
	19	22	19	20	17	24	17	27	18	4					
							15	26	21						
								25	19						
								28							
								26							
Total Students	40	44	40	40	34	47	49	158	79	10	541	0	-6	547	531
Total Teachers	2	2	2	2	2	2	3	6	4	2	27				25
Classroom Avg	20.0	22.0	20.0	20.0	17.0	23.5	16.3	26.3	19.8	5.0	20				21

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
												Size W/out SPED
Morton	21	18	20	21	25	22	9					
	18	18	19	19	24	23						
	19	18	21		26	22						
Total Students	58	54	60	40	75	67	9	363	3	-2	365	354
Total Teachers	3	3	3	2	3	3	1	18				17.0
Classroom Avg	19.3	18.0	20.0	20.0	25.0	22.3	9.0	20				21

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
												Size W/out SPED
Neihardt	22	22	25	22	24	26						
	21	21	25	23	24	25						
	22	22	24	22	25	26						
	21	22	24	23	24	26						
	22	22		22								
Total Students	108	109	98	112	97	103		627	5	19	608	627
Total Teachers	5.0	5	4	5	4	4		27.0				27.0
Classroom Avg	21.6	21.8	24.5	22.4	24.3	25.8		23				23

75.

	K	1	2	3	4	5	M-K	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size Size W/out SPED
Norris	17	15	21	17	20	22	19	8					
	16	15	24	17	20	22		8					
		13						9					
Total Students	33	43	45	34	40	44	19	25	283	4	1	282	258
Total Teachers	2.0	3	2	2	2	2	1	3	17.0				14
Classroom Avg	16.5	14.3	22.5	17.0	20.0	22.0	19.0	8.3	17				18

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
Rockwell	20	17	17	18	17	21	10					
	20	18	16	18	18	21	9					
	20	19	16	16	18							
Total Students	60	54	49	52	53	42	19	329	2	-4	333	310
Total Teachers	3.0	3	3	3	3	2	2	19.0				17.0
Classroom Avg	20.0	18.0	16.3	17.3	17.7	21.0	9.5	17				18

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
Rohwer	24	21	21	26	20	22	6					
	23	21	22	26	20	19	8					
	23	22	23		21	22						
Total Students	70	64	66	52	61	63	14	390	0	16	374	376
Total Teachers	3.0	3	3	2	3	3	2	19.0				17
Classroom Avg	23.3	21.3	22.0	26.0	20.3	21.0	7.0	21				22

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
Sandoz	21	17	16	24	20	19						
	21	17	17	25	20	17						
		17	16		18	18						
Total Students	42	51	49	49	58	54		303	-1	-6	309	303
Total Teachers	2	3	3	2	3	3		16				16
Classroom Avg	21.0	17.0	16.3	24.5	19.3	18.0		19				19

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
Wheeler	24	20	24	23	24	20	10					
	23	17	23	23	25	19	11					
	24	21	24	23	25	21						
		22										
		21										
Total Students	71	101	71	69	74	60	21	467	4	14	453	446
Total Teachers	3	5	3	3	3	3	2	22				20
Classroom Avg	23.7	20.2	23.7	23.0	24.7	20.0	10.5	21				22

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
Willowdale	17	22	21	18	23	21	11					
	17	22	22	18	24	21						
	19	22	22	20	22	18						
						23						
Total Students	53	66	65	56	69	83	11	403	1	-1	404	392
Total Teachers	3.0	3	3	3	3	4	1	20.0				19
Classroom Avg	17.7	22.0	21.7	18.7	23.0	20.8	11.0	20				21

Elementary Totals	Grade	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
Students		1405	1389	1380	1354	1366	1391	176	8461	26	54	8407	8285
Teachers		68.5	70.5	68.5	64.0	65.0	64.0	22.0	422.5				400.5
Classroom Avg		20.5	19.7	20.1	21.2	21.0	21.7	8.0	20				21

	6	7	8	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
Andersen MS	241	274	281	10	796	2	-2	798	
Beadle MS	202	174	130	13	506	0	3	503	
Central MS	295	318	243	14	856	2	10	846	
Klewit MS	337	334	347	8	1018	0	-11	1029	
North MS	189	229	205	19	623	1	9	614	
Russell MS	223	278	259	9	760	1	-4	764	
MS Alternative	0	9	13		22	0	11	11	
Totals	1487	1616	1478	73	4581	6	16	4565	

	9	10	11	12	Self Cont	Total	Current Change	YTD Change	Official 9/02 Enrollment	Class Size
North HS		574	620	536	502	20	2232	-5	-61	2293
South HS		491	459	482	455	13	1887	-4	-45	1932
West HS		451	450	415	382	17	1698	-15	-40	1738
Millard Learning Center		0	0	30	52		82	-2	-2	84
Totals		1516	1529	1463	1391	50	5899	-26	-148	6047

Contracted SPED							40	4	9	31
Young Adult Program							35	1	1	34
<b>Total District Enrollment</b>							<b>19016</b>	<b>11</b>	<b>-68</b>	<b>19084</b>

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## AGENDA SUMMARY SHEET

**AGENDA ITEM:** Revised Projections for Fall, 2003

**Meeting Date:** May 5, 2003

**Department:** Planning & Evaluation

**Title and Brief Description:** Each year, preliminary projections for the following fall are produced and disseminated in December/January. Revised, final projections are completed by late spring, based on transfer requests, kindergarten roundup numbers, and option enrollment trends.

**Action Desired:** Approval \_\_\_ Discussion x Information Only \_\_\_

**Background:** Projections are based on multiple years' historical trends. Conservative (lower) estimates are used.

**Options/Alternatives Considered:** N.A.

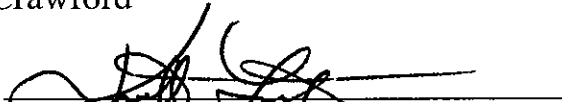
**Recommendations:** Use the data for budgeting and planning purposes.

**Strategic Plan Reference:** To meet the mission of the district.

**Implications of Adoption/Rejection:** N.A.

**Timeline:** Begin using the estimates immediately.

**Responsible Persons:** John Crawford

**Superintendent's Signature:** 



# Final Revised Projections for 2003-04

	Proj K 2003	Proj 1st 2003	Proj 2nd 2003	Proj 3rd 2003	Proj 4th 2003	Proj 5th 2003	self cont	Projected Total	Official End-of- Sept. 2002	Difference
Abbott	78	74	63	73	78	80		446	438	8
Ackerman	85	115	94	90	107	84	14	589	565	24
Aldrich	60	47	54	67	51	56		335	324	11
Black Elk	97	105	80	110	91	102		585	559	26
Bryan	54	55	60	62	55	60		346	367	-21
Cather	78	71	81	76	82	65		453	449	4
Cody	32	42	33	20	31	34	29	221	218	3
Cottonwood	46	48	47	58	69	57		325	349	-24
Disney	37	50	41	55	48	31	11	273	304	-31
Ezra Millard	78	63	55	67	69	53	12	397	381	16
Harvey Oaks	36	32	42	36	40	51		237	248	-11
Hitchcock	32	34	40	31	31	36		204	200	4
Holling Heights	54	53	49	51	50	59		316	330	-14
Montclair	103	93	100	85	88	75	10	554	547	7
Morton	55	56	51	59	44	77	20	362	365	-3
Neihardt	103	101	111	95	106	99		615	608	7
Norris	58	48	42	42	34	36	23	283	282	1
Rockwell	47	59	52	48	52	54	17	329	333	-4
Rohwer	81	74	64	72	60	61	14	426	374	52
Sandoz	43	40	48	52	46	60		289	309	-20
Wheeler	110	70	105	76	64	80	22	527	453	74
Willowdale	60	57	66	67	58	73		381	404	-23
	1427	1387	1378	1392	1354	1383	172	8493	8407	86

