

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

Notice is hereby given of a Board of Education meeting of School District No. 17, in the County of Douglas, which will be held at 6:00 p.m. on **Monday, November 6, 2017** 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

11-3-17

**THE DAILY RECORD
OF OMAHA**
LYNDA K. HENNINGSSEN, Publisher
PROOF OF PUBLICATION

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

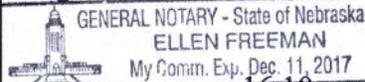
J. BOYD

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 _____
November 3, 2017

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



Publisher's Fee \$ 16.10
Additional Copies \$ _____
Total \$ 16.10

Subscribed in my presence and sworn to before
me this 3rd day of
November 2017

Notary Public in and for Douglas County,
State of Nebraska

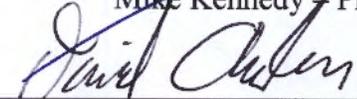
**ACKNOWLEDGMENT OF RECEIPT
OF NOTICE OF MEETING**

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 6:00 P.M. on November 6, 2017, at the Don Stroh Administrative Center, 5606 South 147 Street, Omaha, NE 68137

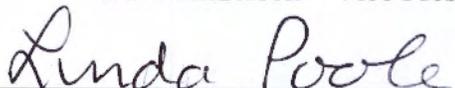
Dated this 6th day of November, 2017



Mike Kennedy – President



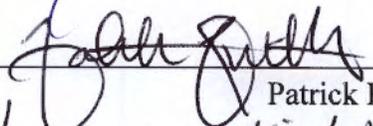
Dave Anderson – Vice President



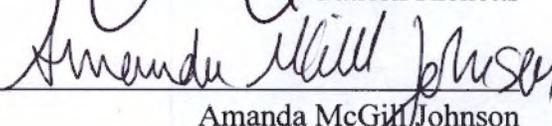
Linda Poole – Secretary



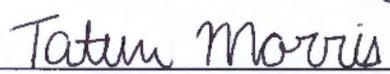
Mike Pate – Treasurer



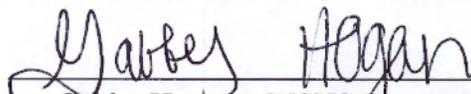
Patrick Ricketts



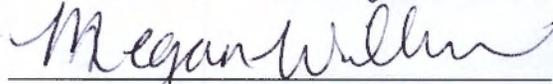
Amanda McGill Johnson



Tatum Morris – MNHS Representative



Gabby Hogan – MSHS Representative



Megan Willburn – MWHS Representative

BOARD OF EDUCATION SIGN IN

November 6, 2017

NAME:

REPRESENTING:

David Falke

MNHS

Sam Workman

Clarkson College

Paige Roberts

Reeder

Sarah Yandell

Reeder

Denise Austin

Reeder

Jami Whitted

MPS

Alexis Chustanson

MPS

Kimberly Miller

Reeder

Laura Gill

Reeder

Pam Soderquist

Reeder

Jorden Buwer

Clarkson College

Lisa Foy

Clarkson

Sarah Price

Clarkson College

Alicia Eversen

Clarkson College

Kurt Skradny

Citizen

Sarah Bosch

MPS

BOARD OF EDUCATION SIGN IN

November 6, 2017

NAME:

REPRESENTING:

| | |
|---------------------|-------------------|
| Pam Novotny Baldwin | Reeder Elem. |
| Melanie Olsen | MPS |
| Kalena Mora | Reeder Elementary |
| Matthew Scott | RWSSC |
| Fane Bierman | MNMS |
| Kelly A. Bierman | Parent |
| Stephene Hoffman | Clarkson College |
| Madison Kologenski | Clarkson College |
| Collin Balland | MPS |
| Marilyn Ostz | Morris Elementary |
| Eric Benzel | CMS |
| Jody Sempak | MPS |
| Amy Becker | Montclair |
| Tammy Wake | Reeder |
| Amanda Wharton-Hunt | Willmote |
| Abby Hayes | MPS |
| Abby Maroney | MPS |



**BOARD OF EDUCATION
MEETING**



November 6, 2017

BOARD OF EDUCATION
MILLARD PUBLIC SCHOOLS
OMAHA, NEBRASKA

BOARD MEETING
6:00 P.M.

STROH ADMINISTRATION CENTER
5606 SOUTH 147 STREET
November 6, 2017

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. Recognition of Staff

1. Employees of the Month – Matt Scott K-5 Mathematics Curriculum and Instruction MEP and Maria Hutchinson, Elementary Secretary at Reeder Elementary

E. 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.

F. Routine Matters

1. *Approval of Board of Education Minutes October 16, 2017
2. *Approval of Bills
3. *Receive the Treasurer's Report and Place on File

G. Information Items

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

H. Unfinished Business

1. Second Reading and Approval of Policy 4405 – Human Resources – Payroll Deductions

I. New Business

1. Appointment of Official Representative to Educational Service Unit #3
2. Appointment of Official Representative for the No Child Left Behind / ESSA Grant Application
3. Approval of Rule 4405.1 – Human Resources - Payroll Deduction – Health, Dental, Vision, Life & Long-term Disability, Health Savings Accounts & Section 125
4. Reaffirm Rule 4405.2 – Human Resources - Payroll Deductions – U.S. Savings Bonds
5. Approval of Rule 4405.3 – Human Resources – Payroll Deduction – 403(b) Tax Sheltered Annuities and Custodial Accounts
6. *Reaffirm Rule 4405.4 – Human Resources – Payroll Deduction – United Way of the Midlands
7. *Reaffirm Rule 4405.5 – Human Resources – Payroll Deduction – Professional or Union Dues
8. Approval to Delete Rule 4405.6 – Human Resources – Payroll Deduction – Credit Union
9. Reaffirm Rule 4405.7 – Human Resources – Payroll Deduction – Millard Public Schools Foundation
10. Approval of Rule 4405.8 – Human Resources – Payroll Deduction: Governmental 457(b) Deferred Compensation Plan and renumber the Rule as 4405.6
11. Reaffirm Policy 4510 – Human Resources – Leaves of Absence
12. Approval of Rule 4510.1 – Human Resources – Illness, Injury, Disability
13. Approval of Rule 4510.2 – Human Resources – Long term Disability: Group Income Protection Plan
14. Approval of Rule 4510.3 – Human Resources – Business and Emergency Leave
15. Approval of Rule 4510.4 – Human Resources – Leave Without Pay
16. Approval of Rule 4510.5 – Human Resources – Extended Leave Without Pay
17. Approval of Rule 4510.6 – Human Resources – Family and Medical Leave Act

18. *Reaffirm Rule 4510.7 – Human Resources – Perpetually Infectious Disease
19. *Reaffirm Rule 4510.8 – Human Resources – Family Death Leave
20. Approval of Rule 4510.9 – Human Resources – Professional Leave
21. Approval of Rule 4510.10 – Human Resources – Association Leave
22. Approval of Rule 4510.11 – Human Resources – Sabbatical Leave
23. Approval of Rule 4510.12 – Human Resources – Jury Duty, Election Boards - Subpoenas
24. *Reaffirm Rule 4510.13 – Human Resources – Inclement Weather
25. *Reaffirm Rule 4510.14 – Human Resources – Uniform Service Leave (Military Leave of Absence)
26. Approval of Rule 4510.15 – Human Resources – Pre-Retirement Seminars
27. Approval of Rule 6315.1 – Curriculum, Instruction, and Assessment – Millard Education Program – Use of Assessment Data
28. Approval of Rule 6320.1 – Curriculum, Instruction, and Assessment – Students – Requirements for Senior High Graduation
29. Approval of Personnel Actions: Resignation Notification Incentive

J. Reports

1. Clarke Community Initiative Update
2. Summer School Report

K. Future Agenda Items/Board Calendar

1. Board of Education Meeting on Monday, November 20, 2017 at 6:00 p.m. at the Don Stroh Administration Center
2. Thanksgiving Holiday - No School for Students and Staff - November 23-24, 2017
3. Board of Education Meeting on Monday, December 4, 2017 at 6:00 p.m. at the Don Stroh Administration Center
4. Foundation Holiday Dinner on Thursday, December 7, 2017. Social – 6:00 p.m. Dinner - 7:00 p.m. at Shadow Ridge Country Club, 1501 S. 188th Plaza
5. Board of Education Holiday Party (More information later)
6. Board of Education Meeting on Monday, December 18, 2017 at 6:00 p.m. at the Don Stroh administration Center
7. Winter Break – No School Monday, December 25, 2017 – January 5, 2018
8. School Resumes on January 8, 2018
9. Board of Education Meeting on Monday, January 8, 2018 at 6:00 p.m. at the Don Stroh Administration Center
10. No School for Students on January 15, 2018 for Martin Luther King Jr. Day
11. Committee Meeting of the Whole on Monday, January 15, 2018 at 6:00 p.m. at the Don Stroh Administration Center
12. Board of Education Meeting on Monday, January 22, 2018 at 6:00 p.m. at the Don Stroh Administration Center

- L. 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.

M. Adjournment:

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

BOARD OF EDUCATION
MILLARD PUBLIC SCHOOLS
OMAHA, NEBRASKA

BOARD MEETING
6:00 P.M.

STROH ADMINISTRATION CENTER
5606 SOUTH 147 STREET
November 6, 2017

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. Employees of the Month - Matt Scott K-5 Mathematics Curriculum and Instruction MEP and Maria Hutchinson, Elementary Secretary at Reeder Elementary

E. 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 completed and given to the Board President prior to the meeting.

*F.1. Motion by _____, seconded by _____, to approve the Board of Education Minutes from October 16, 2017. (See enclosure.)

*F.2. Motion by _____, seconded by _____, to approve the bills. (See enclosure.)

*F.3. Motion by _____, seconded by _____, to receive the Treasurer's Report and Place on File (See enclosure.)

G.1. Superintendent's Comments

G.2. Board Comments/Announcements

G.3. Report from Student Representatives

H.1. Second Reading of Policy 4405. Motion by _____, seconded by _____, to approve Policy 4405 – Human Resources – Payroll Deductions.

I.1. Motion by _____, seconded by _____, to appoint Dr. Jim Sutfin as the official representative to Educational Service Unit #3 (See enclosure)

I.2. Motion by _____, seconded by _____, to appoint Dr. Jim Sutfin as the No Child Left Behind/ESSA Grant Representative (See enclosure)

I.3. Motion by _____, seconded by _____, to approve Rule 4405.1 – Human Resources - Payroll Deduction – Health, Dental, Vision, Life & Long-term Disability, Health Savings Accounts & Section 125 Accounts (See enclosure)

I.4. Motion by _____, seconded by _____, to reaffirm Rule 4405.2 – Human Resources – Payroll Deductions – U.S. Savings Bonds (See enclosure)

I.5. Motion by _____, seconded by _____, to approve Rule 4405.3 – Human Resources – Payroll Deduction – 403(b) Tax Sheltered Annuities and Custodial Accounts (See enclosure)

*I.6. Motion by _____, seconded by _____, to reaffirm Rule 4405.4 – Human Resources – Payroll Deduction – United Way of the Midlands (See enclosure)

- *I.7. Motion by _____, seconded by _____, to reaffirm Rule 4405.5 – Human Resources – Payroll Deduction – Professional or Union Dues (See enclosure)
- I.8. Motion by _____, seconded by _____, to approve the deletion of Rule 4405.6 – Human Resources – Payroll Deduction – Credit Union (See enclosure)
- I.9. Motion by _____, seconded by _____, to reaffirm Rule 4405.7 – Human Resources – Payroll Deduction – Millard Public Schools Foundation (See enclosure)
- I.10. Motion by _____, seconded by _____, to approve Rule 4405.8 – Human Resources - Payroll Deduction: Governmental 457(b) Deferred Compensation Plan and renumber the Rule as 4405.6 (See enclosure)
- I.11. Motion by _____, seconded by _____, to reaffirm Policy 4510 – Human Resources – Leaves of Absence (See enclosure)
- I.12. Motion by _____, seconded by _____, to approve Rule 4510.1 – Human Resources – Illness, Injury, Disability (See enclosure)
- I.13. Motion by _____, seconded by _____, to approve Rule 4510.2 – Human Resources – Long term Disability: Group Income Protection Plan (See enclosure)
- I.14. Motion by _____, seconded by _____, to approve Rule 4510.3 – Human Resources – Business and Emergency Leave (See enclosure)
- I.15. Motion by _____, seconded by _____, to approve Rule 4510.4 – Human Resources – Leave Without Pay (See enclosure)
- I.16. Motion by _____, seconded by _____, to approve Rule 4510.5 – Human Resources – Extended Leave without Pay (See enclosure)
- I.17. Motion by _____, seconded by _____, to approve Rule 4510.6 – Human Resources – Family and Medical Leave Act (See enclosure)
- *I.18. Motion by _____, seconded by _____, to reaffirm Rule 4510.7 – Human Resources – Perpetually Infectious Diseases (See enclosure)
- *I.19. Motion by _____, seconded by _____, to reaffirm Rule 4510.8 – Human Resources – Family Death Leave (See enclosure)
- I.20. Motion by _____, seconded by _____, to approve Rule 4510.9 – Human Resources – Professional Leave (See enclosure)
- I.21. Motion by _____, seconded by _____, to approve Rule 4510.10 – Human Resources – Association Leave (See enclosure)
- I.22. Motion by _____, seconded by _____, to approve Rule 4510.11 – Human Resources – Sabbatical Leave (See enclosure)
- I.23. Motion by _____, seconded by _____, to approve Rule 4510.12 – Human Resources – Jury Duty, Election Boards – Subpoenas (See enclosure)
- *I.24. Motion by _____, seconded by _____, to reaffirm Rule 4510.13 – Human Resources – Inclement Weather (See enclosure)

- *I.25. Motion by _____, seconded by _____, to reaffirm Rule 4510.14 – Human Resources – Uniform Service Leave (Military Leave of Absence) (See enclosure)
- I.26. Motion by _____, seconded by _____, to approve Rule 4510.15 – Human Resources – Pre-Retirement Seminars (See enclosure)
- I.27. Motion by _____, seconded by _____, to approve Rule 6315.1 – Curriculum, Instruction, and Assessment – Millard Education Program – Use of Assessment Data (See enclosure)
- I.28. Motion by _____, seconded by _____, to approve Rule 6320.1 – Curriculum, Instruction, and Assessment – Students: Requirements for Senior High School Graduation (See enclosure)
- I.29. Motion by _____, seconded by _____, to approve Personnel Actions: Resignation Notification Incentive (See enclosure)

I. Reports

- 1. Clarke Community Initiative Update
- 2. Summer School Report

J. Future Agenda Items/Board Calendar

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K. Public Comments - This is the proper time for public questions and comments on any topic. Please make sure a request form is completed and 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 of the Board of Education of the School District No. 17, in the County of Douglas in the State of Nebraska was convened in open and public session at 6:00 p.m., Monday, October 16, 2017, at the Don Stroh Administration Center, 5606 South 147th Street.

Notice of this meeting was given in advance thereof by publication in the Daily Record on Friday, October 13, 2017; 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.

President Mike Kennedy announced that the open meeting laws are posted and available for public inspection and asked everyone to join in the Pledge of Allegiance.

Roll call was taken. Mr. Pate, Mr. Ricketts, Mr. Kennedy, Mr. Anderson, and Mrs. McGill Johnson were present.

A motion was made by Patrick Ricketts and seconded by Dave Anderson to excuse Linda Poole from the Board of Education meeting. Voting in favor of said motion was: Mrs. McGill Johnson, Mr. Pate, Mr. Ricketts, Mr. Kennedy, and Mr. Anderson. Voting against were: None. Motion carried.

Mr. Kennedy announced this is the proper time for public questions and comments on agenda items only. There were no requests to speak on an agenda item.

Motion was made by Dave Anderson, seconded by Mike Pate, to approve the Board of Education Minutes for October 2, 2017; approve the bills and receive the treasurer's report and place on file. Voting in favor of said motion was: Mr. Ricketts, Mr. Kennedy, Mr. Anderson, Mrs. McGill Johnson, and Mr. Pate. Voting against were: None. Motion carried.

Superintendent's Comments: No Comments

Board Comments:

Mike Pate: No Comments

Patrick Ricketts: No Comments

Dave Anderson: No Comments

Mike Kennedy: No Comments

Amanda McGill Johnson:

Mrs. McGill Johnson shared that she had a chance to visit Sandoz Elementary and the Early Childhood Program and said she was super impressed. She also was able to witness how the new beginning of the day is starting by focusing more on the counseling curriculum. Mrs. McGill Johnson commented that it seems to be going well and she plans to go back for another visit in November.

Student Representative Comments:

Tatum Morris, student representative from Millard North High School, Megan Willburn, student representative from Millard West High School, and Gabby Hogan, student representative from Millard South High School reported on the academic and athletic happenings at their respective schools.

Unfinished Business:

There was no unfinished business.

New Business:

Patrick Ricketts provided the First Reading of Policy 4405 – Human Resources – Payroll Deductions. *Mr. Pate asked the question, "What are credit union deductions for deposit?" Mr. Curtiss explained that this rule was put in place in the past to allow deductions for the credit unions where some educators had funds. Mr. Pate asked if the wording could be changed to say Financial Institution Deductions for Deposit. Mr. Chick said the wording would be reviewed before being brought back for the second reading.*

Motion by Mike Pate, seconded by Dave Anderson, to reaffirm Policy 6262 – Curriculum, Instruction, and Assessment – Taught Curriculum – Field Trips and to reaffirm Rule 6262.1 – Curriculum, Instruction, and Assessment – Taught Curriculum – Field Trips. Voting in favor of said motion was: Mrs. McGill Johnson, Mr. Pate, Mr. Ricketts, Mr. Kennedy, and Mr. Anderson. Voting against were: None. Motion carried.

Motion by Mike Pate, seconded by Patrick Ricketts, to approve Rule 6262.2 – Curriculum, Instruction, and Assessment – Taught Curriculum – Overnight Field Trips – Middle School. *Dr. Phipps explained that all of the rules listed for approval have been changed to say that an administrator **may** attend the field trip. The language used to say **will** attend. A designated administrator will be on call 24-7 during the length of the field trip should they be needed. A certificated staff member will be in attendance and will be on duty for the length of the field trip.* Voting in favor of said motion was: Mr. Anderson, Mrs. McGill Johnson, Mr. Pate, Mr. Ricketts, and Mr. Kennedy. Voting against were: None. Motion carried.

Motion by Mike Pate, seconded by Dave Anderson, to approve Rule 6262.3 – Curriculum, Instruction, and Assessment – Taught Curriculum – Overnight Field Trips – High School, approve Rule 6700.7 – Curriculum, Instruction, and Assessment - Extracurricular School-Sponsored Clubs, Activities, and Interscholastic Athletics and Activities - Travel and Trips; Overnight Travel and Trips Guidelines- Middle Schools and approve Rule 6700.8 – Curriculum, Instruction, and Assessment - Extracurricular School-Sponsored Clubs, Activities, and Interscholastic Athletics and Activities - Travel and Trips; Overnight Travel and Trips Guidelines- High School. Voting in favor of said motion was: Mr. Pate, Mr. Ricketts, Mr. Kennedy, Mr. Anderson, and Mrs. McGill Johnson. Voting against were: None. Motion carried.

Motion by Patrick Ricketts, seconded by Mike Pate, to approve Personnel Actions: Recommendation to Hire. Voting in favor of said motion was: Mr. Ricketts, Mr. Kennedy, Mr. Anderson, Mrs. McGill Johnson, and Mr. Pate. Voting against were: None. Motion carried.

Reports:

Millard Assessment System Report:

Dr. Phipps shared that our assessment rules, 6315.1 and 6320.1, will be brought to the Board for approval at the first meeting in November. We wanted to share with the Board what our assessment system looks like for the 2017-2018 school year.

Dr. Phipps explained that in order to graduate, our students need 230 credit hours, they complete a Personal Learning Plan and they must meet the Benchmark for College and Career Readiness. In the 2016-2017 school year, an assessment was added called MAP (Measures of Academic Progress). Assessments that were also incorporated were a tenth grade PreACT and the eleventh grade Practice ACT. The Practice ACT is a retired ACT test that we have purchased as a district. The results of these tests are used to drive instruction with the students. For each student who does not meet the benchmark for an assessment given, a team of staff members is pulled together to review data and assist the student where needed.

Dr. Kelberlau added that cutscores have been set for the PreACT and the Nebraska Department of Education has also issued their cutscores that we will see results for in the near future. These cutscores are for Math, English/Language/Arts, and Science. Dr. Kelberlau shared results from achievement scores from this last year.

Mental Health Services Report:

Mr. Jelkin stated this report describes the internal processes and external partnerships MPS has developed to address the mental healthcare needs of our students. He said one of the difficult parts of mental health is defining it. Statewide discussions have defined what they feel are the top 5 school mental health concerns. They are:

1. Family Stressors (e.g. trauma, divorce, poverty, mobility)
2. Anxiety
3. Depression
4. Peer/Social Problems
5. Disruptive Behaviors

A recent Douglas County survey showed that one of the highest marked categories was student mental health. Specific to Millard, our 2016-2017 data showed that mental health issues were rising.

Mr. Jelkin shared the different levels of support and staff training that is taking place in our district. Those are:

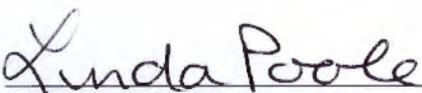
1. Internal Support Resources, using our Counselors, Psychologists, Social Workers, Nurses, and CNA's/CMA's
2. External Referral Partnerships which at this time are Project Harmony-Connections (K-8), Child Savings Institute – SAFE Program, and DHHS & Region 6 – Systems of Care.
3. External School Based Partnerships
 - a. Connections Program K-8 which includes Cognitive Behavior Intervention Therapy for Schools, Expressive Art Therapy and Private Family Therapists.
 - b. Children Respite Care Center – School Based Therapists for grades 9-12 (hopeful have this in place by second semester)

Going forward, Mr. Jelkin said we have the new strategic planning cycle for which we are having all these conversations and we will continue to develop and integrate the RtI+1 framework. We will continue to provide staff training on student mental healthcare and Mr. Jelkin said he will continue to develop partnerships with outside organizations.

Mr. Kennedy reminded the Board of future agenda items and said this is the proper time for public questions and comments. There were no request to speak.

Future Agenda Items/Board Calendar:

1. Conferences – No School for Students – October 18-20, 2017
2. Board of Education Meeting on Monday, November 6, 2017 at 6:00 p.m. at the Don Stroh Administration Center
3. Board of Education Meeting on Monday, November 20, 2017 at 6:00 p.m. at the Don Stroh Administration Center
4. Thanksgiving Holiday - No School for Students and Staff - November 23-24, 2017
5. Board of Education Meeting on Monday, December 4, 2017 at 6:00 p.m. at the Don Stroh Administration Center
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9. Winter Break – No School Monday, December 25, 2017 – January 5, 2018


