

Board of Education Regular Meeting  
Monday, May 9, 2022 6:00 PM  
Boardroom at 1700 14th Avenue  
1700 14th Ave  
Nebraska City, NE 68410

1. Call to Order
  - 1.1. Roll Call
  - 1.2. Pledge of Allegiance
  - 1.3. Requests from Board Members to be Absent from this meeting
  - 1.4. Welcome to Visitors and Public
  - 1.5. Approval of Agenda
  - 1.6. Public Comment Time
  - 1.7. Approval of Minutes
  - 1.8. Claims and Accounts
  - 1.9. Financial Report
  - 1.10. Principal's Comments – “What’s Happening With The PIONEERS!”
2. Old Business
  - 2.1. Policy Revisions
3. New Business
  - 3.1. Committee Reports
    - 3.1.1. Education, Americanism and Civics
    - 3.1.2. Buildings and Grounds
    - 3.1.3. Finance
    - 3.1.4. Policy
  - 3.2. Policy Reviews
  - 3.3. Special Education Vehicle Purchase
  - 3.4. Employee Handbooks
  - 3.5. Supplemental Rates
  - 3.6. Resolution Approving Cooperative Sponsorship Agreement
  - 3.7. TAN Refinance
  - 3.8. Central Office Refinance
  - 3.9. NIS Renewal
  - 3.10. Personnel
    - 3.10.1. Hirings
    - 3.10.2. Resignations
  - 3.11. Superintendent's Report
4. Adjournment

**Public Participation at Board Meetings Form**  
**Nebraska City Public Schools Board of Education**

**PUBLIC COMMENTS**

The purpose of “Public Participation” is for the Board of Education to hear comments from the public. Since comments are not on the published agenda the Board will not discuss and/or answer questions during “Public Comments.”

The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may only speak one time per topic and must limit comments to around five (5) minutes. In the event more than six individuals wish to address the board, the 30 minutes will be divided equally between the number of speakers. At the discretion of the Board President or Chair, speakers may be allotted additional time.

**PLEASE PRINT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Subject of Public Comment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **PUBLIC PARTICIPATION**

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK:  
This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to any questions you ask or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

**UNAPPROVED MINUTES**  
**Board of Education Special Meeting**  
**Tuesday, April 19, 2022**  
**Boardroom at Central Office**  
**1700 14th Avenue**  
**Nebraska City, NE 68410**

The Nebraska City News Press and B103 were notified.

Notice was published in the Nebraska City News Press on Tuesday, April 12, 2022 and on the Nebraska City Public Schools website on Tuesday, April 12, 2022 stating the time and place of the meeting and stating that the known subjects on the agenda were on file and available for public inspection at the District Central Office, 1700 14th Avenue, Nebraska City, Nebraska. Copies of the postings from Tuesday, April 12, 2022 are attached to these minutes.

This meeting is subject to the Open Meetings Law and Availability of the Agenda pursuant to Nebr. Rev. Stat. Chapter 84, Article 1412(8). A current copy of the Open Meeting Act is posted in the meeting room and the agenda is available.

**1. Call to Order**

Board President, Jim Nemec, called the meeting to order at 5:00 PM.

**1.1. Roll Call**

Kent Blum: Present  
Lisa Chaney: Present  
Don Loseke: Present  
Jeff Fields: Present  
Stacie Higgins: Present  
Jim Nemec: Present  
Nick Schmitz: Present  
Teri Stukenholtz: Present  
Stephen Luther: Present  
Present: 9, Absent: 0

DRAFT

**1.2. Pledge of Allegiance**

**1.3. Requests from Board Members to be Absent from this meeting**

**1.4. Welcome to Visitors and Public**

**1.5. Approval of Agenda**

**Order #16711-Motion Passed:** Motion to approve the agenda for April 19, 2022 passed with a motion by Kent Blum and a second by Don Loseke.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea

Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Absent: 0

### 1.7. Approval of Minutes

**Order #16712-Motion Passed:** Motion to approve the minutes from the Regular Meeting on April 11, 2022 passed with a motion by Lisa Chaney and a second by Stephen Luther.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemeč: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Absent: 0

### 2.0. Old Business

#### 3.0. New Business

##### 3.1. Arbor Bank Loan Update

Chuck Wiest from Arbor Bank presented to the board regarding an update on the bank loans and information about financing options available going forward.

##### 3.2. Field Turf RFP's

**Order #16713-Motion Passed:** Motion to approve the bid from Sprinturf in the amount of \$481,750 to replace the field turf with a completion date of September 9, 2022 passed with a motion by Jim Nemeč and a second by Nick Schmitz.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemeč: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Absent: 0

##### 3.3. TAN Refinance

Superintendent Fritch shared information with the board regarding possible options for refinancing the TAN.

##### 3.4. Basic Life/Voluntary Life Benefit

Superintendent Fritch and Brenda Wieckhorst shared information with the board regarding possible new life insurance offerings for staff.

### 3.5. Personnel

#### 3.5.1. Hirings

**Order #16714-Motion Passed:** Motion to approve the hiring of Joe Frangedakis, Special Education Teacher for the 2022-2023 school year passed with a motion by Stacie Higgins and a second by Lisa Chaney.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Absent: 0

#### 3.5.2. Resignation

**Order #16715-Motion Passed:** Motion to accept the letters of resignation from Ann Buckner, MS Language Arts Teacher; Tyler Hodges, HS Special Education Teacher and Head Varsity Wrestling Coach and Shelby Gewinner, 4th Grade Teacher passed with a motion by Kent Blum and a second by Teri Stukenholtz.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea  
Jeff Fields: Yea  
Stacie Higgins: Yea  
Jim Nemec: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Absent: 0

### 3.6. Year End Presentations

Superintendent Fritch, Craig Taylor, Jason Hippen, Kate Sherwin and Ahna Nelson presented an overview to the board of the information that will be shared with the district staff at the end of the year presentations at each building.

### 3.14. Superintendent's Report

Superintendent Fritch reported on the following: Teacher Contracts, this week's NASBO conference, May 9 - regular board meeting plus Americanism/Civics biannual public meeting at 5:00 pm and a retirement reception for Shari Whitehead prior to May board meeting 5:30 pm at Central Office, the upcoming candidate forum at NCHS on April 27 at 6:30 and Graduation on Sunday, May 8 at 1:00 PM.

### 5.0. Adjournment

**Order #16710-Motion Passed:** Motion to adjourn at 7:18 PM passed with a motion by Kent Blum and a second by Jeff Fields.

Kent Blum: Yea  
Lisa Chaney: Yea  
Don Loseke: Yea

Jeff Frields: Yea  
Stacie Higgins: Yea  
Jim Nemeč: Yea  
Nick Schmitz: Yea  
Teri Stukenholtz: Yea  
Stephen Luther: Yea  
Yea: 9, Nay: 0, Absent: 0

Submitted by  
Mark Fritch, Secretary

DRAFT

AFFP

NOTICE OF MEETING OTOE COUNTY

**Affidavit of Publication**

STATE OF NEBRASKA }  
COUNTY OF OTOE } SS

NOTICE OF MEETING  
OTOE COUNTY SCHOOL DISTRICT 111  
IN THE STATE OF NEBRASKA

NOTICE IS HEREBY GIVEN that the Special Meeting of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at 5:00 o'clock P.M., April 19, 2022 at Central Office, 1700 14th Avenue, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

Mark Fritch  
Superintendent of Schools  
Published in the News-Press April 12, 2022.  
#71630 ZNEZ

Kurt Morrison, being duly sworn, says:

That he is Editor of the News-Press, a daily newspaper of general circulation, printed and published in Nebraska City, Otoe County, Nebraska; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

April 12, 2022

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Kurt Morrison

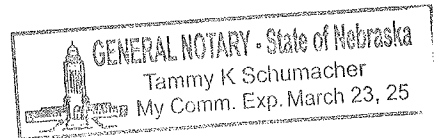
Subscribed to and sworn to me this 12th day of April 2022.

Tammy K Schumacher  
Tammy K Schumacher, Otoe County, Nebraska

My commission expires: March 23, 2025

01101377 00071630 402-873-6030

Carla Zaroban  
Nebraska City Public Schools  
1700 14th Avenue  
Nebraska City, NE 68410





## NOTICE OF SPECIAL MEETING - APRIL 19, 2022

Damien Bertwell

APR 12, 2022

NOTICE IS HEREBY GIVEN that the Special Meeting of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at 5:00 o'clock P.M., April 19, 2022 at Central Office, 1700 14th Avenue, Nebraska City, Nebraska, in the Boardroom, which meeting will be open to the public. An agenda for such meetings, kept continuously current, is available for public inspection at the office of the Superintendent.

Mark Fritch

Superintendent of Schools

4/30/2022

Vendor Name	Description	Check Total
Checking Account ID	08 Fund Number	08 Building Fund
ARBOR BANK	LOAN PAYMENT	9,443.61
Fund Number	08	<u>9,443.61</u>
Checking Account ID	08	<u>9,443.61</u>
Checking Account ID	09 Fund Number	09 QCPUF Fund
BOK FINANCIAL	BOND INTEREST	13,119.25
COMPUTERSHARE	BOND INTEREST	483.19
Fund Number	09	<u>13,602.44</u>
Checking Account ID	09	<u>13,602.44</u>
Checking Account ID	1 Fund Number	01 General Fund
AGTAC SERVICES, LLC	CUSTODIAL SERVICES	26,922.00
AIM ACADEMY	LITERACY TRAINING	37,500.00
ALBIREO ENERGY LLC	HVAC CONTROLS	5,760.00
AMAZON.COM	MISC CHARGES	549.92
AMERICAN RECYCLING & SANITATION	TRASH SERVICE	1,937.59
ARBOR PSYCHIATRIC AND WELLNESS	CONTRACTED SERVICES	160.00
BINSWANGER GLASS # 579	DOOR REPAIRS	230.00
BISHOP BUSINESS EQUIPMENT	SOFTWARE LICENSING	2,696.00
BROWN GLASS CO.	NS WINDOW & WINDSHIELD	1,015.89
CAPITAL BUSINESS SYSTEMS	COPIER STAPLES	324.69
CAPITAL BUSINESS SYSTEMS	COPIER LEASE	2,814.83
CAPITAL ONE	MISC CHARGES	155.48
CARD SERVICES	MISC CHARGES	1,009.32
CENTRAL NEBRASKA AUTO SALES	2014 DODGE CARAVAN	20,000.00
CHERRY ROAD MEDIA	PUBLIC NOTICE	159.10
COMMERCIAL STATE BANK	LOC PAYMENT	517,870.55
CONCRETE INDUSTRIES, INC.	HS CONCRETE	571.39
DAKOTA TRUCK UNDERWRITERS	WC PREMIUMS	6,025.00
DANA L. GUNDERSON	LCC CONTRACTED SERVICES	15,672.48
DAS STATE ACCOUNTING - CENTRAL	DISTANCE LEARNING	259.49
DECKER, INC.	DISTRICT SUPPLIES	501.45
ESU #4	CONTRACTED SERVICES	1,990.30
EWELL EDUCATIONAL SERVICES	JUDGING SUBSCRIPTION	325.00
FEDEX	CHROMEBOOK FREIGHT	77.00
FIRST CLASS FLOWERS	FUNERAL	40.00
FIRST STUDENT INC	TRANSPORTATION	24,914.51

GOVCONNECTION, INC.	COMPACT PROJECTOR	1,425.29
Home Depot Pro	CUSTODIAL, PLUMBING	3,855.42
J.F. AHERN CO.	INSPECTIONS	1,721.25
JASON BARTMAN	LODGING	122.23
JENNA HENRICHS	CONTRACTED SERVICES	4,457.71
JW PEPPER & SON, INC	MUSIC	54.99
KSB SCHOOL LAW, PC, LLO	LEGAL SERVICES	1,100.00
LAWSON PRODUCTS INC.	CUSTODIAL SUPPLIES	706.82
LETTI CONNELLY	MILEAGE	79.96
LUNCHTIME SOLUTIONS, INC.	PRE K SNACKS	418.54
MADISON NATIONAL LIFE	APRIL CLASSIFIED LTD	484.27
MADSEN ELECTRIC	HS ELECTRICAL	3,736.52
MECHANICAL SALES PARTS, INC.	MS BLOWER AND MOTOR	373.00
MENARDS SOUTH	NS RETAINING WALL	2,807.67
MERCER'S DO IT BEST	MISC CHARGES	169.89
MILLER MONROE FARRELL INSURANCE	INSURANCE	12,115.00
Mobile Defenders, LLC	CHROMEBOOK COVER	58.98
MULLENAX AUTO SUPPLY	WIPER BLADE SWITCH	55.84
NASB	22-23 MEMBERSHIP	6,113.00
NCECBVI	CONTRACTED SERVICES	8,800.00
NCSA	NASBO	360.00
NCPS FOUNDATION	APRIL RENT	250.00
NEBRASKA CITY NEWS PRESS INC	SUBSCRIPTION RENEWAL	348.25
NEBRASKA CITY UTILITIES	MARCH UTILITIES	43,521.74
NEBRASKA SCIENTIFIC	HS SCIENCE SUPPLIES	108.95
NEBRASKA UC FUND	UNEMPLOYMENT	47.00
NETA	NETA CONFERENCE	189.00
NSAA DISTRICT II	ENTRY FEES	460.00
O'REILLY AUTO PARTS	VEHICLE REPAIRS	209.01
PAYROLL ACCOUNT-NC PUBLIC SCH	APRIL 2022 PAYROLL	1,155,245.40
PERCUSSION SOURCE	INSTRUMENT SERVICE	124.19
RIVER VIEW PEST CONTROL, INC.	PEST CONTROL	350.00
SARAH ROBERTS	CONTRACTED SERVICES	770.00
SOFTWARE UNLIMITED	ACCOUNTING SOFTWARE	345.00
SOLIANI HEALTH, LLC	CONTRACTED SERVICES	3,717.00
TANYA LEE	CONTRACTED SERVICES	980.00
THYSSENKRUPP ELEVATOR CORP	SERVICE CONTRACT	876.60
TIME MANAGEMENT SYSTEMS INC	TIME CLOCK TRAINING	3,000.00
UNITE PRIVATE NETWORKS	INTERNET NETWORK	648.84
VERIZON WIRELESS	PHONE	921.55

VOSS LIGHTING		DISTRICT LIGHTS		1,062.90
VOYAGER FLEET SYSTEMS		FUEL CHARGES		6,461.28
WESTLAKE ACE HARDWARE		MULCH		1,197.60
WEX BANK		FUEL CHARGES		1,514.32
WINDSTREAM		PHONE		2,571.46
Fund Number	01			<u>1,943,418.46</u>
Checking Account ID	1			<u>1,943,418.46</u>
Checking Account ID	2	Fund Number	01 General Fund	<u><u>1,943,418.46</u></u>
BLUE CROSS BLUE SHIELD		HEALTH AND DENTAL PREMIUMS		205,691.31
MADISON NATIONAL LIFE		APRIL LIFE INS PREMIUMS		1,677.07
VSP, INC		VISION INSURANCE PREMIUMS		1,619.24
Fund Number	01			<u>208,987.62</u>
Checking Account ID	2			<u>208,987.62</u>
Checking Account ID	20	Fund Number	02 Depreciation Fund	<u><u>208,987.62</u></u>
DILLON AUTO SALES INC		2013 CHEVY EXPRESS VAN		34,000.00
Fund Number	02			<u>34,000.00</u>
Checking Account ID	20			<u>34,000.00</u>
Checking Account ID	6	Fund Number	06 School Nutritional Services	<u><u>34,000.00</u></u>
LUNCHTIME SOLUTIONS, INC.		MARCH FOOD SERVICE		94,874.07
Fund Number	06			<u>94,874.07</u>
Checking Account ID	6			<u><u>94,874.07</u></u>

Nebraska City Public Schools  
April 2022  
Summary Financial Report

**General Fund**

The General Fund finances all facets of services rendered by the school district including payroll, benefits, equipment, supplies, insurance, building occupancy, contracted services, and other daily functions and operations of the district. The tax levy for this fund is restricted to \$1.05 plus qualified exclusions. The proposed General Fund levy for 2021-22 1.047676

Balance Forward	1,482,590.53
Revenue	1,467,304.29
Expenses	<u>1,724,586.08</u>
Balance	1,052,256.44

**Building Fund**

The Building Fund is used to acquire or improve sites and/or to erect, alter or improve buildings. The sale of bonds, the sale of property, or tax receipts will be the primary sources of revenue for the Special Building Fund. Regardless of the source of money to be used for building construction and related costs, all income for the purposes of this fund shall be accountable through this fund. The tax levy for this fund falls under the \$1.05 levy limit and is further restricted to \$0.14 with local board approval or \$0.175 following a vote of the people for a term not to exceed ten years. The proposed Building Fund levy for 2021-22 .016733

Balance Forward	154,991.64
Revenue	14,681.80
Expenses	<u>9,443.61</u>
Balance	160,229.83

**QCPUF Fund**

A Qualified Capital Purpose Undertaking Fund (QCPUF) may be established for the removal of environmental hazards, the reduction or elimination of accessibility barriers in school district buildings, modifications for life safety code violations, life safety hazards, and mold abatement and prevention projects for existing facilities only. General Fund expenditures for the purpose of this fund are not allowable. Effective April 19, 2016, the tax levy for this fund is restricted to \$0.03. The tax levy for QCPUF projects in place prior to April 19, 2016, remains at \$0.052. The levy may exceed the \$0.03 levy limit if valuation has decreased from the last year bonds were issued and the bond principal and interest obligation cannot be met. Tax levies cannot exceed ten years for each project. The proposed QCPUF levy for 2021-22 .030728

Balance Forward	138,868.65
Revenue	24,000.29
Expenses	<u>13,602.44</u>
Balance	149,266.50

**Cooperative Fund**

The Cooperative Fund may be used by the school district acting as the fiscal agent for any cooperative activity between one or more public agencies. All school districts, including the school district acting as the fiscal agent, shall show the payment for services to the cooperative in their General Fund. Nebraska City Public Schools utilized the Cooperative Fund to receipt and disburse funds received Technology Bonds. Those funds are no longer available to be accessed or used.

Balance Forward	97,299.10
Revenue	9.25
Expenses	<u>0.00</u>
Balance	97,308.35

**Depreciation Fund**

The purpose of the Depreciation Fund is to facilitate the eventual purchase of costly items by spreading replacement costs over a period of years in order to avoid a disproportionate tax effort in a single year to make the purchase. To allocate monies from the General Fund, a school district will transfer funds as an expense from the General Fund, and the Depreciation Fund will show the transfer as revenue from the General Fund. The school district must divide this fund into more than one account to allocate a portion of this fund for different valid purposes. The Depreciation Fund is a component of the General Fund.

Balance Forward	343,524.42
Revenue	0.00
Expenses	<u>34,000.00</u>
Balance	309,524.42

**School Nutrition Fund**

The School Nutrition Fund (formerly School Lunch Fund) is required to accommodate the financial activities of all Nutrition Programs operated by the school district. The School Nutrition Fund shall reflect a record of all revenues and expenditures incident to the operation of all Nutrition Programs. If a deficit is incurred in the operation, the deficiency shall be covered by funds transferred from the General Fund.

Balance Forward	405,894.92
Revenue	118,382.86
Expenses	<u>94,874.07</u>
Balance	429,403.71

**Payroll Account**

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from the General Fund on a monthly basis to cover monthly payroll, benefits, and associated expenses.

Balance Forward	34,283.82
Revenue	1,156,367.26
Expenses	<u>1,156,418.22</u>
Balance	34,232.86

**Section 125 Account**

An internal account created for exclusive use by Nebraska City Public Schools. This account receives funds from individual employees' monthly salary/wages to cover monthly employee-elected deductions for childcare and healthcare expenses.

Balance Forward	32,928.28
Revenue	6,189.10
Expenses	<u>7,317.55</u>
Balance	31,799.83

**Meyer Memorial Fund**

An internal account created for exclusive use by Nebraska City Public Schools. This fund, established by donations from the Meyer family, is used to fund scholarships.