	Proj 6th 2003	Proj 7th 2003	Proj 8th 2003	Proj Total		Difference
AMS	223	241	276	740	798	-58
BMS	171	215	185	571	503	68
CMS	262	284	298	844	846	-2
KMS	300	340	342	982	1029	-47
NMS	220	185	225	630	614	16
RMS	266	224	285	775	764	11
MS Alter			11	11	11	0
	1442	1489	1622	4553	4565	-12

	Proj 9th 2003	Proj 10th 2003	Proj 11th 2003	Proj 12th 2003	Proj Total		Difference
North HS	566	573	632	536	2307	2293	14
South HS	476	509	462	484	1931	1932	-1
West HS	435	443	446	414	1738	1738	0
MLC			24	60	84	84	0
	1477	1525	1564	1494	6060	6047	13

Contracted SPED	31					31	0
Young Adult Program	34					34	0
<b>District Projected Total</b>	<b>19171</b>					<b>19084</b>	<b>87</b>

78.

AGENDA SUMMARY SHEET

Enclosure I.3.

May 5, 2003

**AGENDA ITEM:** Legislative Report

**MEETING DATE:** May 5, 2003

**DEPARTMENT:** Office of the Superintendent

**TITLE AND BRIEF DESCRIPTION:** This is the fifth Legislative Report for the 98<sup>th</sup> Legislature.

**ACTION DESIRED:** INFORMATION ONLY XX

**BACKGROUND:**

Last week was a big one in terms of school aid and revenue. Senator Brashear was successful in moving LB 759 to the next round of debate. The school levy increase to \$1.10 was taken out as well as some of the other snack taxes and the homestead exemption. This bill is currently the only bill in the mix that increases revenue, although Senator Landis, Chairman of the Revenue Committee will offer an alternative.

LB 540 was also moved to the second round of debate. Senator Raikes is trying to get all of the "tools" into this legislation so that he can have a fair distribution of state aid once the total is decided. We think he is targeting the Appropriations Committee recommendation and that would be a positive step. This bill will increase the lid from \$1.00 to \$1.04. That increase in property tax across the state is a major shift to property taxes from sales and income taxes. The biggest negative in this legislation is the reduction of allowable growth from 2.5% - 0%. We might be able to make it one year under these conditions using all unspent authority, but subsequent years will be extremely difficult. We are working to soften the spending limits.

LB 66, our technology recovery bill, is on Final Reading and waiting for action.

LB 249 is a bill that is sponsored by Senator Stuhr as her personal priority and is supported by the Nebraska School Athletics Association and restricts participation in athletics for students who option into districts on or after July 1. The NSAA insist that there could be problems with students moving solely for athletic reasons if this restriction is not enacted. The chair of the Education Committee has stated that the NSAA can propose whatever regulation they think is correct but it should not interfere with state option enrollment program. He also has stated that NSAA regulations do not belong in state statute. The 90-day waiting period was taken out of this bill. This bill was also amended to include the some language on school fees. This bill changes the word "require" to "request." That means that a school district may request that students bring in personal or consumable items but may not require it. Schools would be forced to supply items for those who chose not to bring in what is suggested. This bill has a large budget impact implication and could further reduce funds that are available for K-12 education.

We are closely watching LB 32, which allows Omaha and Lincoln to charge fees to pay for storm water management systems. Schools will have a lion's share of these fees.

We are tracking the attached list of bills and will offer an administrative recommendation on all bills that are supported by the resolutions you approved in September. We are closely watching:

- LB 32 (Authorize storm water management programs and charge fees for usage)
- LB 66 (technology reimbursements)
- LB 236 (further restricts provisions for supplying personal information on students)
- LB 246 (levy and spending exceptions for life safety, fire and air quality)
- LB 249 (change option enrollment deadline)
- LB 335 (change annexation provisions for certain Class III school districts)
- LB 648 (raises the levy limit to \$1.10)

49.

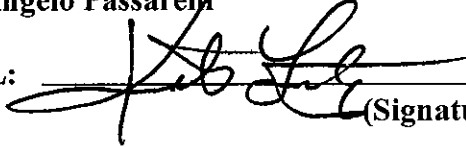
- LB 685 (allows schools to request fees not require them...a large change from current policy)
- LB 698 (revises the funding formula based on the Education Committee study)
- LB 759 (broadens the tax base and taxes additional services)
- LB 774 (eliminates budget and tax levy limits)
- LB 778 (move to a single state-wide test for state standards)

If there are any bills that you would like us to track, in addition to the attached bills, please let me know.

**STRATEGIC PLAN:** Implemented Strategies, Plan 7-1, and Board Goals

**RESPONSIBLE PERSON:** Angelo Passarelli

**SUPERINTENDENT'S APPROVAL:**

  
\_\_\_\_\_  
(Signature)

**BOARD ACTION:**

SD.

**NINETY-EIGHTH LEGISLATURE  
FIRST SESSION**

The following represent bills and constitutional amendments introduced during the 2003 First Session of the 98<sup>h</sup> Legislature that may affect **Millard Public Schools** or education in general. (All "new" information is in **boldface**.) Bills that have been passed, indefinitely postponed or withdrawn are listed first.

**"Hot" bills will be in a "hot box."**

**Abbreviations Used for Status of Bills**

HC	Held in Committee	LIV	Line Item Veto
GF	General File	VO	Veto Overridden
SF	Select File	W	Withdrawn
FR	Final Reading	P	Passed
IPP	Indefinitely Postponed (---)	S	Signed
V	Vetoed	*	Senator Priority Bill
/ /	Hearing Date	**	Committee Priority Bill
--LB	Amended into another bill	***	Speaker Priority Bill
CA	Constitutional Amendment	LR	Legislative Resolution

**LR 13CA (Smith)** Constitutional amendment to add appointed members of the Board of Regents of the University of Nebraska

**NO POSITION** (Hearing Date 1/28/03)

**LR 15CA (Johnson, Bromm)** Constitutional amendment to create the Nebraska Higher Education Board of Regents

**NO POSITION** (Hearing Date 1/28/03)

**LR 17CA (Schrock)** Constitutional amendment to permit the Legislature to annually appropriate ten percent of the principal of the permanent school fund

**NO POSITION** (Hearing Date 2/10/03)

**LB 32 (Schrock)** Authorize storm water management programs for certain political subdivisions as prescribed (Referred to Natural Resources Committee 1/10/03) (Priority Bill)

