

Board of Education Regular Meeting
Monday, June 12, 2023 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
2. Committee Reports
 - 2.1. Education, Americanism and Civics
 - 2.2. Buildings and Grounds
 - 2.3. Finance
 - 2.4. Policy
3. Business
 - 3.1. Policy Reviews
 - 3.2. Interfund Transfer
 - 3.3. Employee Handbooks
 - 3.3.1. Classified Handbook
 - 3.3.2. Certified Handbook
 - 3.4. Designate Federal Funds
 - 3.5. Supplemental Rates
 - 3.6. Nebraska City Recreation Agency Joint Resolution
 - 3.7. High School Outdoor Athletic Complex Concrete Work
 - 3.8. Fire Safety RFP
 - 3.9. Lunch Room Equipment
 - 3.10. 2023-2024 Athletic Budget
 - 3.11. Foreign Exchange Student
 - 3.12. Personnel
 - 3.12.1. Resignations
 - 3.12.2. Hiring
 - 3.13. Superintendent's Report
4. Adjournment

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.

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: _____

UNAPPROVED MINUTES
Board of Education Work Session
Education, Americanism and Civics Committee Meeting
Monday, May 8, 2023 at 5:30 PM
Boardroom at Central Office
1700 14th Avenue
Nebraska City, NE 68410

The News Press and B103 were notified.

Notice was published in the Nebraska City News Press on Friday, April 28, 2023 and on the Nebraska City Public Schools website on Tuesday, April 11, 2023 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 Friday, April 28, 2023 and Tuesday, April 11, 2023 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 Nemecek called the meeting to order at 5:31 PM.
Board Member Nick Schmitz joined the meeting at 5:32 PM.

1.1 Roll Call

Kent Blum: Present
Lisa Chaney: Present
Don Loseke: Present
Jeff Frields: Present
Stacie Higgins: Present
Jim Nemecek: Present
Nick Schmitz: Present
Brent Shanholtz: Present
Rob Elson: Present
Present: 9, Absent: 0

2. Public Comment Time

No one addressed the board during Public Comment Time.

3. Review Checklist

Kate Sherwin reviewed the checklist with the Board and shared examples of how the different grades are learning about social studies, especially in regards to American Civics. The K-12 staff have been working on their Curriculum Maps all year and are identifying how the curriculum aligns to the state standards and meets all the required components. NCHS Senior Anthony Robinson addressed the board and shared his work on his senior project about Artificial Intelligence.

4. Adjournment

Order #16904-Motion Passed: Motion to adjourn at 6:04 PM passed with a motion by Kent Blum and seconded by Don Loseke. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Brent Shanholtz: Yea
Jim Nemecek: Yea
Nick Schmitz: Yea
Rob Elson: Yea

Yea: 9, Nay: 0, Absent: 0

Submitted by Mark Fritch, Secretary

UNAPPROVED MINUTES
Board of Education Regular Meeting
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Boardroom at Central Office
1700 14th Avenue
Nebraska City, NE 68410

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1. Call to Order

Board President, Jim Nemec, called the meeting to order at 6:07 PM.

1.1. Roll Call

Kent Blum: Present
Lisa Chaney: Present
Don Loseke: Present
Jeff Frields: Present
Stacie Higgins: Present
Jim Nemec: Present
Nick Schmitz: Present
Brent Shanholtz: Present
Rob Elson: Present
Present: 9, Absent: 0

1.2. Pledge of Allegiance

1.3. Requests from Board Members to be Absent from this Meeting

1.4. Welcome to Visitors and Public

President Nemec welcomed the visitors and public to the meeting.

1.5. Approval of Agenda

Order #16905-Motion Passed: Motion to approve the agenda for May 8, 2023 passed with a motion by Kent Blum and a second by Stacie Higgins. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

1.6. Public Comment Time

No one addressed the Board during Public Comment Time.

1.7. Approval of Minutes

Order #16906-Motion Passed: Motion to approve the minutes from the Regular Meeting on April 10, 2023 passed with a motion by Stacie Higgins and a second by Don Loseke. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemeec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

1.8. Student Presentation

Senior Alex Rico presented his senior project on Entrepreneurship to the Board of Education. The Board thanked him for his enthusiasm and time in sharing his work.

1.9. Claims and Accounts

Order #16907-Motion Passed: Motion to approve the claims and accounts as presented passed with a motion by Jim Nemeec and a second by Kent Blum. Jim Nemeec reviewed the bills and found everything to be in order. Lisa Chaney asked for clarification regarding the payment for textbooks for Lourdes Central Catholic through the Textbook Loan Program.

General Fund: \$199,105.78; **Payroll Fund:** \$1,197,726.20; **Payroll Benefits Fund:** \$201,717.10; **School Nutrition Fund:** \$78,739.46; **Building Fund:** \$4,444.37; **QCPUF Fund:** \$11,746.75; **Depreciation Fund:** \$224,925.50

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemeec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

1.10. Financial Report

Order #16908-Motion Passed: Motion to approve the financial report as presented passed with a motion by Jim Nemeec and a second by Kent Blum. The current balance in the treasury being \$401,237.30 (Balance does include \$1,750,000.00 borrowed from TANS). President Nemeec gave a review of the financial reports with a focus on budget balances towards the end of the fiscal year and the notation of the funds received from the insurance claim and paid for the new MS boiler.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemeec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

1.11. Principal's Comments- "What's Happening with the Pioneers!"

2.0. Committee Reports

2.1. Education, Americanism and Civics Committee

Stacie Higgins gave a report highlighting the Curriculum Map updates and thanked Leslie Gross for attending and sharing her work. The committee discussed the changes to the organization of the Special Education department at Northside that the staff requested. Lisa Chaney shared about the impressive observation of teacher Kristy Anderson at Northside during reading. Teachers have implemented concepts learned from the Science of Reading that they have studied over the course of this year.

2.2. Building and Grounds Committee Finance Committee

Nick Schmitz reported on the information Jenny Gawart shared with them about the completed work list. Mr. Fritch reported that although the summer work list is long, it will not require large expenditures. He will have more information in June.

2.3. Finance Committee

Brent Shanholtz reported on the meeting with Paul Grieger to gather info and discuss possibilities for continued debt reduction and TAN refinancing. Jim Nemeč shared the possible future QCPUF funds for the district. Superintendent Fritch added that current legislation may alter how districts receive funds and how that will impact decisions for NCPS.

2.4. Policy Committee

Lisa Chaney reported on the policy reviews for this month. No revisions need to be made. Mr. Fritch noted that Board of Education school emails and school phone number will be added to the website to comply with Policy 3035 Chain of Command.

3.0. Business

3.1. Policy Review

The Policy Committee and Administration recommended the Board of Education review the following policies as outlined in the policy review cycle:

Policy 3028 Sex Offenders
Policy 3035 Chain of Command
Policy 3056 Guest Speakers
Policy 3056.R1 Guest Speaker Request Form-Classroom or Activity
Policy 3056.R1 Guest Speaker Request Form-Assembly
Policy 4029 Salary Schedule for Certificated Employees
Policy 4029.R1 Certified Employee Professional Growth Record Form

3.2. K-5 Math and Science Resource Purchase and 6th Grade Math Resource Purchase

Order #16909-Motion Passed: Motion to approve the seven-year adoption of K-5 Envision Math and Elevate Science curricular resources as presented passed with a motion by Lisa Chaney and a second by Stacie Higgins. Stacie Higgins commented on how well the process worked to come to this decision and thanked Kate Sherwin and all the teachers who worked on this committee to make the best possible recommendations for the students of NCPS.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemeč: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

Order #16910-Motion Passed: Motion to approve the one-year extension of the Middle School Go Math on-line learning platform as presented passed with a motion by Lisa Chaney and a second by Stacie Higgins. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.3. Athletic Field Lights Installation Bid

Order #16911-Motion Passed: Motion to approve the bid to install the athletic field lights as presented passed with a motion by Jeff Frields and a second by Kent Blum. Superintendent Fritch shared that the actual cost of the lighting project came in lower than previously projected and that most of the funding will come from the Activity Fund and Turf and Dirt Project funds. Very little district monies will be needed, if any.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.4. Update on Insurance Claim and Hail/Wind Damage from April 19, 2023

Superintendent Fritch updated the board regarding hail and wind damage from the recent storm. Twenty-four skylights were broken and all twenty-eight in the building will need to be replaced. He is working with an insurance representative from ALICAP to assist with the claim.

3.5. Roof-High School Old Gym

Superintendent Fritch discussed the storm damage to the roof over the FCS classroom and the old gym at the high school. ALICAP is also assisting with this claim as they assess the extent of the damage and the possible solutions for repair. The work may be completed this fall.

3.6. HS Track Overcoat

Superintendent Fritch gave an update on the continued need to repair and resurface the track and possible options for funding including the opportunity to apply this summer for a rubber recycling grant from the completed turf project.

3.7. HS Athletic Complex Scoreboard

Superintendent Fritch presented to the Board a proposed design for a new scoreboard at the NCHS Athletic Complex. NCPS boosters and private donors will fund the purchase for an estimated \$32,000. They are working on final bids and fundraising completion to bring it to the Board of Education for approval.

3.8. Summer Maintenance

Superintendent Fritch reported the district is looking to complete many projects this summer including fencing repair at the Middle School and Hayward and possibly a new installation for the IMPACT program at Central Office. Also, there is extensive maintenance at the high school including the continued remodeling of high school classrooms and projects at the Athletic Complex. There are improvements needed for drainage issues, mud jacking concrete and updates to the concession

stand area. The gym floors were redone in December and will not need to be redone until the summer of 2024. More information will be shared in June.

3.9. Americom Phone Replacement Proposal

Order #16912-Motion Passed: Motion to approve the 5-year upfront phone replacement purchase plan proposal from Americom as presented passed with a motion by Jim Nemec and a second by Lisa Chaney. Superintendent Fritch shared that the savings on monthly phone bills will cover the cost of this upgrade. It comes highly recommended from other districts.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.10. Athletic Trainer Proposals

Order #16913-Motion Passed: Motion to approve the athletic trainer proposal from Nebraska City Physical Therapy as presented passed with a motion by Lisa Chaney and a second by Jeff Frields. The board recognized the excellent service to the district provided by Brett Smith and appreciate the generous and continue partnership with NCPT.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.11. Custodial Service Contract

Order #16914-Motion Passed: Motion to approve the custodial service proposal from FBG, option 1 as presented passed with a motion by Kent Blum and a second by Lisa Chaney. Superintendent Fritch reported that the Board denied all bids received through the RFP process. Continued negotiations for services began with two vendors. Mr. Fritch thanked Andy Peterson and Larry Owen with FBG for their interest in planning and actively pursuing a solution that will serve the school district. President Jim Nemec stressed the need and importance of maintaining the school facilities.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.12. Student Transportation Contract

Order #16915-Motion Passed: Motion to approve the student transportation proposal from First Student, Option 2 as presented passed with a motion by Lisa Chaney and a second by Kent Blum. Superintendent Fritch reported that there will be

some changes with the contacts for our district. There are some new people in place at First Student and he feels the outlook is positive for a continued relationship.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.13. Renewal of Food Service/Budget/Lunch Prices

Order #16916-Motion Passed: Motion to approve the renewal with Lunchtime Solutions food service for the 2023-2024 school year passed with a motion by Stacie Higgins and a second by Lisa Chaney. Superintendent Fritch shared that this is the last year for this contract. Lunch prices will be set and voted upon at the June meeting. Poverty rates continue to be high at Northside, Hayward and the Middle School.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.14. 2024-2025 Proposed Preliminary Calendar

Order #16917-Motion Passed: Motion to approve the 2024-2025 preliminary school calendar as presented passed with a motion by Stacie Higgins and a second by Don Loseke. Superintendent Fritch reminded the Board this is a preliminary calendar for advanced planning purposes and the final calendar will need to be approved next year.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.15. TAN Refinancing

Administration and the Finance Committee continue to look at options for TAN Refinancing. More information will be available after May 15. The Board should anticipate a resolution presented in June for refinancing in August.

3.16. Foreign Exchange Student

Order #16918-Motion Passed: Motion to approve the Foreign Exchange Student application for Fabio Harreiner from Germany who is hosted by Norm and Nancy Brown for the 2023-2024 school year passed with a motion by Jim Nemec and a second by Kent Blum. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemeec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.17. Personnel

3.17.1. Resignations

Order #16919-Motion Passed: Motion to approve the letters of resignation from Matteal Chapin, Preschool Teacher; Rebecca Hodges, Kindergarten Teacher; Jessica Rice, High School Art Teacher; Kori Vodicka, High School Guidance Counselor and Dan Holmberg, High School Science Teacher effective at the end of the school year passed with a motion by Jim Nemeec and a second by Lisa Chaney. President Nemeec thanked them all for their years of service to the district.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemeec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.17.2 New Hires

Order #16920-Motion Passed: Motion to approve the hiring of Leigh Calfee, High School ELA Teacher; Ginger Weaver, Middle School ELA Teacher; Brandon Glasford, Secondary Industrial Tech Teacher; Kevin Whitehill, Middle School Social Sciences Teacher; McKayla Clark, Middle School Social Science Teacher and Heather Williams, Middle School Art Teacher passed with a motion by Kent Blum and a second by Don Loseke. President Nemeec thanked administrators for their continued work and effort contacting, interviewing and hiring teaching staff for the district.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemeec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

3.18. Superintendent's Report

Stacie Higgins gave a report on the advocacy event she attended on behalf of the Board while she was in Washington DC. It was a great opportunity at no cost to the district. Nebraska representatives focused their message on extending the Essers Fund spending and reporting deadlines and the need to elevate education and educators in this country. Superintendent Fritch reminded the Board of NASB workshop opportunities in June, NCHS Graduation on Sunday, May 14 and the end of the year recognition for staff on Wednesday, May 17 at 2:30 PM. The Board discussed the need to recognize retiring Classified employees in addition to retiring Certified employees by the Board of Education. Mr. Fritch also shared a follow up

regarding the no student day on Friday, May 5 due to staffing shortages and safety concerns. An invitation for the district to rejoin GNSA was received.

4.0. Adjournment

Order #16921-Motion Passed: Motion to adjourn at 8:06 PM passed with a motion by Kent Blum and a second by Don Loseke. No discussion.

