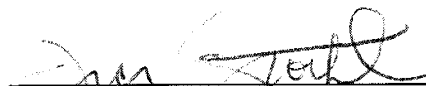




**ACKNOWLEDGMENT OF RECEIPT  
OF NOTICE OF MEETING**


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 November 1, 2004, at Don Stroh Administrative Center  
5606 South 147th Street

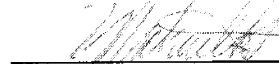
Dated this 1<sup>st</sup> day of November, 2004.


  
\_\_\_\_\_  
Jean Stothert - President

  
\_\_\_\_\_  
Linda Poole - Vice President

  
\_\_\_\_\_  
Brad Burwell - Secretary

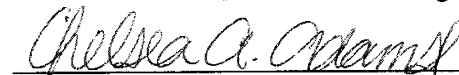
  
\_\_\_\_\_  
Julie Johnson - Treasurer

  
\_\_\_\_\_  
Mike Pate, Member

  
\_\_\_\_\_  
Mike Kennedy, Member

  
\_\_\_\_\_  
Sarah Fech - Millard North High

  
\_\_\_\_\_  
Elise Devaux - Millard South High

  
\_\_\_\_\_  
Chelsea Adams - Millard West High

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

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, November 1, 2004** at 5606 South 147th Street, Omaha, Nebraska. At 6:00 p.m. there will be an Executive Session for land acquisition.

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

BRAD R. BURWELL,  
Secretary

10-29-04

**THE DAILY RECORD  
OF OMAHA**

**RONALD A. HENNINGSEN, Publisher  
PROOF OF PUBLICATION**

UNITED STATES OF AMERICA, }  
The State of Nebraska, } ss.  
District of Nebraska, }  
County of Douglas, }  
City of Omaha, }

LYNDA K. HENNINGSEN

being duly sworn, deposes and says that she is

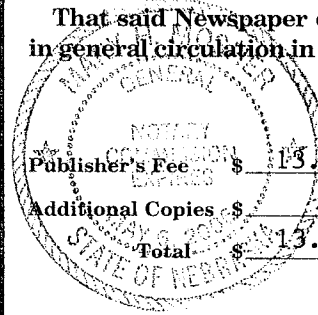
ASSOCIATE PUBLISHER

of THE DAILY RECORD, of Omaha, a legal newspaper, printed and published daily in the English language, having a bona fide paid circulation in Douglas County in excess of 300 copies, printed in Omaha, in said County of Douglas, for more than fifty-two weeks last past; that the printed notice hereto attached was published in THE DAILY RECORD, of Omaha, on \_\_\_\_\_

October 29, 2004

That said Newspaper during that time was regularly published and in general circulation in the County of Douglas, and State of Nebraska.

Publisher's Fee \$ 13.10  
Additional Copies \$ \_\_\_\_\_  
Total \$ 13.10



*Lynda K. Henningsen*  
Subscribed in my presence and sworn to before  
me this 29th day of  
October 20 04

Notary Public in and for Douglas County,  
State of Nebraska

BOARD OF EDUCATION MEETING - NOVEMBER 1, 2004

NAME:

REPRESENTING:

Denise Parker	Leadership Acad
Carrie Mennenga	MSHS
Julie Miller	Perant. Nitchcock
Rachel McKegan	MSHS
Angela Swigg	Morton
Jasmin Wright	MSHS
Amy Kurtzbaum	MSHS
Artiers	Sandoz
Linda Lindeman	Willowdale
Erika Porter	MSHS
Lisa Chamberlain	Sandoz
David Brooks	Millard South High School
James Limongi	Morton
Holly Judy	MSHS
Krista DeHoff	MSHS
Kent Judy	MSHS
Eric Krels	MSHS
Jordan Kent	MSHS
Alicia Jist	Leadership Acad.
Peggy Brendel	Norris
Laura Rock	MSHS
Junifer Sukunishi	Leadership Acad.
Dawn Seller	Leadership Acad.

BOARD OF EDUCATION MEETING - NOVEMBER 1, 2004

NAME:

REPRESENTING:

Nicole M. Gad

MWHS

Mark Corrado

MSHS

Jason Rogers

Troop 402

Nick Paese

Troop ~~402~~ 402

Zach Bandy

Troop 402

Matt Mohardt

troop 402

Randy Jacobsen

troop 402

Michael Plesher

troop 402

Matt Beckwith

Troop 402

Josh Lloyd

Troop 402

Sean King

MSHS

Amelie

Sandoy

~~2~~

Troop 402

Juli St. Jari

MSHS

Sarah Peterson

MSHS

JOHN REEKS

MSHS

BRIAN KAPLINGER

MSHS

TYLER HUFF

MSHS

TYLER WHITTEH

MSHS

Vanessa McIlheran

MWHS

Linda McIlheran

MWHS

Gene Ghera

MSHS

JAKE PETERSON

MSHS

BOARD OF EDUCATION MEETING - NOVEMBER 1, 2004

NAME:

REPRESENTING:

Chris Anderson	Millard West "Green Light"
CLAIRE ABELBECK	MILLARD SOUTH
Lindsey Guinn	Millard South
Jay Borgstadt	millard west
Susan Morrison	Sandoz Elementary
Susan Anglem	Sandoz Elementary
Jennifer Thiesen	Morton Elementary
Debbie Coulson	Sandoz Elem.
Julie Konrad	Sandoz Elem
Nancy Thoraball	YMCA Ed Services
Jay Dostler	LEADERSHIP ACADEMY
Michelle Kava	Millard South
Angela Peters	Millard South
Traci Kesler	Sandoz Elem.
Tom Schlen	Sandoz Elem.
Christine Mc	Bryan
Deb O'Neill	Sandoz Elem
Pat O'Neill	Sandoz Elem
Jessica Benschaw	Millard North
Vicki Casper	MSHS
Jamie Robinson	MSHS
Michelle Johnson	MSHS
Julie Kempz	MNHS

BOARD OF EDUCATION MEETING - NOVEMBER 1, 2004

NAME:

REPRESENTING:

Brittany Schaefer	MWHS
D Coull	MSHS Parent
R Ludvik	MSHS
Curtis Miller	MSHS
Michael Ramsey	MSHS
Diane Aranj	BMS
Ayanna Thomas	Morton
Matt Varick	MSHS
Marshall Sill	AMS
Teran Kaim	MSHS
JAYVA Edav	MWHS
Jennifer Perrone	MWHS
NIM Melnick	MWHS
Jill Schott	Morton
Marly Olson	Morton
Julie Gray	MSHS
Brandi McCoy	MSHS
Andy Hegerter	MSHS
JEANNINE MULLINS	MSHS
STEVIA HAYES	MSHS
Lee Smulder	MSHS
James Cole	MSHS
Nick Johnson	MSHS
Martha Nielson	Hickman

BOARD OF EDUCATION MEETING - NOVEMBER 1, 2004

NAME: Jennifer Tierbst  
Katie Jones

REPRESENTING:  
MSHS

Tim Fey

MSHS

Jerry Tieger

School Psychology

Cathy Lovegrove & Jennie Wilson

Wellfordale

Lori Bartels & family

Megan Wanner

MSHS

CRAIG Loveless

ANDERSON

Jan Kennedy Gordy

Parent

Brent Gordy

Parent

Jo Wellendorf

Parent

Jim L. Smart

Parent

Jim Reaves

PARENT

Gary Winciss

Parent

B. J. Chastleton

Parent

Brent Johnson

Troop 331

Shelly Yancey

AMS Parent

Laurie Bielorzak

Neihardt Parent

Cindy Woodward

" "

Megan Crandall

MSHS

Kayla Rohmiller

MSHS

Bee Klepp

MSHS

Mary Just

Sonsley

Elizabeth Engbert

Mortor

Jan Blanchard Helton

Sandoz

**Millard Public Schools**  
November 1, 2004



**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227406	11/1/04	131157	CHRISTINE A JANOVEC-POEHLMAN	72.45
227407	11/1/04	054240	HANNELORE W JASA	56.25
227408	11/1/04	134151	SUSAN L JAVON	18.46
227409	11/1/04	133037	JENSEN TIRE COMPANY	48.99
227410	11/1/04	132617	THERESA M JENSEN	27.03
227411	11/1/04	054420	JIMS DODGE COUNTRY LLC	2.44
227412	11/1/04	054448	STEVEN K JOEKEL	214.88
227413	11/1/04	107039	SHARON KIM H JOHANSEN	11.25
227414	11/1/04	131367	AMANDA J JOHNSON	46.08
227415	11/1/04	054500	JOHNSON HARDWARE COMPANY	143.29
227416	11/1/04	054489	HUGH P JOHNSON	52.50
227417	11/1/04	054481	JERRILL B JOHNSON	169.13
227418	11/1/04	054492	JIMMIE L JOHNSON	150.00
227419	11/1/04	107905	MELINDA C JOHNSON	19.65
227420	11/1/04	134152	MICHAEL JOHNSON	224.25
227421	11/1/04	059573	NANCY A JOHNSTON	27.75
227422	11/1/04	054630	JOHNSTONE SUPPLY	227.65
227423	11/1/04	020316	ALINE R JONES	12.41
227424	11/1/04	108171	CANDY R JONES	10.52
227425	11/1/04	134060	DAN JONES	48.14
227427	11/1/04	026300	JP COOKE COMPANY	241.93
227428	11/1/04	054768	JUDAH CASTER COMPANY	451.75
227429	11/1/04	056111	K MART STORE #7493	3.16
227432	11/1/04	134184	JAISA A KAPPAS	44.00
227433	11/1/04	132272	SUSAN L KELLEY	157.00
227434	11/1/04	056276	KELVIN ELECTRONICS	472.10
227435	11/1/04	131938	KEYBOARD TEACHER	486.30
227436	11/1/04	134185	KRISTEN R KING	37.39
227437	11/1/04	056724	KINKO'S	56.80
227438	11/1/04	106203	DIANE L KINNEY	18.79
227440	11/1/04	084090	KIWANIS CLUB OF SOUTHWEST OMAHA	170.00
227444	11/1/04	056770	BETTY H KLESITZ	114.38

**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/27/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227862	11/1/04	133246	RALPH CAREY	838.85
227863	11/1/04	025222	DEBI CLATTERBUCK	21.38
227864	11/1/04	025374	COLE INFORMATION SERVICES	199.95
227866	11/1/04	107469	DEFFENBAUGH INDUSTRIES	10,626.36
227867	11/1/04	130858	ALICE JEAN HOWARD	1,200.00
227868	11/1/04	056917	PENNY H KOWAL	1,500.00
227869	11/1/04	134157	NEBRASKA MEDICAL CENTER	5,100.00
227870	11/1/04	134204	HEATHER A ROBERTS	30.00
<b>Total for GENERAL FUND</b>				<b>19,516.54</b>
227871	11/1/04	130296	INGRID C WELAND	50.00
227872	11/1/04	134027	DAN A WHIPKEY	2,800.00
<b>Total for GRANT FUND</b>				<b>2,850.00</b>
<b>Report Total</b>				<b>22,366.54</b>

**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227080	11/1/04	011241	AAHPERD	150.00
227081	11/1/04	134108	NUTIFABA ABALEKPOK	86.63
227082	11/1/04	010037	ABC SCHOOL SUPPLY COMPANY	270.17
227083	11/1/04	130403	ABILITATIONS	151.14
227084	11/1/04	010275	ACADEMIC COMMUNICATION ASSOC INC	173.80
227085	11/1/04	010300	ACCURATE LOCKSMITHS, INC	95.20
227086	11/1/04	010383	ACTION BATTERIES UNLIMITED INC	65.52
227087	11/1/04	131060	ADOLPH KIEFER AND ASSOCIATES	664.79
227088	11/1/04	134147	ADVANCED CLEANING EQUIPMENT INC	1,638.75
227089	11/1/04	010455	ADVANCED NETWORK TECHNOLOGIES	6,000.00
227090	11/1/04	133328	AIA COMPANY OUTFITTERS INC	191.52
227091	11/1/04	108351	AIRGAS NORTH CENTRAL INC	210.28
227092	11/1/04	133620	AKSARBEN PIPE & SEWER CLEANING LLC	218.75
227093	11/1/04	108394	MARJORIE E ALFIERI	10.97
227094	11/1/04	130377	ALGRA CORP., DBA FITNUS CHARTS	81.10
227095	11/1/04	134175	ALICAP	10.00
227096	11/1/04	011051	ALL MAKES OFFICE EQUIPMENT	79.20
227098	11/1/04	011175	ALLTECH,INC	1,120.85
227099	11/1/04	109079	ALLTEL CORPORATION	1,243.98
227100	11/1/04	109113	ALPHASMART, INC.	35.00
227101	11/1/04	107651	AMAZON.COM INC	1,243.31
227102	11/1/04	097090	AMERICAN BOILER COMPANY	2,971.50
227103	11/1/04	102931	AMERICAN COMPUTER SCIENCE LEAGUE	125.00
227104	11/1/04	099597	AMERICAN GUIDANCE SERVICE INC	37.49
227105	11/1/04	131618	MARSHA ANDERSEN	28.75
227106	11/1/04	012876	CURTIS A ANDERSON	67.50
227107	11/1/04	134041	MARTHA A ANDERSON	50.40
227108	11/1/04	134167	ELIZABETH A ANDREASEN	22.69
227109	11/1/04	012989	APPLE COMPUTER, INC.	3,734.30
227110	11/1/04	106889	APPLIED INDUSTRIAL TECHNOLOGIES	38.88
227111	11/1/04	106436	AQUA-CHEM INC	2,243.53
227112	11/1/04	133281	NATIONAL ARBOR DAY FOUNDATION	104.00

**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227113	11/1/04	100376	ARCHITECTURAL DIGEST	39.95
227114	11/1/04	108047	ARR-BOONE BROTHERS ROOFING	442.26
227115	11/1/04	013209	ART STUDIO CLAY COMPANY	27.59
227116	11/1/04	013496	ASCD	39.00
227117	11/1/04	103023	ASHA PRODUCT SALES	289.00
227119	11/1/04	102840	ASSOCIATED FIRE PROTECTION	34.00
227120	11/1/04	010083	ATS MOBILE TELEPHONE CO INC	626.61
227121	11/1/04	010090	AUDIOVISUAL INC	936.00
227122	11/1/04	102237	AUTO STATION	780.62
227123	11/1/04	108092	APW/AUTO VALUE	1,310.18
227124	11/1/04	072090	AW PELLER AND ASSOCIATES INC	123.16
227125	11/1/04	102727	B & H PHOTO	1,336.10
227126	11/1/04	134132	TRACY L BABIN	17.14
227127	11/1/04	133160	MARYAM BAERDE	82.50
227129	11/1/04	132405	BAG 'N SAVE	1,508.56
227131	11/1/04	101536	NANCY BALLARD	29.63
227132	11/1/04	017900	BARCO MUNICIPAL PRODUCTS, INC.	567.15
227133	11/1/04	103104	BARCO PRODUCTS CO	57.27
227134	11/1/04	017908	REX J BARKER	96.38
227135	11/1/04	132274	TIMOTHY D BARNER	26.44
227136	11/1/04	099646	BARNES & NOBLE BOOKSTORE(OAKV)	724.85
227137	11/1/04	132608	BARNES DISTRIBUTION	252.89
227138	11/1/04	017877	CYNTHIA L BARR-MCNAIR	202.54
227139	11/1/04	017925	GARY BARTA	87.86
227140	11/1/04	017926	ROSEMARY W BARTA	148.73
227141	11/1/04	107979	LORI A BARTELS	212.85
227142	11/1/04	133353	JULIE A BARTHOLOMEW	24.00
227143	11/1/04	018240	CAROL A BEATY	141.13
227144	11/1/04	134069	COLLEEN K BECKWITH	22.50
227146	11/1/04	102860	BENIK CORP.	59.68
227147	11/1/04	101062	BENNINGTON IMPLEMENT INC	218.50
227151	11/1/04	018650	PAMELA R BERKI	129.00

**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227152	11/1/04	134196	BERTL	1,239.00
227153	11/1/04	132976	BIO-RAD LABORATORIES	180.00
227154	11/1/04	019111	BISHOP BUSINESS EQUIPMENT	8,032.10
227155	11/1/04	133364	DEWALT INC	152.00
227156	11/1/04	130899	KIMBERLY M BOLAN	125.63
227157	11/1/04	102043	BOOKS ARE FUN LTD	48.75
227158	11/1/04	101364	BOOKWORM	418.64
227159	11/1/04	100056	BORDERS BOOKS & MUSIC	95.20
227160	11/1/04	019559	BOUND TO STAY BOUND BOOKS INC	4,369.66
227161	11/1/04	132775	JENNIFER A BOWES	123.00
227162	11/1/04	134094	MICHAEL BOWKER	168.49
227163	11/1/04	019835	BOYS TOWN NATIONAL	2,409.69
227164	11/1/04	132699	FATHER FLANAGANS BOYS HOME	130.10
227166	11/1/04	133731	DAVID R BRANDT	35.40
227167	11/1/04	019858	PEGGY A BRENDEL	79.28
227169	11/1/04	102783	BRIGHT APPLE	103.49
227170	11/1/04	131671	BRIGHT IDEAS	166.00
227172	11/1/04	134173	ANGELA J BROOKS	20.93
227173	11/1/04	133824	NANCY A BROWN	33.75
227174	11/1/04	131479	BROWNSTONE PUBLISHERS, INC.	206.00
227175	11/1/04	131995	M. MARTHA BRUCKNER	65.51
227176	11/1/04	020270	NANCY J BRUGGER	15.75
227177	11/1/04	130059	BUDGETEXT	117.39
227178	11/1/04	020439	BUILDERS SUPPLY COMPANY INC	348.58
227180	11/1/04	020550	BUREAU OF EDUCATION & RESEARCH	350.00
227181	11/1/04	133375	BUSINESS INTERIORS GROUP	542.00
227182	11/1/04	099431	BUSINESS MEDIA INC	1,097.72
227184	11/1/04	134198	MELISSA K BYINGTON	39.00
227185	11/1/04	131619	C E SUNDBERG CO	41.75
227186	11/1/04	023831	CALLOWAY HOUSE INC	153.25
227188	11/1/04	100215	CANFIELDS INC	59.94
227189	11/1/04	106806	ELIZABETH J CAREY	41.51

**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227190	11/1/04	133246	RALPH CAREY	59.93
227191	11/1/04	054237	CARL JARL LOCKSMITHS	13.20
227192	11/1/04	023964	DAVE CARLSEN	145.00
227193	11/1/04	023967	CARLSON SYSTEMS	152.49
227194	11/1/04	023970	CAROLINA BIOLOGICAL SUPPLY CO	21.95
227195	11/1/04	024061	CARQUEST AUTO PARTS	80.17
227196	11/1/04	024052	JOHN T CARROLL	43.13
227197	11/1/04	024067	CARSON DELLOSA PUBLISHING	15.93
227198	11/1/04	131158	CURTIS R CASE	316.63
227199	11/1/04	134194	CASTLE ROCK INDUSTRIES	740.76
227200	11/1/04	133589	CDW GOVERNMENT, INC.	255.12
227201	11/1/04	134043	MALCOLM K. CHAI	131.25
227202	11/1/04	132271	ERIK P CHAUSSEE	37.50
227203	11/1/04	024531	CHICAGO LUMBER CO. OF OMAHA INC	66.24
227204	11/1/04	024652	CHILDCRAFT EDUCATION CORP	1,626.81
227205	11/1/04	106851	CHILDREN'S HOME HEALTHCARE	2,788.00
227206	11/1/04	024800	CHILDRENS BOOK COUNCIL	29.00
227207	11/1/04	025100	CHRONICLE GUIDANCE PUBLISHING	183.50
227208	11/1/04	131336	CITIZENS BANK	1,602.66
227209	11/1/04	132581	CLARITUS	795.00
227211	11/1/04	099222	CLASSROOMDIRECT.COM	708.13
227212	11/1/04	025221	GLEN S CLATTERBUCK	21.38
227213	11/1/04	025235	DALE CLAUSEN	126.38
227214	11/1/04	134119	CLEANER CO INC	854.40
227215	11/1/04	131135	PATRICIA A CLIFTON	35.44
227216	11/1/04	025455	COLLEGE BOARD	80.00
227217	11/1/04	108093	COMFORT PRODUCTS DISTRIBUTING	50.00
227218	11/1/04	022701	SHARON R COMISAR-LANGDON	93.25
227219	11/1/04	109867	COMMERCIAL AIR MANAGEMENT INC	196.00
227220	11/1/04	106902	COMMUNICATION SERVICES INC.	891.14
227221	11/1/04	134145	COMPCHOICE INC	84.00
227222	11/1/04	025689	COMPUTER CABLE CONNECTION INC	6,750.00

**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227223	11/1/04	025830	GEORGE R CONRAD	113.58
227224	11/1/04	026048	CONTINENTAL FIRE SPRINKLER CO.	262.28
227225	11/1/04	026057	CONTROL MASTERS INC	2,271.04
227227	11/1/04	134134	COOK IRON STORE CO.	360.00
227228	11/1/04	026541	COSGRAVE COMPANY	80.00
227229	11/1/04	131996	COUNTRY INN & SUITES	136.80
227231	11/1/04	134179	AMY CRAWFORD	10.00
227232	11/1/04	134180	SARA CRAWFORD	10.00
227233	11/1/04	026660	WILLIAM J CRAWFORD	16.50
227235	11/1/04	026970	CRESCENT ELECTRIC SUPPLY CO	144.13
227236	11/1/04	134039	CROUCH RECREATIONAL DESIGN INC	105.00
227237	11/1/04	027130	CRYSTAL PRODUCTIONS	271.95
227238	11/1/04	099957	CRYSTAL SPRINGS BOOKS	28.93
227239	11/1/04	027240	CUBS DISTRIBUTING INC	152.64
227240	11/1/04	106893	CULLIGAN WATER CONDITIONING	36.38
227241	11/1/04	100577	CURTIS 1000	7,409.46
227243	11/1/04	130900	CHERYL L CUSTARD	70.13
227244	11/1/04	130731	D & D COMMUNICATIONS	964.08
227245	11/1/04	032061	D & D LASER	759.80
227246	11/1/04	101026	D & H DISTRIBUTING	341.13
227247	11/1/04	132671	JEAN T DAIGLE	132.11
227248	11/1/04	131003	DAILY RECORD	26.80
227249	11/1/04	032140	DALTILE CORPORATION	11.70
227250	11/1/04	133820	DATA MANAGEMENT INC	484.88
227251	11/1/04	032255	DAVIS PUBLICATIONS INC	606.69
227252	11/1/04	134054	DAVIS EQUIPMENT CORP	1,278.93
227253	11/1/04	032370	DAYTIMERS	47.97
227254	11/1/04	106713	ANDREW S DEFREECE	23.59
227256	11/1/04	099249	DELTA EDUCATION LLC	396.06
227257	11/1/04	032800	DEMCO INC	1,405.32
227258	11/1/04	032872	DENNIS SUPPLY COMPANY	523.86
227259	11/1/04	133009	ROBERTA E DEREMER	22.66

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227260	11/1/04	131635	JIM DETERMAN	24.07
227261	11/1/04	133968	DIAMOND MARKETING SOLUTIONS	950.26
227262	11/1/04	102435	DIAMOND VOGEL PAINTS	76.95
227263	11/1/04	099220	DICK BLICK	1,463.67
227264	11/1/04	132750	JOHN D DICKEY	29.63
227266	11/1/04	033473	DIETZE MUSIC HOUSE INC	1,969.20
227268	11/1/04	131797	DIRECT ADVANTAGE	37.02
227269	11/1/04	106194	DISCIPLINE WITH PURPOSE INC	400.00
227270	11/1/04	134066	SARAH DOBEL	75.00
227271	11/1/04	134086	AMBER J DOOLITTLE	35.36
227276	11/1/04	100923	UNL COOPERATIVE EXTENSION	90.00
227277	11/1/04	102791	EAI	323.73
227278	11/1/04	036520	EASTERN NE HUMAN SERVICES AGENCY	5,760.00
227279	11/1/04	036830	EDUCATION WEEK	79.94
227282	11/1/04	037525	EDUCATIONAL SERVICE UNIT #3	9,682.66
227283	11/1/04	101277	EFFECTIVE COMMUNICATION SKILLS INC	500.00
227284	11/1/04	038025	MARY L EHLERS	19.69
227285	11/1/04	107682	EILEEN'S COLOSSAL COOKIES	33.50
227286	11/1/04	038100	ELECTRIC FIXTURE & SUPPLY	3,039.44
227287	11/1/04	038120	ELECTRIC MACHINERY SALES & SVC	140.43
227288	11/1/04	108082	ELECTRONIC CONTRACTING COMPANY	213.95
227289	11/1/04	038140	ELECTRONIC SOUND INC.	2,583.45
227290	11/1/04	134156	JEFF ELSBERRY	96.28
227291	11/1/04	038217	WARREN K ELTISTE	154.25
227292	11/1/04	035579	EMC/PARADIGM PUBLISHING	13.14
227293	11/1/04	102720	EPCO LTD. INC.	227.88
227294	11/1/04	109066	TED H ESSER	225.60
227295	11/1/04	035610	ETA/CUISENAIRE	198.55
227296	11/1/04	038475	EXCEL ELECTRIC INC	5,278.57
227297	11/1/04	132487	EXPERIAN	199.95
227298	11/1/04	106735	JOHN T FABRY	396.75
227299	11/1/04	106949	LUCY FALCON	24.87



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227301	11/1/04	131136	STEPHANIE A FATEMI	63.00
227302	11/1/04	040450	FEDERAL EXPRESS	55.00
227304	11/1/04	040537	FERGUSON ENTERPRISES INC	1,545.44
227305	11/1/04	131176	STEPHEN A. FERGUSON	48.14
227306	11/1/04	106956	FERRELLGAS	10.75
227307	11/1/04	040830	FILMS FOR THE HUMANITIES & SCIENCES	39.95
227308	11/1/04	133919	FILTER SHOP INC	1,406.72
227309	11/1/04	109855	SHANNON M FISCHER	57.56
227310	11/1/04	101075	FITNESS FINDERS INC	76.60
227311	11/1/04	041086	FLINN SCIENTIFIC INC	314.33
227312	11/1/04	134044	CAROL S. FLOTH	52.13
227313	11/1/04	041098	FOLLETT EDUCATIONAL SERVICES	122.90
227314	11/1/04	041100	FOLLETT LIBRARY RESOURCES	8,576.25
227315	11/1/04	100307	FOOD SERVICES OF AMERICA	74.62
227316	11/1/04	041146	KENNETH J FOSSEN	167.25
227317	11/1/04	081850	FRANK SCHAFFER PUBLICATIONS	71.36
227318	11/1/04	133872	FRED J MILLER INC	821.21
227319	11/1/04	041463	FREE SPIRIT PUBLISHING INC	14.90
227320	11/1/04	134182	JERICIA D FRENCH	13.14
227321	11/1/04	041543	AMY J FRIEDMAN	73.73
227322	11/1/04	133351	STEPHANIE S FRITSON	53.78
227323	11/1/04	134168	ERIC W FULLER	44.55
227324	11/1/04	042000	FUREY HEATING-AIR CONDITIONING INC	2,700.00
227326	11/1/04	106894	TAMMY GEBHART	40.88
227327	11/1/04	044050	GENERAL BINDING CORPORATION	2,190.04
227328	11/1/04	133886	CHERYL V GERACE	16.05
227329	11/1/04	044495	KATHY L GIBBS	21.00
227331	11/1/04	106660	GLASSMASTERS, INC.	7,414.49
227332	11/1/04	108133	JACQUELINE L GOLDHORN	36.50
227333	11/1/04	133794	SUE GOLLEHON	34.20
227334	11/1/04	044891	GOPHER/PLAY WITH A PURPOSE	246.33
227335	11/1/04	044896	KAREN A GORDON	67.16

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227336	11/1/04	132152	GOVCONNECTION INC	1,243.30
227337	11/1/04	109815	JENNIFER L GOWIN-HUSSEY	16.88
227338	11/1/04	043609	GP DIRECT	1,084.76
227339	11/1/04	132146	GRAEVE GARRELTS DENHAM & BRUCE, LLC	9,900.00
227341	11/1/04	134120	GRASS PAD, INC.	60.00
227342	11/1/04	044965	KATHERINE A GRAY	126.75
227343	11/1/04	099888	GRAYBAR ELECTRIC COMPANY INC	423.40
227344	11/1/04	134133	JANET L GRIERSON	13.05
227345	11/1/04	130083	HARRY S GRIMMINGER	104.88
227346	11/1/04	010256	GRUNWALD MECHANICAL CONTRACTORS INC	480.00
227347	11/1/04	045310	KATHLEEN A GUINANE	24.75
227348	11/1/04	132938	GUSTAVE A LARSON COMPANY	38.50
227349	11/1/04	107933	JEFF D HALLSTROM	78.00
227350	11/1/04	101931	HANCOCK FABRICS	268.92
227353	11/1/04	047853	HAPPY CAB COMPANY INC	22,034.80
227354	11/1/04	133487	HARCOURT ASSESSMENT INC	1,594.49
227357	11/1/04	047855	HARCOURT INC	91,529.65
227358	11/1/04	134106	HARTLEY FILM FOUNDATION	74.38
227359	11/1/04	048200	HAUFF SPORTING GOODS COMPANY	93.00
227360	11/1/04	048475	HEARTLAND FOUNDATION	7,810.74
227361	11/1/04	108273	MARGARET HEBENSTREIT PT	124.13
227362	11/1/04	048517	GREENWOOD PUBLISHING GROUP INC	106.60
227363	11/1/04	101881	HENRY DOORLY ZOO	62.50
227364	11/1/04	131713	DEBRA A HERICKS	47.21
227365	11/1/04	132423	HEWLETT PACKARD CO	18,101.80
227366	11/1/04	134042	MARIA H HICKS	18.00
227367	11/1/04	048710	HIGHSMITH COMPANY INC	722.59
227368	11/1/04	048840	SUZANNE J HINMAN	19.13
227369	11/1/04	048845	CAMILLE H HINZ	24.41
227370	11/1/04	134085	STEPHANIE A HIRSCH	22.76
227371	11/1/04	045329	HMS BROWN BAGGERS	531.77
227372	11/1/04	048940	HOB-LOB LIMITED PARTNERSHIP	194.19

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227373	11/1/04	134183	CHRISTY L. HODGE	92.00
227374	11/1/04	133692	ROBERT HOESSEL	126.00
227375	11/1/04	099759	HOLIDAY INN OF KEARNEY	239.80
227376	11/1/04	106801	CLARA G HOOVER	39.90
227377	11/1/04	132592	WILLIAM SPRAGUE, JR.	407.39
227378	11/1/04	095520	LINDA D HORTON	12.75
227379	11/1/04	049440	HOSIER REFRIGERATION SUPPLY INC	268.80
227380	11/1/04	049650	HOUGHTON MIFFLIN COMPANY	9.83
227381	11/1/04	132531	TERRY P HOULTON	75.38
227382	11/1/04	101558	HOUSTON MONTESSORI CENTER	863.90
227384	11/1/04	101533	DIANE F HOWARD	28.91
227385	11/1/04	131305	THERESA J HOWATT	56.25
227386	11/1/04	108153	CHRISTOPHER M HUGHES	28.88
227387	11/1/04	133285	HUMAN RESOURCE ASSOC OF MIDLANDS	50.00
227388	11/1/04	101032	HUSKER MIDWEST PRINTING	1,476.64
227389	11/1/04	133840	THERESA L HUSS	31.50
227390	11/1/04	107489	JAY W HUTFLES	157.50
227391	11/1/04	049851	HY-VEE FOOD STORE (132ND ST.)	1,532.62
227392	11/1/04	133397	HY-VEE FOOD STORE (WELCH PLAZA)	560.71
227393	11/1/04	049844	HYDRONIC ENERGY, INC.	16.50
227394	11/1/04	134166	I BELIEVE IN ME RANCH INC	2,879.24
227395	11/1/04	051575	THERESA A ILIFF	57.38
227396	11/1/04	051740	INLAND TRUCK PARTS CO.	1,310.29
227397	11/1/04	134046	INTERNATIONAL CODE COUNCIL	71.99
227398	11/1/04	102958	INTERSTATE ALL BATTERY CENTER	117.34
227399	11/1/04	052370	INTERSTATE ELECTRIC SUPPLY CO	357.66
227400	11/1/04	103110	INTERSTATE MUSIC SUPPLY	24.49
227401	11/1/04	133423	IRON MOUNTAIN RECORDS MANAGEMENT	798.26
227402	11/1/04	134197	INTERNATIONAL SOCIETY FOR TECH ED	195.00
227403	11/1/04	101991	J.A. SEXAUER	384.73
227404	11/1/04	100928	J.W. PEPPER & SON INC.	1,234.57
227405	11/1/04	131391	RICHARD J JACOBI	40.00

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227445	11/1/04	133965	KAREN K KNEIFL	36.79
227446	11/1/04	056865	PHILIP E KOCH	45.75
227447	11/1/04	056905	DEBORAH S KOLC	15.00
227448	11/1/04	134153	KOLCOM NETWORK SOLUTIONS INC	350.00
227449	11/1/04	056911	BONNIE G KOLOWSKI	25.88
227450	11/1/04	056913	RICHARD L KOLOWSKI	303.95
227451	11/1/04	134084	JENNIFER L KOLTERMAN	68.40
227452	11/1/04	131821	MARY E KOUBA	56.91
227454	11/1/04	132266	DAWN M KRONAIZL	12.75
227455	11/1/04	133923	KUBAT'S PHARMACY	1,690.00
227456	11/1/04	109033	AMANDA J KUNES	235.13
227457	11/1/04	057740	CHARON M KUPFER	21.00
227458	11/1/04	058755	LIDLAW TRANSIT INC	161,792.39
227459	11/1/04	058757	LAKELAND ENGINEERING EQUIPMENT CO.	112.26
227460	11/1/04	099217	LAKESHORE LEARNING MATERIALS	583.23
227462	11/1/04	132840	WILLIAM F LAMSON	12.00
227463	11/1/04	132813	RUSSELL W LANE JR	48.14
227464	11/1/04	121124	LORENE M LARSEN	39.19
227465	11/1/04	102491	LARUE DISTRIBUTING INC	994.08
227466	11/1/04	109816	JILL C LAVENE	168.15
227467	11/1/04	100732	LAWNSMITH & CO INC	3,690.00
227468	11/1/04	106469	LEGO DACTA-PITSCO LLC	379.85
227469	11/1/04	059240	LENNOX INDUSTRIES INC	124.04
227470	11/1/04	106403	LESCO INC	6.55
227471	11/1/04	059300	CAROL A LEWIS	46.88
227472	11/1/04	132200	MYRA LEZANIC	22.44
227473	11/1/04	059380	LIBRARY VIDEO COMPANY	251.73
227474	11/1/04	059470	LIEN TERMITE & PEST CONTROL INC	432.00
227475	11/1/04	100738	LIGHTHOUSE INTERNATIONAL	77.75
227476	11/1/04	099395	LINCOLN PUBLIC SCHOOLS	26,060.94
227478	11/1/04	134111	TRALCO - LINGO FUN INC	84.40
227479	11/1/04	059577	LINGUISYSTEMS, INC.	195.75

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227480	11/1/04	059560	LINWELD INC	1,649.36
227481	11/1/04	134186	JERILYN M LIST	39.18
227482	11/1/04	133758	KRAIG J LOFQUIST	124.83
227483	11/1/04	059866	STACY L LONGACRE	12.00
227484	11/1/04	134061	PABLO LOPEZ	47.25
227485	11/1/04	059900	JANICE A LORENZEN	60.75
227486	11/1/04	134161	AMY LOUDENSLAGER	281.25
227487	11/1/04	060111	LOVELESS MACHINE & GRINDING	301.00
227488	11/1/04	131397	LOWE'S HOME CENTERS INC	45.24
227489	11/1/04	060121	BRYAN A LUBBERS	20.25
227490	11/1/04	133804	JONATHAN A LUCHT	47.25
227491	11/1/04	060125	LUCKS MUSIC LIBRARY INC	49.50
227492	11/1/04	060153	KEITH W LUTZ	170.00
227493	11/1/04	131586	LYMM CONSTRUCTION CO.	10,001.00
227494	11/1/04	099321	MACKIN BOOK COMPANY	940.59
227495	11/1/04	132556	MAKEMUSIC INC	157.90
227496	11/1/04	063920	MARCO PRODUCTS INC	273.19
227497	11/1/04	132149	DAVID MARKSON	372.22
227498	11/1/04	133505	SUSAN N MARLATT	394.30
227499	11/1/04	131303	DEBRA J MARTINEZ	58.88
227500	11/1/04	134037	MATHEMATICS LEAGUES INC	122.40
227502	11/1/04	108052	MAX I WALKER	1,160.08
227503	11/1/04	101129	MAYER JOHNSON INC	305.00
227504	11/1/04	130467	MCCALL PATTERN COMPANY	23.00
227505	11/1/04	131019	RICHARD MCCOLLOM	33.70
227506	11/1/04	100944	MCDONALD & ASSOCIATES INC	3,589.85
227508	11/1/04	063349	MCGRAW-HILL COMPANIES	16,379.09
227509	11/1/04	063361	ALBERT G MCKAIN	29.25
227510	11/1/04	099781	MCQUEENY LOCK COMPANY	398.69
227511	11/1/04	109826	MCREL	70.00
227512	11/1/04	064260	MECHANICAL SALES INC.	2,038.59
227514	11/1/04	133046	ANNALOUISE MEDARIS	61.99

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227515	11/1/04	101274	MEDICAL TECHNOLOGIES INC	1,130.00
227516	11/1/04	133998	SUZANNE MELLIGER	94.00
227517	11/1/04	064413	MENARDS INC	639.38
227518	11/1/04	064600	METAL DOORS & HARDWARE COMPANY INC	5,055.00
227519	11/1/04	133403	AMERICAN NATIONAL BANK	2,700.18
227520	11/1/04	064820	MICROFILM IMAGING SYSTEM INC	115.50
227521	11/1/04	102466	WYMAN L MARTINEK	508.00
227522	11/1/04	102870	MIDLAND COMPUTER INC	6,896.76
227523	11/1/04	648477	MIDLANDS MESSENGER SERVICE INC	132.00
227524	11/1/04	034166	MIDWEST CONCEPTS CORPORATION	1,785.00
227525	11/1/04	064950	MIDWEST METAL WORKS INC	178.15
227526	11/1/04	130949	MIDWEST REGIONAL MIDDLE LEVEL	1,810.00
227527	11/1/04	131899	MIDWEST STORAGE SOLUTIONS	133.00
227528	11/1/04	065233	MIDWEST TURF & IRRIGATION INC	73.08
227529	11/1/04	065326	MIDWEST WOODWORKERS, INC.	4.98
227530	11/1/04	065300	MILLARD DRYWALL SERVICES, INC.	47.07
227531	11/1/04	065400	MILLARD LUMBER INC	424.35
227532	11/1/04	099585	MILLARD MANUFACTURING COMPANY	1,070.00
227533	11/1/04	065410	MILLARD SCHOOLS ADMINISTRATIVE	78.40
227534	11/1/04	065350	MILLARD TRUE VALUE HARDWARE	93.19
227535	11/1/04	131328	MILLER ELECTRIC COMPANY	2,579.00
227536	11/1/04	065316	GLENN L MILLERD	45.38
227537	11/1/04	065709	SHARRON A MILLSAP	43.54
227540	11/1/04	065891	MODERN METHODS INC	51,840.80
227541	11/1/04	133962	LINDA K MOHLMAN	16.95
227543	11/1/04	066075	MONTESSORI RESEARCH AND	66.00
227544	11/1/04	066083	KAREN F MONTGOMERY	25.95
227545	11/1/04	107708	TRENT M MONZINGO	31.78
227546	11/1/04	066105	STEVE MOORE	163.38
227547	11/1/04	066137	JUNE E MORRISSEY	94.50
227548	11/1/04	134095	RYAN MOSELEY	120.35
227549	11/1/04	063150	MSC INDUSTRIAL SUPPLY CO	1,720.38

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227550	11/1/04	066490	JANIS R MULLINS	43.50
227551	11/1/04	134063	MUNICIPAL CODE CORPORATION	375.00
227552	11/1/04	102728	UNIVERSITY OF NE MED CENTER	270.00
227553	11/1/04	133712	MURPHY TRACTOR & EQUIPMENT CO	1,506.11
227555	11/1/04	134083	DANIEL J MURPHY	40.20
227556	11/1/04	066510	DANIEL M MURPHY	102.72
227558	11/1/04	066608	MUSIC TEACHERS SUPPLY LLC	213.61
227559	11/1/04	131395	DARREN D MYERS	89.63
227560	11/1/04	067030	CYNTHIA D NABITY	13.50
227561	11/1/04	066996	NAPA/GENUINE PARTS COMPANY	135.09
227562	11/1/04	067000	NASCO	162.74
227563	11/1/04	133976	NATIONAL ASSOC.OF SPORTS OFFICIALS	75.85
227564	11/1/04	067087	NATIONAL ASSOCIATION FOR	95.00
227565	11/1/04	103012	NATIONAL BUSINESS EDUCATION ASSOC	70.00
227566	11/1/04	134045	NATIONAL COUNCIL FOR GEOGRAPHIC	212.00
227567	11/1/04	067688	NATIONAL EDUCATIONAL SERVICE LLC	242.02
227568	11/1/04	067801	NATIONAL MIDDLE SCHOOL ASSOC	569.00
227569	11/1/04	132854	NATIONAL SAFETY COUNCIL	3,750.00
227570	11/1/04	067910	NATIONAL SCHOOL BOARDS ASSOC	4,270.00
227571	11/1/04	134162	NATIONAL STAFF DEVELOPMENT COUNCIL	149.00
227572	11/1/04	068280	JOHN R NATTERMANN	24.00
227573	11/1/04	102522	NCECBVI	20.00
227574	11/1/04	130548	NCS PEARSON INC	5,498.00
227575	11/1/04	068334	NEBRASKA AIR FILTER INC	1,866.73
227576	11/1/04	068343	NEBRASKA ASSOC OF SCHOOL BOARDS	1,381.00
227578	11/1/04	068415	NEBRASKA COUNCIL OF SCHOOL	515.00
227579	11/1/04	131617	NEBRASKA COUNSELING ASSOCIATION	330.00
227580	11/1/04	068445	NEBRASKA FURNITURE MART INC	2,416.18
227581	11/1/04	100872	NEBRASKA LIBRARY COMMISSION	1,575.00
227582	11/1/04	101200	NEBRASKA MACHINERY CO	4,985.00
227583	11/1/04	134157	NEBRASKA MEDICAL CENTER	5,100.00
227584	11/1/04	068463	NEBRASKA MUSIC EDUCATORS ASSOC	325.00

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227585	11/1/04	068466	NEBRASKA PRINTING CENTER	1,293.27
227586	11/1/04	068737	NEBRASKA SPEECH LANGUAGE & HEARING	767.00
227587	11/1/04	131476	NEBRASKA TURF PRODUCTS	49.50
227588	11/1/04	068801	NEBRASKA WORKFORCE DEVELOPMENT	13,091.60
227589	11/1/04	068951	MICHAEL L NEEMANN	71.63
227590	11/1/04	131550	NANCY G NELSON	17.93
227591	11/1/04	099374	NEWSWEEK INC	25.00
227592	11/1/04	069099	CAROL C NEWTON	48.66
227593	11/1/04	109843	NEXTEL PARTNERS INC	4,303.31
227594	11/1/04	109843	NEXTEL PARTNERS INC	35.00
227595	11/1/04	109843	NEXTEL PARTNERS INC	35.00
227596	11/1/04	109843	NEXTEL PARTNERS INC	105.00
227597	11/1/04	133254	LANDON T NGUYEN	78.75
227598	11/1/04	055400	MARTHA E NIELSEN	202.88
227599	11/1/04	069678	NLA/NEMA CONFERENCE	1,765.00
227600	11/1/04	069675	NOBBIES INC	42.41
227601	11/1/04	134187	REBECCA J NOBLE	28.71
227602	11/1/04	069689	NOGG CHEMICAL & PAPER	1,484.69
227603	11/1/04	010345	NSTA CONVENTION	230.00
227604	11/1/04	131265	JILL M NUISMER	94.50
227605	11/1/04	069945	NUTS & BOLTS INC	20.86
227606	11/1/04	107127	CHARICE K NYFFELER	27.75
227607	11/1/04	099235	NYSTROM	1,759.55
227608	11/1/04	070250	O'KEEFE ELEVATOR COMPANY, INC.	264.00
227609	11/1/04	133368	KELLY R O'TOOLE	35.63
227610	11/1/04	131582	ODEYS INC	1,139.00
227614	11/1/04	100013	OFFICE DEPOT BUS. SVCS. DIV.	26,268.10
227615	11/1/04	101147	OFFICE MAX #521	70.35
227616	11/1/04	070473	ELIZABETH A OLSON	243.74
227617	11/1/04	133465	STEVE OLTMANS	48.14
227619	11/1/04	071024	OMAHA TRACTOR, INCORPORATED	412.80
227620	11/1/04	071027	VIDEO MEDIA PRODUCTONS LLC	20.00