**OPPOSE** (Hearing Date 1/21/03) (GF 3/14/03)

**LB 63 (Preister)** Adopt the School Pesticide Notification Act (Referred to Agriculture Committee 1/10/03)

**NO POSITION** (Hearing Date 2/11/03)

**LB 64 (Preister)** Adopt the School Integrated Pest Management Act (Referred to Natural Resource Committee 1/10/03)

**NO POSITION** (Hearing Date 2/11/03)

**LB 66 (Raikes)** Change disbursement provisions relating to the School Technology Fund  
**SUPPORT** (Hearing Date 1/21/03) (GF 1/29/03) (SF 2/10/03) (FR 2/20/03)

**LB 147 (D. Pederson)** Change cancellation and ownership provisions for the Nebraska educational savings plan trust

**NO POSITION** (Hearing Date 2/3/03)

**LB 152 (Schimek)** Change residency provisions relating to postsecondary education

**NO POSITION** (Hearing Date 2/3/03)

**LB 172 (Foley)** Eliminate a requirement for school districts to provide abortion information

**SUPPORT** (Hearing Date 3/4/03) (GF 3/14/03) (Speaker Priority Bill 3/18/03)

**LB 174 (Byars)** Provide for opting out of certain limitations on federal food stamp assistance as prescribed

**NO POSITION** (Hearing Date 3/4/03) (GF 3/20/03)

**LB 236 (Maxwell)** Change provisions for withholding personal information on students in public records  
(Hearing Date 1/29/03 Government, Military and Veterans Affairs Committee)

**SUPPORT** (GF 2/19/03)

**LB 244 (Wehrbein)** Change University of Nebraska priorities

**NO POSITION** (Hearing Date 1/28/03)

**LB 246 (Jensen)** Provide for funding to correct schools' life safety code violations and make air quality improvements

**SUPPORT** (Hearing Date 3/10/03)

**LB 247 (Redfield, Baker, Burling)** Provide for Internet auction of political subdivision bonds

(Referred to Banking, Commerce and Insurance Committee 1/14/03)

**SUPPORT** (Hearing Date 2/18/03) (GF 2/20/03)

**LB 249 (Stuhr, Dw. Pedersen, Raikes)** Change option enrollment deadline and eligibility provisions

**OPPOSE** (Hearing Date 2/25/03) (GF 3/20/03) (Stuhr Priority Bill 3/12/03) (**SF 4/25/03**)

**LB 262 (Raikes, D. Pederson)** Change deadlines and provisions relating to treatment of students under the enrollment option program

**SUPPORT** (Hearing Date 2/25/03)

**LB 263 (Raikes, Janssen)** Permit excess budget authority requests for full-day kindergarten programs

**SUPPORT** (Hearing Date 2/10/03)

**LB 264 (Raikes)** Change and eliminate provisions relating to educators' certificates and provisions

**SUPPORT** (Hearing Date 3/3/03)

**LB 282 (Landis)** Adopt the Streamlined Sales and Use Tax Agreement and harmonize Nebraska law

**NO POSITION** (Referred to Revenue Committee 1/24/03) (GF 1/29/03) (SF 2/11/03) (FR 2/24/03)

**LB 288 (Price)** Change provisions relating to acquisition and use of real property by school districts

**SUPPORT** (Hearing Date 3/10/03)

**LB 289** (*Price*) Change provisions relating to payment of educational costs for state wards in residential settings  
**SUPPORT** (Hearing Date 2/25/03)

**LB 297** (*Hartnett, Byars*) Change provisions for receipt of specialized developmental disabilities services  
(Referred to Health and Human Services Committee 1/14/03)  
**NO POSITION** (Hearing Date 2/21/03)

**LB 301** (*Preister*) Adopt the Electronic Equipment Recycling Act  
Referred to Natural Resources Committee 1/14/03  
**OPPOSE** Hearing Date 2/19/03) (Speaker Priority Bill 3/18/03) (GF 3/5/03)

**LB 318** (*Chambers*) Eliminate the Postsecondary Education Award Program Act  
**NO POSITION** (Hearing Date 2/4/03)

**LB 335** (*Kremer*) Change annexation provisions relating to certain Class III school districts  
**NO POSITION** (Hearing Date 1/27/03) (Priority bill 3/17/03)

**LB 340** (*Bourne*) Provide for extended contract days and change certain programs and funding relating to teaching  
**SUPPORT** (Hearing Date 3/3/03)

**LB 341** (*Bourne*) Adopt the Teacher Tuition Reimbursement Program Act (Review)  
**SUPPORT** (Hearing Date 3/3/03)

**LB 356** (*Stuhr*) Change provisions relating to freeholder petitions  
(Hearing Date 1/27/03)

**LB 370** (*Baker*) Change provisions relating to school consolidation incentive payments  
**NO POSITION** (Hearing Date 1/27/03)

**LB 372** (*Jones*) Change requirements for financial examinations of certain Class I school districts  
**NO POSITION** (Hearing Date 2/10/03)

**LB 386** (*Hudkins, Wehrbein*) Change risk management pool provisions  
(Referred to Banking, Commerce and Insurance Committee 1/16/03)  
(Hearing Date 2/25/03)

**LB 387** (*Louden, Burling, Jones*) Provide a sales tax on food with proceeds to be distributed to school district  
(Referred to Revenue Committee 1/16/03)  
**NO POSITION** (Hearing Date 2/20/03)

**LB 389** (*Johnson, Bromm*) Create the Nebraska Higher Education Board of Regents  
**NO POSITION** (Hearing Date 1/28/03)

**LB 397** (*Redfield, Mines*) Change the sales tax rate and tax certain services  
(Referred to Revenue Committee 1/16/03)  
**NO POSITION** (Hearing Date 3/6/03)

**LB 442 (Erdman)** Change death benefit provisions under the School Employees Retirement Act  
(Referred to Nebraska Retirement Systems Committee 1/21/03)

**SUPPORT** (Hearing Date 3/12/03)

**LB 466 (D. Pederson)** Change provisions relating to educational savings plans

**NO POSITION** (Hearing Date 2/3/03)

**LB 482 (Redfield)** Adopt the In the Line of Duty Dependent Education Act

**NO POSITION** (Hearing Date 2/3/03)

**LB 486 (Price)** Change allowable growth rate provisions for school building operation and maintenance costs

**SUPPORT** (Hearing Date 3/10/03)

**LB 492 (Tyson, Janssen, Jensen, et al.)** Provide for community colleges and state colleges under the Nebraska Schools Construction Alternatives Act

(Referred to Education Committee 1/21/03; Rereferred to Government, Military and Veterans Affairs Committee 1/22/03)

**SUPPORT** (Hearing Date 2/28/03)

**LB 513 (Byars)** Require certain vaccinations for postsecondary students

**NO POSITION** (Hearing Date 3/4/03) (Priority Bill 3/11/03) (GF 3/11/03) (Bracketed until 4/22)

**LB 534 (Erdman)** Provide for public school participation and part-time enrollment for certain students

**OPPOSE** (Hearing Date 2/10/03)

**LB 540 (Raikes)** Change provisions relating to maximum school levies and state aid

**SUPPORT** (Hearing Date 3/10/03) (Priority Bill 3/10/03) (GF 4/14/03) (SF 4/25/03)

**LB 541 (Dw. Pedersen)** Change competitive bidding requirements for school districts

**OPPOSE** (Hearing Date 3/10/03)

**LB 544 (Stuhr)** Change the employee contribution rate under the School Employees Retirement Act  
(Referred to Nebraska Retirement Systems Committee 1/23/03)