Kent Blum: Yea
Lisa Chaney: Yea
Don Loseke: Yea
Jeff Frields: Yea
Stacie Higgins: Yea
Jim Nemec: Yea
Nick Schmitz: Yea
Brent Shanholtz: Yea
Rob Elson: Yea
Yea 9, Nay: 0, Absent: 0

Mark Fritch, Secretary

DRAFT

NEWS-PRESS
109 SOUTH 9TH STREET
NEBRASKA CITY, NEBRASKA

PROOF OF PUBLICATION

The State of Nebraska, } SS.
County of Otoe,

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

NOTICE IS HEREBY GIVEN that the Education Committee on American Civics Work Session of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at 5:30 o'clock P.M., May 8, 2023 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 Nebraska City News Press April 28, 2023. #1017610 ZNEZ

Kirt Manion... being first duly sworn, says that he is Editor for the NEWS-PRESS, a legal newspaper which is published and is in general circulation in Otoe County, Nebraska, and is printed Bi-weekly at its office in Nebraska City, Nebraska; that said newspaper has been so published for more than fifty-two consecutive weeks prior to the publication of the annexed notice, and has a bona fide circulation of more than three hundred copies each issue. That to affiant's personal knowledge the annexed notice was published in said newspaper 1 consecutive weeks, beginning with the issue of April 28, 2023, and in every subsequent issue of said newspaper up to and including the issue of April 28, 2023

Publisher's fee at legal rate is \$. 15.81

[Signature]
Subscribed and sworn to before me this 2nd Day of

May, 2023

[Signature]
Notary Public

GENERAL NOTARY - State of Nebraska
Tammy K Schumacher
My Comm. Exp. March 23, 25



NOTICE OF WORK SESSION-MAY 8, 2023

Carla Zaroban

APR 11, 2023

NOTICE IS HEREBY GIVEN that the **Education Committee on American Civics Work Session** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **5:30 P.M.**, May 8, 2023 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

NEWS-PRESS
109 SOUTH 9TH STREET
NEBRASKA CITY, NEBRASKA

PROOF OF PUBLICATION

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

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Superintendent of Schools
Published in the Nebraska City News Press April 28, 2023.
#1017620 ZNEZ

The State of Nebraska, } SS.
County of Otoe,

Kirt Manion... being first duly sworn, says that he is Editor for the NEWS-PRESS, a legal newspaper which is published and is in general circulation in Otoe County, Nebraska, and is printed Bi-weekly at its office in Nebraska City, Nebraska; that said newspaper has been so published for more than fifty-two consecutive weeks prior to the publication of the annexed notice, and has a bona fide circulation of more than three hundred copies each issue. That to affiant's personal knowledge the annexed notice was published in said newspaper 1 consecutive weeks, beginning with the issue of April 28, 2023, and in every subsequent issue of said newspaper up to and including the issue of April 28, 2023

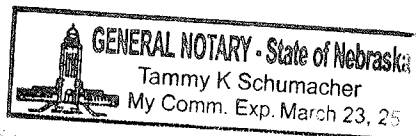
Publisher's fee at legal rate is \$. 14.76

[Signature]

Subscribed and sworn to before me this 2nd Day of

May, 2023

[Signature]
Notary Public





NOTICE OF REGULAR MEETING - MAY 8, 2023

Carla Zaroban

APR 11, 2023

NOTICE IS HEREBY GIVEN that the **Regular Meeting** of the Board of Education of Otoe County School District 111, in the State of Nebraska, will be held at **6:00** o'clock P.M., May 8, 2023 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

Vendor Name	Description	Check Total
Checking Account ID	08 Fund Number	08 Building Fund
ARBOR BANK	LOAN PAYMENT	4,444.37
Fund Number	08	<u>4,444.37</u>
Checking Account ID	08	<u>4,444.37</u>
Checking Account ID	09 Fund Number	09 QCPUF Fund
COMPUTERSHARE	QCPUF INTEREST	415.04
Fund Number	09	<u>415.04</u>
Checking Account ID	09	<u>415.04</u>
Checking Account ID	1 Fund Number	01 General Fund
AGTAC SERVICES, LLC	CUSTODIAL SERVICES	27,460.42
KUHLENENGEL, AMANDA	MILEAGE	149.93
AMAZON CAPITAL SERVICES	FALL SUPPLIES	2,148.51
ARBOR MART	FUEL CHARGES	70.85
AVAYA	PHONE SERVICE AGREEMENT	360.84
BLICK ART MATERIALS	ART SUPPLIES	296.87
BOHL PLUMBING	PLUMBING REPAIRS	606.00
CAPITAL BUSINESS SYSTEMS	FAX/COPIES	498.06
CAPITAL BUSINESS SYSTEMS	COPIER LEASE	2,616.90
CAPITAL ONE	MISC CHARGES	625.69
CAPSTONE	PEBBLE GO	1,299.00
CARD SERVICES	MISC CHARGES	3,628.90
CAROLINA BIOLOGICAL SUPPLY	SCIENCE SUPPLIES	160.07
CHERRY ROAD MEDIA	ADVERTISING	263.53
COGNIA INC.	ACCREDIATION MEMBERSHIP	1,200.00
DARLA CUNNINGHAM	CLUB SUPPLIES	22.99
DAS STATE ACCOUNTING - CENTRAL	DISTANCE LEARNING	238.13
DEMCO, INC.	MS LIBRARY	243.82
DIETZE MUSIC	INSTRUMENT REPAIRS	400.50
Edmentum	ANNUAL RENEWAL	6,750.00
ESU #4	SRS SOFTWARE RENEWAL	3,787.00
ESU COORDINATING COUNCIL	WORLD BOOK RENEWAL	837.00
FACILITY ADVOCATES	HS COOLING TOWER FINAL PAYMENT	95,575.00
FIRST CLASS PLUMBING AND HEATING	SEWER MAINT	356.25
FIRST STUDENT INC	APRIL & MAY TRANSPORT CHARGES	59,019.82

FOLLETT SCHOOL SOLUTIONS	HS BOOKS	448.12
GARRATT-CALLAHAN CO.	CHEMICAL SUPPLIES	432.00
GOPHER SPORT	MS PE SUPPLIES	167.35
GRAVES COMPANY	DIPLOMAS	2,456.81
GROWING WORDS THERAPY	CONTRACTED SERVICES	660.83
GRUNWALD MECHANICAL CONTRACTORS & Home Depot Pro	HS BOILER CUSTODIAL SUPPLIES	5,199.90 2,807.50
JENNA HENRICHS	CONTRACTED SERVICES	4,534.00
JUDY GOERING	CLUB SUPPLIES	107.51
JW PEPPER & SON, INC	MUSIC	156.33
KSB SCHOOL LAW, PC, LLO	POLICY UPDATE/LEGAL FEES	1,627.50
LEISHA PICKERILL	VINYL STICKERS	198.00
LUNCHTIME SOLUTIONS, INC.	PREK AND ACT SNACKS	486.08
MADISON NATIONAL LIFE	MAY CLASSIFIED LTD	436.31
MARCHMASTER INC	BAND SUPPLIES	50.00
MATHESON TRI-GAS INC.	RODS/BOTTLE RENTAL	850.29
MENARDS SOUTH	HS CONCESSION STAND SUPPLIES	1,518.75
NCECBVI	CONTRACTED SERVICES	9,200.00
NCSA	NASBO	180.00
NE SAFETY CENTER@UNK	DRIVING CLASSES	400.00
NEBRASKA CITY UTILITIES	APRIL UTILITIES	44,295.30
NEBRASKA STATE FIRE MARSHAL AGENCY	INSPECTIONS	600.00
ONE SOURCE	BACKGROUND CHECKS	86.00
Parco Scientific Company	COOP SUPPLIES	54.00
PAYROLL ACCOUNT-NC PUBLIC SCH	MAY 2023 PAYROLL	1,134,540.25
PERCUSSION SOURCE	INSTRUMENT SUPPLIES	791.77
POSTMASTER	PO BOX LEASE	1,728.00
POWERSCHOOL GROUP LLC	TALENT ED	9,575.62
POWERTECH	FIRE ALARM SERVICE	565.30
PROTEX CENTRAL INC.	FIRE ALARM SERVICE	900.00
REGION V SERVICES	CONTRACTED SERVICES	1,938.30
RIVER VIEW PEST CONTROL, INC.	PEST CONTROL	350.00
S & S WORLDWIDE, INC.	COOP SUPPLIES	535.50
SARAH ROBERTS	CONTRACTED SERVICES	4,160.21
SCHMIDT SPEECH LANGUAGE PATHOLOGY	APRIL/MAY CONTRACTED SERVICES	12,580.75
SCHOOL SPECIALTY, LLC	COOP SUPPLIES	900.81
SOLIE PETERSON	CLUB SUPPLIES	16.83
STEFANIE WENZ	LAB SUPPLIES	42.37

STRIV AV LLC		COOP SUPPLIES	689.44
SUPREME SCHOOL SUPPLY CO.		COOP SUPPLIES	100.25
THYSSENKRUPP ELEVATOR CORP		SERVICE CONTRACT	905.33
TIME MANAGEMENT SYSTEMS INC		TMS TRAINING	390.00
TRADE WELL PALLET, INC.		WOODCHIPS	2,242.50
UNITE PRIVATE NETWORKS		PRIVATE NETWORK	33.64
UPS		FREIGHT	1.17
VERIZON WIRELESS		CELL PHONE	1,411.38
VOSS LIGHTING		LIGHT BULBS	888.78
VOYAGER FLEET SYSTEMS		FUEL CHARGES	6,025.21
WELLNESS CENTER		CLUB EXPENSE	505.00
WEX BANK		FUEL CHARGES	547.43
WINDSTREAM		PHONE	2,359.66
ZANER BLOSER, INC.		WORKBOOKS	4,559.23
Fund Number	01		<u>1,474,853.39</u>
Checking Account ID	1		<u>1,474,853.39</u>
Checking Account ID	10	Fund Number	10 <u>Cooperative Fund</u>
ZULTYS INC		PHONE IP DEPOSIT	3,137.46
Fund Number	10		<u>3,137.46</u>
Checking Account ID	10		<u>3,137.46</u>
Checking Account ID	2	Fund Number	01 <u>General Fund</u>
AMERICAN FIDELITY		MAY SUPPLEMENTAL INS	2,288.58
BLUE CROSS BLUE SHIELD		MAY HEALTH AND DENTAL	194,614.74
MADISON NATIONAL LIFE		MAY LIFE INS	1,605.70
VSP, INC		MAY VISION INS	1,678.52
Fund Number	01		<u>200,187.54</u>
Checking Account ID	2		<u>200,187.54</u>
Checking Account ID	20	Fund Number	02 <u>Depreciation Fund</u>
BOHL PLUMBING		HS HVAC REPLACEMENT	6,236.00
Fund Number	02		<u>6,236.00</u>
Checking Account ID	20		<u>6,236.00</u>
Checking Account ID	6	Fund Number	06 <u>Nutrition Services</u>
AMBER J. SAMMONS		LUNCH REFUND	47.30
CHARLOTTE HAMLIN		MILK REFUND	12.50
DANIELLE SOUTHARD		LUNCH REFUND	34.80
HOBART SERVICE		DISPOSER REPAIRS	335.00
JEFF NIELSEN		LUNCH REFUND	53.72
KALEB WALKER		LUNCH & MILK REFUND	20.60

KAREN TIFT	LUNCH REFUND	8.90
KATINA VAN CLEAVE	LUNCH REFUND	7.40
LUNCHTIME SOLUTIONS, INC.	MAY FOOD SERVICE	112,852.98
MATTEAL CHAPIN	LUNCH & MILK REFUND	15.60
MATTHEW HOWER	LUNCH REFUND	11.24
MELINDA HOUGHTON	LUNCH REFUND	30.45
MELISSA TURNER	LUNCH REFUND	15.24
MICHAEL BORNS	LUNCH REFUND	92.25
SHEILA ESSARY	LUNCH REFUND	26.45
STACY RHOADES	LUNCH REFUND	12.70
THOMAS ROBINSON	LUNCH REFUND	61.32
TRISHA KUBICHEK	LUNCH REFUNE	41.90
WYNEE BENEDICT	LUNCH REFUND	5.20
Fund Number	06	<u>113,685.55</u>
Checking Account ID	6	<u><u>113,685.55</u></u>

Nebraska City Public Schools
May 2023
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 approved General Fund levy for 2022-23 1.040666

Balance Forward	1,575,444.69
Revenue	4,032,506.13
Expenses	<u>1,474,853.39</u>
Balance	4,133,097.43

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 approved Building Fund levy for 2022-23 .013523

Balance Forward	304,916.34
Revenue	36,748.93
Expenses	<u>4,444.37</u>
Balance	337,220.90

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 approved QCPUF levy for 2022-23 .030000

Balance Forward	183,413.61
Revenue	75,544.56
Expenses	<u>415.04</u>
Balance	258,543.13

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	83,166.44
Revenue	13.99
Expenses	<u>3,137.46</u>
Balance	80,042.97

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	1,487,165.86
Revenue	261.24
Expenses	<u>6,236.00</u>
Balance	1,481,191.10

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	501,885.38
Revenue	87,531.14
Expenses	<u>113,885.55</u>
Balance	475,530.97

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	35,031.47
Revenue	1,134,540.25
Expenses	<u>1,135,031.59</u>
Balance	34,540.13

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	31,501.89
Revenue	4,878.29
Expenses	<u>4,875.53</u>
Balance	31,504.65

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	231,704.93
Revenue	6.18
Expenses	<u>0.00</u>
Balance	231,711.11

Bond Fund

The Bond Fund shall be used to record tax receipts, investment interest, and the payment of bond principal, interest, and other related costs (i.e., trustee fees). If the fund balance is not sufficient to meet interest or bond retirement payments from the Bond Fund, the General Fund shall be used for these payments. Revenue from a levy to retire bonds in any school district is retained in a separate fund by the county treasurer, the financial institution serving as a fiscal agent, or the school district. Funds shall be disbursed upon appropriate demand. All records of the transactions in this area shall be maintained in this fund. Proceeds from a bond issue shall be deposited into the Special Building Fund to be expended on the actual building project. The Bond Fund is a taxing fund and is not part of the \$1.05 cap. The tax levy for this fund is restricted for expenditures other than principal and interest on bonds. Proceeds from a bond issue shall be deposited into the Special Building Fund to be expended on the actual building project. The approved Bond Fund levy for 2022-23 .156095

Balance Forward	1,793,632.82
Revenue	426,952.18
Expenses	<u>157,932.50</u>
Balance	2,062,652.50

NEBRASKA CITY PUBLIC SCHOOLS 66-0111							22-23	21-22
GENERAL FUND MONTHLY FINANCIAL REPORT			REC'D MONTH	REC'D THRU:	REC'D THRU		% OF BUDGET TO	% OF BUDGET TO
	RECEIPTS:	BUDGETED	MAY	5/31/2023	05/31/2022	DIFFERENCE	BE RECEIVED	BE RECEIVED
	LOCAL PROPERTY TAXES	9,925,000.00	2,760,302.80	8,352,179.83	8,644,555.88	-292,376.05	15.85%	
	CARLINE TAX	11,000.00	1,345.75	3,106.85	4,705.25	-1,598.40	71.76%	
	IN LIEU OF TAX, 5% GROSS	5,500.00		7,672.72	7,380.57	292.15	-39.50%	
	MOTOR VEHICLE TAX	825,000.00	62,199.01	615,432.56	617,711.31	-2,278.75	25.40%	
	PENALTIES AND INTEREST ON TAXES	0.00						
	TUITION FROM OTHER DISTRICTS-SPED	0.00				0.00		
	LOCAL LICENSE FEES, CITY	6,250.00		1,385.00	4,456.76	-3,071.76	77.84%	
	RENTAL OF SCHOOL FACILITIES	1,750.00		30.00	1,887.50	-1,857.50	98.29%	
	OTHER LOCAL REVENUE	0.00		1,367.54	15,713.20	-14,345.66		
	COUNTY FINES & LICENSE FEES	148,000.00	14,445.34	111,030.79	119,853.25	-8,822.46	24.98%	
	ESU RECEIPTS					0.00		
	OTHER COUNTY SOURCES	0.00				0.00		
	STATE AID	4,654,070.00	447,856.00	4,206,214.00	4,124,268.00	81,946.00	9.62%	
	SPECIAL EDUCATION PROGRAM	1,200,000.00	196,036.00	950,082.00	1,001,559.00	-51,477.00	20.83%	
	SPECIAL EDUCATION TRANSP.	25,000.00			25,941.00	-25,941.00	100.00%	
	HOMESTEAD EXEMPTION	270,000.00	49,420.72	148,262.16	146,888.73	1,373.43	45.09%	
	RELIEF TO PROPERTY TAXPAYERS	600,000.00	350.09	573,727.25	570,842.97	2,884.28	4.38%	
	PERSONAL PROPERTY TAX CREDIT	0.00		350.09		350.09		
	RAILROAD CREDIT					0.00		
	HIGH ABILITY LEARNERS	9,000.00		8,378.00	9,192.00	-814.00	6.91%	
	RULE 4 TEXTBOOK LOAN	9,000.00		3,714.02	9,033.41	-5,319.39	58.73%	
	PRO-RATE MOTOR VEHICLE	17,500.00	12,300.81	20,360.02	20,726.15	-366.13	-16.34%	
	STATE APPORTIONMENT	190,000.00		272,046.43	196,688.18	75,358.25	-43.18%	
	IN LIEU OF SCHOOL LAND TAX	3,000.00			77.57	-77.57	100.00%	
7,099.00	STATE EARLY CHILDHOOD	76,276.00	7,099.00	49,700.00	66,267.00	-16,567.00	34.84%	
16,987.52	PROJECT AWARE	259,000.00		146,792.99	16,611.96	130,181.03	43.32%	
27,520.00	TITLE I	340,000.00	219,361.00	268,474.00	260,688.00	7,786.00	21.04%	
	TITLE I, PART A NCLB IMPROV BASIC PRGM					0.00		
234.00	TITLE II PART A	55,000.00	1,849.00	11,546.00	67,876.00	-56,330.00	79.01%	
24,435.00	IDEA BASE	350,000.00	102,449.00	253,660.00	356,707.00	-103,047.00	27.53%	
855.00	IDEA PRESCHOOL BASE	8,218.00	712.00	8,929.00	6,556.00	2,373.00	-8.65%	
	IDEA NON PUBLIC	25,561.00	23,530.00	27,120.00	12,940.00	14,180.00	-6.10%	
	IDEA PRESCHOOL BASE-ARP			4,494.00	0.00	4,494.00		
	IDEA BASE-ARP			8,920.00	17,054.00	-8,134.00		
	IDEA NON PUBLIC -ARP				604.00	-604.00		
	MEDICAID IN PUBLIC SCHOOLS					0.00		
	MAAPS RECEIPTS	35,000.00	13,530.07	46,925.93	42,649.23	4,276.70	-34.07%	
6,750.00	HOMELESS GRANT							
	ESSERS/CARES GRANT					0.00		
95,575.00	ESSERS II	412,222.00	2,445.00	219,563.00	244,900.00	-25,337.00	46.74%	
39,010.00	ESSERS III	1,000,512.00	96,494.00	773,045.00	414,156.00	358,889.00	22.74%	
	N-SPDG GRANT					0.00		
23,441.00	TITLE IV, PART B, NCLB 21ST CENTURY	225,000.00	18,014.00	129,741.00	157,082.00	-27,341.00	42.34%	
1,605.00	SUMMER CLUB EXTENSION (6989)			29,977.00				
10,399.00	CLUBS EXTENSION (6988)			25,498.00				
	LONG TERM LOAN-LOC	0.00				0.00		
	TAX ANTICIPATION NOTES	1,450,000.00					100.00%	
	SALE OF BONDS				10,188.94	-10,188.94		
	TRANSFERS FROM FUNDS					0.00		
	OTHER NON-REVENUE RECEIPTS			4.71	887.77	-883.06		
	TOTAL WITHOUT INTERCOMPANY RECEIP	22,136,859.00	4,029,739.59	17,279,729.89	17,196,648.63	83,081.26	21.03%	23.58%
	NON PROGRAM RECEIPTS			200,000.00			Does not include TANS	
253,910.52	GRAND TOTAL	22,136,859.00	4,029,739.59	17,479,729.89	17,196,648.63			