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227621	11/1/04	071040	OMAHA WINNELSON COMPANY	145.26
227622	11/1/04	071050	OMAHA WORLD HERALD CO	181.00
227623	11/1/04	133850	ONE SOURCE	3,065.20
227624	11/1/04	071138	ORIENTAL TRADING COMPANY	21.80
227625	11/1/04	107193	OTIS ELEVATOR COMPANY	1,426.82
227626	11/1/04	071515	PAINTIN PLACE CERAMICS INC	3,683.52
227627	11/1/04	133169	NCH CORPORATION	137.81
227628	11/1/04	099244	PASCO SCIENTIFIC	528.00
227629	11/1/04	108098	ANGELO D PASSARELLI	122.50
227630	11/1/04	071760	PATTON EQUIPMENT COMPANY INC	277.86
227631	11/1/04	020175	PAUL H BROOKES PUBLISHING CO	171.95
227632	11/1/04	071771	LT NEIL P. PAULISON	1,056.00
227633	11/1/04	134110	PAXTON MITCHELL CO	236.00
227634	11/1/04	071891	PAYFLEX SYSTEMS USA, INC.	5,231.30
227636	11/1/04	071947	PAULA A PEAL	185.40
227637	11/1/04	102699	PEARSON EDUCATION	398.42
227638	11/1/04	109027	PEARSON EDUCATION	2,309.28
227639	11/1/04	099302	PEGLER-SYSCO FOOD SERVICE CO	396.05
227640	11/1/04	109831	JANET PELSTER	63.00
227641	11/1/04	133150	PENSKE TRUCK LEASING	1,278.99
227642	11/1/04	072200	PERFECTION LEARNING CORP.	2,288.83
227645	11/1/04	134082	LORI J PICK	48.75
227646	11/1/04	072516	MARK R PILKINGTON	58.50
227647	11/1/04	130721	MARY J PILLE	57.75
227648	11/1/04	072760	PITSCO INC	263.31
227649	11/1/04	108071	PITTSBURGH PAINT-5508	32.85
227650	11/1/04	072785	PLANK ROAD PUBLISHING INC	122.20
227651	11/1/04	131823	PLASMACAM CUTTING SYSTEM	198.00
227652	11/1/04	073011	JUDITH E PORTER	139.82
227653	11/1/04	079051	POSITIVE PROMOTIONS INC	560.80
227654	11/1/04	134188	LAURA A POWERS	320.13
227655	11/1/04	131835	PRAIRIE MECHANICAL CORP	2,257.12

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227656	11/1/04	132337	PRE-OWNED ELECTRONICS, INC.	750.36
227657	11/1/04	073231	PRECISION INDUSTRIES, INC.	217.87
227658	11/1/04	133128	PREMIER SCHOOL AGENDAS INC	368.70
227659	11/1/04	101892	PRIDE HOME SERVICES INC.	1,175.00
227661	11/1/04	133745	PRIMEX WIRELESS INC	1,075.00
227662	11/1/04	073427	PRO-ED INC	391.60
227663	11/1/04	073495	PROFESSIONAL AUDIOLOGY AND	80.00
227664	11/1/04	134195	PROQUEST INFORMATION & LEARNING	1,475.24
227665	11/1/04	073040	PSI GROUP-OMAHA	10,000.00
227667	11/1/04	077750	QUILL CORP	120.84
227668	11/1/04	090673	QWEST	30,770.72
227669	11/1/04	090673	QWEST	44.03
227670	11/1/04	099777	RADIOSHACK (SEE VN 099219)	17.98
227671	11/1/04	078250	RALSTON PUBLIC SCHOOLS	52,349.00
227672	11/1/04	134199	JIN OK RANDALL	43.00
227673	11/1/04	078420	RAWSON & SONS ROOFING, INC.	6,755.00
227674	11/1/04	106725	RD FITNESS SERVICE	900.00
227675	11/1/04	100642	REALLY GOOD STUFF INC	227.80
227676	11/1/04	078676	RECREATION SUPPLY COMPANY INC	1,472.00
227677	11/1/04	133191	MATTHEW K REGA	18.75
227678	11/1/04	078772	REGAL PLASTIC SUPPLY COMPANY	158.00
227679	11/1/04	078958	REMEDIA PUBLICATIONS	39.05
227680	11/1/04	079162	KAREN RICHTER	39.68
227681	11/1/04	132095	CHARLOTTE A RIEWER	155.63
227682	11/1/04	099555	RIVERSIDE PUBLISHING COMPANY	369.02
227684	11/1/04	131376	ROBERT BROOKE & ASSOCIATES, INC.	332.16
227685	11/1/04	079295	DALE H ROBINSON	75.38
227686	11/1/04	132034	ROCHESTER 100 INC.	140.00
227687	11/1/04	079310	ROCKBROOK CAMERA CENTER	3,319.21
227688	11/1/04	134081	EILEEN A RONCI	123.00
227689	11/1/04	079440	ROSENBAUM ELECTRIC INC	3,006.68
227690	11/1/04	072286	JEAN M RUCHTI	37.50

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227691	11/1/04	130477	KATHRYN I RYAN	73.50
227693	11/1/04	079691	SADDLEBACK EDUCATIONAL INC	125.07
227694	11/1/04	081491	SAGE PUBLICATIONS, INC.	312.00
227695	11/1/04	081630	SAM'S CLUB DIRECT	558.40
227696	11/1/04	073300	SAMMONS PRESTON ROLYAN	191.60
227697	11/1/04	081674	JULIE A SANDENE	27.00
227698	11/1/04	081695	SARGENT WELCH	245.61
227699	11/1/04	081725	KIMBERLEY K SAUM-MILLS	50.06
227700	11/1/04	132192	JEAN A SAVAGE	12.19
227701	11/1/04	081800	SAX ARTS & CRAFTS INC	61.23
227702	11/1/04	109806	BRENT J SCHADE	10.13
227703	11/1/04	106432	KELLI J SCHINSTOCK	55.69
227704	11/1/04	134080	MARION S SCHINZEL	42.53
227705	11/1/04	107631	PATRICK E SCHMIDT JR.	120.12
227706	11/1/04	134174	ELIZABETH M SCHMIDT	37.13
227707	11/1/04	082140	SCHOLASTIC MAGAZINES	402.08
227708	11/1/04	101165	SCHOOL MATE	250.00
227709	11/1/04	130526	SCHOOL MEDIA ASSOCIATES LLC	564.26
227710	11/1/04	082350	SCHOOL SPECIALTY INC	88.08
227711	11/1/04	099808	SCHOOLMASTERS	166.56
227712	11/1/04	082395	CLAUDIA K SCHULTE	169.91
227713	11/1/04	082396	CURT H SCHULTE	36.00
227714	11/1/04	082460	MARK M SCHULTZE	10.20
227715	11/1/04	106807	JEAN M SCHUMACHER	75.75
227716	11/1/04	134079	MARGARET E SCHWARTZ	13.50
227717	11/1/04	082475	SCIENCE KIT & BOREAL LABORATORIES	3,703.69
227718	11/1/04	082905	KIMBERLY A SECORA	29.74
227719	11/1/04	082910	SECURITY EQUIPMENT INC	3,760.43
227721	11/1/04	082920	MARTI K SEIBERLING	32.63
227722	11/1/04	082941	KELLY M SELTING	131.25
227723	11/1/04	134189	JODY L SEMPEK	29.75
227724	11/1/04	082960	SERVICE REPRODUCTION COMPANY	1,190.10

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227725	11/1/04	133498	SHARED MOBILITY COACH INC	2,632.50
227726	11/1/04	134130	SHARPER VIDEO PRODUCTIONS INC	418.00
227727	11/1/04	109800	AMY L SHATTUCK	74.25
227728	11/1/04	109830	MATTHEW V SHEPPARD	102.00
227729	11/1/04	130645	SHERWIN-WILLIAMS	2,681.17
227730	11/1/04	083186	MARK L SHIELDS	79.00
227731	11/1/04	083188	SHIFFLER EQUIPMENT SALES, INC.	41.54
227732	11/1/04	083190	LINDA S SHIRCK	44.18
227733	11/1/04	083219	SHOPKO STORE #056	167.82
227734	11/1/04	083400	SIMPLEXGRINNELL	399.50
227735	11/1/04	083451	SIMPLICITY PATTERN COMPANY	18.95
227736	11/1/04	083452	SIMPSON SUPPLY	2,136.19
227738	11/1/04	132108	SKATELAND	84.00
227739	11/1/04	107093	CHARLENE S SNYDER	86.48
227740	11/1/04	102264	SOFTWARE PLUS	1,471.50
227741	11/1/04	130722	LYON FINANCIAL SERVICES	1,104.62
227742	11/1/04	084081	SOUTH OMAHA TERMINAL WAREHOUSE CO	826.40
227743	11/1/04	100421	SOUTH/SOUTHWEST YMCA	79.50
227744	11/1/04	133173	SOUTHEASTERN CAREER APPAREL	1,019.29
227745	11/1/04	134143	JILL C SOUTHWORTH	14.26
227746	11/1/04	131714	JOHN D SOUTHWORTH	18.75
227747	11/1/04	084326	SPORTIME	429.32
227748	11/1/04	084352	SPRAY EQUIPMENT & SERVICE	527.95
227749	11/1/04	099780	SPSS, INC.	629.30
227750	11/1/04	084360	CANDACE W SPURZEM	21.38
227751	11/1/04	109836	AMY ST. AMOUR	84.75
227752	11/1/04	134112	SUZANNE STAMP	72.21
227753	11/1/04	084415	STANDARD STATIONERY SUPPLY CO	550.08
227757	11/1/04	084491	TRACY L STAUFFER	92.63
227758	11/1/04	084550	STEPHENSON SCHOOL SUPPLY CO.	5.85
227759	11/1/04	133476	STEPS TO LITERACY	112.54
227760	11/1/04	084630	CYNTHIA F STIGGE	21.38

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227761	11/1/04	131045	CATHERINE STOCKMAN	523.80
227762	11/1/04	130622	JEFFREY C. STORY	30.75
227763	11/1/04	132785	JAIME SUAREZ-DELGADO	13.75
227764	11/1/04	084689	SULLIVAN SEWER SERVICE INC	1,282.50
227765	11/1/04	109822	BRAD D SULLIVAN	72.00
227766	11/1/04	084781	SUMMIT LEARNING	77.45
227767	11/1/04	133207	SUNGARD PENTAMATION INC	625.00
227768	11/1/04	084930	SUPER DUPER INC	196.55
227769	11/1/04	102869	SUPER SAVER #20	509.91
227770	11/1/04	084959	JAMES V SUTFIN	34.91
227771	11/1/04	130911	SWANDA BUSINESS FORMS	797.15
227772	11/1/04	133300	JAMES E FRICK INC	605.49
227773	11/1/04	088654	TARGET	602.94
227774	11/1/04	088680	TEACHER CREATED MATERIALS	28.74
227775	11/1/04	101393	TEACHER'S VIDEO COMPANY	137.75
227776	11/1/04	132962	TEACHERS DISCOUNT	425.58
227777	11/1/04	088709	AMERICAN EAGLE COMPANY INC	29.83
227778	11/1/04	101257	TEACHERS' CURRICULUM INSTITUTE	871.50
227779	11/1/04	088830	TED'S MOWER SALES & SERVICE INC	323.30
227781	11/1/04	049700	TERRY HUGHES TREE SERVICE	890.00
227782	11/1/04	102822	THERAPRO INC	848.10
227783	11/1/04	107094	THERMO KING CHRISTENSEN	340.05
227784	11/1/04	089190	THINKING PUBLICATIONS	215.00
227785	11/1/04	131159	JONATHON C THOMPSON	68.25
227786	11/1/04	107959	NANCY C THORNBLAD	90.86
227787	11/1/04	134131	STORM THRONE	30.00
227788	11/1/04	089318	A. GERALD TIEGER	31.31
227789	11/1/04	132493	GREGORY E TIEMANN	80.74
227790	11/1/04	134126	TIMELY PRODUCTS CO INC	257.16
227791	11/1/04	131560	KATHLEEN K TORRES	32.24
227792	11/1/04	131446	TOSHIBA AMERICA INFO SYS INC	9,540.33
227793	11/1/04	108055	TRADE WELL PALLET INC	1,809.58

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227794	11/1/04	134065	PHIEN VAN TRAN	23.63
227795	11/1/04	106364	TRANE COMPANY	142.94
227796	11/1/04	089740	JEFFREY MEYERS	173.43
227797	11/1/04	089765	TRI-V TOOL & MFG. CO.	120.00
227798	11/1/04	106493	TRITZ PLUMBING, INC.	2,412.26
227799	11/1/04	132268	LYNNE A TRUMAN	51.00
227800	11/1/04	131819	JEAN R UBBELOHDE	205.13
227801	11/1/04	102846	ULTIMATE OFFICE INC	266.80
227802	11/1/04	090678	UNISOURCE	4,427.06
227803	11/1/04	090214	UNITED ELECTRIC SUPPLY CO INC	464.52
227804	11/1/04	109861	UNITED EQUIPMENT SERVICES CO INC	210.00
227805	11/1/04	090900	UNIVERSITY PUB, INC.	5,689.40
227806	11/1/04	090973	UPSTART	100.07
227807	11/1/04	090632	US TOY CO/CONSTRUCTIVE PLAYTHINGS	14.70
227808	11/1/04	099266	USA TODAY	99.00
227809	11/1/04	106173	UTA HALEE GIRLS VILLAGE	9,104.76
227810	11/1/04	132117	VALA'S PUMPKIN PATCH	259.00
227811	11/1/04	083340	VERNE SIMMONDS COMPANY	1,648.76
227812	11/1/04	092287	VIKING OFFICE PRODUCTS	90.90
227814	11/1/04	130676	VISITING NURSES HEALTH SERVICES	816.00
227815	11/1/04	092600	VOSS ELECTRIC CO	122.60
227816	11/1/04	134192	KIMBALL L VREDEVELD	4.57
227817	11/1/04	092790	GARY H WALDRON	20.63
227818	11/1/04	134191	LEIGH A WALKENHORST	129.99
227819	11/1/04	092834	WALKER TIRE INC	193.89
227820	11/1/04	099379	WALL STREET JOURNAL	77.50
227821	11/1/04	093008	BARBARA N WALLER	40.05
227822	11/1/04	130788	WALSWORTH	96.00
227823	11/1/04	131112	LINDA WALTERS	35.36
227824	11/1/04	093650	WARD'S NATURAL SCIENCE EST INC	176.40
227825	11/1/04	093765	WATER ENGINEERING, INC.	2,234.00
227826	11/1/04	093772	WATKINS CONCRETE BLOCK CO. INC.	32.00

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227827	11/1/04	109810	BETHANY B WATSON	99.75
227828	11/1/04	132596	LISA M WEAVER	20.63
227829	11/1/04	130269	MELISSA L WEAVER	78.38
227830	11/1/04	093976	WEEKLY READER CORPORATION	1,379.75
227831	11/1/04	093978	BECKY S WEGNER	210.63
227833	11/1/04	131998	RICHARD M WERKHEISER	190.00
227834	11/1/04	094174	WEST MUSIC COMPANY	40.00
227835	11/1/04	107563	CAROL M WEST	73.88
227836	11/1/04	094350	WESTERN PSYCHOLOGICAL SERVICES	69.30
227837	11/1/04	105619	WESTERN TRAILER LEASING INC	200.00
227839	11/1/04	094245	WESTLAKE ACE HARDWARE INC	869.96
227840	11/1/04	094630	WESTONE LABORATORIES	30.60
227841	11/1/04	133061	JACKIE L WHISENHUNT	116.63
227842	11/1/04	094751	DEBBY A WHITAKER	115.50
227843	11/1/04	133663	WHITE CAP CONSTRUCTION SUPPLY	143.12
227844	11/1/04	079693	WILLIAM H SADLIER INC	108.90
227845	11/1/04	095258	THOMAS C WISE	88.88
227846	11/1/04	109073	CRAIG J WOLF	87.75
227847	11/1/04	095349	WOODWIND & BRASSWIND OF SO BEND LLC	55.10
227848	11/1/04	130716	SUSAN J WOOSTER	60.75
227849	11/1/04	095362	NANCY R MCGRATH	195.40
227850	11/1/04	107149	MONICA R WORMINGTON	29.63
227851	11/1/04	095491	GLEN E WRAGGE	200.25
227852	11/1/04	134077	JAYME M WRATCHFORD	136.54
227853	11/1/04	044950	WW GRAINGER INC	1,525.26
227854	11/1/04	101370	XEROX CORPORATION (ORDERS)	3,990.00
227855	11/1/04	131201	JUANITA YEAGER	14.63
227856	11/1/04	107538	YELLOW TRANSPORTATION INC	1,117.47
227857	11/1/04	096200	YOUNG & WHITE	14,163.27
227858	11/1/04	096499	DALE J ZABROCKI	52.50
227859	11/1/04	099212	ZANER BLOSER INC	263.66

**Total for GENERAL FUND****983,465.88**

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227114	11/1/04	108047	ARR-BOONE BROTHERS ROOFING	30,036.60
227130	11/1/04	017670	BALCON	19,526.00
227150	11/1/04	133480	BERINGER CIACCIO DENNELL MABREY	21,891.25
227222	11/1/04	025689	COMPUTER CABLE CONNECTION INC	13.71
227225	11/1/04	026057	CONTROL MASTERS INC	11,588.13
227226	11/1/04	132720	CONTROLTEMP INC	13,607.75
227230	11/1/04	108436	COX COMMUNICATIONS INC	24.91
227343	11/1/04	099888	GRAYBAR ELECTRIC COMPANY INC	3,965.24
227443	11/1/04	133837	KLEINFELDER INC	334.00
227461	11/1/04	058775	LAMP RYNEARSON ASSOCIATES INC.	183.60
227477	11/1/04	131472	LINES OF COMMUNICATION	4,434.44
227513	11/1/04	107298	MECO-HENNE CONTRACTING, INC.	14,074.00
227522	11/1/04	102870	MIDLAND COMPUTER INC	318.00
227539	11/1/04	065810	MIRACLE RECREATION	6,824.60
227635	11/1/04	102047	PAYLESS OFFICE PRODUCTS, INC.	558.60
227683	11/1/04	133781	B & K MANAGEMENT INC	34,440.00
227710	11/1/04	082350	SCHOOL SPECIALTY INC	386.14
227780	11/1/04	132452	TERRACON INC	2,147.00
227793	11/1/04	108055	TRADE WELL PALLET INC	232.92
227839	11/1/04	094245	WESTLAKE ACE HARDWARE INC	200.82
<b>Total for SPECIAL BUILDING</b>				<b>164,787.71</b>
227099	11/1/04	109079	ALLTEL CORPORATION	37.19
227116	11/1/04	013496	ASCD	45.00
227148	11/1/04	108395	GLORIA D BENSCOTER	67.97
227165	11/1/04	134176	LINDA S BRABLEC	15.93
227168	11/1/04	132273	WENDY M BRENNAN	17.81
227179	11/1/04	020560	BUREAU FOR AT-RISK YOUTH	109.90
227183	11/1/04	134193	BILLY R BUTLER	305.46
227210	11/1/04	132697	CLASSROOM PRODUCTS	243.21
227234	11/1/04	134003	DEBORAH M CREAL	12.96
227282	11/1/04	037525	EDUCATIONAL SERVICE UNIT #3	250.00
227300	11/1/04	134146	MEGIN E FALK	17.85



**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

Check Number	Date	Vendor No	Vendor Name	Amount
227315	11/1/04	100307	FOOD SERVICES OF AMERICA	438.82
227357	11/1/04	047855	HARCOURT INC	1,462.87
227439	11/1/04	131263	ROBERT W. KISLER	62.96
227453	11/1/04	133121	LAURA A KRACL	17.03
227458	11/1/04	058755	LIDLAW TRANSIT INC	375.77
227497	11/1/04	132149	DAVID MARKSON	6,427.78
227498	11/1/04	133505	SUSAN N MARLATT	94.88
227501	11/1/04	099328	MATHEMATICAL OLYMPIADS	85.00
227538	11/1/04	100316	MINDWARE	997.80
227542	11/1/04	101158	MONTESSORI N SUCH INC	362.90
227577	11/1/04	068340	NEBRASKA ASSOCIATION FOR GIFTED	135.00
227614	11/1/04	100013	OFFICE DEPOT BUS. SVCS. DIV.	50.30
227618	11/1/04	099658	OMAHA CHILDRENS MUSEUM	52.00
227638	11/1/04	109027	PEARSON EDUCATION	57.05
227643	11/1/04	134158	DAVID J PETERS	175.00
227652	11/1/04	073011	JUDITH E PORTER	58.00
227660	11/1/04	073355	PRIDE OMAHA, INC.	600.00
227710	11/1/04	082350	SCHOOL SPECIALTY INC	1,374.08
227720	11/1/04	134006	GEORGE J SEFZIK	223.84
227768	11/1/04	084930	SUPER DUPER INC	605.35
<b>Total for GRANT FUND</b>				<b>14,779.71</b>
227522	11/1/04	102870	MIDLAND COMPUTER INC	680.00
227619	11/1/04	071024	OMAHA TRACTOR, INCORPORATED	68,325.00
227740	11/1/04	102264	SOFTWARE PLUS	603.95
227779	11/1/04	088830	TED'S MOWER SALES & SERVICE INC	221.00
227813	11/1/04	092323	VIRCO MANUFACTURING CORP	16,337.58
<b>Total for DEPRECIATION</b>				<b>86,167.53</b>
227275	11/1/04	130908	DOUGLAS COUNTY SCHOOL DIST.28-0001	445,523.66
<b>Total for INTERLOCAL FUND</b>				<b>445,523.66</b>
227088	11/1/04	134147	ADVANCED CLEANING EQUIPMENT INC	1,638.75
227096	11/1/04	011051	ALL MAKES OFFICE EQUIPMENT	1,141.50

**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227097	11/1/04	011180	ALLIED CONSTRUCTION SERVICES	1,941.00
227099	11/1/04	109079	ALLTEL CORPORATION	12.56
227118	11/1/04	013226	ASI MODULEX	720.00
227136	11/1/04	099646	BARNES & NOBLE BOOKSTORE(OAKV)	612.33
227145	11/1/04	132123	AMANDA C BENAK	96.00
227171	11/1/04	020050	BRODART CO.	204.81
227187	11/1/04	132982	ANNA CAMPBELL	100.00
227242	11/1/04	132745	ASHLEY CURTIS	24.00
227244	11/1/04	130731	D & D COMMUNICATIONS	430.50
227255	11/1/04	132744	BREANNA DEGEORGE	128.00
227267	11/1/04	133939	RYAN ROBERT WILLIAM DINNING	84.00
227296	11/1/04	038475	EXCEL ELECTRIC INC	1,886.85
227325	11/1/04	132981	ASHLEY GARYN	132.00
227340	11/1/04	108163	FARRAH GRANT	160.00
227351	11/1/04	133866	KAYLEE HANSEN	56.00
227365	11/1/04	132423	HEWLETT PACKARD CO	1,650.00
227367	11/1/04	048710	HIGHSMITH COMPANY INC	206.74
227383	11/1/04	133194	ALICIA HOWARD	128.00
227426	11/1/04	132834	MANDY JORGENSEN	100.00
227430	11/1/04	131629	MAX KAETER	160.00
227431	11/1/04	132329	SOPHIE KAETER	132.00
227441	11/1/04	133279	COLLEEN KLAIBER	124.00
227442	11/1/04	132358	DAWN KLAIBER	140.00
227522	11/1/04	102870	MIDLAND COMPUTER INC	2,093.00
227525	11/1/04	064950	MIDWEST METAL WORKS INC	165.00
227554	11/1/04	134099	CAITLIN MURPHY	64.00
227557	11/1/04	130934	MEGHAN A. MURPHY	180.00
227624	11/1/04	071138	ORIENTAL TRADING COMPANY	319.17
227630	11/1/04	071760	PATTON EQUIPMENT COMPANY INC	290.48
227644	11/1/04	134067	LIZ PFLUG	128.00
227666	11/1/04	132122	TARA QUANDT	96.00
227668	11/1/04	090673	QWEST	150.00

**Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
227692	11/1/04	079685	S & W FENCE COMPANY	1,175.00
227737	11/1/04	133628	EMILY SIROTKIN	84.00
227754	11/1/04	132328	KAYLA STAUFFER	116.00
227755	11/1/04	132984	MARIAH STAUFFER	96.00
227756	11/1/04	109821	SETH STAUFFER	96.00
227813	11/1/04	092323	VIRCO MANUFACTURING CORP	274.96
227832	11/1/04	094129	NICHOLAS LEE WENNSTEDT	160.00
<b>Total for ACTIVITY FUND</b>				<b>17,496.65</b>
<b>Report Total</b>				<b>1,712,221.14</b>

**Millard Public Schools**

Check Register for 10/21/04 - 10/21/04

Date: 10/21/04

Check Number	Date	Vendor No	Vendor Name	Amount
226652	10/21/04	107454	CHRISTOPHER COLLING	0.00
226653	10/21/04	132872	HOPE FOUNDATION INC	595.00
226654	10/21/04	060153	KEITH W LUTZ	250.00
226655	10/21/04	064834	MID-AMERICA COUNCIL BOY SCOUTS	40.00
226656	10/21/04	131020	MIDWEST MINOR MEDICAL, P.C.	455.00
226660	10/21/04	132186	PETTY CASH/ROCKWELL	100.00
226663	10/21/04	107454	CHRISTOPHER COLLING	120.00
226664	10/21/04	107732	BRIAN L NELSON	300.00
<b>Total for GENERAL FUND</b>				<b>1,860.00</b>
226662	10/21/04	134170	TAB CONSTRUCTION INC	8,839.59
<b>Total for SPECIAL BUILDING</b>				<b>8,839.59</b>
226657	10/21/04	133225	NEBRASKA ACADEMY OF SCIENCES	290.00
226658	10/21/04	134171	NEBRASKA STORY ARTS	300.00
<b>Total for GRANT FUND</b>				<b>590.00</b>
226659	10/21/04	134172	MARGARET OHM	2,000.00
226661	10/21/04	134169	ROLAND SMITH	4,500.00
<b>Total for ACTIVITY FUND</b>				<b>6,500.00</b>
226661	10/21/04	134169	ROLAND SMITH	-180.00
<b>Total for</b>				<b>-180.00</b>
<b>Report Total</b>				<b>17,609.59</b>

**Millard Public Schools**

Check Register for 10/14/04 - 10/14/04

Date: 10/14/04

Check Number	Date	Vendor No	Vendor Name	Amount
226638	10/14/04	107454	CHRISTOPHER COLLING	120.00
226639	10/14/04	133261	ANGELA M DIEHM	120.00
226640	10/14/04	060133	SHIRLEY K LUETH	134.81
226642	10/14/04	067253	NATIONAL ASSOC OF SECONDARY	458.00
226643	10/14/04	107732	BRIAN L NELSON	240.00
226644	10/14/04	134148	READ ALOUD NEBRASKA	40.00
226645	10/14/04	134057	ROCK IN PREVENTION INC	500.00
226646	10/14/04	082941	KELLY M SELTING	25.20
226647	10/14/04	131446	TOSHIBA AMERICA INFO SYS INC	18,589.23
226648	10/14/04	068834	UNIVERSITY OF NEBRASKA-LINCOLN	95.00
226649	10/14/04	068834	UNIVERSITY OF NEBRASKA-LINCOLN	95.00
<b>Total for GENERAL FUND</b>				<b>20,417.24</b>
226641	10/14/04	134149	MID AMERICA RIBBON CO	68.00
<b>Total for GRANT FUND</b>				<b>68.00</b>
<b>Report Total</b>				<b>20,485.24</b>

**Millard Public Schools**

Check Register for 10/18/04 - 10/18/04

Date: 10/14/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
226650	10/18/04	101698	S & W EQUIPMENT CO INC	546.00
<b>Total for DEPRECIATION</b>				<b>546.00</b>
<b>Report Total</b>				<b>546.00</b>

**Hot Lunch Fund Millard Public Schools**

Check Register for 11/1/04 - 11/1/04

Date: 10/25/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
18561	11/1/04	109079	ALLTEL CORPORATION	34.46
18562	11/1/04	106893	CULLIGAN WATER CONDITIONING	10.12
18563	11/1/04	032872	DENNIS SUPPLY COMPANY	152.19
18564	11/1/04	064950	MIDWEST METAL WORKS INC	24.00
18565	11/1/04	109843	NEXTEL PARTNERS INC	200.68
18566	11/1/04	100013	OFFICE DEPOT BUS. SVCS. DIV.	294.74
<b>Total for FOOD SERVICE</b>				<b>716.19</b>
<b>Report Total</b>				<b>716.19</b>

**Hot Lunch Fund**    **Millard Public Schools**

Check Register for 10/21/04 - 10/21/04

Date: 10/21/04

<b>Check Number</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor Name</b>	<b>Amount</b>
18560	10/21/04	107993	MILLARD PUBLIC SCHOOLS SUMMER	710.21
<b>Total for FOOD SERVICE</b>				<b>710.21</b>
<b>Report Total</b>				<b>710.21</b>



Hot Lunch Fund

**Millard Public Schools**

Check Register for 10/18/04 - 10/18/04

Date: 10/14/04

Check Number	Date	Vendor No	Vendor Name	Amount
18558	10/18/04	134009	ALLISON E ANDERSON	45.71
18559	10/18/04	134150	DAVID ALEXANDER PETERSON	114.28

**Total for FOOD SERVICE 159.99**

**Report Total 159.99**



*BOARD OF EDUCATION*  
MEETING



*NOVEMBER 1, 2004*

BOARD OF EDUCATION  
MILLARD PUBLIC SCHOOLS  
OMAHA, NEBRASKA

BUSINESS MEETING  
7:00 P.M.

DON STROH ADMINISTRATION CENTER  
5606 SOUTH 147<sup>TH</sup> STREET  
NOVEMBER 1, 2004

**AGENDA**

6:00 P.M. Land Acquisition (Executive Session)

- 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 – October 18, 2004
  - \*2. Approval of Bills
  - \*3. Receive the Treasurer’s Report and Plan on File
- F. Information Items
  - 1. Employees of the Month
  - 2. Superintendent’s Report
  - 3. Board Comments/Announcement
  - 4. Report from Student Representatives
- G. Unfinished Business
- H. New Business
  - 1. Establishment of Board’s Temporary Committee
  - 2. \*Job Descriptions 2100.01 – Superintendent of Schools
  - 3. \*Job Description 2100.03 – Associate Superintendent for Educational Services
  - 4. \*Job Description 2100.08 – Assistant Superintendent of Human Resources
  - 5. \*Job Description 2100.50 – Principal
  - 6. \*Job Description 2100.51 – Assistant Principal – Discipline
  - 7. \*Job Description 2100.52 – Assistant Principal – Curriculum and Instruction
  - 8. \*Job Description 2100.53 – Assistant Principal – Student Services
  - 9. \*Job Description 2100.54 – Assistant Principal – Activities (9-12)
  - 10. \*Job Description 2100.56 - Principal of Alternative Programs
  - 11. Approval of the School Resource Officer Contract

Agenda  
 November 1, 2004  
 Page 2

12. Approval of Financial Consultant Agreement
13. Approval of Administrative Transfer
14. Approval of Personnel Actions: New Hire

Reports

1. Enrollment Report
2. MOEC Report
3. Foundation Report
4. Depreciation Report
5. South High Technology Mini-Magnet Program Evaluation
6. Reteaching Evaluation Report
7. Elementary Summer Literacy Report
8. Elementary Summer Library Program

J. Future Agenda Items/Board Calendar

1. Committee of the Whole Meeting on Monday, November 8, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
2. Board of Education Meeting on Monday, November 15, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
3. NASB/NASA State Education Conference on November 17-19, 2004 at the Holiday Inn Central
4. Board of Education Meeting on Monday, December 6, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
5. Committee of the Whole Meeting on Monday, December 13, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
6. Board of Education Meeting on Monday, December 20, 2004 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 9a single motion. Items may be deleted from the Consent Agenda by request of any board member.

BOARD OF EDUCATION  
MILLARD PUBLIC SCHOOLS  
OMAHA, NEBRASKA

3

BUSINESS MEETING  
7:00 P.M.

STROH ADMINISTRATION CENTER  
5606 SOUTH 147TH STREET  
NOVEMBER 1, 2004

ADMINISTRATIVE MEMORANDUM

6:00 P.M. Land Acquisition (Executive Session)

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 – October 18, 2004. (See enclosure.)

\*E.2. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the bills. (See Enclosures.)

\*E.3. Motion by \_\_\_\_\_, seconded by, \_\_\_\_\_, to receive the Treasurer's Report and place on File. (See enclosure.)

F.1. Employees of the Month

F.2. Superintendent's Report

F.3. Board Comments/Announcements

F.4. Report from Student Representative

H.1. Motion by \_\_\_\_\_, seconded by, \_\_\_\_\_, to approve the establishment of the Board's temporary committee.

\*H.2. Motion by \_\_\_\_\_, seconded by, \_\_\_\_\_, to approve Job Description 2100.01 – Superintendent of Schools (See enclosure.)

\*H.3. Motion by \_\_\_\_\_, seconded by, \_\_\_\_\_, to approve Job Description 2100.03– Associate Superintendent for Educational Services. (See enclosure.)

\*H.4. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Job Description 2100.08 – Assistant Superintendent for Human Resources. (See enclosure.)

- \*H.5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Job Description 2100.50 - Principal. (See enclosure.)
- \*H.6. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Job Description 2100.51 – Assistant Principal - Discipline. (See enclosure.)
- \*H.7. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Job Description 2100.52 Assistant Principal – Curriculum and Instruction. (See enclosure.)
- \*H.8. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Job Description 2100.53 – Assistant Principal – Student Services. (See enclosure.)
- \*H.9. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Job Description 2100.54 – Assistant Principal – Activities (9-12). (See enclosure.)
- \*H.10. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Job Description 2100.56 – Principal of Alternative Programs (See enclosure.)
- H.11. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the contract for an Associate School Resource Officer. (See enclosure.)
- H.12. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the Financial Consultant Agreement between the District and Kirkpatrick, Pettis, Smith, Polian, Inc. as submitted. (See enclosure.)
- H.13. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the transfer of Suzanne Hinman to be principal at the new 23<sup>rd</sup> elementary school. (See enclosure)
- H.14. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve Personnel Actions: New Hire(s). (See enclosure.)

I. Reports

1. Enrollment Report
2. MOEC Report
3. Foundation Report
4. Depreciation Report
5. South High Technology Mini-Magnet Program Evaluation
6. Reteaching Evaluation Report
7. Elementary Summer Literacy Report
8. Elementary Summer Library Program

J. Future Agenda Items/Board Calendar

1. Committee of the Whole Meeting on Monday, November 8, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
2. Board of Education Meeting on Monday, November 15, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
3. NASB/NASA State Education Conference on November 17-19, 2004 at the Holiday Inn Central

4. Board of Education Meeting on Monday, December 6, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
5. Committee of the Whole Meeting on Monday, December 13, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street
6. Board of Education Meeting on Monday, December 20, 2004 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 9a 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 6:30 p.m., Tuesday, October 18, 2004, at the Don Stroh Administration Center, 5606 South 147th Street.

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

Notice of this meeting was given in advance thereof by publication in the Daily Record on October 15, 2004; 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.

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At 6:30 p.m. motion by Brad Burwell, seconded by Linda Poole, to go into Executive Session for the purpose of land acquisition. Upon roll call vote, all members voted aye. Motion carried.

At 6:59 p.m. motion by Brad Burwell, seconded by Linda Poole, to come out of Executive Session. Upon roll call vote, all members voted aye. Motion carried.

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 all members were present

Motion by Brad Burwell, seconded by Julie Johnson, to approve the Board of Education Minutes of Monday, October 4, 2004, to approve bills, and to receive the treasurer's report and place on file. Upon roll call vote, all members voted aye. Motion carried.

Superintendent's Report:

1. The next Board Meeting will be on Monday, November 1, 2004
2. Congratulations to the Board of Education for receiving School Board of the Year from the Nebraska Association of School Boards.
3. The agenda for the committee meeting on November 8, 2004 will be discussion on boundaries as we prepare to open the new school and an update on the Master Technology Plan.
4. It is conference time and there were several principals in the audience, so the president was asked to move the topic of Building Utilization as the first report, then the principals would be able to return to their buildings.

5. Two school board members and the superintendent attended the National Federation of Urban Suburban School Districts conference last week. There were two days spent visiting schools in the Granite and Jordan Utah. The superintendent was also selected to become a member of the Board of Directors of the NFUSSD.
6. A reminder to board members that the Nebraska State Education Conference will be held November 17-19, 2004 at the Holiday Inn Central.

Comments from the Board:

Jean Stothert said first of all that ARAMARK is doing what they were contracted to do. She supports ARAMARK and the administration toward creating a world class food service, and is eager to continue the good relationship with ARAMARK. Mrs. Stothert said she would be appointing a temporary ad hoc committee to review what the objectives of a school lunch program should be, and then draft corresponding policy to further the efforts. The members of the committee are to be appointed by the board president. Committee members will be selected by next month, there will be no more than three board members, a representatives group of the district and community people, including principals, teachers, students, PTO and booster club members, and administrators. This will be the Board's committee, and the board will establish the scope of the duties and they will be stated in the minutes at the next board meeting. The committee will start to work next month, and will come up with recommendation before the next contract is up, which is in nine months. The committee needs to be established by majority vote of the board, so it will be on the agenda at the next board of education meeting, which will be on November 1, 2004. Anyone who wishes to sit on the committee should give their name to Mrs. Stothert. She reiterated that the committee will be representative of the entire district. This is the board's committee and does not negate anything that ARAMARK is trying to do, or Mr. Stilwell's committee. Mrs. Stothert said she would like the thoughts of the other board members on this topic.

Mike Kennedy said he appreciated Mrs. Stothert's leadership in establishing the ad hoc committee and that it was an important decision.

Mr. Kennedy heard from a couple of parents with one parent saying the elementary lunches were good and another had a concern of the high prices at the high school for lunch.

Mr. Kennedy said he also had questions on the forthcoming election and two parents said they were happy how the board was dealing with the overcrowding issues.

Brad Burwell reported that he attended the NASB Area Membership meeting. He also reminded the board members that the luncheon would be held on Friday at the NASB State Education Conference on November 17-19, 2004. He will be moderating the session that Ken Fossen will be presenting.

Mr. Burwell said he attended the Millard South speech interviews last week. He thanked the English team for what they do with this process.

Mr. Burwell asked the other members of his Facility Naming Committee to look at their calendars, so they can come up with a date to begin going over all of the names that have been submitted.

Mr. Burwell said he would volunteer to be a member of the ad hoc committee to look in to the school lunch program.

Linda Poole supports the idea of the creation of the ad hoc committee. She is willing to serve on the committee if she is needed. Mrs. Poole said most of the comments she has been receiving have to do with the price or the quality of the food. This will be something the ad hoc committee can look at.

Mrs. Poole also stated that the district is in a partnership with ARAMARK and the district still needs to continue working with them to make sure there is a great school lunch program in the district.

Mrs. Poole said she will be at the State NASB Conference and will be in charge of the Delegate Assembly at the Conference.

Mrs. Poole reported that she is a member of the committee that the Nebraska Schools Activities Association and the Nebraska Department of Education are putting together. The study committee is to look into middle school athletics and activities.

Mrs. Poole attended the National Federation of Urban Suburban School Districts conference last week. She enjoyed touring the schools in Jordan and Granite School Districts. She mentioned that their high schools have, on an average, as many as 38-40 students in a class, and as many as 60 in others.

Mrs. Poole reported that she would not be at the November 1, 2004 board meeting.

She wished good luck to all of the students who would be participating at the state cross-country meet this weekend in Kearney, NE

Mike Pate said he was supportive of the idea to establish the ad hoc committee and to engage the community in this process. He said sound guiding principals and parameters need to be set for this committee, so the committee knows what they are working towards. He is concerned that it will be one-sided, but what really is needed are individuals that are problem solvers and can find a solution for the issues that have been stated, he stated. Mr. Pate said it is important to maintain the communication between the district and ARAMARK.

Mr. Pate said he would serve on this ad hoc committee if needed.

Julie Johnson supports the ad hoc committee and she hopes that she sees familiar faces that had issues and they would stand up to part of the problem solving group.

Mrs. Johnson clarified that the meeting that was to be held on Tuesday, October 19, 2004 has been cancelled. Jim Stilwell confirmed that the meeting was cancelled.

Mrs. Johnson said she would be happy to meet with Mr. Burwell to set a time for them to get together to review the names that have been submitted for the new school.

The Second Annual High School Forum is being held in Washington D.C. on December 1-2, 2004. Mrs. Johnson said she has been working with the Commission of Education on attending this for the second year. The next meeting of this group will be on October 29, 2004, so if anyone has any additional information, please let her know.

Chelsea Adams, student representative from Millard West, Sarah Fech, student representative from Millard North, and Elise Devaux, student representative from Millard South, gave their reports on academic and athletic activities, which have occurred at their respective high schools in the past few weeks.

Julie Johnson provided the final reading of Policy 3642 – Support Services – Construction – Procedures – Contracts. Motion by Julie Johnson, seconded by Linda Poole, to approve Policy 3642 – Support Services – Construction – Procedures – Contracts.

Mike Pate provided the final reading of Policy 3645 – Support Services – Construction – Procedures – Change Orders. Motion by Mike Pate, seconded by Brad Burwell, to approve Policy 3645 – Support Services – Construction – Procedures – Change Orders. Upon roll call vote, all members voted aye. Motion carried.

Linda Poole provided the final reading of Policy 3646 – Support Services – Construction – Procedures - Closing. Motion by Linda Poole, seconded by Brad Burwell, to approve Policy 3646 – Support Services – Construction – Procedures – Closing. Upon roll call vote, all members voted aye. Motion carried.

Motion by Mike Kennedy, seconded by Julie Johnson, to delete Policy 7418, Policy 7420, Policy 7421, Rule 7421.1, Policy 7423, Policy 7440, Policy 7450, Policy 7453, Policy 7460, Policy 7520, and Policy 7540. Upon roll call vote, all members voted aye. Motion carried.

Motion by Linda Poole, seconded by Julie Johnson, to approve Rule 3645.1 – Support Services – Construction – Procedures – Change Orders. Upon roll call vote, all members voted aye. Motion carried.

Motion by Brad Burwell, seconded by Linda Poole, to approve the Calendar Parameters as submitted. Upon roll call vote, all members voted aye. Motion carried.

Reports given included: The Elementary and Middle School Building Utilization Report, The Quarterly Investment Report, the Quarterly Operations and Maintenance Report, a Drug Prevention/Intervention Report, the Option Enrollment Report, the Norris Montessori Evaluation, and the Personnel Report.

Future Agenda Items/Board Calendar: A Board of Education Meeting will be held on Monday, November 1, 2004 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, November 8, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. A Board of Education Meeting will

Board of Education Minutes  
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be held on Monday, November 15, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. The NASB/NASA State Education Conference will be held on November 17-19, 2004 at the Holiday Inn Central. A Board of Education Meeting will be held on Monday, December 6, 2004 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, December 13, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street. A Board of Education Meeting will be held on Monday, December 20, 2004 at 7 p.m. at the Don Stroh Administration Center, 5606 South 147<sup>th</sup> Street

Comments from the Public: A community member doesn't understand the breakdown of the budget that includes the cost for the strategic plan, why the district needs to use eminent domain to get land, and why school can't start later to save on the cooling of the buildings.

Another community member said the students and parents need to be heard in regards to the school lunch program. He was concerned that the students, who had been involved in a protest outside of the school, were reprimanded, and that the parents of these students were not notified.

Jean Stothert adjourned the meeting.











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

October 27, 2004

TO: Board Members

FROM: Amy Friedman

RE: Employees of the Month

The Employees of the Month for November are Lori Bartels, special education facilitator at Willowdale Elementary and Alice Chamberlain, preschool special education paraprofessional at Sandoz Elementary..

AF:sp















**AGENDA SUMMARY SHEET**

**Agenda Item:** Approval of Rule 2100.01. Superintendent of Schools, Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.01

**Background:**

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

**Recommendations:** Approval of rule 2100.01

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:**  \_\_\_\_\_

**Administrator Job Description****2100.01****Title: Superintendent of Schools****Reports to:** Board of Education**General Summary:** Chief Executive Officer of the School District.**Essential Functions:**

1. Administers, as chief school executive, the development and maintenance of the educational program designed to meet the needs of the community and to carry out the policies of the Board of Education.
2. Recommends the number and types of positions required to provide proper personnel for the operation of such a program.
3. Recommends policies on organization, finance, instruction, school plant, and all other functions of the school program.
4. Assumes final responsibility for the selection, assignment, dismissal, and evaluation of all personnel.
5. Keeps informed of current trends and practices, by appropriate means, and keeps the Board of Education informed of trends in education.
6. Supervises the preparation and presentation of the annual budget and recommends it to the Board of Education for approval.
7. Attends and participates in all meetings of the Board, except executive sessions of those meetings which are concerned with the superintendent's employment.
8. Conducts a continuous evaluation of the progress and needs of the schools and keeps the public informed.
9. Supervises and evaluates all principals in the district.
10. Supervises and evaluates all Associate and Assistant Superintendents in the district and other personnel assigned to report directly to him or her.

