

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

Notice is hereby given of a Board of Education Committee of the Whole meeting of School-District No. 17, in the County of Douglas, which will be held at 6:30 p.m. on

Tuesday, September 7, 2010 at 5606 South 147th Street, Omaha, Nebraska.

Agenda for such meeting, kept continuously current, is available for public inspection at the Office of the Superintendent at 5606 South 147th Street, Omaha, Nebraska.

LINDA POOLE,
Secretary

9-3-10

**THE DAILY RECORD
OF OMAHA**

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

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

J. BOYD

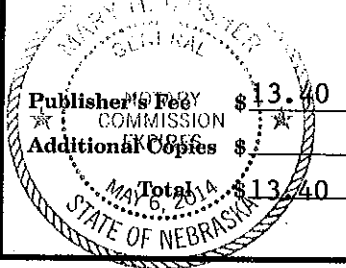
being duly sworn, deposes and says that she is

LEGAL EDITOR

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

September 3, 2010

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



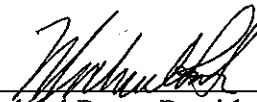
Subscribed in my presence and sworn to before
me this 3rd day of
September 20 10

Notary Public in and for Douglas County,
State of Nebraska

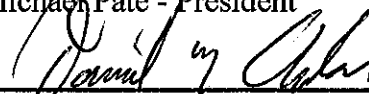
**ACKNOWLEDGMENT OF RECEIPT
OF NOTICE OF MEETING**

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 6:30 P.M. on September 7, 2010, at Don Stroh Administrative Center
5606 South 147th Street Omaha, NE 68137

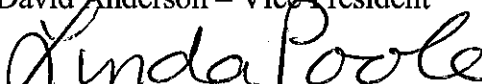
Dated this 7th day of September, 2010.



Michael Pate - President



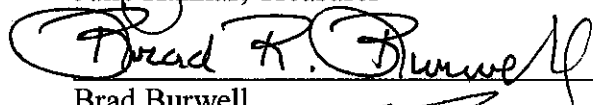
David Anderson - Vice President




Linda Poole - Secretary



Julie Kannas, Treasurer



Brad Burwell



Mike Kennedy



Jeff Stroh - Millard North High School



Isis Hernandez - Millard South High School



Alison Brokke - Millard West High School

BOARD OF EDUCATION MEETING

SEPTEMBER 7, 2010

NAME:

REPRESENTING:

Molly Erickson
McKenzie Hook

MEA
Millard West



BOARD OF EDUCATION
MEETING



SEPTEMBER 7, 2010

BOARD OF EDUCATION
MILLARD PUBLIC SCHOOLS
OMAHA, NEBRASKA

BOARD MEETING
6:30 P.M.

STROH ADMINISTRATION CENTER
5606 SOUTH 147th STREET
SEPTEMBER 7, 2010

AGENDA

A. Call to Order

The Public Meeting Act is posted on the Wall and Available for Public Inspection

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 – August 16, 2010
2. *Approval of Bills
3. *Receive the Treasurer's Report and Place on File

F. Information Items

1. Superintendent's Comments
2. Board Comments/Announcements
3. Report from Student Representatives

G. Unfinished Business:

1. Approval of Policy 4155 – Human Resources – Code of Ethics
2. Approval of Policy 4215 – Human Resources – Summer School and Adult Education Teachers

H. New Business

1. Approval of FYE11 Budget
2. Approval of FYE11 Property Tax Requests
3. Approval of Rule 4155.1 – Human Resources – Code of Ethics
4. First Reading of Policy 1310 – Community Relations – Complaints: School Personnel/Instructional Materials
5. First Reading of Policy 4001 – Human Resources – Non-Discrimination and Sexual Harassment
6. First Reading of Policy 4100 – Human Resources – Recruitment, Selection, and Non-Discrimination
7. First Reading of Policy 5010 – Pupil Services – Non-Discrimination and Sexual Harassment
8. First Reading of Policy 5020 – Pupil Services – Equal Educational Opportunity
9. *Reaffirm Policy 5740 – Pupil Services – Visits to Schools
10. *Reaffirm Rule 5740.1 – Pupil Services – Visits to the Schools – Visitations by Parents, Guardians and Others
11. *Reaffirm Policy 5750 – Pupil Services – Student Memorials
12. Approval of Rule 5750.1 – Pupil Services – Student Memorials
13. First Reading of Policy 6002 – Curriculum, Instruction, and Assessment – Non-Discrimination
14. Approval of Rule 6750.1 – Curriculum, Instruction, and Assessment – Student Fees
15. Approval of Personnel Actions: Leave of Absence, Resignation, and New Hire(s)

I. Reports

1. Enrollment Report
2. Transportation Report
3. State Reading Assessment Results 2009-2010

J. Future Agenda Items/Board Calendar.

1. Board of Education Meeting on Monday, September 20, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street

2. Strategic Planning on Monday, September 27 and Tuesday, September 28, 2010 at 8 a.m. at the Don Stroh Administration Center, 5606 South 147th Street
3. Board of Education Meeting on Monday, October 4, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street
4. NASB Area Membership Meeting on October 6, 2010 at 5:30 p.m. at Embassy Suites Conference Center in LaVista, 12520 Westport Parkway
5. NFUSSD Conference October 10-13, 2010 in Topeka, KS
6. Board of Education Meeting on Monday, October 18, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street
7. Board of Education Meeting on Monday, November 1, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street
8. Committee of the Whole Meeting on Monday, November 8, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street
9. Board of Education Meeting on Monday, November 15, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street
10. NASB State Education Conference on November 17-19, 2010 at Embassy Suites Conference Center in LaVista, 12520 Westport Parkway

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

L. Adjournment:

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

BOARD MEETING
6:30 P.M.

STROH ADMINISTRATION CENTER
5606 SOUTH 147TH STREET
SEPTEMBER 7, 2010

ADMINISTRATIVE MEMORANDUM

A. Call to Order

The Public Meeting Act is posted on the Wall and Available for Public Inspection

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 – August 16, 2010. (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. Superintendent’s Comments
- F.2. Board Comments/Announcements
- F.3. Report from Student Representatives
- G.1. Motion by _____, seconded by _____, to approve Policy 4155 – Human Resources – Code of Ethics (See enclosure.)
- G.2. Motion by _____, seconded by _____, to approve Policy 4215 – Human Resources – Summer School and Adult Education Teachers (See enclosure.)
- H.1. Motion by _____, seconded by _____, that the FYE11 Budget be adopted as submitted in the Revised Budget Summary and that such document be incorporated herein in its entirety by this reference (See enclosure.)
- H.2. Motion by _____, seconded by _____, that approval be given to the Resolution Regarding FYE11 Property Tax Requests as submitted and that such resolution be incorporated in its entirety into this motion (See enclosure.)
- H.3. Motion by _____, seconded by _____, to approve Rule 4155.1 – Human Resources – Code of Ethics (See enclosure.)
- H.4. First Reading of Policy 1310 – Community Relations – Complaints: School Personnel/Instructional Materials (See enclosure.)
- H.5. First Reading of Policy 4001 – Human Resources – Non-Discrimination and Sexual Harassment (See enclosure.)
- H.6. First Reading of Policy 4100 – Human Resources – Recruitment, Selection, and Non-Discrimination (See enclosure.)
- H.7. First Reading of Policy 5010 – Pupil Services – Non-Discrimination and Sexual Harassment (See enclosure.)
- H.8. First Reading of Policy 5020 – Pupil Services – Equal Educational Opportunity (See enclosure.)
- *H.9. Motion by _____, seconded by _____, to reaffirm Policy 5740 – Pupil Services – Visits to Schools (See enclosure.)

- *H.10. Motion by _____, seconded by _____, to reaffirm Rule 5470.1 – Pupil Services – Visits to the Schools – Visitations by Parents, Guardians and Others (See enclosure.)
- *H.11. Motion by _____, seconded by _____, to reaffirm Policy 5750 – Pupil Services – Student Memorials (See enclosure.)
- H.12. Motion by _____, seconded by _____, to approve Rule 5740.1 – Pupil Services – Student Memorials (See enclosure.)
- H.13. First Reading of Policy 6002 – Curriculum, Instruction, and Assessment – Non-Discrimination (See enclosure.)
- H.14. Motion by _____, seconded by _____, to approve Rule 6750.1 – Curriculum, Instruction, and Assessment – Student Fees (See enclosure.)
- H.15. Motion by _____, seconded by _____, to approve Personnel Actions: Leave of Absence, Resignation, and New Hire(s) (See enclosure.)

I. Reports:

1. Enrollment Report
2. Transportation Report
3. State Reading Assessment Results 2009-2010

J. Future Agenda Items/Board Calendar

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7. Board of Education Meeting on Monday, November 1, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street
8. Committee of the Whole Meeting on Monday, November 8, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street
9. Board of Education Meeting on Monday, November 15, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street
10. NASB State Education Conference on November 17-19, 2010 at Embassy Suites Conference Center in LaVista, 12520 Westport Parkway

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

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

MILLARD PUBLIC SCHOOLS
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. The meeting was convened in open and public session at 6:00 p.m., Monday, August 16, 2010, at the Don Stroh Administration Center, 5606 South 147th Street.

Present: Michael Pate, Dave Anderson, Brad Burwell, Julie Kannas, and Mike Kennedy

Absent: Linda Poole

Notice of this meeting was given in advance thereof by publication in the Daily Record on Saturday, August 14; a copy of the publication is being attached to these minutes. Notice of this meeting was given to all members of the Board of Education and a copy of their Acknowledgment of Receipt of Notice and the agenda are attached to these minutes. Availability of the agenda was communicated in advance notice and in the notice of the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

At 6:30 p.m. Michael Pate called the public hearing on the FYE10 Budget Amendment to order. Mr. Pate announced that the Public Meeting Law was posted on the wall inside the west center entrance to the room.

Roll call was taken and Mike Pate, Brad Burwell, Dave Anderson, and Mike Kennedy were present. Absent were Linda Poole and Julie Kannas.

The public hearing is required by Nebraska law to amend the FYE10 Bond Fund Budget.

Mr. Pate told the audience that on the table in the hallway were sign-up sheets for those who wished to address the board. To address the board at this hearing they should complete one of forms and give it to Mr. Pate.

The purpose of the hearing was to receive testimony from the public on matters related to the Amendment of the FYE10 Bond Fund Budget. The budget was being amended to reflect the refunding of bonds conducted by the District in order to take advantage of lower interest rates. The amendment will not change the property tax request for the year. The amendment calls for an increase of \$51,480,000 in both the disbursements and resources.

Mr. Pate received no requests from the public to speak on the amendment.

Motion by Brad Burwell, seconded by Dave Anderson, to adjourn the meeting, upon roll call vote, all members voted aye. Motion carried.

Mr. Pate called the regular meeting to order and announced the public meeting Act is posted on the wall and available for public inspection. Mr. Pate asked everyone to say the Pledge of Allegiance.

Roll call was taken and members present included Mike Pate, Dave Anderson, Brad Burwell, Julie Kannas, and Mike Kennedy. Absent was Linda Poole.

Motion by Brad Burwell, seconded by Dave Anderson, to excuse Linda Poole from the meeting, upon roll call vote, all members voted aye. Motion carried.

Julie Kannas arrived at 6:34 p.m.

Board of Education Minutes
August 16, 2010
Page 2

Motion by Mike Kennedy, seconded by Dave Anderson, to approve the Board of Education Minutes of August 2, 2010, approve the bills, and receive the Treasurer's Report and Place on File, upon roll call vote, all member voted aye. Motion carried.

Dave Anderson summarized the Committee meeting on August 9, 2010. At this meeting there were two hearings conducted on the FYE11 Budget.

Superintendent's Comments:

1. Open Enrollment closed with 586 outside of the school district. There were 250 who missed the deadline and were considered hardship cases. There will be a report coming to the Board of Education at the September 7, 2010 board meeting on enrollment.
2. On Friday there is a meeting with Don Kleine, Douglas County Attorney, on LB800, which is the bill on truancy.
3. On Thursday there will be a meeting with John Cavanaugh and Ken Bird from Building Bright Futures.
4. The PAYBAC- Kickoff will be held on Tuesday, August 24, 2010 at Millard South High School beginning at 4:00 p.m.
5. Labor Day is Monday, September 6, 2010, so the Board meeting will be on Tuesday, September 7, 2010.
6. The Millard Education Association is sponsoring a walk/run, which will be held this Saturday, August 21, 2010 at Lake Zorinsky.

Board Comments:

Julie Kannas welcomed everyone back for the new school year.

Dave Anderson reported he attended the NASB Board of Directors meeting last week. He was nominated for vice-president of the NASB organization. If re-elected to another term on the school board he would welcome the opportunity to fulfill the NASB nomination. Eventually, as the progression goes at NASB he would become president of the organization. He stated that would be a nice way to fulfill his next four year on the Millard Board of Education if he is re-elected.

Brad Burwell attended the Learning Community Coordinating Council meeting and Sub-District 4 Council meeting last week. He reviewed the Budget and Finance recommendations on all levies. He also reported there will be a carry-over of \$1.6 million from last year. He reported that \$750,000 would be given to Sub-Districts 1, 3, 4 and 6. With the calculations of free and reduced students Millard would probably receive an estimated amount of \$300,000.

Mark Feldhausen and Carol Newton attended the Sub-District 4 Council meeting, and has some recommendations for the use of the money Millard will receive.

Board of Education Minutes
August 16, 2010
Page 3

Mike Pate said he is still waiting to hear from other district board members about their efforts to pass a resolution in regards to the Learning Community governance issue. Mr. Pate reported that the next step would be to work with the legislators in Lincoln. He said he hopes to hear from the other districts soon, and will keep the Millard board informed on how this issue is progressing.

Motion by Brad Burwell, seconded by Dave Anderson, that the District's FYE10 Bond Fund Budget be amended to provide for an increase of \$51,480,000 in both "disbursements" and "resources" as noted in the Notice of Budget Hearing and Budget Summary Amendment which is, by this reference, incorporated in its entirety into this motion, upon roll call vote, all member voted aye. Motion carried.

Motion by Brad Burwell, seconded by Dave Anderson, that approval be given for the purchase of the electronic document management system proposed by IKON in its response to the district's RFP and that the Associate Superintendent for General Administration be authorized to execute any and all documents related to such purchase, upon roll call vote, all members voted aye. Motion carried.

Motion by Mike Kennedy, seconded by Julie Kannas, to reaffirm Policy 3215 – Support Services – Tuition Fees, Rule 3315.1 – Support Services – Receiving Goods, Policy 3416 – Support Services – Treasurer's Report, to reaffirm Policy 3419 – Support Services – Periodic Audit, and Rule 3419.1 – Support Services – Periodic Audit, upon roll call vote, all members voted aye. Motion carried.

Julie Kannas provided the first reading of Policy 4155 – Human Resources – Code of Ethics. This policy will be on the next board agenda for approval.

Mike Kennedy provided the first Reading of Policy 4215 – Human Resources – Summer School and Adult Education Teachers. This policy will be on the next board agenda for approval.

Motion by Dave Anderson, seconded by Julie Kannas, to reaffirm Policy 5710 – Pupil Services – Access to Student Records, upon roll call vote, all members voted aye. Motion carried.

Motion by Brad Burwell, seconded by Dave Anderson, to approve Rule 5710.1 – Pupil Services – Student Records, upon roll call vote, all members voted aye. Motion carried.

Motion by Dave Anderson, seconded by Julie Kannas, to reaffirm Policy 5720 – Pupil Services – Records Retention and Disposition, upon roll call vote, all members voted aye. Motion carried.

Motion by Brad Burwell, seconded by Dave Anderson, to approve Rule 5720.1 – Pupil Services – Records Retention and Disposition, upon roll call vote, all members voted aye. Motion carried.

Motion by Dave Anderson, seconded by Julie Kannas, to reaffirm Policy 5730 – Pupil Services – Parents' Access to School Records and School Contact, upon roll call vote, all members voted aye. Motion carried.

Motion by Dave Anderson, seconded by Brad Burwell, to approve Rule 5730.1 – Pupil Services – Non-Custodial Parents' Access to Student Records and School Contact, upon roll call vote, all members voted aye. Motion carried.

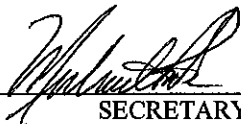
Board of Education Minutes
August 16, 2010
Page 4

Motion by Brad Burwell, seconded by Julie Kannas, to approve Personnel Actions: Amendment to Continuing Contract: Katherine E. Konrad; Resignations: Michele Boyd, Ashli A. Florang, and Kimberly A. Gates; and New Hires: Jessica L. Brewer, Michelle L. Fuller, Amy L. Kavan, Sonja K. Peters, Brooke J. Samson, and Joe A. Wessel, upon roll call vote, all members voted aye. Motion carried.

Reports given included an enrollment of the 3rd day count, a Quarterly Food Service Report, and a Strategic Planning Update.

Future Agenda Items/Board Calendar: A Board of Education Meeting will be held on Tuesday, September 7, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street. A Board of Education Meeting will be held on Monday, September 20, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street. Strategic Planning will be on Monday, September 27 and Tuesday, September 28, 2010 at 8 a.m. at the Don Stroh Administration Center, 5606 South 147th Street. A Board of Education Meeting will be held on Monday, October 4, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street. A Board of Education Meeting will be held on Monday, October 18, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street. A Board of Education Meeting will be held on Monday, November 1, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street. A Committee of the Whole Meeting will be held on Monday, November 8, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street. A Board of Education Meeting will be held on Monday, November 15, 2010 at 6:30 p.m. at the Don Stroh Administration Center, 5606 South 147th Street. The NASB State Education Conference will be on November 17-19, 2010 at Embassy Suites Conference Center in LaVista, 12520 Westport Parkway.

Mike Pate adjourned the meeting.



SECRETARY

Millard Public Schools
September 7, 2010

Millard Public Schools

Check Register

11

Prepared for the Board Meeting of September 7, 2010

Check No	Vend No	Vendor Name	Amount
315996	010809	AIRCAD INC	1,291.00
315997	011180	ALLIED CONSTRUCTION SERVICES	2,592.00
315999	012850	ANDERSON INDUSTRIAL ENGINES CO INC	800.27
316000	108092	ARNOLD MOTOR SUPPLY LP	168.83
316001	135330	AVIS RENT A CAR SYSTEM INC	148.40
316003	134359	BEAR GRAPHICS INC	1,705.70
316006	065420	CENTRAL MIDDLE SCHOOL	30,715.62
316008	026057	CONTROL MASTERS INC	610.55
316009	032800	DEMCO INC	26.50
316010	109850	DEX MEDIA EAST LLC	240.22
316011	033473	DIETZE MUSIC HOUSE INC	531.00
316014	037525	EDUCATIONAL SERVICE UNIT #3	15.00
316015	132066	ENGINEERED CONTROLS INC	1,590.00
316016	133919	FILTER SHOP INC	2,418.54
316017	106773	FIRST NATIONAL BANK VISA	7,442.62
316019	106660	GLASSMASTERS INC	1,885.82
316020	044950	GRAINGER INDUSTRIAL SUPPLY	458.37
316021	048200	HAUFF SPORTING GOODS COMPANY	597.05
316022	138214	SBH HOTEL CORPORATON	1,199.00
316025	049650	HOUGHTON MIFFLIN HARCOURT PUB CO	104.45
316026	049715	HUMAN KINETICS INC	1,424.45
316027	052150	INTERNATIONAL READING ASSOC	25.95
316028	130994	JOHNSON CONTROLS INC	1,258.98
316029	054500	JOHNSON HARDWARE CO LLC	120.00
316032	133923	KUBAT PHARMACY/HEALTHCARE	9,984.00
316033	135156	LAWSON PRODUCTS INC	23.52
316035	065233	MIDWEST TURF & IRRIGATION INC	1,074.30
316036	065443	MILLARD WEST HIGH SCHOOL	1,031.22
316037	131328	MILLER ELECTRIC COMPANY	1,873.45
316038	133517	MONTESSORI OPPORTUNITIES INC	2,039.16
316039	131192	NATIONAL FEDERATION URBAN SCHOOL	1,500.00
316041	068334	NEBRASKA AIR FILTER INC	514.37
316042	068467	NEBRASKA NOTARY ASSOCIATION	100.23
316043	068467	NEBRASKA NOTARY ASSOCIATION	100.23
316045	100013	OFFICE DEPOT 84133510	272.93
316047	082652	PEARSON EDUCATION	0.00
316048	072760	PITSCO INC	454.13
316049	073210	PRAIRIE CONSTRUCTION COMPANY	10,000.00
316051	098765	SECURITY BENEFIT LIFE INS CO	0.00
316052	084081	SOUTH OMAHA TERMINAL WAREHOUSE CO	281.60
316055	106493	TRITZ PLUMBING, INC.	739.57
316057	068875	UNIVERSITY OF NEBRASKA MED CENTER	200.00
316058	090632	US TOY CO/CONSTRUCTIVE PLAYTHINGS	49.95
316060	092834	WALKER TIRE INC	20.00
316061	134072	ROBIN L WIAR	85.91
316063	082652	PEARSON EDUCATION	1,076.05

