

**EXECUTIVE SUMMARY AND RECOMMENDATIONS OF
EXPENDITURE REDUCTION AND
REVENUE INCREASE
PRESENTED TO THE BOARD
BY SUPERINTENDENT ROBIN STEVENS
6/20/11**

The following is the Superintendents response and recommendations made to the board. My comments are based on recommendations that I have received from staff – certified, support and administrative, but the final summary and recommendations are based solely on my thoughts.

As an introduction, may I state that the most important thing that came from this exercise is the district wide awareness of being conservative in our spending and innovative in our revenue. Many of the recommendations will make a small difference, but may we understand that through many small efforts major changes are made. Other recommendations are rather significant and will have an immediate impact.

The purpose for this document is for board awareness. The purpose administratively is to define/enforce the recommendations. And the purpose for the staff is to carry out the recommendations.

Finally, thanks to the many people for their thoughtful reply to the question, “How can Schuyler Community Schools best reduce expenditures and increase revenue?”

Note: The response and recommendations are not in priority order.

Color Code:

Expenditure Reduction

Receipt Increase

Budget Procedures

Negotiations Recommendations

Superintendent’s Comments/Recommendations

Expenditure Reduction

- **Channel 99 Options**

- **Share cost w/ city** – At this time, the city is not planning on paying for Channel 99. Not sure what the board will do.
 - **Administration**
 - Over the past 11 years – we have grown from approximately a district of 1300 to 1,800 students. The number of support and certified staff has kept pace with the number of staff per pupil. The same cannot be said for the number of administrators per pupil.
 - Over the years, every time there is a change in administrative personnel – restructuring of the administrative team takes place. Sometimes this has been in the form of minor “tweaks”. Other times – dramatic change has taken place. Most recently the Administrative team was restructured in such a way to reduce cost while maintaining the number of administrators.
 - Approximately 3 years ago, the superintendent did a study comparing our administrator per pupil to others in the conference. If my memory serves me correctly, we were in the lower half of the conference yet have the most students pk-12.
 - I do not see the number of administrators changing. Every year we will evaluate what we are doing (based on numerous assessments) and ask ourselves, “How can we do things better?”
 - **Teachers**
 - We will attempt to reduce teachers via attrition (as veteran staff members leave – try to fill the vacancy by using existing staff) when possible.
 - We will continue to set class limits at 20 grades k-3 (this is a crucial element of state aid. However, I believe this is the last year of this adjustment.); 25 grades 4-6. Class size grades 7-12 are set by the scheduling process.
 - School year 2011-12 the following reduction was realized:
 - Add
 - 1 music teacher
 - 1 fifth grade teacher
 - Reduce
 - 1 teacher at Richland
 - .5 teacher at Fishers 24
 - 1 ELL teacher
- *Net .5 Reduction – during a time of student growth
- **Paraprofessionals**

- Substitutes will be hired for the K-1 classrooms because they are intricately involved in the instruction. The same is true with high need special education Para subs. Otherwise we will not be hiring subs for Paras.
- No overtime.
- **Reduce hours.** This will be decided by building level principals on a position by position basis. SES has made some reductions. SMS ? SCHS ? Fisher's 24 will be adding 1 to 2 hours / day because of their loss of a Science teacher.
- **Eliminate.** This will be decided by building level principals on a position by position basis.
- **Administrative Assistants**
 - Substitutes will not be hired.
 - **Reduce hours.** This will be decided by building level principals on a position by position basis. At the high school, this should be done after Mr. Pavlik has been given time to analyze the efficiency and effectiveness of the office. Realizing we have hired a full time interpreter/administrative assistant in the principal's office, I do not expect to see another para/administrative assistant in the SCHS principal's area.
 - Building level principals will look to restructure job descriptions in an effort to become more efficient and effective. At the high school, this should be done after Mr. Pavlik has been given time to analyze the efficiency and effectiveness of the office.
 - **Curriculum Coordinator does not need-** The CC does not have and Administrative Assistant. I would suggest that all principals look at administrative assistants and paras to see if there is extra time that they could send them to the CC and AA.
- **Custodial Staff**
 - The Director of Facilities and the Superintendent are realigning the current staff. While saving will be extremely minimal, it is believed w/ the realignment, the staff will be more efficient. Tim is going to SES where he will be the head building custodian. Terry is going the SMS. Rob will stay at SES in a custodial capacity.
 - **Reduce hours –** Overtime will be kept to a minimum.
- **Kitchen Staff**
 - The director has shaved fractions of hours off of numerous SMS staff.
- **Nurses -**