Secretary, Linda Poole

Millard Public Schools

November 6, 2017

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 445370 | 10/19/2017 | 016295 | BADGER BODY & TRUCK EQUIPMENT CO | \$350.21 |
| | 445371 | 10/19/2017 | 108436 | COX COMMUNICATIONS INC | \$24,885.28 |
| | 445372 | 10/19/2017 | 108436 | COX COMMUNICATIONS INC | \$8,192.57 |
| | 445373 | 10/19/2017 | 141473 | RONALD B HARDIN JR | \$2,000.00 |
| | 445374 | 10/19/2017 | 107732 | BRIAN L NELSON | \$345.00 |
| | 445375 | 10/19/2017 | 140798 | ERIC M OLSON | \$180.00 |
| | 445376 | 10/19/2017 | 141973 | SOCIETY OF HEALTH & PHYSICAL ED NE | \$70.00 |
| | 445377 | 10/19/2017 | 068801 | STATE OF NEBRASKA | \$144.93 |
| | 445379 | 10/19/2017 | 133300 | TALX UC EXPRESS | \$805.34 |
| | 445380 | 10/19/2017 | 134790 | VAN WALL EQUIPMENT | \$5,891.00 |
| | 445381 | 10/19/2017 | 135863 | RUDOLPH A VLCEK III | \$120.00 |
| | 445382 | 10/19/2017 | 138496 | WRIGHT EXPRESS FINANCIAL SVCS CORP | \$14,769.32 |
| | 445403 | 10/26/2017 | 011651 | AMERICAN EXPRESS | \$887.41 |
| | 445405 | 10/26/2017 | 141999 | HOTEL PEABODY GP | \$588.86 |
| | 445406 | 10/26/2017 | 141975 | THE NEBRASKA THESPIAN SOCIETY | \$392.00 |
| | 445408 | 10/26/2017 | 135863 | RUDOLPH A VLCEK III | \$90.00 |
| | 445410 | 11/06/2017 | 141966 | LAURIE L MOONEY | \$198.00 |
| | 445411 | 11/06/2017 | 131632 | AC AWARDS INC | \$293.00 |
| | 445412 | 11/06/2017 | 010298 | ACCUCUT LLC | \$68.00 |
| | 445413 | 11/06/2017 | 010300 | ACCURATE LOCKSMITHS, INC | \$482.76 |
| | 445414 | 11/06/2017 | 141402 | ACS VENTURES LLC | \$1,000.00 |
| | 445415 | 11/06/2017 | 010003 | ACT INC | \$3,822.00 |
| | 445416 | 11/06/2017 | 133402 | KAREN S ADAMS | \$29.10 |
| | 445418 | 11/06/2017 | 010810 | AIR CONDITIONING UTILITIES INC | \$233.81 |
| | 445419 | 11/06/2017 | 139362 | AMANDA L AKSAMIT | \$75.01 |
| | 445420 | 11/06/2017 | 141549 | AKSARBEN THEATRES LLC | \$500.00 |
| | 445422 | 11/06/2017 | 133620 | AKSARBEN PIPE AND SEWER CLEAN LLC | \$5,527.50 |
| | 445423 | 11/06/2017 | 136365 | ALEGENT CREIGHTON HEALTH SPORTS MED | \$17,250.00 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 445424 | 11/06/2017 | 141974 | ANN E ALEXANDER | \$127.12 |
| | 445425 | 11/06/2017 | 011051 | ALL MAKES OFFICE EQUIPMENT | \$7,791.67 |
| | 445426 | 11/06/2017 | 139802 | JENNIFER L ALLEN | \$397.24 |
| | 445427 | 11/06/2017 | 140391 | ALLY FINANCIAL INC | \$393.56 |
| | 445428 | 11/06/2017 | 139565 | SARA E ALSWAGER | \$195.00 |
| | 445429 | 11/06/2017 | 107651 | AMAZON.COM INC | \$162.55 |
| | 445430 | 11/06/2017 | 135652 | AMERICAN ORFF-SCHULWERK ASSN | \$299.00 |
| | 445431 | 11/06/2017 | 012450 | AMERICAN RED CROSS-HEALTH & SAFETY | \$135.00 |
| | 445433 | 11/06/2017 | 012480 | AMERICAN TIME & SIGNAL COMPANY | \$191.99 |
| | 445435 | 11/06/2017 | 135534 | ACTION GROUP LLC | \$576.00 |
| | 445436 | 11/06/2017 | 131513 | TAYMARK | \$167.79 |
| | 445437 | 11/06/2017 | 102832 | AOI | \$7,250.42 |
| | 445439 | 11/06/2017 | 139224 | SCANDIUM INC | \$288.00 |
| | 445440 | 11/06/2017 | 138550 | APPERSON | \$131.57 |
| | 445441 | 11/06/2017 | 012989 | APPLE COMPUTER INC | \$4,792.00 |
| | 445442 | 11/06/2017 | 107541 | APPLIED INFORMATION MGMT INSTITUTE | \$9,700.25 |
| | 445443 | 11/06/2017 | 106436 | AQUA-CHEM INC | \$3,255.34 |
| | 445444 | 11/06/2017 | 013496 | ASSN FOR SUPERVISION/CURRICULUM DEV | \$62.50 |
| | 445446 | 11/06/2017 | 134235 | SARAH A ASCHENBRENNER | \$54.36 |
| | 445447 | 11/06/2017 | 138291 | AUTISM CENTER OF NEBRASKA INC | \$8,428.80 |
| | 445448 | 11/06/2017 | 102727 | B & H PHOTO | \$776.02 |
| | 445450 | 11/06/2017 | 016302 | BADGE-A-MINIT LTD | \$0.00 |
| | 445451 | 11/06/2017 | 139117 | AMY L BADURA | \$128.00 |
| | 445453 | 11/06/2017 | 135852 | COLLEEN D BALLARD | \$925.00 |
| | 445455 | 11/06/2017 | 017900 | BARCO MUNICIPAL PRODUCTS, INC. | \$120.58 |
| | 445456 | 11/06/2017 | 099646 | BARNES AND NOBLE BOOKSTORE | \$175.21 |
| | 445457 | 11/06/2017 | 141971 | JESSICA BARR | \$187.04 |
| | 445458 | 11/06/2017 | 017877 | CYNTHIA L BARR-MCNAIR | \$364.76 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|---------------------------------|--------------------|
| 01 | 445459 | 11/06/2017 | 107979 | LORI A BARTELS | \$644.68 |
| | 445460 | 11/06/2017 | 138054 | BAXTER FORD INC | \$6,120.37 |
| | 445461 | 11/06/2017 | 131634 | MARGUERITE M BAY | \$75.65 |
| | 445462 | 11/06/2017 | 134584 | MARY A BAYNE | \$59.00 |
| | 445463 | 11/06/2017 | 133480 | BERINGER CIACCIO DENNELL MABREY | \$8,351.02 |
| | 445465 | 11/06/2017 | 134873 | JOHN M BECKER | \$76.40 |
| | 445466 | 11/06/2017 | 139783 | LYNNE H BECKER | \$4,331.25 |
| | 445467 | 11/06/2017 | 141521 | ERIKA J BECKLEY | \$92.23 |
| | 445468 | 11/06/2017 | 138255 | NICOLE M BEINS | \$128.00 |
| | 445469 | 11/06/2017 | 133447 | STEPHANIE L BEISCH | \$35.92 |
| | 445470 | 11/06/2017 | 139889 | DARLA G BELL | \$399.70 |
| | 445471 | 11/06/2017 | 018705 | BERNINA OMAHA LLC | \$23.93 |
| | 445472 | 11/06/2017 | 134945 | NOLAN J BEYER | \$335.73 |
| | 445478 | 11/06/2017 | 019111 | BISHOP BUSINESS EQUIPMENT | \$53,842.67 |
| | 445479 | 11/06/2017 | 140887 | BJ'S FLEET WASH LLC | \$168.00 |
| | 445481 | 11/06/2017 | 099220 | DICK BLICK CO | \$1,564.69 |
| | 445482 | 11/06/2017 | 132124 | JASON M BOATWRIGHT | \$17.61 |
| | 445483 | 11/06/2017 | 134478 | TIFFANY M BOCK SMITH | \$84.00 |
| | 445485 | 11/06/2017 | 130899 | KIMBERLY M BOLAN | \$149.27 |
| | 445486 | 11/06/2017 | 135539 | SHEILA F BOLMEIER | \$85.14 |
| | 445487 | 11/06/2017 | 019559 | BOUND TO STAY BOUND BOOKS INC | \$2,955.20 |
| | 445490 | 11/06/2017 | 136274 | BYRON P BRAASCH | \$118.13 |
| | 445491 | 11/06/2017 | 134129 | BRAINPOP LLC | \$1,450.00 |
| | 445492 | 11/06/2017 | 142001 | MICHELLE R BREELING | \$5.85 |
| | 445493 | 11/06/2017 | 139890 | DOUGLAS J BREITER | \$89.88 |
| | 445495 | 11/06/2017 | 100573 | BROWN & SAENGER | \$590.40 |
| | 445497 | 11/06/2017 | 141510 | CHRISTINE L BUKOWSKI | \$183.51 |
| | 445502 | 11/06/2017 | 106806 | ELIZABETH J CAREY | \$26.48 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01 | 445503 | 11/06/2017 | 133246 | RALPH CAREY | \$1,212.98 |
| | 445505 | 11/06/2017 | 140370 | BRAXTON J CARR | \$200.00 |
| | 445506 | 11/06/2017 | 131158 | CURTIS R CASE | \$109.74 |
| | 445507 | 11/06/2017 | 137714 | BETHANY L CASE | \$1,358.07 |
| | 445509 | 11/06/2017 | 133970 | CCS PRESENTATION SYSTEMS | \$977.00 |
| | 445510 | 11/06/2017 | 133589 | CDW GOVERNMENT, INC. | \$2,318.67 |
| | 445511 | 11/06/2017 | 051572 | CENGAGE LEARNING | \$62,364.45 |
| | 445513 | 11/06/2017 | 138613 | CENTRAL SALES INC | \$709.15 |
| | 445514 | 11/06/2017 | 135648 | SUSAN M CHADWICK | \$18.73 |
| | 445515 | 11/06/2017 | 132271 | ERIK P CHAUSSEE | \$35.31 |
| | 445516 | 11/06/2017 | 106836 | KEVIN J CHICK | \$25.00 |
| | 445517 | 11/06/2017 | 106851 | CHILDREN'S HOME HEALTHCARE | \$16,541.25 |
| | 445518 | 11/06/2017 | 139924 | CHOICE SOLUTIONS LLC | \$22,895.00 |
| | 445521 | 11/06/2017 | 099222 | SCHOOL SPECIALTY INC | \$36.85 |
| | 445522 | 11/06/2017 | 131135 | PATRICIA A CLIFTON | \$83.19 |
| | 445523 | 11/06/2017 | 136780 | LISA L CLINARD | \$137.82 |
| | 445525 | 11/06/2017 | 137013 | NANCY S COLE | \$91.49 |
| | 445526 | 11/06/2017 | 107482 | COLLEGE BOARD/NYO | \$400.00 |
| | 445527 | 11/06/2017 | 047802 | MID-PLAINS HOSPITALITY GROUP INC | \$273.00 |
| | 445528 | 11/06/2017 | 108093 | COMFORT PRODUCTS DISTRIBUTING | \$64.16 |
| | 445529 | 11/06/2017 | 136791 | COMPUTYPE INC | \$988.00 |
| | 445530 | 11/06/2017 | 135082 | OCCUPATIONAL HEALTH CTRS OF NE PC | \$140.50 |
| | 445531 | 11/06/2017 | 139891 | MARY T CONNELL | \$47.62 |
| | 445533 | 11/06/2017 | 138213 | CONTINENTAL CLAY CO | \$675.10 |
| | 445534 | 11/06/2017 | 136574 | CONTROL DEPOT INC | \$33.00 |
| | 445536 | 11/06/2017 | 026057 | CONTROL MASTERS INC | \$6,148.39 |
| | 445537 | 11/06/2017 | 132720 | CONTROLTEMP INC | \$2,597.42 |
| | 445538 | 11/06/2017 | 136518 | JANET L COOK | \$102.41 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|--------------------------------|--------------------|
| 01 | 445540 | 11/06/2017 | 132443 | CORNERSTONES OF CARE | \$2,264.00 |
| | 445542 | 11/06/2017 | 017611 | ANGELA R CRAFT | \$23.01 |
| | 445544 | 11/06/2017 | 134039 | CROUCH RECREATION INC | \$710.00 |
| | 445545 | 11/06/2017 | 106893 | WICHITA WATER CONDITIONING INC | \$31.70 |
| | 445546 | 11/06/2017 | 027300 | CUMMINS CENTRAL POWER LLC | \$357.15 |
| | 445547 | 11/06/2017 | 027345 | CURRICULUM ASSOCIATES INC | \$301.22 |
| | 445549 | 11/06/2017 | 100577 | CURTIS 1000 INC | \$7,116.37 |
| | 445550 | 11/06/2017 | 141898 | JACOB S CURTISS | \$170.00 |
| | 445551 | 11/06/2017 | 130900 | CHERYL L CUSTARD | \$133.75 |
| | 445552 | 11/06/2017 | 131483 | JANET L DAHLGAARD | \$20.38 |
| | 445553 | 11/06/2017 | 132671 | JEAN T DAIGLE | \$154.35 |
| | 445554 | 11/06/2017 | 131003 | DAILY RECORD | \$243.20 |
| | 445556 | 11/06/2017 | 138477 | MIDWEST HARDWOODS | \$451.46 |
| | 445557 | 11/06/2017 | 135569 | CYNTHIA L DARK | \$49.70 |
| | 445558 | 11/06/2017 | 138306 | STACY L DARNOLD | \$68.69 |
| | 445559 | 11/06/2017 | 134816 | DATA DOCUMENTS LLC | \$243.00 |
| | 445560 | 11/06/2017 | 140645 | BRANDON DEAN | \$771.00 |
| | 445561 | 11/06/2017 | 032490 | DECA IMAGES | \$221.00 |
| | 445562 | 11/06/2017 | 138758 | DECKER INC | \$301.88 |
| | 445563 | 11/06/2017 | 032497 | CHERYL R DECKER | \$46.55 |
| | 445564 | 11/06/2017 | 106713 | ANDREW S DEFREECE | \$126.80 |
| | 445565 | 11/06/2017 | 032800 | DEMCO INC | \$840.74 |
| | 445566 | 11/06/2017 | 032872 | DENNIS SUPPLY COMPANY | \$2,793.88 |
| | 445567 | 11/06/2017 | 136316 | EVA M DENTON | \$20.22 |
| | 445568 | 11/06/2017 | 137331 | BASTIAN DERICHS | \$78.27 |
| | 445569 | 11/06/2017 | 132532 | DAYNA C DERICHS | \$66.67 |
| | 445570 | 11/06/2017 | 132750 | JOHN D DICKEY | \$53.82 |
| | 445571 | 11/06/2017 | 138609 | TONI L DIERKHISING | \$69.57 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|------------------------------------|--------------------|
| 01 | 445574 | 11/06/2017 | 033473 | DIETZE MUSIC HOUSE INC | \$2,360.98 |
| | 445576 | 11/06/2017 | 132669 | DIGITAL DOT SYSTEMS INC | \$195.00 |
| | 445577 | 11/06/2017 | 136179 | DIGITAL EXPRESS INC | \$1,131.45 |
| | 445580 | 11/06/2017 | 141956 | MATTHEW DOHERTY | (\$22.50) |
| | 445581 | 11/06/2017 | 139349 | TERRIN D DORATHY | \$27.55 |
| | 445582 | 11/06/2017 | 130908 | DOUGLAS COUNTY SCHOOL DIST.28-0001 | \$285,181.16 |
| | 445583 | 11/06/2017 | 131969 | DR VINYL | \$700.00 |
| | 445586 | 11/06/2017 | 135689 | SUSAN M DULANY | \$133.81 |
| | 445587 | 11/06/2017 | 034120 | DULTMEIER SALES LLC | \$4.34 |
| | 445588 | 11/06/2017 | 132106 | GREGORY L DUNN | \$50.29 |
| | 445590 | 11/06/2017 | 138426 | KELLY D EALY | \$78.27 |
| | 445591 | 11/06/2017 | 036520 | EASTERN NEBRASKA HUMAN SVCS AGENCY | \$48,708.00 |
| | 445592 | 11/06/2017 | 052370 | ECHO ELECTRIC SUPPLY CO | \$623.88 |
| | 445594 | 11/06/2017 | 134991 | BRADLEY EDMUNDSON | \$69.55 |
| | 445595 | 11/06/2017 | 037525 | EDUCATIONAL SERVICE UNIT #3 | \$846.26 |
| | 445597 | 11/06/2017 | 133823 | REBECCA S EHRHORN | \$364.18 |
| | 445598 | 11/06/2017 | 141980 | ELDRIDGE PUBLISHING CO INC | \$325.45 |
| | 445599 | 11/06/2017 | 038100 | ELECTRICAL ENGINEERING & EQPT CO | \$6,438.75 |
| | 445600 | 11/06/2017 | 038140 | ELECTRONIC SOUND INC. | \$4,340.99 |
| | 445601 | 11/06/2017 | 141577 | ELITE PROFESSIONALS HOME CARE LLC | \$7,480.00 |
| | 445602 | 11/06/2017 | 130373 | ELIZABETH A ENGELBART | \$19.96 |
| | 445603 | 11/06/2017 | 139498 | YVONNE N ENGESSER | \$75.00 |
| | 445604 | 11/06/2017 | 132066 | ENGINEERED CONTROLS INC | \$216.00 |
| | 445606 | 11/06/2017 | 135360 | PAMELA A ERIXON | \$60.62 |
| | 445607 | 11/06/2017 | 109066 | TED H ESSER | \$469.67 |
| | 445608 | 11/06/2017 | 137950 | MICHAEL D ETZELMILLER | \$31.57 |
| | 445609 | 11/06/2017 | 141762 | HELEN M EVANS | \$101.33 |
| | 445613 | 11/06/2017 | 134861 | TARA R FABIAN | \$55.97 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|--------------------------------|--------------------|
| 01 | 445614 | 11/06/2017 | 137800 | FARIA SYSTEMS INC | \$1,313.00 |
| | 445616 | 11/06/2017 | 139316 | JASON A FARWELL | \$377.15 |
| | 445617 | 11/06/2017 | 137477 | FAT BRAIN TOYS LLC | \$72.37 |
| | 445618 | 11/06/2017 | 132699 | FATHER FLANAGANS BOYS HOME | \$134.00 |
| | 445619 | 11/06/2017 | 139472 | MATTHEW A FEDDE | \$50.24 |
| | 445620 | 11/06/2017 | 040537 | FERGUSON ENTERPRISES INC | \$334.38 |
| | 445621 | 11/06/2017 | 137016 | ANGELA L FERGUSON | \$59.44 |
| | 445622 | 11/06/2017 | 106956 | FERRELLGAS | \$62.94 |
| | 445623 | 11/06/2017 | 141922 | MARIAN FEY | \$90.52 |
| | 445624 | 11/06/2017 | 133919 | FILTER SHOP INC | \$5,396.28 |
| | 445625 | 11/06/2017 | 141469 | FRANCO FIORINI | \$136.58 |
| | 445626 | 11/06/2017 | 130731 | FIRST WIRELESS INC | \$553.90 |
| | 445627 | 11/06/2017 | 109855 | SHANNON M FISCHER | \$21.29 |
| | 445628 | 11/06/2017 | 141511 | JENNIFER M FITZKE | \$61.31 |
| | 445630 | 11/06/2017 | 041086 | FLINN SCIENTIFIC INC | \$154.35 |
| | 445633 | 11/06/2017 | 041100 | FOLLETT SCHOOL SOLUTIONS INC | \$14,019.10 |
| | 445634 | 11/06/2017 | 135793 | FREMONT INDUSTRIES INC | \$497.25 |
| | 445635 | 11/06/2017 | 134223 | TERESA J FRIDRICH | \$36.59 |
| | 445636 | 11/06/2017 | 138775 | NICHOLAS S FRIEDRICHSEN | \$14.42 |
| | 445637 | 11/06/2017 | 140791 | FRONTLINE PRIVATE SECURITY LLC | \$2,019.80 |
| | 445638 | 11/06/2017 | 135137 | PAUL A GABEL | \$29.96 |
| | 445641 | 11/06/2017 | 131565 | GARTNER & ASSOCIATES CO, INC. | \$120.53 |
| | 445643 | 11/06/2017 | 131710 | PATRICK T GEARY | \$75.00 |
| | 445645 | 11/06/2017 | 139894 | TRICIA L GILLETT | \$184.31 |
| | 445646 | 11/06/2017 | 133376 | LINDA J GJERE | \$21.40 |
| | 445647 | 11/06/2017 | 106660 | GLASSMASTERS INC | \$5,039.75 |
| | 445649 | 11/06/2017 | 044891 | GOPHER | \$55.81 |
| | 445650 | 11/06/2017 | 132152 | GOVCONNECTION INC | \$285.52 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|--------------------------------|--------------------|
| 01 | 445651 | 11/06/2017 | 044950 | GRAINGER INDUSTRIAL SUPPLY | \$3,030.46 |
| | 445653 | 11/06/2017 | 139949 | GRAPHIC TECHNOLOGIES INC | \$4,215.07 |
| | 445655 | 11/06/2017 | 140490 | GREATER NEBRASKA SCHOOLS ASSN | \$2,750.00 |
| | 445656 | 11/06/2017 | 100966 | GREATER OMAHA LEAGUE OF DEBATE | \$120.00 |
| | 445657 | 11/06/2017 | 133885 | GREENLIFE GARDENS INC | \$280.00 |
| | 445659 | 11/06/2017 | 136046 | JODI T GROSSE | \$94.53 |
| | 445661 | 11/06/2017 | 133448 | JESSICA L HACKER | \$766.45 |
| | 445662 | 11/06/2017 | 136076 | HALDEMAN-HOMME INC | \$920.00 |
| | 445667 | 11/06/2017 | 047853 | HAPPY CAB COMPANY INC | \$18,292.45 |
| | 445668 | 11/06/2017 | 056820 | FIRST INSURANCE GROUP LLC | \$2,600.00 |
| | 445670 | 11/06/2017 | 141527 | DOUGLAS A HARVEY | (\$74.00) |
| | 445671 | 11/06/2017 | 141539 | KELLI R HASENJAGER | \$224.16 |
| | 445672 | 11/06/2017 | 142002 | SARAH R HAVER | \$128.10 |
| | 445673 | 11/06/2017 | 140889 | DEANNA L HAYES | \$28.62 |
| | 445674 | 11/06/2017 | 132489 | CHARLES E HAYES III | \$235.09 |
| | 445675 | 11/06/2017 | 141982 | RANDA LEHR HAZZARD | \$40.65 |
| | 445676 | 11/06/2017 | 141981 | ROY ALLEN SMITH JR | \$960.00 |
| | 445677 | 11/06/2017 | 048475 | HEARTLAND FOUNDATION | \$10,800.00 |
| | 445678 | 11/06/2017 | 100782 | HEARTLAND SCENIC STUDIO INC | \$458.17 |
| | 445679 | 11/06/2017 | 108273 | MARGARET HEBENSTREIT PT | \$164.28 |
| | 445680 | 11/06/2017 | 048517 | GREENWOOD PUBLISHING GROUP INC | \$27,963.49 |
| | 445681 | 11/06/2017 | 108478 | DAVID C HEMPHILL | \$10.49 |
| | 445682 | 11/06/2017 | 141901 | COURTNEY L HESER | \$20.33 |
| | 445683 | 11/06/2017 | 134455 | ROBERT J HETTINGER | \$390.56 |
| | 445685 | 11/06/2017 | 048786 | HILLYARD INC | \$2,797.62 |
| | 445686 | 11/06/2017 | 048845 | CAMILLE H HINZ | \$95.82 |
| | 445688 | 11/06/2017 | 141042 | DEFFANIE E HOFFMAN | \$217.16 |
| | 445690 | 11/06/2017 | 106169 | MARY K HOUGH | \$66.67 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|----------------------------------|--------------------|
| 01 | 445691 | 11/06/2017 | 049650 | HOUGHTON MIFFLIN HARCOURT PUB CO | \$1,564.49 |
| | 445692 | 11/06/2017 | 109836 | AMY L HOULTON | \$114.49 |
| | 445693 | 11/06/2017 | 132531 | TERRY P HOULTON | \$274.40 |
| | 445694 | 11/06/2017 | 101533 | DIANE F HOWARD | \$26.27 |
| | 445695 | 11/06/2017 | 141571 | MONTREZ D HOWARD | (\$22.50) |
| | 445696 | 11/06/2017 | 132423 | HP INC | \$64.00 |
| | 445697 | 11/06/2017 | 049700 | HUGHES TREE SERVICE | \$3,800.00 |
| | 445699 | 11/06/2017 | 134807 | MONICA A HUTFLES | \$25.68 |
| | 445700 | 11/06/2017 | 130283 | KARA L HUTTON | \$88.01 |
| | 445702 | 11/06/2017 | 049844 | HYDRONIC ENERGY INC | \$1,771.00 |
| | 445703 | 11/06/2017 | 133397 | HY-VEE INC | \$1,948.01 |
| | 445704 | 11/06/2017 | 133397 | HY-VEE INC | \$1,460.94 |
| | 445705 | 11/06/2017 | 132878 | HY-VEE INC | \$657.99 |
| | 445706 | 11/06/2017 | 049851 | HY-VEE INC | \$1,319.77 |
| | 445707 | 11/06/2017 | 049850 | HY-VEE INC | \$168.92 |
| | 445708 | 11/06/2017 | 099749 | IDVILLE INC | \$55.80 |
| | 445709 | 11/06/2017 | 139348 | DANIEL D INNES | \$59.78 |
| | 445710 | 11/06/2017 | 138418 | LAURA M INNES | \$126.27 |
| | 445711 | 11/06/2017 | 051843 | INTEGRITY ARCHITECTURAL MILLWORK | \$548.13 |
| | 445713 | 11/06/2017 | 102451 | INTERNATIONAL BACCALAUREATE | \$744.00 |
| | 445714 | 11/06/2017 | 102958 | ALL BATTERY CENTERS INC | \$518.84 |
| | 445715 | 11/06/2017 | 138560 | IXL LEARNING INC | \$203.00 |
| | 445716 | 11/06/2017 | 140729 | J F AHERN CO | \$1,182.00 |
| | 445717 | 11/06/2017 | 100928 | J W PEPPER & SON INC. | \$1,493.71 |
| | 445718 | 11/06/2017 | 139763 | CALVIN L JACOBS | \$28.19 |
| | 445719 | 11/06/2017 | 141976 | SHANNON E JANICEK | \$33.79 |
| | 445720 | 11/06/2017 | 131157 | CHRISTINE A JANOVEC-POEHLMAN | \$90.09 |
| | 445721 | 11/06/2017 | 136953 | JSDO 1 LLC | \$713.03 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|------------------------------|--------------------|
| 01 | 445722 | 11/06/2017 | 135735 | GEORGE W JELKIN | \$245.19 |
| | 445723 | 11/06/2017 | 133037 | JENSEN TIRE COMPANY | \$45.85 |
| | 445724 | 11/06/2017 | 130994 | JOHNSON CONTROLS INC | \$1,723.33 |
| | 445725 | 11/06/2017 | 054500 | JOHNSON HARDWARE CO LLC | \$63.36 |
| | 445728 | 11/06/2017 | 135373 | LINDA K JOHNSON | \$18.30 |
| | 445729 | 11/06/2017 | 139350 | BRANDON K JOHNSTON | \$53.66 |
| | 445730 | 11/06/2017 | 054630 | JOHNSTONE SUPPLY | \$184.29 |
| | 445731 | 11/06/2017 | 138713 | LAURIE E JONES | \$22.84 |
| | 445732 | 11/06/2017 | 140074 | JOURNEYED.COM INC | \$120,569.38 |
| | 445734 | 11/06/2017 | 132265 | CATHERINE A KEISER | \$40.12 |
| | 445735 | 11/06/2017 | 056276 | KELVIN LP | \$49.90 |
| | 445736 | 11/06/2017 | 134801 | JULIE B KEMP | \$36.99 |
| | 445737 | 11/06/2017 | 141320 | MOLLY J KENNEDY | \$18.73 |
| | 445738 | 11/06/2017 | 131177 | ANDREA L KIDD | \$27.45 |
| | 445739 | 11/06/2017 | 133973 | KIDS ON THE MOVE INC | \$208.00 |
| | 445740 | 11/06/2017 | 138181 | KIDWELL ELECTRIC COMPANY INC | \$159.00 |
| | 445741 | 11/06/2017 | 140091 | KENT J KINGSTON | \$113.36 |
| | 445743 | 11/06/2017 | 139753 | CHERIS A KITE | \$166.55 |
| | 445746 | 11/06/2017 | 132264 | MICHELLE M KLUG | \$1,264.05 |
| | 445747 | 11/06/2017 | 138846 | ELIZABETH A KOCIS | \$275.39 |
| | 445748 | 11/06/2017 | 131826 | ALICIA C KOTLARZ | \$40.02 |
| | 445749 | 11/06/2017 | 141957 | MELINDA S KRAUSE | \$62.17 |
| | 445751 | 11/06/2017 | 139343 | MICHAEL JOHN KROS | \$50.00 |
| | 445755 | 11/06/2017 | 137385 | JOSEPH R KUEHL | \$95.07 |
| | 445756 | 11/06/2017 | 141946 | BETHANY S LACOSSE | \$31.00 |
| | 445757 | 11/06/2017 | 137010 | CHRISTINA A LAGRONE | \$7.49 |
| | 445758 | 11/06/2017 | 099217 | LAKESHORE LEARNING MATERIALS | \$26.74 |
| | 445759 | 11/06/2017 | 141978 | CHARLES A LAMBERT | \$16.98 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 445761 | 11/06/2017 | 136818 | LAMPE'S CLEAN AIR SPECIALISTS | \$359.92 |
| | 445762 | 11/06/2017 | 135257 | LANGUAGE LINE SERVICES INC | \$1,481.79 |
| | 445764 | 11/06/2017 | 135156 | LAWSON PRODUCTS INC | \$2,786.27 |
| | 445765 | 11/06/2017 | 136240 | LAZEL INC | \$9,501.02 |
| | 445766 | 11/06/2017 | 139896 | MICHELLE M LEENERTS | \$117.97 |
| | 445767 | 11/06/2017 | 141127 | KATHY A LENTZ | \$128.00 |
| | 445769 | 11/06/2017 | 140077 | TIMOTHY J LEUSCHEN | \$13.89 |
| | 445770 | 11/06/2017 | 137345 | BONNIE K LEVINGER | \$27.29 |
| | 445771 | 11/06/2017 | 137296 | LIBERTY HARDWOODS INC | \$32.85 |
| | 445772 | 11/06/2017 | 137944 | LIBRA INDUSTRIES | \$225.00 |
| | 445774 | 11/06/2017 | 059470 | LIEN TERMITE & PEST CONTROL INC | \$1,870.00 |
| | 445775 | 11/06/2017 | 139776 | KRISTIN LOEWE | \$158.57 |
| | 445776 | 11/06/2017 | 133027 | TRACY LOGAN | \$66.67 |
| | 445777 | 11/06/2017 | 140948 | DALE L LONG | \$100.05 |
| | 445778 | 11/06/2017 | 059866 | STACY L LONGACRE | \$89.92 |
| | 445779 | 11/06/2017 | 139414 | CHRISTOPHER M LOOFE | \$595.46 |
| | 445781 | 11/06/2017 | 060023 | NEBRASKA SPORTS INDUSTRIES INC. | \$9,300.00 |
| | 445782 | 11/06/2017 | 060100 | JOE MCDERMOTT & ASSOCIATES INC | \$175.80 |
| | 445783 | 11/06/2017 | 060111 | LOVELESS MACHINE & GRINDING SVC INC | \$87.50 |
| | 445784 | 11/06/2017 | 131397 | LOWE'S HOME CENTERS INC | \$222.12 |
| | 445785 | 11/06/2017 | 060125 | LUCKS MUSIC LIBRARY INC | \$245.52 |
| | 445787 | 11/06/2017 | 135376 | CASEY I LUNDGREN | \$57.14 |
| | 445788 | 11/06/2017 | 131586 | LYMM CONSTRUCTION INC | \$23,985.00 |
| | 445789 | 11/06/2017 | 137207 | LEE ANN M MAASS | \$48.15 |
| | 445790 | 11/06/2017 | 099321 | MACKIN BOOK CO | \$1,866.74 |
| | 445792 | 11/06/2017 | 137281 | DMG INC | \$1,131.59 |
| | 445793 | 11/06/2017 | 139943 | LISA K MARSH | \$96.41 |
| | 445794 | 11/06/2017 | 133201 | DAWN M MARTEN | \$230.00 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|------------------------------------|--------------------|
| 01 | 445795 | 11/06/2017 | 131303 | DEBRA J MARTINEZ | \$329.47 |
| | 445797 | 11/06/2017 | 059560 | MATHESON TRI-GAS INC | \$335.02 |
| | 445798 | 11/06/2017 | 108052 | MAX I WALKER | \$935.56 |
| | 445799 | 11/06/2017 | 138341 | MAXIM HEALTHCARE SERVICES INC | \$13,818.75 |
| | 445800 | 11/06/2017 | 139237 | MICHAEL C MCCAULEY | \$7,974.00 |
| | 445801 | 11/06/2017 | 136618 | DANIEL R MCCONNELL | \$115.88 |
| | 445803 | 11/06/2017 | 140110 | MCGRAW-HILL EDUCATION INC | \$647.62 |
| | 445804 | 11/06/2017 | 137014 | RYE L MCINTOSH | \$108.18 |
| | 445805 | 11/06/2017 | 141523 | KELLI M MCWILLIAMS | \$68.11 |
| | 445806 | 11/06/2017 | 064260 | MECHANICAL SALES INC. | \$2,267.50 |
| | 445807 | 11/06/2017 | 137947 | MECHANICAL SALES PARTS INC | \$4,721.73 |
| | 445809 | 11/06/2017 | 136470 | CHAD M MEISGEIER | \$164.86 |
| | 445810 | 11/06/2017 | 135331 | MENTORING MINDS LP | \$96.20 |
| | 445811 | 11/06/2017 | 139997 | HAYLEY D MENTZER | \$210.68 |
| | 445812 | 11/06/2017 | 064600 | METAL DOORS & HARDWARE COMPANY INC | \$15,212.00 |
| | 445814 | 11/06/2017 | 133403 | AMERICAN NATIONAL BANK | \$14,701.33 |
| | 445818 | 11/06/2017 | 064800 | METRO UTILITIES DISTRICT OF OMAHA | \$84,886.94 |
| | 445820 | 11/06/2017 | 132802 | M-F ATHLETIC CO INC | \$765.75 |
| | 445822 | 11/06/2017 | 102493 | MICHAEL TODD & CO. INC. | \$768.68 |
| | 445823 | 11/06/2017 | 103082 | MID STATES SCHOOL EQUIPMENT CO INC | \$8,936.58 |
| | 445824 | 11/06/2017 | 102870 | MIDLAND COMPUTER INC | \$312.65 |
| | 445826 | 11/06/2017 | 132113 | MID-PLAINS INSULATION | \$739.40 |
| | 445827 | 11/06/2017 | 141664 | MIDWEST ALARM SERVICES | \$466.52 |
| | 445828 | 11/06/2017 | 101068 | MIDWEST BOX COMPANY | \$180.00 |
| | 445830 | 11/06/2017 | 064950 | MIDWEST METAL WORKS INC | \$610.50 |
| | 445831 | 11/06/2017 | 101274 | MIDWEST SPECIAL INSTRUMENTS CORP | \$20,320.17 |
| | 445832 | 11/06/2017 | 131899 | MIDWEST STORAGE SOLUTIONS | \$556.60 |
| | 445833 | 11/06/2017 | 065400 | MILLARD LUMBER INC | \$159.90 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 445834 | 11/06/2017 | 107560 | MILLARD METAL SERVICES INC. | \$547.00 |
| | 445835 | 11/06/2017 | 065410 | MILLARD PUB SCHL ADMIN ACTIVITY FND | \$252.00 |
| | 445836 | 11/06/2017 | 131716 | BRAD S MILLARD | \$560.00 |
| | 445837 | 11/06/2017 | 131328 | MILLER ELECTRIC COMPANY | \$6,281.15 |
| | 445840 | 11/06/2017 | 141026 | JASON MITERA | \$31.92 |
| | 445842 | 11/06/2017 | 141628 | MONARCH FENCE INC | \$1,037.00 |
| | 445843 | 11/06/2017 | 066010 | MONEY HANDLING MACHINES, INC. | \$224.00 |
| | 445845 | 11/06/2017 | 140990 | LAURA M MORRIS | \$191.63 |
| | 445847 | 11/06/2017 | 136275 | KRISTA L MORRISON | \$105.05 |
| | 445849 | 11/06/2017 | 063150 | MSC INDUSTRIAL SUPPLY CO | \$1,044.38 |
| | 445850 | 11/06/2017 | 107539 | MUELLER ROBAK LLC | \$13,750.00 |
| | 445851 | 11/06/2017 | 137052 | DEVONYE J MULLINS | \$99.60 |
| | 445853 | 11/06/2017 | 135629 | LISA A NAPP | \$120.00 |
| | 445854 | 11/06/2017 | 067000 | NASCO | \$2,443.04 |
| | 445855 | 11/06/2017 | 135025 | NATIONAL COUNCIL SUPERVISORS MATH | \$170.00 |
| | 445856 | 11/06/2017 | 141983 | CIMPRESS USA INC | \$236.60 |
| | 445857 | 11/06/2017 | 132854 | NATIONAL SAFETY COUNCIL | \$65.00 |
| | 445858 | 11/06/2017 | 130548 | NCS PEARSON INC | \$4,313.21 |
| | 445859 | 11/06/2017 | 068334 | NEBRASKA AIR FILTER INC | \$4,743.12 |
| | 445860 | 11/06/2017 | 068340 | NEBRASKA ASSOCIATION FOR THE GIFTED | \$375.00 |
| | 445861 | 11/06/2017 | 068343 | NEBRASKA ASSN OF SCHOOL BOARDS | \$1,752.00 |
| | 445862 | 11/06/2017 | 136954 | NEBRASKA CHILD SUPPORT PAYMENT CTR | \$135.00 |
| | 445864 | 11/06/2017 | 068415 | NEBRASKA COUNCIL SCHOOL ADMINSTR | \$135.00 |
| | 445865 | 11/06/2017 | 068445 | NEBRASKA FURNITURE MART INC | \$352.00 |
| | 445866 | 11/06/2017 | 101200 | NEBRASKA MACHINERY CO INC | \$1,098.20 |
| | 445867 | 11/06/2017 | 068684 | NEBRASKA SCIENTIFIC | \$126.95 |
| | 445868 | 11/06/2017 | 132451 | JANET L NEWLIN | \$44.12 |
| | 445869 | 11/06/2017 | 109843 | NEXTEL PARTNERS INC | \$0.00 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-----------------------------|--------------------|
| 01 | 445870 | 11/06/2017 | 107905 | MELINDA C NOLLER | \$19.69 |
| | 445872 | 11/06/2017 | 141960 | NOODLETOOLS INC | \$1,987.00 |