Length of contract: Twelve months

**Qualifications:**

1. Education Level: Earned Doctorate in Educational Administration, or equivalent is required.
2. Certification or Licensure: Must hold or qualify for a valid Nebraska Administrative Certificate with a Superintendent's endorsement
3. Experience desired: Five years of successful experience in the administration of a school district.
4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of administration; awareness to the needs and objectives of the district its Strategic Plan and the ability to supervise and evaluate the work of others. Demonstrated ability to:
  - effectively administer, implement, and monitor the Strategic Plan;
  - show commitment to excellence in student achievement, effective learning and thinking skills;
  - be responsive to the Board of Education in goal setting, long and short range planning, and policy development;
  - show a strong commitment to student needs;
  - serve as good-will ambassador for the district;
  - effectively articulate and communicate the District's Mission.;
  - possess personal integrity, self-confidence, and concern for people;
  - maintain a climate of high expectations for the Board of Education, staff, students, parents, and community

**Special Requirements:**

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing .....			X
2.	Walking .....		X	
3.	Sitting .....			X
4.	Lifting <u>25</u> lb max. ....	X		
5.	Carrying <u>50</u> feet .....	X		
6.	Pushing / Pulling.....	X		
7.	Climbing / Balancing.....	X		
8.	Stooping / Kneeling / Crouching / Crawling .....	X		
9.	Reaching / Handling .....	X		
10.	Speaking / Hearing .....			X
11.	Seeing / depth perception / color .....			X

The statements herein are intended to describe the general nature and level of work being performed by the superintendent. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the Board of Education.

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Rule Approved: July 21, 1980  
 Revised: September 25, 1995; May 20, 1996

Millard Public Schools  
 Omaha, NE

AGENDA SUMMARY SHEET

**Agenda Item:** Approval of Rule 2100.03. Associate Superintendent for Educational Services, Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.03

**Background:**

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

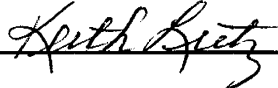
**Recommendations:** Approval of rule 2100.03

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:** 

## Administrator Job Description

2100.03

### Title: Associate Superintendent for Educational Services

**Reports to:** Superintendent of Schools

**General Summary:** Directs the planning, implementation and evaluation of those programs in the areas of elementary, early childhood education, secondary and special education and staff development ~~those program areas comprising pupil services~~; assists the Superintendent in the evaluation of those district personnel as assigned.

### Essential Functions:

1. Assists the Superintendent in directing the administration, coordination and supervision of the district's educational program.
2. Supervises the Directors of: Staff Development ~~Pupil Services~~, Elementary/Early Childhood Education, Secondary Education and Special Education.
3. Administers board policies and rules related to staff development ~~pupil services~~, curriculum and instruction, and special education; recommends changes to the Superintendent as needed.
4. Assists in the preparation and administration of those sections of the district budget that pertain to educational services.
5. Keeps informed of and interprets all court decisions, regulations, statutes, rules and policies affecting his/her division.
6. Attends board meetings and prepares such reports for the board as the superintendent may request.
7. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations.
8. Provides and coordinates assistance to the building-level administration as it relates to services and assistance provided within the program areas.
9. Keeps abreast of developments in the assigned program areas and provides leadership in determining appropriateness for inclusion in the district's education program.
10. Works with appropriate staff as it relates to evaluation design and the resulting interpretation of data as it applies to decision-making and program change.
11. Assures the communication of program information to the professional staff and coordinates the dissemination of program materials.
12. Directs the interpretation of programs to the Board of Education, the administration, the staff and the general public.
13. Assists the development of educational specifications for remodeling projects and new construction—as requested.
14. Maintains liaison and active participation with educational leaders at the state, regional and national levels.
15. Supervises, assists, and evaluates the work of all assigned principals.
16. Assumes other responsibilities as assigned by the superintendent.

Contract Length: 12 month

**Qualifications:**

1. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A six-year specialist degree in educational administration or the accepted equivalent is required.
2. Certification or Licensure: Appropriate Nebraska administrative certificate.
3. Experience desired: Five years of successful experience in educational services administration is preferred. Three years of successful experience in administration is required.
4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of school administration; the ability to select, supervise and evaluate the work of others, and leadership skills in the area of curriculum development, management and evaluation; sensitivity to the needs and objectives of a school district.

**Special Requirements:**

		Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1.	Standing .....			X
2.	Walking .....		X	
3.	Sitting .....		X	
4.	Lifting <u>20</u> lb max.....			X
5.	Carrying <u>25</u> feet.....			X
6.	Pushing / Pulling .....			X
7.	Climbing / Balancing .....			X
8.	Stooping / Kneeling / Crouching / Crawling .....			X
9.	Reaching / Handling.....			X
10.	Speaking / Hearing.....			X
11.	Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Rule Approved: April 1, 1991  
 Revised: May 20, 1996

Millard Public Schools  
 Omaha, NE

**AGENDA SUMMARY SHEET**

**Agenda Item:** Approval of Rule 2100.08. Assistant Superintendent of Human Resources, Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.08

**Background:**

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

**Recommendations:** Approval of rule 2100.08

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:** Keith Eltiste



**Administrator Job Description****2100.08****Title: Assistant Superintendent of Human Resources****Reports to:** Superintendent of Schools

**General Summary:** Directs the planning, implementation and evaluation of the human resources program to ensure that it effectively supports the development and implementation of the educational programs and services of the district, including: recruiting, hiring, compensating, retaining, supervising, evaluating, and dismissing district employees.

**Essential Functions:**

1. Plans and administers an efficient modern system of recruiting, hiring, compensating, retaining, supervising, evaluating, and dismissing district employees. (30%)
2. Supervises the Director of Personnel, the Director of Employee Relations, the Director of Pupil Services, and the HR Recruiter. (10%)
3. Supervises, assists and evaluates the work of principals and other administrative staff as directed by the superintendent. (10%)
4. Prepares and administers of the district's human resources budget. (10%)
5. Communicates to the superintendent the human resource requirements and needs of the district. Maintains contact with all departments and schools in planning and anticipating personnel needs of the school program. (10%)
6. Develops, administers and interprets board policies related to the human resources function. (10%)
7. Assists the Superintendent in directing the administration and coordination of the district's program. (5%)
8. Keeps informed of and interprets all court decisions, regulations, statutes, rules and policies affecting his/her division. (5%)
9. Attends board meetings and prepares such reports for the board as the superintendent may request. (5%)
10. Assumes other responsibilities as assigned by the superintendent. (5%)

Length of contract: Twelve months

**Qualifications:**

1. Education Level: A doctoral degree from an approved institution with a major in educational administration or the accepted equivalent is preferred. A six-year specialist degree in educational administration or the accepted equivalent is required.
2. Certification or Licensure: Appropriate Nebraska Administrative certificate.
3. Experience desired: Five years of successful experience in personnel administration; three years preferred.
4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of school administration; the ability to select, supervise and evaluate the work of others, and the ability to evaluate and manage the personnel function of the school district.

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....	X		
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>20</u> lb max. ....	X		
5. Carrying <u>25</u> feet .....	X		
6. Pushing / Pulling.....	X		
7. Climbing / Balancing.....	X		
8. Stooping / Kneeling / Crouching / Crawling .....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing .....			X
11. Seeing / depth perception / color .....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the Superintendent.

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Rule Approved:  
Revised: 5/20/1996; 9/21/1998; 7/12/1999; 6/5/2000

Millard Public Schools  
Omaha, NE

**AGENDA SUMMARY SHEET**

**Agenda Item:** Approval of Rule 2100.50. Principal, Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.50

**Background:**

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


**Recommendations:** Approval of rule 2100.50

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:**  \_\_\_\_\_

**Administrator Job Description****2100.50****Title: Principal**

**Reports to:** Superintendent of Schools  
Principal's designated Central Office performance evaluator

**General Summary:** Serves as the educational leader of the school. Responsible for the educational programs and services in the school. Responsible for implementing district programs, policies, and procedures.

**Essential Functions:**

## 1. Instructional Leadership and Academic Focus

The principal:

- A. Assumes responsibility for the school and educational program.
- B. Provides for effective curricular leadership, including monitoring student performance relative to assessments and data analysis, and ensuring that the written curriculum is the taught, assessed curriculum.
- C. Provides for effective selection, induction, and continual staff development of all personnel.
- D. Assumes leadership responsibilities for the development and improvement of staff.
- E. Provides for effective evaluation of all personnel.
- F. Provides leadership for positive educational change.
- G. Communicates and promotes standards of performance.

## 2. School Management

The principal:

- A. Budgets time to achieve balance between administrative and supervisory duties.
- B. Identifies needed changes and improvement in school plant.
- C. Provides sound fiscal management of building resources and programs.
- D. Utilizes effective practices to promote desirable student conduct.
- E. Demonstrates effective skills in problem analysis, decision-making, and judgment.
- F. Demonstrates effective communication skills.

## 3. Interpersonal Relationships

The principal:

- A. Demonstrates positive interpersonal relations with students, staff, and community.
- B. Promotes and nurtures a positive interpersonal climate in the school building.

## 4. Professional Responsibilities

The principal:

- A. Implements district programs, policies, and procedures.
- B. Participates in professional growth activities.
- C. Holds high expectations for self as evidenced by modeling positive work habits and behaviors.
- D. Assumes responsibilities outside the school as related to school matters.

**Length of contract:** 228 days - high school and middle school principal;  
208 days - elementary principal

**Qualifications:**

1. Education Level: Preferred: Doctoral Degree from an approved institution with a major in educational administration or the accepted equivalent. Required: Master's Degree from an approved institution with a major in educational administration or the accepted equivalent.
2. Certification or Licensure: Appropriate Nebraska Administrative Certificate.
3. Experience desired: Preferred: Three years of successful experience in administration as building principal. Required: Two years of successful experience in a leadership role, and four years of teaching experience.
4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the student, school and district; the ability to supervise, evaluate, and manage the work of others; leadership skills in the area of curriculum development, management and evaluation.

**Special Requirements:**

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing .....		x	
2.	Walking .....		x	
3.	Sitting .....		x	
4.	Lifting <u>25</u> lb max. ....	x		
5.	Carrying <u>100</u> feet .....	x		
6.	Pushing / Pulling.....	x		
7.	Climbing / Balancing.....	x		
8.	Stooping / Kneeling / Crouching / Crawling.....	x		
9.	Reaching / Handling .....	x		
10.	Speaking / Hearing .....			x
11.	Seeing / depth perception / color .....			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

## AGENDA SUMMARY SHEET

**Agenda Item:** Approval of Rule 2100.51. Assistant Principal - Discipline, Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.51

**Background:**

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


**Recommendations:** Approval of rule 2100.51

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:** 

**Administrative Job Description****2100.51****Title: Assistant Principal - Discipline****Reports to:** Principal

**General Summary:** Supports the educational programs and services of the district by directing the general discipline and attendance procedures for high school students, and by supervising and evaluating office personnel and teaching staff, under the direction of the building principal.

**Essential Functions:**

1. Assumes responsibility for general discipline of all students, coordinating efforts with those of other staff members.
2. Assumes responsibility for all student accounting, including coordination of procedures for attendance.
3. Assists principal in supervision of class scheduling, supervisory schedules, lunch schedules, graduation activities and parking policies.
4. Supervises and evaluates office personnel and teaching staff.
5. Assumes the responsibility of the principal in his/her absence.
6. Supervises extracurricular activities and school events.
7. Assists with student recognition programs.
8. Performs other duties assigned by the principal.

**Length of contract: 228 days**

**Qualifications:**

1. Education Level: Master's Degree from an approved institution with a major in education administration or the accepted equivalent required. A six-year administrative specialist degree from an approved institution with a major in education administration or the accepted equivalent preferred.
2. Certification or Licensure: Appropriate Nebraska Administrative Certificate.
3. Experience desired: Four years of successful teaching experience in a secondary school required. Five years of successful teaching experience in a secondary school preferred.
4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of school administration - sensitivity to the needs and objectives of the student, the school and district.

**Special Requirements:**

		Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1.	Standing .....		X	
2.	Walking .....		X	
3.	Sitting .....		X	
4.	Lifting <u>20</u> lb max.....	X		
5.	Carrying <u>5</u> feet.....	X		
6.	Pushing / Pulling .....	X		
7.	Climbing / Balancing .....	X		
8.	Stooping / Kneeling / Crouching / Crawling .....	X		
9.	Reaching / Handling.....	X		
10.	Speaking / Hearing.....			X
11.	Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Rule Approved: November 3, 1980  
 Revised: November 17, 1997; September 21, 1998

Millard Public Schools  
 Omaha, NE



**AGENDA SUMMARY SHEET**

**Agenda Item:** Approval of Rule 2100.52. Assistant Principal – Curriculum and Instruction, Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.52

**Background:**

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


**Recommendations:** Approval of rule 2100.52

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:** 

**Administrative Job Description****2100.52****Title: Assistant Principal - Curriculum and Instruction****Reports to:** Principal

**General Summary:** Directs the planning, implementation, and evaluation of high school curriculum, accompanying programs and activities, under the direction of the building principal.

**Essential Functions:**

1. Articulates the curricular needs for development, revision or deletion of program to the director of planning and curriculum development.
2. Assists in the evaluation of staff and provides primary assistance to new staff and those needing improvement in instructional delivery.
3. Evaluates department heads.
4. Evaluates selected courses for effectiveness and impact.
5. Organizes staff development and building level inservice programs.
6. Implements, with the assistance of the department heads, an articulation process for programs both within and between buildings.
7. Coordinates programs being piloted and the established curricular programming.
8. Supports the advisement program through appropriate curricular and instructional recommendations.
9. Coordinates the student teacher program at the building level.
10. Coordinates Project PAYBAC activities.
11. Organizes and supervises summer school program within the building.
12. Assists with building supervision and discipline; assists with supervision of activities.
13. Performs other duties assigned by the principal that may vary from building to building. These duties may include, but are not limited to, facilitating district assessments, coordinating School-to-Work activities, serving as the mentor program liaison, assisting with academic awards, and coordinating the ~~Peru State Early Entry Program, and coordinating the driver's education program~~ Dual Enrollment Program and advanced placement programs.

**Length of contract: 228 days**

**Qualifications:**

- 1. Education Level: Master’s Degree from an approved institution with a major in administration, curriculum or the accepted equivalent required. A six-year administrative specialist degree from an approved institution with a major in education administration or curriculum or the accepted equivalent preferred.
- 2. Certification or Licensure: Appropriate Nebraska Administrative Certificate.
- 3. Experience desired: Three years of successful teaching experience in a secondary school required. ~~Four~~ Five years of successful teaching experience in a secondary school preferred.
- 4. Other requirements: Leadership skills in the area of curriculum development management and evaluation - sensitivity to the needs and objectives of the school and the school district.

**Special Requirements:**

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing .....	. X		
2. Walking .....	. X		
3. Sitting .....		. X	
4. Lifting <u>20</u> lb max.....	. X		
5. Carrying <u>5</u> feet.....	. X		
6. Pushing / Pulling .....	. X		
7. Climbing / Balancing .....	. X		
8. Stooping / Kneeling / Crouching / Crawling.....	. X		
9. Reaching / Handling .....	. X		
10. Speaking / Hearing.....		. X	
11. Seeing / depth perception / color.....			. X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the immediate supervisor (and/or superintendent).

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Rule Approved: November 3, 1980  
 Revised: November 17, 1997

Millard Public Schools  
 Omaha, NE

**AGENDA SUMMARY SHEET**

**Agenda Item:** Approval of Rule 2100.53. Assistant Principal – Student Services (9-12), Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.53

**Background:**

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

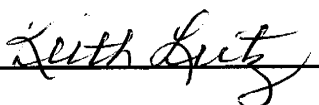
**Recommendations:** Approval of rule 2100.53

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:** 

**Administrative Job Description****2100.53****Title: Assistant Principal - Student Services (9-12)****Reports to:** Principal

**General Summary:** Supports the educational programs and services of the district by directing the guidance, psychological, special education, and health services programs at the high school level; and by coordinating the scheduling of staff and students; as well as, supervising the record keeping process for all students, under the direction of the building principal.

**Essential Functions:**

1. Is responsible for coordination of student registration and student scheduling program for the secondary schools.
2. Coordinates the student record keeping process.
3. Assists the Assistant Principal for Discipline in developing procedures for identifying students who have problems with truancy and excessive absenteeism.
4. Develops appropriate data storage and retrieval systems necessary to assemble student data as required for administrative reports, decision-making, and research; coordinates computer programming for pupil personnel.
5. Supervises guidance and psychological services program.
6. Organizes, with the assistant principal for instruction, all registration processes and teacher/advisor responsibilities.
7. Supervises health services program.
8. Performs other duties assigned by the principal.

Length of contract: 228 days

**Qualifications:**

1. Education Level: Master's Degree from an approved institution with a major in education administration or the accepted equivalent required. A six-year administrative specialist degree from an approved institution with a major in education administration or the accepted equivalent preferred.
2. Certification or Licensure: Appropriate Nebraska Administrative Certificate.
3. Experience desired: Three years of successful experience in a leadership role, or counseling in the area of student personnel required. ~~Four~~ Five years of successful administrative or counseling experience in the area of student personnel preferred.
4. Other requirements: Experience, maturity and leadership abilities in appropriate facets of school administration, sensitivity to the needs and objectives of the student, the school and district.

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....		X	
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>20</u> lb max.....	X		
5. Carrying <u>5</u> feet.....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing .....	X		
8. Stooping / Kneeling / Crouching / Crawling .....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing.....			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Rule Approved: November 3, 1980  
 Revised: November 17, 1997; September 21, 1998

Millard Public Schools  
 Omaha, NE

**AGENDA SUMMARY SHEET**

**Agenda Item:** Approval of Rule 2100.54. Assistant Principal – Activities (9-12),  
Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.54

**Background:**

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

**Recommendations:** Approval of rule 2100.54

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:**  \_\_\_\_\_

## **Administrative Job Description**

**Title: Assistant Principal - Activities (9-12)**

**2100.54**

**Reports to:** Principal

**General Summary:** Directs the planning, implementation, and evaluation of programming related to high school activities and athletics, and its accompanying routines for the school district, under the direction of the building principal.

### **Essential Functions:**

1. Coordinates all drama, musical, athletic and school organization activities and contests.
2. Coordinates school-community use of facilities, and assigns personnel for activities requiring supervision.
3. Supervises and evaluates all coaches, sponsors, and other staff members as assigned.
4. Supervises and evaluates activities of school organizations.
5. Publicizes and promotes school activities.
6. Assumes responsibility for preparing the activity budget as delegated by the building principal.
7. Assumes responsibility for contract relations for all interscholastic contests.
8. Arranges transportation for organizations and athletic teams.
9. Coordinates school fund raising activities.
10. Assists other administrative staff members in general discipline of all students.
11. Performs other duties assigned by the principal.

**Length of contract: 208 days**

### **Qualifications:**

1. Master's Degree from an approved institution with a major in educational administration or the accepted equivalent required. A six-year administrative specialist degree from an approved institution with a major in educational administration or the accepted equivalent preferred.
2. Appropriate Nebraska Administrative Certificate.
3. Three years of successful teaching experience in a secondary school required. Four years of successful teaching experience in a secondary school preferred
4. Leadership skills in the area of administration, management and evaluation - sensitivity to the needs and objectives of the school and the district.



**Special Requirements:**

	Occasional	Frequent	Constant
	<u>1 - 32%</u>	<u>33 - 66%</u>	<u>67% +</u>
1. Standing .....		X	
2. Walking .....		X	
3. Sitting .....			X
4. Lifting <u>20</u> lb max.....		X	
5. Carrying <u>5</u> feet.....		X	
6. Pushing / Pulling.....		X	
7. Climbing / Balancing.....		X	
8. Stooping / Kneeling / Crouching / Crawling.....		X	
9. Reaching / Handling .....		X	
10. Speaking / Hearing.....			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Rule Approved: November 3, 1980  
 Revised: November 17, 1997

Millard Public Schools  
 Omaha, NE

**AGENDA SUMMARY SHEET**

**Agenda Item:** Approval of Rule 2100.56. Principal of Alternative Programs Job Description

**Meeting Date:** November 1, 2004

**Department:** Human Resources

**Title and Brief Description:** We are completing the examination and updating of the job descriptions (2000 series).

**Action Desired:** Approval of Rule 2100.56

**Background:**

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


**Recommendations:** Approval of rule 2100.56

**Strategic Plan Reference:**

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

**Timeline:** We will continue to bring job descriptions from the 2000 series to you this year.

**Responsible Persons:** Kirby Eltiste

**Superintendent's Signature:**  \_\_\_\_\_

## Administrator Job Description

**Title:** ~~Assistant~~ **Principal of Alternative Programs**

**2100.56**

**Reports to:** Director of Secondary Education

**General Summary:** Serves as the educational leader of the alternative school and associated programs. Responsible for the educational programs and services in the school and for implementing district programs, policies, and procedures.

### Essential Functions:

#### 1. Instructional Leadership and Academic Focus

The ~~Assistant~~ Principal:

- A. Assumes responsibility for the school and educational programs including but not limited to all alternative programs: Millard Learning Center, Middle School Alternative Program, Millard Night School Program
- ~~B. Assumes responsibility for the district's secondary summer school programs~~
- B. Provides for effective curricular and instructional leadership.
  - Articulates the curricular needs for development, revision or deletion of programs to the Educational Services Division
- C. Provides for effective selection, induction, and continual staff development of all personnel.
  - Organizes staff development and building level inservice programs
- D. Assumes leadership responsibilities for the development and improvement of staff and programs within assigned areas.
  - Supervises guidance, psychological, health, Project PAYBAC programs
- E. Provides for effective evaluation of all personnel.
  - Supervises and evaluates all staff (certified and non-certified) and provides primary assistance to new staff and those needing improvement in instructional delivery
- F. Provides leadership for positive educational change.
- G. Communicates and promotes standards of performance.

#### 2. School Management

The ~~Assistant~~ Principal:

- A. Budgets time to achieve balance between administrative and supervisory duties.
- B. Identifies needed changes and improvement in school plant.
  - Responsible for school-community use of facilities
- C. Provides sound fiscal management of building resources and programs.
  - Responsible for the building budgets of all alternative programs
  - Responsible for activity budget
- D. Utilizes effective practices to promote desirable student conduct.
  - Responsible for general discipline of all students
  - Responsible for all student data and accounting, including procedures for attendance, developing master schedule for students, student registration, student discipline, student recognition programs and graduation activities
- E. Demonstrates effective skills in problem analysis, decision-making, and judgment.

F. Demonstrates effective communication skills.

3. Interpersonal Relationships

The ~~Assistant~~ Principal:

- A. Demonstrates positive interpersonal relations with students, staff, and community.
- B. Promotes and nurtures a positive interpersonal climate in the school building.

4. Professional Responsibilities

The ~~Assistant~~ Principal:

- A. Implements district programs, policies, and procedures.
- B. Participates in professional growth activities.
- C. Holds high expectations for self as evidenced by modeling positive work habits and behaviors.
- D. Assumes responsibilities outside the school as related to school matters.

**Length of contract: 218 Days**

**Qualifications:**

1. Education Level: Master's Degree from an approved institution with a major in administration, curriculum or the accepted equivalent required. A six-year administrative specialist degree from an approved institution with a major in education administration or curriculum or the accepted equivalent preferred.
2. Certification or Licensure: Appropriate Nebraska Administrative Certificate.
3. Experience desired: Three years of successful teaching experience in a secondary school required. Four years of successful teaching experience in a secondary school preferred.
4. Other requirements: Leadership skills in the area of curriculum development management and evaluation - sensitivity to the needs and objectives of the school and the school district.

**Special Requirements:**

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing .....	X		
2. Walking .....		X	
3. Sitting .....		X	
4. Lifting <u>20</u> lb. max. ....	X		
5. Carrying <u>5</u> feet .....	X		
6. Pushing / Pulling .....	X		
7. Climbing / Balancing .....	X		
8. Stooping / Kneeling / Crouching / Crawling.....	X		
9. Reaching / Handling.....	X		
10. Speaking / Hearing.....			X
11. Seeing / depth perception / color.....			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the immediate supervisor (and/or superintendent).

Employee Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

Rule Approved: October 2, 2000

Millard Public Schools  
Omaha, NE

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:** Associate SRO Program  
**MEETING DATE:** November 1<sup>st</sup>, 2004  
**DEPARTMENT:** Pupil Services

**TITLE AND BRIEF DESCRIPTION:** The Associate School Resource Officer Program provides up to two retired Omaha Police Officers to our school district. The officers work 32 hours per week in our middle schools and meet the requirements and certification of Nebraska Law Enforcement training.

**ACTION DESIRED:** Information Only      Approval        x  

**BACKGROUND:** The SRO program provides security to our schools. The Associate SRO Program works exclusively with our middle schools. The program is very similar to our high school program and has been considered quite successful.

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

**RECOMMENDATIONS:** It is recommended that the Millard Board of Education approve the contract to continue a proactive position pertaining to school safety and a positive culture for learning.

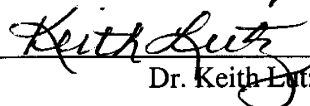
**STRATEGIC PLAN REFERENCE:** *Strategy #7-In partnership with our community, we will develop and implement plans to offset the social issues, that negatively affect student behavior and learning.*

**IMPLICATIONS OF ADOPTION OR REJECTION:** School Safety

**TIME LINE:** One Year

**RESPONSIBLE PERSON(S):** Kraig J. Lofquist, Director of Pupil Services

**ASSOCIATE SUPERINTENDENT APPROVAL:**   
Dr. Kirby Eltiste

**SUPERINTENDENT APPROVAL:**   
Dr. Keith Lutz

**BOARD ACTION:**

## AGREEMENT

THIS AGREEMENT is hereby made and entered into this 15th day of August 2004, by and between the City of Omaha, a municipal corporation located at 1819 Farnam Street, Suite 701, Omaha, in Douglas County, Nebraska (hereinafter referred to as the "City"), and Millard Public Schools, 5606 South 147<sup>th</sup> Street, Omaha, Douglas County, Nebraska (hereinafter referred to as "MPS"), on the terms, conditions and provisions as set forth hereinbelow.

Whereas MPS is in need of School Resource Officers on various MPS properties, and whereas the City has experienced employees who can provide such services, the City and MPS (collectively the "Parties" and singularly each "Party") agree as set forth below:

### I. PROJECT NAME AND DESCRIPTION

The Project name shall be the Associate School Resource Officer Program ("Associate SRO Program").

### II. DUTIES OF CITY

- A. The City designates the Commander of the Community Resource Center as its contact person for the Associate SRO Project.
- B. The City shall provide up to two retired Omaha Police Officers, subject to MPS need, certified by the Nebraska Law Enforcement Training Center, to MPS as Associate School Resource Officers for assignment in MPS schools (hereinafter Associate SROs).
- C. As defined by Omaha Municipal Code Chapter 23, Sections 235 and 236, the City shall restrict the Associate SROs work hours to 32 hours (or less) per week (part time). MPS will restrict the Associate SROs to 32 hours each per week during the 2004-2005 school year. (The Associate SROs will work in accordance with the MPS school calendar.)
- D. The City shall hire, fire, discipline, and train all Associate SROs in conformance with the Rules and Regulations of Chapter 23 of the Omaha Municipal Code and relevant provisions of the OPD Standard Operating Procedures. At all times, the Associate SROs shall be considered employees of the city for all purposes.
- E. The City may provide marked uniform police cruisers to the Associate SROs, subject to the availability of such cruisers, and MPS's needs.
- F. The City will provide uniforms and companion equipment for each Associate SRO as required by the OPD Standard Operating Procedures, subject to the compensation provisions below.

### III. DUTIES OF MPS

- A. The MPS Director of Pupil Services will be the MPS administrator for the Associate SRO Project.
- B. The MPS Director of Pupil Services and the Crime Prevention Unit Commander will work in conjunction to assure the smooth implementation and operation of the Associate SRO Program in the schools.
- C. MPS will provide the Associate SROs with access to an office that affords security and privacy and access to such equipment as is necessary at the assigned school. This equipment shall include, but not be limited to a telephone, a fax machine, a copier, and filing space capable of being secured and access to a computer and secretarial assistance.
- D. MPS shall reimburse the City for its costs as set forth below.

### IV. ASSOCIATE SCHOOL RESOURCE OFFICER RESPONSIBILITIES

- A. Associate SROs shall:
  1. Work in concert with the school principal, or the school designate, meeting with the principal on a weekly basis.
  2. Provide a program of educational leadership by acting as a guest speaker in addressing tobacco, alcohol, and other drug issues, and in addressing violence diffusion and violence prevention, and safety issues in the school community.
  3. Act as a communication liaison with law enforcement agencies.
  4. Present programs to parents on issues related to tobacco, alcohol, and other drugs, violence prevention and safety.
  5. Provide informational in-services for staff on issues related to alcohol and other drugs and the law, violence, gangs, safety, and security.
  6. 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 and/or students.
  7. Assist in maintaining order and enforcing school policies on school property. As necessary, the Associate SRO will take the appropriate law enforcement action, consistent with a police officer's duty. As soon as practical, the Associate SRO shall make the principal of the school aware of such action. At the principal's request, or at the officer's discretion, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the school and related

school functions, to the extent that the Associate SRO may do so under the authority of law. Whenever practical, the Associate SRO shall advise the principal before requesting additional police assistance on campus.

8. Refer students and/or their families to the appropriate agencies for assistance when need is determined.
9. The Associate SRO shall not act as a school disciplinarian; however, when the Associate SRO is aware that there is a potential violation of law, the Associate SRO shall work together whenever practical to determine whether a law has been violated. The Associate SRO can perform other duties as may be mutually agreed upon in writing by the City and the District.

## V. COMPENSATION AND PAYMENT

### A. Compensation and payment for services are a specified below:

1. The City shall incur all costs for training required by the Nebraska Law Enforcement Training Center to maintain each Associate SRO's certification as a Police Officer in the State of Nebraska.
2. The City shall incur all costs for the representation of an Associate SRO in any claim, suit, or preparation thereof.
3. The City shall provide each Associate SRO with a portable radio and access to the Douglas County 911 system for routine and emergency communication.
4. The Associate SRO will be compensated by the City, for any law enforcement duties the Associate SRO is required to perform outside of normal school hours. Such activities shall not be considered part of the Associate SRO's 32-hour workweek for MPS, with the exception of attendance at one roll call per week, not to exceed two hours. If subpoenaed for matters unrelated to the Associate SRO's work for MPS, the Associate SRO's time will not be included in the 32 hours per week agreement. If the Associate SRO is requested to work an evening school event, such as an Open House or Graduation, such time shall be included in the maximum 32 hours per week, and adjustments shall be made by MPS to the Associate SRO's normal school schedule to include these hours so as not to exceed 32 hours per week.
5. MPS shall compensate the City \$25.50 per hour for each Associate SRO working at MPS not to exceed \$30,500 per Associate SRO for the 2004/2005 school year.
6. MPS will be billed by the City on a quarterly basis for the services rendered by each Associate SRO, within 30 days of the close of the quarter. Each invoice from the City shall include the names of the Associate SROs, the hours worked by each Associate SRO, the sum due for each Associate SRO, and the overall total due.



## VI. TERM

The term of this agreement shall be for the 2004-2005 school year, subject to renewal, on or before August 15, 2005, at the option of the parties.

## VII. TERMINATION OF AGREEMENT

This agreement may be terminated by either party upon written notice of such termination and specifying the effective date at least thirty (30) days prior to the effective date of such termination. In the event of termination, the City of Omaha shall be entitled to payment for services rendered up to the date of termination.

## VIII. GENERAL CONDITIONS

- A. **Nondiscrimination.** Neither the City nor MPS shall, in the performance of this agreement, discriminate or permit discrimination in violation of federal or state laws or local ordinances because of race, color, sex, age, political or religious opinions, affiliations or national origin.
- B. **Captions.** Captions used in this agreement are for the convenience of the parties and are not to be used in the construction of this agreement.
- C. **Applicable law.** Parties to this agreement shall conform with all existing and applicable city ordinances, resolutions, state laws, federal laws, and all existing and applicable rules and regulations. Nebraska law will govern the terms and the performance under this agreement.
- D. **Interest of the City.** Pursuant to Section 8.05 of the Home Rule Charter, no elected official or any officer or employee of the City shall have a financial interest, direct or indirect, in any City agreement. Any violation of this section with the knowledge of the person or corporation contracting with the City shall render the agreement voidable by the Mayor or Council or MPS.
- E. **Merger.** This agreement shall not be merged into any other oral or written agreement, lease or deed of any type. This is the complete and full agreement of the parties.
- F. **Modification.** This agreement contains the entire agreement of the parties. Not representations were made or relied upon by either party other than those that are expressly set forth herein. No agent, employee or other representative of either party is empowered to alter any of the terms hereof unless done in writing and signed by an authorized officer of the respective parties.
- G. **Assignment.** Neither the City nor MPS may assign its rights under this agreement without the express prior written consent of the other party.

- H. Strict compliance. All provisions of this agreement and each and every document that shall be attached shall be strictly complied with as written, and no substitution or change shall be made except upon written direction from authorized representative.
- I. Equal employment opportunity clause. MPS is an equal opportunity employer that is and shall remain in full compliance with all federal and state equal opportunity requirements and/or law. Failure to do so may result in unilateral cancellation of this contract by the City.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

MILLARD PUBLIC SCHOOLS  
Omaha, Nebraska

\_\_\_\_\_  
Witness

By \_\_\_\_\_  
Dr. Keith Lutz, Superintendent

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

Attest:

CITY OF OMAHA  
a Municipal Corporation

\_\_\_\_\_  
City Clerk

By \_\_\_\_\_  
Mike Fahey, Mayor

By \_\_\_\_\_  
Thomas H. Warren, Sr.,  
Chief of Police

APPROVED AS TO FORM:

\_\_\_\_\_  
Deputy City Attorney

### AGENDA SUMMARY SHEET

**AGENDA ITEM:** Financial Consultant Agreement

**MEETING DATE:** November 1, 2004

**DEPARTMENT:** General Administration

**TITLE & BRIEF DESCRIPTION:** Financial Consultant Agreement – An agreement to continue the services of KPSP as financial consultant for the District.

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

**BACKGROUND:** The District has had a long-standing relationship with its financial advisor (Dan Smith at Kirkpatrick, Pettis, Smith, Polian, Inc.). The relationship began in 1979 and has continued to 2004.

The Financial Consultant Agreement with KPSP has expired. Attached is a new four-year agreement. The provisions of the new agreement are the same as past agreements except that the fees for any bond issue are capped and will not exceed \$45,000. For example, see the following:

<u>Bond Issuance</u>	<u>Fees</u>
\$ 10 million	\$ 23,125
\$ 20 million	\$ 45,000
\$ 40 million	\$ 45,000
\$ 60 million	\$ 45,000

Although the financial consultant gets fees when there are bond issues, he advises the District at all times (even though bond issues may not be forthcoming).

Finally, the financial consultant (KPSP) is precluded from entering the bidding process related to the bonds. The role of the financial consultant is to provide advise and services exclusively to the District (without the conflicts related to the marketing of bonds).

**OPTIONS AND ALTERNATIVES:** Seek a different financial consultant.


**RECOMMENDATION:** It is recommended that approval be given to the Financial Consultant Agreement between the District and Kirkpatrick, Pettis, Smith, Polian, Inc. as submitted.

**STRATEGIC PLAN REFERENCE:** n/a

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

**TIMELINE:** Immediate

**RESPONSIBLE PERSON:** Ken Fossen, Associate Superintendent (General Administration)

**SUPERINTENDENT'S APPROVAL:** 

## AGREEMENT

THIS AGREEMENT (the "Agreement") dated \_\_\_\_\_, 2004, by and between SCHOOL DISTRICT NO. 0017, DOUGLAS COUNTY, NEBRASKA, also known as the MILLARD SCHOOL DISTRICT (hereinafter the "District"), and KIRKPATRICK, PETTIS, SMITH, POLIAN INC., a Nebraska corporation (hereinafter the "Financial Advisor").

### WITNESSETH:

WHEREAS, the District is desirous of obtaining experienced and qualified financial consulting services for the benefit of the District; and

WHEREAS, the Financial Advisor is willing to provide such services under the terms and conditions hereinafter set forth;

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

**Section 1. Appointment of Financial Advisor.** The District hereby employs the Financial Advisor as a financial consultant for the District. The services which the Financial Advisor shall provide to the District shall include, but are not limited to, the following:

- a. Comprehensive statements advising the District of the alternatives available in regard to each aspect of decision making relating to the issuance of debt.
- b. Advice in structuring of tax-exempt financing packages, including the development of security provisions, bond structures, and the selection of financial instruments which will allow the District to secure needed financing at the lowest possible interest rates and under the most advantageous conditions.
- c. Guidance and assistance to the District in its overall debt-management program, including all forms of financing.
- d. Development of in-depth knowledge about the understanding of the financial condition, operating procedures, and policies of the District and its relationships to funding sources and revenue streams as well as relevant state statutes.
- e. Analytical services including modeling of cash-flows related to a wide range of projects including equipment purchases, utility studies and construction projections (some of which may not involve the issuance of bonds).
- f. Ongoing advice and consultation as to the status of the financial markets in general, any unique features which may be incorporated into a particular financing in order to enhance its marketability, and the timing and sale of any proposed bonds.

- g. Development and presentation, when appropriate, of credit rating packages in connection with the issuance of debt, and general monitoring and advice with respect to the District's credit status.
- h. Preparation and distribution of preliminary and final official statements in conjunction with bond counsel.
- i. Structure and conduct competitive public sales of bonds designed to assure the District of the lowest net interest cost (or other suitable measure), given the form, structure and time of the bond sale.
- j. Continued services after the issuance of bonds such as monitoring financial provisions, conducting follow-up meetings with the trustee, and providing ongoing financial services through the completion of the construction period or other relevant time frame for projects financed with debt.

The Financial Advisor shall select and employ bond counsel for the District. Bond counsel will be responsible for:

- a. Preparing the legal proceedings for the financings;
- b. Providing general legal advice on the issuance of tax-exempt debt in accordance with federal and state laws; and
- c. Issuing a legal opinion regarding the validity of all debt issued under state law and the tax-exemption of interest on such debt under federal law.

All financial advisory services rendered pursuant to this Agreement will be performed in such manner as to enable such law firm to render an unqualified opinion. The fees and expenses of such law firm will be the responsibility of the District.

The Financial Advisor shall provide needed printing of the offering documents, official statements, and negotiable instruments; expense of ratings services or bond insurance; legal advertising; or portfolio management and investment services beyond those related to bond proceeds. The costs for those items and services shall be paid to the Financial Advisor by the District upon receipt of the billing.

**Section 2. Bidding on District Debt.** The Financial Advisor hereby agrees not to bid for, or to participate in any syndicate which may bid for any debt offered by the District at competitive public or negotiated sale unless such activity is in compliance with the procedures set forth in Municipal Securities Rulemaking Board Rule G-23, "Activities of Financial Advisors" ("Rule G-23"), which is incorporated herein by reference as though fully set forth. Both parties acknowledge receipt of a copy of Rule G-23 as in effect on the date hereof.

**Section 3. Compensation.** The Financial Advisor shall receive compensation for services provided to the District pursuant to this Agreement in the amount of \$2.50 per \$1,000 of

bonds issued for the first \$2,500,000 and \$2.25 per \$1,000 of bonds for the balance in excess of \$2,500,000. In no event will the total compensation for any one issue exceed \$45,000.

**Section 4. Term; Right of Cancellation by Either Party.** This Agreement shall be for a term of four (4) years from the date hereof; provided, however, this Agreement may be cancelled by either party hereto upon ninety (90) day's written notice to the other party.

**Section 5. Approval of Personnel.** The District shall have the right to approve from time to time the principal personnel of the Financial Advisor who shall provide services to the Issuer pursuant to this Agreement.

**Section 6. Authorization.** The District may request the services of the Financial Advisor by or through such officers, employees, agents and attorneys as the District may from time to time designate in writing signed by the Superintendent.

**Section 7. Non-Assignability.** This Agreement has been made and is solely for the benefit of the District and the Financial Advisor. This Agreement may be assigned by the Financial Advisor only with the written consent of the District. For the purposes of this Agreement, an assignment hereof will be deemed to occur upon any merger or consolidation of the Financial Advisor with any other corporation.

**Section 8. Notice.** Any notice or other communication to be given to the District under this Agreement may be given by mailing or delivering the same in writing to the District addressed to the Superintendent, Don Stroh Administration Center, 5606 S. 147<sup>th</sup> Street, Omaha, Nebraska 68137. Any notice or other communication to be given to the Financial Advisor under this Agreement may be given by delivering the same to Kirkpatrick, Pettis, Smith, Polian Inc., 10250 Regency Circle, Suite 500, Omaha, Nebraska 68114.

**Section 9. Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Nebraska.

**Section 10. Entire Understanding; Amendment.** This Agreement constitutes the entire understanding and agreement between the Financial Advisor and the District with regard to all matters herein. There are no other agreements, conditions, or representations, oral or written, express or implied, with regard thereto. This Agreement may be amended only in writing, signed by both parties.

**Section 11. Waiver or Breach.** A delay or failure by either party to exercise a right under this Agreement, or a partial or single exercise of that right, shall not constitute a waiver of that or any other right.

**Section 12. Execution in Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one in the same agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

SCHOOL DISTRICT NO. 0017,  
DOUGLAS COUNTY, NEBRASKA a/k/a  
MILLARD SCHOOL DISTRICT,

By: \_\_\_\_\_

Title: \_\_\_\_\_

KIRKPATRICK, PETTIS, SMITH,  
POLIAN INC., a Nebraska Corporation

By: \_\_\_\_\_

Title: \_\_\_\_\_

**AGENDA ITEM:** Administrator Transfer

**MEETING DATE:** November 1, 2004

**DEPARTMENT:** Human Resources

**TITLE & DESCRIPTION:** Elementary Principal, Building #23

**ACTION DESIRED:** Approval

**BACKGROUND:** The interview process to select the principal for the new elementary building #23 has been completed. The candidates were interviewed by Dr. Lutz, Dr. Eltiste, and Dr. Newton. I am recommending the following individual for the position.


**Suzanne Hinman** She is currently principal at Morton Elementary School. She has been in this position since 1997, serving as an assistant principal from 1994 to 1997 at Neihardt Elementary School. Prior to this Suzanne served as a Department Head at Norris, an elementary facilitator, and a Reading teacher at Andersen Middle School and Central Junior High.

**Education:** Bachelor's Degree from Nebraska Wesleyan in 1976, Masters from UNO in 1979, and Specialist Degree from UNL in 1993.