**NO POSITION** (Hearing Date 3/12/03)

**LB 556 (Beutler)** Create and provide duties for the School Structure Task Force

**NO POSITION** (Hearing Date 2/24/03)

**LB 573 (Raikes)** Adopt the Nebraska Scholarship Act and Repeal three Scholarship programs

**NO POSITION** (Hearing Date 2/4/03)

**LB 574 (Raikes)** Adopt the Nebraska Scholarship Act and Repeal three Scholarship programs

**NO POSITION** (Hearing Date 2/4/03) (Education Committee Priority Bill 3/11/03) (GF 3/17/03)

**LB 575 (Raikes)** Provide for tuition waivers and repeal three scholarship programs

**NO POSITION** (Hearing Date 2/4/03)

**LB 581 (Bourne)** Change sales tax provisions relating to services and exemptions

(Referred to Revenue Committee 1/23/03)

**NO POSITION** (Hearing Date 3/5/03)

**LB 597 (Synowiecki, Bourne, Janssen)** Provide for a study of countywide school districts

**OPPOSE** (Hearing Date 2/24/03)

**LB 642 (Schrock)** Change levy and budget limits for natural resources districts

Referred to Revenue Committee

**SUPPORT** (Hearing Date 2/26/03) (IPP 3/10/03) Motion for GF printed on 3/12/03

**LB 645 (Hartnett)** Create a preferred purchasing status for governmental units for calcium-enriched products

(Referred to Health and Human Services Committee 1/24/03)

(Hearing Date 2/19/03) (GF 2/25/03)

**LB 648 (Hartnett)** Increase the maximum school tax levy

(Referred to Revenue Committee 1/24/03)

**SUPPORT** (Hearing Date 2/27/03)

**LB 651 (Hartnett)** Disallow certain sales and use tax refunds under the Employment and Investment Growth Act (Referred to Revenue Committee 1/24/03)

**NO POSITION** (Hearing Date 2/12/03)

**LB 653 (Raikes, Byars)** Change provisions relating to tuition of wards in foster care

**SUPPORT** (Hearing Date 2/25/03)

**LB 658 (Beutler)** Adopt the Community Scholarship Foundation Program Act

**NO POSITION** (Hearing Date 2/3/03)

**LB 659 (Maxwell)** Change provisions relating to allocations under certain scholarship programs

**NO POSITION** (Hearing Date 2/4/03)

**LB 660 (Maxwell, Stuhr, Byars)** Prohibit unfunded mandates relating to elementary and secondary education

**SUPPORT** (Hearing Date 2/10/03)

**LB 672 (Erdman, Baker, Burling, et al.)** Require filtering technology on school computers having Internet access

**OPPOSE** (Hearing Date 3/4/03)

**LB 680 (Wehrbein, Baker)** Create and provide duties for the Nebraska Commission for Quality Education

**NO POSITION** (Hearing Date 2/24/03) (Wehrbein Priority Bill 3/12/03)

**LB 682 (Kremer)** Change provisions relating to reimbursement for special education costs

**OPPOSE** (Hearing Date 2/10/03)



**LB 683 (Raikes)** Change provisions relating to nonpublic colleges and career schools

**NO POSITION** (Hearing Date 3/3/03)

**LB 684 (Raikes)** Change provisions relating to the Private Postsecondary Career School Act

**NO POSITION** (Hearing Date 3/3/03)

**LB 685 (Raikes)** Change provisions relating to student fees

**OPPOSE** (Hearing Date 2/25/03) (Education Committee Priority Bill 3/17/03) (**GF 4/25/03**)

**LB 686 (Raikes)** Change provisions relating to disbursement of administrative fines

(Referred to Government, Military and Veterans Affairs Committee 1/24/03) (Rereferred to Education Committee 2/4/03)

**NO POSITION** (Hearing Date 3/10/03)

**LB 698 (Education Committee)** Change calculation of state aid pursuant to the Tax Equity and Educational Opportunities Support Act

**SUPPORT** Hearing Date (2/11/03)

**LB 736 (Kremer, Baker, Bromm, et al.)** Extend Employment and Investment Growth Act benefits to certain cooperatives (Referred to Revenue Committee 1/24/03)

**NO POSITION** (Hearing Date 2/14/03)

**LB 759 (Brashear, D. Pederson, Thompson)** Change income tax, sales tax, homestead, and school aid provisions

(Referred to Revenue Committee 1/24/03)

**SUPPORT** (Hearing Date 3/6/03) (Brashear Priority Bill 3/12/03) (GF 4/4/03) (**SF 4/25/03**)

**LB 771 (Synowiecki)** Change calculation of state aid under the Tax Equity and Educational Opportunities Support Act

**SUPPORT** Hearing Date (2/11/03)

**LB 777 (Beutler)** Adopt the Higher Education Opportunities Act

**NO POSITION** (Hearing Date 2/3/03)

**LB 778 (Beutler)** Change provisions relating to statewide student assessments and academic standards

**NO POSITION** (Hearing Date 3/4/03)

**LB 784 (Janssen)** Adopt the Public Facilities Construction and Finance Act

(Referred to Government, Military and Veterans Affairs Committee 1/24/03) (Priority Bill 3/7/03)

(Hearing Date 2/28/03) (GF 3/12/03)

**LB 785 (Hartnett)** State intent relating to school district grade offerings and state aid

**NO POSITION** (Hearing Date 2/24/03)

**LB 786 (Hartnett)** Provide for receipt by school districts of property annexed by certain cities as prescribed

**OPPOSE** (Hearing Date 2/24/03)

**LB 795 (Appropriations Committee)** Provide for pro rate distribution of core services funding for educational service units  
(Hearing Date 3/11/03)

**LB 796 (Appropriations Committee)** Provide for pro rate reimbursement for school breakfast programs  
(Hearing Date 3/11/03) (GF 4/7/03)

**LB 797 (Appropriations Committee)** Eliminate certain reimbursement provisions for transportation of enrollment option students  
(Hearing Date 3/11/03)

**LB 800 (Appropriations Committee)** Provide for pro rata distribution of funds for programs for learners with high ability  
(Hearing Date 3/11/03)

**\* SIGNED BILLS \***

**LB 1 (Executive Board)** Revisor bill to repeal obsolete provisions governing the Teacher Salary Task Force  
**SUPPORT** (GF 1/10/03) (SF 1/24/03) (FR 1/27/03) (P 2/3/03) (S 2/4/03)

**LB 10 (Executive Board)** Revisor bill to repeal obsolete sections governing the Reorganized School Assistance Fund  
**SUPPORT** (GF 1/10/03) (SF 1/24/03) (FR 1/27/03) (P 2/3/03) (S 2/4/03)

**LB 53 (Smith, Erdman)** Change provisions for educational service units core services funding  
**NO POSITION** (Hearing Date 1/27/03) (GF 1/30/03) (SF 2/13/03) (FR 2/21/03) (P 3/17/03) (S 3/24/03)