			DISB. MONTH	DISB. THRU:	DISB. THRU:		% OF BUDGET TO	% OF BUDGET TO
	DISBURSEMENTS:	BUDGETED	MAY	5/31/2023	5/31/2022	DIFFERENCE	BE SPENT	BE SPENT
1100	INSTRUCTION	5,952,815.00	423,070.70	3,800,497.35	3,865,031.22	(64,533.87)	36.16%	
1115	CAREER ACADEMY	119,600.00	8,742.36	80,306.98	91,469.54	(11,162.56)	32.85%	
1150	ELL	353,675.00	26,739.14	256,246.09	254,999.09	1,247.00	27.55%	
1160	POVERTY	2,119,005.00	168,159.71	1,569,471.86	1,725,117.20	(155,645.34)	25.93%	
1190	PRESCHOOL LOCAL FUNDS	170,100.00	12,998.14	109,601.20	120,044.96	(10,443.76)	35.57%	
1200	SPECIAL EDUCATION	2,712,000.00	197,110.88	1,868,300.39	1,803,551.05	64,749.34	31.11%	
1300	DRIVER'S ED/SUMMER SCHOOL	20,455.00				-	100.00%	
2120	GUIDANCE	189,975.00	14,604.51	137,688.64	136,552.98	1,135.66	27.52%	
2130	HEALTH/NURSE	97,725.00	7,584.30	73,337.34	70,783.17	2,554.17	24.96%	
2140	PSYCHOLOGY	278,900.00		120,758.82	152,081.31	(31,322.49)	56.70%	
2150	SPEECH/AUDIOLOGY	221,400.00	23,433.23	232,142.34	124,146.78	107,995.56	-4.85%	
2160	OCCUPATIONAL THERAPY	400.00		45.03	24,054.29	(24,009.26)	88.74%	
2170	PHYSICAL THERAPY	10,200.00	3,592.24	29,710.57	2,641.13	27,069.44	-191.28%	
2180	VISION	600.00	9,200.00	37,310.00		37,310.00	-6118.33%	
2190	OTHER SUPPORT SERVICES	90,000.00	205.24	18,171.87	15,803.88	2,367.99	79.81%	
2212	CURRICULUM DIRECTOR	35,100.00	3,306.35	30,707.52	56,057.43	(25,349.91)	12.51%	
2214	STANDARDS DIRECTOR	1,500.00		816.28	56,217.24	(55,400.96)	45.58%	
2220	LIBRARY	201,500.00	18,106.13	143,722.56	142,177.60	1,544.96	28.67%	
2290	EARLY RETIREMENT	43,125.00		43,109.20	143,814.00	(100,704.80)	0.04%	
2310	SCHOOL BOARD	112,000.00	5,169.88	59,670.09	57,719.07	1,951.02	46.72%	
2320	SUPERINTENDENT	302,475.00	25,009.80	225,043.04	202,051.83	22,991.21	25.60%	
2410	PRINCIPALS	949,150.00	75,660.39	707,411.25	728,896.97	(21,485.72)	25.47%	
2510	BUSINESS OFFICE	214,525.00	16,168.60	181,478.44	178,934.90	2,543.54	15.40%	
2520	VEHICLE ACQUISITION	0.00				-	0.00%	
2580	TECHNOLOGY	213,400.00	14,404.91	109,932.40	131,222.69	(21,290.29)	48.49%	
2610	PLANT OPERATION	1,094,500.00	74,838.83	850,836.08	901,294.42	(50,458.34)	22.26%	
2620	MAINTENANCE	1,312,585.00	44,453.09	467,191.45	413,718.05	53,473.40	64.41%	
2700	PUPIL TRANSPORTATION	394,400.00	69,090.87	392,646.90	303,630.04	89,016.86	0.44%	
3535	HIGH ABILITY LEARNERS	5,550.00	402.13	3,697.08	4,047.20	(350.12)	33.39%	
3540	STATE EARLY CHILDHOOD	86,985.00	7,100.56	64,266.94	60,828.04	3,438.90	26.12%	
3590	PROJECT AWARE	246,644.00	8,585.26	105,495.26	42,343.92	63,151.34	57.23%	
3599	TEXTBOOK LOAN	20,000.00		3,537.17		3,537.17	82.31%	
5000	DEBT SERVICES	2,158,000.00		767,855.56	958,731.25	(190,875.69)	64.42%	
6200	TITLE I	326,975.00	27,521.35	249,623.06	242,639.81	6,983.25	23.66%	
6310	TITLE II PART A	79,580.00	234.78	10,626.98	40,737.80	(30,110.82)	86.65%	
6406	IDEA PART B PRESCHOOL	8,218.00	1,064.98	9,995.78	7,967.40	2,028.38	-21.63%	
6408	IDEA BASE/ENROLLMENT/POVERTY	338,869.00	24,477.86	273,455.98	307,172.71	(33,716.73)	19.30%	
6412	NON-PUBLIC SPED	25,561.00		27,123.32	15,672.48	11,450.84	-6.11%	
6422	IDEA PRESCHOOL-ARP	0.00		2,805.00	1,411.90	1,393.10		
6421	IDEA BASE-ARP	0.00		860.00	47,667.15	(46,807.15)		
6423	IDEA NON PUBLIC -ARP	0.00			604.80	(604.80)		
6700	PERKINS	0.00			260.00	(260.00)		
6968	TITLE IV, PART B, NCLB 21ST CENTURY	185,755.00	13,433.09	153,958.08	141,419.43	12,538.65	17.12%	
6988	EXTENDED CLUBS	25,000.00	4,676.93	11,001.13		11,001.13	56.00%	
6989	SUMMER CLUBS	40,000.00	1,605.00	7,756.88		7,756.88	80.61%	
6994	HOMELESS GRANT		6,750.00	6,750.00				
6996	ESSERS/CARES GRANT	0.00			8,859.28	(8,859.28)		
6997	ESSERS II	368,012.00	95,575.00	291,371.60	253,887.93	37,483.67	20.83%	
6998	ESSERS III	1,000,512.00	39,010.61	736,487.63	736,813.43	(325.80)	26.39%	
	SUBTOTAL	22,126,771.00	1,472,086.85	14,272,821.14	14,573,075.37	-307,004.23	29.95%	31.96%
	TRANSFER TO FUND			200,000.00		Does NOT include TANS		
	TOTAL DISBURSEMENTS:	22,126,771.00	1,472,086.85	14,472,821.14	14,573,075.37			

	Balance on hand District Treasury 8-31-22	-447,100.81						
	Receipts through: 8-31-2023	17,479,729.89						
	TOTAL BALANCE & RECEIPTS	17,032,629.08						
	Outstanding warrants 8-31-2022	174,163.94						
	Warrants issued through: 8-31-2023	14,072,821.14						
	TOTAL WARRANTS	14,246,985.08						
	BALANCE	2,785,644.00						
	Balance in District Treasury	3,105,598.14 *						
	Outstanding warrants	322,500.71						
	Voided checks	2,546.57						
	BALANCE	2,785,644.00						

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2023 - 05/2023

Regular; Beginning Month 05/2023; Processing Month 05/2023; Accounts to Include Accounts with Activity; Fund Balance Account 144 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	(5,721.79)	0.00	0.00	0.00	(5,721.79)
05 704 0003	7-8 FOOTBALL BALANCE	(3,075.39)	0.00	0.00	0.00	(3,075.39)
05 704 0004	VARSITY BBB BALANCE	1,401.99	0.00	0.00	0.00	1,401.99
05 704 0005	9TH BBB BALANCE	(225.00)	0.00	0.00	0.00	(225.00)
05 704 0006	7-8 GBB BALANCE	(181.00)	0.00	0.00	0.00	(181.00)
05 704 0007	7-8 BBB BALANCE	414.55	0.00	0.00	0.00	414.55
05 704 0008	VARSITY B TRACK BALANCE	(375.86)	860.00	0.00	0.00	(1,235.86)
05 704 0009	NC INVITATIONAL TRACK BALANCE	3,998.31	0.00	525.00	0.00	4,523.31
05 704 0010	TRAVELING GIRLS BB BALANCE	4,217.90	0.00	0.00	0.00	4,217.90
05 704 0011	7-8 TRACK BALANCE	(575.00)	0.00	1,007.00	0.00	432.00
05 704 0012	VARSITY WRESTLING BALANCE	(510.26)	0.00	0.00	0.00	(510.26)
05 704 0013	7-8 WRESTLING BALANCE	(151.67)	0.00	175.00	0.00	23.33
05 704 0014	CROSS COUNTRY BALANCE	(5,301.69)	0.00	0.00	0.00	(5,301.69)
05 704 0015	VARSITY GIRLS TRACK BALANCE	(561.33)	860.00	0.00	0.00	(1,421.33)
05 704 0016	VARSITY GBB BALANCE	(1,216.05)	0.00	0.00	0.00	(1,216.05)
05 704 0018	VARSITY VOLLEYBALL BALANCE	(1,631.55)	0.00	0.00	0.00	(1,631.55)
05 704 0020	7-8 VOLLEYBALL BALANCE	(141.25)	0.00	0.00	0.00	(141.25)
05 704 0021	BOYS TENNIS BALANCE	(296.73)	0.00	0.00	0.00	(296.73)
05 704 0022	GIRLS TENNIS BALANCE	(374.49)	32.23	0.00	0.00	(406.72)
05 704 0024	GOLF BALANCE	(418.19)	1,087.40	840.00	0.00	(665.59)
05 704 0025	FFA BALANCE	16,115.31	2,145.96	340.00	0.00	14,309.35
05 704 0026	FCCLA BALANCE	(1,470.86)	3,914.90	1,386.25	0.00	(3,999.51)
05 704 0027	PIONNER YOUTH BOYS BASKETBALL BALANCE	3,773.69	0.00	0.00	0.00	3,773.69
05 704 0028	NS BOOK FUND BALANCE	(846.68)	363.17	84.64	0.00	(1,125.21)
05 704 0029	SINGERS BALANCE	597.97	0.00	0.00	0.00	597.97
05 704 0030	MUSICAL BALANCE	8,078.53	0.00	0.00	0.00	8,078.53
05 704 0031	DECA BALANCE	(82.84)	0.00	40.00	0.00	(42.84)
05 704 0032	MS CONCESSIONS BALANCE	1,232.07	0.00	0.00	0.00	1,232.07
05 704 0033	FBLA BALANCE	1,445.00	0.00	785.00	0.00	2,230.00
05 704 0034	HS POP MONEY BALANCE	14.16	0.00	0.00	0.00	14.16
05 704 0035	MS POP BALANCE	1,731.07	0.00	193.00	0.00	1,924.07
05 704 0036	HS BAND RESALE BALANCE	(36.74)	0.00	1,065.32	0.00	1,028.58
05 704 0037	MS BAND RESALE BALANCE	1,813.30	0.00	100.00	0.00	1,913.30
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	5,157.14	0.00	0.00	0.00	5,157.14
05 704 0040	WEIGHTLIFTING BALANCE	226.95	0.00	0.00	0.00	226.95

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2023 - 05/2023

Regular; Beginning Month 05/2023; Processing Month 05/2023; Accounts to Include Accounts with Activity; Fund Balance Account 144 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 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	1,487.44	0.00	15.00	0.00	1,502.44
05 704 0044	WRESTLING MATMAIDS BALANCE	322.14	0.00	0.00	0.00	322.14
05 704 0045	CHEERLEADERS BALANCE	616.90	31.46	939.99	0.00	1,525.43
05 704 0046	CLASS OF 2023 BALANCE	1,257.95	300.00	0.00	0.00	957.95
05 704 0048	SPEECH CONTEST BALANCE	3,016.03	0.00	0.00	0.00	3,016.03
05 704 0049	DRAMA ACTIVITY BALANCE	880.91	0.00	1,114.44	0.00	1,995.35
05 704 0050	MS STUDENT COUNCIL BALANCE	15,350.49	2,684.28	0.00	0.00	12,666.21
05 704 0051	HS STUDENT COUNCIL BALANCE	2,819.89	95.00	0.00	0.00	2,724.89
05 704 0052	JOURNALISM BALANCE	7,263.55	0.00	1,905.00	0.00	9,168.55
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	1,545.81	0.00	0.00	0.00	1,545.81
05 704 0055	CONSTRUCTION CLASS BALANCE	2.91	0.00	0.00	0.00	2.91
05 704 0056	NATIONAL HONOR SOCIETY BALANCE	(71.33)	0.00	0.00	0.00	(71.33)
05 704 0057	DISTRICT ACTIVITY FUND BALANCE	5,022.90	20.64	40.00	0.00	5,042.26
05 704 0058	HS BAND ACTIVITY BALANCE	413.25	0.00	0.00	0.00	413.25
05 704 0059	6TH GRADE BAND BALANCE	(985.68)	0.00	0.00	0.00	(985.68)
05 704 0060	HS BOOK SALES BALANCE	4,301.27	0.00	0.00	0.00	4,301.27
05 704 0061	HS SCIENCE GRANT BALANCE	2.02	0.00	0.00	0.00	2.02
05 704 0062	HS QUIZ BOWL BALANCE	(100.00)	0.00	0.00	0.00	(100.00)
05 704 0063	MS QUIZ BOWL BALANCE	(362.00)	0.00	0.00	0.00	(362.00)
05 704 0064	HS SCIENCE CLUB BALANCE	753.17	0.00	0.00	0.00	753.17
05 704 0065	HS COLOR GUARD BALANCE	(211.17)	0.00	668.14	0.00	456.97
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	12,094.85	2,751.84	3,980.53	0.00	13,323.54
05 704 0069	PRECORDERS BALANCE	27.90	0.00	0.00	0.00	27.90
05 704 0070	VARSITY CLUB BALANCE	23,721.47	10,274.83	0.00	0.00	13,446.64
05 704 0071	WELLNESS BALANCE	1,362.64	1,343.68	0.00	0.00	18.96
05 704 0072	DRIVER EDUCATION BALANCE	19,261.99	0.00	1,500.00	0.00	20,761.99
05 704 0073	MS SHOP ACTIVITY BALANCE	1,843.03	0.00	0.00	0.00	1,843.03
05 704 0076	GOLF INVITE BALANCE	(35.00)	0.00	0.00	0.00	(35.00)
05 704 0077	HS PRIDE BALANCE	0.00	0.00	500.00	0.00	500.00
05 704 0078	HS WRESTLING FUNDRAISER	0.00	0.00	1,823.00	0.00	1,823.00
05 704 0079	HORTICULTURE BALANCE	603.27	0.00	0.00	0.00	603.27