- The nurses share expensive equipment.
- **Substitute for each other.** With 5 sites and numerous other medical issues, this does not work.
- They do not charge mileage and seldom use a school vehicle
- **Parents need to get involved w/ their child's education by purchasing supplies:**
 - **Facial tissue**
 - **Hand sanitizers**
 - **Etc.**
 - **Create a student supply list and post at Dollar General, Wal-Mart, etc.** If this is not already being done, please send a copy of this list to all parents, Dollar General and every other in town store that would have these supplies. A list of supplies is found in the student fees policy.
- **Reduce the number of days that support staff gets paid for snow days.** I will be reducing this by 1 weather day for a total of 2 weather days. I would also like to make up instruction time beyond 2 weather related days. What are your thoughts on making up activity related leave days? Dave G. – any thoughts on possible make-up days.
- NIFDI will be used only on a consult basis – no visitations. What is the cost of this?
- **Use Reading Mastery language books for 6th grade language classes.** This is being done.
- **Freeze current department budgets** This has been done for the past 3 years
 - **Freeze all expenditures** We have done this especially when cash flow is not keeping up. This usually happens in February.
- **Reduce conference/workshop attendance. District wide # - 1 representative from each building – finding time to have teachers present to staff. i.e. EHA Wellness Conference – need for professional development number monitored by an administrator** Currently all professional development conferences/workshops must have approval of the curriculum coordinator, building principal and the superintendent. Many of our PD activities are funded by Title IIA funds. This is federal \$ earmarked for such expenses.
- **Inventories will be updated to make sure we are not duplicating expenditures. This includes:**
 - **Classrooms** We do this. Sally has inventories for each building. If any principal wants a copy of the entire inventory for their or other buildings, please do not hesitate to contact Sally. A possible

easier solution would be for a teacher to send out an email seeking a product that they want but do not have.

- **Storage areas in school buildings** I believe all areas have been inventoried. If the principals know of an area that is not, please do all you can to get this completed. This will be helpful not only from a need stand point, but also from a liability point of view – ie. Lincoln Public Schools. Please ask custodians or head teachers to inventory the listed areas below if they have not been completed.
 - **Modulars**
 - **North Ward**
 - **Rural storage areas**
- **Bus Barn** The custodial staff spent a lot of hours this summer getting rid of stuff by sending it to the “Spring Fling” and to Brichacek’s Auction. We have also sent iron to an iron buying agent.
- **Eliminate Script dollars for longevity.** I do not plan on doing this. This is a good PR activity, plus it encourages staff to stick around.
- **Eliminate P-T conference meals** I’ll be visiting w/ the principals about this. It should be noted that if the school kitchen is used, this is a minimal expense. It is a good service for the staff as time is very tight during P-T conferences
- **Eliminate Junior High transportation from the rural/satellite schools to town schools.** The board rejected this. However, I am asking the board to relook at providing transportation after practice and after competition.
- **Three people working on transportation is too many.** Without understanding the history of this important phase of our school, this may appear to be true. However, upon further review I find this not to be the case. On occasion, I have shared w/ the board the history as I know it. Briefly, there was a move by a previous board to cut expenses in this area. We hired an independent, outside company to take it over. It was a disaster (only a slight over statement). Within a year, we changed back and began the model that we are now using that involves an administrator, a coordinator of transportation and an assistant (none of these are full time positions). While the expense appears to be a bit much, I rely on the statement, “you get what you pay for”. While there have been “hick-ups” along the way, the general evaluation/outcome has been excellent.