Millard Public Schools

Check Register

12

Prepared for the Board Meeting of September 7, 2010

Check No	Vend No	Vendor Name	Amount
316067	098765	SECURITY BENEFIT LIFE INS CO	0.00
316068	098765	SECURITY BENEFIT LIFE INS CO	100,800.00
316070	133620	AKSARBEN PIPE & SEWER CLEANING LLC	120.50
316074	102430	AMI GROUP INC	532.20
316075	069689	AMSAN LLC	38,264.39
316076	012989	APPLE COMPUTER INC	87,492.00
316077	102729	ARID RESOURCES INC	6,462.00
316078	102237	AUTO STATION	506.19
316079	108092	ARNOLD MOTOR SUPPLY LP	7.38
316080	135991	BAKER DISTRIBUTING CO LLC	21.62
316081	099646	BARNES & NOBLE BOOKSTORE	2,362.32
316082	019559	BOUND TO STAY BOUND BOOKS INC	1,447.18
316083	019861	BRIGGS, INC.	572.52
316084	024260	CENTER TROPHY COMPANY	69.00
316085	131518	COLOR INC	4,615.00
316086	130646	COMMONWEALTH ELECTRIC	24,550.60
316088	133617	CONOCOPHILLIPS	492.24
316089	132170	CORMACI CONSTRUCTION INC	10,260.00
316090	108436	COX COMMUNICATIONS INC	42,603.22
316091	027300	CUMMINS CENTRAL POWER LLC	230.60
316092	032140	DALTILE CORPORATION	1,089.30
316093	133071	DEMARCO BROS.CO.	1,825.00
316094	137713	DIESEL POWER EQUIPMENT CO INC	0.00
316095	137569	TERI L DOLEJS	1,479.30
316097	131740	EAGLE SOFTWARE INC,	52,201.04
316098	037525	EDUCATIONAL SERVICE UNIT #3	138.00
316100	038140	ELECTRONIC SOUND INC.	115.00
316101	138192	CHARLES M KEEN	2,600.00
316102	106956	FERRELLGAS	16.82
316103	133919	FILTER SHOP INC	1,370.00
316104	135031	FSH COMMUNICATIONS LLC	360.00
316105	132152	GOVCONNECTION INC	164.95
316106	044950	GRAINGER INDUSTRIAL SUPPLY	35.55
316107	132423	HEWLETT PACKARD CO	1,945.70
316108	130770	HOLIDAY INN EXPRESS	109.95
316109	049330	RICK W HOOK	74.00
316110	049715	HUMAN KINETICS INC	356.00
316111	133397	HY-VEE INC	180.83
316112	134123	IDEAL INDUSTRIAL ELECTRONIC SUPPLY	1,148.70
316113	102451	INTERNATIONAL BACCALAUREATE	2,700.00
316114	103110	INTERSTATE MUSIC SUPPLY	25.92
316117	099217	LAKESHORE LEARNING MATERIALS	2,750.80
316118	130462	WENDY H LANGER	244.36
316119	135156	LAWSON PRODUCTS INC	110.45
316120	138215	LIFT-ALL CRANE SERVICE INC	199.00
316121	059560	LINWELD INC	100.09

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Check No	Vend No	Vendor Name	Amount
316122	131586	LYMM CONSTRUCTION CO.	4,000.00
316124	108052	MAX I WALKER	355.00
316125	107470	MCGILL ASBESTOS ABATEMENT CO.	875.00
316127	064600	METAL DOORS & HARDWARE COMPANY INC	580.00
316128	132113	MID-PLAINS INSULATION	540.03
316129	131899	MIDWEST STORAGE SOLUTIONS	1,268.00
316130	065233	MIDWEST TURF & IRRIGATION INC	133.72
316131	065305	MILLARD EDUCATION ASSOCIATION	64.70
316133	136388	MITCHELL S MOLLRING	321.62
316134	063150	MSC INDUSTRIAL SUPPLY CO	377.18
316135	134321	NE DOL/BOILER INSPECTION PROGRAM	9.00
316136	068334	NEBRASKA AIR FILTER INC	2,804.45
316137	068415	NEBRASKA COUNCIL OF SCHOOL	150.00
316138	132711	UNIV OF NEBRASKA MEDICAL CENTER	2,150.00
316139	107732	BRIAN L NELSON	75.00
316140	134798	NEW VISION COMMUNICATIONS INC	13,299.00
316141	100013	OFFICE DEPOT 84133510	539.54
316142	071025	OMAHA TRUCK CENTER INC	2,203.33
316143	071545	PAPER CORPORATION	14,308.80
316144	131171	PARENTS AS TEACHERS NATIONAL CENTER	424.59
316145	071891	PAYFLEX SYSTEMS USA INC	11,027.00
316146	071891	PAYFLEX SYSTEMS USA INC	105.00
316147	072200	PERFECTION LEARNING CORP.	2,853.16
316148	072349	PREMIER AGENDAS INC	968.12
316149	079440	ROSENBAUM ELECTRIC INC	827.78
316150	079685	S & W FENCE COMPANY	12,015.00
316151	136930	SAF-T-NET INC	52,670.10
316153	082370	SCHOOL-TECH, INC.	308.44
316154	138109	SECURE CONTENT SOLUTIONS INC	35,500.00
316155	082910	SECURITY EQUIPMENT INC	1,250.00
316157	131887	SIEMENS INDUSTRY INC.	335.00
316159	083400	SIMPLEXGRINNELL	785.00
316161	084415	STANDARD STATIONERY SUPPLY CO	100.50
316163	132493	GREGORY E TIEMANN	307.75
316165	106493	TRITZ PLUMBING, INC.	10,878.23
316166	135505	TY'S OUTDOOR POWER & SERVICE INC	409.39
316168	137707	UTILITY TRENCHING INC	5,800.00
316169	092323	VIRCO INC	5,079.20
316170	093765	WATER ENGINEERING, INC.	1,096.00
316171	105619	WESTERN TRAILER LEASING INC	75.00
316174	131806	ACADEMIC SUPERSTORE	44.95
316175	010300	ACCURATE LOCKSMITHS, INC	475.75
316176	102832	ADVANCED OFFICE INTERIORS CORP	2,196.70
316177	010808	AIR-SIDE COMPONENTS, INC.	170.00
316178	108351	AIRGAS NORTH CENTRAL INC	36.00
316179	133620	AKSARBEN PIPE & SEWER CLEANING LLC	103.00

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Check No	Vend No	Vendor Name	Amount
316180	011051	ALL MAKES OFFICE EQUIPMENT	285.51
316181	107651	AMAZON.COM INC	187.08
316182	069689	AMSAN LLC	8,454.23
316184	108092	ARNOLD MOTOR SUPPLY LP	49.43
316185	109852	BAER SUPPLY	1,755.23
316186	017900	BARCO MUNICIPAL PRODUCTS, INC.	204.30
316187	099646	BARNES & NOBLE BOOKSTORE	212.33
316188	019111	BISHOP BUSINESS EQUIPMENT	1,700.00
316189	136193	BRENNAN INDUSTRIES INC	1,320.50
316190	134198	MELISSA K BYINGTON	335.80
316191	136308	INTER STATE STUDIO & PUBLISHING CO	1,659.50
316192	133617	CONOCOPHILLIPS	486.16
316195	107469	DEFFENBAUGH INDUSTRIES	3,784.54
316196	032800	DEMCO INC	3,123.16
316197	032872	DENNIS SUPPLY COMPANY	884.35
316198	099220	DICK BLICK CO	554.10
316199	033473	DIETZE MUSIC HOUSE INC	35.07
316200	034120	DULTMEIER SALES LLC	119.78
316201	052370	ECHO ELECTRIC SUPPLY CO	1,772.32
316202	037525	EDUCATIONAL SERVICE UNIT #3	30.00
316203	038140	ELECTRONIC SOUND INC.	1,566.38
316205	040919	FISHER SCIENTIFIC	329.13
316206	133607	GIBBS M SMITH INC	17,403.40
316207	044950	GRAINGER INDUSTRIAL SUPPLY	996.60
316208	F3030	HARRIS COMPUTER	12,975.25
316210	049650	HOUGHTON MIFFLIN HARCOURT PUB CO	642.50
316211	049715	HUMAN KINETICS INC	1,466.06
316212	133397	HY-VEE INC	252.91
316214	049850	HY-VEE INC	114.37
316215	101435	INNOVATIVE LABORATORY SYSTEMS INC	70.00
316216	059470	LIEN TERMITE & PEST CONTROL INC	344.00
316217	131586	LYMM CONSTRUCTION CO.	6,230.00
316218	108052	MAX I WALKER	205.00
316219	063349	MCGRAW-HILL COMPANIES	16,163.28
316220	099781	MCQUEENY LOCK COMPANY	53.58
316221	064600	METAL DOORS & HARDWARE COMPANY INC	833.00
316222	132113	MID-PLAINS INSULATION	3,400.00
316223	131899	MIDWEST STORAGE SOLUTIONS	10,109.74
316224	065233	MIDWEST TURF & IRRIGATION INC	566.87
316225	130895	MULHALLS NURSERY INC	758.15
316226	067751	NATIONAL GEOGRAPHIC SOCIETY	97.62
316227	068334	NEBRASKA AIR FILTER INC	1,398.05
316228	135550	NEBRASKA ASSOC OF SUPERVISION	330.00
316229	070245	OHARCO DISTRIBUTORS	498.32
316230	136277	PARKING AREA MAINTENANCE INC	8,140.00
316231	072760	PITSCO INC	1,342.60

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Check No	Vend No	Vendor Name	Amount
316232	072785	PLANK ROAD PUBLISHING INC	107.25
316233	131835	PRAIRIE MECHANICAL CORP	22,605.32
316234	073495	PROFESSIONAL AUDIOLOGY/HEARING CTR	2,160.00
316235	078420	RAWSON & SONS ROOFING, INC.	29,700.00
316236	131376	ROBERT BROOKE & ASSOCIATES, INC.	177.49
316237	079685	S & W FENCE COMPANY	1,660.00
316238	081630	SAM'S CLUB DIRECT	439.36
316239	081695	VWR CORPORATION	268.44
316241	083188	SHIFFLER EQUIPMENT SALES, INC.	18.00
316242	083400	SIMPLEXGRINNELL	597.68
316243	084081	SOUTH OMAHA TERMINAL WAREHOUSE CO	281.60
316245	100584	STAHL'S LETTERING INC	611.10
316246	088709	AMERICAN EAGLE COMPANY INC	162.57
316248	133969	TENNANT SALES & SERVICE COMPANY	6,142.27
316249	108055	TRADE WELL PALLET INC	1,000.00
316250	106493	TRITZ PLUMBING, INC.	2,882.00
316251	109861	UNITED EQUIPMENT SERVICES CO INC	7,530.00
316252	134849	UNITED RENTALS INC	138.00
316253	106234	UNO MUSIC DEPARTMENT	900.00
316254	137707	UTILITY TRENCHING INC	9,184.75
316255	083340	VERNE SIMMONDS COMPANY	3,467.00
316256	092323	VIRCO INC	1,539.00
316257	105619	WESTERN TRAILER LEASING INC	375.00
316260	137546	3 COM CORPORATION	13,844.80
316262	135614	ABCTEACH LLC	350.00
316263	131806	ACADEMIC SUPERSTORE	13,219.00
316264	109853	ACCESS ELEVATOR INC.	970.00
316265	132004	AFFORDABLE COMPUTER PRODUCTS INC	180.71
316266	133402	KAREN S ADAMS	31.65
316267	102832	ADVANCED OFFICE INTERIORS CORP	1,450.80
316268	138220	ADVANCE EDUCATION INC	20,000.00
316269	101766	ADVANTAGE PRESS INC	1,444.50
316270	133620	AKSARBEN PIPE & SEWER CLEANING LLC	381.00
316271	136365	ALEGENT HEALTH	4,200.00
316272	011185	ALLIED OIL & SUPPLY, INC.	152.40
316274	107651	AMAZON.COM INC	268.74
316275	097090	AMERICAN BOILER COMPANY	10,985.00
316276	135652	AMERICAN ORFF-SCHULWERK ASSN	75.00
316277	101779	AMERICAN SCHOOL COUNSELOR ASSOC	115.00
316278	138205	AMERICAN WOODCRAFTERS SUPPLY CO	113.90
316279	012590	HOLLAND USA INC	237.61
316280	133578	SHERRI M ANDERSEN	160.00
316281	130469	SUSAN J ANGLEMYER	324.76
316282	012980	APPLAUSE LEARNING RESOURCES	90.80
316283	012989	APPLE COMPUTER INC	23,706.00
316284	135051	APPLES & MORE A TEACHERS STORE	231.10

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Check No	Vend No	Vendor Name	Amount
316285	013105	ARBOR SCIENTIFIC	25.98
316286	013209	ART STUDIO CLAY COMPANY	2,179.13
316287	130277	ART VIDEO WORLD	137.28
316288	013214	ARTS & ACTIVITIES MAGAZINE	24.95
316289	013496	ASCD	46.90
316290	138233	FRANK W ATWATER	7.50
316291	108092	ARNOLD MOTOR SUPPLY LP	195.00
316292	017900	BARCO MUNICIPAL PRODUCTS, INC.	247.37
316293	136049	BARCODE SOURCE INC	563.09
316294	099646	BARNES & NOBLE BOOKSTORE	9,329.39
316295	132608	BARNES DISTRIBUTION	399.77
316296	099749	BAUDVILLE INC	204.65
316298	131843	BEST CARE EMPLOYEE ASSISTANCE PROG	46,101.25
316299	138234	O'CONNOR PROPERTIES LLC	399.96
316300	019111	BISHOP BUSINESS EQUIPMENT	1,785.64
316301	137759	BRIDGET A BOARDMAN	36.10
316302	130899	KIMBERLY M BOLAN	63.50
316303	138174	BOSE CORPORATION	7,213.88
316304	019559	BOUND TO STAY BOUND BOOKS INC	1,003.51
316305	134176	LINDA S BRABLEC	67.71
316306	137805	MICHELLE M BRADY	192.00
316307	134129	FWD MEDIA INC	195.00
316308	137886	LORI L BROWN	143.94
316309	133042	KIMBERLIE A BUHR	7.50
316310	134656	BUSINESS EDUCATION PUBLISHING	339.17
316311	099431	BUSINESS MEDIA INC	7,679.00
316312	134237	SCOTT G BUTLER	1,174.55
316313	023831	CALLOWAY HOUSE INC	504.50
316314	136308	INTER STATE STUDIO & PUBLISHING CO	827.75
316315	023970	CAROLINA BIOLOGICAL SUPPLY CO	88.99
316316	024067	CARSON DELLOSA PUBLISHING	213.32
316317	137714	BETHANY L CASE-MAGANA	250.00
316318	099284	CASS STREET PUBLISHERS INC	170.00
316320	131001	CD PUBLICATIONS	399.00
316322	133589	CDW GOVERNMENT, INC.	14,903.00
316323	051572	CENGAGE LEARNING	4,013.50
316324	024260	CENTER TROPHY COMPANY	68.10
316325	138206	CEREBELLUM CORPORATION	82.50
316326	132206	NCH CORPORATION	259.31
316327	132271	ERIK P CHAUSSEE	43.03
316328	106836	KEVIN J CHICK	1,151.05
316330	025092	CHRONICLE OF PHILANTHROPY	52.50
316331	132581	CLARITUS	1,343.92
316332	132697	CLASSROOM PRODUCTS WAREHOUSE LLC	27.98
316333	025235	DALE CLAUSEN	78.50
316334	066006	JANET S CLURE	5.00

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Check No	Vend No	Vendor Name	Amount
316335	022701	SHARON R COMISAR-LANGDON	43.00
316336	130646	COMMONWEALTH ELECTRIC	2,248.50
316337	133902	COMMUNICATION ARTS	53.00
316338	135082	OCCUPATIONAL HEALTH CTRS OF NE PC	580.00
316339	138213	CONTINENTAL CLAY CO	2,653.77
316340	026057	CONTROL MASTERS INC	3,012.78
316341	131506	CP RECOVERY	991.60
316342	137395	CPI QUALIFIED PLAN CONSULTANTS INC	890.00
316343	026950	CREIGHTON UNIVERSITY	3,600.00
316344	026950	CREIGHTON UNIVERSITY	750.00
316345	027130	CRYSTAL PRODUCTIONS	3,289.83
316347	103010	D & S MARKETING SYSTEMS INC	592.35
316349	132671	JEAN T DAIGLE	153.25
316350	131003	DAILY RECORD	284.60
316351	032255	DAVIS PUBLICATIONS INC	56,742.19
316352	032490	DECA IMAGES	71.00
316353	032800	DEMCO INC	748.11
316354	032872	DENNIS SUPPLY COMPANY	90.47
316355	137331	BASTIAN DERICHS	17.75
316356	133084	DHARMA TRADING CO.	63.06
316360	099220	DICK BLICK CO	26,862.80
316361	132750	JOHN D DICKEY	15.75
316362	033473	DIETZE MUSIC HOUSE INC	12,469.87
316363	135509	DIGIORGIO'S SPORTSWEAR INC	793.00
316364	099552	DISCOUNT SCHOOL SUPPLY	1,413.09
316365	135933	DKAH SERVICES CORP	600.00
316366	130648	DOSTALS CONSTRUCTION CO INC	45,900.00
316367	103050	DRAPHIX, LLC	202.12
316369	036652	EBSCO INFORMATION SERVICES	308.47
316370	137171	RUSSELL E FREY	479.76
316371	036830	EDUCATION WEEK	74.94
316372	101894	EDUCATIONAL INNOVATIONS, INC.	87.45
316373	037525	EDUCATIONAL SERVICE UNIT #3	313.08
316374	134225	KELLY A EKUE	42.25
316375	038140	ELECTRONIC SOUND INC.	152.50
316376	135938	ENCHANTED LEARNING, LLC	125.00
316378	102791	ERIC ARMIN INC	112.40
316379	035610	ETA/CUISENAIRE	79.35
316380	132472	EVAN-MOOR EDUCATIONAL PUBLISHERS	53.97
316381	040470	MARK W FELDHAUSEN	154.00
316382	136320	JOSHUA P FIELDS	192.00
316383	040830	FACTS ON FILE INC (INFOBASE PUB)	342.29
316384	040902	FIRST NATIONAL BANK TRUST DEPT	700.00
316385	040919	FISHER SCIENTIFIC	1,038.95
316386	041086	FLINN SCIENTIFIC INC	4,573.71
316387	041100	FOLLETT LIBRARY RESOURCES	2,590.94

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Check No	Vend No	Vendor Name	Amount
316388	041146	KENNETH J FOSSEN	449.35
316389	041461	SHARON A FREEMAN	3.60
316390	041543	AMY J FRIEDMAN	25.00
316391	134402	FUCHS MACHINERY INC	1,118.31
316392	136793	FUNDS FOR LEARNING LLC	999.00
316393	134989	CAROLYN A GASSERT	36.11
316394	043900	GAYLORD BROTHERS INC	301.97
316395	138221	TRACI L GEMBERLING	157.21
316396	132848	JAMES E GILIN	454.26
316397	138222	AMY E GOETZ	51.36
316400	044891	GOPHER	72,544.79
316401	134740	CAROL S GORNY	44.11
316402	043609	GP DIRECT	1,170.57
316403	044950	GRAINGER INDUSTRIAL SUPPLY	30.51
316404	044965	KATHERINE A GRAY	63.80
316405	099888	GRAYBAR ELECTRIC COMPANY INC	103.14
316406	138235	JEFF S GRECO	1,169.00
316407	135016	CANDRA R GUENTHER	345.30
316409	020255	DESIGN CONCEPTS INC	60.00
316410	059223	HAL LEONARD CORPORATION	175.00
316411	045354	CYNTHIA M HAMILTON	18.90
316412	136805	JAMES R HANLON	128.50
316413	047853	HAPPY CAB COMPANY INC	1,836.30
316414	056820	HARRY A KOCH COMPANY	112,992.50
316415	138212	HAUSMAN ENTERPRISES INC	700.00
316417	138191	HAYNEEDLE INC	2,073.00
316418	135990	MARVCO ENTERPRISES INC	222.17
316419	138236	ALLEN WAGNER	70.00
316420	048517	GREENWOOD PUBLISHING GROUP INC	5,346.00
316421	108478	DAVID C HEMPHILL	251.99
316422	134455	ROBERT J HETTINGER	320.50
316423	132423	HEWLETT PACKARD CO	2,483.75
316424	048710	LAB SAFETY SUPPLY INC	223.00
316425	138224	ASHLEY L HILGER	1,000.00
316426	099759	HOLIDAY INN OF KEARNEY	78.95
316427	049330	RICK W HOOK	519.50
316428	095520	LINDA D HORTON	14.20
316429	136336	VICTORIA L HOSKOVEC	231.50
316431	049650	HOUGHTON MIFFLIN HARCOURT PUB CO	93,009.31
316432	049715	HUMAN KINETICS INC	183.00
316433	049723	HUMAN RELATIONS MEDIA	164.95
316434	101032	HUSKER MIDWEST PRINTING	294.60
316435	099749	BAUDVILLE INC	315.30
316436	051778	INSIGHT MEDIA INC	358.28
316437	102451	INTERNATIONAL BACCALAUREATE	9,580.00
316438	F03011	INTERNATIONAL BACCALAUREATE ORG.	756.54