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2023 - 05/2023

Regular; Beginning Month 05/2023; Processing Month 05/2023; Accounts to Include Accounts with Activity; Fund Balance Account 144 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 0080	BOYS COOP TENNIS BALANCE	750.00	0.00	0.00	0.00	750.00
05 704 0082	MS PRIDE BALANCE	688.83	0.00	174.00	0.00	862.83
05 704 0085	HW PURPLE JAM BALANCE	500.32	0.00	0.00	0.00	500.32
05 704 0086	SUMMER SB LEAGUE BALANCE	(16.75)	0.00	0.00	0.00	(16.75)
05 704 0087	HAYWARD FUNDRAISER BALANCE	4,473.92	2,172.62	1,202.50	0.00	3,503.80
05 704 0088	MS BOOK SALES BALANCE	(59.64)	797.29	28.00	0.00	(828.93)
05 704 0090	VOLLEYBALL CLUB BALANCE	2,391.36	390.00	1,172.63	0.00	3,173.99
05 704 0091	GIRLS SOCCER CLUB BALANCE	919.95	0.00	0.00	0.00	919.95
05 704 0092	CLASS OF 2024 BALANCE	105.28	56.00	640.00	0.00	689.28
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	583.93	0.00	0.00	0.00	583.93
05 704 0097	NS FUNDRAISER BALANCE	1,659.72	5,056.49	1,139.76	0.00	(2,257.01)
05 704 0098	BBB SUMMER LEAGUE BALANCE	4,933.47	600.00	175.00	0.00	4,508.47
05 704 0099	DISTRICT WELLNESS BALANCE	12,017.34	223.35	0.00	0.00	11,793.99
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 0103	DISTRICT II MUSIC CONTEST BALANCE	281.25	0.00	0.00	0.00	281.25
05 704 0104	HS SCIENCE SCHOLARSHIP BALANCE	367.51	0.00	84.00	0.00	451.51
05 704 0105	B&G SOCCER BALANCE	(856.36)	88.00	376.00	0.00	(568.36)
05 704 0106	BOYS TENNIS CLUB BALANCE	(219.34)	0.00	0.00	0.00	(219.34)
05 704 0107	GIRLS GOLF BALANCE	(1,799.88)	0.00	0.00	0.00	(1,799.88)
05 704 0108	EXPRESSIONS BALANCE	2,438.72	0.00	1,283.33	0.00	3,722.05
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	323.91	0.00	765.96	0.00	1,089.87
05 704 0112	SUMMER GBB BALANCE	1,243.87	0.00	1,000.00	0.00	2,243.87
05 704 0115	GIRLS TENNIS CLUB BALANCE	(763.64)	0.00	0.00	0.00	(763.64)
05 704 0116	STUDENT FEE DONATION BALANCE	707.00	0.00	0.00	0.00	707.00
05 704 0117	BOYS SOCCER CLUB BALANCE	3,442.88	500.00	0.00	0.00	2,942.88
05 704 0118	Girls Wrestling Club Balance	(500.25)	0.00	0.00	0.00	(500.25)
05 704 0119	WASHINGTON TRIP BALANCE	789.49	0.00	0.00	0.00	789.49
05 704 0120	COOP BASEBALL BALANCE	(27.50)	0.00	0.00	0.00	(27.50)
05 704 0121	CLASS OF 2022 BALANCE	150.30	0.00	0.00	0.00	150.30
05 704 0123	SOFTBALL BALANCE	275.39	0.00	0.00	0.00	275.39
05 704 0124	CD/INTEREST BALANCE	(19,610.32)	0.00	344.70	0.00	(19,265.62)

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2023 - 05/2023

Regular; Beginning Month 05/2023; Processing Month 05/2023; Accounts to Include Accounts with Activity; Fund Balance Account 144 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 0125	BASEBALL BALANCE	(4,005.17)	1,260.00	2,711.00	0.00	(2,554.17)
05 704 0126	MUSIC TRIP BALANCE	13.63	7,728.00	17,322.07	0.00	9,607.70
05 704 0127	HAL BALANCE	370.46	0.00	0.00	0.00	370.46
05 704 0128	BASEBALL CLUB BALANCE	99.30	0.00	75.00	0.00	174.30
05 704 0129	CAREER & HUMAN DEVELOPMENT BALANCE	2.00	0.00	0.00	0.00	2.00
05 704 0130	HS SOUND SYSTEM BALANCE	995.21	0.00	0.00	0.00	995.21
05 704 0131	SUMMER SCHOOL BALANCE	4,796.56	0.00	1,050.00	0.00	5,846.56
05 704 0132	HS ART FEES BALANCE	4,100.10	0.00	545.00	0.00	4,645.10
05 704 0133	HS SPANISH FEES BALANCE	208.73	0.00	0.00	0.00	208.73
05 704 0134	MS FCS BALANCE	796.47	0.00	0.00	0.00	796.47
05 704 0135	MS ART FEES BALANCE	3,260.86	0.00	0.00	0.00	3,260.86
05 704 0136	MS IT FEES BALANCE	5,218.82	0.00	0.00	0.00	5,218.82
05 704 0137	HS FOOD FEES BALANCE	937.65	0.00	685.00	0.00	1,622.65
05 704 0138	COLLEGE TUITION FEES BALANCE	735.17	0.00	0.00	0.00	735.17
05 704 0139	CONSUMER MATH SCHOLARSHIP BALANCE	3,070.00	1,500.00	84.00	0.00	1,654.00
05 704 0140	Education Quest	4,748.90	2,246.37	0.00	0.00	2,502.53
05 704 0141	CO BALANCE	12,373.59	0.00	0.00	0.00	12,373.59
05 704 0144	PIONEER PETE BALANCE	2,881.82	0.00	0.00	0.00	2,881.82
05 704 0145	HS TRACK CLUB BALANCE	469.28	0.00	0.00	0.00	469.28
05 704 0147	DISTRICT BASKETBALL BALANCE	86.94	0.00	0.00	0.00	86.94
05 704 0148	NAT'L JR. HONOR SOCIETY BALANCE	1,529.86	0.00	0.00	0.00	1,529.86
05 704 0150	MS VOLLEYBALL CLUB BALANCE	1,495.10	623.07	0.00	0.00	872.03
05 704 0152	ACTIVITY ADMIN. BALANCE	4,652.83	158.98	0.00	0.00	4,493.85
05 704 0153	ROBOTICS BALANCE	(3.64)	0.00	0.00	0.00	(3.64)
05 704 0154	DISTRICT VOLLEYBALL BALANCE	41.60	0.00	0.00	0.00	41.60
05 704 0155	MS ROBOTICS BALANCE	2,341.80	0.00	0.00	0.00	2,341.80
05 704 0157	TECHNOLOGY BALANCE	40,366.27	0.00	351.00	0.00	40,717.27
05 704 0158	MS LIFE SKILLS BALANCE	3,187.27	0.00	0.00	0.00	3,187.27
05 704 0159	CA CONSTRUCTION BALANCE	6,885.66	0.00	65.00	0.00	6,950.66
05 704 0160	CLASS OF 2025 BALANCE	958.82	0.00	0.00	0.00	958.82
05 704 0161	CA WELDING BALANCE	752.27	0.00	0.00	0.00	752.27
05 704 0162	CA-INFORMATION TECHNOLOGY BALANCE	(547.42)	0.00	78.25	0.00	(469.17)
05 704 0163	YOUTH TENNIS CLUB BALANCE	453.30	0.00	95.00	0.00	548.30
05 704 0164	JAG BALANCE	431.61	0.00	0.00	0.00	431.61
05 704 0165	ESPORTS BALANCE	1,462.18	110.82	0.00	0.00	1,351.36
05 704 0166	TURF AND DIRT BALANCE	0.00	15,000.00	0.00	0.00	(15,000.00)

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2023 - 05/2023

Regular; Beginning Month 05/2023; Processing Month 05/2023; Accounts to Include Accounts with Activity; Fund
Balance Account 144 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>
	Fund Total: 05	258,873.04	65,276.38	50,474.51	0.00	244,071.17

6/1/2023

Board Meeting Mileage Sheet

DATE	YEAR	TRADE NAME	STYLE	NUMBER	BODY TYPE	CAPACITY	VEHICLE ID#	CYLINDERS	COST	LICENSE #	MILEAGE
11/19/2007	2007	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31L27DA62220	8	19549	53028	195493
1/4/2008	2007	CHEVY	VAN	TAN	ES UPLANDER	7	GNDV23107D159355	6	15570	51495	177354
8/12/2008	2004	CHEVY	PICKUP	SILVER	HEAVY DUTY	6	1GCHK23G64F153924	8	14880	44965	206692
6/26/2018	2013	FORD	PICKUP	RED	F150	5	1FTFW1EF1DKF26059	8	21000	58436	131866
7/20/2009	2008	CHEVY	VAN	WHITE	UPLANDER LS	7	GNDV23118D104608	6	15926	55997	165889
7/22/2009	2008	CHEVY	VAN	RED	UPLANDER LS	7	GNDV23128D130117	6	15926	51678	190355
8/17/2009	2001	CHEVY	VAN	WHITE	EXPRESS	2	1GCHG35R111152386	6	9014	51494	108355
9/23/2009	2009	FORD	VAN	WHITE	ECONOLINE	10	1FBNE31LX9DA54328	6	22249	53021	76757
7/29/2011	2000	FORD	VAN	WHITE	ECONOLINE	2	1FTRE1422YHB91542	6	5480	55989	169101
11/16/2011	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG5BR626494	6	17500	56539	124621
11/16/2012	2011	DODGE VAN	VAN	SILVER	GRAND CARAVAN	5	2D4RN3DG9BR628362	6	17500	56540	175899
12/17/2021	2016	CHEVY	SPED BUS	YELLOW	MICRO BIRD	13	1GB3G3BG5F1127886			60892	76573
4/25/2022	2014	DODGE VAN	VAN	NAVY	GRAND CARAVAN	6	2C4RDGBG4ER353286	6		60384	77806
6/2022	2019	DODGE VAN	VAN	WHITE	GRAND CARAVAN	6	2C4RDGBG6HR735999	6		60884	39413
5/2022	2013	CHEVY VAN	VAN	WHITE	EXPRESS	10				60382	29005
12/2022	2019	DODGE VAN	VAN	WHITE	GRAND CARAVAN	6		6		60890	74444

4002 Drug Free Workplace

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Adopted on: December 12, 2016

Revised on:

Reviewed on: March 8, 2021

4004 Employment of Relatives, Domestic Partners and Significant Others

It is in the school district's best interest to hire the best qualified candidate for employment. However, the district must use sound judgment in hiring and placing employees who are closely related, reside together as domestic partners, or are involved in close relationships for the following reasons: avoiding conflict of interest and the appearance of a conflict of interest; avoiding favoritism and the appearance of favoritism; promoting collegiality among employees; minimizing lost productivity; easing the task of managing employees; avoiding friction and conflict when marriages or relationships break down; and avoiding claims of sexual harassment.

For the purposes of this policy, the term "relative" refers to a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. "Domestic partner" refers to individuals who reside in the same household and are involved in a relationship, who may hold themselves out to the public as marital partners, but who are not legally married. "Significant others" refers to individuals who are dating or engaged to be married but may or may not reside together. This policy applies to all categories of employment including regular, temporary, and part-time classifications.

Generally, an employee's relative, domestic partner, or significant other should not be hired to work in the same department as the employee or in any other position in which the district believes a conflict or the appearance of a conflict may exist. Relatives, domestic partners, and significant others are permitted to work at the district provided one does not report directly to, supervise, or manage the other. The superintendent and/or board may make exceptions to this general rule.

Employees in a supervisory-subordinate relationship or employed in the same department who marry, become domestic partners, or become significant others while employed will be treated in accordance with these guidelines, and one of the employees will be transferred at the earliest practicable time. The transfer will be voluntary when possible. When a voluntary transfer is not possible, the superintendent will make the decision based upon the importance of each job, the needs of the district, and the availability of candidates to fill either position. The district shall endeavor to place the transferred

employee in a position which is similar in terms of pay and benefits. The superintendent and/or board may make exceptions to this general rule. The superintendent and/or board may make exceptions to this general rule.

Adopted on: December 12, 2016

Revised on:

Reviewed on: March 8, 2021

4006
Insurance

The school district shall provide workers' compensation insurance for the protection of the district and its employees, and such other insurance as the board deems appropriate or has agreed to provide pursuant to a contract or collective bargaining agreement.

Adopted on: December 12, 2016

Revised on:

Reviewed on: March 8, 2021

4007 Personnel Records

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Adopted on: December 12, 2016

Revised on:

Reviewed on: March 8, 2021

4009
Restrictions on Employees Receiving Gratuities

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$ 100.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. The superintendent, at his or her discretion, may require that the gift become the property of the district. No certificated staff member may not accept any gift which will impair the professional judgment of the recipient.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

Adopted on: December 12, 2016

Revised on:

Reviewed on: February 8, 2021

4022

Certification and Endorsements

All educators must be duly certified by the Nebraska Department of Education in accordance with the Department's rules and the laws of Nebraska. They must file copies of their teaching certificates, including endorsements, with the superintendent of schools, and must promptly file any changes in certification or endorsements. Certified employees are required to maintain all their endorsements, and may not permit any endorsement to lapse or remove it from their certificates. The board or superintendent may require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

Adopted on: December 12, 2016

Revised on:

Reviewed on: February 8, 2021

4032 Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to sixteen hours of district approved time spent on an educational activity.

Adopted on: December 12, 2016

Revised on: April 12, 2021

Reviewed on:

4034
Staff Handbook

The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Adopted on: December 12, 2016

Revised on:

Reviewed on: April 12, 2021

NEBRASKA CITY PUBLIC SCHOOLS



Classified Staff Handbook

2023-2024

Approved June 12, 2023 Board Meeting
Effective July 1, 2023

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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 14th 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.

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 at 1-855-736-9482~~ **ALICAP's Sedgwick Clinical Consultation at 1-855-364-9865, Option 1** 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 the complainant believes speaking directly to the person would subject the 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; 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 the 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 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, 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 at 402-873-6033, 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 Fridays 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. **Note: when entering leave electronically use "other" as the leave choice and notify the business office.**

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. **Note: when entering leave electronically use "other" as the leave choice and notify the business office.**

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

2023--2024 PAYROLL DATES: For Classified Staff

<u>Date Paid</u>	<u>Time Period</u>
August 18, 2023	7/1/2023 - 7/31/2023
September 20, 2023	8/1/2023 - 8/31/2023
October 20, 2023	9/1/2023 - 9/30/2023
November 20, 2023	10/1/2023 - 10/31/2023
December 20, 2023	11/1/2023 - 11/30/2023
January 19, 2024	12/1/2023 - 12/31/2023
February 20, 2024	1/1/2024 - 1/31/2024
March 20, 2024	2/1/2024 - 2/29/2024
April 19, 2024	3/1/2024 - 3/31/2024
May 20, 2024	4/1/2024 - 4/30/2024
June 20, 2024	5/1/2024 - 5/31/2024
July 19, 2024	6/1/2024 - 6/30/2024
August 20, 2024	7/1/2024 - 7/31/2024

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 4th; Labor Day;
Thanksgiving Day; Friday following Thanksgiving Day; and Christmas Day

~~Six (6)~~ **Eight (8)** additional paid floating holidays upon approval of his/her supervisor to be used **on days when teachers are not in session**. 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.~~ Personal days cannot be used to extend the following paid holidays: New Years Day; Labor Day; Thanksgiving Day; and Christmas Day

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.

Personal days cannot be used to extend the following holidays: New Years Day; Labor Day; Thanksgiving Day; and Christmas Day

Leave can be granted at a minimum of 1/2 day increments (AM or PM), or full day.

Leave Without Pay

All eligible paid leave must be exhausted prior to leave without pay being granted.

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.

The employee must submit an electronic sick leave request as soon as possible for scheduled health appointments.

Staff shall be able to use sick leave for illness of minor children residing with the employee and the serious health condition of his/her spouse, child, parent, brother, sister, grandparent, uncle, aunt, nephew and niece or in-law.

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.

Sick leave can be granted at a minimum of 1/2 day increments (AM or PM), or full day.

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 2023-2024

9 month (178 Days, 7.5 hours per day max)

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

179 Days

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

170 Student days

3 Inservice days prior to school August 7, 8, 9

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 (181 Days, 8 hours per day max)

Media Assistant / Study Hall

182 Days

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

170 Student days

3 Inservice days prior to school August 7, 8, 9

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 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 8 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:

Jim Nemec.....	President
Kent Blum.....	Vice-President
Lisa Chaney.....	Member
Jeff Fields.....	Member
Stacie Higgins.....	Member
Don Loseke.....	Member
Brent Shanholtz.....	Member
Nick Schmitz.....	Member
Rob Elson.....	Member

Administrative Staff:

Mark Fritch	Superintendent
Jason Hippen	Director of Student Services and Assessment
Brian Hoover	High School Principal
Matt Thompson	High School Assistant Principal/Activities Director
Ethan Pellatz	Middle School Principal
David Purdham	Middle School Assistant Principal/Activities Director
Scot Davis	Hayward Elementary Principal
Brent Gaswick	Northside Elementary Principal

Central Office Staff:

Kate Sherwin	Coordinator of Engagement/Curriculum and Instruction
Brenda Wieckhorst	Business Manager
Dana Stovall	Administrative Assistant
Carla Zaroban	Superintendent's Administrative Assistant
Ahna Nelson	Student Services Administrative Assistant/Registrar
Erin Johnson	Administrative Assistant

NEBRASKA CITY PUBLIC SCHOOLS 2023-2024 CALENDAR

March 13, 2023 BOE Calendar

	August 2023	January 2024																																																																																																			
Aug 4th: New Teacher Inservice Aug 7th-9th: Teacher Inservice Aug 10th: Grades K, 3, 6, 9 School Begins; early dismissal Aug 11th: All Grades; early dismissal Aug 16th: Preschool Begins Aug 28th: Teacher Inservice (No School)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	Su	M	T	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td></td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	Su	M	T	W	Th	F	Sa								1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				Jan 1st-2nd: Winter Break (No School) Jan 3rd: Teacher Inservice (No School) Jan 4th: School Begins Jan 22nd: Teacher Inservice (No School)							
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Early Dismissal School Times

Northside: 8:10am to 1:15pm
 Hayward: 8:15am to 1:20pm
 Middle School: 8:05am to 1:25pm
 High School: 8:00am to 1:30pm

Student Days

1st Quarter: 42 3rd Quarter: 44
 2nd Quarter: 43 4th Quarter: 41
 1st Semester: 85 2nd Semester: 85
 School Year: 170

School Times

Northside: 8:10am to 3:20pm
 Hayward: 8:15am to 3:25pm
 Middle School: 8:05am to 3:32pm
 High School: 8:00am to 3:40pm



It's a GREAT day to be a PIONEER!