- **Phone Plans – too expensive** We look for excellent service at a competitive price. We will continue to do this. As a side note: We have numerous people who use their personal cells for our school business. This need to be evaluated from a fairness standpoint.
- **Move all 7th and 8th graders to SMS** I find this suggestion to be interesting, not so much that I received it, but more from the number of times it was suggested and who actually suggested it – at least one person from each of the rural/satellite schools made this recommendation. That being said, I believe the board and superintendent – while still aware of the 4R discussion – needs to take a serious look at this as we look to 2012-2013.
- **Field Trip Options** The Activities Administrator, Transportation Directors and Supt. will be creating a plan using one or several of the characteristics listed below. Refer to handbook for decisions that were made.
 - Below is a list of possible alternatives that can continue to be pursued
 - **Set a Budget amount for class, FFA, Ag, etc.**
 - **Rotate elementary classes**
 - **Do away with them** I do not like this option as I believe they provide educational opportunities that cannot be captured w/in the classroom.
 - **Fundraiser to finance**
 - **Multiple grades go together (rural/satellite schools)**

Note: I believe field trips provide a strong support to the education process. If this is not happening in certain field trips, that field trip should be removed.

- **Shut – off computers when not in overnight use.** This will start immediately.
- **Remove personal refrigerators, microwaves, coffee makers and other non-education personal appliances. Exceptions – teacher workrooms and custodial offices.**
 - **Charge staff for the use of personal appliances** I will be giving staff members an option – remove or pay a yearly fee. We are currently investigating a fair yearly fee for each appliance.
- **Turn off lights, AC when lack of use warrants** This is a constant reminder, and the reminders will continue. It should be noted that in our newer facilities, energy efficient technology (automatic on/off lights; timers attached to cooling/heating units that identifies peak and

minimal use times) is being put into place. More could be done, but we are unwilling to pay the upfront cost of installation.

- **Copy Machine/Paper Use Option** The superintendent will be working w/ the administrative assistants and EAKES (copy machine vendor) to create a plan to place one or several of the ideas listed below.
 - **Provide a paper budget for every staff member**
 - **Print on both sides**
 - **Reuse paper that is not used on both sides.**
 - **Reduce color copies**
- **Activity Program Expenditure Reductions** The following are plans that are going to put into place for the 2011-2012 school year
 - **Cheerleader Travel** Do not send to away activities w/ tournament (Conference, District and State only – Note: District games held during the football season are considered District tournament games as they relate to this guideline.) exceptions
 - **Take only 1 bus to any activity**
 - **Pass Options:**
 - **Schedule coaches into last part of the day planning time** While we will attempt to do this, because of scheduling conflicts this is not feasible.
 - **Reduce the number of coaches/sponsors** The activities director will be looking at this as we prepare for negotiations in 2012-2013
 - **Reduce programs/sports** Activities are another important part of the education process. Activities have long been recognized as a positive part of education (research indicates better grades and attendance of students who are involved. And the more the involvement the better the grades and attendance as well as a predictor for success in life beyond school)
 - **Initiate “Pay to Play”** I believe this would be detrimental to our goal of increasing participation in activities. Please refer to discussion under “Reduce Programs/Sports”.
 - **Reduce number of events in identified programs** I am assuming this relates back to the “Reduce programs/sports” and “Initiate “Pay to Play””. Please review my response in these areas.
 - **Participants have fund raisers** On the surface this looks like a good idea and it will be pursued. However, schools in general and this school specifically have been criticized for the number of fund raisers it sponsors.
 - **Do not pay staff when administration is unable to supervise at events** This is a practice that has been used to assist

administrators when supervision is impossible. I'll be visiting w/ the Activities Administrator about this. Michelle, your thoughts