**LB 67E (Raikes)** Change and eliminate provisions relating to education  
**SUPPORT** (Hearing Date 1/21/03) (GF 1/22/03) (SF 1/24/03) (FR 1/29/03) (P 1/30/03) (S 1/30/03)

**LB 68 (Raikes)** Change and eliminate provisions relating to institutions  
**NO POSITION** (Hearing Date 1/21/03) (GF 1/22/03) (SF 1/24/03) (FR 1/30/03) (P 1/30/03) (S 2/3/03)

**LB 106 (Beutler)** Provide for inclusion of associate degree program students under the Minority Scholarship Program Act  
**SUPPORT** (Hearing Date 1/21/03) (GF 1/22/03) (SF 1/24/03) (FR 1/30/03) (P 1/30/03) (S 2/3/03)

**LB 181 (Stuhr)** Provide for filling vacancies on the Board of Regents  
**NO POSITION** (Hearing Date 1/28/03) (GF 1/30/03) (SF 2/17/03) (FR 2/21/03) (P 3/17/03) (S 3/24/03)

**LB 394E (McDonald, Erdman, Jones)** Permit Class VI school districts to offer grades six through twelve as prescribed  
**NO POSITION** (Hearing Date 1/27/03) (GF 2/11/03) (SF 2/25/03) (FR 3/7/03) (P 3/27/03) (S 4/2/03)

**\* KILLED BILLS \***

~~LB 77 (Hartnett) Change fees charged by State Fire Marshal and fireworks display requirements  
NO POSITION (Hearing Date 1/29/03 Government, Military and Veterans Affairs Committee)  
(IPP 2/3/03)~~

~~LB 82 (Foley) Change provisions relating to school transportation vehicle inspection  
NO POSITION (Hearing Date 1/27/03 Transportation Committee) (IPP 1/30/03)~~

~~LB 163 (Raikes) Authorize educational service unites to exceed the maximum tax levy as prescribed  
(Referred to Revenue Committee 1/13/03)  
SUPPORT (Hearing Date 2/27/03) (IPP 3/10/03)~~

~~LB 310 (Connealy, Aguilar, Tyson) Adopt the Public Facilities Construction and Finance Act  
(Referred to Government, Military and Veterans Affairs Committee 1/14/03)  
NO POSITION (Hearing Date 2/28/03)~~

~~LB 311 (Erdman, Baker, Maxwell) Adopt the Unfunded Mandates Reform Act  
(Referred to Executive Board 1/14/03)  
(Hearing Date 2/20/03)~~

~~LB 417 (Speaker Bromm) Eliminate provisions relating to payment for wards' education  
OPPOSE (Hearing Date 2/25/03) (IPP 3/4/03)~~

~~LB 520 (Janssen) Change budget limitations for political subdivisions  
Referred to Revenue Committee  
SUPPORT (Hearing Date 2/26/03) (IPP 3/10/03)~~

~~LB 545 (Schrock) Impose a local option income tax to support schools  
(Referred to Revenue Committee 1/23/03)  
NO POSITION (Hearing Date 3/13/03) (IPP 3/20/03)~~

~~LB 620 (Jones, Baker, Burling, et al.) Authorize a school income tax  
(Referred to Revenue Committee 1/23/03)  
NO POSITION (Hearing Date 3/13/03) (IPP 3/20/03)~~

~~LB 621 (Jones) Impose a school income tax  
(Referred to Revenue Committee 1/23/03)  
NO POSITION (Hearing Date 3/13/03) (IPP 3/20/03)~~

~~LB 635 (Schrock) Exempt agricultural personal property from property tax and change school levy provisions  
(Referred to Revenue Committee 1/24/03)  
OPPOSE (Hearing Date 2/27/03) (IPP 3/10/03)~~

~~LB 646 (Hartnett) Provide powers and duties for the Auditor of Public Accounts  
(Referred to Government, Military and Veterans Affairs Committee 1/24/03)  
(Hearing Date 2/12/03)~~

~~LB 649 (Hartnett) Authorize additional tax levy authority for school buildings  
(Referred to Revenue Committee 1/24/03)~~

~~SUPPORT (Hearing Date 2/27/03) (IPP 3/10/03)~~

~~LB 668 (Thompson) Change employment requirements under the Employment and Investment Growth Act  
(Referred to Revenue Committee 1/24/03)~~

~~NO POSITION (Hearing Date 2/13/03)~~

~~LB 677 (Landis) Create the Tax Incentive Sunset Review Commission  
(Referred to Revenue Committee 1/24/03)~~

~~NO POSITION (Hearing Date 2/13/03)~~

~~LB 731 (Connealy) Establish wage and health-benefit requirements under the Employment and Investment  
Growth Act (Referred to Revenue Committee 1/24/03)~~

~~NO POSITION (Hearing Date 2/13/03)~~

~~LB 749 (Beutler) Require payment of a living wage to project employees to receive tax credits under the Invest  
Nebraska Act (Referred to Revenue Committee 1/24/03)~~

~~NO POSITION (Hearing Date 2/13/03)~~

~~LB 750 (Beutler) Provide aid to counties to provide living wages to county employees who are single parents or  
farm family second income earner  
(Referred to Business and Labor Committee 1/24/03)~~

~~NO POSITION (Hearing Date 3/3/03) (IPP 3/24/03)~~

~~LB 758 (Brashear, at the request of the Governor) Change investment, employment, and reporting  
requirements under the Employment and Investment Growth Act (Referred to Revenue Committee 1/24/03)~~

~~NO POSITION (Hearing Date 2/12/03)~~

~~LB 769 (Hartnett) Exempt expenditures for school resource officers from levy expenditure limits  
(Referred to Revenue Committee 1/24/03)~~

~~SUPPORT (Hearing Date 2/27/03)~~

~~LB 770 (Legislative Program Evaluation Committee) Change provisions for public contracts for personal  
services  
(Referred to Government, Military and Veterans Affairs Committee 1/24/03)~~

~~NO POSITION (Hearing Date 2/13/03) (IPP 3/24/03)~~

~~LB 774 (Kruse, Hartnett, Mines, et al.) Eliminate budget and tax levy limits  
(Referred to Revenue Committee 1/24/03)~~

~~SUPPORT (Hearing Date 2/28/03)~~

Prepared by:  
Angelo D. Passarelli  
Director of Administrative Affairs

Approved by:  
Keith W. Lutz  
Superintendent of Schools

Revised April 30, 2003

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** Quarterly Maintenance Report

**MEETING DATE:** May 5, 2003

**DEPARTMENT:** Business

**TITLE & BRIEF DESCRIPTION:** Quarterly Maintenance Report -- The periodic report from Sodexho re the supervision of the district's custodial, maintenance, and grounds services.

**ACTION DESIRED:** Approval \_\_\_ Discussion \_\_\_ Information Only  x

**BACKGROUND:** The quarterly report from Sodexho is attached. Mark Nash will be present at the board meeting to address any questions the board members may have.