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

NEBRASKA CITY PUBLIC SCHOOLS



Certified Staff Handbook

2023-2024

Approved June 12, 2023 Board Meeting
Effective July 1, 2023

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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 14th 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.

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 at 1-855-736-9482~~ **ALICAP's Sedgwick Clinical Consultation at 1-855-364-9865, Option 1** 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 the complainant believes speaking directly to the person would subject the 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; 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 the 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 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 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 Fridays 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. **Note: when entering leave electronically use "other" as the leave choice and notify the business office.**

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. **Note: when entering leave electronically use "other" as the leave choice and notify the business office.**

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 reports 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

2023--2024 PAYROLL DATES: For Classified Staff

<u>Date Paid</u>	<u>Time Period</u>
August 18, 2023	7/1/2023 - 7/31/2023
September 20, 2023	8/1/2023 - 8/31/2023
October 20, 2023	9/1/2023 - 9/30/2023
November 20, 2023	10/1/2023 - 10/31/2023
December 20, 2023	11/1/2023 - 11/30/2023
January 19, 2024	12/1/2023 - 12/31/2023
February 20, 2024	1/1/2024 - 1/31/2024
March 20, 2024	2/1/2024 - 2/29/2024
April 19, 2024	3/1/2024 - 3/31/2024
May 20, 2024	4/1/2024 - 4/30/2024
June 20, 2024	5/1/2024 - 5/31/2024
July 19, 2024	6/1/2024 - 6/30/2024
August 20, 2024	7/1/2024 - 7/31/2024

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.

Family Sick Leave. Teachers shall be able to use sick leave for illness of minor children residing with the teacher and the serious health condition of his/her spouse, child, parent, brother, sister, grandparent, uncle, aunt, nephew and niece or in-law.

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).

Leave can be granted at a minimum of 1/2 day increments (AM or PM), or full day.

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 \$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 \$100 \$50.

Leave can be granted at a minimum of 1/2 day increments (AM or PM), or full day.

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 to 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 extracurricular 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 the 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

All teachers/classroom aides will be required to use PowerSchool. 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.

Classroom teachers will be required to update academic progress in Power School on a weekly basis.

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

Certified staff who have trouble/problems with PowerSchool 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.~~

Substitute Teaching with internal coverage

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

Certified staff may be required to combine classes in the absence of a substitute, if students are combined from other classroom(s) for the entirety of an academic school day, the certified staff member(s) will receive the substitute daily rate, or a portion equivalent to the percentage of the board approved substitute daily rate.

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:

Jim Nemec.....	President
Kent Blum.....	Vice-President
Lisa Chaney.....	Member
Jeff Frields.....	Member
Stacie Higgins.....	Member
Don Loseke.....	Member
Brent Shanholtz.....	Member
Nick Schmitz.....	Member
Rob Elson.....	Member

Administrative Staff:

Mark Fritch	Superintendent
Jason Hippen	Director of Student Services and Assessment
Brian Hoover	High School Principal
Matt Thompson	High School Assistant Principal/Activities Director
Ethan Pellatz	Middle School Principal
David Purdham	Middle SchoolAssistant Principal/Activities Director
Scot Davis	Hayward Elementary Principal
Brent Gaswick	Northside Elementary Principal

Central Office Staff:

Kate Sherwin	Coordinator of Engagement/Curriculum and Instruction
Brenda Wieckhorst	Business Manager
Dana Stovall	Administrative Assistant
Carla Zaroban	Superintendent's Administrative Assistant
Ahna Nelson	Student Services Administrative Assistant/Registrar
Erin Johnson	Administrative Assistant

NEBRASKA CITY PUBLIC SCHOOLS 2023-2024 CALENDAR

March 13, 2023 BOE Calendar

<p>Aug 4th: New Teacher Inservice Aug 7th-9th: Teacher Inservice Aug 10th: Grades K, 3, 6, 9 School Begins; early dismissal Aug 11th: All Grades; early dismissal Aug 16th: Preschool Begins Aug 28th: Teacher Inservice (No School)</p>	<p>August 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	Su	M	T	W	Th	F	Sa										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>Jan 1st-2nd: Winter Break (No School) Jan 3rd: Teacher Inservice (No School) Jan 4th: School Begins Jan 22nd: Teacher Inservice (No School)</p>
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<p>Sept 4th: Labor Day (No School) Sept 13th: Early Dismissal P/T Conferences Sept 14th: No School P/T Conferences Sept 15th: No School Sept 25th: Teacher Inservice (No School)</p>	<p>September 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	Su	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>Feb 12th: No School Feb 14th: Early Dismissal Feb 26th: Teacher Inservice (No School)</p>							
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<p>Oct 11th: Early Dismissal Oct 13th: End of First Quarter Oct 23rd: Teacher Inservice (No School)</p>	<p>October 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	M	T	W	Th	F	Sa								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>Mar 8th: End of 3rd Quarter Mar 13th: Early Dismissal P/T Conferences Mar 14th: No School P/T Conferences Mar 15th: No School Mar 25th: Teacher Inservice (No School) Mar 29th: No School Spring Break</p>
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<p>Nov 8th: Early Dismissal Nov 22nd - 24th: Thanksgiving Break (No School) Nov 27th: Teacher Inservice (No School)</p>	<p>November 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	Su	M	T	W	Th	F	Sa				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<p>April 1st: Spring Break (No School) April 10th: Early Dismissal (K Roundup) Apr 22nd: Teacher Inservice (No School)</p>							
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<p>Dec 13th: Early dismissal Dec 20th: End of 2nd Quarter and 1st Semester and Early Dismissal Dec 21st - 31st: Winter Break (No School)</p>	<p>December 2023</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Su	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>May 8th: Early Dismissal (K-12 Transition) May 12th: Graduation May 14th: POSSIBLE End of 4th Quarter and 2nd Semester/Last Day of School (Early Dismissal) May 15th: Last Day for Staff</p>
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Early Dismissal School Times

Northside: 8:10am to 1:15pm
 Hayward: 8:15am to 1:20pm
 Middle School: 8:05am to 1:25pm
 High School: 8:00am to 1:30pm

Student Days

1st Quarter: 42 3rd Quarter: 44
 2nd Quarter: 43 4th Quarter: 41
 1st Semester: 85 2nd Semester: 85
 School Year: 170

School Times

Northside: 8:10am to 3:20pm
 Hayward: 8:15am to 3:25pm
 Middle School: 8:05am to 3:32pm
 High School: 8:00am to 3:40pm



It's a GREAT day to be a PIONEER!

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

Sub Teacher Pay					
	2020-21	2021-2022	2022-2023	2023-2024	
	\$145/day	\$145/day	\$155/day	\$165/day	
Long Term Sub Pay; If substitute is in same position for 6 consecutive days, the pay will be 1.25x the daily rate and back paid for each day.					
Tuition					
	2020-21	2021-22	2022-2023	2023-2024	
Grade K-5	\$5,350/year	\$5,350/year	\$5,350/year	\$5,350/year	
Grade 6-8	\$6,240/year	\$6,240/year	\$6,240/year	\$6,240/year	
Grades 9-12	\$7,488/year	\$7,488/year	\$7,488/year	\$7,488/year	
Bus Rate					
	2020-21	2021-22	2022-2023	2023-2024	
	\$130 student	\$130 student	\$130 student	\$130 student	
	Per Semester	Per Semester	Per Semester	Per Semester	
Lunch Rates					
	2020-21	2021-22	2022-2023	2023-2024	
Breakfast-K-12	\$2.00		\$2.10	\$2.15	
Breakfast-Adult	\$2.45		TBD	TBD	
K-5 Lunch	\$2.90		\$3.00	\$3.15	
6 - 12 Lunch	\$3.10		\$3.25	\$3.40	
Adult Lunch	\$3.85		TBD	\$5.00	
Milk	\$0.40		\$0.50	\$0.50	
Internal Sub Pay and Professional Development Stipend for Certified Staff					
		2021-22	2022-2023	2023-2024	
		\$20.00 per hour	\$20.00 per hour	\$25.00 per hour	
Summer School					
		2021-22	2022-2023	2023-2024	
				\$30.00 per hour	
After School Clubs					
		2021-22	2022-2023	2023-2024	
ASC Para				\$13.50	
Site Coordinator				\$16.50	
ASC Teacher				\$21.00	
Approved Mileage Reimbursement for Staff					
		2021-22	2022-2023	2023-2024	
		approved IRS rate	approved IRS rate	approved IRS rate	

RESOLUTION NO. 2937-23

JOINT RESOLUTION OF THE CITY OF NEBRASKA CITY, NEBRASKA AND
THE NEBRASKA CITY PUBLIC SCHOOLS TO TERMINATE THE NEBRASKA
CITY RECREATION AGENCY

WHEREAS, pursuant to Neb. Rev. Stat. §§ 13-801 to 13-827, the City of Nebraska City, Nebraska ("City") and the Nebraska City Public Schools ("School") created a joint entity named the Nebraska City Recreation Agency ("NCRA"); and

WHEREAS, the City and the School entered into an Interlocal Cooperation Act Agreement ("Interlocal") on July 14, 2014; and

WHEREAS, such Interlocal provides that after bonds have been issued by the NCRA and retired prior to the natural termination date, the City and the School may vote to terminate the NCRA; and

WHEREAS, on March 14, 2023 the NCRA adopted Resolution No. 0004-23 authorizing the redemption of all outstanding bonds of the NCRA; and

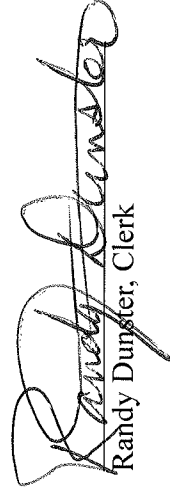
WHEREAS, on April 21, 2023 all outstanding bonds of the NCRA were redeemed; and

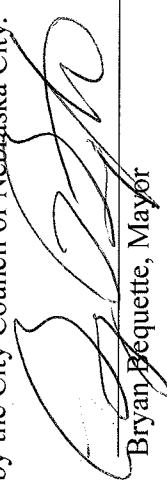
NOW, THEREFORE, BE IT RESOLVED by the City Council of Nebraska City and the Nebraska City Public Schools Board that the purposes of the NCRA have been accomplished, that its existence is no longer necessary and that the NCRA shall be terminated effective as of the date when this Resolution is signed by authorized representatives of both parties.

BE IT FURTHER RESOLVED that pursuant to the terms of the Interlocal, upon the termination of the NCRA, all NCRA assets shall be distributed to the City of Nebraska City, Nebraska.

Passed and adopted on the 15th day of May, 2023, by the City Council of Nebraska City.

ATTEST:


Randy Dunster, Clerk


Bryan Bequette, Mayor

Passed and adopted on the ___ day of _____, 2023, by the Nebraska City Public Schools Board.

ATTEST:

Mark Fritch, Secretary

Jim Nemeec, President



Miracle Mudjacking Company

Address:
1195 S. 52nd Rd
Nebraska City, NE 68410
FED ID # 47-0731425

Phone: 402-873-4430
800-755-4155

www.Miracle-Mudjacking.com

E-mail: miracle_mudjacking@windstream.net

May 11, 2023

Nebraska City Public Schools
Jenny Gawart
jgowart@nebcityps.org
402-209-1862

Jenny,

Thank you for the opportunity to meet and discuss the concrete repair of sidewalks and the other concrete around the bleachers at the stadium.

Proposal

This is broken down into four separate locations.

Area # 1 Basically backside of bleachers from North Gates South 130'.

Area # 2 From South gate uphill approximately 200' to where it levels off.

Area # 3 Around restrooms and concrete to the South of the restrooms

Area # 4 Two Landing areas or commons on South side of bleachers approximately 500 sq. ft. each, each containing a tree!

Area #1: Area is approximately 130' long 5' wide with approximately 100 sq. ft. of concrete that removal and replacement is the best option and re-caulk joints as needed.

Cost – Approximately \$6,500.00

Area #2: Area approximately 200' long and actually has to blend into are #4 to maintain a uniform profile with caulking as needed on open joints.

Cost – Approximately \$7,600/00

Area #3: Raise concrete on both North and South sides of Restrooms and router cracked slabs to accept caulking as well as some concrete removal and replacement.

Cost on this area approximately \$5,300.00

Area #4: Two landings or common areas on south side of bleachers with concrete around trees on each level. This area is one that requires some mudjacking to raise panels that are salvageable as well as removal and replacement of panels that the trees have heaved up beyond being salvageable. More saw cutting a caulking in this area.

Cost anticipate in this area is approximately \$6,000.00

As we discussed some of these areas lap int each other and require separate techniques to correct from saw cutting & mudjacking, to removal and replacement and caulking. That is where our operation is the most effective. Not only do we have the equipment to provide all these services, our method of billing out on a time and material basis is only paying for what you receive without "blue sky". We charge \$225.00 per hour for crew and equipment, \$165.00 per yard of mudjacking material used, ready mix concrete @ \$200.00 per yard, \$20.00 per 29 oz. cartridge of caulk and \$.25 per foot of backer rod.

We look forward to working with you on this project. If you have any question, please feel free to call my cell or text at 402-873-2008. Thank you for the opportunity.

Acceptance of Proposal: _____

Authorized Signature

Date: _____

By signing this proposal, you are agreeing to pay the balance due within 30 days of the invoice date.

Sincerely,

Howard Bebout
Miracle Mudjacking Co.

Proposal pricing is valid for 30 days.

This is an estimate only. This estimate is for completing the job described above based on our evaluation. It does not include unforeseen price increases or additional labor and materials which may be requires should problems arise.



Prepared by:
 Dylan Stockton
 dylan.stockton@gothrasher.com
 Thrasher, Inc.
 gothrasher.com
 TF (800) 827-0702
 F (402) 393-4002
 License# 10011-111

Prepared for:
 Jenny Gawart
Job location:
 11.0 EPLH

Prepared on:
 5-4-23

Project Summary

Lift Settled Concrete	\$11,333.34
Protect Joints	\$6,929.89
Repair Cracks	\$3,447.28
Total Investment	\$21,710.51
Total Contract Price	\$21,710.51
Deposit Required - 20%	\$4,342.10
Deposit Paid	\$0.00
Amount Due Upon Installation	\$21,710.51

Customer Consent

Any alteration from the above specifications and corresponding price adjustment (if necessary) will be made only at the Customer's request or approval. Completing the work in this Proposal at the time scheduled is contingent upon accidents or delays beyond our control. This Proposal is based primarily on the Customer's description of the problem. This Proposal may be withdrawn if not accepted by the Customer within 180 days.

Authorized Signature _____ **Date** _____

Acceptance of Contract— I am/we are aware of and agree to the contents of this Proposal, the attached Job Detail sheet(s), and the attached Limited Warranty, (together, the "Contract"). I am/we are the owner(s) of the property specified in the Contract, and you are authorized to do the work as specified in the Contract. I/we will make the payment at the completion of the project. If there are multiple projects, I/we will make payment after each individual project is completed. I understand all major credit cards and checks are accepted, but no cash payments are accepted. I/we will pay your service charge of 1-1/3% per month (16% per annum) if my/our account is 30 days or more past due, plus your attorney's fees and costs to collect and enforce this Contract.