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Check No	Vend No	Vendor Name	Amount
316439	052150	INTERNATIONAL READING ASSOC	99.00
316440	102958	INTERSTATE ALL BATTERY CENTER	422.94
316441	103110	INTERSTATE MUSIC SUPPLY	1,142.96
316442	100928	J W PEPPER & SON INC.	4,636.76
316443	102287	JAMECO ELECTRONICS	303.15
316444	131157	CHRISTINE A JANOVEC-POEHLMAN	26.50
316445	054240	HANNELORE W JASA	418.00
316446	136953	JSDO I LLC	276.23
316447	130919	JEA BOOKSTORE	9,887.52
316448	131122	JOHN WILEY & SONS, INC.	36.99
316449	135999	DESIREE K JOHN	24.25
316450	059573	NANCY A JOHNSTON	9.90
316451	054643	JONES & BARTLETT LEARNING LLC	655.05
316452	026300	JP COOKE COMPANY	214.97
316454	132965	K-LOG INC	142.60
316455	056215	KAPLAN EARLY LEARNING CO	266.15
316456	138238	AMY L KAVAN	29.00
316458	136111	ALFRED R KELLENBERGER	17.00
316459	056276	KELVIN ELECTRONICS	325.88
316460	056550	MARK LEVINE	155.61
316461	056724	KINKO'S	192.50
316462	109136	KLOCKIT	705.04
316463	132264	MICHELLE M KLUG	19.86
316464	134607	KONICA MINOLTA PRINTING SOLUTIONS	7,496.00
316465	057683	JANET F KRUGER	141.75
316466	133923	KUBAT PHARMACY/HEALTHCARE	1,376.00
316467	133997	JOHN M KUHRY	7.50
316468	109033	AMANDA J KUNES	31.60
316469	137010	CHRISTINA A LAGRONE	14.45
316470	058755	LAIDLAW TRANSIT INC	23,885.90
316472	099217	LAKESHORE LEARNING MATERIALS	7,075.87
316473	058775	LAMP RYNEARSON ASSOCIATES INC	877.51
316474	135257	LANGUAGE LINE SERVICES	299.22
316475	135688	DENISE A LARSON	38.00
316476	130792	LEARNING RESOURCES	53.93
316477	059100	JEFFREY SCHRANK	622.65
316478	136708	LECTURES DE FRANCE INC	44.70
316479	136219	LIFELOC TECHNOLOGIES INC	68.70
316480	059560	LINWELD INC	2,664.79
316481	133027	TRACY LOGAN	197.00
316482	135707	JAMIE K LONDON	47.35
316483	059866	STACY L LONGACRE	219.00
316484	060111	LOVELESS MACHINE & GRINDING	34.00
316485	057770	LRP PUBLICATIONS INC	526.45
316486	060125	LUCKS MUSIC LIBRARY INC	495.73
316487	133505	SUSAN N MARLATT	213.00

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Check No	Vend No	Vendor Name	Amount
316488	063965	MARSH MEDIA	87.95
316489	133201	DAWN M MARTEN	80.00
316490	130467	MCCALL PATTERN COMPANY	100.00
316491	136945	CLIFFORD W MCCLEAN	7.50
316492	138228	BRITTANY L MCCLEERY	78.90
316493	100944	AMERICAN BUSINESS NETWORK	6,135.30
316495	063361	ALBERT G MCKAIN	95.70
316496	107974	MEDIA LITERACY PROJECT	600.00
316497	133998	SUZANNE R MELLIGER	202.00
316498	064435	MERIWETHER PUBLISHING LTD.	1,838.97
316499	133403	AMERICAN NATIONAL BANK	7,270.48
316500	102870	MIDLAND COMPUTER INC	331.91
316501	065200	MIDWEST SHOP SUPPLIES INC	398.89
316502	065233	MIDWEST TURF & IRRIGATION INC	272.50
316503	138225	SUSAN M MILIUS	9.00
316504	100316	MINDWARE	95.64
316505	137657	KAYLA S MIXAN	16.99
316506	133808	BARBARA G MOORE	120.40
316507	138189	MOTION FITNESS LLC	1,919.90
316508	092603	HOLTZBRINCK PUBLISHER LLC	50,274.48
316509	136773	RC CENTS INC	185.20
316510	063150	MSC INDUSTRIAL SUPPLY CO	629.92
316511	137052	DEVONYE J MULLINS	298.80
316512	067000	NASCO	3,348.09
316513	106499	NATIONAL CENTER FOR YOUTH ISSUES	88.94
316514	101560	NATIONAL COUNCIL FOR SOCIAL STUDIES	118.00
316515	067666	NATIONAL COUNCIL TEACHERS ENGLISH	152.90
316516	107416	NATIONAL GEOGRAPHIC SOCIETY	180.00
316517	138229	BRETT M NAVIN	106.96
316518	130548	SCANTRON CORP	1,733.83
316522	068415	NEBRASKA COUNCIL OF SCHOOL	39,067.00
316523	068445	NEBRASKA FURNITURE MART INC	5,322.70
316524	068463	NEBRASKA MUSIC EDUCATORS ASSOC	68.00
316525	134231	NEBRASKA SAFETY CENTER	150.00
316526	068684	NEBRASKA SCIENTIFIC	345.69
316528	138182	NEW CHEF FASHION INC	1,906.54
316529	134798	NEW VISION COMMUNICATIONS INC	887.91
316530	099737	NEWS BOWL	399.00
316531	109843	NEXTEL PARTNERS INC	848.18
316532	138136	KIMBERLY S NISSEN	172.51
316533	099567	NOVELL INC	2,600.00
316534	137648	KAREN I ODEGARD	29.68
316538	100013	OFFICE DEPOT 84133510	9,222.72
316539	136898	OLSSON ASSOCIATES INC	6,013.50
316540	071027	VIDEO MEDIA PRODUCTS LLC	280.50
316541	071025	OMAHA TRUCK CENTER INC	134.24

Millard Public Schools

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Check No	Vend No	Vendor Name	Amount
316542	071053	OMAHA WORLD HERALD (EDUC)	296.00
316543	071050	OMAHA WORLD HERALD CO	732.64
316544	133850	ONE SOURCE	2,095.00
316545	138193	GAME ON SPORTS INC	3,297.00
316546	071138	ORIENTAL TRADING COMPANY	146.79
316547	132443	OZANAM/BIST	3,500.00
316548	132006	ANDREA L PARSONS	68.00
316549	099244	PASCO SCIENTIFIC	151.00
316550	071891	PAYFLEX SYSTEMS USA INC	4,775.00
316551	102047	PAYLESS OFFICE PRODUCTS INC	101.42
316552	071353	WARFIELD PCI LIMITED	402.27
316553	137957	MURRAY E BANKS	712.28
316554	102699	PEARSON EDUCATION	4,844.46
316564	082652	PEARSON EDUCATION	324,944.62
316566	072113	PENGUIN GROUP USA INC	224.00
316567	107783	HEIDI T PENKE	251.00
316568	135385	PENN STATE INDUSTRIES	187.35
316569	072140	PEOPLES EDUCATION INC.	10,045.79
316570	072200	PERFECTION LEARNING CORP.	25,697.31
316571	138230	MEGAN L PETERSON	108.16
316572	133390	HEATHER C PHIPPS	58.00
316573	132792	KEITH PICKETT	45.00
316574	072760	PITSCO INC	8,554.28
316575	072785	PLANK ROAD PUBLISHING INC	596.50
316576	136003	MELISSA J POLONCIC	80.00
316577	132874	POTTERY MAKING ILLUSTRATED	39.95
316579	072349	PREMIER AGENDAS INC	929.32
316580	073427	PRO-ED INC	33.00
316581	073610	PROGRESS PUBLICATIONS	2,862.35
316582	138226	CREATIVE PUBLISHING INTERNATIONAL	21.36
316583	090673	QWEST	123.44
316584	109143	SANDRA L RALYA	10.00
316585	138231	PATRICIA ANN RANDOLPH	732.28
316586	132369	RAY MARTIN COMPANY	5,100.00
316587	109810	BETHANY B RAY	107.00
316588	100389	REALITY WORKS INC	32.00
316589	100642	REALLY GOOD STUFF INC	1,529.13
316590	078674	RECORDED BOOKS LLC	1,524.69
316591	133191	MATTHEW K REGA	250.00
316592	078958	REMEDIA PUBLICATIONS	144.85
316593	099940	RENAISSANCE LEARNING INC.	458.00
316594	079055	RESEARCH PRESS CO	45.95
316596	135282	DIANNA L RINGLEB	24.08
316597	131723	EDWARD V ROCKWELL	23.39
316598	134882	LINDA A ROHMILLER	16.00
316599	134081	EILEEN A RONCI	64.00

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Check No	Vend No	Vendor Name	Amount
316600	072286	JEAN M RUCHTI	66.25
316601	079570	RUGGS RECOMMENDATIONS INC	31.95
316602	130477	KATHRYN I RYAN	89.00
316604	081630	SAM'S CLUB DIRECT	87.33
316605	041500	SAMUEL FRENCH INC	405.00
316606	081695	VWR CORPORATION	804.60
316607	081725	KIMBERLEY K SAUM-MILLS	16.25
316608	081880	SCHEMMER ASSOCIATES INC	755.60
316610	134575	ANN L SCHMIDT	45.85
316611	082100	SCHOLASTIC INC	1,689.23
316613	082140	SCHOLASTIC MAGAZINES	10,566.03
316614	099234	SCHOOL ARTS	24.95
316615	101165	SCHOOL MATE	606.00
316617	082350	SCHOOL SPECIALTY INC	1,721.08
316618	136098	SCHOOLDUDE.COM INC	11,060.23
316619	133834	SCHOOLWIDE, INC.	250.00
316620	082475	SCIENCE KIT & BOREAL LABS LLC	363.85
316621	133443	CRISTINA SEABORN	35.00
316623	098765	SECURITY BENEFIT LIFE INS CO	371,840.45
316624	098765	SECURITY BENEFIT LIFE INS CO	3,038.88
316625	134474	SEE THE TRAINER	220.00
316626	082941	KELLY M SELTING	35.00
316627	133498	SHARED MOBILITY COACH INC	70.00
316628	083180	BETH L SHEPARD	35.70
316629	131887	SIEMENS INDUSTRY INC.	3,465.00
316630	083310	SIGMA ALDRICH INC	239.02
316631	133949	SKAR ADVERTISING	5,809.76
316632	107093	CHARLENE S SNYDER	196.79
316633	083950	SOCIAL STUDIES SCHOOL SERVICE	812.63
316634	138132	SODORO, DALY & SODORO PC	162.00
316635	F03032	SOFTCHOICE CORPORATION	69.00
316636	067688	SOLUTION TREE LLC	57.90
316637	102046	SOUTHPAW ENTERPRISES INC	2,601.46
316638	084093	SOUTHWEST STRINGS	439.99
316639	131714	JOHN D SOUTHWORTH	142.74
316642	137481	STAPLES CONTRACT & COMMERCIAL INC	1,529.54
316643	131522	SKC-SOUTHPORT INC	141.95
316644	084781	SUMMIT LEARNING	189.40
316645	134845	SUNTEX INTERNATIONAL INC	1,213.80
316646	102869	SUPER SAVER #20	805.24
316647	084959	JAMES V SUTFIN	123.20
316648	130911	SWANDA BUSINESS FORMS	2,496.67
316649	133927	ANGELA C SWANEY	23.40
316650	137011	CARRIE A SWANEY	158.50
316653	138241	TARA L TAPP	103.89
316654	088654	TARGET	752.28

Millard Public Schools

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Check No	Vend No	Vendor Name	Amount
316655	134606	TEACHER CREATED RESOURCES	46.43
316656	103050	DRAPHIX, LLC	1,121.29
316657	088709	AMERICAN EAGLE COMPANY INC	999.76
316658	133969	TENNANT SALES & SERVICE COMPANY	1,227.24
316660	102822	THERAPRO INC	1,320.17
316661	136381	ANNETTE J THOMAS	10.50
316662	102713	THOMPSON PUBLISHING GROUP INC.	428.50
316664	099272	TIME FOR KIDS	14,228.50
316665	099272	TIME FOR KIDS	210.00
316666	137941	TSPA INC	204,828.00
316667	089572	TOOL SHED INC	54.06
316668	131446	TOSHIBA AMERICA INFO SYS INC	15,548.45
316669	131446	TOSHIBA AMERICA INFO SYS INC	1,133.00
316670	132138	TOYOTA FINANCIAL SERVICES	528.26
316671	089587	TOYS FOR SPECIAL CHILDREN	268.90
316672	089740	TREETOP PUBLISHING INC	113.75
316673	101301	TREND ENTERPRISES INC	258.47
316674	102077	TRIDAQ INC	300.00
316675	135505	TY'S OUTDOOR POWER & SERVICE INC	128.55
316676	135716	TYCON ELECTRIC INC	3,465.00
316677	099268	UNITED ART AND EDUCATION	47.81
316680	090440	SPORT SUPPLY GROUP INC	105.96
316681	137707	UTILITY TRENCHING INC	1,138.00
316682	091040	VAL LTD	371.57
316683	092280	VERNIER SOFTWARE & TECHNOLOGY LLC	460.00
316684	136318	JENNIFER L VEST	9.25
316685	092323	VIRCO INC	362.88
316686	137110	KATHLEEN K WALLACE	51.23
316687	093650	WARD'S NATURAL SCIENCE EST LLC	4,093.42
316688	093976	WEEKLY READER CORPORATION	1,801.14
316689	093978	BECKY S WEGNER	16.70
316690	093989	DIANA L WEIS	10.00
316692	094350	MANSON WESTERN CORPORATION	1,062.05
316693	094680	WHALEY GRADEBOOK CO INC	66.00
316694	134658	CRAIG T WHALEY	297.11
316695	138242	SANDRA K WHISTON	300.00
316696	138243	NANCY B WILLIAMS	204.50
316697	136322	TAMARA J WILLIAMS	80.19
316698	135587	JOHN A WILSON	39.57
316699	109073	CRAIG J WOLF	119.50
316700	095349	WOODWIND & BRASSWIND	3,216.68
316702	100578	WT COX SUBSCRIPTIONS INC	16,173.11
316703	138173	ZAHOUREK SYSTEMS INC	6,174.99
316704	099212	ZANER BLOSER INC	528.62
316705	136855	PAUL R ZOHLN	5.20
316709	130908	DOUGLAS COUNTY SCHOOL DIST.28-0001	355,392.31

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Check No	Vend No	Vendor Name	Amount
316710	109843	NEXTEL PARTNERS INC	16,449.69
Total for GENERAL FUND			3,259,269.88
22577	133617	CONOCOPHILLIPS	46.65
22578	136279	MILLARD PUBLIC SCHOOL CLEARING ACCT	247.00
22579	138219	SERGIO A RODRIGUEZ	51.50
22580	010071	CALICO INDUSTRIES, INC.	337.79
22581	131740	EAGLE SOFTWARE INC,	3,570.00
22582	138089	RANDY BARGER	1,406.25
22583	043609	GP DIRECT	953.62
22584	048515	HELGET SAFETY SUPPLY INC	43.32
22585	136511	KATHRYN M MAYER	20.00
22586	100013	OFFICE DEPOT 84133510	1,558.36
22587	101476	SODEXO INC & AFFILIATES	104,949.13
22588	F03032	SOFTCHOICE CORPORATION	2,197.26
22589	109843	NEXTEL PARTNERS INC	280.71
Total for FOOD SERVICE			115,661.59
316085	131518	COLOR INC	3,875.00
316087	106902	COMMUNICATION SERVICES INC.	14,303.84
316156	083175	SHEPPARD'S BUSINESS INTERIORS	3,252.10
316160	F03032	SOFTCHOICE CORPORATION	125.88
316180	011051	ALL MAKES OFFICE EQUIPMENT	937.24
316261	010040	A & D TECHNICAL SUPPLY CO INC	3,029.26
316311	099431	BUSINESS MEDIA INC	5,579.00
316319	133970	CCS PRESENTATION SYSTEMS	9,211.00
316500	102870	MIDLAND COMPUTER INC	1,845.62
316539	136898	OLSSON ASSOCIATES INC	325.14
316640	136932	SPECIALIZED PRODUCTS SERVICE LLC	1,779.00
Total for SPECIAL BUILDING			44,263.08
316423	132423	HEWLETT PACKARD CO	269.00
Total for CONSTRUCTION			269.00
315998	107651	AMAZON.COM INC	1,476.39
316002	099646	BARNES & NOBLE BOOKSTORE	1,022.66
316004	134350	CAMBIUM LEARNING	133,448.52
316005	134350	CAMBIUM LEARNING	0.00
316007	018865	CHANNING BETE COMPANY INC	2,823.10
316012	131740	EAGLE SOFTWARE INC,	113,136.92
316013	036510	EARLY CHILDHOOD TRAINING	200.00
316017	106773	FIRST NATIONAL BANK VISA	5,029.43
316018	040919	FISHER SCIENTIFIC	1,171.05
316023	048960	HOCKENBERGS EQUIP & SUPPLY CO INC	5,157.80
316024	132592	WILLIAM SPRAGUE, JR.	11,838.75
316025	049650	HOUGHTON MIFFLIN HARCOURT PUB CO	7,821.59
316030	056724	KINKO'S	940.40
316034	133758	KRAIG J LOFQUIST	145.32
316040	067751	NATIONAL GEOGRAPHIC SOCIETY	120.10

Date: 9/1/10

Millard Public Schools

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Check No	Vend No	Vendor Name	Amount
316044	068684	NEBRASKA SCIENTIFIC	4,295.93
316046	102699	PEARSON EDUCATION	0.00
316047	082652	PEARSON EDUCATION	0.00
316050	081695	VWR CORPORATION	894.97
316054	099302	SYSCO LINCOLN INC	17,703.79
316059	092280	VERNIER SOFTWARE & TECHNOLOGY LLC	18,825.13
316062	102699	PEARSON EDUCATION	3,286.93
316064	138142	DUANE BRINDLE	30,969.00
316065	137685	VOYAGER EXPANDED LEARNING INC	0.00
316066	134350	CAMBIUM LEARNING	3,894.00
316099	037525	EDUCATIONAL SERVICE UNIT #3	60.00
316115	136953	JSDO I LLC	77.55
316123	099321	MACKIN BOOK CO	114.00
316132	065400	MILLARD LUMBER INC	27.04
316152	081630	SAM'S CLUB DIRECT	282.80
316162	136893	JODI A THERKELSEN	1,259.90
316187	099646	BARNES & NOBLE BOOKSTORE	707.82
316193	103136	CROSS CULTURAL DEVELOPMENTAL	70.00
316204	135360	PAMELA A ERIXON	55.00
316213	132878	HY-VEE INC	54.57
316256	092323	VIRCO INC	1,539.00
316329	137629	MEGAN J CHRISTENSEN	119.02
316355	137331	BASTIAN DERICHS	150.90
316363	135509	DIGIORGIO'S SPORTSWEAR INC	623.00
316377	102991	ENVIRO TOTE	815.16
316408	135930	KATHLEEN M GUINAN	76.06
316416	138223	TRACY HAYDEN	500.00
316431	049650	HOUGHTON MIFFLIN HARCOURT PUB CO	730.24
316457	138237	JAEME KAWA	500.00
316523	068445	NEBRASKA FURNITURE MART INC	2,088.60
316527	068954	NEFF COMPANY	487.23
316565	109831	JANET PELSTER	50.61
316595	101018	RESOURCES FOR EDUCATORS	594.00
316609	131256	LOEL SCHETTLER	1,104.73
316622	130851	SEARCH INSTITUTE	69.70
316678	068834	UNIVERSITY OF NEBRASKA-LINCOLN	870.00
Total for GRANT FUND			377,228.71
316071	011051	ALL MAKES OFFICE EQUIPMENT	2,604.00
316072	137600	MATT ALLEN	1,600.00
316122	131586	LYMM CONSTRUCTION CO.	72,475.00
316126	133898	MCGILL RESTORATION INC.	55,837.00
316157	131887	SIEMENS INDUSTRY INC.	2,625.00
316167	090900	UNIVERSITY PUB, INC.	1,555.00
316194	134721	CYC CONSTRUCTION INC	93,768.68
316244	136932	SPECIALIZED PRODUCTS SERVICE LLC	1,795.00
316261	010040	A & D TECHNICAL SUPPLY CO INC	27.15

Date: 9/1/10

Millard Public Schools

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Check No	Vend No	Vendor Name	Amount
316297	133480	BERINGER CIACCIO DENNELL MABREY	5,384.00
316346	130731	D & D COMMUNICATIONS	1,470.00
316348	136087	D.R. ANDERSON CONSTRUCTORS CO	46,800.00
316368	133806	E & A CONSULTING GROUP INC	20,232.00
316473	058775	LAMP RYNEARSON ASSOCIATES INC	67,965.00
316494	107470	MCGILL ASBESTOS ABATEMENT CO.	965.00
316500	102870	MIDLAND COMPUTER INC	136.87
316603	079685	S & W FENCE COMPANY	3,192.00
316608	081880	SCHEMMER ASSOCATES INC	2,400.00
316629	131887	SIEMENS INDUSTRY INC.	1,245.00
316651	134170	TAB HOLDING CO INC	112,324.48
316652	138218	TAGEL CONSTRUCTION INC	1,280.00
316659	132452	TERRACON INC	1,745.50
316711	082652	PEARSON EDUCATION	3,736.70
Total for DEPRECIATION			501,163.38
316024	132592	WILLIAM SPRAGUE, JR.	5,130.50
316031	135194	KRUEGER INTERNATIONAL INC	13,671.86
316037	131328	MILLER ELECTRIC COMPANY	5,642.36
316049	073210	PRAIRIE CONSTRUCTION COMPANY	1,234.21
316056	135716	TYCON ELECTRIC INC	2,900.00
316073	107651	AMAZON.COM INC	65.73
316096	130648	DOSTALS CONSTRUCTION CO INC	16,825.00
316116	135194	KRUEGER INTERNATIONAL INC	1,517.98
316158	135412	ROY EUGENE KIRK	100.00
316168	137707	UTILITY TRENCHING INC	965.00
316183	100014	ATLAS PEN & PENCIL CORPORATION	100.89
316199	033473	DIETZE MUSIC HOUSE INC	265.00
316209	132592	WILLIAM SPRAGUE, JR.	36.00
316225	130895	MULHALLS NURSERY INC	494.48
316235	078420	RAWSON & SONS ROOFING, INC.	465.00
316240	081891	SCHMITT MUSIC CENTER	808.00
316273	138239	STEVEN GREGORY LINDEMAN SR	200.00
316307	134129	FWD MEDIA INC	1,495.00
316442	100928	J W PEPPER & SON INC.	907.93
316453	136678	K C PETERSEN CONSTRUCTION CO	49,751.33
316464	134607	KONICA MINOLTA PRINTING SOLUTIONS	708.00
316578	135643	AUSTIN PRATT	75.00
316616	134878	MARGARET T VENTO-WILSON	136.90
316641	138240	CHRISTOPHER SPURLOCK	350.00
316642	137481	STAPLES CONTRACT & COMMERCIAL INC	469.99
316679	090973	UPSTART	255.20
316691	137822	SEAT COVER CENTER OF NEBRASKA INC	90.00
Total for ACTIVITY FUND			104,661.36
316101	138192	CHARLES M KEEN	-88.80
Total for			-88.80

Millard Public Schools

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Prepared for the Board Meeting of September 7, 2010

Check No	Vend No	Vendor Name	Amount
Report Total			4,402,428.20

AGENDA SUMMARY SHEET

Agenda Item: Board Policy Human Resources Policy 4155

Meeting Date: September 7, 2010

Department: Human Resources

Title and Brief Description: Approve Policy 4155 – Code of Ethics.