**OPTIONS AND ALTERNATIVES:** n/a


**RECOMMENDATION:** n/a

**STRATEGIC PLAN REFERENCE:** n/a

**IMPLICATIONS OF ADOPTION/REJECTION:** n/a

**TIMELINE:** n/a

**RESPONSIBLE PERSON:** Ken Fossen (Assoc. Supt.) and Mark Nash (Gen. Mgr. for Sodexho)

**SUPERINTENDENT'S APPROVAL:** 

**Executive Summary**  
**Millard Schools- Facilities**  
**May 5, 2003**

1. General Information
  - a. Summer Projects
  - b. HVAC Project
2. Staffing
  - a. Chart
  - b. Retention
3. Training
  - a. Custodial
  - b. Maintenance
4. Overtime
  - a. Custodial
  - b. Maintenance (Grounds, HVAC, Carpentry, Mechanic)
5. Union
  - a. Labor/Management
  - b. Communications
6. Surveys
  - a. Principal Survey
  - b. Building Inspections
7. Budget
8. Work Orders

## **General Information**

### **a. Custodial Summer Projects**

1. Refinishing all wood floors for the district
2. Stripping and sealing all kitchen area flooring for the district
3. Refinishing all terrazzo flooring at Millard West High
4. Stripping and sealing all tile flooring for Morton.
5. Carpet extraction throughout the district.

### **b. HVAC Project**

1. Installation of net routers for all schools with Control Masters system. This includes all schools with exception of Beadle Middle School, which has a Honeywell system. The installation of net routers allows for automated updating to the DCS (Digital Control System). The existing system is modem dial-up which means each school has to be manually dialed into to update data on the DCS. The net routers with the automated updating will aid decreasing response times when problems arise.
2. Installation of alarm Screen- Software change to the DCS, allowing vital points that monitored to go into an alarm if there is failure or a certain percent deviation from set point. An example here would be if a room temperature was set for 72 degrees and the alarm set point was 75 degrees. If the temperature were to rise above 75 degrees, an alarm would be initiated within the DCS. This alarm situation could be routed to a pager or phone.

## **Staffing**

### **Custodial-**

Within the Custodial Department there are 157 combined full time and 10 month custodial staff and grounds personnel (See attachment #1). The department is presently at full staff with retention rate for this fiscal year of approximately 98.5%. This retention rate is well above the industry's average for a custodian classification. The district should be commended for the job that both the school's administration and the facilities services team does in creating a positive work environment.

### **Maintenance-**

Within the Maintenance Department there are 27 full time employees in grounds, maintenance, carpentry, paint, auto shop, and building engineering (See attachment #1). Presently the district is at full staff in all areas. The Maintenance Department has lost one employee this fiscal year giving a retention rate of approximately 96%. This retention rate is also indicative of a positive work environment and the district should also be commended here.

## **Training**

### **Custodial-**

Twice per year facilities services provide district wide housekeeping, safety and machine operations training, right to know training, sexual harassment, etc. One conducted over summer break, the other conducted over winter break. Throughout the year we provide monthly safety training and discussion. Also a new employee custodial training program has been established (See attachment #2). Standard Safety Training topics covered for the summer and winter break sessions are MSDS (material safety data sheets), PPE (personal protective equipment), Hostile Work Environment Issues, Equipment Safety, Back Safety, Safe Handling of Chemicals, Ladder Safety, and any other safety training that may be identified. With the access that the Facilities Services Department has to both reading material and videotape, we presently are identifying other areas of training that our employee will benefit from.

### **Maintenance-**

As with the custodial group, maintenance also receives monthly safety training. The maintenance group also attends many of the same classes as the custodial group, i.e. Ladder Safety, Safe Handling of Chemicals, Back Safety, etc. For the specific training that the maintenance group attends throughout the year, please see attachment #3.

## **Overtime-**

### **Custodial-**

The custodial overtime throughout the Millard School District has been greatly reduced over the past two and a half years. For budget year 2001/2002, \$221,158 was budgeted for and at the end of the fiscal year approximately \$100,000 was turned back. For the present fiscal year, \$112,000 was budgeted for overtime. \$50,000 dollars has been pulled from this budget reducing the budget dollars to \$62,000. Year-to-date approximately \$30,000 remains from the new allocation.

### **Maintenance-**

Overtime For the Maintenance Department is at approximately 90% of its budgeted allocation. Snow removal and sanding has contributed to this depletion, but with winter hopefully behind us, the remaining allocation should suffice for this fiscal year. Presently the facilities management team is evaluating different avenues for future overtime reduction. One area that is being looked at is the weekend and holiday building checks, which is a major area of overtime usage.



## **Union-**

### **Labor/Management**

The Facilities management team, human resources, and the union representatives have a scheduled meeting on the first Monday of each month to discuss any issues, potential issues, and any other questions or concerns. In addition there are informal meetings, conversations that assist in heading off potential issues. With both the formal and informal discussions, these both have assisted in having zero grievances initiated to date for the present fiscal year.

### **Communications**

The facilities management staff performs regular Quality Assurance inspections on a regular bases. Results of these inspections are discussed with both the responsible employee assigned to the area(s) under review and the building principal.

Custodial management meets with the building principals on regular bases, biweekly, for review of issues, concerns, upcoming events, etc. In addition the Custodial Manager meets with the leads at each of the 3 high schools on a weekly bases. The Maintenance Manager meets with his department heads weekly.

A few notable changes in the reporting structure within Facilities Services are as follows- The leads at the 3 high schools now have both building engineers and site grounds worker reporting to their positions. This has aided in developing better communications lines between the school's administration and facilities services. Another change within the 3 high schools is that the leads are now reporting to the Custodial Manager. Before the change the leads reported to their own Custodial Supervisor. This change will assist in allowing better consistency between schools. The change will allow the 3 Custodial Supervisors more time at the elementary and middle schools.

## **Surveys-**

### **Principal Survey**

A survey (See attachments #4 & 5) was sent out to all principals within the Millard School District. Out of the 32 principals, 28 responded to the survey. The survey asked the principals to rank services between 1(poor) and 5(excellent) in the areas of buildings and grounds, management, and facilities director rating (see attachment). Over all satisfaction with facilities services were 3.93 on the scale of 1 to 5. On the average this would be a rating of Good. The 3 most significant areas for improvement are PM's are being done, Work Requests are followed up on, and Regular Review of Schools. The average rating for areas was around a 3.5. The 3 significant areas that were ranked towards the excellent range were Responsiveness to Problems, Maintain Locks and Alarms, and Follow Build/ID Procedure. Average ranking of these 3 was around 4.35.

## Building Inspections

Building inspections (See attachment #6) are performed at a minimum once a month per site. A general review of these inspections, over the last 6 months, has shown both consistent areas that require improvement and areas that are consistently positive. The areas where the inspections reveal a need for improvements are-

1. Dusting, both high and low
2. Sanitation of telephones
3. Baseboards, general cleanliness
4. Walls, removal of spots and marks

Consistently positive areas are-

1. Carpets- Main hallways
2. Restrooms
3. Chalkboards- overall general appearance
4. Tile flooring- general cleanliness

## Budget-

Our Maintenance and Operations available operating funds as of April 1, 2003 are \$1,025,186. This leaves us at 35.04% remaining budget for the year or 64.96% of the budget used. We are currently as April 1, 7 months into the budget year or 58% of the budget year.