| | 445874 | 11/06/2017 | 136759 | ROSHNI R NORONHA | \$5.46 |
| | 445875 | 11/06/2017 | 140989 | STEFANIE E NOVOTNY | \$81.96 |
| | 445879 | 11/06/2017 | 100013 | OFFICE DEPOT 84133510 | \$4,669.54 |
| | 445880 | 11/06/2017 | 070245 | OHARCO DISTRIBUTORS | \$1,707.31 |
| | 445881 | 11/06/2017 | 132778 | MELANIE L OLSON | \$84.11 |
| | 445883 | 11/06/2017 | 132460 | OMAHA BOX CO | \$400.55 |
| | 445884 | 11/06/2017 | 134725 | OMAHA CASING CO INC | \$313.00 |
| | 445885 | 11/06/2017 | 070800 | OMAHA PUBLIC POWER DISTRICT | \$451,150.22 |
| | 445887 | 11/06/2017 | 134051 | OMAHA SYMPHONY | \$1,080.00 |
| | 445888 | 11/06/2017 | 101881 | OMAHA ZOOLOGICAL SOCIETY | \$2,320.00 |
| | 445889 | 11/06/2017 | 140402 | OMNI FINANCIAL GROUP INC | \$720.00 |
| | 445890 | 11/06/2017 | 133850 | ONE SOURCE | \$1,710.00 |
| | 445891 | 11/06/2017 | 135102 | YOUTHFUL INNOVATIONS LLC | \$303.50 |
| | 445893 | 11/06/2017 | 138662 | KELLY D OSTRAND | \$28.78 |
| | 445894 | 11/06/2017 | 107193 | OTIS ELEVATOR COMPANY | \$1,141.00 |
| | 445895 | 11/06/2017 | 133368 | KELLY R O'TOOLE | \$89.40 |
| | 445896 | 11/06/2017 | 071178 | OUTDOOR RECREATION PRODUCTS | \$1,992.00 |
| | 445897 | 11/06/2017 | 071190 | OVERHEAD DOOR COMPANY OMAHA | \$166.00 |
| | 445898 | 11/06/2017 | 134428 | ELIZABETH A PACHTA | \$186.18 |
| | 445900 | 11/06/2017 | 137027 | PANERA BREAD CO | \$200.03 |
| | 445901 | 11/06/2017 | 071545 | PAPER CORPORATION | \$22,460.40 |
| | 445903 | 11/06/2017 | 137015 | GEORGE M PARKER | \$61.04 |
| | 445904 | 11/06/2017 | 132006 | ANDREA L PARSONS | \$177.62 |
| | 445905 | 11/06/2017 | 142003 | PATRIOTIC PRODUCTIONS | \$300.00 |
| | 445906 | 11/06/2017 | 071850 | PAXTON/PATTERSON LLC | \$345.35 |
| | 445908 | 11/06/2017 | 107783 | HEIDI T PENKE | \$64.95 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-----------------------------------|--------------------|
| 01 | 445909 | 11/06/2017 | 139633 | TERESA G PERKINS | \$69.07 |
| | 445910 | 11/06/2017 | 132656 | JANET L PERRONE | \$54.73 |
| | 445911 | 11/06/2017 | 140422 | AMY L PETRICEK | \$1,798.50 |
| | 445912 | 11/06/2017 | 133390 | HEATHER C PHIPPS | \$35.20 |
| | 445913 | 11/06/2017 | 141766 | LINDA PHOSALY KLITGAARD | \$66.50 |
| | 445914 | 11/06/2017 | 137722 | ANDREW C PINKALL | \$70.62 |
| | 445915 | 11/06/2017 | 072760 | PITSCO INC | \$2,723.54 |
| | 445916 | 11/06/2017 | 138907 | PLIBRICO COMPANY LLC | \$3,244.80 |
| | 445917 | 11/06/2017 | 140930 | HEATHER A POHL | \$30.66 |
| | 445919 | 11/06/2017 | 073010 | PORTER TRUSTIN CARLSON | \$1,746.00 |
| | 445920 | 11/06/2017 | 135926 | CONNER ATHLETIC PRODUCTS INC | \$590.00 |
| | 445922 | 11/06/2017 | 131835 | PRAIRIE MECHANICAL CORP | \$24,941.48 |
| | 445923 | 11/06/2017 | 072349 | SCHOOL SPECIALTY INC | \$267.60 |
| | 445924 | 11/06/2017 | 109845 | CHRISTINA PREUSS | \$101.87 |
| | 445925 | 11/06/2017 | 134598 | PRIME COMMUNICATIONS INC | \$37,048.51 |
| | 445926 | 11/06/2017 | 141236 | PRISM SMART SOLUTIONS | \$16,740.00 |
| | 445927 | 11/06/2017 | 073427 | PRO-ED INC | \$764.50 |
| | 445928 | 11/06/2017 | 132713 | PROTEX CENTRAL INC | \$6,274.64 |
| | 445929 | 11/06/2017 | 073840 | PSYCHOLOGICAL ASSESSMENT RESOURCE | \$640.56 |
| | 445930 | 11/06/2017 | 137779 | JARDINE QUALITY IRRIGATION INC | \$2,136.26 |
| | 445932 | 11/06/2017 | 078420 | RAWSON & SONS ROOFING, INC. | \$45,949.00 |
| | 445933 | 11/06/2017 | 132369 | RAY MARTIN COMPANY OF OMAHA | \$341.00 |
| | 445934 | 11/06/2017 | 109810 | BETHANY B RAY | \$231.13 |
| | 445938 | 11/06/2017 | 135690 | DEIDRE M REEH | \$117.70 |
| | 445941 | 11/06/2017 | 133770 | DIANE E REINERS | \$29.69 |
| | 445942 | 11/06/2017 | 138302 | TRENT RENKEN | \$50.00 |
| | 445945 | 11/06/2017 | 109192 | KIMBERLI R RICE | \$91.80 |
| | 445946 | 11/06/2017 | 135484 | KRISTI L RICHLING | \$36.38 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|------------------------------------|--------------------|
| 01 | 445948 | 11/06/2017 | 137470 | AMBER E RIPA | \$390.95 |
| | 445950 | 11/06/2017 | 141770 | AMY D ROBERTS | \$60.00 |
| | 445952 | 11/06/2017 | 134882 | LINDA A ROHMILLER | \$21.21 |
| | 445954 | 11/06/2017 | 134990 | BRITTANY A ROM | \$64.63 |
| | 445957 | 11/06/2017 | 079440 | ROSENBAUM ELECTRIC INC | \$144.00 |
| | 445958 | 11/06/2017 | 079450 | ROTARY CLUB OF MILLARD-OMAHA | \$300.00 |
| | 445959 | 11/06/2017 | 139923 | RSM US LLP | \$1,355.00 |
| | 445960 | 11/06/2017 | 131615 | RUSSELL MIDDLE SCHOOL | \$65.00 |
| | 445961 | 11/06/2017 | 141972 | ALLISON RUTHERFORD | \$147.13 |
| | 445965 | 11/06/2017 | 081695 | VWR INTERNATIONAL LLC | \$312.22 |
| | 445966 | 11/06/2017 | 081725 | KIMBERLEY K SAUM-MILLS | \$59.22 |
| | 445967 | 11/06/2017 | 139841 | STEPHANIE SCHADE | \$20.83 |
| | 445968 | 11/06/2017 | 138484 | CINDY M SCHARFF | \$959.45 |
| | 445969 | 11/06/2017 | 138274 | RONALD P SCHINSTOCK | \$6.00 |
| | 445971 | 11/06/2017 | 137012 | SHELLEY L SCHMITZ | \$40.66 |
| | 445972 | 11/06/2017 | 082100 | SCHOLASTIC INC | \$98.89 |
| | 445973 | 11/06/2017 | 130526 | SCHOOL MEDIA ASSOCIATES LLC | \$38.93 |
| | 445974 | 11/06/2017 | 082350 | SCHOOL SPECIALTY INC | \$165.86 |
| | 445975 | 11/06/2017 | 141272 | SCHU MARKETING ASSOCIATES INC | \$134.79 |
| | 445976 | 11/06/2017 | 134567 | KAYE M SCHWEIGERT | \$115.94 |
| | 445977 | 11/06/2017 | 139827 | MATTHEW J SCOTT | \$242.03 |
| | 445978 | 11/06/2017 | 082905 | KIMBERLY A SECORA | \$24.34 |
| | 445979 | 11/06/2017 | 108161 | STAN J SEGAL | \$89.40 |
| | 445980 | 11/06/2017 | 138267 | NATHAN A SEGGERMAN | \$1,436.22 |
| | 445982 | 11/06/2017 | 134189 | JODY L SEMPEK | \$69.98 |
| | 445983 | 11/06/2017 | 140383 | SENTRY INSURANCE, A MUTUAL COMPANY | \$82,680.00 |
| | 445984 | 11/06/2017 | 136754 | CCT ENTERPRISES LLC | \$120.00 |
| | 445985 | 11/06/2017 | 109800 | AMY L SHATTUCK | \$324.75 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|------------------------------------|--------------------|
| 01 | 445987 | 11/06/2017 | 083188 | SHIFFLER EQUIPMENT SALES, INC. | \$6,462.25 |
| | 445988 | 11/06/2017 | 131887 | SIEMENS INDUSTRY INC. | \$715.00 |
| | 445989 | 11/06/2017 | 132590 | SILVERSTONE GROUP INC | \$5,174.00 |
| | 445990 | 11/06/2017 | 083400 | SIMPLEX GRINNELL LP | \$13,384.88 |
| | 445993 | 11/06/2017 | 141854 | SITE ACQUISITION SOLUTIONS | \$720.00 |
| | 445994 | 11/06/2017 | 133949 | SKAR ADVERTISING | \$577.82 |
| | 445997 | 11/06/2017 | 140891 | MARCIA L SMITH | \$142.79 |
| | 445998 | 11/06/2017 | 141987 | TBP PRODUCTIONS LLP | \$625.00 |
| | 445999 | 11/06/2017 | 101476 | SODEXO INC & AFFILIATES | \$102,289.76 |
| | 446000 | 11/06/2017 | 139217 | MARK SOMMER | \$644.14 |
| | 446001 | 11/06/2017 | 133954 | SOUTHSIDE PLUMBING LLC | \$1,761.53 |
| | 446002 | 11/06/2017 | 140944 | SOUTHWESTERN COMMUNITY COLLEGE | \$500.00 |
| | 446003 | 11/06/2017 | 131714 | JOHN D SOUTHWORTH | \$136.22 |
| | 446004 | 11/06/2017 | 141572 | SPHERA SOLUTIONS INC | \$478.17 |
| | 446005 | 11/06/2017 | 141321 | SPHERO INC | \$49.99 |
| | 446007 | 11/06/2017 | 141988 | LINDSEY J STAACK | \$44.51 |
| | 446009 | 11/06/2017 | 084397 | STANDARD DIGITAL IMAGING INC | \$6.00 |
| | 446010 | 11/06/2017 | 137481 | STAPLES CONTRACT & COMMERCIAL INC | \$87.19 |
| | 446012 | 11/06/2017 | 141244 | TYREE STARKS | (\$45.00) |
| | 446013 | 11/06/2017 | 140863 | JOEL J STEARNS | \$4.89 |
| | 446014 | 11/06/2017 | 140721 | STM BAGS LLC | \$2,080.00 |
| | 446016 | 11/06/2017 | 139843 | STUDENT TRANSPORATION NEBRASKA INC | \$144,154.65 |
| | 446018 | 11/06/2017 | 069689 | INTERLINE BRANDS INC | \$40,134.86 |
| | 446019 | 11/06/2017 | 137011 | CARRIE A SWANEY | \$271.79 |
| | 446020 | 11/06/2017 | 141546 | ALLISON C SWITZER | \$43.34 |
| | 446021 | 11/06/2017 | 134987 | JOHN P SWOBODA | \$285.15 |
| | 446022 | 11/06/2017 | 141747 | TANGIBLE PLAY INC | \$174.00 |
| | 446023 | 11/06/2017 | 141043 | KIARA L TAYLOR | \$67.73 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-------------------------------------|--------------------|
| 01 | 446024 | 11/06/2017 | 133969 | TENNANT SALES & SERVICE COMPANY | \$442.57 |
| | 446026 | 11/06/2017 | 131729 | THEATRICAL MEDIA SERVICES, INC. | \$850.73 |
| | 446027 | 11/06/2017 | 140513 | ANNA M THOMA | \$955.00 |
| | 446028 | 11/06/2017 | 136381 | ANNETTE J THOMAS | \$5.03 |
| | 446031 | 11/06/2017 | 135006 | STEVE D THRONE | \$194.21 |
| | 446032 | 11/06/2017 | 139799 | TIERNEY BROTHERS INC | \$55.28 |
| | 446033 | 11/06/2017 | 138304 | TIME MANAGEMENT SYSTEMS | \$412.50 |
| | 446034 | 11/06/2017 | 141524 | SONIA E TIPP | \$285.74 |
| | 446035 | 11/06/2017 | 141455 | ASHLEY A TOMJACK | \$54.89 |
| | 446036 | 11/06/2017 | 136578 | PEGGI S TOMLINSON | \$10.06 |
| | 446037 | 11/06/2017 | 106807 | JEAN M TOOHER | \$228.97 |
| | 446038 | 11/06/2017 | 131446 | TOSHIBA FINANCIAL SERVICES | \$471.00 |
| | 446039 | 11/06/2017 | 131446 | TOSHIBA FINANCIAL SERVICES | \$1,545.00 |
| | 446040 | 11/06/2017 | 141254 | TOTAL FIRE & SECURITY INC | \$767.29 |
| | 446041 | 11/06/2017 | 106364 | TRANE US INC | \$2,779.19 |
| | 446042 | 11/06/2017 | 141772 | TRED-MARK FINANCIAL INC | \$305.17 |
| | 446043 | 11/06/2017 | 107719 | KIMBERLY P TRISLER | \$60.94 |
| | 446046 | 11/06/2017 | 106493 | TRITZ PLUMBING, INC. | \$22,314.54 |
| | 446047 | 11/06/2017 | 138047 | AUTO PROS OF MILLARD INC | \$563.89 |
| | 446048 | 11/06/2017 | 131819 | JEAN R UBBELOHDE | \$456.37 |
| | 446049 | 11/06/2017 | 090270 | UNITED DISTRIBUTORS, INC. | \$7,772.05 |
| | 446050 | 11/06/2017 | 100923 | UNIVERSITY OF NEBRASKA LINCOLN | \$270.00 |
| | 446052 | 11/06/2017 | 068840 | UNIVERSITY OF NEBRASKA AT OMAHA | \$56,000.00 |
| | 446054 | 11/06/2017 | 139797 | US BANK NATIONAL ASSOCIATION | \$7,895.00 |
| | 446055 | 11/06/2017 | 090440 | BSN SPORTS INC | \$114.32 |
| | 446056 | 11/06/2017 | 132117 | VALA'S PUMPKIN FARM & FALL FEST INC | \$337.50 |
| | 446057 | 11/06/2017 | 091040 | VAL LTD | \$304.33 |
| | 446058 | 11/06/2017 | 138046 | AUTO LUBE INC | \$119.77 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|----------------------------------|--------------------|
| 01 | 446059 | 11/06/2017 | 140314 | VARIDESK LLC | \$990.00 |
| | 446063 | 11/06/2017 | 138759 | VIA INC | \$75.00 |
| | 446064 | 11/06/2017 | 092323 | VIRCO INC | \$1,434.24 |
| | 446069 | 11/06/2017 | 093008 | BARBARA N WALLER | \$92.39 |
| | 446070 | 11/06/2017 | 131112 | LINDA WALTERS | \$22.36 |
| | 446071 | 11/06/2017 | 093650 | VWR INTERNATIONAL LLC | \$2,174.26 |
| | 446072 | 11/06/2017 | 139738 | WASTE MANAGEMENT OF NEBRASKA | \$16,134.59 |
| | 446073 | 11/06/2017 | 093765 | WATER ENGINEERING, INC. | \$2,301.60 |
| | 446074 | 11/06/2017 | 133438 | HEIDI J WEAVER | \$53.71 |
| | 446075 | 11/06/2017 | 141464 | ANTHONY J WEERS | \$99.92 |
| | 446076 | 11/06/2017 | 131717 | DIANE M WEIER | \$30.50 |
| | 446078 | 11/06/2017 | 141432 | WELLS FARGO FINANCIAL LEASNG INC | \$3,101.72 |
| | 446079 | 11/06/2017 | 140929 | ERIC C WELTE | \$123.05 |
| | 446080 | 11/06/2017 | 094174 | WEST MUSIC CO INC | \$154.70 |
| | 446081 | 11/06/2017 | 107563 | CAROL M WEST | \$376.80 |
| | 446082 | 11/06/2017 | 094350 | MANSON WESTERN CORPORATION | \$465.30 |
| | 446084 | 11/06/2017 | 137878 | WHITE WOLF WEB PRINTERS INC | \$1,088.49 |
| | 446085 | 11/06/2017 | 135115 | TAMELA J WHITTED | \$79.23 |
| | 446086 | 11/06/2017 | 137485 | WENDY A WIGHT | \$134.12 |
| | 446088 | 11/06/2017 | 139618 | AARON J WILLEMS | \$38.83 |
| | 446089 | 11/06/2017 | 141797 | WILLIAMSON COUNTY SCHOOLS | \$100.00 |
| | 446090 | 11/06/2017 | 141528 | WISCONSIN SCTF | \$74.00 |
| | 446091 | 11/06/2017 | 095349 | WOODWIND & BRASSWIND INC | \$46.99 |
| | 446094 | 11/06/2017 | 109852 | WURTH BAER SUPPLY CO | \$193.58 |
| | 446096 | 11/06/2017 | 138356 | JEFFREY F YOST | \$84.00 |
| | 446097 | 11/06/2017 | 096200 | YOUNG & WHITE | \$18,012.21 |
| | 446098 | 11/06/2017 | 135890 | YOUTH FRONTIERS INC | \$1,995.00 |
| | 446099 | 11/06/2017 | 137020 | CHAD R ZIMMERMAN | \$89.88 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-------------------|-------------------|------------|---------------|---------------------------------|-----------------------|
| 01 | 446100 | 11/06/2017 | 136855 | PAUL R ZOHLN | \$60.99 |
| | 446101 | 11/06/2017 | 109843 | NEXTEL PARTNERS INC | \$3,451.19 |
| 01 - Total | | | | | \$2,454,848.56 |
| 02 | 25976 | 10/19/2017 | 140871 | DAVID C WOOD | \$2,530.20 |
| | 25977 | 11/06/2017 | 106893 | WICHITA WATER CONDITIONING INC | \$9.00 |
| | 25978 | 11/06/2017 | 010670 | GOODWIN TUCKER GROUP | \$832.55 |
| | 25979 | 11/06/2017 | 137944 | LIBRA INDUSTRIES | \$614.92 |
| | 25980 | 11/06/2017 | 066996 | NAPA/GENUINE PARTS COMPANY | \$168.01 |
| | 25981 | 11/06/2017 | 109843 | NEXTEL PARTNERS INC | \$0.00 |
| | 25982 | 11/06/2017 | 100013 | OFFICE DEPOT 84133510 | \$2,867.02 |
| | 25983 | 11/06/2017 | 101476 | SODEXO INC & AFFILIATES | \$734,374.96 |
| | 25984 | 11/06/2017 | 140314 | VARIDESK LLC | \$495.00 |
| | 25985 | 11/06/2017 | 109843 | NEXTEL PARTNERS INC | \$79.98 |
| | 02 - Total | | | | |
| 06 | 445425 | 11/06/2017 | 011051 | ALL MAKES OFFICE EQUIPMENT | \$8,139.16 |
| | 445463 | 11/06/2017 | 133480 | BERINGER CIACCIO DENNELL MABREY | \$3,680.00 |
| | 445489 | 11/06/2017 | 015805 | CORVUS INDUSTRIES LTD | \$2,248.00 |
| | 445509 | 11/06/2017 | 133970 | CCS PRESENTATION SYSTEMS | \$18,940.78 |
| | 445510 | 11/06/2017 | 133589 | CDW GOVERNMENT, INC. | \$385.99 |
| | 445532 | 11/06/2017 | 135287 | CONSTRUCT INC | \$78,014.18 |
| | 445541 | 11/06/2017 | 131506 | CP RECOVERY | \$6,148.75 |
| | 445578 | 11/06/2017 | 135039 | DISNEY ELEMENTARY | \$290.00 |
| | 445733 | 11/06/2017 | 136678 | K C PETERSEN CONSTRUCTION CO | \$24,479.53 |
| | 445760 | 11/06/2017 | 058775 | LAMP RYNEARSON ASSOCIATES INC | \$24,764.80 |
| | 445828 | 11/06/2017 | 101068 | MIDWEST BOX COMPANY | \$180.00 |
| | 445832 | 11/06/2017 | 131899 | MIDWEST STORAGE SOLUTIONS | \$1,550.76 |
| | 445841 | 11/06/2017 | 140386 | MOBILE MINI INC | \$114.62 |
| | 445848 | 11/06/2017 | 134532 | MORRISSEY ENGINEERING INC | \$7,350.00 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-------------------|--------------|------------|---------------|----------------------------------|---------------------|
| 06 | 445936 | 11/06/2017 | 136841 | REAGAN ELEMENTARY | \$290.00 |
| | 445949 | 11/06/2017 | 136847 | RIVERSIDE TECHNOLOGIES INC | \$291,300.00 |
| | 446025 | 11/06/2017 | 132452 | TERRACON INC | \$850.00 |
| | 446042 | 11/06/2017 | 141772 | TRED-MARK FINANCIAL INC | \$1,963.22 |
| | 446065 | 11/06/2017 | 141363 | PATTI BANKS ASSOCIATES LLC | \$3,740.00 |
| 06 - Total | | | | | \$474,429.79 |
| 07 | 445434 | 11/06/2017 | 140305 | AMERICAN TRAILER & STORAGE INC | \$1,500.00 |
| | 445463 | 11/06/2017 | 133480 | BERINGER CIACCIO DENNELL MABREY | \$1,705.00 |
| | 445501 | 11/06/2017 | 135245 | BAHR VERMEER HAECKER ARCHITECTS | \$17,965.00 |
| | 445740 | 11/06/2017 | 138181 | KIDWELL ELECTRIC COMPANY INC | \$6,761.70 |
| | 445758 | 11/06/2017 | 099217 | LAKESHORE LEARNING MATERIALS | \$331.55 |
| | 445760 | 11/06/2017 | 058775 | LAMP RYNEARSON ASSOCIATES INC | \$17,144.51 |
| | 445829 | 11/06/2017 | 141823 | MIDWEST DCM INC | \$282,351.17 |
| | 445848 | 11/06/2017 | 134532 | MORRISSEY ENGINEERING INC | \$8,200.00 |
| | 445925 | 11/06/2017 | 134598 | PRIME COMMUNICATIONS INC | \$2,126.66 |
| | 445955 | 11/06/2017 | 134824 | ROOFING SOLUTIONS INC | \$13,400.00 |
| | 445962 | 11/06/2017 | 141986 | SAFETY GUARD INC | \$6,947.47 |
| | 445963 | 11/06/2017 | 140085 | SAMPSON CONSTRUCTION CO INC | \$2,057.00 |
| | 445974 | 11/06/2017 | 082350 | SCHOOL SPECIALTY INC | \$50.40 |
| 446025 | 11/06/2017 | 132452 | TERRACON INC | \$1,876.00 | |
| 07 - Total | | | | | \$362,416.46 |
| 11 | 445369 | 10/19/2017 | 103085 | AMERICAN ASSN TEACHERS OF GERMAN | \$330.00 |
| | 445402 | 10/26/2017 | 130955 | HUBERT CHARLES AHOVISSI | \$3,000.00 |
| | 445403 | 10/26/2017 | 011651 | AMERICAN EXPRESS | \$587.00 |
| | 445407 | 10/26/2017 | 068834 | UNIVERSITY OF NEBRASKA-LINCOLN | \$309.00 |
| | 445426 | 11/06/2017 | 139802 | JENNIFER L ALLEN | \$109.50 |
| | 445432 | 11/06/2017 | 103085 | AMERICAN ASSN TEACHERS OF GERMAN | \$420.00 |
| | 445438 | 11/06/2017 | 134670 | THE COLLEGE BOARD | \$300.00 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-----------------------------------|--------------------|
| 11 | 445452 | 11/06/2017 | 135750 | KELLY A BAKEY | \$19.20 |
| | 445464 | 11/06/2017 | 140706 | AMY J BECKER | \$295.72 |
| | 445474 | 11/06/2017 | 139184 | VAN DEURSEN ENTERPRISES INC | \$160.00 |
| | 445485 | 11/06/2017 | 130899 | KIMBERLY M BOLAN | \$359.61 |
| | 445496 | 11/06/2017 | 136205 | KIMBERLY A BROWN | \$354.72 |
| | 445498 | 11/06/2017 | 020550 | BUREAU OF EDUCATION & RESEARCH | \$737.00 |
| | 445499 | 11/06/2017 | 138015 | BUREAU OF LECTURES CONCERT ARTIST | \$420.00 |
| | 445510 | 11/06/2017 | 133589 | CDW GOVERNMENT, INC. | \$63.00 |
| | 445512 | 11/06/2017 | 051572 | CENGAGE LEARNING | \$1,100.50 |
| | 445531 | 11/06/2017 | 139891 | MARY T CONNELL | \$121.16 |
| | 445539 | 11/06/2017 | 135296 | SHANNON M COOLEY-LOVETT | \$106.88 |
| | 445555 | 11/06/2017 | 138536 | PAM S D'AMOUR | \$121.00 |
| | 445565 | 11/06/2017 | 032800 | DEMCO INC | \$10.49 |
| | 445575 | 11/06/2017 | 135509 | DIGIORGIO'S SPORTSWEAR INC | \$712.05 |
| | 445579 | 11/06/2017 | 138337 | LYLE DITMARS | \$301.00 |
| | 445593 | 11/06/2017 | 139782 | EDMENTUM INC | \$850.00 |
| | 445605 | 11/06/2017 | 141914 | JOSEPH BECKMAN | \$4,995.00 |
| | 445606 | 11/06/2017 | 135360 | PAMELA A ERIXON | \$121.00 |
| | 445615 | 11/06/2017 | 140353 | KAYLA J FARRELL | \$34.07 |
| | 445640 | 11/06/2017 | 102650 | GANDER PUBLISHING INC. | \$1,039.39 |
| | 445649 | 11/06/2017 | 044891 | GOPHER | \$293.79 |
| | 445652 | 11/06/2017 | 141335 | PAUL J GRANT | \$198.84 |
| | 445654 | 11/06/2017 | 044976 | GREAT EXTENSIONS | \$214.50 |
| | 445665 | 11/06/2017 | 136805 | JAMES R HANLON | \$137.19 |
| | 445669 | 11/06/2017 | 141478 | HOLLY E HARTEL | \$1,253.14 |
| | 445684 | 11/06/2017 | 141551 | LAURA S HIGHTOWER | \$175.80 |
| | 445698 | 11/06/2017 | 137050 | ANGELIA M HUGHES | \$35.10 |
| | 445700 | 11/06/2017 | 130283 | KARA L HUTTON | \$335.65 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-----------------------------------|--------------------|
| 11 | 445703 | 11/06/2017 | 133397 | HY-VEE INC | \$142.43 |
| | 445707 | 11/06/2017 | 049850 | HY-VEE INC | \$83.82 |
| | 445712 | 11/06/2017 | 135481 | INTERMEDIATE DISTRICT 287 | \$800.00 |
| | 445721 | 11/06/2017 | 136953 | JSDO 1 LLC | \$195.15 |
| | 445737 | 11/06/2017 | 141320 | MOLLY J KENNEDY | \$362.44 |
| | 445742 | 11/06/2017 | 141977 | KELSEY K KINNISON | \$2,075.50 |
| | 445754 | 11/06/2017 | 141799 | KSB SCHOOL LAW PC LLO | \$2,302.43 |
| | 445768 | 11/06/2017 | 139583 | JENA J LEU | \$51.90 |
| | 445780 | 11/06/2017 | 139193 | ELIZABETH A LORENZ | \$50.29 |
| | 445786 | 11/06/2017 | 134568 | NATASHA E LUDWIG | \$1,846.50 |
| | 445796 | 11/06/2017 | 012067 | AMERICAN MATHEMATICS COMPETITIONS | \$306.00 |
| | 445803 | 11/06/2017 | 140110 | MCGRAW-HILL EDUCATION INC | \$0.00 |
| | 445819 | 11/06/2017 | 134207 | GINA M MEYER | \$56.65 |
| | 445824 | 11/06/2017 | 102870 | MIDLAND COMPUTER INC | \$69.86 |
| | 445825 | 11/06/2017 | 137999 | MIDLANDS PRINTING & BUS FORMS INC | \$1,004.00 |
| | 445846 | 11/06/2017 | 138838 | SARAH L MORRISON | \$1,039.75 |
| | 445852 | 11/06/2017 | 138263 | MARIA V MUNOZ | \$431.36 |
| | 445863 | 11/06/2017 | 136431 | NEBRASKA COMMUNITY FOUNDATION | \$11,175.00 |
| | 445871 | 11/06/2017 | 141979 | NONPROFIT ASSOCIATION OF MIDLANDS | \$150.00 |
| | 445886 | 11/06/2017 | 141536 | OMAHA STREET PERCUSSION LLC | \$600.00 |
| | 445921 | 11/06/2017 | 134188 | LAURA A POWERS | \$57.77 |
| | 445935 | 11/06/2017 | 141756 | READ TO THEM INC | \$2,439.50 |
| | 445937 | 11/06/2017 | 100642 | REALLY GOOD STUFF INC | \$134.29 |
| | 445939 | 11/06/2017 | 078760 | REGAL AWARDS INC | \$422.50 |
| | 445940 | 11/06/2017 | 141984 | REBECCA L REGER | \$91.00 |
| | 445944 | 11/06/2017 | 134819 | RESPECT 2 | \$150.00 |
| | 445947 | 11/06/2017 | 140862 | JONATHAN W RINGENBERG | \$1,292.20 |
| | 445953 | 11/06/2017 | 141985 | EMILY ROKON | \$20.00 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-------------------|--------------|------------|---------------------|-------------------------------------|---------------------|
| 11 | 445956 | 11/06/2017 | 071023 | OMAHA THEATER CO FOR YOUNG PEOPLE | \$2,100.00 |
| | 445960 | 11/06/2017 | 131615 | RUSSELL MIDDLE SCHOOL | \$45.00 |
| | 445972 | 11/06/2017 | 082100 | SCHOLASTIC INC | \$192.23 |
| | 445981 | 11/06/2017 | 140341 | CHRISTINA K SEILER | \$320.84 |
| | 445995 | 11/06/2017 | 139357 | MATTHEW L SMITH | \$867.19 |
| | 446016 | 11/06/2017 | 139843 | STUDENT TRANSPORATION NEBRASKA INC | \$3,816.71 |
| | 446030 | 11/06/2017 | 134014 | PATTY A THRONE | \$50.29 |
| | 446048 | 11/06/2017 | 131819 | JEAN R UBBELOHDE | \$382.76 |
| | 446050 | 11/06/2017 | 100923 | UNIVERSITY OF NEBRASKA LINCOLN | \$140.00 |
| | 446051 | 11/06/2017 | 068840 | UNIVERSITY OF NEBRASKA AT OMAHA | \$15,002.40 |
| | 446056 | 11/06/2017 | 132117 | VALA'S PUMPKIN FARM & FALL FEST INC | \$115.50 |
| | 446061 | 11/06/2017 | 136318 | JENNIFER L VEST | \$141.14 |
| | 446068 | 11/06/2017 | 092990 | CYNTHIA A WALLACE | \$91.79 |
| | 446083 | 11/06/2017 | 141644 | BRITTNEY L WHITE | \$119.89 |
| | 446087 | 11/06/2017 | 137327 | GINA R WIITANEN | \$42.99 |
| | 446092 | 11/06/2017 | 139352 | WORDMASTERS LLC | \$490.00 |
| | 446093 | 11/06/2017 | 141413 | LAURIE L WRIGHT | \$1,250.20 |
| | 446095 | 11/06/2017 | 141603 | YMCA OF LINCOLN | \$1,350.00 |
| 446098 | 11/06/2017 | 135890 | YOUTH FRONTIERS INC | \$6,635.00 | |
| 11 - Total | | | | | \$80,125.57 |
| 14 | 445417 | 11/06/2017 | 097000 | AETNA LIFE INSURANCE CO | \$104,020.62 |
| | 445991 | 11/06/2017 | 138887 | SIMPLYWELL LLC | \$5,408.00 |
| 14 - Total | | | | | \$109,428.62 |
| 17 | 445378 | 10/19/2017 | 069689 | INTERLINE BRANDS INC | \$489.53 |
| | 445425 | 11/06/2017 | 011051 | ALL MAKES OFFICE EQUIPMENT | \$3,051.07 |
| | 445596 | 11/06/2017 | 107980 | EHLY'S INTERIORS | \$500.00 |
| | 445649 | 11/06/2017 | 044891 | GOPHER | \$0.00 |
| | 445653 | 11/06/2017 | 139949 | GRAPHIC TECHNOLOGIES INC | \$494.57 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|-------------------|--------------|------------|---------------|-------------------------------|--------------------|
| 17 | 445660 | 11/06/2017 | 020255 | DESIGN CONCEPTS INC | \$1,068.00 |
| | 445803 | 11/06/2017 | 140110 | MCGRAW-HILL EDUCATION INC | \$5,000.00 |
| | 445808 | 11/06/2017 | 073300 | PERFORMANCE HEALTH SUPPLY INC | \$829.28 |
| | 445925 | 11/06/2017 | 134598 | PRIME COMMUNICATIONS INC | \$2,378.56 |
| | 445986 | 11/06/2017 | 083175 | SHEPPARD'S BUSINESS INTERIORS | \$3,922.00 |
| | 446018 | 11/06/2017 | 069689 | INTERLINE BRANDS INC | \$144.20 |
| | 446059 | 11/06/2017 | 140314 | VARIDESK LLC | \$495.00 |
| | 446064 | 11/06/2017 | 092323 | VIRCO INC | \$2,551.28 |
| 17 - Total | | | | | \$20,923.49 |
| 50 | 445380 | 10/19/2017 | 134790 | VAN WALL EQUIPMENT | \$5,891.00 |
| | 445383 | 10/19/2017 | 138820 | ANNE WINFIELD CHAPMAN | \$2,289.19 |
| | 445384 | 10/19/2017 | 140432 | STEPHEN TODD | \$5,497.44 |
| | 445404 | 10/26/2017 | 140913 | STEPHANI HYATT | \$800.00 |
| | 445425 | 11/06/2017 | 011051 | ALL MAKES OFFICE EQUIPMENT | \$3,000.00 |
| | 445445 | 11/06/2017 | 141886 | MACKENZIE ASCHE | \$96.00 |
| | 445449 | 11/06/2017 | 141578 | COLIN BACKHAUS | \$54.00 |
| | 445454 | 11/06/2017 | 141559 | JAMES ALEXANDER BALTES | \$180.00 |
| | 445456 | 11/06/2017 | 099646 | BARNES AND NOBLE BOOKSTORE | \$485.49 |
| | 445473 | 11/06/2017 | 141968 | DOMINIC R BIANCHETTE | \$102.00 |
| | 445480 | 11/06/2017 | 141084 | COLE BLASING | \$102.00 |
| | 445484 | 11/06/2017 | 141996 | ALARIA MICHELLE BODE | \$27.00 |
| | 445488 | 11/06/2017 | 141887 | KATELYN BOYES | \$204.00 |
| | 445491 | 11/06/2017 | 134129 | BRAINPOP LLC | \$2,395.00 |
| | 445494 | 11/06/2017 | 141561 | ABIGAIL BROOKS | \$51.00 |
| | 445500 | 11/06/2017 | 140268 | JACOB THOMAS BURROUGHS | \$178.50 |
| | 445504 | 11/06/2017 | 138324 | REGG CARNES | \$80.00 |
| | 445508 | 11/06/2017 | 140956 | JOHN B CASTLE | \$110.00 |
| | 445509 | 11/06/2017 | 133970 | CCS PRESENTATION SYSTEMS | \$2,828.21 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|------------------------------|--------------------|
| 50 | 445519 | 11/06/2017 | 141994 | OLIVIA CHRISTIANSEN | \$18.00 |
| | 445520 | 11/06/2017 | 142004 | ZOE ELISABETH CLARK | \$27.00 |
| | 445524 | 11/06/2017 | 141780 | JACOB CLINE | \$36.00 |
| | 445543 | 11/06/2017 | 139451 | NICHOLAS CRAMER | \$138.00 |
| | 445548 | 11/06/2017 | 141562 | ASHLYN M CURRY | \$102.00 |
| | 445574 | 11/06/2017 | 033473 | DIETZE MUSIC HOUSE INC | \$823.40 |
| | 445580 | 11/06/2017 | 141956 | MATTHEW DOHERTY | \$45.00 |
| | 445584 | 11/06/2017 | 141435 | BENJAMIN DUBAY | \$96.00 |
| | 445585 | 11/06/2017 | 141990 | JACKSON DUBAY | \$210.00 |
| | 445589 | 11/06/2017 | 141995 | AVA DUNNE | \$36.00 |
| | 445610 | 11/06/2017 | 140473 | CHRIS EVANS | \$196.00 |
| | 445611 | 11/06/2017 | 140719 | KATIE EVANS | \$144.00 |
| | 445612 | 11/06/2017 | 141748 | EVOLLVE INC | \$354.00 |
| | 445629 | 11/06/2017 | 141579 | PAIGE H FLEMING | \$51.00 |
| | 445633 | 11/06/2017 | 041100 | FOLLETT SCHOOL SOLUTIONS INC | \$936.55 |
| | 445639 | 11/06/2017 | 141563 | ALEXIS GAMBLE | \$204.00 |
| | 445642 | 11/06/2017 | 141564 | MARITZA BELEN GAYTAN | \$204.00 |
| | 445644 | 11/06/2017 | 141123 | MORGAN RAE GEISS | \$153.00 |
| | 445648 | 11/06/2017 | 141809 | ALEXANDER GOLDSMITH | \$102.00 |
| | 445658 | 11/06/2017 | 140749 | OLIVIA RAY GREVE | \$153.00 |
| | 445663 | 11/06/2017 | 141991 | CHASE HALL | \$180.00 |
| | 445664 | 11/06/2017 | 140173 | JENNIFER HAMMOND | \$252.00 |
| | 445670 | 11/06/2017 | 141527 | DOUGLAS A HARVEY | \$148.00 |
| | 445687 | 11/06/2017 | 139809 | LOGAN HODGE | \$315.00 |
| | 445689 | 11/06/2017 | 140919 | JEREMY DAVID HOOGESTRAAT | \$55.00 |
| | 445695 | 11/06/2017 | 141571 | MONTREZ D HOWARD | \$90.00 |
| | 445701 | 11/06/2017 | 140913 | STEPHANI HYATT | \$1,000.00 |
| | 445717 | 11/06/2017 | 100928 | J W PEPPER & SON INC. | \$335.39 |