Customer Signature _____ **Date** _____

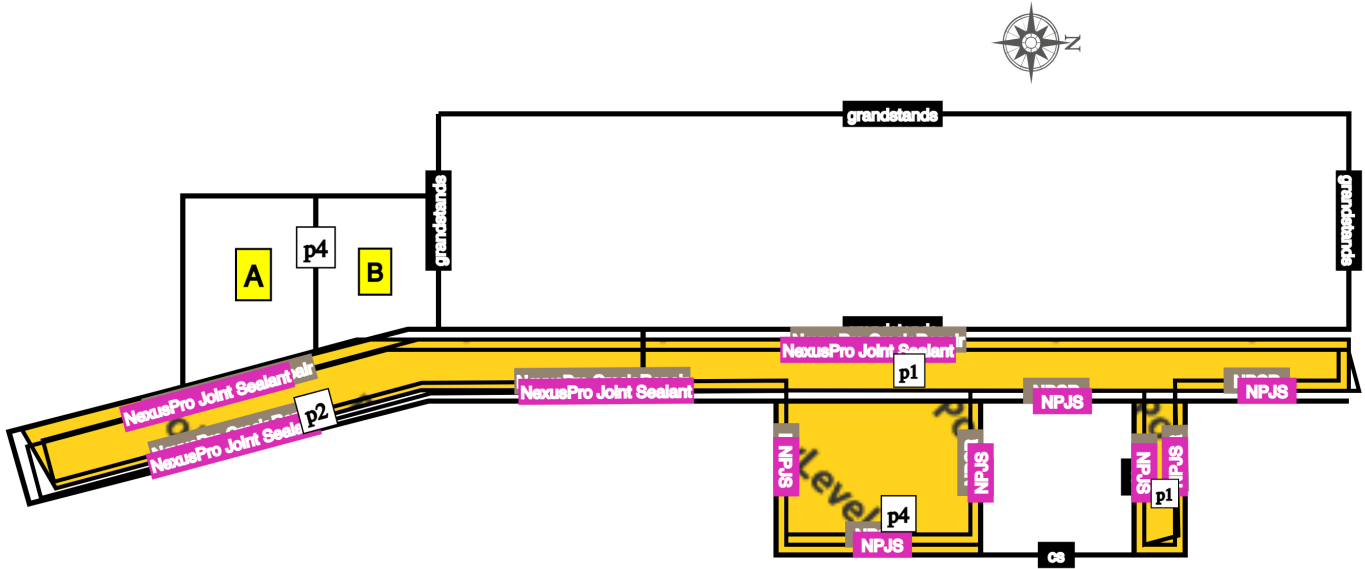
After midnight of the 3rd business day, deposits are non-refundable.

Initial _____

Payments are due after the completion of each project.

Initial _____

Job Details



- A) tree
- B) tree

Job Details (Continued)

Specifications

1) Remove existing caulking to allow for Nexus Pro installation. Caulking removal will not remove all remnants of existing caulk, and stains from previous material will likely remain after nexus pro install. 2) Install PolyLEVEL and seal concrete joints with NexusPro in PolyLevel areas as indicated on job drawing. If concrete is poured against the foundation a 2-3 inch joint may have to be cut to allow for lifting. In those cases, Thrasher will make the cut and seal it at no additional cost. 3) Seal concrete joints as noted on job drawing. Sealant may need to be re-applied in the future. 4) Clean up and prepare crack as needed and apply NexusPro joint sealant. Caulking may need to be re-applied in the future.

Additional Notes

If owner decides to fix tree areas thrasher will attempt to get slabs as level as practical. This area has heaved from the tree roots. If area still have tripping hazards thrasher will grind down concrete at no cost. There is no warranty on this area because heaving could still occur. In order to get slabs most level trees should be removed.

People to stay off work area while the crew is working besides supervisors. Caulking needs 5 hours to cure after applied. please give these areas time to cure.

Product List

Lift Settled Concrete

Caulking Removal	1
PolyLEVEL	3 areas

Protect Joints

NexusPro Joint Sealant	863 ft
------------------------------	--------

Repair Cracks

NexusPro Crack Repair	328 ft
-----------------------------	--------

Lift and Level - Areas

Area Title	LxWxD	Lbs	Location	Notes
Lift area behind grandstand (priority 1) Lifting	1850x1x0.5	297	Front	
lift and level walkway going downhill (Priority 2)	1770x1x0.5	284	Front	
Level out back area by concession stand (priority 3) Lifting	900x1x0.25	72	Front	

Seal Joints - Areas


Area Title	LnFt	Location	Notes
Lift area behind grandstand (priority 1)	238	Front	
Level out back area by concession stand (priority 3)	98	Front	
lift and level walkway going downhill (Priority 2)	527	Front	

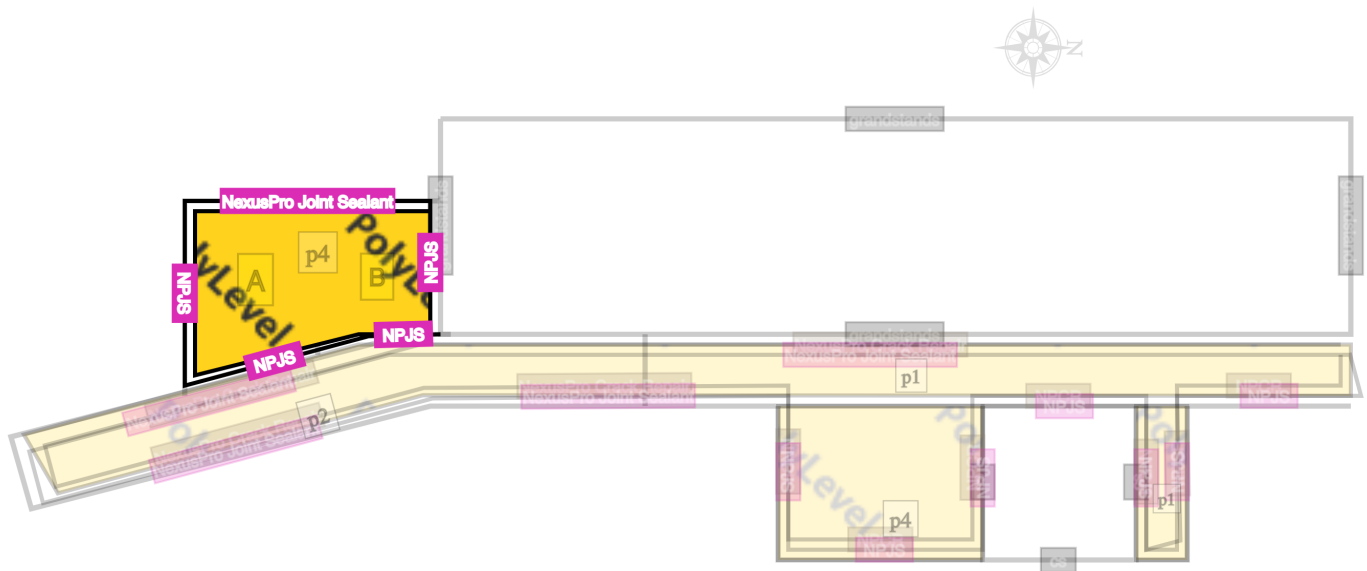
Job Details (Continued)

Repair Cracks - Areas

Area Title	LnFt	Location	Notes
Lift area behind grandstand (priority 1)	77	Front	
Level out back area by concession stand (priority 3)	118	Front	
lift and level walkway going downhill (Priority 2)	133	Front	

Recommendations to Your Project

	<input checked="" type="checkbox"/> Project Total ... \$21,710.51	Recommended Total ... \$24,668.12
Lift Settled Concrete		<input checked="" type="checkbox"/> All Areas
Lift area behind grandstand (priority 1)	\$5,286.25	\$4,861.87
lift and level walkway going downhill (Priority 2)	\$4,821.30	\$4,415.27
Level out back area by concession stand (priority 3)	\$1,225.79	\$1,122.55
Tree areas (priority 4)		\$2,245.11
Protect Joints		<input checked="" type="checkbox"/> All Areas
Lift area behind grandstand (priority 1)	\$1,911.14	\$1,911.14
Level out back area by concession stand (priority 3)	\$786.94	\$786.94
lift and level walkway going downhill (Priority 2)	\$4,231.81	\$4,231.81
Tree areas (priority 4)		\$1,646.15
Repair Cracks	<input checked="" type="checkbox"/> All Areas	<input checked="" type="checkbox"/> All Areas
Lift area behind grandstand (priority 1)	\$809.27	\$809.27
Level out back area by concession stand (priority 3)	\$1,240.18	\$1,240.18
lift and level walkway going downhill (Priority 2)	\$1,397.83	\$1,397.83



THRASHER, INC.
CONCRETE REPAIR LIMITED WARRANTY

This Limited Warranty is from Thrasher, Inc. ("Contractor") to each purchaser ("Customer") of any of the products described in the "Limited Warranty" section below ("Products") which are installed by Contractor at Customer's property ("Property"). **This Limited Warranty is made by Contractor in lieu of and excludes all other warranties, express or implied, relating to the Products and to any services or other products provided by Contractor in connection therewith, including any IMPLIED WARRANTY OF MERCHANTABILITY AND IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.** In the event applicable law prohibits the disclaimer of any implied warranty, all such implied warranties shall be limited in duration to the term of the Limited Warranty set forth below. This Limited Warranty is transferrable to subsequent owners of the Property, provided that any such transfer shall not extend the duration of the term of the Limited Warranty set forth below. This Limited Warranty is null and void if full payment is not received. Any claims made pursuant to this Limited Warranty should be addressed in writing to Contractor at 11844 Valley Ridge Dr. Papillion, NE 68046.

LIMITED WARRANTY

Remedial work completed under this Limited Warranty will not extend the Warranty Period. Subject to the Exclusions from Coverage set forth below, Contractor provides the following Limited Warranty for the Products:

Concrete Leveling. For concrete slabs raised by Contractor with POLYLEVEL® and joint sealed with NEXUSPRO® Joint Sealant ("Sealant"), Contractor warrants that, for a period of 5 years from the original date of installation, the area where the slab of concrete was lifted will not settle causing a trip hazard of more than ¼ inch or Contractor will provide the labor and materials to re-lift the area at no additional cost to the Customer. In the event cracking of the concrete occurs during the installation process, Contractor will rout out the crack and apply Sealant at no additional cost to the Customer. Contractor does not represent that POLYLEVEL® will lift the Customer's slab to meet any criteria of levelness, but instead that it will lift the slab as much as practical. This Warranty is void if Customer does not maintain grade around slabs. Exclusion: Contractor does not warrant heave of any slab where the work is performed, nor any damages caused by such heave. Joint sealant is not required to maintain the warranty on work performed on the interior of a home.

Joint and Crack Sealant. For areas where Contractor has installed NEXUSPRO® Joint Sealant ("Sealant") and POLYLEVEL® Contractor warrants that, for a period of 5 year from the original date of installation, the Sealant will remain intact. In the event the Sealant does not stay intact, Contractor will re-apply the Sealant to the area at no additional cost to the Customer. For areas where Contractor has installed NEXUSPRO® Joint Sealant ("Sealant") and there is no POLYLEVEL® Contractor warrants that, for a period of 1 year from the original date of installation, the Sealant will remain intact. In the event the Sealant does not stay intact, Contractor will re-apply the Sealant to the area at no additional cost to the Customer.

Concrete Protection System. For areas where Contractor has installed Concrete Protection Systems, Contractor warrants that, for a period of 5 years from the original date of installation, the concrete will not experience settlement that causes a trip hazard of more than ¼ inch and the Sealant will remain intact. In the event the concrete settles causing a trip hazard of more than ¼ inch and/or Sealant does not stay intact, Contractor will repair the area at no additional cost to Customer. Exclusion: Contractor does not warrant heave of any slab where the work is performed, nor any damages caused by such heave.

ADDITIONAL EXCLUSIONS FROM COVERAGE

This Limited Warranty does not cover Defects caused directly or indirectly by any of the following: (1) Neglect, misuse, abuse, or alteration of the Product; (2) Failure to seal all joints and cracks in areas surrounding the work area; (3) Failure to keep gutters and downspouts in good working order and sufficiently directed away from the foundation/concrete slab; (4) Failure or delay in performance or damages caused by acts of God (flood, fire, storm, etc.), acts of civil or military authority, or any other cause outside of Contractor's control; and (5) any items mentioned in this Contract under "Customer Will", "Contractor Will", "Specifications", "Labels", and "Additional Notes".

LIMITED REMEDY

Contractor's sole obligation to Customer with respect to this Limited Warranty is to provide the labor and materials necessary to replace or repair any Defect as set forth in the "Limited Warranty" section above. Contractor is not responsible for any consequential, incidental, or indirect damages, including without limitation and Customer holds Contractor harmless from: (a) water damage to the Property or personal property; (b) damage to real or personal property such as walls, wall coverings, sheetrock, finished /unfished flooring, door and/or window framing, concrete, exterior veneers, cabinets, any other rigid materials, or including any damage alleged to have been done by the Contractor's use of heavy equipment necessary to complete the job, or alleged to have been done during a foundation lifting operation; (c) costs for any finish carpentry, painting, paneling, landscaping, or other work necessary to restore the Property after Contractor's work is completed; (d) utility damage that occurs as a result of Contractor's installation is limited to replacing/repair the area Contractor damaged and does not include any upgrades to utilities for code compliance or other reasons; (e) damages arising from heave, lateral movements/forces of hillside creep, land sliding, or slumping of fill soils; (f) pets escaping from or being injured in or around the work area; and (g) damages caused by mold or water seepage including, but not limited to, property damage, bodily injury, loss of income, loss of use, loss of value, emotional distress, adverse health effects, death, or any other effects.

EXCLUDED PRODUCTS

DecoShield®. – The performance of DecoShield stain is not warranted, however, with proper maintenance it will last many years. Maintenance includes cleaning and resealing the concrete with a clear sealer. Timing of maintenance varies based on the amount of traffic that the concrete experiences, but intervals of every 1-3 years are most common. Use of pressure washer is not recommended as it may remove the sealer and the stain unprotected. While our process uses products to ensure the concrete pores are open to accept the stain, chemical stains (like those caused by tire cleaning products containing siliconates) can impede color absorption. The finish of DecoShield will vary depending on the porosity and finish of concrete and the amount and type of stains that exist.

All Other Products. Except for the Products listed in the "Limited Warranty" section above, Contractor makes no express warranty, and disclaims all implied warranties, for any other product or service provided by Contractor to Customer.

Company	Contact	Address	City State Zip	Phone
Ahern Fire Protection	John Wieczork	10301 S 152nd St. Suite 2	Omaha NE 68138	402-894-1045
Associated Fire Protection	Mike Kistler	4905 S 97th Street	Omaha, NE 68127	402-733-2800
General Fire and Safety	Sean Albracht	13002 I Street	Omaha NE 68137	402-556-6100
Johnson Contols - Omaha Office	Scott Snygg	4829 S 115th Street	Omaha NE 68137	402-208-9174

Received Proposal by Due Date?	What is your response time for emergency calls?	Emergency Contacts Listed?	Signature Page?	NCPS Proposal Form?	TOTAL COST Fire Extinguishers Hoods Fire Alarms/Sprinklers 100 + 200 + 300
YES	15 min on call, 2 hr on site	yes	yes	yes	
YES			yes	their own form	
YES	4 hr	yes	yes	yes	
YES	depends	yes	yes	yes	

NOTES	Company	Evaluation and Mapping Updates of all District Fire Extinguishers	TOTAL COST A - J
	Ahern Fire Protection	yes, \$0	740.00
	Associated Fire Protection	1437.00	843.98
	General Fire and Safety	325.00	828.75
confusing fire panel bid - 2 quotes?	Johnson Contols - Omaha Office	0.00	1121.00
			100

Price per unit to inspect, service and maintain	Price per unit to recharge, ABC 5 lb.	Price per unit to recharge, K01-1 wet, 20 lb.	Price per unit to recharge, ABC 10 lb.	Price per unit to replace, ABC 5 lb.	Price per unit to replace, K01-1 wet, 20 lb.	Price per unit to replace, ABC 10 lb.	Price per unit, hydrostatic testing, ABC	Price per unit, hydrostatic testing, K01
5.00	42.00	120.00	61.00	79.00	240.00	90.00	42.00	61.00
6.50	26 + chem	212.00	31.35 + chem	57.48	270.00	86.00	45.20 / 47.29	212.00
4.75	25.00	165.00	35.00	79.00	345.00	115.00	30.00	30.00
6.00	45.00	250.00	65.00	80.00	350.00	135.00	65.00	125.00
A	B	C	D	E	F	H	I	J

TOTAL COST K - N	HS	MS	HW	NS	Per hour labor rate [normal hours]	Per hour labor rate [after hours]	TOTAL COST O - AA	Fire Alarm	Sprinkler
2560.00	640.00	640.00	640.00	640.00			2397.00	351.00	225.00
1328.00	668.00	220.00	220.00	220.00			4492.00	825.00	314.00
600.00	150.00	150.00	150.00	150.00	110.00	160.00	8100.00	950.00	600.00
1480.00	370.00	370.00	370.00	370.00	200.00	300.00	2680.00	268.00	268.00
200	K	L	M	N			300	0	P