Balance Forward	233,227.69
Revenue	.04
Expenses	<u>0.00</u>
Balance	230,227.73

NEBRASKA CITY PUBLIC SCHOOLS 66-0111							21-22	20-21
GENERAL FUND MONTHLY FINANCIAL REPORT			REC'D MONTH	REC'D THRU:	REC'D THRU		% OF BUDGET TO	% OF BUDGET TO
	RECEIPTS:	BUDGETED	APRIL	4/30/2022	4/30/2021	DIFFERENCE	BE RECEIVED	BE RECEIVED
	LOCAL PROPERTY TAXES	9,505,438.00	510,833.74	5,755,812.25	5,406,766.51	349,045.74	39.45%	
	CARLINE TAX	10,000.00		3,151.60	2,699.03	452.57	68.48%	
	IN LIEU OF TAX, 5% GROSS	5,600.00	5,718.86	5,721.44	5,743.50	-22.06		
	MOTOR VEHICLE TAX	800,000.00	69,955.95	550,269.33	576,751.93	-26,482.60	31.22%	
	PENALTIES AND INTEREST ON TAXES	0.00						
	TUITION FROM OTHER DISTRICTS-SPED	0.00			5,740.00	-5,740.00		
	LOCAL LICENSE FEES, CITY	5,000.00	350.00	4,306.76	1,220.00	3,086.76	13.86%	
	RENTAL OF SCHOOL FACILITIES	2,000.00	137.50	137.50		137.50		
	OTHER LOCAL REVENUE	35,000.00		15,713.20	17,791.25	-2,078.05	55.11%	
	COUNTY FINES & LICENSE FEES	145,000.00	12,977.31	104,972.01	95,686.92	9,285.09	27.61%	
	ESU RECEIPTS				1,253.60	-1,253.60		
	OTHER COUNTY SOURCES					0.00		
	STATE AID	4,578,299.00		3,216,196.00	3,248,768.00	-32,572.00	29.75%	
	SPECIAL EDUCATION PROGRAM	1,200,000.00	165,624.00	818,918.00	809,176.00	9,742.00	31.76%	
	SPECIAL EDUCATION TRANSP.	26,000.00			25,297.00	-25,297.00	100.00%	
	HOMESTEAD EXEMPTION	265,000.00	48,962.91	97,925.82	93,195.50	4,730.32	63.05%	
	RELIEF TO PROPERTY TAXPAYERS	525,000.00	285,244.03	570,488.06	526,356.28	44,131.78	-8.66%	
	PERSONAL PROPERTY TAX CREDIT	10,000.00				0.00	100.00%	
	RAILROAD CREDIT				2.58	-2.58		
	HIGH ABILITY LEARNERS	10,000.00		9,192.00	9,149.00	43.00	8.08%	
	RULE 4 TEXTBOOK LOAN	20,000.00		9,033.41		9,033.41	54.83%	
	PRO-RATE MOTOR VEHICLE	15,000.00	10,959.99	20,714.98	5,682.98	15,032.00	-38.10%	
	STATE APPORTIONMENT	200,000.00		196,688.18	199,249.60	-2,561.42	1.66%	
	IN LIEU OF SCHOOL LAND TAX	3,000.00	77.57	1,736.70	1,736.70	0.00	42.11%	
	DISTANCE EDUCATION INCENTIVE PAYMENTS					0.00		
6,236.00	STATE EARLY CHILDHOOD	82,000.00		60,031.00	40,559.00	19,472.00	26.79%	
17,962.56	PROJECT AWARE			16,611.96		16,611.96		
24,088.00	TITLE I	326,570.00	48,176.00	260,688.00	147,842.00	112,846.00	20.17%	
	TITLE I, PART A NCLB IMPROV BASIC PRGM					0.00		
37,560.00	TITLE II PART A	78,527.00	130.00	30,316.00	55,431.00	-25,115.00	61.39%	
21,433.00	IDEA BASE	344,417.00	29,777.00	356,707.00	179,215.00	177,492.00		
	IDEA PRESCHOOL BASE	7,968.00	782.00	6,556.00	815.00	5,741.00	17.72%	
15,672.00	IDEA NON PUBLIC	37,285.00		12,940.00	22,117.00	-9,177.00	65.29%	
764.00	IDEA PRESCHOOL BASE-ARP	5,905.00				0.00		
10,728.00	IDEA BASE-ARP	66,251.00	2,332.00	17,054.00		17,054.00		
	IDEA NON PUBLIC -ARP	7,861.00		604.00		604.00		
	MEDICAID IN PUBLIC SCHOOLS					0.00		
	MAAPS RECEIPTS	35,000.00		22,729.80	31,019.92	-8,290.12	35.06%	
	ESSERS/CARES GRANT				238,530.00	-238,530.00		
28,595.00	ESSERS II	741,885.00	7,245.00	244,900.00		244,900.00		
36,325.00	ESSERS III		205,208.00	414,156.00		414,156.00		
	N-SPDG GRANT					0.00		
17,814.00	TITLE IV, PART B, NCLB 21ST CENTURY	185,000.00	59,480.00	122,262.00	88,289.00	33,973.00	33.91%	
	LONG TERM LOAN-LOC	950,000.00			300,000.00	-300,000.00		
	TAX ANTICIPATION NOTES	2,275,000.00						
	SALE OF BONDS			10,188.94		10,188.94		
	TRANSFERS FROM FUNDS					0.00		
	OTHER NON-REVENUE RECEIPTS			887.77	115.42	772.35		
	TOTAL WITHOUT INTERCOMPANY RECEIP	22,504,006.00	1,463,971.86	12,957,609.71	12,136,199.72	821,409.99	42.42%	43.27%
	NON PROGRAM RECEIPTS			105,000.00				
	GRAND TOTAL	22,504,006.00	1,463,971.86	13,062,609.71	12,136,199.72			
217,177.56								

Does not include TANS

			DISB. MONTH	DISB. THRU:	DISB. THRU:		21-22	20-21
	DISBURSEMENTS:	BUDGETED	APRIL	4/30/2022	4/30/2021	DIFFERENCE	% OF BUDGET TO	% OF BUDGET TO
							BE SPENT	BE SPENT
1100	INSTRUCTION	5,683,265.00	399,090.01	3,464,797.85	3,733,838.96	(269,041.11)	39.04%	
1115	CAREER ACADEMY	140,200.00	8,206.38	83,172.56	128,774.23	(45,601.67)	40.68%	
1150	ELL	310,925.00	29,231.74	228,082.04	193,600.98	34,481.06	26.64%	
1160	POVERTY	2,124,555.00	181,533.00	1,541,895.41	1,360,286.00	181,609.41	27.43%	
1190	PRESCHOOL LOCAL FUNDS	152,300.00	13,279.64	106,933.85	107,136.11	(202.26)	29.79%	
1200	SPECIAL EDUCATION	2,539,475.00	192,358.32	1,616,066.50	1,609,018.88	7,047.62	36.36%	
1300	DRIVER'S ED/SUMMER SCHOOL	20,455.00	0.00	0.00	10,271.02	(10,271.02)	100.00%	
2120	GUIDANCE	180,575.00	13,824.90	122,722.76	110,228.03	12,494.73	32.04%	
2130	HEALTH/NURSE	94,120.00	6,977.15	63,522.88	57,144.03	6,378.85	32.51%	
2140	PSYCHOLOGY	210,175.00	15,374.70	137,169.17	131,438.85	5,730.32	34.74%	
2150	SPEECH/AUDIOLOGY	170,250.00	12,381.13	112,179.02	151,019.83	(38,840.81)	34.11%	
2160	OCCUPATIONAL THERAPY	38,755.00	2,677.55	21,376.74	31,858.50	(10,481.76)	44.84%	
2170	PHYSICAL THERAPY	15,400.00	229.71	2,429.81	3,867.49	(1,437.68)	84.22%	
2180	VISION	700.00	0.00	0.00	94.08	(94.08)	100.00%	
2190	OTHER SUPPORT SERVICES	90,000.00	190.63	15,313.85	20,577.02	(5,263.17)	82.98%	
2212	CURRICULUM DIRECTOR	81,650.00	6,226.33	49,861.10	52,519.84	(2,658.74)	38.93%	
2214	STANDARDS DIRECTOR	85,550.00	6,196.33	50,020.93	55,711.08	(5,690.15)	41.53%	
2220	LIBRARY	193,560.00	14,372.94	127,501.49	121,004.28	6,497.21	34.13%	
2290	EARLY RETIREMENT	145,000.00		143,814.00	191,468.00	(47,654.00)	0.82%	
2310	SCHOOL BOARD	110,400.00	7,770.31	56,109.16	47,300.88	8,808.28	49.18%	
2320	SUPERINTENDENT	292,050.00	22,544.93	179,824.30	187,994.32	(8,170.02)	38.43%	
2410	PRINCIPALS	948,900.00	76,978.06	655,251.90	620,211.24	35,040.66	30.95%	
2510	BUSINESS OFFICE	293,325.00	34,940.14	159,906.75	151,255.43	8,651.32	45.48%	
2520	VEHICLE ACQUISITION	40,000.00	0.00	0.00	-	-	0.00%	
2580	TECHNOLOGY	210,450.00	6,982.76	97,762.00	81,865.60	15,896.40	53.55%	
2610	PLANT OPERATION	1,076,630.00	94,818.35	803,621.31	717,198.36	86,422.95	25.36%	
2620	MAINTENANCE	869,336.00	49,313.28	367,763.14	350,976.75	16,786.39	57.70%	
2700	PUPIL TRANSPORTATION	362,450.00	34,845.91	264,015.26	236,172.60	27,842.66	27.16%	
3535	HIGH ABILITY LEARNERS	102,250.00	394.36	3,652.84	60,682.42	(57,029.58)	96.43%	
3540	STATE EARLY CHILDHOOD	81,380.00	6,268.11	54,559.93	57,570.63	(3,010.70)	32.96%	
3590	PROJECT AWARE		9,501.69	34,632.51	-	34,632.51		
3599	TEXTBOOK LOAN	20,000.00	0.00	0.00	-	-	100.00%	
5000	DEBT SERVICES	3,343,000.00	500,000.00	958,731.25	193,426.96	765,304.29	71.32%	
6200	TITLE I	395,950.00	24,311.19	218,025.11	257,442.64	(39,417.53)	44.94%	
6310	TITLE II PART A	105,400.00	37,560.00	40,737.80	14,821.67	25,916.13	61.35%	
6406	IDEA PART B PRESCHOOL	7,968.00	0.00	7,967.40	7,653.41	313.99	0.01%	
6408	IDEA BASE/ENROLLMENT/POVERTY	335,805.00	21,566.98	283,130.70	187,305.02	95,825.68	15.69%	
6412	NON-PUBLIC SPED	35,625.00	15,268.98	15,268.98	21,374.47	(6,105.49)	57.14%	
6422	IDEA PRESCHOOL-ARP	5,905.00	764.40	764.40	-	764.40	87.06%	
6421	IDEA BASE-ARP	66,251.00	11,132.51	28,189.56	-	28,189.56	57.45%	
6423	IDEA NON PUBLIC -ARP	7,861.00	0.00	0.00	-	-	100.00%	
6700	PERKINS	0.00			-	-		
6968	TITLE IV, PART B, NCLB 21ST CENTURY	187,745.00	18,051.61	123,101.27	86,549.06	36,552.21	34.43%	
6990	N-SPDG GRANT-PBIS	0.00			22.03	(22.03)		
6996	ESSERS/CARES GRANT	0.00		8,859.28	62,222.39	(53,363.11)		
6997	ESSERS II	773,381.00	28,596.22	246,790.31	103,476.12	143,314.19	68.09%	
6998	ESSERS III		36,325.80	450,487.61		450,487.61		
	SUBTOTAL	21,948,972.00	1,940,086.05	12,946,012.73	11,515,379.21	1,430,633.52	41.02%	47.30%
	TRANSFER TO FUND						Does NOT include TANS	
	NON-PROGRAM CHARGES							
	TOTAL DISBURSEMENTS:	21,948,972.00	1,940,086.05	12,946,012.73	11,515,379.21			



Regular; Beginning Month 04/2022; Processing Month 04/2022; Fund Balance Account 166 Records Selected; Fund Number 05

Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0001	Varsity Football Balance	398.93	(70.00)	0.00	0.00	468.93
05 704 0002	9th Football Balance	(231.07)	0.00	0.00	0.00	(231.07)
05 704 0003	7-8 Football Balance	(1,732.43)	0.00	0.00	0.00	(1,732.43)
05 704 0004	Varsity BBB Balance	(1,867.44)	(60.00)	0.00	0.00	(1,807.44)
05 704 0005	9th BBB Balance	(64.00)	0.00	0.00	0.00	(64.00)
05 704 0006	7-8 GBB Balance	(484.00)	0.00	0.00	0.00	(484.00)
05 704 0007	7-8 BBB Balance	(573.98)	0.00	0.00	0.00	(573.98)
05 704 0008	Varsity B Track Balance	(116.00)	934.30	0.00	0.00	(1,050.30)
05 704 0009	NC Invitational Track Balance	4,134.42	172.80	180.00	0.00	4,141.62
05 704 0010	Traveling Girls BB Balance	4,566.80	0.00	0.00	0.00	4,566.80
05 704 0011	7-8 Track Balance	100.00	200.00	0.00	0.00	(100.00)
05 704 0012	Varsity Wrestling Balance	(7,940.80)	0.00	0.00	0.00	(7,940.80)
05 704 0013	7-8 Wrestling Balance	(2,714.00)	0.00	100.00	0.00	(2,614.00)
05 704 0014	Cross Country Balance	(2,054.82)	0.00	0.00	0.00	(2,054.82)
05 704 0015	Varsity Girls Track Balance	(91.00)	270.00	0.00	0.00	(361.00)
05 704 0016	Varsity GBB Balance	(3,618.42)	0.00	0.00	0.00	(3,618.42)
05 704 0017	9th GBB Balance	(1,233.82)	0.00	0.00	0.00	(1,233.82)
05 704 0018	Varsity Volleyball Balance	(376.89)	(155.00)	0.00	0.00	(221.89)
05 704 0019	9th Volleyball Balance	(1,060.00)	0.00	0.00	0.00	(1,060.00)
05 704 0020	7-8 Volleyball Balance	(1,218.61)	0.00	0.00	0.00	(1,218.61)
05 704 0021	Boys Tennis Balance	(717.62)	0.00	0.00	0.00	(717.62)
05 704 0022	Girls Tennis Balance	(226.02)	150.43	0.00	0.00	(376.45)
05 704 0023	MS Crafts Balance	0.00	0.00	0.00	0.00	0.00
05 704 0024	Golf Balance	(272.26)	1,233.29	0.00	0.00	(1,505.55)
05 704 0025	FFA Balance	14,323.02	1,287.89	0.00	0.00	13,035.13
05 704 0026	FCCLA Balance	4,742.10	785.28	0.00	0.00	3,956.82
05 704 0027	Pioneer Youth Boys Basketball Balance	4,206.53	0.00	0.00	0.00	4,206.53
05 704 0028	NS Book Fund Balance	4,117.01	0.00	0.00	0.00	4,117.01
05 704 0029	Singers Balance	(226.25)	0.00	0.00	0.00	(226.25)
05 704 0030	Musical Balance	8,964.69	477.97	1,420.00	0.00	9,906.72
05 704 0031	DECA Balance	(564.84)	0.00	0.00	0.00	(564.84)
05 704 0032	MS Concessions Balance	(128.59)	0.00	0.00	0.00	(128.59)
05 704 0033	FBLA Balance	0.00	0.00	0.00	0.00	0.00
05 704 0034	HS Pop Money Balance	14.16	0.00	0.00	0.00	14.16
05 704 0035	MS Pop Balance	539.07	0.00	0.00	0.00	539.07
05 704 0036	HS Band Resale Balance	59.89	0.00	0.00	0.00	59.89

Regular, Beginning Month 04/2022; Processing Month 04/2022; Fund Balance Account 166 Records Selected; Fund Number 05

**Fund: 05 Activity Fund**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0037	MS BAND RESALE BALANCE	896.65	0.00	70.00	0.00	966.65
05 704 0038	MS WRESTLING CLUB BALANCE	3,096.41	0.00	0.00	0.00	3,096.41
05 704 0039	PIONEER FOOTBALL BALANCE	3,309.86	0.00	0.00	0.00	3,309.86
05 704 0040	WEIGHTLIFTING BALANCE	538.69	0.00	0.00	0.00	538.69
05 704 0041	MS TRACK CLUB BALANCE	458.77	0.00	0.00	0.00	458.77
05 704 0042	CHILDRENS CHOIR BALANCE	275.71	0.00	0.00	0.00	275.71
05 704 0043	HW BOOK FUND BALANCE	1,473.94	0.00	0.00	0.00	1,473.94
05 704 0044	WRESTLING MATMAIDS BALANCE	322.14	0.00	0.00	0.00	322.14
05 704 0045	CHEERLEADERS BALANCE	(7,988.54)	721.00	1,505.00	0.00	(7,204.54)
05 704 0046	CLASS OF 2023 BALANCE	993.95	600.00	864.00	0.00	1,257.95
05 704 0047	DANCE TEAM BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0048	SPEECH CONTEST BALANCE	2,608.15	892.65	0.00	0.00	1,915.50
05 704 0049	DRAMA ACTIVITY BALANCE	536.15	0.00	0.00	0.00	536.15
05 704 0050	MS STUDENT COUNCIL BALANCE	16,104.93	11.99	0.00	0.00	16,092.94
05 704 0051	HS STUDENT COUNCIL BALANCE	2,014.91	0.00	750.00	0.00	2,764.91
05 704 0052	JOURNALISM BALANCE	5,312.10	0.00	0.00	0.00	5,312.10
05 704 0053	BIG MAC MATH BALANCE	4,027.08	0.00	0.00	0.00	4,027.08
05 704 0054	ART CLUB BALANCE	1,465.81	0.00	0.00	0.00	1,465.81
05 704 0055	CONSTRUCTION CLASS BALANCE	2.91	0.00	0.00	0.00	2.91
05 704 0056	NATIONAL HONOR SOCIETY BALANCE	350.19	0.00	0.00	0.00	350.19
05 704 0057	DISTRICT ACTIVITY FUND BALANCE	7,232.99	(25.00)	65.00	0.00	7,322.99
05 704 0058	HS BAND ACTIVITY BALANCE	481.18	0.00	0.00	0.00	481.18
05 704 0059	6TH GRADE BAND BALANCE	(985.68)	0.00	0.00	0.00	(985.68)
05 704 0060	HS BOOK SALES BALANCE	4,276.27	0.00	0.00	0.00	4,276.27
05 704 0061	HS SCIENCE GRANT BALANCE	2.02	0.00	0.00	0.00	2.02
05 704 0062	HS QUIZ BOWL BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0063	MS QUIZ BOWL BALANCE	38.00	0.00	0.00	0.00	38.00
05 704 0064	HS SCIENCE CLUB BALANCE	2,440.05	0.00	0.00	0.00	2,440.05
05 704 0065	HS COLOR GUARD BALANCE	(111.93)	0.00	0.00	0.00	(111.93)
05 704 0066	HS METALS BALANCE	4.82	0.00	0.00	0.00	4.82
05 704 0067	MS HOME EC. LAB BALANCE	50.03	0.00	0.00	0.00	50.03
05 704 0068	HS CONCESSIONS BALANCE	(942.45)	958.46	3,329.02	0.00	1,428.11
05 704 0069	PRECEDERS BALANCE	25.20	0.00	0.00	0.00	25.20
05 704 0070	VARSITY CLUB BALANCE	31,728.41	750.00	0.00	0.00	30,978.41
05 704 0071	WELLNESS BALANCE	3,097.30	60.00	0.00	0.00	3,037.30
05 704 0072	DRIVER EDUCATION BALANCE	23,205.73	6,054.00	4,150.00	0.00	21,301.73

Activity Fund Balance Report - Summary - Exclude Encumbrances

04/2022 - 04/2022  
Regular, Beginning Month 04/2022; Processing Month 04/2022; Fund Balance Account 166 Records Selected; Fund Number 05