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| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------|--------------|------------|---------------|-----------------------------|--------------------|
| 50 | 445726 | 11/06/2017 | 140354 | JAMES JOHNSON | \$280.00 |
| | 445727 | 11/06/2017 | 054492 | JIM L JOHNSON | \$210.00 |
| | 445744 | 11/06/2017 | 141782 | EVAN KLUCH | \$216.00 |
| | 445745 | 11/06/2017 | 141294 | TYLER SCOTT KLUCH | \$216.00 |
| | 445750 | 11/06/2017 | 135103 | RON KROENKE | \$490.00 |
| | 445752 | 11/06/2017 | 138836 | DANA S KRUSE | \$110.00 |
| | 445753 | 11/06/2017 | 141783 | KEEGAN KRUSE | \$216.00 |
| | 445763 | 11/06/2017 | 133206 | MARK L LARSON | \$130.00 |
| | 445791 | 11/06/2017 | 137410 | TIMOTHY R MAHER | \$125.00 |
| | 445802 | 11/06/2017 | 140766 | KATHERINE ANN MCCOY | \$308.00 |
| | 445821 | 11/06/2017 | 139767 | ISABELLA MICELI | \$90.00 |
| | 445838 | 11/06/2017 | 141888 | JENNA MILLER | \$204.00 |
| | 445839 | 11/06/2017 | 141093 | GRANT MITERA | \$153.00 |
| | 445844 | 11/06/2017 | 141531 | BRAYDEN MOODY | \$180.00 |
| | 445854 | 11/06/2017 | 067000 | NASCO | \$1,578.77 |
| | 445865 | 11/06/2017 | 068445 | NEBRASKA FURNITURE MART INC | \$226.00 |
| | 445873 | 11/06/2017 | 140756 | ALEXANDRA K NORDBERG-ELLIS | \$207.00 |
| | 445879 | 11/06/2017 | 100013 | OFFICE DEPOT 84133510 | \$188.37 |
| | 445882 | 11/06/2017 | 141565 | MIA HALEY OLSON | \$153.00 |
| | 445892 | 11/06/2017 | 140954 | ANASTASIA ORTMAN | \$90.00 |
| | 445899 | 11/06/2017 | 136739 | JAMES W KUPER | \$1,013.85 |
| | 445902 | 11/06/2017 | 141342 | GABRIEL PAREDES | \$186.00 |
| | 445907 | 11/06/2017 | 140950 | STACY E PAYDO | \$134.98 |
| | 445918 | 11/06/2017 | 140830 | JOCELYN H POLACEK | \$204.00 |
| | 445925 | 11/06/2017 | 134598 | PRIME COMMUNICATIONS INC | \$1,018.98 |
| | 445931 | 11/06/2017 | 141090 | BROOKE RATHBUN | \$204.00 |
| | 445935 | 11/06/2017 | 141756 | READ TO THEM INC | \$2,216.50 |
| | 445943 | 11/06/2017 | 139401 | AMY L REOH | \$301.53 |

Millard Public Schools Check Register Prepared for the Board Meeting for Nov 6, 2017

| Fund | Check Number | Check Date | Vendor Number | Vendor Name | Transaction Amount |
|------------------------|--------------|------------|---------------|-------------------------------------|-----------------------|
| 50 | 445951 | 11/06/2017 | 079310 | ROCKBROOK CAMERA CENTER | \$109.00 |
| | 445964 | 11/06/2017 | 140257 | SARAH E GRAY RESTORATION OF VISIONS | \$675.00 |
| | 445970 | 11/06/2017 | 139140 | DONALD W SCHMIDT | \$148.00 |
| | 445992 | 11/06/2017 | 141009 | JOHNNA SISNEROS | \$204.00 |
| | 445996 | 11/06/2017 | 141992 | ERIN SMITH | \$210.00 |
| | 446006 | 11/06/2017 | 141906 | SPORTSGRAPHICS INC | \$1,022.00 |
| | 446008 | 11/06/2017 | 140836 | JORDAN STALHEIM | \$216.00 |
| | 446010 | 11/06/2017 | 137481 | STAPLES CONTRACT & COMMERCIAL INC | \$32.99 |
| | 446011 | 11/06/2017 | 139589 | PANCIL LLC | \$340.00 |
| | 446012 | 11/06/2017 | 141244 | TYREE STARKS | \$90.00 |
| | 446022 | 11/06/2017 | 141747 | TANGIBLE PLAY INC | \$1,069.00 |
| | 446029 | 11/06/2017 | 136627 | MICHAEL R THOMPSON | \$39.99 |
| | 446060 | 11/06/2017 | 141997 | PRESLEY VENKLER | \$27.00 |
| | 446062 | 11/06/2017 | 141993 | JOSH VEST | \$90.00 |
| | 446066 | 11/06/2017 | 141989 | STEVEN A VENTO | \$214.00 |
| | 446067 | 11/06/2017 | 141998 | RYLEE ANNE WALDSCHMIDT | \$129.00 |
| | 446077 | 11/06/2017 | 141568 | RACHEL WELAND | \$180.00 |
| | 446080 | 11/06/2017 | 094174 | WEST MUSIC CO INC | \$3,192.18 |
| 50 - Total | | | | | \$49,414.31 |
| 99 | 445383 | 10/19/2017 | 138820 | ANNE WINFIELD CHAPMAN | (\$78.00) |
| | 445384 | 10/19/2017 | 140432 | STEPHEN TODD | (\$186.00) |
| | 445404 | 10/26/2017 | 140913 | STEPHANI HYATT | (\$32.00) |
| | 445605 | 11/06/2017 | 141914 | JOSEPH BECKMAN | (\$199.80) |
| | 445701 | 11/06/2017 | 140913 | STEPHANI HYATT | (\$40.00) |
| | 445899 | 11/06/2017 | 136739 | JAMES W KUPER | (\$38.99) |
| 99 - Total | | | | | (\$574.79) |
| Overall - Total | | | | | \$4,292,983.65 |

Millard Public Schools - Planned Disposition of Surplus PropertyBOE Packet Due Date: **11/1/2017**BOE Meeting Date: **11/6/2017**Sale or Disposals Scheduled After: **11/6/2017**

| Lot | Quantity | Description |
|------------|-----------------|--------------------|
| 1 | 1 | Mobile chalkboard |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |

AGENDA SUMMARY SHEET

Agenda Item: Second Reading and Approval of Policy 4405 – Human Resources – Payroll Deductions

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Board Policy: Human Resources 4405, Payroll Deductions

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Changes to address current payroll deductions utilized by District. This Policy has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Payroll Deductions

4405

Payroll deductions will be allowed for the following: ~~H~~health insurance premiums, dental insurance premiums, [vision insurance premiums](#), life insurance premiums, long-term disability insurance premiums, 403(b) contributions, [457\(b\) contributions](#), Section 125 Plan contributions, [Health Savings Account contributions](#), United Way of the Midlands contributions, Millard Public Schools Foundation contributions, professional dues and/or Union dues, ~~credit union deductions for deposit~~, United States Savings Bonds, and any other payroll deduction allowed by law and policy. Any income to be deferred under this Policy shall not exceed the total compensation to be paid the employee.

Nothing in this Policy shall conflict with any collective bargaining agreements or individual contracts between the District and its personnel. All authorizations for deductions shall be in writing.

Legal reference: Neb. Rev. Stat. §§36-213; 44-1615; 44-1616; 48-1230; 48-1401; 79-872; 79-873; 79-874

Related Policies and Rules: [4320](#)

Policy Adopted: August 18, 1980

Revised: September 20, 1982; March 4, 1991; August 2, 1993; January 18, 1999;

March 7, 2005, [November 6, 2017](#)

Reaffirmed: December 19, 2011

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

AGENDA ITEM: Appointment of Educational Service Unit #3 Representative

MEETING DATE: November 6, 2017

DEPARTMENT: Office of the Superintendent

TITLE AND BRIEF DESCRIPTION: The Board of Education will appoint Jim Sutfin as the official representative to Educational Service Unit #3.

ACTION DESIRED: Approval

BACKGROUND:

OPTIONS/ALTERNATIVE CONSIDERATIONS:

RECOMMENDATIONS: To appoint Jim Sutfin as the official representative to Educational Service Unit #3

STRATEGIC PLAN REFERENCE:

IMPLICATIONS OF ADOPTION OR REJECTION:

TIME LINE:

PERSONS RESPONSIBLE: Jim Sutfin

SUPERINTENDENT'S APPROVAL:

—  —

AGENDA SUMMARY SHEET

AGENDA ITEM: No Child Left Behind / ESSA Authorized Representative

MEETING DATE: November 6, 2017

DEPARTMENT: Office of the Superintendent

TITLE AND BRIEF DESCRIPTION: The Board of Education will authorize Jim Sutfin as the representative for the No Child Left Behind/ESSA Grant.

ACTION DESIRED:

BACKGROUND: The Nebraska Department of Education requires the Board of Education to authorize one person to be the representative for the NCLB/ESSA application

OPTIONS/ALTERNATIVE CONSIDERATIONS:

RECOMMENDATIONS: To authorize Jim Sutfin as the No Child Left Behind/ESSA Grant Representative

STRATEGIC PLAN REFERENCE:

IMPLICATIONS OF ADOPTION OR REJECTION:

TIME LINE:

PERSONS RESPONSIBLE: Jim Sutfin

SUPERINTENDENT'S APPROVAL: _____  _____

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4405.1 – Human Resources: Payroll Deduction – Health, Dental, Vision, Life, Long-Term Disability, Health Savings Accounts & Section 125 Accounts

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4405.1 – Human Resources: Payroll Deduction – Health, Dental, Vision, Life, Long-Term Disability, Health Savings Accounts & Section 125 Accounts

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current payroll deductions utilized by District. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Payroll Deduction - Health, Dental, Vision, Life, & Long-Term Disability, Health Savings Accounts, & Section 125 Accounts

4405.1

The District provides eligible employees with the opportunity to participate in group health, dental, vision, life and long-term disability insurance programs, Health Savings Accounts, and Section 125 flexible spending accounts according to collective bargaining agreements between the District and the organizations representing each employee group, or as provided for by salary, wage and benefit plans adopted by the Board for employees not covered by a collective bargaining agreement.

When full premiums are not paid by the District, the employee shall pay his or her share of the premiums through payroll deduction in order to be eligible for the benefit.

Legal Reference: Neb. Rev. Stat. §§36-213; 44-762; 44-1615

Revised: September 4, 1984; February 3, 1992; January 18, 1999; March 7, 2005;

November 6, 2017

Reaffirmed: December 19, 2011

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Rule 4405.2 – Human Resources - Payroll Deductions – U.S. Savings Bonds

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Rule 4405.2 – Human Resources: Payroll Deductions – U.S. Savings Bonds

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. Based on review, no changes required for Rule. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Payroll Deductions - U.S. Savings Bonds

4405.2

Employees may participate in payroll deductions for the purchase of United States Savings Bonds. Enrollment forms are available from the district payroll office.

Legal Reference: Neb. Rev. Stat. §36-213

Revised: February 3, 1992; January 18, 1999; March 7, 2005

Reaffirmed: December 19, 2011, [November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4405.3 – Human Resources – Payroll Deduction – 403(b) Tax Sheltered Annuities and Custodial Accounts

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4405.3 – Human Resources: Payroll Deduction – 403(b) Tax Sheltered Annuities and Custodial Accounts

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current District practices regarding 403(b) tax sheltered annuities and custodial accounts. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Payroll Deduction - 403(b) Tax Sheltered Annuities and Custodial Accounts 4405.3

- I. Employees desiring to participate in a [403\(b\)](#) tax-sheltered annuity or custodial account ~~(403(b))~~ program shall have:
 - A. Selected a sponsoring company from the list of companies approved by the District;
 - B. Completed the sponsoring company's required forms;
 - C. Completed the District's salary reduction agreement available through the payroll office, at least 15 days prior to the scheduled payroll start date; and
 - D. Have the sponsoring company file a Hold Harmless Agreement with the District (unless an executed Hold Harmless Agreement is already on file with the District).
- II. The District shall have available a list of companies through which employees currently have tax-sheltered annuities or custodial accounts. The District will not select nor recommend nor provide any advice to employees with respect to an annuity contract or custodial account in which the employees' contributions are invested.
- III. An employee who desires to contribute more than the maximum elective deferral shall provide the District such information as is needed to ensure that the amounts contributed in excess of the maximum will qualify under the Internal Revenue Service rules.
- IV. The employee and the ~~service provider~~ [sponsoring company](#) are responsible for determining that the salary reduction amount does not exceed the limits as set forth in applicable law. The employee must agree to indemnify and hold the District harmless against any and all actions, claims and demands whatsoever that may arise from the purchase of annuities or custodial accounts for employees in amounts in excess of contribution limits as defined under applicable law.
- V. The employee must agree that the District shall have no liability whatsoever for any and all losses suffered by the employee with regard to his or her selection of the annuity and/or custodial account, its terms, the financial condition, operation of, administration of, or benefits provided by the company providing the annuity and/or custodial account. [The sponsoring companies shall be responsible for monitoring compliance with all applicable statutes and regulations, and the District assumes no responsibility therefor.](#)
- VI. The District shall adopt: (a) a Plan Document to satisfy the requirements of section 403(b) of the Internal Revenue code of 1986, as amended, as a defined contribution tax-deferred annuity plan of a governmental entity; and (b) an Investment Policy regarding the selection and de-selection of funding vehicles and investment providers (vendors).

Legal References: Neb. Rev. §§ 36-213; 48-1401; 79-8,100

Rule Approved: August 21, 1978

Revised: February 3, 1992; June 15, 1998; March 7, 2005; December 15, 2008;

 December 19, 2011, [November 6, 2017](#)

Millard Public Schools

Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Rule 4405.4 – Human Resources – Payroll Deduction – United Way of the Midlands

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Rule 4405.4 – Human Resources – Payroll Deduction – United Way of the Midlands

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. Based on review, no changes required for Rule. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Payroll Deduction - United Way of the Midlands

4405.4

Payroll deductions for the United Way of the Midlands campaign are allowed. The employee's contribution must total at least \$8 to qualify for payroll deduction. Payroll reduction agreements are due in the payroll office 15 days prior to the first deduction

Legal Reference: Neb. Rev. Stat. § 36-213

Rule Approved: October 7, 1974

Revised: February 3, 1992; January 18, 1999; March 7, 2005, October 5, 2009

Reaffirmed: December 19, 2011, [November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Rule 4405.5 – Human Resources – Payroll Deduction – Professional or Union Dues

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4405.5 – Human Resources – Payroll Deduction – Professional or Union Dues

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. Based on review, no changes required for Rule. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Payroll Deduction - Professional or Union Dues

4405.5

Payroll deduction agreements for professional or union dues are due in the payroll office 15 days prior to the first deduction. The authorization form for the employee shall include a notice to the employee of the employee's right to refuse authorization. The authorization may also authorize the professional organization or union to certify annually the amount to be deducted from the employee's wages.