Fire Alarm	Sprinkler	Fire Alarm	Sprinkler	Fire Alarm	Sprinkler	Fire Alarm	Sprinkler	Fire Alarm	Sprinkler	All FA and Sprinkler
338.00	225.00	215.00	225.00	215.00	225.00	163.00		215.00		
569.00	418.00	290.00	314.00	679.00	888.00			195.00		
950.00	600.00	950.00	600.00	950.00	600.00	950.00		950.00		
268.00	268.00	268.00	268.00	268.00	268.00	268.00		268.00		
Q	R	S	T	U	V	W	X	Y	Z	AA

Price per inspection (30) [Wet]	Per hour labor rate [normal hours]	Per hour labor rate [after hours/emergency call out]
	126.00	170.00
	135.00	205.00
	227.00	341.00



7750 Georgetown Rd • Indianapolis, IN 46268
Phone 800-222-5107 • Fax 800-882-0086

Quotation

Quotation# 12080630
Date 05/12/23
Customer# 083573
Page 1 of 2
Chris Medland ext 8331
317-238-8331

NEBRASKA CITY PUBLIC SCHOOLS
1700 14TH AVENUE
ATTN: ACCOUNTS PAYABLE
NEBRASKA CITY, NE 68410

Ship To:
Nebraska City High School
417 8th Ave
ATTN MITCH NOVAK
Nebraska City, NE 68410

Remit Payment To: PO Box 78070 Indianapolis, IN 46278-0070

Quote Date	Quote Expires	Payment Terms	Customer PO	Contact	
05/12/23	06/11/23	GOVT Net 15 Days		Mitch Novak	
Product Consultant		Ship Via		Freight Terms	
Chris Medland ext 8331		FEDEX FREIGHT PRI 3PTY CRP		FOB ORIGIN/PREPAID AND ADD	
Item	Product/Description	Quantity	Price	U/M	Extension
1	340-415-LEXAN-RED HOLDING CABINET, HEATED, DUTCH LEXAN DOORS, 120V, 16.7 AMPS DOOR TYPE LEXAN PLEASE SPECIFY COLOR RED	1	3111.76	EA	3111.76
2	515-551-NAT-CST DOUBLE CONV OVEN, NAT, W/CASTERS 8" S/S CASTERS GAS TYPE NATURAL	1	11721.19	EA	11721.19
3	999-456 LIFTGATE SERVICE ON DELIVERY ** Building Relationships...One Order at a Time! **	1	49.00	EA	49.00
Merchandise	Handling	Misc. Charge	Tax	Freight	Quote Total
					(Continued)

Accepted By (Printed): _____ Signature _____ Date: _____

By signing above you are agreeing all product and totals are accurate. If purchase is to be made via credit card, signature by cardholder is required indicating authorization to charge card and process order. All prices above are in US dollars. All payments to Central are required to be made in US dollars. **** Upon Receipt of your Merchandise **** Please inspect your delivery carefully. In the unfortunate event that something is damaged or has to be returned, please call your product consultant. Please save all shipping cartons and packaging. Claims must be reported within 15 days of receiving your delivery. All returns are subject to inspection before a credit is issued and may be assessed a restocking charge. Please return defective items promptly to avoid being charged for the replacement item. Custom manufactured, special orders and used items are not returnable.

*** Central is OPEN until 8:00 pm (Eastern Time) ***



7750 Georgetown Rd • Indianapolis, IN 46268
 Phone 800-222-5107 • Fax 800-882-0086

Quotation

Quotation# 12080630
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Page 2 of 2
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Quote Date	Quote Expires	Payment Terms	Customer PO	Contact	
05/12/23	06/11/23	GOVT Net 15 Days		Mitch Novak	
Product Consultant		Ship Via		Freight Terms	
Chris Medland ext 8331		FEDEX FREIGHT PRI 3PTY CRP		FOB ORIGIN/PREPAID AND ADD	
Item	Product/Description	Quantity	Price	U/M	Extension
Merchandise	Handling	Misc. Charge	Tax	Freight	Quote Total
14,881.95	0.00	0.00	1,116.15	0.00	15,998.10

Accepted By (Printed): _____ Signature _____ Date: _____

By signing above you are agreeing all product and totals are accurate. If purchase is to be made via credit card, signature by cardholder is required indicating authorization to charge card and process order. All prices above are in US dollars. All payments to Central are required to be made in US dollars. **** Upon Receipt of your Merchandise **** Please inspect your delivery carefully. In the unfortunate event that something is damaged or has to be returned, please call your product consultant. Please save all shipping cartons and packaging. Claims must be reported within 15 days of receiving your delivery. All returns are subject to inspection before a credit is issued and may be assessed a restocking charge. Please return defective items promptly to avoid being charged for the replacement item. Custom manufactured, special orders and used items are not returnable.

*** Central is OPEN until 8:00 pm (Eastern Time) ***

To:
Lunchtime Solutions
Kerry Steele

Project:
Nebraska City Public Schools
Nebraska City High School
141 Steinhart Park Road
Nebraska City, NE 68410


From:
TriMark Hockenbergs
Rodney Bates
14063 Cornhusker Road
Omaha, Ne 68138
402-339-8900
402-609-5116

Job Reference Number: 52993

TriMark will make best efforts to hold above prices for 30 days, however pricing may change due to manufacturer cost increases outside of TriMark's control. TriMark reserves the right to make any corrections or adjustments due to cost increases, errors, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost or factors outside of TriMark's control. TriMark shall be permitted to increase Pricing without Customer's and /or its Franchisees consent. TriMark will provide reasonable written notice in the form of a final NSO quote to Customer and/or Franchisee at time Franchisee payment and signed quote. TriMark reserves the right to cancel or refuse any orders based on incorrect pricing or availability.

Item	Qty	Description	Sell	Sell Total
------	-----	-------------	------	------------

1	1 ea	CONVECTION OVEN, GAS	\$12,095.00	\$12,095.00
		 <p>Vulcan Model No. VC44GD Convection Oven, gas, double-deck, standard depth, solid state controls, electronic spark igniters, 60 minute timer, (5) nickel plated racks per oven, 8" high legs, stainless steel front, top & sides, stainless steel doors with windows, (2) 50,000 BTU, NSF, CSA Star, CSA Flame, ENERGY STAR®</p>		
	1 ea	NOTE: Item qualifies for a no charge equipment check out after the unit has been fully installed & put into service. contact your Vulcan Representative for more details		
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	K-12 School Nutrition extended warranty extends the warranty for 12 months beyond the 12 month Original Equipment Warranty, not to exceed 24 months from date of installation		
	1 ea	Natural gas (specify elevation if over 2,000 ft.)		
	1 ea	(2) 120v/60/1-ph, 15.4 amps total, (2) cords with plugs, standard		
	1 ea	Gas manifold piping included with stacking kit to provide single point gas connection		
	2 ea	Simultaneous doors, both ovens		
	1 st	Casters, set of (4) in lieu of standard legs	\$150.00	\$150.00
		Weight: 928 lbs total	Estimated Freight w/ Liftgate:	\$150.00 \$150.00
			ITEM TOTAL:	\$12,395.00

2	1 ea	HEATED HOLDING PROOFING CABINET, MOBILE	\$3,895.00	\$3,895.00
		 <p>Metro Model No. C539-CLDC-U Quick Ship - C5™ 3 Series Heated Holding & Proofing Cabinet, lower wattage, with Red Insulation Armour™, mobile, full height, insulated, Dutch clear polycarbonate doors, removable bottom mount control module, thermostat to 200°F, universal wire slides on 3" centers, adjustable on 1-1/2" increments (18) 18" x 26" or (34) 12" x 20" x 2-1/2" pan capacity, 5" casters (2 with brakes), aluminum, 120v/60/1-ph, 1440 watts, 12 amps, NEMA 5-15P, cULus, NSF</p>		
	1 ea	1 year warranty against manufacturing defects		
		Weight: 264 lbs total	Estimated Freight w/ Liftgate:	\$350.00 \$350.00
			ITEM TOTAL:	\$4,245.00

Total	\$16,640.00
-------	-------------

Standard Contract Terms & Conditions

All quotations are subject to approval by the company. The above listed prices shall be firm for 30 days. Prices shown in this quotation are for specific items, quantities, and lead times indicated.

Prices are subject to change if all of the items are not ordered, if quantities ordered differ, or if adequate lead-time is not allowed.

The prices shown in this quotation DO/DO NOT include freight charges which will be added to our invoice. This quotation does not include any fees for local permits or licenses that may be required by your municipality or state.

The prices shown in this quotation DO/DO NOT include applicable taxes, which will be added to our invoice unless a valid certificate of exemption is provided by you. Please be advised that, under state law, some items may still be taxable. In states where TriMark Hockenbergs is not registered to collect Sales Tax, it is the buyer's responsibility to pay any applicable Use Tax due to the state.

Payment terms are 50% due at time of order, 45% due prior to delivery and 5% due based on customer terms. We impose a surcharge on credit cards that is not greater than our cost of acceptance. Please be advised that a 1.5% per month FINANCE CHARGE will begin to accrue upon expiration of the above payment terms. This will amount to 18% annually.

It is our understanding that you are requesting delivery of the items on this order during the week of {T.B.D.} if this date is not correct or is missing, please provide us with a scheduled delivery date _____. If an alternative date is not provided, the date specified above is considered confirmed. In the event that the delivery date is delayed by you, or any party other than TriMark Hockenbergs, for more than two (2) weeks from the agreed upon date, you hereby agree that TriMark Hockenbergs will bill you for "stored materials".

You also agree that any payments originally due "upon delivery" will become immediately due and payable. For valuable consideration, receipt of which is hereby acknowledged, you hereby grant to TriMark Hockenbergs a security interest in the equipment described herein and any and all additions and accessories thereto, to secure payment of the total debt and any and all other obligations to TriMark Hockenbergs under this agreement. The security interest created hereby shall terminate when obligations have been paid in full.

You hereby authorize TriMark Hockenbergs to file any UCC financing statement that it deems necessary to perfect its security interest.

On capital purchases, we require a perfected security interest in the goods until they have been paid for in full. TriMark Hockenbergs will handle all of the necessary U.C.C. filings and pay for any costs associated with these filings. Upon failure of you to promptly pay or perform any of the obligations or any covenants contained or referred to herein, TriMark Hockenbergs may, at its option, declare all of the obligations immediately due and payable and then shall have all of the remedies of a secured party under the Uniform Commercial Code of the state where the equipment is located. Such remedies shall include, but are not limited to, the right to take possession of the equipment. Expenses related to repossessing, holding, repairing, or reselling the equipment, including any collection costs, reasonable attorney's fees and legal expenses, shall be the responsibility of the buyer.

No warranty of merchantability or fitness for a particular purpose, or other warranty, express, implied or statutory, nor any affirmation of fact or promise is made by Seller with respect to the goods which are sold pursuant hereto.

TRIMARK HOCKENBERGS SHALL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL LOSSES, DAMAGES OR EXPENSES, DIRECTLY OR INDIRECTLY ARISING FROM THE SALE, HANDLING OR USE OF THE GOODS, OR FROM ANY OTHER CAUSE RELATING THERETO. TriMark Hockenbergs' liability hereunder and Buyer's exclusive remedy hereunder is expressly limited to the replacement (in the form originally shipped) of goods not complying with this Agreement or, at TriMark Hockenbergs' election, to credit Buyer with an

amount equal to the purchase price of such goods, whether claims are for breach of warranty, negligence or otherwise.
If you are in agreement with the aforementioned terms, prices, specifications and conditions, please sign a copy of this contract and return it to the undersigned at our offices, accompanied by any required advance payment.
Thank you for the opportunity to offer our quotation. We look forward to receiving your valued order.
TriMark Hockenbergs

Acceptance _____ Date _____

Print Name _____

Company Name _____

OVENS

VULCAN**VC44G SERIES
DOUBLE DECK GAS CONVECTION OVENS**

Model VC44GD
shown with optional casters

**SPECIFICATIONS**

Double section gas convection oven, Vulcan-Hart Model No. (VC44GD) (VC44GC). Stainless steel front, sides, top and legs. Independently operated stainless steel doors with double pane windows. Non-sag insulation applied to the top, rear, sides, bottom and doors. Porcelain enamel on steel oven interiors measures 29"w x 22 $\frac{1}{8}$ "d x 20"h. Two interior oven lights per section. Five nickel plated oven racks per section measure 28 $\frac{1}{4}$ " x 20 $\frac{1}{2}$ ". Eleven position nickel plated rack guides with positive rack stops. One 50,000 BTU/hr. burner per section. 100,000 total BTU/hr. Electronic spark igniters. Furnished with a two speed $\frac{1}{2}$ H.P. oven blower-motor per section. Oven cool switch for rapid cool down. 120 volt, 60 Hz, 1 ph power supply required. 6' cord and plug. 7.7 amps total draw per section.

Exterior Dimensions:

40 $\frac{1}{4}$ "w x 41 $\frac{1}{8}$ "d (includes motor & door handles) 37 $\frac{3}{4}$ "d (includes motor only) x 70"h on 8" legs.

CSA design certified. NSF listed.

SPECIFY TYPE OF GAS WHEN ORDERING.
SPECIFY ALTITUDE WHEN ABOVE 2,000 FT.

- VC44GD** Solid state temperature controls adjust from 150° to 500°F. 60 minute timer with audible alarm.
- VC44GC** Computer controls with digital time and temperature readouts. 99-hour timer with audible alarm. Roast and Hold cycle. One hundred programmable menu selections. Shelf I.D. programming.

Double deck ovens are supplied as separate units with a stacking kit.

STANDARD FEATURES

- Stainless steel front, sides, top and legs.
- Independently operated stainless steel doors with double pane windows.
- 50,000 BTU/hr. burner per section, 100,000 BTU/hr. total.
- Electronic spark igniters.
- $\frac{1}{2}$ H.P. two speed oven blower-motor. 120/60/1 with 6' cord and plug. 7.7 amps per section. 15.4 amps total draw.
- Oven cool switch for rapid cool down.
- Porcelain enamel on steel oven interior.
- Five nickel plated oven racks with eleven rack positions per section.
- $\frac{3}{4}$ " rear gas connection with combination gas pressure regulator and safety solenoid system.
- One year limited parts and labor warranty.

OPTIONS

- Kosher friendly control package.
- Complete prison package.
 - Security screws only.
- 208V or 240V, 60 Hz, 1 ph, two speed, $\frac{1}{2}$ H.P. blower motor. 208V, 4.2 amps; 240V, 3.6 amps.
- Casters.
- Simultaneous chain driven doors.
- Control panel mounted on left side of oven.
- Stainless steel rear enclosure.
- Second year extended limited parts and labor warranty.

ACCESSORIES

- Extra oven rack(s).
- Rack hanger(s).
- Stainless steel drip pan.
- Flexible gas hose with quick disconnect and restraining device. Consult price book for available sizes.
- Down draft flue diverter for direct vent connection.

VULCAN

a division of ITW Food Equipment Group LLC

P.O. Box 696 ■ Louisville, KY 40201 ■ Toll-free: 1-800-814-2028 ■ Local: 502-778-2791 ■ Quote & Order Fax: 1-800-444-0602

FREE Vulcan & Wolf New Equipment Checkout

A PARTNERSHIP WITH HOBART & AUTHORIZED WARRANTY SERVICE PROVIDERS



To ensure new Vulcan and Wolf equipment has been properly installed and is operating correctly, an authorized service technician will:

- Verify that the proper gas type (LP or natural) has been connected to the equipment
- Verify that the proper voltage and electrical connections have been made
- Verify that proper pressure regulators have been installed and adjusted, when applicable
- Verify that gas supply size and pressure are adequate
- Verify that proper water, steam, drain supplies and connections have been made
- Check to ensure the ventilation system is operating correctly
- Check pilot and burner adjustments
- Verify thermostat operation, including calibration, when required
- Check functional parts of operation, for example: doors, lids, valves, etc.
- Advise on preventive maintenance procedures

To schedule your free checkout, please contact your sales rep!

- Equipment must be completely installed and ready to operate before the equipment checkout request is made
- Equipment checkout should be completed within 90 days after installation





We put space to work.