Fund: 05 Activity Fund

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0073	MS SHOP ACTIVITY BALANCE	1,843.03	0.00	0.00	0.00	1,843.03
05 704 0074	HS PROMOTIONS BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0075	SPECIAL EQUIPMENT BALANCE	(1,300.00)	0.00	0.00	0.00	(1,300.00)
05 704 0076	GOLF INVITE BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0077	HS PRIDE BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0078	PIONEER GEAR BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0079	HORTICULTURE BALANCE	603.27	0.00	0.00	0.00	603.27
05 704 0080	BOYS COOP TENNIS BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0081	CLASS OF 2021 BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0082	MS PRIDE BALANCE	688.00	0.00	0.00	0.00	688.00
05 704 0083	ATHLETIC TRAINER SUPPLIES BALANCE	(181.81)	0.00	0.00	0.00	(181.81)
05 704 0084	MS SCIENCE BOWL BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0085	HW PURPLE JAM BALANCE	500.32	0.00	0.00	0.00	500.32
05 704 0086	SUMMER SB LEAGUE BALANCE	142.25	0.00	0.00	0.00	142.25
05 704 0087	HAYWARD FUNDRAISER BALANCE	3,879.57	0.00	1,629.68	0.00	5,509.25
05 704 0088	MS BOOK SALES BALANCE	944.90	0.00	0.00	0.00	944.90
05 704 0089	PICTURE BOARD BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0090	VOLLEYBALL CLUB BALANCE	247.30	0.00	0.00	0.00	247.30
05 704 0091	GIRLS SOCCER CLUB BALANCE	8,333.95	4,336.00	20.00	0.00	4,017.95
05 704 0092	CLASS OF 2024 BALANCE	1,598.70	0.00	0.00	0.00	1,598.70
05 704 0093	BROADCASTING CLASS BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0094	HS SHOP RESALE BALANCE	62.77	0.00	0.00	0.00	62.77
05 704 0095	HS ENGLISH BALANCE	291.86	0.00	0.00	0.00	291.86
05 704 0096	PIONEER PERKS BALANCE	319.53	0.00	0.00	0.00	319.53
05 704 0097	NS FUNDRAISER BALANCE	1,826.81	1,365.96	1,258.25	0.00	1,719.10
05 704 0098	BBB SUMMER LEAGUE BALANCE	2,938.76	85.00	0.00	0.00	2,853.76
05 704 0099	WRESTLING CLUB BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0100	HW DARE BALANCE	79.52	0.00	0.00	0.00	79.52
05 704 0101	PIONEER CROSS COUNTRY BALANCE	686.48	0.00	0.00	0.00	686.48
05 704 0102	CHOIR ROBE FUND BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0103	DISTRICT II MUSIC CONTEST BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0104	HS SCIENCE SCHOLARSHIP BALANCE	317.51	0.00	0.00	0.00	317.51
05 704 0105	B&G SOCCER BALANCE	(2,048.15)	2,235.00	1,453.00	0.00	(2,830.15)
05 704 0106	BOYS TENNIS CLUB BALANCE	(219.34)	0.00	0.00	0.00	(219.34)
05 704 0107	GIRLS GOLF BALANCE	(2,449.37)	0.00	0.00	0.00	(2,449.37)
05 704 0108	EXPRESSIONS BALANCE	(258.99)	560.00	584.00	0.00	(234.99)

Regular, Beginning Month 04/2022; Processing Month 04/2022; Fund Balance Account 166 Records Selected; Fund Number 05

Fund: 05 Activity Fund

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0109	FB JERSEYS BALANCE	60.83	0.00	0.00	0.00	60.83
05 704 0110	MS VOCAL BALANCE	190.00	0.00	0.00	0.00	190.00
05 704 0111	HS SPED BALANCE	23.91	0.00	0.00	0.00	23.91
05 704 0112	SUMMER GBB BALANCE	1,913.88	118.00	0.00	0.00	1,795.88
05 704 0113	PHOTO CLUB BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0114	HS TEXTILES BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0115	GIRLS TENNIS CLUB BALANCE	(287.64)	0.00	0.00	0.00	(287.64)
05 704 0116	STUDENT FEE DONATION BALANCE	707.00	0.00	0.00	0.00	707.00
05 704 0117	BOYS SOCCER CLUB BALANCE	2,667.19	331.91	447.60	0.00	2,782.88
05 704 0118	ARCHERY CLUB BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0119	WASHINGTON TRIP BALANCE	729.49	0.00	0.00	0.00	729.49
05 704 0120	COOP BASEBALL BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0121	CLASS OF 2022 BALANCE	475.30	0.00	0.00	0.00	475.30
05 704 0122	TENNIS INVITE BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0123	SOFTBALL BALANCE	(2,066.30)	0.00	0.00	0.00	(2,066.30)
05 704 0124	CD/INTEREST BALANCE	(21,042.61)	0.00	4.46	0.00	(21,038.15)
05 704 0125	BASEBALL BALANCE	(4,245.09)	1,863.00	2,011.00	0.00	(4,097.09)
05 704 0126	MUSIC TRIP BALANCE	4,070.11	0.00	0.00	0.00	4,070.11
05 704 0127	HAL BALANCE	370.46	0.00	0.00	0.00	370.46
05 704 0128	BASEBALL CLUB BALANCE	6,168.81	806.49	0.00	0.00	5,362.32
05 704 0129	CAREER & HUMAN DEVELOPMENT BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0130	HS SOUND SYSTEM BALANCE	995.21	0.00	0.00	0.00	995.21
05 704 0131	SUMMER SCHOOL BALANCE	2,860.21	0.00	0.00	0.00	2,860.21
05 704 0132	HS ART FEES BALANCE	3,939.54	0.00	0.00	0.00	3,939.54
05 704 0133	HS SPANISH FEES BALANCE	206.73	0.00	0.00	0.00	206.73
05 704 0134	MS FCS BALANCE	936.47	0.00	10.00	0.00	946.47
05 704 0135	MS ART FEES BALANCE	3,035.86	0.00	22.00	0.00	3,057.86
05 704 0136	MS IT FEES BALANCE	4,698.82	0.00	52.00	0.00	4,750.82
05 704 0137	HS FOOD FEES BALANCE	797.65	0.00	0.00	0.00	797.65
05 704 0138	COLLEGE TUITION FEES BALANCE	385.17	0.00	150.00	0.00	535.17
05 704 0139	CONSUMER MATH SCHOLARSHIP BALANCE	2,320.00	1,400.00	0.00	0.00	920.00
05 704 0140	READING SUPPLEMENT BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0141	CO BALANCE	17,313.82	77.92	465.96	0.00	17,701.86
05 704 0142	HEALTH SCIENCE GRANT FUND BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0143	CLASS OF 2020 BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0144	PIONEER PETE BALANCE	2,173.82	0.00	0.00	0.00	2,173.82

Regular, Beginning Month 04/2022; Processing Month 04/2022; Fund Balance Account 166 Records Selected; Fund Number 05

Fund: 05	Activity Fund	Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0145			HS TRACK CLUB BALANCE	(2,114.72)	0.00	2,184.00	0.00	69.28
05 704 0146			DISTRICT WRESTLING BALANCE	1,253.51	0.00	0.00	0.00	1,253.51
05 704 0147			DISTRICT BASKETBALL BALANCE	557.00	0.00	0.00	0.00	557.00
05 704 0148			NAT'L JR. HONOR SOCIETY BALANCE	1,552.72	0.00	0.00	0.00	1,552.72
05 704 0149			DISTRICT SOCCER BALANCE	751.00	0.00	0.00	0.00	751.00
05 704 0150			MS VOLLEYBALL CLUB BALANCE	889.85	0.00	0.00	0.00	889.85
05 704 0151			MS FCCLA BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0152			ACTIVITY ADMIN. BALANCE	4,495.32	0.00	0.00	0.00	4,495.32
05 704 0153			ROBOTICS BALANCE	(3.64)	0.00	0.00	0.00	(3.64)
05 704 0154			DISTRICT VOLLEYBALL BALANCE	420.00	0.00	0.00	0.00	420.00
05 704 0155			MS ROBOTICS BALANCE	2,125.80	0.00	22.00	0.00	2,147.80
05 704 0156			DISTRICT BASEBALL BALANCE	380.15	0.00	0.00	0.00	380.15
05 704 0157			TECHNOLOGY BALANCE	28,103.24	168.72	180.00	0.00	28,114.52
05 704 0158			MS LIFE SKILLS BALANCE	3,200.51	370.20	0.00	0.00	2,830.31
05 704 0159			CA CONSTRUCTION BALANCE	8,748.66	125.27	410.00	0.00	9,033.39
05 704 0160			CLASS OF 2025 BALANCE	400.00	0.00	0.00	0.00	400.00
05 704 0161			CA WELDING BALANCE	0.00	0.00	0.00	0.00	0.00
05 704 0162			CA-INFORMATION TECHNOLOGY BALANCE	(1,388.75)	0.00	50.07	0.00	(1,338.68)
05 704 0163			YOUTH TENNIS CLUB BALANCE	1,574.47	0.00	0.00	0.00	1,574.47
05 704 0164			JAG BALANCE	431.61	0.00	0.00	0.00	431.61
05 704 0165			ESPORTS BALANCE	558.00	0.00	0.00	0.00	558.00
05 704 0166			TURF AND DIRT BALANCE	45,993.00	0.00	0.00	0.00	45,993.00
Fund Total: 05				271,168.76	28,893.55	23,387.04	0.00	265,662.27

Premier Bank Balance \$ 277,522.13  
Outstanding Checks - 11,859.86  
Balance \$ 265,662.27

APRIL 2022  
ENROLLMENT

	GRADES												TOTAL			
	PK	K	1	2	3	4	5	6	7	8	9	10		11	12	
BUILDING																
Northside	52	112	105	107												376
Hayward					91	91	97									279
Middle School								115	113	96						324
High School											105	100	111	97		413
*Other														2		2
TOTAL	52	112	105	107	91	91	97	115	113	96	105	100	111	99		1394
10/31/21 COUNT	55	108	108	109	90	94	99	118	112	96	109	103	117	105		1423
	-3	4	-3	-2	1	-3	-2	-3	1	0	-4	-3	-6	-6		-29
* Special Education students contracted to other schools or agencies.																

		5/2/2022	Board Meeting Mileage Sheet								
DATE											
PURCHASED	YEAR	TRADE NAME	STYLE	NUMBER	BODY TYPE	CAPACITY	VEHICLE ID#	CYLINDERS	COST	LICENSE #	MILEAGE
11/18/2002	2001	OLDSMOBILE	VAN	TAN	SILJOUETTE	7	1GHDX23E41D221511	6	15700	53026	211125
10/26/2005	2005	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31L95HA27728	6	17950	45007	175587
1/26/2006	2005	CHRYSLER	VAN	GOLD	TOWN&COUNTRY	7	2C4GP44R25R519767	6	18900	44957	215267
11/19/2007	2007	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31L27DA62220	8	19549	53028	187130
1/4/2008	2007	CHEVY	VAN	TAN	ES UPLANDER	7	GNDV23107D159355	6	15570	51495	171146
8/12/2008	2004	CHEVY	PICKUP	SILVER	HEAVY DUTY	6	1GCHK23G64F153924	8	14880	44965	201428
6/26/2018	2013	FORD	PICKUP	RED	F150	5	1FTFW1EF1DKF26059	8	21000	58436	123279
7/20/2009	2008	CHEVY	VAN	WHITE	UPLANDER LS	7	GNDV23118D104608	6	15926	55997	161214
7/22/2009	2008	CHEVY	VAN	RED	UPLANDER LS	7	GNDV23128D130117	6	15926	51678	182746
8/17/2009	2001	CHEVY	VAN	WHITE	EXPRESS	2	1GCHG35R111152386	6	9014	51494	103577
9/23/2009	2009	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31LX9DA54328	6	22249	53021	65596
7/29/2011	2000	FORD	VAN	WHITE	ECONOLINE	2	1FTRE1422YHB91542	6	5480	55989	164918
11/16/2011	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG5BR626494	6	17500	56539	118276
11/16/2012	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG9BR628362	6	17500	56540	171113
12/ 2013	1982	CHEVY	PLOW TRUCK	GOLD/BROWN	PICK-UP	3	1GCGK24MOCJ161836	8	3000	57651	151591
12/17/2021	2016	CHEVY-LOANER	SPED BUS	YELLOW	MICRO BIRD	13	1GB3G3BG5F1127886			57655	71383
4/25/2022		DODGE VAN	VAN	NAVY	GRAND CARAVAN	6					64182

# Northside Board Report

May 9, 2022

<b>Guiding Principle 1</b>	<b>High Quality Instruction and Learning Expectations</b>
	<p>Northside students have completed their Spring NWEA Maps assessments. Student that don't meet the reading level designated by NDE and qualify for an IRiP have been identified. Mr. Hippen has sent all students on an IRiP an invitation to sign up for summer school to provide them extra opportunities to improve their reading.</p>
<b>Guiding Principle 2</b>	<b>Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence</b>
<b>Guiding Principle 3</b>	<b>Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches</b>
	<p>Northside Music Programs went very well and the variety of music and student involvement seemed to be well received by parents.</p> <p>Despite the weather, all Northside field trips were able to be completed as scheduled.</p> <p>The last week of school will be very busy with grade-level picnics on the 9th, 10th, and 12th. Kindergarten-round up on the 11th. 2nd Grade will visit Hayward and their 3rd-grade teachers on Wednesday the 11th at 9am. K-1 students at Northside will get to meet their next year's teachers on Thursday at 2:30.</p> <p>Friday, May 13 is the Northside's Sport-a-rama Field day with K at 8:30 - 9:30, 1st Grade from 10:00 - 11:00, and 2nd Grade from 12:30-1:30 - this year's theme is the circus.</p> <p>Applepalooza will be Friday the 13th at 2pm, the Golden Apple awards for the top boy and girl in each grade for demonstrating positive behavior will be announced. Additional students will be recognized for earning Apple tickets during the 4th quarter.</p> <p>The 2nd-grade tunnel walk will take place after the completion of Applepalooza or at approximately 3 pm on the sidewalk in front of Northside from East to west.</p>
<b>Guiding Principle 4</b>	<b>Communication and Stakeholder Engagement; Communication, Engagement, and Transparency</b>
	<p>On May 3, Edge used the Northside gym to host their second annual Book Bash event from 5:30 to 7pm. 50 - 70 families attended the event.</p>

	Edge has also provided the school with a book activity bag to provide to all our future kindergarten students at the Kindergarten round-up. Thanks to Edge for all the support with school readiness and reading development.
<b>Guiding Principle 4</b>	<b>District Resources; Budget, Facilities, and Staffing</b>

# Hayward Board Report

May 9th, 2022

Guiding Principle 1	High Quality Instruction and Learning Expectations										
Guiding Principle 2	Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence										
	<ul style="list-style-type: none"> <li>● Purple Jam on 3-31-22</li> <li>● HW Heroes- <i>Lilly Dominguez &amp; Hallebelle Smalley</i></li> <li>● Col. Pride Character Focus- <i>Courage, Honesty, Determination, Self-Control, Responsibility &amp; Respect</i></li> </ul>										
Guiding Principle 3	Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches										
	<ul style="list-style-type: none"> <li>● 4th Grade State Capitol Field Trip</li> <li>● 3rd Grade Morrill Hall Field Trip</li> <li>● 5th Grade Kimmel Orchard Field Trip</li> <li>● Arbor Day Celebration at the Lodge</li> <li>● <a href="#">Photos</a></li> </ul>										
Guiding Principle 4	Communication and Stakeholder Engagement; Communication, Engagement, and Transparency										
Guiding Principle 5	District Resources; Budget, Facilities, and Staffing										
	<ul style="list-style-type: none"> <li>● Student enrollment for the 21-22 school year           <table style="margin-left: 40px; border: none;"> <thead> <tr> <th style="text-align: left;">Sept.</th> <th style="text-align: left;">April</th> </tr> </thead> <tbody> <tr> <td>○ 3rd= 90</td> <td>91</td> </tr> <tr> <td>○ 4th= 97</td> <td>91</td> </tr> <tr> <td>○ 5th= 99</td> <td>97</td> </tr> <tr> <td>○ Total= 286</td> <td>279</td> </tr> </tbody> </table> </li> </ul>	Sept.	April	○ 3rd= 90	91	○ 4th= 97	91	○ 5th= 99	97	○ Total= 286	279
Sept.	April										
○ 3rd= 90	91										
○ 4th= 97	91										
○ 5th= 99	97										
○ Total= 286	279										

# **NCPS Board of Education Report**

## **Nebraska City Middle School**

### **May 9th, 2022**

#### **Strategies for 1 - High-Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches**

- The Middle School wrapped up the spring NSCAS Math, Science, and ELA Growth Pilots. This is our 2nd attempt at the new tests. Students and staff have come more accustomed to our testing schedule which allows students to test in their subject-area classroom for around 100 minutes uninterrupted. Unofficial results have seen significant increase from Winter to Spring in our math scores with 8th grade making a 14 point jump in median scores and 6th grade making a 25 point jump.

#### **Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence**

- On Saturday, April 9th, Teammates and Middle School staff members took several mentees to the Husker Red-White game in Lincoln. Students got to experience a tailgate experience, see a college campus, and participate in the Husker Teammate experience.

#### **Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches**

- On April 22nd, the MS Quiz Bowl team traveled to Auburn for the ESU4 Jr. High Quiz Bowl tournament. Two 5-person teams competed in round-robin and tournament-style. The teams combined to go 8-3 in competition but did not earn a medal.
- On Tuesday, May 3rd, PRIDE (Pioneers Reaching Into Drug Education) had their annual rollerskating party at Skate City in Bellevue. Students had to earn that right by attending 80% of PRIDE meetings during the year. Over 60 students attended and had the skating-related bruises to prove it.

#### **Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency**

- The Middle School hosted 5th grade orientation on Thursday, May 5th. Students got to come to the middle school meet their teachers for next year and tour the building. They also participated in a team-building activity and got to ask Mr. Pellatz and Mr. Walker questions. It was also an opportunity for students and parents to practice riding the bus and getting picked up at the Middle School.
- Mrs. Purdham and Mr. Pellatz welcomed 5th grade students on Wednesday, April 27th to get to try band instruments and enroll in 6th grade band for the next school year. Parents and students also got to hear from the HS band and all the great opportunities being involved in Band has to offer.
- The MS Band is participating in the Arbor Day Parade on Saturday, April 30th. They will also play at Bandfest at the HS on Tuesday, May 10th. MS students get to play together with the high school students.
- The Middle School is hosting its Awards Night at the HS auditorium at 6:30 on Thursday, May 12th. All are welcome to attend. Students are receiving awards for academic excellence and the National Junior Honor Society is inducting its new members.
- We are also hosting 8th-graders and their families on the last day of school for 8th grade send-off. At 1:00 PM students will hear from their teachers and get to watch the 8th-grade slideshow.

## **Strategies for 5 - District Resources; Budget, Facilities, and Staffing**

- Current Enrollment (May 4):
  - 6th Grade: 115 Students
  - 7th Grade: 113 Students
  - 8th Grade: 96 Students
  - Total Enrollment: 324 Students

# NCPS Board of Education Report

## High School

### May 9th, 2022

#### **Strategies for 1 - High Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches**

- Choir celebration will be on May 9th at 7:00pm
- Bandfest will be on May 10th at 7:00pm
- Athletic Awards will be on May 11th at 6:00pm (*unless we have a team at a state competition during that time, then the makeup date is May 18th*)
- Summer School will start on May 23rd at the high school.

#### **Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence**

- The Summer Activity Schedule has been published on Twitter and Facebook.
- The Class of 2022 have earned a total of \$1,379,980 in Scholarships as of 5/4/2022.
- *Submitted by Mrs. Roth:*  
District Music - On April 22nd we hosted ten schools with 178 performances throughout the day.

Nebraska City band had 16 solos and small ensembles and scored seven division two ratings and 9 division ones. Kiera Rakowski received an Outstanding Performance Award honorable mention for her clarinet solo and the saxophone sextet received the Outstanding Performance Award for their room. Our concert band and jazz bands each earned straight superiors, receiving two of only three plaques that were handed out amongst all of the large ensembles.

On the choir side, we had 13 solo/small ensemble performances receiving seven division twos and six division ones. In the large ensemble performances, Varsity Singers, Harmonia, and Expressions received division twos and City Singers received a superior. Zack Ottemann and McKenzie Snyder received an Outstanding Performance Award for their duet.

It was great to be able to perform in this capacity again. Our students and staff did a terrific job of making sure the day went smoothly. Thank you for the opportunity to have this event here at Nebraska City!

### **Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches**

- Mission Fields presentations took place in the month of April and overall student feedback was positive. The focus was Substance Abuse Disorder, Decision Making, and impact of decisions on family and friends. NCHS continues to work with Mission Fields to develop a program of information viable for all of NCHS during the 2022/2023 school year.

### **Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency**

- Please check out the videos on the front page of the NCHS website.

### **Strategies for 5 - District Resources; Budget, Facilities, and Staffing**

- Please know that we will have some room switches over the summer so departments are in closer proximity.

# NCPS Board of Education Report

## Middle School Activities

### April 11th, 2022

#### Strategies for 1 - High Quality Instruction and Learning Expectations; Programs, Experiences, and Approaches

- Activities:
  - Band
    - The Nebraska City Middle School band has been busy with competitions being held at Platteview, but more recently the Nebraska City Middle School band was able to march in the Arbor Day parade held on Saturday April 30th. The band sounded amazing and it was fun to watch our students perform in such a neat environment!