- **Reduce the number of college visits provided by the high school.** Again, this is a practice that has been followed the past couple of years. I'll be visiting w/ the high school principal and counselor about this.
- **Seek Volunteers to clean the rural/satellite schools** Prior to the merger into the Class III system, this was done to different degrees in rural schools. Needless to say, this was helpful financially. Upon the merger, this practice ceased. The rural schools still used previous volunteers but now they were paid for their services. While I believe this should be looked into, it becomes an issue of fairness. In other words, if the rural schools seek volunteers, the same should be true w/ SCHS, SMS and SES. I'll be visiting w/ the director of facilities about this.
- **Share resources between schools (textbooks, furniture, etc.)** This is being done more and more as the curriculum becomes more aligned and consistent throughout the district. Furniture is inventoried so we know what we've got across the district and we do share this info on an as needed basis. Refer to inventory discussion.
- **No substitute teacher for DIBELS testing** This is double edged sword. If you do not provide substitutes during DIBELS testing, the classroom teacher must do the testing which takes them away from teaching. If you hire subs to give the DIBELS test, the expense is substantial, but the teacher remains in the classroom and instruction and learning continues at a more effective rate. I'll be visiting w/ the principals and CC about this.
- **Reduce workbooks (spelling, math reading, etc.)** We continue to look at these instructional consumables from the perspective of instruction and finance. As we move toward a more electronic era (Promethean boards, etc.), this should reduce the need for workbooks. There has been a suggestion that we run copies rather than buy workbooks. This is not as cheap as one might think. You have the cost of paper, printing/copying and the labor involved w/ running off materials. The ESU does provide a "copying" service. This has been used, and we plan to continue to do so.
- **Have a centralized supply area** Again, this is not feasible. The more appropriate way to deal with this is to make all aware of what each school has for inventory. Today - using electronic technology – this should be doable. Procedures will be put into place to facilitate this. Refer to discussion on inventories.
- **Move all excess furniture to a central location so it can be better utilized**

- **Create a master supply list** While not all furniture is in a central location, much of it is. The use of our inventory procedures is beneficial. The director of facilities is responsible for overseeing requisition and dispersment of furniture. Refer to inventory discussion
- **Teachers keep their own rooms clean** At this time, we have sufficient custodial staff to take care of cleaning. However, there may come a time when this will again become the norm. In the mean time, many of our teachers do an outstanding of keeping their rooms tidy.
- **Drive your own vehicles to meetings** Many – not all – do this for meetings w/in the district. However, this has not been the case for meetings outside the district. I hesitate to require staff to use their own vehicles at their own expense. Our policy is to provide a school vehicle for meetings outside the district. If someone still wants to take their own vehicle, it is at their expense. **Note:** All employees (administration, certified and support – with custodial exception) will not be paid for driving w/in the 3 in town schools and are expected to use their own vehicle.
- **Reduce administrative meetings** This is the proverbial “catch 22” (This is term used regularly. Do any of you know where the phrase came from? I believe there was a movie many years ago w/ that name. Can anyone tell me more?) If we do have meetings, we are accused of too many meetings. If we do not, communication suffers (yes, we do live in an electronic age, but the face to face method is still needed because of its effectiveness.) Plus, I’m not sure we save much money. Out of district meetings are closely scrutinized. Like the teachers, administrative meeting must be tied to the school improvement process. Personally, I have severely reduced the number of meetings that I attend. I’m always a bit reluctant to pass on meetings that I used to attend because of the value of such meetings. Again, a “catch 22”.
- **Freeze hiring on all summertime help** The director of facilities has limited his hiring.
- **Use the modulars that are useable** Currently we have students and/or programs in 6 of our 10 modulars (this does not include the modular at 4R). I believe all of the rest are used for storage of some kind.
- **Reduce credit recovery supervisors in the summer** This has been done.
- **No free lunches for anyone but kitchen personnel** We do have procedures in place to determine who receives a free lunch. I’ll be visiting w/ the director of school lunch about this. Refer to attachment below.