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. “Personnel” has been changed to “Human Resources” for consistency across all 4000 series Policies.

Options/Alternatives Considered:

Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Dr. Jim Sutfin,

Superintendent's Signature: _____  _____

~~Personnel~~ Human Resources

Code of Ethics

4155

The Board recognizes, endorses and adopts the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education.

Legal Reference: Neb. Rev. Stat. §§ 79-859, 79-866; 92 NAC 27

Policy Adopted: October 7, 1974

Revised: August 3, 1992, June 2, 2003, [September 7, 2010](#)

Reaffirmed: January 5, 1998

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Board Policy Human Resources 4215 - Summer School and Adult Education Teachers

Meeting Date: September 7, 2010

Department: Human Resources

Title and Brief Description: Approve Policy 4215 – Human Resources: Summer School and Adult Education Teachers

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. “Personnel” has been changed to “Human Resources” for consistency across all 4000 series Policies.

Options/Alternatives Considered: Leave unchanged, delete, or revise

Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Dr. Jim Sutfin,

Superintendent’s Signature: _____  _____

Personnel Human Resources**Summer School and Adult Education Teachers****4215**

Teachers under contract with the District will be given first consideration for positions in summer school and adult education programs. Teachers in these programs will receive remuneration for their services in addition to regular salaries.

Policy Adopted: October 7, 1974

Reviewed: February 17, 1997

Revised: June 2, 2003, [September 7, 2010](#)

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

AGENDA ITEM: Adoption of Proposed FYE11 Budget

MEETING DATE: September 7, 2010

DEPARTMENT: General Administration

TITLE & BRIEF DESCRIPTION: Adoption of Proposed FYE11 Budget – The adoption of the Superintendent’s Recommended FYE11 Budget

ACTION DESIRED: Approval x Discussion Information Only

BACKGROUND: On August 9th, the board conducted the hearing required by Nebraska statutes before it may adopt its budget for the ensuing year. Copies of FYE11 Budget were given to the board members and made available to the public at that hearing.

Subsequent to the Public Hearing, the District received its certified property values. In the budgeting process, the District had estimated an increase of 1.0% in property values. The actual property values (certified) increased by only 0.3%, thus the receipts from property taxes (keeping the levy unchanged) decreased.

In light of the above, the budget summary was amended accordingly. The amendments reflect the same tax levies (total \$1.21) discussed at the hearings. A copy of the original “Notice of Budget Hearing and Budget Summary” and a copy of the “Revised Budget Summary” are attached.

OPTIONS AND ALTERNATIVES: n/a

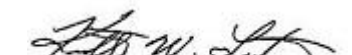
RECOMMENDATION: It is recommended that the FYE11 Budget be adopted as submitted in the Revised Budget Summary and that such document be incorporated herein in its entirety by this reference.

STRATEGIC PLAN REFERENCE: n/a

IMPLICATIONS OF ADOPTION/REJECTION: n/a

TIMELINE: Immediate.

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

SUPERINTENDENT’S APPROVAL: 

NOTICE OF BUDGET HEARING AND BUDGET SUMMARY

State of Nebraska
Budget Form - NBH-School District
 Statement of Publication

Millard Public Schools (28-0017) in Douglas County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Sections 13-501 to 13-513, that the governing body will meet on the 9th day of August, 2010 at 6:30 o'clock, P.M., at Don Stroh Administration Center (5606 S. 147 ST, Omaha, NE 68137) for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to the following proposed budget and to consider amendments relative thereto. The budget detail is available at the office of the Clerk/Secretary during regular business hours.

Linda Poole

Clerk/Secretary

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve	Total Available Resources Before Property Taxes	Fee and Delinquent Tax Allowance	Total Personal and Real Property Tax Requirement
	2008-2009	2009-2010	2010-2011				
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
General	\$ 192,047,884.00	\$ 213,875,611.00	\$ 213,960,910.00	\$ 35,000,000.00	\$ 240,813,588.29	\$ 82,296.10	\$ 8,229,617.81
Depreciation	\$ 816,621.00	\$ 4,517,733.00	\$ 4,478,219.00		\$ 4,478,219.00		
Employee Benefit	\$ 19,977,270.00	\$ 22,000,000.00	\$ 23,760,000.00	\$ 3,000,000.00	\$ 26,760,000.00		
Contingency	\$ -	\$ -	\$ -		\$ -		
Activities	\$ 5,054,951.00	\$ 7,500,000.00	\$ 9,000,000.00	\$ 1,000,000.00	\$ 10,000,000.00		
School Lunch	\$ 10,107,785.00	\$ 11,500,000.00	\$ 13,000,000.00	\$ 1,000,000.00	\$ 14,000,000.00		
Bond	\$ 40,659,721.00	\$ 14,484,008.00	\$ 14,609,279.00	\$ 14,000,000.00	\$ 14,125,137.00	\$ 146,304.32	\$ 14,630,446.32
Special Building	\$ 11,551,477.00	\$ 8,000,000.00	\$ 21,400,522.00		\$ 20,495,174.00	\$ 9,144.00	\$ 914,401.00
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -		
Student Fee	\$ 1,380,964.00	\$ 1,825,000.00	\$ 1,900,000.00	\$ 100,000.00	\$ 2,000,000.00		
	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTALS	\$ 281,596,673.00	\$ 283,702,352.00	\$ 302,108,930.00	\$ 54,100,000.00	\$ 332,672,118.29	\$ 237,744.42	\$ 23,774,465.13

Total Personal and Real Property Tax Requirement For Bonds

\$ 14,630,446.32

Total Personal and Real Property Tax Requirement for ALL Other

\$ 9,144,018.81

REVISED BUDGET SUMMARY

FUNDS	Actual Disbursements & Transfers	Actual/Estimated Disbursements & Transfers	Budgeted Disbursements & Transfers	Necessary Cash Reserve (4)	Total Available Resources Before Property Taxes (5)	Fee and Delinquent Tax Allowance (6)	Total Personal and Real Property Tax Requirement (7)	
	2008-2009 (1)	2009-2010 (2)	2010-2011 (3)					
General	\$ 192,047,884.00	\$ 213,875,611.00	\$ 213,960,910.00	\$ 35,000,000.00	\$ 240,871,210.00	\$ 81,714.06	\$ 8,171,414.06	Total Personal and Real Property Tax Requirement For Bonds
Depreciation	\$ 816,621.00	\$ 4,517,733.00	\$ 4,478,219.00	-	\$ 4,478,219.00	-	-	
Employee Benefit	\$ 19,977,270.00	\$ 22,000,000.00	\$ 23,760,000.00	\$ 3,000,000.00	\$ 26,760,000.00	-	-	
Contingency	\$ -	\$ -	\$ -	-	\$ -	-	-	
Activities	\$ 5,054,951.00	\$ 7,500,000.00	\$ 9,000,000.00	\$ 1,000,000.00	\$ 10,000,000.00	-	-	
School Lunch	\$ 10,107,785.00	\$ 11,500,000.00	\$ 13,000,000.00	\$ 1,000,000.00	\$ 14,000,000.00	-	-	
Bond	\$ 40,659,721.00	\$ 14,484,008.00	\$ 14,609,279.00	\$ 14,000,000.00	\$ 14,227,679.00	\$ 145,268.54	\$ 14,526,868.54	
Special Building	\$ 11,551,477.00	\$ 8,000,000.00	\$ 21,400,522.00	-	\$ 20,501,697.00	\$ 9,079.03	\$ 907,904.03	
Qualified Capital Purpose Undertaking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cooperative	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	
Student Fee	\$ 1,380,964.00	\$ 1,825,000.00	\$ 1,900,000.00	\$ 100,000.00	\$ 2,000,000.00	-	-	
0	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	
TOTALS	\$ 281,596,673.00	\$ 283,702,352.00	\$ 302,108,930.00	\$ 54,100,000.00	\$ 332,838,805.00	\$ 236,061.63	\$ 23,606,186.63	Total Personal and Real Property Tax Requirement for ALL Other

\$ 14,526,868.54

\$ 9,079,318.09

AGENDA SUMMARY SHEET

AGENDA ITEM: Adoption of FYE11 Property Tax Requests

MEETING DATE: September 7, 2010

DEPARTMENT: General Administration

TITLE & BRIEF DESCRIPTION: Adoption of FYE11 Property Tax Requests – The board action required by Nebraska law if the district desires to adopt property tax requests which differ from the property tax requests of the prior year.

ACTION DESIRED: Approval x Discussion ___ Information Only ___

BACKGROUND: *Neb. Rev. Stat. §77-1601.02* provides that the property tax requests for the prior year shall be the property tax requests for the current year unless the governing body of the school district conducts a public hearing and, thereafter, passes, by a majority vote, a resolution setting the tax requests at a different amount.

Based on the district’s FYE11 Budget, the tax requests for the general fund, bond fund, and special building fund need to be modified as follows:

<u>Fund</u>	<u>FYE10 Tax Request</u>	<u>FYE11 Tax Request</u>	<u>FYE11 Tax Levv</u>
General Fund	\$ 8,148,000	\$ 8,171,414	0.0900
Bond Fund	\$14,485,580	\$14,526,869	0.1600
Building Fund	\$ -0-	\$ 907,904	<u>0.0100</u>
			0.2600

A proposed Resolution incorporating property tax requests consistent with the FYE11 Budget adopted by the Board is attached.

A copy of the original “Notice of Special Hearing to Set Final Tax Request” (which was published prior to the August 9th Public Hearing) and a copy of the “Revised Final Tax Request” are attached. The revised numbers are the ones being proposed for adoption by the board.

OPTIONS AND ALTERNATIVES: n/a

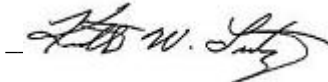
RECOMMENDATION: It is recommended that approval be given to the Resolution Regarding FYE11 Property Tax Requests as submitted and that such resolution be incorporated in its entirety into this motion.

STRATEGIC PLAN REFERENCE: n/a

IMPLICATIONS OF ADOPTION/REJECTION: n/a

TIMELINE: n/a

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

SUPERINTENDENT’S APPROVAL:


**SCHOOL DISTRICT 017
DOUGLAS COUNTY, NEBRASKA
a/k/a Millard Public Schools**

Resolution Regarding FYE11 Property Tax Requests

BE IT RESOLVED by the Board of Education of Douglas County School District 017 (a/k/a the Millard Public Schools) as follows:

1. That, in accordance with *Neb. Rev. Stat. §77-1601.02*, the board finds and determines that, in order to fund its adopted FYE11 budget, the property tax requests for the general fund, bond fund, and building fund should be and hereby are modified from the previous year as follows:

<u>Fund</u>	<u>FYE10 Tax Request</u>	<u>FYE11 Tax Request</u>	<u>FYE11 Tax Levy</u>
General Fund	\$ 8,148,000	\$ 8,171,414	0.0900
Bond Fund	\$14,485,580	\$14,526,869	0.1600
Building Fund	\$ -0-	\$ 907,904	<u>0.0100</u>
			0.2600

2. That the Douglas County Board of Equalization establish FYE11 property tax levies for the Millard Public Schools consistent with the requests contained hereinabove.

Notice of Special Hearing To Set Final Tax Request

Millard Public Schools (28-0017) in Douglas County, Nebraska

PUBLIC NOTICE is hereby given, in compliance with the provisions of State Statute Section 77-1601.02, that the governing body will meet on the 9th day of August 2010 at 6:30 o'clock P.M., at Don Stroh Administration Center (5606 S. 147 ST, Omaha, NE 68137) for the purpose of hearing support, opposition, criticism, suggestions or observations of taxpayers relating to setting the final tax request at a different amount than the prior year tax request.

2009/10 Budget Information

2010/11 Budget Information

Fund	2009-2010 Property Tax Request	2009 Tax Rate	Property Tax Rate (2009-2010 Request Divided By 2010 Valuation)	2010-2011 Proposed Property Tax Request	Proposed 2010 Tax Rate
General Fund	8,148,000.00	0.090000	0.089107	8,229,617.81	0.090000
Bond Fund	14,485,579.71	0.160000	0.158416	14,630,446.32	0.160000
Bond Fund(s) K - 8					
Bond Fund(s) 9 - 12					
Bond Fund _____					
Special Building Fund	-	0.000000	0.000000	914,401.00	0.010000
Qualified Capital Purpose Undertaking Fund					
Qualified Capital Purpose Undertaking Fund K - 8					
Qualified Capital Purpose Undertaking Fund 9 - 12					

Revised Final Tax Request

2009/10 Budget Information

2010/11 Budget Information

Fund	2009-2010 Property Tax Request	2009 Tax Rate	Property Tax Rate (2009-2010 Request Divided By 2010 Valuation)	2010-2011 Proposed Property Tax Request	Proposed 2010 Tax Rate
General Fund	8,148,000.00	0.090000	0.089743	8,171,414.06	0.090000
Bond Fund	14,485,579.71	0.160000	0.159545	14,526,868.54	0.160000
Bond Fund(s) K - 8					
Bond Fund(s) 9 - 12					
Bond Fund _____					
Special Building Fund	-	0.000000	0.000000	907,904.03	0.010000
Qualified Capital Purpose Undertaking Fund					
Qualified Capital Purpose Undertaking Fund K - 8					
Qualified Capital Purpose Undertaking Fund 9 - 12					

AGENDA SUMMARY SHEET

Agenda Item: Board Policy Human Resources Rule 4155.1

Meeting Date: September 7, 2010

Department: Human Resources

Title and Brief Description: Approve Rule 4155.1 – Code of Ethics.

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. “Personnel” has been changed to “Human Resources” for consistency across all 4000 series Policies.

Options/Alternatives Considered:

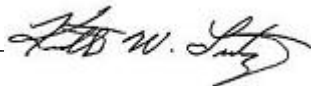
Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Dr. Jim Sutfin,

Superintendent’s Signature: _____  _____

Code of Ethics**4155.1**

Standards of Ethical and Professional Performance

The ~~Millard District~~ Board ~~of Education~~ hereby endorses and communicates to its staff the generally accepted minimal standards of professional practices adopted by the Nebraska State Board of Education.

I. Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in Nebraska with respect to ethical and professional conduct and are, therefore, declared to be the criteria of ethical and professional performance adopted pursuant to the provisions of Section 79-866 Neb. Rev. Stat. for holders of public school certificates.

II. Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services ~~counseling~~ certificate is issued in Nebraska.

- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Commissioner and the ~~Millard Public Schools~~ District Superintendent any known violation of Principle I, ~~number 7~~ letter G; Principle III, ~~number 5~~ letter E; or Principle IV, ~~number 2~~ letter B.
- J. Shall seek no reprisal against any individual who has reported a violation of this code of ethics.

III. **Principle II - Commitment to the Student:**

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Millard Board of Education.
- G. Shall not discipline students using corporal punishment.

IV. **Principle III - Commitment to the Public:**

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, a respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.

- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory, and shall not have a misdemeanor conviction involving abuse, neglect, or sexual misconduct as defined in Sections ~~003.12~~ 003.11 through 003.14 of 92 NAC 21 (an offense under the laws of any jurisdiction, which, if committed in Nebraska, would constitute one of the following misdemeanors ~~{(with the applicable sections for the Revised Statutes of Nebraska in parenthesis)}~~):
1. Assault (third degree) (28-310)
 - ~~1.~~ 2. [Child Enticement \(28-311\)](#)
 - ~~2.~~ 3. Stalking (28-311.03)
 4. Hazing (28-311.06)
 5. [Unlawful Intrusion \(28-311.08\)](#)
 - ~~3.~~ 6. [Violating a Harassment Protection Order \(28-311.09\)](#)
 - ~~4.~~ 7. False Imprisonment (28-315)
 8. Sexual Assault (third degree) (28-320)
 9. [Domestic Assault \(28-323\)](#)
 - ~~5.~~ 10. [Child/Vulnerable Adult Contact with Methamphetamine \(28-457\)](#)
 - ~~6.~~ 11. Abandonment of Spouse or Child (28-705)
 - ~~7.~~ 12. Child Abuse (28-707)
 - ~~8.~~ 13. Contributing to the Delinquency of a Child (28-709)
 - ~~9.~~ 14. Prostitution (28-801)
 - ~~10.~~ 15. Keeping a Place of Prostitution (28-804)
 - ~~11.~~ 16. Debauching a Minor (28-805)
 - ~~12.~~ 17. Public Indecency (28-806)
 - ~~13.~~ 18. Sale of Obscene Material to Minor (28-808)
 - ~~14.~~ 19. Obscene Motion Picture Show, Admitting Minor (28-809)
 - ~~15.~~ 20. Obscene Literature Distribution (28-813)
 - ~~16.~~ 21. Sexually Explicit Conduct (28-813.01)
 - ~~17.~~ 22. Resisting Arrest (28-904 (1)(a)), when the conviction involves use or threat ~~of~~ of physical force or violence against a police officer
 - ~~18.~~ 23. Indecency with an Animal (28-1010)
 24. Intimidation by Phone Call (28-1310)
 - ~~19.~~ 25. [Violating a Protection Order \(42-924\)](#)
- Other convictions related to such crimes including:**
- ~~20.~~ 26. Attempt to Commit a Crime (28-201)

~~24,27.~~ 27. Criminal Conspiracy (28-202)

~~22,28.~~ 28. Accessory to a Felony (28-204)

~~23,29.~~ 29. Aiding, Abetting, Procuring, or Causing Another to Commit an Offense (28-206)

Convictions which have been set aside, nullified, expunged, or pardoned shall not be considered convictions for purposes of this **R**ule, unless the laws of the jurisdiction of the conviction would allow the conviction to be used as the basis for denial of a certificate to teach, administer, or provide special services in schools.

F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

V. Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

VI. Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Rule Approved: October 7, 1974

Revised: August 3, 1992; January 5, 1998; May 3, 2004, [September 7, 2010](#)

Reaffirmed: June 2, 2003

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Policy 1310 Community Relations Complaints; Rule 1310.1 Community Relations Complaints Personnel

Meeting Date: September 7, 2010; September 20, 2010

Department Title and Brief Description: Human Resources
We are updating all of our policies with regards to discrimination and sexual harrassment .

Action Desired: Approval

Background: Policy 1310 and Rule 1310.1 provide a mechanism for parents to bring concerns/complaints forward. Changes in this policy further aligns community complaints with grievances related to sexual harrassment and discrimination so that we may follow a similar process and better respond to concerns.