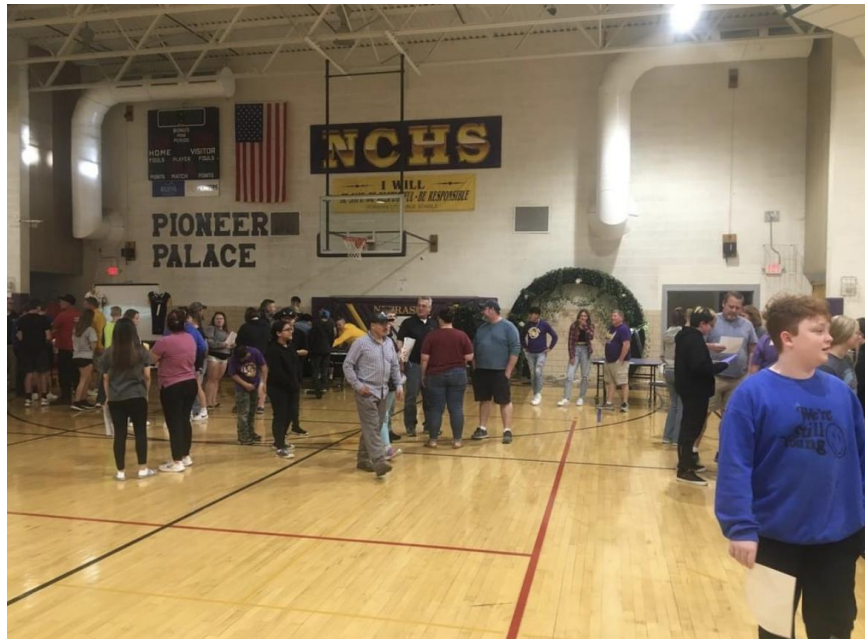
- Track & Field:
  - Middle school track and field will compete in the Trailblazer Conference Middle School Track Meet on Friday May 6th at Beatrice High School. The season has been full of a lot of successes where our 60 athletes have been setting new personal records, traveling to other schools, and making the most of a difficult spring weathered season!

## Strategies for 2 - Culture, Connectedness, and Personnel Effectiveness; Expectations, Development, and Excellence

- 

## Strategies for 3 - Whole Child Focused Learning; Curriculum, Instruction, Programs, Experience, and Approaches

- Freshman Orientation
  - NCMS 8th graders were able to visit the high school at 9th grade orientation night. During this event, all 8th graders and their families were able to meet, interact, and sign up for organizations that are offered at the high school. This was a great opportunity for students and families to meet coaches/sponsors and prepare for what activities they want to pursue in the future.



- Nebraska City Middle School FFA
  - Four NCMS students were selected to attend the FFA convention in April. They participated in a quiz bowl competition, interacted with other middle school FFA students, and were able to get the full grasp as to what FFA will be like in high school. Students attending: Hanna Marth, Colton Cook, Blaine Leyden, and Landon Ferguson.



- PRIDE
  - Pioneers Reaching Into Drug Education (PRIDE) capped off an amazing school year by taking a trip to Skate City in Bellevue on May 3rd. Students participated in many activities this year, were able to meet with multiple drug free advocates, and helped plan many student activities outside of the school day to promote a healthy drug free lifestyle. The skate party was a blast and over 60 middle school students were able to participate!





- National Junior Honor Society
  - New members of the National Junior Honor Society will be inducted into the NCMS chapter at the Middle School Academic Awards night on May 12th. New members include: Kylynn Neumeister, Elizabeth McNeely, Maisyn Hodges, Journey Cook, Layla Dovel, Addisyn Walters, Addison Ferguson, Olivia L'Heureux, Camryn Alonso, Seth Rakowski, Herlaenia Heart Riosa, Cheyenne

**Strategies for 4 - Communication and Stakeholder Engagement; Communication, Engagement, and Transparency**

- 

**Strategies for 5 - District Resources; Budget, Facilities, and Staffing**

-

**6003**  
**Instructional Program**

1. The minimum number of instructional hours in the school year will be 1080 for ~~middle school and~~ high school students, 1032 for middle school and elementary students, and 400 for kindergarten students, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: December 21, 2016

Revised on:

Reviewed on:

**5005**  
**Transportation of Option Students**

The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing bus route. The district does not provide mileage reimbursement for option-enrolled students unless otherwise required by law.

Adopted on: December 21, 2016

Revised on:

Reviewed on:

**5020**  
**Rights of Custodial and Non-Custodial Parents**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term “custodial parent” refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students’ records, unless the district has been provided a copy of a court order that unambiguously prohibits access to the records or child by either parent. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent’s request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents’ behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Adopted on: December 21, 2016

Revised on:

Reviewed on:

**5039**  
**Fundraising Activities**

All fundraising activities shall require authorization by an administrator.

Adopted on: December 21, 2016

Revised on:

Reviewed on:

## **5042 Bulletin Boards**

Bulletin boards and other electronic publishing spaces of the district may be provided for the use of students and student organizations for purposes of notifications related to student activities and student groups. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Published material may be removed after a reasonable time.

Adopted on: December 21, 2016

Revised on:

Reviewed on:

**5043**  
**School-Sponsored Publications**

School-sponsored student publications and electronic media productions are part of the school district's instructional program. The board of education supports the development of student communication skills through school-sponsored newspapers, annuals, magazines, and electronic media including computer, video and digital productions.

Student publications and productions must conform to all good scholastic and professional journalistic standards. The board delegates to the superintendent of schools the right to prohibit dissemination of any school-sponsored publication or media production that does not conform to these standards, or which the superintendent or designee deems inappropriate for the school environment.

Adopted on: December 21, 2016  
Revised on:  
Reviewed on:

**5050**  
**Reporting Related to Exempt (Home) Schools**

Students in Nebraska may choose to be educated at an exempt (home) school that meets the requirements of statute and the Nebraska Department of Education.

Pursuant to state law, the school district's administration will inform the appropriate agency of the names of all students who are school age and known not to be in attendance at a public, private, parochial or denominational school that has met the requirements for legal operation prescribed in statute and the rules of the Nebraska Department of Education.

Adopted on: December 21, 2016  
Revised on:  
Reviewed on:

**5056**  
**Free Expression by Students**

The board of education recognizes that students do not shed their constitutional rights at the schoolhouse gate. However, the board of education is responsible for balancing those rights against its responsibility to provide a program of education for students in this district. The board is authorized to preserve order so that the system may function properly.

Students may not engage in any expressive conduct that causes a material and substantial disruption to the educational program; that is lewd, obscene, profane, defamatory, threatening or contains "fighting words;" that advocates the use of substances that are illegal to minors; that incites violence or constitutes a "true threat;" or that urges the violation of law or school rules. Violators will be disciplined in accordance with law and board policy.

Adopted on: December 21, 2016

Revised on:

Reviewed on:

**5064**  
**Title I Supplement, Not Supplant**

The district will use Title I funds to Supplement, Not Supplant, state and local funds that would, in the absence of Title I funds, be spent on Title I programs. The district will ensure that Title I funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title I funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title I programs. Title I professional development will not duplicate that which the district provides for non-Title I purposes which, in the absence of Title I funds, would be provided to all staff.

Adopted on: December 21, 2016

Revised on:

Reviewed on:

# NEBRASKA CITY PUBLIC SCHOOLS



# Certified Staff Handbook

**2022-2023**

Updated July 2022

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## **INTRODUCTION**

This handbook provides information to certified persons employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mr. Mark Fritch in writing at 1700 14<sup>th</sup> Avenue, Nebraska City, NE 68410 or by telephone at (402) 873-6033. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **DRUG-FREE WORKPLACE REQUIREMENTS**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, or dispensing of look-alike drugs, controlled substances, or alcoholic liquor. Look-alike drugs are those drugs that are not controlled substances but are represented as such, including chemicals that elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute violation occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff. If a staff member is injured at work, the staff member must notify RAS/Med Cor 1-855-736-9482 ~~the EMC Insurance On Call Nurse at 1-844-322-4668~~ as soon as possible.

### **Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activity Tickets**

All staff, spouses, and their school-age children will be admitted to home games free of charge. Conference activity tickets will be issued to staff with advance notice through the building offices.

### **Agents, Salesmen and Other Business Representatives**

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

### **Announcements and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

### **Board Policies**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available online on the

district's website and it will be updated as the board adopts new policies or revises existing policies. In particular, the 4000 series deals with policies that affect personnel. By signing the handbook receipt, you acknowledge that you have been provided access to the policies. Any questions regarding the policies or their application toward you should be addressed to your building principal, supervisor, or the superintendent.

### **Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status,

disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.

- 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the

superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

### **Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the Business Office to report a change.

## **Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. “Fair use” of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their building principal, review the school district’s copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

## **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

## **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district’s staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member’s ability to perform the tasks required by board policy.

### **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Mark Fritch at 402-873-6033, [mfritch@nebcityps.org](mailto:mfritch@nebcityps.org) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Mark Fritch at 402-873-6033, in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mr. Mark Fritch at 402-873-6033, [mfritch@nebcityps.org](mailto:mfritch@nebcityps.org) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members are to contact the district office to request to drive a school vehicle and to complete procedures authorizing such. Staff members who transport students will annually complete all the requirements of NDE Rule 91 in advance. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow emergency verbal communication for specific district-related work based upon employees' duties and responsibilities.

### **Dress Code**

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators and office staff should generally dress in business casual attire that is clean and professional.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Certified staff, paraeducators and office staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. (Friday 7:30 a.m. to 3:45 p.m.), when students or visitors are in attendance, when attending workshops, conferences, or inservice days, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without collars, except when the shirt has a logo which identifies the school and/or the school's mascot, and unless the shirt can be deemed professional by other standards.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Jeans of any color except at athletic or other activity practices.
- Hats or sunglasses except when worn outside for sun protection.
- Any attire that is excessively wrinkled or torn, so that it is no longer neat and professional.

- Any clothing that is excessively revealing, tight fitting, or immodest and may distract other employees or students in the learning environment.

Jeans of any color may be worn on the last working Friday of the month, which is considered a “dress down” day. The superintendent may also authorize jeans to be worn on other additional designated days to celebrate achievements, recognize special events, or promote school spirit. Such days may only be designated and authorized by the superintendent.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. The superintendent may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”, school celebrations, special events, or field days). Any violation of school policy and rules may result in disciplinary action.

### **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member’s system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

### **Expenses**

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available at Central Office. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes daily.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

## **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. Maintenance requests should be submitted through School Dude.

## **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria at the daily Board approved rate. The lunch price includes one carton of milk. Extra cartons may be purchased at the daily Board approved rate. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

## **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

## **Milk Expression**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

## **News and Press Releases**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public

relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

### **Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

### **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

### **Professional Boundaries Between Staff and Students**

All district employees must follow board policy, especially Board Policy 4043-Professional Boundaries Between Employees and Students, when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations

should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

### **Professional Growth**

All employees must complete Six (6) professional growth credits in a six-year period from approved college credit or workshops/activities (as defined in the negotiated agreement) and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties. A maximum of one professional growth credit in a six-year period is allowed for coaching clinics.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

### **Purchasing**

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisitions must be submitted online through the purchase order requisition process. Orders should not be placed until the requisition has been approved and a purchase order processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

### **Records and Reports**

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for

information on recording by students.

### **School Calendar**

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

### **School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities for NCPS sponsored activities should make requests to the building principal as early as possible so that they may be placed on the school calendar. Staff or groups who wish to use school facilities for non-NCPS sponsored activities should contact Central Office to make the request as early as possible.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

### **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to Board Policy 4060 for information on the use of school vehicles.

### **Security**

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

### **Smoking on School Premises or at School Activities**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 regarding Staff and District Social Media Use to a particular situation must confer with their supervising administrator prior to posting on social media.

### **Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference of school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

### **Staff Room**

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

## **Student Interviews**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

## **Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

## **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### **1. Definitions**

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor, school psychologist, information technology personnel, and local law enforcement. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

#### **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

## **Transportation Request Forms**

Staff members must complete transportation request forms at least five days in advance and as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

## **Visitors**

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear a visitor's badge supplied by the building office
- visitors will be restricted during emergency or crisis situations

## **Wage and Salary Payments**

### **2021-2022 PAYROLL DATES:**

<u>Date Paid</u>	<u>Time Period</u>
September 1, 2021	(1/13 of Contract)
September 20, 2021	8/1/2021 - 8/31/2021
October 20, 2021	9/1/2021 - 9/30/2021
November 19, 2021	10/1/2021 - 10/31/2021
December 20, 2021	11/1/2021 - 11/30/2020
January 20, 2021	12/1/2021 - 12/31/2021
February 18, 2022	1/1/2022 - 1/31/2022
March 18, 2022	2/1/2022 - 2/28/2022
April 20, 2022	3/1/2022 - 3/31/2022
May 20, 2022	4/1/2022 - 4/30/2022
June 20, 2022	5/1/2022 - 5/31/2022
July 20, 2022	6/1/2022 - 6/30/2022
August 20, 2022	7/1/2022 - 7/31/2022

## **2022--2023 PAYROLL DATES: For Certified Staff**

<u>Date Paid</u>	<u>Time Period</u>
August 19, 2022	7/1/2022 - 7/31/2022
September 20, 2022	8/1/2022 - 8/31/2022
October 20, 2022	9/1/2022 - 9/30/2022
November 18, 2022	10/1/2022 - 10/31/2022
December 20, 2022	11/1/2022 - 11/30/2022
January 20, 2023	12/1/2022 - 12/31/2022
February 17, 2023	1/1/2023 - 1/31/2023
March 20, 2023	2/1/2023 - 2/28/2023
April 20, 2023	3/1/2023 - 3/31/2023
May 19, 2023	4/1/2023 - 4/30/2023
June 20, 2023	5/1/2023 - 5/31/2023
July 20, 2023	6/1/2023 - 6/30/2023
August 18, 2023	7/1/2023 - 7/31/2023

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **Weather-Related Closings**

If school is called off because of inclement weather or for any other reason, it will be announced on the school alert messaging system, B103, and various TV stations.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe

weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

### **Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF**

### **Absences**

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Nebraska City Education Association. Leave can be granted at a minimum of 1/2 day increments (AM or PM), or full day. This handbook sets forth the process for using that leave:

#### **1. Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact their building principal and the district substitute coordinator after 6:00am the day of the absence, or prior to 10:00pm the evening before the day of the absence. An electronic leave request must be submitted upon return.

At the beginning of each school year, each teacher shall be credited with 10 days paid sick leave allowance. The unused portion of such allowance shall be accumulated from year to year with a 60-day limitation. Upon request, the Board shall furnish to each teacher a written statement at the beginning of each school year setting forth the total of sick leave credit. Sick leave is to be used when teacher absence is caused by illness or physical disability of the teacher. Staff are required to use all of their accrued Sick Leave, in addition to their Personal Leave Days concurrently with any qualifying FMLA leave. No discrimination will be shown towards parents in terms of promotion or tenure due to taking leave as provided within (updated 2018-2019)

~~If teachers have sick leave days left at the end of the year from the current year credit of ten (10) days paid sick leave, they will receive a stipend in the July payroll based on:~~

- ~~• 0-2 sick days used in a school year — Stipend of \$500~~
- ~~• 3-5 sick days used in a school year — Stipend of \$250~~
- ~~• or more sick days used in a school year — No stipend~~

#### **2. Personal Leave**

Personal leave shall consist of two (2) days per year per teacher. The leave shall be non-accumulative. The leave may be taken for any reason, PROVIDED the teacher notifies the building principal one week in advance, EXCEPT non-emergency personal leave shall not be granted immediately preceding or following vacation period, including the opening and closing days of the school year; nor may personal leave be taken for days designated for parent-teacher conferences. For personal leave to be granted after April 1, a teacher must give a reason for the use of a personal day. That day may or may not be

granted based upon the availability of substitutes, other activities that are going on in the buildings and the district that day, and must have the final approval of the building and/or district administration. An emergency personal leave may be granted at any time, if the leave is of an emergency nature, at the discretion of the building principal and/or superintendent. If the personal leave is not granted, the denial will be explained in writing to the requesting teacher. All non-emergency requests made less than one week in advance may be granted at the option of the building principal. Requests will be honored on a first come basis. Staff members, who do not use their Personal Leave Days during the school year, will be reimbursed \$50 100 for the first unused day and \$100 for the second unused day. This reimbursement will be included in their July check. Staff members may carry forward one (1) paid day to next year. The 3rd day that is carried forward will need to be used in that school year, if not, it will be reimbursed \$50.

### **3. Professional Leave**

A leave of two (2) days shall be granted upon request by a teacher to attend events or observe programs which may help a teacher in the performance of his/her classroom or extra duty responsibility. This shall include, but not be limited to, clinics, workshops, conferences, and any other meetings or events deemed beneficial to their Assignment. Leave days may also be used by Head Varsity Coaches and Assistant Varsity Coaches to attend State High School Meets in their particular coaching area. Transportation to State High School Meets will be provided for coaches that take teams to the meets based on available transportation.

The tuition, travel, and meal expenses associated with the clinic, workshop, conference, or other event deemed beneficial to the teacher's assignment will be paid by the teacher (other than transportation to State High School Meets, if transportation is available). The expense of such leave is the responsibility of the teacher, with the exception of the paid substitute.

Certified staff members who wish to take professional leave must submit an electronic leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district.

#### **4. District Wide Professional Day**

One (1) additional day of professional leave will be organized by the District.

#### **5. Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a) the current seating chart for each class;
- b) the daily routine followed by each class;
- c) all schedules (fire drill procedures, lunch schedule, safety and security information);
- d) a copy of this handbook; and
- e) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

#### **Assemblies**

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

#### **Assignment of Teachers**

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

#### **Certificates, Teacher Contracts, Salary Information**

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. Direct Deposit information,
- c. Citizenship form,
- d. Background check,

- e. withholding form W-4, and
- f. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first payday as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

### **Cheating**

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

### **Check-out Forms**

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

### **Class Record Books**

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

### **Classroom Management and Student Discipline**

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have

left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

## **Classroom Sanitation**

### **1. Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

### **2. Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

### **Coaching Supplies**

Coaching supplies will be distributed by the athletic director. Such items include tape, pre-wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

### **Collection of Student Money**

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Nebraska City Public Schools, unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

### **Community Involvement**

Certified staff are encouraged to take part in civic affairs in the community.

### **Computer Lab**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

### **Display of Classroom Work in the School and the Community**

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

### **Duties of Certified Staff**

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

## **Extracurricular Activities**

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Activities must be put on the school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school-sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

## **Evacuations**

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

### **1. Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.

- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
  - 1) hold up a Green Card (all students accounted for)
  - 2) hold up a Red Card (missing student (s) listed)
  - 3) hold up a White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

## **2. Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

## **3. Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

## **Evaluations**

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted, as the district administration deems appropriate.

## **Examinations**

Semester examinations will be given at the senior high level. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

## **Faculty Meetings**

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

## **Field Trip Request Forms**

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

## **Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

## **Hall Duty**

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

## **Homework Policy**

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

## **Instructional Materials**

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be

previewed for suitability by the classroom teacher before being shown to students.

### **Lesson Plans**

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

### **Media Center**

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

### **Paraeducators**

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and

effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

### **Parent-Teacher Communication**

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

### **Parking**

Staff members have a parking lot reserved for them. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

### **Parties**

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

### **Planning Time**

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

## **PowerSchool and PowerGrade**

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with Power School Grade.

Classroom teachers will be required to update academic progress in to synchronize the Power School on a weekly basis. Grade application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free form comment.

Classroom teachers are not permitted to install Power School Grade on their home computer, but can access the Power School web portal via home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact the Technology Coordinator.

## **Private Tutoring**

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

## **Pupils' Records**

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
  - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
  - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
  - c) Each classroom teacher is responsible for distribution of class cards on time.
  - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

### **Rights of Certified and Probationary Teachers**

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

### **School Day**

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:00 p.m., Monday through Thursday and 7:30 a.m. and 3:45 p.m. on Fridays. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

### **Sponsors**

Certified staff members are assigned by the superintendent as class and club

sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

### **Student Activities**

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

### **Student Attendance**

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

### **Student Attire**

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

### **Student Illness**

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

### **Student Medication**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse **and other trained staff members** may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

### **Student Searches**

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise

the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

### **Substitute Teaching During Planning Period**

Certified staff may be required to substitute during their planning period and will be compensated at the current board approved rate of pay.

### **Teaching Controversial Issues**

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

### **Textbooks**

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

## STAFF DIRECTORY

### Members of the Board of Education:

~~Kent Blum~~ ~~Jim Nemec~~..... President  
~~Jim Nemec~~ ~~Kent Blum~~..... Vice-President  
 Lisa Chaney..... Member  
 Jeff Frields..... Member  
 Stacie Higgins..... Member  
 Don Loseke..... Member  
 Stephen Luther..... Member  
 Nick Schmitz..... Member  
 Teri Stukenholtz..... Member

### Administrative Staff:

Mark Fritch Superintendent  
 Jason Hippen Director of Student Services ~~and Assessment~~  
~~Craig Taylor~~ ~~Director of Curriculum and Assessment~~  
 Brian Hoover High School Principal  
 Matt ~~Koehler~~ ~~Thompson~~ School Assistant Principal/Activities Director  
 Ethan Pellatz Middle School Principal  
 Kaleb Walker Middle School – Dean of Students  
 Scot Davis Hayward Elementary Principal  
 Brent Gaswick Northside Elementary Principal

### Central Office Staff:

Brenda Wieckhorst Business Manager  
 Terry Hopkins Administrative Assistant/Payroll  
 Erin Johnson Administrative Assistant/Payroll  
 Carla Zaroban Superintendent’s Administrative Assistant  
 Ahna Nelson ~~Director of Student Services~~ Administrative Assistant/~~Registrar~~  
~~Kathy O’Connell~~ Registrar  
 Kate Sherwin Coordinator of Engagement/Curriculum and Instruction  
 Jenna Howell Project Aware Grant Coordinator





**EMERGENCY CRISIS STATEMENT**

In the event of unique challenges and circumstances posed by an emergency or crisis situation and/or promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the Superintendent or Board of Education at any time, consistent with applicable law and board policy.