**OPTIONS & ALTERNATIVES:** N/A

**RECOMMENDATION:** Approval

**PERSON RECOMMENDING:** Kirby Eltiste

**SUPERINTENDENT APPROVAL:** 



**AGENDA SUMMARY SHEET**

MEETING DATE: November 1, 2004

DEPARTMENT: Human Resources

ACTION DESIRED: Approval

BACKGROUND: Personnel items: (1) New Hires

OPTIONS & ALTERNATIVES: NA

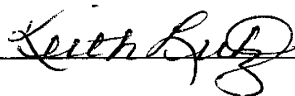
RECOMMENDATION: Approval

STRATEGIC PLAN REFERENCE: N/A

IMPLICATIONS OF ADOPTION  
OR REJECTION: N/A

TIMELINE: N/A

RESPONSIBLE PERSON: Dr. Kirby Eltiste

SUPERINTENDENT APPROVAL: \_\_\_\_\_ 

November 1, 2004

**TEACHERS RECOMMENDED FOR HIRE**

**The following individual was employed with Millard Public Schools on a short-term contract for the second semester of the 2004/05 school year. He is now being offered a regular contract for the 2004/05 school year beginning with the second semester.**

1. Jeff Banker -- Step 1, BA -- Wayne State College, Wayne, NE. Industrial Tech Teacher at West High School.







Elementary		K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment
Abbott	(3 unit)	59	74	84	65	78	78		438	-1	-1	439
Ackerman	(4 unit)	100	96	118	101	103	99	14	631	2	2	629
Aldrich	(3 unit)	66	60	51	59	65	51		352	-3	-3	355
Black Elk	(3 unit)	100	85	101	99	110	85		580	1	1	579
Bryan	(3 unit)	57	59	49	66	59	64		354	-2	-2	356
Cather	(3 unit)	64	78	63	78	74	75		432	-2	-2	434
Cody	(2 unit)	37	37	40	36	15	28	28	221	3	3	218
Cottonwood	(3 unit)	71	52	43	53	64	72		355	1	1	354
Disney	(3 unit)	53	46	50	38	52	53	15	307	0	0	307
Ezra Millard	(3 unit)	71	81	66	69	70	72	11	440	-3	-3	443
Harvey Oaks	(2 unit)	42	44	39	41	49	44		259	2	2	257
Hitchcock	(2 unit)	39	38	32	39	26	38		212	1	1	211
Holling Heights	(3 unit)	72	55	59	45	53	54		338	6	6	332
Montclair	(4 unit)	88	97	77	97	89	74		522	-2	-2	524
Morton	(3 unit)	43	56	60	68	65	41	25	358	-3	-3	361
Neihardt	(4 unit)	90	95	97	98	92	108		580	-1	-1	581
Norris	(3 unit)	59	63	53	43	49	29	20	316	1	1	315
Rockwell	(3 unit)	62	43	51	52	46	49	23	326	-1	-1	327
Rohwer	(3 unit)	109	104	116	96	103	83	15	626	0	0	626
Sandoz	(3 unit)	47	51	44	54	41	48		285	-1	-1	286
Wheeler	(3 unit)	102	111	97	109	85	84	28	616	-2	-2	618
Willowdale	(3 unit)	58	72	59	71	69	71		400	2	2	398
<b>Totals</b>		<b>1489</b>	<b>1497</b>	<b>1449</b>	<b>1477</b>	<b>1457</b>	<b>1400</b>	<b>179</b>	<b>8948</b>	<b>-2</b>	<b>-2</b>	<b>8950</b>

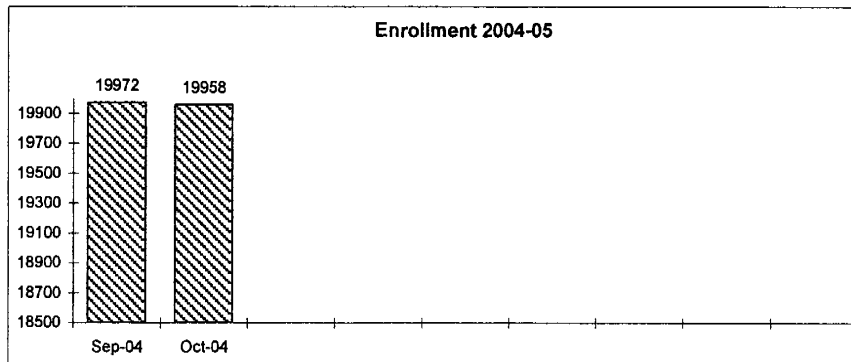
Secondary	6	7	8	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment
Andersen MS	244	255	248	10	747	3	3	744
Beadle MS	219	209	228	17	656	-2	-2	658
Central MS	246	255	287	14	788	1	1	787
Kiewit MS	289	311	352	9	952	-1	-1	953
North MS	195	211	185	26	591	-5	-5	596
Russell MS	262	281	243	4	786	2	2	784
MS Alternative	0	12	7		19	3	3	16
<b>Totals</b>	<b>1455</b>	<b>1534</b>	<b>1550</b>	<b>80</b>	<b>4539</b>	<b>1</b>	<b>1</b>	<b>4538</b>

	9	10	11	12	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment
North HS	620	581	571	630	22	2402	-7	-7	2409
South HS	562	517	497	437	18	2013	-1	-1	2014
West HS	527	471	461	431	18	1890	-3	-3	1893
Millard Learning Center	0	0	28	63		91	-2	-2	93
<b>Totals</b>	<b>1709</b>	<b>1569</b>	<b>1557</b>	<b>1561</b>	<b>58</b>	<b>6396</b>	<b>-13</b>	<b>-13</b>	<b>6409</b>

Preschool	
Disney	17
Cody	8
Neihardt	32
Rockwell	32
Bryan	34
Holling Hgts	27
Morton	36
Norris	16
Montessori - Montclair	77
Montessori - Norris	20
<b>Total</b>	<b>299</b>

Preschool SPED	
Cody	59
Sandoz	64
Montclair	32
Contracted	3
Infants	92
<b>Total</b>	<b>250</b>

Contracted SPED	42	0	0	42
Young Adult Program	33	0	0	33
<b>Total District K-12</b>	<b>19958</b>	<b>-14</b>	<b>-14</b>	<b>19972</b>
<b>Total District PreK-12</b>	<b>20507</b>	<b>15</b>	<b>15</b>	<b>20492</b>



9/24/2004	
Elementary	8950
Middle Sch	4538
High Sch	6409
Contracted	42
Young Adult	33
<b>Total</b>	<b>19972</b>
10/20/2004	
Elementary	8948
Middle Sch	4539
High Sch	6396
Contracted	42
Young Adult	33
<b>Total</b>	<b>19958</b>
Current Chg	-14
YTD Change	-14

Elementary Classroom Enrollment

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class
												Size W/out SPED
Abbott	20	19	20	21	26	26						
	20	18	21	22	26	26						
	19	19	20	22	26	26						
		18	23									
Total Students	59	74	84	65	78	78		438	-1	-1	439	438
Total Teachers	3.0	4	4	3	3	3		20.0				20.0
Classroom Avg	19.7	18.5	21.0	21.7	26.0	26.0		22				22

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class
												Size W/out SPED
Ackerman	21	24	24	25	26	24	6					
	19	24	24	25	26	25	8					
	21	23	23	26	26	25						
	20	25	24	25	25	25						
	19		23									
Total Students	100	96	118	101	103	99	14	631	2	2	629	617
Total Teachers	5.0	4	5	4	4	4	2	28.0				26.0
Classroom Avg	20.0	24.0	23.7	25.0	25.8	24.8	7.0	23				24

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class
												Size W/out SPED
Aldrich	23	19	25	19	21	25						
	22	20	26	20	22	26						
	21	21		20	22							
Total Students	66	60	51	59	65	51		352	-3	-3	355	352
Total Teachers	3	3	2	3.00	3	2		16.00				16
Classroom Avg	22.0	20.0	25.5	19.7	21.7	25.5		22				22

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class
												Size W/out SPED
Black Elk	22	22	19	23	22	19						
	20	22	21	26	22	23						
	19	22	19	23	22	21						
	18	19	20	27	22	22						
	21		22		22							
Total Students	100	85	101	99	110	85		580	1	1	579	580
Total Teachers	5.0	4	5	4	5	4		27				27
Classroom Avg	20.0	21.3	20.2	24.8	22.0	21.3		21				21

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class
												Size W/out SPED
Bryan	18	19	17	22	20	22						
	20	20	16	21	19	20						
	19	20	16	23	20	22						
Total Students	57	59	49	66	59	64		354	-2	-2	356	354
Total Teachers	3	3	3	3	3	3		18				18
Classroom Avg	19.0	19.7	16.3	22.0	19.7	21.3		20				20

	K	1	2-3	3	4	5	C-K	C-1	C-2	C-3	C-4	C-5	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class
																	Size W/out SPED
Cather	18	15	15	20	27	14	24	24	24	25	24	24					
		14	8			14	22	25	24	25	23	23					
Total Students	18	29	23	20	27	28	46	49	48	50	47	47	432	-2	-2	434	432
Total Teachers	1	2	1	1	1	2	2	2	2	2	2	2	20				20.0
Classroom Avg	18.0	14.5	23	20	27	14.0	23.0	24.5	24.0	25.0	23.5	23.5	22				22

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class
												Size W/out SPED
Cody	19	12	20	18	15	14	11					
	18	13	20	18		14	17					
		12										
Total Students	37	37	40	36	15	28	28	221	3	3	218	193
Total Teachers	2	3	2	2	1	2	2	14				12
Classroom Avg	18.5	12.3	20.0	18.0	15.0	14.0	14.0	16				16

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class
												Size W/out SPED
Cottonwood	19	26	22	27	21	23						
	18	26	21	26	22	25						
	17				21	24						
	17											
Total Students	71	52	43	53	64	72		355	1	1	354	355
Total Teachers	4.00	2	2	2	3	3		16				16
Classroom Avg	17.8	26.0	21.5	26.5	21.3	24.0		22				22

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Disney	18	24	18	20	27	27	7					
	19	22	15	18	25	26	8					
	16		17									
Total Students	53	46	50	38	52	53	15	307	0	0	307	292
Total Teachers	3.0	2	3	2	2	2	2	16.0				14
Classroom Avg	17.7	23.0	16.7	19.0	26.0	26.5	7.5	19				21

	K	1	2	3	4	5	Total	Current Change	YTD Change	Official 9/04 Enrollment
Harvey Oaks	21	22	19	20	24	22				
	21	22	20	21	25	22				
Total Students	42	44	39	41	49	44	259	2	2	257
Total Teachers	2.0	2	2	2	2	2	12.0			
Classroom Avg	21.0	22.0	19.5	20.5	24.5	22.0	22			

	K	1	2	3	4	5	Total	Current Change	YTD Change	Official 9/04 Enrollment
Hitchcock	20	20	16	19	26	17				
	19	18	16	20		21				
Total Students	39	38	32	39	26	38	212	1	1	211
Total Teachers	2.0	2	2	2	1	2	11.0			
Classroom Avg	19.5	19.0	16.0	19.5	26.0	19.0	19			

	K	1	2	3	4	5	Total	Current Change	YTD Change	Official 9/04 Enrollment
Holling Heights	23	19	19	22	27	27				
	25	18	20	23	26	27				
	24	18	20							
Total Students	72	55	59	45	53	54	338	6	6	332
Total Teachers	3.0	3	3	2	2.5	2.5	16.0			
Classroom Avg	24.0	18.3	19.7	22.5	21.2	21.6	21			

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment
Ezra Millard	22	20	23	23	23	24	6				
	25	20	22	23	23	24	5				
	24	20	21	23	24	24					
	21										
Total Students	71	81	66	69	70	72	11	440	-3	-3	443
Total Teachers	3.00	4	3	3	3	3	2	21			
Classroom Avg	23.7	20.3	22.0	23.0	23.3	24.0	6	21			

	K	1	2	3	4	5	M-K	M1-3	M4-5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment
Montclair	20	22	18	24	23	18	14	23	20					
	19	23	18	24	22	17	16	23	21					
							19	24	21					
								25	21					
								25						
								22						
Total Students	39	45	36	48	45	35	49	142	83		522	-2	-2	524
Total Teachers	2	2	2	2	2	2	2	6	4		24			24
Classroom Avg	19.5	22.5	18.0	24.0	22.5	17.5	24.5	23.7	20.8		22			22

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment
Morton	21	18	21	24	22	22	11				
	22	19	20	23	22	19	14				
	19	19	21	21							
Total Students	43	56	60	68	65	41	25	358	-3	-3	361
Total Teachers	2	3	3	3	3	2	2	18			
Classroom Avg	21.5	18.7	20.0	22.7	21.7	20.5	12.5	20			

	K	1	2	3	4	5	Total	Current Change	YTD Change	Official 9/04 Enrollment
Neihardt	23	23	19	25	24	22				
	22	24	19	23	24	23				
	23	24	19	25	22	20				
	22	24	20	25	22	21				
			20			22				
Total Students	90	95	97	98	92	108	580	-1	-1	581
Total Teachers	4.0	4	5	4	4	5	26.0			
Classroom Avg	22.5	23.8	19.4	24.5	23.0	21.6	22			



	K	1	2	3	4	5	M-K	M1-2	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Norris	19	22	15	21	27	15	11	18	9					
	17	25	17	22	22	14	12	19	11					
Total Students	36	47	32	43	49	29	23	37	20	316	1	1	315	296
Total Teachers	2.0	2	2	2	2	2	1.00	2	2	17.0				15
Classroom Avg	18.0	23.5	16.0	21.5	24.5	14.5	23.0	18.5	10.0	19				20

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Rockwell	21	22	17	17	24	24	11					
	20	21	18	18	22	25	5					
	21		16	17			7					
Total Students	62	43	51	52	46	49	23	326	-1	-1	327	303
Total Teachers	3.0	2	2	3	2	2	3	18.0				15.0
Classroom Avg	20.7	21.5	17.0	17.3	23.0	24.5	7.7	18				20

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Rohwer	22	20	26	26	23	24	8					
	16	23	25	17	22	22	7					
	22	22	26	26	22	22						
	24	23	15	27	21	15						
	25	16	24		15							
Total Students	109	104	116	96	103	83	15	626	0	0	626	611
Total Teachers	5.0	5	5	4	5	4	2	30.0				28
Classroom Avg	21.8	20.8	23.2	24.0	20.6	20.8	7.5	21				22

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Sandoz	23	17	22	18	20	24						
	24	17	22	18	21	24						
		17		18								
Total Students	47	51	44	54	41	48		285	-1	-1	286	285
Total Teachers	2	3	2	3	2	2		14				14
Classroom Avg	23.5	17.0	22.0	18.0	20.5	24.0		20				20

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Wheeler	20	24	21	23	18	22	13					
	22	23	19	22	24	23	15					
	21	24	20	23	22	22						
	19	23	18	18	21	17						
	20	17	19	23								
Total Students	102	111	97	109	85	84	28	616	-2	-2	618	588
Total Teachers	5	5	5	5	4	4	2	30				28
Classroom Avg	20.4	22.2	19.4	21.8	21.3	21.0	14.0	21				21

	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Willowdale	21	24	20	23	23	24						
	18	24	20	23	23	24						
	19	24	19	25	23	23						
Total Students	58	72	59	71	69	71		400	2	2	398	400
Total Teachers	3.0	3	3	3	3	3		18.0				18
Classroom Avg	19.3	24.0	19.7	23.7	23.0	23.7		22				22

Elementary Totals	Grade	K	1	2	3	4	5	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Students		1489	1497	1449	1477	1457	1400	179	8948	-2	-2	8950	8769
Teachers		72.0	72.0	71.5	66.5	64.5	64.5	19.0	430.0				411.0
Classroom Avg		20.7	20.8	20.3	22.2	22.6	21.7	9.4	21				21

	6	7	8	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
Andersen MS	244	255	248	10	747	3	3	744	
Beadle MS	219	209	228	17	656	-2	-2	658	
Central MS	246	255	287	14	788	1	1	787	
Kiewit MS	289	311	352	9	952	-1	-1	953	
North MS	195	211	185	26	591	-5	-5	596	
Russell MS	262	281	243	4	786	2	2	784	
MS Alternative	0	12	7		19	3	3	16	
Totals	1455	1534	1550	80	4539	1	1	4538	

	9	10	11	12	Self Cont	Total	Current Change	YTD Change	Official 9/04 Enrollment	Class Size Size W/out SPED
North HS	620	581	571	630	22	2402	-7	-7	2409	
South HS	562	517	497	437	18	2013	-1	-1	2014	
West HS	527	471	461	431	18	1890	-3	-3	1893	
Millard Learning Center	0	0	28	63		91	-2	-2	93	
Totals	1709	1569	1557	1561	58	6396	-13	-13	6409	

Contracted SPED	42	0	0	42
Young Adult Program	33	0	0	33
<b>Total District Enrollment</b>	<b>19958</b>	<b>-14</b>	<b>-14</b>	<b>19972</b>

## AGENDA SUMMARY SHEET

**AGENDA ITEM:** Metropolitan Omaha Educational Consortium (MOEC)

**MEETING DATE:** November 1, 2004

**DEPARTMENT:** Office of the Superintendent

**TITLE AND BRIEF:**

**DESCRIPTION:** Metropolitan Omaha Educational Consortium (MOEC)

**ACTION DESIRED:** Information Only

**BACKGROUND:** The Millard Public Schools have belonged to the Metropolitan Omaha Educational Consortium (MOEC) since 1987. The consortium started with the same group of school that remain today – Millard, Omaha, Westside, Ralston, Papillion, Bellevue, Council Bluffs, and the University of Nebraska Omaha.

The Executive Committee, consisting of the seven superintendents from the respective districts and the Dean of Education from UNO, holds an annual retreat to address and plan for the many issues facing the metro schools in the coming year. Enclosures are from the retreat and include a report on the cadre and mentor program, as well as a copy of the budget.

**OPTIONS/ALTERNATIVE CONSIDERATIONS:** NA

**RECOMMENDATIONS:** Information Only

**STRATEGIC PLAN REFERENCE:** NA

**IMPLICATIONS OF ADOPTION OR REJECTION:** Collaboration with districts that experience similar challenges.

**TIME LINE:**

**PERSONS RESPONSIBLE:** Keith Lutz

**SUPERINTENDENT'S APPROVAL:** Keith Lutz

# **SHOWCASE PRESENTATION**












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## Mission

To improve communication, efficiency, and effectiveness among the participating school districts and the College of Education. It shall enhance the ability of these groups to work together in addressing the common opportunities and challenges of educating youth in a metropolitan environment. Through the consortium the members will achieve together what they could not achieve singularly.

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## Achieving the Mission

**The consortium's mission will be achieved through collective efforts and joint advocacy in:**

- Research, evaluation and development
- In-service training and expansion of pre-service and beginning teacher model efforts
- Formation of common practices and/or positions
- Grant seeking activities and interlocal agreements

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## Executive Steering Committee

- MOEC is governed by eight members of the Executive Steering Committee.
- Current members include the superintendents of each districts and the Vice Chancellor for Academic and Student Affairs.
- Nancy Edick serves as Executive Director.
- Connie Schaffer serves as Special Projects Coordinator

### 2003-04 Members:

- Ken Bird
- John Christensen
- Dick Christie
- John Deegan
- Keith Lutz
- John Mackiel
- Harlan Metschke
- Virginia Moon

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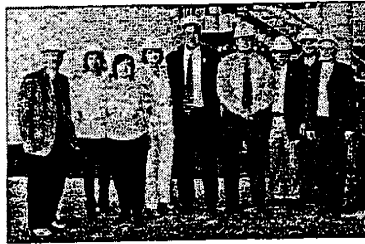
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## Task Forces

- Assessment
- Business Operations
- Curriculum and Instruction
- Human Resources
- Staff Development
- Student Services
- Technology




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## Ad hoc Committees and Programs

### Ad hoc Committees/Programs:

- CADRE
- Mentor Project
- Teacher Academy Project (TAP)
- Stars of Education
- Community Relations & Foundation

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## Staff Development

Chair – Janell Shain, Ralston Public Schools

(Membership – 19)

### Mission

- To promote staff development as it aligns with best practice research
- To provide networking opportunities among MOEC staff development participants

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## Staff Development

### Accomplishments for 2003-04

- Met with David Irving – ASCD – regarding the “What Works in Schools” program
- Met with Marilyn Peterson, NDE
- Discussed student teaching experience
- Dialogued regarding the National Staff Development Council
  - Met with Executive Deputy Director, Stephanie Hirsh
  - Planned summer workshop with Linda Munger

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## Staff Development

### Plans and Recommendations for 2004-05

- Continue to discuss student teaching experience
- Review NSDC standards
- Discuss implementation and impact of the summer workshop
- Discuss effective means of implementing and supporting learning communities and study teams
- Dialogue with the Nebraska Council of School Administrators
- Share current practices regarding NBPTS
- Host a meeting/reception with other staff development organizations

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# Assessment

Chair – Jef Johnston, Papillion-La Vista Public Schools

(Membership – 23)

## Mission

- To provide professional support and networking among school districts
- To promote appropriate, effective assessment of student learning
- To be an active voice on local and state assessment issues
- To help educate other professionals and the public about assessment concerns

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# Assessment

## Accomplishments for 2003-04

- Maintained communication with NDE
- Provided a networking forum on assessment and accountability
- Continued to monitor federal and state accountability, assessment and reporting activities
- Studied next steps in local assessment – alignment, coordination, use of information
- Reviewed UNO data

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# Assessment

## Plans and Recommendations for 2004-05

- Continue dialogue with NDE
- Continue to provide networking forum on assessment and accountability
- Continue to monitor federal and state accountability, assessment and reporting activities
- Review and provide input regarding UNO data collection
- Review and discuss teacher pre-service goals and objectives in the area of assessment literacy

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## Curriculum and Instruction

Chair – Jim Findley, Westside Community Schools

(Membership – 16)

### Mission

- To identify ways school districts can join together to gain efficiencies in the delivery of programs and to share best practices

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## Curriculum and Instruction

### Accomplishments for 2003-04

- Maintained communication with NDE
- Facilitated development of UNO AP Training
- Discussed data analysis
- Advised and discussed statewide P-16 Initiative
- Reviewed math preparation for elementary teachers
- Shared ELL program information
- Communication with NET

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## Curriculum and Instruction

### Plans and Recommendations for 2004-05

- Continue dialogue with NDE
- Continue to advise and review Statewide P-16/American Democracy Project
- Continue to monitor NCLB
- Advise and discuss Math Ad Hoc Task Force
- Review school calendar (9 months vs. 12)
- Discuss high school – Review of Breaking Ranks

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## Business Operations

Chair – Dennis Pool, Omaha Public Schools

(Membership –13)

### Mission

- To share procedures and policies that districts have found to be successful in contributing to cost efficiencies
- To develop interlocal agreements and other methods to combine purchasing power and cost efficiencies

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## Business Operations

Accomplishments for 2003-04

- Developed background check RFP and contract
- Dialogued with Cathy Lang, Nebraska Department of Property Assessment & Taxation
- Monitored NITC
- Discussed legislative updates
- Held networking discussions on various issues
  - Policies and procedures for defibrillators
  - Bank card purchasing procedures
  - Fire Marshall issues
  - Close of fiscal/audits

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## Business Operations

Plans and Recommendations for 2004-05

- Continue networking and sharing
  - Contracts for building services, food services, transportation, copy services
- Discuss equipment surplus procedures
- Discuss warehouse usage
- Identify and discuss potential areas of interlocal purchasing
- Continue legislative updates

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## Human Resources

Chair – George Conrad, Millard Public Schools

(Membership – 20)

### Mission

- To improve quality instruction and learning environments for all students in the Metropolitan Omaha area through
  - Involvement in pre-service preparation
  - Recruitment and hiring
  - On-going staff development

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## Human Resources

Accomplishments for 2003-04

- Led employee background checks collaboration
- Met with Bob Crosier and Marge Harouff
- Discussed
  - FLSA
  - Cell phone policy/practice
  - Overabundance of substitutes
  - Human relations requirements for substitutes
  - Changes in Career Services
  - UNO's digital portfolio
- Held a professional practices retreat

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## Human Resources

Plans and Recommendations for 2004-05

- Continue the discussion regarding digital portfolios
- Continue dialogue with NDE and other state offices
  - Certification/endorsements
  - NCLB
  - State retirement system
- Review interviewing programs
- Discuss implications of FLSA

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## Student Services

Chair – Roger Farr, Millard Public Schools

(Membership – 11)

### Mission

- To improve the quality of support services provided to students in the metropolitan Omaha area by:
  - Sharing practices and procedures
  - Developing common ideal practices
  - Providing staff training

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## Student Services

### Accomplishments for 2003-04

- Met with Bob Beecham, NDE
- Met with Karen Stevens and Dan Heidelberg, NDE
- Wrote position letter regarding “persistently dangerous schools” and the School Report Card
- Met with Mike Salmi – Omaha Metropolitan Medical Response System (OMMRS)
- Developed Option Enrollment Summary Sheet
- Discussed topics of interest

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## Student Services

### Plans and Recommendations for 2004-05

- Review Alternative Education
  - Review the purpose/goals/missions of various programs
  - Review best practices
- Continue to monitor Nebraska’s definition of “persistently dangerous schools” and who will be filling the NDE role previously held by Dan Heidelberg
- Discuss policy/practice of addressing off-campus behavior of students
- Discuss the term “responsible adult” and how this is determined

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## Technology

Chair – Kim Brown, Bellevue Public Schools

(Membership – 35)

### Mission

- To extend the technology vision of each member through collaborations
- To view best practices of technology integration

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## Technology

### Accomplishments for 2003-04

- Built a working relationship with the NITC
- Reviewed course management systems
- Discussed Internet2
- Discussed technology security

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## Technology

### Plans and Recommendations for 2004-05

- Discuss how to best assess technology's impact on instruction and student achievement
- Monitor technology staffing and strategic plan of NDE
  - host a focus group
- Dialogue with and get updates from NET
- Continue conversations regarding Internet2 and technology security
- Discuss operating systems (Microsoft and/or other viable options)

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# CADRE Project

Coordinator – Carol Davis



2003-04 CADRE Associates

16 CADRE Associates from 4 MOEC Districts

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# CADRE



Mission -

To enhance teaching and learning by providing educational opportunities and support for new teachers and unlimited professional development for veteran teachers through a collaborative network of teachers, metropolitan area school districts, and the university.

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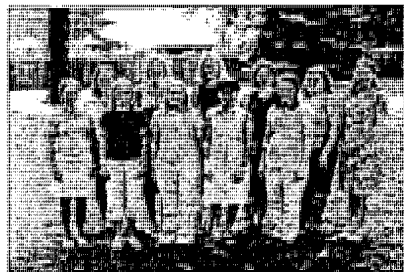
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# CADRE II: The Arts



Mission -

To enhance professional teaching and enrich student learning through an infusion of comprehensive arts education into the classroom curriculum.

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### CADRE Project

#### Accomplishments for 2003-04

- 30 CADRE teachers from 4 MOEC districts
  - 20 CADRE / 10 CADRE II: The Arts
- Mentoring support for new teachers
- Professional growth for CADRE Associates
- Effective teaching research
- Full participation in the revised portfolio process
- Combined coordination of CADRE and CADRE II: The Arts
- Received Christa McAuliffe Award for Excellence in Teacher Education

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### CADRE Project

#### Plans and Recommendations for 2004-05

- 32 CADRE teachers
  - 22 CADRE (including 3 SPED) / 10 CADRE II: The Arts
- Provide professional development opportunities for CADRE Associates and teachers
- Continue effective teaching research
- Expand recruiting
- Complete ten year CADRE review

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### Mentor Project

Coordinator - Carol Davis

#### Mission -

The Mentor Project facilitates the induction and retention of new and beginning individuals to the profession of teaching by providing trained mentors to assist, advise, and support the new teachers.

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### Mentor Project

#### Accomplishments for 2003-04

- 39 mentors and new CADRE Associates from 5 MOEC school districts participated in the project
- Reviewed the best practices in mentoring, collaborated with colleagues and applied skills to support new teachers

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### Mentor Project

#### Plans and Recommendations for 2004-05

- Provide two-day training by a national consultant and veteran CADRE associates
  - 45 mentors including 4 new CADRE Associates
  - Continue to provide opportunity for 3 hours of graduate credit

*"I'm not a teacher: only a fellow-traveler of whom you ask the way. I pointed ahead - ahead of myself as well as you."*  
*George Bernard Shaw*

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### Teacher Academy Project (TAP)

Coordinator - Larry Heck

#### Mission -

The Teacher Academy Project (TAP) is a secondary education program designed for individuals who currently hold an undergraduate degree in a major that meets the content requirements for a subject endorsement for certification as a teacher in secondary schools.

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## Teacher Academy Project (TAP)

### Program Highlights and Accomplishments 2000 - 2004

- Over 1300 persons have visited by phone or in person with the program director regarding the Teacher Academy Project.
- Since 2000-01, 74 individuals have received certification to teach in the secondary school.
- Teachers have received certificate endorsements in the following areas:

Science- 23	Mathematics- 13	Business- 11
Foreign Language- 6	Journalism- 5	Art- 5
Social Science- 3	Speech / Theater- 3	English- 2
Library Media- 2	Music- 1	

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## Teacher Academy Project (TAP)

### 2004-2005

- 240 Direct inquiries
- 34 Candidates
- 22 Teacher candidates chosen by school districts
  - 7 Content Areas for Endorsement/Certification
    - Science - 10 (Biology - 5, Chemistry - 3, Natural Science - 2)
    - Business - 3
    - Journalism - 3
    - Art - 2
    - Mathematics - 2
    - English - 1
    - Physical Education - 1

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## Stars of Education

### Mission -

To recognize outstanding public school teachers in the metropolitan area and promote the profession of teaching

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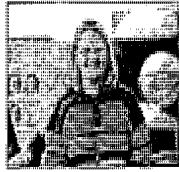
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# Stars of Education

Accomplishments for  
2003-04

- Received over 150 nominations
- Recognized 7 Stars of Education
- Distributed over 60,000 bookmarks to elementary students
- Placed Stars of Education posters in all MOEC school buildings
- Submitted program for recognition to National WB Network and the Horace Mann League




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# Stars of Education

Plans and Recommendations for 2004-05

- Recognize 7 additional Stars of Education
- Expand the web site
- Continue to promote the project
  - KPTM/KXVO resources
  - District resources
  - Posters
  - Refreshed TV promotions




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**CHAMPIONS  
FOR  
CHILDREN**



**Millard**  
Public Schools





**University of  
Nebraska**  
Omaha




**Thank You**

for your continued  
support of MOEC!





**Omaha**  
Community Schools



**Council Bluffs**  
Community School District  
Where Dreams Come True

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# **TASK FORCE UPDATES**

## Task Force Updates – March, 2004

### Assessment

- STARS update and discussion
- Next meeting, April 6<sup>th</sup>. Combined with Curriculum & Instruction

### Business Operations

- Met with JASA and ProTec – recommended JASA as vendor for background checks

### Curriculum & Instruction

- Meeting April 6<sup>th</sup> – combine w/ Assessment
  - Freshman Experience Update
  - ELL Program sharing
  - NET Learning Services
  - Kindergarten age entrance requirements
  - Discussion of Math Ad Hoc Task Committee

### Staff Development

- Met with Stephanie Hirsh – Executive Deputy Director of the National Staff Development Council
- Reviewed work of the Student Teacher Work Group
- Discussed Mentor Training for 2004
- Discussion and planning of upcoming workshop on evaluating staff development with Linda Munger

### Student Services

- Met with Mike Salmi – Heartland Chapter of the Red Cross and Omaha Medical Management Response Team
- Discussed asthma protocol
- Identified areas of interest for 2004-2005

### Technology

- Discussed changes in staff and strategic technology plan of NDE and offered to host a focus group with Polly Feis
- Discussed technology's impact on special populations (home school students, incarcerated youth, etc.)
- Attend NITC Education Council Meeting where Tom Rolfes requested a meeting to discuss Internet2 opportunities in the metro area.

### Human Resources

- Received CADRE and TAP updates
- Discussed changing requirements for substitutes
- Shared districts' policies/practices regarding employee cell phone usage

- Met with JASA and Protec – recommended JASA as vendor for background checks
- Met for ½ day meeting at Mahoney regarding professional practices (Brian Halstead, Sue Richert and Kathy Vonz)

Stars of Education:

Recognized Gail May at Indian Hills (OPS) in March

Will recognize Stephen Pesek at Westgate Elementary (Westside) in April

Will recognize Bellevue teacher in April

Will recognize Papillion-LaVista teacher in May

P-16:

Submitted P-16 Teacher Quality grant for funding support - \$4963:

Teacher Quality - Staff development evaluation

Seamless Transition to Postsecondary Education – Math Ad Hoc, Dual Enrollment

Summit, Consultant from Portland State

**2003-04 Showcase Meeting**

**May 13<sup>th</sup>**

**7:00 a.m. – 9:00 a.m.**

**UNO Student Center**

**Chancellor's Room**

## Task Force Updates – February, 2004

### Assessment

January 8<sup>th</sup> and 23<sup>rd</sup> meetings

- 8<sup>th</sup> – sharing of concerns regarding portfolio rating process
- 23<sup>rd</sup> – Commissioner Christensen and Pat Roschewski were invited guest. They addressed the concerns expressed in the MOEC letter.

(Commissioner Christensen offered to visit with the MOEC Executive Steering Committee)

### Curriculum & Instruction

- Presentation on changes in El Ed Math requirements (Neal Grandgenett)
  - January 19<sup>th</sup> Calculus Meeting report
  - 2004-05 Math Ad Hoc Committee
- Presentation on freshman college data use (Roger Williams)
  - FERPA report request forms faxed to each district
  - UNO data for 2003 graduates now available
  - 1<sup>st</sup> Year College Survey additions (Sheri Rogers)
- AP Training will take place at UNO this summer. Brochures were distributed.

### Business Operations

- Employee background check bid proposals were solicited from 6 vendors. 4 bids were received, and bid opening occurred on February 6th
- Reviewed bid tabulation for employee background checks, February 13th
- Task force members recommended JASA, pending verification of search results
- March 12<sup>th</sup> meeting w/ JASA

### Human Resources

- Discussed FLSA, professional leave for administrators, new requirements for substitutes, cell phone policy/procedures
- Compiled list of vendors for background checks
- Reviewed the bid tabulation for the employee background checks
- March 12<sup>th</sup> meeting with JASA

### Student Services

- Discussed feedback to NDE regarding Persistently Dangerous Schools
- Discussed OMMRS (Omaha Metropolitan Medical Response System) - invited Mike Salmi to the March meeting
- Completed an option enrollment reference sheet
- Monitoring LB 868 - increasing the compulsory education age to 19

### Technology

- Discussed operating systems, distance education and its impact on the home school population, security issues
- Discussed changes within NDE - identified a need to meet with Polly Feis
- Attended the NITC Education Council Meeting - dialogued with Tom Rolfes regarding Internet 2 pilots in the metro area

### Staff Development

- Discussed student teaching process/procedures
- Identified the need to have a small work team further research/develop the concepts discussed
- Meeting with Stephanie Hirsch, Deputy Executive Director of the National Staff Development Council on March 8

- Identified Linda Munger as preferred trainer for P-16 initiative - training confirmed for June 14 and 15

**Stars of Education**

- Recognized Kellie Angelley - Council Bluffs (December), Jody Carhart - Millard (January), Gail May - OPS (February)
- KXVO committed to continuing the program next year and have offered \$400 for the cost of bookmarks.

THANK YOU CAMPAIGN  
 POTENTIAL FUNDING SOURCES  
 January 26, 2004

Jeff Gordman	Aramark
Benchmark Homes	Laidlaw
CBS Home	Deb Sizek
ConAgra	Mutual of Omaha
Hy Vee	Bakers
Outback Steakhouse	Gallup
Protec	Respective Education Associations
Roberts Dairy	Wells Fargo
Roy Smith	Cox
Sodexo	Info USA
Union Pacific	John Nelson - Silverstone
Woodmen	Old Mill Toyota
Omaha World Herald	Chamber of Commerce
1 <sup>st</sup> National Bank	U. S. National Bank
Chief Bus Line	Qwest
Sandy Dodge	Omaha Community Foundation
Omaha Board of Realtors	

## Task Force Summaries – November/December 2003

### Assessment

- Marilyn Peterson and Pat Roschewski presented information about STARS, NCLB, and Nebraska's AYP workbook. The portfolio rating process and training raters receive was also discussed.

### Business Operations

- Met with Cathy Lang, Director of the Nebraska Department of Property Assessment and Taxation Department.
- Drafting Background Check RFP. Review of draft took place November 14<sup>th</sup>.
- Revisions and preparation of proposal for Executive Steering Committee on December 4<sup>th</sup>.

### Curriculum & Instruction

- November - Wade Robinson and Sheri Rogers met to discuss student enrollment, retention and achievement information.
- December - As requested by the districts, UNO prepared a report of academic performance for the first semester of the freshman year. The report is categorized by schools, and individual students
- UNO, at the request of MOEC districts will become an AP training site, summer 2004.
- Plans for a MOEC sponsored P-16 Calculus Workshop, which will be held January 19<sup>th</sup>, were discussed and approved.
- The Knowledge Network (TKN) shared collaborative opportunities with the school districts.

### Staff Development

- Met with Marilyn Peterson to discuss issues related to paraprofessionals and other NCLB issues
- Planning a January dialogue regarding the teacher preparation continuum
- Working with the National Staff Development Council to bring resources to the Omaha area – Stephanie Hirsch will join the March task force meeting

### Technology

- Met with Steve Schafer and Tom Rolfes
- Shared information from various statewide committees (NITC groups)
- December's meeting to focus on a discussion of course management systems
  - What is being used
  - Strengths/Weaknesses of various products
  - How do you evaluate the impact on instruction

### Human Resources

- Met with Bob Crosier and Marge Harouff regarding endorsements/certification issues



## Task Force Summaries – October/November 2003

### Assessment

- Marilyn Peterson and Pat Roschewski presented information about STARS, NCLB, and Nebraska's AYP workbook. The portfolio rating process and training raters receive was also discussed.

### Business Operations

- Met with Cathy Land, Director of the Nebraska Department of Property Assessment and Taxation Department.
- Drafting Background Check RFP. Review of draft will take place November 14<sup>th</sup>. Proposal will be reviewed by Executive Steering Committee on December 4<sup>th</sup>.

### Curriculum & Instruction

- Wade Robinson and Sheri Rogers met to discuss student enrollment, retention and achievement information. As requested by the districts, UNO is in the process of gathering information that is confidentially reported to each district by high school, and by student.
- UNO is working with MOEC to become an AP training site, summer 2004.
- Plans for a MOEC sponsored P-16 Calculus Workshop, which will be held January 19<sup>th</sup>, were discussed and approved.

### Staff Development

- Met with Marilyn Peterson to discuss issues related to paraprofessionals and other NCLB issues
- Planning a January dialogue regarding the teacher preparation continuum
- Working with the National Staff Development Council to bring resources to the Omaha area

### Technology

- Met with Steve Schafer and Tom Rolfes
- Shared information from various statewide committees (NITC groups)
- December's meeting to focus on a discussion of course management systems
  - What is being used
  - Strengths/Weaknesses of various products
  - How do you evaluate the impact on instruction

### Human Resources

- Met with Bob Crosier and Marge Harouff regarding endorsements/certification issues
- Attended Staff Development meeting with Marilyn Peterson
- Submitted proposal for employee background check collaboration to Business Operations Task Force
- Invited to attend Staff Development's January teacher preparation continuum discussion

**Student Services**

- Met with Bob Beecham to discuss the State's data reporting systems, truancy rates, graduation rates, the proposed expansion of the suspension and expulsion reporting, and changes in the Medicaid Outreach Program.
- November 13 meeting scheduled with NDE representatives to discuss "persistently dangerous schools" definition.

**Other**

- Stars of Education
  - October recipient – Ann Danner, Papillion-LaVista Schools
  - November recipient – Council Bluffs
  - Updating the TV promos
- Big O Show – October 14<sup>th</sup> at the Qwest Center
- Coordinated meeting with Nebraska Educational Telecommunications, October 8<sup>th</sup>. Very well attended by MOEC school representatives.
- Fall Future Educators of America Leadership Conference – Lunch Sponsored by MOEC
  - 170 students and advisors
- MOEC Presentation to Millard School Board on November 3<sup>rd</sup>
- MOEC Presentations to SPED on November 4<sup>th</sup> and 5<sup>th</sup>

## Task Force Updates – September 2003

### Assessment

1. Requested NCLB communication information for compilation on a CD to be distributed to each district
2. UNO sharing of data analysis process
3. Invited Marilyn Peterson & Pat Rowcheski to October 16<sup>th</sup> meeting

### Business Operations

1. Employee background checks (See HR #3)
2. Discussion of LB 540 (provides flexibility for use of funds to provide quality school environments)
3. Invited Cathy Lang to October 10<sup>th</sup> meeting

### Staff Development

1. Extended invitation to NDE to discuss paraprofessional issues. Date is not yet confirmed. Considering inviting a speaker from Gallup.
2. Expressed much interest in assessment of professional development efforts. This discussion is scheduled for later in the year.
3. Discussed possible distinguished lecturers and identified an interest in a futurist.
4. Met with David Irving from ASCD – What Works in Schools
5. Planned for joint meeting with HR and UNO faculty to discuss student teaching.

### Human Resources

1. Discussed proposed changes in UNO Teacher Recruitment practices/services.
2. Extended invitation to Bob Crosier and Marge Harouff from NDE to discuss certification issues and NCLB.
3. Formed subgroup to address employee background checks.
  - a. This group has met together and also with a representative from Business Operations and ProTec.
  - b. A summary of this group's discussion has been forwarded to all HR Task Force members with the goal to discuss and make recommendations for a possible RFP to the Business Operations Task Force at the October 16 HR meeting.

### Student Services

1. Scheduled meeting with Bob Beecham from NDE to discuss state reporting structures and with Dan Heidelberg and Karen Stevens from NDE to discuss NCLB issues regarding "persistently dangerous schools."
2. Discussed NASRO survey.
3. Reviewing the "Holding Power Index" in regard to graduation rates.

### Technology

1. Shared updates regarding state technology initiatives.
2. Extended invitation to meet with Steve Schafer and Tom Rolfes.