Options/Alternatives Considered: N/A

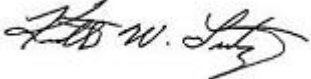
Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources
Amy Friedman, Director of Communications

Superintendent's Signature: _____  _____

Community Relations

Complaints: School Personnel/Instructional Materials

1310

The ~~school-d~~District welcomes constructive criticism when such criticism is motivated by a sincere desire to improve the quality of education in the ~~d~~District.

Channels of communication as defined in the rules adopted by the Board will be utilized in the handling of complaints.

Related Policies & [and](#) Rules: 1310.1, 1310.2

Legal Reference: Neb. Rev. Stat. §~~79-101~~, 79-526

Policy Adopted: February 17, 1975

Revised: March 16, 1998; [September 20, 2010](#)

Reaffirmed: February 17, 2003

Millard Public Schools
Omaha, NE

Community Relations

Complaints: School Personnel

1310.1

The following procedures have been established to provide a system for receiving, considering and acting upon complaints regarding school personnel.

I. INFORMAL RESOLUTION

- A. Reasonable efforts shall be made to address the concerns and issues raised in any complaint regarding school personnel at the earliest stage, and to reach an acceptable resolution through the informal process.
- B. In an effort to resolve all [concerns and](#) issues/~~complaints~~ at the earliest stage and through informal methods and procedures, any complaint regarding a certificated staff member shall be first referred to the certificated staff member. Complaints regarding any classified staff shall be presented to the supervising certificated staff member, if any, or to the building principal.
- C. When a certificated staff member receives a complaint, he/she will immediately address the concerns and/or issues by initiating an informal conference with the complainant, thereby providing an opportunity for a discussion and informal resolution of the concerns or issues raised in the complaint. Nothing in this ~~R~~Rule shall be construed to limit the involvement of the [Administration](#) in addressing and resolving any concerns or ~~complaints~~ [issues](#) through the informal process.
- D. [If the complainant's concerns and/or issues are not resolved by the certificated staff member the complainant shall be referred to the building principal who will initiate an informal conference with the complainant, thereby providing an opportunity for a discussion and informal resolution of the complainant's concerns and issues.](#)
- E. [If the complainant's concerns and/or issues are not resolved by the building principal the complainant shall be referred to the building principal's supervisor who will initiate an informal conference with the complainant, thereby providing an opportunity for a discussion and informal resolution of the complainant's concerns and issues.](#)
- F. ~~D.~~—When a complaint concerning school personnel is made directly to the Board as a whole, the complaint shall be referred to the Superintendent.
- G. ~~E.~~—When a complaint concerning school personnel is made to an individual Board member, the Board member may explain the process for complaints regarding school personnel as provided herein, or refer the complaint to the Superintendent.

II. FORMAL RESOLUTION

- A. In the event that the initial informal handling of the complaint or concern is unsuccessful in satisfactorily addressing and resolving the concerns and/or issues of the complainant, the building [principal's supervisor](#) shall advise the complainant that the complainant may pursue formal complaint procedures by submitting the complaint in writing to the building principal requesting that the matter be processed as a formal complaint. Failure to submit the complaint in writing within seven (7) days shall constitute an abandonment of the complaint.

- B. The formal written complaint must be signed, contain a complete statement of the facts constituting the complaint, and state the relief sought.
- C. ~~B.~~ When a building principal receives a written complaint, the building principal will notify the building principal's supervisor, ~~and will forward the written complaint and a response to the complainant. The building principal's supervisor shall address the concerns and/or issues raised in the complaint and may schedule a meeting with the complainant, if advisable. If the complainant's concerns and/or issues are not resolved by the building principals' supervisor, the supervisor will notify the Associate Superintendent of Human Resources and will forward the written complaint, the response of the building principal, and a written summary of the issues and proposed resolutions.~~ The building principal will then draft a written response to the complaint and forward the response to the complainant, and also forward the complaint and their written response to the Executive Director of Human Resources.
- D. ~~C.~~ Upon receipt of a written complaint and the building principal's response and—building principal's supervisor's summary, the ~~Associate Superintendent~~ Executive Director of Human Resources may schedule a formal conference with all or any of the following: the certificated staff member, the building principal, the building principal's supervisor, and the complainant, at which time the complainant's concerns and/or issues shall be discussed. The ~~Associate Superintendent~~ Executive Director of Human Resources may undertake any needed investigation relating to the complaint and will thereafter render a written final disposition of the complaint within ten (10) school days of the formal conference.
- E. ~~D.~~ If the complainant desires to have the disposition of the ~~Associate Superintendent~~ Executive Director of Human Resources reviewed by the Superintendent, then the complainant must submit a written request for review within five (5) school days of receipt of the disposition by the ~~Associate Superintendent~~ Executive Director of Human Resources. The written request for review shall be submitted to the ~~Associate Superintendent~~ Executive Director of Human Resources who will forward to the Superintendent the complaint, the building principal's ~~report—response, the building principal's supervisor's summary~~, the ~~Associate Superintendent~~ Executive Director of Human Resource's written disposition, and the request for review.
- F. ~~E.~~ Upon receipt of a request for review, the Superintendent will review the complaint, the building principal's ~~report~~ response, ~~the building principal's supervisor's summary~~, and the written disposition of the ~~Associate Superintendent~~ Executive Director of Human Resources, and the Superintendent may undertake any such investigation deemed appropriate. Thereafter, the Superintendent will render a written disposition of the complaint within ten (10) school days of his/her receipt of the request for review. The decision and disposition by the ~~s~~Superintendent shall be final and binding. ~~12.~~
- G. F Complaints regarding instructional materials shall follow the procedures of District Rule 1310.2. Complaints regarding inappropriate conduct by school personnel or regarding child abuse or neglect as a result of the conduct of school personnel shall follow the procedures of District Rule 4163.3. Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.

Related Policies & and Rules: 1310~~P~~, 1310.2, 1125~~P~~, 4163.3

Revised: March 3, 2003; January 16, 2006; February 20,
2006; [September 20, 2010](#)

Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Policy 4001, Rule 4001.1, Rule 4001.2 Human Resources Non Discrimination and Sexual Harrassment

Meeting Date: September 7, 2010; September 20, 2010

Department Title and Brief Description: Human Resources
We are updating our all policies with regards to to discrimination and sexual harrassment . Based upon current policy and rule we recommend the addition of Policy 4001 and rules 4001.1 and 4001.2

Action Desired: Approval

Background: N/A

Options/Alternatives Considered: N/A

Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources

Superintendent's Signature: _____  _____

Category: Human Resources

Policy: Non-Discrimination and Sexual Harassment

4001

The District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age in admission or access to or treatment of employment, or in its programs and activities.

The District shall provide an employment, teaching and learning environment free from sexual harassment.

Personnel violating this Policy shall be subject to disciplinary action.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147th Street, Omaha, NE 68137 (402) 715-8200. The Superintendent may delegate this responsibility as needed.

Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2.

Related Policies and Rules: 1100.4, 4001.1, 4001.2, 4100, 4163.3

Policy Adopted: ; September 20, 2010

Millard Public Schools
Omaha, NE

~~Personnel~~ Human Resources

Sexual Harassment

~~4327.1~~ 4001.1

- I. ~~General Statement~~ Sexual Harassment Prohibited. Sexual harassment by ~~e~~District personnel or other ~~e~~District personnel, students, patrons, or vendors is strictly prohibited and shall be grounds for discipline. Sexual harassment shall include, but is not limited to, unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when:
- A. The conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits or a *quid pro quo* relationship is created.
 - B. Submission to or rejection of the conduct or communication is used as the basis for decisions affecting employment or assignment of staff.
 - C. The conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of reasonably interfering with an employee's ability to perform his/her job or creates an intimidating, offensive or hostile environment.
- II. Retaliation Prohibited. Retaliation is also strictly prohibited and shall be grounds for discipline. There shall be no retaliation by the District or its personnel against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment. The initiation of a complaint in good faith about behavior that may violate the District's policy shall not result in any adverse action.
- ~~II. Informal Grievance: Harassment by Personnel. Personnel who believe that they have been a victim of sexual harassment or retaliation may informally attempt to resolve the matter by meeting with either their building principal, supervisor, the Title IX Coordinator, or the Title IX Coordinator's designee. The building principal, supervisor, Title IX Coordinator, or the Title IX Coordinator's designee will promptly conduct an investigation. The investigation may be conducted by District officials or by a third party designated by the District. Upon completion of the investigation, the District will take appropriate action based on the results of the investigation including informing the complainant of the proposed resolution. Unless impracticable under the circumstances, the proposed resolution will be discussed with the complainant within ten (10) days of the date that the complainant reported the sexual harassment.~~
- ~~If the complainant is dissatisfied with the proposed resolution, the complainant may file a formal grievance under District Rule.~~
- ~~III. Formal Grievance: Harassment by Personnel. In lieu of requesting an informal grievance, or if dissatisfied with the informal grievance's proposed resolution, a complainant may file a formal grievance pursuant to District Rule 4325.1 for certificated staff or Rule 4325.2 for non-certificated staff.~~
- III. Personnel Complaints and Grievances. Complaints and grievances by school personnel regarding sexual harassment shall follow the procedures of District Rule 4001.2.
- IV. Students Sexually Harassed by Personnel. Students or parents complaining of or having grievances regarding sexual harassment by personnel shall follow the procedures ~~set forth in~~ of District Rule ~~5210.1~~ 5010.2.
- V. Definitions.
- ~~1~~A. "Complainant" shall mean a person employed by the ~~Millard School~~District or ~~is~~ an individual performing contracted services under the ~~District~~ control and supervision of the District, and who reports to the District under this Rule that he/she has been sexually harassed.
 - ~~2~~B. "Adverse action" includes, but is not limited to, any form of physical or verbal intimidation or threat, unjustified job loss close ~~to~~ in time to the complainant's reaction to harassment, unjustified increase in

- work responsibilities without compensation or training close in time to the complainant's reaction to harassment, and any other unjustifiable work-related treatment that is adverse to the complainant and is a result of his or her reaction to sexual harassment.
- 3C. "Hostile environment" includes, but is not limited to, a pattern of unwelcome sexual advances, requests for sexual favors, and unwelcome verbal or physical conduct of a sexual nature which interferes with the terms, conditions, or privileges of the complainant's educational work or performance. Examples include unwanted touching, body contact, pinching, patting, name-calling, repeated propositions, written messages, notes, cartoons, graffiti, intimidation, and any other act or communication which is based on sex and interferes with the complainant's educational work or performance.
- 4D. "*Quid pro quo*" relationship includes, but is not limited to, a superior of the complainant making submission or rejection to requests for sexual favors explicitly or impliedly, a term or condition or privilege of employment. Examples include making submission or rejection the basis for employment decisions affecting the individual's career, salary, job security, advancement, and day-to-day treatment while performing job responsibilities.
- 5E. "Retaliation" shall include, but is not limited to, adverse action against a complainant for his or her reaction to sexual harassment, or against any person who, in good faith, reports, or otherwise participates in an investigation or inquiry taken by the person responsible for the harassment, or by any other party so long as the adverse action is the result of the complainant's reaction to sexual harassment.
- 6F. "Title IX Coordinator" shall mean the ~~Assistant District's Superintendent for~~ Executive Director of Human Resources.

Legal Reference: 20 U.S.C. § 1681 *et seq.* (1994)
~~42 U.S.C. § 1983 (1994)~~
~~42 U.S.C. § 2000 *et seq.* (1994)~~
~~45 Fed. Reg. 25,024 (1994)~~
 29 C.F.R. § 1604.11(a) (1994)

Related Other Policies & and Rules: ~~Rule 4325.1 Grievance Procedure~~ 1100.4, 4001, 4001.2, 4100, 4163.3

Rule Approved: August 16, 1982
 Revised: September 20, 1993; November 20, 1995; March 17, 1997;
 June 2, 2003; September 20, 2010

Millard Public Schools
 Omaha, NE

Category: Human Resources**Policy: Non-Discrimination and Sexual Harassment****Rule: Discrimination and Sexual Harassment Complaint and Grievance Procedures 4001.2****I. Complaint and Reporting Procedures.**

- A. All employees are responsible for helping the District to prevent discrimination and sexual harassment. Employees who believe that they, or other employees, have been subjected to or have witnessed any conduct which constitutes discrimination or sexual harassment should follow the following complaint and reporting procedures.
1. Employees are encouraged to directly inform the offending person that such conduct is offensive and must stop. If such an effort is too uncomfortable or the employee desires not to directly so communicate with the offending person, then the employee should report the matter to their immediate supervisor.
 2. When an employee reports discrimination or sexual harassment to their immediate supervisor, the supervisor shall:
 - a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the District's Executive Director of Human Resources.
 - b. If the alleged offending person is a student, immediately report the matter to a building assistant principal or principal.
 3. When an assistant principal or principal receives such a report of student discrimination or sexual harassment, they shall immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose discipline sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions, if any, to redress any such conduct and prevent its future recurrence.
 4. When the Executive Director of Human Resources receives such a report of discrimination or sexual harassment, he or she shall:
 - a. If the alleged offending person is a District staff member, immediately investigate the matter in accordance with the District's personnel procedures and implement appropriate disciplinary action against the staff member.

- b. If the alleged offending person is an adult, but not a District staff member, immediately investigate the matter in cooperation with other involved District administrators and implement appropriate corrective actions.
 - B. Unless prohibited by law or District policies or rules, the investigation and resolution of the complaint or report will be discussed with the employee making the complaint, within ten (10) days of the alleged discrimination or sexual harassment being reported.
 - C. If the employee is not satisfied with the resolution of their complaint, they may use the grievance procedures set forth in Section II of this Rule.
 - II. Grievance Procedures. Any employee who is not satisfied with the resolution of their complaint of discrimination or sexual harassment may initiate the following grievance procedures which are intended to assist employees in the fair and prompt resolution of their complaints and concerns regarding discrimination and sexual harassment.
 - A. Level 1. An employee shall within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and meet and discuss the matter with their immediate supervisor. Every effort will be made to resolve the grievance informally at this level. The supervisor shall give the employee an oral response within seven (7) days of such meeting. Due to the importance of resolving the grievance at this level, the meeting with the supervisor is important and essential, and the failure of the employee to attend such a meeting will constitute an abandonment of the grievance.
 - B. Level 2. If the employee is not satisfied with the resolution of their grievance at Level 1, they may formalize their grievance by filing a formal written grievance with the Executive Director of Human Resources within seven (7) days after the supervisor's oral response at Level 1.
 - 1. The written grievance must be signed, contain a complete statement of the facts constituting the grievance, and state the relief sought.
 - 2. The Executive Director of Human Resources will notify the supervisor that he or she has received such a formal written grievance and will forward the formal written grievance to the supervisor. The supervisor shall, within seven (7) days of receipt of the formal grievance, create a written response and forward the written response to the employee and to the Executive Director of Human Resources.
 - 3. Upon receipt of the formal written grievance and the supervisor's written response, the Executive Director of Human Resources shall investigate the grievance. As part of the investigation, the Executive Director of Human Resources shall meet with the employee, if the employee so requests, and shall

also undertake such investigation deemed appropriate. The Executive Director of Human Resources may, in his or her discretion, designate another District administrator, other than any previously involved supervisor, assistant principal or principal, to conduct the investigation and grievance resolution when appropriate.

- a. An investigation will be commenced immediately, but no later than ten (10) days after the Executive Director of Human Resource's receipt of the formal written grievance and the supervisor's written response.
 - b. The Executive Director of Human Resources will complete a written report and provide the employee with a copy of such written report within thirty (30) days of receiving the formal written grievance and the supervisor's written response. Such written report shall summarize the facts, the determinations made, and any corrective actions to be implemented
- C. Level 3. If the employee is not satisfied with the resolution of their grievance at Level 2, they may appeal to the District's Superintendent by filing a formal written appeal with the Superintendent within seven (7) days after receipt of the written report by the Executive Director of Human Resources.
1. The written appeal must be signed, contain a complete statement of the facts constituting the grievance and appeal, and state the relief sought.
 2. Upon receipt of the formal written appeal, the Superintendent shall investigate the grievance appeal. As part of the investigation, the Superintendent shall meet with the employee, if the employee so requests, and shall also undertake such investigation deemed appropriate. The Superintendent may, in his or her discretion, designate another District administrator, other than any previously involved administrator, to conduct the investigation and appeal resolution when appropriate.
 - a. The investigation will be commenced immediately, but no later than ten (10) days after the Superintendent's receipt of the formal written appeal.
 - b. The Superintendent will issue a final written decision and provide the employee with a copy of such final written decision within thirty (30) days of receiving the formal written appeal. The Superintendent's decision and any action taken shall be final

III. General Provisions.

- A. Nothing in this Rule shall be construed as limiting the ability of employees who have a complaint or grievance regarding discrimination or sexual harassment from discussing the matter informally with their supervisor or any appropriate District administrators or staff members, or as limiting the involvement of the administration

- in informally addressing and resolving any such complaints or grievances. Employees are encouraged to discuss a contemplated grievance informally with their supervisor or other District administrators or staff members prior to filing a grievance.
- B. The time limits in these procedures are for the purpose of insuring prompt action. If an employee does not pursue the next step of a procedure within the time period specified, it shall constitute an abandonment of the complaint or grievance.
 - C. If the person designated to receive and act upon a grievance or appeal is the subject of the grievance, the next highest step in the grievance process shall be used.
 - D. No retaliation of any kind will be permitted against any employee who makes a good faith complaint or grievance pursuant to this Rule, or against any person who in good faith participates in or cooperates with an investigation of alleged discrimination or sexual harassment.
 - E. Information regarding an individually identifiable student or employee will only be shared with an employee filing a complaint or grievance, or with other persons, if allowed by law and in accordance with District policies and rules.
 - F. To the extent permitted by law and in accordance with District policies and rules, the identity of employees filing complaints or grievances pursuant to this Rule and any documents generated or received pertaining thereto, will be kept confidential. Information may be disclosed if necessary to further an investigation, grievance, or appeal, or if necessary to carry out student or employee discipline. The District may disclose information to District personnel, law enforcement authorities, and others when necessary to enforce this Rule or when required or allowed by law.
 - G. The proper law enforcement agency will be contacted immediately when there is a reasonable suspicion that a violation of a state or federal criminal law may have been committed.

Related Policies and Rules: 1100.4, 4001, 4001.1, 4100, 4163.3
Rule Approved: September 20, 2010

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: 1100.4 Community Relations Notice of Non-Discrimination

Meeting Date: September 20, 2010

Department Title and Brief Description: Community Relations
We are updating all of our policies with regards to discrimination and sexual harrassment .

Action Desired: Approval

Background: N/A

Options/Alternatives Considered: N/A

Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources
Amy Friedman, Director of Communications

Superintendent's Signature: _____

Community Relations

Notice of Non-Discrimination 1100.4

Annual public notification of the Notice of Non-Discrimination shall be made through placement in student and employee handbooks, board policies, newsletters, bulletins, job applications, course offering handbooks, postings, websites, and in other communications required for Title IX, Title VI, and Section 504.

The Notice of Non-Discrimination shall read as follows:

The Millard School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age, in admission or access to or treatment of employment, or in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147th Street, Omaha, NE 68137 (402) 715-8200. The Superintendent may delegate this responsibility as needed. Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2

Related Policies & and Rules: ~~4100~~, 4001, 4001.1, 4001.2, 4100, ~~4155.1~~ 4163.3, 5010, ~~5450.1, 5510.1~~ 5010.1, 5010.2, 5020, 5020.1, 6002, 6640

Millard Public Schools

Rule Approved: June 7, 2004

Revised: November 6, 2006; September 20, 2010 Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Rule 4163.3 Human Resources Remedial Action - Investigation/Procedures

Meeting Date: September 20, 2010

Department Human Resources
Title and Brief
Description: We are updating our all policies with regards to to discrimination and sexual harrassment .

Action Desired: Approval

Background: N/A

Options/Alternatives
Considered: N/A

Recommendations: Approval

Strategic Plan
Reference: N/A

Implications of
Adoption/Rejection: N/A

Timeline: N/A

Responsible
Persons: Dr. Jim Sutfin, Executive Director of Human Resources

Superintendent's Signature: _____

Human Resources

Remedial Action – Investigation/Procedure 4163.3

I. All dDistrict personnel shall conduct themselves in such a manner so as to promote the educational responsibilities and purposes of the District in respecting the rights of students, dDistrict personnel, parents, third party businesses, ~~services~~ [service providers](#), or contractors and any other persons related to the District in any other capacity.

II. When conduct of dDistrict personnel fails to meet dDistrict standards, violates students' rights or adversely reflects upon the District in the community, the conduct will be reported to the Superintendent or his or her designee, hereinafter referred to as Superintendent.

III. When a complaint, charge or allegation of inappropriate conduct by District personnel is received by any District personnel, from any source, the procedure shall be as follows:

A. The Superintendent shall be notified of the complaint, charge, or allegation of inappropriate conduct together with the information available.

B. The Superintendent immediately shall initiate and conduct such investigation of the complaint, charge, allegations or related matters deemed reasonable.

C. Such investigation may be conducted by dDistrict officials or by designated third parties and will be conducted so as not to interfere with any concurrent or related investigation by any law enforcement or administrative agency. The proper law enforcement agency will be contacted immediately when there is a reasonable suspicion that a violation of a state or federal criminal law may have been committed and, if requested by the law enforcement authorities, the conduct of any further investigation by the District will be abated until the law enforcement authorities conclude their own investigation.