All staff shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

**ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Nebraska City Public Schools Certified Staff Handbook, which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# NEBRASKA CITY PUBLIC SCHOOLS



# Classified Staff Handbook

**2022-2023**

Approved May 9, 2022 Board Meeting  
Effective July 1, 2022

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## **INTRODUCTION**

This handbook provides information to classified persons employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

This school district does not discriminate on the basis of race, color, religion, national origin, sex, marital status, disability, military or veteran status, or age or in admission or access to, or treatment of employment, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning this school district's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Mr. Mark Fritch in writing at 1700 14<sup>th</sup> Avenue, Nebraska City, NE 68410 or by telephone at (402) 873-6033. For further assistance, you may also contact Office for Civil Rights (Kansas City Office), U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, Telephone: 816-268-0550, FAX: 816-823-1404; TDD: 877-521-2172, Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov).

## **DRUG-FREE WORKPLACE REQUIREMENTS**

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance during working hours is prohibited by personnel of the school district. The use of such substances by the personnel of the school district during working hours poses a danger to the students and other school personnel.

Prohibited drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, or dispensing of look-alike drugs, controlled substances, or alcoholic liquor. Look-alike drugs are those drugs that are not controlled substances but are represented as such, including chemicals that elicit the same effect such as K2 or spice. Personnel who are guilty of drug abuse violations in the workplace shall be given a list of agencies for drug counseling and rehabilitation. Employees of the school district shall have appropriate personnel action taken against them, up to and including immediate cancellation of their employment, in the event of drug use, as defined herein, on school premises or at any school-sponsored activity or event.

Each employee of the school district shall have available to them a copy of this policy relating to a drug-free work environment. It shall be a condition of employment with the district that all employees abide by the terms of this policy. Any employee of the school district shall notify the administration of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Within 30 days of receiving notice from an employee of the school district who has been convicted of any criminal drug statute violation occurring in the workplace, appropriate personnel action against such employee, up to and including termination, or requiring such employee, at the employee's expense, to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency, shall occur.

The purpose of this policy is to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance by any employee of the school district during that employee's working hours or while that employee is on duty. Accordingly, the term "workplace" includes every location where a school district employee may be found during his or her working hours or while he or she is on duty, whether or not such location is on school district property or within the geographic limits of the school district.

## **POLICIES AND PROCEDURES REGARDING ALL STAFF**

### **Accidents and Injuries**

Staff must inform the building office immediately of all accidents and/or injuries to students or staff. If a staff member is injured at work, the staff member must notify ~~the EMC Insurance On Call Nurse at 1-844-322-4668~~ RAS/Med Cor at 1-855-736-9482 as soon as possible.

### **Activity Accounts and Fundraising**

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

### **Activity Tickets**

All staff, spouses, and their school-age children will be admitted to home games free of charge. Conference activity tickets will be issued to staff with advance notice through the building offices.

### **Agents, Salesmen and Other Business Representatives**

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

### **Announcements and Circulars**

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

## **Board Policies**

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available online on the district's website and it will be updated as the board adopts new policies or revises existing policies. In particular, the 4000 series deals with policies that affect personnel. By signing the handbook receipt, you acknowledge that you have been provided access to the policies. Any questions regarding the policies or their application toward you should be addressed to your building principal, supervisor, or the superintendent.

## **Child Abuse**

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately.
2. The principal and the school nurse and/or the school guidance counselor shall, whenever possible, investigate the concern within 24 hours of receiving the initial report. The school staff shall endeavor to conduct this investigation in a manner that does not interfere with any current or future investigation by law enforcement. When the principal determines that a report should be made through the district, he or she shall make a report to the office of social services or law enforcement. The principal shall inform the employee(s) who made the initial report whether he or she has made a report to the office of social services or law enforcement. If no such report has been made, the employee(s) shall file such a report if he, she, or they have reasonable cause to believe that a child has been abused or neglected.
3. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

## **Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals

who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

- c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Computers and the Internet: Acceptable Use by Staff**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. Staff should also refer to the district's policy on Staff and District Social Media Use.

### **Conflict of Interest**

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or

promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

### **Contact Information**

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the Business Office to report a change.

### **Copyright and Fair Use**

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

### **Corporal Punishment**

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

### **Crisis Response Team**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response

Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

### **Disability Leave (Short-Term)**

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

### **Discrimination and Harassment**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mr. Mark Fritch at 402-873-6033, [mfritch@nebcityps.org](mailto:mfritch@nebcityps.org) [rex.pfeil@nebcityps.org](mailto:rex.pfeil@nebcityps.org) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mr. Mark Fritch at 402-873-6033, [rex.pfeil@nebcityps.org](mailto:rex.pfeil@nebcityps.org) [mfritch@nebcityps.org](mailto:mfritch@nebcityps.org) in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Mr. Mark Fritch Mr. Rex Pfeil at 402-873-6033, [rex.pfeil@nebcityps.org](mailto:rex.pfeil@nebcityps.org) [mfritch@nebcityps.org](mailto:mfritch@nebcityps.org) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Driving (both school and personal vehicles)**

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members are to contact the district office to request to drive a school vehicle and to complete procedures authorizing such. Staff members who transport students will annually complete all the requirements of NDE Rule 91 in advance. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following

safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow emergency verbal communication for specific district-related work based upon employees' duties and responsibilities.

## **Dress Code**

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

Certified staff, paraeducators and office staff should generally dress in business casual attire that is clean and professional.

Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

Certified staff, paraeducators and office staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. (Friday 7:30 a.m. to 3:45 p.m.), when students or visitors are in attendance, when attending workshops, conferences, or inservice days, or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without collars, except when the shirt has a logo which identifies the school and/or the school's mascot, and unless the

shirt can be deemed professional by other standards.

- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Jeans of any color except at athletic or other activity practices.
- Hats or sunglasses except when worn outside for sun protection.
- Any attire that is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any clothing that is excessively revealing, tight fitting, or immodest and may distract other employees or students in the learning environment.

Jeans of any color may be worn on the last working Friday of the month, which is considered a “dress down” day. The superintendent may also authorize jeans to be worn on other additional designated days to celebrate achievements, recognize special events, or promote school spirit. Such days may only be designated and authorized by the superintendent.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. The superintendent may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days”, school celebrations, special events, or field days). Any violation of school policy and rules may result in disciplinary action.

### **Drug and Alcohol Testing**

School district administrators who suspect that drugs or alcohol may be present in a staff member’s system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

### **Expenses**

The board of education will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available at Central Office. Appropriate receipts must be attached.

To be reimbursed for an item or for personal car use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

### **Family and Medical Leave (FMLA)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes daily.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

### **Intellectual Property**

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

### **Jury and Witness Duty Leave**

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

### **Keys**

Staff will not lend or have any duplicate keys made of any school key. Staff

will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

### **Maintenance & Cleaning Request Forms**

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. Maintenance requests should be submitted through School Dude.

### **Meals Program**

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria at the daily Board approved rate. The lunch price includes one carton of milk. Extra cartons may be purchased at the daily Board approved rate. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

### **Military Leaves of Absence**

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

### **Milk Expression**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

### **News and Press Releases**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

### **Outside Employment**

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

### **Political Activities**

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

### **Professional Boundaries Between Staff and Students**

All district employees must follow board policy, especially Board Policy 4043-Professional Boundaries Between Employees and Students, when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any

kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

### **Professional Growth**

The superintendent will select in-service programming to provide professional growth opportunities for classified staff.

### **Purchasing**

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisitions must be submitted online through the purchase order requisition process. Orders should not be placed until the requisition has been approved and a purchase order processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

### **Records and Reports**

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

### **Recordings of Students and Classrooms**

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

### **School Calendar**

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

### **School Property**

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities for NCPS sponsored activities should make requests to the building principal as early as possible so that they may be placed on the school calendar. Staff or groups who wish to use school facilities for non-NCPS sponsored activities should contact Central Office to make the request as early as possible.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

### **School Vehicle Use**

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to Board Policy 4060 for information on the use of school vehicles.

### **Security**

Each staff member is responsible for the security of his/her own classroom

or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

### **Smoking on School Premises or at School Activities**

The use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted on school property at any time.

### **Sniffer (Drug) Dogs**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

### **Social Media Usage by Staff**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with Board Policy 4012 regarding Staff Internet and Computer Use. This policy applies to both personal and school-affiliated social media use. Staff members who are uncertain about the applicability of Board Policy 4051 regarding Staff and District Social Media Use to a particular situation must confer with their supervising administrator prior to posting on social media.

### **Solicitation and Distribution of Merchandise**

In the interest of maintaining a proper school environment and preventing interference of school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for

any non-school related cause during working time or on school grounds.

### **Staff Room**

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

### **Student Interviews**

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

### **Telephones**

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency. Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

### **Threat Assessment and Response**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

#### **1. Definitions**

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

- iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
  - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## **3. Threat Assessment Team**

The threat assessment team (team) shall consist of the superintendent of schools, building principal(s), guidance counselor, school psychologist, information technology personnel, and local law enforcement. Not every

team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team. The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

## **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

## **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

### **Transportation Request Forms**

Staff members must complete transportation request forms at least five days in advance and as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

### **Visitors**

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear a visitor's badge supplied by the building office
- visitors will be restricted during emergency or crisis situations.

## **Wage and Salary Payments**

### **2022--2023 PAYROLL DATES: For Classified Staff**

<u>Date Paid</u>	<u>Time Period</u>
<del>August 2, 2021</del>	<del>6/7/2021 - 7/4/2021</del>
August 19, 2022	7/1/2022 - 7/31/2022
September 20, 2022	8/1/2022 - 8/31/2022
October 20, 2022	9/1/2022 - 9/30/2022
November 18, 2022	10/1/2022 - 10/31/2022
December 20, 2022	11/1/2022 - 11/30/2022
January 20, 2023	12/1/2022 - 12/31/2022
February 17, 2023	1/1/2023 - 1/31/2023
March 20, 2023	2/1/2023 - 2/28/2023
April 20, 2023	3/1/2023 - 3/31/2023
May 19, 2023	4/1/2023 - 4/30/2023
June 20, 2023	5/1/2023 - 5/31/2023
July 20, 2023	6/1/2023 - 6/30/2023
August 18, 2023	7/1/2023 - 7/31/2023

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

### **Weather-Related Closings**

If school is called off because of inclement weather or for any other reason, it will be announced on the school alert messaging system, B103, and various TV stations.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

### **Workplace Searches**

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

## **POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF**

### **At-Will Employment**

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. Employees are employed until they have submitted their resignation, been terminated, or informed that they will not return. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

### **Bereavement Leave**

Up to three (3) days of paid leave per occurrence shall be granted each employee in the event of death of an employee's spouse, child, parent, grandparent, brother, sister, uncles, aunts, nephews, nieces or in-law.

Additional leave, if necessary, shall be taken from sick leave.

Up to one day of paid leave per school year will be granted in a case where it is deemed necessary to attend a funeral of a non-relative by the employee and approved by the Administration.

### **Holidays**

1. Twelve (12) Month Classified Employees:  
New Years Day; Good Friday; Memorial Day; July 4<sup>th</sup>; Labor Day;  
Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day

Six (6) ~~One~~ additional paid ~~floating holidays~~ ~~holiday (floating holiday)~~ upon approval of his/her supervisor to be used on days when teachers are not in session ~~to add to any one of the above stated holidays~~. Floating holidays cannot be accumulated from year to year.

2. Eleven (11) Month Classified Employees:  
New Years Day; Memorial Day; Labor Day; Thanksgiving Day; Friday following Thanksgiving Day, and Christmas Day

3. Ten (10) Month Classified Employees:  
New Years Day; Memorial Day; Labor Day; Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day

4. Nine (9) Month Classified Employees:  
New Years Day; Labor Day; Thanksgiving Day; and Christmas Day

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

### **Hours**

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours. It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

### **Overtime and Compensatory Time**

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

### **Personal Leave**

All twelve-month employees receive two (2) personal days each July. Personal days cannot be accumulated from year to year. Personal leave is available to the employee only during the regular period of employment.

For nine, ten, and eleven month classified employees, two (2) days of personal leave per school year may be taken from existing sick leave. If the days are not used as personal leave, they will remain in effect as sick leave days.

Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year. Personal days must be used before leave without pay is granted. The employee must notify the substitute coordinator at least five (5) days in advance of the planned personal leave absence.

### **Retirement Deduction**

Any classified staff member working 20 hours a week or above shall be subject to the School Employees Retirement Act mandatory payroll

deduction, as administered by the Nebraska Public Employees Retirement System.

### **Reporting When School is Closed**

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Custodians/Maintenance staff** should report to work.

### **Sick Leave**

Classified employees will receive ten (10) days of sick leave per year, accumulative to sixty (60) days. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone must notify the district substitute coordinator after 6:00am the day of the absence, or prior to 10:00pm the evening before the day of the absence. In addition, the employee must submit an electronic sick leave request as soon as possible. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

### **Vacation**

All full-time, 12 month classified personnel shall be entitled to paid vacation as defined:

- 1. After completing one (1) year of full-time service, the employee shall receive ten (10) eight-hour days.
- 2. After completing the tenth year of full-time service, the employee shall receive fifteen (15) eight-hour days.
- 3. After completing the twentieth year of full-time service, the employee shall receive twenty (20) eight-hour days.

Vacation must be requested at least two weeks prior to the date(s) requested.

**Vacation time is not cumulative from year to year. You cannot carry-over vacation days from one year to the next. Vacation days run from your anniversary month to anniversary month.**

Example: Hired November 2010, you will receive 10 vacation days in November 2011, they must be used before November 2012.

All vacation schedules are subject to supervisory approval and must be taken no later than one year following eligibility. Scheduled vacation not taken due to a district emergency will be allowed for rescheduling beyond the one-year limitation.

NOTE: If at all possible, vacations should only be scheduled when school is not in session.

Full-time employees hired prior to 2003, vacation days are renewed on July 1. Full-time employees hired after 2003, vacation days are renewed on their anniversary month.

Vacation days must be used before leave without pay is granted.

Employees shall be compensated for unused days of vacation leave upon the ending of employment with the District at a rate of one dollar (\$1.00) per unused vacation day.

### **Classified Contract Schedule 2021-2022**

#### **9 month (183 Days, 7.5 hours per day max)**

~~ELL Para, Media Para, Para II, Para II Clerical, Para III, Health Aid~~

~~183 Days~~

~~4 Holidays~~

~~(Labor Day, Thanksgiving Day, Christmas Day, New Years Day)~~

~~175 Student days~~

~~3 Inservice days prior to school August 9, 10, 11~~

~~1 Inservice day prior to second semester January 3~~

~~Note: all other inservice (days and early outs) not~~

~~contracted. With Admin approval may work~~

#### **9 month (183 Days, 8 hours per day max)**

~~Media Assistant / Tech Data Entry / Study Hall~~

~~187 Days~~

~~4 Holidays~~

~~(Labor Day, Thanksgiving Day, Christmas Day, New Years Day)~~

~~175 Student days~~

~~3 Inservice days prior to school August 9, 10, 11~~

1 Inservice day prior to second semester January 3  
4 Days in the summer (recommended 2 in August and  
2 in May)  
Note: all other inservice (days and early outs) not  
contracted. With Admin approval may work

**10 month (212 Days, 8 hours per day max)**

Secretary I – HS and MS Guidance Secretary  
Secretary III – Northside and Hayward Building Secretary  
212 Days  
6 Holidays  
(Labor Day, Thanksgiving Day, Friday following Thanksgiving,  
Christmas Day, New Years Day, Memorial Day)  
186 Teacher days  
20 Days in the summer (contract begins Aug 1 thru  
July 31)

**11 month (216 Days, 8 hours per day max)**

Secretary III – MS and HS Building Secretary  
222 Days  
6 Holidays  
(Labor Day, Thanksgiving Day, Friday following  
Thanksgiving, Christmas Day, New Years Day,  
Memorial Day)  
186 Teacher days  
30 Days in the summer (contract begins Aug 1 thru  
July 31)

**12 month (260 days, 8 hours per day max)**

Central Office and Maintenance Staff

260 Days  
8 Holidays and 1 Floating Holiday  
(Labor Day, Thanksgiving Day, Friday following  
Thanksgiving, Christmas Day, New Years Day,  
Good Friday, Memorial Day, 4th of July)

**Classified Contract Schedule 2022-2023**

9 month (177 Days, 7.5 hours per day max)

ELL Para, Para II, Para II Clerical, Para III, Health Aid

177 Days

4 Holidays  
(Labor Day, Thanksgiving Day, Christmas Day, New Years Day)

169 Student days

3 Inservice days prior to school August 8, 9, 10

1 Inservice day prior to second semester January 4

Note: all other inservice (days and early outs) not contracted  
With Admin approval may work

9 month (181 Days, 8 hours per day max)

Media Assistant / Study Hall

181 Days

4 Holidays  
(Labor Day, Thanksgiving Day, Christmas Day, New Years Day)

169 Student days

3 Inservice days prior to school August 8, 9, 10

1 Inservice day prior to second semester January 4

4 Days in the summer (recommended 2 in August and 2 in May)

Note: all other all day inservice days are not contracted  
With Admin approval may work

10 month (212 Days, 8 hours per day max)

Secretary I - HS Guidance Secretary

Secretary III - Northside and Hayward Building Secretary

212 Days

6 Holidays  
(Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Day, New Years Day, Memorial Day)

186 Teacher days

20 Days in the summer (contract begins Aug 1 thru July 31)

11 month (222 Days, 8 hours per day max)

Secretary III - MS and HS Building Secretary

222 Days

6 Holidays  
(Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Day, New Years Day, Memorial Day)

186 Teacher days

30 Days in the summer (contract begins Aug 1 thru July 31)

12 month (260 days, 8 hours per day max)  
Central Office and Maintenance Staff  
260 Days

8 Holidays and 6 Floating Holiday

(Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Day, New Years Day, Good Friday, Memorial Day, 4th of July)

## STAFF DIRECTORY

### Members of the Board of Education:

Kent Blum	Jim Nemec	.....	President
Jim Nemec	Kent Blum	.....	Vice-President
Lisa Chaney		.....	Member
Jeff Frields		.....	Member
Stacie Higgins		.....	Member
Don Loseke		.....	Member
Stephen Luther		.....	Member
Nick Schmitz		.....	Member
Teri Stukenholtz		.....	Member

### Administrative Staff:

Mark Fritch			Superintendent
Jason Hippen	Director of Student Services	and Assessment	
<del>Craig Taylor</del>	<del>Director of Curriculum and Assessment</del>		
Brian Hoover			High School Principal
Matt Koehler	Thompson		School Assistant Principal/Activities Director
Ethan Pellatz			Middle School Principal
Kaleb Walker			Middle School – Dean of Students
Scot Davis			Hayward Elementary Principal
Brent Gaswick			Northside Elementary Principal

### Central Office Staff:

Brenda Wieckhorst			Business Manager
Terry Hopkins			Administrative Assistant/Payroll
Erin Johnson			Administrative Assistant/Payroll
Carla Zaroban			Superintendent’s Administrative Assistant
Ahna Nelson	Director of Student Services		Administrative Assistant/Registrar
Kathy O’Connell			Registrar
Kate Sherwin			Coordinator of Engagement/Curriculum and Instruction
Jenna Howell			Project Aware Grant Coordinator