### Upcoming:

**Curriculum & Instruction:** October 7<sup>th</sup>, 1:00, UNO Alumni Center  
(Have held 2 meetings with subgroup re: P-16 Math Articulation)

**NET/MOEC Meeting:** October 8<sup>th</sup> @ 10:30, Westside ABC Building



## TASK FORCE PRIORITIES, 2003-04

### **ASSESSMENT TASK FORCE** **(Second Thursday of the month at 1:00)** **Chair: Jef Johnston, P/L** **MOEC: Nancy Edick**

First Meeting: September 11, 2003, at 1:00 at the UNO Alumni Center

#### Plans for 2003-04:

1. Work with the Community Relations Task Force to develop public awareness material regarding NCLB
2. Review the Math Articulation Document and make recommendations on how best to integrate this into district standards
3. Review best practices
  - Continue joint meetings
  - Continue dialogue with NDE
  - Continue to provide networking forum on assessment and accountability
  - Continue to monitor federal and state accountability, assessment and reporting activities

### **BUSINESS OPERATIONS TASK FORCE** **(Second Friday of the month at 1:00)** **Chair: Dennis Pool** **MOEC: Nancy Edick**

First Meeting: September 12, 2003, at 1:00 at the UNO Alumni Center

#### Plans for 2003-04:

1. Work with the Human Resources Task Force to develop recommendations for employee background checks
  - Monitoring of legislative issues

### **COMMUNITY RELATIONS TASK FORCE** **(Meets on an as needed basis)** **Chair: Amy Friedman** **MOEC: Nancy Edick & Connie Schaffer**

#### Plans for 2003-04:

1. Continue the promotion of the Stars of Education Project
2. Discuss the possibility of a "Thank You" Campaign for MOEC Schools

3. Work with the Assessment Task Force to develop public awareness material regarding NCLB

### **CURRICULUM & INSTRUCTION TASK FORCE**

**(First Tuesday of the month at 1:00)**

**Chair: Jim Findley**

**MOEC: Nancy Edick**

First Meeting: September 2, 2003, at 1:00 at the UNO Alumni Center

Plans for 2003-04:

1. Focus on math – use the Math Articulation Document - Algebra
2. Develop ideas for “School in Need of Improvement”
  - Continued discussion regarding the alignment of coursework with state standards
  - Continue dialogue with NDE
  - Share best practices on an on-going basis
    - Differentiation, Millard Public Schools
    - Academies, Omaha Public Schools
    - Universal pre-school
    - Statewide PreK-16 Initiative -
    - NCLB

### **HUMAN RESOURCES TASK FORCE**

**(Third Thursday of the month at 11:30)**

**Chair: George Conrad**

**MOEC: Connie Schaffer**

First Meeting: September 18, 2003, at 11:30 at the UNO Alumni Center

Plans for 2003-04:

1. Work with the Business Operations Task Force to develop recommendations for employee background checks
2. Work with the Staff Development Task Force to initiate dialogue regarding capstone experiences
3. Discuss paraprofessional assessments and develop a model to deliver services to paraprofessionals – is there a way to collaborate across districts
  - Hosting a retreat for Nebraska Personnel Administrators
  - Clarifying terms/definitions/changes related to certification
  - Monitoring Nebraska’s alternative certification
  - Hosting several guests to facilitate topics of interest

**STAFF DEVELOPMENT TASK FORCE**

(Second Monday of the month at 1:30)

Chair: Janell Shain

MOEC: Nancy Edick

First Meeting: September 8, 2003, at 1:30 at the UNO Alumni Center

Plans for 2003-04:

1. Work with the Human Resources Task Force to initiate a dialogue regarding capstone experiences
2. Research possible distinguished lecturers
3. Discuss paraprofessional assessments and develop a model to deliver services to paraprofessionals – is there a way to collaborate across districts
  - Discuss how to best assess staff development efforts and how to determine long-term organizational impact
  - Presentation of Millard's differentiation initiative

**STUDENT SERVICES TASK FORCE**

(Second Thursday of the month, 7:30)

Chair: ~~Paul Barnes~~ Roger Fraz

MOEC: Connie Schaffer

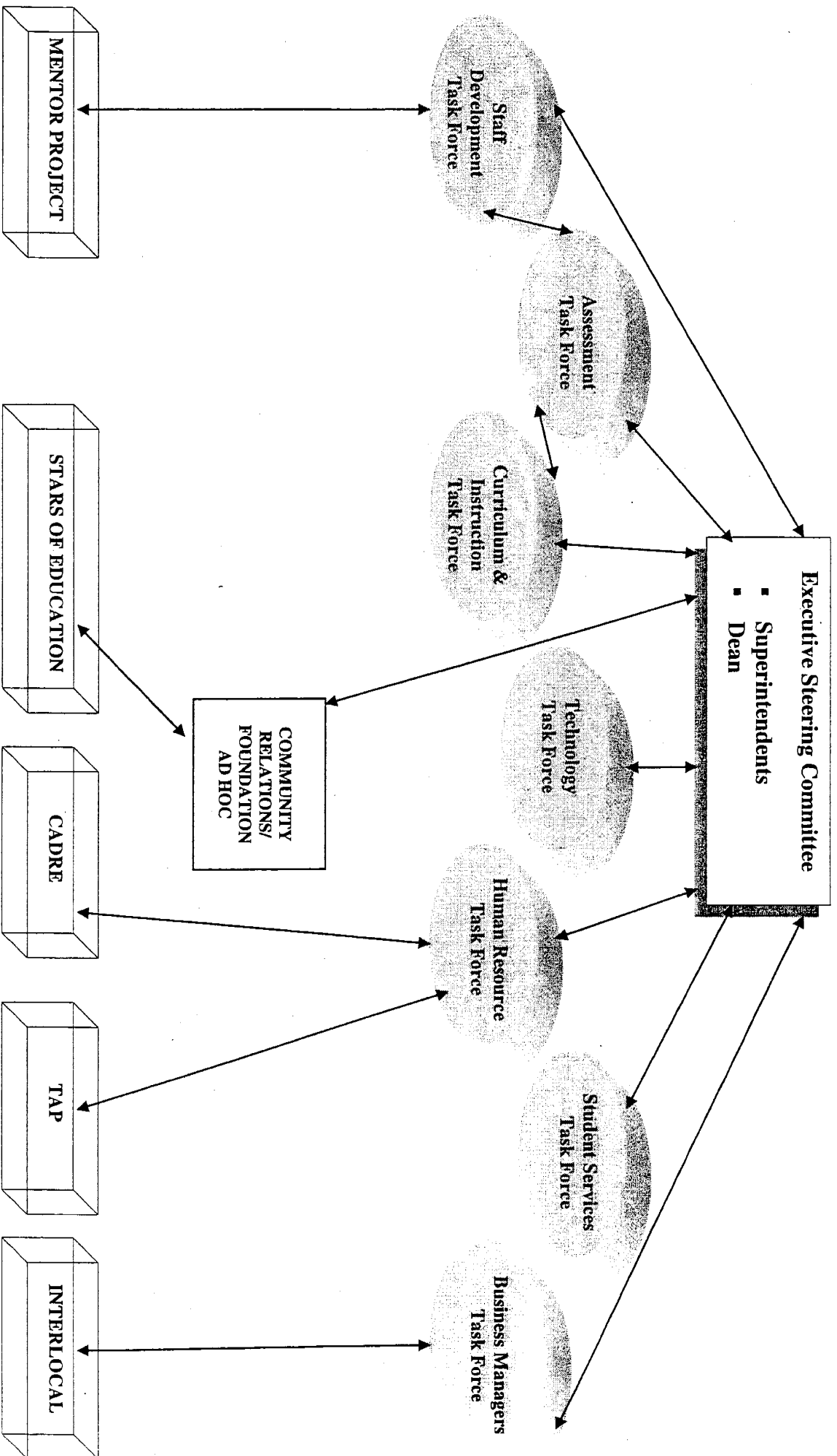
First meeting: September 11, 2003, at 7:30 a.m. at the UNO Alumni Center

Plans for 2003-04:

1. Identify who is determining the Nebraska definition for "Persistently Dangerous Schools" and participate in the crafting of the definition/policy
2. Reach a collaborative agreement regarding the processing of transfer students
3. Discuss HIPAA requirements
4. Develop a position statement regarding the dichotomy of having laws that allow a 16 year old to "drop out" but having the school districts accountable for graduation rates that include those same students
5. Discuss terrorist alert status – sign up for the state e-mail bulletin from the Lt. Governor
  - Continue to discuss option enrollment
  - Work toward a mutual or cooperative procedure across the MOEC districts for option enrollment
  - Expand the number of people invited to the task force meeting, possibly include special education directors

**MOEC  
FLOW CHART**

# 2003-2004 Metropolitan Omaha Educational Consortium (MOEC)



OTHER SUB-COMMITTEES: (meet as needed)

- School-to-Career
- Safe Schools
- Combined Elementary
- Early Childhood
- Middle Level

Executive Director: Coordinator:	Dr. Nancy Edick Connie Schaffer
-------------------------------------	------------------------------------



**MOEC  
BUDGET**

**METROPOLITAN OMAHA EDUCATIONAL CONSORTIUM 2004-2005 BUDGET**  
(as presented June 18, 2004)

ITEM	CASH FROM 2004-2005 DUES	BUDGET		TOTAL	CARRY FORWARD TO 2005-2006
		RESERVE CARRY FORWARD (ESTIMATED)	UNO IN-KIND		
<b>INCOME</b>		\$37,048.29	\$34,626.22	\$131,674.51	
<b>MEMBERSHIP DUES</b>					
	8 @ \$7,500 - \$60,000				
<b>Planned Expenditures</b>					
<b>I. Direct Personnel</b>					
Executive Director @.40 FTE Plus Fringe	\$24,685.12			\$24,685.12	
Coordinator @.25 FTE Plus Fringes	\$12,055.54			\$12,055.54	
Staff Assistant @.50 FTE Plus Fringes	\$14,398.38			\$14,398.38	
<b>Sub-Total</b>	<b>\$51,139.03</b>			<b>\$51,139.03</b>	
<b>Operating</b>					
Materials/Supplies	\$1,500.00			\$1,500.00	
Printing	\$1,300.00			\$1,300.00	
Postage	\$350.00			\$350.00	
Conferences/Workshops	\$1,900.00			\$1,900.00	
Stars in Education	\$2,000.00			\$2,000.00	
Meetings/Travel/Hospitality	\$1,550.00		\$1,500.00	\$1,550.00	
Telephone				\$1,500.00	
<b>Sub-Total</b>	<b>\$8,600.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$10,100.00</b>	
<b>II. Indirect (50% Modified Direct)</b>					
Graduate Assistant @.50 Plus Tuition Reimission			\$25,569.52	\$25,569.52	
			\$7,556.70		
<b>III. Total</b>					
Direct	\$59,739.03	\$37,048.29	\$1,500.00	\$98,287.32	
Indirect			\$33,126.22	\$33,126.22	
<b>GRAND TOTAL</b>	<b>\$59,739.03</b>	<b>\$37,048.29</b>	<b>\$34,626.22</b>	<b>\$131,413.54</b>	
Carry Forward to 2005-2006					\$260.97

**2003-2004 MOEC BUDGET REPORT  
(as presented June 18, 2004)**

<b>Income</b>	<b>Projected:</b>	
	Carry forward from 2003-2004	\$32,841.71
	Dues (8X\$7500)	\$60,000.00
	Miscellaneous Reimbursements	\$0.00
	<b>Total Deposits</b>	<b>\$60,000.00</b>
<b>Expenses:</b>		
	<b>Personnel:</b>	
	Personnel - Staff Assistant (Salaries/Fringes)	\$14,104.41
	Personnel - Executive Director (Salaries/Fringes)	\$23,911.20
	Personnel - Coordinator (Salaries/Fringes)	\$11,658.56
	Total Personnel	\$49,674.17
	Less \$7500 UNO Dues	(\$7,500.00)
	<b>Adjusted Personnel</b>	<b>\$42,174.17</b>
	<b>Operating:</b>	
	Postage/Communication	\$522.41
	Printing/Duplicating	\$4,640.16
	Kindergarten Readiness Bookmarks	\$642.31
	Materials/Supplies	\$911.06
	Travel (Includes Retreat)	\$2,177.24
	Stars in Education	\$1,289.60
	Buy the Big 'O'	\$588.00
	Meetings/Hospitality	\$2,708.48
	Trade Name Filing	\$140.00
	<b>Total Operating</b>	<b>\$13,619.26</b>
	<b>Total Direct Expenses</b>	<b>\$55,793.43</b>
	<b>Balance over/under</b>	<b>\$4,206.58</b>
	<b>Projected Carryover 2004-2005</b>	<b>\$37,048.29</b>

**RECOMMENDED  
TASK FORCE CHAIRS**

**Proposed MOEC Task Force Chairs**  
**2004-05**  
**2005-06**

**Assessment**

Ann Trinkle, Bellevue

**Business Operations**

Dennis Pool, OPS

**Curriculum & Instruction**

Jerry Riibe, Ralston

**Staff Development**

Suzy Jones, Westside

**Human Resources**

Vicki McGuire, Bellevue

**Student Services**

Brad Connor, Papillion/LaVista

**Technology**

Mark Feldhausen, Millard

**Community Relations**

Diane Ostrowski, Council Bluffs

**DISTRICT  
TASK FORCE MEMBERS**



Bellevue  
Task Force Memberships

Assessment

Ann Trinkle

Business Operations

Kyle Fairbairn

Doug Townsend

Community Relations

Cathy Williams

Curriculum and Instruction

Ron Hansen

Jeff Rippe

Human Resources

Vicki McGuire

Staff Development

Ron Hansen

Student Services

Richard Schoonover

Technology

Kim Brown

Ron Hansen



Council Bluffs  
Task Force Members

Assessment

Dee Engstrom

Business Operations

Greg Rodgers

Community Relations

Diane Ostrowski

Curriculum & Instruction

Roger Williams

Human Resources

Janet Reiners

Staff Development

Mary Dickerson

Roger Williams

Student Services

Ron Diimig

Technology

MaryAnn Bragg

Paul Hans

Ed Propst





Millard Public Schools  
Task Force Members

Assessment

John Crawford  
Pat Irwin

Business Operations

Ken Fossen

Community Relations

Amy Friedman

Curriculum & Instruction

Martha Bruckner  
Judy Porter

Human Resources

Jeanine Beaudin  
Sharon Comisar-Langdon  
George Conrad  
Kirby Eltiste  
Steve Moore  
Char Riewer

Staff Development

~~Donna Flood~~  
Kim Saum-Mills

Student Services

Roger Farr

Technology

Curt Anderson  
Mary Ehlers  
Mark Feldhausen  
Dennis Hanley



Omaha Public Schools  
Task Force Members

Assessment

Wanda Clarke  
Deeann Goeser  
Carla Noerrlinger  
Barb Schweiger

Business Operations

Jerry Bartee  
Dennis Pool

Community Relations

Luanne Nelson

Curriculum & Instruction

Ed Bennett  
Janelle Mullen

Human Resources

Jan Gleason  
Sandra Hodges

Staff Development

Janice Garnett

Student Services

Steve Nelson

Technology

Tom McClung  
Kelly Nicklin  
Connie Wickham



Papillion/LaVista Public Schools  
Task Force Members

Assessment

Connie Baxter  
Jef Johnston  
Mary Knight

Business Operations

Steve Coleman

Community Relations

Annette Eyman

Curriculum & Instruction

Jef Johnston

Human Resources

Rick Black

Staff Development

Connie Baxter

Student Services

Brad Conner

Technology

Pam Krambeck  
John Willoz



Ralston Public Schools  
Task Force Members

Assessment

Jerry Ribbe

Business Operations

Doug Lewis

Community Relations

Shelly Hanson

Curriculum & Instruction

Jerry Riibe

Human Resources

Virginia Moon

Staff Development

Janell Shain

Student Services

Virginia Moon

Mary Tompkins

Technology

Mike Burns

Doug Lewis



Westside Community Schools  
Task Force Members

Assessment

Jim Findley  
Bert Jackson

Business Operations

Al Inzeerello

Community Relations

Peggy Rupprecht

Curriculum & Instruction

Jim Findley

Human Resources

Jacquie Estee

Staff Development

Linda Comfort  
Suzy Jones

Student Services

Phyllis Uchtman

Technology

Sue Manuel  
Dennis McIntyre



College of Education  
Task Force Members

Assessment

Leon Dappen  
Jarene Fluckiger  
Laura Schulte

Business Operations

John Christensen  
Julie Totten

Community Relations

Ken Rippe

Curriculum & Instruction

Kathy Danielson  
Leon Dappen  
Sheryl McGlamery

Human Resources

Carol Davis  
Larry Heck  
Wilma Kuhlman  
Becky Schnabel

Staff Development

Leon Dappen  
Carol Davis  
Karen Hayes

Student Services

Paul Barnes

Technology

Jim Akers  
Paul Clark  
Bob Goeman  
Neal Grandgenett  
Melodee Landis  
Elliott Ostler  
Rebecca Pasco  
Bob Pawloski  
Nick Stergiou  
Neal Topp

## AGENDA SUMMARY SHEET

**AGENDA ITEM:** Millard Public School's Foundation Report

**MEETING DATE:** November 1, 2004

**DEPARTMENT:** Office of the Superintendent

**TITLE AND BRIEF DESCRIPTION:** Millard Public Schools' Foundation Report.

**ACTION DESIRED:** Information Only

**BACKGROUND:**

**OPTIONS/ALTERNATIVE CONSIDERATIONS:** The Millard Public School's Foundation was founded in 1984 for the purpose of increasing excellent in education by means of programs and services for students and staff. The main source of revenue for the foundation is obtained by providing before and after school care for children with the Millard Public Schools

A board of directors made up of 15 members governs the Foundation. One of the members shall be a current Board of Education members appointed by the President of the Board of Education. One member shall be the Superintendent of the Millard Public Schools. Two of the remaining thirteen shall be appointed by the Superintendent and the remaining eleven are selected by the Board of Directors.

Programs and projects sponsored by the Foundation include classroom grants, Hall of Fame, Scholarships for graduates, leadership funds including CCM funds, Alumni Services, and Kid's Network.

**RECOMMENDATIONS:**

**STRATEGIC PLAN REFERENCE:** N/A

**IMPLICATIONS OF ADOPTION OR REJECTION:** N/A

**TIME LINE:** N/A

**PERSONS RESPONSIBLE:** Superintendent

**SUPERINTENDENT'S APPROVAL:** Keith Lutz

## Millard Public Schools Foundation 04-05

	Name	Work	Home	Fax	email
<b>EXECUTIVE COMMITTEE)</b>					
CHAIR:	Paul Dietsch	341-6000	891-0445	341-8290	<a href="mailto:pdietch@fslf.com">pdietch@fslf.com</a>
	Todd Clarke	493-3313	896-4557	493-2811	<a href="mailto:toddc@clsinvest.com">toddc@clsinvest.com</a>
	Shirley Demetri	393-4400	896-4001	393-4403	<a href="mailto:demetri2@cox.net">demetri2@cox.net</a>
	Troy Gerhardt	351-2287	330-6213	351-2913	<a href="mailto:troy.gerhardt@mutualofomaha.com">troy.gerhardt@mutualofomaha.com</a>
<b>FINANCE COMMITTEE</b>					
CHAIR:	Troy Gerhardt	351-2287	330-6213	351-2913	<a href="mailto:troy.gerhardt@mutualofomaha.com">troy.gerhardt@mutualofomaha.com</a>
	Tim Harrison	891-2302	359-2876	894-1413	<a href="mailto:tim.harrison@nmfn.com">tim.harrison@nmfn.com</a>
	Keith Lutz	895-8208	334-1126	895-8409	<a href="mailto:klutz@mpsomaha.org">klutz@mpsomaha.org</a> <i>klutz@</i>
<b>GRANTS COMMITTEE</b>					
CHAIR:	Keith Lutz	895-8208	334-1126	895-8409	<a href="mailto:klutz@mpsomaha.org">klutz@mpsomaha.org</a>
	Amy Friedman	895-8209	397-5460	895-8409	<a href="mailto:afriedma@mpsomaha.org">afriedma@mpsomaha.org</a>
	Tony Levy	731-0400	556-5962	734-8005	<a href="mailto:alevy@mpsomaha.org">alevy@mpsomaha.org</a>
	Mike Pate	573-9743	330-5729	571-2304	<a href="mailto:mpate@tconl.com">mpate@tconl.com</a>
<b>KIDS NETWORK COMMITTEE</b>					
CHAIR:	Pat Rhodes	895-8328	391-3414		<a href="mailto:prhodes@mpsomaha.org">prhodes@mpsomaha.org</a>
	Roger Dixon	5996990	758-1029	991-1501	<a href="mailto:rdixon@questcenter.com">rdixon@questcenter.com</a>
	Troy Gerhardt	351-2287	330-6213	351-2913	<a href="mailto:troy.gerhardt@mutualofomaha.com">troy.gerhardt@mutualofomaha.com</a>
<b>ALUMNI LIAISON</b>					
	Tim Harrison	891-2302	359-2876	894-1413	<a href="mailto:tim.harrison@nmfn.com">tim.harrison@nmfn.com</a>
<b>SCHOLARSHIP SELECTION COMMITTEE</b>					
CHAIR:	Joel Schlessinger	334-7546	496-2168	334-8627	<a href="mailto:skindoc@lovelyskin.com">skindoc@lovelyskin.com</a>
	Shirley Demetri	393-4400	896-4001	393-4403	<a href="mailto:demetri2@cox.net">demetri2@cox.net</a>
<b>PUBLIC SUPPORT COMMITTEE</b>					
CHAIR:	Paul Dietsch	341-6000	891-0445	341-8290	<a href="mailto:pdietch@fslf.com">pdietch@fslf.com</a>
	Darold Bauer	333-4971		691-0513	<a href="mailto:daroldbauer@aol.com">daroldbauer@aol.com</a>
	Todd Clarke	493-3313	896-4557	493-2811	<a href="mailto:toddc@clsinvest.com">toddc@clsinvest.com</a>
	Shirley Demetri	393-4400	896-4001	393-4403	<a href="mailto:demetri2@cox.net">demetri2@cox.net</a>
	Amy Friedman	895-8209	397-5460	895-8409	<a href="mailto:afriedma@mpsomaha.org">afriedma@mpsomaha.org</a>
	Tony Levy	731-0400	556-5962	734-8005	<a href="mailto:alevy@mpsomaha.org">alevy@mpsomaha.org</a>
	Cathy Nelson	891-0533	891-0733	891-0633	<a href="mailto:cnelsonar@aol.com">cnelsonar@aol.com</a>
	Mike Pate	573-9743	330-5729	571-2304	<a href="mailto:mpate@tconl.com">mpate@tconl.com</a>
<b>BOARD CAMPAIGN Subcommittee</b>					
CHAIR:	Mike Pate	573-9743	330-5729	571-2304	<a href="mailto:mpate@tconl.com">mpate@tconl.com</a>
<b>COMMUNITY CAMPAIGN Subcommittee</b>					
CHAIR:	Todd Clarke	493-3313	896-4557	493-2811	<a href="mailto:toddc@clsinvest.com">toddc@clsinvest.com</a>
	Roger Dixon	5996990	758-1029	991-1501	<a href="mailto:rdixon@questcenter.com">rdixon@questcenter.com</a>
	Joel Schlessinger	334-7546	496-2168	334-8627	<a href="mailto:skindoc@lovelyskin.com">skindoc@lovelyskin.com</a>
<b>GOLF TOURNAMENT Subcommittee</b>					
CHAIR:	Cathy Nelson	891-0533	891-0733	891-0633	<a href="mailto:cnelsonar@aol.com">cnelsonar@aol.com</a>
	Keith Lutz	895-8208	334-1126	895-8409	<a href="mailto:klutz@mpsomaha.org">klutz@mpsomaha.org</a>
<b>HALL OF FAME BANQUET Subcommittee</b>					
CHAIR:	Amy Friedman	895-8209	397-5460	895-8409	<a href="mailto:afriedma@mpsomaha.org">afriedma@mpsomaha.org</a>
	Tony Levy	731-0400	556-5962	734-8005	<a href="mailto:alevy@mpsomaha.org">alevy@mpsomaha.org</a>
<b>MARKETING &amp; P.R. Subcommittee</b>					
CHAIR:	Shirley Demetri	393-4400	896-4001	393-4403	<a href="mailto:demetri2@cox.net">demetri2@cox.net</a>
	Paul Dietsch	341-6000	891-0445	341-8290	<a href="mailto:pdietch@fslf.com">pdietch@fslf.com</a>
<b>STAFF CAMPAIGN Subcommittee</b>					
CHAIR:	Tony Levy	731-0400	556-5962	734-8005	<a href="mailto:alevy@mpsomaha.org">alevy@mpsomaha.org</a>
	Mike Pate	573-9743	330-5729	571-2304	<a href="mailto:mpate@tconl.com">mpate@tconl.com</a>
<b>SCHOLARSHIP FUNDING &amp; POLICY Subcommittee</b>					
CHAIR:	Darold Bauer	333-4971		691-0513	<a href="mailto:daroldbauer@aol.com">daroldbauer@aol.com</a>
	Cathy Nelson	891-0533	891-0733	891-0633	<a href="mailto:cnelsonar@aol.com">cnelsonar@aol.com</a>
	Pat Rhodes	895-8328	391-3414		<a href="mailto:prhodes@mpsomaha.org">prhodes@mpsomaha.org</a>

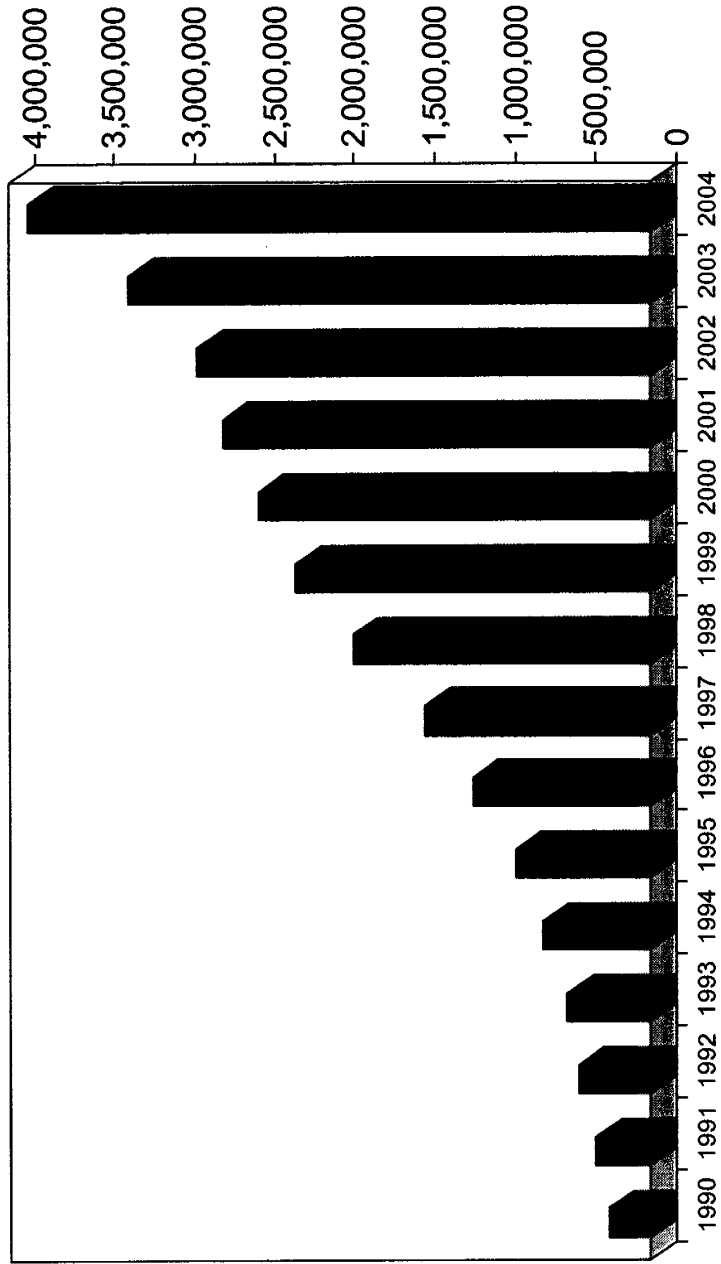




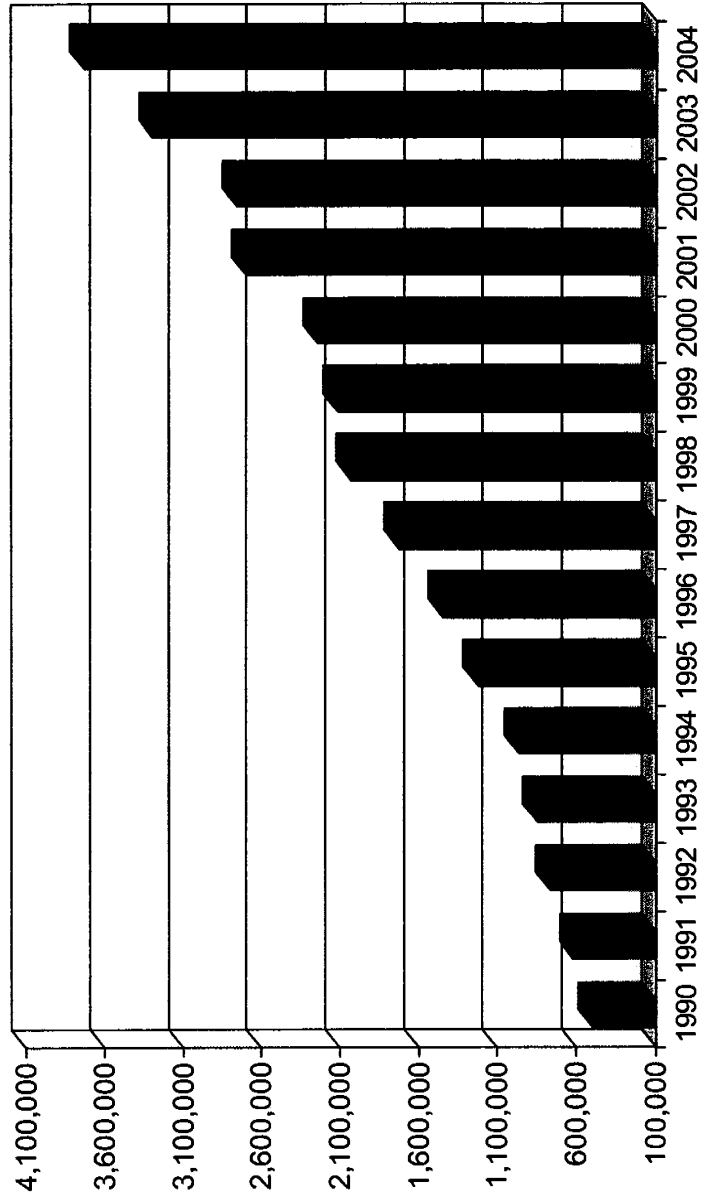
**MILLARD SCHOOLS  
EDUCATION  
FOUNDATION**

**FINANCIAL DATA MAY 31, 2004**

# MILLARD SCHOOLS EDUCATION FOUNDATION CASH AND INVESTMENTS

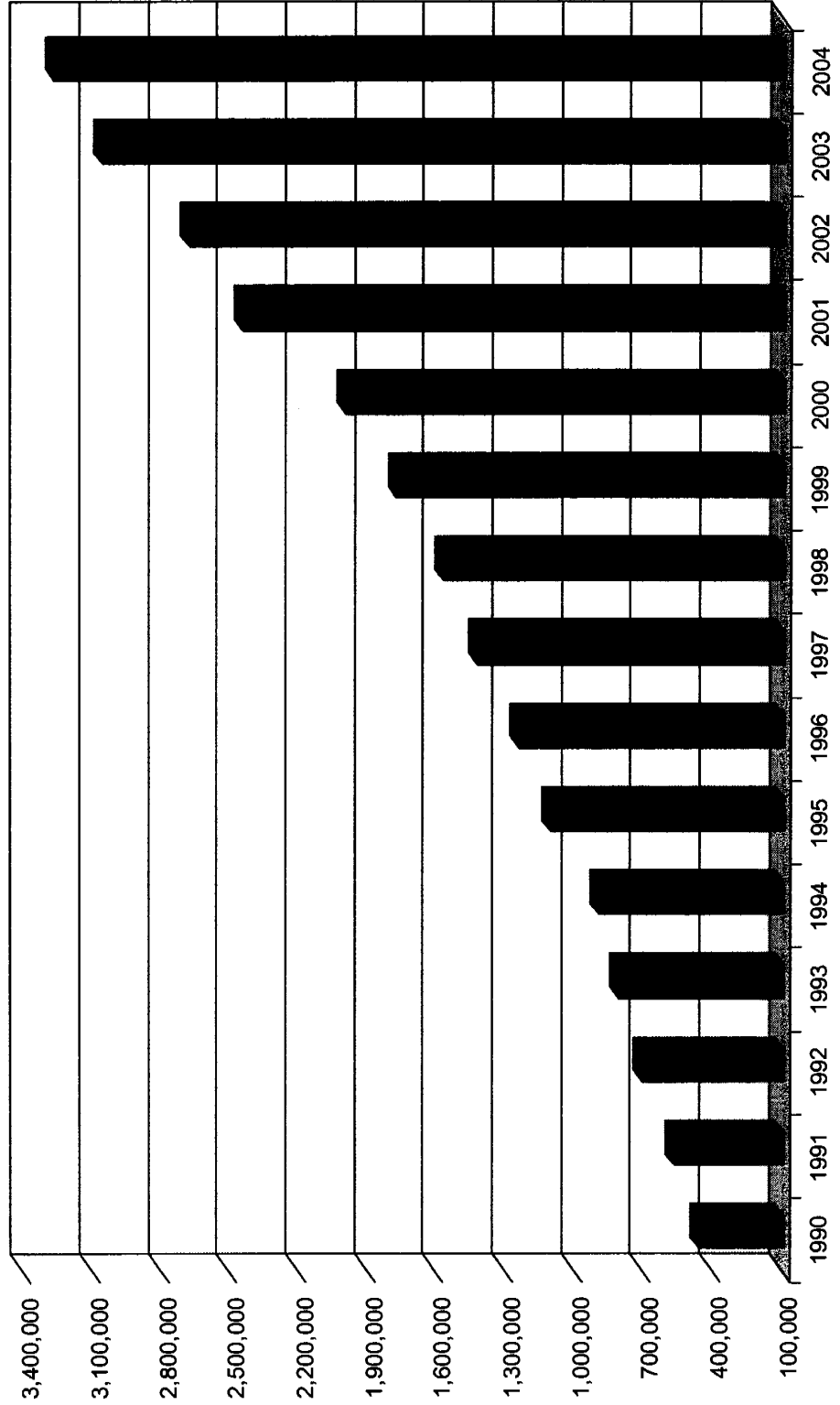


# MILLARD SCHOOLS EDUCATION FOUNDATION GROSS REVENUE TRENDS



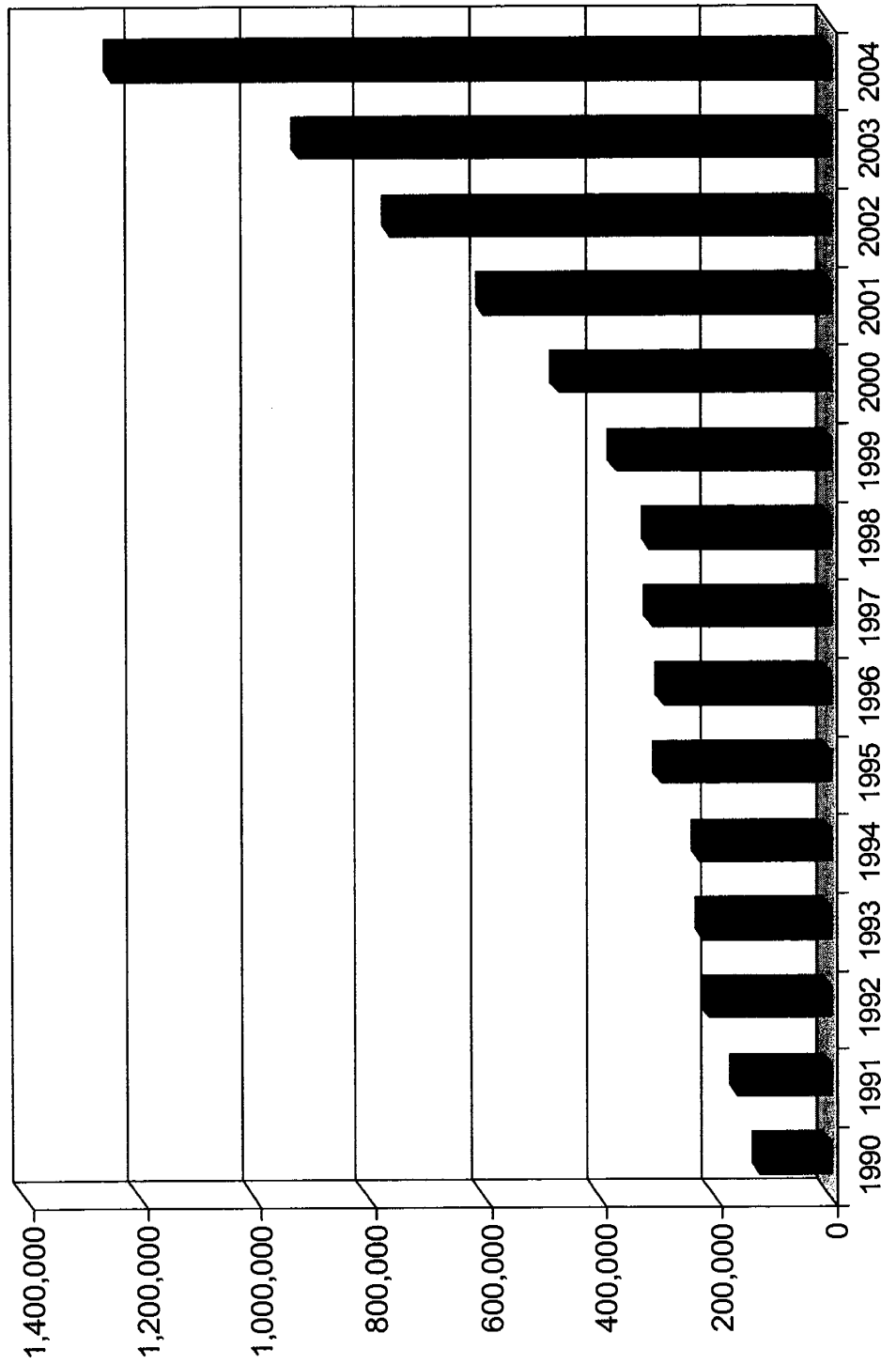
# MILLARD SCHOOLS EDUCATION FOUNDATION

## CHILD CARE REVENUE TRENDS



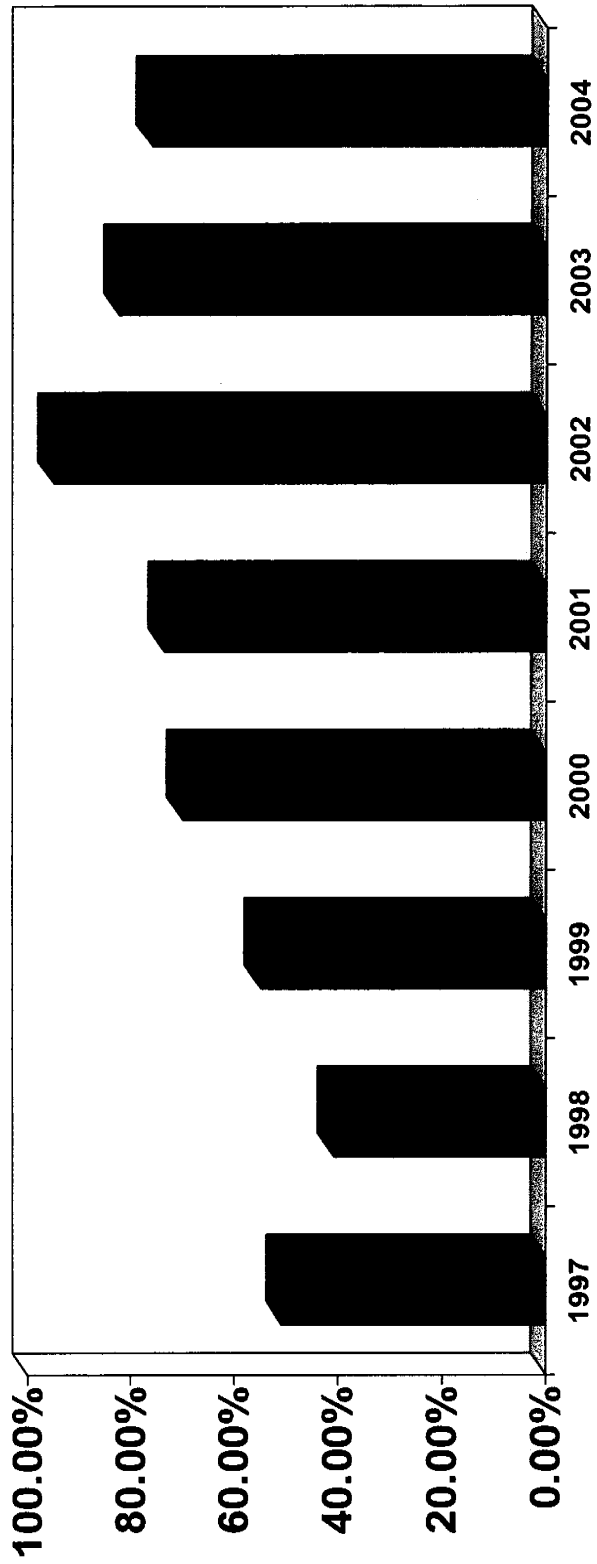
# MILLARD SCHOOLS EDUCATION FOUNDATION

## NET REVENUE FROM CHILD CARE OPERATIONS



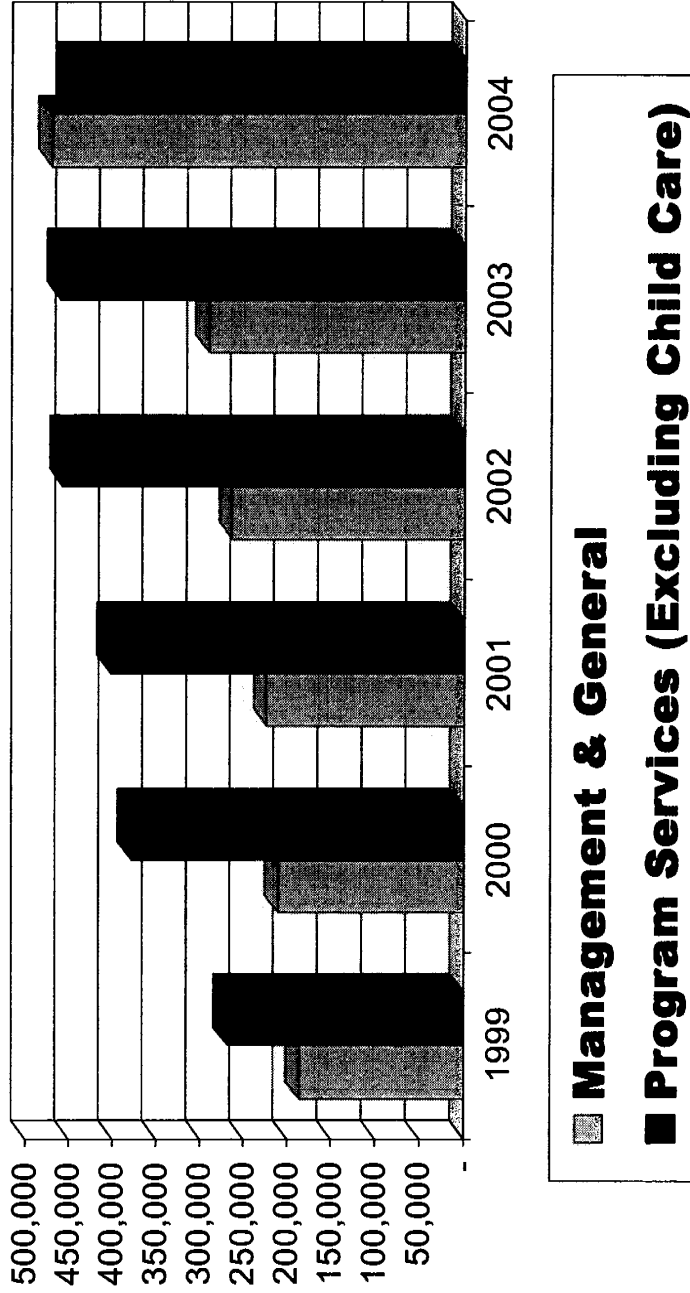
# MILLARD SCHOOLS EDUCATION FOUNDATION

Child Care Net Revenues As Percentage  
of Total Revenues



# MILLARD SCHOOLS EDUCATION FOUNDATION

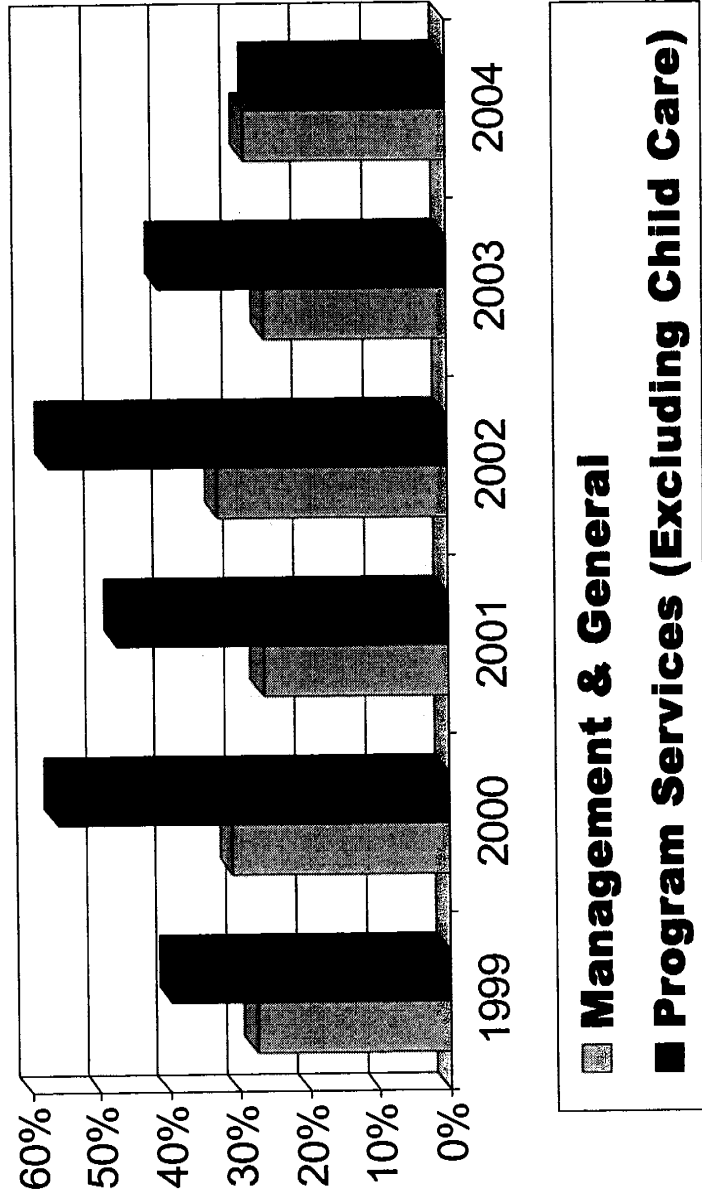
## Program Service Expenditure Comparisons



■ Management & General  
■ Program Services (Excluding Child Care)

# MILLARD SCHOOLS EDUCATION FOUNDATION

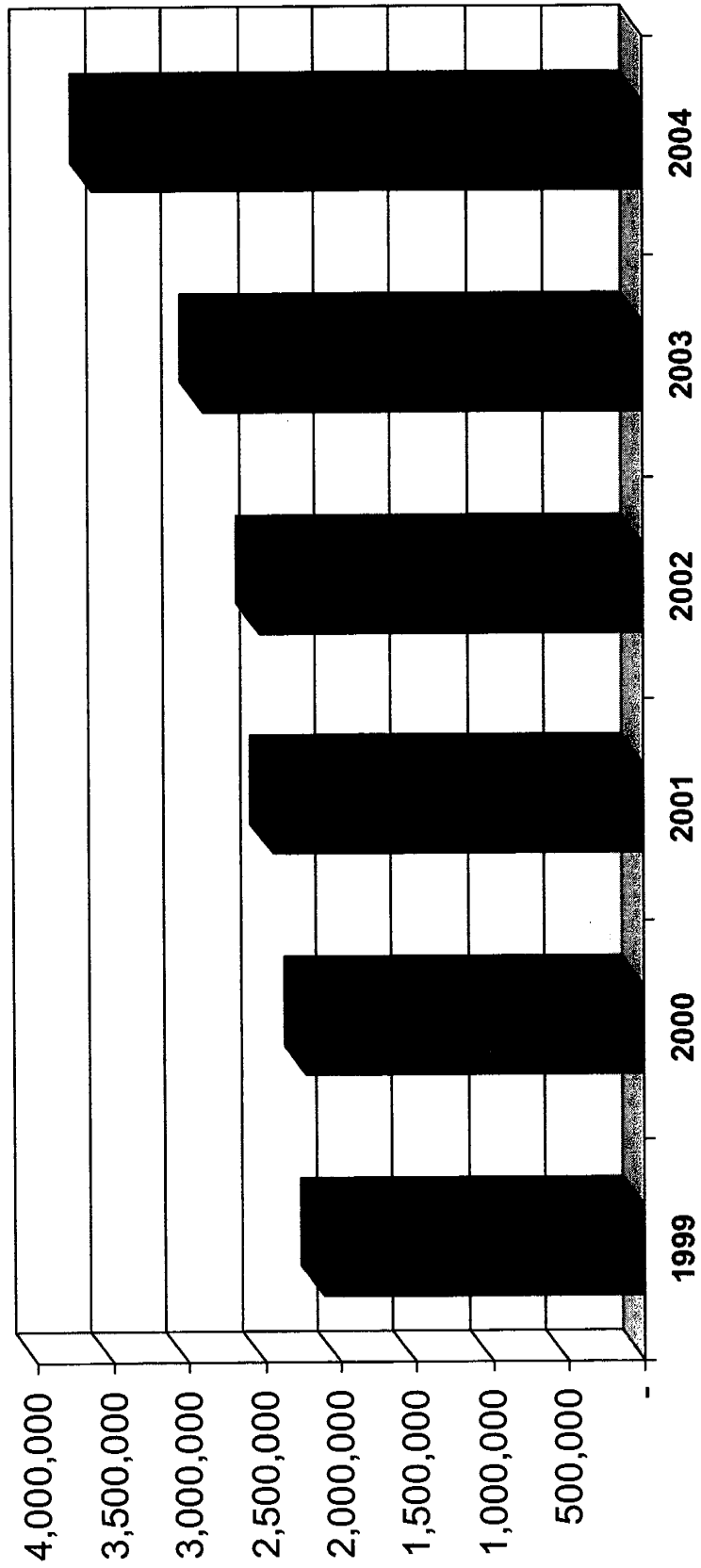
## Non Child-Care Expenditures As Percentage of Revenues





# MILLARD SCHOOLS EDUCATION FOUNDATION

Net Assets As of May 31



**MILLARD SCHOOLS EDUCATION  
FOUNDATION, INC.  
(A Non-Profit Organization)**

**MAY 31, 2004**

GRAEVE GARRELTS DENHAM & BRUCE, LLC
CERTIFIED PUBLIC ACCOUNTANTS
16924 FRANCES STREET SUITE 210
OMAHA, NEBRASKA 68130



402	330 / 7008 / PHONE
	330 / 6851 / FAX
	<a href="http://www.orizongroup.com">www.orizongroup.com</a>

September 16, 2004

To the Board of Directors  
**Millard Schools Education Foundation, Inc.**  
 Omaha, Nebraska

We have reviewed the accompanying statement of financial position of Millard Schools Education Foundation, Inc. (a nonprofit organization) as of May 31, 2004 and the related statements of activities and cash flows for the year then ended in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Millard Schools Education Foundation, Inc.