D. During the pendency of any investigation performed by the District, the Superintendent may temporarily suspend, transfer, remove, or reassign the person in question when the Superintendent determines it to be in the best interests of the District, including but not limited to the safety of the students, personnel and other people associated with or related to the District, would best be served by the temporary suspension, transfer, removal or reassignment of the personnel in question.

E. Any such temporary suspension, transfer, removal, or reassignment shall not result in the loss of any compensation or benefits or in the change of any job classification. Such temporary suspension, transfer, or reassignment shall not exceed thirty (30) days unless extended by mutual agreement of the District and personnel.

F. Unless prohibited by specific direction of law enforcement authorities involved, any personnel who is the subject of any investigation shall be notified and advised of the complaint, charge or allegation reported to the District, and will be afforded the opportunity to respond to all charges or allegations of unprofessional or inappropriate conduct. Such initial notification shall be given within a reasonable period of time, but is not necessarily required to be given before the commencement of any investigation.

G. Upon completion of such investigation, the Superintendent or his or her designee will take appropriate action.

[IV. Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.](#)

~~IV. Child Abuse or Neglect~~

~~-~~

~~-Any registered nurse, teacher, school employee, or other person who has reasonable cause to believe that a child is being or has been subjected to sexual or physical abuse or neglect as a result of the conduct of district employees, or observes such child being subjected to conditions or circumstances by district employees which could reasonably result in sexual or physical abuse or neglect, shall report such incident or incidents and/or cause a report to be made to the proper law enforcement agency and to the State Department of Health and Human Services. The following procedure shall be followed by staff members:-~~

~~_____ A. When suspected child abuse has been reported or observed, it shall be immediately reported to the principal or a person designated by the principal to act in his/her absence of the school in which the child is enrolled.~~

~~-~~

~~_____ B. The principal may contact the building counselor to meet with the student. The registered nurse assigned to the building should be notified when there are visible or probable physical injuries.~~

~~-~~

~~_____ C. The principal immediately shall contact the Director of Pupil Services and the Superintendent to report such information as is then available. The Director of Pupil Services will:~~

~~-~~

~~-~~

~~_____ 1. Determine if the staff member reporting the abuse or neglect needs information regarding the reporting process and/or help in the reporting process.~~

~~-~~

~~_____ 2. Make periodic contacts with the counselor or principal to determine that all procedures are being followed.~~

~~-~~

~~-~~

~~_____ D. The principal, after consultation with the Director of Pupil Services, shall report all such information to the Department of Health and Human Services (Child Protective Services/CPS). Unless otherwise advised by CPS, a report shall then be made to the police, as required by law. A copy of any report shall be forwarded to the Superintendent.~~

~~-~~

~~V. Child abuse or neglect is defined as knowingly, intentionally, or negligently causing or permitting a minor child to be:~~

~~-~~

~~-~~

~~_____ A. Placed in a situation that endangers his or her life or physical or mental health;~~

~~-~~

~~_____ B. Cruelly confined or cruelly punished;~~

~~-~~

~~_____ C. Deprived of necessary food, clothing, shelter or care;~~

~~-~~

~~_____ D. Left unattended in a motor vehicle if such minor child is six years of age or younger;~~

~~-~~

~~_____ E. Being in any way subjected to assault, incestuous conduct or battery of a sexual nature; or~~

~~-~~

~~_____ F. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, ebauchery, public indecency, or obscene or pornographic photograph, films or depictions.~~

~~-~~

~~VI. All personnel shall thoroughly record every incident or occurrence which is the subject of this rule and maintain those records until the end of the school year, when they will be delivered to the Superintendent.~~

Related Policies and Rules: [4001](#), [4001.1](#), [4001.2](#), 4140, 4140.1, 4140.2, ~~4145~~, ~~4145.1~~, 4155, 4155.1, 4165, 4165.1, 4165.2, 4172, 4172.1, 4173, 4173.1, ~~4327~~, ~~4327.1~~, 4510

Rule Approved: June 5, 2000 Millard Public Schools

Date Revised: December 3, 2007; [September 20, 2010](#) Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Policy 4325 and Rule 4325.1 Grievances

Meeting Date: September 20, 2010

Department Human Resources

Title and Brief Description: We are updating our all policies with regards to to discrimination and sexual harrassment .

Action Desired: Reaffirm Policy 4325 and Approve Rule 4325.1

Background: N/A

Options/Alternatives Considered: N/A

Recommendations: Reaffirm Policy 4325 and Approve Rule 4325.1

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources

Superintendent's Signature: _____

Human Resources

Grievances

4325

The Superintendent or his/her designee shall establish grievance procedures for employees. Grievance procedures in a collective bargaining agreement shall take precedence over policy and rule.

Related [Policies and Rules](#): 4325.1

Policy Adopted: October 7, 1974

Reaffirmed: November 17, 1997; December 21, 2009

Revised: March 18, 2002; [September 20, 2010](#)

Millard Public Schools
Omaha, Nebraska

Human Resources

Grievance Procedure

4325.1

I. Any employee who has a grievance not otherwise covered by a grievance procedure included within a collective bargaining agreement or other specific grievance procedure shall use the procedure set forth in this Rule. The District shall consider the grievance abandoned and moot if the grievant fails to comply with the requirements and time limitations set forth in this Rule.

II. The purpose of a grievance procedure is to resolve, as quickly as possible, problems which may arise concerning conditions of employment of District personnel. Nothing in this procedure will be construed as limiting the right of any employee having a grievance to discuss the matter informally with the employee's principal or supervisor. Employees are encouraged to discuss a contemplated grievance informally with his or her principal or immediate supervisor prior to filing a grievance.

III. At any stage of the grievance procedure, a grievant may select another person or an employee organization to assist the grievant with the grievance and to appear with and as a representative of the grievant at any step in the grievance procedure. No reprisals of any kind shall be taken against any employee who utilizes the District's grievance procedure or any other personnel participating in the grievance procedure.

IV. Procedure. :-

A. Step 1: Within fifteen (15) days after the occurrence of the event or condition which is the subject of the grievance or the last of a series of events and conditions which constitute the grievance, the grievant shall submit the grievance in writing to the grievant's building principal or immediate supervisor. The grievance shall contain:

- I. 1. A complete statement of the facts constituting the grievance;
- II. 2. The relevant terms and conditions of employment, District policy, rule and regulation, collective bargaining agreement provision, or other event or condition of employment which is the basis of the grievance; and
- III. 3. The relief sought by the grievant.

The building principal or immediate supervisor shall undertake an appropriate investigation and will render a written disposition of the matter within ten (10) days of receipt of the grievance unless the time is extended with written consent of the grievant.

B. Step 2: If the grievant desires to appeal the Step 1 decision, the appeal shall be filed with the Superintendent within five (5) days of receipt of the Step 1 decision. The appeal shall include:

- I. 1. The Step 1 grievance;
- II. 2. The Step 1 written decision; and
- III. 3. A statement containing the reasons why the decision in Step I-1 is in error and why the relief requested in the grievance should be granted.

The Superintendent or the Superintendent's designee shall review the grievance and the decision in Step 1 and undertake appropriate review and investigation. Thereafter, the Superintendent or the Superintendent's designee shall render a written decision within ten (10) days of receiving the grievance unless the time is extended with the written consent of the

grievant.

C. Step 3: If the grievant desires to appeal the Step 2 decision, a written appeal may be filed with the Board ~~of Education~~ within five (5) days of receiving the Step 2 decision by serving it upon the Board Secretary by United States Certified Mail. The appeal shall consist of:

- ~~I.~~ 1. The grievance;
- ~~II.~~ 2. The Step ~~I-1~~ and Step ~~II-2~~ written decisions; and
- ~~III.~~ 3. A statement containing the reasons why the decision in Step 1 and Step 2 was in error and why the relief requested in the grievance should be granted.

At the next regular Board meeting following receipt of the appeal, the Board President will set a date for hearing the grievance. The hearing will be within fifteen (15) days after the Board's regular meeting. Such hearing shall be held before the Board or a committee of Board Mmembers appointed by the President of the Board. The Board Secretary will notify the grievant of the date, time and place of the hearing.

D. ~~The Board Hearing:~~—The Board hearing will meet the following criteria:

- ~~I.~~ 1. It will be heard in open or closed session, in accordance with applicable law, and in the event there is no applicable law, in accordance with the grievant's request;
- ~~II.~~ 2. If the hearing is in closed session, it will be conducted in the presence of the administrator or administrators who made the ruling which is the subject of the grievance and in the presence of the grievant and representatives chosen by the grievant. If the hearing is not being conducted in closed session, it will be conducted in the presence of all interested parties as well as any other persons who might choose to attend;
- ~~III.~~ 3. It will be free from interference, coercion, restraint, discrimination, or threat of reprisal;
- ~~IV.~~ 4. It will be recorded in writing or on audio or video tape, with the record being retained by the District;
- ~~V.~~ 5. The grievant will have the right to be represented by an employee organization and either party will have the right to be represented by legal counsel;
- ~~VI.~~ 6. Either party to the dispute will have the right to call witnesses and cross-examine witnesses of the opposing party, and to examine all documents presented, and;— witnesses may be sequestered at the request of either party;
- ~~VII.~~ 7. At least twenty-four (24) hours prior to the commencement of the hearing, each party shall notify the other party of the names and addresses of all witnesses, the subject of ~~that~~ the witnesses' testimony and identify and deliver, if requested, any materials to be submitted as evidence at the hearing;
- ~~VIII.~~ 8. The hearing evidence and presentation shall be limited to the issues raised in the grievance;
- ~~IX.~~ 9. The grievant shall present the grievant's case first and the administrator shall respond if the administrator so chooses; the grievant shall also have the opportunity to rebut any evidence of the administrator after which rebuttal the hearing shall be concluded;
- ~~X.~~ 10. At the Board's discretion, the Board hearing may be recessed and reconvened to a reasonable date, time, and place; and

- ~~XI.~~ 11. The Board may deliberate in closed session with only ~~h~~Board members and the Board's legal counsel present.

The Board shall reduce its findings and decision to writing and shall deliver a copy thereof to the grievant within fifteen (15) days of the conclusion of the Board hearing.

V. Definitions:-

- ~~I.~~ 1. "Days" shall mean days school is in session for students during the school year and calendar days when school is in recess for summer vacation.
- ~~II.~~ 2. "Grievance" shall mean a claim based upon an event or condition which concerns the terms and conditions of employment. [Employee complaints and grievances regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2.](#)
- ~~III.~~ 3. "Grievant" shall mean the employee or employees claiming a grievance.
- ~~IV.~~ 4. "Interested party" shall mean any employee or group of employees who may be directly and materially affected by the decision of the grievance.

Related Policies [and Rules](#): 4325, ~~4327~~

Rule Approved: October 7, 1974

Revised: May 20, 1985; November 17, 1986; August 16, 1993; March 18, 2002

(4325.2 included in this ~~R~~Rule: March 18, 2002); December 21, 2009; [September 20, 2010](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: 4327 Personnel Sexual Harassment

Meeting Date: September 20, 2010

Department Human Resources

Title and Brief Description: We are updating our all policies with regards to to discrimination and sexual harrassment . We recommend the deletion of Policy 4327 which will be covered by Policy 4001 and Rule 4001.1.

Action Desired: Delete Policy effective September 20, 2010 as it is being replaced by Policy 4001 and Rule 4001.1

Background: N/A

Options/Alternatives Considered: N/A

Recommendations: Delete Policy 4327

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources

Superintendent's Signature: _____

Personnel **4327**

Sexual Harassment

Millard Policy Statement

~~The Millard Public School District shall provide an employment, teaching and learning environment free from sexual harassment. Personnel violating this Policy shall be subject to disciplinary action.~~

~~Policy Adopted: August 16, 1982 Millard Public School District
Revised: September 20, 1993; November 20, 1995; March 17, 1997 Omaha, NE
June 2, 2003~~

AGENDA SUMMARY SHEET

Agenda Item: Policy 4100 Recruitment, Selection, and Non-Discrimination

Meeting Date: September 7, 2010; September 20, 2010

Department Title and Brief Description: Human Resources
We are updating all of our policies with regards to discrimination and sexual harrassment.

Action Desired: Approval

Background: N/A

Options/Alternatives Considered: N/A

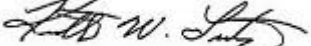
Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources

Superintendent's Signature: _____  _____

Human Resources

4100

Recruitment, Selection, and Non- Discrimination

The District will employ the best qualified applicant for each position. The District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, or in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147th Street, Omaha, NE 68137 (402) 715-8200. The Superintendent may delegate this responsibility as needed. [Complaints and grievances by school personnel or job applicants regarding discrimination or sexual harassment shall follow the procedures of District Rule 4001.2.](#)

The District may make pre-employment inquiries into the ability of an applicant to perform job related functions. The District will make reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability unless to do so would impose an undue hardship. Medical examinations will be required by the District if required by law or applicable regulation or if the inquiry comports with all applicable laws. Applicants will be notified that any job offer is contingent upon a post-offer search for criminal records of the candidate and, if found, a review of such records.

The District will not make inquiry either orally or through the use of any pre-employment questionnaire or application for the purpose of unlawfully discriminating in the hiring or promotion of any applicant on the basis of race, color, religion, national origin, gender, marital status, disability or age.

There will be no discrimination by school officials against any employee because of membership or activity in an employee organization.

Where required by law or deemed essential by the District, District employees will be duly licensed and/or certified, or will hold a lawful permit.

The District will not enter into an employment contract with a certificated employee who is already under contract with another school district within Nebraska covering a part or all of the same time of performance as the contract with such other school district.

A ~~Millard-District~~ Board ~~of Education~~-member will not be an employee of the District.

[Related Policies and Rules: 4001, 4001.1, 4001.2, 4100.1, 4100.2, 4100.3](#)

Legal Reference: Nebraska Fair Employment Practice Act (Neb. Rev. Stat.§48-1101 et seq.);-
Neb. Rev. Stat. §79-544; 79-896; 79-820; 79-801; 79-802; 48-901 to 48-912
Age Discrimination in Employment Act;-
Title VII Civil Rights Act;-
Rehabilitation Act 1973 and Rehabilitation Act Amendments;-
Title IX of the Education Amendments of 1972;-
The Americans With Disabilities Act of 1990
Equal Employment Opportunity Act
Nebraska Equal Opportunity in Education Act (Neb. Rev. Stat. §79-2,114 to 79-2,124)

Policy Adopted: February 25 1980
Revised: March 16, 1992; December 21, 1998; June 21, 2004;
October 16, 2006; [September 20, 2010](#)

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Policy 5010 Non-Discrimination and Sexual Harrassment: Rule 5010.1 Sexual Harassment and Rule 5010.2; Discrimination and Sexual Harassment Complaint and Grievance Procedures

Meeting Date: September 7, 2010; September 20, 2010

Department Title and Brief Description: Pupil Services
We are updating all of our policies with regards to discrimination and sexual harrassment .

Action Desired: Approval

Background: N/A

Options/Alternatives Considered: N/A

Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources
Dr. Kraig Lofiquist, Director of Pupil Services

Superintendent's Signature: _____  _____

Pupil Services

Non-Discrimination and Sexual Harassment

5010

The District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, or in its programs and activities.

The District shall provide for and maintain a learning environment free from sexual harassment.

Students violating this Policy shall be subject to the District's disciplinary procedures.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147th Street, Omaha, NE 68137 (402) 715-8200. The Superintendent may delegate this responsibility as needed.

Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.

Through its non-discrimination policy, the District will provide equal opportunity to participate fully in educational programs and activities.

Legal References:

Title VI of the Civil Rights Act of 1964
 Title IX of the Education Amendments of 1972
 Section 504 of the Rehabilitation Act of 1973
 Age Discrimination Act of 1975
 Nebraska Equal Opportunity in Education Act

Related Policies and Rules: 1100.4, 5010.1, 5010.2, 5020, 5020.1, 6002, 6640

Policy Approved: December 20, 1993

Revised: August 7, 2000; June 21, 2004; November 20, 2006; September 20, 2010

Reaffirmed: April 21, 2008

Millard Public Schools
 Omaha, NE

Pupil Services

Sexual Harassment

5420.1 5010.1

I. Harassment by Students. Sexual harassment by District students of other District students or of District personnel, on District property or any other place where the governing law permits the District to discipline students for such misconduct, is strictly prohibited. Any student who retaliates against any person who testifies at, or assists or participates in, an investigation, proceeding, or hearing relating to a sexual harassment complaint shall be subject to discipline. Sexual harassment occurs when an adverse action is taken, or a hostile environment is created, or a *quid pro quo* relationship is created.

~~II. Informal Resolution. If a student or student's parents or guardian believe that the student is being subjected to sexual harassment by another student, the student or student's parents or guardian may request an informal conference with the school principal, the principal's designee, school counselor, school psychologist, or the District's Title IX Coordinator. The principal, principal's designee, or Title IX Coordinator will promptly conduct an investigation to ascertain the nature of the sexual harassment and will, where appropriate, recommend disciplinary action pursuant to District Rule 5400.1 or, if the accused person is a member of District staff, the results of the investigation and the recommended action will be given to District personnel responsible for taking disciplinary action against staff members. Unless impracticable under the circumstances, and to the extent permitted by law, the District's investigation and proposed resolution will be discussed with the complaining student or student's parents or guardian within ten (10) days of the date the student reported the sexual harassment. The investigation and recommendations will be provided to the District's Director of Pupil Services.~~

~~III. Formal Hearings: Student Discipline. Students disciplined under this Rule will be accorded the due process rights under the Student Discipline Act and District Rule 5400.1.~~

~~IV. Harassment by Personnel. If a student or student's parents or guardian believe that the student is being subjected to sexual harassment by a District staff member, the student or student's parents or guardian should notify the school principal, the District's Title IX Coordinator or the Coordinator's designee. The Title IX Coordinator or designee will promptly conduct an investigation of the alleged sexual harassment and will, where appropriate, recommend appropriate disciplinary action against the staff member. Unless impracticable under the circumstances or prohibited by law or District policy, the District's investigation and proposed resolution will be discussed with the complaining student and/or student's parents or guardian within ten (10) days of the sexual harassment being reported.~~

II. Complaints and Grievances. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.

VI.III. Definitions.

- A. "Adverse action" is defined as a response by a harassing party which is directed at the complainant as a direct result of the complainant's failure to succumb to the sexual harassment. Adverse actions may include, but are not limited to, any form of physical or verbal intimidation or threat, job loss, increase in work responsibilities without adequate compensation or training, and lateral transfers without a reduction in pay or benefits if the complainant is transferred to an undesirable location in the office, or any change in or interference with the complainant's education.
- B. "Hostile environment" is defined as an educational environment which is permeated with a consistent pattern of sexually discriminatory intimidation, ridicule, and insult that is sufficiently severe enough to alter the conditions of the complainant's employment or education and create an abusive environment. Examples of actions creating a hostile environment include, but are not limited to, unwanted touching, body contact, pinching, patting, name-calling, repeated propositions, written messages, notes, cartoons, and graffiti.

- C. “*Quid pro quo*” relationship includes, but is not limited to, a superior of the complainant making submission or rejection to requests for sexual favors explicitly or impliedly, a term or condition or privilege of education.
- D. “Retaliation” shall include, but is not limited to, adverse actions against a complainant for his or her reaction to sexual harassment, taken by the person responsible for the harassment, or by any other party so long as the adverse action is the result of the complainant’s reaction to sexual harassment.
- E. "Sexual harassment" shall mean an unwelcome verbal or nonverbal conduct of a sexual nature which is directed at or to a specific student or students or conduct that has the purpose or effect of unreasonably interfering with a student’s work or performance, or which creates an intimidating, hostile, or offensive educational environment. Examples include, but are not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, written messages, notes, cartoons, graffiti, and unwanted body contact.
- F. "Title IX Coordinator" shall mean the District’s ~~Assistant Superintendent for~~ Executive Director of Human Resources.