# NEBRASKA CITY PUBLIC SCHOOLS 2022-2023 CALENDAR

Approved Calendar: March 14th, 2022

	August 2022							January 2023																					
	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa															
Aug 5th: New Teacher Inservice		1	2	3	4	5	6	1	2	3	4	5	6	7	Jan 2nd-3rd: Christmas Break (No School)														
Aug 8th-10th: Teacher Inservice	7	8	9	10	11	12	13	8	9	10	11	12	13	14	Jan 4th: Teacher Inservice (No School)														
Aug 11th: Transition Grades K, 3, 6, 9 Begin	14	15	16	17	18	19	20	15	16	17	18	19	20	21	Jan 5th School Begins														
Aug 12th: All grades K-12 in session	21	22	23	24	25	26	27	22	23	24	25	26	27	28	Jan 18th: Early Dismissal														
Aug 24th: Early Dismissal	28	29	30	31				29	30	31																			
	September 2022							February 2023																					
	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa															
Sept 5th: Labor Day (No School)						1	2	3				1	2	3	4														
Sept 14th: Early Dismissal P/T Conferences	4	5	6	7	8	9	10	5	6	7	8	9	10	11	Feb 10th: Teacher Inservice (No School)														
Sept 15th: No School P/T Conferences	11	12	13	14	15	16	17	12	13	14	15	16	17	18															
Sept 16th: No School	18	19	20	21	22	23	24	19	20	21	22	23	24	25	Feb 20th: Teacher Inservice (No School)														
Sept 19th: Teacher Inservice (No School)	25	26	27	28	29	30		26	27	28																			
	October 2022							March 2023																					
	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa															
							1				1	2	3	4	Mar 10th: End of 3rd Quarter Teacher Inservice (No School)														
	2	3	4	5	6	7	8	5	6	7	8	9	10	11	Mar 15th: Early Dismissal P/T Conferences														
Oct 14th: End of 1st Quarter Teacher Inservice (No School)	9	10	11	12	13	14	15	12	13	14	15	16	17	18	Mar 16th: No School P/T Conferences														
Oct 17th: Teacher Inservice (No School)	16	17	18	19	20	21	22	19	20	21	22	23	24	25	Mar 17th: No School														
	23	24	25	26	27	28	29	26	27	28	29	30	31	Mar 20th: Teacher Inservice (No School)															
	30	31																											
	November 2022							April 2023																					
	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa															
			1	2	3	4	5							1															
Nov 7th: Teacher Inservice (No School)	6	7	8	9	10	11	12	2	3	4	5	6	7	8	Apr 6th: Teacher Inservice (No School)														
	13	14	15	16	17	18	19	9	10	11	12	13	14	15	Apr 7th-Apr 10th: Spring Break (No School)														
Nov 23rd - 25th: Thanksgiving Break (No School)	20	21	22	23	24	25	26	16	17	18	19	20	21	22	Apr 11th: Teacher Inservice (No School)														
	27	28	29	30				23	24	25	26	27	28	29	Apr 19th: Early Dismissal														
								30																					
	December 2022							May 2023																					
	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa															
Dec 7th: Early dismissal					1	2	3								May 3rd: Early Dismissal (K-12 Transition)														
Dec 20th: End of 2nd Quarter and 1st Semester and Early Dismissal	4	5	6	7	8	9	10		1	2	3	4	5	6	May 10th: Possible Senior Last Day														
	11	12	13	14	15	16	17	7	8	9	10	11	12	13	May 14th: Graduation														
Dec 21st - 31st: Christmas Break (No School)	18	19	20	21	22	23	24	14	15	16	17	18	19	20	May 17th: POSSIBLE End of 4th Quarter and 2nd Semester/Last Day of School (Early Dismissal)														
	25	26	27	28	29	30	31	21	22	23	24	25	26	27															
								28	29	30	31																		
<b>Early Dismissal School Times (7)</b>	Early Dismissal							Student Days							School Times														
Northside: 8:10am to 1:15pm	Teacher Inservice							1st Quarter: 43								3rd Quarter: 45	Northside: 8:10am to 3:20pm												
Hayward: 8:15am to 1:20pm	End of Term							2nd Quarter: 41								4th Quarter: 43	Hayward: 8:15am to 3:25pm												
Middle School: 8:05am to 1:25pm	Start of S1 & S2							1st Semester: 84								2nd Semester: 88	Middle School: 8:05am to 3:32pm												
High School: 8:00am to 1:30pm	Graduation Day							School Year: 169									High School: 8:00am to 3:40pm												
<b>Inservice Day's =14</b>																													
<b><i>It's a GREAT day to be a PIONEER!</i></b>																													

## **EMERGENCY CRISIS STATEMENT**

In the event of unique challenges and circumstances posed by an emergency or crisis situation and/or promulgation of expansive federal and/or state regulations, the rules and information provided in this handbook may be supplemented or amended by the Superintendent or Board of Education at any time, consistent with applicable law and board policy.

All staff shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

## **ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the Nebraska City Public Schools Classified Staff Handbook, which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Sub Teacher Pay**

**Recommended**

2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022	2022-2023
\$115/day	\$120/day	\$125/day	\$125/day	\$130/day	\$130/day	\$135/day	\$135/day	\$135/day	\$135/day	\$135/day	\$135/day	\$145/day	\$145/day	\$145/day	\$155/day

**Tuition**

**Recommended**

	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-2023
Grade K-5	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/yr	\$5,350/year	\$5,350/year	\$5,350/year	\$5,350/year
Grade 6-8	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/yr	\$6,240/year	\$6,240/year	\$6,240/year	\$6,240/year
Grades 9-12	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/yr	\$7,488/year	\$7,488/year	\$7,488/year	\$7,488/year

**Bus Rate**

**Recommended**

2006-07	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-2023
\$130 student Per Semester	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 st. Per Sem	\$130 student Per Semester	\$130 student Per Semester	\$130 student Per Semester	\$130 student Per Semester

**Lunch Rates**

**Recommended**

	Rates 10-11	11 12	12 13	13-14	14-15	15-16	16-17	17-18	18-19	2019-20	2020-21	2021-22	2022-2023
breakfast-K-12	\$1.70	\$1.80	\$1.80	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$1.90	\$2.00		TBD
reakfast-Adult	\$2.15	\$2.25	\$2.25	\$2.35	\$2.35	\$2.35	\$2.35	\$2.35	\$2.35	\$2.35	\$2.45		TBD
K-5 Lunch	\$2.20	\$2.30	\$2.30	\$2.40	\$2.50	\$2.60	\$2.70	\$2.75	\$2.80	\$2.85	\$2.90		TBD
6 - 12 Lunch	\$2.40	\$2.50	\$2.50	\$2.60	\$2.70	\$2.80	\$2.90	\$2.95	\$3.00	\$3.05	\$3.10		TBD
Adult Lunch	\$2.95	\$3.05	\$3.05	\$3.15	\$3.35	\$3.35	\$3.45	\$3.50	\$3.50	\$3.55	\$3.85		TBD
Milk	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40	\$0.40		TBD

**Internal Sub Pay and Professional Development Stipend for Certified Staff**

**Recommended**

													2021-22	2022-2023
													\$20.00 per hour	\$20.00 per hour

**Approved Mileage Reimbursement for Staff**

**Recommended**

													2021-22	2022-2023
													approved IRS rate	approved IRS rate



# NEBRASKA CITY PIONEERS

141 Steinhart Park Rd.  
 Nebraska City, NE 68410-2098  
 402-873-3360

[Home](#) | [Administration Forms \(PDF\)](#) | [Logout](#)

[Return to Main Application Form](#) | [Return to Coops Main Menu](#)

The main application form was successfully saved. Please complete the following form, which is required of each school in the proposed cooperative agreement.

### COOPERATIVE SPONSORSHIP:

The following information is to be provided by each school before the application form can be submitted to the NSAA.

**SCHOOL:** Nebraska City

- Please list the number of students enrolled in your high school.

	GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys
<b>Current School Year:</b>	44	66	47	57	53	65	54	57
<b>Anticipated Next Year:</b>	44	52	44	66	47	57	53	65
<b>Anticipated Two Years Hence:</b>	55	58	44	52	44	66	47	57

Board Member  introduced the following resolution and moved its adoption:

### Resolution Approving Cooperative Sponsorship Agreement

WHEREAS, a proposed Agreement has been negotiated and drafted regarding the cooperative sponsorship of a joint high school Boys Cross-Country, Girls Cross-Country, Girls Golf, Boys Tennis, Softball, Wrestling, Girls Wrestling, Baseball, Girls Tennis, Boys Golf program.

WHEREAS, a copy of the proposed draft is attached and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED by the School Board of School District No. 111 as follows:

- That the attached Cooperative Sponsorship Agreement do and hereby is approved;
- That the Chair and Clerk are hereby authorized to execute the attached Cooperative Sponsorship Agreement and to make the required application to the Board of Directors of the Nebraska School Activities Association; and
- That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board or School Board of the cooperating school(s) or school district(s).

The motion for adoption of the foregoing resolution was duly seconded by Board Member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Chair, Board of Education

Clerk, Board of Education

**AGREEMENT FOR COOPERATIVE SPONSORSHIP:**

[Guidelines for Cooperative Sponsorships \(PDF\)](#)

Is this a **NEW** Cooperative Sponsorship or a **RENEWAL** of an existing Cooperative Sponsorship?

NEW     RENEWAL

**This Agreement is made between/among the School Boards of:**

School District No.  ,  , Nebraska and

School District No.  ,  , Nebraska and

School District No.  ,  , Nebraska and

School District No.  ,  , Nebraska.

The parties agree as follows:

1. **Joint Application.** The above-named governing boards shall jointly make an application to the Nebraska School Activities Association (NSAA) Board of Directors before (July 1 for fall activities, September 1 for winter activities or January 1 for spring activities) **2022**, for approval for cooperative sponsorship of a joint high school program.

***Please check the activity or activities for which the above-named governing boards are applying for cooperative sponsorship.***

<b>FALL</b>	<input type="checkbox"/> FB6	<input type="checkbox"/> FB8	<input type="checkbox"/> FB11	<input type="checkbox"/> VB	<input checked="" type="checkbox"/> BCC	<input checked="" type="checkbox"/> GCC	<input checked="" type="checkbox"/> GGO	<input checked="" type="checkbox"/> BTE	<input checked="" type="checkbox"/> SB	<input type="checkbox"/> UBO
<b>WINTER</b>	<input type="checkbox"/> BSW	<input type="checkbox"/> GSW	<input checked="" type="checkbox"/> WR	<input checked="" type="checkbox"/> WR_G	<input type="checkbox"/> BBB	<input type="checkbox"/> GBB	<input type="checkbox"/> BBO	<input type="checkbox"/> GBO	<input type="checkbox"/> PP	<input type="checkbox"/> SP
<b>SPRING</b>	<input type="checkbox"/> DE	<input checked="" type="checkbox"/> BA	<input type="checkbox"/> BTR	<input type="checkbox"/> GTR	<input checked="" type="checkbox"/> GTE	<input checked="" type="checkbox"/> BGO	<input type="checkbox"/> BSO	<input type="checkbox"/> GSO		
<b>OTHER</b>	<input type="checkbox"/> UTR	<input type="checkbox"/> VM	<input type="checkbox"/> IM							
	<input type="checkbox"/> JO									

hereinafter "combined program," for students attending the above-named schools for years:

2022-2023

2023-2024

2024-2025

(Check all school years to be covered. Cooperative Sponsorship Agreements must be for a minimum of two years.)

**MINUTES OF MEETING**  
**(Authorizing Promissory Notes, Series 2022)**

The meeting of the Board of Education (the "Board") of Otoe County School District 0111, in the State of Nebraska (the "District"), was held in open and public session at \_\_\_\_\_ o'clock p.m. on May 9, 2022, at \_\_\_\_\_.

Present were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_. Absent were: \_\_\_\_\_.

Notice of the meeting was given in advance thereof by posting or publishing, being the District's designated method for giving notice, a copy of the Certificate of Posting or Affidavit of Publication being attached to these Minutes. Notice of this meeting was given in advance to all members of the Board, and a copy of their Acknowledgment of Receipt of Notice is attached to these Minutes. Availability of the Agenda was communicated in the advance notice and in the notice to the members of this meeting. All proceedings of the Board were taken while the convened meeting was open to the attendance of the public.

At the beginning of the meeting, the President of the Board publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act was available for review and indicated the location of such copy in the room where the meeting was being held.

Member \_\_\_\_\_ offered the following resolution and moved its passage and adoption:

## RESOLUTION

“BE IT RESOLVED by the Board of Education (the “Board”) of Otoe County School District 0111, in the State of Nebraska (aka Nebraska City Public Schools) (the “School District”), as follows:

1. The Board hereby finds and determines that it is necessary for the School District to borrow money pursuant to Section 79-1070, Reissue Revised Statutes of Nebraska, 2014 (“Section 79-1070”), in order to meet the School District’s obligations as the same fall due during the current fiscal year; that the total anticipated receipts of the general fund for the current school fiscal year and the following school fiscal year are not less than \$\_\_\_\_\_, which amount is the sum of (a) the anticipated receipts from the current existing levy multiplied by two (\$\_\_\_\_\_), (b) the anticipated receipts from the United States for the current school fiscal year and the following school fiscal year (\$\_\_\_\_\_), and (c) the anticipated receipts from other sources for the current school fiscal year and the following school fiscal year (\$\_\_\_\_\_); that the unexpended balance of total anticipated receipts of the general fund is not less than \$\_\_\_\_\_; that not later than the time of issuance of the Notes herein authorized there will be \$-0- in notes or warrant indebtedness of the School District outstanding against the general fund; that in order to enable the School District to pay claims as the same fall due, including the payment of the Promissory Notes, Series 2020, at maturity on August 15, 2022, it is necessary and advisable for the School District to borrow money and issue its negotiable promissory notes as provided under Section 79-1070, in the amount of not to exceed \$2,200,000.

2. For the purpose of providing money to pay claims of the School District as set forth in Section 1, there is hereby authorized an issue of promissory notes of this School District to be designated as “Promissory Notes, Series 2022” (the “Notes”), in the total principal amount of not to exceed \$2,200,000, with said Notes to be issued on a taxable (the “Taxable Notes”) or tax-exempt basis (the “Tax-Exempt Notes”). The Notes shall be issued in the denomination of \$5,000 or any integral multiple thereof. The maximum true interest cost of the Notes shall not exceed 4.50%. The Notes shall be dated Date of Delivery and shall become due no later than August 15, 2024.

*Provided, however, the terms set forth above are intended as preliminary directions relating to the sale and issuance of the Notes. In connection with determining the final terms of sale for the Notes under Section 6 of this resolution there shall be executed and delivered on behalf of the School District the Designation (as defined in Section 6 of this resolution) subject to the following: (a) such Notes may bear interest at any interest rate provided that the maximum true interest cost of the Notes does not exceed 4.50%, payable on such dates as set forth in the Designation, (b) the principal maturity amount may be modified, (c) the maturity date may be modified, (d) the redemption and pricing terms as set forth herein may be modified, and (e) the Notes may be issued and sold on the basis of original issue premium and/or discount, provided that the aggregate amount of original issue premium and original issue discount (if any) results in an aggregate net original issue discount (if any) such that the net proceeds of the Notes are sufficient to pay the claims of the School District as set forth in Section 1, all as the Superintendent or the President or Secretary of the Board (together, the "Authorized Officers") may establish acting on*

*behalf of the School District and as may be agreed to by the initial purchaser of the Notes, provided further that in no event shall the aggregate stated principal amount of the Notes exceed \$2,200,000 nor shall the maturity date be later than August 15, 2024.*

The Notes shall be issued in fully registered form in the denomination of \$5,000 or any integral multiple thereof. The date of original issue for the Notes shall be date of delivery thereof. Interest on the Notes, at the respective rates for each maturity, shall bear interest at the rates calculated on the basis of a 360-day year consisting of twelve 30-day months and shall be payable on February 15, 2023 and semi-annually thereafter on August 15 and February 15 of each year (or such other date or dates as may be determined in the Designation, each an “Interest Payment Date”) and the Notes shall bear such interest from the date of original issue or the most recent Interest Payment Date to which interest has been paid or provided for, whichever is later. The interest due on each Interest Payment Date shall be payable to the registered owners of record as of the close of business on the fifteenth day immediately preceding the Interest Payment Date (or such other record date as may be determined in the Designation, the “Record Date”); *provided*, that in the event that payments of interest due on the Notes on an Interest Payment Date are not timely made, such interest shall cease to be payable to the registered owners as of the Record Date for such Interest Payment Date and shall be payable to the registered owners of the Notes as of a special date of record for payment of such defaulted interest as shall be designated by the Paying Agent and Registrar whenever monies for the purpose of paying such defaulted interest become available. The Notes shall be numbered from 1 upwards in the order of their issuance. No Note shall be issued originally or upon transfer or partial redemption having more than one principal maturity. The initial numbering and principal amounts for each of the Notes issued shall be as directed by the initial purchaser thereof. Payments of interest due on the Notes prior to maturity shall be made by the Paying Agent and Registrar, as designated pursuant to Section 3 hereof, by mailing on each Interest Payment Date a check or draft in the amount due for such interest to the registered owner of each Note, as of the Record Date for such Interest Payment Date, to such owner’s registered address as shown on the books of registration as required to be maintained in Section 3 hereof. Payments of principal and interest due at maturity or at any date fixed for redemption prior to maturity shall be made by said Paying Agent and Registrar to the registered owners upon presentation and surrender of the Notes to said Paying Agent and Registrar. The School District and said Paying Agent and Registrar may treat the registered owner of any Note as the absolute owner of such Note for the purpose of making payments thereon and for all other purposes and neither the School District nor the Paying Agent and Registrar shall be affected by any notice or knowledge to the contrary, whether such Note or any installment of interest due thereon shall be overdue or not. All payments on account of interest or principal made to the registered owner of any Note in accordance with the terms of this resolution shall be valid and effectual and shall be a discharge of the School District and said Paying Agent and Registrar, in respect of the liability upon the Notes or claims for interest to the extent of the sum or sums so paid.

3. Unless otherwise set forth in the designation, BOKF, National Association, in Lincoln, Nebraska (the “Paying Agent and Registrar”), is hereby designated to serve as Paying Agent and Registrar for the Notes. Said Paying Agent and Registrar shall serve in such capacities under the terms of an agreement entitled “Paying Agent and Registrar’s Agreement” (or similarly titled agreement) between the School District and said Paying Agent and Registrar. The President

and the Secretary of the Board are hereby authorized to approve and execute said agreement. The Paying Agent and Registrar shall keep and maintain for the School District books for the registration and transfer of the Notes at its designated corporate trust office. The names and registered addresses of the registered owner or owners of the Notes shall at all times be recorded in such books. Any Note may be transferred pursuant to its provisions at said office by the Paying Agent and Registrar upon surrender of such Note for cancellation, accompanied by a written instrument of transfer, in form satisfactory to such Paying Agent and Registrar, duly executed by the registered owner in person or by such owner's duly authorized agent, and thereupon the Paying Agent and Registrar will register such transfer upon said registration books and deliver to the transferee registered owner or owners (or send by registered mail to the transferee owner or owners at such owner's or owners' risk and expense) a new Note or Notes of the same aggregate principal amount. To the extent of the denominations authorized for the Notes by this resolution, one Note may be transferred for several such Notes for a like aggregate principal amount and several such Notes may be transferred for one or several such Notes respectively of the same aggregate principal amount. In every case of transfer of a Note, the surrendered Note shall be canceled and destroyed. All Notes issued upon transfer of Notes so surrendered shall be valid obligations of the School District evidencing the same obligations as the Notes surrendered and shall be entitled to all the benefits and protection of this resolution to the same extent as the Notes upon transfer of which they were delivered. The School District and its Paying Agent and Registrar shall not be required to transfer any Note during the period of thirty (30) days next preceding the date of maturity and any date fixed for redemption prior to maturity.

4. The Notes are subject to redemption, in whole or in part, prior to maturity at the option of the School District at any time on or after the date as provided in the Designation at par plus accrued interest on the principal amount redeemed to the date fixed for redemption. The School District may select the Notes to be redeemed in its sole discretion but the Notes shall be redeemed only in amounts of \$5,000 or integral multiples thereof. Any Note redeemed in part shall be surrendered to the Paying Agent and Registrar in exchange for a new Note evidencing the unredeemed principal thereof. Notice of redemption of any Note called for redemption shall be given at the direction of the School District by the Paying Agent and Registrar by mail not less than thirty (30) days prior to the date fixed for redemption, first class, postage prepaid, sent to the registered owner of such Note at such owner's registered address. Such notice shall designate the Note or Notes to be redeemed by number, the date of issue and the date fixed for redemption and shall state that such Note or Notes are to be presented for prepayment at the office of the Paying Agent and Registrar. In case of any Note partially redeemed, such notice shall specify the portion of the principal amount of such Note to be redeemed. No defect in the mailing of notice for any Note shall affect the sufficiency of the proceedings of the School District designating the Notes called for redemption or the effectiveness of such call for Notes for which notice by mail has been properly given and the School District shall have the right to direct further notice of redemption for any such Note for which defective notice has been given.