A review consists principally of inquiries of Organization personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards in the United States of America, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles in the United States of America.

The financial statements for the year ended May 31, 2003 were audited by us and we expressed an unqualified opinion on them in our report dated November 3, 2003, but we have not performed any auditing procedures since that date.

*Graeve Garrelts*  
*Denham + Bruce LLC*  
**GRAEVE GARRELTS DENHAM & BRUCE, LLC**

**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.**  
**(A Non-Profit Organization)**

**STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED MAY 31, 2004**  
**WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED MAY 31, 2003**  
(See Accountant's Review Report)

**ASSETS**

	2004	Audited 2003
<b>CURRENT ASSETS:</b>		
Cash and cash equivalents	\$ 662,733	\$ 335,427
Investments	3,223,582	2,916,765
Accounts receivable	7,315	7,315
Total current assets	3,886,315	3,259,507
PROPERTY AND EQUIPMENT - less accumulated depreciation of \$106,699 for 2004 and \$92,117 for 2003	55,682	49,733
OTHER ASSETS - deposits	1,357	1,357
<b>TOTAL ASSETS</b>	<b>\$ 3,943,354</b>	<b>\$ 3,310,597</b>

**LIABILITIES AND NET ASSETS**

<b>CURRENT LIABILITIES:</b>		
Accounts payable	\$ 156,918	\$ 157,553
Accrued salaries payable	104,611	88,170
Accrued payroll taxes	7,396	6,571
Deferred revenue	66,665	173,063
Total current liabilities	335,590	425,357
<b>NET ASSETS:</b>		
Unrestricted:		
Undesignated	2,931,504	2,271,018
Designated by Board of Directors	53,374	54,246
Total unrestricted	2,984,878	2,325,264
Temporarily restricted	372,167	332,783
Permanently restricted	250,719	227,193
Total net assets	3,607,764	2,885,240
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$ 3,943,354</b>	<b>\$ 3,310,597</b>

See Notes to Financial Statements.

**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.**  
**(A Non-Profit Organization)**

**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED MAY 31, 2004**  
**WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED MAY 31, 2003**  
(See Accountant's Review Report)

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total 2004	(Audited) Total 2003
<b>SUPPORT AND REVENUE:</b>					
Public support:					
Contributions and grants	\$ 14,626			\$ 14,626	\$ 33,517
Scholarships and memorials	14,994	\$ 64,971	\$ 23,526	103,491	91,747
Special events	<u>22,667</u>			<u>22,667</u>	<u>18,934</u>
Total public support	<u>52,287</u>	<u>64,971</u>	<u>23,526</u>	<u>140,784</u>	<u>144,198</u>
Revenue:					
Child care tuition and fees	3,273,363			3,273,363	3,062,456
Registration	58,458			58,458	27,830
Interest income	416			416	1,563
Loss on disposal of assets					(212)
Investment income	<u>204,402</u>	<u>49,908</u>		<u>254,310</u>	<u>54,146</u>
Total revenue	<u>3,536,639</u>	<u>49,908</u>		<u>3,586,547</u>	<u>3,145,783</u>
 Total support and revenue	 <u>3,588,926</u>	 <u>114,879</u>	 <u>23,526</u>	 <u>3,727,331</u>	 <u>3,289,981</u>
<b>RECLASSIFICATIONS:</b>					
Net Assets released from restrictions:					
Restrictions satisfied by payments	<u>75,495</u>	<u>(75,495)</u>			
<b>EXPENSES:</b>					
Program services:					
Child care:					
Salaries and benefits	1,535,696			1,535,696	1,620,487
Payroll taxes	106,539			106,539	115,601
Supplies and food	331,632			331,632	335,178
Fees and licenses	1,900			1,900	1,820
Program management	58,389			58,389	56,512
Transportation	18,857			18,857	11,340
Admissions	30,698			30,698	28,801
Scholarships	75,851			75,851	70,344
Career compensation program	190,000			190,000	190,000
Educational support	<u>183,152</u>			<u>183,152</u>	<u>198,802</u>
Total program services	<u>2,532,714</u>			<u>2,532,714</u>	<u>2,628,885</u>

See Notes to Financial Statements.

**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.**  
**(A Non-Profit Organization)**

**STATEMENT OF ACTIVITIES, CONTINUED**  
**FOR THE YEAR ENDED MAY 31, 2004**  
**WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED MAY 31, 2003**  
(See Accountant's Review Report)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Permanently Restricted</u>	<u>Total 2004</u>	<u>(Audited) Total 2003</u>
<b>EXPENSES (CONTINUED):</b>					
Supporting services:					
Management and general:					
Salaries and benefits	\$ 285,686			\$ 285,686	\$ 166,736
Professional fees	63,698			63,698	18,020
Office supplies and expenses	28,991			28,991	12,429
Rent	18,996			18,996	19,200
Equipment rental and maintenance	3,257			3,257	3,240
Promotional and advertising	13,466			13,466	15,440
Telephone and utilities	4,242			4,242	4,688
Employee relations	1,096			1,096	7,666
Employee expenses	4,033			4,033	3,980
Trust fees	15,827			15,827	14,605
Depreciation	14,607			14,607	12,777
Meeting expense	1,163			1,163	1,516
Dues and publications	1,753			1,753	1,140
Insurance	6,278			6,278	3,839
Recruiting and hiring bonus					1,250
Miscellaneous	7,473			7,473	4,013
Total management and general	<u>470,566</u>			<u>470,566</u>	<u>290,539</u>
Fundraising				1,527	2,144
Total supporting services				<u>472,093</u>	<u>292,683</u>
Total expenses	<u>3,004,807</u>			<u>3,004,807</u>	<u>2,921,568</u>
INCREASE IN NET ASSETS	\$ 659,614	\$ 39,384	\$ 23,526	722,524	368,413
NET ASSETS - beginning of year	<u>2,325,264</u>	<u>332,783</u>	<u>227,193</u>	<u>2,885,240</u>	<u>2,516,827</u>
NET ASSETS - end of year	<u>\$ 2,984,878</u>	<u>\$ 372,167</u>	<u>\$ 250,719</u>	<u>\$ 3,607,764</u>	<u>\$ 2,885,240</u>

See Notes to Financial Statements.

**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.**  
**(A Non-Profit Organization)**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MAY 31, 2004**  
**WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED MAY 31, 2003**  
(See Accountant's Review Report)

	2004	(Audited) 2003
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash received from child care tuition and fees	\$ 3,337,299	\$ 3,036,505
Cash received from contributors	36,223	252,159
Cash paid to suppliers and employees	(2,524,558)	(2,454,459)
Cash paid for scholarships and educational support	(449,003)	(459,146)
Interest and dividends received	102,382	105,058
Net cash provided by operating activities	502,343	480,117
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from sale of investments	213,430	301,404
Purchase of investments	(367,912)	(631,460)
Purchase of equipment	(20,555)	(4,040)
Net cash used in investing activities	(175,037)	(334,096)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
<b>INCREASE IN CASH</b>	327,306	146,021
<b>CASH AND CASH EQUIVALENTS - beginning of year</b>	335,427	189,406
<b>CASH AND CASH EQUIVALENTS - end of year</b>	\$ 662,733	\$ 335,427
<b>RECONCILIATION OF CHANGE IN NET ASSETS</b>		
<b>TO CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Increase in net assets	\$ 722,524	\$ 368,413
Adjustments to reconcile increase in net assets to net cash provided by operating activities		
Depreciation	14,607	12,777
(Gain) loss on sale of investments	(27,290)	92,141
Loss on disposal of assets		212
Unrealized gains on investments	(125,046)	(42,792)
Decrease in promises to give		2,500
Decrease in prepaid expenses		2,387
Decrease in accounts receivable	7,315	(7,315)
Decrease in accounts payable	(635)	(13,703)
Increase in accrued salaries payable	825	2,538
Increase in payroll taxes payable	16,441	6,351
Increase (decrease) in deferred revenue	(106,398)	56,608
Total cash provided by operating activities	\$ 502,343	\$ 480,117

See Notes to Financial Statements.

**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.  
(A Non-Profit Organization)**

**NOTES TO FINANCIAL STATEMENTS**

**1. NATURE OF ACTIVITIES**

Millard Schools Education Foundation, Inc. (the "Foundation") has been providing services and funds to the Millard Public School District since 1984. It issues scholarships and operates the Kids' Network Child Care Program (currently located at 22 elementary schools in the District). The Foundation also provides grant money to the District.

The Millard Schools Education Foundation, Inc. has been classified by the Internal Revenue Service as an organization other than a private foundation and is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code.

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The financial statements of the Foundation have been prepared on the accrual basis of accounting as required by generally accepted accounting principles in the United States of America.

**Financial Statement Presentation**

The Foundation has adopted Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted.

Unrestricted - Net assets that are not subject to donor-imposed stipulations. Unrestricted net assets may be designated for specific purposes by action of the Board of Directors or may otherwise be limited by contractual agreements with outside parties. As of May 31, 2004, the Board had designated \$53,374 for scholarships.

Temporarily restricted - Net assets whose use by the Foundation is subject to donor-imposed stipulations that can be fulfilled by actions of the Foundation pursuant to those stipulations or that expire by the passage of time.

Permanently restricted - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Foundation. Generally, the donors of these assets permit the Foundation to use all or part of the income earned on these assets.

Expenses are generally reported as decreases in unrestricted net assets. Expirations of donor-imposed stipulations that simultaneously increase one category of net assets and decrease another are reported as reclassifications between the applicable categories.

Temporarily restricted net assets for which donor-imposed restrictions are met in subsequent reporting periods are reclassified to unrestricted net assets and reported as net assets released from restrictions. Net assets released from restrictions also include unrestricted, temporarily restricted or permanently restricted net assets where donors have added, changed or removed restrictions on contributions. Net assets which have no donor stipulated restrictions, as well as contributions for which donors have stipulated restrictions but which are met within the same reporting period, are reported as unrestricted support.



**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.**  
**(A Non-Profit Organization)**

**NOTES TO FINANCIAL STATEMENTS, CONTINUED**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Cash Equivalents**

For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents.

**Contributions**

Contributions are recognized when the donor makes a promise to give to the Foundation that is, in substance, unconditional. Donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

The Foundation uses the allowance method to determine uncollectible unconditional promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

**Receivables**

The Foundation records receivable balances at net realizable value using the allowance method to record anticipated uncollectible balances.

**Property and Equipment**

Property and equipment is recorded at acquisition cost if purchased. Donations of property and equipment are recorded as support at their estimated fair value at the date of gift. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, the Foundation reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Foundation reclassifies temporarily restricted net assets to unrestricted net assets at that time. Property and equipment is depreciated using the straight-line method over the assets' estimated useful lives of three to forty years.

**Fair Value of Financial Instruments**

The following methods and assumptions were used to estimate the fair value of each class of financial instruments:

Cash and Cash Equivalents - The carrying amount approximates fair value because of the short maturity of those instruments.

Investments - Investments in marketable securities with readily determinable fair values and all investments in debt securities are valued at their fair values in the statement of financial position. Unrealized gains and losses are included in the change in net assets.

**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.**  
**(A Non-Profit Organization)**

**NOTES TO FINANCIAL STATEMENTS, CONTINUED**

**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED**

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Comparative Information**

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles in the United States of America. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the year ended May 31, 2003, from which the summarized information was derived.

**3. BANK DEPOSITS**

At May 31, 2004, the carrying amount of the Foundation's deposits was \$607,221, and the bank balances were \$890,571, of which the balance at one bank as of that date exceeded the normal \$100,000 FDIC insurance coverage by \$790,571.

**4. INVESTMENTS**

Investments are initially recorded at their acquisition cost if they are purchased and at fair value if they are received as a contribution. Investments in equity securities with readily determined market values and all debt securities are reported at their fair value. Unrealized gains and losses resulting from changes in fair value are reported in the statement of activities and result in increases or decreases to unrestricted net assets unless their use is temporarily or permanently restricted by donors to a specified purpose or future period.

Investments presented in the financial statements are part of a cash management account, which has investments in the following:

	<u>Cost</u>	<u>Market</u>	<u>Unrealized Gain</u>
Bonds and notes	\$1,146,133	\$1,210,986	\$ 64,853
Common stock	<u>1,680,621</u>	<u>2,012,596</u>	<u>331,553</u>
<b>TOTAL</b>	<u><b>\$2,826,754</b></u>	<u><b>\$3,223,582</b></u>	<u><b>\$ 396,406</b></u>

**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.**  
**(A Non-Profit Organization)**

**NOTES TO FINANCIAL STATEMENTS, CONTINUED**

**4. INVESTMENTS, CONTINUED**

The following schedule summarizes the investment return and its classification on the statement of activities for the year ended May 31, 2004

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Interest income	\$ 55,066	\$ 12,933	\$ 67,999
Dividend income	27,514	6,462	33,976
Net realized losses	22,099	5,190	27,289
Net unrealized gains	<u>99,723</u>	<u>25,323</u>	<u>125,046</u>
Total investment return	<u>\$ 204,402</u>	<u>\$ 49,908</u>	<u>\$ 254,310</u>

**5. PROPERTY AND EQUIPMENT**

A summary of the property and equipment follows. Values are stated at cost:

Equipment	\$ 33,117
Computers	112,230
Leasehold Improvements	17,059
Less: accumulated depreciation	<u>(106,724)</u>
Total property and equipment	<u>\$ 55,682</u>

**6. DEFERRED REVENUE**

A summary of deferred revenue follows.

Deferred income - golf	\$ 23,625
Deferred income - registration	<u>43,040</u>
Total deferred revenue	<u>\$ 66,665</u>

**7. PENSION PLAN**

The Foundation maintains a defined contribution pension plan. Employees are eligible to participate in the plan upon completion of six months of service and attaining age twenty. Employees may generally elect to contribute up to \$12,000 of their salary to the plan. The Foundation may make discretionary matching contributions up to the lesser of 50% of the contribution or 10% of salary for each employee participating in the plan. The Foundation made matching contributions for the year ended May 31, 2004 in the amount of \$9,416.

**MILLARD SCHOOLS EDUCATION FOUNDATION, INC.**  
**(A Non-Profit Organization)**

**NOTES TO FINANCIAL STATEMENTS, CONTINUED** 

**8. COMMITMENTS**

The Foundation leases office facilities under a noncancellable operating lease that expires August 31, 2006. Rent expense for the year ended May 31, 2004 amounted to \$18,996. The future minimum rental payments on this lease as of May 31, 2004 are as follows:

Year ending May 31, 2005	\$ 19,200
Year ending May 31, 2006	19,200
Year ending May 31, 2007	<u>4,800</u>
Total	<u>\$ 43,200</u>

**9. SPECIAL EVENTS**

The following are the results of the Foundation's special events during the period ended May 31, 2004:

	<u>Gross Proceeds</u>	<u>Expenses</u>	<u>Net</u>
Golf Benefit	\$ 32,285	\$ 12,762	\$ 19,523
Hall of Fame Banquet	<u>16,030</u>	<u>12,886</u>	<u>3,144</u>
TOTAL	<u>\$ 48,315</u>	<u>\$ 25,648</u>	<u>\$ 22,667</u>

**10. RESTRICTIONS ON NET ASSETS**

Temporarily restricted net assets at May 31, 2004 consist of contributions received for scholarships to be awarded in future periods.

Permanently restricted net assets at May 31, 2004 consist of endowment fund investments to be held in perpetuity, the income from which is expendable for scholarships.

### AGENDA SUMMARY SHEET

**AGENDA ITEM:** Depreciation Fund Report

**MEETING DATE:** November 1, 2004

**DEPARTMENT:** Business

**TITLE & BRIEF DESCRIPTION:** Depreciation Fund Report – A report of funds being held in the depreciation fund at the conclusion of the FYE04 fiscal year.

**ACTION DESIRED:** Approval  Discussion  Information Only

**BACKGROUND:** A Depreciation Fund may be established by a school district in order to facilitate the eventual purchase of capital outlay items by transferring such monies from the General Fund. To allocate monies from the General Fund, a school district needs to show the movement of monies as an expense from the General Fund and as a receipt into the Depreciation Fund.

The district may divide the Depreciation Fund into more than one account (e.g., one account for each building). Some of the buildings delay purchases of capital items (e.g., computers, copy machines, security cameras etc.) until late in the year so they have funds available if a surprise expense should arise. If funds are still available at the end of the year, the school will transfer the funds to the depreciate fund and purchase the capital expense item in the following fiscal year.

The funds available in the district-wide account may be used to purchase such things as band uniforms, instructional equipment (e.g., lathes, kilns, etc.), technology (e.g., computers, printers, projectors, etc.), capital replacement projects (e.g., HVAC units, roofs, sidewalks, parking lots, etc.), and other depreciable items.

**OPTIONS AND ALTERNATIVES:** n/a

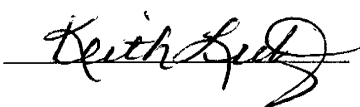
**RECOMMENDATION:** It is recommended that the Depreciation Fund Report be received and placed on file.

**STRATEGIC PLAN REFERENCE:** n/a

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

**TIMELINE:** n/a

**RESPONSIBLE PERSON:** Ken Fossen (Assoc. Supt.) & Chris Hughes (Accounting Manager)

**SUPERINTENDENT'S APPROVAL:** 

<b>Millard Public Schools</b>		
<b>Depreciation Fund</b>		
	<b>Person</b>	<b>FYE04 Ending</b>
<b>School/Dept</b>	<b>Responsible</b>	<b>Balance</b>
Abbott	Erik Chaussee	\$ 9,221.96
Ackerman	Martha Nielsen	\$ 2,530.76
Aldrich	Susie Melliger	\$ 7,673.92
Black Elk	Kevin Chick	\$ 7,294.42
Bryan	Pat Rhodes	\$ 1,995.31
Cather	Nila Nielsen	\$ 7,431.27
Cody	Nick Meysenburg	\$ 1,542.58
Cottonwood	Nancy Nelson	\$ 6,426.44
Disney	Mark Schultze	\$ 818.93
Ezra Millard	Carol Beaty	\$ 8,711.62
Harvey Oaks	Bert Deremer	\$ 708.42
Hitchcock	Mandy Johnson	\$ 543.75
Holling Hgts	Candace Spurzem	\$ 1,927.47
Montclair	Kara Hutton	\$ 201.69
Neihardt	Bonnie Kolowski	\$ 6,827.84
Norris	Peggy Brendel	\$ 4,766.66
Rockwell	Jerri Wesley	\$ 1,497.93
Sandoz	Susan Anglemyer	\$ 5,693.19
Wheeler	Andy DeFreece	\$ 751.65
Willowdale	Susan Kelley	\$ 3,459.83
AMS	Jeff Alfrey	\$ 2,243.05
CMS	Jim Sutfin	\$ 15,038.49
NMS	Gary Barta	\$ 33,420.59
KMS	Phil Koch	\$ 21,239.61
RMS	Marge Welch	\$ 23,256.13
BMS	Nancy Johnston	\$ 1,314.85
MLC	Angie Mercier	\$ 2,470.84
NHS	Rick Werkheiser	\$ 21,922.07
SHS	Jon Lopez	\$ 25,529.22
WHS	Rick Kolowski	\$ 7,023.36
District	Supt/Designee	\$ 5,883,284.45

## AGENDA SUMMARY SHEET

**AGENDA ITEM:** South High Technology  
Mini-Magnet Program Evaluation

**Meeting Date:** November 1, 2004

**Department:** Planning and Evaluation

**Title and Brief Description:** This is the 4<sup>th</sup> year of evaluation results on the South High technology mini-magnet. Results demonstrate course enrollments and costs.

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

**Background:** Findings show 55 enrollees in the courses designated as being part of the mini-magnet (11 female and 44 male). For the second year in a row, the most qualified students participated in the internship part of the program ( $N = 6$ ). Costs are lower this year because of less administrative overhead (reduction of part-time program coordinator position). Class sizes are mostly in the range of the Business and Industrial Tech departments' teacher loads.

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

**Recommendations:** Determine how many students who complete the internship proceed to get A+ and/or Cisco certification.

**Strategic Plan Reference:** Strategic parameters and board policy on 5-year evaluation of mini-magnet programs.

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

**Timeline:** Use results in program planning for 2004-05 and beyond.

**Responsible Persons:** Sharon Freeman and John Crawford for evaluation;  
Vicki Kaspar and Jon Lopez for the program.

**Superintendent's Signature:**

  
\_\_\_\_\_

## South High Information Technology Mini-Magnet Year 4 Program Evaluation

### Introduction and Purpose

As required by board policy and strategic plan parameters, the office of Planning and Evaluation carries out 5-year evaluations of all mini-magnet programs. The 2003-2004 school year was the fourth year of implementation for the South High Information Technology mini-magnet, and the data in this report come from this school year. We will focus on numbers of participants, costs associated with the program, and student matriculation through the identified Information Technology Cluster pathways leading to the internship course.

The following is from the June 18, 2001 program update presented to the Board of Education. The four goals listed were the primary objectives when the program was designed.

*“The IT Mini-Magnet Program was created in response to needs identified in both the Millard District and Millard South High School Strategic Plans. The building plan has been a strong impetus in setting the direction for the program through the following strategies and action plans:*

1. *We will further develop and implement student-centered, comprehensive educational programs, which identify and address specific learning needs of students including:*
  - a. *Develop and implement a mini-magnet program that will provide an educational model and experiences for students seeking careers in the field of technology.*
2. *We will expand and promote building-wide technology use by students and staff to improve learning. Examples of planned projects include:*
  - a. *Expand staff development program*
  - b. *Create instructional computing centers*
  - c. *Place a networked computer in every classroom and departmental office*
  - d. *Provide multimedia presentation capabilities*
  - e. *Hold a technology fair*
  - f. *Create a video production studio*
3. *We will develop a comprehensive program to increase community involvement in the shared learning process that will:*
  - a. *Improve communications to the home*
  - b. *Develop a communication means to convey information from Millard South to community and business*
4. *We will have all students successfully complete the Millard South career Education Plan during the four years of high school.”* (Page 1 of Board Report)



### Technology Courses Offered at All Three High Schools

All three Millard high schools currently offer the following classes: Introduction to Computer Science, Computer Topics, Contemporary Programming Languages, Advanced Placement Computer Science, and Computer Technology Applications. The table below shows the number of students in these computer classes by their high school and gender.

Course	South		North		West	
	Female	Male	Female	Male	Female	Male
Intro Comp Science	15 (19.5%)	62 (80.5%)	28 (29.2%)	68 (70.8%)	17 (19.8%)	69 (80.2%)
Computer Topics	0 (0.0%)	5 (100.0%)	0 (0.0%)	13 (100.0%)	0 (0.0%)	17 (100.0%)
Contemp Prog Lang	1 (7.7%)	12 (92.3%)	3 (11.5%)	23 (88.5%)	0 (0.0%)	21 (100.0%)
AP Comp Science	1 (12.5%)	7 (87.5%)	1 (11.1%)	8 (88.9%)	0 (0.0%)	10 (100.0%)
Comp Tech Apps	166 (60.4%)	109 (39.6%)	194 (58.3%)	139 (41.7%)	154 (57.0%)	116 (43.0%)
Total	183 (48.4%)	195 (51.6%)	226 (47.4%)	251 (52.6%)	171 (42.3%)	233 (57.7%)
Total	378		477		404	

The number of students registered in computer classes has increased significantly in recent years, most likely due to the technology graduation requirement for the classes of 2004 and beyond.

School Year	South	North	West
1998-1999	96	196	140
1999-2000	184	267	277
2000-2001	183	309	372
2001-2002	416	324	400
2002-2003	354	519	374
2003-2004	378	477	404

Since the mini-magnet was originally proposed to have a focus on Cisco (networking) and A+ (desktop support) preparation, this evaluation will focus on the classes that are offered only at Millard South High School. These include three strands:

- Cisco Networking – the study of maintaining and repairing network infrastructure such as switches, routers, and hubs
- A+ Certification – preparation for hardware (desktop) support and related operating system functions
- Computer Graphics – web and non-web based graphics instruction, including HTML programming

### Technology Courses Offered at South High Only

There are several technology classes that are offered at Millard South but not at North or West. School year 2003-2004 enrollment for these classes is shown here.

Course	South	
	Female	Male
Intro to Graphic Communications *	62	60
Total	122	

“Intro to Graphic Communications” is offered only at South but will not be considered part of the technology mini-magnet for the purposes of this evaluation because it includes photography and videography as well as computer graphics and desktop publishing. The table below shows the courses unique to Millard South that are part of the mini-magnet. The mini-magnet is also known as STARS (Students/ Technology/ Achievement/ Responsibility/ Success).

Course	South	
	Female	Male
Foundations of Computer Graphics	6	8
Advanced Computer Graphics	1	4
Cisco Year 1	0	5
Cisco Year 2	0	5
A+ *	2	18
STARS Internship *	2	4
Total	11	44
Total	55**	

\* Semester-long classes; all other classes are yearlong.

\*\* These (duplicate) counts include students in more than one class.

The following table shows a breakdown of the 6 students who were enrolled in the STARS internship for the 2003-2004 school year and the courses taken prior to enrollment in the internship.

Course	Students
Computer Technology Applications, Intro Computer Science & A+	1
Intro Comp Sci & A+	1
Computer Tech Apps, Intro Comp Sci & Computer Graphics (2 Courses)	1
Computer Graphics (2 Courses)	1
Computer Graphics (3 Courses)	1
Intro Graphics, Intro Comp Sci & Contemporary Programming Languages	1

In 2001-2002, 21 students were enrolled in the internship; 13 of the 21 had taken only the basic class, computer technology applications, prior to the internship. In 2002-2003 there were only 7 students in the internship but they seem to be better prepared, with 2 to 6 technology

classes completed prior to the internship. In 2003-2004 there were 6 students in the internship that again seem to be relatively well prepared, with 2 to 4 technology classes completed prior to the internship. Four of the six 2003-2004 internship students were taking another technology class concurrent with the internship.

Enrollment criteria for the STARS Internship had changed in 2002-2003 to comply with NDE guidelines for work-based learning (cooperative education) programs. The program received co-op approval from NDE in the fall of 2002; this approval required junior or senior status to enroll in the internship in succeeding years. During 2001-2002, sophomores had been allowed to enroll in STARS Internship. The following factors create challenges when making internship placements:

- For-profit companies may not accept unpaid student interns
- Non-profit agencies can accept unpaid student interns (so this group of agencies is eligible for technology interns)
- Employers require increased technical knowledge
- Security concerns of employers

### Staff and Costs:

Mini-magnet classes are taught by three teachers. The portion of each teacher's instructional time spent in STARS classes is shown in the following table.

<b>Courses Taught</b>	<b>FTE</b>
Cisco I, Cisco II, STARS Internship	0.20
A+	0.18
Computer Graphics (Foundations, Advanced)	0.18
Total FTE:	0.56

Students were enrolled in 43 mini-magnet class sections first semester and 33 class sections second semester, for a total of 76 student-course enrollments. The average teacher load (student course enrollments per FTE) for the mini-magnet is then  $76 \text{ students} / 0.56 \text{ FTE} = 135.7 \text{ students/FTE}$  for the 2003-2004 school year. For comparison, spring 2004 teacher loads for the Business and Industrial Technology departments at Millard South are shown below.

Department	Spring Semester Teacher Load		Estimated Annual Teacher Load	
	Range	Average	Range	Average
Business	28 to 107	76.3	56 to 214	152.6
Industrial Tech	4 to 129	79.3	8 to 258	158.6
Total MSHS		92.5		185.0

The teacher load for the mini-magnet is approximately 87% of the average annual teacher loads of the most closely related departments. The annual teacher load for the STARS mini-

magnet is approximately 73% of Millard South's school wide average teacher load of 185.0 students per teacher per year.

The table below presents teacher cost estimates for the mini-magnet compared to South High as a whole. Cost estimates for the 47 STARS students reflect only the mini-magnet classes in which the students were enrolled, while the South High cost estimates include all courses in which students were enrolled. The 47 STARS students were enrolled in an average of 1.62 classes in the mini-magnet, with a range of 1 to 4 mini-magnet classes per student. Millard South High School students in general were enrolled in an average of 6.87 classes per student in Spring 2004, or approximately 13.7 classes per student per year.

<b>Staff Cost Analysis</b>		
<b>STARS</b>		<b>South High</b>
0.56	Teachers (FTE)	121.5
\$31,753.12	Teachers @ \$56,702 (including benefits)	\$6,889,293.00
47	Students	1913
1.62	Classes/student	13.73
96	Student course enrollments (seats)	26,270
\$417.80	Teacher cost/seat	\$262.25

The estimated teacher cost for each seat (student course enrollment) in the mini-magnet classes is approximately 1.6 times the teacher cost for each seat in Millard South classes in general. On a cost-per-pupil basis, this equates to \$252 in additional costs per student when compared to South High as a whole.

Material costs are shown in the following table. These data show spending for 2002-2003 as well as for 2003-2004. The 2002-2003 expenses shown below include expenses paid from general funds as well as those paid from grant funds.

<b>Non-Staff Costs</b>		
	<b>Spending 02-03</b>	<b>Spending 03-04</b>
Textbooks	\$736.18	\$0.00
Supplies	\$2,075.06	\$3,771.08
Software	\$7,673.07	\$8,050.00
Computers & Related Equipment	\$29,556.50	\$4,067.98
Total	\$40,040.81	\$15,889.06

With 2002-2003 having been the last year of the grant, funding for the mini-magnet in 2003-2004 and beyond come from district funds. Since program coordination responsibilities have been assumed by one of the MSHS assistant principals, the .5 FTE program/ grant coordinator that was funded by the grant is no longer included as a cost. The computer hardware budget for the grant was \$28,500 per year. While these costs may be deferred for a short time, as reflected in the 03-04 figures above, reasonably current hardware and software will be required

due to the nature of the classes. It is expected that ongoing hardware costs will be in the range of \$20,000 to \$30,000 annually.

### **Certification**

The A+ class and the 2-year Cisco sequence prepare students to take industry standard certification exams, for the CompTIA A+ certification and the CCNA (Cisco Certified Network Associate) certification, respectively. Either of these entry-level certifications would document that the student has the skills needed for an entry-level job in the information technology (IT) field, which should allow the student to be employed in the IT field right out of high school. An original goal of the mini-magnet was to have 50% of the A+ and Cisco students take the certification exams.

Students in the second semester A+ class were surveyed about their certification plans. Five of the nine students completed the survey; one of these students indicated he/she would take the A+ exam this year, while another student said he/she might take it. The A+ exam consists of 2 tests, each costing \$120. Students completing the A+ class with a semester grade of 3 (C) or better receive a voucher waiving half of the cost, so each test would cost the student \$60.

The students in the Cisco 1 and 2 classes were also surveyed during the spring semester. Seven of the eight enrolled students completed the survey. Four of the Cisco students are planning to take the CCNA exam. Three of the Cisco students said they are planning to take the A+ exam. The CCNA exam costs \$125, but students can get a 50% off voucher from Cisco if they receive a score of "Proficient" on a Cisco-provided test taken by all students at the end of the second year Cisco class.

## Summary and Conclusions

The information technology mini-magnet has completed its fourth year and is now entirely district supported. The program goal to have 50% of the A+ and Cisco students seek certification seems attainable, with 8 of the 12 (67%) Cisco and A+ students who responded to a survey indicating they have plans to take certification exam(s).

The number of students participating in the mini-magnet classes declined slightly from 2002-2003 (50 students) to 2003-2004 (47 students). Student interviews from previous years suggested that enrollment could be increased with more advertising, since STARS students reported many of their friends and acquaintances were not aware of the mini-magnet and didn't know what the courses were about, but expressed interest when informed.

Participation in the STARS internship in 2003-2004 was comparable to participation in 2002-2003, with the students again being well prepared for the internship. The goal of placing interns in local businesses has not been met; work toward this goal is ongoing. State approval of the internship as a cooperative education program was received during 2002-2003. Millard South continues to solicit local non-profit agencies to participate as internship sites.

With the end of grant funding in 2002-2003, costs of the mini-magnet are now borne by the district. Personnel costs are somewhat higher than for the building as a whole, but are comparable to the Business and Industrial Technology departments. Ongoing hardware, software, and staff development costs will need to be determined, but are likely to be at least \$30,000 to \$40,000 annually. Increasing enrollment in the mini-magnet classes could decrease the per-pupil costs of these fixed expenses.

## AGENDA SUMMARY SHEET

**AGENDA ITEM:** Reteaching Evaluation Report

**Meeting Date:** November 1, 2004

**Department:** Planning and Evaluation

**Title and Brief Description:** This report presents cost and participation data on the 2003-04 reteaching program. Information is presented by grade level and by content area.

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

**Background:** For several years, we have presented information on the students who receive remediation because of not achieving mastery on the ELO assessments. Results show the methods of delivery of services, how the resources were expended, and results.

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

**Recommendations:** The bottom line is that very few students are not successful on all ELOs as they transition from one level to the next. Only 5.6% of elementary students had not mastered all ELOs as they left 5<sup>th</sup> grade to go into 6<sup>th</sup>. Similarly, only 5.1% of 8<sup>th</sup> graders had not mastered all ELOs. At the high school level, all students who had sufficient credits were also able to master the ELOs (two students did so through the "demonstration of proficiency" method).

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

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

**Timeline:** Use results to plan for subsequent interventions.

**Responsible Persons:** John Crawford and Sharon Freeman for evaluation; other administrators for program.

**Superintendent's Signature:**

  
\_\_\_\_\_

## **Reteaching Program Evaluation, 2003-2004**

### Introduction/Background

This report is intended to provide descriptive information on the reteaching program implementation in the 2003-2004 school year. Each year schools are given an allocation of funds, which they use for working with students to ensure that all have achieved the performance standards in reading, math, writing, science, and social studies. This past year, those funds amounted to approximately \$391,000 districtwide.

Schools then submit brief plans describing how they propose to expend the funds to help students reach the designated cutscores on the assessments. Options include in-class assistance, extension of the school day, extending the school year into the summer, individual tutoring, having contracted teachers or paraprofessionals work with students, lab/pullout instruction, etc. In many cases, the interventions were combinations of these different modes.

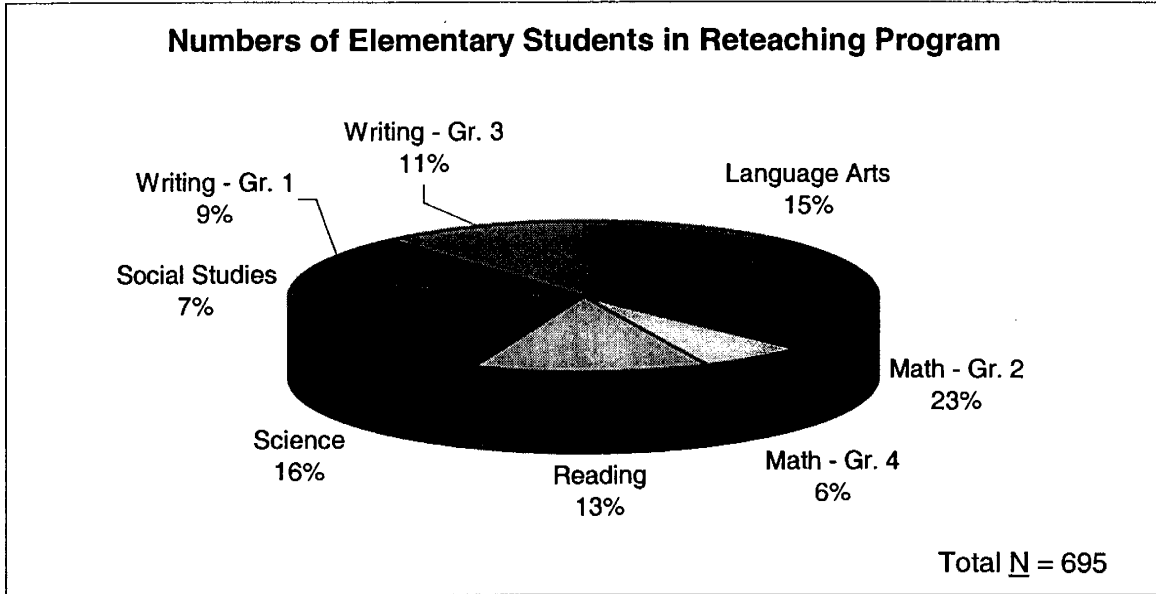
Because the effects of the interventions are confounded with school and teacher effects, and because many students receive more than one kind of intervention, at this time it does not seem possible to determine the efficacy of particular remediation models. In the future, we may want to conduct case studies of those students who are successful (as well as those who are not successful), following the remediation. The current evaluation is planned to focus on describing the programs, along with presenting information on the expenditures related to the building remediation plans.

During the 2003-2004 school year, a web-enabled system of reporting on remediation was used. This system decreases the chance of students going without reports, because we are able to pre-load all students not achieving the cutscore into the database. The person responsible for tracking the reteaching program at each building can then call up each student and click on the boxes representing the kind of reteaching intervention the student received. At the end of the year, the buildings are able to run reports showing any students who did not have data entered. The definitions of the web-based data entry system codes are in the appendix.

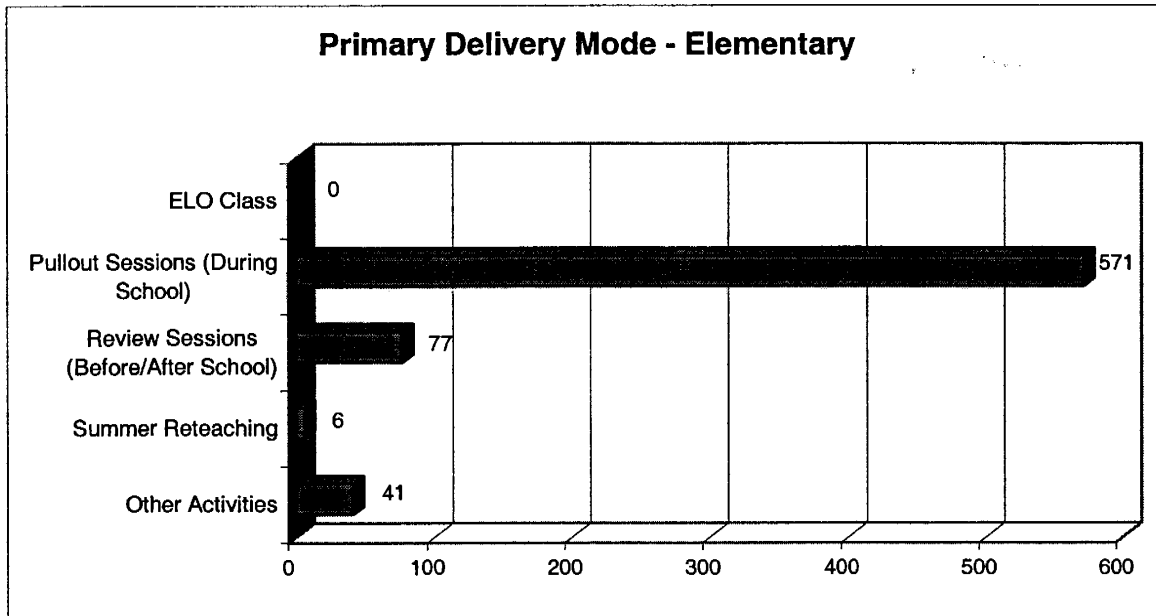


Elementary

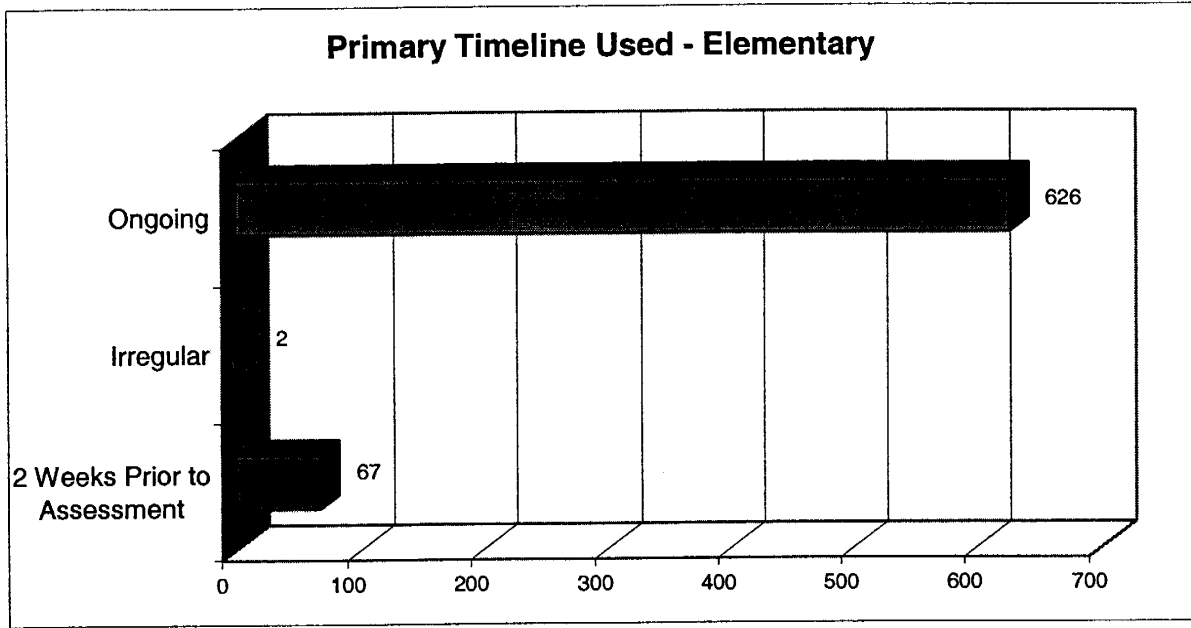
The following results summarize the reteaching activity at the elementary level for the 2003-2004 school year. The first graph shows the numbers of students in the reteaching program, by the content area in which they were receiving services.