Legal Reference: Neb. Rev. Stat. §36-213

Rule Approved: October 7, 1974

Revised: February 3, 1992; January 18, 1999; March 7, 2005; December 19, 2011

[Reaffirmed: November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Delete Rule 4405.6 – Human Resources – Payroll Deduction – Credit Union

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Delete Rule 4405.6 – Human Resources – Payroll Deduction – Credit Union

Action Desired: Delete Rule 4405.6, Payroll Deduction – Credit Union

Background: Following District guidelines to review Policies every seven years, we have found Rule 4405.6 credit union deductions are handled through other payroll mechanism. Therefore recommending to delete this Rule. This revision has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve Deletion

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Payroll Deductions – Credit Union **4405.6**

~~Payroll deductions for a credit union may be made for employees. Each employee organization will select a credit union to be used by their members. Written authorization must be submitted to the payroll office 15 days prior to the first deduction.~~

~~Legal Reference: Neb. Rev. Stat. §36-213~~

~~Rule Approved: September 2, 1980~~ ~~Millard Public Schools~~

~~Revised: November 17, 1997; March 7, 2005; December 19, 2011~~ ~~Omaha, Nebraska~~

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Rule 4405.7 – Human Resources – Payroll Deduction – Millard Public Schools Foundation

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4405.7 – Human Resources – Payroll Deduction – Millard Public Schools Foundation

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. Based on review, no changes required for Rule. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Payroll Deduction - Millard Public Schools Foundation

4405.7

Payroll deductions for contributions to the Millard Public Schools Foundation are allowed. The employee's contribution must total at least \$8 to qualify for payroll deduction. Written authorization must be submitted to the payroll office 15 days prior to the first deduction.

Legal reference: Neb. Rev. Stat. § 36-213

Rule Approved: March 4, 1991

Revised: January 18, 1999; March 7, 2005; October 5, 2009; December 19, 2011

[Reaffirmed: November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval Rule 4405.8 - Human Resources – Payroll Deduction: Governmental 457(b) Deferred Compensation Plan; Proposed Rule Number Change to 4405.6

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Approval Rule 4405.8- Human Resources – Payroll Deduction: Governmental 457(b) Deferred Compensation Plan; Renumber to 4405.6

Action Desired: Approve Rule 4405.8 Payroll Deduction: Governmental 457(b) Deferred Compensation Plan and renumber the Rule as 4405.6

Background: Following District guidelines to review Policies every seven years. Rule for Governmental 457(b) deferred compensation plan revised to match current District practices. Renumber this Rule to replace deleted Credit Union Deductions. This Rule and renumbering has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____  _____

Human Resources

Payroll Deductions – Credit Union **4405.6**

~~Payroll deductions for a credit union may be made for employees. Each employee organization will select a credit union to be used by their members. Written authorization must be submitted to the payroll office 15 days prior to the first deduction.~~

~~Legal Reference: Neb. Rev. Stat. §36-213~~

~~Rule Approved: September 2, 1980~~ ~~Millard Public Schools~~

~~Revised: November 17, 1997; March 7, 2005; December 19, 2011~~ ~~Omaha, Nebraska~~

Human Resources

Payroll Deductions ~~Payroll Deductions~~: Governmental 457(b) Deferred Compensation Plan 4405.86

~~I. Payroll deductions for contributions to a governmental 457(b) deferred compensation plan are allowed.~~

~~II. The applicable statutes and regulations, along with the Basic Plan Document adopted by the District, shall provide for and govern participation in the plan, contributions and limitations on contributions, time and method of payment of benefits, plan administrator duties, participant administration requirements, and amendments, termination and transfers.~~

~~III. The maximum amount an employee may contribute to such a 457(b) deferred compensation plan is defined by the Internal Revenue Code.~~

~~IV. The District will not select nor recommend nor provide any advice to employees with respect to a 457(b) deferred compensation plan in which the employees' contributions are invested. The District only processes payroll deductions and does not endorse any of the participating companies. The participating companies shall be responsible for monitoring compliance with all applicable statutes and regulations, and the District assumes no responsibility therefor.~~

~~V. The employee must agree that the District shall have no liability whatsoever for any and all losses suffered by the employee with regard to his or her participation in and/or selection of the 457(b) deferred compensation plan, its terms, the financial condition, operation of, administration of, or benefits provided by the company providing the 457(b) deferred compensation plan.~~

I. Employees desiring to participate in a governmental 457(b) deferred compensation plan shall have:

a. Selected a sponsoring company from the list of companies approved by the District;

b. Completed the sponsoring company's required forms;

c. Completed the District's salary reduction agreement available through the payroll office, at least 15 days prior to the scheduled payroll start date; and

d. Have the sponsoring company file a Hold Harmless Agreement with the District (unless an executed Hold Harmless Agreement is already on file with the District).

II. The District shall have available a list of companies through which employees currently have governmental 457(b) deferred compensation plans. The District will not select nor recommend nor provide any advice to employees with respect to a deferred compensation plan in which the employees' contributions are invested.

III. An employee who desires to contribute more than the maximum elective deferral shall provide the District such information as is needed to ensure that the amounts contributed in excess of the maximum will qualify under the Internal Revenue Service rules.

IV. The employee and the sponsoring company are responsible for determining that the salary reduction amount does not exceed the limits as set forth in applicable law. The employee must agree to indemnify and hold the District harmless against any and all actions, claims and demands whatsoever that may arise from the governmental 457(b) deferred compensation plans for employees in amounts in excess of contribution limits as defined under applicable law.

V. The employee must agree that the District shall have no liability whatsoever for any and all losses suffered by the employee with regard to his or her participation in and/or selection of the 457(b) deferred compensation plan, its terms, the financial condition, operation of, administration of, or benefits provided by the company providing the 457(b) deferred compensation plan. The sponsoring companies shall be responsible for monitoring compliance with all applicable statutes and regulations, and the District assumes no responsibility therefor.

VI. _____

The District shall adopt: (a) a Basic Plan Document to satisfy the requirements of section 457 of the Internal Revenue code of 1986, as amended, and shall provide for and govern participation in the plan, contributions and limitations on contributions, time and method of payment of benefits, plan administrator duties, participant administration requirements, and amendments, termination and transfers; and (b) an Investment Policy regarding the selection and de-selection of funding vehicles and investment providers (vendors).

Related Policy: [4405](#)

Legal Reference: Neb. Rev. Stat. § 36-213

Adoption: December 19, 2011

Revised: [November 6, 2017](#)

[Renumbered from 4406.8](#)

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Policy 4510 – Human Resources – Leaves of Absence

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Board Policy: 4510 – Human Resources – Leaves of Absence

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. No changes required to Policy. This Policy has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Leaves of Absence

4510

Leaves of absence may be granted with or without loss of pay provided, however, that such shall be in accordance with the federal and state laws. Any rights of the employer are specifically reserved by the District.

All leaves granted in accordance with this policy and its applicable rules shall be reported to the Board annually.

Related Policies & Rules: [4510.1](#), [4510.2](#), [4510.3](#), [4510.4](#), [4510.5](#), [4510.6](#), [4510.7](#), [4510.8](#), [4510.9](#), [4510.10](#), [4510.11](#), [4510.12](#), [4510.13](#), [4510.14](#), [4510.15](#)

Policy Adopted: October 7, 1974

Revised: January 10, 1983; September 20, 1993; March 17, 2003

Reaffirmed: February 21, 2011, [November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.1 – Human Resources – Illness, Injury, Disability

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.1 – Human Resources – Illness, Injury, Disability

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Illness, Injury, Disability

4510.1

I. Rules.

The following provisions shall apply to usage of leave for illness, injury, and/or disability (hereinafter "sick leave") by eligible employees:

- A. Eligible employees may be required to file a doctor's statement certifying to the need for the absence when using leave for illness, injury, or disability.
- B. An eligible employee who has been absent due to illness, injury or disability shall report the absence and set forth the reason he or she is entitled to sick leave. Absences shall be reported through the building principal or immediate supervisor.
- C. When an eligible employee becomes aware of circumstances which may require an extended absence, such employee shall notify his/her immediate supervisor. Circumstances that would require such notice include but are not limited to: pregnancy, extended illness, personal injury, anticipated surgery, hospitalization and/or disability preventing the performance of the employee's job. The eligible employee may be required to furnish a written statement from his/her physician confirming the condition and providing an opinion as to the employee's physical and/or mental ability to continue employment. If applicable, the physician shall advise the District of the scheduled date of surgery, the expected delivery date for pregnancy, and/or the date the employee should discontinue work.
- D. The Superintendent or his/her designee may make a continuing request for medical evidence demonstrating the continued need for sick leave and may also request a physician's opinion as to the anticipated date that the eligible employee will be able to return to work.
- E. Except as provided by the Family Medical Leave Act, eligible employees may use accumulated personal illness leave in the event there is illness in the immediate family; however, the maximum number of days per school year that can be used for this purpose is ten (10). The Superintendent or his/her designee may waive this maximum number for extenuating circumstances.
- F. The District may limit any of the above provisions if an eligible employee has abused the District's provisions governing leaves of absence.

II. On-the-job Injury

Employees sustaining an injury arising out of and in the course of his/her employment with the District shall immediately notify the building principal and/or his/her immediate supervisor and shall obtain and complete a worker's compensation accident report form. The form should be sent to the Human Resources office within twenty-four (24) hours of the injury. The employee must also complete the Choice of Doctor form ([Form 50](#)) made available by the employee's supervisor or Human Resources Department. Failure to complete and return the fully completed Form 50 within a reasonable period of time, not to exceed 30-days from the date of injury, provides the District reserves the right to select a physician to treat the employee in accordance with Neb. Rev. Stat. § 48-120.

III. Definitions:

- A. "Eligible employee" shall mean an employee who has not exhausted his/her paid sick leave provided for by the applicable collective bargaining agreement or Board approved administrative allowance in the absence of a collective bargaining agreement.

- B. "Extended period of absence" shall mean an absence of three (3) or more consecutive work days.
- C. "Immediate family" shall mean the employee's spouse, parents, children, grandchildren, brothers, sisters, grandparents, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, spouse's grandparents, or any relative who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.

Related Policies and Rules: [4510](#), [4510.6](#)

Legal Reference: Neb. Rev. Stat. § 48-164, 48-165,
48-120, and 48-120.02.

Rule Approved: October 7, 1974

Revised: July 5, 1983; April 15, 1989; September 7, 1993; September 9, 1996;
July 27, 1998; March 17, 2003; February 21, 2011; [November 6, 2017](#)

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.2 – Human Resources – Long term Disability: Group Income Protection Plan

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.2 – Human Resources – Long term Disability: Group Income Protection Plan

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Long Term Disability - Group Income Protection Plan

4510.2

I. Procedure

Employees who qualify for long term disability under the District's Group Income Protection Plan (hereinafter "the Plan") shall be considered to be separated from employment under the Plan upon initial receipt of benefits under the Plan. In order to receive benefits under the Plan, the following procedures shall be followed:

- A. The employee or his/her designee shall submit a written application for Long Term Disability benefits ~~on~~ the form approved by the Plan's insurance provider. The Plan's insurance provider shall review the request and the insurance provider shall determine if the employee is eligible for benefits under the terms of the Plan. The employee's written application must establish and certify that the employee is unable to do the essential functions of the employee's job with or without reasonable accommodations.
- B. Upon approval of benefits under the Plan by the Plan's insurance provider, the employee shall submit a written resignation to the Superintendent or his/her designee as a condition of receiving benefits. The employee's written ~~request~~ resignation must establish and certify that the employee is unable to do the essential functions of the employee's job with or without reasonable accommodations.
- C. In the event the former employee is able to return to his/her job with or without reasonable accommodation within one (1) year of initial receipt of benefits, the former employee shall be entitled for re-employment by the District. To be eligible for preferred re-employment under this provision, upon application must be submitted by the former employee within one (1) year of the date initial receipt of benefits were first received under the Plan.
 1. If a former employee returns to employment within one (1) year of initial receipt of Plan benefits, the District will attempt to re-employ the employee in an available position comparable to the position held prior to the employee's resignation for which the employee is qualified by virtue of certification and licensure ~~and which is available~~.
 2. In the event long-term disability benefits exceed one (1) year, the former employee will not be entitled to preferred re-employment, but the former employee may apply for future employment with the District as an applicant without any preferred right of employment.
- D. In the event an employee applies for benefits under the Plan, but benefits are denied by the Plan's insurance provider, the employee may request leave under Board Rule 4510.5 (Extended Leave Without Pay) and/or Board Rule 4510.6 (Family and Medical Leave Act) as applicable.

II. Salary and Benefits

During the period of separation of employment, the former employee will not be paid a salary nor will he/she be advanced on any salary schedule. Health insurance coverage provided to the former employee by the District immediately prior to the leave of absence may be continued during such leave at the former employee's expense in accordance with the provisions of COBRA and the health insurance plan. This Rule shall apply to all persons who are or have been receiving benefits under the Plan.

Related Policies and Rules: 4510, [4510.5](#), [4510.6](#)

Rule Approved: October 3, 1988

Revised: September 7, 1993; March 17, 2003; February 21, 2010; June 3, 2013;

[November 6, 2017](#)

Millard Public Schools

Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.3 – Human Resources – Business and Emergency Leave

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.3 – Human Resources – Business and Emergency Leave

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Business and Emergency Leave

4510.3

- I. Paid leave may be granted to eligible employees for personal business obligations or unforeseen emergencies (hereinafter "B/E leave") which cannot be scheduled on non-duty days or at a time other than during working hours.
- II. Requests for B/E leave shall be reviewed by the employee's immediate supervisor. Approval of B/E leave shall be at the sole discretion of the District and will be based upon the following factors:
- A. ~~The~~ particular date the leave is requested,
 - B. ~~The~~ number of requests for the date requested, ~~and~~
 - C. ~~The~~ availability of a substitute (if needed), ~~and~~
 - D. ~~Any other factors deemed relevant by the District, and~~
~~any other factors (The District may deem other factors relevant in making a determination when warranted by the facts and circumstances of the request).~~
- III. Sufficient Grounds for B/E Leave:
- A. Examples of situations for which B/E leave may be granted are:
1. Legal matters which cannot be arranged at a time other than during working hours.
 2. To attend the funeral of a friend or non-immediate family member.
 3. Doctor or dental appointments for ~~one's self~~ employee or immediate family members which cannot be scheduled at a time other than during working hours.
 4. Employee's ~~College~~ requirements— including, but not limited to, meeting with an advisor, taking tests and other District approved course requirements, ~~etc.~~ which cannot be scheduled at a time other than during working hours.
 5. Closing on the sale or purchase of ~~your~~ employee's personal primary residence.
 6. Moving to or from a house which cannot be scheduled at a time other than working hours.
 7. Weddings and/or graduations of the employee, of a family member (including a non-immediate family member), of a friend, or when the employee's children participate. (Note: ~~e~~ Employees are limited to paid leave ~~on~~ for the day of the graduation or wedding; however, a second B/E day will be allowed for travel if the ceremony is more than 200 miles away.)
 8. Attending a competition where the employee is the spouse of an employee-participant or the parent of a student-participant.
 9. Observation of major religious holiday as approved by the Human Resources Office.
 10. District approved course-work.
 11. Serious illness of a friend or family member (including non-immediate family members).
- B. Examples of Insufficient Grounds for B/E Leave:
1. Accompanying a spouse on a business trip or vacation.
 2. Applying or interviewing for a position outside the District.
 3. Entertaining, shopping and/or running errands.
 4. Closing on the sale or purchase of rental, business, or secondary property.
 5. Looking for housing.
 6. Personal recreational activities, (e.g. hunting, fishing, hobbies, family or personal vacations and family business trips.)
- C. Leave without pay may be granted for any of the above grounds if approved by the Superintendent or his/her designee.

IV. Definitions:

- A. "Eligible employees" shall mean employees who have not exhausted their paid leave (i.e. paid sick leave) provided for by the applicable collective bargaining agreement or Board approved administrative allowance in the absence of a collective bargaining agreement. Use of B/E leave shall reduce the paid leave allocation of the employee.
- B. "Immediate family" shall mean employee's spouse, parents, children, grandchildren, brothers, sisters, grandparents, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouse's grandparents or any other relative who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.
- C. "Working hours" shall mean the regularly scheduled hours of work assigned to an employee as determined by the Superintendent or designee and in accordance with applicable collective bargaining agreement or Board approved administrative allowance in the absence of a collective bargaining agreement.

Related Policies and Rules: [4510](#), [4510.4](#)

Rule Approved: October 7, 1974

Revised: August 6, 1979; July 10, 1989; September 7, 1993; June 16, 1997;

July 27, 1998; March 17, 2003; February 21, 2011; September 6, 2011; [November 6, 2017](#)

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.4 – Human Resources – Leave Without Pay

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Rule 4510.4 – Human Resources – Leave Without Pay

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District's legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent's Signature: _____  _____

Human Resources

Leave Without Pay

4510.4

- I. Requests for leave without pay will be considered on an individual basis. Factors for determination will include the following:
- A. The amount of leave time requested,
 - B. ~~The frequency of the employee's request for leave without pay,~~
 - C. ~~The availability of a substitute (if necessary),~~
 - D. ~~The effect of the employee taking leave would have on the educational ~~program~~process or District operation, and~~
 - E. ~~a~~Any other factors deemed relevant by the ~~administration~~District.
- Requests for an extension of leave without pay after a medical leave has expired will also be considered on an individual basis. The District discourages the use of leave without pay for ~~family or personal~~ vacations and/or ~~family or~~ spousal business trips.
- II. Procedure. Initial approval or denial will be made by the employee's immediate supervisor. The supervisor's recommendation will be submitted to the Human Resources Office for final determination.
- III. Benefits and Salary Schedule. If an employee elects to take Lleave without pay for a period exceeding ten (10) working days, the unpaid leave period shall also be leave without paid benefits ~~for the entire unpaid leave period.~~
- IV. Violation of District Determination. If a request for leave is denied and the ~~individual-employee~~ takes unauthorized leave or the employee takes more leave than the amount authorized by the District, the employee's actions shall constitute neglect of duty, insubordination, and conduct which interferes substantially with the continued performance of the employee's duties as set forth in 79-824(4) and the District may take any discipline as authorized by policy.

Related Policies and Rules: [4510](#), [4510.1](#), [4510.3](#), [4510.5](#)

Legal Reference: Neb. Rev. Stat. § 79-824(4)

Rule Approved: July 21, 1980

Revised: September 7, 1993; March 17, 2003; February 21, 2011; [November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.5 – Human Resources – Extended Leave Without Pay

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.5 – Human Resources – Extended Leave Without Pay

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Extended Leave Without Pay

4510.5

- I. Extended leave without pay is leave for one or more semesters or, in the case of leave under the Family and Medical Leave Act (FMLA), for a period of time exceeding FMLA entitlement. Such leave may be granted for [the following](#): continuing one's education, personal or immediate family health reasons, or to stay at home with one's children. At the sole discretion of the District, such leave may also be granted for other personal reasons depending upon the circumstances. Such leave will not be granted if the purpose of the requested leave or the reason necessitating the leave request is to seek or obtain other employment, if the employee intends to work for another employer during the leave, or to move from the Omaha area regardless of the reason for such move.
- II. Procedures and Conditions. After a minimum of three [\(3\)](#) years of employment with the District, an extended leave without pay may be granted. The following procedure must be followed:
 - A. A request for an extended leave of absence without pay must be submitted in writing to the Human Resources Office. Such request is not automatically recommended to the Board for its approval. If the request is for one full semester or more, the request must receive formal approval from the Board of Education after approval from the Human Resources Office.
 - B. Leaves may be granted for up to one school year. Any extended leave of absence without pay that exceeds one full semester shall be considered one school year. To continue leave beyond one school year, the employee must reapply. A leave beyond one school year will only be granted in extreme circumstances.
 - C. A request for leave to continue one's education must be submitted at least one semester prior to the requested leave and must include the name of the institution, the course of study and the number of semester credit hours to be completed. The course of study must meet the approval of the District. A minimum of nine (9) ~~semester hours of~~ credit [hours](#) must be earned for each semester of leave.
 - D. A leave of absence agreement must be accepted by the ~~person-employee~~ requesting the leave prior to the request being submitted to the Board for approval.
 - E. When an employee wishes to return from extended leave without pay, the employee shall report this intention in writing to the Human Resources Office [by the following](#):
 - (1) on or before February 1 when the employee intends to return at the beginning of the following school year; or
 - (2) at least one month prior to return when the requested leave expires during the middle of a school year.
 If no such notice is received by the applicable deadline, the employee's inaction will be considered a resignation. The District shall not be responsible for reminding an employee of this requirement.
- III. Salary and Benefits. During the extended leave without pay, the employee will not receive salary or credit for years of service with the District. Health insurance coverage provided to the employee by the District immediately prior to the leave of absence may be continued during such leave at the employee's expense in accordance with the provisions of COBRA and the health insurance plan.
- IV. Return to Employment. The District does not guarantee that an employee on extended leave without pay will return to the same building location or to the position held prior to the leave of absence. Reasonable efforts will be made to place the employee in the same or comparable position upon returning to employment. An employee returning from leave must verify the leave was for the purpose requested.

Related Policies and Rules: [4510](#), [4510.4](#), [4510.6](#)

Rule Approved: April 16, 1979

Revised: September 7, 1993; March 17, 2003; April 4, 2005; February 21, 2011;

July 2, 2012; [November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.6 – Human Resources – Family and Medical Leave Act

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Rule 4510.6 – Human Resources – Family and Medical Leave Act

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to provide clarity and address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Leaves of Absence

Family and Medical Leave Act

4510.6

I. Entitlement to Unpaid Leave under the FMLA.

- A. ~~Grounds~~ Eligibility for Family/Medical Leave. Any employee with 12 months or more of service who worked 1,250 hours or more in the immediately preceding 12 months is eligible for a Family Leave and Medical Leave Act (FMLA). An eligible employee shall be entitled to a total of 12 work weeks of leave during any 12-month period for one or more of the following reasons:
1. The birth of a son or daughter of an employee and in order to care for such son or daughter;
 2. The placement of a son or daughter with an employee for adoption or foster care;
 3. To care for a spouse, son, daughter, or parent of an employee if such spouse, son, daughter, or parent has a serious health condition; ~~and/or~~
 4. A serious health condition that makes an employee unable to perform the functions of the position of such employee;
 5. A qualifying exigency arising out of employee's spouse, son, daughter or parent being on covered active duty or who has been notified of an impending call or order to covered active duty; and/or
 - 4.6. An employee's cumulative absences under this policy may not exceed 12 weeks in any 12 month period. The 12-month period shall be measured backward from the date the employee uses the FMLA leave. If employee's spouse also works for the District, their combined FMLA leave for any purpose other than their own serious health condition or that of a child or spouse shall be limited to 12 weeks in a 12-month period, except as hereinafter provided.
- B. ~~Grounds for Servicemember~~ Military Family Leave under the Family and Medical Leave Act. An eligible employee shall be entitled to FMLA leave for any qualifying exigencies arising from the foreign deployment of the employee's spouse, son, daughter or parent with the Armed Forces or to care for a serviceman with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin as follows: ~~qualifying servicemember leave as follows:~~
1. Thirty (30) days during the time the deployment order is in effect for a spouse or parent of the employee as set forth in the Nebraska Family Military Leave Act;
 2. A total of 12 work weeks of leave during any 12-month period because of any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is on covered active duty or has been notified of an impending call or order to covered active duty in the Armed Forces; or
 3. A total of 26 work weeks of leave during any 12-month period to care for a covered servicemember who is a spouse, son, daughter, parent, or next of kin, when the covered servicemember is:

- i. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty, or existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty in the Armed Forces, and which may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating.
 - ii. A veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, for a qualifying injury or illness, as defined by the Secretary of Labor, that was incurred by the member in the line of duty on active duty in the Armed Forces, or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that manifested itself before or after the member became a veteran.
- C. Expiration of Entitlement for Child Birth or Adoption Leave. The entitlement to leave for child birth or adoption leave shall expire at the end of the 12-month period beginning on the date of such birth or placement.
- D. Combined Leave Total. ~~During any single 12-month period, a~~ An eligible employee shall be ~~entitled~~ limited to a combined total of 26 work weeks of leave for any FMLA-qualifying reasons during the single 12-month period. ~~Service Member and Family/Medical leave. Nothing in this section shall be construed to limit the availability of leave for Family/Medical leave during any 12-month period.~~
- E. Paid and Unpaid Leave. If the District provides paid leave for a lesser period of time, the additional weeks of leave necessary to attain the days or work weeks of leave required under this Rule will be provided without compensation.
 - 1. The District shall require the employee to substitute any of the employee's available paid leave for any part of the time period for such leave.
 - 2. No extensions beyond the required periods of leave for any given 12-month period will be allowed without prior District approval. ~~However, if~~ However, if an employee, ~~however,~~ uses paid leave under circumstances that are determined by the District not to qualify as FMLA leave, the leave will not count against the weeks of FMLA leave to which the employee is entitled.
 - 3. If any of the above provisions are subject to a collective bargaining agreement, and provided that such provisions do not impose additional limitations or violate state or federal law, the provisions of the collective bargaining agreement shall prevail.
- F. Intermittent or Reduced Leave.
 - 1. Immediate Family or Employee Health or Servicemember Family Leave for Instructional Personnel. Subject to the following paragraphs, in any case in which an eligible District employee, employed principally in an instructional capacity for the District, requests leave for immediate family, employee health, or servicemember family leave that is foreseeable based on planned medical treatment, and the employee would be on leave for greater than 20% of the total number of working days in the period during which the leave would extend, the District may require that such employee elect either:
 - a. To take leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or

- b. To transfer temporarily to an available alternative position offered by the District for which the employee is qualified and that:
 - i. Has equivalent pay and benefits; and
 - ii. Better accommodates recurring periods of leave than the employee's regular employment position.

~~2.G~~ Immediate Family or Employee Health or Servicemember Family Leave for Non-Instructional Personnel. Leave for immediate family, employee health, or servicemember family leave may be taken intermittently or on a reduced leave schedule when medically necessary. The taking of leave intermittently or on a reduced leave schedule pursuant to this paragraph shall not result in a reduction of the total leave to which the employee is entitled beyond the amount of leave actually taken. If an employee requests intermittent leave, or leave on a reduced leave schedule under this section that is foreseeable based on planned medical treatment, the District can require such employee to transfer temporarily to an available alternative position offered by the District for which the employee is qualified and that:

- ~~a~~. Has equivalent pay and benefits; and
- ~~b~~. Better accommodates recurring periods of leave than the employee's regular employment position.

~~H.G~~ Birth or Adoption Leave. Birth or adoption leave shall not be taken by an employee intermittently or on a reduced leave schedule unless the employee and the District agree otherwise.

II. Employee's Notice Requirement for Births or Adoptions. In any case in which the necessity for leave for child birth or adoption leave is foreseeable based on an expected birth or placement, the employee shall provide the District Human Resources Office with not less than 30 days' notice before the date the leave is to begin of the employee's intention to take leave, except that if the date of the birth or placement requires leave to begin in less than 30 days, the employee shall provide such notice as soon as is practicable.

III. Requirement for Health Leave or Servicemember Family Leave.

- A. In any case in which the necessity for leave for immediate family, employee health, or servicemember family leave is foreseeable based on planned medical treatment, the employee:
 - 1. Shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, parent, or next of kin of the employee, as appropriate; and
 - 2. Shall provide the District Human Resources Office with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave under such subparagraph, except that if the date of such treatment requires leave to begin in less than 30 days, the employee shall provide such notice as soon as is practicable.
- B. In any case in which the necessity for leave for an impending family member's call to covered active duty is foreseeable, whether because the spouse, or a son, daughter, or parent of the employee is on covered active duty, or because of notification of an impending call or order to covered active duty in the Armed Forces, the employee shall provide such notice to the District as is reasonable and practicable.

IV. **Certification for Serious Health Condition Leave.** The District shall require that a request for leave for immediate family or employee health be supported by a medical certification issued by the health care provider of the eligible employee or of the son, daughter, spouse, or parent of the employee, as appropriate, which sets forth the information required by 29 C.F.R. § 825.306(a).

- A. **Clarification and Authentication.** The District may contact the health care provider for purposes of clarification and authentication of the medical certification, whether an initial certification or recertification, after the employee has been given the opportunity to cure deficiencies and as provided in 29 C.F.R. § 825.307(a). It is the employee's responsibility to provide the District with a complete and sufficient medical certification and to clarify the medical certification if necessary.
- B. **Second Opinion.** In any case in which the District has reason to doubt the validity of the medical certification, the District may require, at the expense of the District, that the eligible employee obtain the opinion of a second health care provider designated or approved by the District concerning any information certified above for such leave. A health care provider so designated by the District shall not be employed on a regular basis by the District.
- C. **Resolution of Conflicting Opinions.** In any case in which the second opinion described above differs from the opinion of the original certification provided under this Rule, the District may require, at the expense of the District, that the employee obtain the opinion of a third health care provider designated or approved jointly by the District and the employee concerning the information so certified under this Rule. The opinion of the third health care provider concerning the information certified under this Rule shall be considered to be final and shall be binding on the District and the employee.
- D. **Recertifications.** The District may require that the eligible employee obtain recertification no more often than every thirty days in accordance with 29 C.F.R. § 825.308.

V. **Certification for Qualifying Exigency and Military Caregiver Leave.**

- A. The District shall require that for a request for qualifying exigency or military caregiver leave, the employee provide a copy of the documentation issued by the military or a health care provider certification, and the applicable Department of Labor forms or another District form containing the same basic information.