Item # _____

Job _____

Metro C5[®] 3 Series Insulation Armour[®] Heated Holding and Proofing Cabinets

- **Insulation Armour™:** Patented insulation technology retains heat, saves energy, and provides a cool-to-touch exterior. Durable polymer construction is dent, impact, and stain resistant. Molded-in hand holds create vertical handles for mobile applications.
- **Colors:** Insulation Armour is available in Red, Blue, or Gray standard and in other colors on a promotional basis or upon request.
- **Control:** Three modules are available: Holding, Moisture, and Combination Proof and Hold. All feature an easy-to-read digital thermometer, recessed control dials, a master on/off switch, and power indicator lights. All are removable without tools for easy cleaning, and allow for future upgrades without replacing entire cabinet body.
- **Performance:** All modules provide fast heat-up and recovery through a thermostatically controlled, forced convection system.
- **Sizes:** C5 3 Series cabinets are available in Full Height (71", 1803mm), $\frac{3}{4}$ Height (59", 1499mm), $\frac{1}{2}$ Height (44", 1118mm), and Under Counter (32", 813mm) sizes.
- **Doors:** Solid insulated aluminum or clear polycarbonate doors are available. Full Height cabinets can be configured with full length or dutch-style doors. Clear doors provide visibility of the contents of the cabinet without the heat loss associated with opening the door.
- **Capacity:** Three slide styles provide maximum holding capacity. Choose from Universal Wire, Lip Load, or Fixed Wire.
- **Reliability:** Reliability and durability are designed into every C5. High-quality components provide a long life of worry free use.
- **Power Options:** Choose between standard high wattage or low wattage models based on the specific needs of the application.



**Red Full
Height
Dutch
Clear Doors**



**Red
Under
Counter
Solid Door**

**Blue
 $\frac{1}{2}$ Height
Full Solid
Door**

**Gray
 $\frac{3}{4}$ Height
Full Clear
Door**

**Blue
Full Height
Full Clear
Door**



3 Series Removable Control Modules

- **Holding Module:** Hot holding at higher temperatures without moisture control.*
- **Moisture Module:** Hot holding and proofing. Moisture control at any temperature.
- **Combination Module:** Hot holding and proofing. Moisture control at lower temperatures (proofing).

* Note: Cabinets with holding module do not include the water pan.

All Metro Catalog Sheets are available on our website: www.metro.com

Metro Heated cabinets are for hot food holding applications only.



InterMetro Industries Corporation
North Washington Street, Wilkes-Barre, PA 18705
Product Information. U.S. and Canada: 1.800.992.1776
Outside U.S. and Canada: www.metro.com/contactus

L03-270
Printed in U.S.A. Rev. 11/18

Information and specifications are subject to change without notice. Please confirm at time of order.

Copyright © 2018 InterMetro Industries Corp.



C5[®] 3 Series Insulation Armour[®] Heated Holding and Proofing Cabinets

13-93

13.93

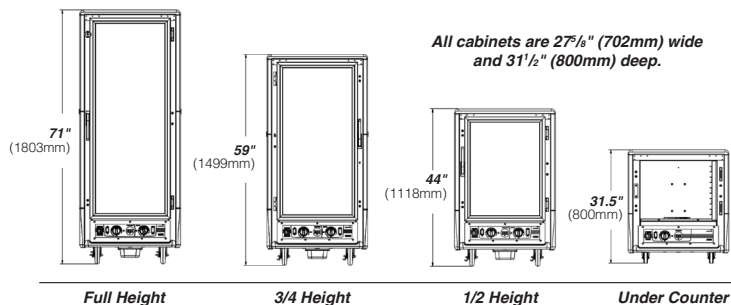
C5[®] 3 Series Insulation Armour[®] Heated Holding and Proofing Cabinets

Job _____



We put space to work.[®]

C5[®] 3 Series Insulation Armour[®] Heated Holding and Proofing Cabinets



- Cabinet Material:** .063" (1.8mm) aluminum, natural interior with .125" (3.2mm) aluminum chassis.
- Insulation Armour™:** High Density Polyethylene (HDPE).
- Casters:** Four casters with 5" (127mm) donut neoprene wheel, double ball bearing swivel, ball bearing axel, nickel plated, two with brake. 3" rubber casters on Under Counter models.
- Solid Doors:** Fully insulated with 1" (25.4mm) fiberglass, double panel .063" (1.8mm) aluminum, brushed exterior, natural interior.
- Clear Doors:** Extruded aluminum powder coated frame with .090" (2.3mm) polycarbonate window.
- Hinges:** Field reversible, double hinged, 180° swing, with long-life nylon bearings.
- Gaskets:** High temperature, door mounted, Santoprene gaskets.
- Latches:** Polymer high-strength magnetic pull latch with lever-action release.
- Hand Holds:** Molded into the Insulation Armour™ on all four corners.
- Universal Slides:** 1/4" (6.4mm) dia. nickel-chrome electroplated wire, adjustable on 1 1/2" (38mm) increments.
- Lip Load Slides:** 1 1/2"x1/2"x.063" (38x38x1.8mm) extruded aluminum channel slides, 1 1/2" (38mm) fixed spacing.
- Fixed Wire Slides:** 1/4" (6.4mm) dia. nickel-chrome electroplated wire, welded on 3" (76mm) spacing. Not offered in Under Counter models.
- Drip Trough:** Smooth polymer drip trough with catch pan.
- Holding Modules:** Removable without tools, digital thermometer, recessed control dials, master on/off switch, "Power On" light, water pan, ball bearing blower forced air system, 7 1/2' cord, UL, CUL, and NSF Listed.

Electrical and Performance:

- Holding Module:** 80°F (27°C) to 200°F (93°C) operating temperature range. Available: 120V 2000W & 1440W, 220-240V 1681-2000W.
- Moisture Module:** 80°F (27°C) to 200°F (93°C) operating temperature range. 35% RH at 160°F (71°C), 95% RH at 95°F (35°C). Available: 120V 2000W, 220-240V 1681-2000W.
- Combination Module:** 80°F (27°C) to 200°F (93°C) operating temperature range. 95% RH at 95°F (35°C). Available: 120V 2000W & 1440W, 220-240V 1681-2000W.
- Clearance Requirements:** 18" (46cm) away from any cooking equipment. AVOID contact with surfaces that exceed 200°F (90°C). Minimum clearance from enclosures is 1 1/2" (38mm) on sides and back, 1/2" (12.7mm) on top.

Cabinet Height
 9 = Full Height
 7 = 3/4 Height
 5 = 1/2 Height
 3 = Under Counter

Module Type
 C = Combination
 M = Moisture
 H = Heated Holding

Slide Type
 U = Universal Wire
 4 = Fixed Wire
 L = Lip Load Aluminum

C539-CDC-U

NEMA 5-20P
 For Standard Wattage Cabinets (120V, 16A, 60Hz, 2000W)

Door Style
 FS = Full Length Solid
 FC = Full Length Clear
 DS = Dutch Solid *
 DC = Dutch Clear *

* Please note: Dutch doors only available on full-height models. Cabinets ordered without a color designation default to Red.

Low Watt Model Number Description

C539-CLDC-U

NEMA 5-15P Add "L" for Lower Wattage Combination or Holding Module Cabinets (120V, 12A, 60Hz, 1440W)

Note: Under Counter holding and combination module cabinets are only available in low watt. Under Counter moisture module cabinets are available in 120V, 2000W.

Export Model Number Description

C539-CXDC-U

NEMA 6-15P Add "X" for Export Cabinets (220-240V, 7.6-8.3A, 50/60Hz, 1681-2000W)

Blue or Gray Model Description

C539-CDC-U-BU

** Cabinets ordered without a color designation default to Red.

Please Note: Under Counter Cabinets are only offered in Red & Gray.

Color **
 No Suffix = Red
 BU = Blue
 GY = Gray

Models with Accessories or Options

C539-CDC-UA ← An "A" suffix indicates that accessories need to be factory assembled to the cabinet. Order accessories separately.

C539-CDC-U-BUA

Please Note: Under Counter Combination & Holding modules are not available in 120V, 2000W.

- Options/Accessories***
- Small Item Shelf (C5-SHELF-S)
 - Stainless Steel Legs (C5-SSLEGS)
 - Universal Slide Pair, Chrome (C5-USLIDEPR-C)
 - 6" Casters (C5-6CASTER)
 - Rear Rigid Casters (C5-5RDGCSTR)
 - Travel Latch (C5-TRVL)
 - Flush Door Latch (C5-LATCHFLUSH-1)*
 - Straight Plug, 20 Amp, 120V (C5-STRPLG-20)
 - Straight Plug, 15 Amp, 120V (C5-STRPLG-15)
 - Factory Left-Hand Hinging (DD3768)
 - Stainless Steel Universal Slides (please call)

* Please note: (2) handles required for dutch door models

Pan Capacity	Universal Wire Slide					Lip Load Slide	Fixed Wire Slide	
	Slide Pairs	Sheet Pans	Steam Pans			Sheet Pans	Sheet Pans	Steam Pans
Cabinet Size	Provided	18"x26"	12"x20"x2.5" GN 1/1 65mm	12"x20"x4" GN 1/1 100mm	12"x20"x6" GN 1/1 150mm	18"x26"	18"x26"	12"x20"x2.5" GN 1/1 65mm
Full Height	18	18	34	24	14	35	18	34
Full Height Dutch	18	17	32	22	12	34	17	32
3/4 Height	14	14	26	16	10	27	14	26
1/2 Height	9	8	16	10	6	17	8	16
Under Counter	5	5	10	6	4	10	N/A	N/A

an Ali Group Company



The Spirit of Excellence



Restaurant Design Equipment & Supply

Innovative Solutions. On time. On budget.

Project:


Nebraska City High School
141 Steinhart Park Road
Nebraska City, NE 68410

From:

IS Restaurant Design Equipment &
Supply
Kaylin Coequyt
1421 B. Avenue
Sioux Falls, SD 57104-0315
605-339-3931
605-339-3931 (Contact)

Job Reference Number: 24660

Item	Qty	Description	Sell	Sell Total
1	1 ea	CONVECTION OVEN, GAS Vulcan Model No. VC44GD Convection Oven, gas, double-deck, standard depth, solid state controls, electronic spark igniters, 60 minute timer, (5) nickel plated racks per oven, 8" high legs, stainless steel front, top & sides, stainless steel doors with windows, (2) 50,000 BTU, NSF, CSA Star, CSA Flame, ENERGY STAR®	\$12,000.00	\$12,000.00
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	K-12 School Nutrition extended warranty extends the warranty for 12 months beyond the 12 month Original Equipment Warranty, not to exceed 24 months from date of installation		
	1 ea	Natural gas (specify elevation if over 2,000 ft.)		
	1 ea	(2) 120v/60/1-ph, 15.4 amps total, (2) cords with plugs, standard		
	1 ea	Gas manifold piping included with stacking kit to provide single point gas connection		
	2 ea	Simultaneous doors, both ovens		
	1 st	Casters, set of (4) in lieu of standard legs	\$115.00	\$115.00
			ITEM TOTAL:	\$12,115.00
2	1 ea	HEATED HOLDING PROOFING CABINET, MOBILE	\$3,945.00	\$3,945.00

Item	Qty	Description	Sell	Sell Total
		Metro Model No. C539-CLDC-U Quick Ship - C5™ 3 Series Heated Holding & Proofing Cabinet, lower wattage, with Red Insulation Armour™, mobile, full height, insulated, Dutch clear polycarbonate doors, removable bottom mount control module, thermostat to 200°F, universal wire slides on 3" centers, adjustable on 1-1/2" increments (18) 18" x 26" or (34) 12" x 20" x 2-1/2" pan capacity, 5" casters (2 with brakes), aluminum, 120v/60/1-ph, 1440 watts, 12 amps, NEMA 5-15P, cULus, NSF		
1 ea		1 year warranty against manufacturing defects		
		CUSTOMER TO VERIFY HINGING		

ITEM TOTAL: \$3,945.00

Merchandise	\$16,060.00
Freight	\$640.00
Total	\$16,700.00

Note: Only the equipment and accessories shown on this quotation may be purchased at the price quoted. Items are limited to the price and quantity shown.

Note: Equipment not shown on this quotation will not be included.

Note: Please compare this quotation to your required on site utility requirements and building access.

Note: Specification sheets are available upon request.

Note: This quotation is subject to acceptance within ninety (90) days from the date issued or an effective date of a price increase, whichever is earlier.

Note: Unless otherwise indicated, this quotation covers equipment of standard design and does not include plumbing, electrical, ventilation or other accessories

A) Receiving, Freight Inspection, Uncrating, and Set Up are not included.

_____ Freight Included. Sales Tax (if applicable) will be added on to final invoice

_____ NOTICE: Receiving Requirements

Mandatory Steps for Receiving a Shipment:

1. Check pallet and loose piece count on Bill of Lading/Delivery Receipt, and match it to the actual amount of pallets and loose pieces on the pallet.
2. Visually check package and REFUSE IT if damaged.
3. Check packing slip (located on shrink-wrap of pallet) against the actual items on the pallet.
4. If something appears to be missing make a note on all copies of the Bill of Lading and Delivery Receipt of all items that appears to be missing.
5. Sign Bill of Lading and Delivery Receipt.
6. Pictures of any damaged product and packaging are required in order for claim to be filed.

If you choose to accept damaged goods you will be responsible for filing the freight claim with the carrier. Note on Bill of Lading when signing that (Damage and value will be determined upon further inspection).

Acceptance: _____ Date: _____

Printed Name: _____

23-24	ATHLETIC	BUDGET					
Activity	Operations(Refs)	Workers	Equipment	Hotels & Meals	Recon	Uniforms	Total
Varsity Football	\$3,000.00	\$1,000.00	\$6,000.00		\$1,750.00		\$11,750.00
Trainer	\$20,000.00	\$0.00	\$1,000.00				\$21,000.00
9th Football	\$500.00	\$100.00	\$0.00				\$600.00
7th and 8th football	\$500.00	\$200.00	\$700.00		\$1,000.00		\$2,400.00
Varsity Volleyball	\$2,300.00	\$1,200.00	\$1,200.00				\$4,700.00
9th Volleyball	\$1,000.00	\$400.00	\$0.00				\$1,400.00
7th and 8th volleyball	\$1,500.00	\$500.00	\$800.00				\$2,800.00
Boys Tennis	\$600.00	\$0.00	\$500.00				\$1,100.00
Cross Country	\$3,200.00	\$0.00	\$1,100.00	\$800.00			\$5,100.00
Softball	\$1,500.00	\$300.00	\$900.00				\$2,700.00
Var. Boys Basketball	\$4,000.00	\$1,800.00	\$1,500.00				\$7,300.00
Var. Girls Basketball	\$4,000.00	\$1,800.00	\$1,500.00				\$7,300.00
Varsity Wrestling	\$7,000.00	\$3,000.00	\$1,750.00	\$3,000.00		\$3,000.00	\$17,750.00
7th and 8th Wrestling	\$1,200.00	\$400.00	\$200.00				\$1,800.00
9th Boys Basketball	\$500.00	\$500.00	\$100.00				\$1,100.00
7th and 8th Boys Bball	\$500.00	\$700.00	\$300.00				\$1,500.00
9th Girls Basketball	\$800.00	\$500.00	\$0.00				\$1,300.00
7th and 8th Girls BBall	\$900.00	\$700.00	\$250.00				\$1,850.00
Boys Soccer	\$2,250.00	\$250.00	\$700.00				\$3,200.00
Girls Soccer	\$2,250.00	\$250.00	\$700.00				\$3,200.00
Boys Track	\$1,000.00	\$100.00	\$1,000.00	\$900.00			\$3,000.00
Girls Track	\$1,000.00	\$100.00	\$1,000.00	\$900.00			\$3,000.00
Girls Tennis	\$600.00	\$0.00	\$400.00				\$1,000.00
Golf	\$1,300.00	\$0.00	\$500.00	\$1,500.00			\$3,300.00
7th and 8th Track	\$500.00	\$0.00	\$0.00	\$300.00			\$800.00
Girls Golf	\$1,000.00	\$0.00	\$1,000.00	\$1,200.00			\$3,200.00
Baseball	\$3,200.00	\$650.00	\$2,000.00			\$3,000.00	\$8,850.00
Special Equipment			\$7,000.00				\$7,000.00
Totals	\$66,100.00	\$14,450.00	\$32,100.00	\$8,600.00	\$2,750.00	\$6,000.00	\$130,000.00

Mr. Fritch,

First off I would like to take this opportunity to thank the Nebraska City Public Schools and School Board for allowing me to serve as Principal at Northside and be a part of the Pioneer Family for the past 6 years. Second, I would like to apologize to the students, staff and parents at Northside for the situation that I have put them in with my actions. In addition, I apologize to the entire district and School Board for the embarrassment I have caused with my current personal family issue.

It is clear that my actions have made it such that I can no longer serve as an effective Administrator for Northside and therefore I respectfully submit my resignation for the 23-24 school year.

Sincerely,

Brent Gaswick