5. The Notes shall be in substantially the following form:

UNITED STATES OF AMERICA  
STATE OF NEBRASKA

OTOE COUNTY SCHOOL DISTRICT 0111  
(NEBRASKA CITY PUBLIC SCHOOLS)  
PROMISSORY NOTE, [TAXABLE] SERIES 2022

No. R-1

<u>Interest Rate</u> _____ %	<u>Maturity Date</u> _____, ____	<u>Date of Issue</u> August 15, 2022	<u>CUSIP</u> _____
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Registered Owner: Cede & Co.  
13-2555119

Principal Amount:

KNOW ALL PERSONS BY THESE PRESENTS: That Otoe County School District 0111, in the State of Nebraska (the "School District"), hereby acknowledges itself to owe and for value received promises to pay to the registered owner specified above, or registered assigns, the principal amount specified above in lawful money of the United States of America on the date of maturity specified above with interest thereon to maturity (or earlier redemption) from the date of original issue shown above or most recent Interest Payment Date to which interest has been paid or provided for, whichever is later, at the rate per annum specified above, payable on \_\_\_\_\_, 20\_\_ and semiannually thereafter on \_\_\_\_\_ and \_\_\_\_\_ of each year (each, an "Interest Payment Date"). Said interest shall be computed on the basis of a 360-day year consisting of twelve 30-day months. The principal of this bond, together with unpaid accrued interest due at maturity or upon earlier redemption, is payable upon presentation and surrender of this Note at the principal corporate trust office of BOKF, National Association, the Paying Agent and Registrar in Lincoln, Nebraska. Interest on this Note due prior to maturity or earlier redemption will be paid on each Interest Payment Date by a check or draft mailed on such Interest Payment Date by the Paying Agent and Registrar to the registered owner of this Note, as shown on the books of record maintained by the Paying Agent and Registrar, at the close of business on the fifteenth day immediately preceding the Interest Payment Date, to such owner's address as shown on such books and records (the "Record Date"). Any interest not so timely paid shall cease to be payable to the person entitled thereto as of the Record Date such interest was payable and shall be payable to the person who is the registered owner of this Note (or of one or more predecessor Notes hereto) on such special record date for payment of such defaulted interest as shall be fixed by the Paying Agent and Registrar whenever monies for such purpose become available.

[Notes of this issue are subject to redemption prior to maturity on \_\_\_\_\_, 20\_\_, or at any time thereafter at par plus accrued interest on the principal amount redeemed to the date set for redemption. Notice of redemption shall be given by mail to the registered owner of any Note to be redeemed, not less than thirty days prior to the date set for redemption, in the manner specified in the resolution authorizing the issuance of said Notes. Individual Notes may be redeemed in part but only in the principal amount of \$5,000 or integral multiples thereof.]

This Note is one of an issue of fully registered Notes of the total authorized principal amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) of even date and like tenor herewith, except as to denomination, issued, executed and delivered by said School District as evidence of money borrowed pursuant to Section 79-1070, Reissue Revised Statutes of Nebraska, 2014, and is authorized by a

resolution passed by the Board of Education of said School District and is payable out of the funds to be collected upon the tax levy of said School District for its fiscal year beginning September 1, 2022 and next following fiscal year, and other anticipated receipts for said fiscal years. The total principal amount of said Notes outstanding as of the date of delivery of this Note does not exceed 70% of the unexpended balance of total anticipated receipts for said fiscal year beginning September 1, 2022 and the next following fiscal year as defined in Section 79-1070.

This Note is transferable by the registered owner or such owner's attorney duly authorized in writing at the office of the Paying Agent and Registrar, in Lincoln, Nebraska, upon surrender and cancellation of this Note and thereupon a new Note or Notes of the same aggregate principal amount will be issued to the transferee as provided in the resolution authorizing said issue of Notes, subject to the limitations therein prescribed. The School District, the Paying Agent and Registrar and any other person may treat the person in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment due hereunder and for all purposes and shall not be affected by any notice to the contrary, whether this Note be overdue or not.

AS PROVIDED IN THE RESOLUTION REFERRED TO HEREIN, UNTIL THE TERMINATION OF THE SYSTEM OF BOOK-ENTRY-ONLY TRANSFERS THROUGH THE DEPOSITORY TRUST COMPANY, NEW YORK, NEW YORK (TOGETHER WITH ANY SUCCESSOR SECURITIES DEPOSITORY APPOINTED PURSUANT TO THE RESOLUTION, "DTC"), AND NOTWITHSTANDING ANY OTHER PROVISIONS OF THE RESOLUTION TO THE CONTRARY, A PORTION OF THE PRINCIPAL AMOUNT OF THIS NOTE MAY BE PAID OR REDEEMED WITHOUT SURRENDER HEREOF TO THE REGISTRAR. DTC OR A NOMINEE, TRANSFEREE OR ASSIGNEE OF DTC OF THIS NOTE MAY NOT RELY UPON THE PRINCIPAL AMOUNT INDICATED HEREON AS THE PRINCIPAL AMOUNT HEREOF OUTSTANDING AND UNPAID. THE PRINCIPAL AMOUNT HEREOF OUTSTANDING AND UNPAID SHALL FOR ALL PURPOSES BE THE AMOUNT DETERMINED IN THE MANNER PROVIDED IN THE RESOLUTION.

UNLESS THIS NOTE IS PRESENTED BY AN AUTHORIZED OFFICER OF DTC (A) TO THE REGISTRAR FOR REGISTRATION OF TRANSFER OR EXCHANGE OR (B) TO THE REGISTRAR FOR PAYMENT OF PRINCIPAL, AND ANY NOTE ISSUED IN REPLACEMENT HEREOF OR SUBSTITUTION HEREFOR IS REGISTERED IN THE NAME OF DTC AND ANY PAYMENT IS MADE TO DTC OR ITS NOMINEE, ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL BECAUSE ONLY THE REGISTERED OWNER HEREOF, DTC OR ITS NOMINEE, HAS AN INTEREST HEREIN.

This Note shall not be valid or become obligatory for any person until the Certificate of Authentication hereon shall have been signed by the Paying Agent and Registrar.

IT IS HEREBY CERTIFIED AND WARRANTED that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Note did exist, did happen and were done and performed in regular and due form and time as provided by law and that this Note, together with any other outstanding indebtedness of the School District, does not exceed any limitation imposed by law.

IN WITNESS WHEREOF, the Board of Education of Otoe County School District 0111, in the State of Nebraska, has caused this Note to be executed on behalf of the School District with the

signatures of its President and Secretary, both of which signatures may be facsimile signatures, all as of the date of issue shown above.

OTOE COUNTY SCHOOL DISTRICT 0111,  
IN THE STATE OF NEBRASKA

By: (sample – do not sign)  
President

ATTEST:

(sample – do not sign)  
Secretary

**CERTIFICATE OF AUTHENTICATION**

This note is one of the notes authorized by resolution of the Board of Education of Otoe County School District 0111, in the State of Nebraska, as described in the foregoing note.

BOKF, NATIONAL ASSOCIATION,  
Lincoln, Nebraska, Paying Agent and Registrar

By \_\_\_\_\_  
Authorized Signature

**ASSIGNMENT**

For value received, \_\_\_\_\_ hereby sells, assigns and transfers unto \_\_\_\_\_ the within Note and hereby irrevocably constitutes and appoints \_\_\_\_\_, Attorney, to transfer the same on the books of registration in the office of the within mentioned Paying Agent and Registrar with full power of substitution in the premises.

DATE: \_\_\_\_\_

\_\_\_\_\_  
Registered Owner

Witness: \_\_\_\_\_

NOTE: The signature of this assignment must correspond with the name as written on the face of the within Note in every particular, without alteration, enlargement or any change whatsoever.

6. Each of the Notes shall be executed on behalf of the School District with the manual or facsimile signatures of the President and Secretary of the Board. The Notes shall be issued initially as “book-entry-only” notes using the services of The Depository Trust Company (the “Depository”), with one typewritten note per maturity being issued to the Depository. In such connection said officers are authorized to execute and deliver a letter of representations and understanding (the “Letter of Representations”) in the form required by the Depository (including any blanket letter previously executed and delivered), for and on behalf of the School District, which shall thereafter govern matters with respect to registration, transfer, payment and redemption of the Notes. Upon the issuance of the Notes as “book-entry-only” notes, the following provisions shall apply:

(a) The School District and the Paying Agent and Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which the Depository holds Notes as securities depository (each, a “Note Participant”) or to any person who is an actual purchaser of a Note from a Note Participant while the Notes are in book-entry form (each, a “Beneficial Owner”) with respect to the following:

(i) the accuracy of the records of the Depository, any nominees of the Depository or any Note Participant with respect to any ownership interest in the Notes,

(ii) the delivery to any Note Participant, any Beneficial Owner or any other person, other than the Depository, of any notice with respect to the Notes, including any notice of redemption, or

(iii) the payment to any Note Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the Notes.

The Paying Agent and Registrar shall make payments with respect to the Notes only to or upon the order of the Depository or its nominee, and all such payments shall be valid and effective fully to satisfy and discharge the obligations with respect to such Notes to the extent of the sum or sums so paid. No person other than the Depository shall receive an authenticated Note, except as provided in (e) below.

(b) Upon receipt by the Paying Agent and Registrar of written notice from the Depository to the effect that the Depository is unable or unwilling to discharge its responsibilities, the Paying Agent and Registrar shall issue, transfer and exchange Notes requested by the Depository in appropriate amounts. Whenever the Depository requests the Paying Agent and Registrar to do so, the Paying Agent and Registrar will cooperate with the Depository in taking appropriate action after reasonable notice (i) to arrange, with the prior written consent of the School District, for a substitute depository willing and able upon reasonable and customary terms to maintain custody of the Notes or (ii) to make

available Notes registered in whatever name or names the Beneficial Owners transferring or exchanging such Notes shall designate.

(c) If the School District determines that it is desirable that certificates representing the Notes be delivered to the Note Participants and/or Beneficial Owners of the Notes and so notifies the Paying Agent and Registrar in writing, the Paying Agent and Registrar shall so notify the Depository, whereupon the Depository will notify the Note Participants of the availability through the Depository of note certificates representing the Notes. In such event, the Paying Agent and Registrar shall issue, transfer and exchange note certificates representing the Notes as requested by the Depository in appropriate amounts and in authorized denominations.

(d) Notwithstanding any other provision of this resolution to the contrary, so long as any Note is registered in the name of the Depository or any nominee thereof, all payments with respect to such Note and all notices with respect to such Note shall be made and given, respectively, to the Depository as provided in the Letter of Representations.

(e) Registered ownership of the Notes may be transferred on the books of registration maintained by the Paying Agent and Registrar, and the Notes may be delivered in physical form to the following:

(i) any successor securities depository or its nominee; or

(ii) any person, upon (A) the resignation of the Depository from its functions as depository or (B) termination of the use of the Depository pursuant to this Section.

(f) In the event of any partial redemption of a Note unless and until such partially redeemed Note has been replaced in accordance with the provisions of this Resolution, the books and records of the Paying Agent and Registrar shall govern and establish the principal amount of such Note as is then outstanding and all of the Notes issued to the Depository or its nominee shall contain a legend to such effect.

If for any reason the Depository resigns and is not replaced, the School District shall immediately provide a supply of printed note certificates for issuance upon the transfers from the Depository and subsequent transfers or in the event of partial redemption. In the event that such supply of certificates shall be insufficient to meet the requirements of the Paying Agent and Registrar for issuance of replacement Notes upon transfer or partial redemption, the School District agrees to order printed an additional supply of certificates and to direct their execution by manual or facsimile signature of its then duly qualified and acting President and Secretary of such Board. In case any officer whose signature or facsimile thereof shall appear on any Note shall cease to be such officer before the delivery of such Note (including any note certificates delivered to the Paying Agent and Registrar for issuance upon transfer or partial redemption), such signature or

such facsimile signature shall nevertheless be valid and sufficient for all purposes the same as if such officer or officers had remained in office until the delivery of such Note. The Notes shall not be valid and binding on the School District until authenticated by the Paying Agent and Registrar. The Notes shall be delivered to the Paying Agent and Registrar for registration and authentication. Upon execution, registration and authentication of the Notes, they shall be delivered to the School District's Treasurer, who is authorized to deliver them to D.A. Davidson & Co., as the initial purchaser thereof, upon receipt of not less than 99.00% of the principal amount of the Notes plus accrued interest thereon to date of payment of the Notes (which purchase price may be modified by the terms of the Designation). Said initial purchaser shall have the right to direct the registration of the Notes and the denominations thereof within each maturity, subject to the restrictions of this resolution. The final terms of the Notes shall be set forth in a Designation of Final Maturity Schedule and Interest Rates (the "Designation") executed on behalf of the School District by an Authorized Officer and may be agreed to by the initial purchaser of the Notes. Each of the Notes shall be registered with the School District's Treasurer as required by Section 79-1070. Each of the Authorized Officers are hereby authorized to approve and execute the Note Purchase Agreement related to the Notes, for and on behalf of the School District, which Note Purchase Agreement may contain the Designation.

7. The Notes shall be payable out of funds collected or to be collected upon the general fund levy of the School District for its fiscal year beginning September 1, 2022 and next following fiscal year or from general fund receipts from other sources for said fiscal years and the School District agrees that a sufficient amount from such general fund levy or other sources, when collected and received, shall be applied to the payment in full of the Notes to the extent not paid from other sources. The School District further agrees that not later than the maturity date for the Notes, monies or legal investments sufficient to pay principal and interest on the Notes shall be set aside in a separate fund held solely for the payment of the Notes at maturity. Any earnings on said monies or investments in excess of the amount needed to pay off the Notes in full may be transferred to the School District's general fund upon order of the Board.

8. (a) The School District hereby covenants with the purchasers and holders of the Tax-Exempt Notes herein authorized that it will make no use of the proceeds of the Tax-Exempt Notes, including money held in any sinking fund for the payment of principal and interest on the Tax-Exempt Notes, which would cause the Tax-Exempt Notes to be arbitrage bonds within the meaning of Sections 103 and 148 and other related sections of the Internal Revenue Code of 1986, as amended (the "Code"), and further covenants to comply with said Sections 103 and 148 and related sections and all applicable regulations thereunder throughout the term of said issue. The School District hereby covenants with the registered owners from time to time of the Tax-Exempt Notes hereby authorized that it shall comply with all applicable provisions of the Code and with all applicable provisions of any other tax laws and any regulations, published rulings and court decisions pursuant thereto, which relate to the exclusion from gross income of interest on the Tax-Exempt Notes for federal income tax purposes, to the extent necessary to comply with such Code, laws, regulations, published rulings and court decisions or otherwise to preserve such exclusion, including specifically, but without limitation, all arbitrage rebate and information reporting requirements required by the Code. The School District further agrees that it will not take any actions which would cause the Tax-Exempt Notes to constitute "private activity bonds" within the meaning of Section 141 of the Code.

(b) As and to the extent not “deemed designated,” the School District hereby designates the Tax-Exempt Notes as “qualified tax-exempt obligations” pursuant to Section 265(b)(3)(B)(i) of the Code and represents and warrants that (i) the aggregate face amount of all tax-exempt obligations (other than “private activity bonds” as defined in the Code) which will be issued by the School District, together with all subordinate entities thereof, during the calendar year in which the Tax-Exempt Notes are issued is not reasonably expected to exceed \$10,000,000 (taking into consideration statutory exceptions for refunding issues) and (ii) the School District, together with all subordinate entities thereof, will not issue more than \$10,000,000 of tax-exempt obligations (including the Tax-Exempt Notes herein authorized, but excluding “private activity bonds” as defined in the Code, and taking into consideration statutory exceptions for refunding issues) during calendar year 2022.

The Superintendent and President of the Board are hereby authorized to make any and all elections or allocations deemed necessary by them in connection with the tax-exempt status of interest on the Tax-Exempt Notes or other tax related qualification thereof.

9. In accordance with the requirements of Rule 15c2-12, as amended (the “Rule”) promulgated by the Securities and Exchange Commission, the School District, being the only “obligated person” with respect to the Notes, agrees that it will provide the following continuing disclosure information to the Municipal Securities Rulemaking Board (the “MSRB”) in an electronic format as prescribed by the MSRB:

(a) not later than seven months after the end of each fiscal year of the School District (the “Delivery Date”), commencing with the fiscal year ending August 31, 2022, the following financial information and operating data for the School District (“Annual Financial Information”), any or all of which may be incorporated by reference from other documents, including official statements of debt issue of the School District or related public entities, which have been submitted to the MSRB:

- (i) Taxable Valuation for Current Year; and
- (ii) General Obligation Bonded Debt including Lease Related Debt (if any)

(b) when and if available, audited financial statements for the School District; audited financial information shall be prepared on the basis of modified cash receipt and disbursements as prescribed or permitted by the Department of Education, provided the School District reserves the right to alter the basis for its accounting when and if determined appropriate; and

(c) in a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events with respect to the Notes:

- (1) principal and interest payment delinquencies;

- (2) non-payment related defaults, if material;
- (3) unscheduled draws on debt service reserves reflecting financial difficulties;
- (4) unscheduled draws on credit enhancements reflecting financial difficulties;
- (5) substitution of credit or liquidity providers, or their failure to perform;
- (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the Notes, or other material events affecting the tax status of the Notes;
- (7) modifications to rights of the holders of the Notes, if material;
- (8) note calls, if material, and tender offers;
- (9) defeasances;
- (10) release, substitution, or sale of property securing repayment of the Notes, if material;
- (11) rating changes;
- (12) bankruptcy, insolvency, receivership or similar events of the School District (this event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the School District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the School District, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the School District);

- (13) the consummation of a merger, consolidation, or acquisition involving the School District or the sale of all or substantially all of the assets of the School District, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
- (14) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (15) incurrence of a financial obligation, if material, or agreement to covenants, events of default, remedies, priority rights or other similar terms of a financial obligation, any of which affect security holders, if material; or
- (16) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation, any of which reflect financial difficulties.

(d) in a timely manner, notice of any failure on the part of the School District to provide Annual Financial Information and the audited financial statements to the extent available not later than the Delivery Date.

The School District has not undertaken to provide notice of the occurrence of any other event, except the events listed above.

The School District agrees that all documents provided to the MSRB under the terms of this continuing disclosure undertaking shall be in such electronic format and accompanied by such identifying information as shall be prescribed by the MSRB. The School District reserves the right to modify from time to time the specific types of information provided or the format of the presentation of such information or the accounting methods in accordance with which such information is presented, to the extent necessary or appropriate in the judgment of the School District, consistent with the Rule. The School District agrees that such covenants are for the benefit of the registered owners of the Notes (including Beneficial Owners) and that such covenants may be enforced by any registered owner or Beneficial Owner, provided that any such right to enforcement shall be limited to specific enforcement of such undertaking and any failure shall not constitute an event of default under the resolution. The continuing disclosure obligations of the School District, as described above, shall cease when none of the Notes remain outstanding. In order to ensure compliance with the undertaking included in this Section 9, any of the Authorized Officers are hereby authorized to appoint a Dissemination Agent to serve in such capacity pursuant to a Dissemination Agreement approved by the appointing Authorized Officer.

10. In order to promote compliance with certain federal tax and securities laws relating to the Tax-Exempt Notes herein authorized (as well as other outstanding tax-exempt bonds), if the

Tax-Exempt Notes are issued on a tax-exempt basis, as provided in the Designation, the policy and procedures attached hereto as Exhibit "A" (the "Post-Issuance Compliance Policy and Procedures") are hereby adopted and approved in all respects. To the extent that there is any inconsistency between the attached Post-Issuance Compliance Policy and Procedures and any similar policy or procedures previously adopted and approved, the Post-Issuance Compliance Policy and Procedures shall control.

11. The officers of the School District, or any one or more of them, including the President, Secretary and Treasurer of the Board and the Superintendent of Schools are hereby authorized to execute any and all certifications and documents and to take any and all actions deemed by them to be necessary in connection with the issuance of the Notes including, without limitation, to review and approve a preliminary official statement related to the Notes and approval of a final official statement on behalf of the School District.

12. This resolution shall be in full force and effect from and after its adoption as provided by law.

ADOPTED this 9<sup>th</sup> day of May, 2022.

OTOE COUNTY SCHOOL DISTRICT 0111,  
IN THE STATE OF NEBRASKA

ATTEST:

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

\_\_\_\_\_  
Secretary

The motion for adoption was seconded by Board Member \_\_\_\_\_. The President then stated the question was, "Shall this Resolution be passed and adopted?" Upon roll call vote, the following Board Members voted YEA: \_\_\_\_\_

\_\_\_\_\_;

the following voted NAY: \_\_\_\_\_. The passage and adoption of said resolution having been concurred in by a majority of all members of the Board, the President declared the resolution adopted and the President, in the presence of the School Board, signed and approved the resolution and the Secretary attested the passage and approval of the same and affixed his/her signature thereto.

DATED THIS 9<sup>th</sup> day of May, 2022.