VI. **Spouses Employed by the District.** In any case in which a husband and wife ~~entitled to~~ are both eligible for leave under this Rule are both employed by the District, the aggregate number of work weeks to which both may be entitled will be limited as follows:

- A. To 12 work weeks during any 12-month period for child birth and bonding with the newborn child, or adoption and bonding with the newly placed child, or immediate family health leave.
- B. To 26 work weeks during any single 12-month period for the care of a servicemember with a serious injury or illness referred to as "military caregiver leave", if each spouse is a parent, spouse, son or daughter or next of kind of the servicemember. ~~for child birth or adoption, or immediate family, or servicemember family leave.~~

Eligible spouses who are both employed by the District are each entitled to up to 12 work weeks of FMLA in a 12-month period without regard to the amount of FMLA leave their spouse uses for the following FMLA qualifying reasons:

- A. The care of a spouse or son or daughter with a serious health condition;
- B. A serious health condition that makes the employee unable to perform the essential functions of his or her job; and

C. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on "covered active duty."

VII. Employment and Benefits Protection.

- A. Restoration to Position. Except as otherwise provided, any eligible employee who takes leave under this Rule for the intended purpose of the leave shall be entitled, on return from such leave:
1. To be restored by the District to the position of employment held by the employee when the leave commenced; or
 2. To be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. For purposes of determinations relating to restoration to an equivalent position, such determination shall be made on the basis of established District board policies and practices and collective bargaining agreements.
- B. Employment Benefits. The taking of leave shall not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
- C. Limitations. Nothing in this section shall be construed to entitle any restored employee to:
1. The accrual of any seniority or employment benefits during any period of leave; or
 2. Any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.
- D. Periodic Reporting. The District may require an employee on child birth or adoption, immediate family, or employee health leave to report periodically on the status and intention of the employee to return to work.

VIII. Maintenance of ~~Health~~-Employee Benefits.

- A. Coverage. Except as provided in the next succeeding paragraph, during any period that an eligible employee takes leave under this Rule, the District shall maintain coverage under ~~its~~the applicable group health-benefit plan(s), including health, dental, and vision, for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.
- B. Failure to Return from Leave. The District may recover the premium that the District paid for maintaining coverage for the employee under such ~~group health~~-applicable benefit plan(s) during any period of unpaid leave if:
1. The employee fails to return from leave under this Rule after the period of leave to which the employee is entitled has expired; and
 2. The employee fails to return to work for a reason other than:
 - i. The continuation, recurrence, or onset of a serious health condition that entitles the employee to immediate family or employee health leave, or servicemember family leave; or
 - ii. Other circumstances beyond the control of the employee.
- C. Certification. For a claim made under preceding paragraph VIII. B.2., the District may require a timely certification by the treating health care provider on a form provided by the District to be submitted to the District Human Resources Office.

- IX. **Rules Applicable to Periods near the Conclusion of an Academic Term.** The following rules shall apply with respect to periods of leave near the conclusion of the District's academic term in the case of any eligible employee employed principally in an instructional capacity by the District:
- A. Leave More than Five Weeks Prior to the End of Term. If the eligible employee begins leave under this Rule more than five weeks prior to the end of the academic term, the District may require the employee to continue taking leave until the end of the term, if:
 1. The leave is of at least three weeks duration; and
 2. The return to employment would occur during the three-week period before the end of such term.
 - B. Leave Less than Five Weeks Prior to the End of Term. If the eligible employee begins immediate family, employee health, child birth or adoption or servicemember family leave during the period that commences less than five weeks prior to the end of the academic term, the District may require the employee to continue taking leave until the end of such term, if:
 1. The leave is of greater than two weeks duration; and
 2. The return to employment would occur during the two-week period before the end of such term.
 - C. Leave Less than Three Weeks Prior to the End of Term. If the eligible employee begins immediate family, employee health, child birth or adoption or servicemember family leave during the period that commences less than three weeks prior to the end of the academic term and the duration of the leave is greater than five working days, the District may require the employee to continue to take leave until the end of such term.
- X. **Definitions.**
- A. Academic Term shall mean either of the two school semesters.
 - B. Covered Active Duty shall mean in the case of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country, and in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).
 - C. Covered Servicemember shall mean a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness, or a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.
 - D. Eligible Employee shall mean an employee who has been employed by the District for at least 12 months and for at least 1250 hours of service with the District during the previous 12-month period.
 - E. Employment Benefits shall mean all benefits provided or made available to District employees, regardless of whether such benefits are provided by a District practice or written policy or through an employee benefit plan.

- F. Health Care Provider shall mean a doctor of medicine or osteopathy who is authorized to practice medicine or surgery, as appropriate, by the State in which the doctor practices or any other person determined by the Secretary of Labor to be capable of providing health care services.
- G. Instructional Employees shall mean those whose principal function is to teach and instruct students in a class, small group, or on an individual basis. This term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants. This term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily noninstructional employees.
- H. Next of Kin of a Covered Servicemember shall mean the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.
- I. Parent shall mean a biological, adoptive, step or foster father or mother of an employee or an individual who stood *in loco parentis* (i.e., in the place of a parent) to an employee when the employee was a son or daughter. This term does not include parents-in-law.
- J. Reduced Leave Schedule shall mean a leave schedule that reduces the usual number of hours per workweek, or hours per work day, of an employee.
- K. Serious Health Condition shall mean an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.
- L. Serious Injury or Illness shall mean for members of the Armed Forces, including members of the National Guard or Reserves, an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces, or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of their office, grade, rank, or rating, and shall mean for veterans who were members of the Armed Forces, including the National Guard or Reserves, at any time during the period of five years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, a qualified injury or illness, as defined by the Secretary of Labor, that was incurred by the veteran in the line of duty on active duty in the Armed Forces, or existed before the beginning of the veteran's active service and was aggravated by service in the line of duty on active duty in the Armed Forces, and that manifested itself before or after the member became a veteran.
- M. Son or Daughter shall mean a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*, who is under 18 years of age or who is 18 years of age or older and incapable of self-care because of a mental or physical disability.
- N. Spouse shall mean husband or wife as defined or recognized under State law for the purposes of marriage in the State where the employee resides.
- O. Twelve-Month Period shall mean, for purposes of child birth or adoption, immediate family or employee health or impending family member call to covered active duty leave, the twelve-months constituting the school year which begins August 1 and ends July 31. For purposes of service member family leave, the term Twelve-Month Period shall mean the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends twelve months after that date.

P. Veteran shall mean the same meaning given the term in 38 U.S.C. § 101.

Legal Reference: Family and Medical Leave Act of 1993; 29 U.S.C. §§ 2601 to 2619; 29 C.F.R. §§ 825.100 to 825.800.; Nebraska Family Military Leave Act, Neb. Rev. Stat. §§ 55-501 to 55-507

Related Policies and Rules: [4510](#), [4510.1](#), [4510.3](#), [4510.5](#)

Rule Approved: September 7, 1993

Revised: September 9, 1996; August 11, 2008; May 18, 2009; February 21, 2011;
November 6, 2017

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Rule 4510.7 – Human Resources – Perpetually Infectious Disease

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.7 – Human Resources – Perpetually Infectious Disease

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. Based on review, no changes required for Rule. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Perpetually Infectious Diseases

4510.7

- I. Is the policy of the District that there shall be no discrimination against an employee because of disability. This policy shall apply to a disability which may arise from a perpetually infectious disease; provided, however, that due consideration must be given to the specific facts of each case and the possibility of harm to others.
- II. In all instances where an employee has a perpetually infectious disease, the employee's condition and identity will remain confidential unless the employee has consented to the release of such information.
- III. The provisions of Rule 4510.1 shall apply to eligible employees, as defined therein, with a perpetually infectious disease. In addition to the conditions set forth therein for use of sick leave days, such may also be used by persons with a perpetually infectious disease, if warranted to avoid opportunistic infections.
- IV. "Perpetually infectious diseases" are those diseases which are carried throughout life by the infected person and have the potential to be transmitted to other individuals and include but are not limited to: AIDS, ARC, CMV (as defined below), Tuberculosis, Hepatitis, and Herpes.
 - A. Acquired Immune Deficiency Syndrome (AIDS) - infected with human T - lymphotropic virus type III/lymphadenopathy associated virus (HTLV- III/LAV). Persons infected with this virus are unable to fight off a variety of infections and rare illnesses. Symptoms include repeated infections that result in persistent diarrhea, swollen glands, fatigue, fevers or persistent cough which the body is unable to fight off, eventually resulting in a life-threatening illness such as pneumonia or uncommon skin cancer. The disease is transmitted through blood to blood contact or intimate sexual contact.
 - B. AIDS Related Complex (ARC) - a medical condition in which the body has repeated infections and is unable to protect itself from certain tumors and/or infections. Symptoms similar to AIDS are present but there has been no life-threatening illness. This condition may progress to AIDS although the symptoms may be the result of other diseases. The disease is transmitted through blood to blood contact or intimate sexual contact.
 - C. Cytomegalovirus (CMV) - common virus which is harmless to most persons. At greatest risk are fetuses and persons receiving medications which suppress their natural immunity to infections. It is transmitted by close person to person contact, body secretions and blood.
- V. The following procedures shall be followed with respect to an employee who is suspected of having or has a perpetually infectious disease.
 - A. Any employee who has or suspects that he/she has a perpetually infectious disease shall advise the Superintendent or Superintendent's designee. Such information shall be treated as confidential and will not be divulged to other persons or sources except to the extent necessary to take precautions to protect others from the disease.
 - B. The Superintendent or Superintendent's designee may require an employee to provide current medical information or to submit to a medical evaluation if he has a reasonable suspicion that an employee has a perpetually infectious disease.
 - C. If an employee has been diagnosed with a perpetually infectious disease, determination of whether the employee should be permitted to continue to be employed in his/her capacity will be made by a review of each individual case by a team (hereinafter "Team") established by the Superintendent or Superintendent's designee. The Team shall meet within seven (7) working days of the diagnosis and make a determination within ten (10) working days of the Team meeting.
 - D. The Team will consider the following factors in arriving at its recommendation as to the propriety of the employee's continued employment in his/her current capacity:

1. The employee's work place and interaction with other persons;
 2. The physical condition of the employee;
 3. Whether the employee's condition substantially interferes with his/her ability to perform essential job functions with reasonable accommodation; and
 4. Whether the employee poses a substantial possibility of harm to others.
- E. Upon diagnosis and prior to a decision by the Team, the Superintendent may remove the employee from the work place if he determines that the employee's presence in the work place poses a health threat.
- F. Based upon the information available to the Team, it may recommend:
1. Continued employment in his/her current capacity;
 2. Reassignment;
 3. Leave of absence;
 4. Reduction in amount of employment;
 5. Termination;
 6. Such other reasonable accommodations as may permit the employee to perform essential job functions;
or
 7. Any combination of the above.
- G. Based upon the Team's recommendation, the Superintendent or the Superintendent's designee shall take appropriate action. If the employee's employment status will be affected appropriate due process procedures as required by law shall be followed.

Legal References: 29 U.S.C. 794, Neb. Rev. Stat. 48-1101

Related Policies & Rules: [4100](#), [4510](#), [4510.1](#), [4510.6](#)

Rule Approved: September 6, 1988

Rule Revised: September 7, 1993; March 17, 2003; February 21, 2011

[Reaffirmed: November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Rule 4510.8 – Human Resources – Family Death Leave

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.8 – Human Resources – Family Death Leave

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. Based on review, no changes required for Rule. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Family Death Leave

4510.8

- I. Eligible employees shall be granted not more than four (4) work days of paid leave immediately following the death of an immediate family member. Such leave covers each death in the immediate family.
- II. An eligible employee who is required to travel a minimum of four hundred miles (400) one way to attend the funeral of an immediate family member will be granted an additional day of leave. The Superintendent or his designee may grant additional days in extenuating circumstances.
- III. Use of family death leave shall reduce the paid personal leave allocation of the employee.
- IV. Definitions:
 - A. "Immediate family member" shall mean the employee's spouse, parents, children, brothers, sisters, grandchildren, grandparents, mother-in-law, father-in-law, sisters-in-law, brothers-in-law, sons-in-law, daughters-in-law, spouse's grandparents, or any relative who is a permanent resident in the employee's home or for whom the employee has specific legal responsibility.
 - B. "Eligible employee" shall mean an employee who has not exhausted his/her paid leave provided for by the applicable collective bargaining agreement or Board approved administrative allowance in the absence of a collective bargaining agreement. Use of Family Death leave shall reduce the paid personal leave allocation of the employee.

Related Policies and Rules: [4510](#)

Rule Approved: July 10, 1989

Revised: September 7, 1993; July 27, 1998; March 17, 2003; February 21, 2011

[Reaffirmed: November 6, 2017](#)

Millard Public Schools

Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.9 – Human Resources – Professional Leave

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Rule 4510.9 – Human Resources – Professional Leave

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Professional Leave

4510.9

- I. Employees of the District may request paid professional leave for the purpose of attending local, state and national professional meetings or conferences. Paid professional leave may be granted if the District determines that the attendance at such meeting or conference will directly benefit the District.
- II. Requests by ~~individual staff members~~ an employee for professional leave and related expenses will be submitted to the ~~staff member's~~ employee's immediate supervisor and/or the person responsible for the budget from which expenses, if allowed, will be paid. The request should be submitted with sufficient time to make appropriate arrangements and to secure a substitute where necessary. Reimbursements of expenses will be provided in accordance with procedures provided by the Business Office.
- III. Professional leave is defined as time away from one's normal work assignment to participate in work-related activities. These activities include, but are not limited to, professional meetings, staff development, curriculum writing, or supervision at student competition.
- IV. Professional leave may be provided by departments for District purposes. When professional leave is initiated by the District, staff supervisors will be notified and substitutes will be scheduled where necessary.
- V. ~~Staff members~~ Employee's attending professional meetings during contract time and at District expense may be required to submit a written report or develop a presentation which allows them to share information received at the meetings with other District personnel.

Approved ~~P~~ professional leave shall not result in the use of paid personal leave of the employee.

Related Policies & Rules: [4510](#)

Rule Approved: October 7, 1974

Revised: September 7, 1993; March 17, 2003; February 21, 2011; November 6, 2017

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.10 – Human Resources – Association Leave

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.10 – Human Resources – Association Leave

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Association Leave

4510.10

- I. The membership of the teachers' organization recognized by the Board of Education will be granted a maximum aggregate total of eighteen (18) excused absences during a single school year to attend professional meetings of the teachers' association or other association obligations.
- II. The cost of these days will be shared equally by the District and the teachers' association. The association will pay half the cost of a substitute teacher for any days its members employees are absent for association leave.
- III. Requests for association leave shall be reviewed by the association president and by the member's employee's immediate supervisor before being submitted to the Human Resources Office for consideration. The request for association leave shall state how the release time will be used by the member employee.

Related Policies & Rules: [4510](#)

Rule Approved: March 3, 1980

Revised: September 7, 1993; March 17, 2003; February 21, 2011; [November 6, 2017](#)

Millard Public Schools

Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.11 – Human Resources – Sabbatical Leave

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.11 – Human Resources – Sabbatical Leave

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Sabbatical Leave

4510.11

- I. A certificated staff member who meets the criteria set forth below may apply for a sabbatical leave for up to one year. The sabbatical must involve professional growth of the individual in a scholarly program, approved by the Superintendent or his/her designee, and must be in the interest of improved education in the District.
- II. Criteria for employee eligibility:
- A. Employed full-time as a certificated employee by the District for at least seven (7) consecutive years immediately preceding the request for the sabbatical leave;
 - B. Hold a Masters Degree from an approved institution;
 - C. No previous sabbatical has been taken; and
 - D. Must complete at least twelve (12) graduate level semester credit hours during each semester of leave. Such hours shall be in a program of study leading to the completion of a PhD, EdD or EdS in Curriculum and Instruction or School Administration.
- III. If leave is granted, the employee shall be subject to the following conditions:
- A. The employee shall accept a written agreement with the Board of Education which shall provide that at the end of the sabbatical leave, he or she will return immediately to the employment of the District for a minimum of three (3) years; provided, however, that if the sabbatical leave is for less than a full year, the employee shall agree to return to the District's employ for three (3) semesters. The employee shall further agree to reimburse the District as set forth herein in the event he/she does not fulfill this provision.
 - B. The employee will be paid one-half of his/her salary and insurance benefits during the time he/she is on sabbatical leave, provided however, that the certificated staff member receiving such insurance benefits agrees to pay and does pay the remaining one-half of the total premium, and all employee Health Insurance Premium contributions.
 - C. Credit will be given toward salary advancement, insurance benefits and seniority as if the employee had remained a full time employee of the District.
 - D. The employee cannot be guaranteed that he/she will return to the position held prior to the sabbatical leave, but an effort will be made to place the employee in a comparable position.
- IV. If the employee does not fulfill the employment requirements following his/her sabbatical as set forth above, or fails to complete the sabbatical requirements, the employee shall reimburse the District at the time he/she ceases employment according to the following schedule:

| <u>Length of Sabbatical</u> | <u>Return to Employment</u> | <u>Amount District Employee Must Reimburse District</u> |
|-------------------------------------|---|---|
| <u>ALL</u> | <u>Does Not Complete Sabbatical Requirements</u> | <u>Full salary received</u> |
| <u>1 yYear</u> | <u>Does not return <u>to Work</u></u> | <u>Full salary received</u> |
| <u>1 Year</u> | <u>Completes 1 yYear</u> | <u>2/3 salary received</u> |
| <u>1 Year</u> | <u>Completes 2 yYears</u> | <u>1/3 salary received</u> |
| <u>1 Year</u> | <u>Completes 3 Years</u> | <u>No Reimbursement Required</u> |
| <u>Less than 1 yYear</u> | <u>Does not return</u> | <u>Full salary received</u> |
| <u>Less than 1 yYear</u> | <u>Completes 1 sSemester</u> | <u>2/3 salary received</u> |
| <u>Less than 1 yYear</u> | <u>Completes 2 sSemesters</u> | <u>1/3 salary received</u> |
| <u>Less than 1 Year</u> | <u>Completes 3 Semesters</u> | <u>No Reimbursement Required</u> |

The employee is also responsible to reimburse the District for all costs of any benefits provided by the District in the same proportion as any repayment of salary from the above-table.

- V. Application for sabbatical leave for the ensuing school year must be submitted to the Superintendent prior to January 1.
- VI. Up to thirty (30) months of sabbatical leave may be granted by the District during any school year. If there are more than thirty (30) months of sabbatical leave requested in a school year, leaves will be granted to the staff members whose leaves would most benefit the District as determined by the Superintendent or his/her designee. If a decision cannot be made based upon benefit to the District, then the staff members with the longest full-time continuous service to the District will be given preference.

Related Policies & Rules: [4510](#)

Rule Approved:

Revised: March 21, 1988; September 7, 1993; May 4, 1998; March 17, 2003;
February 21, 2011; [November 6, 2017](#)

Millard Public Schools
Omaha, NE

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.12 – Human Resources – Jury Duty, Election Boards – Subpoenas

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Rule 4510.12 – Human Resources – Jury Duty, Election Boards - Subpoenas

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current practices. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Jury Duty - Election Boards - Subpoenas

4510.12

- I. Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed on behalf of the District within the scope of the employee's work duties, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work (including shift work) due to such service provided the employee submits a copy of the summons, notice, or subpoena in advance, to the Human Resources Office.
- II. The District may reduce the pay of an employee who is absent for jury or election board duty by an amount equal to any compensation, other than expenses, paid by the court for jury or election duty, or for the employee's appearance pursuant to a subpoena.

Legal Reference: Neb. Rev. Stat. § 25-1640

Related Policies & Rules: [4510](#)

Rule Approved: October 7, 1974

Revised: August 2, 1993; August 16, 1993; September 7, 1993; March 17, 2003;

February 21, 2011, [November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Rule 4510.13 – Human Resources – Inclement Weather

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.13 – Human Resources – Inclement Weather

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. Based on review, no changes required for Rule. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Inclement Weather

4510.13

The Superintendent or his/her designee shall establish, publish and distribute attendance requirements for employees of the District regarding periods of inclement weather. The requirements and procedures shall provide for the precedence, applicability of and effect upon other leave and attendance rules in the event of inclement weather.

Related Policies & Rules: [4510](#)

Rule Approved:

Revised: November 19, 1984; September 7, 1993; March 17, 2003;

Reaffirmed: February 21, 2011; [November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Reaffirm Rule 4510.14 – Human Resources – Uniform Service Leave (Military Leave of Absence)

Meeting Date: November 6, 2017

Department: Human Resources

Title and Brief Description: Rule 4510.14 – Human Resources – Uniform Service Leave (Military Leave of Absence)

Action Desired: Reaffirm

Background: Following District guidelines to review Policies every seven years. Based on review, no changes required for Rule. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Reaffirm

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Uniform Service Leave (Military Leave of Absence)

4510.14

- I. Leave of absence will be granted to employees of the District who are absent from employment by reason of service in the uniformed services as provided by law.
- II. **Eligibility.** The following employees are eligible for service leave:
 - A. Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, and Coast Guard Reserve are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders or authorization of competent authority in the active service of the State of Nebraska or of the United States. Employees who normally work or are normally scheduled to work one hundred twenty (120) hours or more in three (3) consecutive weeks shall receive a military leave of absence of one hundred twenty (120) hours each calendar year. Members who normally work or are normally scheduled to work less than one hundred twenty (120) hours in three (3) consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or normally would be scheduled to work whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the regular annual leave of the persons named in this Rule.
 - B. If the Governor declares that a state of emergency exists, any persons named above who are ordered to active service of the state shall receive a state of emergency leave of absence until such person is released from active service by competent authority. During a state of emergency leave of absence, the affected employee shall receive his/her normal salary or compensation minus the state active duty base pay he or she receives in active service of State.
- III. **Return to Employment.** Upon an honorable discharge from active service, such employee shall be entitled to a return to the same or comparable position as provided by law; provided, however, that the employee is still qualified to perform the duties of the employee's former position, and the employee makes a timely application to return to employment as follows:
 - A. **Service of 1 to 30 days.** The employee must report to his or her employer not later than the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight (8) hours after a period allowing for the safe transportation of the person from the place of that service to the person's residence. If, due to no fault of the employee, timely reporting back to work would be impossible or unreasonable, the employee must report back to work as soon as possible.
 - B. **Fitness Exam.** The time limit for reporting back to work for a person who is absent from work in order to take a fitness-for-service examination is the same as the one above for persons who are absent for 1 to 30 days.
 - C. **Service of 31 to 180 days.** In the case of a person whose period of service in the uniformed services was for more than 30 days but less than 181 days, an application for re-employment must be submitted to the District no later than 14 days after completion of the person's service. If submission of a timely application is impossible or unreasonable through no fault of the person, the application must be submitted the next first full calendar day when submission of such application becomes possible.
 - D. **Service of 181 days or more.** In the case of a person whose period of service in the uniformed services was for more than 180 days, an application for re-employment must be submitted to the District no later than 90 days after the completion of the person's service.
 - E. If such employee is not qualified to perform the duties of such position upon the employee's return by reason of a disability sustained during the training or service but is qualified to perform the duties of any other positions, the employee shall be restored to such other positions, the duties of which the employee is qualified to perform, as will provide the employee with the same seniority, status, and pay, or the nearest

approximation thereof consistent with the circumstances of the employee's case. Such person shall not be discharged without justifiable cause within one (1) year after reinstatement.

- F. Any such employee submitting an application for re-employment shall, upon request, provide the District documentation to establish that the person's application is timely and that the person is entitled to the benefits under this Rule.

IV. **Preservation of Benefits.** Absence for any of the reasons stated above shall not affect the employee's right to receive normal vacation, sick leave, bonus, advancement and other advantages of the employee's employment normally to be anticipated in the employee's particular position.

V. **Re-Employment.** A person whose military service lasted 1 to 90 days shall be promptly re-employed:

- A. In the job the person would have held had the person remained continuously employed, so long as the person is qualified for the job or can become qualified after reasonable efforts by the employer to qualify their person; or in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position the person would have held after reasonable efforts by the employer to qualify the person.
- B. If the employee cannot become qualified for either position described above, even after reasonable employer efforts, the person is to be re-employed in a position that is the nearest approximation to the positions described above which the person is able to perform, with full seniority.
- C. A person whose military service lasted 91 or more days shall be promptly re-employed in the job the person would have held had the person remained continuously employed, or a position of like seniority status and pay, so long as the person is qualified for the job or can become qualified after reasonable efforts by the employer to qualify the person; or, in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status, and pay the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of the position the person would have held after reasonable efforts by the employer to qualify the person. If the employee cannot become qualified for either position, then in any other position of lesser status and pay, but that most nearly approximates the above positions (in that order) that the employee is qualified to perform with full seniority.

VI. **Definitions.**

- A. The term "service in the uniformed services" means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, and a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.
- B. The term "uniformed services" means the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency.

Legal Reference: Neb. Rev. Stat §§ 55-160, 55-161, 38 U.S.C §4301 *et seq.*

Rule Approved: January 10, 1983

Revised: September 7, 1993; March 17, 2003; February 21, 2011

Reaffirmed: November 6, 2017

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

Agenda Item: Approval of Rule 4510.15 – Human Resources – Pre-Retirement Seminars

Meeting Date: November 6, 2017

Department Human Resources

Title and Brief Description: Rule 4510.15 – Human Resources – Pre-Retirement Seminars

Action Desired: Approval

Background: Following District guidelines to review Policies every seven years. Minor revision to address current regulations. This Rule has been reviewed by the District’s legal counsel.

Options/Alternatives Considered: N/A

Recommendations: Approve

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick, Associate Superintendent Human Resources
Jake Curtiss, Director of Employee Relations

Superintendent’s Signature: _____



Human Resources

Pre-Retirement Seminars

4510.15

- I. Any employee who participates in the Nebraska School Employees Retirement System and is at least fifty (50) years of age or ~~over who is within five (5) years of qualifying for retirement or early retirement~~ may attend one pre-retirement seminar per fiscal year, sponsored by The Nebraska School Employees Retirement System, while employed by the District. The employee is responsible for paying his or her own seminar expenses.
- II. Attendance at this seminar is voluntary. An employee who is qualified and registered to attend a seminar can do so without loss of pay. Each employee may attend the seminar no more than twice without loss of pay. A qualified employee may choose to attend the seminar more than twice, but such leave shall be without pay and shall be at the discretion of the Superintendent. ~~The employee is responsible for paying his or her own seminar expenses.~~
- III. An employee desiring to attend a seminar must submit the proper request form to the Office of the Superintendent and receive approval to attend prior to his or her attendance. An employee who attends must verify his or her attendance with the Office of the Superintendent. The Superintendent reserves the right to limit attendance at any one seminar based upon the ability of the District to deliver the educational program. If attendance is limited, preference will be given to those employees who are nearest retirement.

Legal Reference: Neb. Rev. Stat. § 84-1511

Related Policies & Rules: [4510](#)

Rule Approved: October 5, 1987

Revised: September 7, 1993; November 17, 1997; February 21, 2011; [November 6, 2017](#)

Reaffirmed: March 17, 2003

Millard Public Schools

Omaha, Nebraska

AGENDA SUMMARY SHEET

AGENDA ITEM: Approve Rule 6315.1: Curriculum, Instruction, and Assessment- Millard Education Program- Use of Assessment Data

MEETING DATE: November 6, 2017

DEPARTMENT: Educational Services & Assessment, Research, and Evaluation

TITLE AND BRIEF DESCRIPTION: Approve Rule 6315.1: Curriculum, Instruction, and Assessment- Millard Education Program- Use of Assessment Data

ACTION DESIRED: Approve

BACKGROUND: This Rule is being revised with minor changes that reflect current reality in our assessment system. It also proposes that after an annual review by Educational Services and the Department of Assessment, Research, and Evaluation that it be brought to the Board only when changes are necessary.

RECOMMENDATIONS: Approve Rule 6315.1: Curriculum, Instruction, and Assessment- Millard Education Program- Use of Assessment Data

TIMELINE: Implementation upon approval

RESPONSIBLE PERSON(S): Heather Phipps, Darin Kelberlau, Tony Weers, Andy DeFreece, Terry Houlton

SUPERINTENDENT'S APPROVAL: 

Curriculum, Instruction, and Assessment
Millard Education Program – Use of Assessment Data

6315.1

The assessment system shall take its overall direction from the District strategic plan and from state and federal requirements. The assessment system shall be aligned with the written curriculum and shall measure student progress within the primary, intermediate, middle and high school grade levels and their level of College and Career Readiness. The system shall provide opportunities for support and appropriate interventions to occur if the student does not demonstrate proficiency.

The assessment system will include [Millard](#) Essential Learner Outcome Assessments of College and Career Readiness (ELOACCR) [which are](#) designed to measure student [progress and](#) the Millard Education Plan outcomes as well as [alternate](#) assessments designed to comply with state and federal legislation ([NE Dept. of Education](#)).