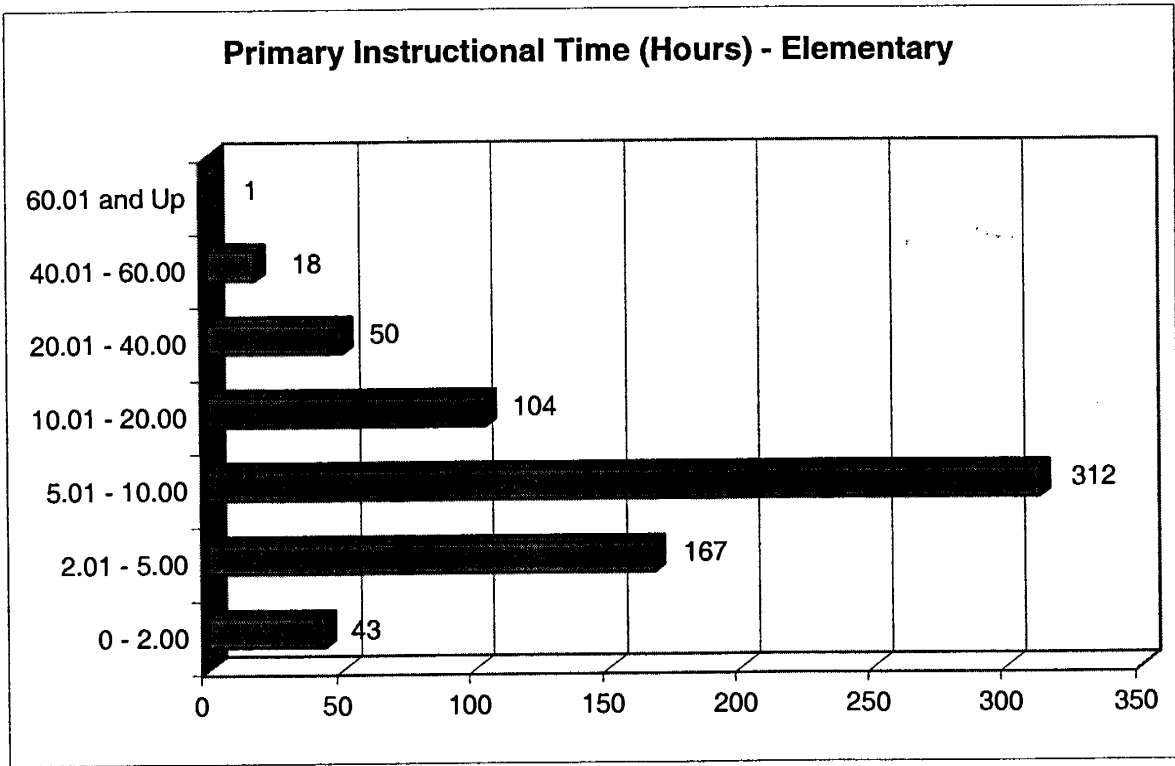
The next graph shows the delivery mode for elementary reteaching. Pullout sessions during the school day was the model most commonly used for reteaching at the elementary level.



The following graph displays the timeline used for remedial instruction. The majority of elementary reteaching was classified as “ongoing” throughout the school year.

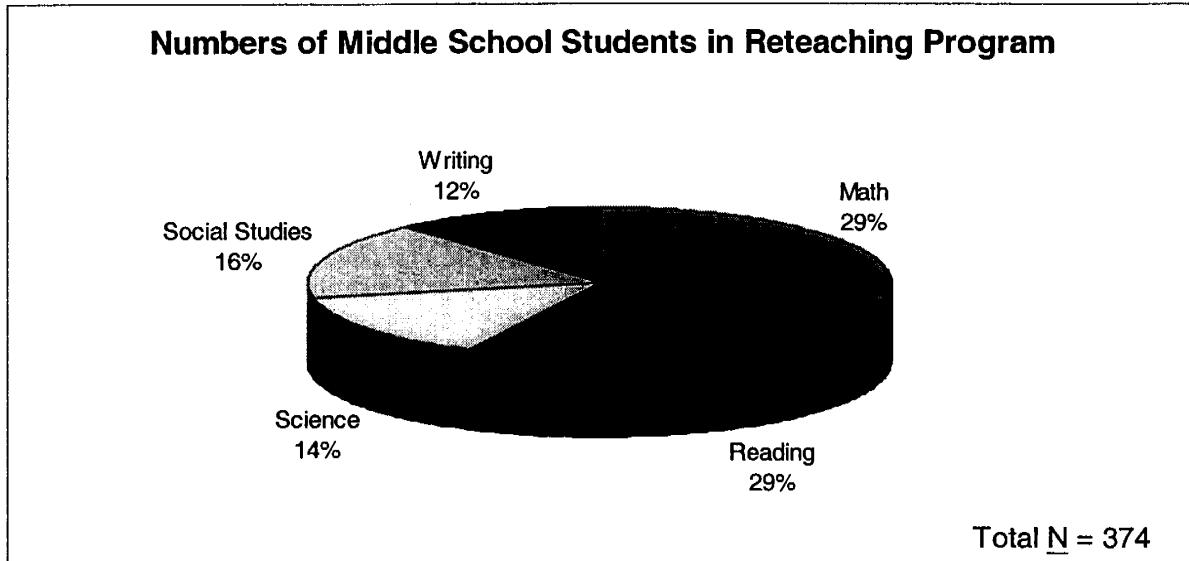


The fourth and final graph for the elementary level shows reteaching instructional time, in hours. About 45% of the students received 5.01-10.0 hours; about 30% received 5 hours of remediation or less.

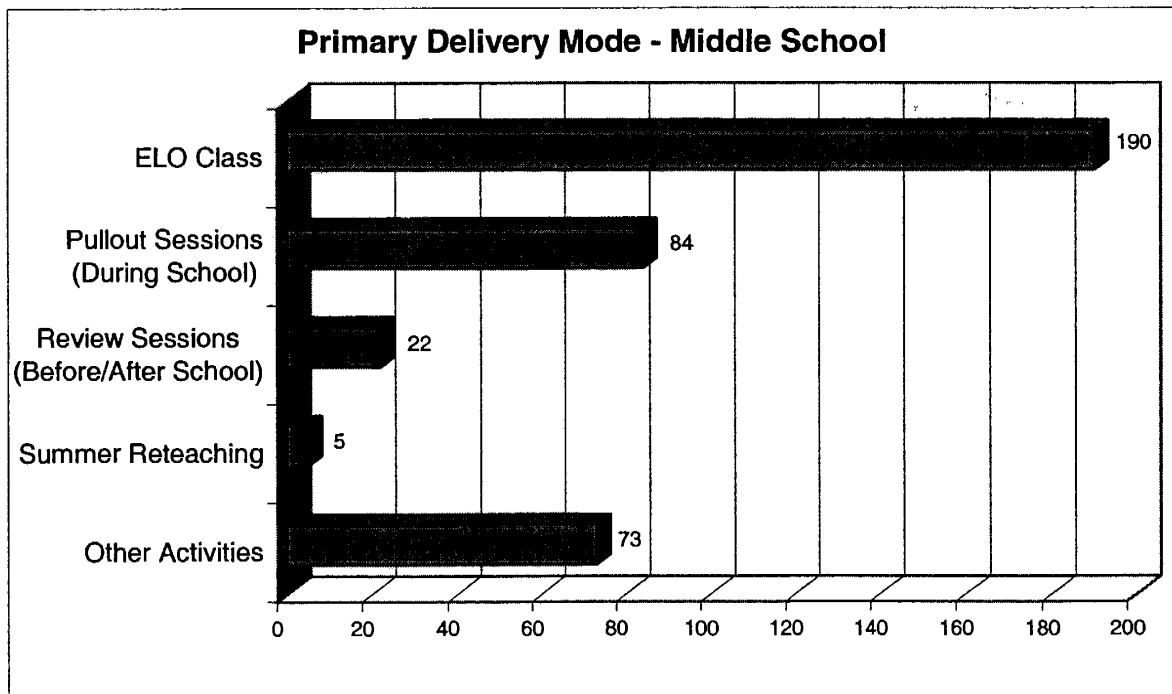


Middle School

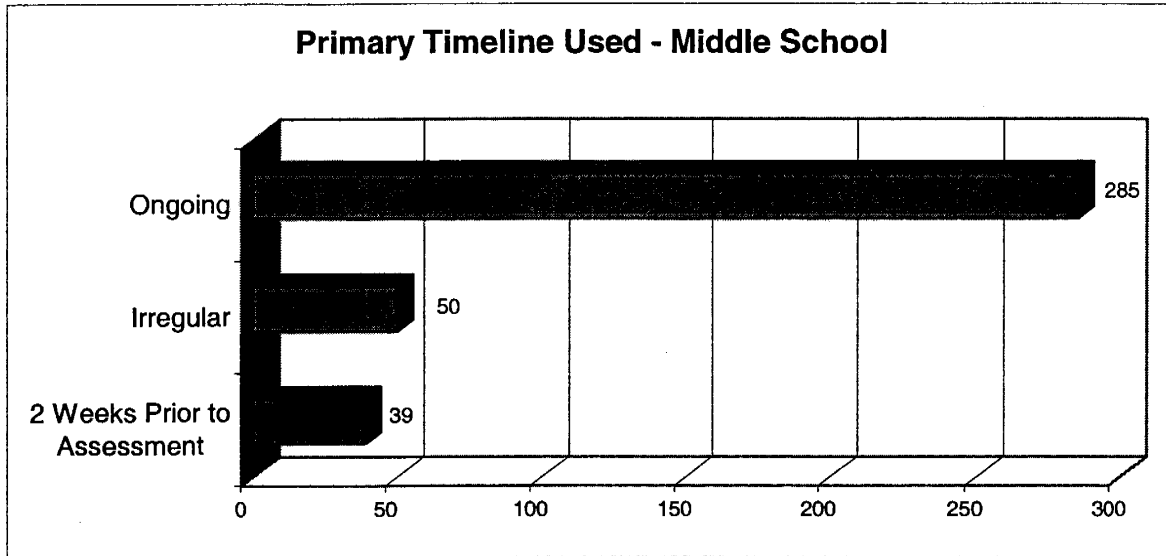
The next 4 graphs summarize reteaching activity at the middle level for 2003-2004. The first graph shows the numbers of students in the reteaching program by content area.



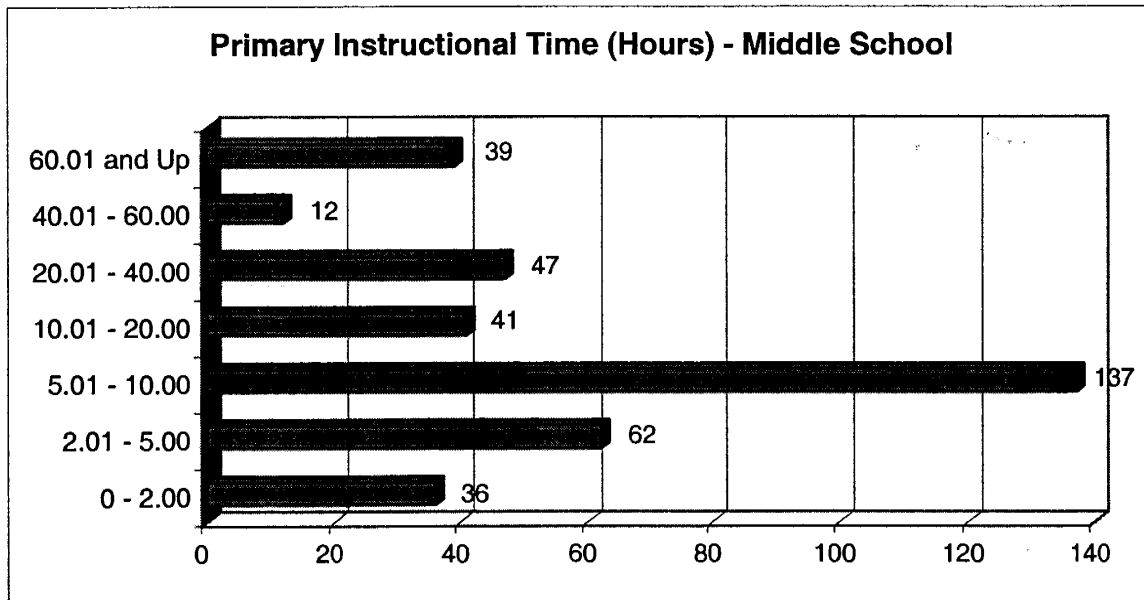
Middle school delivery mode data show ELO classes being the primary delivery mode for about 1/2 of the students receiving reteaching services. In-school pullout sessions and “other activities” each accounted for about 20% of the students.



The following graph displays the primary timeline used for remedial instruction. Most reteaching at the middle level was ongoing throughout the school year.

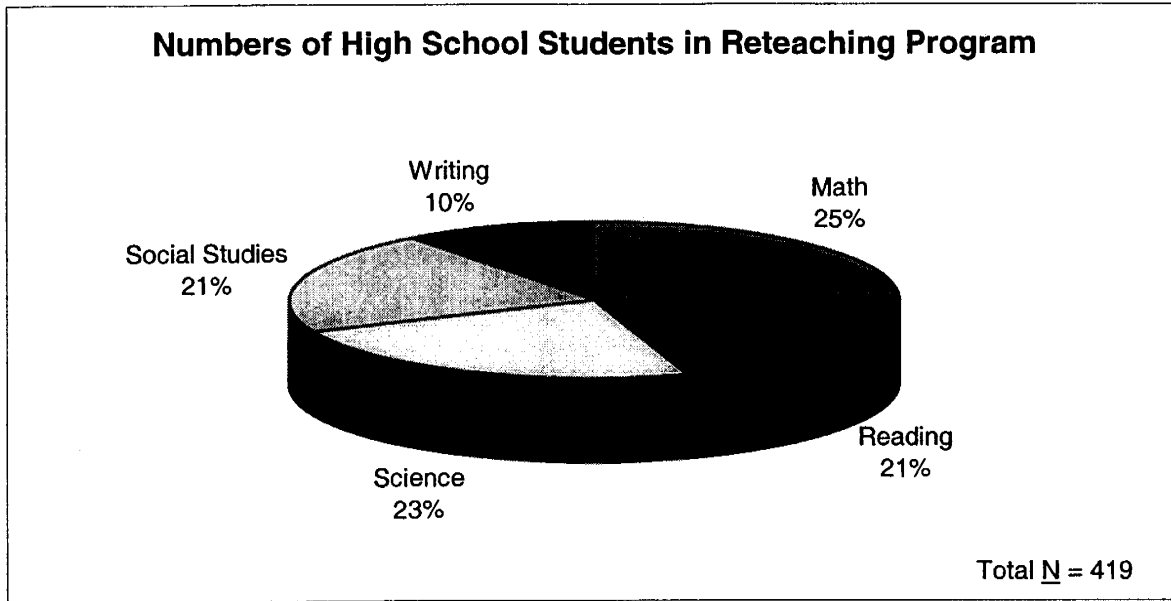


The fourth and final graph for the middle level shows reteaching instruction time in hours. More than 1/3 of the students received between 5.01 and 10.00 hours of remediation, while about 1/4 of the students received 5 hours of remediation or less. About 10% of the students received more than 60 hours of remedial instruction.

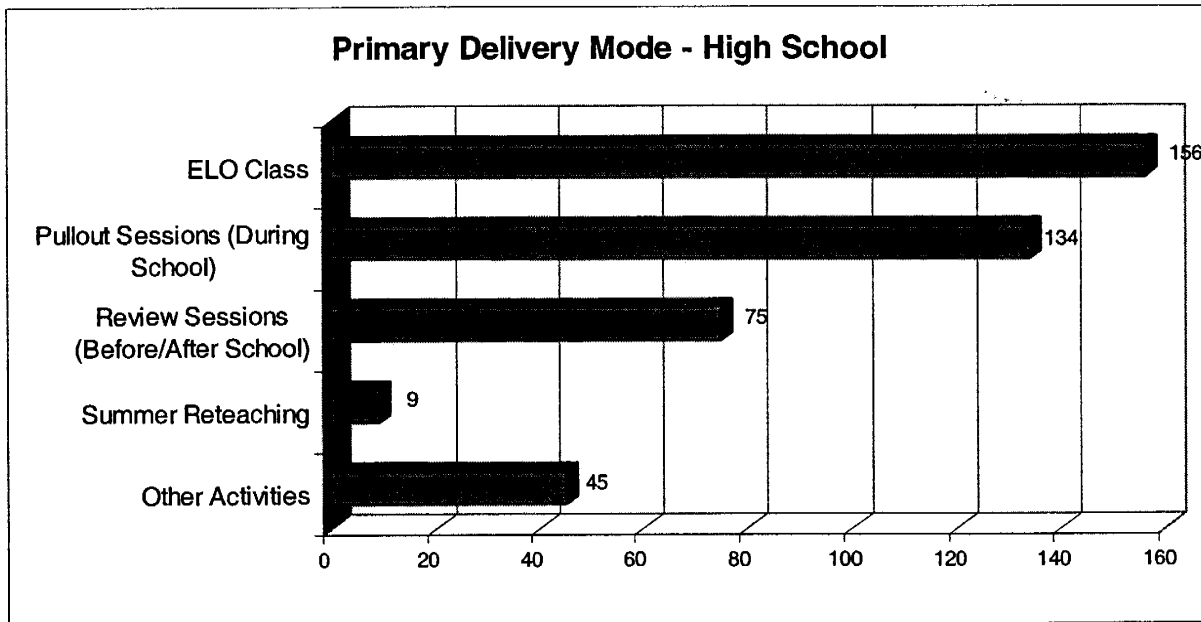


High School

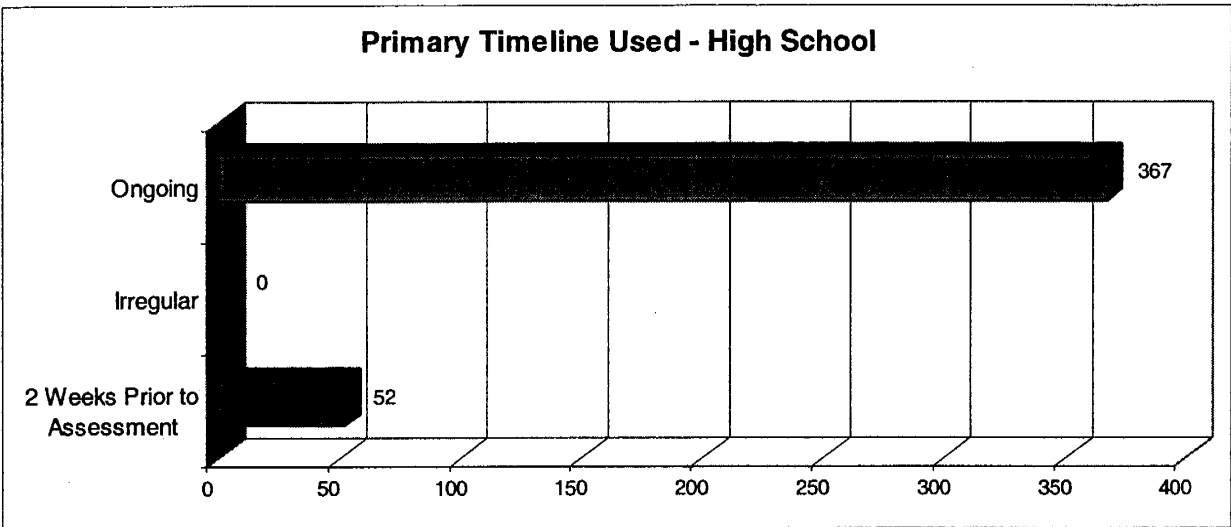
The next 4 graphs summarize reteaching activity at the high school level for 2003-2004. The following graph shows the numbers of students in the reteaching program by content area.



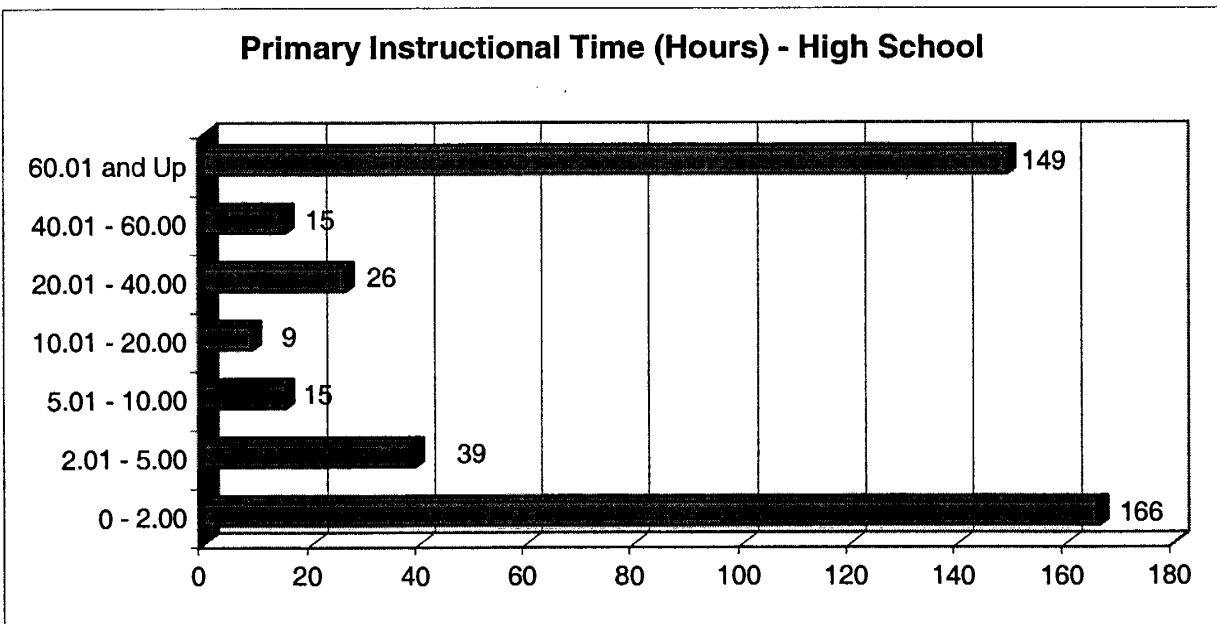
High school delivery mode data show 1/3 of students received remedial instruction in a ELO class and another 1/3 received instruction in pullout sessions during the school day.



Results for the primary timeline used show almost 88% of high school reteaching was ongoing throughout the year. About 12% of high school students received reteaching within the 2 weeks prior to the assessment.



The last graph for high school shows reteaching instructional time in hours. Almost 36% of high school students were reported as receiving more than 60 hours of remediation, while 36% of students received 2 hours of less of remedial instruction.

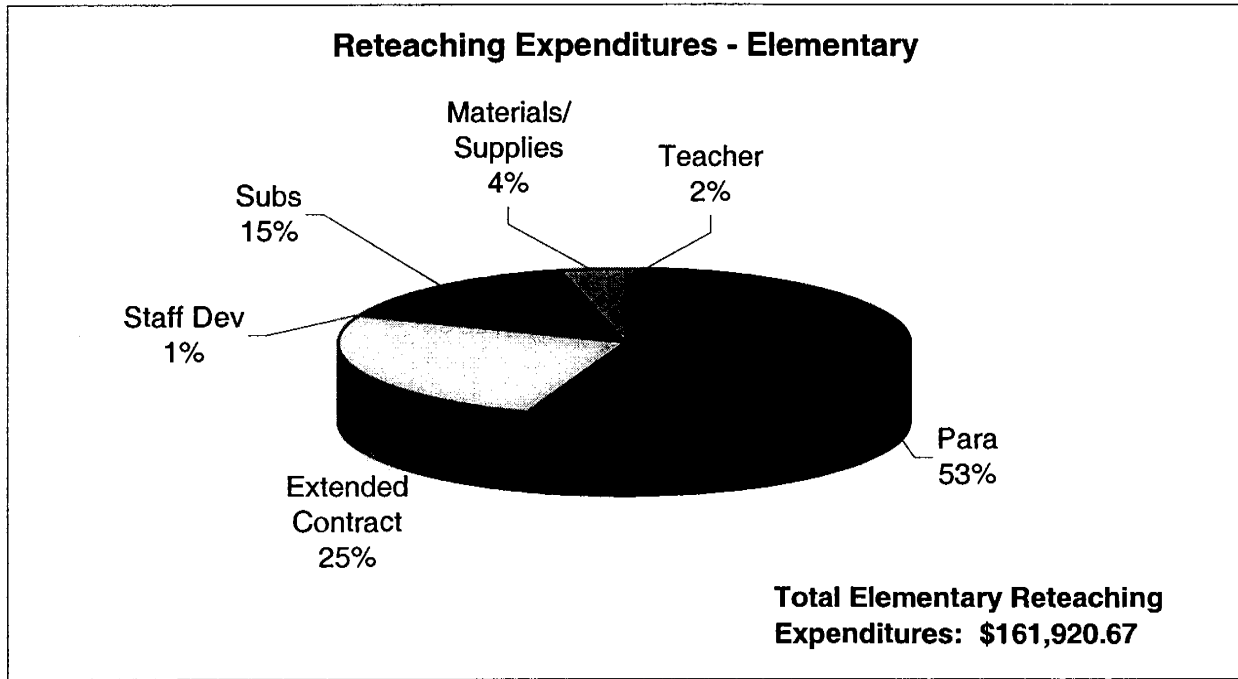


Other information that is tracked is whether the parent or the student “refused (reteaching) services”. This is particularly important at the high school level, in the context of the 2003-2004 senior class being the first group of students (graduating class of 2004) required to achieve the cutscore on ELO assessments in order to graduate. At the elementary level, no parents or children were recorded as refusing services. At the middle level, 2 of 374 parents and no students were recorded as refusing services. At the high school level, no parents refused services and 5 of 419 students refused services. All of the high school students refusing services were in the graduating class of 2004 or beyond.

Expenditures

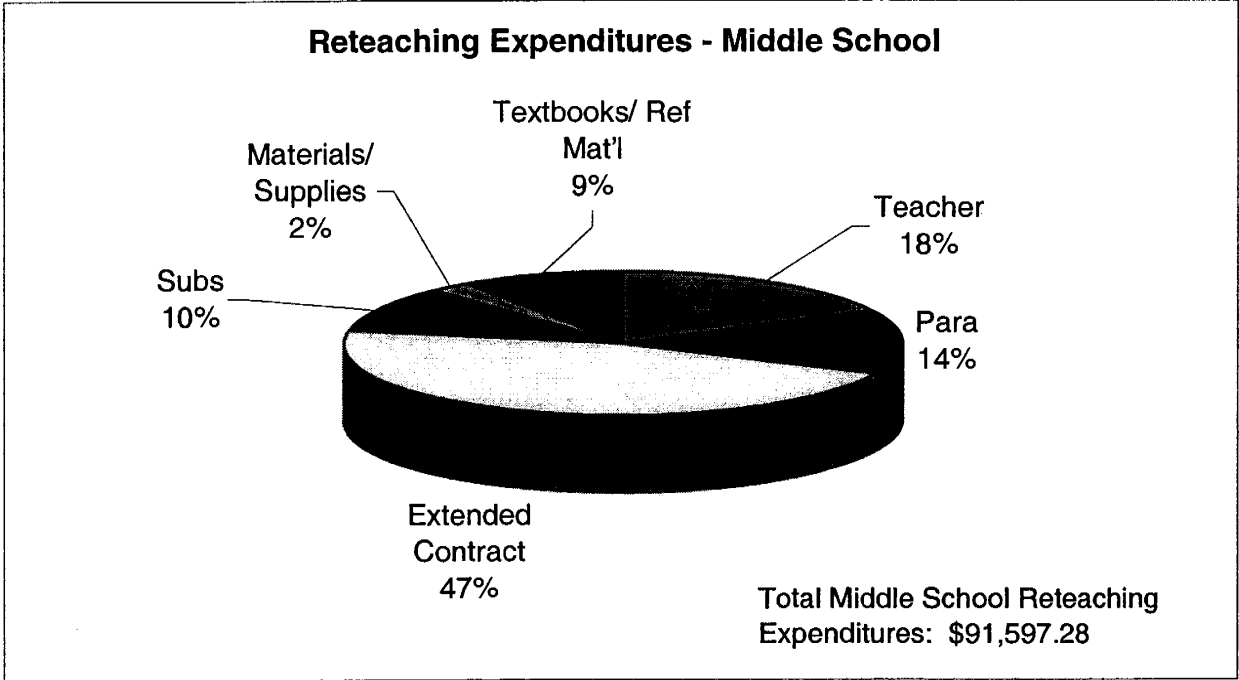
In the 2003-2004 school year, approximately \$400,000 was allocated for the reteaching program. The following graphs show that the sum of the actual expenditures totaled \$390,944.

About 78% of the funds for elementary programs went to paraprofessionals and extended contracts.

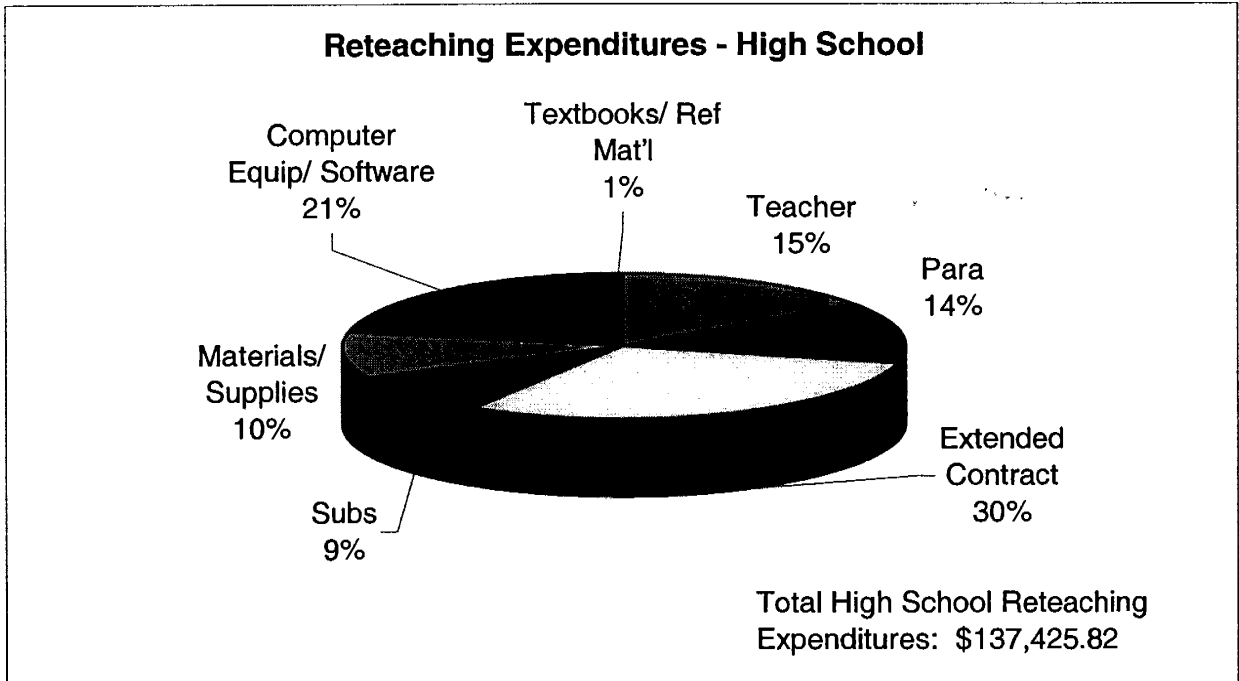


At the middle level, the largest expenditure categories were extended contracts and teacher salaries, totaling some 65%.





At the high school level, the two largest categories of expenditures were extended contracts and computer equipment and software, amounting to 51% of the total.



### Summary/Conclusions

An important measure of reteaching success is the percent of students mastering the ELOs prior to transitioning from one level to the next. At the end of the 2003-2004 school year, only 5.6% of the 5<sup>th</sup> grade students had not mastered all 5 ELO assessments (reading, writing, math, science, and social studies) prior to their transition to middle school. The 5.6% not mastering would include any students who had moved into the district at the end of the school year and had never taken an ELO assessment. Similarly, only 5.1% of the 8<sup>th</sup> graders had not mastered ELO assessments in all 5 content areas prior to their transition to high school. At the high school level, all students who had sufficient credits to graduate were also able to master the ELOs. Two high school students were able to show their mastery of the ELO material through the “demonstration of proficiency” process.

**Appendix:**

**Definitions of Program Codes for  
Tracking Reteaching Interventions**

## I.L.P. – Definitions, Additional Information

### Student and Testing Information:

**NOTE:** When considering the addition of Individual Plans, you should do so only if there were multiple reteaching activities employed, each of which exceeded 20% of all remediation. For example, if a student received lab/pullout instruction during the school day for a whole semester, which accounted for 90% of remediation, then went to one or two before/after school sessions, which accounted for the remaining 10% of remediation, the “Delivery Mode for Reteaching Actions” should be recorded as “In lab or pullout setting during the school day” only.

### Reteaching Actions 2003-2004:

#### Activities

These represent general categories for the way that the student engaged in reteaching.

- **“ELO Class”** – This is a class providing reteaching opportunities to students who have not met cut scores in ELO assessments. High school students may earn 5 credits for this class.
- **“Review Sessions (not during school)”** – As the label implies, this should be checked if the student is engaged in reteaching activities outside of normal school hours.
- **“Pullout Sessions (during school)”** – This should be checked if the student is removed from the regular classroom for reteaching during normal school hours.
- **“Summer Reteaching”** – This should be checked only if the student engages in reteaching during summer months.
- **“Other Activities”** – These would include any reteaching activities that would be unique to a particular building.

### Timeline

- **“Ongoing”** – This should be checked if the student engages in reteaching on a regular basis, for example, this could be a pullout during their study hall one day a week for six weeks, or the student may attend review sessions outside of the school day on Thursdays for nine weeks. The key here is the scheduled regularity of reteaching. It is happening on a regular, consistent basis over a designated period of time.
- **“Irregular”** – This should be checked if there was not a regular, extended schedule for a student to engage in reteaching activities. Instead, reteaching occurred when either the student or instructional provider were available. An example of this would be that a student missed the cut score on the 4<sup>th</sup> grade Math assessment by 2 points when they took it in the spring of 2003. Since the student came close to meeting the cut score, and they were not scheduled to retake the assessment until Spring of 2004, no formal reteaching schedule was established, rather, it was understood that the reteaching would be targeted to the missed items sometime immediately prior to the retake by the classroom teacher. The key is that no reteaching schedule was established.
- **“2 wks prior to assessments”** – As the name implies, this should be checked if all reteaching occurs within two weeks prior to the date the student retakes the assessment.

### **Instructor**

- **“Teacher Reg. Assignment”** – This should be selected if, as the name indicates, the student’s regular classroom teacher or subject area teacher was the person to provide reteaching. This should only be checked if the reteaching offered was readily identifiable as being separate from regular classroom instruction. This item should **not** be checked if reteaching was so integrated as to be indistinguishable from regular classroom instruction.
- **“Teacher Extra Duty”** – This should be selected if certified Millard Public Schools staff are facilitating reteaching outside of their regular contracted hours.
- **“Substitute”** – This should be checked only if the substitute was the person who actually delivered the reteaching activities. There are situations where a substitute is brought into a classroom to enable the regular teacher to work with designated students on reteaching activities. If that was how reteaching was delivered, then the regular classroom teacher would be the person designated as the person delivering reteaching activities as long as they were distinguishable from regular instruction.
- **“Para-professional”** – In those situations where a person classified as a para-professional delivered reteaching, either in the student’s regular classroom or in a pullout setting, then this item should be checked.
- **“Contracted certified teacher”** – If a certified teacher is hired specifically to provide reteaching, exclusively or in combination with other duties, then this item should be checked.

### **Hours Attend/Planned**

- The figure entered in this box should indicate the amount of time (in hours) that the student was engaged in reteaching activities. If the student engaged in reteaching activities in the regular classroom, **then only the activities that were readily distinguishable from regular classroom instruction should be counted.** If reteaching is so integrated into regular instruction that the total amount of instructional time spent in a class or discipline has to be counted, then that figure should not be entered here.

Reteaching Record Keeping Website: <http://milstat.mpsomaha.org/>

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:**

**MEETING DATE:** November 1, 2004

**DEPARTMENT:** Educational Services

**TITLE AND BRIEF DESCRIPTION:** Elementary Summer Literacy Report

The Elementary Summer Literacy Program was offered to 1,194 K-5 students who were reading below grade level. Fifty-five percent of those students attended sessions at 8 sites across the district. The First Reading Program, a summer program by Harcourt was used. Students participated in 15, 1.5 hour sessions over 8 weeks from June 7 to July 29. The program cost of \$90,055.05 was funded through School Age Flex Funds. Parents provide transportation. Peggy Brendel was the lead administrator, with Shelley McCabe and Matt Rega as site supervisors.

**ACTION DESIRED:** APPROVAL  DISCUSSION  INFORMATION ONLY

**BACKGROUND:**

Students were invited based on the following criteria: K – 3 per classroom and all students in Title I; Grade 1 – ELI, READ, and Title I primary; Grade 2 – student who had not met cut on grade 1 reading ELO Assessment; Grade 3 & 4 – students with Terra Nova reading scores below 44%ile; and Grade 5 – student who had not met cut on grade 4 reading ELO Assessment. First Reading Program assessments were given to the identified students in late May, with teachers using the instructional program during the summer sessions. Post assessments were given the last week of the summer session or during the first three weeks of school this fall.

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

**RECOMMENDATIONS:** N/A

**STRATEGIC PLAN REFERENCE:**

**IMPLICATIONS OF ADOPTION OR REJECTION:** N/A

**TIMELINE:** N/A

**RESPONSIBLE PERSON(S):** Carol Newton and Peggy Brendel

**ASSOCIATE SUPERINTENDENT'S SIGNATURE:** 

**SUPERINTENDENT'S APPROVAL:**  \_\_\_\_\_

**BOARD ACTION:**

### **Elementary Summer Reading Program**

There were 1,272 students who were originally invited to participate based on initial criteria. Seventy-eight students moved reducing the pool to 1,194, of those 656 participated. Sites included Abbott, Bryan, Cody, Holling, Morton, Neihardt, Norris, and Wheeler. Parents provided transportation. Staff included 1 lead administrator, 2 site supervisors, 38 teachers, 6 secretaries, and 9 paraprofessionals. Staff and parents were surveyed.

### **Student Results for Summer 2004**

Based on the pre-post assessment results of the 1,194 students that were invited, the following occurred:

1. The purpose of the program was to maintain current level of reading achievement of the participating students.
2. A higher percentage of students in grades K-1-2-3-4 who raised their pre-to-post assessment scores by 2 to 12 points participated in the program.
3. A higher percentage of students in grades K-2-3 whose pre-to-post assessment scores were in the +1 to -1 point range participated.
4. A higher percentage of students in grades K-1-2-3-4 whose pre-to-post scores decreased the most did not participate.
5. Overall students in grades K-1-2-3-4 who participated in the summer reading program showed greater gains or less decrease in their pre-to-post reading assessment scores.
6. Six of the eight schools that had the highest participation were sites for the program.

### **Recommendations for Summer 2005**

1. Program goal will be to increase reading achievement rather than to maintain reading achievement.
2. Begin summer reading program June 20 after regular elementary summer school program has concluded. This gives students a 3 week break after school is out and allows them to participate in the regular summer school prior to the start of the literacy program.
3. Program would run 6 weeks, June 20 – July 29, three days per week, for 2.5 hour each session. This allows for a shorter more concentrated program.
4. Reduce class size to 6 in primary and 8 in intermediate.
5. Use current grade level assessments/cutscores for identification.
6. Parents will be contacted in late April/early May if their child qualifies for the program.
7. Parents of participating students will receive a status report every two weeks.
8. Parents will be provided activities to do at home to support their child's reading achievement.
9. School Age Flex Funds have been reserved for the 2005 summer program.
10. Based on trend information we would anticipate 500 students will qualify, with only a percentage of those participating.