## Work Orders-

During the summer of 2002, Maintenance and Operations began the implementation of a new work order system. All of the open work orders within the system have been changed over from the old system (CAMMP), to the new (Facility Center Work Order tracking system). The new system is fully operational with the exception of the system ability to be access over the Internet. Once these software issues are corrected this system will allow the building administrators to access and view work orders as well as tracking progress over the Internet.

Thru the middle of April there have been a total of 50,729 work orders received thru the system. There are 49,146 work orders completed, 1,583 still in the open status. At present the completion ratio is 97%.

For the fiscal year there have been, thru the middle of April 7129 work orders were received in the system with 6367 having been completed. At present the completion rate is 89% for the year. The short-term goal will be to bring the completion rate up to 95% by the end of this fiscal year.

Attachment 1

<b>04/17/2003</b>	Shift			<b>COTTONWOOD 146</b>	
<b>ABBOTT 149</b>				Custodian 2	D
Custodian 2	D			Custodian 1	N
Custodian 1	N			Ten Month Custodian	1.5hrN
Ten Month Custodian	4hr-N			<b>DISNEY 141</b>	
				Custodian 2	D
<b>ACKERMAN 150</b>				Custodian 1	N
Custodian 2	D			Ten Month Custodian	3hr-N
Custodian 1	N			<b>EZRA 151</b>	
Ten Month Custodian	N			Custodian 2	D
				Custodian 1	N
<b>ALDRICH 156</b>				Ten Month Custodian	2hr-N
Custodian 2	D			<b>HARVEY OAKS 147</b>	
Custodian 1	N			Custodian 2	D
				Ten Month Custodian	N
<b>AMS 244</b>				<b>HITCHCOCK 136</b>	
Custodian 1	D			Custodian 2	D
Custodian 3	D			Custodian 1	N
Custodian 1	N			<b>HOLLING HEIGHTS 137</b>	
Custodian 1	N			Custodian 2	D
Custodian 1	N			Custodian 1	N
Ten Month Custodian	N			<b>KMS 246</b>	
				Custodian 1	D
<b>BMS 250</b>				Custodian 3	D
Custodian 1	D			Custodian 1	N
Custodian 3	D			Custodian 1	N
Custodian 1	N			Custodian 1	N
Ten Month Custodian	N			Ten Month Custodian	N
Ten Month Custodian	N			<b>MONTCLAIR 138</b>	
				Custodian 2	D
<b>BLACK ELK 158</b>				Custodian 1	N
Custodian 2	D			Ten Month Custodian	N
Custodian 1	N			<b>MORTON 142</b>	
Ten Month Custodian	4-hrN			Custodian 2	D
				Custodian 1	N
<b>BRYAN 132</b>				Ten Month Custodian	4hr-N
Custodian 2	D			<b>NEIHARDT 144</b>	
Custodian 1	N			Custodian 2	D
Ten Month Custodian	2.5-hrN			Custodian 1	N
				Ten Month Custodian	N
<b>CATHER 133</b>				<b>MLC &amp; add SSC</b>	
Custodian 2	D			Custodian 1	N
Custodian 1	N				
Ten Month Custodian	3-hrN	open	Mon., Tue., Thur., Fri.	<b>GROUNDS</b>	
				Dept. Head	D
<b>CMS 240</b>				Grounds Lead	D
Custodian 1 Dept Hd	D			Groundsman	D
Custodian 4	D			Groundsman	D
Custodian 4	D			Groundsman	D
Custodian 1	N			Groundsman	D
Custodian 1	N			Groundsman	D
Custodian 1	N				
Ten Month Custodian	N			<b>Auto Shop</b>	
				Auto Mechanic	D
<b>CODY 135</b>				<b>Painter</b>	
Custodian 2	D			Painter	D
Custodian 1	N				

9/6

Attachment 1 Cont.

<b>04/17/2003</b>	Shift				Shift		
<b>NORRIS 139</b>				<b>MILLARD NORTH 342</b>			
Custodian 2	D			Custodian 1 Dept. Hd	D		6:30am-3pm
Custodian 1	N			Custodian 1	D		6am-2:30pm
Ten Month Custodian	4hr-N			Custodian 1	D		5:30am-2pm
<b>NMS 242</b>				<b>MILLARD SOUTH 340</b>			
Custodian 1	D			Custodian 1	D		6am-2:30pm
Custodian 3	D			Custodian 1	N-pool		10:30pm-6:30
Custodian 1	N			Custodian 1	N		2:30-10:30pm
Custodian 1	N			Custodian 1	N		2:30-10:30pm
Custodian 1	N			Custodian 1	N		2:30-10:30pm
Custodian 1	N			Custodian 1	N Act.	Tues-Fri 2:30-10:30pm	Sat-6:30am-3pm
Ten Month Custodian	N			Custodian 1	N		2:30-10:30pm
<b>ROHWER 159</b>				<b>ROCKWELL 148</b>			
Custodian 2	D			Custodian 1	N		2:30-10:30pm
Custodian 1	N			Ten Month Custodian	N		2:30-10:30pm
Ten Month Custodian	N			Ten Month Custodian	N		2:30-10:30pm
<b>RMS 248</b>				<b>SANDOZ 140</b>			
Custodian 2	D			Custodian 2	D		6am-2:30pm
Custodian 1	N			Custodian 1	N		2:30-10:30pm
Ten Month Custodian	4hr-N			<b>WHEELER 160</b>			
<b>SUPPORT SER.</b>				<b>MILLARD WEST 344</b>			
Custodian 1	Sp Pr	Day	6:30am-3pm	Custodian 1 Dept. Hd	D		5am-3pm
Custodian 1	Sp Pr	Night	2-10pm	Custodian 1	D		6am-2:30pm
<b>MAINT. DEPT.</b>				<b>MAINT. DEPT.</b>			
HVAC Tech	D			Custodian 1	D		6am-2:30pm
Tech	D			Custodian 1	D(10-6)		10am-6pm
Tech	D			Custodian 1	N		11pm-7am
Tech	D			Custodian 1	N		3-11pm
PM Engineer	D			Custodian 1	N		3-11pm
PM Engineer	D			Custodian 1	N		7pm-3am
PM Engineer	D			Custodian 1	N		3-11pm
Maint. Tech	D			Custodian 1	N		3-11pm
<b>CARPENTRY</b>				<b>CARPENTRY</b>			
Dept Head	D			Ten Month Custodian	N		3-11pm
Carpenter	D			Ten Month Custodian	N		3-11pm
Carpenter	D			Ten Month Custodian	N		3-11pm
Carpenter Helper	D			Ten Month Custodian	N		3-11pm
Lock Smith	D			Ten Month Custodian	N		3-11pm
				Grounds	D		6am-2:30pm
				Seasonal Grounds	D		
				Custodian 4	D		
				Custodian 4	N		