- **Fewer teachers for interviews to reduce substitute teacher needs** I will be asking the principals to schedule interviews during times that require fewer subs. It is, however, good practice to include teachers most affected by the new hire to be involved in the interview process.
- **Reduce technology spending – Promethean boards, Ipads, etc.** denied expenditures have been made, i.e. no one to one initiative; Electronic technology is a very important instruction and learning tool. Students and staff need to be provided this opportunity.
- **Combine handbooks and planners into one book** I believe this is being done, but I'll be checking w/ the principals.
- **Eliminate mileage to parents for bringing students to school** According to state law, we either must provide busing or pay mileage to parents who live 4 miles or more from the nearest attendance center. This applies only to student grades k-8.
- **Eliminate school cell phone – use personal cell phones** Currently some – not all - of our staff do this. Please refer to the area “Phone Plan – too expensive”
- **Wage freeze on all employees** While there was not a freeze, this is the lowest % (2.45) increase in the years that I have been here.

Increase Revenue

- **Renegotiate the Pop/Soda Contract** This will be done as our 10 year contract is up
- **Increase the Rental Charges for Use of the Buildings** We will be taking a look at our facility use policy.
- **Charge Monthly for Prime Parking Spots** I'm not sure how this would work, but it is worth a look.....for both students and staff.
- **Allow Adults to Take Classes for a fee – for example - allow adults to take classes that we teach every day for \$25/9 weeks.** Rule 10 would have to be interpreted before this becomes a reality. We will be looking into this.
- **Transportation Class - Charge for Minor Automotive Maintenance** This will be looked into.
- **Plan an Annual Health Fair for the Community and Charge for the Service.** Again, I'm not sure how this would work, but it is at least something to be looked into.
- **Create a Child Care Program using the FCS program. Charge for the service** I have heard of this. I'm concerned about doing this w/ a new FCS teacher, but it is something that will be looked into.

- **Build a Rock Climbing Wall and Rent it out for organization/business Team Building Activities** I'll be visiting w/ the person who suggested this because I have no idea how this would work?
- **Reignite the School Foundation Enthusiasm** The first step has taken place, but a lot of work needs to be done. Here is what I know: The foundation did meet the week of June 13th; Doug Fredli from the Nebraska Schools Foundation gave the foundation many things to think about; The foundation board of directors needs to be committed to the goals of the foundation; Another meeting took place on July 28th; The foundation will be visiting w/ the Chamber to see what kind of partnership may be formed to help both organizations. Economic Development – under the leadership of Kem Cavanah –is also getting involved mostly in the form of on line information.
- **Create a Charitable Activity that focuses on SCS being the Charity** I am not sure how this would work. Possibly the foundation could follow-up on this idea.
- **Use the Media to get the Message out that these are tough times but we will raise above this** The board Public Relations committee shares this belief. The tough part is getting out the good news. Keeping students in the district has a positive effect on State Aid.
- **Use ASFAB – a military readiness test. This provides for greater Federal Government funding** I'll be visiting w/ the counseling department about this.
- **Consider hiring a grant writer** I have a bad history w/ this concept as we tried this, but nothing ever came from it other than we paid this person many dollars with nothing to show for it. That being said, there are districts who hire such a person. Research needs to be complete before we go down this path again.
Note: The county recently hired a part time grant writer – part time researcher (Sue Jacobus). It will be interesting to see how this works.
- **Implement a \$20 fine to return confiscated cell phones** I'll be visiting w/ the assistant principals about this.
- **Sell all used books** This has been done over the years, and it will continue to be done. **Note: The \$ returned is very minimal and only certain books will be bought.**
- **Have a “bus barn sale”** Every year the director of facilities has taken a large number of items to the Brichacek auction house. There were also at least 5 loads of stuff taken to the city “spring fling”. Iron has also been taken to CMI. The bus barn has been identified as a point of emphasis.