### **Attached charts:**

1. Number of students participating by building and grade level
2. Number of students not participating by building and grade level
3. Pre-Post Assessment change by score range and grade level

### **Attached documents:**

1. Daily routine and grade level objectives
2. Parent survey results
3. Teacher survey results

**Number of students participating: (Schools in bold were program sites)**

School	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr5	Totals	%
<b>ABBOTT</b>	6	8	2	7	0	2	25	66%
Ackerman	10	3	7	10	6	1	37	47%
Aldrich	6	6	0	1	1	0	14	58%
Black Elk	9	10	8	18	2	1	48	71%
<b>BRYAN</b>	17	7	7	8	7	4	50	58%
Cather	7	1	1	2	2	2	15	44%
<b>CODY</b>	7	4	3	2	1	1	18	60%
Cottonwood	2	4	5	5	3	1	20	48%
Disney	2	5	1	6	0	2	16	38%
Ezra	11	13	2	10	2	1	39	75%
Harvey	3	3	1	2	3	1	13	41%
Hitchcock	2	5	3	0	0	0	10	38%
<b>HOLLING</b>	11	6	7	9	5	3	41	48%
Montclair	5	9	7	6	1	1	29	53%
<b>MORTON</b>	5	3	1	8	4	2	23	58%
<b>NEIHARDT</b>	7	16	17	9	7	0	56	64%
<b>NORRIS</b>	13	12	10	6	3	3	47	62%
Rockwell	9	14	5	6	3	0	37	42%
Rohwer	6	11	1	0	1	0	19	40%
Sandoz	2	4	2	4	1	1	14	35%
<b>WHEELER</b>	15	20	4	12	4	2	57	79%
Willowdale	6	12	4	4	1	1	28	58%
<b>Totals</b>	161	176	98	135	57	29	656	55%

**Number of students not participating:**

School	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr5	Totals
<b>ABBOTT</b>	2	3	1	5	0	2	13
Ackerman	2	5	8	15	6	6	42
Aldrich	2	4	0	0	3	1	10
Black Elk	3	3	1	4	3	6	20
<b>BRYAN</b>	6	6	4	6	6	8	36
Cather	1	6	2	4	4	2	19
<b>CODY</b>	0	7	2	1	2	0	12
Cottonwood	3	6	3	5	1	4	22
Disney	2	4	2	11	3	4	26
Ezra	2	2	0	6	0	3	13
Harvey	3	1	1	5	5	4	19
Hitchcock	3	1	5	0	4	3	16
<b>HOLLING</b>	11	7	7	7	6	7	45
Montclair	5	8	2	9	2	0	26
<b>MORTON</b>	2	4	1	7	1	2	17
<b>NEIHARDT</b>	4	4	6	3	9	6	32
<b>NORRIS</b>	5	3	3	8	4	6	29
Rockwell	11	14	6	4	10	7	52
Rohwer	6	11	0	8	4	0	29
Sandoz	4	4	2	7	6	3	26
<b>WHEELER</b>	0	4	5	2	2	2	15
Willowdale	3	3	1	6	4	3	20
<b>Totals</b>	80	110	61	123	85	79	538



## Pre-Post Assessment Change

Grade	+12 to +2		+10 to +2		+1 to -1 points		-2 to -5		-2 to -13	
	Participate	Not-Part	Participate	Not-Part	Participate	Not-Part	Participate	Not-Part	Participate	Not-Part
<b>K</b>	59	29	74	35	29	16	29	16	18%	20%
	37%	35%	46%	44%	18%	20%				
	<b>+6 to +2</b>		<b>+1 to -1 points</b>		<b>-2 to -9</b>					
<b>1</b>	67	20	88	61	22	29	22	29	12%	26%
	38%	18%	50%	55%	12%	26%				
	<b>+37 to +2</b>		<b>+13 to +2</b>		<b>+1 to -1 points</b>		<b>-2 to -12</b>			
<b>2</b>	44	25	28	14	26	22	26	22	26%	36%
	45%	41%	29%	23%	26%	36%				
	<b>+16 to +2</b>		<b>+9 to +2</b>		<b>+1 to -1 points</b>		<b>-2 to -15</b>		<b>-2 to -17</b>	
<b>3</b>	33	17	40	29	62	77	62	77	46%	62%
	24%	14%	30%	24%	46%	62%				
	<b>+6 to +2</b>		<b>+1 to -1 points</b>		<b>-2 to -13</b>		<b>-2 to -23</b>			
<b>4</b>	13	18	16	25	28	42	28	42	49%	49%
	23%	21%	28%	29%	49%	49%				
<b>Totals</b>	<b>202</b>	<b>110</b>	<b>239</b>	<b>164</b>	<b>167</b>	<b>184</b>	<b>167</b>	<b>184</b>	<b>28%</b>	<b>40%</b>
	33%	24%	39%	36%	28%	40%				
	<b>+18 to +2</b>		<b>+1 to -1</b>		<b>-2 to -8</b>					
<b>5</b>	9		6		14		14		48%	
	31%		21%		48%					

## Attendance Frequency

Sessions	K	1	2	3	4	5
15-16	26	23	2	14	4	4
14	19	19	3	25	6	5
13	22	20	8	17	7	3
12	15	23	16	25	6	3
11	8	22	13	7	6	6
10	12	10	12	10	6	7
9	4	13	6	5	7	1
8	4	13	5	10	2	1
7	8	6	3	6	3	0
6	5	5	4	6	4	0
5	5	5	2	1	0	0
4	8	2	2	3	2	0
3	6	4	1	3	2	0
2	5	2	1	1	1	0
1	6	2	0	2	1	0

## Program Participation

Program	K	1	2	3	4	5
	P-NP	P-NP	P-NP	P-NP	P-NP	P-NP
<b>All Student</b>	161-80	176-110	98-61	135-123	57-85	29-79
ELI	0-0	88-57	0-0	0-0	0-0	0-0
ELL	2-0	2-3	2-3	2-3	1-3	2-4
READ	0-0	49-33	42-13	32-20	11-19	2-7
Resource	0-0	5-9	14-10	41-32	5-13	15-30
Self-Cont	3-0	3-1	6-2	6-1	5-3	3-8

**Number of students participating if based on pre-assessment score of 80% or less.**

School	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr5	Totals	%
<b>ABBOTT</b>	3	5	2	0	0	1	11	<b>69%</b>
Ackerman	3	3	4	3	3	1	17	<b>63%</b>
Aldrich	1	2	0	1	1	0	5	<b>56%</b>
Black Elk	5	8	3	6	0	1	23	<b>77%</b>
<b>BRYAN</b>	3	5	3	0	3	2	16	<b>55%</b>
Cather	2	0	0	0	2	1	5	<b>36%</b>
<b>CODY</b>	5	4	3	1	1	0	14	<b>61%</b>
Cottonwood	2	3	1	2	0	1	9	<b>60%</b>
Disney	2	4	0	3	0	1	10	<b>48%</b>
Ezra	4	5	2	1	1	0	13	<b>81%</b>
Harvey	3	1	0	0	1	0	5	<b>56%</b>
Hitchcock	0	2	1	0	0	0	3	<b>27%</b>
<b>HOLLING</b>	0	3	3	2	4	0	12	<b>55%</b>
Montclair	3	7	1	0	1	1	13	<b>65%</b>
<b>MORTON</b>	0	2	0	1	2	0	5	<b>42%</b>
<b>NEIHARDT</b>	1	13	9	1	4	0	28	<b>58%</b>
<b>NORRIS</b>	3	11	6	1	1	1	23	<b>79%</b>
Rockwell	0	12	3	5	1	0	21	<b>49%</b>
Rohwer	0	6	0	0	0	0	6	<b>35%</b>
Sandoz	1	3	1	0	1	1	7	<b>33%</b>
<b>WHEELER</b>	4	14	2	1	3	1	25	<b>78%</b>
Willowdale	2	6	1	0	1	0	10	<b>59%</b>
<b>Totals</b>	<b>47</b>	<b>119</b>	<b>45</b>	<b>28</b>	<b>30</b>	<b>12</b>	<b>281</b>	<b>58%</b>

**Number of students not participating if based on pre-assessment score of 80% or less.**

School	K	Gr 1	Gr 2	Gr 3	Gr 4	Gr5	Totals
<b>ABBOTT</b>	1	3	1	0	0	0	5
Ackerman	1	3	3	1	2	0	10
Aldrich	0	3	0	0	1	0	4
Black Elk	1	2	1	1	2	0	7
<b>BRYAN</b>	0	5	1	3	4	0	13
Cather	0	2	2	1	2	2	9
<b>CODY</b>	0	7	1	0	1	0	9
Cottonwood	1	4	0	1	0	0	6
Disney	1	4	1	3	2	0	11
Ezra	2	1	0	0	0	0	3
Harvey	1	1	0	0	2	0	4
Hitchcock	1	1	2	0	4	0	8
<b>HOLLING</b>	1	3	2	0	4	0	10
Montclair	0	4	1	1	1	0	7
<b>MORTON</b>	1	3	1	0	0	2	7
<b>NEIHARDT</b>	2	2	3	1	6	6	20
<b>NORRIS</b>	1	2	1	1	1	0	6
Rockwell	0	12	4	1	5	0	22
Rohwer	0	7	0	2	2	0	11
Sandoz	4	1	2	2	5	0	14
<b>WHEELER</b>	0	3	2	1	1	0	7
Willowdale	1	2	0	2	2	0	7
<b>Totals</b>	<b>19</b>	<b>75</b>	<b>28</b>	<b>21</b>	<b>47</b>	<b>10</b>	<b>200</b>

**Pre-Post Assessment Change – Students below 80% mastery**

Grade	+12 to +2		+10 to +2		+1 to -1 points		-2 to -5		-2 to -13	
	Participate	Not-Part	Participate	Not-Part	Participate	Not-Part	Participate	Not-Part	Participate	Not-Part
<b>K</b>	26	11	8	4	11	6				
	58%	52%	18%	19%	24%	29%				
	<b>+6 to +2</b>		<b>+1 to -1 points</b>		<b>-2 to -9</b>					
<b>1</b>	63	20	45	37	11	19				
	53%	26%	38%	49%	9%	25%				
	<b>+37 to +2</b>		<b>+13 to +2</b>		<b>+1 to -1 points</b>		<b>-2 to -12</b>			
<b>2</b>	30	17	5	4	10	7				
	67%	61%	11%	14%	22%	25%				
	<b>+16 to +2</b>		<b>+9 to +2</b>		<b>+1 to -1 points</b>		<b>-2 to -15</b>		<b>-2 to -17</b>	
<b>3</b>	14	7	8	8	4	5				
	54%	35%	31%	40%	15%	25%				
	<b>+6 to +2</b>		<b>+1 to -1 points</b>		<b>-2 to -13</b>		<b>-2 to -23</b>			
<b>4</b>	9	16	9	15	13	16				
	29%	34%	29%	32%	42%	34%				
<b>Totals</b>	<b>142</b>	<b>71</b>	<b>75</b>	<b>68</b>	<b>49</b>	<b>53</b>				
	53%	37%	28%	35%	19%	28%				
	<b>+18 to +2</b>		<b>+1 to -1</b>		<b>-2 to -8</b>					
<b>5</b>	6		1		5					
	50%		8%		42%					

**Based on a pre-test score of 80% or less we see slightly different results:**

481 students would have qualified with 281 students participating. The following was indicated:

1. The purpose of the program was to maintain current level of reading achievement of the participating students remained the same.
2. A higher percentage of students in grades K-1-2-3 who raised their pre-to-post assessment scores by 2 to 12 points participated in the program.
3. A higher percentage of students in grades K-1-2-3-4 whose pre-to-post assessment scores were in the +1 to -1 point range did not participate.
4. A higher percentage of students in grades K-1-2-3 whose pre-to-post scores decreased the most did not participate.
5. Overall students in grades K-1-2-3-4 who participated in the summer reading program showed greater gains or less decrease in their pre-to-post reading assessment scores, except in the maintaining range of +1 to -1.
6. Four of the eight schools that had the highest participation were sites for the program.

## Summer Reading Program –16 sessions

### Daily Routine

- ❑ **Warm Up** – Gives students an opportunity to listen to literature.
- ❑ **Word Work** – Students learn high-frequency words, selection vocabulary, and phonics skills that are immediately applied to reading a selection.
- ❑ **Directed Reading** – Students learn strategies and comprehension skills as they read and respond to a selection.
- ❑ **Rereading for Fluency** – Each day following the directed reading of a selection, rereading for fluency helps build automaticity through motivating activities.
- ❑ **Take-Home Books** – Each session students are introduced to two books to read at home and share with their family members and to add to their expanding home libraries.

### Grade K

#### Objectives:

- ❑ To listen to and appreciate literature
- ❑ To use letter/sound correspondences to decode words
  - \*Identifies & produces rhyming words
  - \*Applies phonemic manipulation of letters sounds by – tracking isolated phonemes; blend vowel consonants; separate words into beginning & ending sounds; distinguish orally stated 1-syllable words; counts the number of sounds & syllables in words
  - \*Recognizes and names upper & lower case letters
  - \*Matches consonant and vowel sounds to appropriate letters
  - \*Reads one-syllable and high frequency words
- ❑ To improve oral and reading comprehension - uses pictures & context to make predictions, retells familiar stories, identifies sequence of events, asks and answers questions about essential text elements, connects prior experiences to text, responds to text

### Grade 1

#### Objectives:

- ❑ To listen to and appreciate literature
- ❑ To use letter/sound correspondences to decode words
  - \*short vowels – a, e, i, o, u
  - \*long vowels – ow, oa, o, o-e, a-e, ai, ay, e, ie, ee, ea, y, i-e, igh, i, ie, y, u-e
  - \*r controlled vowels, or, ar, er, ir, ur
  - \*digraphs – th, sh, ch, tch, qu
  - \*blends with s, l, r
- ❑ To learn high-frequency words
- ❑ To improve context clues – inflection –s, -ed; contraction 's,
- ❑ To improve reading comprehension and fluency, to identify character & setting, to make & confirm predictions, to identify cause & effect, to sequence events, to summarize, to use picture clues to confirm meaning, to classify & categorize, to draw conclusions

### Grade 2

#### Objectives:

- ❑ To listen to and appreciate literature
- ❑ To use corresponding letters and sounds to decode words
  - \*short vowels a, e, I, o, o
  - \*vowel variant all, u-e, ue, ui
  - \*blends with s, r, l
  - \*digraphs th, wh, sh, ch, tch
  - \*r-controlled vowels ar, or, ore, our, er, ir, ur
  - \*vowel diphthong ou, ow
  - \*long vowels a-e, ai, ay, I, I-e, ee, ea, o-e, oa, ow, u-e

- ❑ To understand selection vocabulary
- ❑ To identify setting, to understand characters' feelings and actions; to understand sequence; to use synonyms & antonyms; to predict outcomes; to identify important details; to use context clues for word meaning; to identify reality & fantasy; to summarize; to identify main idea; to understand cause & effect; to use word endings

### **Grade 3**

#### **Objectives:**

- ❑ To listen to and appreciate literature
- ❑ To use letter/sound correspondences to decode words
  - \*short vowels – a, e, I, o, u
  - \*long vowels – a-e, ai, ay, e, ee, ea, o, o-e, oa, oe, ow, u-e, i-e, ie, i, y
  - \*vowel variants – ue, ui, ew
  - \*consonant digraphs – sh, th, wh
  - \*r-controlled vowels – ar, or, oar, our, er, ir, ur
  - \*digraphs ch, tch
  - \*vowel dephthong – ou, ow
- ❑ To understand selection vocabulary
- ❑ To recognize prefixes & suffixes, to predict outcomes, to identify story elements, to understand vocabulary in context, to identify synonyms & antonyms

### **Grade 4**

#### **Objectives:**

- ❑ To listen to and appreciate literature
- ❑ To use letter/sound correspondences to decode words
  - \*short vowels – a, e, i, o, u
  - \*long vowels – a-e, ee, ea, ey, I, o-e, oa, ow, u-e
  - \*variant vowels oi, al, all
- ❑ To understand selection vocabulary
- ❑ To identify narrative elements
- ❑ To identify prefixes and suffixes
- ❑ To understand cause and effect, to draw conclusions, to predict outcomes, to understand sequence, to identify main idea, to summarize and paraphrase, to identify fact and opinion, to understand author's purpose, to use vocabulary in context, to use graphic sources

### **Grade 5**

#### **Objectives:**

- ❑ To listen to and appreciate literature
- ❑ To use letter/sound correspondences to decode words
  - \*short vowels – a, e, i, o, u
  - \*long vowels – a, a-e, ai, ay, i, i-e, ie, o-e, o, oa, ow, u-e, e, ee, ea, ey
  - \*diphthongs ou, ow, oi, oy
  - \*consonants /s/c, /j/g, dge
  - \*consonant digraphs /f/ph, gh, /n/kn, gn, wr
  - \*variant vowels al, allm aw ay(gh), oo, ou, ue, ew, ui, u
  - \*r-controlled vowel ar, uer, ir, er, or, ear, or, oor, ore, oar, our
- ❑ To understand selection vocabulary
- ❑ To identify and use prefixes & suffixes, to understand vocabulary in context, to draw conclusions & make generalizations, to understand sequence, to understand cause & effect, to use graphic sources, to identify narrative elements – plot, character, setting, to identify fact & opinion, to predict outcomes, to understand author's purpose & perspective, to summarize & paraphrase, to identify main idea & supporting details

## Compiled Summer Literacy School 2004

### Parent Survey:

#### I felt that the strengths of the Summer Literacy School were:

- Met all through June & July –great teachers
- Colin really seemed to enjoy the interaction. He was enthusiastic about going.
- I'm glad that we kept the kids reading thru-out summer break.
- Frequency of classes, and the reading chart which encouraged students and parents to be accountable for reading support at home.
- Donovan was very excited about school. The goal calendar was a great idea. It also helped me keep Donovan reading all summer.
- The flexibility
- Library time – books that got brought home
- The continued reading outside of home and the availability to check out library books.
- The length each day and also the 2 x per week – 2 month schedule.
- Great! This program keeps the kids up with all they had learned throughout the school year.
- Caleb seemed to stay current on his reading skills and I don't feel he fell behind. Encouraged him to read and do "homework" – this was a major concern over the summer.
- Knowing my school had an opportunity to enrich my child through the summer. My daughter was familiar with Neihardt making her feel comfortable. My daughter said she did learn how to read and write. They also gave clues to help her.
- Having the children there 2 x /week for 90 minutes.
- Kept the kids working on skills needed to be successful with the next grade level.
- It helped the student refresh and keep up their reading skills. The teachers provided a friendly environment. This is especially helpful to encourage children to go to school during summer vacation.
- That it kept my child reading during the summer. I think he even got better during the summer. The little books were good for them to keep.
- Positive learning environment for the children – emphasis that reading is fun – opportunities to read over the summer (in addition to the home).
- Kept the kids moving forward.
- Keeping my child "up" on reading.
- Consistent reading during the summer that supported home efforts.
- Were good and helpful
- I liked the take home worksheets – small class sizes.
- Provided students with a consistent learning environment – kept students reading.
- Length – kept the children engaged in reading throughout summer.
- Provided activities that fostered improving reading and writing skills – non-stressful, kids have fun learning – small class size.
- I felt the strengths were having the program for the complete summer. This will help the students keep for "loosing ground". The materials were excellent for this type of program.
- The time and length was great. Continuing education opportunity through the summer break.
- It was long enough. Something should come from it.
- My son enjoyed his instructor, Mr. Foyt.
- Tommy was excited to go. It was small and that made Tommy very comfortable.

- Good reviews of what they learned in kindergarten. Kept the kids in the learning mode. Blake enjoyed his Summer Literacy School teachers.
- The program let my child retain what he learned in the previous year and improve his reading skills throughout the summer.
- Continuity of going throughout the summer to keep the children in the habit of practicing.
- OK
- The program extended throughout most of the summer.
- My daughter is reading daily and loves to read aloud.
- It was fun – Andrew was excited about going.
- My child had a very positive experience and enjoyed it. It kept his reading skills sharper over the summer. It was only two days per week which was just the right amount of time. Very convenient location also.
- The days and the hours were great. The kids don't feel like they are missing out on summer. It was enough time without being overbearing.
- I don't know, my child did not enjoy it at all. And we almost never had contact with the teacher.
- Consistency and the number of classes offered for the summer.
- Kept the reading strong.
- The kids had fun. It kept them reading at least two days out of the week.
- Great teacher (Mrs. Gilmore).
- The summer program gave her a chance to have extra time to learn to read and she enjoyed being there and learning.
- It encouraged my child to read during the summer.
- I noticed my daughter is reading more. We would be in the car and she would be reading billboards or signs on trucks. She has never done this before. I noticed her confidence level jumped where she is not afraid to sound out a word even if she gets it wrong. She picks more difficult books from the library to read. She never complained about going to school twice a week for this Literacy program. She wants to read to me instead of having me read to her. You had great teachers run this program. It worked out great that the students could continue on from where they left off when school ended. They did not miss a beat. The timing of this program was excellent. What a great school district we are in to provide this program for kids who are struggling in reading. I have nothing but good things to say about this program. It was a great program overall! Thank you.
- Children were encouraged to read and write and keep their skills that they learned from the school year.
- I liked the schedule. Great to help improve or at least maintain summer reading level.
- Keeping the children reading for the summer. Caring about the kids enough to have a program like this. Millard does a better job at that then OPS did.
- She kept to a Monday/Wednesday schedule – other then that we have no idea what went on while she was there. No home work! No notes! No idea! No grades!
- A good review of ABCs and phonics.
- Meeting twice a week kept child focused and engaged.
- Each day was an all inclusive lesson. That the teacher challenged the students ability. The teacher was part of the current ELI staff.
- Small class size, having a 1<sup>st</sup> grade teacher from the school teach the program. Having at least an hour and a half for the class
- I was so pleased that this program was offered. It was beneficial to have the students continue working on their Reading skills throughout the summer. It was

a positive experience for my son who doesn't like to read because he enjoyed going.

- Kept the children involved in learning. Helped the children retain their level in reading and writing. Allowed the children to meet others and interact in a good environment.
- Twice a week is a good time frame and the choice of two times was nice. Increased phonics skills Keeping the student involved in reading during the summer months. Giving students a head start before going to next grade level. Free of charge.
- Students were engaged in center-type activities. Students were involved both in reading and writing. The take home books were great. The time for each class was super. Free education during the summer – you can't beat it. Two times per week for eight weeks – great!
- Class size – duration.
- I saw Abby want to read to us instead of having us read to her. She wants to read a book now and picks one up more often. Going only twice a week and a day separated them gave both the kids something to look forward to.

### **How could we improve this summer program?**

- A little more info to parents on home supplementation, progress, etc.
- More one on one focus – smaller classes
- I would have liked to have been made aware of which test score qualified my child for this program.
- Mainly a little more time before school off.
- None
- None
- Do a first class analysis and near the end of program analysis to check students progress.
- Maybe 3 times per week would be beneficial.
- I asked about some sort of report/evaluation so we could track her progress.
- Send home some type of progress not or review (every other week) of what goes on in class.
- Possibly send home books to read with the parents.
- For the most part, the Summer Literacy School meets its objective. There is no significant improvement needed.
- It's a great program and it should be offered next summer!!
- I think it could be more beneficial if it were 3 times a week.
- Maybe some more info for parents to help at home or a parent meeting.
- Provide an outline of some sort with objectives for the program.
- By stretching out the hours.
- More communication of teacher to let parent aware of child's progress – how they are doing.
- It appears to be working well as it currently exists.
- Somehow, we need to get the parents to see that their children will benefit from the program, and they need to have their child present on a regular basis. The parents also need to emphasize that this is school and their child needs to give their best effort.
- Some home project to help reinforce things being taught.
- Have teacher have a session at beginning where parents and students are both invited to review written goals for the summer.
- Make the 5<sup>th</sup> into 6<sup>th</sup> grade level curriculum more challenging.
- Better inform the parents.



- More variety of materials.
- Not much needs improvement except maybe a short note after one month informing parents of their child's strengths/weaknesses.
- Maybe make it a little longer period of time (i.e. 2 to 2-1/2 hours)
- Maybe three days a week instead of two
- Send home reading assignments which I could work on with my child that have to be turned back in showing we worked on it.
- Send home information about what the kids were doing. Offer class more days during the week with a shorter session.
- Teacher/parent communication. I have no idea how my child did.
- My son says kids need to read more.
- The older kids could work on more story writing or journal writing.
- Longer class times – individual goals for home study.
- It would be difficult to improve this program. I hope it will be offered again next summer for children who may need some extra help.
- 1-1/2 hours was good – 2 hours would be better.
- Do we get a mini-report on child's classroom performance? (Didn't receive.)
- Having a shorter time maybe do like summer school daily for a few weeks then done shortly after 4<sup>th</sup> of July.
- Notes from teacher. We missed some time for vacation.
- A progress report or some feedback to the parents.
- Let parents know summer curricula and how their child did in the class...feed back.
- If possible place children with similar skill abilities together.
- I would love to see some additional assignments be sent home for homework on the "off days" of class.
- I didn't receive any documentation from the class as to what they'd be working on or who his teacher was.
- Send home with student easy reading books. Maybe one per class and return it next class. Not to seem like homework though.
- Pre-testing, post testing summary from teacher of daily activity. Helpful hints to work on provided by teacher after daily observation.
- Have it 3 days a week M-W-F. Reading assignments/Projects for home. Not a lot just enough to keep challenging them.
- I believe that both my children got a lot out of this program. It really helps if they can make at least  $\frac{3}{4}$  of the classes because my 4<sup>th</sup> grader only make  $\frac{1}{2}$  and he would have enjoyed it more if he had made more.

#### **Other Comments:**

- I enjoyed the excitement of the kids
- I was pleased that this program was offered to kids free who were below the national testing. Donovan scored 49-50 was passing – still this was a very positive experience.
- Glad the Summer Literacy School was offered.
- Thank you for your time and effort with the kids.
- We are very pleased with this summer program!
- It's a great program and it should be offered next summer!
- Owen has benefited tremendously from this summer program. His reading level has improved.
- I really enjoyed my grandchild taking "extra" reading to keep her current on her skills.
- Thanks for your help.

- I love that it ran for the duration of summer vacation to keep students on their toes.
- Thank you for working with my children.
- We are grateful that Tommy got this opportunity to keep him excited about reading! Thank you!
- The Summer Literacy School has helped Blake read. He is not afraid to sound out words and say them. Thanks.
- I was very grateful for the program to be offered free. I appreciate the efforts to help students that struggle!
- I felt he has improved in his reading. I wish he would love to read.
- My son really enjoyed himself. This is the first time he liked coming to school and liked reading. I don't know what you did but keep it up.
- Maybe have the older kids read a book between Wednesday and Monday. Come Monday to school with a short report about the book to share with the class.
- I hope this program continues. Thank you.
- I think it is a great idea for the children to have this extra time for learning to read.
- Thank you for providing the service for the children who need it.
- It was a great offer to parents and students.
- Thank you for providing this opportunity. If pre and post testing are done would appreciate feedback.
- Millard District is much more into the education process than OPS. My kids don't want to miss school.
- Thank you to teacher.
- I believe that this program is very beneficial to keeping children from slipping backwards and keeping the children still in the learning mode. Thank you for the program!
- We thought the summer literacy program was great! Miss Reuss did a great job – she is an excellent teacher and Jake just loved her.
- I hope this program will be offered again next yea. I would even be willing to pay a tuition fee to cover any costs for materials or teacher stipends.
- I'm really glad Millard offered this program!! I hope it can continue and possible expand with other learning activities I feel the "summer school" program should run on a similar schedule as this reading program. Two weeks is not enough to keep the children up to their levels.
- Thanks for having this available but if needed again I will probably look for a different type of class for my child.
- I look at this and wish my 4<sup>th</sup> grader had had this opportunity in 1<sup>st</sup> grade. Thank you to everyone for this time in the program. I know Abby will have a better year.

## Compiled Summer Literacy School 2004

### Teacher Survey:

#### I felt that the strengths of the Summer Literacy School were:

- The students had a book to take home every class – Specific lesson plans – Two 90 minute sessions – great stories – the students enjoyed them!
- Lesson Plans – Two morning sessions twice a week was just right – small groups (keeping class size low was important – 10-12 students)
- Program was user friendly for the most part (some parts required some preparation) – Flexibility of attendance for kids
- General overview of some important first grade things (I especially loved the vocab component) vocab, phonics, comprehension, etc.
- Giving the students opportunity to read and extra reinforcement in skill areas and fluency practice.
- With large group it was nice to have two teachers in the class – Loved having booklets run – Lesson plans were easy to follow – Really felt like we met individual needs – Amount of time was just right – Liked small groups.
- Small groups – Materials provided
- Kept the kids reading all summer
- The program was good – easy curriculum to follow. Having it for 8 weeks hopefully transition to the start of school will be easier in Reading.
- Kept kids reading through summer – Library open for all to enjoy – Take home books given to kids each day.
- Well organized teachers manual – easy to use – nice variety of skills review.
- To have students receive reading instruction twice weekly – Smaller class size – Structured curriculum – easy planning – It keeps them reading during the summer – good for kids.
- Providing an opportunity for struggling students to practice reading
- Well organized materials – 2 days / week for 90 minutes was a great amount of time.
- Sound reading skills and strategies – routines
- The small group sessions – the 1-1/2 hr was perfect amount of time. There were many materials supplied, though I supplemented books and games and center activities.
- The materials were well laid out and the plan was easy to follow. The program had good structure. The kids benefited from the phonics and “chunk” practice in words.
- The variety and amount of materials – the flexibility of the schedule (i.e. 2 days per week, and choice of 8:30 or 10:15 times) – small class size.
- Having a complete curriculum to follow – time and length of sessions – small classes.
- It gave students a place where reading and writing were a focus. Students were encouraged to read and write, preserving skills over the summer to start hopefully start where they left off and that they haven't “lost” any of it over the summer.
- I like the Harcourt series. It was easy to plan and I felt like I was able to teach complete lessons with the materials provided.
- Easy to use program – 1-1/2 hour time frame is perfect – very much needed program.
- Lessons were pre-planned and had a complete review of kindergarten reading skills.

- Good materials to work with – wonderful secretary and janitors to work with – liked that it lasted all summer and kept the students reading – liked that the students always had a book to take home with them.
- Skills taught were focused and repeated – I had a small group that let me focus easily with students – I liked meeting with students all summer to maintain skills.
- Students had the opportunity to work on specific skills in a small group setting – Continuous and monitored reading throughout the summer – A nice opportunity for kids to meet and make friends with kids from other schools.
- Great opportunity for kids at risk – Good time from 1-1/2 hrs two days a week – Weekly time to check out books from school library
- Same program kids will experience next year – small class sizes.
- Practice for these students all summer long.

### **How could we improve this summer program?**

- Careful selection of invited students. Not all “low” students from each Millard school look the same.
- Invited all READ/ELI students and/or teacher recommended students. Let Summer School teacher know the results from the pre-test the students took.
- Include more students in the program READ, ELI.
- Possibly use READ teachers to design some fun activities that could be used (or even a program for the summer).
- Besides the first day (Friday) everything else went very smoothly.
- Spend some time practicing test taking as it applies to comprehension and vocab. I’ve seen that if given small group, time, resources and guidance the kids will try to succeed. So many times the tests are so overwhelming to them. They just guess instead of reading (It’s easier that way.) We need to show them the importance by practice, giving them confidence once faced with the challenge alone. I believe the summer program is an excellent opportunity to teach these strategies missing from the program.
- Fewer weeks; maybe 3 x week for 5 weeks – Need to have enough materials for students – need more hands on materials (games, etc.) to use with K.
- It seemed it was kind of “thrown together” at the last minute. Maybe a little more planning especially at schools where there was summer school also.
- Level kids better if possible – Keep numbers small – 21 is too large for this type of program – Make numbers more equitable – some teachers had 21 students and others 2 or 3 students.
- Because of July 4<sup>th</sup> and missing Monday we were one session short. Maybe make up that Monday another time.
- The lessons seemed a bit easy at the beginning. Maybe teach the 2<sup>nd</sup> graders with 3<sup>rd</sup> grade materials.
- Put self-contained in separate class than regular ed – Give teachers results of pretests or a sheet with strengths/weaknesses of each student.
- Provide center activities and more of a variety of guided reading books. Make the requirements more uniform for who qualifies for summer school.
- Maybe increase the # of days for only 2 weeks – or one week. The only problem would be retention of the material until the next school year. I just think spreading it out all through summer made it hard for the kids to come to class b/c of camps, vacations, etc....they seem to really need to get all of it.
- The run off worksheets for my classroom were overwhelming. It was a lot of paper that got used only a few times. Maybe leave copying choices up to the summer.
- So far, so good!

- Run 3 x /week (T, W, R) for 5 weeks at a site with Kids Net the whole time to improve attendance.
- It would be helpful to know specific skills that each student needs to review – some of my students had mastered all K skills; others couldn't hear beginning sounds.
- The accompanying fames looked wonderful. It would be nice if they could be made during the year and be available for next summers sessions.
- More info on kids up front – In crease the grade level – Next year maybe you could send materials out to schools rather than have us pick them up that way everyone gets what they need up front.
- Info from classroom (reading) resource teacher – More set up time – Materials at appropriate levels – Ended up using available books at school to better meet the students needs.
- Incentive for attending – better organization.
- Have it start after traditional summer school ends. Have it only at sites where Kidsnet won't be moving.

#### **Other Comments:**

- Had a great time – fun, easy curriculum to follow!
- Having the Library open was a GREAT idea!
- I truly enjoyed working with the kids! I wish more READ students could have been included – they would have really benefited from the classes. Some Resource students had a lot of difficulty with the skills and reading. I don't feel that the teachers were equipped to deal with self-contained BD students.
- Lynn was very helpful as was Shelley. I had a great time teaching this summer. Loved the Tues/Thurs schedule!!
- Hope we can do it again next summer!
- Make sure the curriculum matches the students levels/needs.
- I worked with some students in self-contained classes, as well as ESL students and feel it would have been more beneficial to all students if either a para could have worked with me, or even if the students were in a separate class. Also, it would have helped if we had some info on the students before they came. ELO/Terra Nova score, Title I pretest score, teacher comments, etc.
- Help parents become invested in this program. An incentive program only worked with ¼ of the students. Why were the take home books so much harder than the guided reading books? Have kids meet 3 days / week for 5 weeks so teachers can have more of a summer break. Why no time to “break down” room? Could a janitor empty trash and wash boards?
- Have take home books already stapled and ready to go home. I enjoyed teaching in my own classroom. Wish parents would consistently get there with kids here and see the importance.
- I received positive feedback from parents about the program. The children enjoyed coming and most parents were excellent about attendance. I would recommend it next year. I would teach it again next year too.
- I enjoyed the relaxed atmosphere. The children had fun.
- I really enjoyed teaching this summer. Hope that the program can continue as it is surely benefiting the students.
- I strongly suggest that we reconsider the open invite to all students. One of my students had behavior problems (was usually BD room) that took me out of the classroom and away from the others at times. Very distracting to all. Also, I was not prepared for everything with her – for example – picking herself until she bled and spitting on the floor and furniture.

- I liked the 90 minute period. I still had to teach at a fast pace, but the students (especially younger students) remained engaged the entire time. I would definitely teach again next summer!
- Need more definitive identification process – even though some kids were in ELI/READ/Title 1 etc, doesn't mean they were behind by end of year!
- My largest group had 14 boys and 1 girl. This was not a very workable group. The stories in the anthology are good, but a better mix of big books with great pictures and stories from the anthology would have held my students' interest better.
- I hope the families that participated felt it was worthwhile and that the district will continue to fund and offer the program. It would be nice if groups were no larger than 12 students. More than that and it was difficult to give much individual attention. Could the student attendance forms be printed with the individual cells a bit larger. They were hard to make your eyes track across for older people like me who wear bifocals.
- The stories in the reader did not hold the kids attention but the skills they focused on were great for the kids here.
- Overall I think it was a worthwhile endeavor for my students. I like that the program didn't involve a lot of additional planning time, although I did make adjustments to keep it interesting.
- Worksheets not necessary nor are they fun.
- It would also have been nice to see the test results from the spring so we could work on and know right from the start any areas of weakness.

**AGENDA SUMMARY SHEET**

**AGENDA ITEM:**

**MEETING DATE:** November 1, 2004

**DEPARTMENT:** Educational Services

**TITLE AND BRIEF DESCRIPTION:** Elementary Summer Library Program

Access to libraries was a new service offered to students and parents this past summer. Funded in conjunction with the elementary summer reading program, most elementary Information Centers opened their doors 3 hours a week in June and July. Cottonwood, Rockwell, Ezra, Harvey Oaks and Sandoz Information Centers were not available because of renovation. The program cost was \$7,438.63 from school age Flex Funds.

Parent comments were very positive and praised the district for encouraging students to continue reading throughout the summer months. Participation was heaviest in the southern corridor of the district, especially schools that border Harrison Street. Sarpy County and Douglas County libraries charge a fee for non-residents, thus the praise by parents for offering "free" service to students who might not be able to afford access to libraries. Overall 9,119 books were checked out during the summer. Students in grades PreK through grade 8 checked out books from the libraries.

The district made a concerted effort to include parochial students as well. Personal visits were made to St. Stephen's, St. Wenceslaus, Trinity Christian and Boy's Town schools and students were encouraged to take advantage of the summer library program. A total of 93 students were registered from these schools.

**ACTION DESIRED:** APPROVAL \_\_\_ DISCUSSION \_\_\_ INFORMATION ONLY X

**BACKGROUND:**

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

**RECOMMENDATIONS:** N/A

**STRATEGIC PLAN REFERENCE:**

**IMPLICATIONS OF ADOPTION OR REJECTION:** N/A

**TIMELINE:** N/A

**RESPONSIBLE PERSON(S):** Carol Newton and Donna Helvering

**ASSOCIATE SUPERINTENDENT'S SIGNATURE:** Martha Bruckner

**SUPERINTENDENT'S APPROVAL:** Keith Lutz

**BOARD ACTION:**



## Summer Library Report September 2004

On June 1, 2004, Millard Public Schools opened elementary school libraries in a district sponsored summer reading initiative. After a grant was awarded to MPS to help elementary students improve their reading skills, suggestions to open the libraries were wholeheartedly endorsed by Educational Services department. Under the leadership of Dr. Newton and Dr. Bruckner, arrangements were made to open all elementary school libraries during June and July for 3 hours a week on a rotating basis. Five schools did not offer summer hours because of building renovations. (see attached schedule)

Paraprofessionals were hired to supervise and run the libraries. Some principals expressed concerns over building security, supervision of children and the expense of lost items. These concerns were resolved by providing additional paraprofessionals working as a team at each site. Janitorial hours had to be adjusted to provide afternoon access in some buildings. A commitment was also made that any lost materials would be replaced. A special training session was held on June 3<sup>rd</sup> and libraries opened the week of June 7<sup>th</sup>. An article in the World Herald advertised the library sessions, as did the district website and newsletter. All schools used their newsletters and marquees to promote the summer hours. A special invitation was extended to all private schools in the district to participate. Site visits were made to Boy's Town, Trinity School, St. Stephen's and St. Wenceslas. Promotional materials were provided to each school. There were five daycare programs that visited the libraries, as well as the Millard Public Schools Kid's Network program.

Each student signed registration forms and reading goals were set. The Horizon Circulation system kept daily statistics as to who used the libraries and how often materials were checked out. (see attached statistical results)

Survey forms were available at the libraries during the last two weeks of July. 108 surveys were returned. No negative comments were noted. All comments were positive and praised the school district for making their library resources available to students throughout the summer. Many requested that it be offered again next summer. (see attached survey summary)

Support Services staff were available for technical and professional support when needed. The staff made a total of 24 site visits. Administrative support for this program totaled 36 hours. A list of items still overdue has been generated and letters will go out to parents the first week of September.

Donna Helvering,  
Millard Public Schools



## Celebrate summer@your library!

**We are opening our elementary school libraries this summer! This is your personal invitation to celebrate summer by reading! The library program will begin June 7<sup>th</sup> and conclude on July 30<sup>th</sup>.**

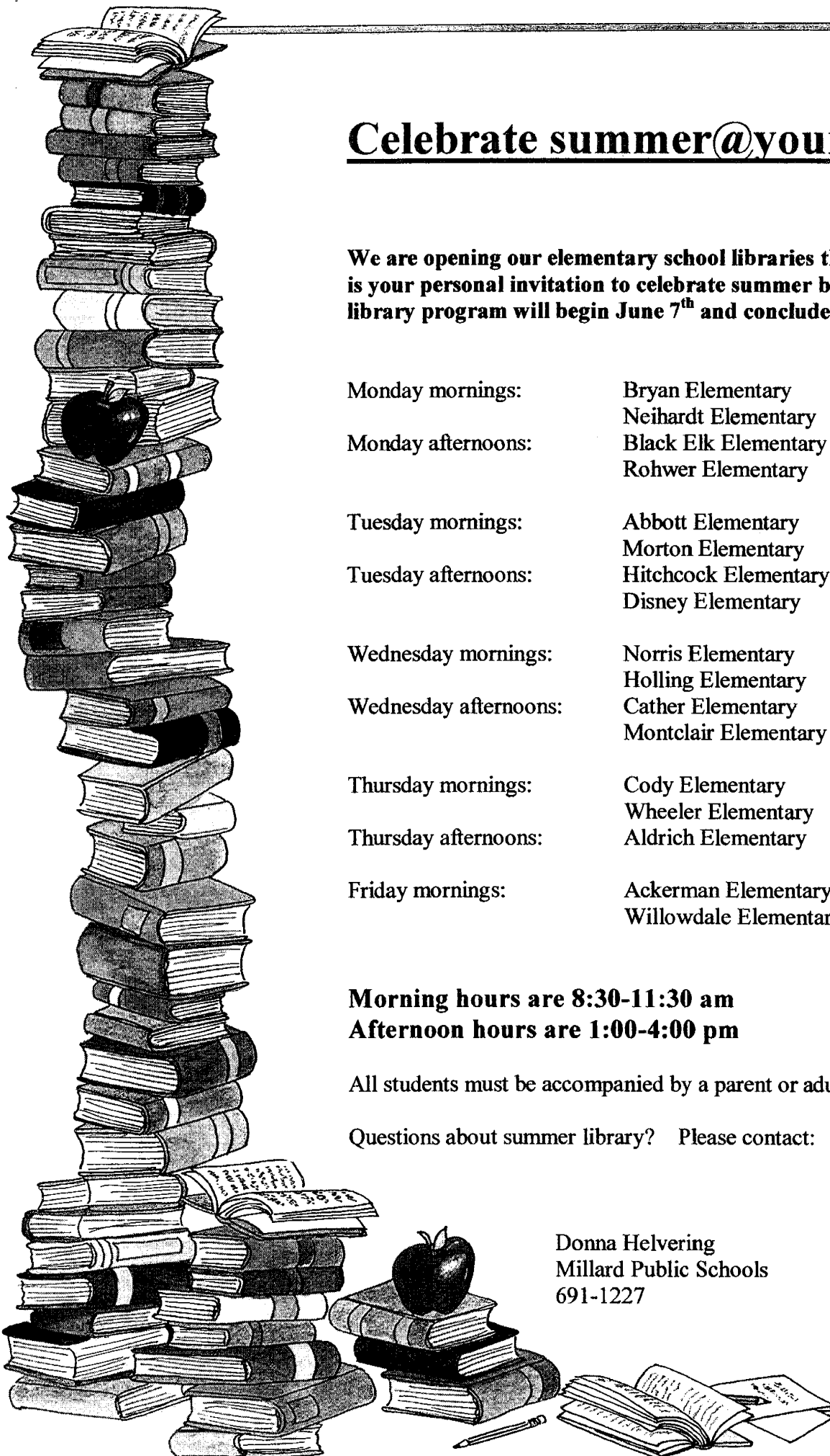
Monday mornings:	Bryan Elementary Neihardt Elementary
Monday afternoons:	Black Elk Elementary Rohwer Elementary
Tuesday mornings:	Abbott Elementary Morton Elementary
Tuesday afternoons:	Hitchcock Elementary Disney Elementary
Wednesday mornings:	Norris Elementary Holling Elementary
Wednesday afternoons:	Cather Elementary Montclair Elementary
Thursday mornings:	Cody Elementary Wheeler Elementary
Thursday afternoons:	Aldrich Elementary
Friday mornings:	Ackerman Elementary Willowdale Elementary

**Morning hours are 8:30-11:30 am  
Afternoon hours are 1:00-4:00 pm**

All students must be accompanied by a parent or adult.

Questions about summer library? Please contact:

Donna Helvering  
Millard Public Schools  
691-1227



**Millard Public Schools  
Summer Library Guidelines  
June 2004**

K-5<sup>th</sup> grade students are welcome to use any MPS library for summer reading and checkout.

Students who attend parochial or private schools will also be allowed to use the library. A registration form is available at the library circulation desk.

Students must be accompanied by a parent or other adult. No "drop-ins" or babysitting services will be provided.

Security and safety issues are a major concern. Students will not be allowed in classrooms or any other part of the building.

Students will be required to leave if their conduct is inappropriate.

Only BOOKS will be circulated...students will not be allowed to checkout videos, reference books, periodicals, software, etc.

Students should return books to the school where they were loaned.

Books will be loaned on a two week basis.....renewals will also be two weeks.

There is no charge for summer library use or for overdue materials; however, students will be responsible for lost or damaged books. A replacement cost will be assessed if books are not returned by July 30<sup>th</sup>.

Students may check out up to 10 books per visit. These items must be returned before checking out additional books.

**Information/Technology**



**Department**



**Millard Public Schools**



**Summer Library Registration**

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Home School \_\_\_\_\_

Grade \_\_\_\_\_

Reading Goal \_\_\_\_\_

**I agree to be responsible for all books I borrow from the library. The books will be returned in good condition or I will be charged replacement cost for damaged or lost books. I have read the Summer Library Guidelines and agree to follow them.**

Student signature \_\_\_\_\_

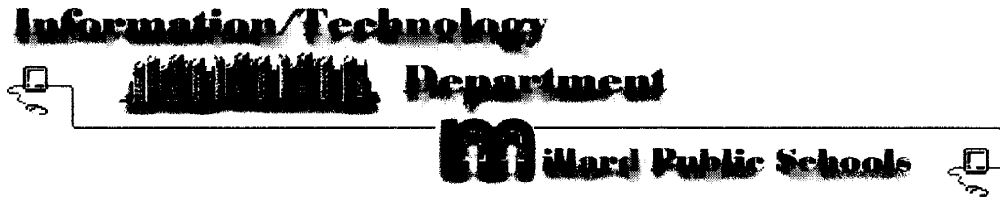
Parent signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this signed form to the circulation desk before using the library.**

	June	July	Overall	
<b>District CIRC Totals</b>	<b>5382</b>	<b>3737</b>	<b>9119</b>	
E	2400	1770	4170	
FIC	932	576	1508	
NF	1670	1253	2923	
PB	380	138	518	
<b>TOTAL</b>	<b>5382</b>	<b>3737</b>	<b>9119</b>	
<b>Totals by School</b>	June	July	Overall	RANK
ABB	588	259	847	4
ACK	165	183	348	11
ALD	134	131	265	12
BLA	878	380	1258	1
BRY	478	265	743	6
CAT	62	62	124	17
COD	195	156	351	10
DIS	46	80	126	15
HIT	65	61	126	16
HOL	768	465	1233	2
MON	121	139	260	13
MOR	109	119	228	14
NEI	489	206	695	7
NOR	249	115	364	9
ROH	517	307	824	5
WHE	345	585	930	3
WIL	173	224	397	8
<b>Total</b>	<b>5382</b>	<b>3737</b>	<b>9119</b>	

<b>Student Statistics</b>	<b>June</b>	<b>July</b>	<b>TOTALS</b>
NEW registrations	71	22	93
PRE	7	8	15
K	241	94	335
1	70	49	119
2	90	86	176
3	43	17	60
4	28	5	33
5	1	2	3
6	8	6	14
7	3	1	4
8	9	2	11
STAFF	22	16	38
	<b>JUNE</b>	<b>JULY</b>	<b>TOTALS</b>
PRE	231	183	414
K	1157	1277	2434
1	1388	792	2180
2	692	487	1179
3	764	660	1424
4	304	206	510
5	160	87	247
6	58	38	96
7	9	1	10
8	22	6	28
			0
STAFF	597	508	1105
TOTALS	5382	3737	9119



## Summer Library Survey

**Please take a few minutes to answer the following questions. It will help us determine the future of Millard Public Schools summer library services.**

How often did you use the summer library services?

Did you visit more than one school library?

How did you hear about the program?

Was the schedule sufficient for your needs?

Did you encounter any problems this summer, and, if so, were they resolved?

Would you use the summer library service again, if offered next year?

Comments and suggestions:

**Please return this survey to the library or mail to:**

Donna Helvering  
Millard Public Schools  
13906 F St  
Omaha, NE 68137

## Summer Library Survey Results September 2004

108 survey forms were returned.

How often did you visit the MPS summer libraries?

98% visited once a week.

Did you visit more than one school library?

15 families visited multiple sites

How did you hear about the program?

District Internet site	13
Millard Memo	10
Newspaper article	14
School newsletter	33
School marquee	12
Kid's Network	9
Day care program	11
Other	6

Was the schedule sufficient for your needs?

71% yes

29% would like more hours

Did you encounter any problems?

100% no

Would you use the summer library service again, if offered next year?

100% yes

Comments:

Better selection of books than public library

It was awesome

Great idea

Great program...we took turns visiting different libraries

Love the chance to visit the school library

Being new to the area it was a way for my kids to become familiar with the school

Great program for kids to continue reading skills over summer

Very worthwhile service

Please offer again

We could not pay the public library fee...it was great to see schools offer a free service

It kept my kids reading all summer  
 Great opportunity for kids who do not have access to a library  
 Great variety of books  
 Very convenient  
 Great opportunity for Sarpy County residents...and it is free!  
 We were so happy to have a place to meet and get a book club started  
 Please extend the hours  
 Enjoyed the bright, clean library...lovely building  
 Very pleasant lady at the desk  
 Very nice lady working at the library!  
 The kids looked forward to it each week  
 Wish we had known about it sooner  
 The lady at Holling Heights was awesome!

“This was a wonderful resource! We read a lot more books than we would have if we would have had to go to the city library. Very nice to get to check out books every week”. Wheeler mom

“My son will be in kindergarten this fall....great way for him to be more comfortable going to school.” , mom from Wheeler

“Thanks for giving James his first library experience. It would be great if you would extend this program through out the school year for those that are not yet school age and do not have access to a public library.” , stay at home mom from Holling Heights area

“The librarian that worked at Wheeler was exceptional! Nice, kind and fun!!!”

“I am from Boy’s Town. Thank you for including our kids” sponsor from BT

“Thanks for including St. Stephens students!” Teacher