As curriculum revisions occur, the assessment system shall reflect those changes and modifications to assessments and shall be approved by the Millard Board of Education. The curriculum content areas, grade levels when administered, and the types of assessments shall be as follows:

Level: Primary Grades (2)

| Outcome | When Administered | Type of Assessment |
|-----------------------|-----------------------|--------------------|
| Reading Comprehension | 2 nd Grade | ELOACCR |
| Mathematics | 2 nd Grade | ELOACCR |

Level: Intermediate Grades (3-5)

| Outcome | When Administered | Type of Assessment |
|--|---|---|
| English/Language Arts: Reading Comprehension, Vocabulary, and Text Dependent Analysis | 3 rd , 4 th , and 5 th Grade | NE Dept. of Education & ELOACCR |
| Writing | 3 rd and 5 th Grade | ELOACCR |
| Mathematics | 3rd, 4th, and 5th Grade | NE Dept. of Education & ELOACCR |
| Science | 5 th Grade | NE Dept. of Education |

Level: Middle School Grades (6-8)

| Outcome | When Administered | Type of Assessment |
|--|---|---------------------------------|
| English/Language Arts: Reading Comprehension, Vocabulary, and Text Dependent Analysis | 6 th , 7 th , and 8 th Grade | NE Dept. of Education & ELOACCR |
| Writing | 6 th and 7 th Grade | ELOACCR |
| Mathematics | 6 th , 7 th , and 8 th Grade | NE Dept. of Education & ELOACCR |
| Science | 8 th Grade | NE Dept. of Education |

Level: High School Grades

| Outcome | When Administered | Type of Assessment |
|---|--|---|
| English / Language Arts | 11 th Grade | ACT[®] Assessment NE Dept. of Education |
| Writing | 10 th Grade & 11th Grade | ELOACCR & NE Dept. of Education |

| | | |
|-------------|------------------------|---|
| Mathematics | 11 th Grade | MPS ACT[®] Assessment and NE Dept. of Education |
| Reading | 11 th Grade | MPS ACT[®] Assessment and NE Dept. of Education |
| Science | 11 th Grade | ACT[®] Assessment NE Dept. of Education |

I. Implementation of Assessment System

In accordance with Policy 6301 and Rule 6301.1, the District shall use all reasonable efforts to provide adequate measurement by:

- A. Establishing or confirming the reliability and validity of each recommended assessment;
- B. Ensuring that the alignment of the assessment contents is consistent with the District's curriculum;
- C. Ensuring that the students of the District are provided with the opportunity to learn the material which is the subject of each assessment;
- D. Ensuring the establishment of adequate and necessary interventions; and
- E. Ensuring or confirming a proper College and Career Ready metric for each assessment is established through acceptable and reliable methods.

[The Millard Essential Learner Outcome Assessments of College and Career Readiness \(ELOACCR\) are the standard for assessments in the Assessment System. The intent of the assessment system is to ensure that the achievement levels established by the Millard Essential Learner Outcome Assessments of College and Career Readiness \(ELOACCR\) have been met. A student may demonstrate successfully meeting the achievement levels established by ELOACCR when a student is able to meet any of the benchmarks set forth below. When a student successfully meets the required achievement levels as set forth below, the student will no longer be required to complete other assessments in the system.](#)

[If a student does not meet benchmarks on the District Essential Learner Outcome assessments, additional opportunities are available to demonstrate student proficiency.](#)

[If a student does not meet benchmarks on the District Essential Learner Outcome assessments and the student is verified with a disability or has a 504 Accommodation Plan, then the IEP or 504 Team will reconvene to review the education plan and may consider lowering the College and Career Readiness metric requirement as part of the IEP or 504 Accommodation Plan.](#)

II. Description of the Standard Setting Processes for National, State, and Local Assessments

- A. Essential Learner Outcomes of College and Career Readiness: Psychometrically accepted, standard methods shall be used for setting the cutscores on the assessments. All locally-developed assessments shall be re-examined and recalibrated as needed to ensure curriculum alignment as well as appropriateness of the College and Career Ready metric.
- B. ACT[®] Assessment: District locally defined College and Career Ready metric will be based on the most current ACT[®] College and Career Readiness Benchmarks that denote having attained or nearly attained status as established for the corresponding year in which the assessment was taken.
- C. Pre-ACT[®] or ACT[®] 10th Grade Aspire Assessment: District locally defined College and Career Ready metric will be based on the most current ACT[®] College and Career Readiness Benchmarks that denote having attained or nearly attained status as established for the corresponding year in

which the assessment was taken. Pre-ACT and ACT Aspire benchmark scores are parallel to the ~~ACT[®]-Assessment Benchmarks~~. [MPS College & Career Readiness Benchmarks](#).

- D. Nebraska State Accountability (~~NeSA~~) Tests: District locally defined College and Career Ready metric will be based on [ACT score ranges associated with On Track and ACT Benchmark as defined by the state](#) ~~NeSA Scale Score ranges associated with Meets Expectation and Exceeds Expectation~~ for the year in which the assessment was taken.
- E. District Course Assessments: Locally developed District assessments designed by Educational Services in conjunction with the Department of Assessment, Research, and Evaluation. Approved course assessments serve as a means by which students may demonstrate proficiency.
- F. Measures of Academic Progress (MAP) by NWEA, grades 2-8 and select high school courses, is a computer adaptive assessment developed and maintained using research-based psychometric practices. MAP is used for benchmarking and progress monitoring for Essential Learner Outcomes of College and Career Readiness.

III. Effect of Student Performance

- A. When a student has successfully met the Essential Learner Outcomes of College and Career Readiness metric for each outcome:
 1. A notation shall be made in the student's cumulative record. Such information will be communicated to parent(s)/guardian(s) in writing.
 2. Students who meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments have met an essential criterion for graduating from the Millard Public Schools. Upon successful completion of the required number of credits and Personal Learning Plan as defined by Policy 6320 and Rule 6320.1, students shall be eligible for a graduation diploma from the Millard Public Schools.
- B. If a student has not met the College and Career Readiness metric for a given Essential Learner Outcome of College and Career Readiness, the following shall occur:
 1. The school/district will initiate a consistent and collaborative problem solving and intervention model called Response to Instruction and Intervention (RtI+I). Records of problem solving and intervention strategies are required.
 2. Utilizing the RtI+I problem solving process, school representatives will offer the student learning activities that address recognized Essential Learner Outcomes of College and Career Readiness deficiencies. Learning activities may include, but are not limited to, the following:
 - a. Differentiated/complementary instruction during regular classes (i.e., peer tutoring, needs groups, individualized instruction);
 - b. Before or after school tutorials;
 - c. Study hall tutorials;
 - d. Change of interdisciplinary teams or level of instruction;
 - e. Repeat of specific course(s) of study;
 - f. Assignment to and attendance at specific class(es) designed to address deficiencies;
 - g. Attendance at summer school; and/or
 - h. Use of specific District identified interventions designed to support student achievement.
 3. If the student is verified with a disability the IEP Team may reconvene to review the problem solving and intervention strategies and to ensure that the IEP is written to assist the student in areas of weakness and that appropriate accommodations are in place.

4. If the student has a 504 Accommodation Plan, the 504 Team may reconvene to review the problem solving and intervention strategies and to ensure that needed accommodations are in place in areas of weakness.
5. If the student is identified as an English Language Learner (ELL), a school team responsible for planning the student's academic program may reconvene to review the problem solving and intervention strategies and to ensure that needed accommodations are in place in areas of weakness.

C. Procedures for high school students

1. If a student has not met the College and Career Readiness metric for a given Essential Learner Outcomes of College and Career Readiness as measured by the ACT[®] Assessment, the following shall occur:
 - a. The problem solving and intervention strategies will be reviewed by a qualified team and, if necessary, redesigned. Students shall be referred to Building Problem Solving Team for identification of needs if not previously referred.
 - b. ~~The building will review the student's results of Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment. If the student has successfully met the Essential Learner Outcomes of College and Career Readiness metric measured by Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment for each outcome, then~~
The building will review the student's results of the Nebraska State Accountability Test. If the student has successfully met the Essential Learner Outcomes of College and Career Readiness metric measured by Nebraska State Accountability Test for each outcome, then
 - (i) A notation shall be made in the student's cumulative record. Such information will be communicated to parent(s)/guardian(s) in writing.
 - (ii) Students who meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments have met an essential criterion for graduating from the Millard Public Schools. Upon successful completion of the required number of credits and Personal Learning Plan as defined by Policy 6320 and Rule 6320.1, the students shall be eligible for a graduation diploma from the Millard Public Schools.
 - c. Students may submit additional ACT[®] results for consideration in meeting the College and Career Ready metrics from testing occasions for which they have independently registered.
2. If after review of the student's results of ~~the Nebraska State Accountability-Test Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment~~ a student has not met the College and Career Readiness metric for a given Essential Learner Outcomes of College and Career Readiness, the following shall occur:
 - a. The problem solving and intervention strategies will be reviewed by a qualified team and, if necessary, redesigned. Students shall be referred to Building Problem Solving Team for identification of needs if not previously referred.
 - b. ~~The building will review the student's results of Nebraska State Accountability (NeSA) Tests. If the student has successfully met the Essential Learner Outcomes of College and~~

~~Career Readiness metric measured by Nebraska State Accountability (NeSA) Tests for each outcome, then~~

The building will review the student's results of Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment. If the student has successfully met the Essential Learner Outcomes of College and Career Readiness metric measured by Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment for each outcome, then

- (i) A notation shall be made in the student's cumulative record. Such information will be communicated to parent(s)/guardian(s) in writing.
 - (ii) Students who meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments have met an essential criterion for graduating from the Millard Public Schools. Upon successful completion of the required number of credits and Personal Learning Plan as defined by Policy 6320 and Rule 6320.1, the students shall be eligible for a graduation diploma from the Millard Public Schools.
3. If after review of the student's results of ~~Nebraska State Accountability (NeSA) Tests~~ the student's results of Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment a student has not met the College and Career Readiness metric for the Essential Learner Outcomes of College and Career Readiness, the following shall occur:
 - a. The problem solving and intervention strategies will be reviewed by a qualified team and, if necessary, redesigned. Students shall be referred to Building Problem Solving Team for identification of needs if not previously referred.
 - b. The building will review and administer locally-developed Essential Learner Outcome assessments. If the student has successfully met the Essential Learner Outcomes of College and Career Readiness metric measured by locally-developed ELO assessments for each outcome, then
 - (i) A notation shall be made in the student's cumulative record. Such information will be communicated to parent(s)/guardian(s) in writing.
 - (ii) Students who meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments have met an essential criterion for graduating from the Millard Public Schools. Upon successful completion of the required number of credits and Personal Learning Plan as defined by Policy 6320 and Rule 6320.1, the students shall be eligible for a graduation diploma from the Millard Public Schools.
 - (ii) The student shall be retested using the appropriate Essential Learner Outcomes of College and Career Readiness assessment. Students shall be given the opportunity to be retested multiple times until the requisite College and Career Readiness metric is achieved. Students shall be given notice of the opportunities for retesting.
 4. The student will be considered ineligible for a diploma from the Millard Public Schools until such time that the requisite College and Career Readiness metrics are achieved for high school Essential Learner Outcomes of College and Career Readiness assessments.
 5. If the student is verified with a disability or has a 504 Accommodation Plan, then the IEP or 504 Team will reconvene to review the education plan and may consider lowering the College and Career Readiness metric requirement as part of the IEP or 504 Accommodation Plan. The student's parent(s) and/or guardian(s) shall be notified and shall also be advised of the effect of lowering the College and Career Readiness metric.

- a. Applications for approval of lowered College and Career Readiness metric requirements may be submitted by the student's IEP or 504 Team to the Associate Superintendent of Educational Services for consideration and where appropriate, approval. The Associate Superintendent of Educational Services or designee shall decide and respond to all such requests.
- b. If the lowered College and Career Readiness metric is approved, the student shall then be eligible to receive a graduation diploma with appropriate notation from the Millard Public Schools as provided in Rule 6320.1.

D. Demonstration of Proficiency

Additional opportunities are available to demonstrate student proficiency.

After review of ACT[®] Assessment, [Nebraska State Accountability Tests](#), Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment, ~~Nebraska State Accountability (NeSA) Tests~~, and one or more attempts on Essential Learner Outcome of College and Career Readiness locally-developed assessments without achieving the College and Career Readiness metric, students, under building supervision, shall participate in a process, as provided in the District's Assessment Procedures, to demonstrate an appropriate level of proficiency in reading, writing, math, or science ([science for class of 2017 or prior](#)). A student who successfully meets the standards and requirements of a Demonstration of Proficiency shall have met one of the essential criteria for graduating from the Millard Public Schools. Mechanisms by which students may demonstrate proficiency include:

1. Performance portfolios comprised of District developed course assessment scores for [reading, writing, math, or science \(science for class of 2017 or prior\)](#). ~~specified courses which students were required to take. (Effective for the Classes of 2017)~~
2. Approved Advanced Placement course grades of a "C" or higher or an approved AP exam score of a 2 or higher for an AP English course as evidence of Reading and Writing competency, or grades of a "C" or higher or an AP exam score of a 2 or higher for an AP mathematics exam. All AP courses and exams used for this purpose shall have been provided by and/or taken while enrolled in an accredited institution. ~~(Effective for the Classes of 2018)~~
3. Approved dual enrollment ~~transferrable~~ course grades as evidence of Reading, Writing, or Mathematics competencies [e.g. the Metropolitan Community College \(MCC\) Developmental Math Course](#). ~~(Effective Class of 2018)~~
4. Measures of Academic Progress (MAP) RIT score in high school Reading or Mathematics comparable to near College and Career Ready ACT score. (Effective Class of 2019)
5. ~~Acceptable performance scores on District Capstone Options which may include the use of the College Board's Accuplacer, Metropolitan Community College (MCC) mathematics program, or WorkKeys. Acceptable scores are those that have been psychometrically identified as equivalent to comparable College and Career Ready metrics. (Effective for the Classes of 2019)~~

IV. District Procedures for Opting Out of Recommended Reteaching

- A. Should a student participating in the Assessment Program not meet the requisite College and Career Readiness metric and be recommended for one of the problem solving and intervention strategies listed above, including placement in a specific required course, the student's parent(s)/guardian(s) shall have the right to refuse placement of their student within the recommended strategy and either:

1. Request an alternative teaching strategy; or
 2. Refuse such placement at all.
- B. Such requests for an alternative teaching strategy shall be submitted in writing to the appropriate building principal. The building principal or designee shall respond within thirty (30) calendar days.

V. District Procedures for New Students

- A. At the high school level, incoming students who enroll after district administration of Pre-ACT[®] or ACT[®] Assessment and/or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment may provide verified results of these assessments from prior administration. If verified results are not provided, students will take all high school locally-developed assessments designated per Essential Learner Outcome of College and Career Readiness.

VI. District Procedures for Students with Disabilities and ELL Students

Pursuant to the Assessment Accommodations section of the District's Assessment Procedures Manual, all students are to participate in the District's regular assessments and the only students to be excluded are those with a disability or language proficiency which has excluded the student from the norm sample of the standardized assessment, and/or those students who have not participated in the area and/or level of the curriculum that the assessment measures. Even for such students, they are not totally exempt and they must take an alternate assessment.

A. Procedures for Students with Disabilities

The preceding assessments may not be appropriate for some students with disabilities whose individualized education programs prescribe a different course of instruction and/or different requirements for graduation. The participation of students with disabilities, the provision of accommodations, and the provision of alternate assessments will be in accordance with the District's Assessment Procedures, which include the process for identifying appropriate assessment accommodations and alternate assessments.

B. Procedure for ELL Students

Students must meet all graduation requirements in the English language to earn a Millard Public Schools diploma. ELL students who have not demonstrated adequate English language proficiencies may postpone testing according to district procedures.

VII. Student's Right to Appeal

- A. Students who have not achieved the necessary high school College and Career Readiness metrics as approved by the Millard Board of Education may appeal the denial of a diploma.
- B. A student may appeal the denial of a diploma only on the grounds that the student's failure to achieve the required cutscore is due to:
1. The failure of the District to provide a reasonable accommodation that was previously requested by the student and denied by the District.
 2. The failure of the District to provide an alternate assessment or approve a demonstration of proficiency, which had been previously requested by the student and denied by the District.

VIII. Procedures for Appeal

- A. Within seven (7) days after the receipt of the notice that the student failed to achieve the cutscore required for graduation from the Millard Public Schools, a written notice of appeal shall be served upon the Superintendent of the Millard Public Schools or his/her designee. Such appeal shall set forth all of the reasons for the appeal as provided herein and shall set forth the relief sought by the student, parent(s) or guardian(s). Such notice of appeal may also include any additional information, which is relevant to the appeal.
- B. Within seven (7) days after the receipt of the written notice of appeal and any supporting information relevant to the appeal, the Superintendent or designee shall consider and render a decision on the appeal based on whether the decision of the District was unreasonable. Such decision shall then be forwarded to the student's parent(s) and/or guardian(s) advising the student's parent(s) and/or guardian(s) of the basis for the Superintendent's decision and the reasons therefore.
- C. Within seven (7) days after the receipt of the written notification from the Superintendent or the Superintendent's designee, a written request may be made by the student, parent(s), or guardian(s) to the secretary of the Millard Board of Education or the Superintendent, or designee for a hearing before the Millard Board of Education, or a committee of the Board consisting of not less than two (2) members or more than three (3) members to be held on the issue whether the decision of the Superintendent or designee was unreasonable.
- D. Such hearing shall be held before the Millard Board of Education or committee within thirty (30) days of the date the request for hearing was received. If a hearing request is not received in a timely manner, the decision of the Superintendent or the Superintendent's designee shall be final.
- E. The student, parent(s) and/or guardian(s) shall be advised at least seven (7) days prior to the date of the hearing before the Board and such notification shall set forth the date, time, and place for the hearing before the Millard Board of Education or committee.
- F. The parties may, by mutual written agreement, extend the time for hearing or final determination.
- G. The student, parent(s), and/or guardian(s) shall have the right to be represented by legal counsel and shall have the opportunity to present such evidence that is material to the issue or issues stated in the appeal.
- H. The hearing shall be conducted in closed session and in accordance with the student privacy laws unless the student, parent(s), and/or guardian(s) shall request, in writing, that the hearing be held in open session. Any formal action of the Millard Board of Education or committee shall be taken in closed session unless such proceeding was requested by the student, parent(s), or guardian(s) to be held in open session.
- I. The decision of the Millard Board of Education or committee shall be by vote of a majority of the members of the Millard Board of Education and the Millard Board of Education or committee shall reduce its findings and decision to writing and provide the written findings and decision to the student, parent(s), and/or guardian(s) within ten (10) days of the hearing. When conducting such proceedings, the Millard Board of Education or committee shall be exercising a judicial function and deciding a dispute of adjudicative facts.

IX. Annual Review

This Rule shall be reviewed annually [by the Educational Services Division and the Department of Assessment, Research, and Evaluation and brought to the Board of Education when changes are necessary.](#)

Related Policies & Rules: 6301, 6301.1, 6315, 6320, 6320.1, 6320.2, 6320.3

Rule Adopted: December 21, 1998

Rule Revised: February 7, 2000; February 4, 2002; March 3, 2003;

June 21, 2004; June 6, 2005; January 16, 2006; June 4, 2007; June 16, 2008;

June 15, 2009; June 7, 2010; May 16, 2011; July 2, 2012; July 1, 2013;

October 21, 2013; July 7, 2014; August 3, 2015; July 11, 2016; [November 6, 2017](#)

Millard Public Schools
Omaha, Nebraska

AGENDA SUMMARY SHEET

AGENDA ITEM: Approve Rule 6320.1: Curriculum, Instruction, and Assessment- Students: Requirements for Senior High School Graduation

MEETING DATE: November 6, 2017

DEPARTMENT: Educational Services & Assessment, Research, and Evaluation

TITLE AND BRIEF DESCRIPTION: Approve Rule 6320.1: Curriculum, Instruction, and Assessment- Students: Requirements for Senior High School Graduation

ACTION DESIRED: Approve

BACKGROUND: This Rule is being revised with minor changes that reflect current reality in our assessment system. It also proposes that after an annual review by Educational Services and the Department of Assessment, Research, and Evaluation that it be brought to the Board only when changes are necessary.

RECOMMENDATIONS: Approve Rule 6320.1: Curriculum, Instruction, and Assessment- Students: Requirements for Senior High School Graduation

TIMELINE: Implementation upon approval

RESPONSIBLE PERSON(S): Heather Phipps, Darin Kelberlau, Tony Weers, Andy DeFreece, Terry Houlton

SUPERINTENDENT'S APPROVAL: 

Curriculum, Instruction, and Assessment

Students: Requirements for Senior High School Graduation

6320.1

Students differ widely in interests, abilities and expectations. For this reason, the following are stated as minimums to allow flexibility in the planning of individual student programs. However, on the assumption that some elements should be shared in common by educated persons, these basic uniform requirements are established for graduation from the Millard Public Schools. In addition to specified credit requirements students must successfully meet District Assessment requirements and complete a Personal Learning Plan according to District requirements.

| <u>PROGRAM</u> | <u>TOTAL COURSE/SUBJECT CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|----------------|---|---|----------------|
| English | 40 | English 9 | 10 |
| | | English 10 | 10 |
| | | English 11 | 10 |
| | | Oral Communications | 5 |
| | | Choice of Speech, Forensics, Debate I, Professional Speaking (Education Academy) or the combination of IB Language A, IB Language B and 12 th Grade Theory of Knowledge | |
| | | Choice of an English Selected Course | 5 |

The student will take five (5) credits from the following:

English Selected Courses

| | |
|--|---|
| AP English Language & Composition | IB English HL II |
| AP English Literature | Literacy for Life I |
| Contemporary Literature | Literacy for Life II |
| Creative Writing | Literature and Film |
| Global Perspectives through Literature | Research Methods |
| | 21 st Century Media Literacy |

- I. Credits: A minimum of **230 credits** is required for graduation. Each student's program shall include, but not be limited to, the programs and courses listed below and may be amended, revised, or deleted by the Board of Education as approved and published in the Millard Public Schools High School Curriculum Handbook and Registration Guide.

| <u>PROGRAM</u> | <u>TOTAL COURSE/SUBJECT CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|----------------|---|--|----------------|
| Social Studies | 30 | Class of 2017 | |
| | | American History (Since 1914) - 9 th | 10 |
| | | World Geography - 10 th | 10 |
| | | US Government & Economics - 11 th or 12 th | 5 |
| | | Choice of a Social Studies Elective Course | 5 |

The student will take five (5) credits from the following:

Social Studies Elective Courses

| | |
|---|--------------------------------------|
| Human Diversity (Ethnic Studies) | AP Comparative Government & Politics |
| International Relations (World Affairs) | AP European History |
| Introduction to Behavioral Science | AP Human Geography |

Law Studies
 Psychology
 Sociology
 World History
 World Religions

AP Psychology
 AP United States Government & Politics
 AP United States History
 AP World History
 IB 20th Century World History Topics
 IB History of America
 IB Psychology SL

Class of 2018 and Beyond

| | |
|--|----|
| World Geography - 9 th | 5 |
| World History - 10 th | 10 |
| United States History - 11 th or 12 th | 10 |
| United States Government & Economics - 11 th or 12 th | 5 |

CREDITS

| <u>PROGRAM</u> | TOTAL COURSE/SUBJECT <u>CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|--|--|--|-----------------------|
| Mathematics | 30 | Algebra I or Algebra 1: Foundations I or appropriate course from the math sequence A course numbered 220 or higher One additional math course | 10 10 10 |
| <i>Computer Science courses may not be applied toward math credit.</i> | | | |

| <u>PROGRAM</u> | TOTAL COURSE/SUBJECT <u>CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|---|--|--|--|
| Science | 30 | Biology - 9 th Chemistry OR Physical Science: Chemistry - 10 th or 11 th Physics OR Physical Science: Physics - 10 th or 11 th Choice of Science Electives - dependent upon choice of 5 or 10 credit Chemistry and Physics courses | 10 10 OR 5 10 OR 5 0-10 |
| <i>Curriculum Handbook describes science courses and recommended/optional course sequences.</i> | | | |

| <u>PROGRAM</u> | TOTAL COURSE/SUBJECT <u>CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|--|--|---------------------------------------|-----------------------|
| Physical Education | 15 | Choice of grade appropriate course | 15 |
| <i>Curriculum Handbook describes PE courses and recommends grade appropriate levels.</i> | | | |

| <u>PROGRAM</u> | <u>TOTAL COURSE/SUBJECT CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|------------------|---|---|----------------|
| Health Education | 5 | Everyday Living taken in 10 th or 11 th grade | 5 |

| <u>PROGRAM</u> | <u>TOTAL COURSE/SUBJECT CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|----------------------|---|--|----------------|
| Technology Education | 5 | Classes of 2017-2019 Choice of Technology Selected Courses | 5 |

The student will take five (5) credits from the following:

Technology Selected Courses

Computer Science Principles
 Computer Technology Applications (Prior to 2015-2016)
 Digital Design
 Information Technology Applications
 Introduction to Engineering Design I
 Introduction to Computer Science (Prior to 2015-2016)
 Introduction to Graphics Communications (Prior to 2015-2016)

Beginning with the Class of 2020, a technology course will no longer be a requirement for graduation but will be available for elective credit options.

| <u>PROGRAM</u> | <u>TOTAL COURSE/SUBJECT CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|------------------------|---|---|----------------|
| Fine & Performing Arts | 5 | Choice of Fine & Performing Arts Selected Courses | 5 |

The student will take five (5) credits from the following:

Fine & Performing Arts Selected Courses

Any art course
 Any music course
 Drama I
 Theatre Appreciation

| <u>PROGRAM</u> | <u>TOTAL COURSE/SUBJECT CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|--------------------|---|---|----------------|
| Financial Literacy | 5 | Choice of Financial Literacy Selected Courses | 5 |

The student will take five (5) credits from the following:

Financial Literacy Selected Courses

Personal Finance
 Wealth Building & Personal Finance (Entrepreneurship Academy)

| <u>PROGRAM</u> | <u>TOTAL COURSE/SUBJECT CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|---|---|-------------------------------------|----------------|
| Human Resources | 5 | Choice of Human Resources Course | 5 |
| <i>The student will take five (5) credits from the following:</i> | | | |
| <u>Human Resources Selected Courses</u> | | | |
| Sociology | | Human Diversity | |
| Psychology | | International Relations | |
| Adult Living | | Introduction to Behavioral Sciences | |
| Child Development | | IB Psychology | |
| | | IB Theory of Knowledge I | |

| <u>PROGRAM</u> | <u>TOTAL COURSE/SUBJECT CREDITS</u> | <u>COURSE OR SUBJECT AREAS</u> | <u>CREDITS</u> |
|----------------|---|---|----------------|
| Electives | 60 | Classes of 2017-2019 A total of 60 additional credits | 60 |
| | 65 | Classes of 2020 and Beyond A total of 65 additional credits | 65 |

- A. A grade of four (4) or better must be maintained in any course used to fulfill graduation requirements.
 - B. Electives courses are offered in the subject areas previously listed and in business education, world language, family & consumer sciences, industrial technology, art, drama, debate, journalism and music.
 - C. In order to provide flexibility in such situations as transfers and special needs, waivers may be submitted by staff and approved by the principal.
 - D. A student must complete credits as described herein in order to graduate and receive a diploma from the Millard Public Schools.
 - E. A student must complete a Personal Learning Plan, meeting district requirements.
- II. Assessments: In addition to 230 credits required for graduation, students must also successfully meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments.

[The Millard Essential Learner Outcome Assessments of College and Career Readiness \(ELOACCR\) are the standard for assessments in the Assessment System. The intent of the assessment system is to ensure that the achievement levels established by the Millard Essential Learner Outcome Assessments of College and Career Readiness \(ELOACCR\) have been met. A student may demonstrate successfully meeting the achievement levels established by ELOACCR when a student is able to meet any of the benchmarks set forth](#)

below. When a student successfully meets the required achievement levels as set forth below, the student will no longer be required to complete other assessments in the system.

If a student does not meet benchmarks on the District Essential Learner Outcome assessments, additional opportunities are available to demonstrate student proficiency.

If a student does not meet benchmarks on the District Essential Learner Outcome assessments and the student is verified with a disability or has a 504 Accommodation Plan, then the IEP or 504 Team will reconvene to review the education plan and may consider lowering the College and Career Readiness metric requirement as part of the IEP or 504 Accommodation Plan.

III. Effect of Student Performance

- A. When a student has successfully met the Essential Learner Outcomes of College and Career Readiness metric for each outcome:
 1. A notation shall be made in the student's cumulative record. Such information will be communicated to parent(s)/guardian(s) in writing.
 2. Students who meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments have met an essential criterion for graduating from the Millard Public Schools. Upon successful completion of the required number of credits and Personal Learning Plan as defined by Policy 6320 and Rule 6320.1, students shall be eligible for a graduation diploma from the Millard Public Schools.
- B. If a student has not met the College and Career Readiness metric for a given Essential Learner Outcome of College and Career Readiness, the following shall occur:
 1. The school/district will initiate a consistent and collaborative problem solving and intervention model called Response to Instruction and Intervention (RtI+I). Records of problem solving and intervention strategies are required.
 2. Utilizing the RtI+I problem solving process, school representatives will offer the student learning activities that address recognized Essential Learner Outcomes of College and Career Readiness deficiencies. Learning activities may include, but are not limited to, the following:
 - a. Differentiated/complementary instruction during regular classes (i.e., peer tutoring, needs groups, individualized instruction);
 - b. Before or after school tutorials;
 - c. Study hall tutorials;
 - d. Change of interdisciplinary teams or level of instruction;
 - e. Repeat of specific course(s) of study;
 - f. Assignment to and attendance at specific class(es) designed to address deficiencies;
 - g. Attendance at summer school; and/or
 - h. Use of specific District identified interventions designed to support student achievement.
 3. If the student is verified with a disability the IEP Team may reconvene to review the problem solving and intervention strategies and to ensure that the IEP is written to assist the student in areas of weakness and that appropriate accommodations are in place.