- **Charge \$400 for night school – Summer school \$100** I will be visiting w/ the principals about this.
- **Partner w/ local businesses to get 10% of receipts for schools (like Teammates)** I'll be visiting w/ our Teammates coordinators to find out more.
- **Re-establish PTA/PTO organizations for fund raising** There was a reason the PTA/PTO was disbanded...lack of parental support. Only a few of the parents were involved. Because of this lack of parent participation, this organization went thru legal council to transfer the existing funds to the foundation. While this is a good idea, more broad based support is needed. Otherwise the few become burnt out.
- **Fees for classes should be \$25** I'm not sure what this means? However, this may refer back to the requirement that students need to bring a list of necessities or donate \$25 for someone to buy the materials. Otherwise we are a public education institution. We cannot charge for traditional credits.
- **Sell all school cars and vans** While this would be a savings, I'm not sure how this would work for out of district meetings (refer to previous discussions), activity transportation, field trips, etc.?
Note: The board at the last meeting has instructed Ronnie to sell one 15 passenger van. I believe it is Van #2?
- **Pay for the transportation to all activities** This amounts to “pay to play”. I'll look into it, but I am concerned about doing it as it would reduce the number of participants in activities.
- **Seek donations from Cargill** I have not visited w/ the Cargill G.M. since the valuation hearing and decision. He indicated at that time that talk of donations should be placed on hold until after the litigation has run its course.
- **The school nurses:**
 - Receive \$ from United Way and an Anonymous donor to help w/ students who are in need
 - Do a host of volunteer activities

Budget Procedures

General thoughts

- **Personnel is our most obvious expenditure - making up around 80% of the general fund budget**
- **Reductions should always be kept as far from kids as possible**

- **If personnel reductions are needed, attrition should be the first area to look. Ask, "How can we cover from w/in"?**
- **Title (Federal) \$ should be spent for reasons identified. It will not bother us to spend Title funds as they are not supported by local effort and they will disappear if not spent.**
- **Special Education is somewhat protected from reductions - governed by IEP of students. We do receive approximately 58% reimbursement for our special education expenditures.**
- **Staff Development/training must be maintained. Focus must be on improved teaching strategies to increase student achievement and providing encouragement to become more proficient administratively.**

How to increase revenue

- **Increased property value – This is the job of the county assessor. According to Vy Bender – county assessor – we can expect the following changes in property value.**
 - **In Town Property – 0% increase**
 - **Irrigated Property – 7% increase**
 - **Dry Land Property – 15% increase**
 - **Central Assessed (pipelines, railroads, etc.) – Does not know**
- **Despite the county assessors optimism, we must be grounded by the fact that we should plan on \$150,000 reduction in Cargill giving.**

- **Raise the property tax levy - currently at:**

**95 cents for general fund
4 cents for special building fund**

Sub total 99 cents against the \$1.05 limit

**Bond fund for 2007 - 6 cents
QSCB - 2010 4 cents**

Note: Historically, the board has stayed around the 95 cent general fund. This has allowed us to maintain a strong state aid base of funding. It also is the minimum local effort (property taxes) without being penalized in the form of reduced state aid.

Note:

- **We should also keep in mind that by keeping our Gen. Fund and Special Bldg. Fund combined below \$1.05, we have “left a lot of \$ on the table”**
- **When calculating State Aid, NDE – school finance – uses a local effort rate of \$1.03**
- **Search and apply for Grants outside of the normal effort - in other words outside Title and ARRA/stimulus grants.**
- **Edu-jobs - This Federal stimulus \$ had to be spent on salaries during school year 2010-2011. The \$ saved by this program will allow us to carry over saved dollars into next year’s budget to increase revenue for 2011-12. However, this “carry-over” use to hedge against possible shortfalls is limited in its use. Specifically, there are 2 real options as I see it: 1. Continue to place the carry over in the Depreciation fund – which has been done over the past several years; and/or 2. Increase our cash reserve. This would help us during cash flow short falls.**
- **There are numerous other things that can be done i.e. reduce cash reserve; reduce the amount of levy that is to go into the special building fund and place it in the general fund - but most of these involve "taking from peter to pay paul".**

Certified Staff Negotiated and Related Items – The following discussion points Reflect the thoughts of educators, and do not reflect the thoughts of the Board. Changes must follow the negotiations process.