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

**EXHIBIT "A"**

**POLICY AND PROCEDURES**

[SEE ATTACHED]

**Policy and Procedures**  
**Federal Tax Law and Disclosure Requirements for**  
**Tax-exempt Bonds and/or Tax Advantaged Bonds**

**ISSUER NAME:** Otoe County School District 0111, in the State of Nebraska

**COMPLIANCE OFFICER (BY TITLE):** Superintendent of Schools

It is the policy of the Issuer identified above (the “Issuer”) to comply with all Federal tax requirements and securities law continuing disclosure obligations for its obligations issued as tax-exempt bonds (or as tax credit, direct pay subsidy or other tax-advantaged bonds, as applicable) to ensure, as applicable (a) that interest on its tax-exempt bonds remains exempt from Federal income tax, (b) that the direct payments or tax credits associated with its bonds issued as tax advantaged bonds are received in a timely manner and (c) compliance with any continuing disclosure obligations of the Issuer with respect to its outstanding bonds.

**PROCEDURES**

Compliance Officer. Review of compliance with Federal tax requirements and securities law continuing disclosure obligations as generally outlined below shall be conducted by the Compliance Officer identified above (the “Compliance Officer”). To the extent more than one person has been delegated specific responsibilities, the Compliance Officer shall be responsible for ensuring coordination of all compliance review efforts.

Training. The Compliance Officer shall evaluate and review educational resources regarding post-issuance compliance with Federal tax and securities laws, including periodic review of resources published for issuers of tax-exempt obligations by the Internal Revenue Service (either on its website at <http://www.irs.gov/taxexemptbond>, or elsewhere) and the Municipal Securities Rulemaking Board (either on its Electronic Municipal Market Access website [“EMMA”] at <http://www.emma.msrb.org>, or elsewhere).

Compliance Review. A compliance review shall be conducted at least annually by or at the direction of the Compliance Officer. The review shall occur at the time the Issuer’s annual audit takes place, unless the Compliance Officer otherwise specifically determines a different time period or frequency of review would be more appropriate.

Scope of Review.

*Document Review.* At the compliance review, the following documents (the “Bond Documents”) shall be reviewed for general compliance with covenants and agreements and applicable regulations with respect to each outstanding bond issue:

- (a) the resolution(s) and/or ordinance(s), as applicable, adopted by the governing body of the Issuer authorizing the issuance of its outstanding bonds, together with any documents setting the final rates and terms of such bonds (the “Authorizing Proceedings”),
- (b) the tax documentation associated with each bond issue, which may include some or all of the following (the “Tax Documents”):

- (i) covenants, certifications and expectations regarding Federal tax requirements which are described in the Authorizing Proceedings;
  - (ii) Form 8038 series filed with the Internal Revenue Service;
  - (iii) tax certificates, tax compliance agreements, tax regulatory agreement or similar documents;
  - (iv) covenants, agreements, instructions or memoranda with respect to rebate or private use;
  - (v) any reports from rebate analysts received as a result of prior compliance review or evaluation efforts; and
  - (vi) any and all other agreements, certificates and documents contained in the transcript associated with the Authorizing Proceedings relating to federal tax matters.
- (c) the Issuer's continuing disclosure obligations, if any, contained in the Authorizing Proceedings or in a separate agreement (the "Continuing Disclosure Obligations"), and
- (d) any communications or other materials received by the Issuer or its counsel, from bond counsel, the underwriter or placement agent or its counsel, the IRS, or any other material correspondence relating to the tax-exempt status of the Issuer's bonds or relating to the Issuer's Continuing Disclosure Obligations.

*Use and Timely Expenditure of Bond Proceeds.* Expenditure of bond proceeds shall be reviewed by the Compliance Officer to ensure (a) such proceeds are spent for the purpose stated in the Authorizing Proceedings and as described in the Tax Documents and (b) that the proceeds, together with investment earnings on such proceeds, are spent within the timeframes described in the Tax Documents, and (c) that any mandatory redemptions from excess bond proceeds are timely made if required under the Authorizing Proceedings and Tax Documents.

*Arbitrage Yield Restrictions and Rebate Matters.* The Tax Documents shall be reviewed by the Compliance Officer to ensure compliance with any applicable yield restriction requirements under Section 148(a) of the Internal Revenue Code (the "Code") and timely calculation and payment of any rebate and the filing of any associated returns pursuant to Section 148(f) of the Code. A qualified rebate analyst shall be engaged as appropriate or as may be required under the Tax Documents.

*Use of Bond Financed Property.* Expectations and covenants contained in the Bond Documents regarding private use shall be reviewed by the Compliance Officer to ensure compliance. Bond-financed properties shall be clearly identified (by mapping or other reasonable means). Prior to execution, the Compliance Officer (and bond counsel, if deemed appropriate by the Compliance Officer) shall review (a) all proposed leases, contracts related to operation or management of bond-financed property, sponsored research agreements, take-or-pay contracts or other agreements or arrangements or proposed uses which have the potential to give any entity any special legal entitlement to the bond-financed property, (b) all proposed agreements which would result in disposal of any bond-financed property, and (c) all proposed uses of bond-financed property which were not anticipated at the time the bonds were issued. Such actions could be prohibited by the Authorizing Proceedings, the Tax Documents or Federal tax law.

*Continuing Disclosure.* Compliance with the Continuing Disclosure Obligations with respect to each bond issue shall be evaluated (a) to ensure timely compliance with any annual disclosure requirement, and

(b) to ensure that any material events have been properly disclosed as required by the Continuing Disclosure Obligation.

Record Keeping. If not otherwise specified in the Bond Documents, all records related to each bond issue shall be kept for the life of the indebtedness associated with such bond issue (including all tax-exempt refundings) plus six (6) years.

Incorporation of Tax Documents. The requirements, agreements and procedures set forth in the Tax Documents, now or hereafter in existence, are hereby incorporated into these procedures by this reference and are adopted as procedures of the Issuer with respect to the series of bonds to which such Tax Documents relate.

Consultation Regarding Questions or Concerns. Any questions or concerns which arise as a result of any review by the Compliance Officer shall be raised by the Compliance Officer with the Issuer's counsel or with bond counsel to determine whether non-compliance exists and what measures should be taken with respect to any non-compliance.

VCAP and Remedial Actions. The Issuer is aware of (a) the Voluntary Closing Agreement Program (known as "VCAP") operated by the Internal Revenue Service which allows issuers under certain circumstances to voluntarily enter into a closing agreement in the event of certain non-compliance with Federal tax requirements and (b) the remedial actions available to issuers of certain bonds under Section 1.141-12 of the Income Tax Regulations for private use of bond financed property which was not expected at the time the bonds were issued.

**ACKNOWLEDGMENT OF RECEIPT OF  
NOTICE OF MEETING**

The undersigned President and Members of the Board of Education of Otoe County School District 0111, hereby acknowledge receipt of advance notice of a meeting of said body and the agenda for such meeting held at \_\_\_\_\_ p.m. on May 9, 2022, held at \_\_\_\_\_.

DATED this 9<sup>th</sup> day of May, 2022.

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I hereby certify that \_\_\_\_\_ was/were absent from the meeting but that, to my personal knowledge, he/she/they received advance notice of the meeting.

\_\_\_\_\_  
Secretary



## *2022 Renewal*



**Proprietary Statement:** This document and any attached materials are the sole property of SilverStone Group, a HUB International Company, and are not to be used by you other than to evaluate SilverStone Group's, a HUB International Company, service, and are not to be disseminated, distributed or otherwise conveyed throughout your organization to employees without a need for this information or to any third parties without the express written permission of SilverStone Group, a HUB International Company.



**Basic Life / Accidental Death & Dismemberment  
Benefit Summary  
Madison National Life (NIS)**

<b>Basic Life</b>	
<b>Classification</b> Class 1 Class 2 Class 3 Class 4	Administrators All Other Full-time 11-12 Month Employees Retirees All Full-time Teachers
<b>Benefit Amount</b> Class 1 Class 2 Class 3 Class 4	\$50,000 \$15,000 Pre-retirement amount \$15,000
<b>Guarantee Issue Limit</b> Class 1 Class 2 Class 3 Class 4	\$200,000 combined BLFA & VTLA \$165,000 combined BLFA & VTLA Pre-retirement amount \$165,000 combined BLFA & VTLA
<b>Benefit Reduction Schedule</b>	None Terminates at retirement <i>Unless eligible for Retiree basic life (Retiree AD&amp;D not available)</i>
<b>Waiver of Premium</b>	Included for active employees If employee is totally disabled prior to age 60 and for a minimum of 9 months, coverage will continue without payment of premium until no longer disabled or until age 70
<b>Living Benefit</b>	If terminally ill (<24 months to live), the insured can elect, while living, 50% of the in force benefit amount up to \$50,000
<b>Layoff/Leave of Absence</b>	Coverage will continue with premium payment while on FMLA leave, and for 15 days while on Military Leave
<b>Conversion</b>	Included
<b>Portability</b>	Not Included
<b>Accidental Death &amp; Dismemberment</b>	
<b>Benefit Schedule</b> Loss of Life; Loss of two members (any combination of hand, foot, sight of eye)  Loss of one member (hand, foot, sight of eye)	100% of principal sum  50% of principal sum

## Basic Life / Accidental Death & Dismemberment Eligibility & Rate Summary

<b>Eligibility</b>	
Active Employees Retirees	Eligible employees working 20 or more hours per week Retiree is at least age 55 and has completed 15 years of continuous employment
<b>Waiting Period</b>	
Active Employees Retirees	First of the month following date of hire Date of retirement
<b>Employer Contribution</b>	
Active Employees Retirees	100% 0%
<b>Rate Summary</b>	<b>Madison National Life (NIS)</b>
Basic Life Volume	\$2,615,000
Basic Life Rate per \$1,000	\$0.198
AD&D Rate per \$1,000	\$0.020
<b>Annual Premium</b>	<b>\$6,841</b>
<b>Rate Guarantee</b>	<b>Until 9/1/2025</b>

**Voluntary Term Life / Accidental Death & Dismemberment  
Benefit Summary  
Madison National Life (NIS)**

Voluntary Term Life	Current	Proposed
<b>Classification</b> Class 1 Class 2 Class 3 Class 4	Administrators All Other Full-time 11-12 Month Employees Retirees All Full-time Teachers	N/A
<b>Employee Benefit</b> Increments Maximum Guarantee Issue Class 1 Class 2 Class 3 Class 4 Reduction Schedule  Termination	\$10,000 \$150,000  \$200,000 combined BLFA & VTLA \$165,000 combined BLFA & VTLA Pre-retirement amount \$165,000 combined BLFA & VTLA None Terminates at Retirement <i>Unless eligible for Retiree Voluntary Life (Retiree AD&amp;D not available)</i> Class 3 (Retiree) coverage terminates at attainment of age 70	\$10,000 Lesser of 5x annual earnings or \$500,000  \$150,000 Age 60-69 - \$20,000 Age 70 - \$0  50% at age 70 Terminates at Retirement <i>Unless eligible for Retiree Voluntary Life (Retiree AD&amp;D not available)</i>
<b>Spouse Benefit</b> Increments Maximum  Guarantee Issue Reduction Schedule  Termination Employee Participation Required	N/A	\$5,000 Lesser of 50% of employee's benefit or \$250,000 \$30,000 Age 60-69 - \$10,000 35% at age 65 Terminates at age 70 Terminates at Employee's Retirement Yes
<b>Child(ren) Benefit</b>	N/A	14 days to 6 months - \$1,500 / \$1,000 / \$500 6 months and over - \$15,000 / \$10,000 / \$5,000
<b>Waiver of Premium</b>	Included for active employees If employee is totally disabled prior to age 60 and for a minimum of 9 months, coverage will continue without payment of premium until no longer disabled or until age 70	Included for active employees If employee is totally disabled prior to age 60 and for a minimum of 9 months, coverage will continue without payment of premium until no longer disabled or until age 70
<b>Living Benefit</b>	Included If terminally ill (<24 months to live), the insured can elect, while living, 50% of the in force benefit amount up to \$50,000	Included If terminally ill (<24 months to live), the insured can elect, while living, 50% of the in force benefit amount up to \$50,000
<b>Layoff/Leave of Absence</b>	Coverage will continue with premium payment while on FMLA leave, and for 15 days while on Military Leave	Coverage will continue with premium payment while on FMLA leave, and for 15 days while on Military Leave
<b>Conversion</b>	Included	Included
<b>Portability</b>	Not Included	Included
<b>Accidental Death &amp; Dismemberment</b>		<b>Employee Only</b>
<b>Benefit Schedule</b> Loss of Life; Loss of two members (any combination of hand, foot, sight of eye)  Loss of one member (hand, foot, sight of eye)	100% of principal sum  50% of principal sum	100% of principal sum  50% of principal sum
<b>Administrative Provisions</b>		
<b>Benefit Increase</b>	N/A	Employee only; \$10,000 annual increase to GI for those with in-force coverage under age 70 <i>Prior declines/incompletes not eligible</i>
<b>Spouse Benefit/Rate Calculation</b>	N/A	Spouse benefits/rates are based on Spouse's age

Employee enrollment in AD&D is automatic with voluntary life election

## Voluntary Term Life / AD&D Eligibility & Rate Summary

<b>Eligibility</b> Active Employees Retirees	Eligible employees working 20 or more hours per week Retiree is at least age 55 and has completed 15 years of continuous employment	
<b>Waiting Period</b> Active Employees Retirees	First of the month following date of hire Date of retirement	
<b>Employer Contribution</b>	0%	
<b>Rate Summary</b>	<b>Madison National Life (NIS)</b>	
	<b>Current &amp; Renewal</b>	<b>Proposed Alternate*</b>
<b>Rates per \$1,000</b>	\$0.25	
<b>Age</b>		<b>Employee/Spouse</b>
<24		\$0.04
25-29		\$0.04
30-34		\$0.05
35-39		\$0.07
40-44		\$0.09
45-49		\$0.15
50-54		\$0.23
55-59		\$0.39
60-64		\$0.52
65-69		\$0.95
70-74		\$1.50
75+		\$2.06
<b>Employee Only AD&amp;D per \$1,000</b>	\$0.02	\$0.02
<b>Per Child Unit Rate</b>		
\$15,000	n/a	\$2.25
\$10,000	n/a	\$1.50
\$5,000	n/a	\$0.75
		(covers all children per family unit)
<b>Rate Guarantee</b>	<b>Until 9/1/2025</b>	<b>Until 9/1/2025</b>

**\*Current benefit elections will be grandfathered at the current composite rate**

## Long Term Disability Benefit Summary Madison National Life (NIS)

<b>Classification</b> Class 1 Class 2	All Active Full-time Administrators and Certified Employees Non-Certified Employees
<b>Definition of Earnings</b>	Base rate of pay only; excludes commissions, bonuses, overtime pay, pay for extracurricular activities, longevity pay, extra duty pay, supplemental pay, shift differential or any other extra compensation
<b>Elimination Period</b>	Greater of 90 calendar days or end of accumulated sick pay
<b>Benefit Percentage</b>	66.67%
<b>Maximum Monthly Benefit</b> Class 1 Class 2	\$10,279 \$5,000
<b>Minimum Monthly Benefit</b>	\$100
<b>Maximum Period of Payment</b> Before age 60 Age 60-64 Age 65-67 Age 68-69 Age 70-71 Age 72+	Greater of: Age 65 or SSNRA 36 months or SSNRA 24 months or SSNRA 18 months or SSNRA 15 months or SSNRA 12 months or SSNRA
<b>Own Occupation Period</b>	60 months
<b>Disability Qualifiers</b>	<p>During elimination period and own occupation period, unable to perform one or more of the material duties of regular occupation, and unable to generate earnings which exceed 80% of predisability earnings.</p> <p>After own occupation period, unable to perform all of the material duties of any occupation, and unable to generate earnings which exceed 80% of predisability earnings.</p>
<b>Recurrent Disability</b>	New elimination period not required if disability due to the same cause recurs within 6 months of previous disability
<b>Layoff/Leave of Absence</b>	Coverage will continue with premium payment during FMLA leave or for up to one year while on Paid or Unpaid Sabbatical

**Long Term Disability  
Benefit Summary  
Madison National Life (NIS)**

<b>Integration</b>	Employee Only Social Security
<b>Mental Illness - Limitation</b>	None
<b>Substance Abuse - Limitation</b>	None
<b>Self-Reported Symptoms - Limitation</b>	None
<b>Pre-Existing Condition - Limitation</b>	12 months prior, 12 months insured
<b>Survivor Benefit</b>	6-month lump sum benefit Payable if employee dies after 365 days of continuous disability
<b>Specific Loss Benefit</b>	If defined loss is suffered due to an accident, a minimum benefit period will be paid. If death occurs prior to full number of payments, balance will be paid to employee's estate.
<b>Specific Loss Schedule</b>	
Loss of Life; Loss of two members (any combination of hand, foot, sight of eye)	46 months
Loss of one member (hand, foot)	23 months
Loss of sight of one eye	15 months
Loss of thumb and index finger of same hand	12 months
<b>Waiver of Premium</b>	Included
<b>Rehabilitation Benefit</b>	While participating in an approved Rehabilitation plan, LTD benefit will be reduced by 50% of any earned income under the plan. If the sum of the Gross LTD Benefit and Work Earnings exceeds 100% of Predisability Earnings, the excess will be included in Deductible Income.
<b>Return to Work Incentive</b>	During first 12 months of disability, may earn up to 100% of Predisability Earnings

## Long Term Disability Eligibility & Rate Summary

<b>Eligibility</b> Class 1 Class 2	Employees working 20 or more hours per week Employees working 14 or more hours per week
<b>Waiting Period</b>	Date of hire
<b>Employer Contribution</b> Class 1 Class 2	0% 100%
<b>Rate Summary</b>	<b>Madison National Life (NIS)</b>
<b>Current No. of Lives</b>	185
<b>Current Covered Earnings</b>	\$785,547
<b>Rate</b> Per \$100 of covered earnings	\$0.285
<b>Annual Premium</b>	<b>\$26,866</b>
<b>Rate Guarantee</b>	<b>Until 9/1/2025</b>

<b>Rating Agency</b>	<b>Madison National Life Insurance Company, Inc.</b>
<b>A.M. Best #</b>	006678
<b>NAIC</b>	65781
<b>FEIN#</b>	390990296
<b>Mailing Address</b>	PO Box 5008, Madison, WI 53705
<b>Phone:</b>	608-830-2000
<b>Web Address:</b>	<a href="http://www.madisonlife.com">www.madisonlife.com</a>
<b>Financial Strength Rating</b>	
<b>Rating:</b>	A- u (Excellent)
<b>Financial Size Category</b>	IX (\$250 Million to \$500 Million)
<b>Outlook:</b>	Developing
<b>Action:</b>	Under Review
<b>Effective Date:</b>	7/14/2021
<b>Initial Rating Date:</b>	6/30/1972
<b>Rating Issued by:</b>	A.M. Best Company, Inc.
<b>Best's Credit Rating Analyst</b>	Antonietta Iachetta
<b>Best's Credit Rating Analyst</b>	Joseph R Zazzera
<b>Long-Term Issuer Credit Rating</b>	
<b>Long-Term:</b>	a- u
<b>Outlook:</b>	Developing
<b>Action:</b>	Under Review
<b>Effective Date:</b>	7/14/2021
<b>Initial Rating Date:</b>	6/20/2005

*SilverStone Group doesn't guarantee the insurer's financial strength or ability to meet its ongoing insurance policy and contract obligations. SilverStone's policy is to provide the carrier ratings and carrier rating guide to disclose the A.M. Best Ratings for all carriers illustrated.*

## BEST'S FINANCIAL STRENGTH RATING GUIDE – (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

### Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
Poor	D	-	Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.

\* Each Best's Financial Strength Rating Category from "A+" to "C" includes a Rating Notch to reflect a gradation of financial strength within the category. A Rating Notch is expressed with either a second plus "+" or a minus "-".

### Financial Strength Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurers that are publicly placed, via court order into conservation or rehabilitation, or the international equivalent, or in the absence of a court order, clear regulatory action has been taken to delay or otherwise limit policyholder payments.
F	Status assigned to insurers that are publicly placed via court order into liquidation after a finding of insolvency, or the international equivalent.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies or insurance companies that have never been rated by AM Best.

### Rating Disclosure – Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches.

Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (AM Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of AM Best.

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Joshua Digmann  
904 N. 4th Street  
Nebraska City, NE 68410

April 16, 2022

Board of Education  
Nebraska City Public School  
1700 14th Ave  
Nebraska City, NE 68410

Dear Nebraska City School Board,

I am writing to inform you that I am resigning from my position as 3-5 Physical Education teacher at Hayward Elementary School at the end of the school 2021-2022 contract.

My time at Nebraska City Public Schools has been an amazing experience, and I appreciate the opportunities I have been given here. My students have given me great pleasure over my 13 years, and the administrators have been very supportive during my time at Nebraska City Public Schools.

I wish Nebraska City Public Schools the best. Please let me know if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Joshua Digmann". The signature is written in black ink and is positioned above the printed name.

Joshua Digmann