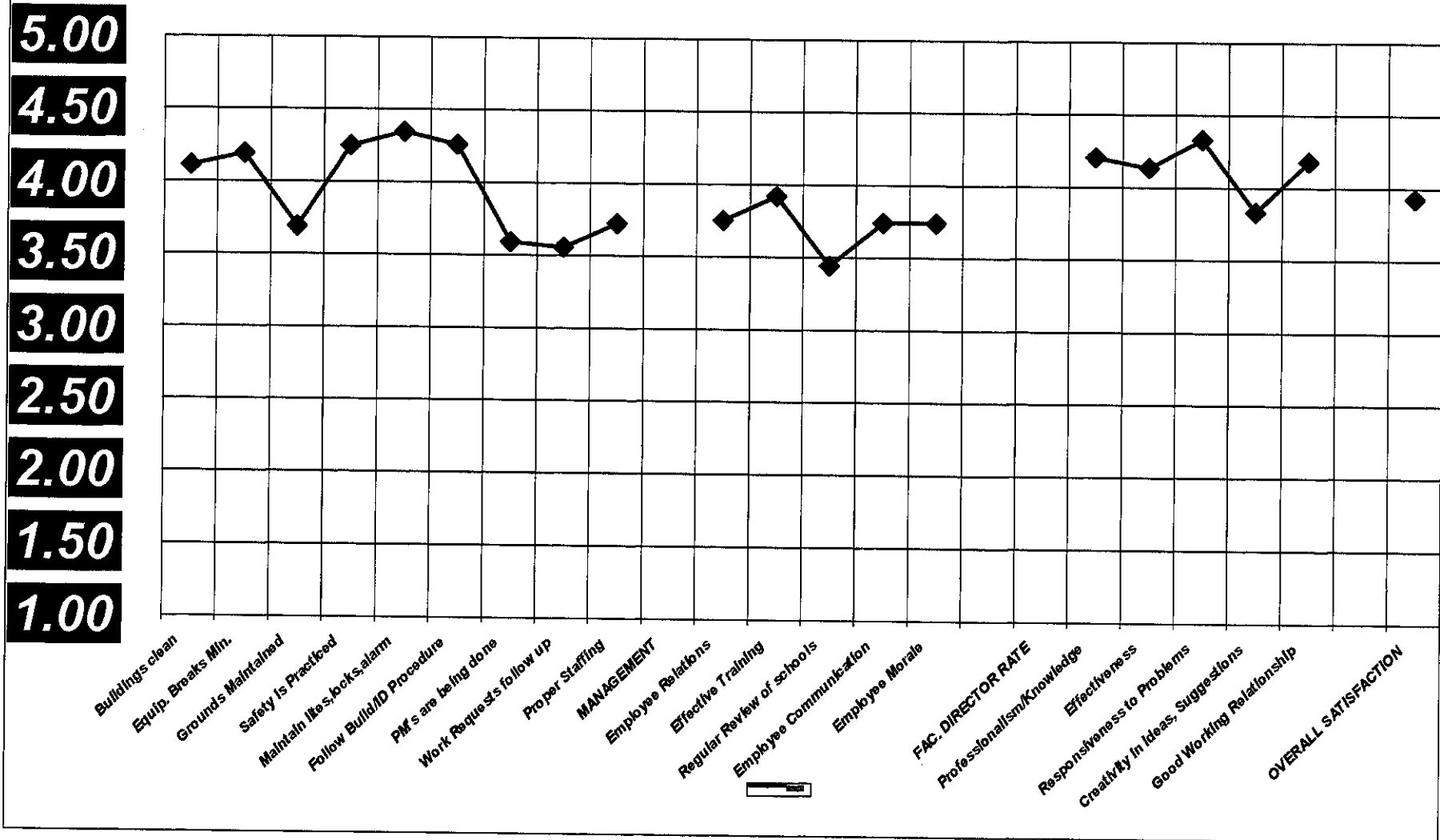
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100.

# Principal's Survey



**ATTACHMENT 5**

**PRINCIPAL'S SURVEY**

<b>BUILDING &amp; GRDS</b>	<b>Excellent (5)</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>Poor (1)</b>	<b>Average Score</b>
Buildings clean	7	16	4			4.11
Equip. Breaks Min.	9	13	4			4.19
Grounds Maintained	4	12	8	2		3.69
Safety is Practiced	9	17	2			4.25
Maintain lites,locks,alarm	12	11	3			4.35
Follow Build/ID Procedure	12	10	5			4.26
PM's are being done	5	9	10	3		3.59
Work Requests follow up	5	10	7	5		3.56
Proper Staffing	8	11	5	4	1	3.72
<b>MANAGEMENT</b>						
Employee Relations	6	13	6	2	1	3.75
Effective Training	7	13	4	1	1	3.92
Regular Review of schools	5	11	5	3	3	3.44
Employee Communication	8	8	8	2	1	3.74
Employee Morale	4	14	7	2		3.74
<b>FAC. DIRECTOR RATE</b>						
Professionalism/Knowledge	9	11	4			4.21
Effectiveness	8	10	3	1		4.14
Responsiveness to Problems	11	10	3			4.33
Creativity in Ideas, Suggestions	5	12	5	2		3.83
Good Working Relationship	10	8	2	2		4.18
<b>OVERALL SATISFACTION</b>	7	13	7	1		3.93

101.



BUILDING NAME:		AREA			RESTROOM LOCKER ROOM			GENERAL AREA CLASSROOM			GYMNASIUM OFFICE			DATE:						
CUSTODIAN:		CLEAN 1 RM#			CLEAN 2 RM#			CLEAN 3 RM#			CLEAN 4 RM#			CLEAN 5 RM#			CLEAN 6 RM#			
	FACTOR	S	U	NA	S	U	NA	S	U	NA	S	U	NA	S	U	NA	S	U	NA	
FURNITURE	1 CHAIRS																			
	2 BENCHES																			
	3 TELEPHONES																			
	4 TABLES-DESKS																			
	5 CABINETS																			
	6 PLANTERS																			
	7 LAMPS																			
	8 GLASS																			
	9 COOLERS																			
	10 SHELVES																			
	11 WATER FOUNTAIN																			
	12 SUBTOTAL																			
WALLS	13 DUST																			
	14 SPOTS																			
	15 CORNERS																			
	16 WALL HANGINGS																			
	17 DOORS																			
	18 GLASS																			
	19 LEDGES																			
	20 CHALKBOARDS																			
	21 BLINDS																			
	22 SUBTOTAL																			
FLOORS	23 DUST																			
	24 DEBRIS																			
	25 SPILLAGE																			
	26 BASEBOARDS																			
	27 EDGES																			
	28 GUM																			
	29 FINISH																			
	30 TRASH RECEPT.																			
31 SUBTOTAL																				
CEILINGS	32 VENTS																			
	33 DUST																			
	34 COBWEBS																			
	35 LIGHT FIXTURES																			
	36 SUBTOTAL																			
WASH STANDS	37 PLUMBING																			
	38 BOWL																			
	39 FAUCETS																			
	40 DISPENSERS																			
	41 DRYER																			
	42 SHELVES																			
	43 MIRRORS																			
	44 SUBTOTAL																			
TOILETS	45 PLUMBING																			
	46 SEAT-BOTH SIDES																			
	47 BOWL																			
	48 URINAL																			
	49 SUPPLIES																			
	50 PARTITIONS																			
	51 SANITARY																			
52 SUBTOTAL																				
SHOWERS	53 WALLS/FLOORS																			
	54 FIXTURES																			
	55 SOAP DISH																			
	56 CURTAINS																			
	57 SUBTOTAL																			
TOTALS																				

White - Office

Yellow- Custodian

Pink - Principal/Dept. Head