- **Reduce Extended Contracts** The superintendent will be putting together a committee to make a recommendation in this area. This will happen around January.
- **Reduce the Allowed Years of Experience for New Staff** This would follow accepted practice across the state. And while this would reduce salary expenditures, it also provides the administration the opportunity to recruit the best candidates for our vacant positions. I hesitate to recommend this, but I will listen to the board.
- **Volunteer internal subbing (no pay) for staff members who are covering for other staff members for short periods of time** This has merit. I will be visiting w/ the principals and staff about this idea.
- **Reduce PTO Days** This is discussed on a yearly basis.
- **Reduce Personal/Professional Days** This would be a savings, but it needs to go through the negotiations process.

- **Eliminate the “Moving Into the District” Bonus. Or stay in district for X number of years I believe the board is certainly interested in this. Again, it would need to go through the negotiations process.**
- **Coaches cover weight room in the summer at no cost This would have to go thru the negotiations process**
- **Increase deductible for health Insurance (\$1,000) This is always on the “drawing board”. However the certified staff is very reluctant to give up what they have - \$350 deductible.**

LIST OF PreK-8 CONSUMABLES – Certified Handbook

Students in grades prek through eighth will furnish items listed on the Suggested Class Supply List. A copy of the s class supply list may be obtained in the Schuyler Middle School, Schuyler Elementary School, Richland, Fisher’s 24 and 4R.

The following is a list consumable materials and class parties

- Kindergarten \$15.00 (Includes Class Supplies)
- 1st Grade \$15.00 (Includes Class Supplies)
- 2nd Grade \$5.00
- 3rd Grade \$5.00
- 4th Grade \$5.00
- 5th Grade \$5.00
- 6th Grade \$5.00

The following list provides an example (and is not all inclusive) of the type of consumable items that teachers will require,

| | |
|--------------------------|---------------------|
| Pencils | Erasers |
| Colored Pencils | Scissors |
| Pens | Elmer's Glue (pk-5) |
| Paper/Tablets/Notebooks | White Out (4-8) |
| Graph Paper (3-8) | Highlighters (4-8) |
| Compass (4-8) | Protractor (4-8) |
| Activity Calendars (4-8) | Calculator (4-8) |
| Organizers (7-8) | Planners (3-8) |
| Crayons (pk-5) | Markers (4-8) |
| Tissues | |

The district will require students to provide such personal and consumable items for extracurricular activities as

follows: (this is not an all inclusive list).

PASS POLICY

Passes

Employee Pass Policy

All employees of Schuyler Community Schools are required to earn a Faculty Pass. A Faculty Pass will give an employee free entrance into all **athletic events** at Schuyler Community Schools and many **athletic events** at other schools unless it is a NSAA District/State competition and/or tournaments

To earn a Faculty Pass, an employee must work **three** events. All certified staff members are required to work **three** events. The Activities Administrator will assign the events. An employee may earn a Faculty Pass for their spouse by working three more events beyond the original three or a Faculty Pass may be purchased for a reduced rate of \$40.00

Current Schuyler Community Schools Board Members and their spouse will receive a free Faculty Pass. Bus drivers receive a free Faculty Pass and may purchase a Faculty Pass for their spouse (\$40.00) or work three events. Schuyler Community Schools Board Members and staff may only be issued one free pass. Multiple positions does not create multiple passes.

All employees of Schuyler Community Schools may purchase an All Season Athletic Pass for their children (K-12) at the reduced rate of **\$25.00 per child**. There is no discounted rate for college students.

Employees that coach an activity that require gate workers, line judges, clock, book etc, may count that activity as one of their events to work.

All employees are responsible to arrange for their own substitute. The substitute will not be paid if the activity is to meet the certified staff member's three activity requirement.