4. If the student has a 504 Accommodation Plan, the 504 Team may reconvene to review the problem solving and intervention strategies and to ensure that needed accommodations are in place in areas of weakness.
5. If the student is identified as an English Language Learner (ELL), a school team responsible for planning the student's academic program may reconvene to review the problem solving and intervention strategies and to ensure that needed accommodations are in place in areas of weakness.

C. Procedures for high school students

1. If a student has not met the College and Career Readiness metric for a given Essential Learner Outcomes of College and Career Readiness as measured by the ACT[®] Assessment, the following shall occur:
 - a. The problem solving and intervention strategies will be reviewed by a qualified team and, if necessary, redesigned. Students shall be referred to Building Problem Solving Team for identification of needs if not previously referred.
 - b. ~~The building will review the student's results of Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment. If the student has successfully met the Essential Learner Outcomes of College and Career Readiness metric measured by Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment for each outcome, then~~

The building will review the student's results of the Nebraska State Accountability Test. If the student has successfully met the Essential Learner Outcomes of College and Career Readiness metric measured by Nebraska State Accountability Test for each outcome, then
 - (i) A notation shall be made in the student's cumulative record. Such information will be communicated to parent(s)/guardian(s) in writing.
 - (ii) Students who meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments have met an essential criterion for graduating from the Millard Public Schools. Upon successful completion of the required number of credits and Personal Learning Plan as defined by Policy 6320 and Rule 6320.1, the students shall be eligible for a graduation diploma from the Millard Public Schools.
 - c. Students may submit additional ACT[®] results for consideration in meeting the College and Career Ready metrics from testing occasions for which they have independently registered.
2. If after review of the student's results of ~~the Nebraska State Accountability-Test Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment~~ a student has not met the College and Career Readiness metric for a given Essential Learner Outcomes of College and Career Readiness, the following shall occur:
 - a. The problem solving and intervention strategies will be reviewed by a qualified team and, if necessary, redesigned. Students shall be referred to Building Problem Solving Team for identification of needs if not previously referred.
 - b. ~~The building will review the student's results of Nebraska State Accountability (NeSA) Tests. If the student has successfully met the Essential Learner Outcomes of College and~~

~~Career Readiness metric measured by Nebraska State Accountability (NeSA) Tests for each outcome, then~~

The building will review the student's results of Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment. If the student has successfully met the Essential Learner Outcomes of College and Career Readiness metric measured by Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment for each outcome, then

- (i) A notation shall be made in the student's cumulative record. Such information will be communicated to parent(s)/guardian(s) in writing.
 - (ii) Students who meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments have met an essential criterion for graduating from the Millard Public Schools. Upon successful completion of the required number of credits and Personal Learning Plan as defined by Policy 6320 and Rule 6320.1, the students shall be eligible for a graduation diploma from the Millard Public Schools.
3. If after review of the student's results of ~~Nebraska State Accountability (NeSA) Tests~~ the student's results of Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment a student has not met the College and Career Readiness metric for the Essential Learner Outcomes of College and Career Readiness, the following shall occur:
- a. The problem solving and intervention strategies will be reviewed by a qualified team and, if necessary, redesigned. Students shall be referred to Building Problem Solving Team for identification of needs if not previously referred.
 - b. The building will review and administer locally-developed Essential Learner Outcome assessments. If the student has successfully met the Essential Learner Outcomes of College and Career Readiness metric measured by locally-developed ELO assessments for each outcome, then
 - (i) A notation shall be made in the student's cumulative record. Such information will be communicated to parent(s)/guardian(s) in writing.
 - (ii) Students who meet the College and Career Readiness metric for the high school Essential Learner Outcomes of College and Career Readiness assessments have met an essential criterion for graduating from the Millard Public Schools. Upon successful completion of the required number of credits and Personal Learning Plan as defined by Policy 6320 and Rule 6320.1, the students shall be eligible for a graduation diploma from the Millard Public Schools.
 - (ii) The student shall be retested using the appropriate Essential Learner Outcomes of College and Career Readiness assessment. Students shall be given the opportunity to be retested multiple times until the requisite College and Career Readiness metric is achieved. Students shall be given notice of the opportunities for retesting.
4. The student will be considered ineligible for a diploma from the Millard Public Schools until such time that the requisite College and Career Readiness metrics are achieved for high school Essential Learner Outcomes of College and Career Readiness assessments.
5. If the student is verified with a disability or has a 504 Accommodation Plan, then the IEP or 504 Team will reconvene to review the education plan and may consider lowering the College and Career Readiness metric requirement as part of the IEP or 504 Accommodation Plan. The student's parent(s) and/or guardian(s) shall be notified and shall also be advised of the effect of lowering the College and Career Readiness metric.

- a. Applications for approval of lowered College and Career Readiness metric requirements may be submitted by the student's IEP or 504 Team to the Associate Superintendent of Educational Services for consideration and where appropriate, approval. The Associate Superintendent of Educational Services or designee shall decide and respond to all such requests.
- b. If the lowered College and Career Readiness metric is approved, the student shall then be eligible to receive a graduation diploma with appropriate notation from the Millard Public Schools as provided in Rule 6320.1.

D. Demonstration of Proficiency

Additional opportunities are available to demonstrate student proficiency.

After review of ACT[®] Assessment, [Nebraska State Accountability Tests](#), Pre-ACT[®] or ACT[®] Plan or ACT[®] 10th Grade Aspire Assessment, ~~Nebraska State Accountability (NeSA) Tests~~, and one or more attempts on Essential Learner Outcome of College and Career Readiness locally-developed assessments without achieving the College and Career Readiness metric, students, under building supervision, shall participate in a process, as provided in the District's Assessment Procedures, to demonstrate an appropriate level of proficiency in reading, writing, math, or science ([science for class of 2017 or prior](#)). A student who successfully meets the standards and requirements of a Demonstration of Proficiency shall have met one of the essential criteria for graduating from the Millard Public Schools. Mechanisms by which students may demonstrate proficiency include:

1. Performance portfolios comprised of District developed course assessment scores for [reading, writing, math, or science \(science for class of 2017 or prior\)](#). ~~specified courses which students were required to take. (Effective for the Classes of 2017)~~
2. Approved Advanced Placement course grades of a "C" or higher or an approved AP exam score of a 2 or higher for an AP English course as evidence of Reading and Writing competency, or grades of a "C" or higher or an AP exam score of a 2 or higher for an AP mathematics exam. All AP courses and exams used for this purpose shall have been provided by and/or taken while enrolled in an accredited institution. ~~(Effective for the Classes of 2018)~~
3. Approved dual enrollment ~~transferrable~~ course grades as evidence of Reading, Writing, or Mathematics competencies [e.g. the Metropolitan Community College \(MCC\) Developmental Math Course](#). ~~(Effective Class of 2018)~~
4. Measures of Academic Progress (MAP) RIT score in high school Reading or Mathematics comparable to near College and Career Ready ACT score. (Effective Class of 2019)
5. ~~Acceptable performance scores on District Capstone Options which may include the use of the College Board's Accuplacer, Metropolitan Community College (MCC) mathematics program, or WorkKeys. Acceptable scores are those that have been psychometrically identified as equivalent to comparable College and Career Ready metrics. (Effective for the Classes of 2019)~~

IV. Student's Right to Appeal

- A. Students who have not achieved the necessary high school College and Career Readiness metrics as approved by the Millard Board of Education may appeal the denial of a diploma.
- B. A student may appeal the denial of a diploma only on the grounds that the student's failure to achieve the required cut score is due to:

1. The failure of the District to provide a reasonable accommodation, which was previously requested by the student and denied by the District.
2. The failure of the District to provide an alternate assessment or approve a demonstration of proficiency, which had been previously requested by the student and denied by the District.

V. Procedures for Appeal

- A. Within seven (7) days after the receipt of the notice that the student failed to achieve the cut score or credits required for graduation from the Millard Public Schools, a written notice of appeal shall be served upon the Superintendent of the Millard Public Schools or his/her designee. Such appeal shall set forth all of the reasons for the appeal as provided herein and shall set forth the relief sought by the student, parent(s) or guardian(s). Such notice of appeal may also include any additional information, which is relevant to the appeal.
- B. Within seven (7) days after the receipt of the written notice of appeal and any supporting information relevant to the appeal, the Superintendent or designee shall consider and render a decision on the appeal based on whether the decision of the District was unreasonable. Such decision shall then be forwarded to the student's parent(s) and/or guardian(s) advising the student's parent(s) and/or guardian(s) of the basis for the Superintendent's or designee's decision and the reasons therefore.
- C. Within seven (7) days after the receipt of the written notification from the Superintendent or the Superintendent's designee, a written request may be made by the student, parent(s), or guardian(s) to the secretary of the Millard Board of Education or the Superintendent for a hearing before the Millard Board of Education or committee of the Board consisting of not less than two (2) or more than three (3) members to be held on the issue whether the decision of the Superintendent or his designee was unreasonable.
- D. Such hearing shall be held before the Millard Board of Education or committee within thirty (30) days of the date the request for hearing was received. If a hearing request before the Millard Board of Education is not received in a timely manner, the decision of the Superintendent or the Superintendent's designee shall be final.
- E. The student, parent(s) and/or guardian(s) shall be advised at least seven (7) days prior to the date of the hearing before the Board and such notification shall set forth the date, time, and place for the hearing before the Millard Board of Education or committee.
- F. The parties may, by mutual written agreement, extend the time for hearing or final determination.
- G. The student, parent(s), and/or guardian(s) shall have the right to be represented by legal counsel and shall have the opportunity to present such evidence that is material to the issue or issues stated in the appeal.
- H. The hearing shall be conducted in closed session and in accordance with the student privacy laws unless the student, parent(s), and/or guardian(s) shall request, in writing, that the hearing be held in open session. Any formal action of the Millard Board of Education shall be taken in closed session unless such proceeding was requested by the student, parent(s), or guardian(s) to be held in open session.
- I. The decision of the Millard Board of Education or committee shall be by vote of a majority of the members of the Millard Board of Education and the Millard Board of Education shall reduce its findings and decision to writing and provide the written findings and decision to the student, parent(s), and/or guardian(s) within ten (10) days of the hearing. When conducting such proceedings, the Millard Board of Education or committee shall be exercising a judicial function and deciding a dispute of adjudicative facts.

VI. Graduation

Upon successful completion of the required credits, assessments and Personal Learning Plan, a student shall be eligible for a graduation diploma from the Millard Public Schools.

VII. Annual Review

This rule shall be reviewed annually [by the Educational Services Division and the Department of Assessment, Research, and Evaluation and brought to the Board of Education when changes are necessary.](#)

Related Policies and Rules: [6301](#), [6301.1](#), [6315](#), [6315.1](#), [6320](#), [6320.2](#), [6320.3](#), [6320.4](#)

Rule Approved: April 16, 2011

Millard Public Schools

Revised: Dec. 5, 1983; Dec. 17, 1990; May 17, 1999; Oct. 18, 1999; July 31, 2000; March 4, 2002; July 21, 2003; June 21, 2004; June 6, 2005; June 5, 2006; June 4, 2007; July 7, 2008; November 2, 2009; November 1, 2010; November 7, 2011; November 5, 2012; October 21, 2013; August 4, 2014; November 3, 2014; July 6, 2015; November 2, 2015; July 11, 2016; [November 6, 2017](#)

Omaha, NE

Reaffirmed: July 6, 2009

AGENDA SUMMARY SHEET

Meeting Date: November 6, 2017

Department: Human Resources

Action Desired: Approval

Background: Personnel items: (1) Resignation Notification Incentive (RNI)

Options/Alternatives Considered: N/A

Recommendations: Approval

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Kevin Chick
Associate Superintendent of Human Resources

Superintendent's Signature: _____



November 6, 2017

Resignation Notification Incentive

Recommend: The following resignations be approved to participate in the District's Resignation Notification Incentive Program:

1. Denise A. Austin – READ teacher at Reeder Elementary School. Retiring at the end of the 2017-2018 school year.
2. Paula S. Ashford – Media Specialist at Abbott Elementary School. Retiring at the end of the 2017-2018 school year.

AGENDA SUMMARY SHEET

Agenda Item: Clarke Community Initiative Report

Meeting Date: November 6, 2017

Title and Brief Description: **Clarke Community Initiative**
Report on a privately funded initiative to better coordinate community and district resources with growing student needs.

Action Desired: Information only

Recommendations: N/A

Strategic Plan Reference: N/A

Implications of Adoption/Rejection: N/A

Timeline: N/A

Responsible Persons: Nolan Beyer, Executive Director of Activities, Athletics, & External Affairs, Marian Fey, Clarke Community Initiative Facilitator

Superintendent's Signature: _____



AGENDA SUMMARY SHEET

Agenda Item: Summer School Report

Meeting Date: November 6, 2017

Department: Educational Services

Title and Brief Description: Summer School Report

Action Desired: Information Only

Background: The opportunity to participate in extended school offerings during the summer was provided to PK through Grade 12 students. Opportunities to continue to develop competency in reading, math, and writing skills were offered to all students.

A total of 2,007 students participated in the MPS Summer School Program, taking 2,573 courses. The percentage of students eligible for Free or Reduced Priced Meals was 25.7%. High School students took 202 courses for credit recovery, which is 19% of all High School courses taken.

Transportation was requested by 329 students who qualified for the free and reduced price meal program or are English Language Learners. This is an increase from 242 requests for transportation in 2016.

The number of English Language Learners participating in ELL courses was 96 in 2017 as compared to 28 in 2016. Students with Limited English Proficiency were 9.3% of all participating students.

A total of 31 sections were cancelled due to low enrollment. This year the District was able to offer 15 of the cancelled high school sections via Odysseyware. By using this option, the staff expense was only for 2 sections with a total savings in salaries of approximately \$69,609.00.

Recommendations: Receive the report

Strategic Plan Reference: Strategies 2 and 3

Responsible Persons: Heather Phipps, Andrew DeFreece, Tony Weers, Kara Hutton

Superintendent's Approval:

_____  _____

2017 Summer School Data

| | Elementary | | | STEM Academy | | | Middle School | | | High School | | |
|--|---|-------|--------------|--------------|-------|--------------|---------------|---------|----------------|-------------|---------|---------------|
| | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 | 2015 | 2016 | 2017 |
| Courses Held | 11 | 12 | 13 | 10 | 12 | 15 | 22 | 23 | 22 | 42 | 31 | 30 |
| Sections Held | 17 | 20 | 24 | 16 | 18 | 23 | 31 | 32 | 32 | 50 | 49 | 50 |
| Students Enrolled | 314 | 352 | 453 | 361 | 340 | 461 | 408 | 341 | 362 | 705 | 750 | 731 |
| Course Enrollments | 314 | 352 | 453 | 361 | 340 | 461 | 644 | 551 | 604 | 1054 | 1116 | 1055 |
| In-District Tuition | \$150 | \$150 | \$150 | \$150 | \$150 | \$150 | \$150* | \$150* | \$150* | \$170* | \$170* | \$170* |
| Out-of-District Tuition \$ | \$200 | \$200 | \$200 | \$200 | \$200 | \$200 | \$200* | \$200** | \$200** | \$220** | \$220** | \$220* |
| Out-of-District Students | 1 | 4 | | 4 | 1 | | 8 | 17 | 16 | 20 | 35 | 27 |
| Free/Reduced Students | 82 | 134 | 182 | 98 | 75 | 79 | 94 | 70 | 105 | 122 | 152 | 142 |
| Free/Reduced Course Enrollments | 82 | 134 | 182 | 98 | 75 | 79 | 185 | 136 | 194 | 193 | 247 | 206 |
| Graduates | | | | | | | | | | 21 | 17 | 16 |
| MS | * In-district tuition rate of \$150 for 3 week classes. In-district tuition rate of \$130 for 1 week class. | | | | | | | | | | | |
| | **Out-of-district tuition rate for 3 week class was \$200. Out-of-district tuition rate for 1 week class was \$155. | | | | | | | | | | | |
| HS | * In-district tuition rate of \$170 for 3 week classes. In-district tuition rate of \$135 for 1 week class. | | | | | | | | | | | |
| | **Out-of-district tuition rate for 3 week class was \$220. Out-of-district tuition rate for 1 week class was \$160. | | | | | | | | | | | |

| Summer School Tuition | | | | |
|------------------------------|----------|--------------|----------|--------------|
| | 2016 | | 2017 | |
| | Resident | Non-Resident | Resident | Non-Resident |
| Elementary | \$150 | \$200 | \$150 | \$200 |
| Middle School | \$150 | \$200 | \$150 | \$200 |
| Middle School 1 Week Course | \$130 | \$155 | \$130 | \$155 |
| High School | \$170 | \$220 | \$170 | \$220 |
| High School 3 Week Course | \$150 | \$200 | \$150 | \$200 |
| High School 1 Week Course | \$135 | \$160 | \$135 | \$160 |

- In 2017 there were 661 course enrollments by students who qualified for free or reduced priced lunches. This is 25.7% of all course enrollments.

ELEMENTARY SUMMER SCHOOL

Summary Information

| | |
|---------------------|---------------------------------|
| Location: | Ackerman Elementary |
| Dates: | June 5-June 22, Monday-Thursday |
| Time: | 8:30-11:50 |
| Administrator: | Molly Tessin |
| Number of Teachers: | 24 |
| Number of Students: | 453 |

The following 13 courses (sections) were held during the 3-week summer session:

| | |
|-------------------------------|-------------------------------|
| Kindergarten Readiness (3) | Puzzles and Logic |
| Reading and Math Skills 1 (3) | Writing Workshop |
| Reading and Math Skills 2 (2) | Spanish (2) |
| Reading and Math Skills 3 (2) | Music, Movement and Drama |
| Reading and Math Skills 4 (2) | Music Explosion |
| Reading and Math Skills 5 (1) | English Language Learners (4) |
| What's Your Canvas | |

Two grade levels of Music, Movement and Drama and two grade levels of Spanish were combined due to low enrollment. In addition, the courses below were offered and cancelled due to low enrollment.

- HAL- Questioning Minds Want to Know
- HAL- #Symbolsaroundtheworld
- HAL- Face to Face

Points of Special Note:

- On average, 94% of enrolled students were in attendance.
- 74 preschool students participated in three *Kindergarten Readiness* classes.
- 204 first through fifth grade students participated in reading and math reteaching courses in 2017. In 2016, 169 students participated in the reading and math skills courses. The average class size for these courses was 20.4 students.
- 182 students, or 40%, were eligible for free or reduced priced meals, an increase from 38% in 2016.
- 130 English Language Learners or students eligible for free or reduced priced meals were provided transportation.

| English Language Learner Students Enrolled in Elementary Courses | | | | |
|---|-------------|-------------|-------------|-------------|
| | 2014 | 2015 | 2016 | 2017 |
| ELL Course | 39 | 25 | 13 | 55 |
| Kindergarten Readiness or Reading and Math Skills Courses | 53 | 26 | 40 | 42 |
| Enrichment Courses | 24 | 1 | 15 | 9 |
| Total | 116 | 52 | 68 | 106 |

Elementary STEM Academy

Summary Information

| | |
|---------------------|---------------------------------|
| Location: | Morton Elementary |
| Dates: | June 5-June 22, Monday-Thursday |
| Time: | 8:45-12:05 |
| Administrator: | Matthew Hilderbrand |
| Number of Teachers: | 23 |
| Number of Students: | 461 |

The following 15 courses (sections) were held during the 3-week summer session:

| | |
|---|---------------------------------|
| Bubble Bonanza (2) | Claymation Movie Making |
| Science of the Senses | Science of Magic |
| Intro to Computer Coding and Robotics (2) | Problem-Solving in a Makerspace |
| Lego Technics and Math Applications (3) | Animation Station |
| Earth Habitats (Science) | The Sky's the Limit |
| Computer Coding and Robotics (3) | Google Expedition |
| Learning with Minecraft (2) | Invent-an-App |
| Rockets and Rovers (2) | |

Roving Reporter and Take the Plunge were offered but cancelled due to low enrollment.

Points of Special Note:

- On average, 96.5% of enrolled students were in attendance.
- Average class size was 20 students.
- 79 or 17% of students who attended were eligible for free or reduced priced meals.
- 21 English Language Learners attended the STEM Academy.
- 40 students who were eligible for free or reduced priced meals were provided transportation.

MIDDLE LEVEL SUMMER SCHOOL REPORT

Middle school student enrollment increased from 341 in 2016 to 362 in 2017. The number of courses taken increased from 551 in 2016 to 604 in 2017. Virtual Explorations was the only new course in 2017.

Summary Information

| | |
|-------------------------------|---------------------------------|
| Location: | Kiewit Middle School |
| Dates: | June 5-June 22, Monday-Thursday |
| Time: | 8:00-11:15, 11:50-3:00 |
| Administrator: | Trevor Wenger |
| Number of Teachers: | 15 |
| Number of Students: | 362 |
| Number of Course Enrollments: | 604 |

The following courses (sections) were held during the 3 week summer session

Three week courses:

| | |
|--|--|
| 6 Grade Reading and Writing | 6 Grade Master your Math |
| 6 Grade Be Cool in Middle School (Study skills, note taking and more) | 6 Grade Pre-Algebra Prep |
| 7 Grade Reading and Writing | 7 Grade Master Your Math |
| 8 Grade Reading and Writing | 8 Grade Master Your Math |
| 6, 7, 8 Art Expressions | 6, 7, 8 Computer Coding and Robotics (4) |
| 6, 7, 8 Intro to Photojournalism | 6, 7, 8 Computer Coding and Robotics 2 (2) |
| 6, 7, 8 Guitar | 6, 7, 8 App Inventor |
| 6, 7, 6 Exploring Mathematics | 6, 7, 8 Drama |
| 6, 7, 8 Virtual Explorations | |

One week mini-courses (sections) held during the summer session:

| | |
|----------------------|-----------------------|
| Babysitting (3) | Entrepreneurship |
| Forensic Science (2) | Exploring Engineering |
| Cool Chemistry (2) | |

The following courses were offered in the spring, but cancelled due to low enrollment during the final week of May:

Literary Explorations (HAL)
 Music and Digital Design
 Exploring Engineering (2 sections)
 Textiles and Technology
 Cool Chemistry (1 section)
 Light and Sound

Points of Special Note:

- On average, 93% of enrolled students were in attendance.
- The number of courses taken which qualified for tuition waivers due to students qualifying for the free or reduced price lunch program was 194. This is 32% of all middle school courses taken in 2017, compared to 25% in 2016. Sixty courses with tuition waivers were one-week mini-courses and 134 were 3-week courses.
- 154 incoming sixth grade students accounted for 258 course enrollments, or 43% of all middle school course enrollments.
- 133 students participated in reading and math reteaching courses. This is 22% of all course enrollments.
- Coding and Robotics continues to be popular. Six sections were offered in order to meet the demand of 107 students.
- The English Language Learner courses for middle school and high school students were offered at the high school. This course is for Level 1, or beginning English Language Learners. Nineteen middle level students participated as compared to five in 2016.
- Transportation was requested by 51 middle school students who qualified for the free and reduced priced lunch program. Three routes were established to meet the needs of middle school students.

The number of students from each middle school in Millard is reflected below:

| School | Beadle | Andersen | Kiewit | Russell | North | Central | Out of District & Private |
|--------|-----------|-----------|-----------|-----------|-----------|---------|---------------------------|
| 2011 | 52 | 35 | 28 | 47 | 38 | 21 | 5 |
| 2012 | 53 | 29 | 33 | 76 | 34 | 22 | 9 |
| 2013 | 67 | 44 | 51 | 55 | 52 | 28 | 16 |
| 2014 | 97 | 41 | 46 | 56 | 38 | 42 | 11 |
| 2015 | 68 | 49 | 68 | 90 | 62 | 41 | 16 |
| 2016 | 49 | 62 | 40 | 68 | 61 | 44 | 17 |
| 2017 | 38 | 34 | 79 | 44 | 101 | 50 | 16 |

*Bold numbers indicate summer school site each year

HIGH SCHOOL SUMMER SESSION REPORT

The high school program offers students the opportunity to repeat courses they have not yet passed, to take courses that may be difficult to schedule during the regular school year, to take courses out of interest, or to work towards completion of graduation requirements. The program was held at Millard North High School from June 5 – July 7, 2017, with a total of 731 students participating in 1,055 course enrollments.

Summary Information:

| | |
|----------------------------------|------------------------------|
| Location: | Millard North High School |
| Dates: | June 5-July 7, Monday-Friday |
| Time: | 7:45-10:50, 11:25-2:30 |
| Administrator: | Jennifer Lynch |
| Number of teachers, (FTE): | 28 |
| Number of Students: | 731 |
| Number of Course Enrollments: | 1,055 |
| Students with 1 Course: | 352 |
| Students with 2 Courses: | 324 |
| Students with non-credit course: | 55 |

The following courses were held during the 5 week summer session: (number of sections)

| | |
|--|-------------------------------------|
| English 9, 1 st and 2 nd semester | Information Tech Applications (2) |
| English 10, 2 nd semester | Personal Finance (4) |
| English 11, 1 st semester | International Foods |
| Speech (2) | Everyday Living (4) |
| Creative Writing (2) | Art Foundations |
| Algebra I, 1 st and 2 nd semester | Color and Design |
| Geometry 2 nd semester | Sport Skills and Fitness (3) |
| Algebra II, 1 st and 2 nd semester | Cross Training (2) |
| Physical Science: Physics | Lifetime Fitness (3) |
| Biology, 1 st and 2 nd semester | English Language Learners (3) |
| Environmental Science | ACT Workshop, one week (2) |
| US Government & Politics (4) | Step-Up to High School, three weeks |
| Human Diversity | |

The courses below were offered in the spring, but cancelled due to low enrollment:

Algebra I, Block
 Geometry, Block
 Summer Literacy Enrichment
 Physical Science: Chemistry

The courses below had low enrollment, but were offered via Odysseyware with 1 teacher:

| | |
|--|---|
| English 10, 2 nd semester | College Algebra, 2 nd semester |
| English 11, 1 st semester | American History, both semesters |
| Algebra I: Foundations 1, both semesters | World Geography (0412), both semesters |
| Geometry/Algebra II: Foundations 3, 2 nd semester | World Geography (0408) |
| | World History, both semesters |
| | US History, both semesters |

Enrollment from each of the Millard High Schools

| | Incoming 9 th Grade | MSHS | MNHS | MWHS | Horizon | Out-of- District and Private |
|------|-----------------------------------|------------|------------|------------|---------|---------------------------------------|
| 2011 | 89 | 112 | 266 | 132 | 7 | 25 |
| 2012 | 84 | 99 | 279 | 107 | 7 | 23 |
| 2013 | * | 130 | 407 | 164 | 18 | 25 |
| 2014 | * | 123 | 359 | 170 | 16 | 31 |
| 2015 | * | 130 | 367 | 170 | 16 | 20 |
| 2016 | * | 148 | 413 | 150 | 16 | 16 |
| 2017 | * | 148 | 437 | 115 | 4 | 27 |

Bold numbers indicate summer school site each year.

* Incoming Freshmen are now also included in count for school of attendance.

In 2016 there were 19 middle school students who took a high school course (6-12 ELL Course)

Points of Special Note:

- On average, 94% of enrolled students were in attendance.
- The number of courses taken which qualified for tuition waivers due to students qualifying for the free or reduced price lunch program was 206. This is 20% of all high school courses taken, as compared to 22% in 2016.
- 202 courses were taken for credit recovery which is 19.% of all courses taken.
- The English Language Learner course for Level 1 or beginning middle school or high school students showed a marked increase in enrollment. In 2017, forty-one Level 1 students participated in the ELL course as compared to 15 in 2016.
- There were 16 students who completed their graduation requirements during the summer and received their diploma on July 7, 2017. Thirteen of the graduates were seniors and three were juniors or early graduates.
- 258 students participated in 8 sections of physical education. Two sections each of Lifetime Fitness, Sport Skills and Cross Training I were offered at Millard North High School. One section of Lifetime Fitness and one section of Sports Skills were offered at Kiewit Middle School. PE enrollments accounted for 24.5% of all high school course enrollments.
- Students received a grade of 2 or above on 75% of the courses taken in 2017.

| 2016 HS Summer School Grade Distribution | | | | | | |
|--|-----|-----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | WF | IC |
| 593 | 143 | 115 | 77 | 35 | 17 | 1 |

- The number of courses failed in Summer School 2017 was 35, in addition to 17 courses yielding a grade of Withdraw Fail. These failures are 5.2% of all courses taken for credit.

- Transportation was requested by 108 high school students who qualified for the free and reduced priced lunch program or are English Language Learners. Four routes were established to meet the needs of high school students.
- Forty-one students enrolled in 43 courses via Odysseyware, as compared to 42 students who took 49 courses in 2016. Two students completed two courses and 39 students completed one course. 25% of the courses taken on Odysseyware received a grade of one or a two.
- Two sections of the MPS ACT[®] Workshop were offered in the summer of 2017 as a one-week mini-course. Thirty-nine students participated.