Legal Reference: 20 U.S.C. § 1681 *et seq.*

~~Related Rules: 4327.1~~
~~5400.1~~

Related Policies and Rules: 1100.4, 5010, 5010.1, 5010.2, 5020, 5020.1, 6002

Rule Approved: November 20, 1995

Revised: March 17, 1997; October 2, 2000; [September 20, 2010](#)

Millard Public Schools
 Omaha, Nebraska

(Renumbered from 5210.1 on October 2, 2000)

Category: Pupil Services**Policy: Non-Discrimination and Sexual Harassment****Rule: Discrimination and Sexual Harassment Complaint and Grievance Procedures 5010.2****I. Complaint and Reporting Procedures.**

- A. All students and parents are responsible for helping the District to prevent discrimination and sexual harassment. Students and parents who believe that they, or their children, have been subjected to or have witnessed any conduct which constitutes discrimination or sexual harassment should follow the following complaint and reporting procedures.
1. Students and parents are encouraged to directly inform the offending person that such conduct is offensive and must stop. If such an effort is too uncomfortable or the student or parent desires not to directly so communicate with the offending person, then the student or parent should report the matter to a teacher, counselor, assistant principal or principal, or any other available District personnel.
 2. When a student or parent reports discrimination or sexual harassment to a teacher or counselor, the teacher or counselor shall:
 - a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the building principal.
 - b. If the alleged offending person is a student, depending on the seriousness of the alleged conduct, the teacher or counselor shall either:
 - (i) Immediately report the matter to an assistant principal or the building principal, or
 - (ii) Immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose discipline sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.
 3. When an assistant principal or building principal receives such a report of discrimination or sexual harassment, they shall:

- a. If the alleged offending person is a District staff member or other adult, immediately report the matter to the District's Executive Director of Human Resources.
 - b. If the alleged offending person is a student, the assistant principal or building principal shall immediately investigate the matter in accordance with the District's student discipline procedures and, if it is concluded that a violation of the District's Standards for Student Conduct has occurred, impose discipline sanctions pursuant to the Standards for Student Conduct and undertake other appropriate actions to redress any such conduct and prevent its future recurrence.
4. When the Executive Director of Human Resources receives such a report of discrimination or sexual harassment, he or she shall:
 - a. If the alleged offending person is a District staff member, immediately investigate the matter in accordance with the District's personnel procedures and implement appropriate disciplinary action against the staff member.
 - b. If the alleged offending person is an adult, but not a District staff member, immediately investigate the matter in cooperation with other involved District administrators and implement appropriate corrective actions.
 5. When any other District personnel receive such a report of discrimination or sexual harassment, they shall immediately report the matter to an assistant principal or the building principal.
- B. Unless prohibited by law or District policies or rules, the investigation and resolution of the complaint or report will be discussed with the student or parent making the complaint, within ten (10) days of the alleged discrimination or sexual harassment being reported.
 - C. If the student or parent is not satisfied with the resolution of their complaint, they may use the grievance procedures set forth in Section II of this Rule.
- II. Grievance Procedures. Any student or parent who is not satisfied with the resolution of their complaint of discrimination or sexual harassment may initiate the following grievance procedures which are intended to assist students and parents in the fair and prompt resolution of their complaints and concerns regarding discrimination and sexual harassment.
- A. Level 1. A student or parent shall within ten (10) days after the occurrence of the event which is the subject of the grievance, make an appointment with and meet and discuss the matter with the building principal. Every effort will be made to resolve the grievance informally at this level. The building principal shall give the student or

- parent an oral response within seven (7) days of such meeting. Due to the importance of resolving the grievance at the building level, the meeting with the building principal is important and essential, and the failure of the student or parent to attend such a meeting will constitute an abandonment of the grievance.
- B. Level 2. If the student or parent is not satisfied with the resolution of their grievance at Level 1, they may formalize their grievance by filing a formal written grievance with the Executive Director of Human Resources within seven (7) days after the building principal's oral response at Level 1.
1. The written grievance must be signed, contain a complete statement of the facts constituting the grievance, and state the relief sought.
 2. The Executive Director of Human Resources will notify the building principal that he or she has received such a formal written grievance and will forward the formal written grievance to the building principal. The building principal shall, within seven (7) days of receipt of the formal grievance, create a written response and forward the written response to the student or parent and to the Executive Director of Human Resources.
 3. Upon receipt of the formal written grievance and the building principal's written response, the Executive Director of Human Resources shall investigate the grievance. As part of the investigation, the Executive Director of Human Resources shall meet with the student or parent, if the student or parent so requests, and shall also undertake such investigation deemed appropriate. The Executive Director of Human Resources may, in his or her discretion, designate another District administrator, other than any previously involved supervisor, assistant principal or principal, to conduct the investigation and grievance resolution when appropriate.
 - a. An investigation will be commenced immediately, but no later than ten (10) days after the Executive Director of Human Resource's receipt of the formal written grievance and the building principal's written response.
 - b. The Executive Director of Human Resources will complete a written report and provide the student or parent with a copy of such written report within thirty (30) days of receiving the formal written grievance and the building principal's written response. Such written report shall summarize the facts, the determinations made, and any corrective actions to be implemented.
- C. Level 3. If the student or parent is not satisfied with the resolution of their grievance at Level 2, they may appeal to the District's Superintendent by filing a formal written appeal with the Superintendent within seven (7) days after receipt of the written report by the Executive Director of Human Resources.

1. The written appeal must be signed, contain a complete statement of the facts constituting the grievance and appeal, and state the relief sought.
2. Upon receipt of the formal written appeal, the Superintendent shall investigate the grievance appeal. As part of the investigation, the Superintendent shall meet with the student or parent, if the student or parent so requests, and shall also undertake such investigation deemed appropriate. The Superintendent may, in his or her discretion, designate another District administrator, other than any previously involved administrator, to conduct the investigation and appeal resolution when appropriate.
 - a. The investigation will be commenced immediately, but no later than ten (10) days after the Superintendent's receipt of the formal written appeal.
 - b. The Superintendent will issue a final written decision and provide the student or parent with a copy of such final written decision within thirty (30) days of receiving the formal written appeal. The Superintendent's decision and any action taken shall be final.

III. General Provisions.

- A. Nothing in this Rule shall be construed as limiting the ability of students or parents who have a complaint or grievance regarding discrimination or sexual harassment from discussing the matter informally with the building principal or any appropriate District administrators or staff members, or as limiting the involvement of the administration in informally addressing and resolving any such complaints or grievances. Students and parents are encouraged to discuss a contemplated grievance informally with the building principal or other District administrators or staff members prior to filing a grievance.
- B. The time limits in these procedures are for the purpose of insuring prompt action. If a student or parent does not pursue the next step of a procedure within the time period specified, it shall constitute an abandonment of the complaint or grievance.
- C. If the person designated to receive and act upon a grievance or appeal is the subject of the grievance, the next highest step in the grievance process will be used.
- D. No retaliation of any kind will be permitted against any student or parent who makes a good faith complaint or grievance pursuant to this Rule, or against any person who in good faith participates in or cooperates with an investigation of alleged discrimination or sexual harassment.
- E. Information regarding an individually identifiable student or employee will only be shared with a student or parent filing a complaint or grievance, or with other persons, if allowed by law and in accordance with District policies and rules.

- F. To the extent permitted by law and in accordance with District policies and rules, the identity of students and parents filing complaints or grievances pursuant to this Rule and any documents generated or received pertaining thereto, will be kept confidential. Information may be disclosed if necessary to further an investigation, grievance, or appeal, or if necessary to carry out student or employee discipline. The District may disclose information to District personnel, law enforcement authorities, and others when necessary to enforce this Rule or when required or allowed by law.

- G. The proper law enforcement agency will be contacted immediately when there is a reasonable suspicion that a violation of a state or federal criminal law may have been committed.

Related Policies and Rules: 1100.4, 5010, 5010.1, 5020, 5020.1, 6002, 6640
Rule Approved: September 20, 2010

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: 5420 Pupil Services Sexual Harassment

Meeting Date: September 20, 2010

Department Human Resources

Title and Brief Description: We are updating our all policies with regards to to discrimination and sexual harrassment . We recommend the deletion of Policy 5420 which would be covered by Policy 5010 and Rule 5010.1.

Action Desired: Delete Policy effective September 20, 2010 as it is being replaced by Policy 5010 and Rule 5010.1.

Background: N/A

Options/Alternatives Considered: N/A

Recommendations: Delete Policy 4327

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources
Dr. Kraig Lofquist, Director of Pupil Services

Superintendent's Signature: _____

Pupil Services

Sexual Harassment

5420

~~The District shall provide for and maintain a learning environment free from sexual harassment. Students violating this Policy shall be subject to the District's disciplinary procedures.~~

~~Policy Approved: November 20, 1995~~

~~Millard Public Schools~~

~~Revised: March 17, 1997; October 2, 2000~~

~~Omaha, Nebraska~~

~~(Renumbered from 5210 on October 2, 2000)~~

AGENDA SUMMARY SHEET

Agenda Item: Policy 5020 and Rule 5020.1 Pupil Services Equal Educational Opportunity

Meeting Date: September 7, 2010; September 20, 2010

Department Title and Brief Description: Pupil Services
We are updating all of our policies with regards to discrimination and sexual harrassment .

Action Desired: Approval

Background: N/A

Options/Alternatives Considered: N/A

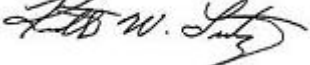
Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources
Dr. Kraig Lofiquist, Director of Pupil Services

Superintendent's Signature: _____  _____

Pupil Services**Equal Educational Opportunity****5020**

The District is committed to equal educational opportunity. No student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity in any manner which violates federal or state law, or which violates ~~h~~Board policy. [Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.](#)

Legal Reference: Title IX of the Education Amendments of 1972
Nebraska Equal Opportunity in Education Act

[Related Policies and Rules: 1100.4, 5010, 5010.1, 5010.2, 5020.1, 6002, 6640](#)

Policy Approved: November 20, 1995
Revised: August 7, 2000; [September 20, 2010](#)
Reaffirmed: April 21, 2008

Millard Public Schools
Omaha, Nebraska

Pupil Services

Equal Educational Opportunity

5020.1

I. General Statement. No student shall on the basis of sex be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity in a manner which violates federal or state law, or ~~District Board~~ policy.

II. Appointment of Title IX Coordinator. The ~~Associate Superintendent for Executive Director of~~ Human Resources, or ~~the Associate Superintendent's his or her~~ designee, shall serve as the District's Title IX Coordinator. The Title IX Coordinator shall be responsible for investigating any complaints under Title IX and the Nebraska Equal Opportunity in Education Act, and for coordinating the grievance procedures for students complaining of a violation of this Rule.

III. Complaints and Grievances. Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.

~~III. Informal Resolution. If a student or student's parents or guardian believe that the student is being illegally discriminated against on the basis of sex, the student or student's parents or guardian may request an informal conference with the District's Title IX Coordinator. The Title IX Coordinator will promptly conduct an investigation to ascertain the nature of the alleged discrimination and will, where appropriate, recommend corrective action. Unless impracticable under the circumstances, the District's investigation and proposed corrective action will be discussed with the student or student's parents or guardian within ten (10) days of the date the student reported the alleged discrimination. The investigation and proposed corrective action will be provided to the Director of Pupil Services.~~

~~IV. Formal Hearings.~~

~~A. The following rules apply for formal hearings:~~

~~1. The student's parents or guardian must file a written request with the Title IX Coordinator for a formal due process hearing with respect to a complaint under Title IX and the Nebraska Equal Opportunity in Education Act. The written request must include the factual basis of the complaint.~~

~~2. If a formal hearing is requested, the Title IX Coordinator will appoint an impartial hearing officer. The hearing officer shall not be a witness at the hearing, must have no involvement in the case, must not be a District employee, and must be available to answer any questions relative to the hearing. The District, however, may pay the hearing officer as an independent contractor.~~

~~3. The hearing will be held within twenty (20) school days after a parent's initial request for a hearing, but cannot be held without providing the principal and the student's parents at least five (5) school days prior notice.~~

~~4. The student's parents, guardian, or representative shall have the right to examine the records and written statements (including the statements of any witnesses for the District) prior to the hearing.~~

~~5. The hearing officer will also be available preceding the hearing to answer any questions concerning the nature and conduct of the hearing.~~

~~B. Formal Hearings. The following rules apply when a hearing is conducted:~~

- ~~1. The following shall attend the hearing: the Title IX Coordinator or the Coordinator's designee; the school principal (or designee); the student's parents or guardian; and the student's representative (if any). The principal and Board may also have counsel present.~~
 - ~~2. Witnesses may be present only when giving information at the hearing.~~
 - ~~3. The hearing shall be closed to the public. The decision shall be treated as a record of the student, and will not be made available to the public.~~
 - ~~4. The student may be present if requested by the parents; however, the hearing officer may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed.~~
 - ~~5. The principal shall present statements, in affidavit form, to the hearing officer of anyone having information pertinent to the case only if the affidavits have been made available to the student's parents or representative prior to the hearing.~~
 - ~~6. The hearing officer is not bound by the rules of evidence or other rules of courtroom procedure.~~
 - ~~7. The following persons may ask persons to testify at the hearing: the student; the student's parents or representative; the principal (or designee); and the hearing officer.~~
 - ~~8. The persons listed in the preceding paragraph shall have the right to question any witness giving information at the hearing.~~
 - ~~9. The testimony shall be under oath and the hearing officer shall administer the oath.~~
 - ~~10. Any person giving testimony is given the same immunity from liability as a person testifying in a court case.~~
 - ~~11. The hearing shall be recorded at District expense.~~
- ~~C. Decision of the Hearing Officer. The decision of the hearing officer shall conform with the following:~~
- ~~1. It shall be issued within ten (10) school days after the hearing. It will contain findings of fact, a recommendation of action(s) to be taken, and the reasons therefor. The decision will be based solely upon the evidence presented at the hearing.~~
 - ~~2. The decision will be reviewed by the Title IX Coordinator who may accept, change, or reject the recommendations of the hearing officer.~~
 - ~~3. Written notice of the decision and the Title IX Coordinator's determination shall be sent by registered or certified mail, or by personal delivery to the student's parents.~~
 - ~~4. Upon receipt of the written notice, the Title IX Coordinator's determination shall take effect.~~
- ~~V. Review Procedure. If a student or student's parents or guardian disagree with the Title IX Coordinator's determination, then they may seek judicial review by a court of competent jurisdiction.~~

Legal Reference: 20 U.S.C. § 1681;
 34 C.F.R. § 106.1 *et seq.*
 Nebraska Equal Opportunity in Education Act.

Related Policies and Rules: 1100.4, 5010, 5010.1, 5010.2, 5020, 6002, 6640

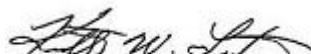
Rule Approved: November 20, 1995

Millard Public Schools

Revised: August 7, 2000; April 21, 2008; [September 20, 2010](#)

Omaha, NE

AGENDA SUMMARY SHEET

AGENDA ITEM:	Policy 5740
MEETING DATE:	September 7, 2010
DEPARTMENT:	Pupil Services
TITLE AND BRIEF DESCRIPTION:	Visits to Schools
ACTION DESIRED:	Reaffirm
BACKGROUND:	The policy is up for periodic review. Parents/guardians, students, and others may visit Millard Public Schools. These visits shall be in compliance with all building and District safety guidelines and subject to the principal's discretion as noted in the corresponding rule.
OPTIONAL/ALTERNATIVE CONSIDERATIONS:	N/A
RECOMMENDATIONS:	Reaffirm
STRATEGIC PLAN REFERENCE:	N/A
IMPLICATIONS OF ADOPTION OR REJECTION:	N/A
TIMELINE:	
PERSONS RESPONSIBLE:	<u>Dr. Kraig J. Lofquist, Director of Pupil Services</u>
EXECUTIVE DIRECTOR, HUMAN RESOURCES:	<u>Dr. Jim Sutfin, Executive Director</u> <u>Human Resources</u>
SUPERINTENDENT APPROVAL:	 _____

Pupil Services**Visits to Schools****5740**

The Board of Education and staff of the District welcome visits to the schools. Such visitations will be governed by those rules and regulations established by the District.

Legal Reference: Neb. Rev. Stat. § 79-8, 100

Related Policies and/or Rules: 5740.1

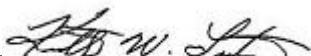
Policy Adopted: February 17, 1975

Revised: June 3, 2002

Reaffirmed: September 7, 2010

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

AGENDA ITEM:	Rule 5740.1
MEETING DATE:	September 7, 2010
DEPARTMENT:	Pupil Services
TITLE AND BRIEF DESCRIPTION:	Visits to Schools: Visitation by Parents, Guardians, and Others
ACTION DESIRED:	Reaffirm
BACKGROUND:	The rule is up for periodic review. Parents/guardians, students, and others may visit Millard Public Schools. These visits shall be in compliance with all building and District safety guidelines and subject to the principal's discretion.
OPTIONAL/ALTERNATIVE CONSIDERATIONS:	N/A
RECOMMENDATIONS:	Reaffirm
STRATEGIC PLAN REFERENCE:	N/A
IMPLICATIONS OF ADOPTION OR REJECTION:	N/A
TIMELINE:	
PERSONS RESPONSIBLE:	<u>Dr. Kraig J. Lofquist, Director of Pupil Services</u>
EXECUTIVE DIRECTOR, HUMAN RESOURCES:	<u>Dr. Jim Sutfin, Executive Director</u> <u>Human Resources</u>
SUPERINTENDENT APPROVAL:	_____  _____

Pupil Services

Visits to the Schools - Visitations by Parents, Guardians and Others

5740.1

- I. In accordance with building and District safety procedures, parents/guardians, students, and others may visit schools. These visits shall be in compliance with all building and District safety guidelines. The principal or appropriate Central Office administrator authorizing visits shall consider the following.
 - A. Disruption to the educational environment;
 - B. Distraction to students and staff;
 - C. Confidentiality for students and staff; and
 - D. Safety of students and staff. No visitor will be allowed to enter the building during a Code Yellow or Code Red Exercise.
- II. Parents/Guardians
 - A. Unless otherwise restricted by law or court order, parents/guardians may visit their child's class.
 - B. All visitors will report to the school office.
- III. Visitations by Students
 - A. Visits by students from other school districts or buildings must be cleared through the building principal. If approval is given, a visitor's pass will be issued.
 - B. Children below legal school age wishing to visit the school must be accompanied by their parent or guardian.
 - C. Non-students (graduates, etc.) will not be allowed to visit in a building without special permission from the building principal.
- IV. Program Visitations
 - A. Persons wishing to visit schools for the purpose of viewing new programs, organizational patterns, facilities, etc., must obtain clearance from the appropriate Central Office administrator.

Related Policies and/or Rules: 5740

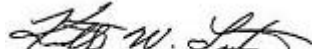
Rule Approved: February 17, 1975

Revised: June 3, 2002

Reaffirmed: September 7, 2010

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

AGENDA ITEM:	Policy 5750
MEETING DATE:	September 7, 2010
DEPARTMENT:	Pupil Services
TITLE AND BRIEF DESCRIPTION:	Student Memorials
ACTION DESIRED:	Reaffirm
BACKGROUND:	<p>The policy is up for periodic review.</p> <p>The District recognizes and provides families and students appropriate opportunities to express grief during the unfortunate times of student death.</p>
OPTIONAL/ALTERNATIVE CONSIDERATIONS:	N/A
RECOMMENDATIONS:	Reaffirm
STRATEGIC PLAN REFERENCE:	N/A
IMPLICATIONS OF ADOPTION OR REJECTION:	N/A
TIMELINE:	
PERSONS RESPONSIBLE:	<u>Dr. Kraig J. Lofquist, Director of Pupil Services</u>
EXECUTIVE DIRECTOR, HUMAN RESOURCES:	<u>Dr. Jim Sutfin, Executive Director</u> <u>Human Resources</u>
SUPERINTENDENT APPROVAL:	 _____

Pupil Services**Student Memorials****5750**

The District will provide family and friends opportunities to express their grief upon the death of a student who was enrolled in a District school at the time of the student's death. Such opportunities shall be in accordance with District rules and procedures.

AGENDA SUMMARY SHEET

AGENDA ITEM: Rule 5750.1

MEETING DATE: September 7, 2010

DEPARTMENT: Pupil Services

TITLE AND BRIEF DESCRIPTION: Student Memorials

ACTION DESIRED: Approval

BACKGROUND: The rule is up for periodic review and provides parameters regarding student memorials that shall be permitted during the unfortunate time of a student death. Minor adjustments have been made due to advances in certain types of technological devices.

OPTIONAL/ALTERNATIVE CONSIDERATIONS: N/A

RECOMMENDATIONS: Approval

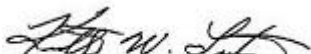
STRATEGIC PLAN REFERENCE: N/A

IMPLICATIONS OF ADOPTION OR REJECTION: N/A

TIMELINE:

PERSONS RESPONSIBLE: Dr. Kraig J. Lofquist, Director of Pupil Services

EXECUTIVE DIRECTOR, HUMAN RESOURCES: Dr. Jim Sutfin, Executive Director
Human Resources

SUPERINTENDENT APPROVAL: _____  _____

Pupil Services

Student Memorials

5750.1

- I. Student Memorials. Memorials will only be permitted for students who were enrolled in a District school at the time of the student's death, and shall be subject to the guidelines set forth in this Rule.
- II. Yearbook Guidelines.
 - A. A deceased student's picture, if available, will be included with the pictures of other students in the class for the year covered by the yearbook. In addition, approximately one-fourth page will be allowed for each student who died during the year. This area will include each student's picture, if available, the student's legal name, and the dates of birth and death. The top of the page will be designated, "Memorial Page," or, "In Memory." If there are no student deaths there will be no memorial page.
 - B. For yearbooks that are delivered in the fall, the memorial page will precede the index page. The yearbook will cover deaths from the beginning of summer through the last day of the school year. If there is a death during the summer and the student has not graduated, the student's picture will appear in the next year's yearbook.
 - C. For yearbooks that are delivered in the spring, with a fall supplement, the memorial page will be at the end of the yearbook supplement. The yearbook and supplement cover deaths that occur from July 1st through the next June 30th.
- III. Student Newspaper Guidelines. Because of the periodic nature of student newspapers, no memorial pictures or articles will be published. Letters to the editor of tribute to the deceased student or of sympathy to family and/or friends may be published. Letters must be signed and are subject to editing, after consultation with the author(s). Staff editorials may be published, at the discretion of the editorial staff and with the approval of the newspaper sponsor.
- IV. Plaques with Brass Engraving Plates. Each school will display, when necessary, a plaque with brass engraving plates to recognize individual students who have died. The plaque will be no larger than twelve (12) by fifteen (15) inches. The top of the plaque will be engraved with the words, "In Memory." Individual plates will be engraved with the student's legal name and dates of birth and death. Individual plates will be removed after ten (10) years and offered to the student's parents or guardians.
- V. Other Memorials. Other student memorials may be established if there is no cost to the District, and with the consent of the deceased student's parents or guardians.
 - A. Appropriate memorials may include:
 1. A memorial scholarship administered by the Millard Education Foundation.
 2. Plantings on school grounds (trees, shrubs, perennials). The type and placement of the planting will be approved by the school principal. Such plantings may be accompanied by a moveable granite ground marker no larger than twelve (12) by six (6) inches. The engraving on the marker will be limited to the student's legal name, dates of birth and death, and the words, "In Memory Of, " or, "Planted In Memory Of." The marker will be moved, when necessary, as the planting grows, and will be removed after ten (10) years and offered to the parents or guardians.