Support staff may sign up for 3 activities to earn a free pass. The support staff sign up will take place after the certified staff sign up is complete.

Non-Employee Pass Policy

| | | |
|---|----------------|------------------------|
| K-12 | \$30.00 | All Season Pass |
| Adults includes college students | \$50.00 | All Season Pass |
| Senior Citizen 62 and up | \$30.00 | All Season Pass |

FIELD TRIPS

- **No one is to leave the building w/ a school vehicle w/out permission from the building principal.**
- **No travel is to be scheduled during NeSA testing days.**

- Numerous positions have been asked or have voluntarily been using their personal vehicles for in town travel. This is much appreciated. Others should understand that they may be asked to do the same.
- A travel log is located in each school vehicle. The driver is expected to complete this form.

FIELD TRIPS:

All students must have a signed and approved emergency medical leave form on file with the school nurse. Teachers are to have a copy of the emergency leave form for each student prior to taking field trips. Copies may be obtained from the school nurse. The nurse should have 24-hour notice of the students to be leaving to assemble the forms needed. For field trips out of town, all students complete a form signed by parents and in teacher possession prior to leaving on the field trip. There is board policy regarding out of state and out of country trips. Please refer to board policy if planning an out of state or country trip. Activity participants travel to and from out of town events as a unit. Exceptions to this rule will be made rarely and must be approved in writing and verbally by parents to a school official. A student will only be permitted to travel apart from the team or organization when that student's parent/guardian specifies all alternate travel arrangements (time, vehicle, driver, etc. info) to the satisfaction of the coach or sponsor.

Procedures for Field Trips

PK-8

Each grade level may have one field trip within a 75-mile radius. This radius includes Omaha, Lincoln, Norfolk and Wayne. All other field trips must occur in the Schuyler district.

9-12

Field trips are limited by discipline. Each discipline is allowed one field trip within a 75-mile radius. This radius includes Omaha, Lincoln and Norfolk and Wayne. All other field trips must occur in the Schuyler district.

7-12

Field trips taken by clubs, need to be directly related to the club and must be educational to the club. All clubs are limited to one field trip within a 75-mile radius. This radius includes Omaha, Lincoln and Norfolk and Wayne. All other field trips must occur in the Schuyler district. School organizations that use a bus/van for unassigned, non-education field trips, summer camps, etc. will submit their request to the Activities office. If the club would choose to take a field trip that is above their allotted one outside of the Schuyler district or be a field trip not directly related to their club, the club will incur all expenses. This includes driver wage, gasoline and a fee per mile.

Specific Procedures Unique to Curriculum and Organization Areas

- Every travel must have written permission. Curriculum travel forms are to be approved by the building Principal. Activity travel forms are to be approved by the Activity Administrator.
- FFA is allowed one field trip per term at district expense (FFA State Conventions will be considered a field trip). All other FFA field trips must be at FFA expense i.e. driver, fuel

- In this instance, field trips are considered out of town travel
- Travel within the school district is limited by the building principal
- FFA National Convention is **not** considered a field trip
- Agriculture will be handled like all other curriculum areas when it comes to field trips - refer to certified staff handbook
- A travel log will be placed in van #5 (van designated for staff travel only – no student can legally ride in this van because of state law).
- Field trips need to be requested one month in advance
- Field trips are considered such regardless of the time of day - i.e. during, before or after school.
- College/Post high school visits sponsored by SCS are not considered field trips. However, these trips must be limited and approved by the building principal

FREE LUNCH GUIDELINES

- No free lunches for paras supervisors. This is part of their job description.
- Administration shall be paid one free lunch per day at each site (or no free lunches for administration at any site).
- No custodial staff will receive a free lunch.
- The business manager, the hot lunch book keeper, and ticket takers/money takers shall not receive a free lunch.
- The cooks at SES, SMS and SCHS; the delivery person; and 2 people (students or adults) at each of the rural/satellite schools shall receive a free lunch.