3. Purchase of library books, CD Roms, DVDs, other electronic media, school supplies and equipment, with the approval of the principal. Donated books may include a book plate, and equipment may include an engraved plate no larger than two (2) by six (6) inches. Wording on the plates will be limited to, "Donated In Memory Of," or, "In Memory Of," and the student's legal name and dates of birth and death. Any engraved plate will be removed at the end of ten (10) years and offered to the parents or guardians.
4. Monetary funds designated to a particular school activity or department. The use of funds will be approved by the principal.

VI. Unacceptable memorials. Memorials which are not acceptable include those which may:

- A. Alter the conduct of a regular school instructional day.
- B. Alter school activities or the school activities schedule.
- C. Require the retirement or discontinued use of school property.
- D. Infringe on the separation of church and state.
- E. Require the use of public funds for purchase or development.

VII. Existing Memorials. Any memorial plaque or name plates in existence at the time these guidelines are adopted, whether in compliance with these guidelines or not, will be removed ten (10) years after the death of the student involved and offered to the parents or guardians.

VIII. Notice of Address Change. Parents or guardians of deceased students are encouraged to inform the school of any change of address so the District may return plaques, markers, and name plates to them, as provided in this Rule.

AGENDA SUMMARY SHEET

Agenda Item: 6002 Curriculum, Instruction and Assessment Non-Discrimination

Meeting Date: September 7, 2010; September 20, 2010

Department Title and Brief Description: Community Relations
We are updating all of our policies with regards to discrimination and sexual harrassment .

Action Desired: Approval

Background: N/A

Options/Alternatives Considered: N/A

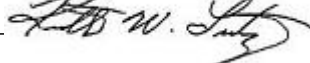
Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin, Executive Director of Human Resources
Dr. Mark Feldhausen, Associate Superintendent for Educational Services

Superintendent's Signature: _____  _____

Curriculum, Instruction, and Assessment

Non-Discrimination

6002

The ~~Millard District's Education Program~~ shall not discriminate ~~with regard to~~ on the basis of race, color, religion, national origin, gender, marital status, ~~age, or disability, or age,~~ in the admission or access to, ~~benefits of, or participation in or treatment of~~ employment, or in its educational programs or activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 5606 South 147th Street, Omaha, NE 68137 (402) 715-8200. The Superintendent may delegate this responsibility as needed.

[Complaints and grievances by students or parents regarding discrimination or sexual harassment shall follow the procedures of District Rule 5010.2.](#)

[Related Policies and Rules: 1100.4, 5010, 5010.1, 5010.2, 5020, 5020.1, 6640](#)

Policy ~~a~~A ~~Adopted~~: November 17, 1975

Revised: November 10, 1997; April 19, 1999; June 21, 2004; November 20, 2006;

[September 20, 2010](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

AGENDA ITEM: Rule 6750.1 (Student Fees)

MEETING DATE: September 7, 2010

DEPARTMENT: Educational Services, Activities and Athletics

TITLE AND BRIEF DESCRIPTION: Rule 6750.1

ACTION DESIRED: Approval

BACKGROUND: Policy 6750 and Rule 6750.1 were approved on February 15, 2010, and revised on April 5, 2010, to approve meal price increases for implementation during the 2010-11 school year. In order to add clarity to the fee structures for the middle school after-school programs, Rule 6750.1 is being brought back to the Board of Education for approval.

OPTIONS AND ALTERNATIVES: The district could elect to keep the remaining fee structure in place for the middle school after-school programs, which would increase the fees charged to the Millard community for these programs.

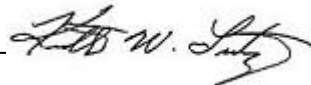
RECOMMENDATIONS: Approve the revision to Rule 6750.1 that would permit middle school after-school programs to charge up to \$30 per week for one hour per day for one week or up to \$60 per week for 2.5 hours per day for one week.

STRATEGIC PLAN REFERENCE: N/A

IMPLICATIONS OF ADOPTION OR REJECTION: If the revision to Rule 6750.1 is not approved, some of the middle school after-school programs offered must raise the fees by anywhere from \$15 per week to \$36.25 per week to follow the rule as currently stated.

TIMELINE: Immediate

RESPONSIBLE PERSON(S): Craig Whaley

SUPERINTENDENT'S APPROVAL: _____  _____

BOARD ACTION:

Pursuant to Policy 6750 and Neb. Rev. Stat. §79-2,135 *et seq.*, the District may, and hereby does, require and collect fees or other funds from or on behalf of district students or require district students to furnish or provide, supplies, equipment, or attire as provided for herein below.

I. Elementary School Fees:**A. Extracurricular Activities ***

1. Field Trips: Students pay a fee of up to \$15 (but not to exceed actual cost) per field trip.
2. All Clubs: Students pay a fee of up to \$30 (but not to exceed actual cost of conducting the club activities) for membership and activities in each club.
3. School will not fund competition beyond the state level.
4. Optional High Ability Learner (HAL) Field Trips: Students pay up to \$22 (but not to exceed actual cost) per trip.
5. Choir: Students pay a fee of \$15 (but not to exceed actual cost) for screen-printed T-shirt.

B. Special Transportation

1. §79-241 (option enrollment students): n/a
2. §79-605 (tuition students): n/a
3. §79-611 (students within 4 miles and open enrollment students): n/a

C. Copies of Files/Records

1. Students pay 10 cents per page.

D. Lost/Damaged Property

1. Student pays for repair or replacement cost of property.

E. Before/After/School

1. Mini-Classes: Students pay up to \$60 per class, including materials (6-8 sessions, but not to exceed actual cost).

F. Summer/Night School *

1. Regular Education Summer School: Students pay \$100 (for 3 instructional hours per day for 12 days).
2. Special Education Summer School: Elementary students pay \$95 (for 3.25 hours per day for 12 days in June).
3. Building Level Summer School: Students pay up to \$3 per hour, including materials.

G. Breakfast/Lunch Programs *

1. Students pay for breakfast (i.e., current cost of breakfast \$1.25).
2. Students pay for lunch (i.e., current cost of lunch \$1.95).

1. PE: Students provide tennis shoes.
2. Art: Students provide a paint shirt.

I. Musical Instruments (Optional Courses, Non-Extracurricular) *

1. Band & Strings: Students provide their own instruments.

* *The requirements marked with an asterisk (*) may be waived for students who qualify for free and reduced-price lunches.*

II. **Middle School Fees:**

A. Extracurricular Activities*

1. Optional High Ability Learner (HAL) Field Trips: Students pay up to \$20 (but not to exceed actual cost) per trip – such trips may include the NASA Space Workshop (Des Moines Science Center); Lewis & Clark; Writer’s Workshop; Archeology Workshop; City Planning Workshop; as well as other opportunities that may arise as a result of programming by area institutions.
2. Montessori Immersion Experiences: Students pay up to a total of \$400 (but not to exceed actual cost) for up to four trips.
3. School will not fund competition beyond the state level.
4. Sixth Grade Outdoor Education at North Middle School: Students pay up to \$50.
5. Other optional field trips sanctioned by the building administration: Students pay up to \$15 (but not to exceed actual cost) for each trip.
6. All Clubs: Students pay \$0 to \$140 (not to exceed the cost of conducting club activities) for membership and activities in each club.
7. Athletics: Students pay a \$40 participation fee in football. Students pay a \$30 participation fee for interscholastic sports. Students pay a \$25 participation fee for intramural sports.
8. All Sports: Students provide elastic waist shorts, t-shirt, socks and cold weather attire as needed.
9. Football: Students provide appropriate athletic shoes.
10. Volleyball: Students provide appropriate athletic shoes for use indoors only.
11. Basketball: Students provide appropriate athletic shoes for use indoors only.
12. Wrestling: Students provide appropriate athletic shoes for use indoors only.
13. Track: Students provide appropriate athletic shoes.
14. Other Requirements: Students who participate in athletics and/or the Cross Country Club are required to have a sports physical (except for intramural basketball/volleyball) and must be covered by health insurance. Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.

B. Spectator Admission / Transportation

1. Students pay an admission fee to activities, not to exceed \$10 per person per event. The site administrator shall determine the admission charges to each “home” middle school event.

C. Special Transportation

102

1. §72-241 (option enrollment students): n/a
2. §79-605 (tuition students): n/a
3. §79-611 (students within 4 miles and open enrollment students): Transportation for students whose residences are two miles or more from school is provided through First Student Busing at \$1.25 per trip (with the balance of the cost paid by the District).

D. Copies of Files/Records

1. Students pay 10 cents per page.

E. Lost/Damaged Property

1. Students pay for repair or replacement of property.

F. Summer/Night School *

1. Regular Summer School: Students pay \$100 (for 3 instructional hours per day for 12 days – one course); \$200 (for 6 instructional hours per day for 12 days – two courses); \$35 (for 3 instructional hours per day for 4 days).
2. Special Education Summer School: Students pay \$100 (for 3.75 hours per day for 12 days in June).
3. Middle School After-School Program: Students pay up to \$30 (for one hour per day for one week); up to \$60 (for 2.5 hours per day for one week).
4. Summer Opportunities instruction for students – no more than \$35 (per opportunity per student)
5. Russell – summer activity not to exceed \$150 per activity
6. Transition Programs: \$10

G. Breakfast/Lunch Programs *

1. Students pay for breakfast (i.e., current cost of breakfast \$1.50).
2. Students pay for lunch (i.e., current cost of lunch \$2.15). A la carte selections vary in price.

H. Non-Specialized Attire

1. PE: Students provide athletic shoes, elastic waist shorts, t-shirt, and cold weather attire as needed.

I. Musical Instruments (Optional, Non-extracurricular) *

1. Band & Strings: Students provide their own instruments.

J. Music Items (Extracurricular) *

1. Swing Choir & Jazz Band: Students provide their own instruments and attire. Required performance attire will not exceed a cost of \$75.

* *The requirements marked with an asterisk (*) may be waived for students who qualify for free and reduced-price lunches.*

A. Extracurricular Activities *

1. **Optional Field Trips:** Students pay a fee (not to exceed \$2,000 or actual cost less revenue raised via fundraising activities and/or donations) for all optional field trips approved by the building administration.
2. **All Clubs:** Students pay up to \$800 (not to exceed the cost of conducting club activities) for membership and/or activities in each club.
3. **All Activities:** Students pay a \$60 fee for participation in athletics and activities governed by the Nebraska School Activities Association (fee includes an Athletic Admission Ticket for “home” school events). (Journalism, Concert Choir, and Orchestra are excluded.)
4. **Note:** For curriculum related activities (i.e., Marching Band, DECA, VICA, FCCLA, Debate, Forensics, and FCS), the school district does not fund competitive activities for students beyond the state level. Fundraising and/or donations must cover the cost of competition beyond the state level.
5. **Drama Club:** Students pay \$25 for supplies, materials, and services (Millard South High School).
6. **Athletics, Cheerleading and Dance:** Students are required to have a physical and must be covered by health insurance to participate. (Health insurance is available through private carriers, or, for those who qualify, the State of Nebraska.)
7. **All Athletics:** Students provide elastic waist shorts, t-shirt, socks, towels and cold weather attire as needed.
8. **Football:** Students provide appropriate athletic shoes and practice jersey.
9. **Volleyball:** Students provide appropriate athletic shoes for use indoors only.
10. **Basketball:** Students provide appropriate athletic shoes for use indoors only and practice jersey.
11. **Cross Country:** Students provide appropriate athletic shoes.
12. **Tennis:** Students provide tennis racquet and appropriate athletic shoes and pay indoor court fees up to \$30.00 per season.
13. **Golf:** Students provide golf clubs, golf bag, golf balls, and appropriate athletic shoes and pay range or green fees up to \$30.00 per season.
14. **Softball:** Students provide softball glove, bat, appropriate athletic shoes, and colored socks.
15. **Baseball:** Students provide baseball glove, bat, appropriate athletic shoes, and colored socks and pay indoor facilities fees up to \$30 per season.
16. **Soccer:** Students provide shin guards, appropriate athletic shoes, and colored socks and pay indoor facilities fees up to \$30 per season.
17. **Wrestling:** Students provide appropriate athletic shoes for use indoors only.
18. **Swimming:** Students provide swimsuits, towels, goggles and fins.
19. **Track:** Students provide appropriate athletic shoes.
20. **Dance Team/Cheerleading:** Students purchase selected uniforms and pay fees to a summer camp.
21. **Swing Choir:** Students will purchase required selected performance attire at a cost not to exceed \$350 per student.

1. Students pay admission fees, not to exceed \$30 (per event, per person), to school activities. The site administrator shall determine the admission charges to each “home” high school event.
2. Athletic Admission Ticket: Student pays \$40 for admission to all “home” high school athletic events (non-tournament competitions).

C. Post-Secondary Education

1. Post-Secondary Education Costs: Students pay the cost tuition and other fees only associated with obtaining credits from a postsecondary educational institution if the student chooses to apply for postsecondary education credit [i.e., \$21.50 per credit hour for Metropolitan Community College (MCC), \$225 per course at UNO, University of Nebraska – Omaha or \$140 per credit hour and registration at UNL, University of Nebraska – Lincoln (online classes)].
2. Advanced Placement Exams Fees: Students pay the cost of each exam (i.e., currently \$86 per exam).
3. International Baccalaureate Exams Fees: Students pay for the cost of testing (i.e., currently approximately \$650 for two years of testing).
4. PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test): Students pay for the cost of testing (i.e., currently up to \$20 per exam).

D. Special Transportation

1. §72-241 (option enrollment students): n/a
2. §79-605 (tuition students): n/a
3. §79-611 (students within 4 miles and open enrollment students): n/a

E. Copies of Files/Records

1. Transcript fee: Students pay \$5.
2. Other Requests: Students pay 10 cents per page.

F. Lost/Damaged Property

1. Student pays for cost of repair or replacement of property.

G. Summer/Night School *

1. Summer School: Students pay \$100 (for 3 instructional hours per day for 24 days, 1 one-semester course); \$200 (for 6 instructional hours per day for 24 days, 2 one-semester courses); or \$60 (for 3 instructional hours per day for 14 days, noncredit mini class).
2. Special Education Summer School: Students pay \$100 (for 3.75 hours per day for 14 days in June).
3. Summer Opportunities instruction for students - no more than \$40 (per opportunity per student).

H. Breakfast/Lunch Programs *

1. Students pay for breakfast (i.e., current cost of breakfast \$1.75)
2. Students pay for lunch (i.e., current cost of lunch - \$2.40, or \$3.00). A la carte selections vary in price.

- 1. Students wishing to park in school lots during the school day must obtain a parking permit for \$30.

J. Non-Specialized Attire

- 1. PE: Students provide athletic shoes, socks, swimsuit, towel, elastic-waist shorts, t-shirt, cold weather attire as needed.
- 2. Lifeguarding: Students provide a CPR mouth guard.

K. Musical Instruments (Optional, Non-Extracurricular) *

- 1. Band & Strings: Students provide their own instruments.

L. Music Items (Extracurricular) *

- 1. Pep Band: Students provide a colored polo shirt (general description by band instructor).
- 2. Band: Students may provide black or white leather shoes as generally described by band instructor.

* *The requirements marked with an asterisk (*) may be waived for students who qualify for free and reduced-price lunches.*

IV. Student Fee Fund:

- A. The District shall establish a Student Fee Fund, which shall be a separate fund not funded by tax revenue.
- B. All money collected from students pursuant to §79-2,127(1) (related to extracurricular activities), §79-2,127(3) (related to post secondary education costs), and §79-2,127(8) (related to summer school and night school) shall be deposited into the Student Fee Fund. Money expended from such fund shall be for the purposes for which it was collected from students.

V. Waiver of Fees and/or Requirements:

- A. Students who qualify for free or reduced-priced lunches under the USDA child nutrition programs may have fees and requirements waived for the following:
 - 1. §79-2,133(1) Related to participation in extracurricular activities
 - 2. §79-2,133(1) Related to participation in extracurricular activities
 - 3. §79-2,131 Related to optional music courses and extracurricular music activities
- B. Participating in a free-lunch program or a reduced-price lunch program shall not be required for students to qualify for a waiver of fees and/or requirements.
- C. Any qualified student desiring a waiver of fees and/or requirements shall complete and submit a Request for Waiver of Fees and/or Requirements form to the building principal (or his/her designee). Once the Request is processed, the principal (or his/her designee) shall inform the student as to whether the Request was approved or denied.

Legal References: Neb. Rev. Stat. §79-2,125 *et seq.*

Related Policies & Rules: 6750

Rule Approved: July 15, 2002

Revised: April 21, 2003; July 21, 2003; May 17, 2004; June 6, 2005; April 17, 2006; April 23, 2007; April 21, 2008; April 13, 2009; November 2, 2009; February 15, 2010; April 5, 2010; [September 7, 2010](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Meeting Date: September 7, 2010

Department: Human Resources

Action Desired: Approval

Background: Personnel items: (1) Hires; (2) Resignations; (3) Leave of Absence

Options/Alternatives Considered: N/A

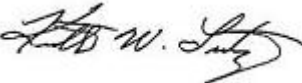
Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Dr. Jim Sutfin

Superintendent's Signature: _____  _____

September 7, 2010

LEAVE OF ABSENCE

Recommend: the following Leave of Absence be accepted:

1. Susan J. Engebretson – Language Arts teacher at Kiewit Middle School. She is requesting a Leave of Absence for the 2010-2011 school year for family reasons.

September 7, 2010

RESIGNATIONS

Recommend: The following resignation be accepted:

1. Ken Hui – Math teacher at Millard North High School. Resigning January 25, 2011 for personal reasons.

September 7, 2010

TEACHERS RECOMMENDED FOR HIRE**Recommend: the following teachers be hired for the 2010/2011 school year:**

1. Pam S. D'Amour – MA+13 – Mercer University. ELL Teacher at Willowdale and Sandoz Elementary Schools for the 2010-2011 school year. Previous Experience: Papillion-LaVista Schools (2000-2007), Warner Robbins, GA (1978-1985)
2. Beverly J. Kahler – BA+36 – Utah State University. Grade 5 Teacher at Wheeler Elementary School (Short Term Contract) for the 2010-2011 school year. Previous Experience: Millard Public Schools (1989-1996), (OPS (1988-1989), Jordan School District, Utah (1982-1988), Granite School District, Utah (1977-1982), Murray School District (1976-1977), Brockton, Massachusetts (1974-1976), Granite School District, Utah (1971-1973).
3. Jodi Klein – MA+36 – Minnesota State University. Speech Language Pathologist for the 2010-2011 school year. Previous Experience: University of North Dakota (2002-2007), University of Montana (2008-2010), Standing Rock Schools (1999-2002), Mountain Land Rehabilitation (1995-1999)
4. Allison R. Lindsay – MA – South Dakota State University. Grade 3 Teacher at Hitchcock Elementary School (Short Term Contract) for the 2010-2011 school year. Previous Experience: Vermillion School District, South Dakota (2008-2010), Canton School District, South Dakota (2007-2008)
5. Danielle K. Rayman – BA – Wayne State. Vocal Music Teacher (.75) at Reeder Elementary School (.5) and Central Middle School (.25) for the 2010-2011 school year.
6. Ashley M. Yates – BA – University of Nebraska, Omaha. Grade 4 Teacher at Reeder Elementary School for the 2010-2011 school year.

AGENDA SUMMARY SHEET

AGENDA ITEM: Enrollment Report

MEETING DATE: September 7, 2010

DEPARTMENT: General Administration

TITLE & BRIEF DESCRIPTION: Enrollment Report – The monthly report on district-wide student enrollment.

ACTION DESIRED: Approval Discussion Information Only

BACKGROUND: n/a

OPTIONS AND ALTERNATIVES: n/a

RECOMMENDATION: n/a

STRATEGIC PLAN REFERENCE: n/a

IMPLICATIONS OF ADOPTION/REJECTION: n/a

TIMELINE: n/a

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

SUPERINTENDENT'S APPROVAL: 